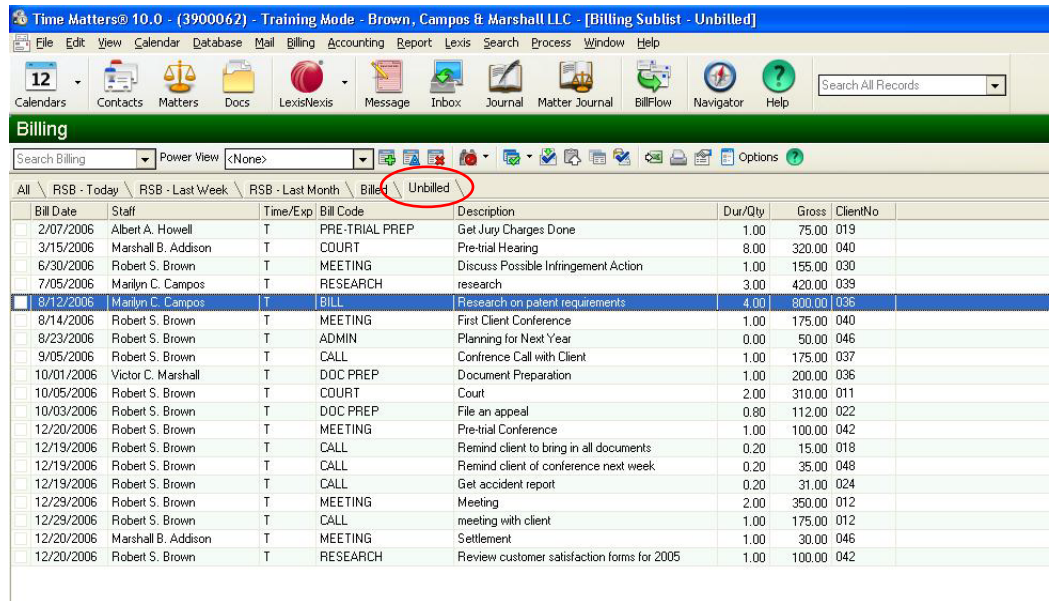

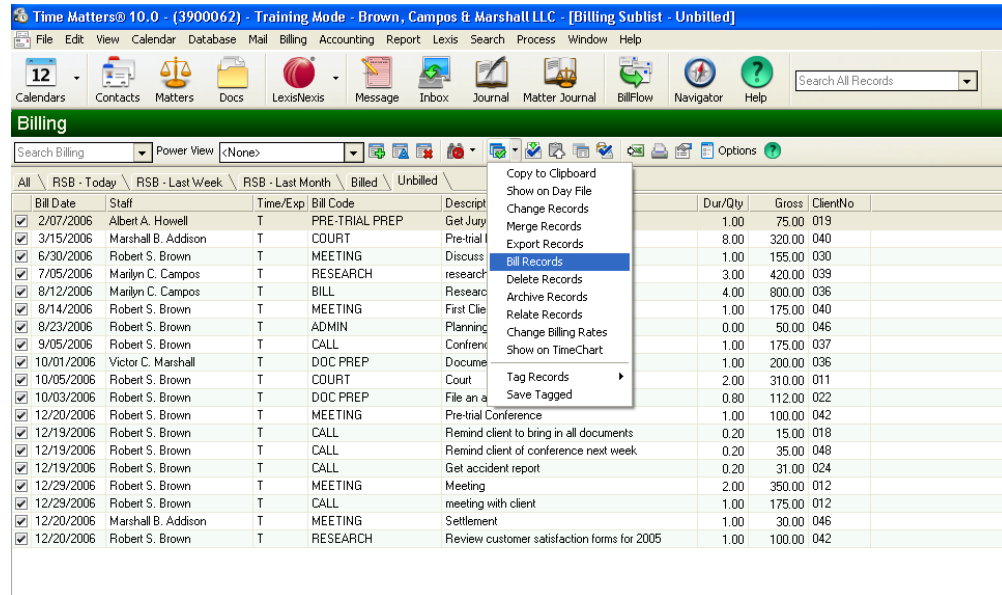


# How to: Transfer Billing Info From Time Matters to Timeslips

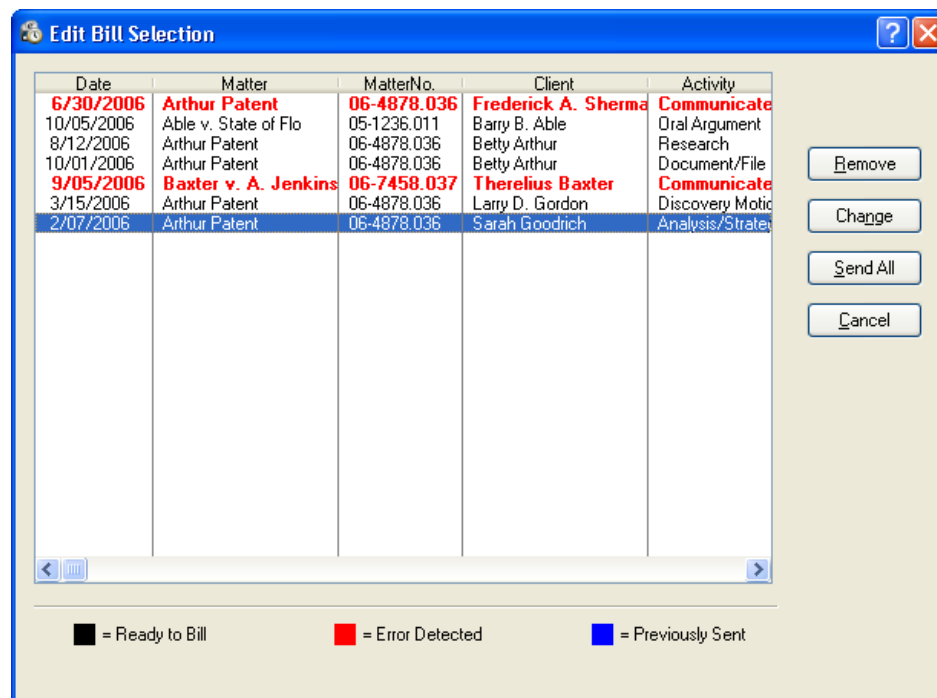
- I. Begin by opening Time Matters
  - A. Bring up the Billing Records List by pressing F12. Highlight the tab "Unbilled"



- B. These are records that have not yet been sent to Timeslips. To transfer these records, tag them by pressing CTRL-T. You will see small check marks next to each record.
- C. Click on the small arrow next to the "Process" button on the toolbar. It looks like this → 
- D. You will see a drop-down menu appear as illustrated on the next page. Choose "Bill Records"



E. The Edit Bill Selection window appears



F. Please review this list. If a line item appears in red, information is missing and that bill record will not transfer to Timeslips. Go back to that record and see what is missing. If an item appears in black, it is ready for transfer.

- G. When all items in the list are printed in black, click on the Send All button. Your billing records will appear in Timeslips, ready to be billed.