Edit Statements

Go to Statements. Click on the Billed Statement tab.
Search for Statement(s) to be redrafted.
Screen left: Select Statements to be redrafted.
Screen right: Click Redraft Selected Statements.
Respond Prebill to popup message.

On Prebill Redraft Screen, select statement to redraft Select
line item to redraft. Change and Save.
Screen bottom left select date of statement and Preview to check.
Go to Statements. Click the Pending Redrafts tab.
Click on the client statement to be redrafted (it will turn darker blue).
Screen top right, second button down: Click Rebill Selected Statement.
If more than one statement for the same client, click the second button from bottom screen
right: "Redraft All for Selected Client.