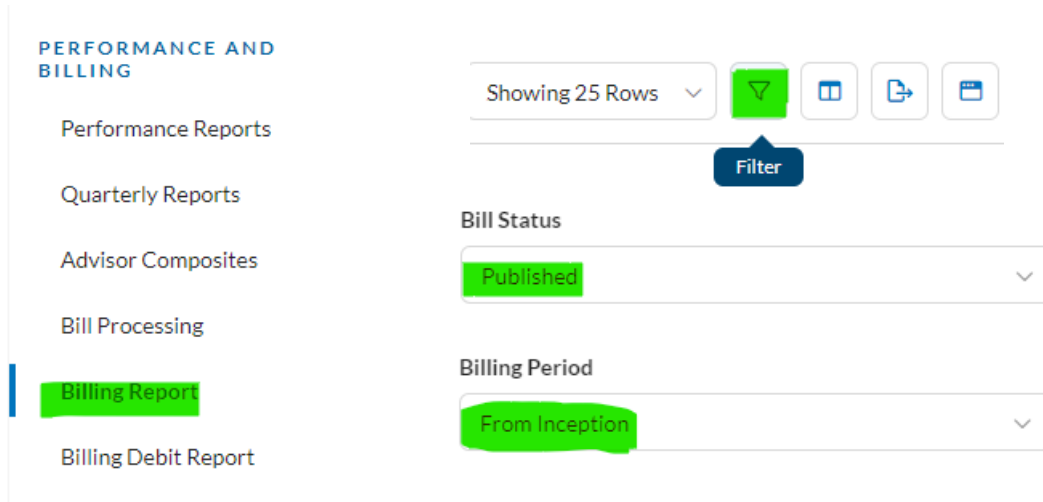
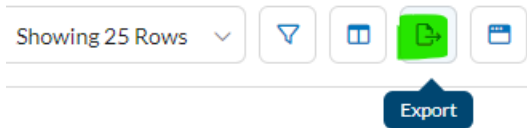


1. Begin by clicking **Practice** then **Billing Report** under Performance and Billing

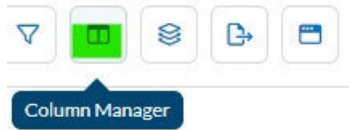


2. Update filters to match above then select Export to generate a .CSV or PDF file



Other Features:

- **Search filters** – narrow or widen results for specific bill periods (from inception should be default billing period), clients, etc.
- **Column Manager** – add, remove or reorder columns for easiest viewing



- **Groupings** – tailor results and group accounts by household/client, etc.
- **Billing Report** – focuses on the most recent pending/prelim/published cycle

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