

What are previously billed entries?

Previously billed entries are entries that have been compensated (edited or canceled) after being processed in a billing batch. This may occur if an error was noticed after the billing process was completed. Previously billed entries appear on the Previously Billed Entries submenu in the billing module or on the punch entries details page. The previously billed entries function provides a quick way to find specific entries, as well as an easy way to batch compensating and corrected entries together. New billing batches can be created directly from the previously billed entries function.

1. Log in to DCI
2. Select **Billing** from the main menu
3. Select **Previously Billed Entries** from the submenu
4. Use the filters to refine and click **Search**

Related articles

- [Billing - New Manual EDI Billing Batch 837](#)
- [Billing Quick Reference](#)
- [Billing Module - Admin Guide](#)
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