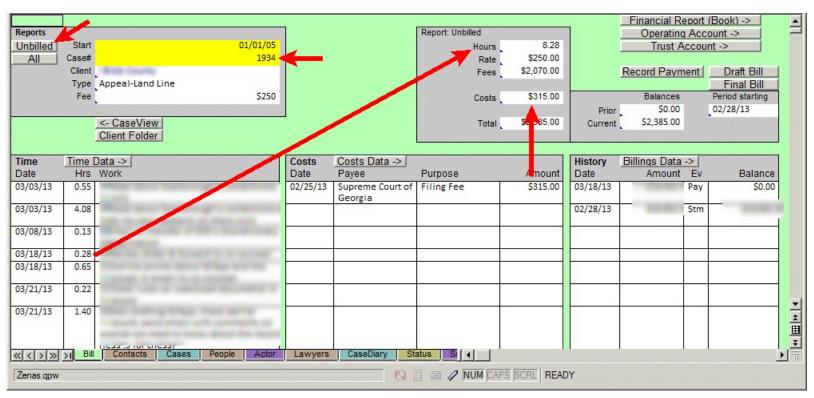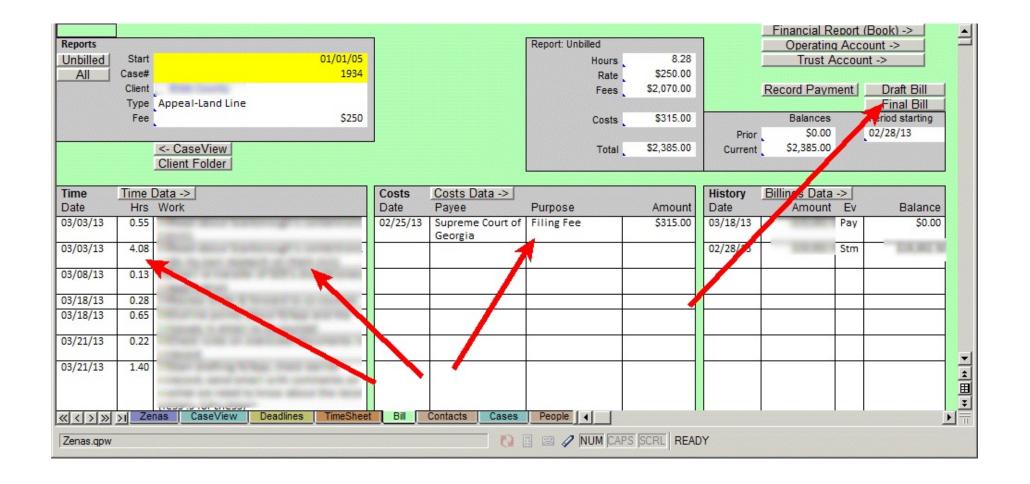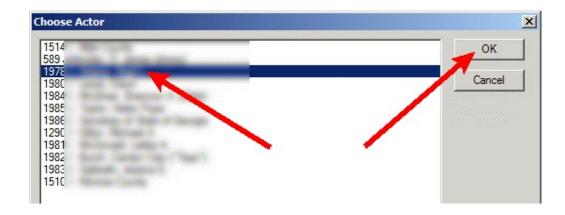# Handling Billing in Zenas

Steps from creating a report on the data in Zenas to printing it in a bill in WordPerfect.

Generate a report on current unbilled time and expenses by putting the case number into the yellow cell and clicking "Unbilled."
(This is done automatically by clicking "Get Bill" on the CaseView page, or by pressing Ctrl + Shift + B when the cursor is on a case number.)
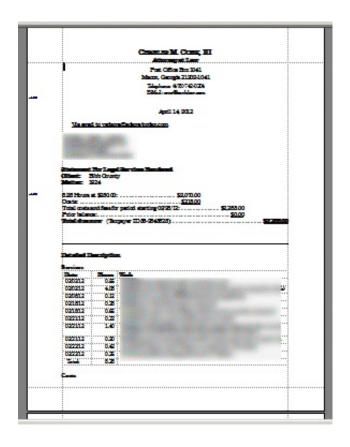
Make changes and corrections under Time and Costs, since these items will appear in the final bill. When done, click the Final Bill button to generate a Final version of the bill.

A list of all Actors on the case pops up. Select the one who gets the bill and click OK.

A final version of the bill appears in WordPerfect:

Note:

If instead of clicking "Final Bill," you clicked "Draft Bill," Zenas would have gone through the same steps to generate the same statement in WordPerfect.

Zenas would not, however, have marked each of the time and cost items as billed, and it would not have entered the billing into the database on the billings page. Use the Draft option when you want to see how the bill will look, but use "Final Bill" when the version going to the client is to be prepared and recorded.