Undo a billing:

Once a client is billed you can undo that billing.
Go to Statements. Click on the Billed Statement tab.

To undo one or more individual
statements: (but not all statements
billed at one time) Screen left: Select
individual statements.
Screen right: Under Individual Statement Functions:
Click Undo Selected Statements.

To undo all statements billed together (a batch):
Screen left: Select the first client under the bill date heading.
(Do not select more than one client).
Screen right: Under Batch Statement Functions:
Click Undo Statement Batch