

# Tips & Tricks: New Finalize All/Unfinalize Feature

time-is-money Time is money, especially when it comes to the time it takes to invoice clients.

Now, the invoicing batch process has never been easier! When going through Invoicing, you have the ability to create your monthly batches in one clean sweep. This process gives a much easier way of connecting all invoices in a particular time period and having them organized in one place makes your invoice management less congested. This process couldn't get any easier with the new Finalize and Unfinalize All functionality.

## finalize

If you've gone through the process of editing and making the changes to your batch, but forgot to finalize your invoices, then this feature will be great for you. Once you are on the batch page you will be able to choose all or multiple invoices to finalize or unfinalized at once.

This functionality will give you back that much needed time to focus on what is important...your business!

To learn more about Bill4Time and all the great features, visit our training center on YouTube. We offer quick tutorials to help you get the most out of Bill4Time. Take a look at: <https://www.youtube.com/user/Bill4TimeTraining>.