



Purge with Purpose: 3E Billing Utilities You Should Be Using

Still manually cleaning WIP?
You might be ignoring the most powerful utilities in
your toolkit.

Clean WIP Efficiently

Use the Purge Detail utility to bulk remove time, cost, or charge entries by matter, date range, or purge type.

- Automatically creates audit-safe invoice records
 - Options for billable, non-billable, or zero-out removals
 - Applies across posted billing transactions
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Made a Mistake? Undo It.

The UnPurge Detail utility lets you restore purged entries to WIP.

- Reinstates timecards with original values
 - Maintains traceability by referencing original entries
 - Supports both manual and group-based reversals
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Choose the Right Purge Type for the Job

3E supports different purge types, each with distinct behavior:

Zero Work Values (Zero Out):

- Cancels WIP by creating offsetting entries and a zero-value timecard.

Billable Purge:

- Flags WIP as invoiced with \$0 values. Leaves a billing trail (InvMaster, AR Master).

Non-Billable Purge:

- Removes only non-billable entries. Ideal for internal write-offs.

Each type controls whether the entry gets reported, invoiced, or traced via AR.

Full Transparency, Always

Use Purge History to track all purged records.

- Query by purge date or type
 - View by time, cost, or charge detail
 - Download detailed audit reports for compliance
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Power Tip: Group Update Saves Time

Apply Purge Types to multiple records in one go:

- From Time/Cost/Charge Modify forms
 - In Proforma Edit using Group Edit
 - Ideal for clean-up sprints or billing close
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Ready to Streamline Your Billing Pipeline?

Whether you're cleaning up legacy WIP
or optimizing current entries - these tools
make it traceable, reversible, and
compliant.

Let's sharpen your purge strategy.

Elevate with Emerald

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