

# Backdating Fees in TDO

315 [TDO KB](#) February 24, 2026 [New User resources](#) 8.05K

## Overview

TDO allows you to backdate fees when posting to the ledger.

For instance, if you forgot to post a fee from a previous day, and want the ledger to reflect properly. Or if you voided a fee that was posted incorrectly.

## Detailed Instructions

| Tooth # Code Surface |   |   | Description | Est. # of visits | Prognosis | Fee                             | Ins. Est. | Pt Est. | Fee Category | Presented | Dr.  | Post All |
|----------------------|---|---|-------------|------------------|-----------|---------------------------------|-----------|---------|--------------|-----------|------|----------|
| 1                    | 2 | 3 | 2           | D0140            | -         | Limited Oral Evaluation Problem | \$195.00  | \$0.00  | \$195.00     |           | Carr | Post     |
| 1                    | 2 | 3 | 2           | D0220            | -         | Initial Periapical              | \$55.00   | \$0.00  | \$55.00      |           | Carr | Post     |
| 1                    | 2 | 3 | 2           | -                | -         | -                               |           |         |              |           |      | Post     |

Go to Fees tab. Add the procedure fee(s)Add the procedure fee(s).

| Tooth #                   |   | Code | Surface | Description | Fee       | Ins. Est.                       | Pt Est.  | Fee Category | Presented | Dr.  | Post All |
|---------------------------|---|------|---------|-------------|-----------|---------------------------------|----------|--------------|-----------|------|----------|
| Est. # of visits Progress |   |      |         |             | No Charge |                                 |          |              | Noted     |      |          |
| ▶                         | 1 | 2    | 3       | 2           | D0140     | Limited Oral Evaluation Problem | \$195.00 | \$0.00       | \$195.00  | Carr | Post     |
|                           |   |      |         |             |           |                                 |          |              |           |      |          |
| ▶                         | 1 | 2    | 3       | 2           | D0220     | Initial Periapical              | \$55.00  | \$0.00       | \$55.00   | Carr | Post     |
|                           |   |      |         |             |           |                                 |          |              |           |      |          |
| ▶                         | 1 | 2    | 3       | 2           |           |                                 |          |              |           |      | Post     |
|                           |   |      |         |             |           |                                 |          |              |           |      |          |

There will be two boxes under the Presented and Posted column.

The box for Presented is the box at the top

| Tooth # Code Surface Description |   |   |   | Fee       | Ins. Est. | Pt Est.                         | Fee      | Presented | Dr.      |          |      |      |
|----------------------------------|---|---|---|-----------|-----------|---------------------------------|----------|-----------|----------|----------|------|------|
| Est # of visits Prognosis        |   |   |   | No Charge |           |                                 | Category | Posted    |          | Post All |      |      |
| ▶                                | 1 | 2 | 3 | 2         | D0140     | Limited Oral Evaluation Problem | \$195.00 | \$0.00    | \$195.00 |          | Carr | Post |
|                                  |   |   |   |           |           |                                 |          |           |          |          |      |      |
|                                  | 1 | 2 | 3 | 2         | D0220     | Initial Periapical              | \$55.00  | \$0.00    | \$55.00  |          | Carr | Post |
|                                  |   |   |   |           |           |                                 |          |           |          |          |      |      |
| *                                | 1 | 2 | 3 | 2         |           |                                 |          |           |          |          |      | Post |
|                                  |   |   |   |           |           |                                 |          |           |          |          |      |      |

The box for Posted will be the box below

| Tooth # Code Surface |   |   |   | Description               | Fee       | Ins. Est. | Pt Est.                         | Fee Presented | Dr.    |          |  |  |      |      |
|----------------------|---|---|---|---------------------------|-----------|-----------|---------------------------------|---------------|--------|----------|--|--|------|------|
|                      |   |   |   | Est # of visits Prognosis | No Charge |           |                                 | Category      | Posted | Post All |  |  |      |      |
| ▶                    | 1 | 2 | 3 | 2                         | D0140     |           | Limited Oral Evaluation Problem | \$195.00      | \$0.00 | \$195.00 |  |  | Carr | Post |
|                      |   |   |   |                           |           |           |                                 |               |        |          |  |  |      |      |
|                      | 1 | 2 | 3 | 2                         | D0220     |           | Initial Periapical              | \$55.00       | \$0.00 | \$55.00  |  |  | Carr | Post |
|                      |   |   |   |                           |           |           |                                 |               |        |          |  |  |      |      |
| *                    | 1 | 2 | 3 | 2                         |           |           |                                 |               |        |          |  |  |      | Post |
|                      |   |   |   |                           |           |           |                                 |               |        |          |  |  |      |      |

|   |   |   |   |       |                                 |          |        |          |  |            |      |      |
|---|---|---|---|-------|---------------------------------|----------|--------|----------|--|------------|------|------|
| 1 | 2 | 3 | 2 | D0140 | Limited Oral Evaluation Problem | \$195.00 | \$0.00 | \$195.00 |  | 4/1/2015   | Carr | Post |
| 1 | 2 | 3 | 2 | D0220 | Initial Periapical              | \$55.00  | \$0.00 | \$55.00  |  | 04/01/2015 | Carr | Post |
| * | 1 | 2 | 3 | 2     |                                 |          |        |          |  |            |      | Post |

If you click on the Posted box, the default behavior will be to add the current date.

|   |   |   |   |       |                                 |          |        |          |  |            |      |      |
|---|---|---|---|-------|---------------------------------|----------|--------|----------|--|------------|------|------|
| 1 | 2 | 3 | 2 | D0140 | Limited Oral Evaluation Problem | \$195.00 | \$0.00 | \$195.00 |  | 4/1/2015   | Carr | Post |
| 1 | 2 | 3 | 2 | D0220 | Initial Periapical              | \$55.00  | \$0.00 | \$55.00  |  | 04/01/2015 | Carr | Post |
| * | 1 | 2 | 3 | 2     |                                 |          |        |          |  |            |      | Post |

To backdate a fee, replace the current date with the date the fee should have been posted.

If you need to backdate multiple fees, repeat the steps for each one of the fees that need to be posted with a previous date before clicking the Post All button.

| Tooth # Code                                                                        |   |   |   | Surface | Description                                       | Fee                             | Ins. Est. | Pt Est. | Fee      | Presented  | Dr. |          |      |
|-------------------------------------------------------------------------------------|---|---|---|---------|---------------------------------------------------|---------------------------------|-----------|---------|----------|------------|-----|----------|------|
|                                                                                     |   |   |   |         | Est # of visits Prognosis                         | No Charge                       |           |         | Category | Posted     |     | Post All |      |
|                                                                                     | 1 | 2 | 3 | 2       | <div><div></div><div>D0140</div><div></div></div> | Limited Oral Evaluation Problem | \$195.00  | \$0.00  | \$195.00 |            |     | Carr     | Post |
|                                                                                     |   |   |   |         | <div><div></div><div></div><div></div></div>      |                                 |           |         |          | 4/1/2015   |     |          |      |
|  | 1 | 2 | 3 | 2       | <div><div></div><div>D0220</div><div></div></div> | Initial Periapical              | \$55.00   | \$0.00  | \$55.00  |            |     | Carr     | Post |
|                                                                                     |   |   |   |         | <div><div></div><div></div><div></div></div>      |                                 |           |         |          | 04/01/2015 |     |          |      |
| *                                                                                   | 1 | 2 | 3 | 2       | <div><div></div><div></div><div></div></div>      |                                 |           |         |          |            |     | Post     |      |
|                                                                                     |   |   |   |         | <div><div></div><div></div><div></div></div>      |                                 |           |         |          |            |     |          |      |

When ready, click the **Post** or **Post All** button.

The fee or fees will be posted with the date specified in the **Posted** box.

Online URL: <https://kb.tdo4endo.com/article.php?id=315>