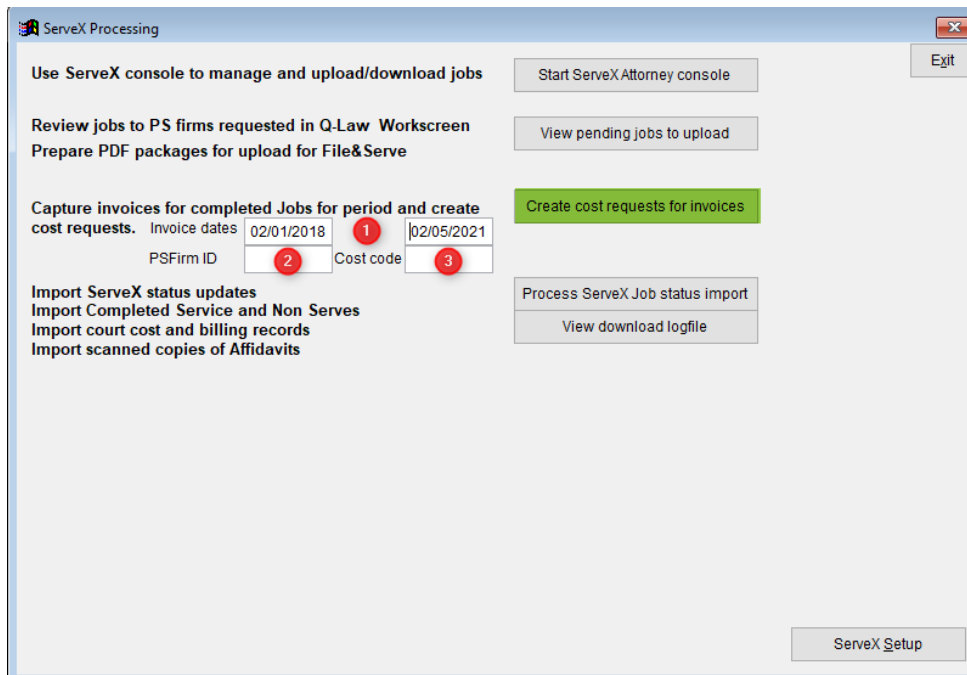# Automating Cost Checks with ServeX

Creating cost requests from ServeX can be done with just a few clicks.
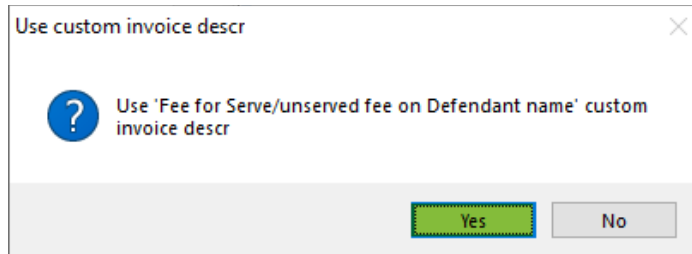
Populating cost checks from ServeX

The ServeX module can be found in Maintenance > EDI – Custom Modules > ServeX File & Serve. To retrieve your invoice and automatically create cost requests, click **[Create Cost Requests for Invoices]**.

1. Enter beginning and ending invoice date for cost request data
2. Enter a valid PSFirm ID to include only that firm's invoices, or leave blank to include all
3. Enter a valid Q-Law or Q-LawE cost code
4. Click **[Create Cost Requests for Invoices]**
5. To make the description of the check be "Fee for Serve" or "Fee for Unserved" click **[Yes]** to the following question:
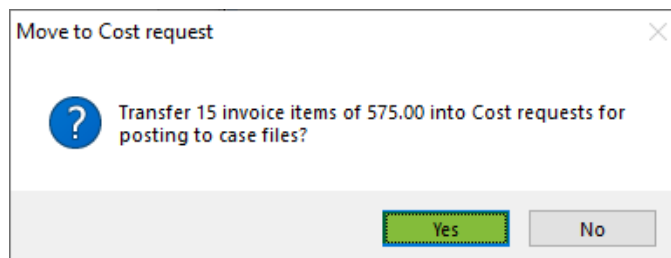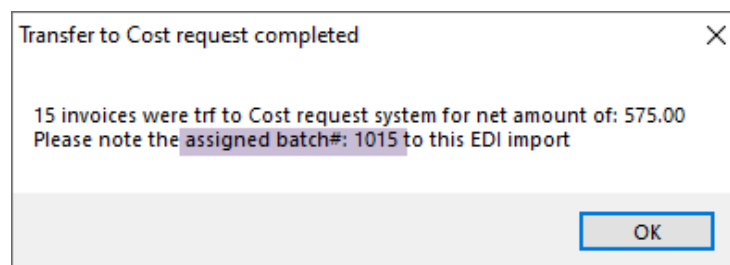
A grid with the details will display:

6. Click **[Exit]**

7. To create cost requests, click **[Yes]** to the following question:

8. The last message box gives you information for posting your checks:

Bookkeeping for Auto posting cost checks

To auto post these cost checks, go to Bookkeeping > Cost Check – Auto Post.

1. Choose the batch shown for the assigned batch highlighted in the screenshot on the bottom of page 2.

2. Create checks:

1. **Create** the batch.
2. **Validate** the program will validate the checks, checking for valid court, etc.
3. **Setup Splitcheck**.
4. **Autopost** posts the cost checks to the cases and creates checks to print from Print Check menu in Bookkeeping.