

# Billing Screen Overview

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## Pathway: Accounting > Billing

The Billing screen in the Accounting module simplifies the billing process and keeps a historical record of all billing batches. Within the Pending and In Process tab, two distinct grids are available: the upper grid shows individual billing batches, while the lower grid provides an analysis of the selected batch.

Pending and In Process													History						
<span style="float: right;">Search   </span>																			
+	DIVISION	All																	
BILL GROUP	DIVISION	BATCH ID 	TYPE	STATUS	INVOICE DATE	TO DATE	INVOICE COUNT	PRINT COUNT	NOTIFICATION COUNT	AUTO PAY ENROLLED	AUTO PAY PROCESSED	INVOICES WITH MESSAGE	AMOUNT						
Annual Billing		25841	All Charges	Processed	01/15/2025	01/31/2025	1	1		1 / 0			\$ 355.65						
COR-Anniversary 4 W...	CORPUS	25925	All Charges	Not Started	10/24/2024								\$ 0.00						
COR-Anniversary 4 W...	CORPUS	25940	All Charges	Not Started	11/12/2024								\$ 0.00						
COR-COMM MON AR...	CORPUS	25783	All Charges	Not Started	10/01/2023	09/30/2023							\$ 0.00						
COR-Q1-JAN-APR-JUL...	CORPUS	25923	All Charges	Not Started	06/01/2023	06/30/2023							\$ 0.00						
COR-ROLF BI-WEEKLY	CORPUS	25665	WO and Manual...	Posted	08/14/2023	08/14/2023	24	22	2				\$ 12,884.04						
COR-ROLF BI-WEEKLY	CORPUS	25904	All Charges	Not Started	07/01/2024	07/31/2024							\$ 0.00						
COR-ROLF MONTHLY	CORPUS	25675	All Charges	Posted	11/30/2022	11/30/2022	21	21					\$ 19,436.93						
DAY-COMM MONTHLY...	DAYTON	25848	All Charges	Posted	10/01/2023	10/31/2023	260	257	1	0 / 1			\$ 276,404.66						
DAY-COMM MONTHLY...	DAYTON	25924	All Charges	Not Started	10/24/2024	11/30/2023							\$ 0.00						
DAY-COMM MONTHLY...	DAYTON	25887	All Charges	Not Started	09/01/2023	09/30/2023							\$ 0.00						
DAY-MANUAL INVOICES	CORPUS	25921	All Charges	Not Started	10/21/2024	10/31/2024							\$ 0.00						
DAY-Q1-JAN-APR-JUL...	DAYTON	25647	All Charges	Posted	03/13/2023	06/30/2023	6,971	6,965	1	3,088 / 40			\$ 1,494,986.21						
DAY-Q2-FEB-MAY-AU...	DAYTON	25886	All Charges	Not Started	06/01/2024	09/30/2024							\$ 0.00						
DAY-Q3-MAR-JUN-SEP...	DAYTON	25811	All Charges	Processed	01/01/2023	03/31/2023	2,361	2,360	1	1 / 0			\$ 92,881.56						
DAY-RESI MONTHLY A...	DAYTON	25885	All Charges	Not Started	03/01/2023	03/31/2023							\$ 0.00						
DAY-ROLF BI-WEEKLY	DAYTON	25884	All Charges	Not Started	03/01/2023	03/01/2023							\$ 0.00						
DAY-ROLF BI-WEEKLY	DAYTON	25907	Single Invoice	Posted	08/01/2024	08/31/2024	2	2					\$ 56.31						
DAY-ROLF LIBERTY	DAYTON	25766	All Charges	Posted	01/15/2024	12/31/2023	8	6	1				\$ 10,656.12						

## Permissions:

The following permissions are required to view, create and post Billing Batches:

Permission ID	Permission Name
109	View Billing
110	Add Billing Batch
111	Post Billing Batch

## Screen Descriptions - Pending and In Process

Pending and In Process
History

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DIVISION
All
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Search
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BILL GROUP	DIVISION	BATCH ID ↑	TYPE	STATUS	INVOICE DATE	TO DATE	INVOICE COUNT	PRINT COUNT	NOTIFICATION COUNT	AUTO PAY ENROLLED	AUTO PAY PROCESSED	INVOICES WITH MESSAGE	AMOUNT
DAY-COMM MONT...	DAYTON	25887	All Charges	Not Started	09/01/2023	09/30/2023							\$ 0.00
DAY-MANUAL INVO...	CORPUS	25921	All Charges	Not Started	10/21/2024	10/31/2024							\$ 0.00
DAY-Q1-JAN-APR-...	DAYTON	25647	All Charges	Posted	03/13/2023	06/30/2023	6,971	6,965	1	3,088 / 40			\$ 1,494,98...
DAY-Q2-FEB-MAY-A...	DAYTON	25886	All Charges	Not Started	06/01/2024	09/30/2024							\$ 0.00
DAY-Q3-MAR-JUN-S...	DAYTON	25811	All Charges	Processed	01/01/2023	03/31/2023	2,361	2,360	1	1 / 0			\$ 92,881.56
DAY-RESI MONTHLY...	DAYTON	25885	All Charges	Not Started	03/01/2023	03/31/2023							\$ 0.00
DAY-ROLF BI-WEEKLY	DAYTON	25884	All Charges	Not Started	03/01/2023	03/01/2023							\$ 0.00
DAY-ROLF BI-WEEKLY	DAYTON	25907	Single Invoice	Posted	08/01/2024	08/31/2024	2	2					\$ 56.31
DAY-ROLF LIBERTY	DAYTON	25766	All Charges	Posted	01/15/2024	12/31/2023	8	6	1				\$ 10,656.12
DAY-ROLF LIBERTY	DAYTON	25810	WO and Man...	Not Started	02/28/2024	02/29/2024							\$ 0.00
HOU-Anniversary 4 ...	HOUSTON	25938	All Charges	Not Started	11/10/2024								\$ 0.00
HOU-COMMFRCL ...	HOUSTON	25689	All Charges	Posted	01/31/2024	01/31/2024	1,190	1,144	44			1	\$ 6,587.11

RESULTS
AUTO-PAY (AT BILLING)
NOTIFICATIONS

Credit Limit Exceeded 0
Inactivity Fees 0 - \$ 0.00
Finance Charges / Late Fees 0 - \$ 0.00
Blanket PO Warnings 0
Future Rate Increase 0
Pending 2,890 External Processing
1 out of 1 sent successfully

TREND ANALYSIS
Invoice Count

8K
6.4K
4.8K
3.2K
1.6K
0

7.28K
7.25K
7.15K
6.93K
7K
6.97K

09/08/2021
12/15/2021
01/31/2022
02/22/2022
03/05/2022
03/08/2022
03/25/2022
04/01/2022
06/05/2022
07/01/2022
09/05/2022
10/01/2022
03/13/2023

Upper Grid	
<b>Field</b>	<b>Description</b>
<b>Add Icon</b>	Select to create a new billing batch.
<b>Division Filter</b>	Filters the screen to only display batches of the selected division.
<b>Bill Group</b>	<p>Identifies the bill group the billing batch is for.</p> <p>A red warning icon is displayed if the Bill Group includes omitted divisions. Hover your mouse over the icon to review which division are omitted from the batch. The right click menu option to omit a division from a batch is only available if the following two conditions are met:</p> <ol style="list-style-type: none"> <li>1. In <i>Setup &gt; System &gt; System Options &gt; Account (tab)</i>, the 'Limit Bill Group to Single Division' field must be 'No'.</li> <li>2. The billing batch must be in a "Not Started" status.</li> </ol>
<b>Division</b>	Identifies the division the billing batch is associated to.
<b>Batch ID</b>	Displays the ID assigned to the batch when it was created.
<b>Type</b>	Indicates if the billing batch was for 'All Charges', or 'WO and Manual Charges Only.'

<b>Status</b>	Displays the current status of the batch. Additionally, the background color of a batch also reflects its status. <ul style="list-style-type: none"> <li>White = Not Started</li> <li>Blue = Processed</li> <li>Green = Posted</li> </ul>
<b>Invoice Date</b>	Displays the invoice date that was entered when the batch was created.
<b>To Date</b>	Refers to the date for which the customer is being billed for services and equipment through.
<b>Invoice Count</b>	Displays a total count of invoices the billing batch created. Click the hyperlink value to open the Billing Details popup window for the batch.
<b>Print Count</b>	Displays a total count of invoices that have been printed for the billing batch. Click the hyperlink value to open the Billing Details popup window for the batch.
<b>Notification Count</b>	Displays the count of invoices that were emailed to the customer. Click the hyperlink value to open the Invoice Notification Summary popup window for the batch.
<b>Auto Pay Enrolled</b>	Indicates how many accounts are enrolled in auto pay. The first number (xx /xx) represents the amount of accounts pending automatic payment. The second number (xx/xx) represents the amount of accounts enrolled in a future scheduled auto pay. Click the hyperlink value to open the Auto Pay Invoices popup window for the batch.
<b>Auto Pay Processed</b>	Displays a count of invoices that have been processed at the time of billing.
<b>Invoices With Message</b>	If a message was added to the batch, the count of invoices it will be added to is displayed. To add a message, right click on the batch and select 'Add Message.' This is replaced by 'Edit Message' once a message has been added.
<b>Amount</b>	Calculation of the total amount the batch is billing for.

#### Lower Grid - Results

Field	Description
<b>Credit Limit</b>	The hyperlink displays a count of accounts where the credit limit has been exceeded. Select the link to open the Exceeded Credit Limit Accounts and view a list of these accounts.
<b>Inactivity Fees</b>	The hyperlink displays a count of accounts with applied inactivity fee charges. Select the link to open the Charges window and view a list of accounts along with their charge details.
<b>Finance Charges / Late Fees</b>	The hyperlink displays a count of accounts with applied finance charges or late fees. Select the link to open the Charges window and view a list of accounts along with the details of the late fees/finance charges.
<b>Blanket PO Warnings</b>	Displays a count of blanket purchase orders where the amount being billed for exceeds the blanket purchase order's capped/authorized amount. More information about the blanket purchase orders can be found here: <a href="#">Add Photos, Attachments and Blanket Purchase Orders to Accounts</a> .

<p><b>Future Rate Increase</b></p> <p>The hyperlink displays a count of invoices affected by a recurring rate increase where the effective date is greater than the billing invoice date, the rate increase and the batch status is open, in progress or posted. Rate increases are applied in Sales &gt; Rate Update Batches.</p> <p>Select the link to open the Future Rate Increase Invoices window and add an optional message to display on the invoices of the affected accounts.</p>
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#### Lower Grid - Auto Pay (At Billing)

Field	Description
Pending	The hyperlink displays a count of accounts enrolled in auto-pay with pending payments. Review these accounts by selecting the link to open the Auto Pay Invoices screen.
Expired	The hyperlink displays a count of accounts enrolled in auto-pay but with expired credit cards on file. Select the link to open the Auto Pay Invoices screen and view a list of these accounts.
Declined	The hyperlink displays a count of accounts enrolled in auto-pay that have experienced payment declines. Review these accounts by selecting the link to open the Auto Pay Invoices screen.
Processed	The hyperlink displays a count of accounts that have been processed by auto-pay. Review these accounts by selecting the link to open the Auto Pay Invoices screen.

#### Lower Grid - Notifications and Trend Analysis

Notifications	The hyperlink displays a count of accounts that have received an invoice notification. Review these accounts by selecting the link to open the Invoice Notification Summary.												
Trend Analysis	<p>The selected Trend Analysis displays a bar graph. Analysis options include:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; text-align: center; padding: 5px;">• Invoice Count</td> <td style="width: 25%; text-align: center; padding: 5px;">• Billed Amount</td> <td style="width: 25%; text-align: center; padding: 5px;">• WO Charges</td> <td style="width: 25%; text-align: center; padding: 5px;">• Recurring</td> </tr> <tr> <td style="text-align: center; padding: 5px;">• Surcharges</td> <td style="text-align: center; padding: 5px;">• Taxes</td> <td style="text-align: center; padding: 5px;">• Emailed</td> <td style="text-align: center; padding: 5px;">• New Business</td> </tr> <tr> <td style="text-align: center; padding: 5px;">• Lost Business</td> <td style="text-align: center; padding: 5px;">• Increases</td> <td style="text-align: center; padding: 5px;">• Decreases</td> <td></td> </tr> </table>	• Invoice Count	• Billed Amount	• WO Charges	• Recurring	• Surcharges	• Taxes	• Emailed	• New Business	• Lost Business	• Increases	• Decreases	
• Invoice Count	• Billed Amount	• WO Charges	• Recurring										
• Surcharges	• Taxes	• Emailed	• New Business										
• Lost Business	• Increases	• Decreases											

## Screen Description - History

Pending and In Process											History	
Division		Bill Group		DVANCE / Monthly / Advance		Type		Scheduled		Year		
BATCH ID	Division	Type	Status	Invoice Date	From-To Date	Invoice Count	Amount	Created By	Completed/Voided By			
25772	CORPUS	Off Scheduled	Completed	12/22/2023		1	\$ 5.61	Navusoft System (Inactive) 12/22/202...	Navusoft System (Inactive) 12/22/202...			
25771	CORPUS	Off Scheduled	Completed	12/22/2023		1	\$ 7.24	Navusoft System (Inactive) 12/22/202...	Navusoft System (Inactive) 12/22/202...			
25763	CORPUS	Off Scheduled	Completed	12/11/2023		1	\$ 7.24	Navusoft System (Inactive) 12/11/202...	Navusoft System (Inactive) 12/11/202...			
25705	CORPUS	Single Invoice	Completed	09/01/2023	To: 09/30/2023	0	\$ 0.00	Matthew Van Doren 10/06/2023 10:5...	Matthew Van Doren 10/06/2023 10:5...			
25704	CORPUS	Single Invoice	Completed	09/01/2023	To: 09/30/2023	0	\$ 0.00	Matthew Van Doren 10/06/2023 10:5...	Matthew Van Doren 10/06/2023 10:5...			
25703	CORPUS	Single Invoice	Completed	09/01/2023	To: 09/30/2023	0	\$ 0.00	Matthew Van Doren 10/06/2023 10:5...	Matthew Van Doren 10/06/2023 10:5...			
25702	CORPUS	Single Invoice	Completed	10/06/2023	To: 10/31/2023	0	\$ 0.00	Matthew Van Doren 10/06/2023 10:5...	Matthew Van Doren 10/06/2023 10:5...			
25627	CORPUS	Off Scheduled	Completed	05/12/2023		1	\$ 6.24	Navusoft System (Inactive) 05/11/202...	Navusoft System (Inactive) 05/11/202...			
25584	CORPUS	Off Scheduled	Completed	04/12/2023		1	\$ 5.55	Navusoft System (Inactive) 04/11/202...	Navusoft System (Inactive) 04/11/202...			
25582	CORPUS	Off Scheduled	Completed	04/07/2023		1	\$ 6.08	Navusoft System (Inactive) 04/06/202...	Navusoft System (Inactive) 04/06/202...			

Filter	Description
Division	Filters the screen to only display billing batches of the selected division.
Bill Group	Filters the screen to only display billing batches of the selected bill group.
Type	Filters the screen to only display billing batches that are scheduled, not scheduled or single invoice billed.
Year	Filter the screen to limit what is returned to the selected year.
Field	Description
Batch ID	Displays the ID assigned to the batch when the batch was created.
Division	Displays the division the batch belongs to.
Type	Indicates if the batch was scheduled, not scheduled or a single invoice.
Status	Specifies whether the batch status was "Completed" or "Voided."
Invoice Date	Refers to the specific date when an invoice is issued or created.
From-To Date	Refers to the window of time services and charges are being billed for.
Invoice Count	Indicates how many invoices were created by the billing batch.
Amount	Displays the total amount being invoiced for in the batch.
Created By	Displays the user name and timestamp of who created the batch.
Completed/Voided By	Displays the user name and timestamp of who posted or voided the batch.

## Related Articles

[Create a Billing Batch](#)

[Pre-Billing Workflow](#)

[Billing - Process and Post a Billing Batch](#)