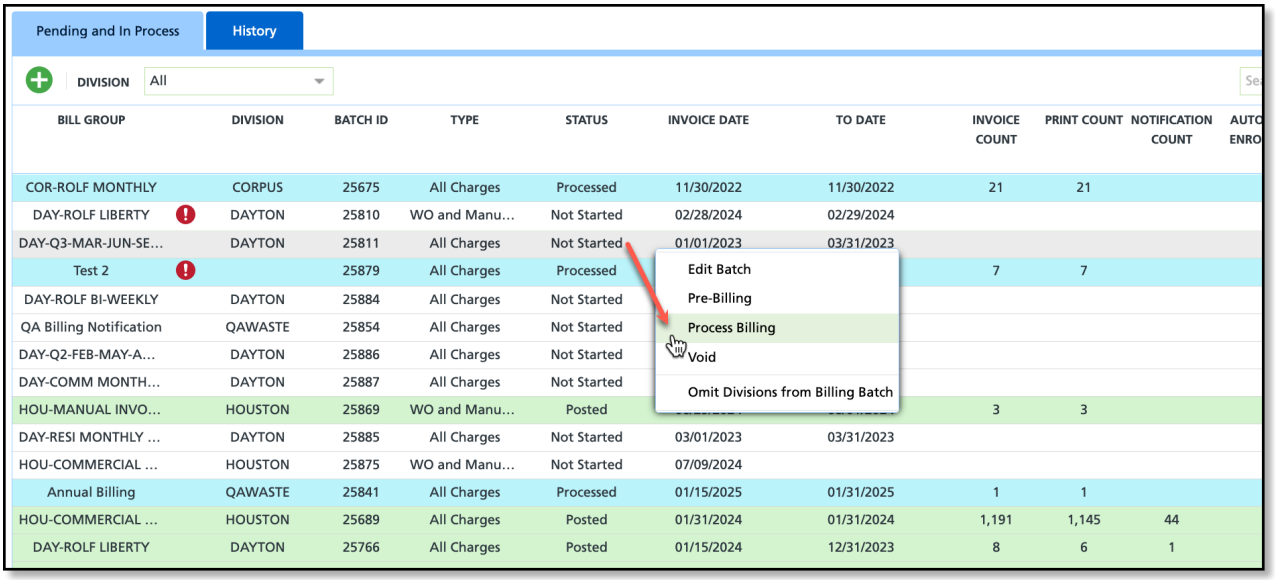
Billing - Process and Post a Billing Batch

Last Modified on 06/25/2026 6:54 am PDT

Pathway: *Accounting > Billing*

This article outlines the process of processing and posting a billing batch. Before proceeding with billing, it is recommended to review the Pre-Billing workflow article to avoid any billing errors.

The Process Billing option will only display for billing batches that are in a 'Not Started' status.



BILL GROUP	DIVISION	BATCH ID	TYPE	STATUS	INVOICE DATE	TO DATE	INVOICE COUNT	PRINT COUNT	NOTIFICATION COUNT
COR-ROLF MONTHLY	CORPUS	25675	All Charges	Processed	11/30/2022	11/30/2022	21	21	
DAY-ROLF LIBERTY	DAYTON	25810	WO and Manu...	Not Started	02/28/2024	02/29/2024			
DAY-Q3-MAR-JUN-SE...	DAYTON	25811	All Charges	Not Started	01/01/2023	03/31/2023			
Test 2		25879	All Charges	Processed			7	7	
DAY-ROLF BI-WEEKLY	DAYTON	25884	All Charges	Not Started					
QA Billing Notification	QAWASTE	25854	All Charges	Not Started					
DAY-Q2-FEB-MAY-A...	DAYTON	25886	All Charges	Not Started					
DAY-COMM MONTH...	DAYTON	25887	All Charges	Not Started					
HOU-MANUAL INVO...	HOUSTON	25869	WO and Manu...	Posted			3	3	
DAY-RESI MONTHLY ...	DAYTON	25885	All Charges	Not Started	03/01/2023	03/31/2023			
HOU-COMMERCIAL ...	HOUSTON	25875	WO and Manu...	Not Started	07/09/2024				
Annual Billing	QAWASTE	25841	All Charges	Processed	01/15/2025	01/31/2025	1	1	
HOU-COMMERCIAL ...	HOUSTON	25689	All Charges	Posted	01/31/2024	01/31/2024	1,191	1,145	44
DAY-ROLF LIBERTY	DAYTON	25766	All Charges	Posted	01/15/2024	12/31/2023	8	6	1

Permissions

The following permissions are required to view, process and post billing batches:

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

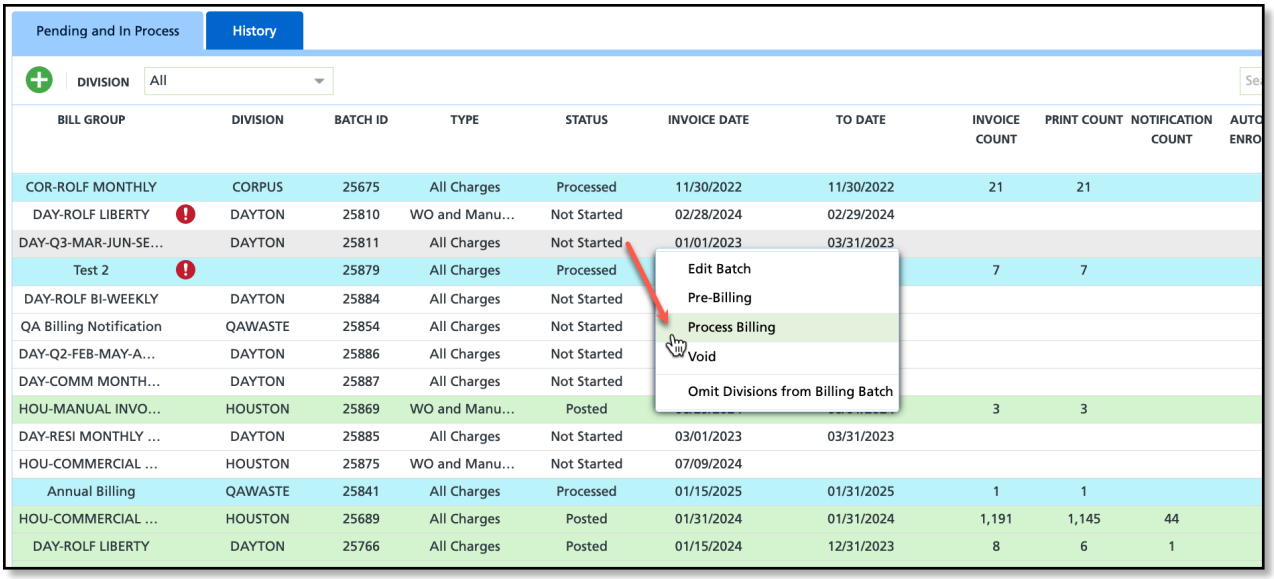
Prerequisites:

Consider reviewing the Pre-Billing items to prevent billing errors and revenue loss.

- Pre-Billing Workflow

Process a Billing Batch

After completing the Pre-Billing review, and addressing any issues to prevent errors or revenue loss, 'Process Billing' can begin. Batches that are in a 'Processed' status will offer additional right-click options: Billing Analysis and View Details, as further detailed in the sections below.

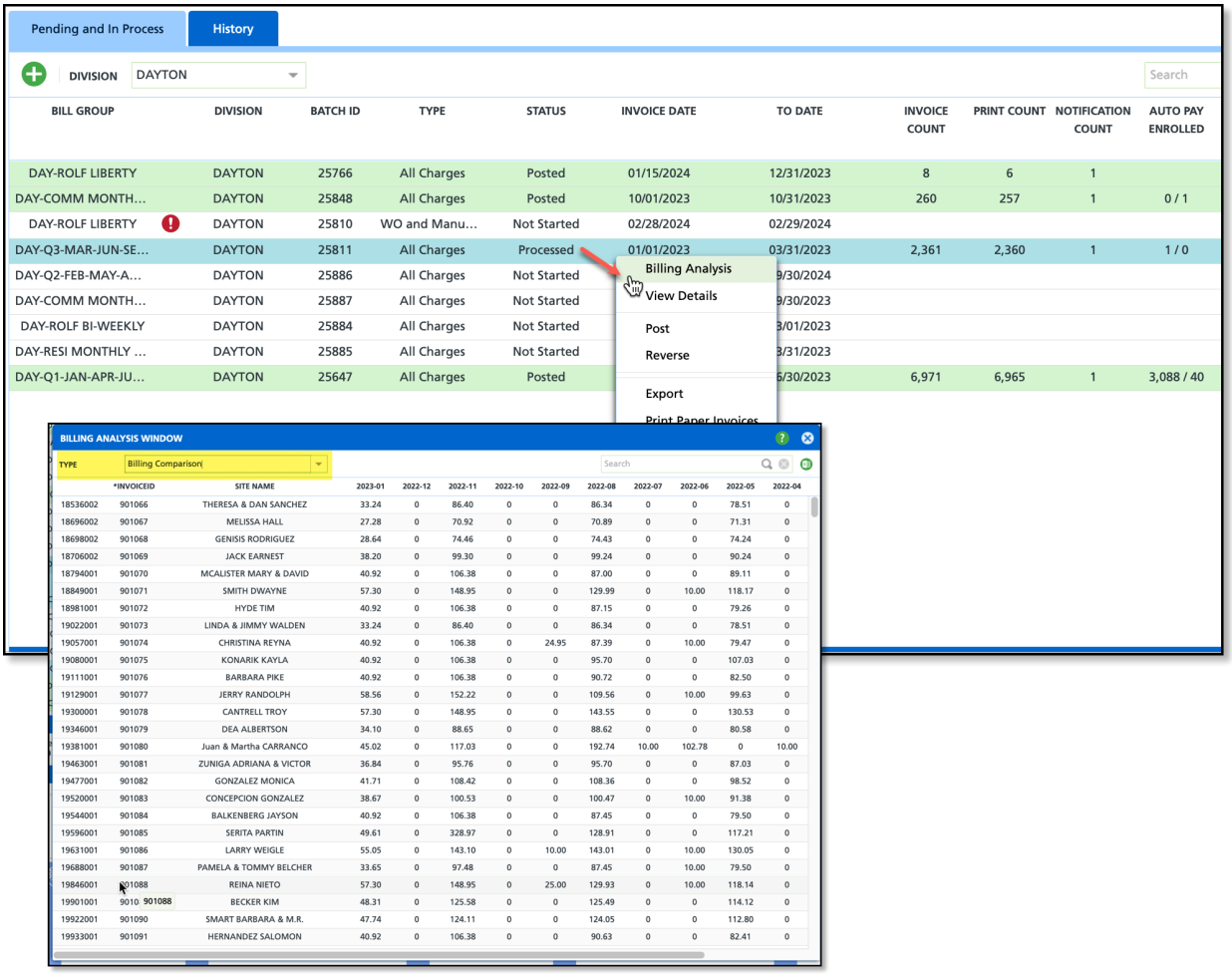


1. Right-click within the row of a batch in a 'Not Started' status, and select "Process Billing" from the popup that appears.
    - This will prompt a Confirmation popup; select 'Yes' to proceed with the billing processing.
2. Once the screen has finished processing, the batch's status will be updated to 'Processed.'
3. Optional: Right-click on the processed batch to review the Billing Analysis and View Details screens.

Billing Analysis

Billing Analysis is available for batches in a 'Processed' or 'Posted' status. From this screen, users can analyze a batch by switching between the different analysis 'Types.'

Open the Billing Analysis Window by right-clicking on a batch that is in a 'Processed' or 'Posted' status and select Billing Analysis.



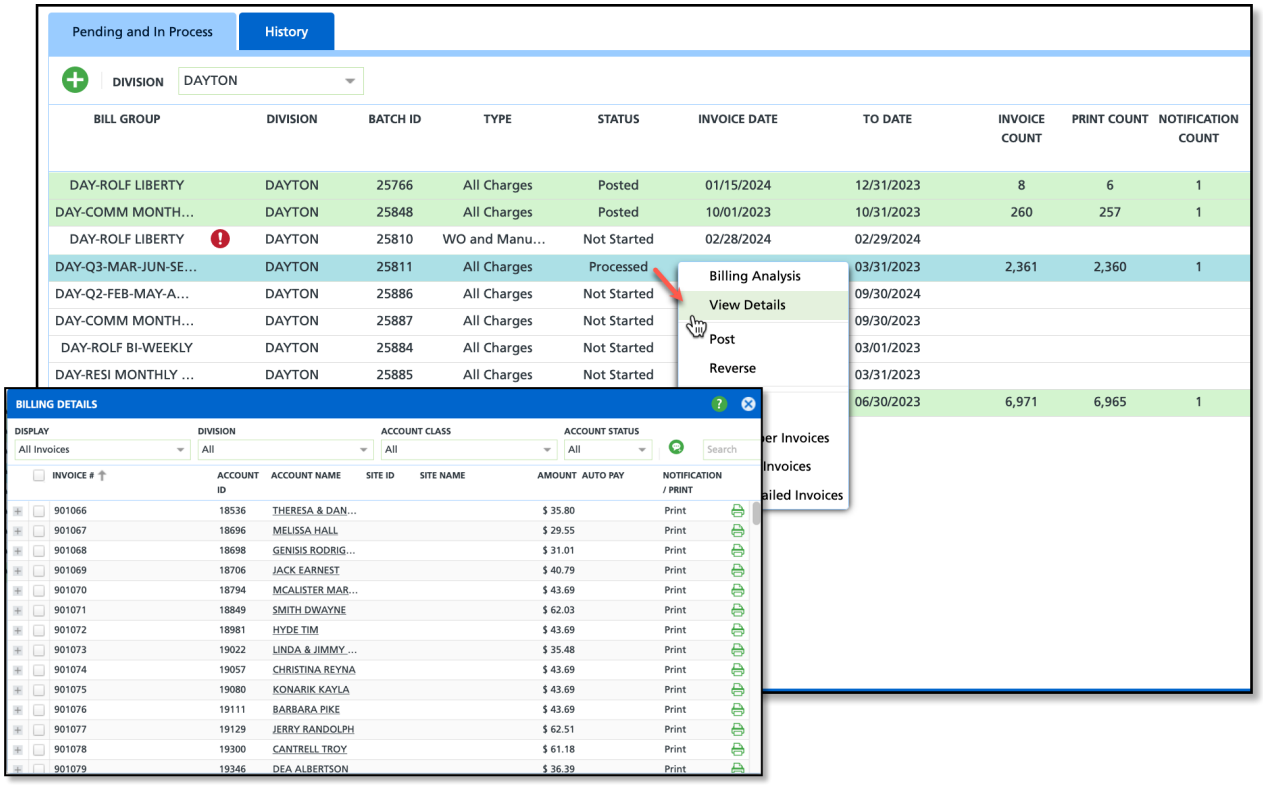
Analysis Types

Type	Description
Bill Batch Summary	Provides a breakdown of accounts, sites, invoices and work orders for the batch.
Billing Comparison	Provides a monthly comparison of the amount a site was invoiced beginning with the most recent invoice.
Change Report	Provides a summary of service changes (increases, decreases and other changes).
Lost Business	Limits the screen to only display invoices of accounts where service has ended.
New Business	Limits the screen to only display invoices of new business.
Zero Amount Work Orders	Only displays invoices with a work order that is billing for a $0 amount.

View Details

The "View Details" option is accessible for batches in either a "Processed" or "Posted" status, offering a convenient way to review the details of the invoices contained within the batch. A "Display" drop down menu enables the selection of invoices based on specific criteria for viewing.

Open the Billing Analysis Window by right-clicking on a batch that is in a 'Processed' or 'Posted' status and select Billing Analysis.



Available Display Options

Display Option	Description
All Invoices	Default option and displays all invoices in the batch.
Invoices with a Rate Increase	Filters to only display the invoice of accounts that have had a rate increase. If a rate increase is detected, a green icon indicator will display within the row of the invoice.
Invoices with a Rate Decrease	Filters to only display the invoice of accounts that have had a rate decease. If a rate decrease is detected, an icon indicator will display within the row of the invoice.
Invoices with a Service Change	Filters to only display the invoice of accounts that have a service change. If a service change is detected, a blue icon indicator will display within the row of the invoice.
Invoices with a Zero Rate	Filters to only display invoices that are billing for a $0 amount.
Invoices with an Invoice Message	Filters to only display invoices that have a message attached to them. A message icon is displayed within the row of the invoice to indicate a message is attached to it.

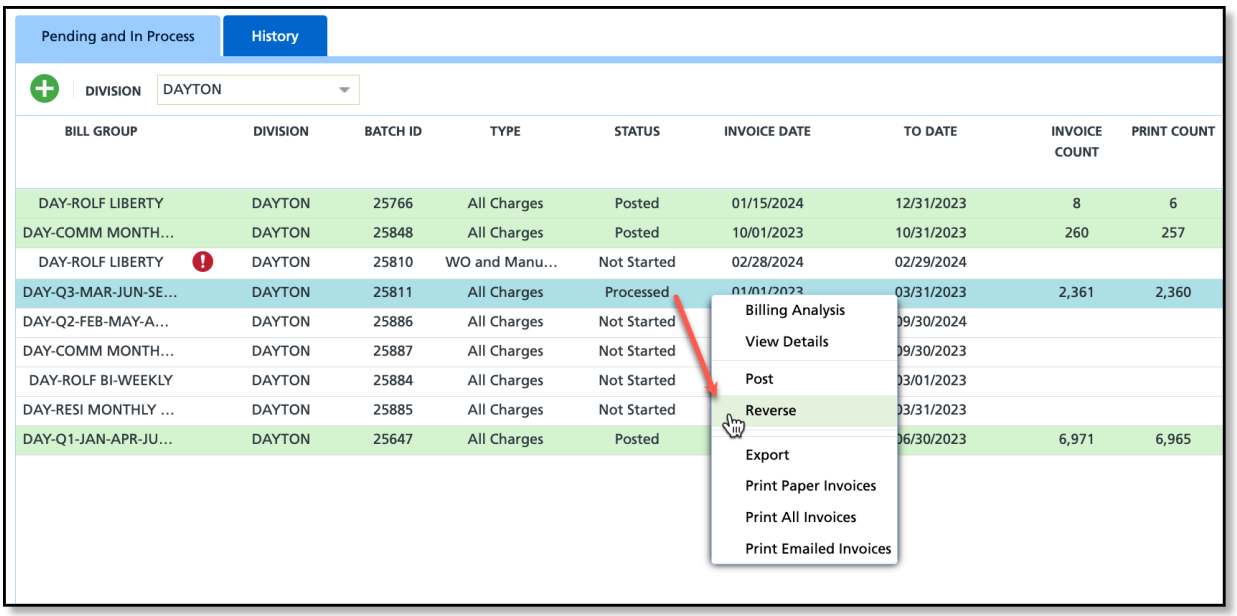
Reverse a Batch or Invoice

In the event a processed batch needs to be reversed, a "Reverse" option is available. However, if only select

invoices need to be reversed and the batch can remain in a Processed status, the option to manually reverse single invoices is also available.

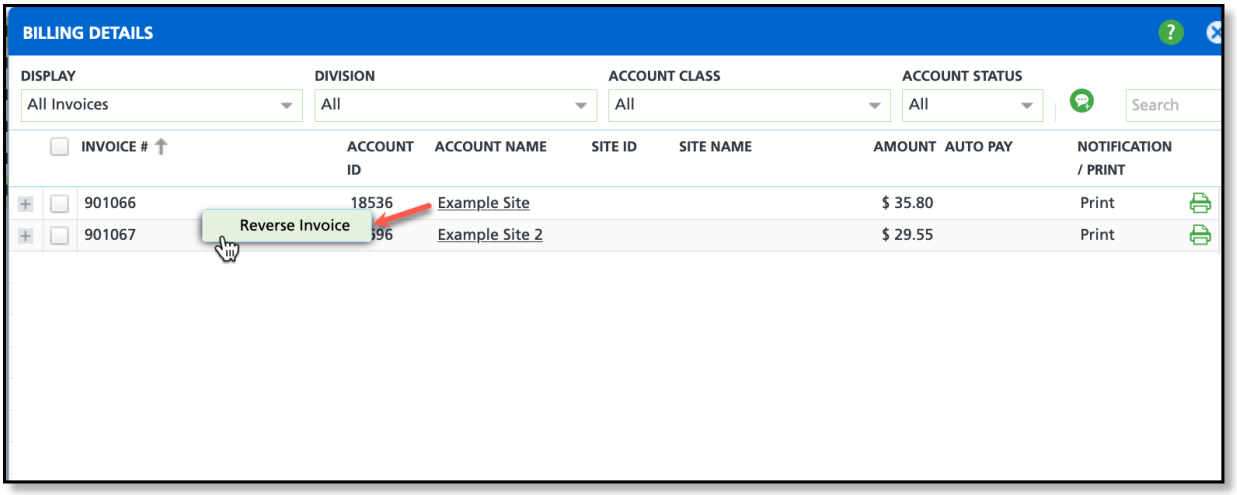
Reverse a Full Batch

The option to reverse a full batch is available by right-clicking on a processed batch and selecting "Reverse" from the list of options that display.



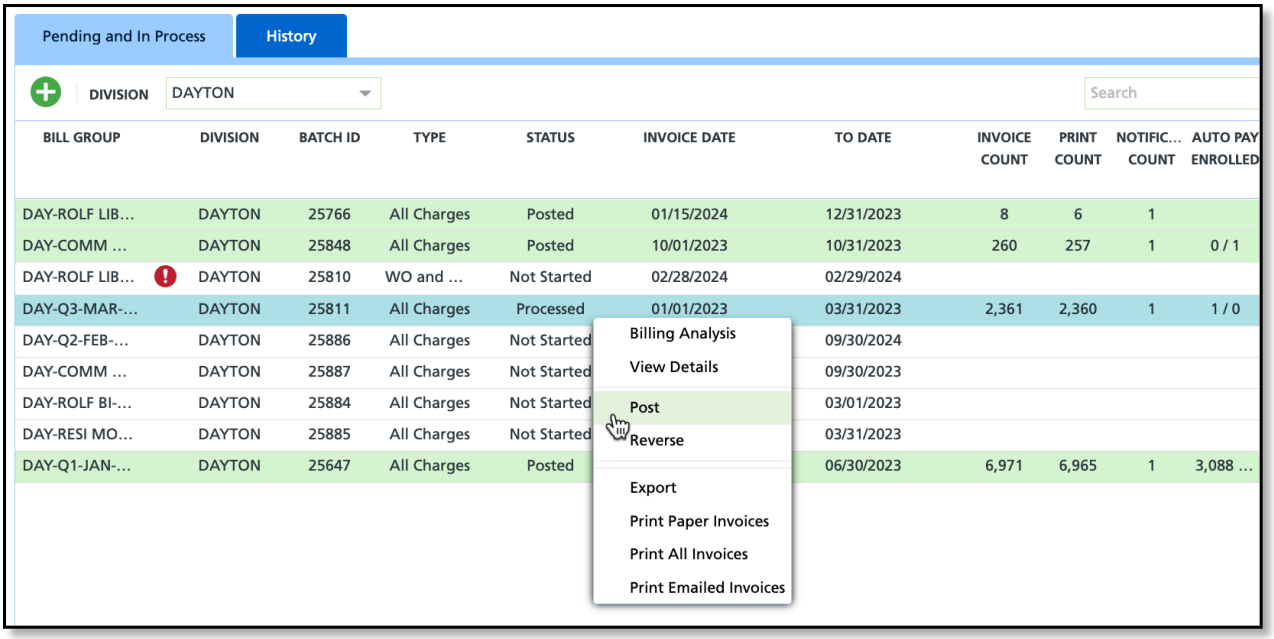
Reverse a Single Invoice

The option to reverse a single invoice instead of reversing an entire batch is available by right-clicking within the row of a processed batch and selecting the 'View Details' option. Review the invoices listed and right-click on the invoice you would like to reverse and the "Reverse Invoice" option will be displayed.



Post a Billing Batch

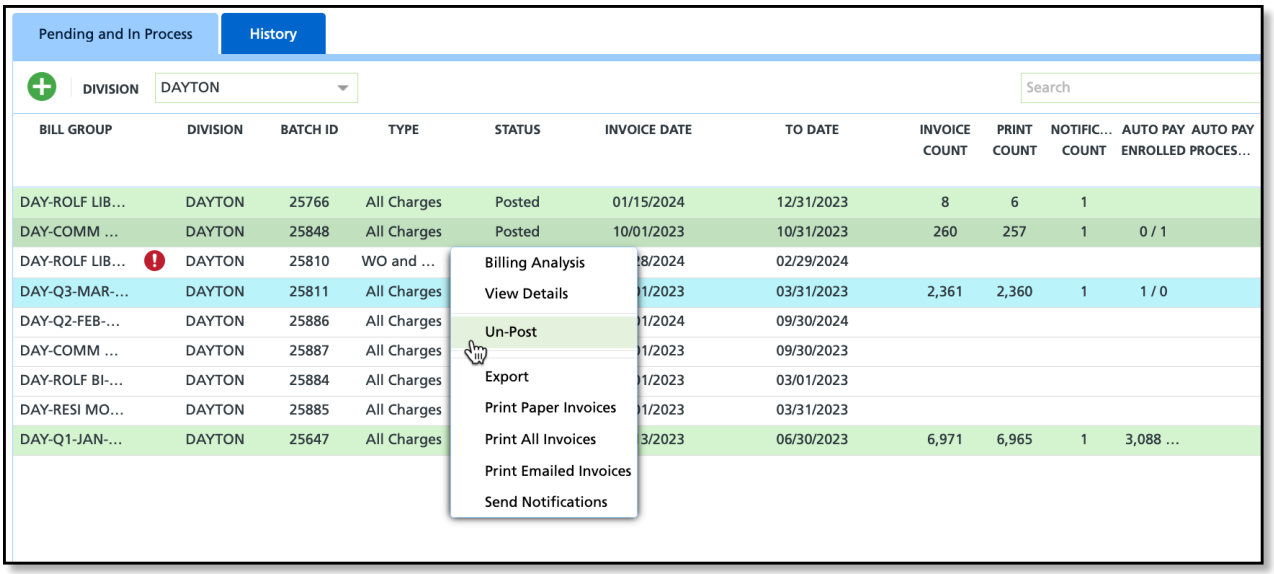
The 'Post' option is available for selection when the batch's status is 'Processed.' Once a batch has been posted, the posting status in the work order will reflect a billed status, preventing users from making any changes to it.



1. Right-click within the row of the batch.
2. Select **Post** from the drop down menu that displays.
    - This will prompt a Confirmation popup; select 'Yes' to proceed with the posting.
3. Once the batch has posted, "Posted" will display in the Status column for the batch.

Un-post a Posted Batch

If a batch was accidentally posted, the option to un-post and return it to the previous 'Processed' status is available.



Process Auto Pay

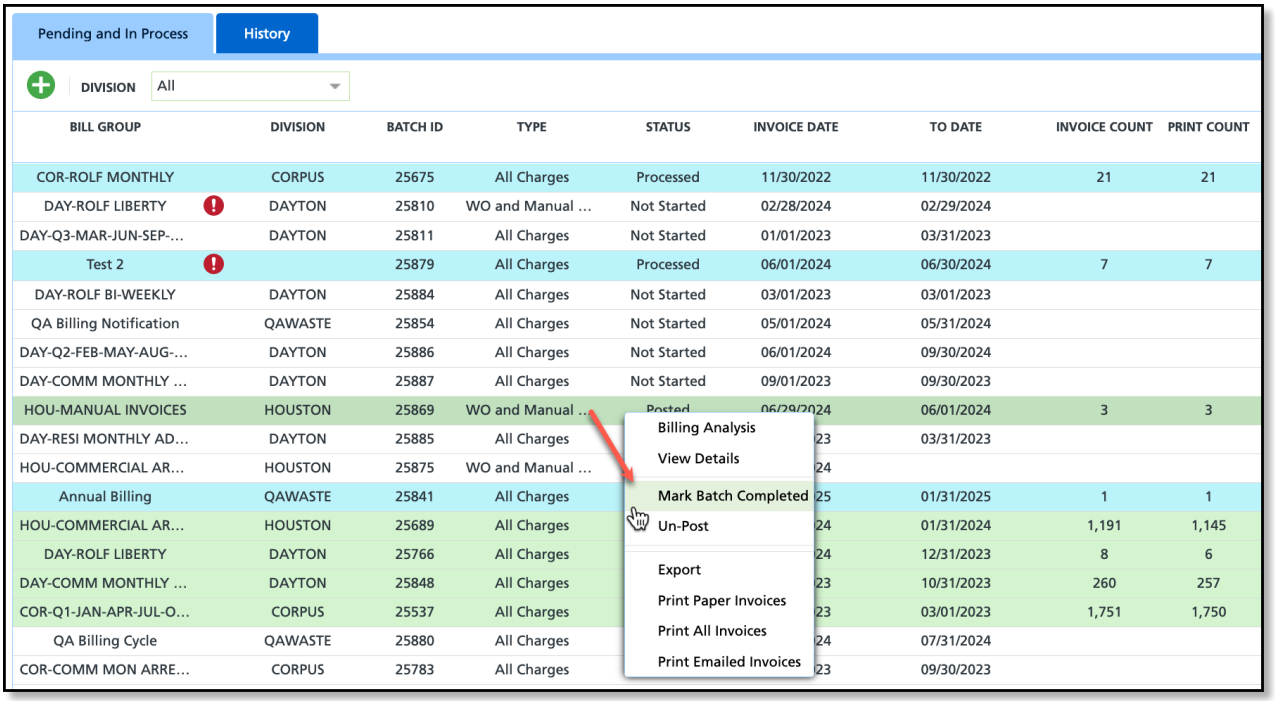
When you are ready to process auto-pay, review the following Auto Pay articles to guide you through the process:

- Process Auto Pay During Billing
- Posting a Future Dated Auto Pay Batch

Mark Batch 'Completed'

Marking a batch 'Completed' moves it from the Pending and In Process tab and over to the History tab. In order to mark a billing batch as 'Completed', the following must be true:

1. Notifications have been sent (if any).
2. Auto Pay has been processed (if any).



Related Articles

Billing Screen Overview
Create a Billing Batch
Pre-Billing Workflow
Export a Billing Batch (Including Setup)