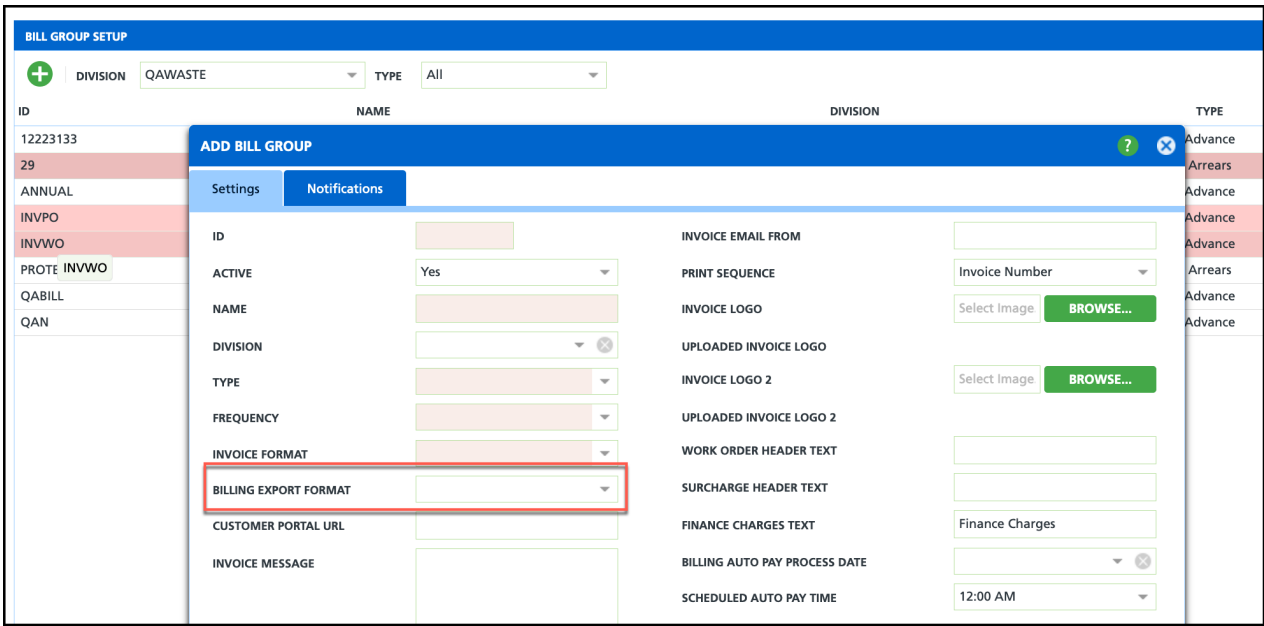


Export a Billing Batch

Last Modified on 12/04/2024 2:01 pm PST

Pathway: Setup > Accounting > Bill Group

The file format that is used to export a billing batch to a third party mailer is established in Bill Group Setup in the Settings tab. If an export format is not identified for the Bill Group, the system will display an Alert when the user attempts to export the batch.

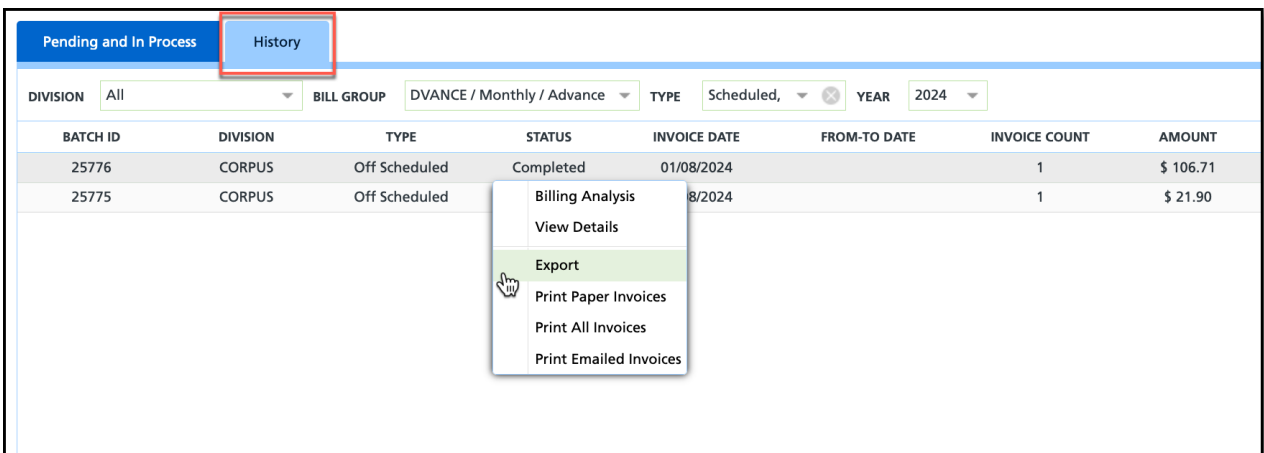


Export a Batch

Pathway: Accounting > Billing

In the 'Pending and In Process', or 'History' tabs on the Billing screen, use the available filtering options to display a specific set of completed batches. To export a batch, right-click within its row and select the 'Export' option. The batch will be exported in a separate tab according to the Billing Export Format assigned to the Bill Group.

A batch must be in a **Processed** or **Posted** status to export. Otherwise, the Export option is not displayed.



Related Articles

[Billing Screen Overview](#)

[Create a Billing Batch](#)

[Pre-Billing Workflow](#)

[Process and Post a Billing Batch](#)

[Bill Group Setup](#)
