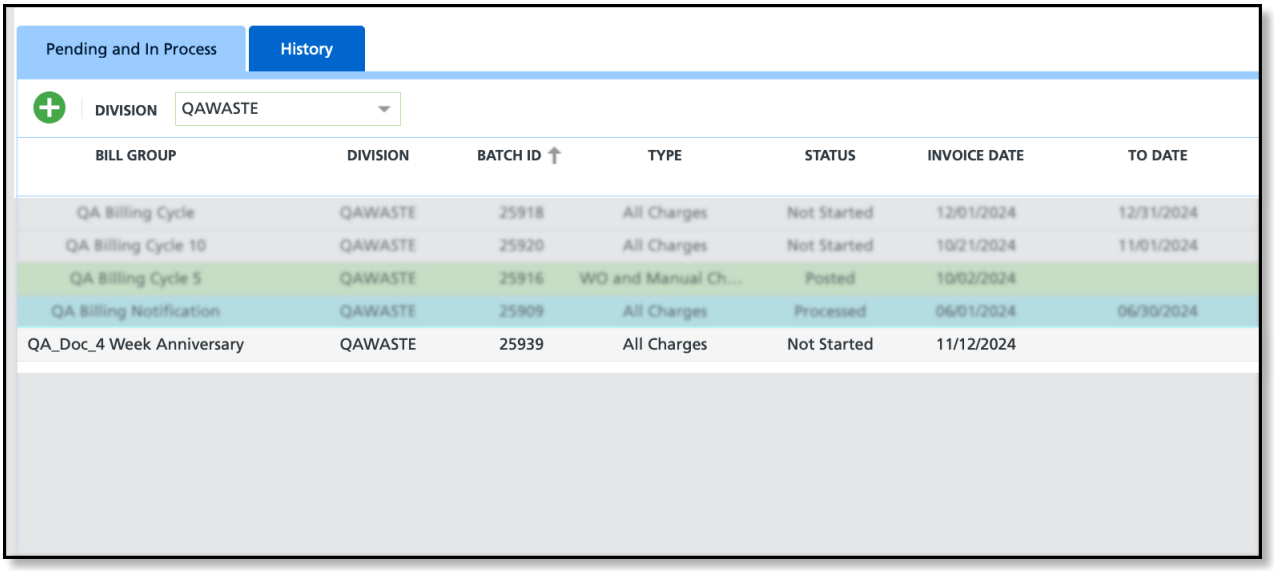
Anniversary 4 Week Billing (28 Day)

Last Modified on 11/02/2026 1:51 pm PST

Anniversary 28-day billing runs on a 28-day cycle based on each account's first billing date after service begins. Because each account has its own billing anniversary, accounts in the same bill group may have different billing dates. This is different than accounts with a regular 28-day billing cycle that follow a shared billing schedule, getting billed on the same date.

This article explains the billing logic, setup requirements, and pre-billing review steps for Anniversary 28-day billing. These elements ensure a consistent and accurate approach to recurring billing.



Billing Logic

The first billing run for an account after service begins establishes its 28-day billing cycle. The next bill is due 28 days after that first billing run.

> ***Example:*** *If service begins on August 1 and the first billing run occurs on August 3, the next bill due is 28 days later, on August 31.*

A 28-day cycle is four weeks long, so billing dates move through the calendar rather than falling on the same date each month. Unlike a regular 28-day schedule, Anniversary 28-day billing is based on each account's own billing date.

Proration Logic

Proration is set at the service code level. The service code's proration method determines whether the charge is adjusted for a partial period.

Setup Requirements

Permissions

Pathway: *Setup > System > Permission*

The following permissions are required to set up and process 28 Day Anniversary Billing:

Permission ID	Permission Name	Purpose
22	Setup \ Accounting	Required for Bill Group setup.
109	View Billing	Required to view the Billing screen and create and process a batch.
110	Add Billing Batch	Required to create a billing batch.
111	Post Billing Batch	Required to post a billing batch.

Bill Group

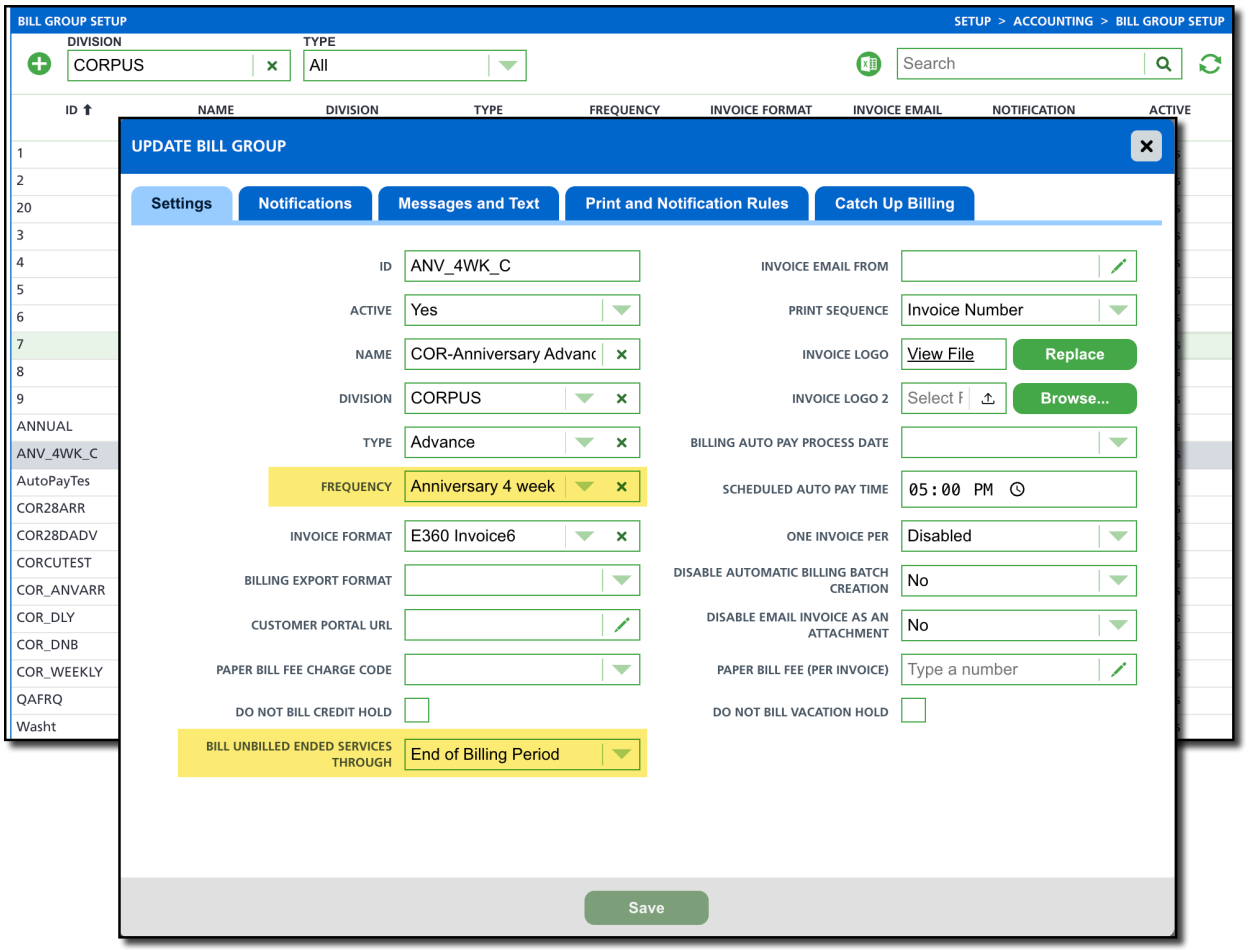
Pathway: *Setup > Accounting > Bill Group*

Configuration for **Anniversary 28-day** billing is established at the bill group level by selecting**Anniversary 4 Week** option from the **Frequency** field.

When **Frequency** is set to **Anniversary 4 week** billing, the **Bill Unbilled Ended Services Through** setting is displayed at the Bill Group level. It determines the date through which an ended service is billed when it has unbilled charges. It does NOT determine whether the charge is prorated; the service code's proration method controls that.

- **Service End Date:** Bill the service through its recorded end date.
- **End of Billing Period:** Bill the service through the end of the billing period, even if its recorded end date is earlier.

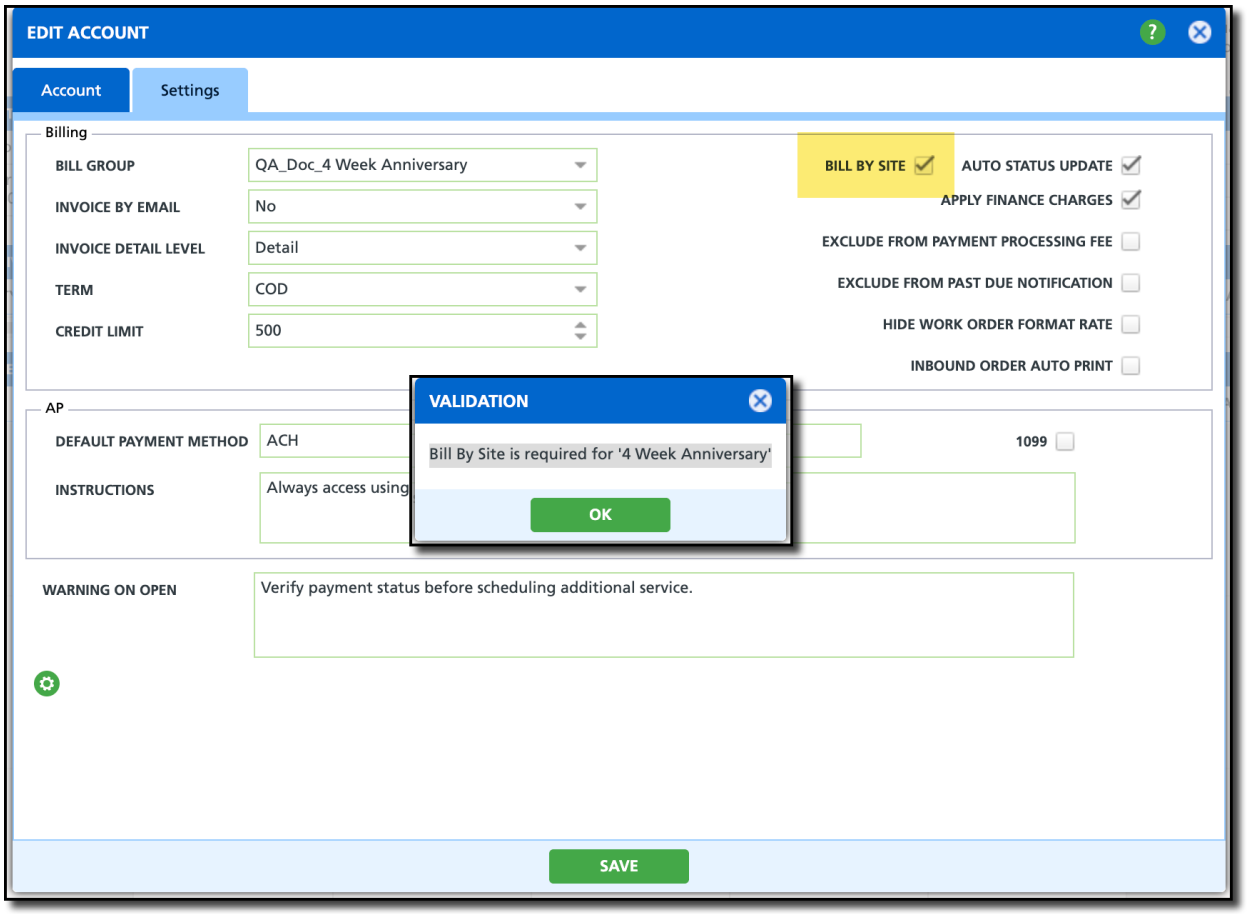
Additional setup selections should be made based on your company's billing procedures. Further documentation on the Bill Group screen and the setup fields it includes can be reviewed here: Bill Group Setup.



Account Setup

Pathway: *Customer Service > Account*

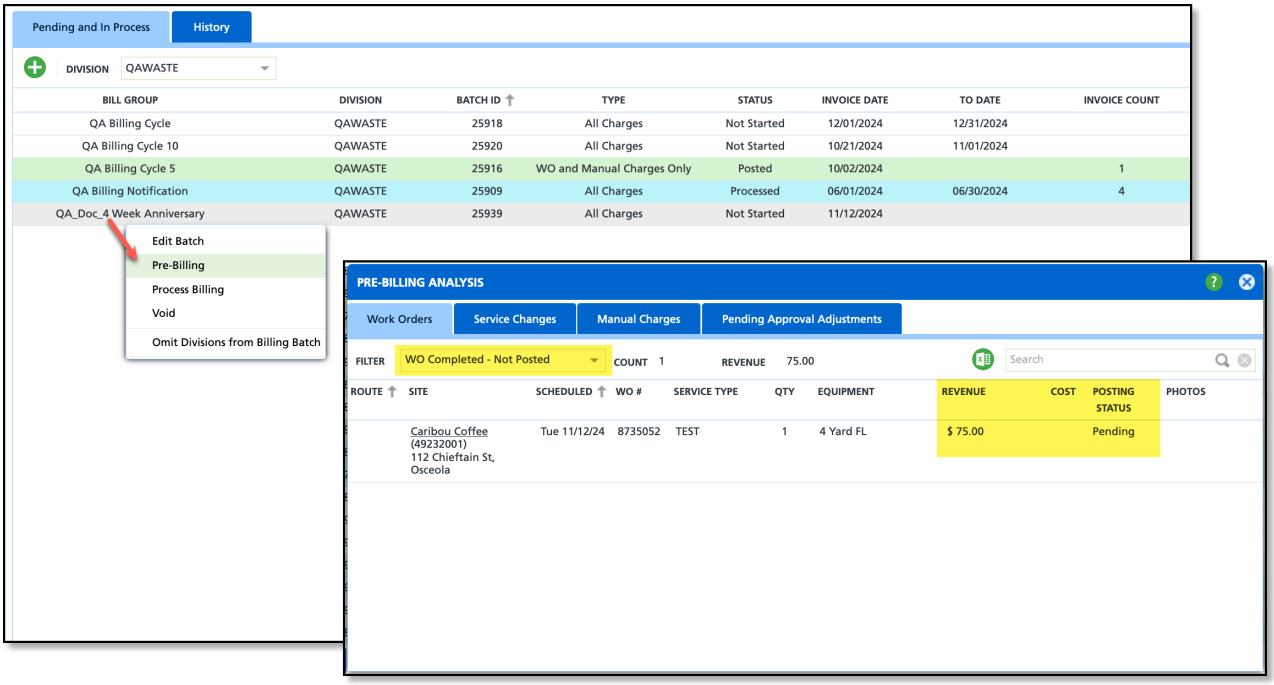
If an account is set to an Anniversary 28-day Bill Group, then the account must be set to **Bill by Site** in **Settings**. If Bill by Site is unchecked, that is not allowed and this message will be displayed:



Process Billing

Similar to other billing procedures, review the Pre-Billing Analysis screen to verify accuracy, confirm billing details, and ensure all account charges are correct before processing invoices.
Additional information about the billing process can be reviewed here: Pre-Billing Workflow.

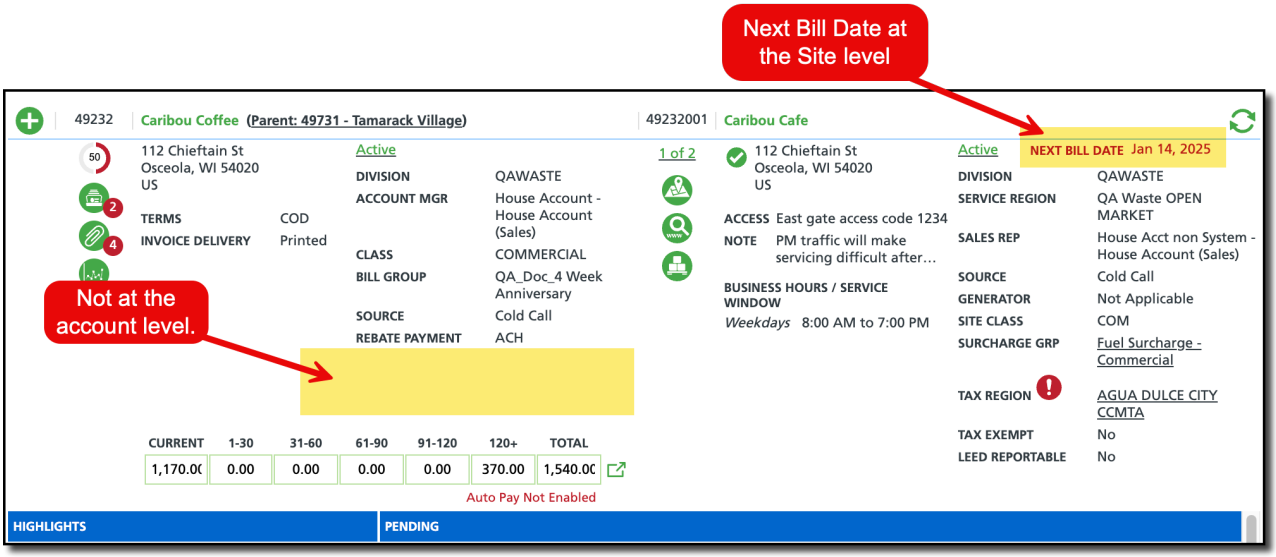
To prevent the anniversary date from resetting, billing must be run daily, including holidays and weekends. To avoid any lapses, run anniversary billing for those days either in advance, or on the first day back.



Pathway: *Accounting > Billing*

Customer Service Screen

For accounts using **Anniversary 28-day** billing, billing information will no longer appear in Account Details. Instead, the **Next Bill Date** will be displayed in red within Site Details.



Pathway: *Customer Service*

Related Articles

Create a Billing Batch
Pre-Billing Workflow
Process and Post a Billing Batch