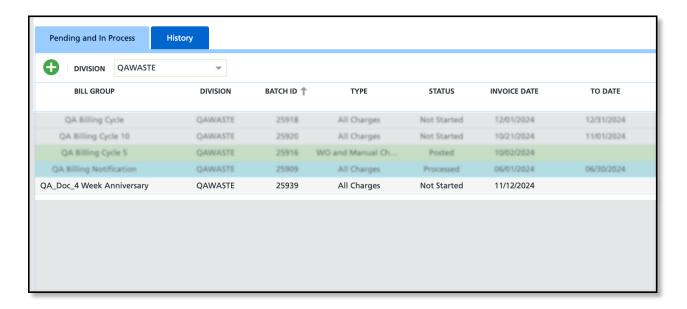# Anniversary 4 Week Billing (28 Day)

Last Modified on 12/02/2024 9:49 am PST

The 28-day anniversary billing system operates on a cycle that initiates billing every 28 days from the first billing date after the start of service. This document outlines the essential components of the 28-day billing setup, including the logic that drives the cycle, the configuration process, and key steps in the pre-billing review. These elements ensure a consistent and accurate approach to recurring billing.

Logic

- Anniversary billing begins with the first billing processed for an account after the service start date.
  - **Example:** If service starts on 11/01 and billing is processed on 11/02, the account will be billed again 28 days from 11/02.

Setup Requirements

Permissions

Pathway: *Setup > System > Permission*

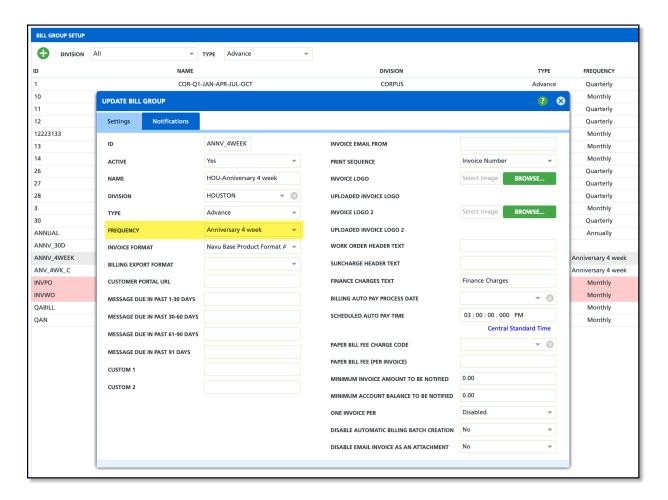The following permissions are required to set up and process 28 Day Anniversary Billing:

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 28 day billing is established at the bill group level by selecting 'Advance' from the **Type** field and the 'Anniversary 4 Week' option from the **Frequency** field. Additional setup selections should be made based on your company's billing procedures. Further documentation on the Bill Group screen and the setup

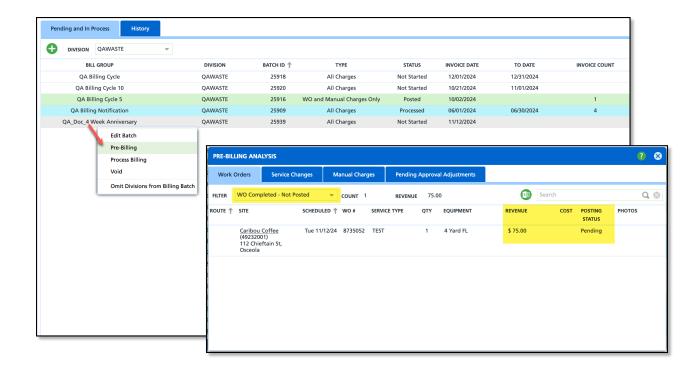fields it includes can be reviewed here: Bill Group Setup.

Process Billing

Pathway: *Accounting > 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.

Related Articles

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