

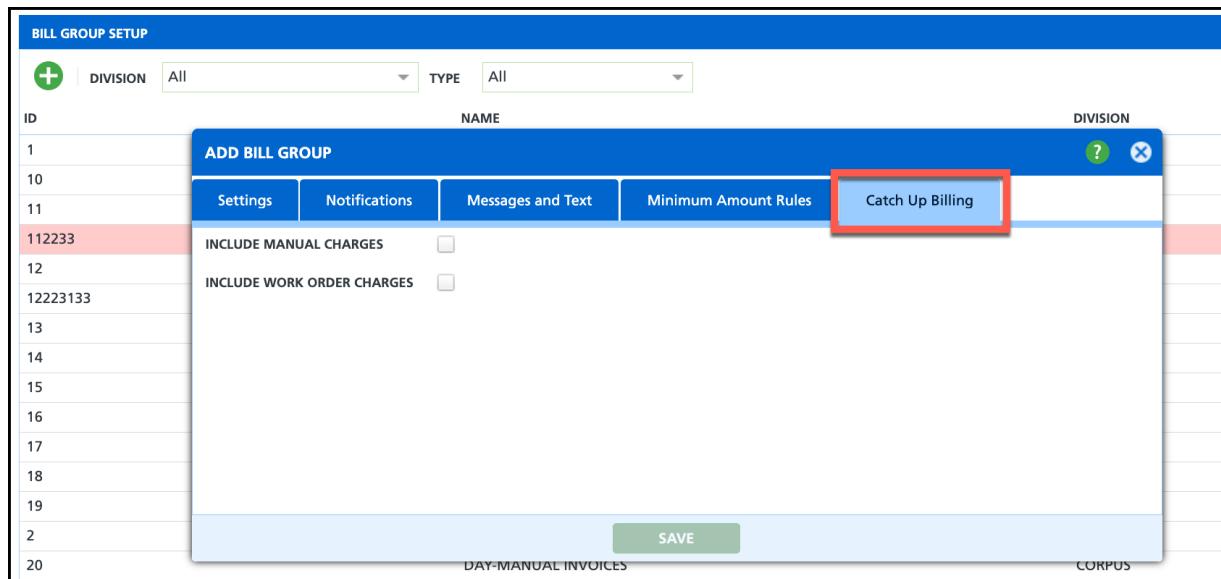
# Bill Group (Setup / Accounting) - New Catch Up Billing Feature (20140, 20031) [New Feature]

Last Modified on 02/02/2026 1:55 pm PST

Billing has been enhanced to support a new **Catch Up** billing batch type that includes previously unbilled services and charges, including recurring services and any catch up billing charges enabled at the bill group level. Catch Up billing may be used in scenarios such as new services being added or increased between billing periods, allowing the account to be caught up and helping prevent customers from having a larger balance on their next invoice.

## Bill Group Setup Changes

To support this, a new **Catch Up Billing** tab has been added to the Bill Group Setup screen with configuration options to control the inclusion of **Manual Charges** and **Work Order Charges** when running a catch up billing batch.



The screenshot shows the 'BILL GROUP SETUP' screen. On the left, a list of bill groups is displayed with row numbers 1 through 20. Row 11, which has the ID '112233' and is highlighted with a red background, is selected. A modal window titled 'ADD BILL GROUP' is open over the list. The modal has tabs for 'Settings', 'Notifications', 'Messages and Text', 'Minimum Amount Rules', and 'Catch Up Billing'. The 'Catch Up Billing' tab is highlighted with a red box. Below these tabs are two checkboxes: 'INCLUDE MANUAL CHARGES' and 'INCLUDE WORK ORDER CHARGES', both of which are unchecked. At the bottom of the modal is a 'SAVE' button. The status bar at the bottom of the screen shows 'DAY-MANUAL INVOICES' and 'CORPUS'.

## Billing Batch Changes

In the Create Billing Batch window, a new **Catch Up** option has been added to the **Type** drop-down. When selected, a **Bill Group**, **Invoice Date**, and **Bill To Date** are required. Based on the Catch Up Billing settings enabled for the selected bill group, those selections will be included along with informational messaging displayed alongside the date fields to indicate what will be billed for the specified time period.

Pending and In Process      History

**CREATE BILLING BATCH**

TYPE	Catch Up	
BILL GROUP	QA Billing Cycle / Monthly / Advance / QAWASTE	
INVOICE DATE	01/31/2026	Work Orders and Manual Charges will be billed through 1/31/26.
BILL TO DATE	04/30/2026	Recurring Services will be billed through 4/30/26.

**Catch up billing will calculate Recurring Services, Manual Charges, Work Order Charges.**

**CREATE BATCH**

ROLL ON BILLING      QAWASTE      26042      All Charges