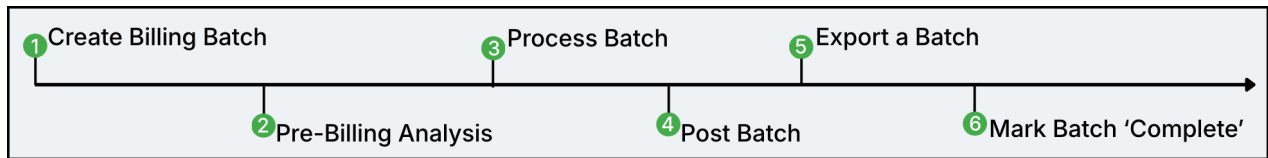


Billing Process Overview

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The billing process is designed to help you efficiently manage, review, and finalize your financial transactions in structured groups called **batches**. To learn about the Billing screen, check out the [Billing Screen Overview](#) article.

This article outlines the billing batch lifecycle in Navusoft from creation to completion.



1. Create a Billing Batch

Groups transactions or accounts by Bill Group and Division and establishes the Invoice Date.

- Billing Batch is created with a unique identifier
- Status set to 'Not Started'

2. Pre-Billing Analysis

A critical review step to identify errors, missing information, or discrepancies before finalizing charges. This is a very important step to ensure the integrity of your billing.

- Work Orders: Reviewed for discrepancies to prevent revenue loss.
- Service Changes: Validated to ensure accurate Rate Change amounts. Incorrect amounts must be corrected on the account.
- Manual Charges: Verified for accuracy; incorrect charges must be corrected on the account.
- Unapproved invoice adjustments: Reviewed to ensure correct amounts are billed; unapproved adjustments revert to the original billing amount.

3. Process a Billing Batch

Executes the billing calculations. After calculations, perform billing analysis again. If billing is accurate, proceed to posting. If not, the batch can be reversed for corrections.

- Billing calculations are completed.
- Status set to 'Processed'

4. Post a Billing Batch

Locks the batch and commits the financial transactions to the system ledger.

- Triggers the [Process Auto Pay](#) option for any accounts with [Auto-Pay setup](#).
- Status set to "Posted"

5. Export a Billing Batch *(optional)*

Allows the posted batch data to be exported to an external accounting system

6. Complete a Billing Batch

This is the final administrative closure of the billing cycle. A billing batch can only be marked 'Completed' if:

- There are **no** outstanding system notifications.

- There is no outstanding Auto Pay processing.
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