

# Billing (Accounting) - Billing Batch for Anniversary Billing Group Correction (20997)

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A **Work Order and Manual Charges Only** billing batch created for an **Anniversary Billing Group** will now correctly pick up any work order charges and/or manual charges with a transaction date on or before the invoice date selected for the billing batch. This supports the requirement to bill any non-recurring charges for services provided within the month.

The screenshot displays a software interface for managing billing batches. At the top, there are tabs for 'Pending and In Process' and 'History'. Below this is a search bar and a dropdown menu for 'DIVISION' set to 'QAWASTE'. A table lists several billing batches with columns for 'BILL GROUP', 'DIVISION', 'BATCH ID', 'TYPE', 'STATUS', 'INVOICE DATE', 'TO DATE', 'INVOICE COUNT', 'PRINT COUNT', 'NOTIFICATION COUNT', 'AUTO PAY ENROLLED', 'AUTO PAY PROCESSED', 'INVOICES WITH MESSAGE', and 'AMOUNT'. A red arrow points to the 'Arrears MEB QTR' batch (ID 26938). A modal window titled 'BILLING DETAILS - BATCH 26939' is open, showing filters for 'DISPLAY' (All Invoices), 'DIVISION' (All), 'ACCOUNT CLASS' (All), and 'ACCOUNT STATUS' (All). Below the filters is a table with columns: 'INVOICE #', 'ACCOUNT ID', 'ACCOUNT NAME', 'SITE ID', 'SITE NAME', 'AMOUNT', 'AUTO PAY', 'NOTIFICATION / PRINT', and 'VIEW DETAILS'. The table contains one entry for invoice 993811, account 49343, 'Habit Burger & Grill', site 49343001, amount \$15.00, and 'Scheduled' auto pay.

Pathway: Accounting > Billing > Anniversary Bill Batch (processed)] > Right click > View Details



Catch-Up Billing batches are primarily intended for billing frequencies with longer intervals, such as **Quarterly** and **Annual** billing groups. Since the standard billing cycles for these frequencies occur farther apart, it may be necessary to run a Catch-Up Billing batch to invoice newly added customers and/or bill new charges, service changes, or adjustments made to existing customers after the previous billing cycle. This helps ensure billable activity is captured in a timely manner rather than waiting until the next regularly scheduled billing cycle.