

Catch Up Billing

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Catch Up Billing is an optional billing method that can be used to help prevent accounts from receiving larger invoice balances when a recurring service is added or increased between billing periods. This method also allows manual charges, and work order charges to be billed incrementally rather than accumulating until the next billing cycle. **Catch Up Billing is not intended for use with anniversary or 28-day billing cycles, where the billing period is shorter.**

Pending and In Process History

+ DIVISION DAYTON

BILL GROUP	DIVISION	BATCH ID ↑	TYPE	STATUS	INVOICE DATE
DAY-COMM MONTHLY AP					
DAY-COMM MONTHLY A					
DAY-COMM MONTHLY C					
DAY-Q1-JAN-APR-JUL					
DAY-Q1-JAN-APR-JUL					
DAY-Q2-FEB-MAY-AUG					
DAY-Q3-MAR-JUN-SEP					
DAY-RESI MONTHLY AD					
DAY-ROLF BI-WEEK					
DAY-ROLF LIBERTY					
DAY-ROLF LIBERTY					
DAY-ROLF MONTHLY					
DAY-WEEKLY					

CREATE BILLING BATCH

TYPE: Catch Up

BILL GROUP: DAY-Q1-JAN-APR-JUL-OCT / Monthly / Advance / DAYTON

INVOICE DATE: 07/31/2026 Manual Charges will be billed through 7/31/26.

BILL TO DATE: 08/31/2023 Recurring Services will be billed through 8/31/23.

Catch up billing will calculate Recurring Services, Manual Charges.

CREATE BATCH

Bill Group Settings

For each bill group that catch up billing is available to, review the **Include Manual Charges** and **Include Work Order Charges** check box options in the bill group's **Catch Up Billing** tab. If these settings are not checked for the bill group, only the added or updated service code for the recurring service will be included when catch up billing is run.

- **Include Manual Charges**
 - Select this check box to include any manual charges that were added directly to a site, not on a work order.
- **Include Work Order Charges**
 - Select this check box to include charges added to work orders such as an equipment delivery charge.
- **Enable Auto Pay At Billing**
 - By default, this box is checked for all new bill groups to allow for the processing of auto pay for this billing batch type.

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DIVISION

QAWASTE

x

TYPE

Arrears

x

ID #	NAME	DIVISION	TYPE	FREQUENCY	INVOICE FORMAT
4WKARR	Test 4 week Arrears	QAWASTE	Arrears	Anniversary 4 week	Navu Base Product Format A
DocTesting	Doc Billing Cycle	QAWASTE	Arrears	Monthly	Navu Base Product Format A
PROTEST	Protest Test Only	QAWASTE	Arrears	Monthly	Navu Base Product Format A
QA10					
QA28ARR					
QA4WKARR					
QA5					
QARO					
QATEST123					
ROWEEKLY					
ZQAARRMNT					
ZQAARRQTR					

UPDATE BILL GROUP

x

Settings

Notifications

Messages and Text

Print and Notification Rules

Catch Up Billing

INCLUDE MANUAL CHARGES

☐

INCLUDE WORK ORDER CHARGES

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ENABLE AUTO PAY AT BILLING

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Create a Catch Up Billing Batch

Catch Up Billing is accessed from the *Billing* screen and created using the same process as a standard billing batch. Because it is run manually on an as-needed basis, Catch-Up Billing allows you to immediately invoice for new accounts, new services, or mid-cycle service changes (such as adding equipment or increasing service frequency). This is especially useful for longer billing cycles (e.g., Quarterly or Annual), ensuring billable activity is captured promptly rather than waiting for the next scheduled billing cycle.



Catch Up Billing is not intended for use with anniversary or 28-day billing cycles, where the billing period is shorter.

Pending and In Process

History

+

DIVISION

DAYTON

BILL GROUP	DIVISION	BATCH ID ↑	TYPE	STATUS	INVOICE DATE
DAY-COMM MONTHLY AD					
DAY-COMM MONTHLY A					
DAY-COMM MONTHLY C					
DAY-Q1-JAN-APR-JUL					
DAY-Q1-JAN-APR-JUL					
DAY-Q2-FEB-MAY-AUG					
DAY-Q3-MAR-JUN-SEP					
DAY-RESI MONTHLY AD					
DAY-ROLF BI-WEEK					
DAY-ROLF LIBERTY					
DAY-ROLF LIBERTY					
DAY-ROLF MONTH					
DAY-WEEKLY					

CREATE BILLING BATCH

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x

TYPE

Catch Up

BILL GROUP

DAY-Q1-JAN-APR-JUL-OCT / Monthly / Advance / DAYTON

INVOICE DATE

07/31/2026

Manual Charges will be billed through 7/31/26.

BILL TO DATE

08/31/2023

Recurring Services will be billed through 8/31/23.

Catch up billing will calculate Recurring Services, Manual Charges.

CREATE BATCH

Create a Catch Up Billing Batch

1. From the Billing screen, click the **green + icon** to display the Create Billing Batch popup window.
2. Select **Catch Up** from the **Type** drop down.
3. Select the **Bill Group** you would like to run catch up billing for.
4. Enter the Invoice Date.
 - If the bill group included Work Orders and Manual Charges, blue text messaging is displayed indicating the date those charges will be billed through.
 - If these options were not included in the Bill Group's Catch Up Billing setup, no text is displayed.
5. Enter the **Bill to Date**.
 - This is the date recurring services will be billed through. Blue text is displayed to confirm the date recurring services will be billed through.



After a catch up billing batch has been created, **Catch Up** will display in the **Type** column to help identify it on the Billing screen. Follow the [billing process workflow](#) to continue processing the batch and generate invoices.

Pending and In Process		History						
+ DIVISION		QAWASTE						
BILL GROUP	DIVISION	BATCH ID ↑	TYPE	STATUS	INVOICE DATE	TO DATE	INVOICE COUNT	
QA Billing Cycle 5	QAWASTE	26839	All Charges	Posted	05/30/2026	05/31/2026	3	
QA Billing Notification	QAWASTE	26761	All Charges	Not Started	01/02/2027	01/31/2027		
QA Billing Quarterly	QAWASTE	26911	All Charges	Not Started	07/01/2026	09/30/2026		
QA Billing Quarterly	QAWASTE	26948	Catch Up	Not Started	09/30/2026	12/31/2026		
QA Normal Billing	QAWASTE	26919	All Charges	Processed	06/18/2026	06/30/2026	3	
QA Test Only Frequency	QAWASTE	25952	All Charges	Not Started	03/29/2024	03/31/2024		
QA_Doc_4 Week Anniversary	QAWASTE	25939	All Charges	Processed	11/12/2024			
Roll Off Billing	QAWASTE	26914	All Charges	Processed	06/18/2026	06/30/2026	4	
Surcharge Test Billing	QAWASTE	26096	All Charges	Posted	05/15/2025	05/31/2025	1	
Test 4 week Advance	QAWASTE	26051	All Charges	Not Started	04/25/2025			
Test 4 week Arrears	QAWASTE	26049	All Charges	Not Started	05/21/2025			
Test Bill Group for Auto Pay	QAWASTE	26812	All Charges	Not Started	05/21/2026	05/31/2026		
Test Every 4 Week Bill Cycle	QAWASTE	26214	All Charges	Not Started	09/01/2025			
Test Finance Charge Account Level	QAWASTE	26432	All Charges	Processed	12/01/2025	12/31/2025	1	
Test Finance Charge Site Level	QAWASTE	26433	All Charges	Not Started	12/01/2025	12/31/2025		
Test Print Notify Rules	QAWASTE	26794	All Charges	Not Started	06/07/2026	06/30/2026		

Related Articles

[Create a Billing Batch](#)

[Process and Post a Billing Batch](#)