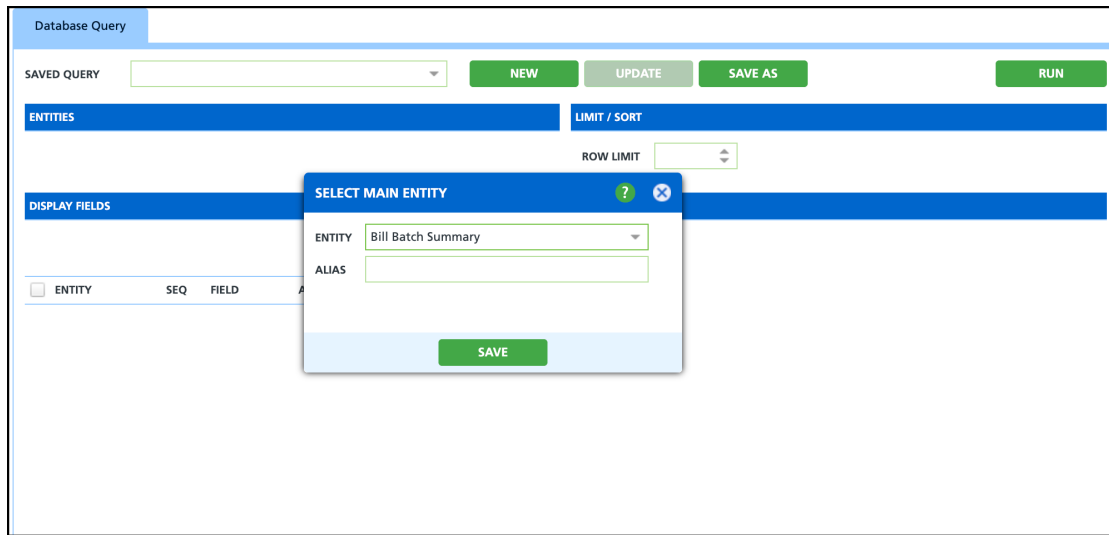


Database Query - Bill Batch Summary Entity

Last Modified on 09/03/2026 12:24 pm PDT

Pathway: Database > Database Query

The **Bill Batch Summary** entity contains a high-level summary of your billing batches. It can be used to oversee the manufacturing of invoices, ensuring that billing cycles are completed on time, revenue is posted accurately, and delivery methods (Email vs. Print) are optimized.



Initiating a Bill Batch Summary Query

To generate a **Bill Batch Summary** report using the Database Query tool, follow the steps outlined below. Reference the [Database Query](#) article for more details on how to use the tool for reporting.

1. Go to the *Database > Database Query* screen.
2. Click the **New** button in the top control bar. This will open the **Select Main Entity** popup.
3. Select **Bill Batch Summary**.
4. After the **Display Fields** for the **Bill Batch Summary** entity populate, select the check boxes for the fields you want to include in the report.
 - If a specific order is required, select the fields in the order you want them to appear in the query.
5. Click **Run** to execute the query. Results are generated in a new tab with the date and timestamp.

Database Query

SAVED QUERY

NEW

UPDATE

ENTITIES

Bill Batch Summary

DISPLAY FIELDS

☐ Display Only

Selected

☒	ENTITY	SEQ	FIELD #	ALIAS	DESCRIPTION
☒	Bill Batch Sum...	1			Autopay Enrolled Count
☒	Bill Batch Sum...	2			Bill Group ID
☒	Bill Batch Sum...	3			Bill Group Name
☒	Bill Batch Sum...	4			Billing Batch Completed Tim...
☒	Bill Batch Sum...	5			Billing Batch Created Timesta...
☒	Bill Batch Sum...	6			Billing Batch Id
☒	Bill Batch Sum...	7			Billing Batch Status
☒	Bill Batch Sum...	8			Billing Batch Type
☒	Bill Batch Sum...	9			Billing From Date
☒	Bill Batch Sum...	10			Billing To Date
☒	Bill Batch Sum...	11			Billingbatch Amount
☒	Bill Batch Sum...	12			Completed By User
☒	Bill Batch Sum...	13			Created By User
☒	Bill Batch Sum...	14			Division ID
☒	Bill Batch Sum...	15			Division Name
☒	Bill Batch Sum...	16			Eligible For Email Count
☒	Bill Batch Sum...	17			Invoice Count
☒	Bill Batch Sum...	18			Invoice Date
☒	Bill Batch Sum...	19			Printable Count

Database Query

Bill Batch Summary Results - 06/03/2026 2:14:06 pm

55 records

Search

Q

AUTOPAY ENROLLED COUNT	BILL GROUP ID	BILL GROUP NAME	BILLING BATCH COMPLETED TIMESTAMP	BILLING BATCH CREATED TIMESTAMP	BILLING BATCH ID	BILLING BATCH STATUS	BILLING BATCH TYPE	BILLING FROM DATE	BILLING TO DATE	BILLINGBATCH AMOUNT	COMPLETED BY USER	CREATED BY USER	DIVISION ID	DIVISION NAME	ELIGIBLE FOR EMAIL COUNT	INVOICE COUNT
1	16	DAY-COMM MONTHLY CURRENT	08/02/2026 11:16:50 PM	12/15/2025 5:00:05 PM	26349	Completed	Scheduled	11/01/2025	11/01/2025	27,787,726.1999999999255	QA Automation	Navusoft	1003	DAYTON	494	576
0	4	COR-COMM MON ARREARS	08/02/2026 2:57:33 PM	09/28/2025 6:14:05 PM	26224	Completed	Scheduled	11/01/2023	07/31/2026	134,158.6199999999995	Navusoft	Navusoft	1002	CORPUS	0	3
0	HOU28ARR	28 Day Arrears	08/05/2026 12:39:23 PM	05/30/2025 9:19:15 PM	26120	Completed	Scheduled	05/28/2025	150	Navusoft	Navusoft	1004	HOUSTON	0	1	
0	14	DAY-COMM MONTHLY ADVANCE	07/12/2026 2:24:55 PM	10/03/2025 5:41:55 PM	26232	Completed	Scheduled	11/01/2023	11/30/2025	1,549,913.939999999944	QA Automation	Navusoft	1003	DAYTON	215	259
0	Q4FRQ	Test Cycle For Frequency	07/09/2026 9:12:51 PM	12/09/2024 10:08:02 PM	25958	Completed	Scheduled	04/01/2025	04/30/2025	126.5	QA Automation	Navusoft	1002	CORPUS	0	1
0	15	DAY-COMM MONTHLY ARREARS	07/08/2026 8:56:53 PM	07/12/2024 11:06:53 PM	25897	Completed	Scheduled	09/01/2023	09/30/2023	1,142.4	QA Automation	Navusoft	1005	DAYTON	1	9
0	Q4TEST23	QA Test Only Frequency	07/09/2026 3:04:06 PM	12/09/2024 9:47:35 PM	25952	Completed	Scheduled	03/01/2024	03/31/2024	0	Navusoft	Navusoft	1001	QAMWASTE	0	0
0	SURCHG	Surcharge Test Billing	07/06/2026 8:16:59 PM	05/15/2024 5:55:17 PM	26096	Completed	Scheduled	05/31/2025	6,204.54	QA Automation	Navusoft	1001	QAMWASTE	0	1	
0	5	COR-ROLF BI-WEEKLY	07/06/2026 7:28:28 PM	07/26/2024 1:12:42 AM	25904	Completed	Scheduled	07/31/2024	199,709.739999999991	QA Automation	Navusoft	1002	CORPUS	2	210	
0	13	DAY-RESI MONTHLY ADVANCE	07/01/2026 8:51:32 PM	07/12/2024 10:58:37 PM	25885	Completed	Scheduled	03/01/2023	03/31/2023	82,080.8500000000006	QA Automation	Navusoft	1003	DAYTON	749	986
0	17	DAY-ROLF BI-WEEKLY	06/30/2026 8:50:30 PM	07/12/2024 9:33:49 PM	25884	Completed	Scheduled	02/17/2023	03/01/2023	299	QA Automation	Navusoft	1003	DAYTON	4	5
1	1222133	HEARNES	06/30/2026 8:48:24 PM	07/10/2024 9:36:44 PM	25879	Completed	Scheduled	06/01/2024	06/30/2024	1,435,648.8000000000102	QA Automation	Navusoft	1006	HEARNE	0	13
0	INVTEST	Invoice Test Only	06/30/2026 8:17:04 PM	05/22/2024 4:05:06 PM	25859	Completed	Scheduled	04/01/2024	01/31/2026	136,917.4200000000012	QA Automation	Navusoft	1004	HOUSTON	0	12
0	12	DAY-Q3-MAR-JUN-SEP-DEC	06/30/2026 8:06:26 PM	02/28/2024 4:47:42 PM	25811	Completed	Scheduled	01/01/2023	03/31/2023	92,885.5500000000003	QA Automation	Navusoft	1003	DAYTON	1792	2362
2	ANNUAL	Annual Billing	06/30/2026 8:05:06 PM	03/20/2024 3:07:08 PM	25841	Completed	Scheduled	02/01/2024	01/31/2025	12,810.15	QA Automation	Navusoft	1002	CORPUS	0	10
0	19	DAY-ROLF LIBERTY	06/30/2026 2:00:35 PM	02/28/2024 4:44:18 PM	25810	Completed	Off-Scheduled	02/01/2024	02/29/2024	0	QA Automation	Navusoft	1003	DAYTON	0	0
0	23	HOU-COMMERCIAL ARREARS	06/30/2026 1:59:26 PM	09/15/2023 10:06:48 PM	25689	Completed	Scheduled	01/01/2024	01/31/2024	6,578,059.6100000000335	QA Automation	Navusoft	1004	HOUSTON	44	1188
0	19	DAY-ROLF LIBERTY	06/23/2026 8:52:02 PM	12/15/2023 9:41:59 AM	25706	Completed	Scheduled	12/01/2023	12/31/2023	9,178.7999999999999	QA Automation	Navusoft	1003	DAYTON	1	7
0	7	COR-ROLF 4-MONTHLY	06/30/2026 8:46:58 PM	11/09/2024 9:46:33 PM	25676	Completed	Scheduled	12/01/2024	12/31/2024	6,428.43	QA Automation	Navusoft	1002	CORPUS	3	75

Columns Available for Display

The following data can be pulled in when running a User report.

Field Name	Description
Autopay Enrolled Count	Number of accounts in the billing batch enrolled in automatic payments (helps forecast electronic collections).
Bill Group ID	Unique identifier for the billing group included in the billing batch.
Bill Group Name	Name for the billing group (used to organize customers or accounts that share billing rules or schedules).
Billing Batch Completed Timestamp	Date and time when the billing batch finished processing and invoices were generated or finalized.
Billing Batch Created Timestamp	Date and time when the billing batch was created or scheduled.
Billing Batch Id	Unique identifier for this billing batch (used for reconciliation and audit).
Billing Batch Status	The current processing status of the billing batch, such as pending, in progress, completed, or failed.
Billing Batch Type	The type of billing run used to create the batch, such as a single-invoice billing batch.
Billing From Date	The beginning date of the service or billing period included in the batch, when applicable.
Billing To Date	The ending date of the service or billing period included in the batch, when applicable.
Billing Batch Amount	The total dollar amount billed across all invoices included in the billing batch.
Completed By User	User or system account that finalized or marked the batch as completed (useful for change history).
Created By User	User or system account that created or initiated the billing batch.

Field Name	Description
Division ID	Unique identifier for the operating division responsible for the batch.
Division Name	Name of the operating business unit responsible for the batch.
Eligible For Email Count	Number of invoices in the batch eligible for electronic delivery by email, based on account and invoice settings.
Invoice Count	Total number of invoices generated in the billing batch.
Invoice Date	The date assigned to invoices generated by the billing batch. This date is used for customer statements, payment terms, and accounts receivable tracking.
Printable Count	Number of invoices flagged for printed delivery (paper mail) in this batch.

Related Articles

[Database Query](#)
