Database Query - Bill Batch Summary Entity

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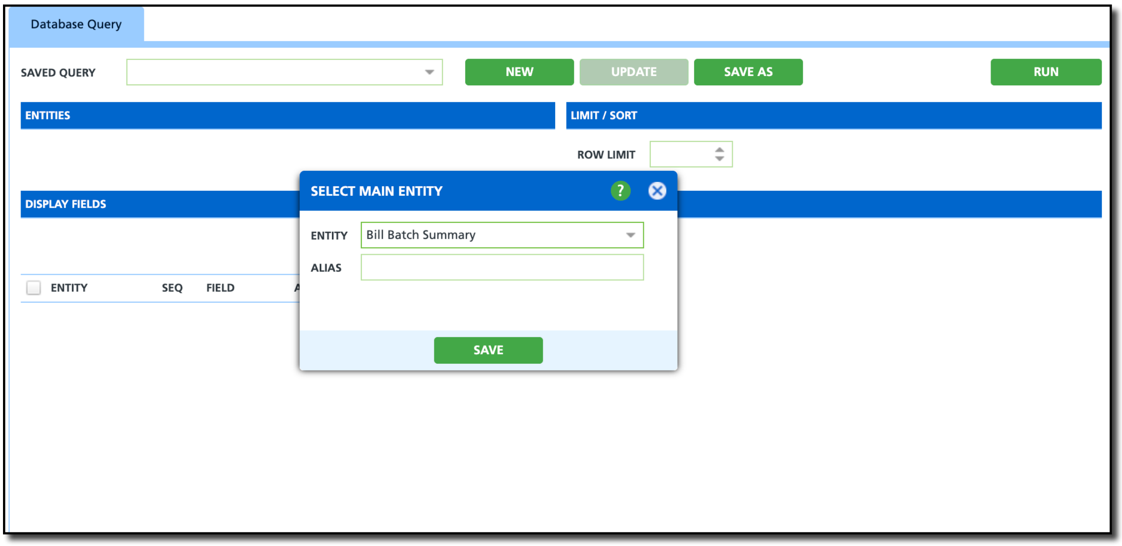
Pathway: Database > Database Query

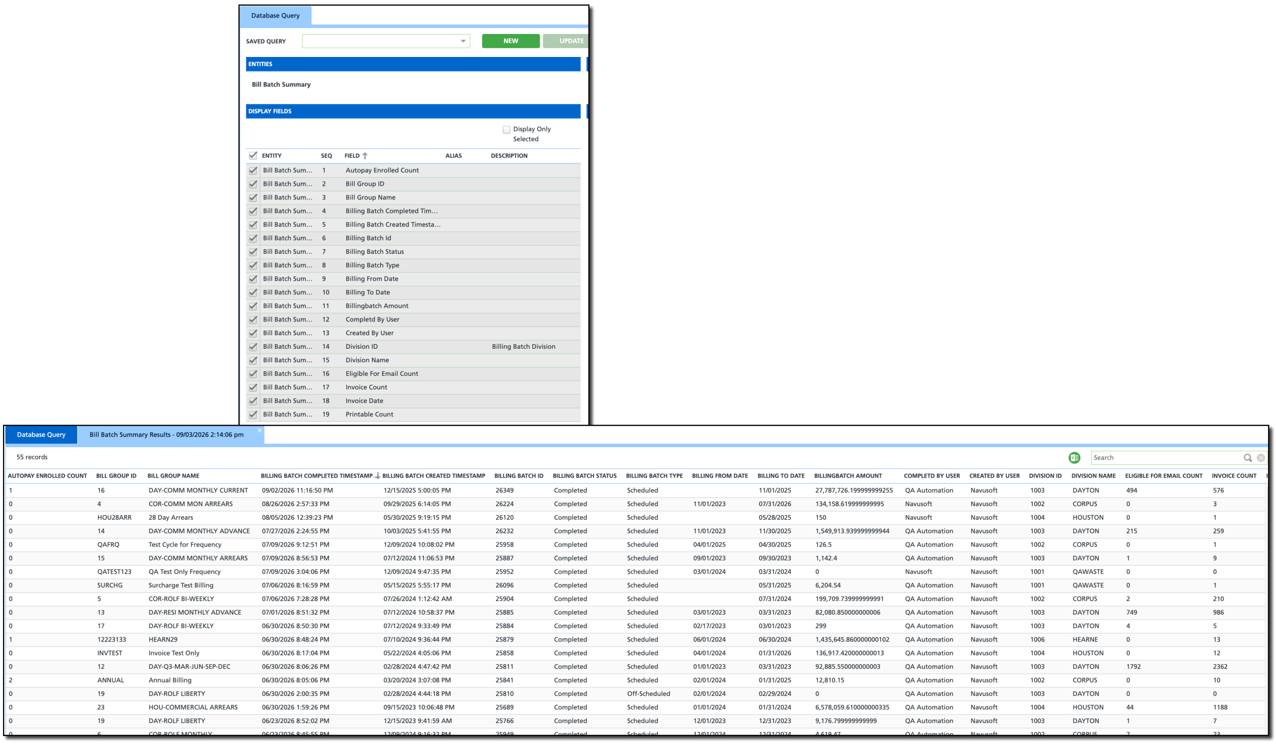
The **Bill Batch Summary** entity contains a high-level summary of your billing batches. It can be used to oversee the manufacturing of invoices, ensuring that billing cycles are completed on time, revenue is posted accurately, and delivery methods (Email vs. Print) are optimized.



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.



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