

# CONTRACT

## **DELETE A PREDEFINED BILLING BATCH**

This functionality allows for easily creating predefined billing batches of optimal size and to schedule these batches which will be submitted via BPO Billing Batch Scheduler console application overnight, designed for high volume environments. The posting of the invoices to Evolution will be done via the existing PostingEngine application to prevent timeout errors on the Evolution database.

Refer to "The Billing Batch Listing Screen" on page 2 for more information relating to the process required for information to be processed by this application.

Ribbon Access: Contract > Billing Batches



#### Select the Site

Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

If *All Sites* displays here, then you do not have a default site configured on your user record, and need to select the required site.



	Predefined B	Iling Batch Listing - BPO: Version 2.5.0.9 - Example Company	×
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	25 Predefined 1 - Regular Monthlies	A	
	0 Predefined batch 2	A	
	0 Predefined batch 3	A	
BAT000004	0 Predefined batch 4	A	
Open Windows 🔻			User : BlancaD   25/03/2022   Version : 2.5.0.9   Example Company

• Click on the **Delete** button.

-		Predefined B	illing Batch Listing - BPO: 1	ersion 2.5.0.9 - Exa	ample Company				
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BAT000002		Predefined 1 - Regular Monthlies Predefined batch 2	A						
BAT000003		Predefined batch 3	A						
BAT000004		Predefined batch 4	A						
BAT000005	0	Biling Batch 5	A						
BAT000006	0	Predefined Batch 6	A						

• A message box will come up asking Are you sure you want to delete this predefined batch?



Select Yes

*			Predefined Billi	ng Batch Listing	- BPO: Version 2.5.0.9	- Example Compa	ny				_ <b>–</b> ×
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BAT000005	0	Billing Batch 5		Α							
<ul> <li>BAT000006</li> </ul>	0	Predefined Batch 6		Α							
		•	Delete Predefined Batche		<pre></pre>						
Open Windows 🕶								User : BiancaD	06/05/2022 Vers	ion: 2.5.0.9	Example Company

### **PREDEFINED BATCH REMOVED**

- The deleted batch will no longer display in the Predefined Billing Batch listing screen.
- A confirmation message will come up, saying Predefined Batch Deleted.
- Click on Ok.



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BAT000003		0 Predefined batch 3	A							
BAT000004		0 Predefined batch 4	A							
BAT000005		0 Biling Batch 5	A							
BAT000006		0 Predefined Batch 6	A							

• Close this screen when you are done.

#### **Related Topics**

- Add New Billing Batch
- Edit Billing Batch
- Delete Billing Batch
- Export Billing Batch
- Schedule Billing Batch
- Billing Batch Scheduler

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