

## CONTRACT

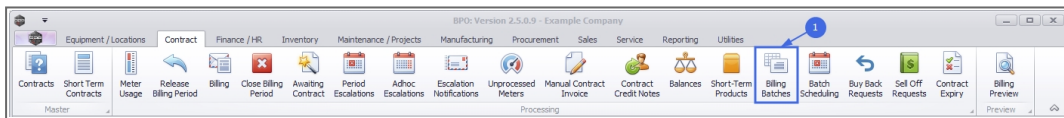
### EXPORT PREDEFINED BILLING BATCH LIST

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*

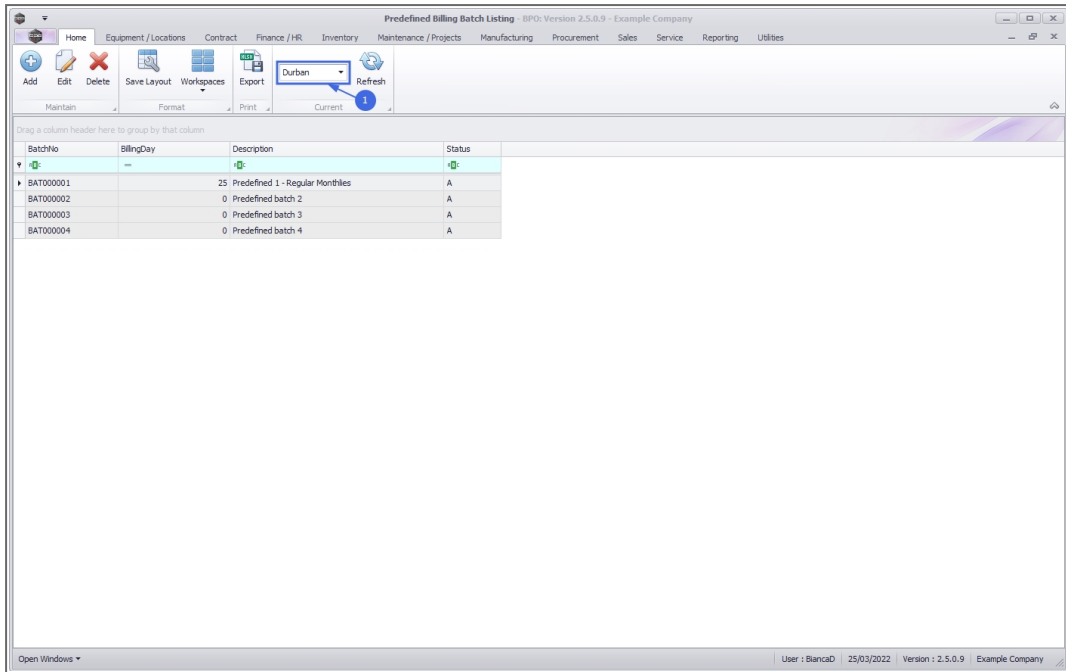


#### Select the Site

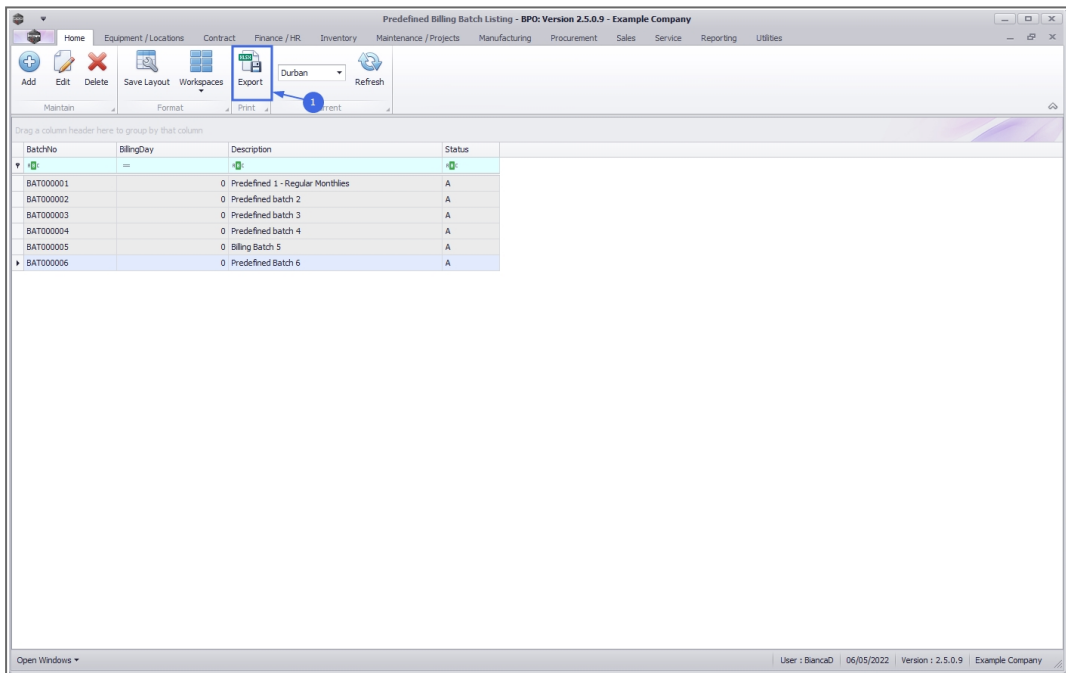
Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

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.



- Click on the **Export** button.



- The Predefined Billing Batch list will be exported to and opened in MS Excel.

The screenshot shows an Excel spreadsheet with the following data:

BatchNo	BillingDay	Description	Status
BAT000001	0	Predefined 1 - Regular Monthlies	A
BAT000002	0	Predefined batch 2	A
BAT000003	0	Predefined batch 3	A
BAT000004	0	Predefined batch 4	A
BAT000005	0	Billing Batch 5	A

## 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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