

## CONTRACT

### SCHEDULE A PREDEFINED BILLING BATCH

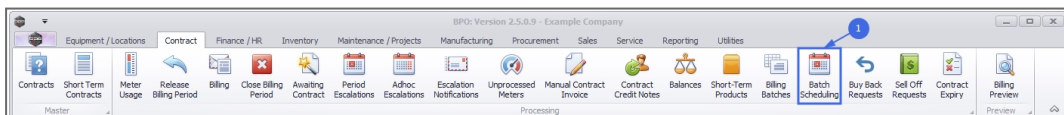
This functionality allows for easily creating predefined billing batches of optimal size and to schedule these batches which will be submitted via BPO Billing Batch Scheduler console application overnight, designed for high volume environments. The posting of the invoices to Evolution will be done via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



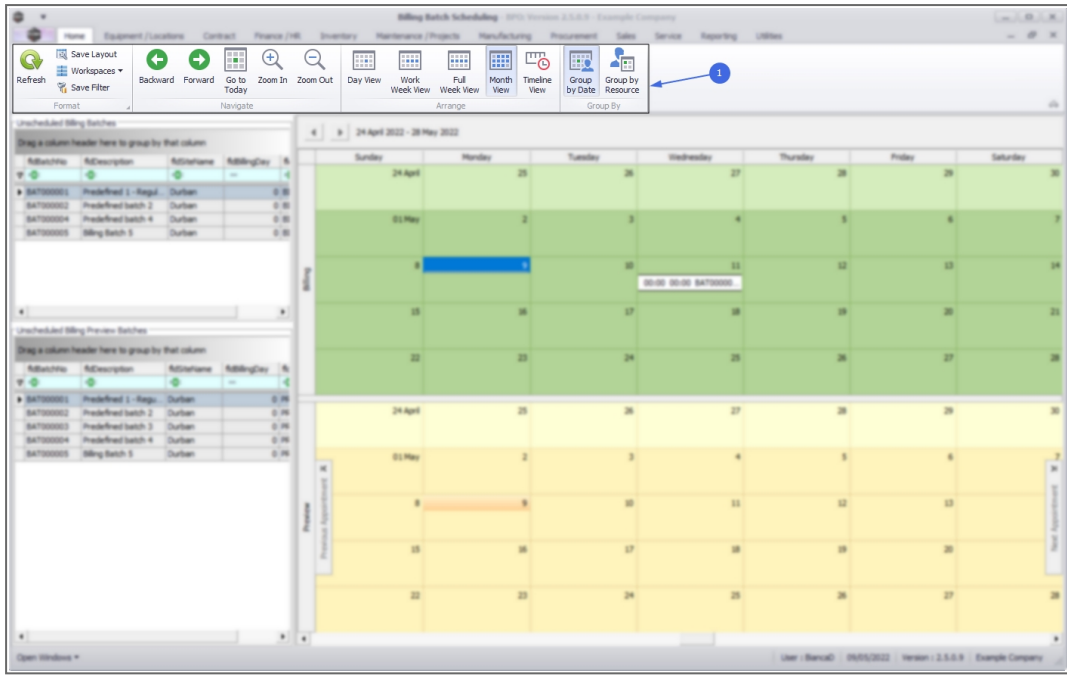
Refer to "[The Billing Batch Listing Screen](#)" on page 2 for more information relating to the process required for information to be processed by this application.

Items to be billed will be displayed on the left of the screen. You can select the parameters (Billing Day, Contract Type, Fees or Meters, Fee Types) to bill, then drag and drop them into an existing or new batch (on the right hand side of the screen).

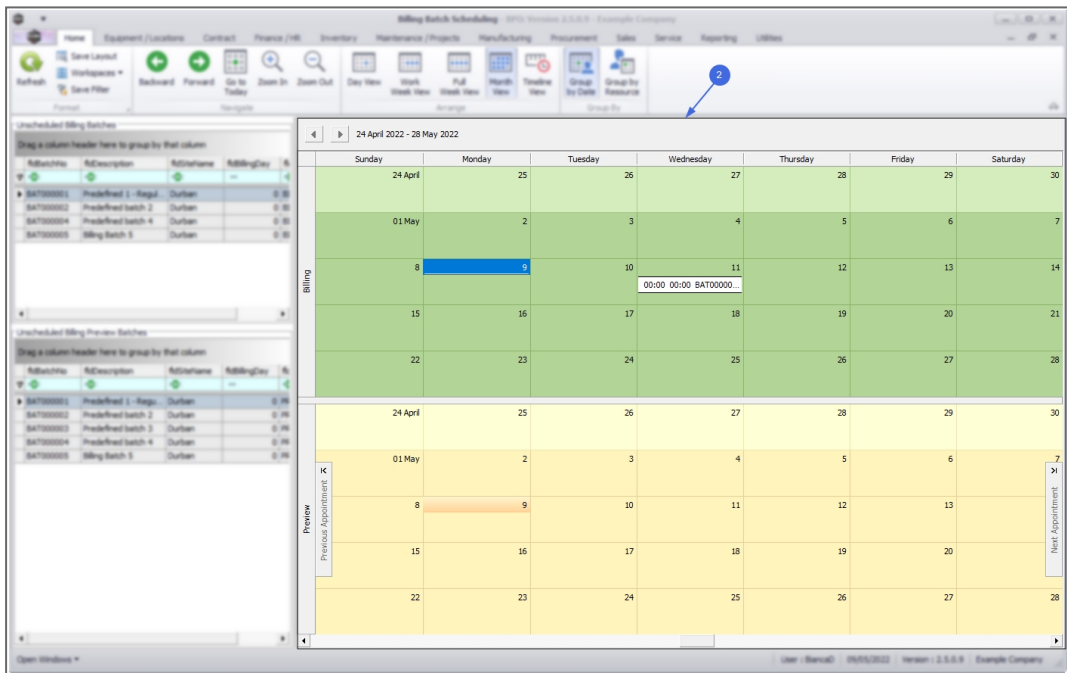
**Ribbon Access:** *Contract > Batch Scheduling*



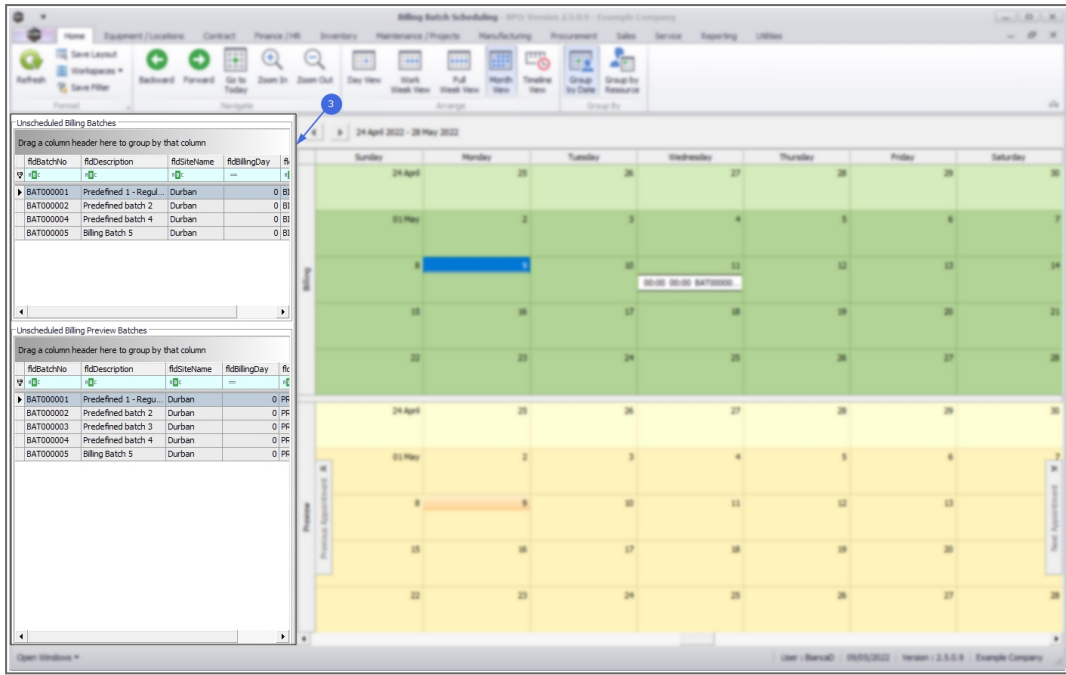
- The **Billing Batch Scheduling** screen will open
- You will use the Ribbon Toolbar to customize your screen and navigate the calendar



- The Calendar is split between Billing and Preview schedules.



- On the left hand side, you will see the Batches available for scheduling Billing and Preview predefined batches.



## SCHEDULE A PREDEFINED BATCH SCHEDULE

### PREDEFINED BILLING BATCH

- Drag and drop the billing batch into the relevant day in the calendar.

**Unscheduled Billing Batches**

fdBatchNo	fdDescription	fdSiteName	fdBillingDay	ft
BAT000001	Predefined 1 - Regul	Durban	0	BI
BAT000002	Predefined batch 2	Durban	0	BI
BAT000003	Predefined batch 3	Durban	0	BI
BAT000004	Predefined batch 4	Durban	0	BI
BAT000005	Billing Batch 5	Durban	0	BI

**Unscheduled Billing Preview Batches**

fdBatchNo	fdDescription	fdSiteName	fdBillingDay	ft
BAT000001	Predefined 1 - Regul	Durban	0	PR
BAT000002	Predefined batch 2	Durban	0	PR
BAT000003	Predefined batch 3	Durban	0	PR
BAT000004	Predefined batch 4	Durban	0	PR
BAT000005	Billing Batch 5	Durban	0	PR

- A message box will come up, asking: **Are you sure want to schedule this batch? Answer 'Yes' to schedule.**
- Click on **Yes**

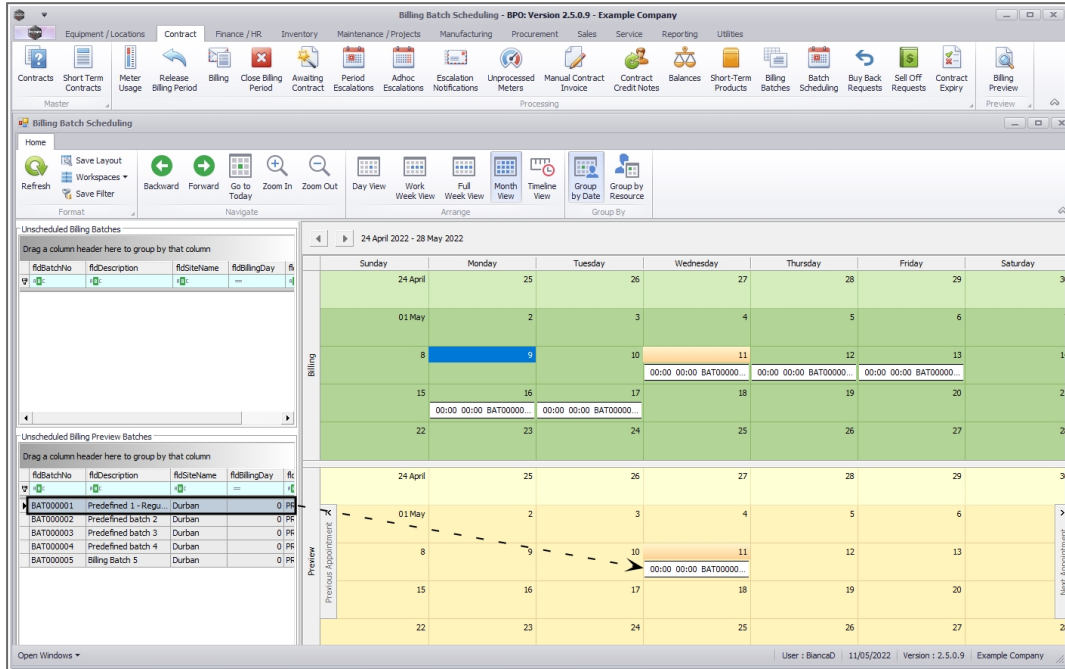
**Input Validation**

Are you sure you want to schedule this batch? Answer 'Yes' to schedule.

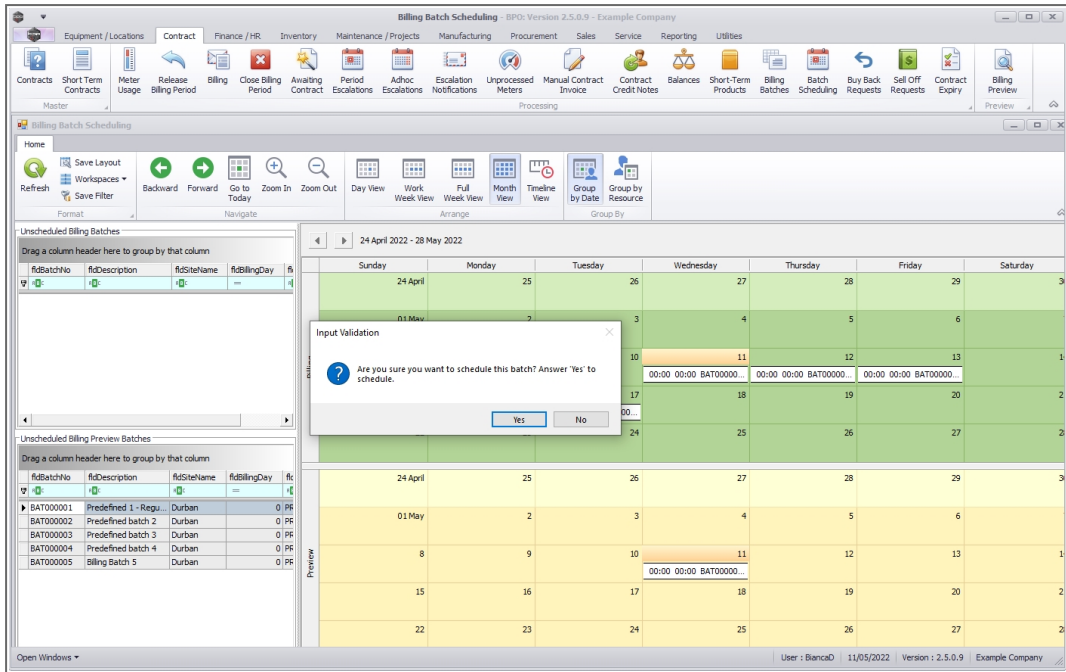
Yes No

## PREDEFINED PREVIEW BATCH

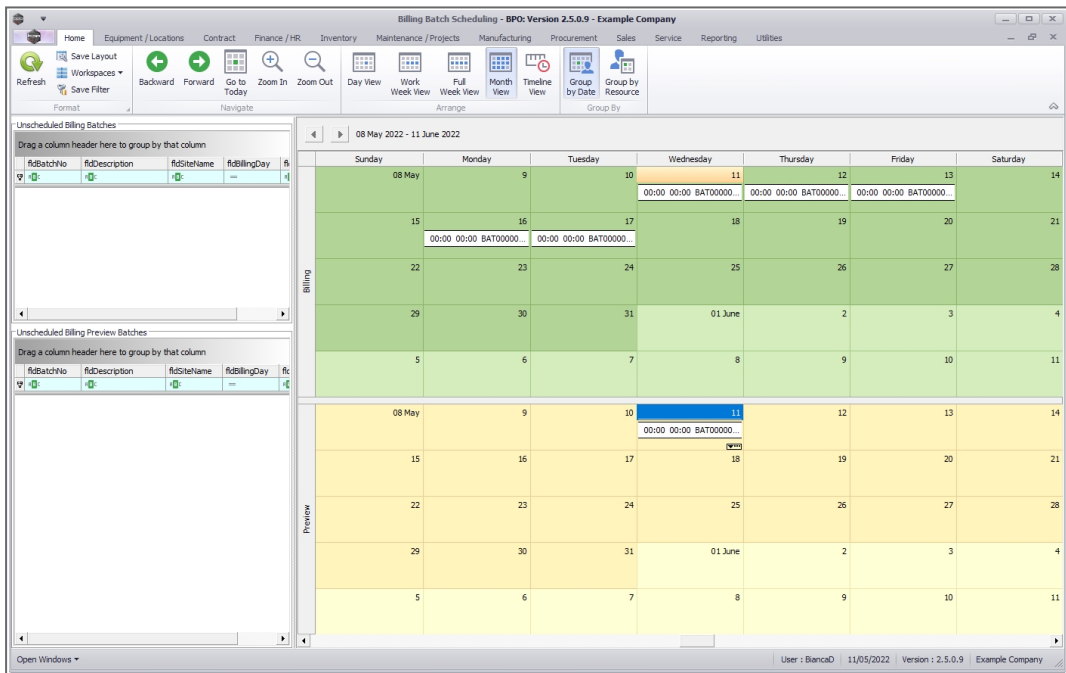
- Drag and drop the preview batch into the relevant day in the calendar.



- A message box will come up, asking: **Are you sure want to schedule this batch?** Answer 'Yes' to schedule.
- Click on **Yes**



- In the following example all Billing and Preview batches have been scheduled.



- In the following example all Billing and Preview batches have been scheduled.
- The [BPO Billing Batch Scheduler](#) application will check for and submit both the predefined billing and preview batches for processing depending on the scheduled dates of the batches. The application will send an email if the batch has been successfully submitted or if there were any errors/the batch processing was unsuccessful. The BPO Billing Batch Scheduler will be run via the Windows Task Scheduler.



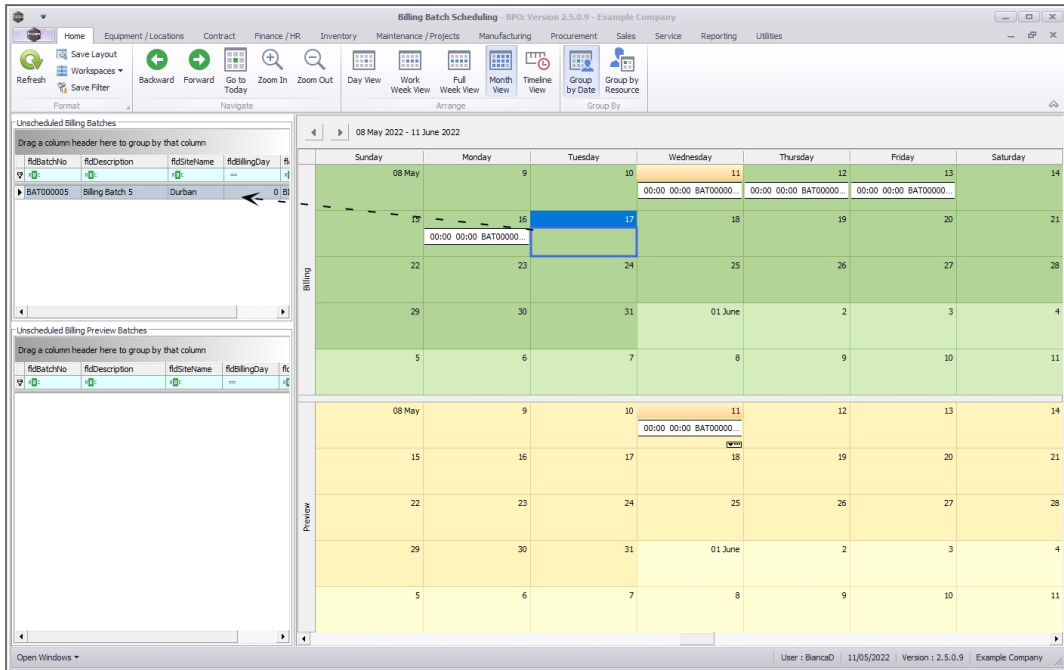
Refer to "[Predefined Batch Billing Process](#)" on [page 1](#) for more information relating to the process required for information.

## DELETE A PREDEFINED BATCH SCHEDULE

- In the following example all Billing and Preview batches have been scheduled.

The screenshot displays the 'Billing Batch Scheduling - BPO: Version 2.5.0.9 - Example Company' application. The interface includes a top menu bar with options like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with various navigation and view options. The main area is divided into two sections: 'Unscheduled Billing Batches' and 'Unscheduled Billing Preview Batches', each with a table for defining batch parameters. The central part of the screen shows a calendar view for the period from 08 May 2022 to 11 June 2022. The calendar is split into two sections: 'Billing' (top, green background) and 'Preview' (bottom, yellow background). Each section shows a grid of days with scheduled batches indicated by colored cells. A 'Delete' dialog box is currently open over a scheduled batch on Wednesday, May 11th. The status bar at the bottom indicates the user is 'BlancaD', the date is '11/05/2022', and the version is '2.5.0.9'.

- The batch will be removed from the calendar and be available for rescheduling.



## Related Topics

- [Intro to Predefined Billing Batches](#)
- [Add New Billing Batch](#)
- [Edit Billing Batch](#)
- [Delete Billing Batch](#)
- [Export Billing Batch](#)
- [Schedule Billing Batch](#)
- [Billing Batch Scheduler](#)

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