

We are currently updating our site; thank you for your patience.

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.



Predefined Billing Batch Listing BPO: Version 2.5.0.9 - Example Company Image: Special provide Speci	- 0 x
Add Edt Dete Save Layout Workspaces Expert Current Mantain Pomat Pomat Current Current Pomat Dridg a column header here to group by that column Battyline Bittyline Bittyline Status Battyline Bittyline Decreption Status Status Battyline Differend 1-Regular Monthles A Battyline Diredefmed batch 2 A Battyline Diredefmed batch 3 A	
Add Edit Delete Save Layout Workspaces Eport Maritan Format Format Print Current Drog a clumn headser here to group by frist column Beschölvo Status 8 BatchNo BlingCay Description Status 1 Gr - Origination Gr 2 BatchNo BlingCay Origination 8AT000001 25 Predefined 1-Regular Monthiles A 8AT000003 0 Predefined batch 2 A	
BatchVe BilingDay Description Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: St	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
BathNo BilingDay Description Status Ø Ø= Ø= <thø=< td=""><td></td></thø=<>	
• •	
BAT00001 25 Predefined 1 - Reputer Monthles A BAT00002 0 Predefined bath 2 A BAT00003 0 Predefined bath 3 A	
BAT00002 D Predefined batch 2 A BAT00003 0 Predefined batch 3 A	
BAT00003 0 Predefined batch 3 A	
BAT000004 0 Predefined batch 4 A	
Open Windows * User : BiancaD 25/03/2022 Version : 2.5	0.9 Example Company

• Click on the **Export** button.

With a line With a line </th <th>-</th> <th></th> <th>_ ×</th>	-		_ ×			
dd dd <td< th=""><th>Home Equ</th><th>upment / Locations Contra</th><th>act Finance / HR Inventory Maintenance</th><th>/Projects Manufacturing Procurement Sales</th><th>Service Reporting Utilities</th><th>_ & ×</th></td<>	Home Equ	upment / Locations Contra	act Finance / HR Inventory Maintenance	/Projects Manufacturing Procurement Sales	Service Reporting Utilities	_ & ×
di di Defen Defen Edit Defen Edit Defen Defen </th <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>						
Nation Note rg Concolution State State State State						
Bathle Bing Data Link Bathle Differed Bathle Bathle Differed Bathle Bathle Differed Bathle Bathle Differed Bathle	Add Edit Delete	Save Layout Workspaces	Export Refresh			
space base base base base base base base bas	Maintain	Format ,	Print I rrent			6
BatcNia BingDay Description Statua GC						
0 - 0 0 BAT00001 0 Predefined Indepted Satch A A BAT00003 0 Predefined Satch A A BAT00003 0 Predefined Satch A A BAT00003 0 Predefined Satch A A BAT00004 0 Predefined Satch A A BAT00005 0 Predefined Satch A A BAT00006 0 Predefined Satch A A BAT00006 0 Predefined Satch B A			Deprintion	Statur		
BAT000001 0 Predefined 1-Regular MontBlies A BAT00002 0 Predefined bath 3 A BAT00003 0 Predefined bath 3 A BAT00004 0 Predefined bath 3 A BAT00005 0 Bit Bit S A BAT00006 0 Bit Bit S A BAT00006 0 Bit Bit S A BAT00005 0 Predefined Bath 6 A						
BAT00002 0 Predefined bath 2 A BAT00003 0 Predefined bath 3 A BAT00004 0 Predefined bath 4 A BAT00005 0 Billing Bath 5 A BAT00006 0 Predefined Bath 3 A BAT00005 0 Billing Bath 6 A		0				
BAT00003 0 Predefined batch 3 A BAT00004 0 Predefined batch 4 A BAT00005 0 Billing batch 5 A BAT00006 0 Predefined Batch 6 A						
BAT00004 0 Predefined batch.4 A BAT00005 0 Biling batch.5 A BAT00005 0 Predefined Batch.5 A						
BAT00006 0 Predefined Batch 6 A						
	BAT000005	0	Billing Batch 5	A		
	BAT000006	0	Predefined Batch 6	A		
pen Windows User : BiancaD 06/05/2022 Version : 2.5.0.9 Example Company						

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



Export Predefined Billing Batch List

Market Page Layout Formulas Data Review View Developer Add-ins Help BI Tools Search (Alt+Q) File Home Insert Page Layout Formulas Data Review View Developer Add-ins Help BI Tools Search (Alt+Q) Sea												<i>a</i> –		×	
	r Add-ins	Add-ins Help BI Tools								Comments	s 🖻 Sh	ıare			
Paste a				eral ~ % 9		Conditional Formatting ~	Format as Table ~	Cell Styles ~	El Insert v Delete v	Σ.	AZ Sort & I Filter ∽ S	Find & elect ×	Analyze Data		
Indo Clipboard			5	Number	5	-	Styles		Cells		Editing		Analysis		`
22 v : ×	$\sqrt{f_x}$														
A		С	D	E	F	G	н	1	J	К	L	M	N	0	
BatchNo 👻 I	BillingDay	Description	✓ Status	-											
BAT000001		0 Predefined 1 - Regular Monthlies	A												
3AT000002		0 Predefined batch 2	А												
AT000003		0 Predefined batch 3	A												
AT000004		0 Predefined batch 4	A												
3AT000005		0 Billing Batch 5	A												
			_												
			_												
			_												
			_												
			_	_											
			_	_											
				_											
> Sheet	+						4	_		_	_	_		-	•
/ 🔝 🏗 Accessibi	lity: Good to go										## 🗉	E		+	1009

Related Topics

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

MNU.004.005