

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

## FINANCE

### MONTH END BILLING PROCESS

1. [Refresh Meter Listing](#) (pulls through all edits and new contracts)
2. [Send Meter Reading Requests via Email](#) (optional)
3. [Capture Meter Readings](#)
4. [View and Manage Meter Readings](#)
5. Auto Reading Update options:
  - i. [Set to Call Reading](#) (sets the un-captured readings to the last reading in the call centre for the period)
  - ii. [Set to Average Reading](#) (set the un-captured reading to the 6 month average / average to date if not at 6 months yet)
  - iii. [Set Un-captured Meters to Prior Reading](#) (updates closing reading equal to opening reading - only do this when all possible meter readings have been captured)
6. [Release to Billing](#) (you can release to billing, run billing, and run batch a few times before you 'set un-captured to prior')
7. [Release Billing Period](#)
8. [Billing Preview](#) (optional)
9. [Run Billing](#)
10. [Run Print / Email Batch](#) (to print or email contract invoices as per customer delivery method)
11. [Close Billing Period](#)
12. [Run Period Escalations](#)
13. [Send Escalation Notifications](#) (optional)
14. [Back to Back Supplier Invoices](#) (if collecting from client on behalf of finance house)

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