Bulk Billing Run

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The Bulk Billing feature is designed to speed up your invoicing processes for your reoccurring service charges on a monthly, quarterly or termly basis

Discount settings set against the attendee or whole account in the individual account profiles are transacted and included in the billing run

Only Active Accounts and their active children will be affected by the billing run, so be sure to check your Admin Inbox that all registrations are approved

1. Adding a Billing Run

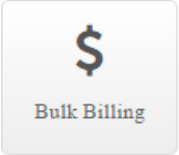
The billing run helps speed up your monthly, quarterly or termly invoicing. By selecting a service, the system will know exactly which attendee to bill and the amount on the correct account. *(This only adds the transactions to the accounts and does not automatically send statements)*

Discounts set in the profiles of the accounts child or account will automatically follow with another transaction in the billing run list.

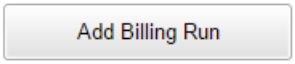
The transactions presented on the list you have run are also present on the actual accounts if viewed in "Accounting"

Now how to add a billing run for a service

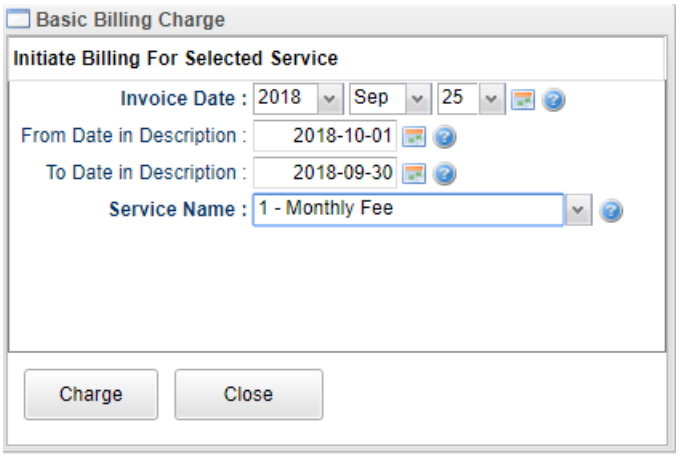
- On your dashboard, select the "Bulk Billing" button



- The screen will be split in two halves. Top half lists the billing run you have done, bottom half list all transactions relevant to the above highlighted billing run
- Now select the button in the middle "Add Billing Run" button



- A box will appear with an invoice date, optional description entry to mention from and too date of the service charge and a drop down list of all your services



- Once all information is entered

- Select the charge button and the list will slide up, then click on charge a 2nd time
- Now that the bulk billing run for the selected services has run you can check the transaction to ensure all is okay.
- On the top half of the screen, select by highlighting the run you did, and the bottom half of the screen now becomes populated with all the related transactions

Manage Bulk Billing / Invoicing (Basic & Advanced)

	Run Date	Total Billed	Number of A...	Billing Run Type	Service	Status
1	2018-09-13	R 5225.00	22	Basic	1 - Monthly Fee	Pending
2	2018-09-10	R 5445.00	23	Basic	1 - Monthly Fee	Completed
3	2018-08-30	R 15295.00	35	Basic	1 - Monthly Fee, 2 - Quarterly	Completed
4	2018-07-24	R 25220.00	27	Basic	1. Swimming x1 a week -	Completed
5	2018-06-28	R 23620.00	24	Basic	1. Swimming x1 a week -	Completed
6	2018-06-25	R 20925.00	22	Basic	1. Swimming x1 a week -	Completed
7	2018-05-22	R 23320.00	24	Basic	1. Swimming x1 a week -	Completed
8	2018-05-14	R 23150.00	23	Basic	1. Swimming x1 a week -	Completed

Close | Add Billing Run | Delete Billing Run | Export Excel

	Jou...	Inv...	A...	Account N...	Attendee	Description	Amount	Status	Service	Type
1	120...	576...	90583	mumbo	stella mumbo	1 - Monthly Fee - stella mumbo (01	R 220.00	Pending	1 - Monthly Fee	Invoice
2	120...	576...	88609	Passport	Ky Passport	1 - Monthly Fee - Ky Passport (01 Oct	R 220.00	Pending	1 - Monthly Fee	Invoice
3	120...	576...	88222	Test	Jack Test	1 - Monthly Fee - Jack Test (01 Oct -	R 220.00	Pending	1 - Monthly Fee	Invoice
4	120...	576...	83377	Skittles	Yellow Skittles	1 - Monthly Fee - Yellow Skittles (01	R 220.00	Pending	1 - Monthly Fee	Invoice
5	120...	576...	83377	Skittles	Yellow Skittles	20% Discount for Yellow Skittles	-R 44.00	Pending		Invoice
6	120...	576...	83315	Du Preez	Dan Du Preez	1 - Monthly Fee - Dan Du Preez (01	R 220.00	Pending	1 - Monthly Fee	Invoice
7	120...	576...	83315	Du Preez	Jean-Luc Du	1 - Monthly Fee - Jean-Luc Du Preez	R 220.00	Pending	1 - Monthly Fee	Invoice
8	120...	576...	83315	Du Preez	Jean-Luc Du	50% Discount for Jean-Luc Du Preez	-R 110.00	Pending		Invoice
9	120...	576...	83301	Meyer	JH Meyer	1 - Monthly Fee - JH Meyer (01 Oct -	R 220.00	Pending	1 - Monthly Fee	Invoice

Delete Invoice Line | Edit Invoice Line | Export Excel

- Now the charges are placed on the parents accounts, those charges status are in "*Pending*" only once you send out the statement will their status change to "*Completed" (Which means they are then posted to the General Ledger)*

2. Delete a Billing run

Now you might find you did a bulk billing in error and would like to remove all transactions related to it.

A billing run may be removed on the condition that every transaction related to it in the list has the status pending. If just one transaction has a completed status then transactions can only be removed individually that have the pending statuses.

- In your Bulk Billing the top half of the screen shows a list of your billing runs

	Run Date	Total Billed	Number of Accounts Billed	Billing Run Type	Service	Status
1	2017-03-15	R 400.00	2	Basic	2. Swimming x2 a week - Monthly	Pending
2	2017-03-15	R 400.00	2	Basic	2. Swimming x2 a week - Monthly	Pending
3	2017-03-15	R 400.00	2	Basic	2. Swimming x2 a week - Monthly	Pending
4	2016-11-16	R 200.00	1	Historic		Completed
5	2016-10-04	R 200.00	1	Historic		Completed
6	2016-07-13	R 200.00	1	Historic		Completed
7	2016-05-12	R 800.00	1	Historic		Completed
8	2016-04-21	R 800.00	1	Historic		Completed
9	2016-04-21	R 550.00	1	Historic		Completed
10	2016-04-16	R 800.00	1	Historic		Completed
11	2016-04-08	R 100.00	1	Historic		Completed
12	2016-04-06	R 800.00	1	Historic		Completed
13	2016-03-22	R 800.00	1	Historic		Completed
14	2016-03-08	R 100.00	1	Historic		Completed

- Select by highlighting the billing run in question
- Then click on "Delete Billing Run" button

Close | Add Billing Run | Delete Billing Run | Export Excel

- This action is synchronised with all your accounts.

3. Delete Journal Entry

You might find an error on your billing run, but you don't have to remove the entire billing run to fix it. You can action each transaction individually

- In Bulk Billing section
- Select by highlighting on the top section the Bulk Billing run in question
- Bottom half populates with the transactions for that Billing Run
- Now highlight a transaction below you want to remove
- Then click on "Delete Journal Entry"

Delete Journal Entry

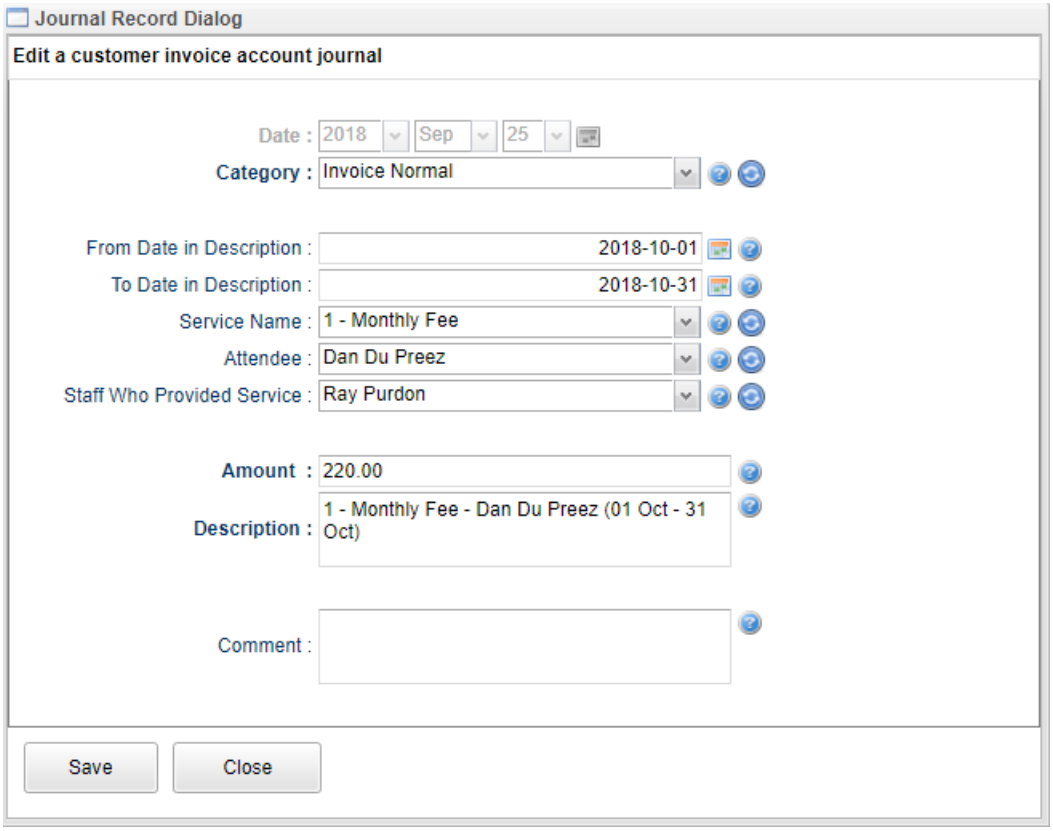
- The entry is removed off the list, as well as removed from the account as well.

4. Edit Journal Entry

Same as deleting a journal entry, transactions below are populated by the Bulk Billing Run you highlighted above. You can edit any individual transaction that is in "Pending" status. Any transaction that has a status "Completed" you have to then do a Journal Credit or Debit in your Accounting.

- In Bulk Billing section
- Highlight on the top section the Bulk Billing run
- Bottom half populates with the transactions for that Billing Run
- Highlight a transaction below you want to edit
- Then click on "Edit Journal Entry"

- A box will pop up with prepopulated information in it by that Bulk Billing Run



- You can edit any of this information in here. Then click save.
- Remember the information you see here is already on that parents account, the system is just waiting for this account to receive a statement to make it official and post to the General Ledger which will make the transaction status "**Completed**"