

This guide will explain the month end processing screen, especially the billing settings at the top of the Month-End Processing screen.

To find your Month-End Processing screen, go to Billing -> Month-End Processing.

Your billing settings needs to be correct before you can continue to complete your billing run with the month end processing action buttons.

Month-End Processing	
Action	
Confirm Current Period	Confirmed
Archive Previous Month's Recurring Billing	Archived
Generate Recurring Billing Entries	View Recurring Billing
Generate Monthly Draft Invoices	View Invoices
Push Invoices to SageOne	View Invoices
Generate Direct Debit Batch	View Batch Details

Month-End Processing's Billing Settings Explained:

If you can't see the 9 pages in the PDF viewer below, you can view the PDF here: [Month-End Processing Settings Explained PDF](#)

[Month End Processing Screen Example](#)

Billing period reset request:

It is only in extenuating circumstances that HeroTill will be able to reset your billing period for monthly processing done incorrectly/ ahead of time. Please carefully consider each step in the process to ensure no errors are made. Please contact HeroTill support, if you require a to be arranged.

For **support queries** please contact us at support@herotill.com.