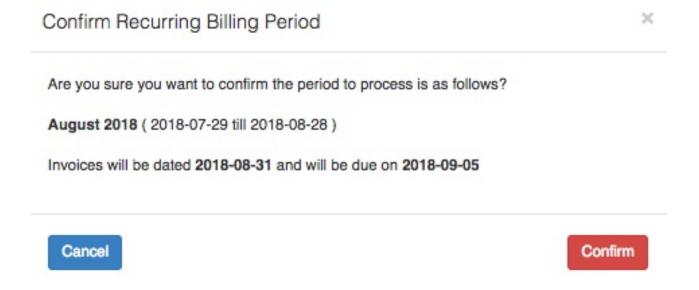**Webinar:** **Month-end Billing Run**

Video: **Billing Run (Part 1)**

Video: **Billing Run (Part 2)**

The billing run wording has been updated and a Pop-up has been included to ensure that the user is aware of all the items that are included in the billing run.

We have updated the wording to clarify that:

– invoices dated at the end of the month will also be included in the billing run:

– that generated invoices will be emailed to the customer:

Push Selected Invoices to SageOne   ✕

Are you sure you want to push all selected outstanding invoices to SageOne?

26 pending invoices will be pushed.

This will also email the generated invoices to each customer.

Cancel   Push Now

– that the debit batch will include all invoices in the specific billing range as well as the monthly recurring invoice date

Generate Direct Debit Batch   ✕

Are you sure you want to Generate the Direct Debit Batch?

Only invoices meeting **all** of the following criteria will be included in the direct debit batch:

- Invoices already pushed to SageOne
- Invoices marked as being paid via Direct Debit
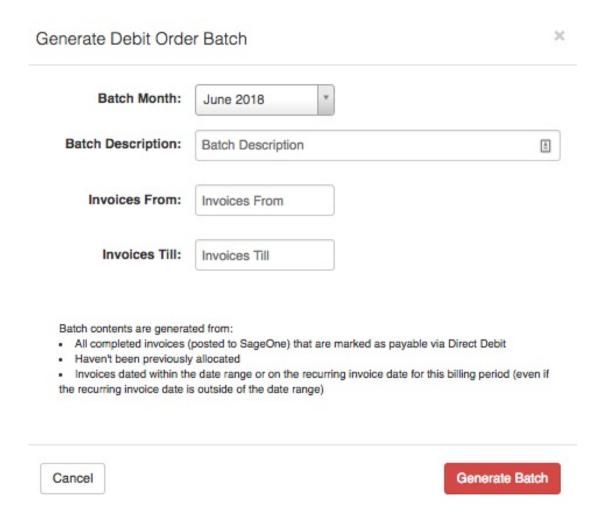- Invoices generated between 2018-07-29 and 2018-08-28 or the Recurring invoice date 2018-08-31

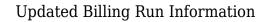Cancel   Generate Now

We have also changed the Generate Debit Batch screen.

The batch description and from and to dates have been moved to a pop-up screen. Click on the Generate batch button to complete these details.

Generate Debit Order Batch   ✕

Batch Month: June 2018   ▾

Batch Description: Batch Description   ▤

Invoices From: Invoices From

Invoices Till: Invoices Till

Batch contents are generated from:
- All completed invoices (posted to SageOne) that are marked as payable via Direct Debit
- Haven't been previously allocated
- Invoices dated within the date range or on the recurring invoice date for this billing period (even if the recurring invoice date is outside of the date range)

Cancel   **Generate Batch**

When generating your debit batch, invoices added to a previous debit batch will not be taken into account. You will also not be able to remove a debit batch from the system once you have passed the debit order run date.