

“Month-End Processing” billing settings **example** explaining what each field means when you are to complete the billing processing on the end of *October* calendar date. You should always complete the month-end processing on a day after the “Month End Cutoff” date.

Billing Settings Update

Current Billing Period:  ▼  
Period to generate recurring billing for

Current Service Period:  ▼  
Service period the invoice is for

Current Billing Range:  Until

Last Finalized Financial Period:  ▼

Month End Cutoff:  ▼  
Last day of the month to include data topup and phone call costs. Costs incurred after this date rolls over to the next month.

Date to show on Recurring Invoices:

Recurring Invoice Due Date:

Note that this is an example. Your cutoff, due dates and other setup may differ.

Month-End Processing Refresh

Action	Completed By	Completed On
Confirm Current Period	<input type="button" value="Confirmed"/>	2018-10-26 16:07:19
Archive Previous Month's Recurring Billing	<input type="button" value="Archived"/>	2018-10-26 16:07:28
Generate Recurring Billing Entries	<input type="button" value="View Recurring Billing"/>	2018-10-26 16:08:25
Generate Monthly Draft Invoices	<input type="button" value="View Invoices"/>	2018-10-26 16:09:44
Push Invoices to SageOne	<input type="button" value="View Invoices"/>	2018-10-26 17:59:06
Generate Direct Debit Batch	<input type="button" value="View Batch Details"/>	2018-10-30 08:55:12
Download Direct Debit Batch	<input type="button" value="Download"/> R [Avatar] on 2018-11-01	2018-10-30 08:55:12
	<input type="button" value="Download"/> R [Avatar] on 2018-11-10	

Billing Settings

Update

Current Billing Period

October 2018

Period to generate recurring billing for

Current Service Period

1 Month After Billing Period

Service period the invoice is for

Current Billing Range

2018-09-26 Until 2018-10-25

Last Finalized Financial Period

August 2018

Month End Cutoff

25th

Last day of the month to include data topup and phone call costs. Costs incurred after this date rolls over to the next month.

The "Current Billing Period" is the date period for the **system** to know for which dates the system should filter recurring billing entries, VoIP usage and data top-ups by. This period should not be ahead of time.

Note: This billing period is not your company's service period to your customers, meaning it is not meant for "We post bill" or "We pre bill our customers." That is what the "Current Service Period" label is for.

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

Download Direct Debit Batch

R on 2018-11-01

R on 2018-11-10

Completed By

Completed On

2018-10-26 16:07:19

2018-10-26 16:07:28

2018-10-26 16:08:25

2018-10-26 16:09:14

2018-10-26 17:59:16

2018-10-30 08:55:12

2018-10-30 08:55:12

Billing Settings

Update

Current Billing Period

October 2018

Period to generate recurring billing for

Current Service Period

1 Month After Billing Period

Service period the invoice is for

Current Billing Range

2018-09-26 Until 2018-10-25

Last Finalized Financial Period

August 2018

Month End Cutoff

25th

Last day of the month to include data topup and phone call costs. Costs incurred after this date rolls over to the next month.



The cutoff day will determine the “Current Billing Range” for the “Current Billing Period”. The cutoff day is the last day of the month to include VoIP usage and Topups for. Costs incurred after this date rolls over to the next month. This cutoff day should stay the same every month to make sure you are billing new usage and recurring billing every month.

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

Download Direct Debit Batch

R [icon] on 2018-11-01

R [icon] on 2018-11-10

Completed On

2018-10-25 16:07:19

2018-10-26 16:07:28

2018-10-26 16:08:25

2018-10-26 16:09:14

2018-10-26 17:59:06

2018-10-30 08:55:12

2018-10-30 08:55:12

Billing Settings

Current Billing Period: October 2018

Current Service Period: 1 Month After Billing Period

Current Billing Range: 2018-09-26 Until 2018-10-25

Last Finalized Financial Period: August 2018

Month-End Processing

Action	Completed On
Confirm Current Period	2018-10-26 16:07:19
Archive Previous Month's Recurring Billing	2018-10-26 16:07:28
Generate Recurring Billing Entries	2018-10-26 16:08:25
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Download Direct Debit Batch	2018-10-30 08:55:12

Recurring billing entries snippet

Interval	Next Date
Monthly	2018-10-01
Monthly	2018-10-01
Monthly	2018-10-01

The billing range will be the recurring billing entries' *next dates* to include on the invoices.

These dates should be in the past on the day you are doing the month end processing; Otherwise top-ups and VoIP usage will not be on the generated invoices if these dates are in the future.

Billing Settings

Update

Current Billing Period

October 2018

Month End Cutoff

25th

Current Service Period

1 Month After Billing Period

Last day of the month to include data topup and phone call costs. Costs incurred after this date rolls over to the next month.

Current Billing Range

2018-09-26 Until 2018-10-25

Last Finalized Financial Period

August 2018

Remember that you should complete the month end processing actions on a day after the cutoff date. (At least up and to "Push Invoices to Sage One")

This is to ensure that the month end processing doesn't miss anything (such as top-ups) on your invoices.

Month-End Processing

Action

Completed By

Completed On

Confirm Current Period

2018-10-26 16:07:19

Archive Previous Month's Recurring Billing

2018-10-26 16:07:28

Generate Recurring Billing Entries

2018-10-26 16:08:25

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View Invoices

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Generate Direct Debit Batch

View Batch Details

2018-10-30 08:55:12

Download Direct Debit Batch

R on 2018-11-01

2018-10-30 08:55:12

R on 2018-11-10

Billing Settings Update

**Current Billing Period** 
**Month End Cutoff**

Period to generate recurring billing for  
**Current Service Period** 
 Last day of the month to include data topup and phone call costs. Costs incurred after this date rolls over to the next month.

Service period the invoice is for  
**Current Billing Range**  Until

**Last Finalized Financial Period**

**Date to show on Recurring Invoices**

**Recurring Invoice Due Date**

Month-End Processing ↻

Action	Completed By	Completed On
Confirm Current Period	Confirmed	2018-10-26 16:07:19
Archive Previous Month's Recurring Billing	Archived	2018-10-20 16:07:28
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Download Direct Debit Batch	<input type="button" value="Download R 1 on 2018-11-01"/> <input type="button" value="Download R on 2018-11-10"/>	2018-10-30 08:55:12

The "Date to show on Recurring Invoices" and "Recurring Invoices Due Date" can be changed in your Billing Setup. These dates are for display purposes on the invoice PDFs and also to track overdue invoices.

Billing Settings

Update

Current Billing Period

October 2018

Month End Cutoff

25th

Period to generate recurring billing for

Current Service Period

1 Month After Billing Period

Last day of the month to include data topup and phone call costs. Costs incurred after this date rolls over to the next month.

Service period the invoice is for

Current Billing Range

2018-09-26 Until 2018-10-25

Last Finalized Financial Period

August 2018

The "Service Period" is a label on the invoice. If you bill ahead, choose 1 or 2 month after the billing period. It will display the month name of the service period on the invoice PDF.

Month-End Processing

Refresh

Action	Completed By	Completed On
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Archive Previous Month's Recurring Billing	Archived	2018-10-26 16:07:28
Generate Recurring Billing Entries	View Recurring Billing	2018-10-26 16:08:25
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Download Direct Debit Batch	R [Avatar] on 2018-11-01 R [Avatar] on 2018-11-10	2018-10-30 08:55:12

## Billing Settings

Current Billing Period

October 2018

Period to generate recurring billing for

Current Service Period

1 Month After Billing Period

Service period the invoice is for

Current Billing Range

2018-09-26

Until

2018-10-25

Last Finalized Financial Period

August 2018

Month End Cutoff

25th

Last day of the month to include data topup and phone call costs. Costs incurred after this date rolls over to the next month.

Update

Remember to click on "Update" (if you made any changes to the billing settings) before starting on the month-end processing action buttons at the bottom.

## Month-End Processing

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Billing Settings Update

Current Billing Period:  Month End Cutoff:

Current Service Period:  Last day of the month to include data topup and phone call costs. Costs incurred after this date rolls over to the next month.

Current Billing Range:  Until

Last Finalized Financial Period:

Follow the guide on our website on how to complete the month end processing on DataTill:  
<https://www.datatill.com/guides/user-manual/complete-month-end-billing-run-datatill/>

Month-End Processing Refresh

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