

# Reconcile Billing Batches

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**Description:** In this topic, the user will learn how to reconcile billing batches after the company has received payment for services provided. This process helps track which entries are still open or waiting for payment.

**Role Required:** Super User, Billing Team

**Permission Required:** N/A

## Download Raw Billing Dump File

After a payroll batch has been processed and approved, the system will generate the raw billing dump file. This file contains data that will be required to reconcile the batch. But first it's necessary to create the text file that will be used for reconciliation.

If on the final step of processing a batch and have the batch details screen open:

1. When a batch has been approved, the green Reconcile button displays and the batch details status is transmitted.
2. Scroll down the page to click the **Attachments tab**
3. Locate the file that begins with **RawBillingDump**
4. Click the **Download** drop-down and select **CSV** as the file type
5. Click the blue **Download Arrow Icon** to start the download
6. Click the downloaded file to open the **RawBillingDump** in Excel

If the batch was transmitted and the raw billing file was not downloaded during the batch creation process:

1. Select **Billing** from the main menu
2. Select **Batches** from the submenu
3. Use the filters to locate the batch and click **Search**
4. **Click anywhere in the batch row** to open the batch details page
5. When a batch has been approved, the green Reconcile button displays and the batch details status is transmitted.
6. Scroll down the page to click the **Attachments tab**
7. Locate the file that begins with **RawBillingDump**
8. Click the **Download** drop-down and select **CSV** for the file type
9. Click the blue **Download Arrow Icon** to start the download
10. Click the downloaded file to open the **RawBillingDump** in Excel

## Create Reconcile Text File

1. Open Excel and create a file with the following column headers:
  - a. **Portal Rollup ID**
    - i. If reconciling from the batch details page, every rollup in the batch must be listed on the file.
    - ii. One row per rollup
    - iii. Listed as Rollup Id on the RawBillingDump file
  - b. **Net Amount**
    - i. Total amount paid for the rollup
    - ii. Listed as Net Amount on the RawBillingDump file
  - c. **Rollup Reference**
    - i. Optional field to add a reference for the rollup ID
  - d. **GL Code**
    - i. Required field, but not used by all programs. Enter NA if not applicable.
    - ii. Enter the GL code for associated rollup if applicable
  - e. **Rollup Date**
    - i. The date the entries in the rollup were paid
  - f. **Rollup Reference2**
    - i. Optional field to add additional information for the rollup ID
  - g. **Rollup Reference3**
    - i. Optional field to add additional information for the rollup ID
2. Save as a **Text (TXT) file** to import

\*Please note: The headers must be spelled exactly as listed above and in the same sequence as listed above or there will be an error when trying to import the text file.

## Reconcile a Single Batch

If on the final step of processing a batch and have the batch details screen open:

1. On an approved batch, click the green **Reconcile** button.
2. Complete the **Reconcile from Billing** form wizard
  - a. Enter a Ref Reconcile Id - Choose any reference number
  - b. File Name - The name that will appear in the Attachments tab describing the reconcile file
  - c. Click **Add Attachment** to attach the reconcile text file discussed in the previous steps
  - d. Click Save
3. Click on the **Attachments tab**
4. **Click anywhere on the row** in the attachments table to open the results file

5. In the Attachment Details widget, next to the name field, click the blue **download arrow icon** to start the download.
6. Open the downloaded TXT file
7. Review the results file
  - a. First row is headers
  - b. Subsequent rows are results for each line on the billing reconcile file
  - c. Each row will state Failure or Success at the end of the row (see ReconcileStatus header)
    - i. Failures will include a failure reason (see Reconcile Reason header)

## **Review Reconciled Batches**

1. Select **Billing** from the main menu
2. Select **Reconcile** from the submenu
3. Search for the file by typing the reconcile text file into the search filters and clicking **Search**
4. **Click anywhere on the row** in the attachments table to open the results file
5. In the Attachment Details widget, next to the name field, click the blue **download arrow icon** to start the download.
6. Open the downloaded TXT file
7. Review the results file
  - a. First row is headers
  - b. Subsequent rows are results for each line on the billing reconcile file
  - c. Each row will state Failure or Success at the end of the row (see ReconcileStatus header)
    - i. Failures will include a failure reason (see Reconcile Reason header)

## **Reconcile Multiple Billing Batches**

Reconciling from the Reconcile submenu allows users to reconcile rollups across multiple batches.

1. Create the **Reconcile Text File** using the steps above
2. Select **Billing** from the main menu
3. Select **Reconcile** from the submenu
4. From the attachments table, select one or more files to reconcile.
5. Click **Actions**
6. Select **Upload File**
  - a. The reconcile text file will include the entries from the selected batches
7. Complete the **Reconcile File** form wizard
  - a. Enter a Ref Reconcile Id - Choose any reference number
  - b. File Name - The name that will appear in the Attachments tab describing the reconcile file
  - c. Click **Add Attachment** to attach the reconcile text file discussed in the previous steps
  - d. Click **Save**

The system will start the reconciliation process. The batch status will update to ReconciliationInProgress. When complete, the user can see results under the Attachments tab on that batch page. Billing batches can be reconciled as many times as necessary.

\*Please note: Write-off entries are not reconciled

## **Related articles**

- [Billing - New Manual EDI Billing Batch 837](#)
- [Billing Quick Reference](#)
- [Billing Module - Admin Guide](#)
- [What are previously billed entries?](#)
- [What is a Billing Hold?](#)