



ADMIN GUIDE: RECONCILE BILLING BATCH V1.1

Reconcile Billing Batch

Permissions/Roles Needed: Billing Role

Billing batches can be reconciled in DCI after the company has received payment for services provided. This helps track which entries are still open or waiting for payment.

To reconcile a single billing batch:

1. Click Reconcile to reconcile the batch. Complete this step once payment has been received for the entries. Reconciliation can be done via Batch Details page or the Reconcile function on the side bar. To reconcile via Batch Details:
 - a. Create a correctly formatted CSV file that includes every Rollup in the batch. Columns must be in the following order:
 - i. Portal Rollup ID (required) - the Rollup ID as listed in the portal. If reconciling from batch details page, every rollup in the batch must be listed on the file. There should be one row per rollup.
 - ii. Net Amount (Required) - the total amount paid for the rollup
 - iii. Rollup Reference (optional)
 - iv. GL Code (required) - General Ledger code for associated rollup. Enter NA if it's not applicable.
 - v. Rollup Date (required) - date the entries in the rollup were paid for
 - vi. Rollup Reference2 (optional)
 - vii. Rollup Reference3 (optional)
 - b. Click the green Reconcile button
 - c. Enter a Ref Reconcile Id (required) - this can be any reference number you choose
 - d. File Name (required) - this name will appear in the attachments table to describe the reconcile file
 - e. Add Attachment - attach the Reconcile txt file here
 - f. Click Reconcile
 - i. The system will start the reconciliation process. The batch status will update to ReconciliationInProgress.
 - ii. Once complete, the user can see the results file under the Reconcile Function.
 1. If any entry failed reconciliation, the Results file will display the Reconciliation status and the reason for failure
 2. If entries were successfully reconciled, the results file will list Success as the Reconciliation Status.
 - g. If all entries were successfully reconciled, the batch status will update to Reconciled. If the amount received (as listed in the reconcile file) matches or exceeds the Net Amount, the entry statuses will update to Paid. To see these amounts, click the blue Rollup ID. This will open the Rollup Details page.
 - h. Billing Batches can be reconciled as many times as necessary.

To reconcile entries across multiple billing batches:

Reconciling from the Reconcile function allows users to reconcile rollups across multiple batches. To do so:

1. Prepare your Reconcile file. This file must be a txt file (tab delimited) and should contain the following columns with headers exactly as listed:
 - a. Portal Rollup ID - The Rollup ID as listed in DCI. Create one row per rollup ID. You must include every rollup ID listed in the batch. **(required)**
 - b. Net Amount - The net amount of payment received **(required)**
 - c. Rollup Reference - Any reference if necessary **(optional)**
 - d. GL Code - General ledger code **(required)**
 - e. Rollup Date - date payment was received **(required)**
 - f. Rollup Reference 2 - additional information if necessary **(optional)**
 - g. Rollup Reference 3 - additional information if necessary **(optional)**
 2. Login to a profile with the appropriate role and/or permission via the DCI website
 3. Select Billing from the header
 4. Select Reconcile from the side bar
 5. Click Actions, then Upload File
 6. Add Ref. Reconcile ID and File Name (these can be any that you choose)
 7. Click Add Attachment and attach your prepared file
 8. Click Save.
 - a. The system will start the reconciliation process.
 - b. Once complete, the user can see the results file under the Reconcile Function.
 - i. If any entry failed reconciliation, the Results file will display the Reconciliation status and the reason for failure
 - ii. If entries were successfully reconciled, the results file will list Success as the Reconciliation Status.
 - c. If all entries were successfully reconciled, the batch status will update to Reconciled. If the amount received (as listed in the reconcile file) matches or exceeds the Net Amount, the entry statuses will update to Paid. To see these amounts, click the blue Rollup ID. This will open the Rollup Details page.
 9. Billing Batches can be reconciled as many times as necessary.
- NOTE: Write-Off entries are not reconciled.
 -