

**BILLING RECEIVABLE SYSTEM**

**BATCH TRANSMITTAL FORM**

ORIGINATING DEPT: \_\_\_\_\_

ORIGINATOR NAME: \_\_\_\_\_

BATCH DESCRIPTION: \_\_\_\_\_

TOTAL RECORD COUNT: \_\_\_\_\_ NET RECORD DOLLARS: \$ \_\_\_\_\_

TOTAL DEBIT COUNT: \_\_\_\_\_ TOTAL DEBIT DOLLARS: \$ \_\_\_\_\_

TOTAL CREDIT COUNT: \_\_\_\_\_ TOTAL CREDIT DOLLARS: \$ \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BATCH AUTHORIZED BY: \_\_\_\_\_

DATE

**For Billing and Receivables Office Use Only**

Date Received

Batch ID: \_\_\_\_\_

Batch Count: \_\_\_\_\_

Batch Total: \_\_\_\_\_

Batch Date: \_\_\_\_\_

Batch Entered By: \_\_\_\_\_