

Generate business bills in bulk

Generate a deliberate bulk set of business/BOP bills, monitor actual processing and verify results while preserving the duplicate-year safeguard.

WHO THIS IS FOR

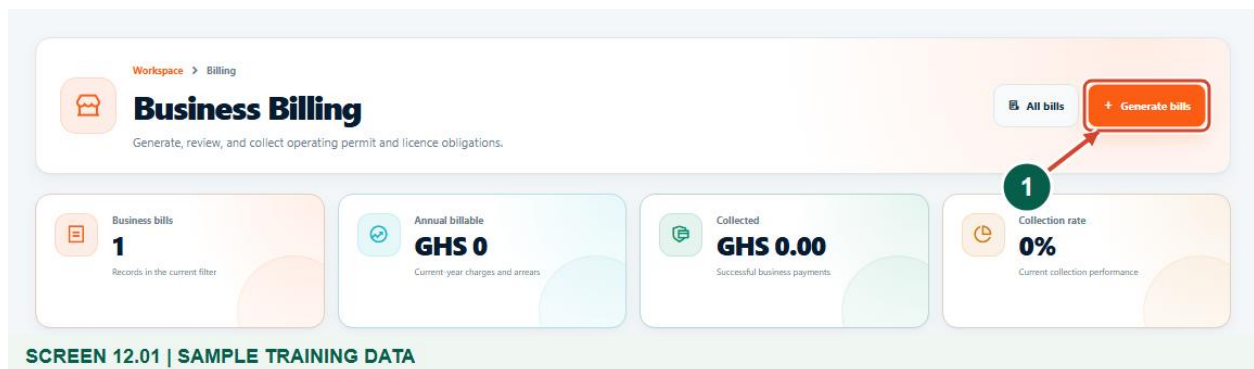
Assembly billing staff authorised to generate business bills for a coverage area

ALLOW ABOUT

15-25 minutes

DOCUMENT VERSION

1.0 | 19 October 2026



SCREEN 12.01 | SAMPLE TRAINING DATA

Illustrated steps with numbered arrows and clear expected results.

About the examples

Screens show the actual application in a training environment with sample data. Use your own verified account, assigned records and contact details when following the guide.

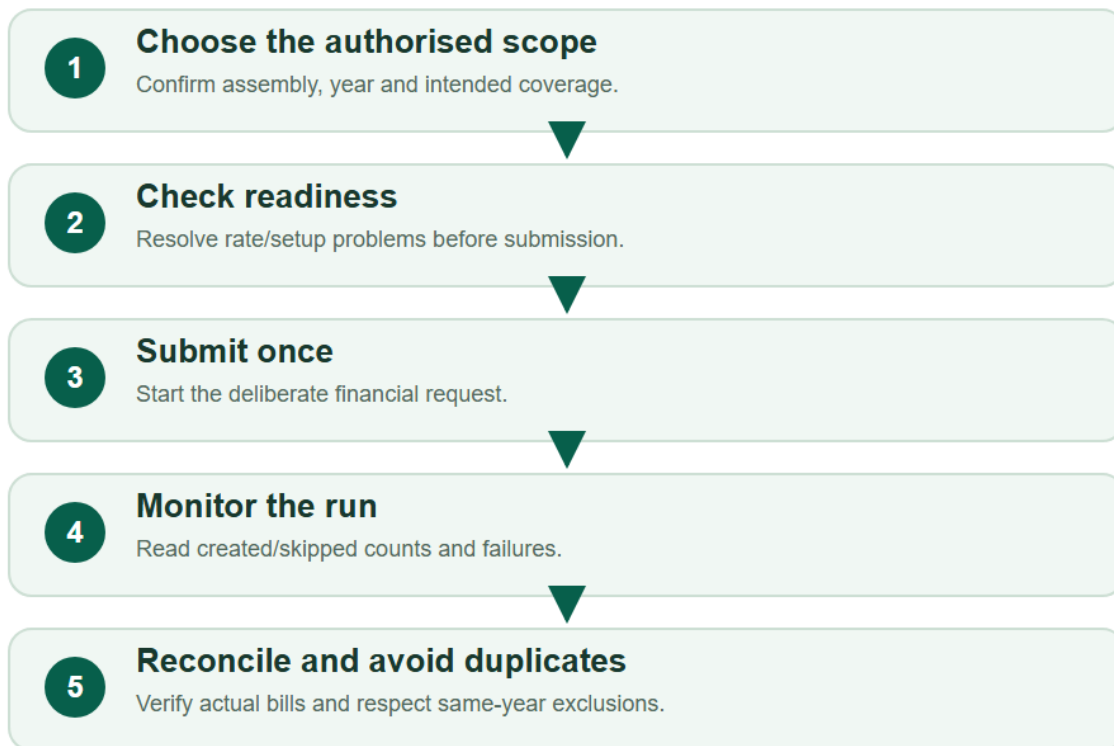
Website: assembly.gyentoboa.com

Process flow

Follow the arrows from start to finish. Optional routes are explained in the numbered steps.

Before you start

- Use your authorised assembly account and confirm the billing period and approved coverage.
- Ensure the relevant mapped businesses have configured approved revenue rates and linked rate payers.
- Check existing bills and recent runs before submitting another request.

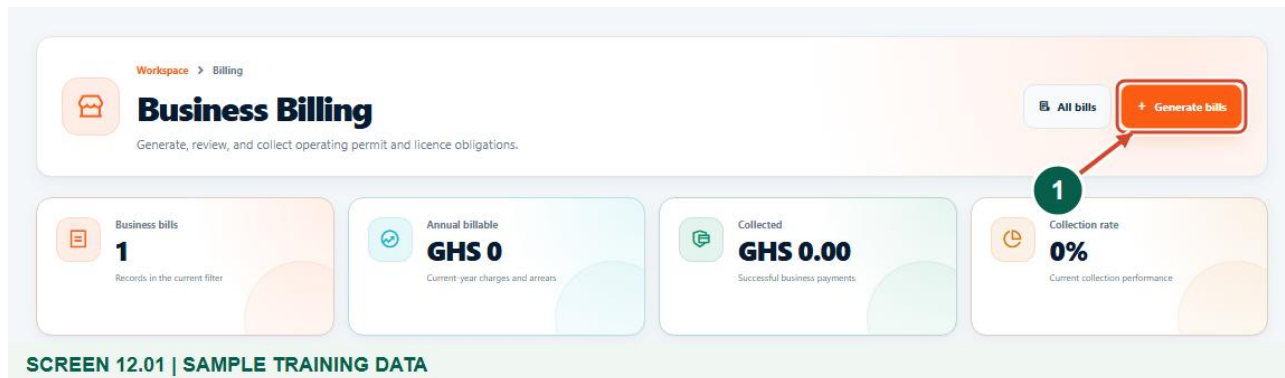


Numbered markers on screenshots identify the controls described beneath each image.

STEP 01

Open Business Billing for the bulk run

1. Open Billing, then Generate business bills. This is the same BOP/business billing engine used for a single selected business.
2. Review previous processing activity and the chosen year before creating a new run. The earlier same-year bill must not be generated again.



Synthetic training records in the actual assembly workspace. Open Business Billing for the bulk run.

- 1 Open the guided generator

What should happen

The business register and generation entry point are available.

STEP 02

Confirm the year and choose the intended coverage

1. Confirm the assembly and Billing year. Choose Whole assembly, One division, One block or Selected records according to the authorised batch.
2. This example uses One block. Whole assembly includes every eligible record in the assembly; Selected records supports up to 500 intentional choices. Review coverage carefully before submitting.

ONE GUIDED REQUEST

Who should receive a business bill?

Only records without a bill for the chosen year are included.

Assembly * Training Municipal Assembly ▼
Fixed by your account access.

Billing year * 2026 ▼

Billing coverage



Whole assembly
Every eligible business



One division
A defined administrative area



One block
A specific mapped block



Selected records
Choose up to 500 businesses

Division Choose a division ▼

Block * Choose a division first ▼

1

2

SCREEN 12.02 | SAMPLE TRAINING DATA

Synthetic training records in the actual assembly workspace. Confirm the year and choose the intended coverage.

- 1 Confirm the billing year
- 2 Choose the intended coverage

What should happen

The year and deliberate bulk coverage are selected.

STEP 03

Select the correct division and block

1. For One block, choose the division first and then a block within it. For One division, choose the intended division instead.
2. Read the selected names and the readiness count. The server limits the run to the authorised assembly and scope.

The screenshot displays a user interface for selecting a division and block. At the top, there are four tabs: 'Whole assembly' (with a house icon), 'One division' (with a grid icon), 'One block' (with a square icon), and 'Selected records' (with a document icon). Below these tabs, there are two dropdown menus. The first dropdown is labeled 'Division' and has 'Training Central Division' selected. The second dropdown is labeled 'Block' and has 'Training Market Block' selected. Below these dropdowns, there is a green box with a checkmark icon and the text 'BILLING READINESS 2 record(s) ready Existing 2026 bills are automatically excluded.' Red circles with numbers 1 and 2 are overlaid on the interface. Circle 1 points to the 'Division' dropdown, and circle 2 points to the 'Block' dropdown.

SCREEN 12.03 | SAMPLE TRAINING DATA

Synthetic training records in the actual assembly workspace. Select the correct division and block.

- 1 Select the correct division
- 2 Select the correct block

What should happen

The block and its two remaining eligible businesses are identified.

STEP 04

Review readiness and the financial scope

1. Read Billing readiness. Resolve missing rates before billing; an ineligible or skipped record is not evidence of a newly issued bill.
2. Recheck year and coverage, then choose Start generation once. Charges, arrears and authorised adjustments come from configured rules; you are not entering a payment here.

Division **Training Central Division** ▼

Block **Training Market Block** ▼

BILLING READINESS
 2 record(s) ready
 Existing 2026 bills are automatically excluded.

Safe background processing
 You can leave this page immediately after submission.

Start generation

SCREEN 12.04 | SAMPLE TRAINING DATA

Synthetic training records in the actual assembly workspace. Review readiness and the financial scope.

- 1 Review the eligible-record count
- 2 Submit this scope once

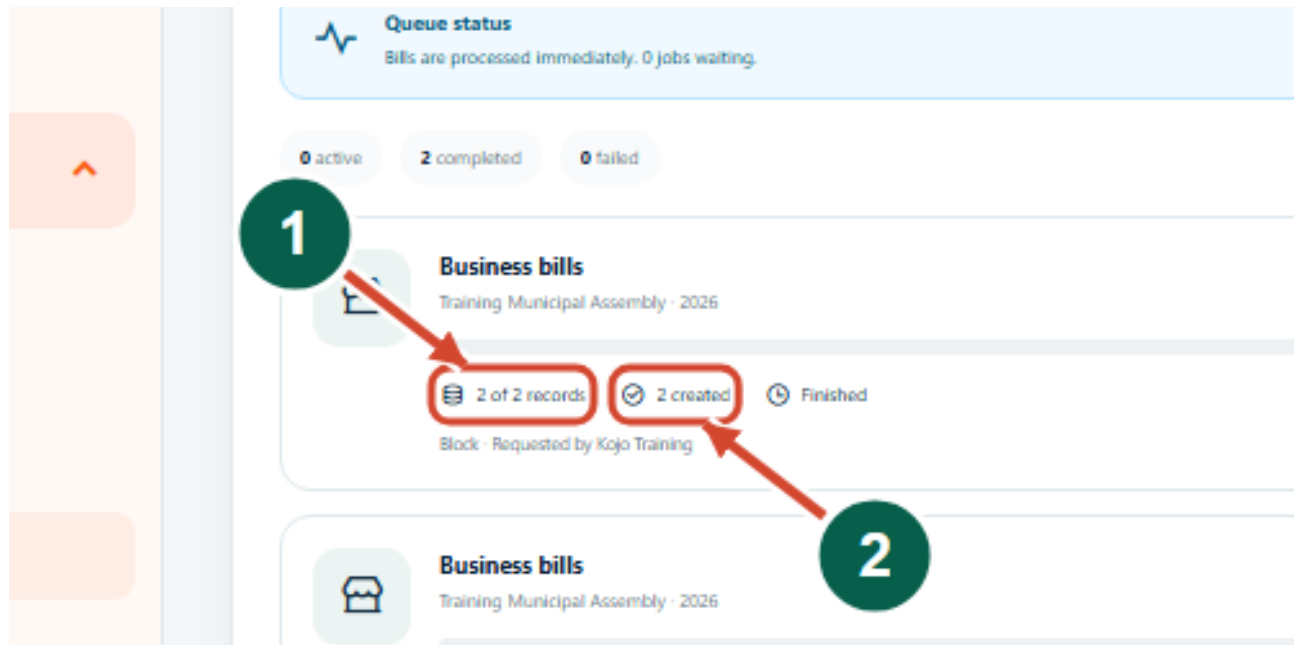
What should happen

The deliberate bulk request is ready and existing same-year bills remain excluded.

STEP 05

Monitor created, skipped and failed results

1. Use Bill processing activity and Refresh to follow the actual background result. The system may continue processing after you leave the request form.
2. Read created/skipped counts and any failure or queue warning. Escalate unresolved failures with the run reference; do not create repeated overlapping requests.



SCREEN 12.05 | SAMPLE TRAINING DATA

Synthetic training records. Close view of the actual completed run: processed records, bills created and Finished result. The full activity panel retains the run status and scope.

- 1 Read the processed-record count
- 2 Read actual bills created

What should happen

The example block run is Completed with two new bills created.

STEP 06

Verify the new bills and representative records

1. Review the Business bill register and use Bill actions > Quick view or Open bill for representative records.
Check payer, year, current charge, arrears and amount due.
2. Check the earlier single-business bill remains the same record. Reconcile the batch to its scope and actual created/skipped counts; the figure shows one representative new bill, not the entire batch.

The screenshot shows a mobile application interface for a business bill. At the top, there is a header bar with a close button (X) in the top right corner. Below the header, a bill reference number is displayed in a large, bold font: **ASM-TRAIN-004BoP26ASM4-D01ASM4-B01GBD9ZMPMTH**. A red box highlights this number, and a red arrow points from a green circle with the number '1' to it. Below the bill reference, it says 'Issued 2026-10-19 - Bill year 2026'. The interface is divided into four main sections: 'Rate payer' (Ama Training, +233240090411), 'Administrative area' (Training Central Division, Training Market Block), 'Current charge' (GHS 275.00, GHS 0.00 arrears), and 'Net amount due' (GHS 275.00, GHS 0.00 discount). A red box highlights the 'Net amount due' section, and a red arrow points from a green circle with the number '2' to it. At the bottom, there are two buttons: 'Make payment' and 'Open bill →'.

SCREEN 12.06 | SAMPLE TRAINING DATA

Synthetic training records. Actual Quick view of one representative bill from the two-business block run; the register and preserved run evidence confirm the complete batch.

- 1 Verify the bill reference
- 2 Check the net amount due

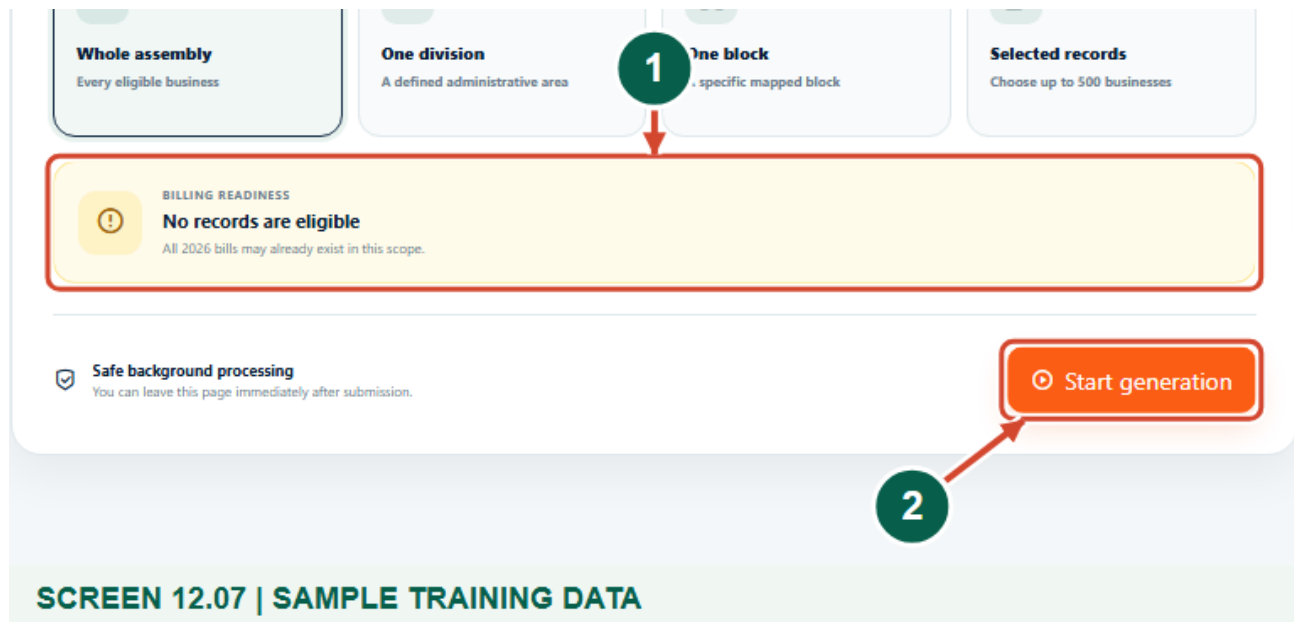
What should happen

The register includes the two new bills and the unchanged earlier single bill.

STEP 07

Recognise already-billed records and avoid duplicate runs

1. After all eligible businesses in this example have a bill for the year, the readiness check shows No records are eligible and Start generation is disabled.
2. Review existing bills instead of changing the year or registering a duplicate business to force another charge. A genuine correction or replacement follows the separate authorised assembly process.



Synthetic training records in the actual assembly workspace. Recognise already-billed records and avoid duplicate runs.

- 1 Recognise the already-billed state
- 2 Do not bypass the disabled action

What should happen

The same-year readiness check prevents another ordinary generation request for these already-billed records.

Check your result

- The intended year and coverage were submitted once.
- Actual processing counts and representative bills were reviewed.
- The existing single bill remained unchanged and already-billed records are excluded.

If you need help

Some records need a rate.

Review their approved revenue assignments and configured positive rates. A readiness warning is not permission to use an unrelated rate.

No records are eligible.

Check the assembly, year, coverage and existing bills. Already-billed records are excluded; do not bypass this by changing identity or period.

The count is lower than expected.

Reconcile the scope, eligibility, configured rates and created/skipped counts. Ask authorised support to investigate unresolved failures.

Useful things to know

- Bulk business billing uses the same BOP/business generator as a single selected record.
- Register table exports contain loaded rows; they are not proof that every assembly business was billed.
- Generation creates obligations and notices through configured channels; it does not confirm payment.

Continue learning

- Guide 07: Create revenue streams
- Guide 08: Set rates
- Guide 10: Create businesses
- Guide 11: Generate a BOP bill
- Guide 13: Print bills

[Download all 13 guides in this collection](#)

For account or bill-record corrections, contact the relevant assembly using its verified contact details. Keep your account or bill reference available when requesting assistance.