



State of Minnesota

SWIFT 
Statewide Integrated Financial Tools

AR BI2

Billing Advanced

User Guide

October 26, 2016

Version #5

Minnesota Management & Budget

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State of Minnesota

SWIFT
Statewide Integrated Financial Tools

AR-BI2 – Billing Advanced

AR-BI2 Billing Advanced

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State of Minnesota

SWIFT
Statewide Integrated Financial Tools

AR-BI2 – Billing Advanced

AR-BI2 - Billing Advanced

Course Overview

The AR-BI2 - Billing Advanced User Guide covers entering and processing bills in the Billing (BI) module of the SWIFT system.

The Billing (BI) and Accounts Receivable (AR) modules work together to create a process for:

- Creating outgoing bills
- Matching payments to invoices
- Handling and applying payments correctly
- Creating adjustments to bills

When you bill a customer, you create an invoice in Billing and send the invoice to the customer. When you receive payment from the customer, you will enter the deposit and apply the payment to the invoice in Accounts Receivable. Customers include other state agencies, individuals, organizations, and companies. Bills can be created for goods and services, fines or taxes.



When you create a bill in SWIFT billing it is referred to as an “invoice”. Each invoice has a unique Invoice ID. The terms “bill” and “invoice” are interchangeable.

After an invoice is created, it will need to go through the Single Action Invoice process successfully. This is a Billing module process which contains several jobs including:

- Finalize and Print Invoices
- Pre-Load
- Budget Check
- Load General Ledger (GL) entries
- Load to AR

Next, the ARUpdate process moves the invoice into AR as an open “Item”. The Item ID is the same as the Invoice ID. Worksheets are processed in AR to apply credits, refunds, and payments to customer accounts.



The Lessons in the Billing Advanced course includes:

- Creating Bills
- Working with Billing Interface
- Processing Non-Consolidated Bills
- Adjusting Bills

Lesson 1: Creating Bills

Lesson Overview

SWIFT Billing provides two methods for entering new bill information:

- Manually entering data online
- Loading bills through the Billing interface

In this lesson you will learn how to create bills online.

After completing this lesson, you should be able to:

- Use Standard Billing to enter a bill
- View the Billing General Page
- Copy a Single bill and Update the New Bill
- Run the Copy Bill Group Process
- Create a Recurring bill
- Create an Installment Bill (including loans)

Using Standard Billing to Enter a Bill

Topic Overview

The SWIFT Billing module enables you to enter bills manually through the *Standard Bill Entry* pages. You may also view and update bill information using these pages, depending on the status of the bill. This process can be used to create bills to any customer, including other state agencies, companies, organizations, and citizens.

Each bill contains at least one bill header and one bill line. The *Bill Header* contains information like the customer billing address and payment terms. You can create multiple *Bill Lines*, depending on the number of items that need to show on the invoice.

R3201



State of Minnesota
INVOICE

Customer No: T790100001
 Payment Terms: Due in 30
 Due Date: September 12, 2014
 Invoice: 00000222786
 Invoice Date: August 13, 2014
 From Date: August 13, 2014
 To Date:
 Purchase Order:
 Page: 1 of 1

Bill To:
 TRANSPORTATION DEPT
 395 JOHN IRELAND BLVD
 ST PAUL MN 55155

AMOUNT DUE: 16,000.00

For billing questions, please call 651-757-2182

Original

Line	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
1		Line Description appears here	1.00		16,000.00	16,000.00
This is where a line note appears.						
Subtotal:						16,000.00
Amount Due:						16,000.00

This is where a Bill Header Note appears.

Bill To:
 TRANSPORTATION DEPT
 395 JOHN IRELAND BLVD
 ST PAUL MN 55155

Customer No: T790100001
 Payment Terms: Due in 30
 Due Date: September 12, 2014

Address Change? If yes, Check box.

Write correct address on back. →

Please Remit To:
 MINNESOTA POLLUTION CONTROL
 Fiscal Services
 520 Lafayette Road North
 St. Paul MN 55155-4194

Amount Due: 16,000.00

Amount Remitted

R3201 T790100001ZZZZZ 0 00000222786ZZZZZZZZZZ 2 0001600000

You can use Charge Codes and Distribution Codes to speed up the process of entering charge information on the *Bill Line* and *Accounting* (ChartField) information. Charge Codes and Distribution Codes can be set up by the agency. Charge Codes describe the type of charge, including the Effective Date, Description, Unit of Measure, List Price and a Distribution Code can be related to the Charge Code. Distribution Codes include the appropriate accounting ChartField information. When you enter a Charge Code on the *Bill Line*, it automatically populates the charge Description, Unit of Measure, and Unit Price, as well as the *Accounting* information. If you do not use Charge Codes and Distribution Codes, you will manually enter the information for each line.

After completing this topic, you should be able to:

- Create a bill using the Standard Bill Entry pages

Process Steps

Use Standard Billing to Enter a Bill

This topic covers how to enter bills using the *Standard Bill Entry* pages.

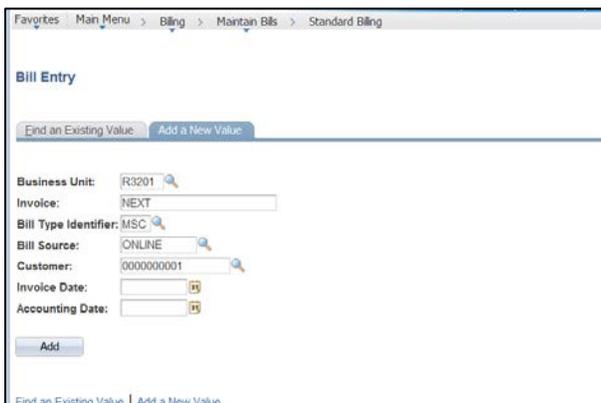
Steps to complete:

- Step 1: Use the Bill Entry – Add New Value page to begin creating a new bill
- Step 2: Enter Information on the Bill Header page
- Step 3: Create Bill Header Notes (Optional)
- Step 4: Enter Bill Header Misc Info (Optional)
- Step 5: Enter Billing Line information
- Step 6: Create Billing Line Notes (Optional)
- Step 7: Enter Accounting Revenue Distribution information
- Step 8: Change the Customer Location and Add a Contact (Optional)
- Step 9: Create a courtesy copy of the invoice for a different customer (Optional)
- Step 10: View a Pro Forma (Optional) (XMLPUB Formatted Invoices only)
- Step 11: Finalize the Bill Information
- Step 12: Change the Status of the Bill to ready
- Step 13: Refer to “*Running the Single Action Invoice Process*” topic to complete the process

Step 1: Use the Bill Entry – Add New Value page to begin creating a new bill

You begin creating a bill by entering information on the *Bill Entry - Add New Value* page. Information that you enter on this page will populate to the *Header - Info 1* page, the next step in the process.

1. **Navigation Links:** Billing, Maintain Bills, Standard Billing.
2. On the *Bill Entry* page, click the **Add a New Value** tab to begin creating a new bill.



3. Verify the *Business Unit* default or enter the **Business Unit**. This is a required field.
4. Leave default of “NEXT” in the *Invoice* field and SWIFT will automatically assign the next number after you save the *Header - Info 1* page. You can also enter your own. This is a required field.
5. Optionally enter the fields listed in the table below. If you enter these fields on this page, your entries will populate to the *Header - Info 1* page, the next step in the process.

Field Name	Field Description
Bill Type Identifier	Enter the <i>Bill Type Identifier</i> or click the Lookup icon to search for a <i>Bill Type Identifier</i> . The <i>Bill Types</i> displayed can vary among agencies. Typical defaults include: -AM (Asset Management) -GM (Grants Management) -LR (Loan Receivable - uses a different ledger account) -MSC (Miscellaneous) (Typically the default <i>Bill Type</i>) -PC (Project Costing)
Bill Source	Enter the <i>Bill Source</i> of “ONLINE”. <i>Bill Source</i> defines where the bill originates from. (Other options listed in the <i>Bill Source Lookup</i> are used by the Assets, Contracts, and Grant modules.)
Customer ID	Enter the <i>Customer ID</i> or click on the Lookup icon to search for a customer. <i>Customer IDs</i> are codes that uniquely identify customers in SWIFT. Customers are set up and maintained by each agency.
Invoice Date	The <i>Invoice Date</i> is the date on which an invoice was entered into SWIFT. You can enter the current date or leave the field blank and it will populate with the current date when running the Single Action Invoice process.
Accounting Date	Typically, the <i>Accounting Date</i> and the <i>Invoice Date</i> are the same but they can be different. The <i>Accounting Date</i> is the date a transaction is recognized versus the date the transaction actually happened. Accounting date determines the period in the General Ledger to which the transaction is to be posted. A user can only select an accounting date that falls within an open period in the ledger to which s/he is posting.

6. Click the **Add** button and the *Header – Info 1* page displays.

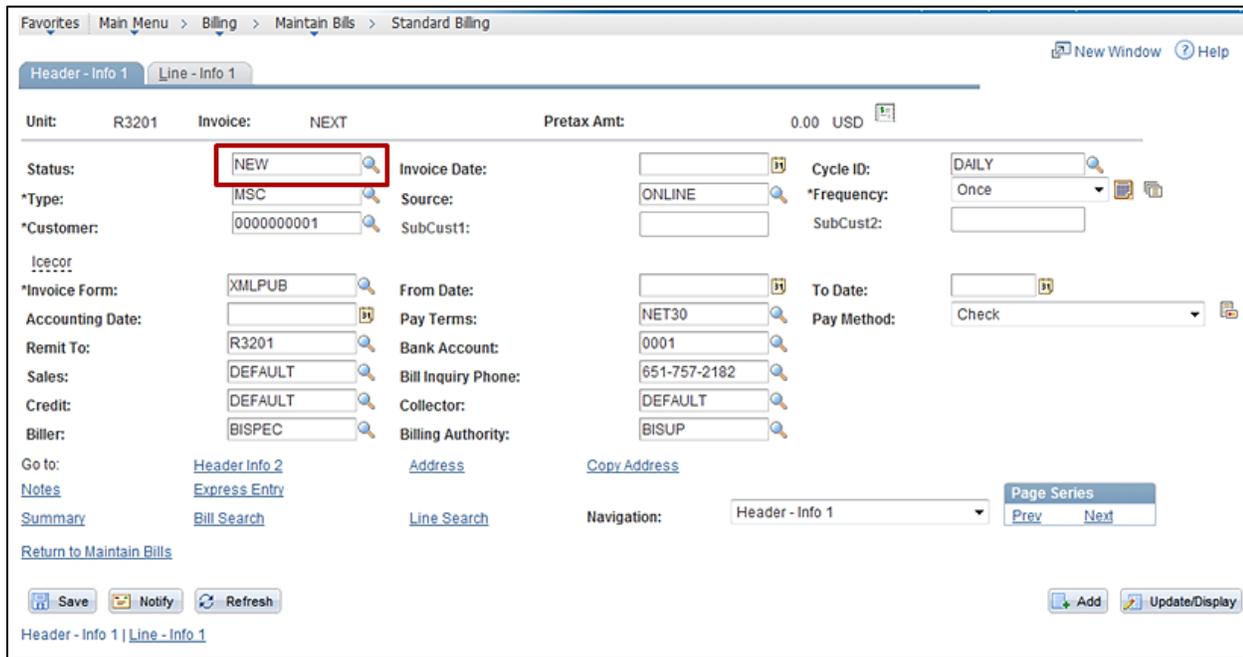
Step 2: Enter information on the Bill Header page

The *Header – Info 1* page is often referred to as the *Bill Header* page. Information entered on the *Bill Header* page applies to the invoice as a whole, including:

- Where the bill came from
- Who is responsible for the bill
- When the payment is due from the customer

- How the bill should be formatted

Notice that on the *Bill Header* page, the information you entered on the *Bill Entry* page has populated. There are other fields that have automatically populated. This is done behind the scenes. Defaults are from the *Business Unit*, *Bill Source*, and *Bill Type* configured items that can be overridden. Some fields remain blank. These fields may not apply to the State of Minnesota.



1. Complete the *Header Info 1* page by entering the applicable fields listed in the table below.

Field Name	Field Description
*Status	<p>The <i>Status</i> of the Bill is initially “NEW”. When you have entered all of the bill information, you will change the Bill <i>Status</i> to “RDY” (Ready). Bill <i>Status</i> indicates where the bill is in the process. Statuses include:</p> <ul style="list-style-type: none"> -CAN (Canceled) (A bill can be canceled any time before it is invoiced. Canceled bills will continue to display in the Standard Bill Entry Search Results.) -FNL (Finalized Bill) (An optional status that would allow a supervisor to review the bill) -HLD (Hold Bill) -INV (Invoiced Bill) -NEW (New Bill) -PND (Pending Approval) -RDY (Ready to Invoice) -TMP (Temporary Bill) (Used by Grants Module) -TMR (Temporary Ready Bill) (Used by Grants Module)



Field Name	Field Description
Invoice Date	You can leave the field blank and it will populate with the current date when running the Single Action Invoice process, or you can enter the <i>Invoice Date</i> . The <i>Invoice Date</i> is the date on which an invoice was entered into SWIFT. The date may be the same as the accounting date or it may be different.
Cycle ID	Enter the <i>Cycle ID</i> or click on the Lookup icon to search for a <i>Cycle ID</i> . There are many bill cycle options to select from. Typically, Ad hoc bills will use the “On Demand (no schedule)” option.
*Type	Enter the <i>Bill Type Identifier</i> or click the Lookup icon to search for a <i>Bill Type Identifier</i> . The <i>Bill Types</i> displayed can vary among agencies. Typical defaults include: -AM (Asset Management) -GM (Grants Management) -LR (Loan Receivable) -MSC (Miscellaneous) -PC (Project Costing).
Source	Enter the <i>Bill Source</i> of “ONLINE” or use the Lookup icon to search for a <i>Bill Source</i> . The <i>Bill Sources</i> displayed can vary by agency. <i>Bill Source</i> defines where the bill originates from and typically include: -Assets (Asset Management) -Contracts (Contracts) -Grants (Grant Management) -Online (Online Bill Entry)
*Frequency	Accept the default of “Once” for the <i>Frequency</i> field unless you are creating a “Recurring” or “Installment” bill template (see these topics to learn more). The <i>Frequency</i> field defines how often a bill will be generated. When creating regular invoices on-line, the <i>Frequency</i> should stay as “Once”.
*Customer	Enter the <i>Customer ID</i> or click the Lookup icon to search for a customer. <i>Customer IDs</i> are codes that uniquely identify customers in SWIFT. Customers are set up and maintained by each agency.
*Invoice Form	The <i>Invoice Form</i> defaults to “XMLPUB”. This is the required form option for printing all new bills. The “NOPRINT” option is used when the invoice must be processed but does not need to be printed, such as a credit invoice.
From Date	Enter the <i>From Date</i> field or use the calendar Lookup to select the date. This date indicates the start of the invoice period and is generally used to define the service start date. The Bill Header <i>From Date</i> displays on the invoice.



Field Name	Field Description
To Date	Enter the <i>To Date</i> field or use the calendar Lookup to select the date. This date indicates the end of the invoice period and is generally used to define the service end date. The Bill Header <i>To Date</i> displays on the invoice.
Accounting Date	Typically, the <i>Accounting Date</i> and the <i>Invoice Date</i> are the same but they can be different. The <i>Accounting Date</i> is the date a transaction is recognized versus the date the transaction is actually entered in SWIFT. Accounting date determines the period in the General Ledger to which the transaction is to be posted. A user can only select an accounting date that falls within an open period in the ledger to which s/he is posting.
Pay Terms	Accept the default "NET30" or click on the Lookup icon to select another option.
Pay Method	Accept the default "Check" for the <i>Pay Method</i> .
Remit To	Accept the default <i>Remit To</i> or click on the Lookup icon to search for a <i>Remit To</i> . <i>Remit To</i> displays a list of financial institutions that will be used for your agency's <i>Remit To</i> address for invoices. Included in the list, is a bank code and description. SWIFT uses the Bank Code to identify the <i>Remit To</i> address for your invoices.
Bank Account	Accept the default <i>Bank Account</i> or click on the Lookup icon to search for a Bank Account. This field is associated with the Remit To field. Included in the list of Bank Account options are the Bank Account and the Bank Account #.
Sales	Accept "DEFAULT" for the <i>Sales</i> field.
Bill Inquiry Phone	Accept the default <i>Bill Inquiry Phone</i> or click the Lookup icon to search for a different option. The <i>Bill Inquiry Phone</i> field will default based on the <i>Business Unit</i> options for billing. It prints on the invoice and is contact information for the customer if they have any questions about their invoice.
Credit	Accept "DEFAULT" for the <i>Credit</i> field.
Collector	Accept the "DEFAULT" for the <i>Collector</i> field.
Biller	Accept the default entry or click on the Lookup icon to search for a different option. If you use the biller specialist field, it will print next to the Bill Inquiry Phone on the invoice for contact information for the customer.
Billing Authority	Accept the default or click on the Lookup icon to search for a different option. Typically, a Billing Supervisor will approve the bill, if it is a credit bill.

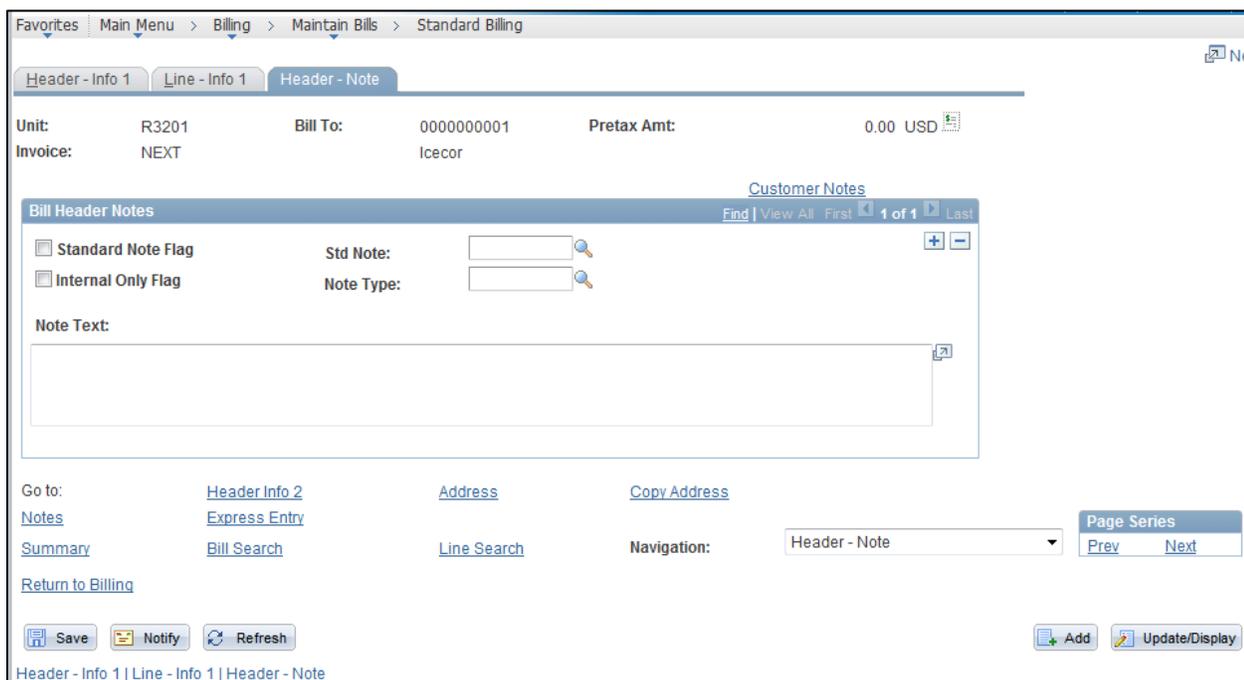
2. Click the **Save** button.

Note. If you accepted the default of “NEXT”, the invoice ID changed from NEXT to a unique number after saving the entered information. Agencies will have customers that will most likely have many invoices. The Invoice ID is unique to the individual invoice.

Step 3: Create Bill Header Notes (Optional)

Optionally, use the *Header - Note* page to add any notes that you want printed on your invoice. Header Notes appear above the “Bill To” information on the invoice.

1. Navigate to the *Header – Note* page by clicking on the **Go to: Notes** link or selecting *Header – Note* from the **Navigation** drop-down list.



2. Enter the fields listed below. Many of these fields are optional and defined by the agency.

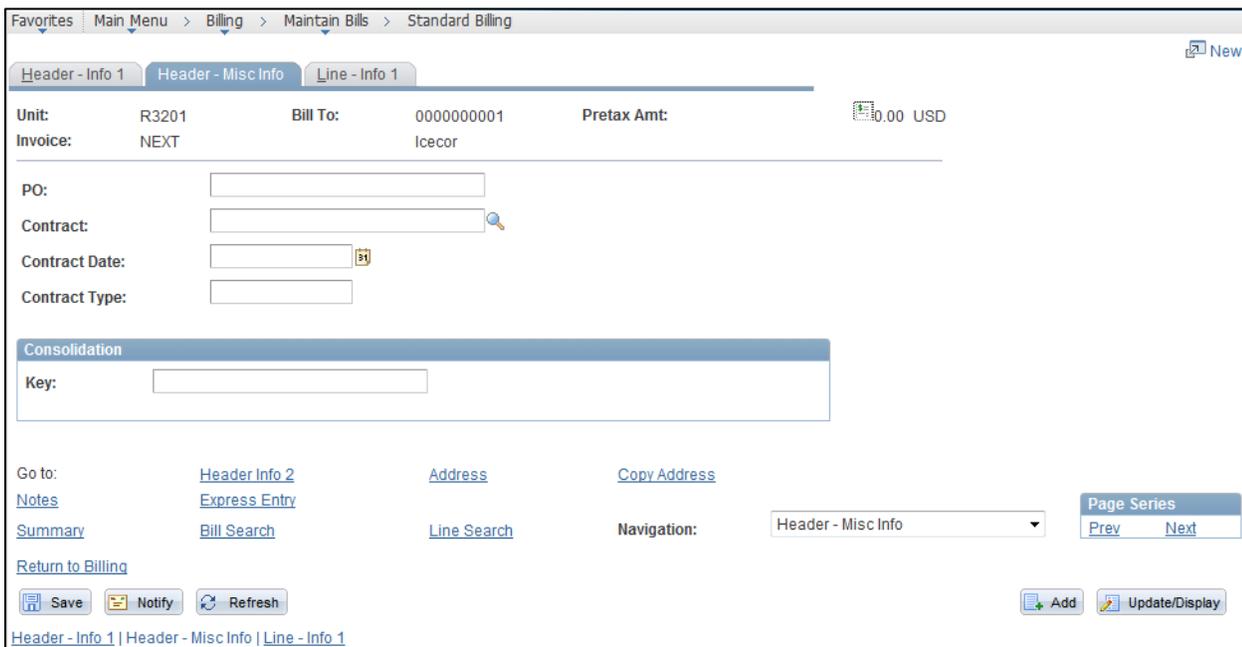
Field Name	Field Description
Standard Note Flag	Select <i>Standard Note Flag</i> when you have configured standard notes that will regularly print on an invoice.
Internal Only Flag	Select <i>Internal Only Flag</i> if you do not want the note to appear on the actual invoice.
Std Note	Enter the <i>Std Note</i> or click on the Lookup icon to search for a <i>Std Note</i> . Standard Notes are determined by the agency and set up behind the scenes. After you select the Std. Note, the message automatically populates in the <i>Note Text</i> field. You can override this message by typing in the field to create your own message.

Field Name	Field Description
Note Type	Enter the <i>Note Type</i> or click on the Lookup icon to search for a <i>Note Type</i> . Note Types are determined by the agency and set up behind the scenes.
Note Text	Selected Std Note text will display in this field. You can edit the text or manually enter note text in this field.

3. Click the **Save** button.

Step 4: Complete the Bill Header – Misc Info page (Optional)

Begin by navigating to the *Header Misc – Info* page.



1. Navigate to the *Header – Misc Info* page by selecting *Header – Misc Info* from the **Navigation** drop-down list.
2. Optionally, enter the fields listed in the table below:

Field Name	Field Description
PO	Optionally, enter the Purchase Order number. This information prints out on invoices.
Contract:	Optionally, enter the Contract number. This information does not print out on invoices. If you want the number to display on invoices, you can enter the number in the Header or Line notes.
Contract Date:	Optionally, enter the contract date or use the calendar Lookup to select the date.

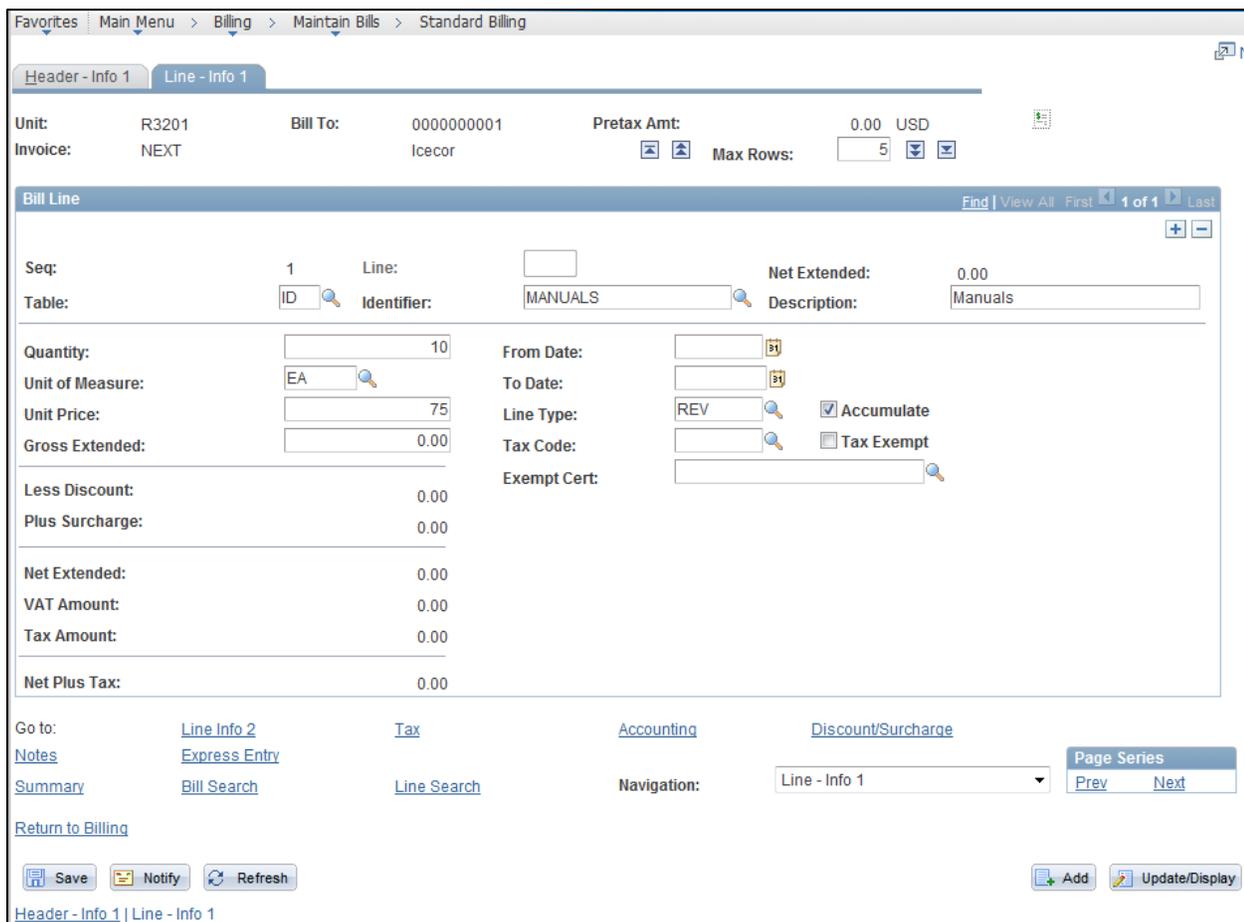
Field Name	Field Description
Contract Type	This information is used by the Grants Module or is not used in MN.
Key	This information is used by the Grants Module or is not used in MN.

3. Click the **Save** button.

Step 5: Enter Bill Line information

The *Line - Info 1* page enables you to enter related charge information, including a charge code, quantity, and price. Begin by navigating to the page.

1. Click the **Line - Info 1** tab or select **Line – Info 1** from the **Navigation** drop-down list.



The screenshot shows the 'Line - Info 1' form in the SWIFT system. The breadcrumb trail is 'Favorites | Main Menu > Billing > Maintain Bills > Standard Billing'. The form has two tabs: 'Header - Info 1' and 'Line - Info 1', with 'Line - Info 1' selected. The header information includes: Unit: R3201, Invoice: NEXT, Bill To: 000000001, Pretax Amt: 0.00 USD, and Max Rows: 5. The 'Bill Line' section contains the following fields: Seq: 1, Line: (empty), Net Extended: 0.00, Table: ID, Identifier: MANUALS, Description: Manuals. Below these are input fields for Quantity (10), Unit of Measure (EA), Unit Price (75), Gross Extended (0.00), From Date, To Date, Line Type (REV), Tax Code, Exempt Cert, and checkboxes for Accumulate and Tax Exempt. Summary fields include Less Discount (0.00), Plus Surcharge (0.00), Net Extended (0.00), VAT Amount (0.00), Tax Amount (0.00), and Net Plus Tax (0.00). At the bottom, there are navigation links (Go to: Line Info 2, Tax, Accounting, Discount/Surcharge), a 'Navigation' dropdown set to 'Line - Info 1', and buttons for Save, Notify, Refresh, Add, and Update/Display.

2. Enter the applicable fields listed below. Many of the fields are populated by SWIFT automatically or are optional and defined by the agency.



Field Name	Field Description
Max Rows	Optionally change the value of the <i>Max Rows</i> field. The value in the <i>Max Rows</i> field determines the maximum number of bill lines (rows) that will be contained in the scroll area at a single time on a page.
Seq (Sequence)	This field is automatically populated by SWIFT. It is the natural order in which the system adds lines to the bill. The number will change if you add another line to the bill.
Line	Indicates the order of the bill line when it is printed on the document.
Table (the table where agency-defined charge codes are stored)	If you want to be able to select one of the agency-defined <i>Identifiers</i> (Charge Codes) in the next step, click on the <i>Table</i> field Lookup icon and select the "1D - PS/Billing Charge ID" option. <i>Charge Codes</i> have been configured to automatically populate charge descriptions and accounting information. You can also leave this field blank and manually enter the Identifier. The other Table options listed (Discount and Surcharge) are not used in Minnesota.
Identifier (Charge Code)	If Table Field entered: If you selected the Table (above), you can click on the Lookup icon to select an <i>Identifier (Charge Code)</i> that has been configured for your agency. Identifiers describe the type of charge, including the Effective Date, Description, Unit of Measure, List Price and Distribution Code. Distribution Codes are set up by the agency and include the appropriate accounting ChartField information. If Table NOT entered: Manually enter the product or service for which you are creating the bill. The <i>Identifier</i> will appear on the printed invoice. The field length is 18 alphanumeric characters.
Description	The <i>Description</i> field populates automatically after you have selected an <i>Identifier</i> . You also have the option of manually entering a description. The <i>Description</i> will appear on the printed invoice. The field length is 30 alphanumeric characters.
Quantity	Enter the quantity.
Unit of Measure	If you selected an <i>Identifier</i> , the <i>Unit of Measure</i> will be populated automatically. You also have the option to click on the Lookup icon to select a <i>Unit of Measure</i> .
Unit Price	If you selected an <i>Identifier</i> , the <i>Unit Price</i> may be populated automatically if this was set up by your agency. You also have the option to enter the <i>Unit Price</i> .
Gross Extended	The <i>Gross Extended</i> field is automatically calculated (Quantity * Unit of Measure).
From Date	The <i>From Date</i> entered on the <i>Header – Info 1</i> page is automatically entered. Optionally, enter a different <i>From Date</i> for the line. The Bill Line From and To dates do not print on the invoice.

Field Name	Field Description
To Date	The <i>To Date</i> entered on the <i>Header – Info 1</i> page is automatically entered. Optionally, enter a different <i>To Date</i> for the line. The Bill Line From and To dates do not print on the invoice.
Line Type	The <i>Line Type</i> defaults to REV (Revenue).
Tax Code	The <i>Tax Code</i> field will rarely be used. The taxes vary according to city taxes.
Accumulate	The <i>Accumulate</i> field has to do with the accumulation of tax amounts per line, if tax was included.
Tax Exempt	This field is not normally used in Minnesota.
Exempt Certificate	This field is not normally used in Minnesota.
Less Discount	This field is not used in Minnesota.
Plus Surcharge	This field is not used in Minnesota.
Net Extended	Since we don't use Discount and Surcharge, this will always be the same as Gross Extended.
VAT Amount	This field is not used in Minnesota.
Tax Amount	This field is not used in Minnesota.

- Optionally, click on the **Plus** sign to add another line as described above.
- After entering all the bill lines, click the **Save** button.

Step 6: Create Line Notes (Optional)

Now that you have entered the Bill Line information, you can optionally enter notes that will appear under the related line on the printed invoice, unless the *Internal Only Flag* is selected. Begin by navigating to the *Line – Note* page.

- Navigate to the *Line – Note* page by clicking on the **Go to: Notes** link or selecting *Line – Note* from the **Navigation** drop-down list.

Header - Info 1
Line - Info 1
Line - Note

Unit: R3201 Bill To: 000000001 Pretax Amt: 750.00 USD

Invoice: NEXT Icecor Max Rows: 5

Bill Line
Find | View All First 1 of 1 Last

Seq: 1	Line:	Net Extended: 750.00	
	Identifier: MANUALS	Description: Manuals	

Bill Line Note
Find | View All First 1 of 1 Last

Standard Note Flag Std Note: + -

Internal Only Flag Note Type:

Note Text:

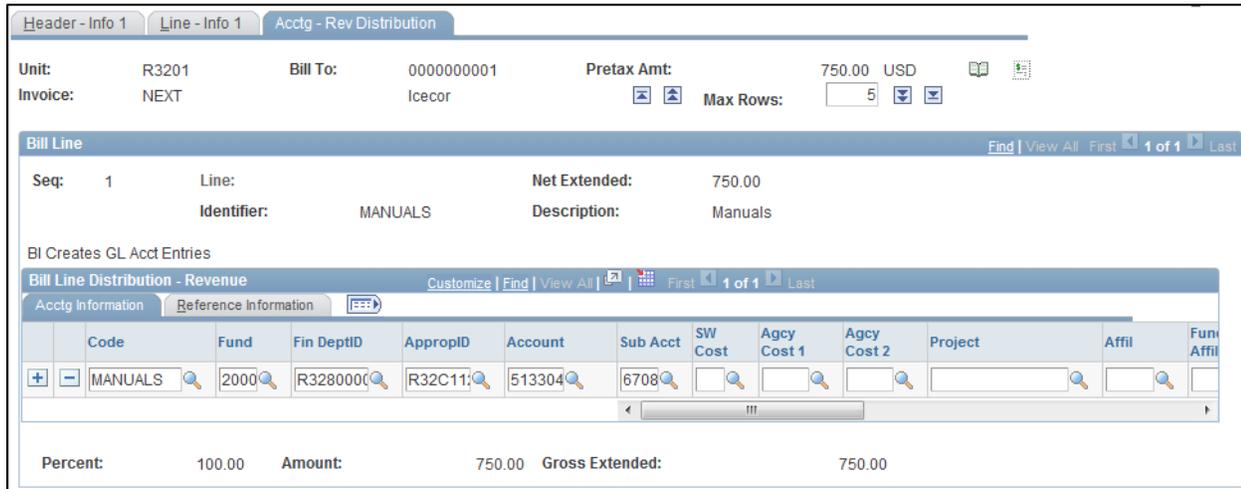
2. Optionally, enter the *Line – Note* page fields listed below:

Field Name	Field Description
Standard Note Flag	Select <i>Standard Note Flag</i> when you have configured standard line notes that will regularly print on an invoice.
Internal Only Flag	Select <i>Internal Only Flag</i> if you do not want the note to appear on the actual invoice.
Std Note	Enter the <i>Std Note</i> or click on the Lookup icon to search for a <i>Std Note</i> . Standard Notes are determined by the agency and set up behind the scenes. After you select the Std. Note, the message automatically populates in the <i>Note Text</i> field. You can override this message by typing in the field to create your own message.
Note Type	Enter the <i>Note Type</i> or click on the Lookup icon to search for a <i>Note Type</i> . <i>Note Types</i> are determined by the agency and set up behind the scenes.
Note Text	Selected <i>Std Note</i> text will display in this field. You can edit the text or manually enter note text in this field.

Step 7: Enter Accounting Revenue Distribution information

The Chart of Accounts is comprised of informational fields that provide the basic structure to segregate and categorize transactional and budget data. Each Chart of Accounts field is called a ChartField. ChartFields are data fields which record financial transactions within the General Ledger. Multiple ChartFields allow for a more detailed level of reporting accounting information. These fields are set up behind the scenes.

ChartFields are entered on the **Accounting Information** tab. They may be automatically populated if a *Table “Charge Code” (Identifier)* was entered on the *Line - Info 1* page. If this was not done, you have the option of entering a *Distribution Code* now which will populate the ChartFields, or entering the individual ChartFields.



Begin by navigating to the *Acctg – Rev Distribution* page.

1. **Navigation Links:** From the *Line- Info 1* page, click on the **Go to: Accounting** link; or, select **Acctg – Rev Distribution** from the **Navigation** drop-down listing.
2. Enter Accounting Information fields as described below. You will need to scroll to view and enter some of these fields.

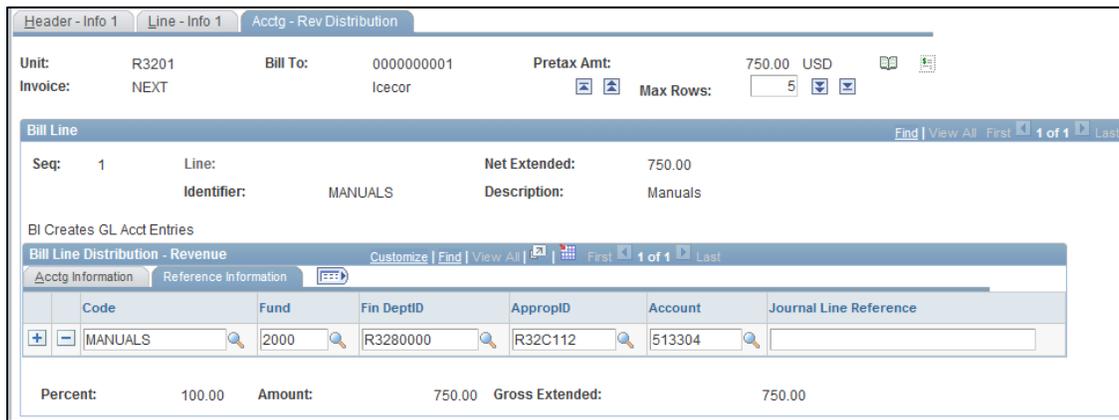
Field Name	Field Description
Code (Agency defined Distribution Code)	Distribution codes simplify the process of generating accounting entries. They are set up by your agency and when entered will automatically populate the valid combination of ChartField values. <ul style="list-style-type: none"> • Accept the default which may be entered automatically if you entered a “Charge Code” (<i>Identifier</i>) on the <i>Line - Info 1</i> page; or • Enter a <i>Distribution Code</i>; or • Leave blank if you are entering the individual ChartFields.
*Fund (Statewide)	Accept the default or click on the Lookup icon to select a Fund. Fund is the building block of Government Accounting. All transactions in the system must have a valid Fund. Fund examples include: 1000 (General Fund; 2000 (Restricted Misc.); 3000 (Federal). The field length is 4 digits.
*Fin Dept ID (Statewide)	Accept the default or click on the Lookup icon to select a <i>Fin Dept ID</i> . The <i>Fin Dept ID</i> (Financial Department Identifier, also called Department ID) represents the organizational function to which revenues and other activities must be applied. Combined with other ChartField values, Department IDs form the basis of department budgets that track revenues and expenditures. The field length is 8 alphanumeric characters.



Field Name	Field Description
*Approp ID (Statewide)	Accept the default or click on the Lookup icon to select an <i>Approp ID</i> . The <i>Approp ID</i> represents a single appropriation account that controls the total amount of an agency's expenditures. The <i>Approp ID</i> is unique for every appropriation budget in SWIFT. The <i>Approp ID</i> is a 7-character alphanumeric identifier.
*Account (Statewide)	Accept the default or click on the Lookup icon to select an <i>Account</i> . The <i>Account</i> code classifies the nature of a transaction such as "cash" and "supplies". The values in this field determine whether it is an asset, liability, equity, revenue or expenditure. You should NOT enter an account code that starts with a "1"; for example, 100001 – Cash, or 120001 – AR. The field length is 6 digits.
Statewide Cost (Statewide)	<i>Statewide Cost</i> is used for costs associated with disaster relief. Typically, there will be a SWIFT communication instructing agencies when a code should be used. Accept the default or click on the Lookup icon to select a <i>Statewide Cost</i> field.
Agency Cost 1 Agency Cost 2 (Agency-defined)	Accept the default or click on the Lookup icon to select <i>Agency Cost 1</i> or <i>Agency Cost 2</i> . <i>Agency Cost 1</i> and <i>Agency Cost 2</i> are agency specific fields and will be used at the agency's discretion.
Project (Agency-defined)	Accept the default or click on the Lookup icon to select a <i>Project ID</i> . <i>Project IDs</i> are defined by your agency. They are used to track project and grant transactions. The field length is 15 alphanumeric characters. If your agency requires you to enter the <i>Project ID</i> field manually on the <i>Accounting</i> page for the Bill, you will also need to manually enter the Project ChartFields on the <i>Header or Line - Project Info</i> page, including at a minimum the <i>PC Bus Unit</i> , <i>Project</i> , <i>Activity</i> , and <i>Source Type</i> . Because practices vary among agencies, you should check with your manager to find out how project information should be entered on bills in your agency.
Affil	This field is not used in Minnesota.
Fund Affil	This field is not used in Minnesota.
Percentage	This should always equal 100% since there should be one accounting entry for each invoice line.
*Amount	Enter the <i>Amount</i> .
Budget Date	Enter this field if the <i>Budget Date</i> should be different from the <i>Invoice Date</i> . This will ensure that the dollars are posted to the correct budget period.
Stat	Will populate automatically, if used.

Field Name	Field Description
Stat Amount	Will populate automatically, if used.
UofM	Unit of Measure.

Note: the **Reference Information** tab contains the *Journal Line Reference* field that will be automatically added by SWIFT when the bill is processed.

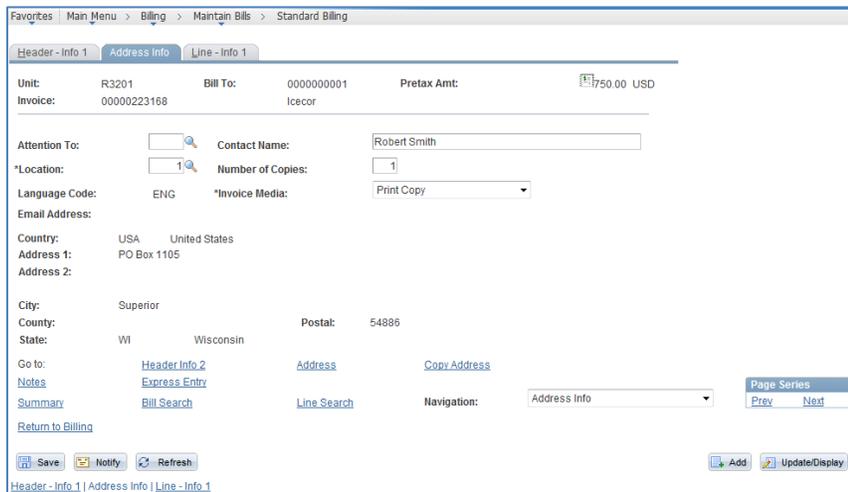


The screenshot shows the 'Reference Information' tab for a bill line. It displays a table with columns: Code, Fund, Fin DeptID, AppropID, Account, and Journal Line Reference. The data row shows: Code: MANUALS, Fund: 2000, Fin DeptID: R3280000, AppropID: R32C112, Account: 513304, and Journal Line Reference: (empty). Summary statistics at the bottom show: Percent: 100.00, Amount: 750.00, Gross Extended: 750.00.

Step 8: Change the Customer Location and Add a Contact (Optional)

By default, the Customer’s primary location is automatically entered. Optionally, use the *Address Info* page to change the customer location and add a contact name that will display on the invoice.

1. Navigate to the *Address Info* page by selecting it from the **Navigation** drop-down list.



The screenshot shows the 'Address Info' page. It includes fields for Attention To (Robert Smith), *Location (1), *Invoice Media (Print Copy), and address details (Country: USA, Address 1: PO Box 1105, City: Superior, State: WI, Postal: 54886). A 'Navigation' dropdown menu is set to 'Address Info'. Buttons for Save, Notify, Refresh, Add, and Update/Display are visible at the bottom.

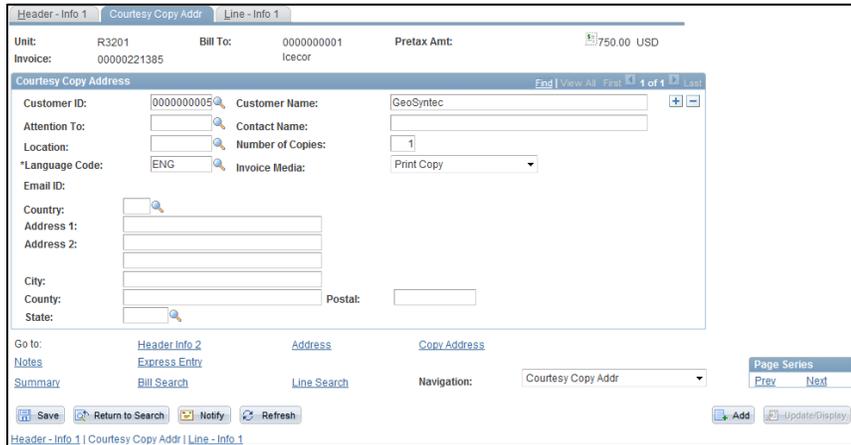
2. Optionally, select a different customer *Location*.
3. Accept the default *Contact Name* (if one has been configured for the customer location), or manually enter the *Contact Name*. This name will appear on the Invoice in the Bill To address.

4. Click the **Save** button.

Step 9: Create a courtesy copy of the invoice for a different customer (Optional)

Optionally, use the *Courtesy Copy Addr* page to enter the individuals and locations to receive courtesy copies of the invoice.

1. Navigate to the *Courtesy Copy Addr* page by selecting it from the **Navigation** drop-down list.



2. Enter the *Customer ID* or click on the **Lookup** icon to search for a customer.
3. Enter the *Location* or click on the **Lookup** icon to search for a location.
4. Accept the *Invoice Media* field default of "Print Copy".
5. Click the **Save** button.

Step 10: View a Pro Forma (For XMLPUB Format Invoices only) (Optional)

A *Pro Forma* is a "sample" copy of an invoice. It is identical to an invoice except for two things: the word "Pro forma" appears at the top of the page instead of "Invoice," and the estimated due date is printed instead of the actual due date. Viewing a Pro Forma will help you to identify errors that can be corrected before bills are invoiced. It is especially helpful when you have a bill that contains a large number of lines.

The *Pro Forma* will display when the invoice *Status* is anything except "Invoiced" or "Cancelled". The Pro Forma process should ONLY be used internally and does not result in a receivable item being created on the customer's account. The following instructions are for XML formatted invoices only.

Begin by navigating to the *Header – Info 1* page.

1. Click on the *Header – Info 1* page tab.
2. Click on the **Pro Forma** icon at the top right of the page and the *Pro Forma* displays in a new window.



Favorites | Main Menu > Billing > Maintain Bills > Standard Billing New Window

Header - Info 1 | Line - Info 1

Unit: R3201 Invoice: 00000221385 Pretax Amt: 750.00 USD +

Status:	NEW	Invoice Date:		Cycle ID:	DAILY
*Type:	MSC	Source:	ONLINE	*Frequency:	Once
*Customer:	0000000001	SubCust1:		SubCust2:	
Icecor					
*Invoice Form:	XMLPUB	From Date:		To Date:	
Accounting Date:		Pay Terms:	NET30	Pay Method:	Check
Remit To:	R3201	Bank Account:	0001		
Sales:	DEFAULT	Bill Inquiry Phone:	651-757-2182		
Credit:	DEFAULT	Collector:	DEFAULT		
Bill:	BISPEC	Billing Authority:	BISUP		

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)

[Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#)

Navigation: Header - Info 1 Page Series
Prev Next

[Return to Billing](#)

Note: The *Pro Forma* is identical to the invoice except the header displays “Pro Forma”. The invoice date on the *Pro Forma* is an estimated invoice date.



R3201



**State of Minnesota
PRO FORMA**

Customer No: 0000000001 Bill To:
 Payment Terms: Due in 30 Ioccor
 Due Date: September 3, 2014 PO Box 1105
 Invoice: 00000221385 Superior WI 54886
 Invoice Date: August 4, 2014
 From Date: To Date:
 Purchase Order:
 Page: 1 of 1

AMOUNT DUE: 750.00

For billing questions, please call 651-757-2182

Line	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
1	MANUALS	Manuals	10.00	EA	75.00	750.00
This is a line note.						
Subtotal:						<u>750.00</u>
Amount Due:						<u>750.00</u>

Original

This is a header note.

Bill To: Ioccor
 PO Box 1105
 Superior WI 54886

Customer No: 0000000001
 Payment Terms: Due in 30
 Due Date: September 3, 2014

Address Change? If yes, Check box.
 Write correct address on back.

Amount Due: 750.00

Please Remit To:
 MINNESOTA POLLUTION CONTROL
 Fiscal Services
 520 Lafayette Road North
 St. Paul MN 55155-4194

Amount Remitted

R3201 0000000001ZZZZ 0 00000221385ZZZZZZZZZZ 9 0000075000

3. Close the window to return to the *Header – Info 1* tab.

Step 11: Finalize Bill Information

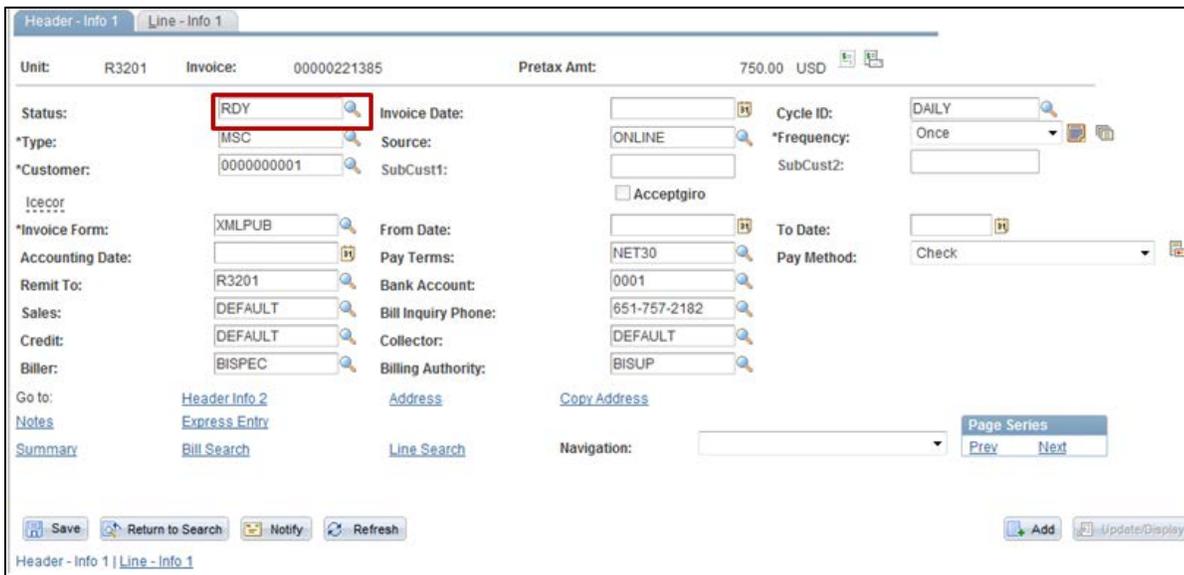
While reviewing the *Pro Forma* you may have noticed some entry errors. You can still make changes to the bill since the Bill Status is still “New”. Make all changes to the bill before setting it to the RDY (Ready) status in the next step. Edits to the bill cannot be made after the bill has a *Status* of “Invoiced”. After the bill is invoiced, any changes must be made through the crediting processes discussed in Lesson 4.

Step 12: Change the Status of the Bill to Ready

After the bill information has been entered, you will need to set the invoice *Status* to “RDY” (Ready). Begin by navigating to the *Header – Info 1* page.

WARNING! Do not change the *Status* of the bill to “Ready” before the bill is ready to be processed. This practice will prevent the bill from being run by the Single Action Invoice process before the bill information has been finalized.

1. Click on the **Header – Info 1** tab.
2. Click on the *Status* field **Lookup** icon and select “RDY” to change the *Status* to ready.
3. Click the **Save** button.



Step 13: Refer to Running the Single Action Invoice Process Topic to Complete the Process

After you have set the Bill *Status* to “RDY” (Ready), the Single Action Invoice process must be successfully run before the invoice is ready to print. (For instructions, refer to the [“Running Single Action Invoice Process”](#) topic in Lesson 3.)

Having completed this topic, you should now be able to:

- Create a bill using the Standard Bill Entry pages

Viewing the Billing General Page

Topic Overview

Although the *Billing General* page can be used to enter bills if the *Express Bill* component is launched, it is recommended that agencies enter bills using the *Standard Entry* process discussed in the previous topic “*Using Standard Billing To Enter a Bill*”.

Some processes take you to the *Billing General* page where you can view bill information or toggle to the *Standard Entry* pages by clicking on the *Standard Entry* link in the **Go to** section.

The *Billing General* page combines *Standard Bill Entry* pages and organizes the information in sections and tabs different from the *Standard Bill Entry* pages. This topic provides a listing which shows where fields are located in the *Standard Bill Entry* pages and the corresponding *Billing General* location.

After completing this topic, you should be able to:

- View the Billing General page
- Toggle to the Standard Entry pages

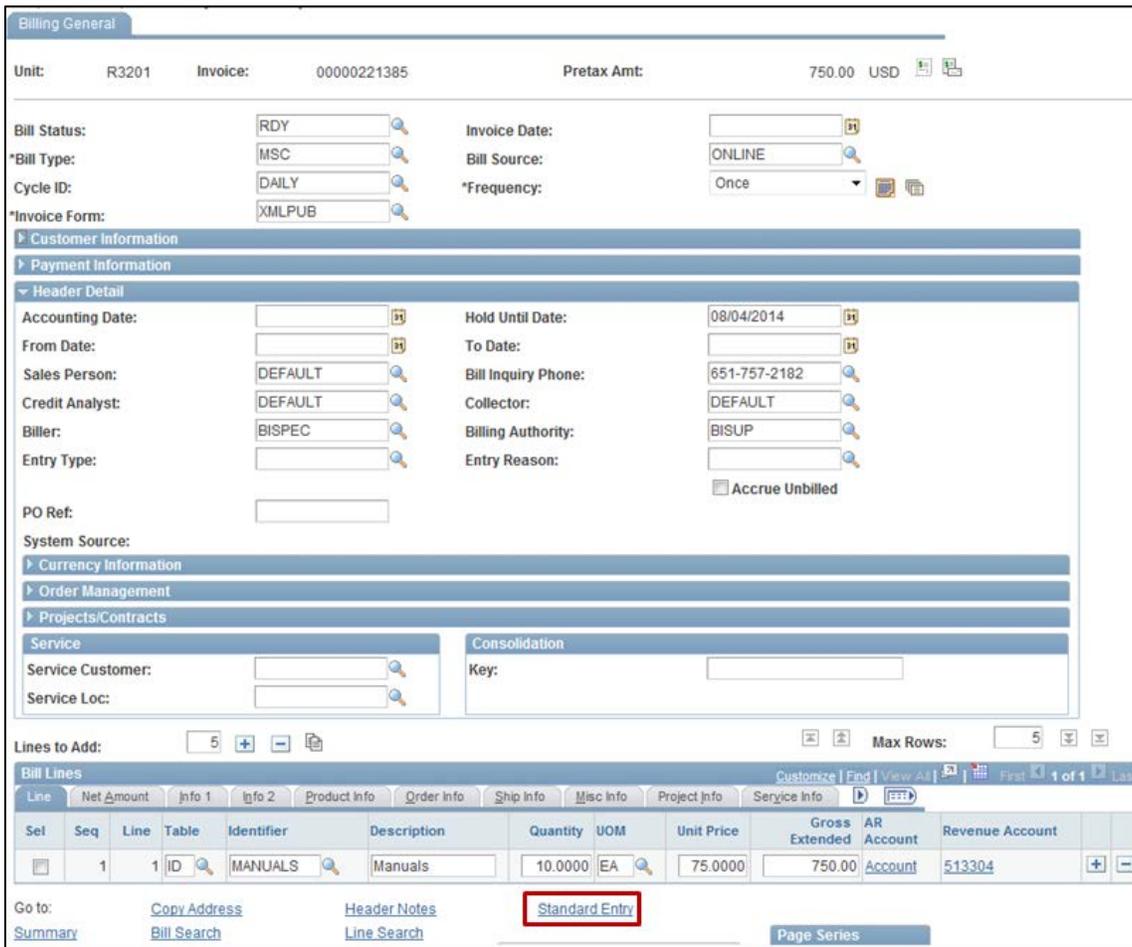
Process Steps

View the Billing General page

It is recommended that you use the *Standard Entry* page to enter bills, rather than the *Billing General* page.

The *Billing General* page combines *Standard Entry* pages and organizes the information in sections and tabs different from *Standard Entry*.

- The *Billing General* page has several sections. You can click on the Section Arrow for each section to view the detail.
- The *Bill Lines* section includes several tabs. You can click on each tab to see the detail.
- You can toggle to the *Standard Entry* pages from the *Billing General* page by clicking on the *Standard Entry* link in the **Go to** section.



Unit: R3201 Invoice: 0000221385 Pretax Amt: 750.00 USD

Bill Status: RDY Invoice Date: []
 *Bill Type: MSC Bill Source: ONLINE
 Cycle ID: DAILY *Frequency: Once
 *Invoice Form: XMLPUB

Customer Information
 Payment Information
 Header Detail
 Accounting Date: [] Hold Until Date: 08/04/2014
 From Date: [] To Date: []
 Sales Person: DEFAULT Bill Inquiry Phone: 651-757-2182
 Credit Analyst: DEFAULT Collector: DEFAULT
 Biller: BISPEC Billing Authority: BISUP
 Entry Type: [] Entry Reason: []
 Accrue Unbilled
 PO Ref: []
 System Source: []

Currency Information
 Order Management
 Projects/Contracts
 Service
 Service Customer: [] Consolidation
 Service Loc: [] Key: []

Lines to Add: 5 Max Rows: 5

Line	Net Amount	Info 1	Info 2	Product Info	Order Info	Ship Info	Mac Info	Project Info	Service Info	
1		ID	MANUALS	Manuels	10.0000	EA	75.0000	750.00	Account	513304

Go to: [Copy Address](#) [Header Notes](#) **Standard Entry**
[Summary](#) [Bill Search](#) [Line Search](#) [Page Series](#)

This following table shows where bill fields are located in the *Standard Entry* pages and the corresponding *Billing General* page location.

Field Name	Standard Entry Location	Billing General Location
Status	Header Info – 1	Header
Invoice Date	Header Info – 1	Header
Cycle ID	Header Info – 1	Header
*Bill Type	Header Info – 1	Header
Bill Source	Header Info – 1	Header
*Frequency	Header Info – 1	Header
*Customer	Header Info – 1	Customer Information Section
*Invoice Form	Header Info – 1	Header
From Date	Header Info – 1	Header Detail Section
To Date	Header Info – 1	Header Detail Section
Accounting Date	Header Info – 1	Header Detail Section
Pay Terms	Header Info – 1	Payment Information Section
Remit To	Header Info – 1	Payment Information Section
Bank Account	Header Info – 1	Payment Information Section
Sales	Header Info – 1	Header Detail Section
Bill Inquiry Phone	Header Info – 1	Header Detail Section
Credit	Header Info – 1	Header Detail Section
Biller	Header Info – 1	Header Detail Section
Billing Authority	Header Info – 1	Header Detail Section
Standard Note Flag	Bill Header Notes	Header Notes link
Internal Only Flag	Bill Header Notes	Header Notes link
Std Note	Bill Header Notes	Header Notes link
Note Type	Bill Header Notes	Header Notes link
PO	Header Misc - Info	Header Detail Section
Contract:	Header Misc - Info	Projects/Contracts Section
Contract Date:	Header Misc - Info	Projects/Contracts Section
Contract Type	Header Misc - Info	Projects/Contracts Section
Key	Header Misc - Info	Projects/Contracts Section
Max Rows	Line - Info 1	Bill Lines Section
Seq (Sequence)	Line - Info 1	Bill Lines – Line tab
Line	Line - Info 1	Bill Lines – Line tab
Table (Charge Code)	Line - Info 1	Bill Lines – Line tab

Field Name	Standard Entry Location	Billing General Location
Identifier	Line - Info 1	Bill Lines – Line tab
Description	Line - Info 1	Bill Lines – Line tab
Quantity	Line - Info 1	Bill Lines – Line tab
Unit of Measure	Line - Info 1	Bill Lines – Line tab
Unit Price	Line - Info 1	Bill Lines – Line tab
Gross Extended	Line - Info 1	Bill Lines – Line tab
From Date	Line - Info 1	Bill Lines – Info 1 tab
To Date (Through Date)	Line - Info 1	Bill Lines – Info 1 tab
Line Type	Line - Info 1	Bill Lines – Info 1 tab
Tax Code	Line - Info 1	Bill Lines – Info 1 tab
Accumulate	Line - Info 1	Bill Lines – Info 1 tab
Tax Exempt	Line - Info 1	Bill Lines – Info 1 tab
Net Extended	Line - Info 1	Bill Lines – Net Amount
Standard Note Flag	Line Notes page	Navigation Link, Line Notes
Internal Only Flag	Line Notes page	Navigation Link, Line Notes
Std Note	Line Notes page	Navigation Link, Line Notes
Note Type	Line Notes page	Navigation Link, Line Notes
Code (Agency defined)	Acctg Rev Distribution	Navigation Link, Acctg Rev Distribution
*Fund (Statewide)	Acctg Rev Distribution	Navigation Link, Acctg Rev Distribution
*Fin Dept ID (Statewide)	Acctg Rev Distribution	Navigation Link, Acctg Rev Distribution
*Approp ID (Statewide)	Acctg Rev Distribution	Navigation Link, Acctg Rev Distribution
*Account (Statewide)	Acctg Rev Distribution	Navigation Link, Acctg Rev Distribution
Statewide Cost (Statewide)	Acctg Rev Distribution	Navigation Link, Acctg Rev Distribution
Agency Cost 1 Agency Cost 2 (Agency-defined)	Acctg Rev Distribution	Navigation Link, Acctg Rev Distribution
Project (Agency-defined)	Acctg Rev Distribution	Navigation Link, Acctg Rev Distribution



Field Name	Standard Entry Location	Billing General Location
Percentage	Acctg Rev Distribution	Navigation Link, Acctg Rev Distribution
Budget Date	Acctg Rev Distribution	Navigation Link, Acctg Rev Distribution
Stat	Acctg Rev Distribution	Navigation Link, Acctg Rev Distribution
Stat Amount	Acctg Rev Distribution	Navigation Link, Acctg Rev Distribution
UofM	Acctg Rev Distribution	Navigation Link, Acctg Rev Distribution

Having completed this topic, you should now be able to:

- View the Billing General page
- Toggle to the Standard Entry pages

Copying a Single Bill and Updating the New Bill

Topic Overview

You can use the **Copy a Single Bill** component to create a new bill. This method copies the majority of the data from an existing bill into a new bill. It is useful when a new bill needs to be created with all or most of the same information as another bill. You are able to change and update information. This process reduces redundancy in data entry.

You can copy any bill regardless of its status. When you copy a bill, most of the bill information is copied from the original bill to the new bill, including customer, bill lines, notes, and accounting distribution. The only information that does not copy from the original bill is the bill status, invoice ID, and the bill dates. The new bill is created with a *Status* of “New” and is assigned a new *Invoice ID*.

After completing this topic, you should be able to:

- Copy a Single Bill
- Update the New Bill

Process Steps

Copy a Single Bill and Update a New Bill

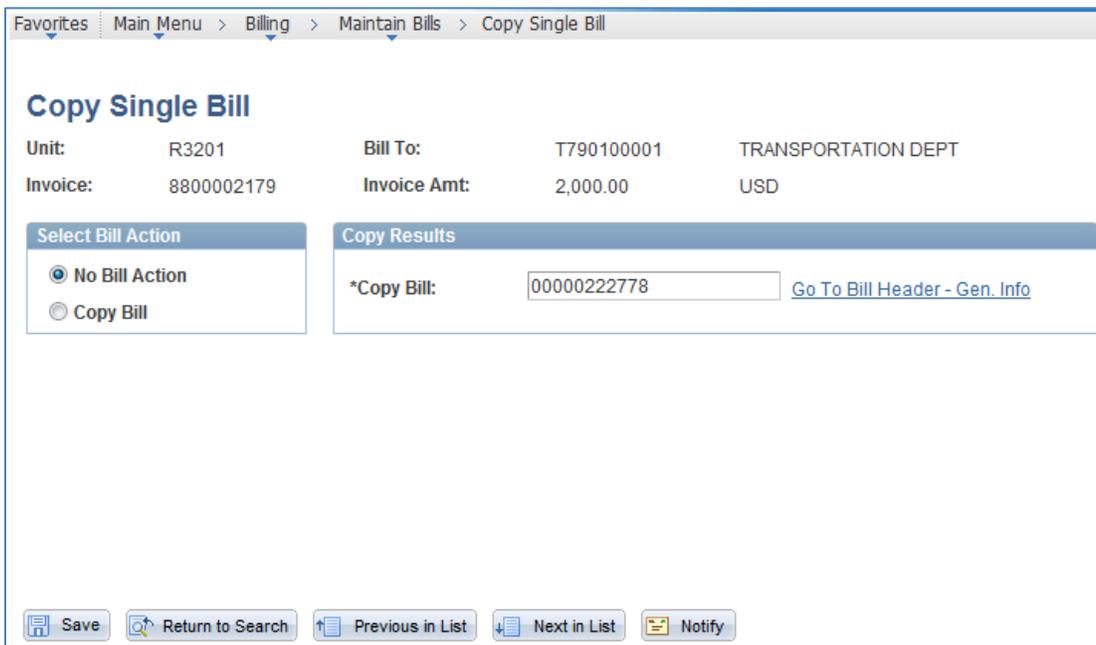
In this topic you will copy a single bill and update the new bill.

Steps to complete:

- Step 1: Copy a Single Bill
- Step 2: Update the New Bill and Set New Bill Status to Ready
- Step 3: Run the Single Action Invoice Process

Step 1: Copy a Single Bill

1. **Navigation Links:** Billing, Maintain Bills, Copy a Single Bill.
2. At the *Copy Single Bill* page, verify the *Business Unit* and enter the *Invoice Number* for the bill you want to copy.
3. Click the **Search** button.
4. In the *Search Results* table, click the *Invoice* link for the bill you want to copy and the *Copy Single Bill* page displays.



Favorites > Main Menu > Billing > Maintain Bills > Copy Single Bill

Copy Single Bill

Unit: R3201 Bill To: T790100001 TRANSPORTATION DEPT
 Invoice: 8800002179 Invoice Amt: 2,000.00 USD

Select Bill Action

No Bill Action

Copy Bill

Copy Results

*Copy Bill: [Go To Bill Header - Gen. Info](#)

5. Select the **Copy Bill** option in the *Select Bill Action* section.
6. Leave default of "NEXT" in the *Copy Bill* field and SWIFT will automatically assign the next number to the new invoice after you save the *Copy Single Bill* page. You can also enter your own.

7. Click the **Save** button.

Note: The system assigns the new invoice number if you selected the default of “NEXT” and the *Go To Bill Header – Gen Info* link appears.

Step 2: Update the New Bill and Set Status to Ready

After a bill has been copied, you can edit any field. Next, update the new copied bill with any changes that you desire and set the *Status* to “Ready”.

1. On the *Copy Single Bill* page, click on the *Go To Bill Header – Gen Info* link. The *Billing General* page displays.
2. Click on the *Standard Entry* link. The *Header – Info 1* page displays.
Note: The billing information is identical to the original bill, except the *Invoice ID* is different, *Bill Status* is “NEW”, and the bill dates are blank.
3. Make any applicable changes to the new bill as you would normally. (Refer to the “[Using Standard Billing to Enter a Bill](#)” topic for detailed instructions.) If you are copying an older bill that was created with the “Crystal” format, you should change the format to the “XMLPUB” format at this time.
4. Change the *Bill Status* to ready by clicking on the **Lookup** icon and selecting “RDY” (Ready).
Note: After changing the *Status* to “RDY”, SWIFT calculates and updates the values in the Gross Extended and Pretax Amount fields, if applicable.
5. Click the **Save** button.

Step 3: Run the Single Action Invoice Process

Finally, you’ll need to run the Single Action Invoice process as you would normally to print the invoice and create the Pending AR item. (Refer to the “[Running the Single Action Invoice Process](#)” topic for instructions.)

Having completed this topic, you should now be able to:

- Copy a Single Bill
- Update the New Bill

Running the Copy Bill Group Process

Topic Overview

You can copy a group of bills at one time using the *Copy Bill Group* process. The *Copy Bill Group* process is used to produce bills identical to the template bills defined for any active *Bill Copy Group ID*. It also allows the user to change the new bills being created. It is useful when multiple new bills need to be created that contain similar data to previously entered bills.

During this process, you will define a group of bills to be copied together. First, you must define a *Copy Group Header* for each group of bills to be copied together. After you have defined the *Copy Group Header*, you attach and use the bills as copy templates. You can assign as many bills as you want to a *Copy Group Header*. On the *Copy Group Detail* page, you will also assign the *Beginning Date*, *Ending Date*, and the *Status* for the new copied bills. The only information that does not copy from the original bill to the copied bill is the *Invoice ID*, *Bill Status*, and the bill dates.

You can copy the same copy group an unlimited number of times within the date range defined. When using a *Copy Group*, you are not required to copy all the templates in the group. Instead, you can select which templates are to be copied.

Upon completion of this topic, you should be able to:

- Run the Copy Bill Group Process

Process Steps

Run the Copy Bill Group Process

In this topic you will setup and run the Copy Bill Group process.

Steps to complete:

- Step 1: Define a Copy Group Header
- Step 2: Define Copy Group Details
- Step 3: Run the Copy Bill Group Process
- Step 4: Change the Copied Bills Status to Ready
- Step 5: Run the Single Action Invoice Process
- Step 6: Revise Define Copy Group Details Before Running Again

Step 1: Define a Copy Group Header

Begin by navigating to the *Define Copy Group Header* page.

1. **Navigation Links:** Billing, Maintain Bills, Define Bill Copy Group
2. Click the **Add a New Value** tab on the *Define Bill Copy Group Header* page. The *Copy Group Header* page enables you to define the header and the header status for the copy group.



3. Enter a name for the group in the *Bill Copy Group ID* field.
Note: It is recommended that your ID begin with your Business Unit. This practice will make it easier to find your ID's in the list.
4. Click on the **Add** button. The *Define Bill Copy Group* page appears.

Favorites | Main Menu > Billing > Maintain Bills > Define Bill Copy Group

Define Bill Copy Group

Bill Copy Group ID:

Status:

Short Description:

Description:

5. Enter the fields on the *Define Bill Copy Group* page as defined below.

Field Name	Field Description
Status	Select the Status from the drop-down options which include “Active” and “Inactive”. The Status must be active in order to use the <i>Copy Group Header</i> . (You could also inactivate the Bill Copy Group on this page.)
Short Description	Enter a short description for the <i>Bill Copy Group</i> (10 characters).
Description	Enter a long description for the <i>Bill Copy Group</i> (30 characters).

6. Click the **Save** button.

Step 2: Define Copy Group Details

Next, navigate to the *Define Copy Group Detail 1* page. You’ll use this page to record the *Template Invoice IDs*, the *Copy Begin* and *End* dates, and the *New Bill Status* for the bills to be created.

- Navigation Links:** Billing, Maintain Bills, Define Copy Group Details.
- Enter the *Bill Copy Group ID* and/or *Short Description* of the *Bill Copy Group*.

Favorites | Main Menu > Billing > Maintain Bills > Define Copy Group Details

Define Copy Group Detail

Enter any information you have and click Search. Leave fields blank for a list of all values.

Maximum number of rows to return (up to 300):

Bill Copy Group ID:

Short Description:

Case Sensitive

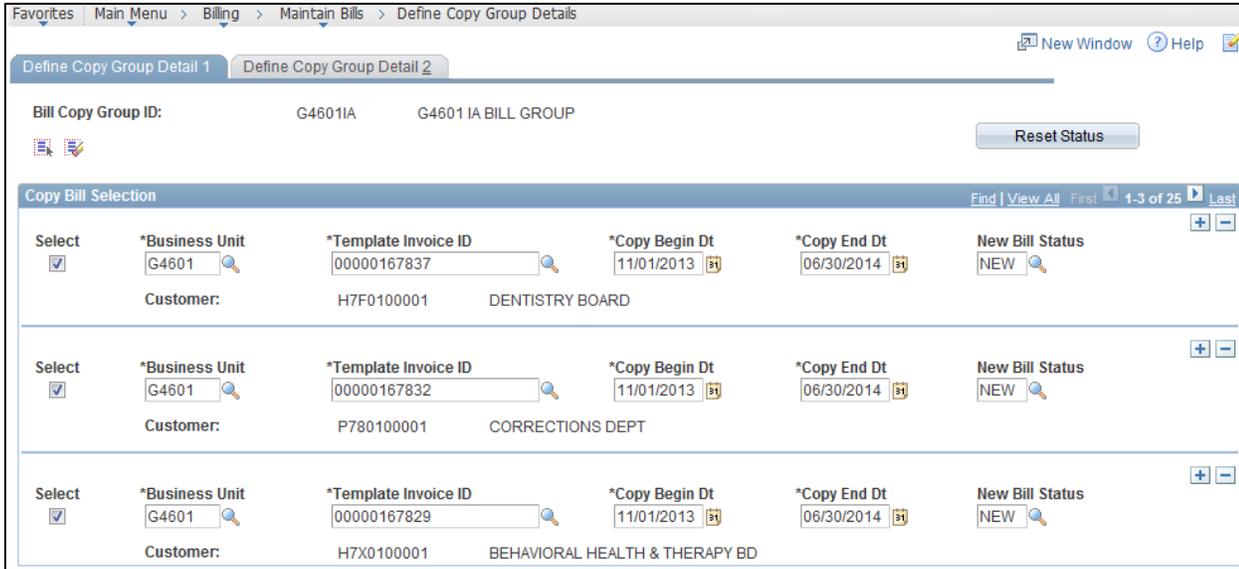
[Basic Search](#)

Search Results

View All First 1 of 1 Last

Bill Copy Group ID	Description	Short Description
G4601IA	G4601 IA BILL GROUP	G4601 IA

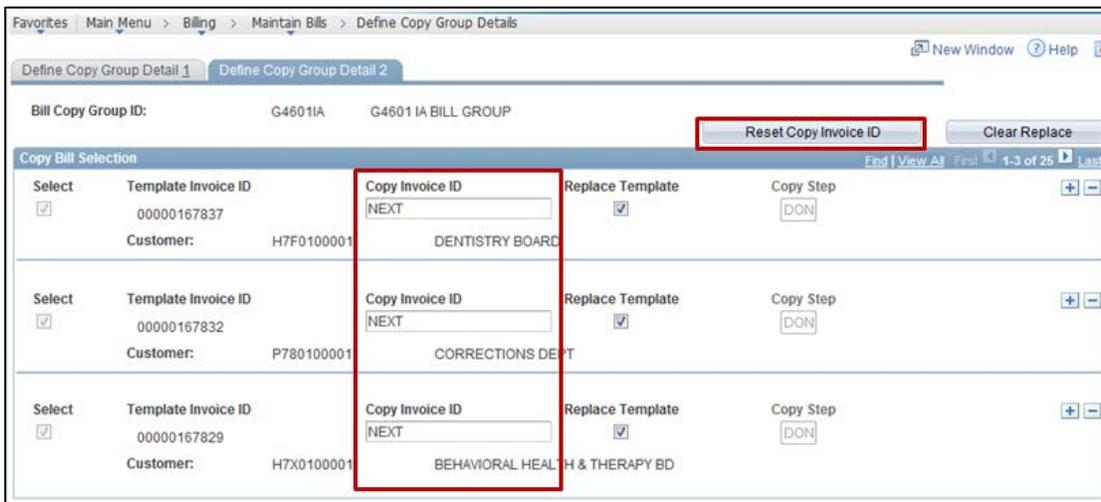
3. Click the **Search** button. The *Define Copy Group Detail 1* page displays.
4. Complete the fields in the *Copy Bill Selection* section as described below.



Select	*Business Unit	*Template Invoice ID	*Copy Begin Dt	*Copy End Dt	New Bill Status
<input checked="" type="checkbox"/>	G4601	00000167837	11/01/2013	06/30/2014	NEW
Customer: H7F0100001 DENTISTRY BOARD					
<input checked="" type="checkbox"/>	G4601	00000167832	11/01/2013	06/30/2014	NEW
Customer: P780100001 CORRECTIONS DEPT					
<input checked="" type="checkbox"/>	G4601	00000167829	11/01/2013	06/30/2014	NEW
Customer: H7X0100001 BEHAVIORAL HEALTH & THERAPY BD					

Field Name	Field Description
*Business Unit	Verify the <i>Business Unit</i> default or click the Lookup button to search for and select a <i>Business Unit</i> .
*Template Invoice ID	Click the Lookup Template Invoice ID button and search for and select the invoice(s) to be copied.
Customer	The customer will display automatically after the <i>Template Invoice ID</i> has been selected.
*Copy Begin Dt	Enter the <i>Copy Begin Dt</i> . This is the date when a bill is available to be copied.
*Copy End Dt	Enter the <i>Copy End Dt</i> . This is the date when a bill is no longer available to be copied.
New Bill Status	Click the Bill Status Lookup button and select a <i>Bill Status</i> . Tip: If you select a status of "HOLD" it may make searching for the invoice easier since this status isn't used as often as "NEW" or "RDY". You can use the Reset Status button in the header to reset all displayed invoice statuses to "NEW".
Select	Each time you run the process, you will check the Select box to indicate you want to select this bill to copy. You can optionally use the Select All and Deselect All icons in the header.

5. Click the **Add a New Row** button to add additional invoices to be included in the group, entering the fields for each invoice as described above.
6. Ensure that the **Select Checkbox** for each invoice to be copied is checked.
7. Click the **Save** button after all invoices have been added to the group.
8. Click the **Define Copy Group Detail 2** tab to view the options and fields displayed.



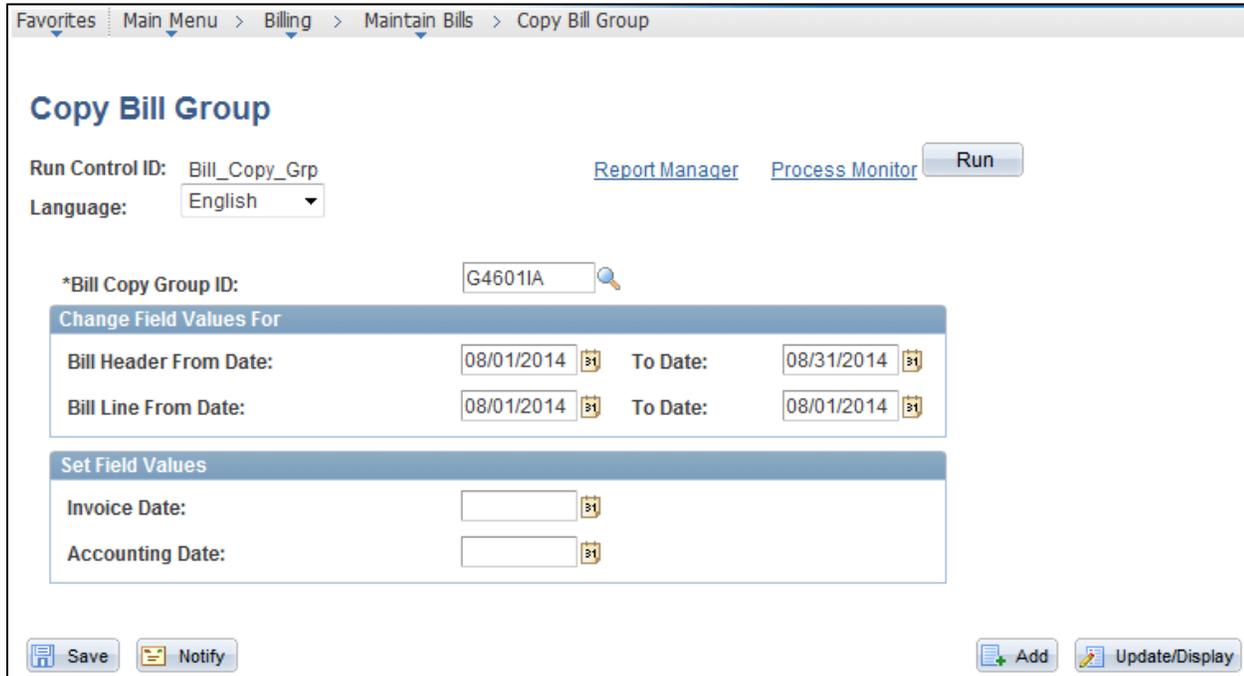
Field Name	Field Description
Copy Invoice ID	This field defines the <i>Invoice ID</i> of the new bill. The default field value is “NEXT”. The system will generate a new <i>Invoice ID</i> after the process is complete. Return to this page to locate the <i>Invoice IDs</i> . If you are authorized, you can override this default with any number if that number is not a duplicate of an existing invoice.
Replace Template	You can select the <i>Replace Template</i> option to replace the template for subsequent batch copy processes with the invoice resulting from this copy process. The copy is identical to the template; you can use either the original bill or the new copy as the template.
Copy Step	The <i>Copy Step</i> field displays the status of the last copy bill group run. After the process is complete, the field will display “DONE” if no errors were encountered; it will display “ERR” if errors occurred.
Reset Copy Invoice ID	The <i>Reset Copy Invoice ID</i> option resets all the copy <i>Invoice IDs</i> to “NEXT”. Before running the process again, reset the copy Invoice IDs. WARNING! This is an Important step. If you don’t do this, SWIFT will attempt to reassign the old <i>Invoice IDs</i> to the new bills, and an error occurs.

Field Name	Field Description
Clear Replace	Click on the <i>Clear Replace</i> function to deselect the <i>Replace Template</i> check boxes for the entire group.

Step 3: Run the Copy Bill Group Process

The next step is to run the *Copy Bill Group* process to produce bills identical to the template bills defined for a *Bill Copy Group* ID. Begin by navigating to the *Copy Bill Group* page.

1. **Navigation Links:** Bills, Maintain Bills, Copy Bill Group
2. Select an existing *Run Control ID* or add a new *Run Control ID* for the *Run Bill Copy* page process.
3. Click the **Add** button and the *Copy Bill Group* page displays.



The screenshot shows the 'Copy Bill Group' web application interface. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Billing > Maintain Bills > Copy Bill Group'. The main heading is 'Copy Bill Group'. Below the heading, there are fields for 'Run Control ID: Bill_Copy_Grp' and 'Language: English'. There are also links for 'Report Manager', 'Process Monitor', and a 'Run' button. A search field for '*Bill Copy Group ID:' contains the value 'G46011A'. Below this, there are two sections: 'Change Field Values For' and 'Set Field Values'. The 'Change Field Values For' section has four date pickers: 'Bill Header From Date: 08/01/2014', 'To Date: 08/31/2014', 'Bill Line From Date: 08/01/2014', and 'To Date: 08/01/2014'. The 'Set Field Values' section has two date pickers: 'Invoice Date:' and 'Accounting Date:'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

4. Use the *Copy Bill Group* page to enter the request parameters described below. These parameters will be used to define the processing rules and data to be included when the process is run.



Field Name	Field Description
Bill Copy Group ID	Enter the <i>Bill Copy Group Header Group ID</i> that you defined in the first step of the process or use the Lookup button to search for and select the name.
Bill Header From Date and To Date	<p>Define the Bill Header <i>From</i> and <i>To</i> dates that will display on the invoices being generated. You have the following options:</p> <ul style="list-style-type: none"> - If you leave the fields blank, the <i>From</i> and <i>To Dates</i> that were entered when creating the bill will be used. If no dates were entered when creating the bill, the fields will be blank. - Enter the beginning and ending date of the period of service that the customer will be billed for. These dates will appear on the invoices being generated.
Bill Line From and To Date	<p>The Bill Line <i>From</i> and <i>To</i> dates can be used but they do not display on the invoices being generated. You have the following options:</p> <ul style="list-style-type: none"> - If you leave the fields blank, the <i>From</i> and <i>To Dates</i> that were entered when creating the bill will be used. If no dates were entered when creating the bill, the fields will be blank. - Enter the beginning and ending date of the period of service that the customer will be billed for.
Invoice Date	Enter the <i>Invoice Date</i> or leave it blank and it will be populated with the current date when running the Single Action Invoice process.
Accounting Date	Enter the <i>Accounting Date</i> or leave it blank and it will be populated with the current date when running the Single Action Invoice process.

5. Click the **Save** button.
6. Click the **Run** button.

Process Scheduler Request

User ID: 01037463 Run Control ID: Bill_Copy_Grp

Server Name: Run Date: 08/11/2014

Recurrence: Run Time: 3:15:13PM

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Copy Group of Bills	BICPYGRP	Application Engine	Web	TXT	Distribution

- Accept the **Copy Group of Bills (BICPYGRP)** default process and click the **OK** button. You are returned to the *Copy Bill Group* page.
- Note the *Process Instance* number and click the *Process Monitor* link to ensure the process was successful. (The Run Status will display “Success” and the Distribution Status displays “Posted”.) If you click on the *Details* link and view the Message Log, the number of new bills created should be listed.

Step 4: Change the Copied Bill(s) Status to Ready

You’ll need to navigate to the copied bills to change the bill *Statuses* to “RDY” (Ready). To do this, first look up the new invoice number(s) by reviewing the *Define Copy Group Detail 2* page.

- Navigation Links:** Billing, Maintain Bills, Define Copy Group Details.
- At the *Define Copy Group Detail* page, enter the *Bill Copy Group ID* and click the **Search** button.
- Click on the *Bill Copy Group ID* link in the *Search Results* section.
- Click on the **Define Copy Group Detail 2** tab. Notice that the Copy Step box indicates that the process is done.
- Make note of the *Copy Invoice ID*’s.

Favorites | Main Menu > Billing > Maintain Bills > Define Copy Group Details

Define Copy Group Detail 1 | Define Copy Group Detail 2

Bill Copy Group ID: G4601IA G4601 IA BILL GROUP

Reset Copy Invoice ID Clear Replace

Select	Template Invoice ID	Copy Invoice ID	Replace Template	Copy Step
<input checked="" type="checkbox"/>	00000167837 Customer: H7F0100001 DENTISTRY BOARD	<input type="text" value="00000179997"/>	<input type="checkbox"/>	<input type="button" value="DON"/>
<input checked="" type="checkbox"/>	00000167832 Customer: P780100001 CORRECTIONS DEPT	<input type="text" value="00000179998"/>	<input type="checkbox"/>	<input type="button" value="DON"/>
<input checked="" type="checkbox"/>	00000167829 Customer: H7X0100001 BEHAVIORAL HEALTH & THERAPY BD	<input type="text" value="00000179999"/>	<input type="checkbox"/>	<input type="button" value="DON"/>

6. Navigate to the *Bill Entry* page to look up the copied bills: Bill, Maintain Bills, Standard Bills.
7. On the *Bill Entry* page, click on the **Find an Existing Value** tab and enter your search criteria.
Note: If you set the copied invoices status to “Hold”, you may be able to find them by searching for bills with that status.
8. Select the *Invoice* link in the search results. The *Header – Info 1* page appears for the invoice.
9. After reviewing the invoice information and making any changes, click the **Status Lookup** icon and select “RDY” (Ready). If you copied older invoices that have the “Crystal” format, you should change the format to “XMLPUB” at this time.
10. Click the **Save** button.

Step 5: Run the Single Action Invoice Process

Finally, you’ll need to run the Single Action Invoice process as you would normally to print the invoices and create the Pending AR item. (Refer to the [“Running the Single Action Invoice Process”](#) topic for instructions.)

Step 6: Revise Define Copy Group Details Before Running Again

Before running the Copy Bill Group process again for this group, make sure to go to the **Define Copy Group Detail 2** tab and click the **Reset Copy Invoice ID** button. If you don’t do this, the process will appear to be

successful but the **Message Log** will show that an error was encountered and “0” bills were copied. This is because duplicate Invoice ID’s are not permitted.

Favorites | Main Menu > Billing > Maintain Bills > Copy Bill Group

Message Log

Process

Instance: 11596534 Type: Application Engine
 Name: BICPYGRP Description: Copy Group of Bills

Customize | Find | View All | First 1-13 of 13 Last

Severity	Log Time	Message Text	Explain
10	10:27:31AM	Copy Group ID: TRN01	Explain
10	10:27:31AM	Bill Header From Date: , Bill Header To Date:	Explain
10	10:27:31AM	Bill Line From Date: , Bill Line To Date:	Explain
10	10:27:31AM	Invoice Date:	Explain
10	10:27:31AM	Accounting Date:	Explain
10	10:27:31AM	Total Errors: 2	Explain
10	10:27:31AM	Total Bills Copied: 0	Explain

The **Define Copy Group Detail 2** tab also shows that an error was encountered in the *Copy Step* field.

Favorites | Main Menu > Billing > Maintain Bills > Define Copy Group Details

Define Copy Group Detail 1 Define Copy Group Detail 2

Bill Copy Group ID: TRN01 TRN01 GRP COPY

[Reset Copy Invoice ID](#) [Clear Replace](#)

Copy Bill Selection Find | View All | First 1-2 of 2 Last

Select	Template Invoice ID	Copy Invoice ID	Replace Template	Copy Step	
<input checked="" type="checkbox"/>	WC-IA000013	NEXT	<input type="checkbox"/>	ERR	+ -
	Customer: G020100001	ADMINISTRATION DEPT		4000	Copy Invoice ID is not unique
<input checked="" type="checkbox"/>	WC-IA000012	NEXT	<input type="checkbox"/>	ERR	+ -
	Customer: G020100001	ADMINISTRATION DEPT		4000	Copy Invoice ID is not unique

Having completed this topic, you should now be able to:

- Run the Copy Bill Group Process

Creating a Recurring Bill

Topic Overview

Recurring Bill Entry enables you to create templates for invoices that will be billed on a regular basis, such as monthly rentals or utilities invoices. By assigning a schedule to the template, you can control when and how often recurring bills are generated.

After a recurring bill schedule is established, you can generate periodic bills by running the Create Recurring Bills process. You control exactly when and how often a recurring bill is generated by associating the recurring bill template with a predefined billing cycle.

The billing cycle plays an important role in generating recurring bills:

- Links the schedule to the recurring bill template
- Defines when the recurring bill is to be generated
- Defines the number of days before the bill generation date that you can generate a recurring bill
- Establishes the invoice date that appears by default on the *Recurring Bill Schedule* page

After completing this topic, you should be able to:

- Create Recurring Bills

Process Steps

Create Recurring Bill

This topic covers how to create and process Recurring Bills.

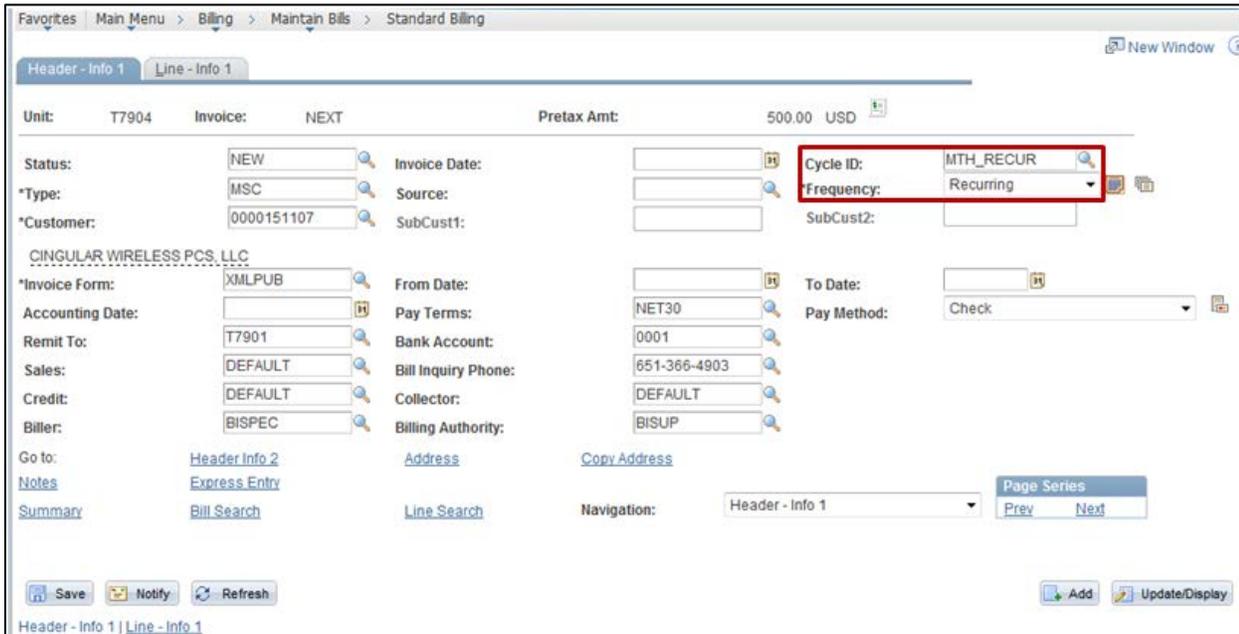
Steps to complete:

- Step 1: Set up the Recurring Bill Template Using Standard Bill Entry Process
- Step 2: Create a Recurring Bill Schedule
- Step 3: Set Recurring Bill Template Status to Ready
- Step 4: Run the Create Recurring Bills Process
- Step 5: Verify the Created Bills
- Step 6: Run the Single Action Invoice Process

Step 1: Set up the Recurring Bill Template Using Standard Bill Entry Process

First, you'll need to set up the Recurring Bill Template using the *Standard Bill Entry* process. This topic includes information specific to the Recurring Bill process. Refer to the "[Using the Standard Billing to Enter a Bill](#)" topic for detailed bill entry instructions.

1. **Navigation Links:** Billing, Maintain Bills, Standard Billing.
2. On the *Bill Entry* page, click the **Add a New Value** tab to create the recurring bill template.
3. Verify the *Business Unit* default or enter the **Business Unit**.
4. Leave default of "NEXT" in the *Invoice* field and SWIFT will automatically assign the next number after you save the *Header Info 1* page. You can enter your own.
5. Click the **Add** button and the *Header Info 1* page appears.



Unit: T7904 Invoice: NEXT Pretax Amt: 500.00 USD

Status: NEW Invoice Date: Cycle ID: MTH_RECUR
 *Type: MSC Source: Frequency: Recurring
 *Customer: 0000151107 SubCust1: SubCust2:

CINGULAR WIRELESS PCS, LLC
 *Invoice Form: XMLPUB From Date: To Date:
 Accounting Date: Pay Terms: NET30 Pay Method: Check
 Remit To: T7901 Bank Account: 0001
 Sales: DEFAULT Bill Inquiry Phone: 651-366-4903
 Credit: DEFAULT Collector: DEFAULT
 Biller: BISPEC Billing Authority: BISUP

Go to: Header Info 2 Address Copy Address
 Notes Express Entry
 Summary Bill Search Line Search Navigation: Header - Info 1 Page Series: Prey Next

Save Notify Refresh Add Update/Display

6. Complete the *Header Info 1* page as you would normally making sure to select the following for the recurring bill template:

Field Name	Field Description
Cycle ID	Click on the Lookup icon to search for and select a recurring <i>Cycle ID</i> , such as "MTH_RECUR" (Monthly Recurring).
Frequency	When defining a bill as a recurring bill template, select "Recurring" from the <i>Frequency</i> drop-down.

7. Complete the remainder of the *Standard Bill Entry* pages as you would normally (refer to the "[Using the Standard Billing to Enter a Bill](#)" topic for the detailed steps).

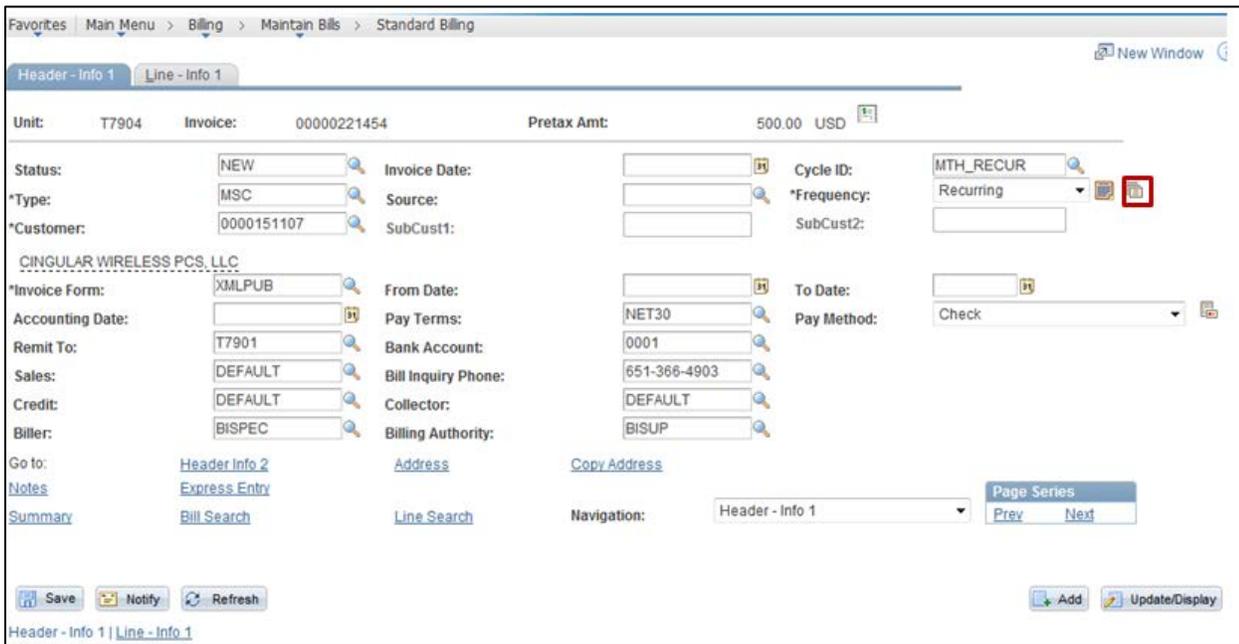
8. Click the **Save** button.

Note. If you accepted the default of "NEXT", the system-assigned Invoice displays after saving the entered information. **This is the recurring bill template Invoice ID.**

Step 2: Create a Recurring Bill Schedule

Next, use the **Recurring Bill Schedule** icon to create a recurring bill schedule.

1. Click the **Recurring Bill Schedules** icon on the *Header Info 1* page. (Second icon to the right of the Frequency field.)

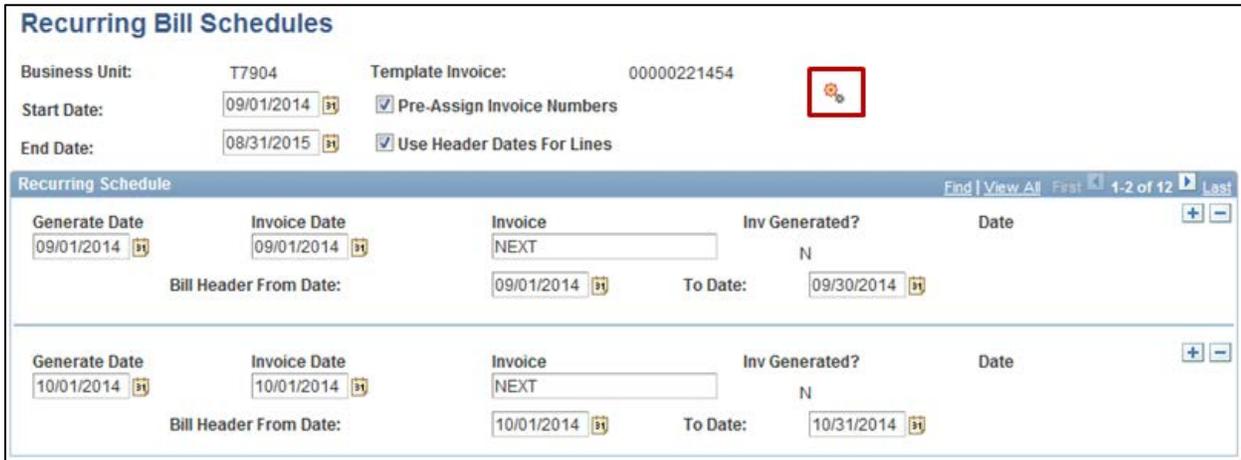


2. The *Recurring Bill Schedules* page displays. Enter the header fields as described in the table below.

Field Name	Field Description
Start Date	Enter the recurring bill <i>Start Date</i> or click on the date Lookup to select the start date.
End Date	Enter the recurring bill <i>End Date</i> or click on the date Lookup to select the end date.
Template Invoice	The <i>Template Invoice ID</i> is displayed. The template will not be sent out to the customer. Once the last recurring invoice goes out to the customer, the template invoice will disappear.
Pre-Assign Invoice Numbers	Select the <i>Pre-Assign Invoice Numbers</i> field to have the system create the invoice numbers for the bills after you save the entered information. If you prefer to enter your own Invoice Numbers, do not check this box. You will need to enter each invoice number into the invoice field in the <i>Recurring Schedule</i> section.
Use Header Dates for Lines	Select <i>Use Header Dates for Lines</i> to use the bill header From and To dates on the bill lines.

- Next, enter the *Recurring Schedule* detail by clicking on the **Generate Recurring Schedule** icon to automatically populate the *Recurring Schedule* section with the recurring invoices to be generated based on the Start Date, End Date, and Schedule.

Note: You can edit the Recurring Schedule detail after it is generated. You can also manually enter the invoice details in the Recurring Schedule section.



Recurring Bill Schedules

Business Unit: T7904 Template Invoice: 00000221454

Start Date: 09/01/2014 Pre-Assign Invoice Numbers

End Date: 08/31/2015 Use Header Dates For Lines

Recurring Schedule

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
09/01/2014	09/01/2014	NEXT	N	
Bill Header From Date: 09/01/2014		To Date: 09/30/2014		
10/01/2014	10/01/2014	NEXT	N	
Bill Header From Date: 10/01/2014		To Date: 10/31/2014		

The *Recurring Schedule* fields will be populated as described below.

Field Name	Field Description
Generate Date	The date the bill should be generated.
Invoice Date	The date of the Invoice.
Invoice Number	Leave default of "NEXT" in the <i>Invoice</i> field and SWIFT will automatically assign the next number when you save the page if you selected the <i>Pre-Assign Invoice Numbers</i> checkbox. If you did not select the Pre-Assign checkbox, the invoice number will be assigned when the invoice is generated. You can also enter your own Invoice Number.
Bill Header From and To Dates	The service from and to dates.
Inv Generated?	This field displays "N" for No and changes to a "Y" for Yes after the invoice has been generated.
Date	The date the invoice generated will display in this field.

- Click the **Save** button. If you checked the *Pre-Assign Invoice Numbers* option, the *Invoice IDs* changed from "NEXT" to an actual *Invoice ID* after you saved.

Note: The **Generate Recurring Schedule** icon becomes the **Re-Generate Recurring Bill** button. You can edit the *Recurring Bill Schedules* header fields and click on this icon to regenerate the schedule. If you only need to extend the *End Date* of the Schedule, enter the new *End Date* and click on the **Extend Recurring Bill Schedule** icon which becomes available after you have tabbed out of the *End Date* field.

The additional Schedule lines will be created without overwriting any manual edits you have made to the previously generated Schedule.

Recurring Bill Schedules

Business Unit: T7904 Template Invoice: 00000221454

Start Date: Pre-Assign Invoice Numbers

End Date: Use Header Dates For Lines

Recurring Schedule				
Generate Date	Invoice Date	Invoice	Inv Generated?	Date
<input type="text" value="09/01/2014"/> <input type="button" value="BT"/>	<input type="text" value="09/01/2014"/> <input type="button" value="BT"/>	<input type="text" value="00000221457"/>	N	
Bill Header From Date:		<input type="text" value="09/01/2014"/> <input type="button" value="BT"/>	To Date:	<input type="text" value="09/30/2014"/> <input type="button" value="BT"/>
<input type="text" value="10/01/2014"/> <input type="button" value="BT"/>	<input type="text" value="10/01/2014"/> <input type="button" value="BT"/>	<input type="text" value="00000221458"/>	N	
Bill Header From Date:		<input type="text" value="10/01/2014"/> <input type="button" value="BT"/>	To Date:	<input type="text" value="10/31/2014"/> <input type="button" value="BT"/>

[Return to Bill Entry](#)
[Return to Billing](#)

Step 3: Set Template Status to Ready

The next step is to return to the template to change the *Status* of the template bill to “RDY” (Ready).

1. From the *Recurring Bills Schedule* page, click the *Return to Bill Entry* link and then click the *Standard Billing* link in the **Go To** section to return to the *Header Info -1* page of the template bill.
2. Change the *Status* from “New” to “RDY” (Ready).
3. Click on the **Save** button. Make note of the template bill number for the next step in the process.

Step 4: Run the Create Recurring Bills Process

The next step is to run the Create Recurring Bills process. This process looks at the Recurring Bill Schedule for the template and creates a bill if the generate date is equal to or earlier than the current date. The bill is created with a *Status* of “NEW” so it can be edited before submitting it to the Single Action Invoice process.

Begin by navigating to the *Create Recurring Bills* page.

1. **Navigation Links:** Maintain Bills, Create Recurring Bills.
2. Select an existing *Run Control ID* or add a new *Run Control ID* for the *Create Recurring Bills* process. The *Create Recurring Bills* page displays.
3. Select the **Range Section** option (All, Bill Cycle, Invoice ID, and Cust ID) and enter the related parameters. In this example, the *Invoice ID* for the template bill is selected and the *From* and *To Invoice* fields are entered.

Favorites | Main Menu > Billing > Maintain Bills > Create Recurring Bills

Create Recurring Bills

Run Control ID: Generate_Recurring_Bills [Report Manager](#) [Process Monitor](#)

*Business Unit:

Range Selection

All

Bill Cycle

Invoice ID

Cust ID

From Invoice:

To Invoice:

4. Click the **Save** button.
5. Click the **Run** button.
6. Accept the default process “*Generate Recurring Bill (BIRECUR)*” and click the **OK** button.

Process Scheduler Request

User ID: 00272190 Run Control ID: Generate_Recurring_Bills

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

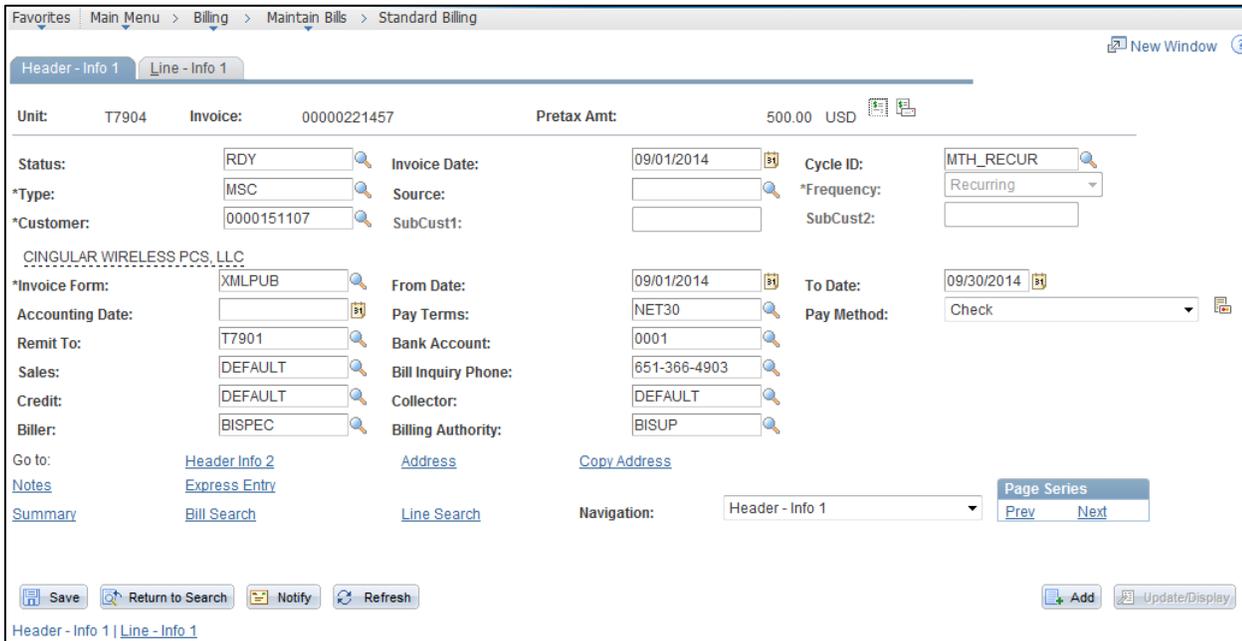
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Generate Recurring Bills	BIRECUR	Application Engine	Web	TXT	Distribution

7. Click the *Process Monitor* link to monitor the progress of the job and ensure it was successful.

Step 5: Verify Created Bills

This process creates bills that are scheduled with a Generate Date equal to or earlier than the day you ran the Create Recurring Bill process. The bills are created with a status of “Ready”.

1. You can navigate to the *Standard Bill Entry* pages and verify the bill information. **Navigation Links:** Billing, Maintain Bills, Standard Billing.



Unit: T7904 Invoice: 0000221457 Pretax Amt: 500.00 USD

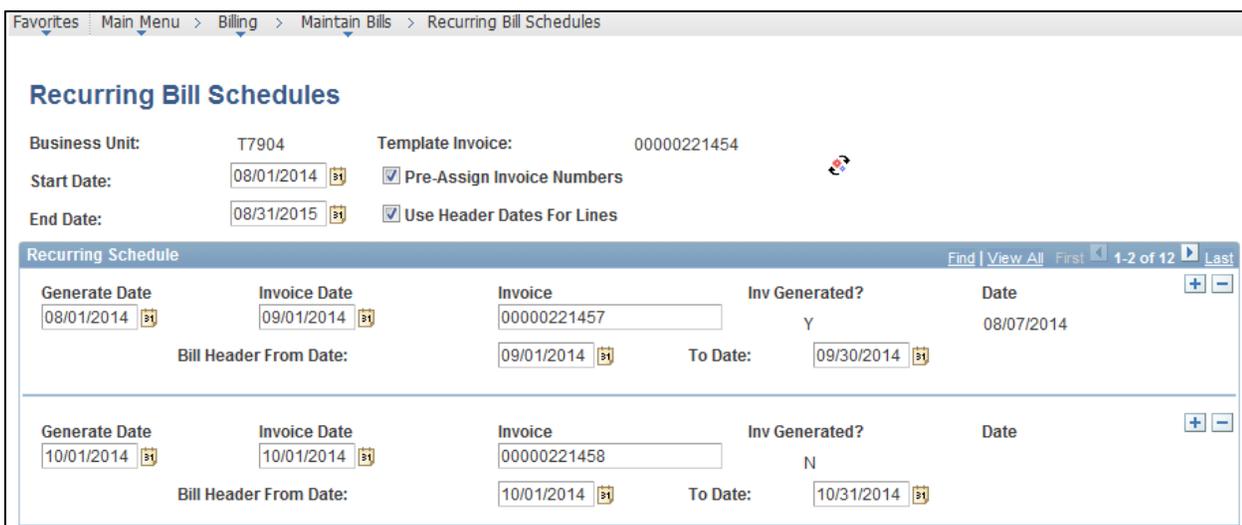
Status: RDY Invoice Date: 09/01/2014 Cycle ID: MTH_RECUR
 *Type: MSC Source: *Frequency: Recurring
 *Customer: 0000151107 SubCust1: SubCust2:

CINGULAR WIRELESS PCS, LLC
 *Invoice Form: XMLPUB From Date: 09/01/2014 To Date: 09/30/2014
 Accounting Date: Pay Terms: NET30 Pay Method: Check
 Remit To: T7901 Bank Account: 0001
 Sales: DEFAULT Bill Inquiry Phone: 651-366-4903
 Credit: DEFAULT Collector: DEFAULT
 Biller: BISPEC Billing Authority: BISUP

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)
[Notes](#) [Express Entry](#)
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Header - Info 1 Page Series: [Prev](#) [Next](#)

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display

If you need help finding the created bill, you could look up the template’s recurring bill schedule to view the invoice number. **Navigation Links:** Maintain Bills, Recurring Bill Schedules.



Business Unit: T7904 Template Invoice: 0000221454

Start Date: 08/01/2014 Pre-Assign Invoice Numbers
 End Date: 08/31/2015 Use Header Dates For Lines

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
08/01/2014	09/01/2014	0000221457	Y	08/07/2014
Bill Header From Date:		09/01/2014	To Date:	09/30/2014
10/01/2014	10/01/2014	0000221458	N	
Bill Header From Date:		10/01/2014	To Date:	10/31/2014

Note: Notice that the first bill has been created as indicated by the Inv Generated = “Y” entry.



Step 6: Run the Single Action Invoice Process

Finally, you'll need to run the Single Action Invoice process as you would normally to print the invoice and create the Pending AR item. (Refer to the "[Running the Single Action Invoice Process](#)" topic for instructions.)

Having completed this topic, you should now be able to:

- Create Recurring Bills

Creating an Installment Bill

Topic Overview

Creating an *Installment Bill Template* will allow users to generate installment bills based on the bill cycle (monthly, weekly). The user can invoice the customer in segments, with the total amount due divided equally, by percentage, or according to a specific breakdown.

An invoice will not be created by this process until it meets the generate date criteria on the installment bill schedule.

The *Installment Bill Schedule* is set up to automatically generate invoices for customers that have made an arrangement with an agency to pay a certain amount or percent over a specific period of time.

The *Create Installment Bills* process copies the default information from the template you created and creates an installment bill for that period. Once the installment bill is created, it functions much like a regular invoice.

Installment Bills for Loans

Some agencies may have a loan event that will require an agency to process a loan. When there is a need for this, the agency could use the Installment Bill process described in this topic. The LOAN (LR) *Bill Type* could be used. If you are considering setting up loans in SWIFT, contact the Service Desk to discuss the details, including the account codes to use.

Upon completion of this topic, you should be able to:

- Create an Installment Bill Template
- Build an Installment Bill Schedule
- Run the Generate Installment Bills Process

Process Steps

Create an Installment Bill

This topic covers how to create Installment Bills.

Steps to complete:

- Step 1: Create an Installment Bill Template
- Step 2: Build an Installment Bill Schedule
- Step 3: Set the Template Status to Ready
- Step 4: Run the Generate Installment Bills Process
- Step 5: Set Status of Created Bill to Ready
- Step 6: Run the Single Action Invoice Process

Step 1: Create an Installment Bill Template

Begin by setting up the *Installment Bill Template* using the *Standard Bill Entry* process. This section only includes information that is specific to the *Installment Bill Process*. Refer to the [“Using the Standard Billing to Enter a Bill”](#) topic for detailed entry instructions.

1. **Navigation Links:** Billing, Maintain Bills, Standard Billing.
2. On the *Bill Entry* page, click the **Add a New Value** tab to create the *Installment Bill Template*.
3. Verify the *Business Unit* default or enter the *Business Unit*.
4. Leave default of “NEXT” in the *Invoice* field and SWIFT will automatically assign the next number after you save the *Header Info 1* page. You can also enter your own *Invoice ID*.
5. Click the **Add** button and the *Header Info 1* page appears.
6. Complete the *Header Info 1* page as you would normally, making sure to select the following for the *Installment Bill Template*:

Field Name	Field Description
Bill Type Identifier	If this is an installment template for a loan, make sure to select the “LR” (Loan Receivable) as the <i>Bill Type</i> .
Cycle ID	Click on the Lookup icon to search for and select a recurring <i>Cycle ID</i> , such as MTH-END-Monthly End-of-Month Cycle.
Frequency	When defining a bill as an Installment Bill template, select “Installment” from the <i>Frequency</i> field drop-down. When you assign the installment frequency to a bill, it becomes a template for installment bill invoices, and the Installment Bill Schedule icon becomes available.

Financial Management System
Home | Print | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing
New Window | Help | Customize

Unit: R3201 Invoice: NEXT Pretax Amt: 0.00 USD

Status: Invoice Date:

*Type: Source:

*Customer: SubCust1:

GeoSyntec

*Invoice Form: From Date:

Accounting Date:

Remit To: Bank Account:

Sales: Bill Inquiry Phone:

Credit: Collector:

Billers: Billing Authority:

Cycle ID:

*Frequency:

SubCust2:

To Date:

Pay Method:

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)

[Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#) Navigation: [Page Series](#)

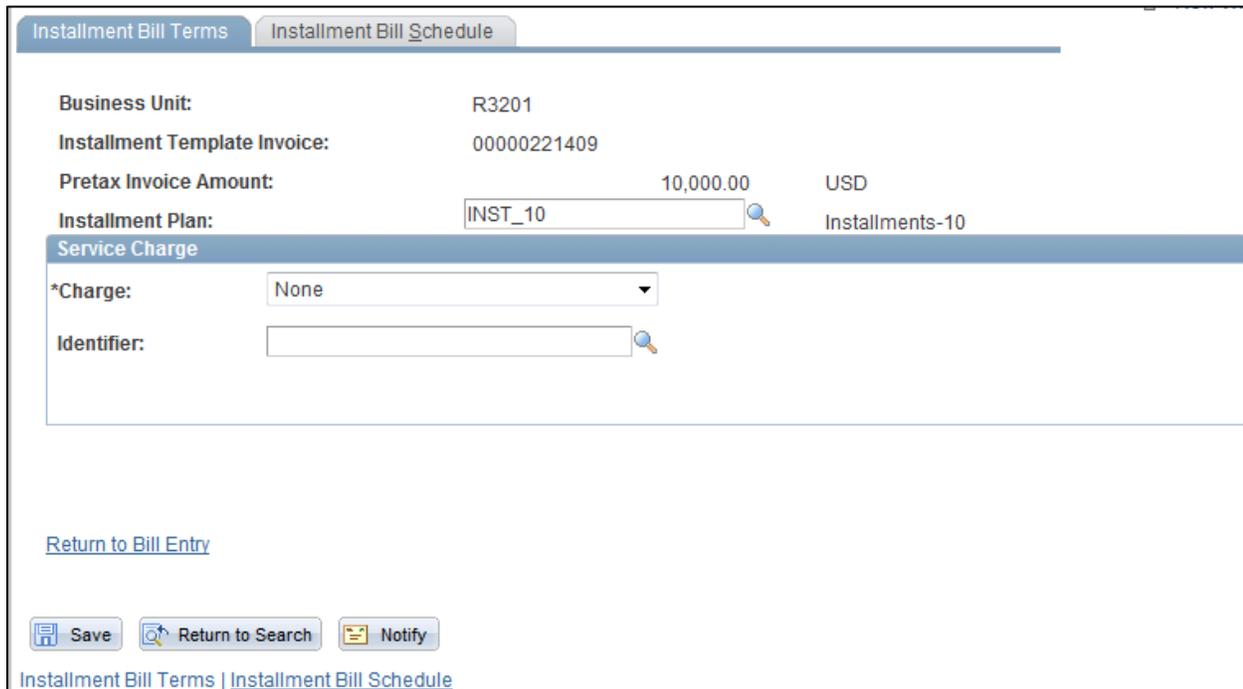
[Return to Billing](#) [Prev](#) [Next](#)

7. Complete the remainder of the *Standard Bill Entry* pages as you would normally. Refer to the "[Using the Standard Billing to Enter a Bill](#)" topic for detailed entry instructions.
8. Click the **Save** button.
Note. The system generated the *Invoice ID* if you accepted the default of "NEXT". **This is the Installment Bill Template Invoice ID.**

Step 2: Create an Installment Bill Schedule

Next, you will create an Installment Bill Schedule.

1. Click the **Go To Installment Bill Schedules** icon on the *Header Info 1* page next to the *Frequency* field. The *Installment Plan Terms* page displays.



Installment Bill Terms | **Installment Bill Schedule**

Business Unit: R3201

Installment Template Invoice: 00000221409

Pretax Invoice Amount: 10,000.00 USD

Installment Plan: INST_10 Installments-10

Service Charge

*Charge: None

Identifier:

[Return to Bill Entry](#)

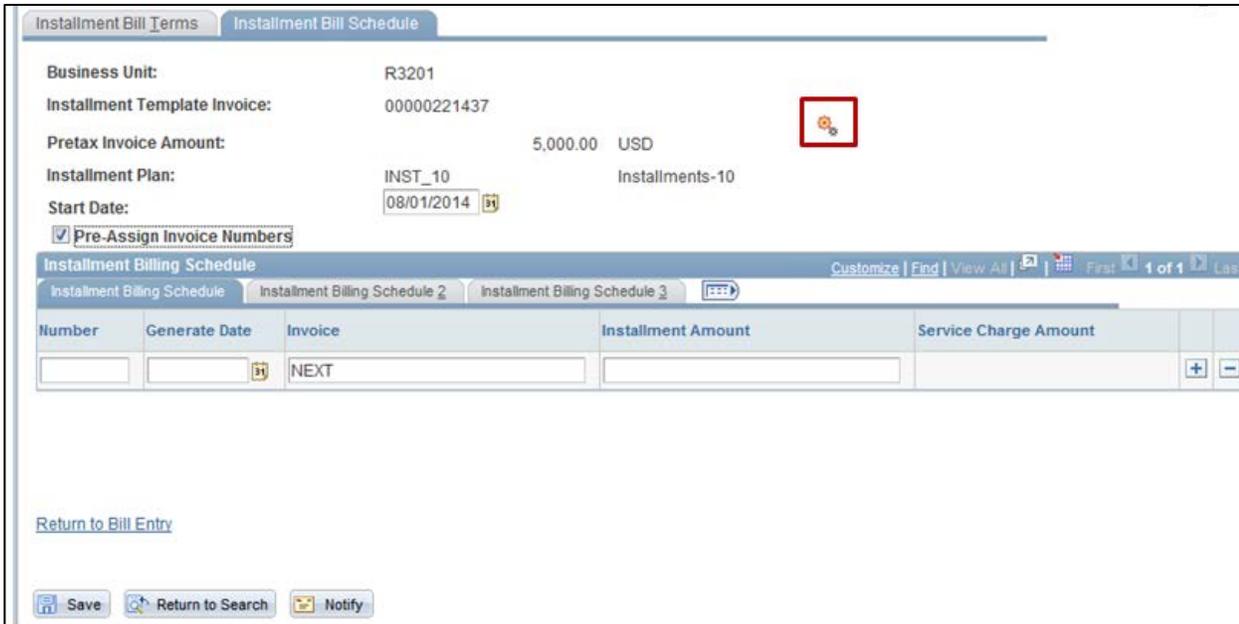
Save Return to Search Notify

[Installment Bill Terms](#) | [Installment Bill Schedule](#)

2. Complete the Installment *Bill Terms* page as described below:

Field Name	Field Description
Installment Plan (agency-defined).	Click on the Lookup icon to search for and select an <i>Installment Plan</i> (agency-defined).
*Charge (agency-defined).	Rather than use this feature, agencies would most likely add an Overdue Charge (OC) in the Accounts Receivable module once the invoice had processed to AR. Click the <i>Charge</i> field drop-down to select whether a service charge applies. Options include: None, All Installments, Last Installment Only, and First Installment Only.
Identifier (agency-defined)	Click the Lookup icon to select an <i>Identifier</i> .

- Use the *Installment Bill Schedule* page to create schedules based on the installment billing plan and bill cycle parameters. Click the **Installment Bill Schedule** tab and complete as described below.



Field Name	Field Description
Installment Template Invoice	The Installment Template Invoice displays. This template will not be sent out to the customer. After the last installment bill is sent out to the customer, the Template Invoice will disappear.
Start Date	Enter the date from which the <i>Installment Bill Schedule</i> will be effective.
Pre-Assign Invoice Numbers	Select the <i>Pre-Assign Invoice Numbers</i> option to have the system assign all of the invoice numbers to the installment bills when you save the page. You could choose your own invoice number for each installment; for example, 0156-01 for installment bill 1; 0156-02 for installment bill 2; and so on for 0156-03; 0156-04; 0156-05; 0156-06. This may be helpful when viewing your Accounts Receivable items under the customer's item activity pages and may assist when applying payments to the correct invoice.

- Click the **Generate Installment Bill Schedule** icon and the remaining fields will be populated.
- Click the **Save** button.

Installation Bill Terms
Installation Bill Schedule

Business Unit: R3201
 Installment Template Invoice: 00000221409
 Pretax Invoice Amount: 10,000.00 USD
 Installment Plan: INST_10 Installments-10
 Start Date: 08/01/2014

Pre-Assign Invoice Numbers

Installation Billing Schedule
Customize | Find | View All | First | 1-5 of 10 | Last

Installation Billing Schedule
Installation Billing Schedule 2
Installation Billing Schedule 3

Number	Generate Date	Invoice	Installment Amount	Service Charge Amount
1	08/01/2014	00000221411	1,000.00	+ -
2	09/01/2014	00000221412	1,000.00	+ -
3	10/01/2014	00000221413	1,000.00	+ -
4	11/01/2014	00000221414	1,000.00	+ -
5	12/01/2014	00000221415	1,000.00	+ -

[Return to Bill Entry](#)

Note: If you selected the *Pre-Assign Invoice Numbers* option, the *Invoice ID* changes from “NEXT” to an actual *Invoice ID* after you saved. You can override these numbers.

- The **Installment Bill Schedule** tab displays the *Installment Number*, the *Generate Date*, *Installment* and *Service Charge* amounts. If the *Pre-Assign Invoice Numbers* option was selected, the Invoice number will be assigned once the information is saved.
- The **Installment Billing Schedule 2** tab displays the *Invoice Date*, and the *Accounting Date*, once the invoice has been posted to the GL
- The **Installment Billing Schedule 3** tab displays whether the invoice has been generated and the date the invoice was generated.

Step 3: Set the Template Status to Ready

The next step is to return to the *Installment Bill Template* to change the *Status* of the template bill to “RDY” (Ready).

1. From the *Installment Billing Schedule* page, click on the *Return to Bill Entry* link.
2. Click on the *Standard Entry* link in the **Go to** section to return to the *Header - Info 1* page of the template bill.

Header - Info 1		Line - Info 1	
Unit:	R3201	Invoice:	00000221409
		Pretax Amt:	10,000.00 USD
Status:	RDY	Invoice Date:	
*Type:	LR	Source:	ONLINE
*Customer:	0000000014	SubCust1:	
		SubCust2:	
Global Realty Service			
*Invoice Form:	XMLPUB	From Date:	
Accounting Date:		Pay Terms:	NET30
Remit To:	R3201	Bank Account:	0001
Sales:	DEFAULT	Bill Inquiry Phone:	651-757-2182
Credit:	DEFAULT	Collector:	DEFAULT
Bill:	BISPEC	Billing Authority:	BISUP
		Cycle ID:	MTH_INSTAL
		*Frequency:	Installment
		To Date:	
		Pay Method:	Check

3. Click on the *Status* **Lookup** icon and select “RDY” (Ready).
4. Click on the **Save** button. Make note of the template bill number for the next step in the process.

Step 4: Run the Create Installment Bills Process

Next, you’ll run the *Create Installment Bills* process. This process looks at the *Installment Bill Schedule* for the template and creates a bill if the generate date is equal to or earlier than the current date. The bill is created with a *Status* of “NEW” so it can be edited before submitting it to the Single Action Invoice process.

Begin by navigating to the *Create Installment Bills* page.

1. **Navigation Links:** Maintain Bills, Create Installment Bills.
2. Select an existing *Run Control ID* or add a new *Run Control ID* for the *Create Installment Bill* page process.
3. At the *Create Installment Bill* page, enter the request parameters as described below.

Create Installment Bills

Run Control ID: [Report Manager](#) [Process Monitor](#)

*Business Unit: 

Range Selection

All

Bill Cycle

Invoice ID

Cust ID

From Invoice: 

To Invoice: 

Field Name	Field Description
*Business Unit	Enter the Business Unit or use the Lookup button to select the Business Unit.
Range	Select one of the <i>Range</i> options: All, Bill Cycle, Invoice ID, Cust ID. You'll typically use the <i>Invoice ID</i> range.

4. Click the **Save** button.
5. Click the **Run** button and the *Process Scheduler Request* page displays.
6. Accept the default selection of "**Generate Installment Bills (BIINSTAL)**". Make note of the *Process Instance Number* and click the **OK** button.

Process Scheduler Request

User ID: 00648071 Run Control ID: Installment_Bills

Server Name: Run Date: 08/05/2014

Recurrence: Run Time: 4:17:09PM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Generate Installment Bills	BIINSTAL	Application Engine	Web	TXT	Distribution

7. Click the *Process Monitor* link to monitor the progress of the job and ensure it was successful.

Step 5: Set Status of Created Bills to Ready

This process creates bills that are scheduled with a *Generate Date* equal to or earlier than the day you ran the *Create Installment Bill* process. The bills are created with a status of “NEW”.

1. You will need to locate each created bill, make any changes, and set the bill *Status* to “RDY” (Ready). (**Navigation Links:** Billing, Maintain Bills, Standard Billing.)
2. If you need help finding the created bill, you could look up the template’s Installment bill schedule to view the invoice number. **Navigation Links:** Maintain Bills, Installment Bill Schedules.

Favorites | Main Menu > Billing > Maintain Bills > Installment Bill Schedules

Installation Bill Terms | Installation Bill Schedule

Business Unit: R3201
 Installment Template Invoice: 00000221409
 Pretax Invoice Amount: 10,000.00 USD
 Installment Plan: INST_10 Installments-10
 Start Date: 08/01/2014

Pre-Assign Invoice Numbers

Number	Generate Date	Invoice	Installment Amount	Service Charge Amount		
1	08/01/2014 <input type="button" value="BT"/>	00000221411	1,000.00			+ -
2	09/01/2014 <input type="button" value="BT"/>	00000221412	1,000.00			+ -
3	10/01/2014 <input type="button" value="BT"/>	00000221413	1,000.00			+ -
4	11/01/2014 <input type="button" value="BT"/>	00000221414	1,000.00			+ -
5	12/01/2014 <input type="button" value="BT"/>	00000221415	1,000.00			+ -

Installation Bill Terms Installation Bill Schedule

Business Unit: R3201
 Installment Template Invoice: 00000221409
 Pretax Invoice Amount: 10,000.00 USD
 Installment Plan: INST_10 Installments-10
 Start Date: 08/01/2014
 Pre-Assign Invoice Numbers

Installation Billing Schedule Customize | Find | View All | First | 1-5 of 10 | Last

Installation Billing Schedule Installation Billing Schedule 2 Installation Billing Schedule 3

Number	Generated	Generated Date	Header Info 1		
1	Y	08/05/2014		+	-
2	N			+	-
3	N			+	-
4	N			+	-
5	N			+	-

- You can click on the **Installation Billing Schedule 3** tab to see a listing of bills that have been generated. In this example, the first bill has been created as indicated by the *Generated* = “Y” entry, along with the *Generated Date*.

Step 6: Run the Single Action Invoice Process

Finally, you’ll need to run the Single Action Invoice process as you would normally to print the invoice and create the Pending AR item. (Refer to the [“Running the Single Action Invoice Process”](#) topic for instructions.)

Having completed this topic, you should now be able to:

- Create an Installment Bill Template
- Build an Installment Bill Schedule
- View Scheduled Installment Bills
- Run the Create Installment Bills Process

Lesson Summary

After completing this lesson, you should be able to:

- Use Standard Billing to Enter a Bill
- View the Billing General Page
- Copy a Single Bill and Update the New Bill
- Run the Copy Bill Group Process
- Create a Recurring bill
- Create an Installment bill

Lesson 2: Working the Billing Interface

Lesson Overview

This lesson will focus on working with the billing interface. The billing interface enables you to automatically create bills using data from other modules or external systems.

Invoices loaded from grants will go through a billing worksheet approval in the billing module. All other interface bill types do not have an approval process setup in Billing.

Loading Interface Files (External): are picked up on mainframe by AppWorx and loaded into staging tables.

Processing Bills on Staging Tables: The process runs edits on the information and creates the bills. If you intend to have SWIFT number your interfaced invoices, rather than the Agency supplying the invoice numbers, you will want to make sure you have the Bill By Identifier set up correctly. The *Bill By Identifier* is the logic used to break apart the information and correctly group the information into bills.

After completing this lesson, you should be able to:

- Explain at a high level how to Work with the Billing Interface
- Process Bills on Staging Tables
- Run Queries to Check for Errors
- Correct Invoice Errors

Processing Bills on Staging Tables

Topic Overview

In SWIFT, the Billing Interface process:

- Validates billing activity on the staging tables
- Applies defaults to fields not populated by the external systems
- Determines whether the billing activity is to be added to an existing bill or a new bill
- Converts all valid billing activity into the bill format
- Processes entered adjustments

After completing this topic, you should be able to:

- Run the Process Billing Interface

Process Steps

Process Bills on Staging Tables

When an agency sends a file to the Mainframe, a response file is sent to the agency identifying the Interface ID and noting if the file was successful or not. If the file was successful, the Process Billing Interface must be run. The process is included in the overnight batch processing or it can be manually run as described in this topic.

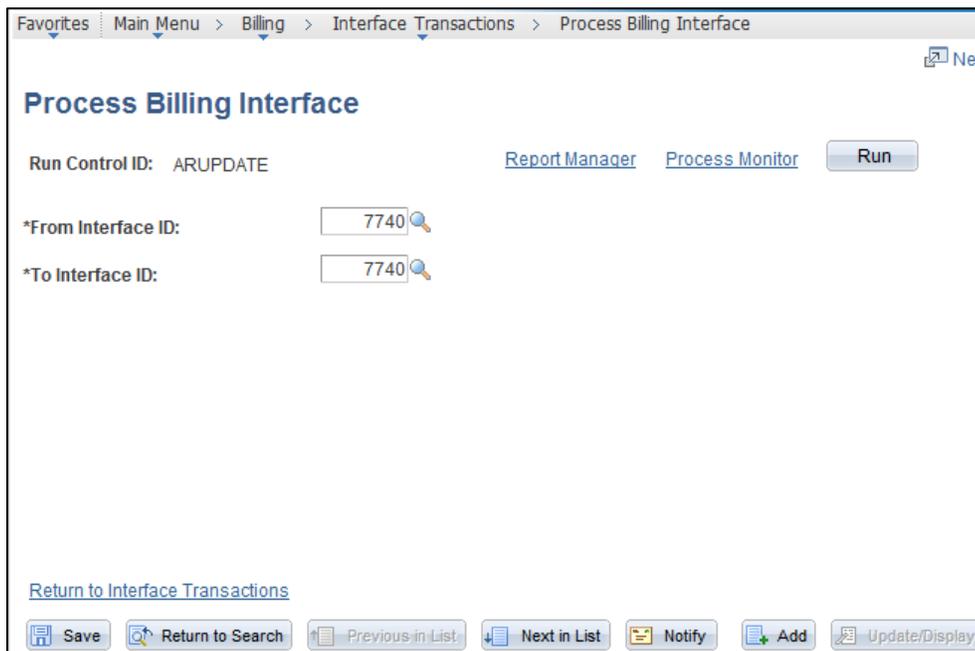
Steps to complete:

- Step 1: Set parameters using the Billing Interface page
- Step 2: Use the Process Scheduler page to select and run the Billing Interface Process

Step 1: Set parameters using the Billing Interface page

Begin by navigating to the *Process Billing Interface* page. This page is used to enter the request parameters which define the processing rules and data to be included when the process is run.

1. **Navigation Links:** Billing, Interface Transactions, Process Billing Interface.
2. Search for an existing *Run Control ID* or add a new *Run Control ID* for the *Process Billing Interface*.



The screenshot shows a web browser window with the following elements:

- Breadcrumbs:** Favorites | Main Menu > Billing > Interface Transactions > Process Billing Interface
- Page Title:** Process Billing Interface
- Form Fields:**
 - Run Control ID: ARUPDATE
 - *From Interface ID: 7740
 - *To Interface ID: 7740
- Buttons:** Report Manager, Process Monitor, Run
- Footer:** Return to Interface Transactions, Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display

3. Enter the *From* and *To Interface ID*'s at the *Process Billing Interface* page. An *Interface ID* is a unique number for each batch of bill lines assigned by the process that populates the staging area.

Field Name	Field Description
*From Interface ID	Enter the <i>From Interface ID</i> or click the Lookup button to search for the <i>Interface ID</i> . Use the <i>From Interface ID</i> field to enter the start of a range of interface identifiers that you want to include in the interface process.
*To Interface ID	After you select the <i>From Interface ID</i> , the <i>To Interface ID</i> automatically populates to the same number. You can change it, if necessary. The <i>To Interface ID</i> field is the end of a range of interface identifiers that you want to include in the interface process.

Step 2: Use the Process Scheduler page to select and run the Billing Interface Process

1. Click the **Run** button and the *Process Scheduler Request* page displays.

Process Scheduler Request

User ID: 01060101 Run Control ID: ARUPDATE

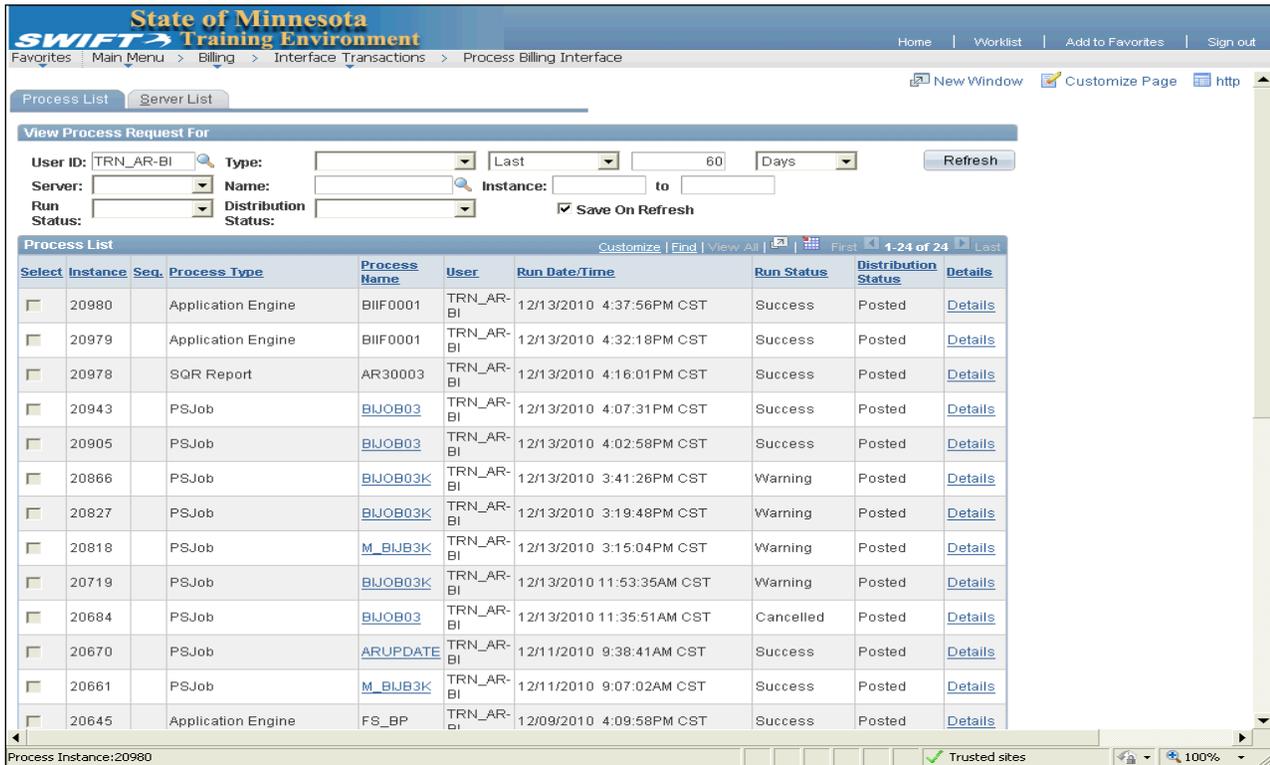
Server Name: Run Date: 

Recurrence: Run Time:

Time Zone: 

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Billing Interface	BIIF0001	Application Engine	Web	TXT	Distribution

2. Select the **Billing Interface** process that displays **BIIF0001** in the Process Name.
3. Click the **OK** button.
4. Make note of the Process Instance number and click the *Process Monitor* link.



State of Minnesota SWIFT Training Environment

Home | Worklist | Add to Favorites | Sign out

Process List | Server List

View Process Request For

User ID: TRN_AR-BI Type: [] Last: [] 60 Days Refresh

Server: [] Name: [] Instance: [] to []

Run Status: [] Distribution Status: [] Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	20980		Application Engine	BIIF0001	TRN_AR-BI	12/13/2010 4:37:56PM CST	Success	Posted	Details
<input type="checkbox"/>	20979		Application Engine	BIIF0001	TRN_AR-BI	12/13/2010 4:32:18PM CST	Success	Posted	Details
<input type="checkbox"/>	20978		SQR Report	AR30003	TRN_AR-BI	12/13/2010 4:16:01PM CST	Success	Posted	Details
<input type="checkbox"/>	20943		PSJob	BIJOB03	TRN_AR-BI	12/13/2010 4:07:31PM CST	Success	Posted	Details
<input type="checkbox"/>	20905		PSJob	BIJOB03	TRN_AR-BI	12/13/2010 4:02:58PM CST	Success	Posted	Details
<input type="checkbox"/>	20866		PSJob	BIJOB03K	TRN_AR-BI	12/13/2010 3:41:26PM CST	Warning	Posted	Details
<input type="checkbox"/>	20827		PSJob	BIJOB03K	TRN_AR-BI	12/13/2010 3:19:48PM CST	Warning	Posted	Details
<input type="checkbox"/>	20818		PSJob	M_BIJB3K	TRN_AR-BI	12/13/2010 3:15:04PM CST	Warning	Posted	Details
<input type="checkbox"/>	20719		PSJob	BIJOB03K	TRN_AR-BI	12/13/2010 11:53:35AM CST	Warning	Posted	Details
<input type="checkbox"/>	20684		PSJob	BIJOB03	TRN_AR-BI	12/13/2010 11:35:51AM CST	Cancelled	Posted	Details
<input type="checkbox"/>	20670		PSJob	ARUPDATE	TRN_AR-BI	12/11/2010 9:38:41AM CST	Success	Posted	Details
<input type="checkbox"/>	20661		PSJob	M_BIJB3K	TRN_AR-BI	12/11/2010 9:07:02AM CST	Success	Posted	Details
<input type="checkbox"/>	20645		Application Engine	FS_BP	TRN_AR-BI	12/09/2010 4:09:58PM CST	Success	Posted	Details

Process Instance:20980

- At the *Process List* page, locate the *Process Instance* for the job and view the status of the job. The *Run Status* should be "Success" and the *Distribution Status* should be "Posted".
- Click on the *Details* link, if you want to see more information.

Having completed this topic, you should now be able to:

- Run the Process Billing Interface

Running Queries to Check for Errors

Topic Overview

After processing bills on staging tables, you need to check for transactions in the interface file that have errors that need to be corrected before the bill is created in SWIFT. Two queries can be run to find these errors:

- M_BI_INTFC_ERRORS_INTFCID (prompt on Interface Number)
- M_BI_INTFC_ERRORS_BY_BU (prompt on Business Unit)

After completing this topic, you should be able to:

- Run Queries to Check for Interface Errors

Process Steps

Run Queries to Check for Errors

After processing bills on staging tables, you need to check for transactions in the interface file that have errors that need to be corrected before the bill is created in SWIFT. Two queries can be run to find these errors:

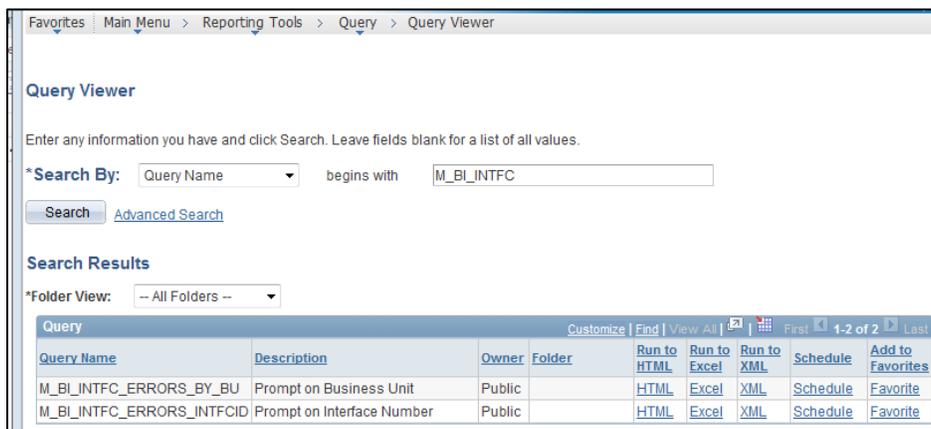
Query Name	Query Description
M_BI_INTFC_ERRORS_INTFCID	Prompt on Interface Number. Use this to check for errors by Interface ID.
M_BI_INTFC_ERRORS_BY_BU	Prompt on Business Unit. Use this to check for error by Business Unit.

Steps to complete:

Step 1: Run Queries to Check for Errors

Begin by navigating to the *Query Viewer* page to run the queries.

1. **Navigation Links:** Reporting Tools, Query, Query Viewer.
2. Enter your search criteria: Search by Query Name, begins with: "M_BI_INTFC".
3. Click on the **Search** button. Both queries display in the *Search Results* listing. **Tip:** Click on the *Add to Favorite* link to add these queries to your *My Favorites Queries* listing so you won't have to search for them again.

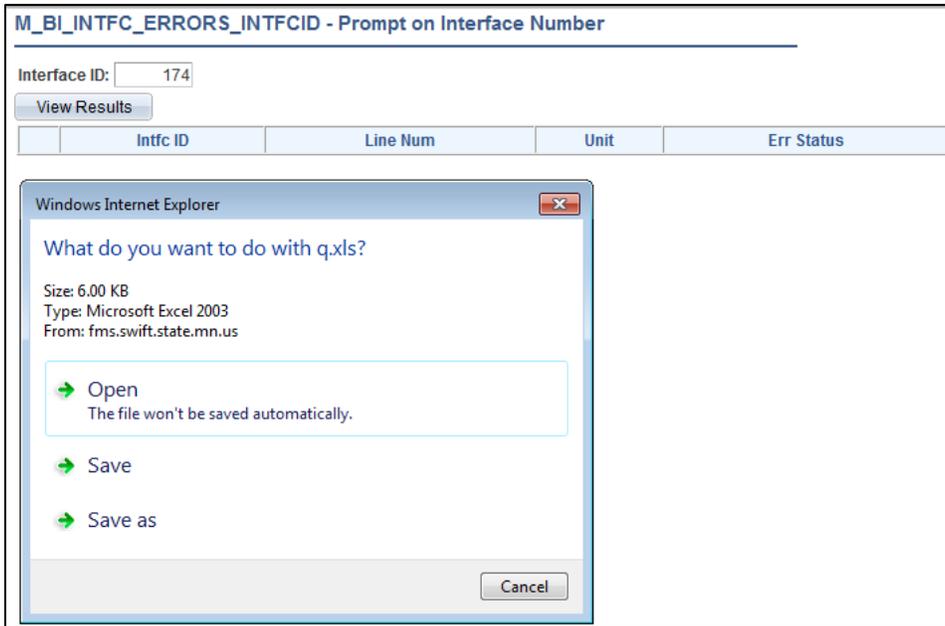


The screenshot shows the 'Query Viewer' page in a web browser. The breadcrumb trail is 'Favorites | Main Menu > Reporting Tools > Query > Query Viewer'. Below the breadcrumb, there is a search section with the text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria is set to '*Search By: Query Name' and 'begins with' 'M_BI_INTFC'. There are 'Search' and 'Advanced Search' buttons. Below the search section is the 'Search Results' section, which has a 'Folder View' dropdown set to '-- All Folders --'. The results are displayed in a table with columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, and Add to Favorites. Two queries are listed: M_BI_INTFC_ERRORS_BY_BU and M_BI_INTFC_ERRORS_INTFCID.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
M_BI_INTFC_ERRORS_BY_BU	Prompt on Business Unit	Public		HTML	Excel	XML	Schedule	Favorite
M_BI_INTFC_ERRORS_INTFCID	Prompt on Interface Number	Public		HTML	Excel	XML	Schedule	Favorite

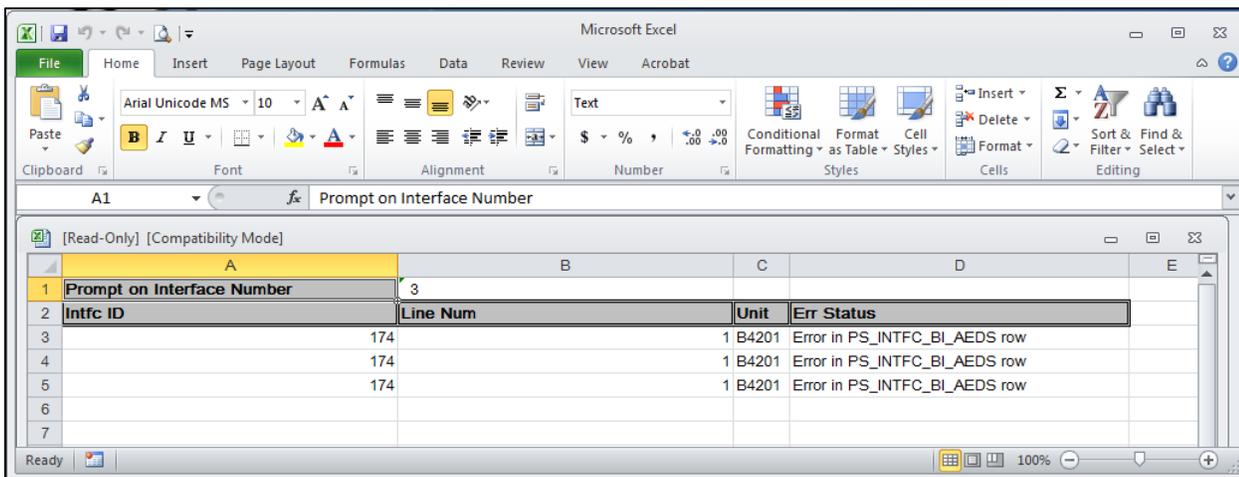
4. In the *Search Results* listing, click on the **Excel** link for one of the queries. A new tab opens to run the query.
5. Enter the prompt information, either the Business unit or the Interface number, depending on which query you chose to run.
6. Press the **View Results** button.

- A prompt appears asking what you want to do with the Excel file. **Open** the Excel file to view the interface errors.



- The Excel file includes fields displaying the Interface ID, Line Number, Business Unit and Err Status.

- The Err Status column provides a description of the error. In this example, line 1 has an error in the PS_INTFC_BI_AEDS row.



- The Correcting Invoice Errors topic provides basic instructions for fixing interface errors.

Having completed this topic, you should now be able to:

- Run queries to identify interface errors

Correcting Interface Invoice Errors

Topic Overview

After the *Billing Interface Process* is complete, the bill line status is updated. In SWIFT, if the status is ERR, it indicates that an error occurred and the bill was not created.

When bills do not pass the validation process, they stay in the staging area with a status of ERR until you correct the error. Users with the appropriate security can correct the error and re-run the *Billing Interface Process* to create the bill.

After completing this topic, you should be able to:

- Navigate and search for a Billing Interface invoice to correct an error

Process Steps

Correct Interface Invoice Errors

After identifying interface error(s) by running one of the queries described in the previous topic, you need to correct the errors or the bill will not be created in SWIFT. This topic includes basic information error handling instructions.

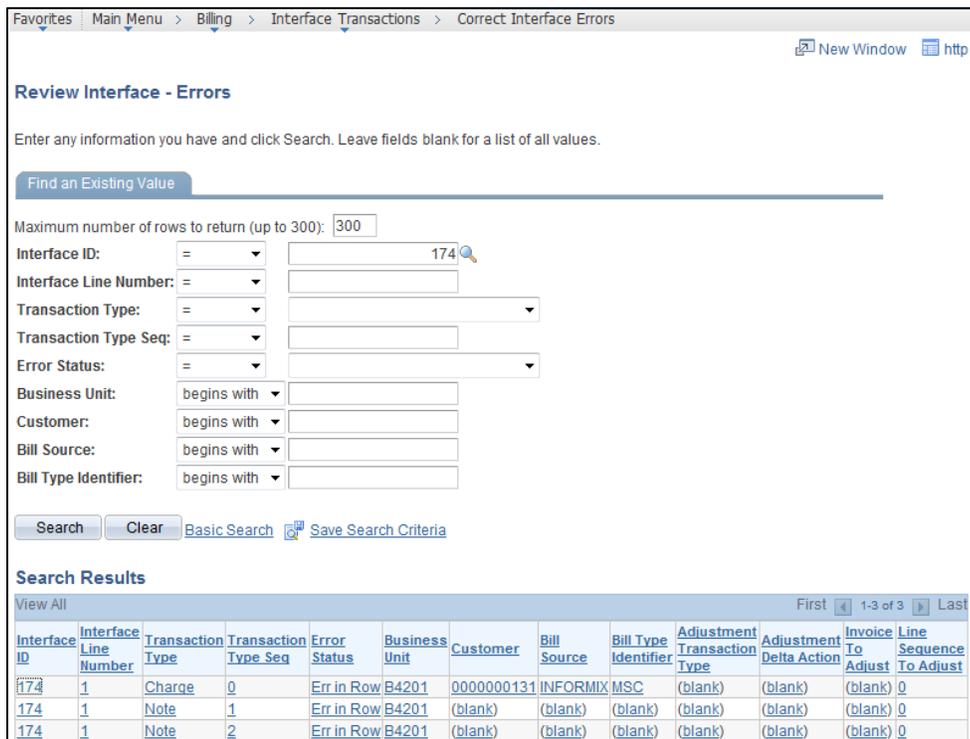
Steps to complete:

- Step 1: Navigate and search for a Billing Interface invoice to correct an error
- Step 2: Rerun the Billing Interface Process

Step 1: Navigate and search for a Billing Interface invoice to correct an error

Begin by navigating to the *Review Interface – Errors* page.

1. **Navigation Links:** Billing, Interface Transactions, Correct Interface Errors.
2. At the *Review Interface – Errors* search page, enter the *Interface ID* and any other information you may have.
3. Click the **Search** button and *Search Results* section displays a list of errors with a number of columns.
 - “Charge” in the Transaction Type column refers to an invoice; “Note” refers to a note on the header or line of the bill.



Review Interface - Errors

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Interface ID: = 174

Interface Line Number: =

Transaction Type: =

Transaction Type Seq: =

Error Status: =

Business Unit: begins with

Customer: begins with

Bill Source: begins with

Bill Type Identifier: begins with

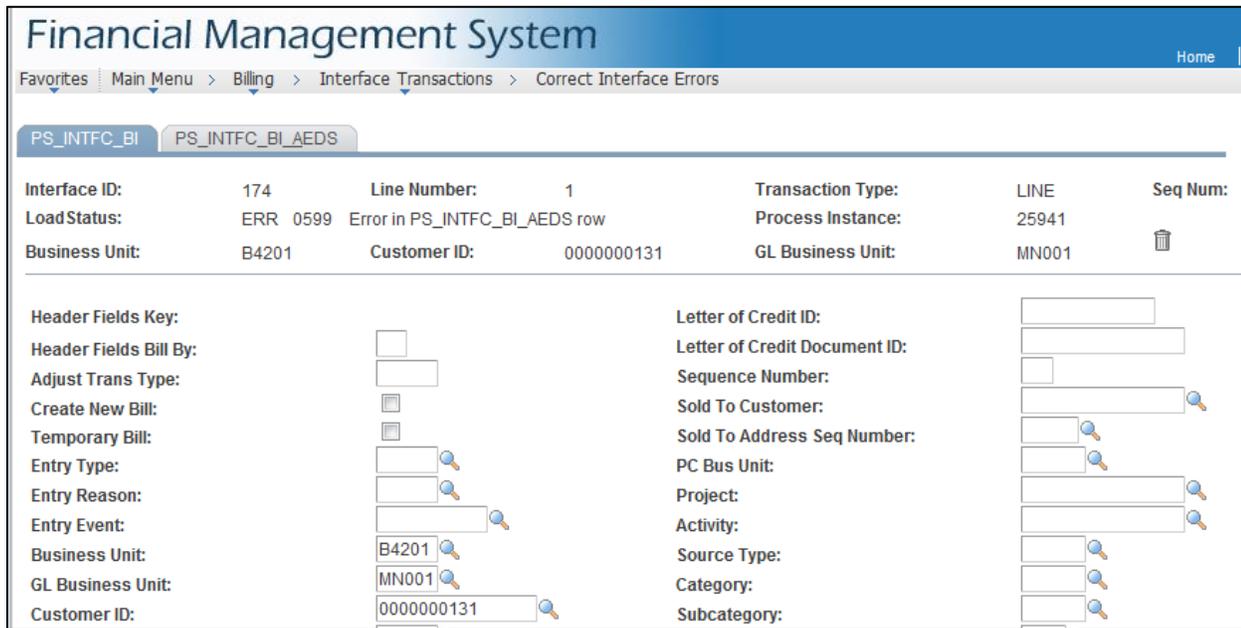
Search Clear Basic Search Save Search Criteria

Search Results

Interface ID	Interface Line Number	Transaction Type	Transaction Type Seq	Error Status	Business Unit	Customer	Bill Source	Bill Type Identifier	Adjustment Transaction Type	Adjustment Delta	Invoice To Adjust	Line Sequence To Adjust
174	1	Charge	0	Err in Row	B4201	0000000131	INFORMIX	MSC	(blank)	(blank)	(blank)	0
174	1	Note	1	Err in Row	B4201	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	0
174	1	Note	2	Err in Row	B4201	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	0

- Click on an *Error Status* link that is identified with the “Charge” in the *Transaction Type* column and a new page displays with two tabs: the **PS_INTFC_BI** and **PS_INTFC_BI_AEDS**. Corrections can be entered on these tabs to fix interface errors.

The header of the *PS_INTFC_BI* page displays a number of fields, including the *Interface ID* and the *Load Status*, which displays the error description: “**Error in PS_INTFC_BI_AEDS row.**”



Financial Management System Home

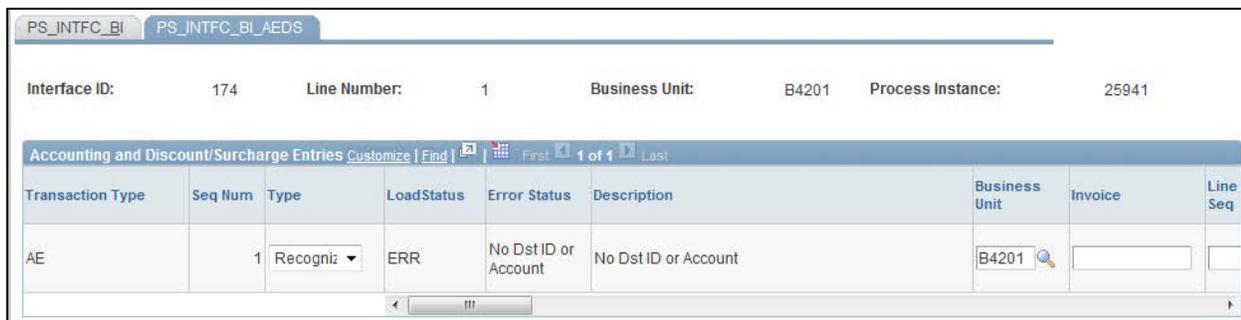
Favorites | Main Menu > Billing > Interface Transactions > Correct Interface Errors

PS_INTFC_BI | PS_INTFC_BI_AEDS

Interface ID: 174 Line Number: 1 Transaction Type: LINE Seq Num:
 Load Status: ERR 0599 Error in PS_INTFC_BI_AEDS row Process Instance: 25941
 Business Unit: B4201 Customer ID: 000000131 GL Business Unit: MN001

Header Fields Key: Letter of Credit ID:
 Header Fields Bill By: Letter of Credit Document ID:
 Adjust Trans Type: Sequence Number:
 Create New Bill: Sold To Customer:
 Temporary Bill: Sold To Address Seq Number:
 Entry Type: PC Bus Unit:
 Entry Reason: Project:
 Entry Event: Activity:
 Business Unit: B4201 Source Type:
 GL Business Unit: MN001 Category:
 Customer ID: 000000131 Subcategory:

- In this example, you would need to select the **PS_INTFC_AEDS** tab to view more information about the error and to correct the error.



PS_INTFC_BI | PS_INTFC_BI_AEDS

Interface ID: 174 Line Number: 1 Business Unit: B4201 Process Instance: 25941

Accounting and Discount/Surcharge Entries Customize | Find | First 1 of 1 Last

Transaction Type	Seq Num	Type	Load Status	Error Status	Description	Business Unit	Invoice	Line Seq
AE	1	Recogniz	ERR	No Dst ID or Account	No Dst ID or Account	B4201	<input type="text"/>	<input type="text"/>

- Notice that the *Error Status* column indicates: “*No Dist ID or Account*”. To fix this error, enter a valid Distribution Code or chart of accounts in the *Accounting and Discount/Surcharge Entries* fields on this tab.
- If there are additional invoice errors, you can click on **Next in the List** button at the bottom of the page to work through the remaining interface invoice errors.

Step 2: Rerun the Billing Interface Process

After correcting all of the interface invoice errors, you'll need to rerun the Billing Interface process. Refer to the ["Processing Bills on Staging Tables"](#) topic for instructions.

Having completed this topic, you should now be able to:

- Navigate and search for a Billing Interface invoice to correct an error

Lesson Summary

Having completed this lesson, you should now be able to:

- Process Bills on Staging Tables
- Run Queries to Check for Errors
- Navigate and search for a Billing Interface invoice to correct an error

Lesson 3: Processing Non-Consolidated Bills

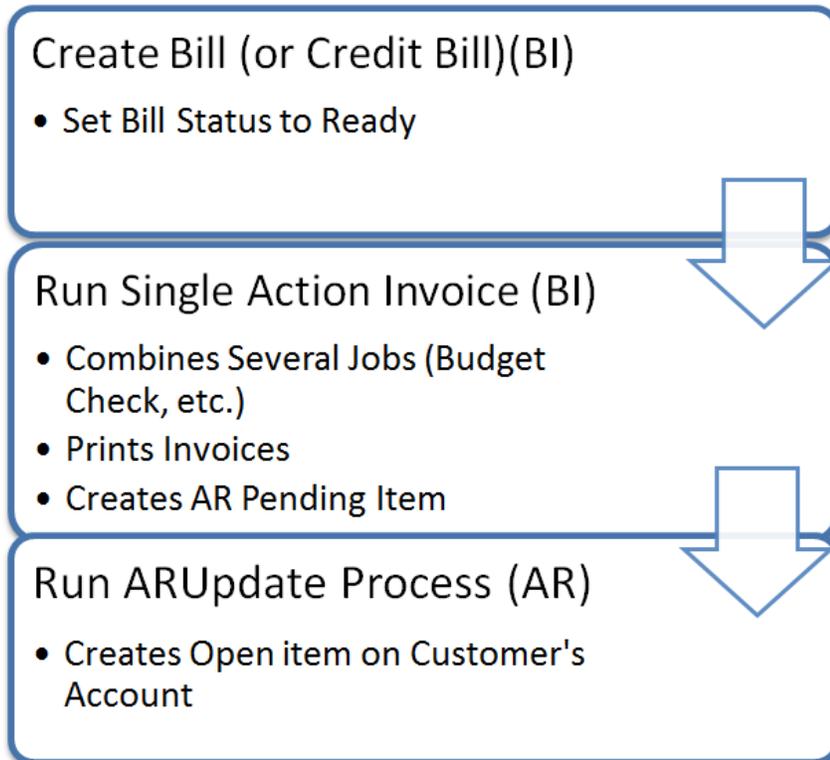
Lesson Overview

After a bill is created (including credit bills) the bill *Status* must be set to “RDY” (Ready) and the bill must be successfully processed through the Single Action Invoice process.

The Single Action Invoice process groups several jobs together and is a streamlined way to process your bills. There are several outcomes from this process including:

- The invoice will be printed (or not printed depending on your setup)
- Accounting entries for the General Ledger will be created (AR/Revenue or Expense account)
- The recognized revenue budget will be updated
- Pending receivable Items will be created and later posted to the customer’s account when the ARUpdate batch process is run. (For refunds, a job is also ran to update the AP module)

The invoice can then be sent to the customer requesting payment. The invoice will have a remittance stub that can be detached and sent back along with payment for the item by the customer.



Errors can occur that prevent the invoices from being processed by the Single Action Invoice process. Queries are available to check for invoice errors. You will need to correct the errors and rerun the Single Action Invoice process.



After completing this lesson, you should be able to:

- Explain at a high level how to process non-consolidated bills
- Run the Single Action Invoice Process
- Troubleshoot the Single Action Invoice Process
- Review Invoice Errors
- Correct Budget Check Errors
- Correct Staged Accounting Errors
- Reprint Invoices

Running the Single Action Invoice Process

Topic Overview

After a bill is created, it will need to go through the Single Action Invoice process successfully. The Single Action Invoice process combines a number of processes in a single job, eliminating the need to navigate to multiple pages to set up the processing options for each of the processes listed below:

- **Finalize and Print:** Pre-processes and finalizes specified bills, prints an invoice and loads information to the extract tables
- **Currency Conversion:** Processes multicurrency transactions (although Minnesota does not use multiple currencies, this process must still be run)
- **Pre-Load:** Performs functions to prepare preliminary accounting entry information for bills
- **Load GL Accounting Entries:** Places billing accounting data (AR/Revenue or Expense account entries) on export tables for subsequent processing by the General Ledger
- **Budget Check:** (Comm. Cntrl. Budget Processor) Budget-checks entries and updates Revenue Budget
- **Load AR Pending Items:** Creates AR pending items which will be picked up by the ARUpdate process that posts an open item to your customers' accounts. (For refunds, a job is also ran to update the AP module)

After completing this topic, you should be able to:

- Run the Single Action Invoice Process

Process Steps

This topic covers running the Single Action Invoice process.

Run the Single Action Invoice Process

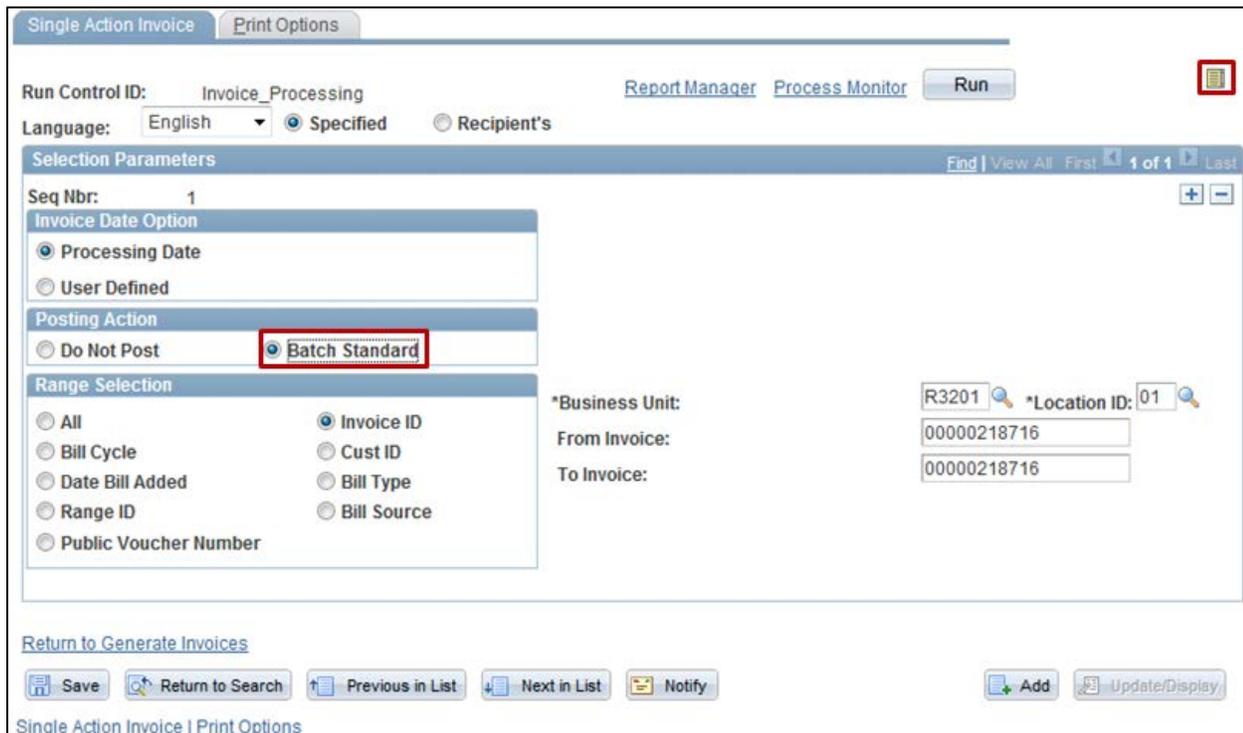
- Step 1: Run the Single Action Invoice Process
- Step 2: Navigate to the Report Manager to View and Print the Invoices

Step 1: Run the Single Action Invoice Process

After a bill is created and the *Status* set to “RDY” (Ready) the Single Action Invoice process is run. Credit bills must also have been approved.

Begin by navigating to the *Single Action Invoice* page.

1. **Navigation Links:** Billing, Generate Invoices, Non-Consolidated, Single Action Invoice.
2. Search for an existing *Run Control ID* or create a new *Run Control ID*. The *Single Action Invoice* page appears.



The screenshot shows the 'Single Action Invoice' web application interface. At the top, there are tabs for 'Single Action Invoice' and 'Print Options'. Below the tabs, the 'Run Control ID' is set to 'Invoice_Processing'. There are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Language' is set to 'English', and the 'Specified' radio button is selected. The 'Selection Parameters' section includes 'Seq Nbr: 1', 'Invoice Date Option' (with 'Processing Date' selected), and 'Posting Action' (with 'Batch Standard' selected and highlighted by a red box). The 'Range Selection' section has 'Invoice ID' selected. On the right, there are input fields for '*Business Unit: R3201', '*Location ID: 01', 'From Invoice: 00000218716', and 'To Invoice: 00000218716'. At the bottom, there are navigation buttons: 'Return to Generate Invoices', 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.



3. Select the *Single Action Invoice* page options as described below:

Option	Description
Invoice Date	<p>You can use the <i>Invoice Date Option</i> section to indicate the date that will appear on the invoice.</p> <p>Processing Date: The default selection is Processing Date. If you accept this selection, SWIFT will use the date on which the Single Action Invoice process is run as the invoice date as long as the invoice date field was left blank when creating the bill during bill entry. If an invoice date is not blank, this process will NOT override it with the processing date.</p> <p>User Defined: You can select a different date by selecting the <i>User Defined</i> option. When this option is selected, SWIFT displays a <i>Date</i> field. You can use that field to indicate the date that should appear on the Invoice.</p>
Posting Action	<p>WARNING! Make sure to select Batch Standard for the <i>Posting Action</i> so that the pending items created by the Single Action Invoice process will be posted to the customer's account the next time the ARUpdate process runs without further action needed by you.</p>
Range Selection	<p>Typically, you will select the <i>Invoice ID</i> or <i>All Range</i>. Options include:</p> <ul style="list-style-type: none"> -All (all bills with status of RDY ready) -Bill Cycle -Date Bill Added -Range ID (Not Used in MN) -Public Voucher Number (Not Used in MN) -Invoice ID -Cust ID -Bill Type -Bill Source
*Business Unit	<p>Accept the default <i>Business Unit</i> or click on the Lookup button to select the <i>Business Unit</i>.</p>
*Location ID	<p>Enter the <i>Location ID</i> or click on the Lookup button to select the <i>Location ID</i>.</p>

Option	Description
From Invoice (Invoice ID Range)	Enter the starting <i>Invoice ID</i> . It is possible to select more than one invoice that is not in a range, or select multiple ranges. To do this: <ol style="list-style-type: none"> 1. Enter the first invoice number in the <i>From Invoice</i> field and tab. The <i>To Invoice</i> field automatically populates with the invoice number you entered. Accept this number or enter the invoice number for the end of the range. 2. Click on the Add (+) button to add another record and repeat the process described in step 1. Do this until you've entered records for each invoices or range of invoices you want to process. <p>IMPORTANT! The next time you use this Run Control ID and you are processing only one invoice or all invoices, you only need one record. Be sure to delete the extra records.</p>
To Invoice (Invoice ID Range)	The invoice that you entered in the <i>From Invoice</i> automatically populates in the <i>To Invoice</i> field when you tab. Enter a different invoice number if applicable. See the instructions in the <i>From Invoice</i> field for adding additional records.

Note: You should not need to change any information on the **Print Options** tab.

4. Click on the yellow **Bills To Be Processed** icon at the top-right of the page to view bills that have been selected to be processed given the criteria that you have entered.

WARNING! If no bills are listed, the criteria you selected didn't pick up on any bills that are in the "RDY" (Ready) status or, if you are processing credit bills, the credit bills may not have been approved. You'll need to revise your criteria and/or look up the bills to ensure that they are ready to be processed. (If you are rerunning an invoice through the process after having corrected a budget check error, the invoice will not appear on the *Bills To Be Processed* page since it is in "Invoiced" status, but it will still be processed.)



Bi Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
R3201	00000218716	RDY	T790100001	XMLPUB	X	Print Copy

5. Click on the **Return** button to go back to the *Single Action Invoice* page.
6. Click the **Save** button.
7. Click on the **Run** button to start the processing. The *Process Scheduler Request* page appears.

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

Process Scheduler Request

User ID: 00637298 Run Control ID: Single_Action

Server Name: Run Date: 04/28/2016

Recurrence: Run Time: 11:53:40AM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Single Action w/ Comm Cntl	BIJOB03K	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Billing Jobs for PC	BI_4_PC	PSJob	(None) <input type="text"/>	(None) <input type="text"/>	Distribution

8. **IMPORTANT!** Make sure to select the **Single Action w/Comm Cntl (BJOB03K)** process.
9. Click the **OK** button and you will be returned to the *Single Action Invoice* page.
10. Make note of the **Process Instance** number listed below the *Process Monitor* link.
11. Click on the **Process Monitor** link. The *Process List* page displays.
12. In the *Name* column, click on the **BIJOB03K** link for the Single Action Invoice process that you ran.
Note: It is a best practice to click on the process link to *Refresh* rather than remaining on this page. That way, if there are Warnings, you will see which job has the problem.

Favorites | Main Menu > PeopleTools > Process Scheduler > Process Monitor

Process List

View Process Request For

User ID: FISCH20 Type: Last 1 Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

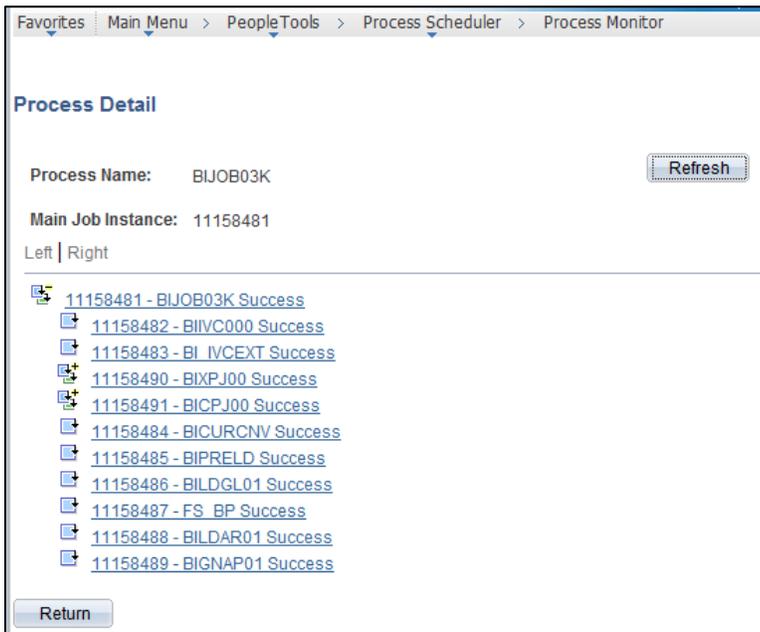
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	11158503		PSJob	BIJOB03K	FISCH20	07/21/2014 10:45:36AM CDT	Success	Posted	Details
<input type="checkbox"/>	11158481		PSJob	BIJOB03K	FISCH20	07/21/2014 9:34:29AM CDT	Success	Posted	Details

13. At the *Process Detail* page, view whether the process was successful. You can click on the **Refresh** button to refresh the page.

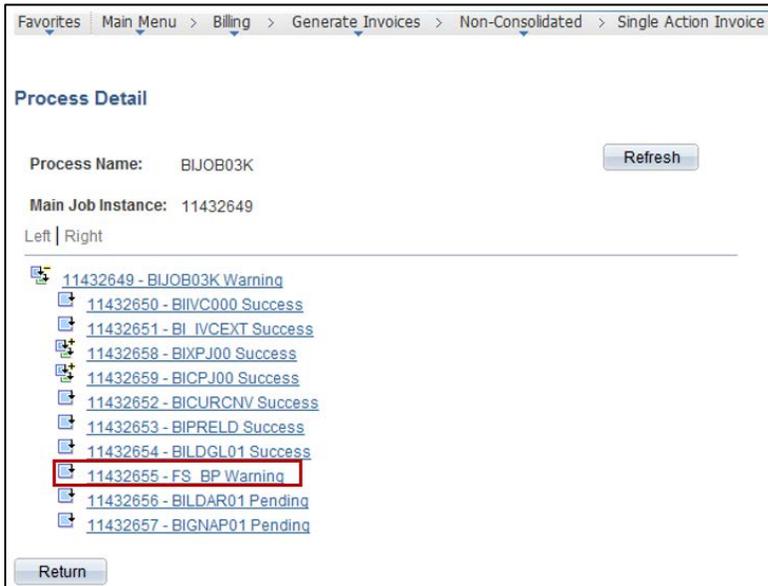
- You can click on each of the process links, and then click on the *Message Log* link on the *Process Detail* page to view information about the success of the job. Some of the processes have subpages which include the detailed information about the job. The message for the BILDAR01 process (second from the bottom) contains the *Group ID* for the process. It is helpful to know the *Group ID* if you want to view the AR Pending Items that have been created or if the “Batch Standard” posting action was not selected on the SAIP and needs to be set in the Accounts Receivable module.

Note: you can optionally print the “Load AR Pending Items” report by clicking on the *BILDAR01 Success* process link, *View Log/Trace* link, and the BILDAR01XXXXX.pdf. (See a picture of this report in Step 2, No. 4 of this topic.)

- If the process was successful, proceed to the next step.



- If one of the processes was not successful, refer to the topic listed in the following table.



Process in Error/Warning	Topic
BIPRELD – Pre-Load	Refer to the “Correcting Staged Accounting Errors” topic.
BILDGL01 – Load GL	Refer to the “Correcting Staged Accounting Errors” topic.
FS BP – Budget Check	Refer to the “Correcting Budget Check Errors” topic.
Other	Refer to the “Troubleshooting Single Action Invoice Process” topic.

WARNING: It is possible to have a successful job but the invoice or receivable is not created. This can happen when you select to process a bill that has not been updated to a Status of “RDY” (Ready) or when you forget to select the “Batch Standard” *Posting Action*. It can also happen when a credit invoice has not been properly approved yet. These and other issues are discussed in the [Troubleshooting Single Action Invoice Process](#) topic.

Step 2: Navigate to the Report Manager to View and Print the Invoices

After ensuring that the process was successful, you can now view and print the invoices from the *Report Manager, Administration tab*.

- Begin by navigating to the *Report Manager* page:
 - From the *Process Detail* page for the *Single Action Invoice*:
 - Click on the **Return** button to return to the *Process List* page.
 - Click on the **Go back to Single Action Invoice** link.
 - Click on the **Report Manager** link and select the **Administration** tab
 - From the **Single Action Invoice** page, click on the **Report Manager** link, **Administration** tab.
 - From the Main Menu: Report Manager, **Administration** tab.

Favorites | Main Menu > Reporting Tools > Report Manager

List | Explorer | Administration | Archives

View Reports For
 User ID: FISCH20 Type: Last 1 Days Refresh
 Status: Folder: Instance: to:

Report List
 Customize | Find | View All | First 1-22 of 22 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	10137165	11158514	BI_PRNXP01 - BI_PRNXP01.pdf	07/21/2014 10:47:18AM	Acrobat (*.pdf)	Posted	Details

2. On the **Administration** tab, click on the **BI_PRNXP01 – BI_PRNXP01.pdf** link in the Description column for the Single Action Invoice process instance that you ran. The PDF file displays in a new window.
3. Print the PDF file as you would normally and close the window when finished.
Note: Invoices with a XML format can also be printed from the *Bill Summary* page. (See the [Reprint Invoices](#) topic for instructions.)

R3201



State of Minnesota

Customer No: T790100001
 Payment Terms: Due in 30
 Due Date: August 20, 2014
 Invoice: 00000218716
 Invoice Date: July 21, 2014
 From Date: To Date:
 Purchase Order:
 Page: 1 of 1

Bill To:
 TRANSPORTATION DEPT
 395 JOHN IRELAND BLVD
 ST PAUL MN 55155

AMOUNT DUE: 32,500.00

For billing questions, please call 651-757-2182

Original

Line	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
1			1.00		32,500.00	32,500.00
Subtotal:						32,500.00
Amount Due:						32,500.00

Bill To:
 TRANSPORTATION DEPT
 395 JOHN IRELAND BLVD
 ST PAUL MN 55155

Customer No: T790100001
 Payment Terms: Due in 30
 Due Date: August 20, 2014

Address Change? If yes, Check box. Write correct address on back.

Amount Due: 32,500.00

Please Remit To:
 MINNESOTA POLLUTION CONTROL
 Fiscal Services
 520 Lafayette Road North
 St. Paul MN 55155-4194

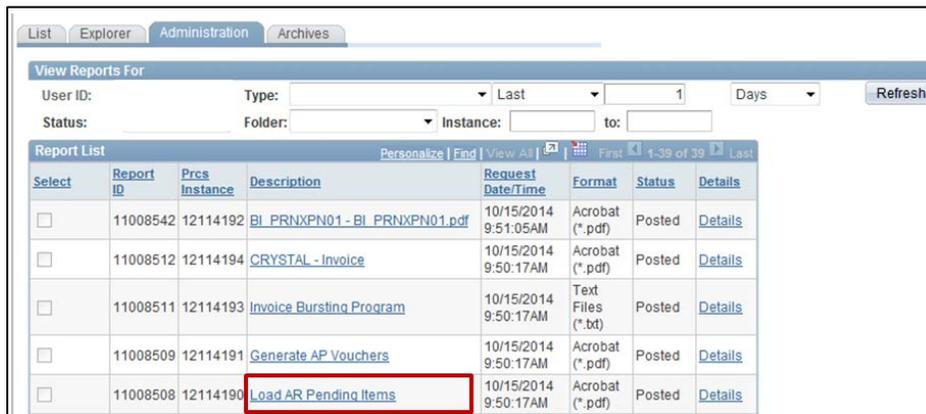
Amount Remitted

IMPORTANT! Although the invoice has been created, it has not been posted to the customer’s account yet. If you selected the “Batch Standard” *Posting Action* on the *Single Action Invoice* page, an *AR Pending Item* will be created and the invoice will be posted to your customer’s account when the *ARUpdate* process runs in batch several times during the day.

To view whether an AR Pending Item was created, navigate to: Billing, Review Billing Information, AR Pending Items, and view the search results. It is useful to search by the AR Pending Item *Group ID* at this search page. The *Group ID* is listed in the message of the “BLDAR01-Load AR Pending Items” SAIP process, and it is also listed on the Load AR Pending Items Report discussed in next step.

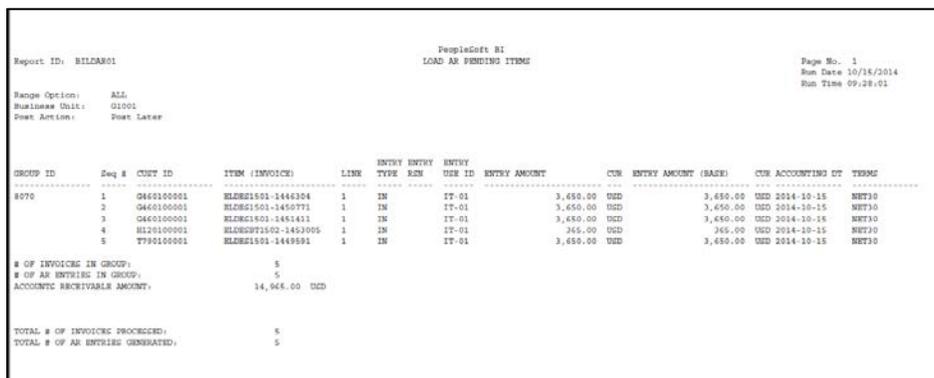
If the process did not run successfully or you notice that an invoice has not posted to your customer’s account in AR, refer to the [“Troubleshooting Single Action Invoice Process”](#) topic for assistance.

- Optionally, click on the **Load AR Pending Items** link in the Description column for the process you ran to print the Load AR Pending Items Report.



Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	11008542	12114192	BI_PRNXPN01 - BI_PRNXPN01.pdf	10/15/2014 9:51:05AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	11008512	12114194	CRYSTAL - Invoice	10/15/2014 9:50:17AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	11008511	12114193	Invoice Bursting Program	10/15/2014 9:50:17AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	11008509	12114191	Generate AP Vouchers	10/15/2014 9:50:17AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	11008508	12114190	Load AR Pending Items	10/15/2014 9:50:17AM	Acrobat (*.pdf)	Posted	Details

Once again, the pdf of the report displays in a new window. Print the PDF file as you would normally and close the window when finished.



Report ID: BLDAR01
 PeopleSoft BI
 LOAD AR PENDING ITEMS
 Page No. 1
 Run Date 10/15/2014
 Run Time 09:28:01

GROUP ID	Seq #	CHST ID	ITEM (INVOICE)	LINE	ENTRY TYPE	ENTRY SIZE	ENTRY USER ID	ENTRY AMOUNT	CUR	ENTRY AMOUNT (BASE)	CUR	ACCOUNTING DT	TERM
8070	1	0460100001	BLDRS1501-1446304	1	IN		IT-01	3,650.00	USD	3,650.00	USD	2014-10-15	NET30
	2	0460100001	BLDRS1501-1446304	1	IN		IT-01	3,650.00	USD	3,650.00	USD	2014-10-15	NET30
	3	0460100001	BLDRS1501-1451431	1	IN		IT-01	3,650.00	USD	3,650.00	USD	2014-10-15	NET30
	4	BL20100001	BLDRSPT2502-1452005	1	IN		IT-01	365.00	USD	365.00	USD	2014-10-15	NET30
	5	7790100001	BLDRS1501-1446591	1	IN		IT-01	3,650.00	USD	3,650.00	USD	2014-10-15	NET30
# OF INVOICES IN GROUP:			5										
# OF AR ENTRIES IN GROUP:			5										
ACCOUNTS RECEIVABLE AMOUNT:			14,965.00	USD									
TOTAL # OF INVOICES PROCESSED:			5										
TOTAL # OF AR ENTRIES GENERATED:			5										

Having completed this topic, you should now be able to:

- Run the Single Action Invoice Process
- Navigate to the Report Manager to View and Print the Invoices

Troubleshooting Single Action Invoice Process

Topic Overview

If the Single Action Invoice process did not run successfully there are queries that can be run to help identify the problem.

If you notice that an invoice has not posted to your customer's account in AR as expected, the *Bill Summary* pages for the invoice are a good place to check on the status of the processes and identify the steps to resolve the issue.

The issue may be as simple as forgetting to change the invoice Status from "NEW" to "RDY" (Ready). In this case, you would change the *Status* and rerun the Single Action Invoice process for the invoice. If an invoice failed the budget check process, you'll need to correct the Revenue ChartField entries following the instructions in the "[Correcting Budget Check Errors](#)" topic. Sometimes, there is a processing error while the Single Action Invoice process is being run and the process just needs to be rerun.

After completing this topic, you should be able to:

- Troubleshoot Single Action Invoice process

Process Steps

Troubleshoot Single Action Invoice Process

This topic will briefly cover troubleshooting the Single Action Invoice process by viewing the *Bill Summary* pages for the invoice.

Steps to complete:

- Step 1: Check the *Bill Summary* pages for the Invoice

Step 1: Check the Bill Summary pages for the Invoice

If you notice that an invoice has not posted to your customer's account in AR as expected, the *Bill Summary* pages for the invoice are a good place to check on the status of the processes and identify the steps to resolve the issue. The status of each individual job that is ran by the Single Action Invoice process can be viewed from these pages, as well as the *Approval Status* and other indicators of the problem.

1. **Navigation Links:** Billing, Review Billing Information, Summary.
2. At the *Bill Summary* page, verify the *Business Unit*, enter the *Invoice number* and click on the **Search** button.
3. Click on the *Invoice number* in the *Search Results* section. The *Bill Summary Info* page appears.

Bill Summary Info		Bill Summary Info 2	
Unit:	R3201	Invoice:	00000222782
		Invoice Date:	08/12/2014
Gross Extended Amount:	30,000.00	Customer:	T790100001 TRANSPORTATION DEPT
Total Discounts:	0.00	Invoice Type:	Regular
Total Surcharges:	0.00	Bill Type:	MSC Miscellaneous
		Bill Source:	ONLINE Online Bill Entry
Total VAT Amount:	0.00	Bill Status:	INV
Total Taxes:	0.00	Template:	No
Total Invoice Amount:	30,000.00	Consol Hdr:	No
Forward Bal:	0.00	Bill By ID:	
Paid Amount:	0.00	Invoice Media:	Print Copy
Total Due:	30,000.00 USD	Due Date:	09/11/2014
		Date Bill Added:	08/12/2014 1:38PM
View Invoice Image			
Go to:	Header Info 1	Address	Copy Address
Bill Search	Line Search		Notes

4. Make sure that the *Status* of the Invoice was set to “**RDY**” (**Ready**) before running the process. If the Single Action Invoice process was run and the *Status* was still “**NEW**”, the invoice would not be processed but the *Process Monitor* would show that the process was successful.

In the example above, the Status is “INV” (Invoiced) so this was not the problem.

Problem	Description/Resolution
Invoice Status Not Changed to RDY	Navigate to the <i>Header Info 1</i> page, verify that the invoice is ready to be processed, change the <i>Status</i> from “NEW” to “RDY” (Ready) and Save , and then rerun the Single Action Invoice process.

5. Next, click on the **Bill Summary Info 2** tab to view other status indicators as described below.

Favorites | Main Menu > Billing > Review Billing Information > Summary

Bill Summary Info | **Bill Summary Info 2**

Unit: R3201 Invoice: 00000222782

GL Level: BI Creates GL Acct Entries
 AR Level: Bill Line is AR Open Item
 AR Option: Use Line for Distribution
 Pre-Load Status: Done
 Budget Check Status: Error
 Approval Status: Not Required

Attach Invoice Image
 VAT Defaults Applied
 Invoice Printed
 EDI Sent
 Currency Converted
 Email Sent

GL Entries Created
 AR Pending Item Created

Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)
[Bill Search](#) [Line Search](#)

Status	Description/Resolution
Pre-Load Status	The status is initially “ <i>Pending</i> ” and will change to “ <i>Done</i> ” if the Single Action Invoice process (“SAIP”) had run the job successfully. If the status indicates “Combo Edit Error”, the process most likely encountered a “Staged Accounting” error. Refer to the “ Correcting Staged Accounting Errors ” topic for instructions.
Budget Check Status	If the <i>Budget Check Status</i> indicates “ <i>Error</i> ”, refer to the “ Correcting Budget Check Errors ” topic for assistance. This is one of the most common reasons for failure. If the job was successful, the status would indicate “ <i>Valid</i> ”.



Status	Description/Resolution
Approval Status	All credit bills require approval. The SAIP will not pick up on a credit bill that has not been approved. If the <i>Status</i> indicates "Required", the approval was not requested. You'll need to navigate to the <i>Header Info – 1</i> page for the bill and request approval. If the approval is required and the <i>Status</i> indicates "Pending" you'll need to bring this to the attention of your supervisor. After the bill has been approved, rerun the SAIP for the invoice.
Invoice Printed	If this is checked, the job was run successfully by the SAIP.
Currency Converted	If this is checked, the job was run successfully by the SAIP.
GL Entries Created	If this is checked, the job was run successfully by the SAIP. Like the Preload, Staged Accounting Errors can occur at this point. Refer to the "Correcting Staged Accounting Errors" topic for instructions.
AR Pending Items Created	If this is checked, the job was run successfully by the SAIP.

Favorites | Main Menu > Billing > Review Billing Information > Summary

Bill Summary Info | Bill Summary Info 2

Unit: R3201 Invoice: 00000222782

GL Level: BI Creates GL Acct Entries
AR Level: Bill Line is AR Open Item
AR Option: Use Line for Distribution
Pre-Load Status: Done
Budget Check Status: Error
Approval Status: Not Required

Attach Invoice Image GL Entries Created
 VAT Defaults Applied AR Pending Item Created
 Invoice Printed
 EDI Sent
 Currency Converted
 Email Sent

Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)

[Bill Search](#) [Line Search](#)

If you can't identify a problem by reviewing the *Bill Summary* pages, there are a couple of other issues to consider:

Problem	Description/Resolution
Batch Standard not Selected	If you forgot to change the <i>Posting Action</i> to " <i>Batch Standard</i> " when you ran the Single Action Invoice process, all of the jobs can run successfully but the invoice will not post to the customer's account in AR. This can be confirmed and fixed in AR by staff that has the appropriate system role. (Refer to the "Setting Pending Items to Post" topic in the Accounts Receivable User Guide.)
Customer Inactive or Effective Date Later than Invoice Date	Invoices can't be processed for customers that have been made inactive or for Customers whose <i>Effective Date</i> is later than the <i>Invoice Date</i> . Either the <i>Invoice Date</i> or the Customer record will need to be revised. This error would be viewable from the <i>Review Invoice Errors</i> search results page described in the Reviewing Invoice Error Queries topic.
Processing Error	It may be that the Single Action Invoice process ran into a processing error and just needs to be rerun. You would rerun the Single Action Invoice process, making sure that it completes successfully. Refer to the " Running the Single Invoice Process " topic for assistance.

If you can't identify the problem, contact the SWIFT Help Desk for assistance. Be ready to provide helpful information, such as the Invoice number or *Process Instance Number* for the Single Action Invoice process you ran.

Having completed this topic, you should now be able to:

- Troubleshoot Single Action Invoice process

Reviewing Invoice Error Queries

Topic Overview

On a daily basis, you should run queries to check for invoice errors that occurred during the Single Action Invoice process. Certain types of errors will be detected while the Single Action Invoice process is run and the invoices with errors will be omitted from further processing and be reported in these queries. The Single Action Invoice process will continue to process the invoices with no errors.

You can run the queries to check for:

- Invoices in error status
- Invoices that may not have been printed

After reviewing the queries, you'll need to research the cause of the errors, correct the errors, and rerun the Single Action Invoice process.

There are some issues that will not be reported by the queries discussed in this topic, including Budget Check and Staged Accounting errors. For more information, refer to the below topics:

[Troubleshooting Single Action Invoice Process](#)

[Correcting Budget Check Errors](#)

[Correcting Staged Accounting Errors](#)

After completing this topic, you should be able to:

- Review Invoice Errors

Process Steps

Review Invoice Errors Queries

Queries should be run daily to review bill processing errors.

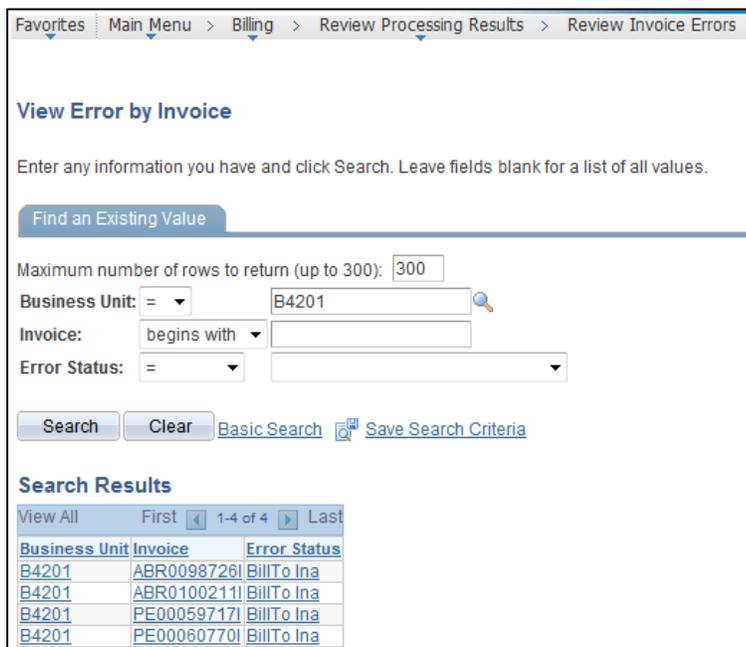
Steps to complete:

- Option 1: Review Invoice Errors Search Results
- Option 2: Run Queries to View Invoice Errors and Invoices not Printed

Option 1: Review Invoice Errors Search Results

Begin by navigating to the *View Errors by Invoice* search page.

1. **Navigation Links:** Billing, Review Processing Results, Review Invoice Errors.
2. At the *View Error by Invoice* search page, verify the *Business Unit* and click on the **Search** button to view invoices with errors for the selected *Business Unit*.



Favorites | Main Menu > Billing > Review Processing Results > Review Invoice Errors

View Error by Invoice

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Business Unit: = 

Invoice: begins with

Error Status: =

[Basic Search](#)  [Save Search Criteria](#)

Search Results

View All First 1-4 of 4 Last

Business Unit	Invoice	Error Status
B4201	ABR00987261	BillTo Ina
B4201	ABR01002111	BillTo Ina
B4201	PE000597171	BillTo Ina
B4201	PE000607701	BillTo Ina

3. A list of invoices with processing errors will be displayed. Click on the *Invoice* link and the *Review Invoice Errors* page displays listing the invoice error.

Favorites | Main Menu > Billing > Review Processing Results > Review Invoice Errors

Review Invoice Errors

Unit: B4201 Invoice: ABR00987261
 Invoice Error: Missing active Bill To Address

Errors			
Sequence	Error Status	Error Description	Last Update

Customize | Find | View All | First 1 of 1 Last

Save Return to Search Previous in List Next in List Notify

Two common errors that occur include:

- a. Missing active Bill To Address: This error usually means that the Invoice Date is prior to the effective date of the customer record or the customer record is inactive.
- b. Payment Due Date required: This error usually means that the Pay Term has been omitted or is inactive.

Option 2: Run Queries to View Invoice Errors and Invoices not Printed

Begin by navigating to the *Query Viewer* page.

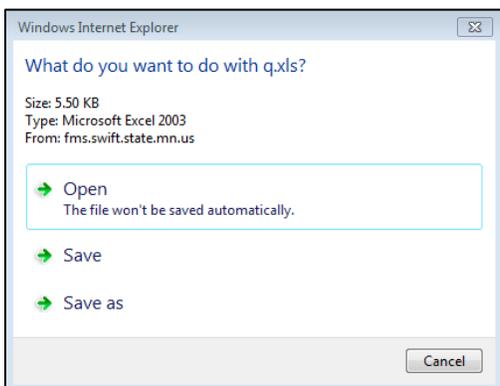
1. **Navigation Links:** Report Tools, Query, Query Viewer.
2. Enter your search criteria: Search by Query Name, begins with: "MN_BI_INVOICE".
3. Click on the **Search** button. Three queries display in the Search Results listing.
Tip: Click on the *Add to Favorite* link to add these queries to your **My Favorites Queries** listing so you won't have to search for them again.



You should see the following queries:

Query Name	Description
MN_BI_INVOICE_ERROR	Produces a list of invoices with errors by Business Unit. This listing will produce the same results as the Review Invoice Errors search described in Option 1; however, you can download the results in Excel using the query.
MN_BI_INVOICE_NOT_PRINTED	Produces a list of invoices which may not have been printed.
MN_BI_INVOICE_NOT_PRINTED_XCAN	Produces a list of invoices which may not have been printed, excluding invoices in "Canceled" status.

4. In the Search Results listing, click on the *Excel* link for one of the queries. A new tab opens to run the query.
5. Enter the *Business Unit* at the prompt.
6. Press the **View Results** button.
7. A prompt appears asking what you want to do with the Excel file. Open the Excel file to view the interface errors. Select **Open** to view the Excel file.



The **Invoice in Error Status** (MN_BI_INVOICE_ERROR) Excel file provides a listing of invoices that have errors that need to be corrected. Informational fields include Business Unit, Invoice Number, Bill To, Err Status, Instance, and Status.

Invoice	Unit	Invoice	Bill To	Err Status	Instance	Status
65	B4201	ABR00987261	0000017319	Missing active Bill To Address	0	RDY

The **Invoice Not Printed** (MN_BI_INVOICE_NOT_PRINTED) Excel file provides a listing of invoices that may not have been printed. Informational fields include Business Unit, Contract, Invoice Number, Source, Status, Bill Type, Template Indicator, Invoice Amount, and Date.

MN_BI_INVOICE_NOT_PRINTED	Unit	Contract	Invoice	Source	Status	Bill Type	Template	Inv Amt	Date
37	R3201		00000030250	ONLINE	CAN	MSC	N	1680.000	9/14/2011
	R3201		00000060355	ONLINE	CAN	MSC	N	119.550	2/16/2012
	R3201		00000090655	ONLINE	CAN	MSC	N	62.600	8/9/2012
	R3201		00000090737	ONLINE	CAN	MSC	N	52.850	8/9/2012
	R3201		00000094478	ONLINE	CAN	MSC	N	0.000	
	R3201		00000095067	ONLINE	CAN	MSC	N	187.700	8/30/2012
	R3201		00000097628	ONLINE	RDY	MSC	N	-187.500	

The **Invoice Not Printed Excluding Canceled** (MN_BI_INVOICE_NOT_PRINTED_XCAN) Excel file provides a listing of invoices that may not have been printed, excluding canceled invoices. Informational fields include Business Unit, Contract, Invoice Number, Source, Status, Bill Type, Template Indicator, Invoice Amount, and Date.

MN_BI_INVOICE_NOT_PRINTED	Unit	Contract	Invoice	Source	Status	Bill Type	Template	Inv Amt	Date
12	R3201		00000097628	ONLINE	RDY	MSC	N	-187.500	
	R3201		00000098743	ONLINE	RDY	MSC	N	15.250	3/6/2014
	R3201		00000102255	ONLINE	RDY	MSC	N	-215.010	10/4/2012
	R3201		00000113272	ONLINE	RDY	MSC	N	-812.500	3/6/2014
	R3201		00000119538		RDY	MSC	N	-2231.530	
	R3201		00000133116	ONLINE	RDY	MSC	N	-25.000	4/8/2013
	R3201		00000133128		RDY	MSC	N	-317.130	
	R3201		00000146457		RDY	MSC	N	-465.000	
	R3201		00000168123		RDY	MSC	N	-1240.000	
	R3201		00000214293	ONLINE	NEW	MSC	N	2000.000	6/26/2014
	R3201		00000217190	ONLINE	NEW	MSC	N	372.150	7/10/2014
	R3201		4400112930		RDY	MSC	N	0.000	2/12/2014

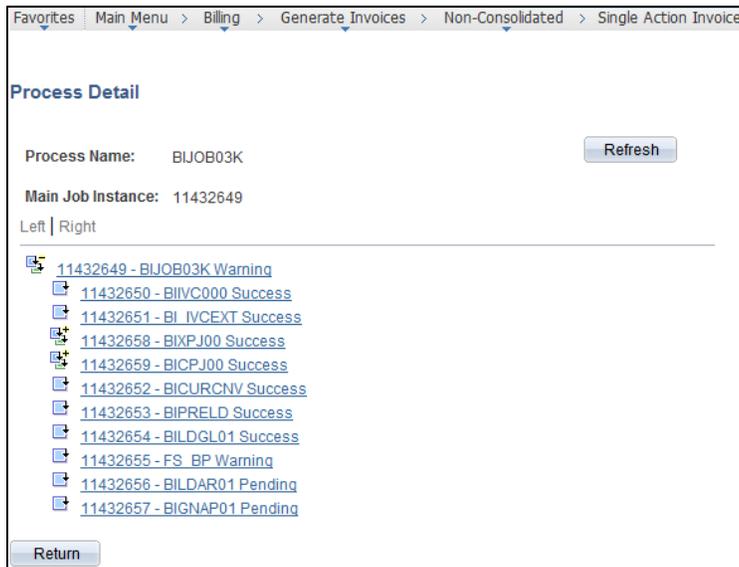
Having completed this topic, you should now be able to:

- Run queries to review invoice errors

Correcting Budget Check Errors

Topic Overview

When the Single Action Invoice Process (SAIP) encounters a budget check error, a “Warning” for the FS BP process will display on the *Process Detail* page for the SAIP process you are running. This error halts further processing of all invoices being processed in the SAIP job.



You will need to navigate to the *Commitment Control* module to view and fix the error. Common reasons for budget check errors are discussed in this topic. You may need to do some research and consult with your budget coordinator to understand what is wrong.

After you have corrected the error, you’ll need to rerun the SAIP process again using the same parameters so that you finish processing all of the bills.

After completing this topic, you should be able to:

- Correct Budget Check Errors

Process Steps

Correct Budget Check Errors

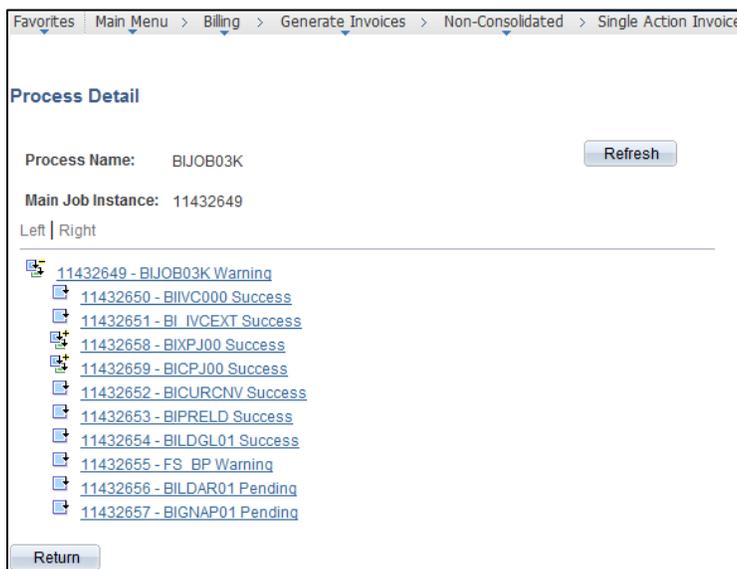
In this topic, you will learn to correct a Budget Check Error that caused accounting entries to fail budget checking during the Single Action Invoice process.

Steps to complete:

- Step 1: View the Budget Check Warning on the Single Action Invoice Process Detail page
- Step 2: View and Correct Budget Check Errors
- Step 3: Rerun the Single Action Invoice Process

Step 1: View the Budget Check Warning on the Single Action Invoice Process Detail page

If you have a *Budget Check* error, you will see a “Warning” message on the *FS_BP* job when looking at the *Process Detail* page of the Single Action Invoice process that you ran.



Step 2: View and Correct Budget Check Error

To resolve this error, begin by navigating to the *Billing Invoice* page for *Revenue Budget Exceptions* in the *Commitment Control* module.

1. **Navigation Links:** Commitment Control, Review Budget Check Exceptions, Revenues, Billing Invoice
2. On the *Billing Invoice* search page, verify the *Business Unit* and enter the *Invoice ID* to check.
3. Click the **Search** button. The *Billing Invoice Exceptions* page displays.

Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > Revenues > Billing Invoice

Billing Invoice Exceptions | Line Exceptions

Business Unit: R3201 Invoice: 00000222784 Accounting Date: 08/13/2014

*Exception Type: Error Override Transaction

Maximum Rows: 100 More Budgets Exist

Search [Advanced Budget Criteria](#)

Budgets with Exceptions [Customize](#) | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	MN001	KK_REVENUE	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

Save | Return to Search | Notify

Billing Invoice Exceptions | Line Exceptions

- On the **Budget Override** tab in the **Budgets with Exceptions** section, view the *Exception* field information. In this instance, “No Budget Exists” is displayed. You will need to do some research to determine the problem. This may include contacting staff in your agency such as a budget coordinator. This error message most often indicates:
 - Budget has not been set up
 - Budget is set up, but the ChartField information entered is not correct (most commonly-Approp ID)
 - Budget Date may not have been coded to the correct budget period
- Click on the **Red Arrow** next to the *Invoice ID* in the page header. The **Revenue** tab of the *Correct Budget Check Errors* pages displays. This is where you will correct the budget check error.

Favorites | Main Menu > Billing > Maintain Bills > Correct Budget Check Errors

Acctg Entries Summary | Line | Revenue | Disc/Surc | JU Expense | Statistics

Unit: R3201 Bill To: T790100001 Invoice Amt: 30,000.00 USD

Invoice: 00000222784 TRANSPORTATION DEPT

Correction for Line [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Seq: 1 Line: 1 Net Extended: 30,000.00

Identifier: Description: Interagency Agreement

Bill Line Distribution - Revenue [Customize](#) | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

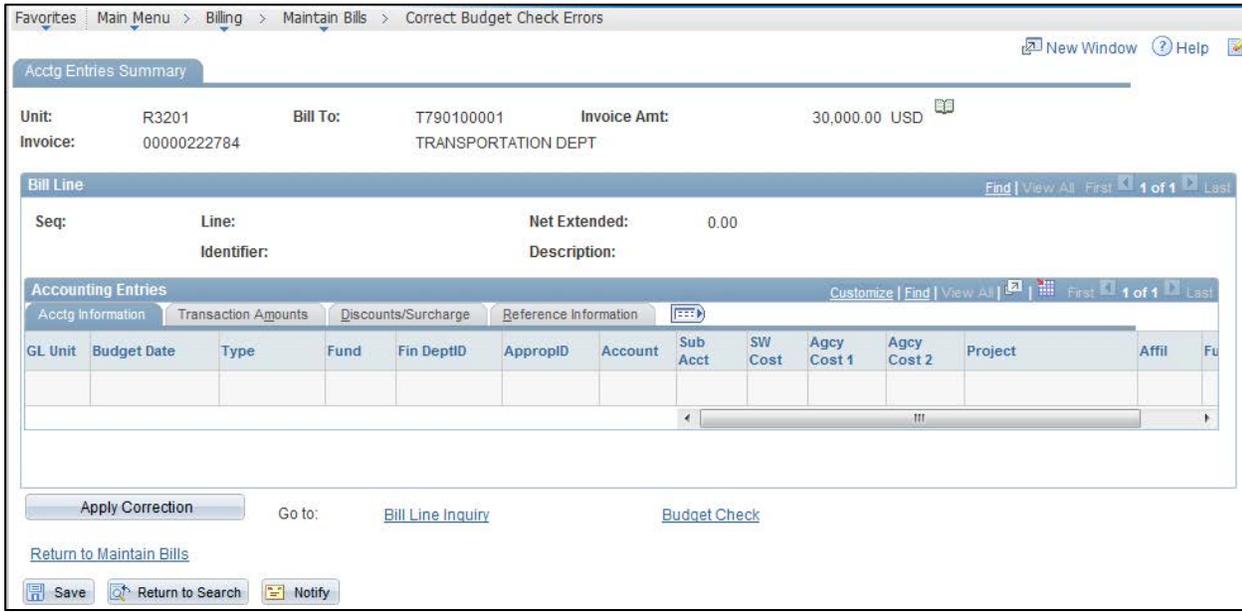
Seq	Rev Seq	Budget Date	Code	Fund	Fin DeptID	AppropID	Account	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	Project
1	1			2001	R321000	R32A100	511002					

Apply Correction Go to: [Bill Line Inquir](#) [Budget Check](#)

Save | Return to Search | Notify

Acctg Entries Summary | Line | Revenue | Disc/Surc | JU Expense | Statistics

6. Correct the applicable ChartField entries. In this case, an incorrect Approp ID was entered.
7. Click the **Apply Correction** button. The *Acctg Entries Summary* page appears and the fields are blank.
8. Click the **Save** button.



Step 3: Rerun the Single Action Invoice process

After correcting the budget check error, you'll need to rerun the *Single Action Invoice* process. Refer to the "[Running Single Action Invoice Process](#)" Topic in this manual for detailed instructions.

Note: If you originally ran the Single Action Invoice process for multiple invoices and one of the invoices failed the budget check, the process halts for all of the invoices. After correcting the budget check error, you can rerun the Single Action Invoice process with the same criteria as the original job to finish processing all the invoices. The Invoices will not display on the *Bills to be Processed* page since they already are in "Invoiced" Status. This is OK; the invoices will still be processed.

Having completed this topic, you should now be able to:

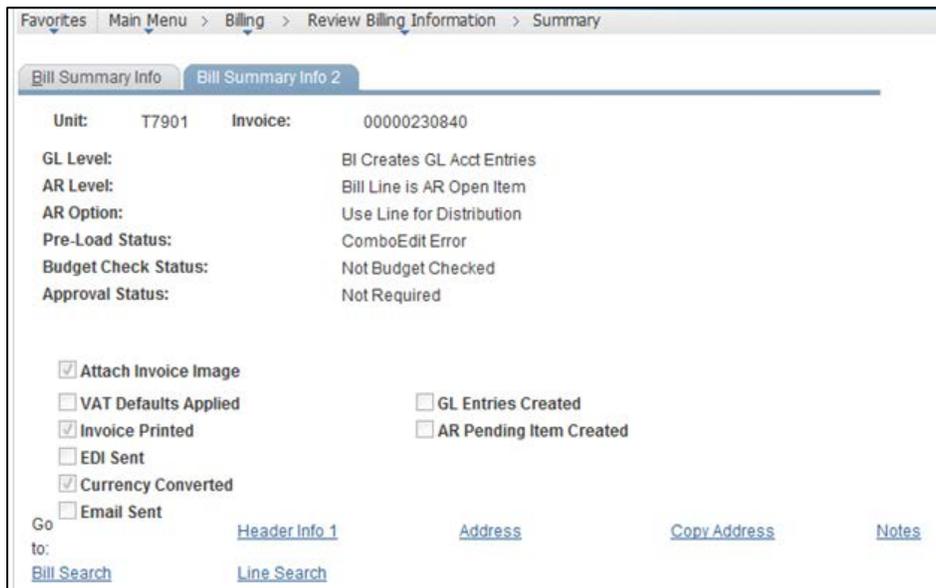
- Correct Budget Check Errors

Correcting Staged Accounting Errors

Topic Overview

The *Correct Staged Accounting Errors* page is used to correct accounting entry errors other than budget check errors. The most common Staged Accounting error is that a bill contains a *Project ID* that has been closed or is incorrect. These Warnings need to be corrected and the Single Action Invoice process rerun.

Staged Accounting errors are detected while the Single Action Invoice process is being run. Warnings typically appear during the Pre-Load or Load GL (Create Accounting Entries) processes and will display on the *Process Detail* page for the Single Action Invoice process. The Message Log for the process will most likely indicate that a bill contains a “Combo Edit” error and the *Bill Summary Info 2* page for the bill with errors will also indicate a Combo Edit error in the Pre-Load Status.



Favorites Main Menu > Billing > Review Billing Information > Summary

Bill Summary Info Bill Summary Info 2

Unit: T7901 Invoice: 00000230840

GL Level: BI Creates GL Acct Entries

AR Level: Bill Line is AR Open Item

AR Option: Use Line for Distribution

Pre-Load Status: ComboEdit Error

Budget Check Status: Not Budget Checked

Approval Status: Not Required

Attach Invoice Image

VAT Defaults Applied

Invoice Printed

EDI Sent

Currency Converted

Email Sent

GL Entries Created

AR Pending Item Created

Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)

[Bill Search](#) [Line Search](#)

You will use the *Correct Staged Accounting Errors* page to review accounting entry information for the invoice. You'll need to research the cause of the error which may require contacting other staff in your agency. If accounting information needs to be changed, you will use the *Acctg – Rev Distribution* page to correct the error. If a project needs to be re-opened (activated), staff with access to the Project Costing module will need to assist.

After completing this topic, you should be able to:

- Correct Staged Accounting Errors

Process Steps

Correct Staged Accounting Errors

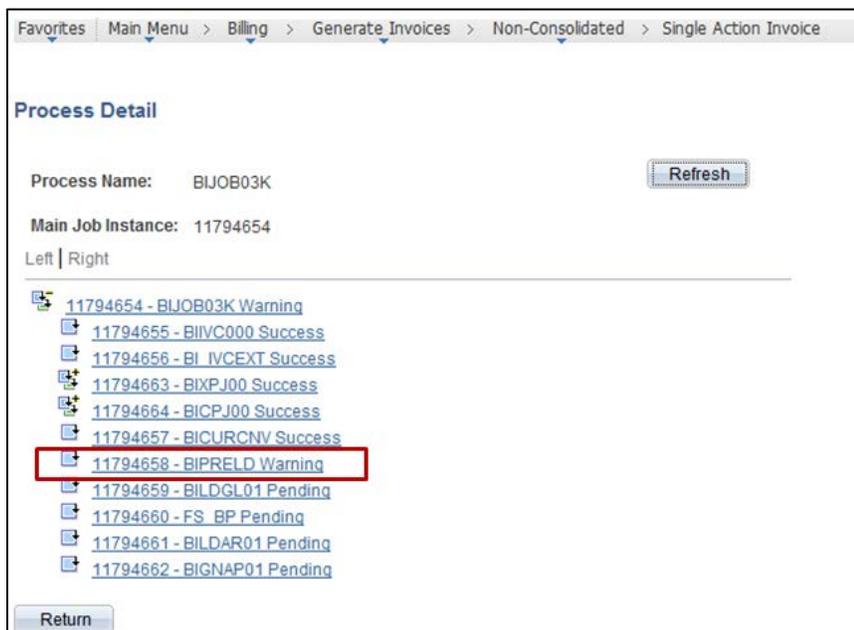
In this topic, you will learn to correct a Staged Accounting Error that caused accounting entries to fail during the Single Action Invoice process. The most common Staged Accounting error is that a bill contains a *Project ID* that has been closed. This error is used as the example in this topic.

Steps to complete:

- Step 1: View the Warning on the Single Action Invoice Process Detail page
- Step 2: View the Correct Staged Accounting Errors page and Research the Issue
- Step 3: Correct the Error and Rerun the Single Action Invoice Process

Step 1: View the Warning on the Single Action Invoice Process Detail page

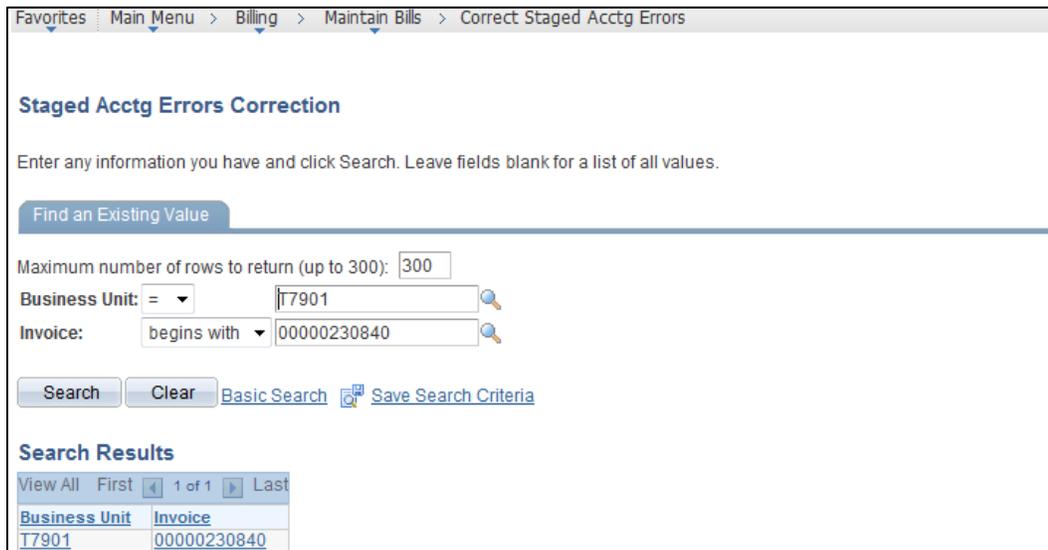
If you have a *Staged Accounting* error, you will most likely see a “Warning” message on the *BIPRELD* (Pre-Load) or *BILDGL01* (Load GL – Create Accounting Entries) jobs when looking at the *Process Detail* page of the Single Action Invoice process that you ran. The Message Log for the process will most likely indicate that a bill contains a “Combo Edit” error and the *Bill Summary Info 2* page for the bill with errors will also indicate a Combo Edit error in the Pre-Load Status.



Step 2: View the Correct Staged Accounting Errors page and Research the Issue

To view the Staged Accounting Errors, begin by navigating to the *Correct Staged Acctg Errors* page.

1. **Navigation Links:** Billing, Maintain Bills, Correct Staged Acctg Errors.
2. On the *Staged Acctg Errors Correction* search page, verify the *Business Unit*.
3. Click the **Search** button. The search results listing displays.



Staged Acctg Errors Correction

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: = T7901

Invoice: begins with 00000230840

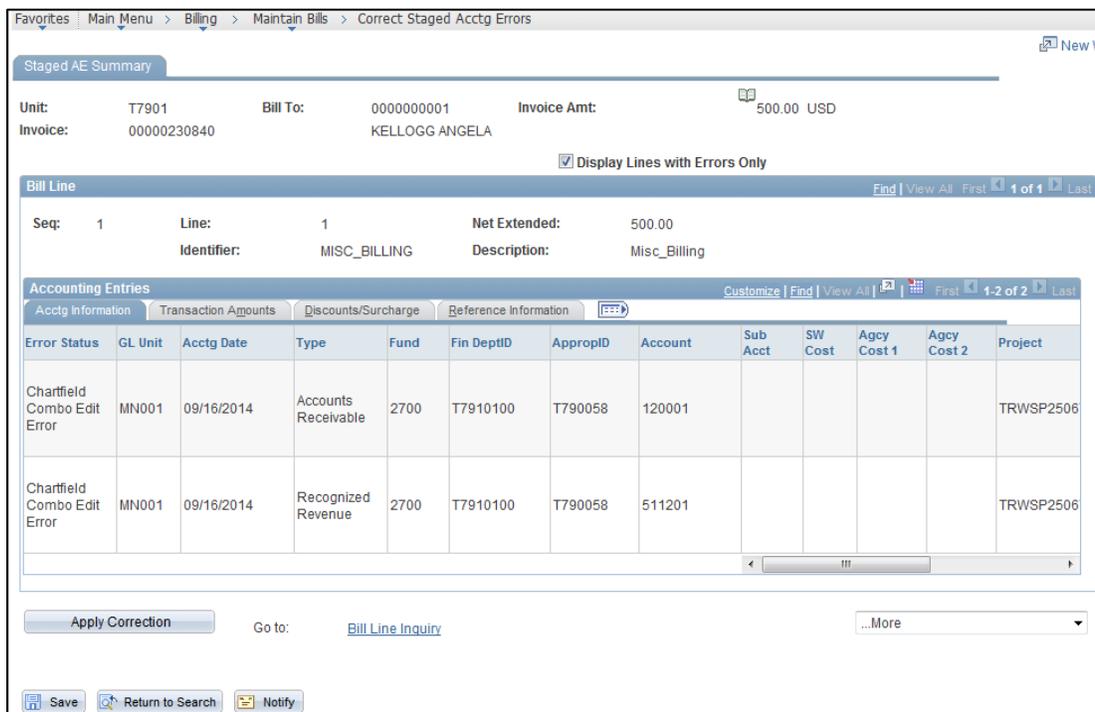
Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Business Unit	Invoice
T7901	00000230840

4. Click on the Invoice link. The *Staged AE Summary* page appears.



Staged AE Summary

Unit: T7901 Invoice: 00000230840 Bill To: KELLOGG ANGELA Invoice Amt: 500.00 USD

Display Lines with Errors Only

Bill Line

Seq: 1 Line: 1 Net Extended: 500.00
Identifier: MISC_BILLING Description: Misc_Billing

Accounting Entries

Error Status	GL Unit	Acctg Date	Type	Fund	Fin DeptID	AppropID	Account	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	Project
Chartfield Combo Edit Error	MN001	09/16/2014	Accounts Receivable	2700	T7910100	T790058	120001					TRWSP2506
Chartfield Combo Edit Error	MN001	09/16/2014	Recognized Revenue	2700	T7910100	T790058	511201					TRWSP2506

Apply Correction Go to: Bill Line Inquiry ...More

Save Return to Search Notify

5. On the **Acctg Information** tab, view the *Error Status* field information. In this instance, “Chartfield Combo Edit Error” is displayed. This error message most often indicates:

- Project is closed
- Project ID is incorrect

You’ll need to research the cause of the error which most likely will require contacting other staff in your agency.

Unit: T7901 Bill To: 0000000001 Invoice Amt: 500.00 USD
 Invoice: 00000230840 KELLOGG ANGELA

Display Lines with Errors Only

Seq	Line	Net Extended	Identifier	Description
1	1	500.00	MISC_BILLING	Misc_Billing

Error Status	GL Unit	Acctg Date	Type	Fund	Fin DeptID	AppropID	Account	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	Project
Chartfield Combo Edit Error	MN001	09/16/2014	Accounts Receivable	2700	T7910100	T790058	120001					TRWSP2506
Chartfield Combo Edit Error	MN001	09/16/2014	Recognized Revenue	2700	T7910100	T790058	511201					TRWSP2506

Apply Correction Go to: [Bill Line Inquiry](#) ...More

Save Return to Search Notify

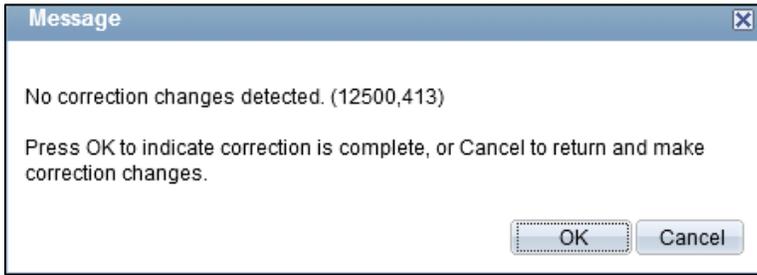
Step 3: Correct the Error

As previously discussed, staged accounting errors most likely result from the project being closed or being incorrect. Instructions for correcting the error for each scenario follow.

Scenario 1: If the Project was Inactivated/Closed

If a project needs to be re-opened (activated), staff with access to the Project Costing module will need to re-open (activate) the project and you’ll need to navigate back to the *Staged AE Summary* page for the invoice.

1. **Navigation Links:** Billing, Maintain Bills, Correct Staged Acctg Errors.
2. On the *Staged Acctg Errors Correction* search page, verify the *Business Unit* and enter the *Invoice ID*.
3. Click the **Search** button.
4. Click the **Apply Correction** button. The below Message appears indicating that no correction changes have been detected. This is OK because the change was made in the Project Costing module.



5. Click the **OK** button.
6. Click the **Save** button. This will clear the invoice from the Staged Acctg search results.

After correcting the Staged Accounting error, you'll need to rerun the *Single Action Invoice* process. Refer to the ["Running Single Action Invoice Process"](#) Topic in this manual for detailed instructions. Make sure to monitor the process to ensure it is successful.

Note: If you originally ran the Single Action Invoice process for multiple invoices and one of the invoices failed with a Staged Accounting Error, the process halts for all of the invoices. After correcting the error, you can rerun the Single Action Invoice process with the same criteria as the original job to finish processing all the invoices. The Invoices will not display on the *Bills to be Processed* page since they already are in "Invoiced" Status. This is OK; the invoices will still be processed.

AR Pending Items											
Unit: T7901		Group ID: 10781		Entered: 09/17/2014							
Billing Pending Items										Customize Find View All First 1 of 1 Last	
Seq	Customer	Item ID	Line	Acctg Date	Terms	Amount	Currency	Base Amt	Currency	Exchange Rate Detail	
1	0000000001	00000230840	1	09/16/2014	NET30	500.00	USD	500.00	USD		

Scenario 2: If the Project was Incorrect

There is a known issue with correcting an incorrect *Project ID*. For bills that did not originate in the Grant Module, the *Project ID* must be corrected on the *Accounting Revenue Distribution* page and in the *Project ChartFields* section of the *Line – Project Info* page. From the *Correct Staged Accounting Errors* page, you can ONLY correct the *Project ID* field on the *Accounting Revenue Distribution* page. If you encounter this issue, contact the SWIFT helpdesk and we will help you with a workaround for this issue.

Note: The workaround may consist of navigating to the *Accounting Revenue Distribution* page from the *Correct Staged Accounting Errors* page and entering the correct *Project ID* and an INCORRECT ChartField. Then, when the Single Action Invoice process is reran for the invoice, a budget check error will be encountered. You will then

follow the instructions contained in the *Correcting Budget Check Errors* topic to correct the Accounting and Project ChartField entries.

Favorites | Main Menu > Billing > Review Billing Information > Summary

Header - Info 1 | Line - Info 1 | **Line - Proj Info**

Unit: T7901 Bill To: 0000000001 Invoice Amt: 500.00 USD
 Invoice: 00000230840 KELLOGG ANGELA Max Rows: 5

Bill Line Summary End | View All First 1 of 1 Last

Seq: 1	Line: 1	Net Extended: 500.00
Identifier: MISC_BILLING	Description: Misc_Billing	

Project Chartfields [Project Info](#)

PC Bus Unit: T7901
 Project: TRWSP250672
 Activity: RIGHTOFWAY
 Source Type: 6230
 Category:
 Subcategory:

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)
[Notes](#) [Commit Cntrl](#) [Page Series](#)
[Summary](#) [Bill Search](#) [Line Search](#) Line - Project Info [Prev](#) [Next](#)

[Return to Maintain Bills](#)

Having completed this topic, you should now be able to:

- Correct Staged Accounting Errors

Reprint Invoices

Topic Overview

You may find it necessary to reprint invoices. This topic covers two options that are available for reprinting invoices.

After completing this topic, you should be able to:

- Reprint a Single Invoice from the Bill Summary page of the Invoice (**XML format only**)
- Reprint Invoices Using the Non-Consolidated, Reprint Invoices Process

Process Steps

Reprint Invoices

This topic will cover two options for reprinting invoices.

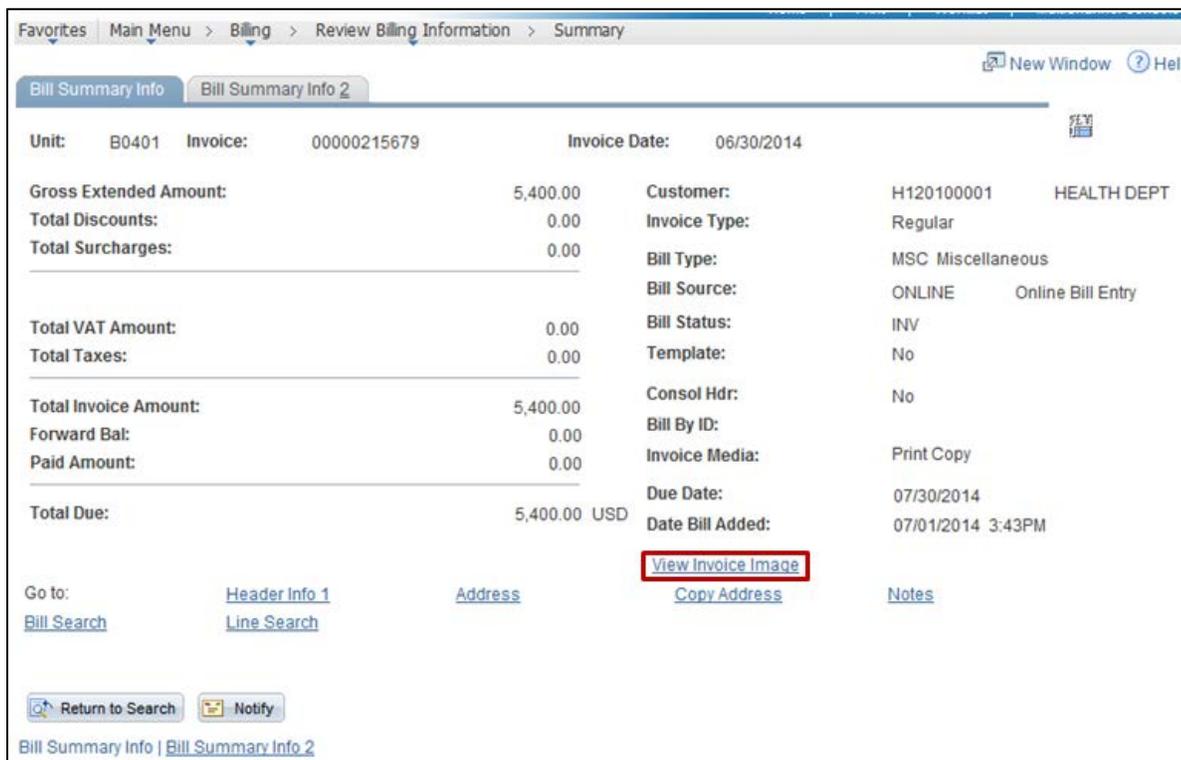
Options Include:

- Option 1: Reprint a Single Invoice from the *Bill Summary* page of the Invoice (**XMLPUB format only**)
- Option 2: Reprint Invoices Using the Non-Consolidated, Reprint Invoices Process

Option 1: Reprint a Single Invoice from the Bill Summary page of the Invoice (XMLPUB format only)

This option applies to invoices that have the XML format. Begin by navigating to the *Bill Summary* page for the invoice that you want to reprint.

1. **Navigation Links:** Billing, Review Billing Information, Bill Summary.
2. At the *Bill Summary* page, validate the *Business Unit* and enter the *Invoice Number* for the invoice that you want to reprint. Click the **Search** button.
3. In the *Search Results* listing, click on the link for the Invoice that you want to reprint.
4. On the *Bill Summary Info* page, click on the **View Invoice Image** link displayed above the **Go to** links near the bottom of the page.



Browser: Favorites | Main Menu > Billing > Review Billing Information > Summary

Bill Summary Info | Bill Summary Info 2

Unit: B0401 Invoice: 00000215679 Invoice Date: 06/30/2014

Gross Extended Amount:	5,400.00	Customer:	H120100001	HEALTH DEPT
Total Discounts:	0.00	Invoice Type:	Regular	
Total Surcharges:	0.00	Bill Type:	MSC Miscellaneous	
<hr/>		Bill Source:	ONLINE	Online Bill Entry
Total VAT Amount:	0.00	Bill Status:	INV	
Total Taxes:	0.00	Template:	No	
<hr/>		Consol Hdr:	No	
Total Invoice Amount:	5,400.00	Bill By ID:		
Forward Bal:	0.00	Invoice Media:	Print Copy	
Paid Amount:	0.00	Due Date:	07/30/2014	
<hr/>		Date Bill Added:	07/01/2014 3:43PM	
Total Due:	5,400.00 USD	View Invoice Image		

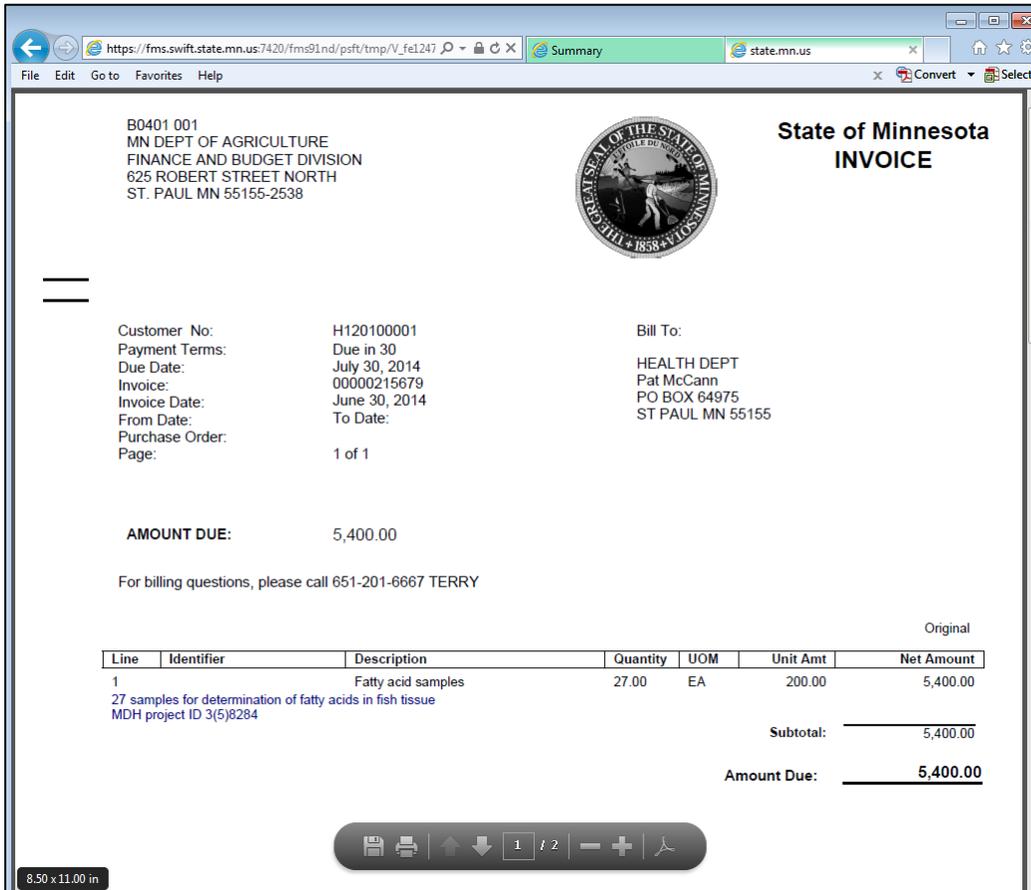
Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)

[Bill Search](#) [Line Search](#)

[Return to Search](#) [Notify](#)

Bill Summary Info | Bill Summary Info 2

5. The PDF invoice displays in a new window.



B0401 001
MN DEPT OF AGRICULTURE
FINANCE AND BUDGET DIVISION
625 ROBERT STREET NORTH
ST. PAUL MN 55155-2538

**State of Minnesota
INVOICE**

Customer No: H120100001
Payment Terms: Due in 30
Due Date: July 30, 2014
Invoice: 00000215679
Invoice Date: June 30, 2014
From Date: To Date:
Purchase Order:
Page: 1 of 1

Bill To:
HEALTH DEPT
Pat McCann
PO BOX 64975
ST PAUL MN 55155

AMOUNT DUE: 5,400.00

For billing questions, please call 651-201-6667 TERRY

Original

Line	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
1		Fatty acid samples 27 samples for determination of fatty acids in fish tissue MDH project ID 3(5)8284	27.00	EA	200.00	5,400.00
Subtotal:						5,400.00
Amount Due:						5,400.00

8.50 x 11.00 in

6. Print the PDF file as you would normally and close the window when finished. You will be returned to the *Bill Summary* page.

Option 2: Reprint Invoices Using the Non-Consolidated Reprint Invoice Process

Begin by navigating to the *Reprint Invoices* page.

1. **Navigation Links:** Billing, Generate Invoices, Non-Consolidated, Reprint Invoices.
2. Search for an existing *Run Control ID* or create a new *Run Control ID*.
3. At the *Reprint Invoices* page, select the options as described below.

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Reprint Invoices

Reprint Invoices | Print Options

Run Control ID: Reprint_INV Report Manager Process Monitor Run

Language: English Specified Recipient's

Selection Parameters Find | View All First 1 of 1 Last

Seq Nbr: 1

Include Attached Bills
 Include Open Items Only

Range Selection

All Invoice ID
 Bill Cycle Cust ID
 Date Bill Added Bill Type
 Range ID Bill Source
 Public Voucher Number

*From Business Unit: R3201 *Location ID: 01
From Invoice: 00000218716
To Invoice: 00000218716
From Due Date: [] [BT]
To Due Date: [] [BT]
From Invoice Date: [] [BT]
To Invoice Date: [] [BT]

Save Notify Add Update/Display

Reprint Invoices | Print Options

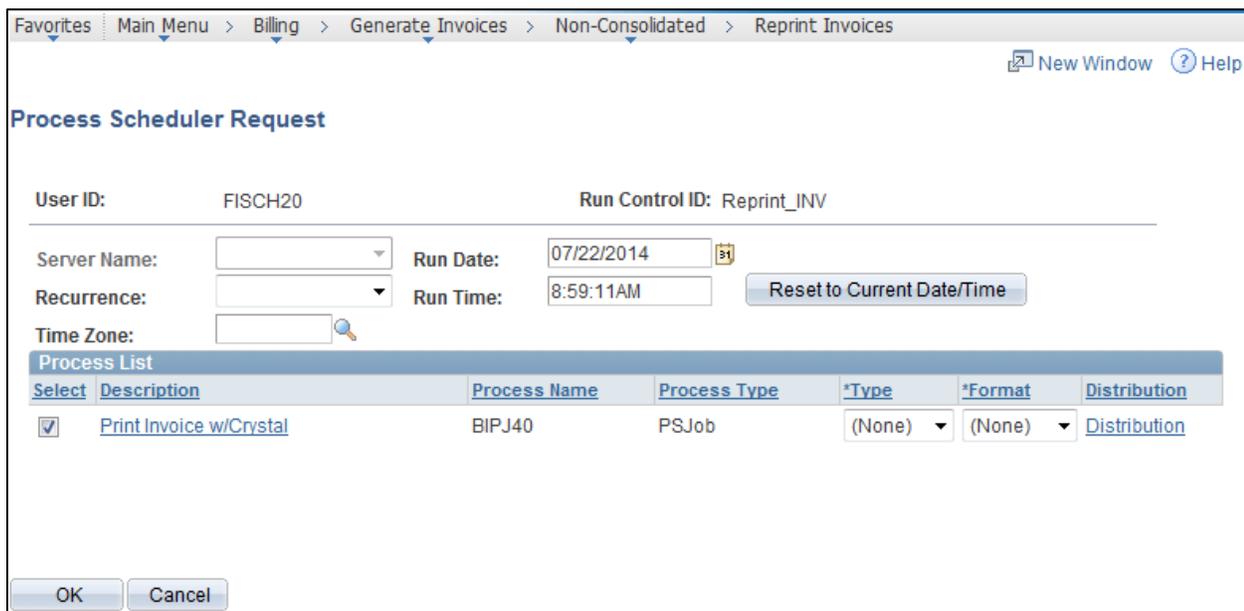
Option	Description
Seq Nbr	You may wish to select the "Include Open Items Only" to reprint open invoices for a specific customer. The "Include Attached Bills" option is not used in Minnesota.
Range Selection	Select one of the <i>Range</i> options which include: -All -Bill Cycle -Date Bill Added -Range ID (Not Used in MN) -Public Voucher Number (Not used in MN) -Invoice ID -Cust ID -Bill Type -Bill Source
*From Business Unit	Accept the <i>Business Unit</i> or click on the Lookup button to select the <i>Business Unit</i> .
*Location ID	Enter the <i>Location ID</i> or click on the Lookup button to select the <i>Location ID</i> .
From Invoice (if Invoice Range selected)	Enter the starting range <i>Invoice ID</i> .

Option	Description
To Invoice (if Invoice Range selected)	The invoice that you entered in the <i>From Invoice</i> automatically populates in the <i>To Invoice</i> field once you tab. Enter a different ending range invoice number if applicable.
From Due Date:	Enter the starting Due Date range.
To Due Date	Enter the ending Due Date range.
From Invoice Date	Enter the starting Invoice Date.
To Invoice Date	Enter the ending Invoice Date.

- Click on the yellow **Bills To Be Processed** icon at the top-right of the page to view bills that have been selected to be processed given the criteria that you have entered.

WARNING! If no bills are listed, the criteria you selected didn't pick up on any bills. You'll need to revise your criteria.

- Click on the **Save** button.
- Click on the **Run** button and the *Process Scheduler Request* page displays.



The screenshot shows a web browser window with the following content:

- Navigation: Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Reprint Invoices
- Buttons: New Window, Help
- Title: **Process Scheduler Request**
- User ID: FISCH20 | Run Control ID: Reprint_INV
- Server Name: [Dropdown] | Run Date: 07/22/2014 [Calendar icon]
- Recurrence: [Dropdown] | Run Time: 8:59:11AM | Reset to Current Date/Time
- Time Zone: [Dropdown]
- Process List Table:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Print Invoice w/Crystal	BIPJ40	PSJob	(None) [Dropdown]	(None) [Dropdown]	Distribution
- Buttons: OK, Cancel

- Accept the default process **Print Invoice w/Crystal (BIPJ40)**.
Note: This process prints XML and Crystal formatted invoices.
- Click the **OK** button. You are returned to the **Reprint Invoices** Tab.
- Make note of the Process Instance number listed below the *Process Monitor* link.
- Click on the **Process Monitor** link. The *Process List* page displays.

11. In the *Name* column, click on the **BIPJ40** link for the Reprint Invoice process that you ran.
Note: It is best practice to click on the process link to Refresh rather than remaining on this page to Refresh the processing. That way, if there are Warnings, you will see which job has the problem.

Process Detail

Process Name: BIPJ40 Refresh

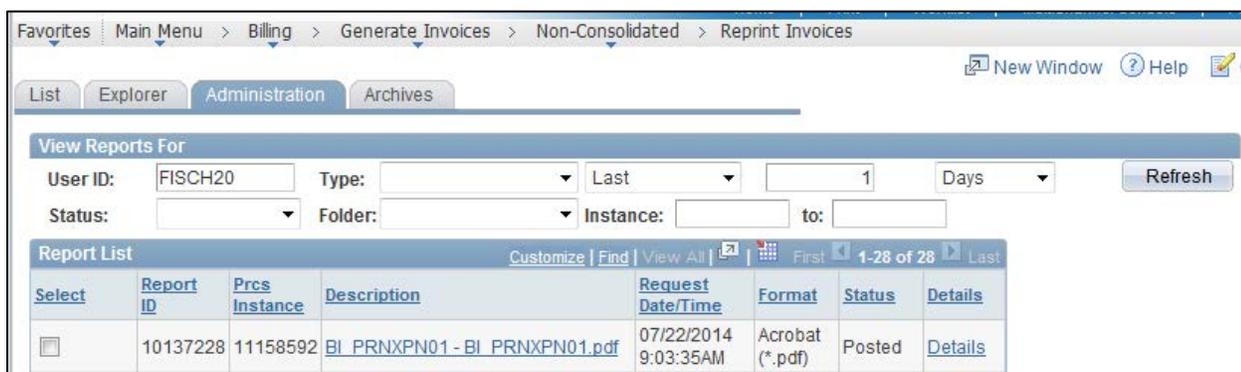
Main Job Instance: 11158586

Left | Right

- [11158586 - BIPJ40 Success](#)
- [11158587 - BI_IVCEXT Success](#)
- [11158589 - BIXPJ00 Success](#)
- [11158590 - BICPJ00 Success](#)
- [11158594 - BIPRNT00 Success](#)
- [11158591 - BICPJA00 Success](#)
- [11158595 - BIPRNTA0 Success](#)
- [11158588 - BICLSUM Success](#)

Return

12. At the *Process Detail* page, view whether the process was successful. You can click on the **Refresh** button to refresh the processing. If it was successful, proceed to the next step.
13. Navigate to the *Report Manager* page, **Administration** tab:
- From the *Process Detail* page for the Single Action Invoice:
 - a. Click on the **Return** button to return to the *Process List* page.
 - b. Click on the **Go back to Reprint Invoices** link.
 - c. Click on the *Report Manager* link and select the **Administration** tab.
 - From the Main Menu: *Report Manager*, **Administration** tab.



The screenshot shows the 'Administration' tab of the Report Manager. It includes a search area with fields for User ID (FISCH20), Type, Last, Days (1), and Status. Below this is a 'Report List' table with columns for Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details.

Select	Report ID	Pracs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	10137228	11158592	BI_PRNXPN01 - BI_PRNXPN01.pdf	07/22/2014 9:03:35AM	Acrobat (*.pdf)	Posted	Details



14. To view and print the invoice PDF:

- If the invoices are in XML format, click on the **BI_PRNXP01 – BI_PRNXP01.pdf** link in the Description column. The PDF file displays.
- If you are reprinting older invoices that were created with the Crystal Report format, click on the **CRYSTAL-Invoice** link.

Having completed this topic, you should now be able to:

- Reprint a Single Invoice from the Bill Summary page of the Invoice (**XML format only**)
- Reprint Invoices Using the Non-Consolidated, Reprint Invoices Process

Lesson Summary

Having completed this lesson, you should now be able to:

- Explain at a high level how to process non-consolidated bills
- Run the Single Action Invoice Process
- Troubleshoot the Single Action Invoice Process
- Review Invoice Errors
- Correct Budget Check Errors
- Correct Staged Accounting Errors
- Reprint Invoices

Lesson 4: Adjusting Bills

Topic Overview

Most agencies use the Adjust Entire Bill function which provides two options for adjusting invoices:

- Create a credit that reverses the original invoice.
- Create a credit for the original invoice and create a copy of the original invoice to modify as necessary to reflect the correct billing information.

The Adjust Bill Line function is seldom used. It provides the ability to credit selected lines of an invoice, or credit selected lines and rebill new lines.

The View Adjustment History listing is used to view original bills and related credit and rebills that were created using the SWIFT credit/adjustment options.

You can only credit a bill once using the SWIFT credit/adjustment options. If you need to credit a bill again, you can use the Copy Single Bill process to do the credit. Credits created in this manner will not be viewable from the View Adjustment History listing.

After completing this Lesson, you should be able to:

- Credit an Entire Bill
- Credit an Entire Bill and Update a New Bill
- Credit a Bill Using the Copy Single Bill Process
- Credit Bill Line(s)
- Credit Bill Line(s) and Rebill
- View Adjustment History
- Approve Bills

Crediting an Entire Bill

Topic Overview

The *Adjust Entire Bill* function enables you to adjust a bill after it has been invoiced by crediting the entire bill.

The credit bill is created with a status of “RDY” (Ready). Because the credit bill created will need to be netted with the original bill, it should not be modified other than ensuring that the dates are correct and adding any applicable notes.

After completing this topic, you should be able to:

- Credit an Entire Bill

Process Steps

Credit an Entire Bill

There are times when a customer needs to be credited for an entire invoice. They may have been billed for something they did not purchase. In these circumstances, the *Adjust Entire Bill* function can be used to credit the customer's entire bill.

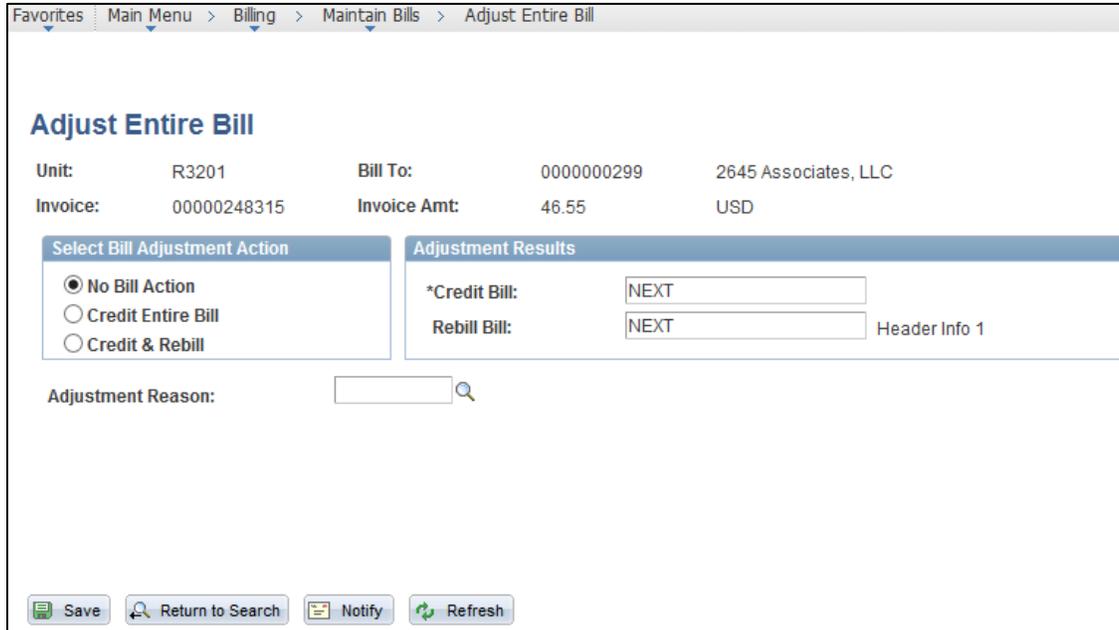
Steps to complete:

- Step 1: Select the Bill Adjustment Action to Credit an Entire Bill
- Step 2: Complete Entry of the new Credit bill
- Step 3: Submit the Credit Bill for Approval
- Step 4: Run the Single Action Invoice Process

Step 1: Select the Bill Adjustment Action to Credit an Entire Bill

Begin by navigating to the *Adjust Entire Bill* page.

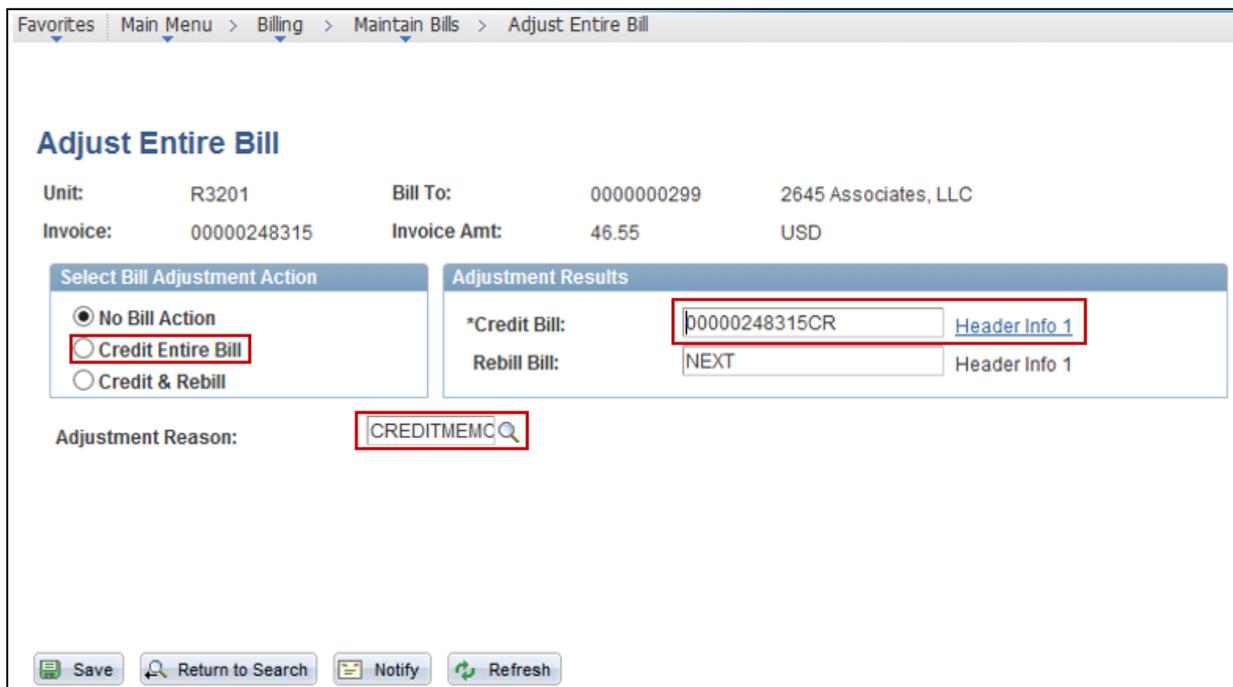
1. **Navigation Links:** Billing, Maintain Bills, Adjust Entire Bill.



The screenshot shows the 'Adjust Entire Bill' page in a web browser. The breadcrumb trail is 'Favorites > Main Menu > Billing > Maintain Bills > Adjust Entire Bill'. The page title is 'Adjust Entire Bill'. Below the title, there are fields for 'Unit: R3201', 'Bill To: 0000000299 2645 Associates, LLC', 'Invoice: 00000248315', and 'Invoice Amt: 46.55 USD'. There are two main sections: 'Select Bill Adjustment Action' and 'Adjustment Results'. The 'Select Bill Adjustment Action' section has three radio buttons: 'No Bill Action' (selected), 'Credit Entire Bill', and 'Credit & Rebill'. The 'Adjustment Results' section has two input fields: '*Credit Bill:' with 'NEXT' and 'Rebill Bill:' with 'NEXT'. Below these is an 'Adjustment Reason:' field with a search icon. At the bottom, there are four buttons: 'Save', 'Return to Search', 'Notify', and 'Refresh'.

2. At the *Adjust Entire Bill Search* page, enter your *Business Unit* and the *Invoice number* that you want to credit and click the **Search** button.
3. At the *Adjust Entire Bill* page, select the **Credit Entire Bill** option in the *Select Bill Adjustment Action* section.

- Click on the **Adjustment Reason Lookup** icon and select **“CREDITMEMO”**.
Selecting “Credit Memo” for the reason, indicates that the agency and the customer have come to an agreement to credit the entire bill and a credit memo was created.
- In the *Adjustment Results* section, it is recommended that you enter your own **Credit Bill Number** consisting of the original invoice number followed by “CR” (“00000219987CR”). This practice may make it easier to find the related invoices in the future. If you accept the default “NEXT” in the *Credit Bill* field, the system will generate the next available number after you save.
- Click the **Save** button to initiate the process. The *Header Info 1* link displays next to the Credit Bill number.



The screenshot shows the 'Adjust Entire Bill' web interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Billing > Maintain Bills > Adjust Entire Bill. The main heading is 'Adjust Entire Bill'. Below this, there are fields for Unit (R3201), Invoice (00000248315), Bill To (000000299), Invoice Amt (46.55), and 2645 Associates, LLC (USD). There are two main sections: 'Select Bill Adjustment Action' and 'Adjustment Results'. In the 'Select Bill Adjustment Action' section, three radio buttons are present: 'No Bill Action' (selected), 'Credit Entire Bill' (highlighted with a red box), and 'Credit & Rebill'. In the 'Adjustment Results' section, there are two rows: '*Credit Bill:' with a text input field containing '00000248315CR' (highlighted with a red box) and a 'Header Info 1' link (highlighted with a red box); and 'Rebill Bill:' with a text input field containing 'NEXT' and a 'Header Info 1' link. Below these sections is an 'Adjustment Reason:' field with a dropdown menu showing 'CREDITMEMO' (highlighted with a red box). At the bottom, there are four buttons: 'Save', 'Return to Search', 'Notify', and 'Refresh'.

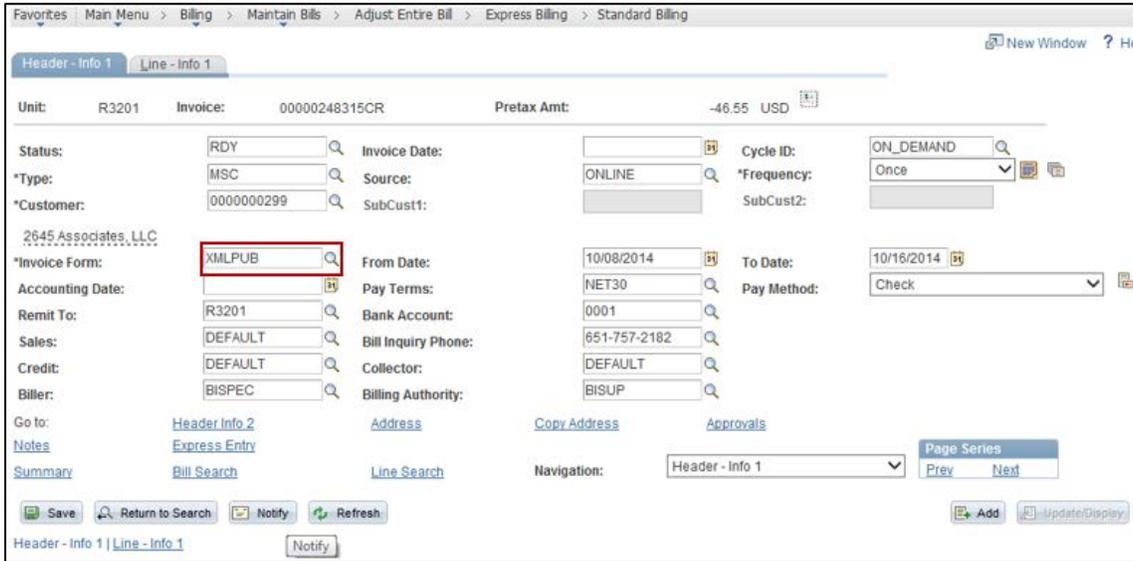
Note: After you save, the *Select Bill Adjustment Action* option displays “No Bill Action”. As long as you selected the **Credit Entire Bill** option before saving, the credit will process.

Step 2: Complete Entry of the New Credit Bill

The credit bill is created with a status of “RDY” (Ready). Because the new credit bill will need to be netted with the original bill, the credit bill should not be modified other than ensuring that the bill dates are correct and adding any notes. If you are crediting an older invoice that used the “Crystal” format, you should change the format to “XMLPUB” at this time.

- Click on the *Header Info 1* link. The *Billing General* page of the new Credit Bill displays.
Note: Billing information from the original bill has populated into the Bill Status, Bill Type, Cycle ID, Invoice Form, Bill Source, and Frequency Bill. The *Bill Lines* Section shows a negative quantity and amount for each line of the bill, which indicates a credit.
- Click on the *Standard Entry* link. It is recommended that you use the Standard Entry option to view and enter data.

3. Enter the **Invoice Date** or leave it blank and the field will be entered automatically when the Single Action Invoice process runs. If you are crediting an older invoice that used the “Crystal” format, you should change the format to “XMLPUB” at this time.



Unit: R3201 Invoice: 00000248315CR Pretax Amt: -46.55 USD

Status: RDY Invoice Date: Cycle ID: ON_DEMAND

*Type: MSC Source: ONLINE *Frequency: Once

*Customer: 0000000299 SubCust1: SubCust2:

2645 Associates, LLC

*Invoice Form: XMLPUB From Date: 10/08/2014 To Date: 10/16/2014

Accounting Date: Pay Terms: NET30 Pay Method: Check

Remit To: R3201 Bank Account: 0001

Sales: DEFAULT Bill Inquiry Phone: 651-757-2182

Credit: DEFAULT Collector: DEFAULT

Billers: BISPEC Billing Authority: BISUP

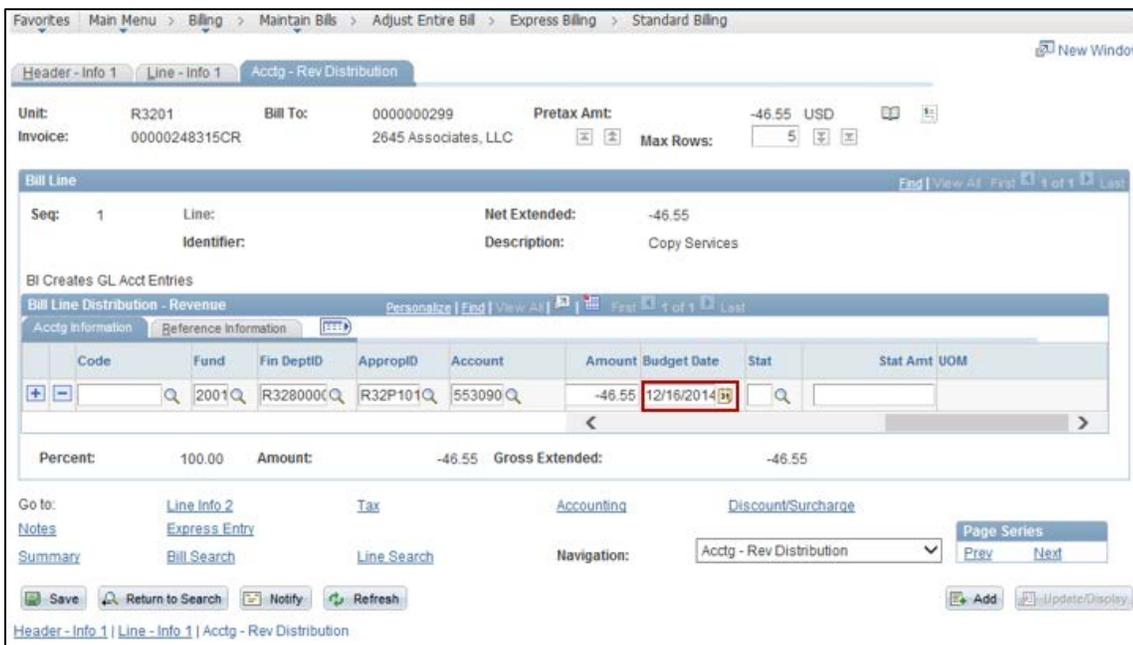
Go to: Header Info 2 Address Copy Address Approvals

Notes Express Entry Page Series

Summary Bill Search Line Search Navigation: Header - Info 1

Save Return to Search Notify Refresh Add Update/Display

4. **WARNING REGARDING BUDGET DATES!** The Budget Date from the original bill should have been automatically entered on the Accounting Revenue Distribution for each line of the credit bill. This is necessary so that the correct budget period is affected by the credit. For example, if you are processing a credit on July 1, 2014 (FY15) for a bill that was invoiced on June 15, 2014 (FY14), the budget date of June 15, 2014 should be used.



Unit: R3201 Bill To: 0000000299 Pretax Amt: -46.55 USD

Invoice: 00000248315CR 2645 Associates, LLC Max Rows: 5

Bill Line Seq: 1 Line: Net Extended: -46.55

Identifier: Description: Copy Services

BI Creates GL Acct Entries

Code	Fund	Fin DeptID	AppropriID	Account	Amount	Budget Date	Stat	Stat Amt	UOM
	2001	R328000	R32P101	553090	-46.55	12/16/2014			

Percent: 100.00 Amount: -46.55 Gross Extended: -46.55

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry Page Series

Summary Bill Search Line Search Navigation: Acctg - Rev Distribution

Save Return to Search Notify Refresh Add Update/Display

5. Optionally, click on the *Header Notes* link and enter any notes.
6. Click the **Save** button.

Step 3: Submit the Credit Bill for Approval

All credits require approval.

1. From the **Header – Info 1** tab, click on the *Approvals* link in the **Go to** section. The *Approvals* page displays.



Favorites | Main Menu > Billing > Maintain Bills > Adjust Entire Bill > Express Billing > Standard Billing

Approvals

Business Unit: R3201
 Invoice: 00000248315CR
 Pretax Amount: -46.55
 Approval Status: Initial
 Comment: These comments do not display after the credit is approved.

[View Supporting Documentation](#)

Submit for Approval | Preview Approvals

OK | Cancel | Refresh

2. Enter a comment, if applicable.
3. Click on the **Submit for Approval** button and click **OK** at the message. You are returned to the *Header Info 1* page.



Message

The invoice has been submitted for approval. (12508,16)

OK

4. Once the Credit Invoice has been approved, it must be processed through the Single Action Invoice process. You can monitor the approval status using your Worklist or from the *Bill Summary Info 2* page for the Credit Invoice. To navigate to the *Bill Summary Info 2* page:
 - a. **Navigation Links:** Billings, Review Billing Information, Summary.
 - b. At the *Bill Summary* search page, verify your *Business Unit* and enter the *Invoice Number*.

Bill Summary Info		Bill Summary Info 2	
Unit:	R3201	Invoice:	00000219987CR
GL Level:	BI Creates GL Acct Entries		
AR Level:	Bill Line is AR Open Item		
AR Option:	Use Line for Distribution		
Pre-Load Status:	Pending		
Budget Check Status:	Not Budget Checked		
Approval Status:	Pending		
<input checked="" type="checkbox"/> Attach Invoice Image <input type="checkbox"/> VAT Defaults Applied <input type="checkbox"/> Invoice Printed <input type="checkbox"/> EDI Sent <input type="checkbox"/> Currency Converted <input type="checkbox"/> Email Sent			
<input type="checkbox"/> GL Entries Created <input type="checkbox"/> AR Pending Item Created			
Go to:	Header Info 1	Address	Copy Address
	Bill Search	Line Search	Notes
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/>			
Bill Summary Info Bill Summary Info 2			

Note: On the *Bill Summary Info 2* page, the *Approval Status* is “Pending” at this time.

Step 4: Run the Single Action Invoice Process

After the credit bill has been approved, the following actions must take place before the credit is fully processed and applied to the customer’s account in AR:

Module	Process
Billing	Single Action Invoice Process. Refer to the “ Running the Single Action Invoice Process ” topic for instructions. This process creates a pending item in AR. Typically the person who creates bills does not have the security access to also run the Single Action Invoice process.
Accounts Receivable	ARUpdate Process. This process runs automatically several times a day or it can be run manually. It posts invoices (open items) to customer accounts in AR. Typically the person who creates bills does not have the security access to also run the ARUpdate Process. Refer to the “Running the ARUpdate Process” topic in the Accounts Receivable Advanced User Guide.
Accounts Receivable	Maintenance Worksheet. This process matches the credit invoice to the original invoice and closes the items. Refer to the “Applying Credit Bills or On Account Amounts” topic in the Accounts Receivable Advanced User Guide.

Having completed this topic, you should now be able to:

- Credit an Entire Bill

Crediting an Entire Bill and Create Rebill

Topic Overview

The Adjust Entire Bill function enables you to adjust the bill either by crediting the entire bill (covered in the previous topic) or by crediting the original bill and creating a rebill. The credit and rebill actions are performed in one step and will create the credit invoice and the new bill. The new bill is created with a *Status* of “NEW”, allowing you the opportunity to make any changes that you desire, including changing the customer, quantities, etc.

After completing this topic, you should be able to:

- Credit an Entire Bill and Rebill

Process Steps

Credit an Entire Bill and Create Rebill

The credit and rebill actions are performed in one step. A rebill is created with a *Status* of “NEW”, allowing you the opportunity to make any changes that you desire. The credit bill is created with a status of “RDY” (Ready). Because the credit bill will need to be netted with the original bill, it should not be modified other than ensuring that the dates are correct and adding any applicable notes.

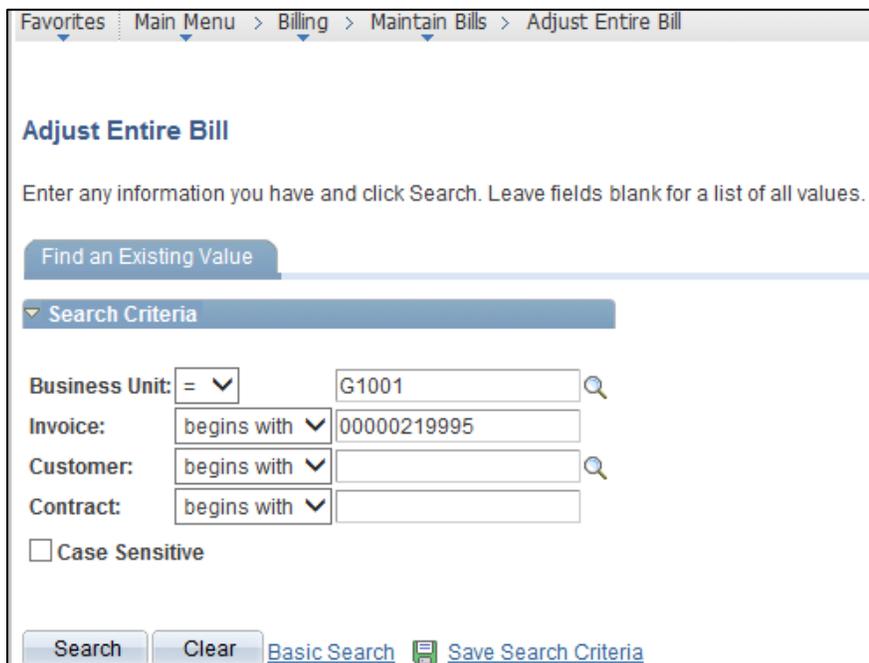
Steps to complete:

- Step 1: Select the Bill Adjustment Action to Credit an Entire Bill and Create Rebill
- Step 2: Complete Entry of the Credit Bill
- Step 3: Submit the Credit Bill for Approval
- Step 4: Complete the Rebill and Set Status to RDY (READY)
- Step 5: Run the Single Action Invoice Process for the Credit Bill and Rebill

Step 1: Select the Bill Adjustment Action to Credit an Entire Bill and Create Rebill

Begin by navigating to the *Adjust Entire Bill* page.

1. **Navigation Links:** Billing, Maintain Bills, Adjust Entire Bill.
2. At the *Adjust Entire Bill Search* page, verify your *Business Unit*, enter the *Invoice number* that you want to credit and click the **Search** button.



Favorites Main Menu > Billing > Maintain Bills > Adjust Entire Bill

Adjust Entire Bill

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit: = ▼ G1001 🔍

Invoice: begins with ▼ 00000219995

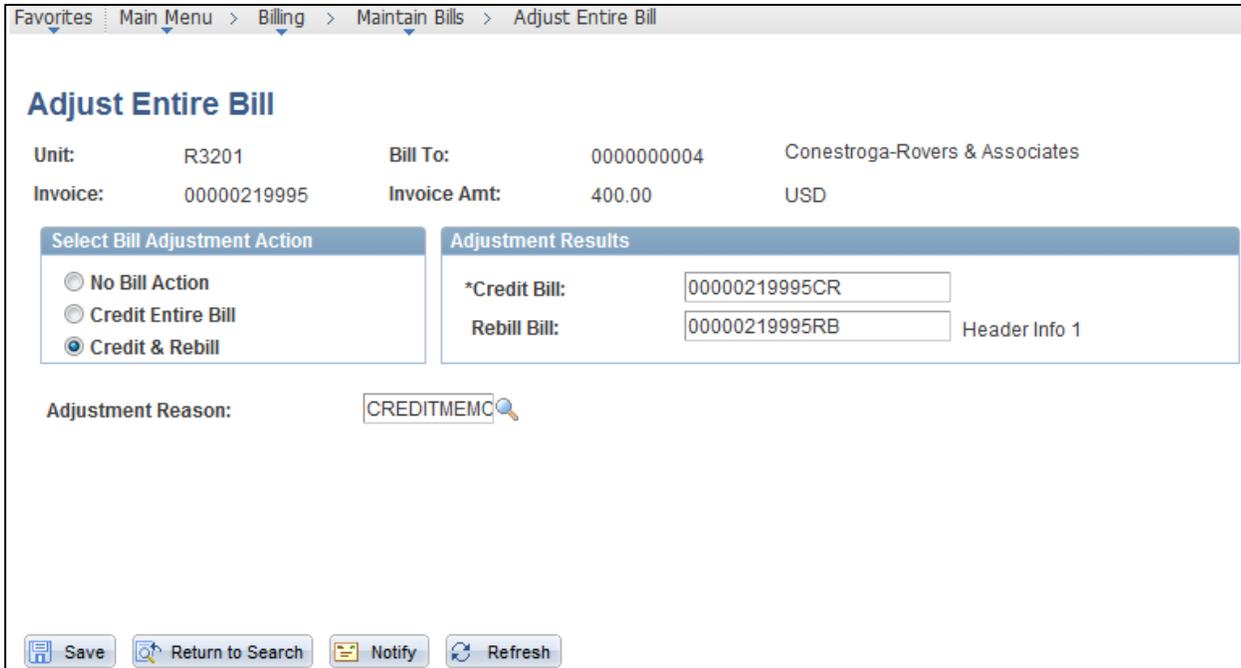
Customer: begins with ▼ 🔍

Contract: begins with ▼

Case Sensitive

Search Clear Basic Search Save Search Criteria

- At the *Adjust Entire Bill* page, select the **Credit & Rebill** option in the *Select Bill Adjustment Action* section.



The screenshot shows the 'Adjust Entire Bill' page with the following details:

- Unit:** R3201
- Bill To:** 0000000004 Conestroga-Rovers & Associates
- Invoice:** 00000219995
- Invoice Amt:** 400.00 USD

Select Bill Adjustment Action:

- No Bill Action
- Credit Entire Bill
- Credit & Rebill

Adjustment Results:

- *Credit Bill:
- Rebill Bill: Header Info 1

Adjustment Reason: 

Buttons at the bottom: Save, Return to Search, Notify, Refresh

- Click on the **Adjustment Reason Lookup** icon and select **“CREDITMEMO”**.
 Selecting “Credit Memo” for the reason, indicates that the agency and the customer have come to an agreement to credit the entire bill and a credit memo was created.
- In the *Adjustment Results* section, it is recommended that you enter your own **Credit Bill Number** consisting of the original invoice number followed by “CR” (“00000219995CR”). This practice may make it easier to find the related invoices in the future. If you accept the default “NEXT” in the *Credit Bill* field, the system will generate the next available number after you save.
- In the *Adjustment Results* section, it is recommended that you enter your own **Rebill Bill Number** consisting of the original invoice number followed by “RB” (“0000019995RB”). This practice may make it easier to locate the related transactions. If you accept the default “NEXT” in the *Rebill Bill* field, the system will generate the next available number after you save.
- Click the **Save** button to initiate the process. The *Header Info 1* link displays next to the *Credit Bill* and *Rebill* bill numbers.

Favorites | Main Menu > Billing > Maintain Bills > Adjust Entire Bill

Adjust Entire Bill

Unit: R3201 Bill To: 0000000004 Conestoga-Rovers & Associates
 Invoice: 00000219995 Invoice Amt: 400.00 USD

Select Bill Adjustment Action	Adjustment Results
<input checked="" type="radio"/> No Bill Action <input type="radio"/> Credit Entire Bill <input type="radio"/> Credit & Rebill	*Credit Bill: <input type="text" value="00000219995CR"/> Header Info 1 Rebill Bill: <input type="text" value="00000219995RB"/> Header Info 1

Adjustment Reason:

8. We will process the credit bill first. Make note of the Rebill Bill invoice number for later use.

Step 2: Complete Entry of the Credit Bill

The credit bill is created with a *Status* of RDY (Ready). Because the credit bill will need to be netted with the original bill, the credit bill should not be modified other than ensuring that the bill dates are correct and adding any notes. If you are crediting an older invoice that used the “Crystal” format, you should change the format of the credit bill to the “XMLPUB” format at this time.

1. Click on the **Credit Bill Header Info 1** link. The *Billing General* page of the new Credit Bill displays.
Note: Billing information from the original bill has populated into the Bill Status, Bill Type, Cycle ID, Invoice Form, Bill Source, and Frequency Bill. The *Bill Lines* Section shows a negative quantity and amount for each line which indicates a credit.

[Favorites](#) | [Main Menu](#) > [Billing](#) > [Maintain Bills](#) > [Adjust Entire Bill](#)
[New Window](#)

Billing General

Unit: R3201 Invoice: 00000219995CR Pretax Amt: -400.00 USD

Bill Status: RDY Invoice Date:

*Bill Type: MSC Bill Source: ONLINE

Cycle ID: DAILY *Frequency: Once

*Invoice Form: XMLPUB

Customer Information

*Customer: 0000000004 SubCust1:
 Conestoga-Rovers & Associates SubCust2:

Payment Information

Header Detail

Lines to Add: Max Rows:

Line	Net Amount	Info 1	Info 2	Product Info	Order Info	Ship Info	Misc Info	Project Info	Service Info	Gross Extended	AR Account	Revenue Account
1										-200.00	Account	511002
2										-200.00	Account	511002

Go to: [Copy Address](#) [Header Notes](#) [Standard Entry](#) [Approvals](#)
[Summary](#) [Bill Search](#) [Line Search](#) [Page Series](#)
 Navigation: [Prev](#) [Next](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

2. Click on the *Standard Entry* link. It is recommended that you use the *Standard Entry* option to view and enter data, especially if you are entering bill line information.
3. Enter the **Invoice Date** or leave it blank and the field will be entered automatically when the Single Action Invoice process runs. If you are crediting an older invoice that used the “Crystal” format, you should change the format of the credit bill to the “XMLPUB” format at this time.
4. **WARNING REGARDING BUDGET DATES!** The Budget Date from the original bill should have been automatically entered on the Accounting Revenue Distribution for each line of the credit bill. This is necessary so that the correct budget period is affected by the credit. For example, if you are processing a credit on July 1, 2014 (FY15) for a bill that was invoiced on June 15, 2014 (FY14), the budget date of June 15, 2014, should be used.

Favorites Main Menu > Billing > Maintain Bills > Adjust Entire Bill > Express Billing > Standard Billing

Header - Info 1 | Line - Info 1 | **Acctg - Rev Distribution** New Window

Unit: R3201 Invoice: 00000248315CR Bill To: 0000000299 2645 Associates, LLC Pretax Amt: -46.55 USD Max Rows: 5

Bill Line
Seq: 1 Line: Net Extended: -46.55
Identifier: Description: Copy Services

BI Creates GL Acct Entries

Bill Line Distribution - Revenue
Personalize | Find | View All | First | 1 of 1 | Last

Code	Fund	Fin DeptID	AppropriID	Account	Amount	Budget Date	Stat	Stat Amt	UOM
	2001	R328000	R32P101	553090	-46.55	12/16/2014			

Percent: 100.00 Amount: -46.55 Gross Extended: -46.55

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)
[Notes](#) [Express Entry](#)
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Acctg - Rev Distribution Page Series: [Prev](#) [Next](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Header - Info 1 | Line - Info 1 | Acctg - Rev Distribution

- Optionally, click on the *Header Notes* link and enter any notes.
- Click the **Save** button.

Header - Info 1 | Line - Info 1

Unit: R3201 Invoice: 00000219995CR Pretax Amt: -400.00 USD

Status: RDY Invoice Date: Cycle ID: DAILY
 *Type: MSC Source: ONLINE *Frequency: Once
 *Customer: 0000000004 SubCust1: SubCust2:

Conestoga-Rovers & Associates
 *Invoice Form: XMLPUB From Date: To Date:
 Accounting Date: Pay Terms: NET30 Pay Method: Check
 Remit To: R3201 Bank Account: 0001
 Sales: DEFAULT Bill Inquiry Phone: 651-757-2182
 Credit: DEFAULT Collector: DEFAULT
 Biller: BISPEC Billing Authority: BISUP

Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Approvals](#)
[Notes](#) [Express Entry](#)
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Header - Info 1 Page Series: [Prev](#) [Next](#)

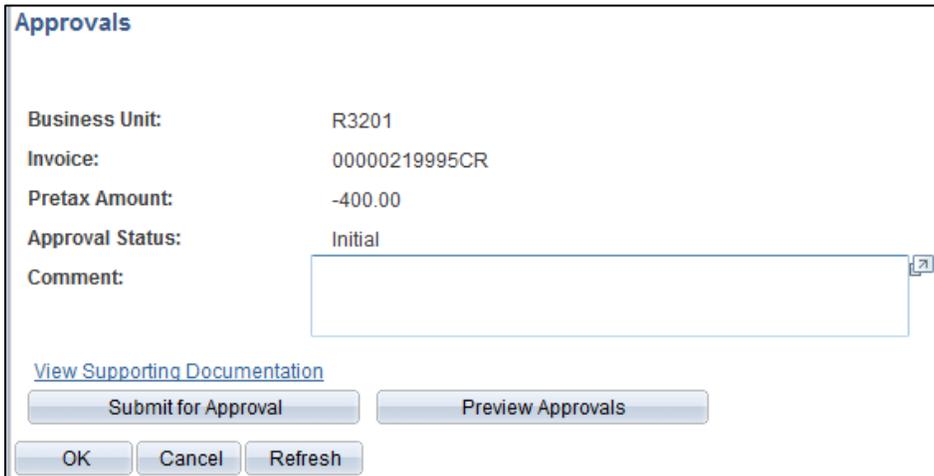
[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Header - Info 1 | Line - Info 1

Step 3: Submit the Credit Bill for Approval

All credits require approval.

1. From the **Header – Info 1** tab, click on the *Approvals* link in the **Go to** section. The *Approvals* page displays.



Approvals

Business Unit: R3201
 Invoice: 00000219995CR
 Pretax Amount: -400.00
 Approval Status: Initial
 Comment:

[View Supporting Documentation](#)

2. Enter a comment, if applicable.
3. Click on the **Submit for Approval** button and click **OK** at the message. You are returned to the *Heading Info 1* page.



Message

The invoice has been submitted for approval. (12508,16)

4. Once the Credit Invoice has been approved, it must be processed through the Single Action Invoice process. You can monitor the approval status using your Worklist or from the *Bill Summary Info 2* page for the Credit Invoice. To navigate to the *Bill Summary Info 2* page:
 - a. **Navigation Links:** Billings, Review Billing Information, Summary.
 - b. At the *Bill Summary* search page, verify your *Business Unit* and enter the *Invoice Number*.

Bill Summary Info	Bill Summary Info 2
Unit: R3201	Invoice: 00000219995CR
GL Level:	BI Creates GL Acct Entries
AR Level:	Bill Line is AR Open Item
AR Option:	Use Line for Distribution
Pre-Load Status:	Pending
Budget Check Status:	Not Budget Checked
Approval Status:	Initial
<input checked="" type="checkbox"/> Attach Invoice Image	
<input type="checkbox"/> VAT Defaults Applied	<input type="checkbox"/> GL Entries Created
<input type="checkbox"/> Invoice Printed	<input type="checkbox"/> AR Pending Item Created
<input type="checkbox"/> EDI Sent	
<input type="checkbox"/> Currency Converted	
<input type="checkbox"/> Email Sent	
Go to:	Header Info 1 Address Copy Address Notes
Bill Search	Line Search
<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>
Bill Summary Info Bill Summary Info 2	

Note: the *Approval Status* is “Pending” at this time.

Step 4: Complete the Rebill and Set Status to RDY (READY)

You’ll need to complete the Rebill as you would any other new bill. Begin by navigating to the *Bill Entry* page.

1. **Navigation Links:** Billing, Maintain Bills, Standard Billing.
2. At the *Bill Entry* page, click on the **Find an Existing Value** tab and enter your search parameters.
 - a. Verify the *Business Unit*.
 - b. Enter the new Rebill invoice number.
3. Click the **Search** button.
4. The Rebill Status is “NEW”. Make any necessary changes to the bill, including changing customer. (Refer to the “[Using Standard Billing to Enter a Bill](#)” topic for detailed instructions.) If you credited an older invoice that used the “Crystal” format, you should change the format of the new rebill to the “XMLPUB” format at this time.

Header - Info 1		Line - Info 1				
Unit:	R3201	Invoice:	00000219995RB	Pretax Amt:	400.00 USD	
Status:	NEW	Invoice Date:		Cycle ID:	DAILY	
Type:	MSC	Source:	ONLINE	Frequency:	Once	
Customer:	0000000004	SubCust1:		SubCust2:		
Conestoga-Rovers & Associates						
Invoice Form:	XMLPUB	From Date:		To Date:		
Accounting Date:		Pay Terms:	NET30	Pay Method:	Check	
Remit To:	R3201	Bank Account:	0001			
Sales:	DEFAULT	Bill Inquiry Phone:	651-757-2182			
Credit:	DEFAULT	Collect:	DEFAULT			
Bill:	BISPEC	Billing Authority:	BISUP			
Go to:	Header Info 2	Address	Copy Address	Notes		
Summary	Commit Cntrl					
Bill Search	Line Search					
				Header - Info 1		<div style="border: 1px solid black; padding: 2px;"> Page Series Prev Next </div>

5. After you have finished making the changes, change the *Bill Status* to “RDY” (Ready).
6. Click on the **Save** button.

Step 5: Run the Single Action Invoice Process

Before the credit and rebill are fully processed and applied to the customer’s account in AR, the following processes must occur:

Module	Process
Billing	Single Action Invoice Process. Refer to the “ Running the Single Action Invoice Process ” topic for instructions. This process creates a pending item in AR. Typically the person who creates bills does not have the security access to also run the Single Action Invoice process.
Accounts Receivable	ARUpdate Process. This process runs automatically several times a day or it can be run manually. It posts invoices (open items) to customer accounts in AR. Typically the person who creates bills does not have the security access to also run the ARUpdate Process. Refer to the “Running the ARUpdate Process” topic in the Accounts Receivable Advanced User Guide.
Accounts Receivable	Maintenance Worksheet. This process matches the credit invoice to the original invoice and closes the items. Refer to the “Applying Credit Bills or On Account Amounts” topic in the Accounts Receivable Advanced User Guide.

Having completed this topic, you should now be able to:

- Credit an Entire Bill and Rebill

Crediting a Bill Using the Copy a Single Bill Process

Topic Overview

You can only credit a bill once using the SWIFT Adjust Bill functions. You can use the *Copy a Single Bill Process* to apply a second credit.

You may also want to use this process because it is more flexible than the SWIFT Adjust Bill functions. For example, if the original bill had a quantity of 1 and amount billed was too high, you could use this process to enter the credit amount.

To change the copied bill to a credit of the original invoice, you will enter the credit (negative) amount on the *Bill Line(s)* and change the *Invoice Type* to “CR”.

Note

- **WARNING REGARDING BUDGET DATES!** When you use the Copy a Single Bill process to credit a bill, you must **manually** update the *Budget Date* of each credit bill line to be the same as the original bill.
- If you use the *Copy a Single Bill Process* to credit a bill, the credit will not display in the View Adjustment History listing discussed in an upcoming topic. However, if you “smart code” the Invoice number by using the original invoice number followed by “CR”, it may help you find the related invoices in reports and listings.

After completing this topic, you should be able to:

- Use the Copy a Single Bill Process to Credit a Bill

Process Steps

Credit a Bill Using the Copy a Single Bill Process

In this topic you will copy a single bill and update a new bill.

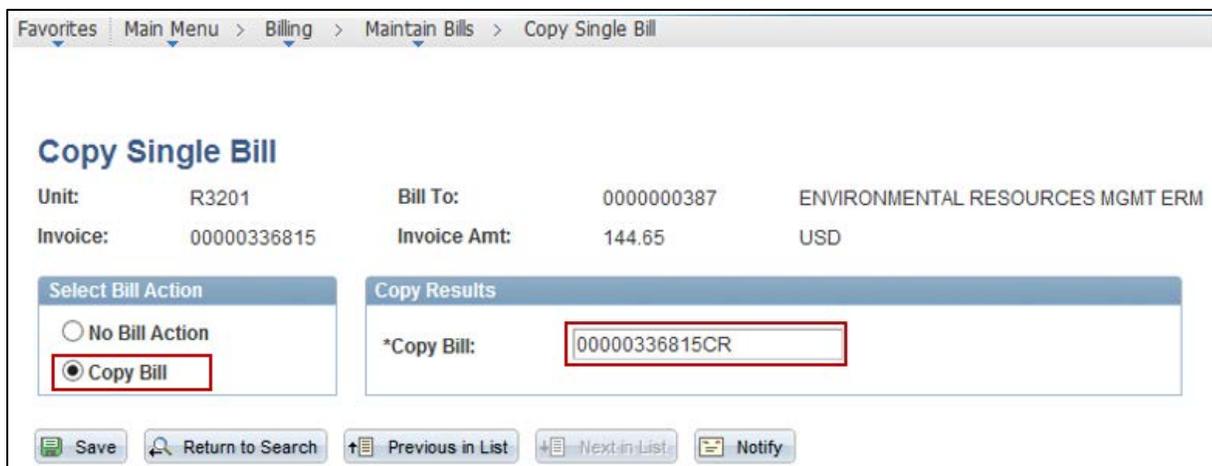
Note: You will need to manually update the budget date on each bill line of the credit bill when you use the Copy a Single Bill Process to create a credit bill.

Steps to complete:

- Step 1: Copy a Single Bill to Credit
- Step 2: Update the New Bill with Negative Line Amounts and Set New Bill Status to RDY (Ready)
- Step 3: Submit the Credit Bill for Approval
- Step 4: Run the Single Action Invoice Process

Step 1: Copy a Single Bill to Credit

1. **Navigation Links:** Billing, Maintain Bills, Copy a Single Bill
2. At the *Copy Single Bill* page, verify the *Business Unit* and enter the *Invoice number* for the invoice you want to credit.
3. Click the **Search** button.
4. In the *Search Results* table, click the *Invoice* link for the bill you want to credit and the *Copy Single Bill* page displays.



The screenshot shows the 'Copy Single Bill' page in a web browser. The breadcrumb trail is 'Favorites > Main Menu > Billing > Maintain Bills > Copy Single Bill'. The page title is 'Copy Single Bill'. Below the title, there are two rows of information: 'Unit: R3201' and 'Bill To: 0000000387 ENVIRONMENTAL RESOURCES MGMT ERM'; 'Invoice: 00000336815' and 'Invoice Amt: 144.65 USD'. There are two main sections: 'Select Bill Action' and 'Copy Results'. In 'Select Bill Action', there are two radio buttons: 'No Bill Action' (unselected) and 'Copy Bill' (selected and highlighted with a red box). In 'Copy Results', there is a text field labeled '*Copy Bill:' containing the value '00000336815CR', which is also highlighted with a red box. At the bottom of the page, there are five buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

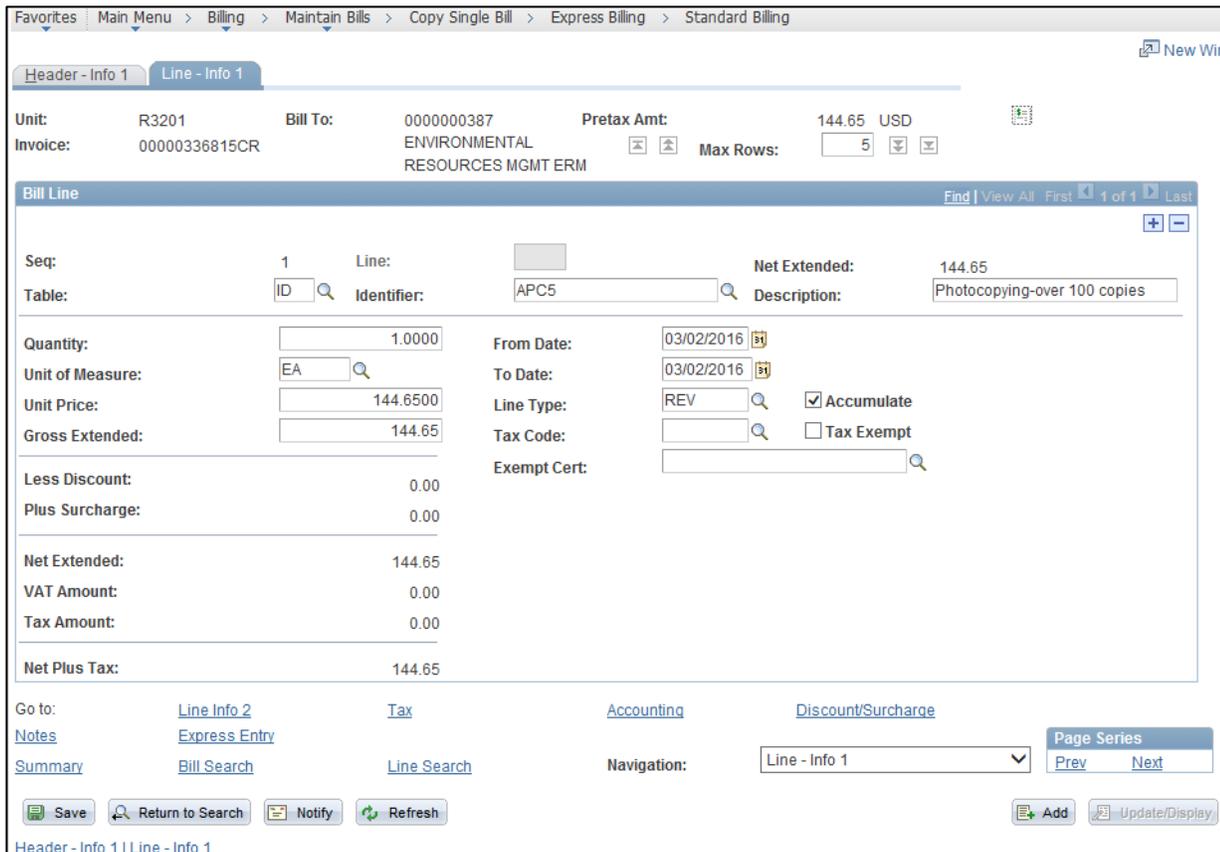
5. Select the **Copy Bill** option in the *Select Bill Action* section.
6. In the *Copy Bill* field, it is recommended that you enter your own invoice number consisting of the original invoice number followed by a "CR" ("00000222789CR"). This practice may make it easier to find the related invoices in the future. If you accept the default "NEXT", the system will assign the next available number to the credit bill.

- Click the **Save** button. The *Go To Bill Header – Gen Info* link appears next to the new invoice number.

Step 2: Update the New Bill and Set Status to Ready

The copied bill is created with a status of “NEW”. Because the new credit bill will need to be netted with the original bill, the credit bill should not be modified other than changing the amounts to negative, making sure that the bill dates are correct, and adding any applicable notes. If you are crediting an older invoice that used the “Crystal” format, you should change the format of the credit bill to the “XMLPUB” format at this time.

- Click on the *Go To Bill Header Info 1* link. The *Billing General* page of the new Credit Bill displays.
Note: Billing information from the original bill has populated into the Bill Status, Bill Type, Cycle ID, Invoice Form, Bill Source, and Frequency Bill.
- Click on the *Standard Entry* link. It is recommended that you use the *Standard Entry* option to view and enter data.
- Enter the **Invoice Date** or leave it blank and the field will be entered automatically when the Single Action Invoice process runs. If you are crediting an older invoice that used the “Crystal” format, you should change the format of the credit bill to the “XMLPUB” format at this time.
- Click on the **Line – Info 1** tab and make the changes required to change this to a credit bill.



The screenshot shows the 'Line - Info 1' tab in the SWIFT Billing System. The breadcrumb trail is: Favorites > Main Menu > Billing > Maintain Bills > Copy Single Bill > Express Billing > Standard Billing. The 'Header - Info 1' and 'Line - Info 1' tabs are visible at the top.

Unit: R3201 **Bill To:** 000000387 **Pretax Amt:** 144.65 USD
Invoice: 00000336815CR **ENVIRONMENTAL RESOURCES MGMT ERM** **Max Rows:** 5

Bill Line (Find | View All | First | 1 of 1 | Last)

Seq: 1 **Line:** [] **Net Extended:** 144.65
Table: ID [] **Identifier:** APC5 [] **Description:** Photocopying-over 100 copies

Quantity: 1.0000 **From Date:** 03/02/2016 []
Unit of Measure: EA [] **To Date:** 03/02/2016 []
Unit Price: 144.6500 **Line Type:** REV [] Accumulate
Gross Extended: 144.65 **Tax Code:** [] Tax Exempt
Exempt Cert: []

Less Discount: 0.00
Plus Surcharge: 0.00

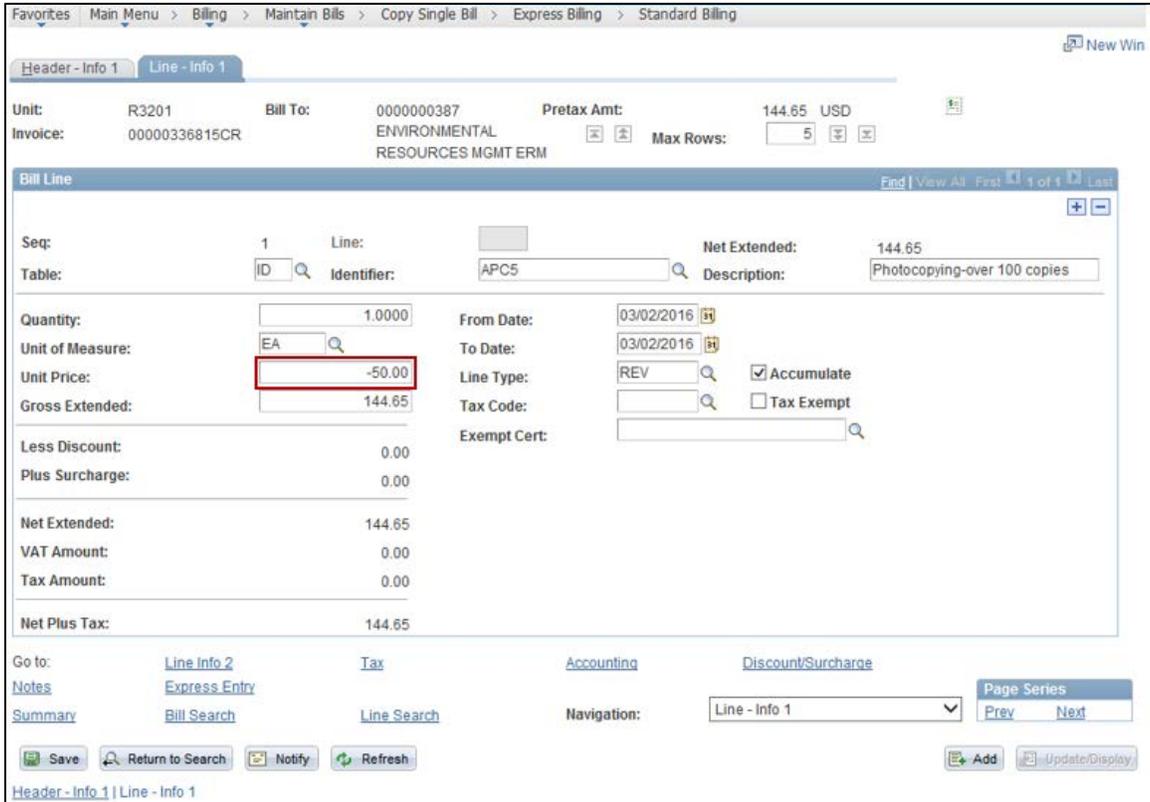
Net Extended: 144.65
VAT Amount: 0.00
Tax Amount: 0.00
Net Plus Tax: 144.65

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)
[Notes](#) [Express Entry](#) **Page Series**
[Summary](#) [Bill Search](#) [Line Search](#) **Navigation:** Line - Info 1 [v] [Prev](#) [Next](#)

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display

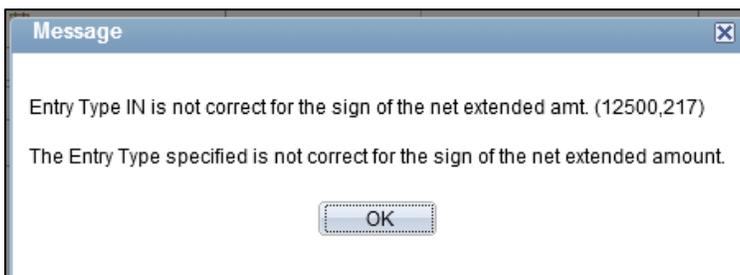
Header - Info 1 | Line - Info 1

In this example, we will billed \$50.00 more than we should have so we will enter a credit (negative) \$50 amount.

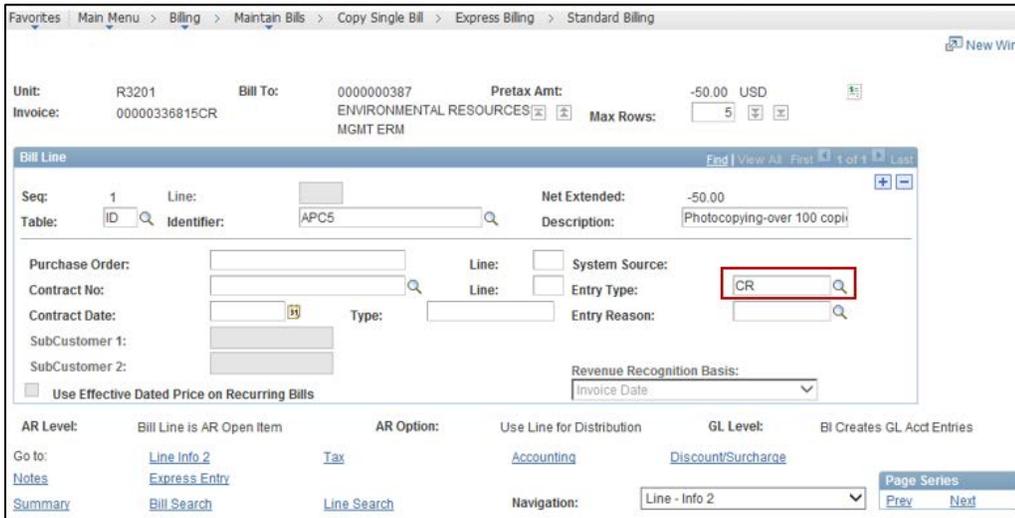


The screenshot shows the 'Line - Info 1' tab in the SWIFT Billing Advanced application. The 'Unit Price' field is highlighted with a red box and contains the value '-50.00'. Other fields include 'Quantity: 1.0000', 'Net Extended: 144.65', and 'Description: Photocopying-over 100 copies'. The 'Unit of Measure' is 'EA'. The 'From Date' and 'To Date' are both '03/02/2016'. The 'Line Type' is 'REV' and 'Accumulate' is checked. The 'Gross Extended' is 144.65, and 'Less Discount' and 'Plus Surcharge' are both 0.00. The 'Net Extended' is 144.65, and 'VAT Amount' and 'Tax Amount' are both 0.00. The 'Net Plus Tax' is 144.65. The 'Navigation' dropdown is set to 'Line - Info 1'. The 'Save' button is visible at the bottom left.

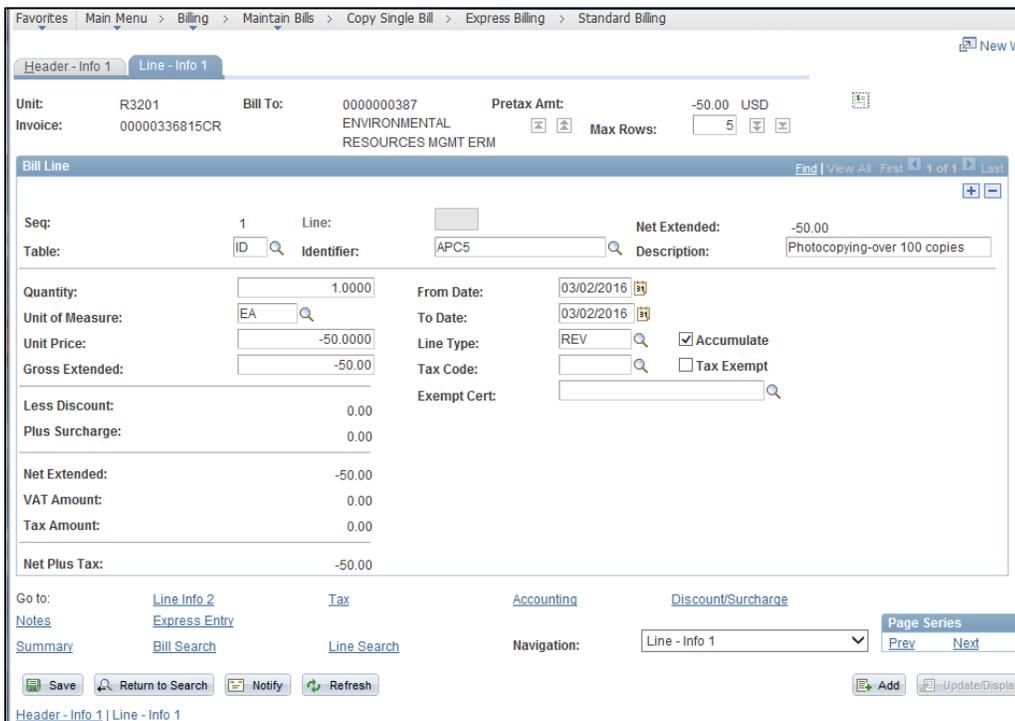
5. Click the **Save** button and the below message will display indicating that the “Entry Type IN is not correct for the sign of the net extended amount.”



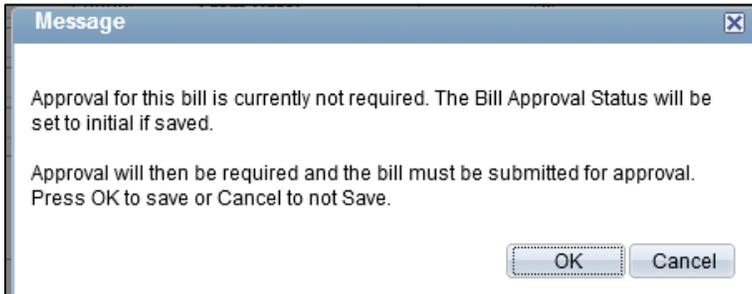
6. Click on the **OK** button and the **Line Info – 2** tab displays with your cursor in the *Entry Type* field.
7. Notice that “*IN*” (Invoice) is displayed in the *Entry Type* field. Click on the *Entry Type Lookup* and select “*CR*” (Credit).



8. Select the **Line – Info 1** option from the **Navigation** drop-down list to navigate back to the *Bill Lines* page.



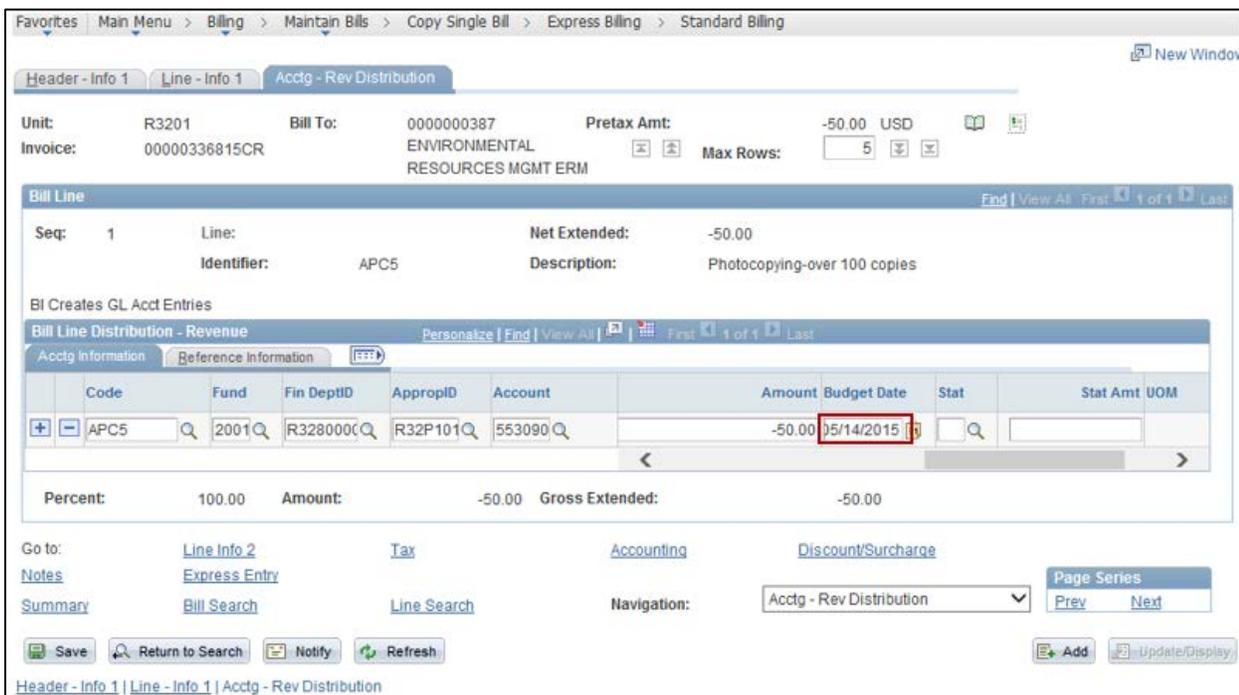
9. Click on the **Save** button.
10. A system message appears indicating that approval will now be required. Click the **OK** button.



- UPDATE BUDGET DATES!** If you are crediting an invoice that was posted to a prior budget period, you must manually update the *Budget Date* for each bill line of the credit bill to be the same as the original invoice date. For example, if you are processing a credit on July 1, 2014 (FY15) for a bill that was invoiced on June 15, 2014 (FY14), you will need to enter a budget date of June 15, 2014, on each credit bill line or a different budget period than intended will be affected.

To update the *Budget Date*, click on the *Accounting* Link in the **Go To** section or select **Acctg – Rev Distribution** from the **Navigation** drop-down listing and enter the correct *Budget Date* on each bill line.

Note: When you use the SWIFT Adjustment functions to credit a bill, the *Budget Date* field on the credit bill is automatically updated to be the same as the original bill.

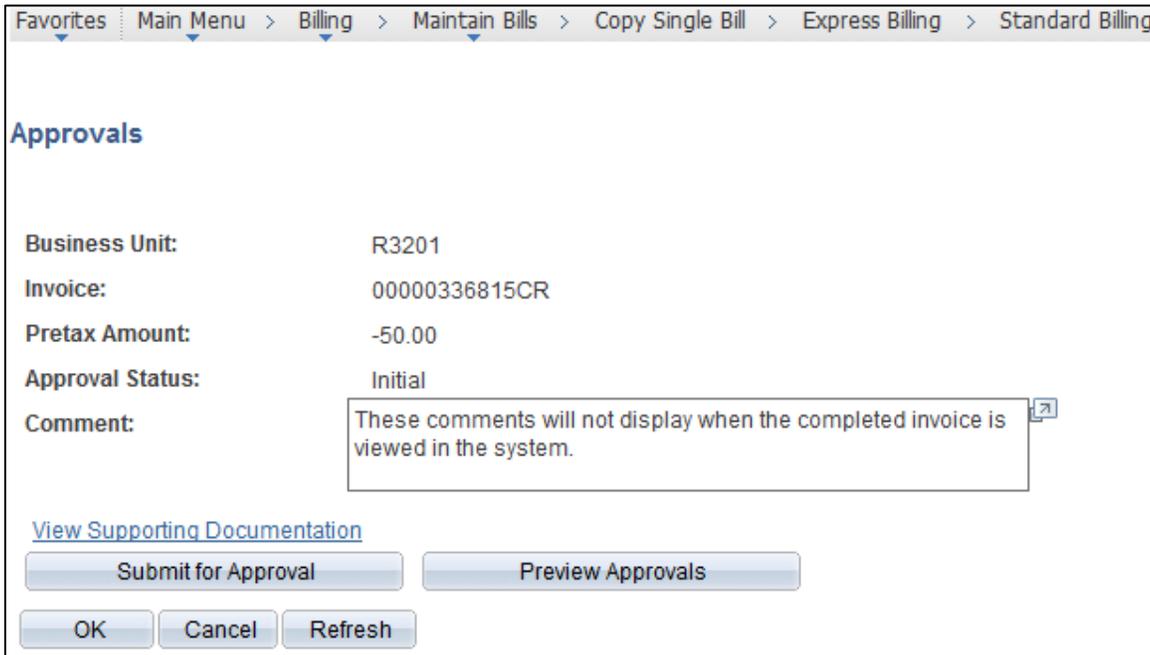


- Optionally, click on the *Header Notes* link and enter any notes.
- Click on the **Header – Info 1** tab and change the bill *Status* to “RDY” (Ready).
- Click on the **Save** button and the *Approvals* link becomes available.

Step 3: Submit the Credit Bill for Approval

All credits require approval.

1. From the **Header – Info 1** tab, click on the *Approvals* link in the **Go to** section. The *Approvals* page displays.



Favorites > Main Menu > Billing > Maintain Bills > Copy Single Bill > Express Billing > Standard Billing

Approvals

Business Unit: R3201
 Invoice: 00000336815CR
 Pretax Amount: -50.00
 Approval Status: Initial
 Comment: These comments will not display when the completed invoice is viewed in the system.

[View Supporting Documentation](#)

Submit for Approval Preview Approvals

OK Cancel Refresh

2. Enter a comment, if applicable.
3. Click on the **Submit for Approval** button and click **OK** at the message. You are returned to the *Header Info 1* page.



Message

The invoice has been submitted for approval. (12508,16)

OK

4. Once the Credit Invoice has been approved, it must be processed through the Single Action Invoice process. You can monitor the approval status through your Worklist and from the *Bill Summary Info 2* page for the Credit Invoice. To navigate to the *Bill Summary Info 2* page:
 - a. **Navigation Links:** Billings, Review Billing Information, Summary.
 - b. At the *Bill Summary* search page, verify your *Business Unit* and enter the *Invoice Number*.

Bill Summary Info		Bill Summary Info 2	
Unit:	R3201	Invoice:	00000219987CR
GL Level:	BI Creates GL Acct Entries		
AR Level:	Bill Line is AR Open Item		
AR Option:	Use Line for Distribution		
Pre-Load Status:	Pending		
Budget Check Status:	Not Budget Checked		
Approval Status:	Pending		
<input checked="" type="checkbox"/> Attach Invoice Image <input type="checkbox"/> VAT Defaults Applied <input type="checkbox"/> Invoice Printed <input type="checkbox"/> EDI Sent <input type="checkbox"/> Currency Converted <input type="checkbox"/> Email Sent			
<input type="checkbox"/> GL Entries Created <input type="checkbox"/> AR Pending Item Created			
Go to:	Header Info 1	Address	Copy Address
	Bill Search	Line Search	Notes
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/>			
Bill Summary Info Bill Summary Info 2			

Note: the *Approval Status* is “Pending” at this time.

Step 4: Run the Single Action Invoice Process

After the credit bill has been approved, the following actions must take place before the credit is fully processed and applied to the customer’s account in AR:

Module	Process
Billing	Single Action Invoice Process. Refer to the “ Running the Single Action Invoice Process ” topic for instructions. This process creates a pending item in AR. Typically the person who creates bills does not have the security access to also run the Single Action Invoice process.
Accounts Receivable	ARUpdate Process. This process runs automatically several times a day or it can be run manually. It posts invoices (open items) to customer accounts in AR. Typically the person who creates bills does not have the security access to also run the ARUpdate Process. Refer to the “Running the ARUpdate Process” topic in the Accounts Receivable Advanced User Guide.
Accounts Receivable	Maintenance Worksheet. This process matches the credit invoice to the original invoice and closes the items. Refer to the “Applying Credit Bills or On Account Amounts” topic in the Accounts Receivable Advanced User Guide.

Having completed this topic, you should now be able to:

- Use the Copy a Single Bill Process to Credit a Bill

Adjusting Bill Lines

Topic Overview

Most agencies use the *Credit an Entire Bill* process covered in the previous topic. However, there may be instances when you want to adjust selected lines on an invoice. The *Adjusting Bill Lines Process* enables you to adjust specific bill lines for an invoice, rather than crediting the entire bill. The *Adjust Bill Lines Process* includes different options as described below:

Option	Description
Credit Line	Use this option to create a reversal line for each selected line.
Create Reversal and Rebill	Use this option to create two lines, one that credits the original line selected and one that reflects the adjustment.
Create Net Adjustment (+) Only (Not covered in this topic)	Most likely you would create a new bill, rather than use this option. This option is used to make a positive amount adjustment to a line on an existing invoice. For example, you may have entered a quantity of 30 and it should have been 40. You could use this feature to add an additional quantity of 10.

After completing this topic, you should be able to:

- Credit Bill Line
- Create Bill Line and Rebill

Process Steps

Adjust Selected Lines

This topic covers two options included in the Adjust Bill Lines process:

- Option 1: Credit Line(s)
- Option 2: Create Reversal and Rebill

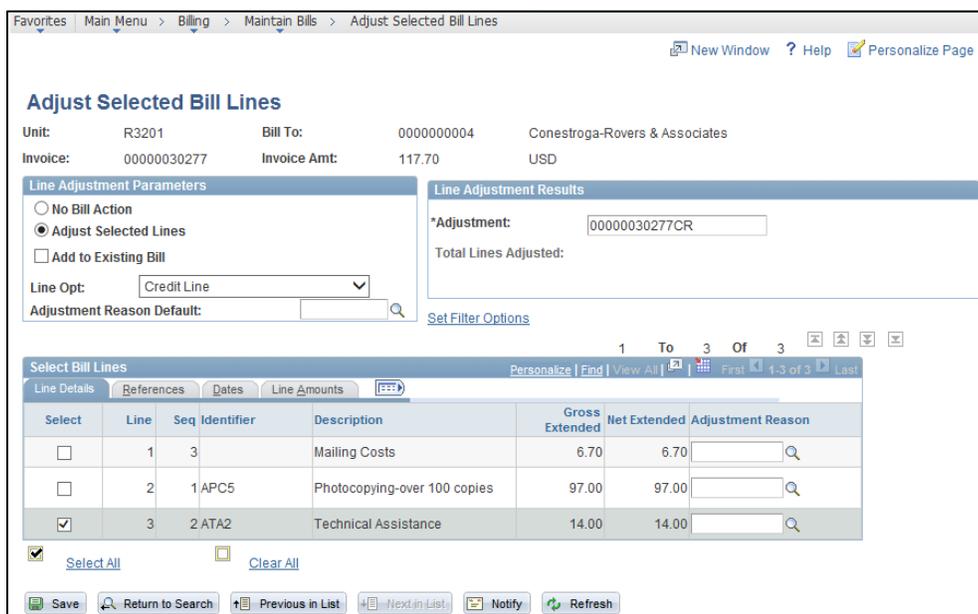
Option 1: Credit Line(s)

Use this option to select one or more lines of an invoice to credit, rather than crediting the entire bill. A credit bill with a status of “NEW” is created for the selected lines.

WARNING! Because the new credit bill will need to be netted with the original bill, the credit bill should not be modified other than ensuring that the bill dates are correct and adding any notes. If you are crediting an older invoice that used the “Crystal” format, you should change the format of the credit bill to the “XMLPUB” format at this time.

Begin by navigating to the *Adjust Selected Bill Lines* page.

1. **Navigation Links:** Billing, Maintain Bills, Adjust Selected Bill Lines.
2. At the *Adjust Selected Bill Lines* search page, enter your *Business Unit* and the *Invoice number* that you want to credit and click the **Search** button.
3. Click on the *Invoice* Link in the *Search Results* section. The *Adjust Selected Bill Lines* page displays.
4. In the *Line Adjustment Parameters* section, select the **Adjust Selected Lines** option radio button.
5. Click on the *Line Opt* drop-down and select the **Credit Line** option.



Adjust Selected Bill Lines

Unit: R3201 Bill To: 0000000004 Conestroga-Rovers & Associates
 Invoice: 00000030277 Invoice Amt: 117.70 USD

Line Adjustment Parameters

No Bill Action
 Adjust Selected Lines
 Add to Existing Bill

Line Opt: Credit Line
 Adjustment Reason Default: [Search]

Line Adjustment Results

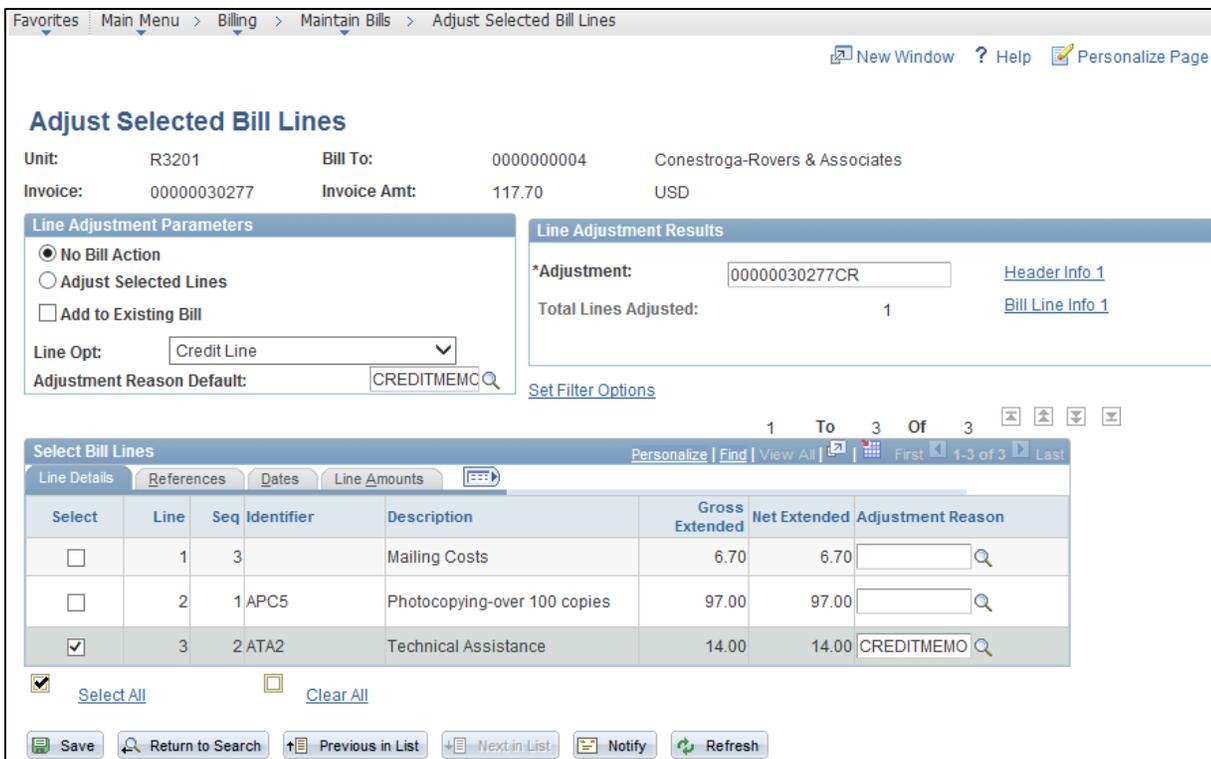
*Adjustment: 00000030277CR
 Total Lines Adjusted:

Select Bill Lines

Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
<input type="checkbox"/>	1	3		Mailing Costs	6.70	6.70	[Search]
<input type="checkbox"/>	2	1	APC5	Photocopying-over 100 copies	97.00	97.00	[Search]
<input checked="" type="checkbox"/>	3	2	ATA2	Technical Assistance	14.00	14.00	[Search]

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh

6. Click the **Adjustment Reason Lookup** and select “CREDITMEMO”. This reason will be automatically populated to each selected bill line.
7. In the *Adjustment Results* section, it is recommended that you enter your own **Credit Bill Number** consisting of the original invoice number followed by “CR” (“00000219993CR”). This practice may make it easier to find the related invoices in the future. If you accept the default “NEXT” in the *Credit Bill* field, the system will generate the next available number after you save.
8. In the *Select Bill Lines* section, select the Line(s) you want to credit. The Adjustment Reason populates with the reason you selected earlier.
9. Click the **Save** button to initiate the process. *Header Info 1* and *Bill Line Info 1* links appear in the Line Adjustment Results section.



The screenshot shows the 'Adjust Selected Bill Lines' interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Billing > Maintain Bills > Adjust Selected Bill Lines. The page title is 'Adjust Selected Bill Lines'. Below the title, there are fields for Unit (R3201), Invoice (00000030277), Bill To (000000004), and Invoice Amt (117.70 USD). The 'Line Adjustment Parameters' section includes radio buttons for 'No Bill Action' (selected), 'Adjust Selected Lines', and 'Add to Existing Bill'. The 'Line Adjustment Results' section shows an 'Adjustment' field with the value '00000030277CR' and a 'Total Lines Adjusted' of 1. Below this is a table titled 'Select Bill Lines' with columns for Select, Line, Seq, Identifier, Description, Gross Extended, Net Extended, and Adjustment Reason. The table has three rows: Line 1 (Mailing Costs), Line 2 (Photocopying-over 100 copies), and Line 3 (Technical Assistance) which is selected. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, and Refresh.

10. Click on *Bill Line - Info 1* link and the *Billing General* page appears for the new credit invoice.

Favorites | Main Menu > Billing > Maintain Bills > Adjust Selected Bill Lines > Express Billing

Billing General

Unit: R3201 Invoice: 0000030277CR Pretax Amt: -14.00 USD

Bill Status: NEW Invoice Date: []
 *Bill Type: MSC Bill Source: ONLINE
 Cycle ID: ON_DEMAND *Frequency: Once
 *Invoice Form: CRYSTAL

Customer Information
 *Customer: 0000000004 SubCust1: []
 Conestroga-Rovers & Associates SubCust2: []
 Address: []

Payment Information
Header Detail

Lines to Add: 5 Max Rows: 5

Line	Net Amount	Info 1	Info 2	Product Info	Order Info	Ship Info	Misc Info	Project Info	Service Info	
Sel	Seq	Line	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended AR Account	Revenue Account
<input type="checkbox"/>	1		ID	ATA2	Technical Assistar	-1.0000	HR	14.0000	-14.00 Account	553090

Go to: Copy Address Header Notes Standard Entry
 Summary Bill Search Line Search Page Series
 Navigation: Billing General Prev Next

Save Return to Search Notify Refresh Add Update/Display

WARNING! The credit bill is created with a status of “NEW”. Because the new credit bill will need to be netted with the original bill, **the credit bill should not be modified** other than ensuring that the bill dates are correct and adding any notes. If you are crediting an older invoice that used the “Crystal” format, you should change the format of the credit bill to the “XMLPUB” format at this time.

- Click on the *Standard Entry* link. It is recommended that you use the *Standard Entry* option to view and enter data.

Favorites | Main Menu > Billing > Maintain Bills > Adjust Selected Bill Lines > Express Billing > Standard Billing

Header - Info 1 | **Line - Info 1**

Unit: R3201 Invoice: 0000030277CR Pretax Amt: -14.00 USD

Status: NEW Invoice Date: [] Cycle ID: ON_DEMAND
 *Type: MSC Source: ONLINE *Frequency: Once
 *Customer: 0000000004 SubCust1: [] SubCust2: []
 Conestroga-Rovers & Associates

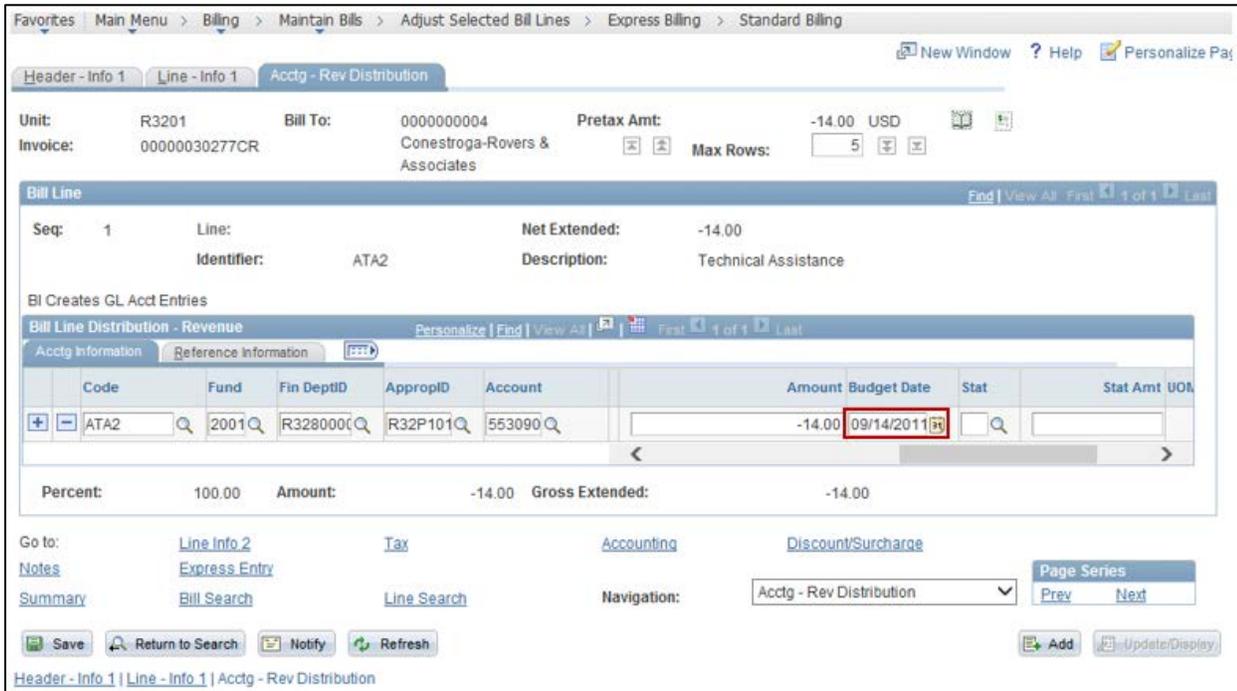
*Invoice Form: XMLPUB From Date: 08/24/2011 To Date: 08/24/2011
 Accounting Date: [] Pay Terms: NET30 Pay Method: Check
 Remit To: R3201 Bank Account: 0001
 Sales: DEFAULT Bill Inquiry Phone: 651-757-2182
 Credit: DEFAULT Collector: DEFAULT
 Biller: BISPEC Billing Authority: BISUP

Go to: Header Info 2 Address Copy Address
 Notes Express Entry Page Series
 Summary Bill Search Line Search Navigation: Header - Info 1 Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

12. Enter the **Invoice Date** or leave it blank and the field will be entered automatically when the Single Action Invoice process runs.
13. **WARNING REGARDING BUDGET DATES!** The Budget Date from the original bill should have been automatically entered on the Accounting Revenue Distribution for each line of the credit bill. This is necessary so that the correct budget period is affected by the credit. For example, if you are processing a credit on July 1, 2014 (FY15) for a bill that was invoiced on June 15, 2014 (FY14), the budget date of June 15, 2014, should be used.



The screenshot shows the 'Acctg - Rev Distribution' page in the SWIFT system. At the top, there are navigation tabs: 'Header - Info 1', 'Line - Info 1', and 'Acctg - Rev Distribution'. Below the tabs, there is a header section with fields for Unit (R3201), Invoice (00000030277CR), Bill To (0000000004), Pretax Amt (-14.00 USD), and Max Rows (5). The main section is titled 'Bill Line' and shows a table with columns for Seq, Line, Identifier, Net Extended, and Description. Below this, there is a 'Bill Line Distribution - Revenue' table with columns for Code, Fund, Fin DeptID, AppropID, Account, Amount, Budget Date, Stat, and Stat Amt UOM. The 'Budget Date' field in this table is highlighted with a red box and contains the value '09/14/2011'. At the bottom of the page, there are several buttons: 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

14. Optionally, click on the *Header Notes* link and enter any notes.
15. On the *Header – Info 1* page, click on the **Status** lookup and select “RDY” (READY).
16. Click the **Save** button. The *Approvals* link displays in the **Go to** section.
17. Click on the *Approvals* link. The *Approvals* page displays.
18. Enter a comment, if applicable.

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Approvals

Business Unit: R3201
 Invoice: 00000030277CR
 Pretax Amount: -14.00
 Approval Status: Initial

Comment:

[View Supporting Documentation](#)

19. Click on the **Submit for Approval** button and click **OK** at the message. You are returned to the *Header Info 1* page.
20. Once the Credit Invoice has been approved, it must be processed through the Single Action Invoice process. You can monitor the approval status through your Worklist or from the *Bill Summary Info 2* page for the Credit Invoice. To navigate to the *Bill Summary Info 2* page:
 - a. **Navigation Links:** Billings, Review Billing Information, Summary.
 - b. At the *Bill Summary* search page, verify your *Business Unit*, enter the *Invoice Number* and click the **Search** button.

Favorites | Main Menu > Billing > Review Billing Information > Summary

Bill Summary Info | **Bill Summary Info 2**

Unit: R3201 Invoice: 00000030277CR

GL Level: BI Creates GL Acct Entries
 AR Level: Bill Line is AR Open Item
 AR Option: Use Line for Distribution
 Pre-Load Status: Pending
 Budget Check Status: Not Budget Checked
 Approval Status: Pending

Attach Invoice Image
 VAT Defaults Applied
 Invoice Printed
 EDI Sent
 Currency Converted
 Email Sent

GL Entries Created
 AR Pending Item Created

Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)
[Bill Search](#) [Line Search](#) [View Audit Logs](#)

[Bill Summary Info](#) | [Bill Summary Info 2](#)

Note: the *Approval Status* is “Pending” at this time.

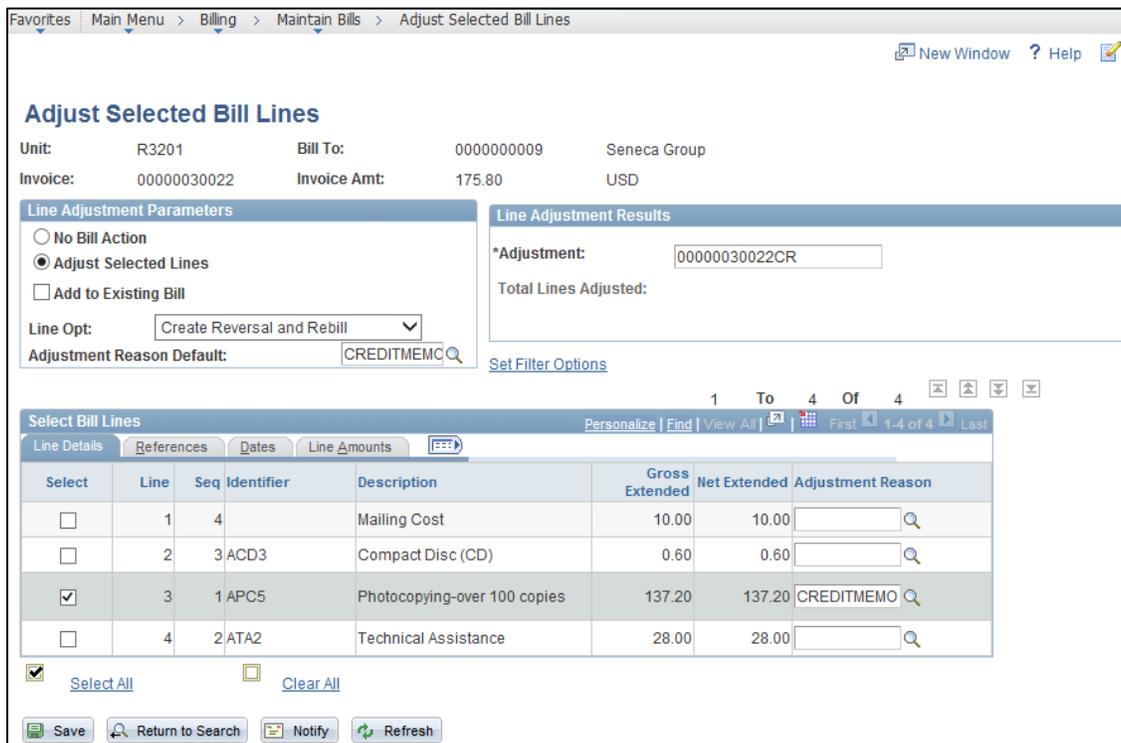
After the credit bill has been approved, the following actions must take place before the credit is fully processed and applied to the customer's account in AR:

Module	Process
Billing	<p>Single Action Invoice Process. Refer to the "Running the Single Action Invoice Process" topic for instructions. This process creates a pending item in AR. Typically the person who creates bills does not have the security access to also run the Single Action Invoice process.</p>
Accounts Receivable	<p>ARUpdate Process. This process runs automatically several times a day or it can be run manually. It posts invoices (open items) to customer accounts in AR. Typically the person who creates bills does not have the security access to also run the ARUpdate Process. Refer to the "Running the ARUpdate Process" topic in the Accounts Receivable Advanced User Guide.</p>
Accounts Receivable	<p>Maintenance Worksheet. This process matches the credit invoice to the original invoice and closes the items. Refer to the "Applying Credit Bills or On Account Amounts" topic in the Accounts Receivable Advanced User Guide.</p>

Option 2: Create Reversal and Rebill

Use this option to create two lines, one that credits the original line selected and one that reflects the adjustment. Begin by navigating to the *Adjust Selected Bill Lines* page.

1. **Navigation Links:** Billing, Maintain Bills, Adjust Selected Bill Lines.
2. At the *Adjust Selected Bill Lines* search page, enter your *Business Unit* and the *Invoice number* that you want to credit and click the **Search** button.
3. Click on the *Invoice* Link in the *Search Results* section. The *Adjust Selected Bill Lines* page displays.
4. In the *Line Adjustment Parameters* section, select the **Adjust Selected Lines** option radio button.
5. Click on the *Line Opt* drop-down and select the **Credit Reversal and Rebill** option.



Adjust Selected Bill Lines

Unit: R3201 Bill To: 0000000009 Seneca Group
 Invoice: 00000030022 Invoice Amt: 175.80 USD

Line Adjustment Parameters

No Bill Action
 Adjust Selected Lines
 Add to Existing Bill

Line Opt: Create Reversal and Rebill
 Adjustment Reason Default: CREDITMEMO

Line Adjustment Results

*Adjustment: 00000030022CR
 Total Lines Adjusted:

Select Bill Lines

Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
<input type="checkbox"/>	1	4		Mailing Cost	10.00	10.00	
<input type="checkbox"/>	2	3	ACD3	Compact Disc (CD)	0.60	0.60	
<input checked="" type="checkbox"/>	3	1	APC5	Photocopying-over 100 copies	137.20	137.20	CREDITMEMO
<input type="checkbox"/>	4	2	ATA2	Technical Assistance	28.00	28.00	

Buttons: Save, Return to Search, Notify, Refresh

6. Click the **Adjustment Reason** Lookup and select “CREDITMEMO”. This reason will be automatically populated to each selected bill line.
7. In the *Adjustment Results* section, it is recommended that you enter your own **Credit Bill Number** consisting of the original invoice number followed by “CR” (“00000219993CR”). If you accept the default “NEXT” in the Credit Bill field, the system will generate the next available number after you save.
8. In the *Select Bill Lines* section, select the Line(s) you want to credit and rebill. The *Adjustment Reason* populates with the reason you selected earlier.
9. Click the **Save** button to initiate the process. *Header Info 1* and *Bill Line Info 1* links appear in the Line Adjustment Results section.

Favorites | Main Menu > Billing > Maintain Bills > Adjust Selected Bill Lines

Unit: R3201 Bill To: 000000009 Seneca Group
 Invoice: 00000030022 Invoice Amt: 175.80 USD

Adjust Selected Bill Lines

Line Adjustment Parameters
 No Bill Action
 Adjust Selected Lines
 Add to Existing Bill
 Line Opt: Create Reversal and Rebill
 Adjustment Reason Default: CREDITMEMO

Line Adjustment Results
 *Adjustment: 00000030022CR
 Total Lines Adjusted:

1 To 4 Of 4

Select Bill Lines

Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
<input type="checkbox"/>	1	4		Mailing Cost	10.00	10.00	
<input type="checkbox"/>	2	3	ACD3	Compact Disc (CD)	0.60	0.60	
<input checked="" type="checkbox"/>	3	1	APC5	Photocopying-over 100 copies	137.20	137.20	CREDITMEMO
<input type="checkbox"/>	4	2	ATA2	Technical Assistance	28.00	28.00	

Select All Clear All

Save Return to Search Notify Refresh

10. Click on *Bill Line - Info 1* link and the *Billing General* page appears for the new credit invoice. **Note:** The **Bill Lines** section shows two lines, a negative for the credit and a positive amount that will be used for the rebill entry.

Favorites | Main Menu > Billing > Maintain Bills > Adjust Selected Bill Lines > Express Billing

Unit: R3201 Invoice: 00000030022CR Prefax Amt: 0.00 USD

Bill Status: NEW Invoice Date:
 *Bill Type: MSC Bill Source: ONLINE
 Cycle ID: ON_DEMAND *Frequency: Once
 *Invoice Form: CRYSTAL

Customer Information
 *Customer: 000000009 SubCust1:
 Seneca Group SubCust2:

Payment Information
 Header Detail

Lines to Add: 5 Max Rows: 5

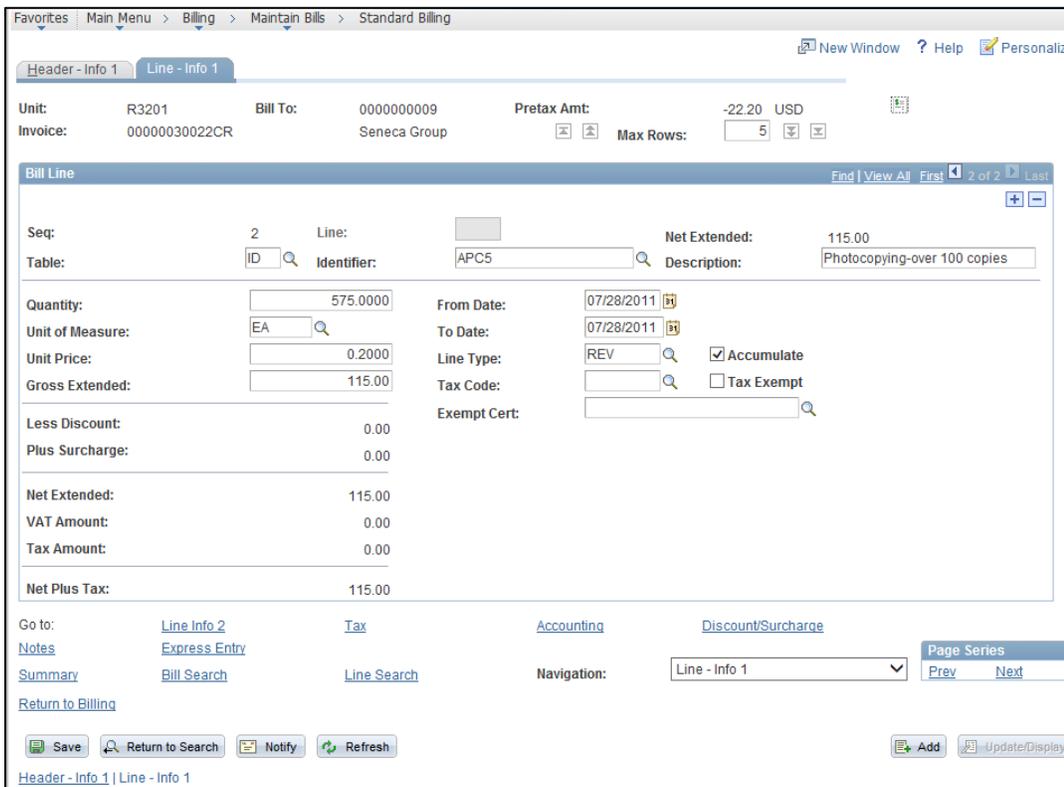
Bill Lines

Line	Net Amount	Info 1	Info 2	Product Info	Order Info	Ship Info	Misc Info	Project Info	Service Info	Gross AR Extended	Account	Revenue Account
<input type="checkbox"/>		ID	APC5	Photocopying-over	-686.0000	EA	0.2000			-137.20	Account	553090
<input type="checkbox"/>		ID	APC5	Photocopying-over	686.0000	EA	0.2000			137.20	Account	553090

Go to: Copy Address Header Notes Standard Entry
 Summary Bill Search Line Search
 Navigation: Billing General Page Series: Prev Next

Save Return to Search Notify Refresh Add Update/Display

11. Click on the *Standard Entry* link. It is recommended that you use the *Standard Entry* option to view and enter data, especially if you are entering bill line information.
12. Click on the *Line – Info 1* page. In this example, the original quantity was 686 and it should have been 575.00. We will leave the credit Line 1 as it is, and adjust the rebill Line 2 from 686 to a quantity of 575. The Net adjustment is now \$-22.20.



Unit: R3201 Bill To: 0000000009 Pretax Amt: -22.20 USD
 Invoice: 00000030022CR Seneca Group Max Rows: 5

Seq: 2 Line: Net Extended: 115.00
 Table: ID Identifier: APC5 Description: Photocopying-over 100 copies

Quantity: 575.0000 From Date: 07/28/2011
 Unit of Measure: EA To Date: 07/28/2011
 Unit Price: 0.2000 Line Type: REV Accumulate
 Gross Extended: 115.00 Tax Code: Tax Exempt
 Exempt Cert:

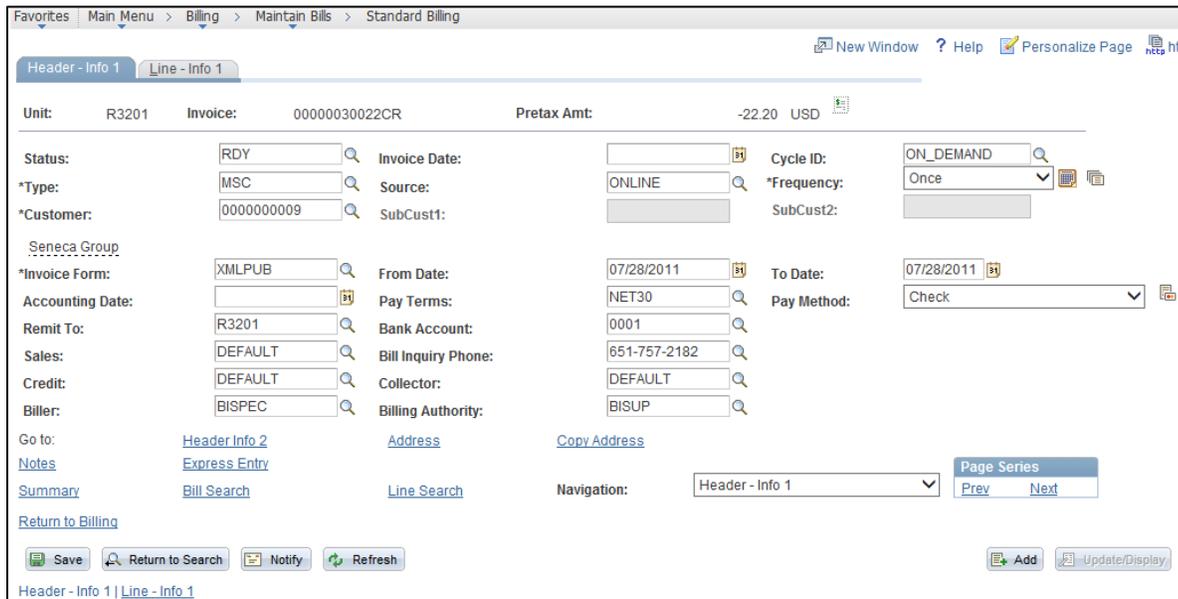
Less Discount: 0.00
 Plus Surcharge: 0.00
 Net Extended: 115.00
 VAT Amount: 0.00
 Tax Amount: 0.00
 Net Plus Tax: 115.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)
[Notes](#) [Express Entry](#) [Page Series](#)
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Line - Info 1 [Prev](#) [Next](#)
[Return to Billing](#)

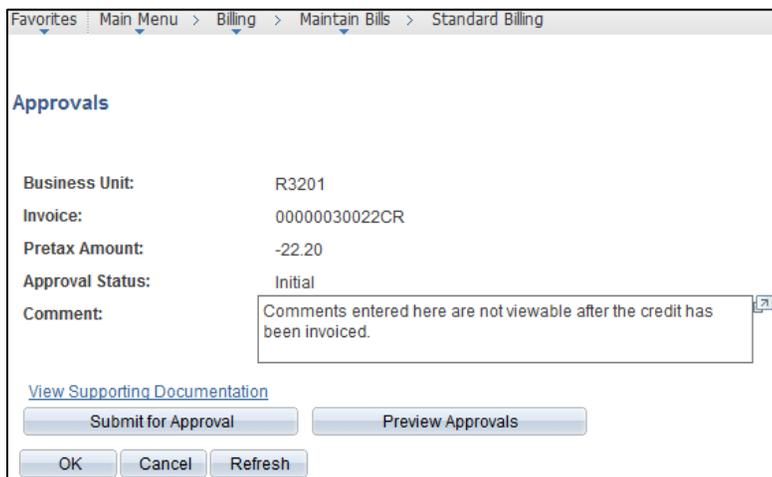
[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Header - Info 1 | Line - Info 1

13. **WARNING REGARDING BUDGET DATES!** The Budget Date from the original bill should have been automatically entered on the Accounting Revenue Distribution for each line of the credit bill. This is necessary so that the correct budget period is affected by the credit. For example, if you are processing a credit on July 1, 2014 (FY15) for a bill that was invoiced on June 15, 2014 (FY14), the budget date of June 15, 2014, should be used.
14. On the **Header – Info 1** tab, enter the **Invoice Date** or leave it blank and the field will be entered automatically when the Single Action Invoice process runs. If you are crediting an older invoice that used the Crystal format, you could also change the format of the credit bill to the XMLPUB format at this time.

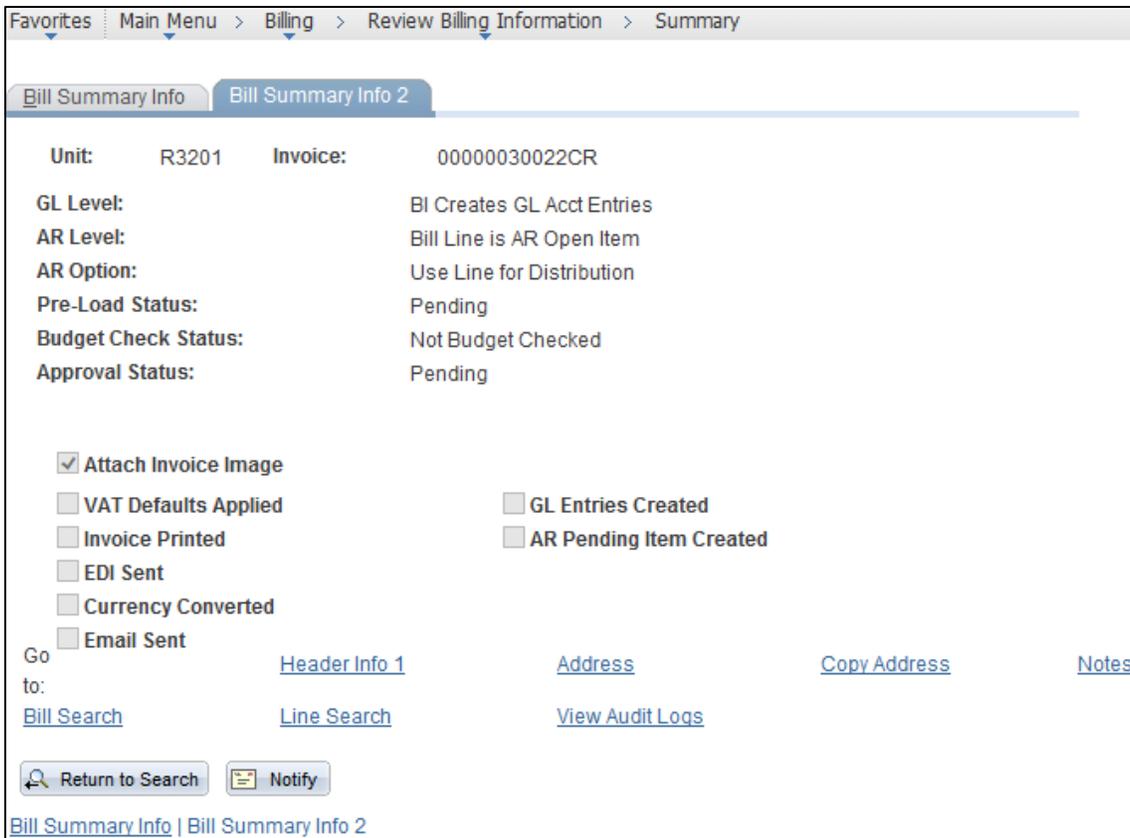


15. Optionally, click on the *Header Notes* link and enter any notes.
16. If you are crediting an older invoice that used the “Crystal” format, you should change the format of the bill to the “XMLPUB” format at this time.
17. Change the Bill Status to “RDY” (Ready).
18. Click the **Save** button. The *Approvals* link displays in the **Go to** section.
19. Click on the *Approvals* link. The *Approvals* page displays.



20. Enter a comment, if applicable.
21. Click on the **Submit for Approval** button and click **OK** at the message. You are returned to the *Header Info 1* page.

22. Once the Credit Invoice has been approved, it must be processed through the Single Action Invoice process. You can monitor the approval status through your Worklist or from the *Bill Summary Info 2* page for the Credit Invoice. To navigate to the *Bill Summary Info 2* page:
 - a. **Navigation Links:** Billings, Review Billing Information, Summary.
 - b. At the *Bill Summary* search page, verify your *Business Unit*, enter *Invoice Number* and click the **Search** button.



The screenshot shows a web browser window with the following content:

- Navigation: Favorites, Main Menu > Billing > Review Billing Information > Summary
- Tabs: Bill Summary Info, Bill Summary Info 2 (active)
- Unit: R3201 Invoice: 00000030022CR
- GL Level: BI Creates GL Acct Entries
- AR Level: Bill Line is AR Open Item
- AR Option: Use Line for Distribution
- Pre-Load Status: Pending
- Budget Check Status: Not Budget Checked
- Approval Status: Pending
- Checkboxes:
 - Attach Invoice Image
 - VAT Defaults Applied
 - Invoice Printed
 - EDI Sent
 - Currency Converted
 - Email Sent
 - GL Entries Created
 - AR Pending Item Created
- Go to:
 - Header Info 1
 - Address
 - Copy Address
 - Notes
 - Bill Search
 - Line Search
 - View Audit Logs
- Buttons: Return to Search, Notify
- Footer: [Bill Summary Info](#) | [Bill Summary Info 2](#)

Note: the *Approval Status* is “Pending” at this time.

After the credit bill has been approved, the following actions must take place before the credit is fully processed and applied to the customer’s account in AR:

Module	Process
Billing	Single Action Invoice Process. Refer to the “ Running the Single Action Invoice Process ” topic for instructions. This process creates a pending item in AR. Typically the person who creates bills does not have the security access to also run the Single Action Invoice Process.



Module	Process
Accounts Receivable	ARUpdate Process. This process runs automatically several times a day or it can be run manually. It posts invoices (open items) to customer accounts in AR. Typically the person who creates bills does not have the security access to also run the ARUpdate Process. Refer to the “Running the ARUpdate Process” topic in the Accounts Receivable Advanced User Guide.
Accounts Receivable	Maintenance Worksheet. This process matches the credit invoice to the original invoice and closes the items. Refer to the “Applying Credit Bills or On Account Amounts” topic in the Accounts Receivable Advanced User Guide.

After completing this topic, you should be able to:

- Credit Bill Line
- Create Bill Line and Rebill



View Adjustment History

Topic Overview

You can use the *Adjustment History* listing to view an invoice and a listing of the credits and rebills processed for the invoice using the SWIFT Bill Adjustment processes.

Note: If you have used the *Copy a Single Bill Process* to credit a bill a second time, the credit will not display in the View Adjustment History listing.

After completing this topic, you should be able to:

- View Invoice Adjustment History

Process Steps

View Adjustment History

This topic covers how to use the *Adjustment History* feature to view an invoice and a listing of the credits and rebills processed for the invoice using the SWIFT Bill Adjustment functions.

Steps to complete:

- Step 1: View the Adjustment History of an Invoice

Step 1: View the Adjustment History of an Invoice

Begin by navigating to the *Adjustment History* page.

1. **Navigation Links:** Billing, Review Billing Information, Adjustment History.
2. At the *Adjustment History* page, enter your search parameters.

Tip: If you created your own credit invoice number using the original number + CR or + RB, you can enter part of the original number in the *Invoice ID* field and use the Contains operator.

Adjustment History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Business Unit:

Invoice:

Bill Status:

Customer:

Contract:

Bills in Business Unit:

Template Invoice Flag:

Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

Search Results

View All First 1-3 of 3 Last

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag
R3201	00000219995RB	Rebill	MSC	New Bill	ONLINE	0000000004	(blank)	R3201	No
R3201	00000219995CR	Cred Bill	MSC	Ready	ONLINE	0000000004	(blank)	R3201	No
R3201	00000219995	Regular	MSC	Invoiced	ONLINE	0000000004	(blank)	R3201	No

3. Click on the *Invoice* link in the *Search Results* section. The *Adjustment History* page displays.

Favorites | Main Menu > Billing > Review Billing Information > Adjustment History

Adjustment History

Unit: R3201
 Invoice: 00000219995
 Bill To: 0000000004 Conestoga-Rovers & Associates
 Original: 00000219995
 Prior:
 Next: 00000219995CR
 Latest: 00000219995RB

Select for Display
 List All Bills
 Invoiced Bills Only

Get Adjustment History

Invoices Selected					
Invoice	Status	Inv Type	Inv Date	Invoice Amount	Currency
00000219995	INV	REG	08/01/2014	400.00	USD
00000219995RB	NEW	ARB		400.00	USD
00000219995CR	RDY	ACR		-400.00	USD

Return to Search | Previous in List | Next in List | Notify

The header of the *Adjustment History* page lists *Business Unit*, the *Invoice number* that was selected on the *Search* page, the *Customer* number and name, along with the original *Invoice number* and related adjustments *Invoice numbers*. In this example, the original invoice was credited and a rebill was created.

The *Invoices Selected Field* section displays more detailed information related to the invoices:

Field	Description
Invoice	Invoice Number.
Status	Status of the Invoice: INV (Invoiced), NEW, RDY (Ready)
Inv Type	Invoice Type: REG (Regular), ARB (Adjustment Rebill), ACR (Adjustment Credit)
Invoice Date	Invoice Date
Amount	The amount of the invoice.

After completing this topic, you should be able to:

- View Invoice Adjustment History

Approving Bills

Topic Overview

Approvals are required for all credit bills.

Once the bill is submitted for approval, it will be routed to the appropriate level of approval. The approver will use the Worklist to review the bill and approve or deny the credit bill.

- When a bill is approved, the Approval Status changes from “Pending” to “Approved”.

Upon completion of this topic, you should be able to:

- Approve Credit Bills Using the Workflow

Process Steps

Approve Bills

Once the bill is submitted for approval, it will be routed to the appropriate level of approval. The approver will use the Worklist to review the bill and then, approve or deny the bill.

A Worklist is an organized list of the work items that need to be addressed. A link to the Worklist appears at the top of the SWIFT Home page. From the Worklist, you can access item details, complete the required actions, and mark items complete.

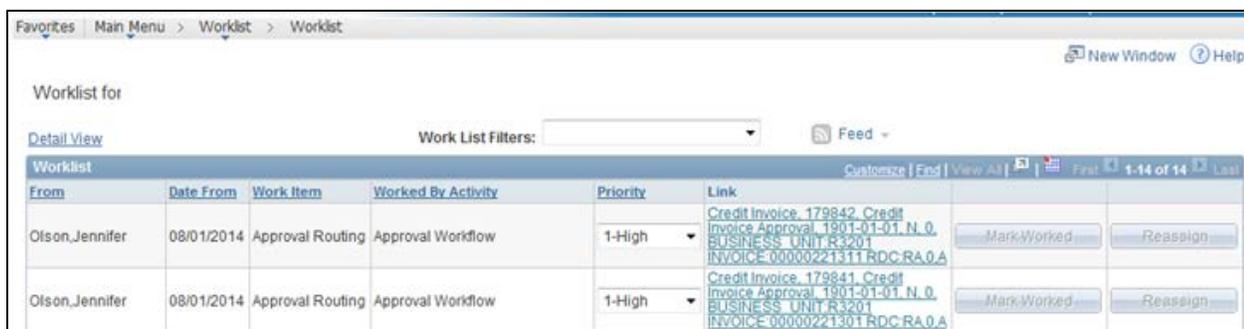
This topic briefly covers approving and denying bills that have been routed to your worklist. Detailed instructions for using a Worklist are provided in the Swift Navigation Course.

Steps to complete:

- Step 1: Approve and Recycle bills using billing workflow

Step 1: Approve or Recycle Bills Using the Billing Workflow

1. Click on the *Worklist* link at upper right of SWIFT home page. The *Worklist* page appears displaying a list of items waiting for review and approval. You can use the *Links* field in the Worklist table to identify Credits and Write-offs waiting for approval.



The screenshot shows the SWIFT Worklist interface. At the top, there are navigation links: Favorites, Main Menu, Worklist, and Worklist. Below this, there is a 'Worklist for' section with a 'Detail View' link and 'Work List Filters' dropdown. A 'Feed' button is also visible. The main part of the interface is a table with the following columns: From, Date From, Work Item, Worked By Activity, Priority, Link, and two action buttons (Mark Worked and Reassign). The table contains two rows of data, both from 'Olson, Jennifer' on '08/01/2014' for 'Approval Routing' with 'Approval Workflow' activity and '1-High' priority. The 'Link' column contains a long URL for each item.

From	Date From	Work Item	Worked By Activity	Priority	Link		
Olson, Jennifer	08/01/2014	Approval Routing	Approval Workflow	1-High	Credit Invoice_179842_Credit Invoice Approval_1901-01-01_N.O. BUSINESS_UNIT R3201 INVOICE 00000221311 RDC RA 0 A	Mark Worked	Reassign
Olson, Jennifer	08/01/2014	Approval Routing	Approval Workflow	1-High	Credit Invoice_179841_Credit Invoice Approval_1901-01-01_N.O. BUSINESS_UNIT R3201 INVOICE 00000221301 RDC RA 0 A	Mark Worked	Reassign

2. Click on the *Link* for the credit bill in the list that you want to review. The *Header - Info 1* page appears.
3. Review the credit bill Header and Line information.
4. Return to the *Header - Info 1* page and click on the **Approvals** link to approve or deny the bill.



Approvals

Business Unit: R3201
Invoice: 00000221311
Pretax Amount: -16.37
Approval Status: Pending
Comment:

[View Supporting Documentation](#)

[Approval Monitor](#)

5. Enter a comment, if applicable.
6. Click on the **Approve** button or the **Deny** button.
7. Click **OK** at the system message.
 - If the bill is approved, the approval status on the *Billing Summary Info 2* page changes from “*Pending*” to “*Approved*” and the bill can now be processed by the Single Action Invoice process.
8. Click the **Save** button.
9. Return to the *Worklist* to process remaining items by clicking on the *Worklist* link.

Having completed this topic, you should now be able to:

- Approve Credit Bills Using the Workflow

Lesson Summary

This lesson covered the different options available to credit entire bills or selected bill lines. We also viewed adjustment history in SWIFT. Finally, a brief look at the approval process was provided.

Having completed this lesson, you should now be able to:

- Credit an Entire Bill
- Credit an Entire Bill and Update a New Bill
- Credit a Bill Using the Copy Single Bill Process
- Credit Bill Line(s)
- Credit Bill Line(s) and Rebill
- View Adjustment History
- Approve Bills

Course Summary

The Lessons in the Billing Advanced course include:

- Course Overview
- Creating Bills
- Working with Billing Interface
- Processing Non-Consolidated Bills
- Adjusting Bills

Key Billing Advanced Terms

Term	Term Definition
Account	The Account ChartField classifies the nature of a transaction such as "cash" and "supplies." The values in this field determine whether it is an asset, liability, equity, revenue or expenditure. All transactions in SWIFT will have an Account. See "ChartField."
Accounting Date	The accounting date is the date a transaction is recognized versus the date the transaction actually occurred (although the two dates can be the same). Accounting date determines the period in the General Ledger to which the transaction is to be posted. A user can only select an accounting date that falls within an open period in the ledger to which s/he is posting.
Accounting Period	The fiscal accounting period is identified by one or two digits beginning with 1 for July and ending with 12 for June. It is used to provide reporting on an accrual basis.
Accounts Receivable	Accounts receivables are created when the state provides a service or assesses a fine or tax and then later sends a bill requesting payment.
AP	Accounts Payable module.
Appropriation	An appropriation legally authorizes spending or the collection of receipts as specified in session laws or state statutes.
Appropriation ID (Approp ID)	The appropriation ID is a 7-character alphanumeric identifier. It indicates a single appropriation account that controls the total amount of an agency's expenditures.
AR	Accounts Receivable module.
ARUpdate	This process creates an open item or invoice in Accounts Receivable and prepares the related accounting entries to be picked up by GL.
BI	Billing module.
Bill Line Adjustment	Refers to adjusting a single line on a bill. Once an adjustment is made to a line, that same line cannot be adjusted again.
Budget Check	Budget checking is the process of validating the transaction against the available budget.
Budget Check Errors	Budget checking is the process of validating the transaction against the budget. Errors are generated when the budget check process is run. Budget check errors may result from using an incorrect fund on a transaction.
Business Unit	For the State of Minnesota, the Business Unit typically corresponds to an agency with the exception of the General Ledger. The GL business unit is at a statewide level (i.e., MN001)

Term	Term Definition
Chart of Accounts	Chart of Accounts consist of eight Standard ChartFields and six Project/Grant ChartFields. When combined the ChartFields define specific transactions. End-users must be familiar with the ChartFields and their definitions for use in procurement, budgeting, month-end reporting and labor cost distribution. These ChartFields are required to define the appropriate funding source.
ChartField	The Chart of Accounts is comprised of informational fields that provide the basic structure to segregate and categorize transactional and budget data. Each Chart of Accounts field is called a ChartField. Statewide Reporting ChartFields are: Fund, Department ID (also known as Financial Department ID), Appropriation ID, Account, and Statewide Cost (optional field). Optional Agency Reporting ChartFields are: SubAccount, Agency Cost 1 and Agency Cost 2. Project/Grant Reporting ChartFields are: PC Business Unit, Project, Activity, Source Type, Category, and Sub-Category.
Consolidated Bill	The Consolidated Bill process is not used in Minnesota.
Customer	<p>Invoices are created and sent to a business, individual or to another agency to bill them for a product or service. They are considered a Customer. Payments are received from the customer and applied to the outstanding item.</p> <p>Each business or individual customer has a Customer ID. Either it is generated by the system or you can create your own.</p> <p>Agency customers have a pre-determined Customer ID and should not be changed.</p>
Customer Contact	A department or agency typically corresponds with a specific person at a customer site.
Customer Information	Data such as address and contact information relating to the customer is maintained by each business unit.
Fin Dept ID	Fin Dept ID (financial department identifier) represents the organizational function to which expenditures and other activities must be applied. The department structure should represent the organizational structure of an agency or department. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures.
Fund	Fund is an independent fiscal and accounting entity with a self-balancing group of accounts, recording cash and/or other resources together with all related liabilities, obligations, reserves and equities. They are split out for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. See "ChartField."
GL	General Ledger module.
Installment Billing	Installment billing is a type of bill that can be set up to automatically to bill a total amount in user-defined increments.

Term	Term Definition
Invoice	In the BI module, an invoice is a bill that has been printed. The invoice ID becomes the AR Open Item. Each invoice has a unique invoice ID. The system generates the invoice ID or the user can create his or her own invoice ID. It can be alphanumeric.
Item	Each Bill created in SWIFT Billing has a unique Invoice ID. When it is moved into AR, it has an Item ID which is the same as the Invoice ID. Each Item ID reflects the Invoice Bill Line.
Journal	A journal consists of a header and either detailed or summarized entry lines.
Journal Generator	Journal generator is the process of creating a journal in GL from the subsystem accounting line tables like AP, AR, Inventory, etc.
Location	A location is a series of business rules agreed to between the vendor and the state entity. Locations enable a user to indicate the different types of addresses a customer has, e.g., one to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each of these addresses has a different location number. A location stores information about how the state or agency does business with a given vendor. For example, payment terms, discounts, etc.
Open Periods	An open period is an Accounting period in which transactions can post to a sub-module or the GL.
Payment	Money received to be applied to an item or direct journal.
Pay Terms	Payment terms are the customer rules that determine due dates, and amounts, and due date grace periods.
Posting	Posting is the process by which accounting entries are created or updated based on user transaction input and accounting entry templates.
Posting Status	The status in the AR module identifies whether or not an item, payment, etc., has been posted. Statuses may include: Posted, Not Posted, Pending, etc.
Process Instance	Process instance is the number the system assigns each job that runs in background processing. Users may use process instances to re-run a process or when communicating processing errors.
Process Scheduler	The scheduler is a process that performs tasks behind the scenes. It can run several kinds of processes on a regular schedule or at user request, at a user workstation or on a server.
Query	Query is a reporting tool that retrieves information from the SWIFT database.
Query Viewer	Query viewer allows users to search for and view data but users cannot add, change or delete the information.



Term	Term Definition
Run Control ID	A process run control enables users to predefine parameters that are later used to a given process request. Using the same run control ID allows a user to pull in the values used to run the last instance and apply them to a new instance.
Setting Items to Post	When an item is set to post, AR will be updated and GL will be posted the next time the AR update process is run. Batch standard tells the system to process the next time AR Update is run.
Staging Tables	Tables used to hold data before a process is run.
Workflow	Workflow refers to the way in which work flows through the multiple steps of business processes. For example, when a credit bill is entered into the system, the bill will go through an approval process where someone else reviews and approves the credit. This workflow process includes notifying the different people involved via email or worklist updates that they are required to take the next step in a process.

Appendix

Standard Bill Entry Pages Listing

The following table lists the Standard Bill Entry pages available in SWIFT and identifies whether they are used in Minnesota and their purpose.

#	Billing Page	Page Used/Not Used in MN
1	Header – AR Distribution	Data is automatically generated by the system. No user input required.
2	Header – Info 1	Used to enter Bill Header information.
3	Header – Misc Info	Used to manually enter PO (Purchase Order) number which displays on Invoice. Grant Module contract information automatically populates on this page.
4	Header - Note	Used to enter Bill Header notes that display on invoice (standard, internal, or manual).
5	Header - Project Info	Used to manually enter project information that applies to the entire bill.
6	Line – Info 1	Used to enter Bill Line information.
7	Line – Info 2	Used to change Entry type for Credits created using the Copy Bill process.
8	Line – Misc Info	Used to enter a start date and an end date but these dates do not display on the invoice. Information is in the system and reports through to AR.
9	Line - Note	Used to enter Line Notes (standard, internal, or manual). Internal notes do not display on the Invoice. Standard and manually entered notes display on the invoice.
10	Line – Project Info	Used to manually enter project information for individual lines. Grant module project information automatically populates on this page.
11	Line – Tax Info	Used to enter tax information, along with Line - Info 1 page.
12	Acctg – Rev Distribution	Used to enter ChartFields for the Bill Line.
13	Acctg – Unbilled AR	Grant module information automatically populates on this page.
14	Courtesy Copy Addr	Used to enter customer who should receive a courtesy copy of bill.
15	Address Info	Used to view customer address Information, change customer location, and add the bill contact.



#	Billing Page	Page Used/Not Used in MN
16	Header – Info 2	The “Hold Until” date can be used to hold the bill from processing until a certain date. The “Paid Amount” field can be used to identify an amount that has been prepaid. This amount will display on the Invoice, be deducted from the amount owed, and show the balance due.
17	Header – Order Info	Not used in MN.
18	Header – Service Info	Not used in MN.
19	Acctg – AR Offset	Not used in MN.
20	Acctg – Deferred Rev Dist	Not used in MN.
21	Acctg – InterUnit Payables	Not used in MN.
22	Acctg – Statistical Info	Not used in MN.
23	Acctg – InterUnit Explnv	Not used in MN.
24	Line – Order Info	Not used in MN.
25	Line – Service Info	Not used in MN.
26	Line – VAT Info	Not used in MN.
27	Line – Worksheet	Not used in MN.
28	DiscSurcharge	No agencies use discount or surcharges at this time.
29	DiscSurcharge Distribution	No agencies use discount or surcharges at this time.
30	DiscSurcharge Deferred	No agencies use discount or surcharges at this time.