

## View the Billing General (Express Billing) Page

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. Refer to the [“Enter a Bill with Standard Bill Entry”](#) guide for more information.

Some processes take you to the Billing General page where you can view bill information or toggle to the Standard Entry pages by selecting 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. This guide provides a listing which shows where fields are in the Standard Bill Entry pages and the corresponding Billing General page location.

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

The screenshot shows the 'Billing General' page with the following details:

- Unit:** G1001
- Invoice:** 00000716159
- Pretax Amt:** 0.00 USD
- Bill Status:** NEW
- Bill Type:** MSC
- Cycle ID:** DAILY
- Invoice Form:** XMLPUB
- Customer Information:**
  - Customer: E260100001
  - MN STATE COLLEGES/UNIVERSITIES
  - SubCust1, SubCust2
  - View Customer Activity
- Payment Information:**
  - Pay Terms: NET30
  - Remit To: G1001
  - Paid Amount: 0.00
  - Letter of Credit ID
  - Pay Method: Check
  - Bank Account: 0001
  - Fwd Balance: 0.00
  - Letter of Credit Document ID

This following table shows where bill fields are 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
*Bill Type	Header Info – 1	Header
Bill Source	Header Info – 1	Header
Cycle ID	Header Info – 1	Header
*Frequency	Header Info – 1	Header
*Invoice Form	Header Info – 1	Header
*Customer	Header Info – 1	Customer Information 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
Accounting Date	Header Info – 1	Header Detail Section
Hold Until Date	Header Info – 2	Header Detail Section
From Date	Header Info – 1	Header Detail Section
To Date	Header Info – 1	Header Detail Section
Sales Person	Header Info – 1	Header Detail Section
Bill Inquiry Phone	Header Info – 1	Header Detail Section
Credit Analyst	Header Info – 1	Header Detail Section
Collector	Header Info – 1	Header Detail Section
Billing Specialist	Header Info – 1	Header Detail Section
Billing Authority	Header Info – 1	Header Detail Section
Entry Type	Line Info – 2	Header Detail Section
Entry Reason	Line Info – 2	Header Detail Section
PO Ref	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
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
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
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
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
Standard Note Flag	Bill Header Notes	Header Notes Go To link
Internal Only Flag	Bill Header Notes	Header Notes Go To link
Std Note	Bill Header Notes	Header Notes Go To link
Note Type	Bill Header Notes	Header Notes Go To link
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