

QUICK REFERENCE GUIDE

November 1, 2019

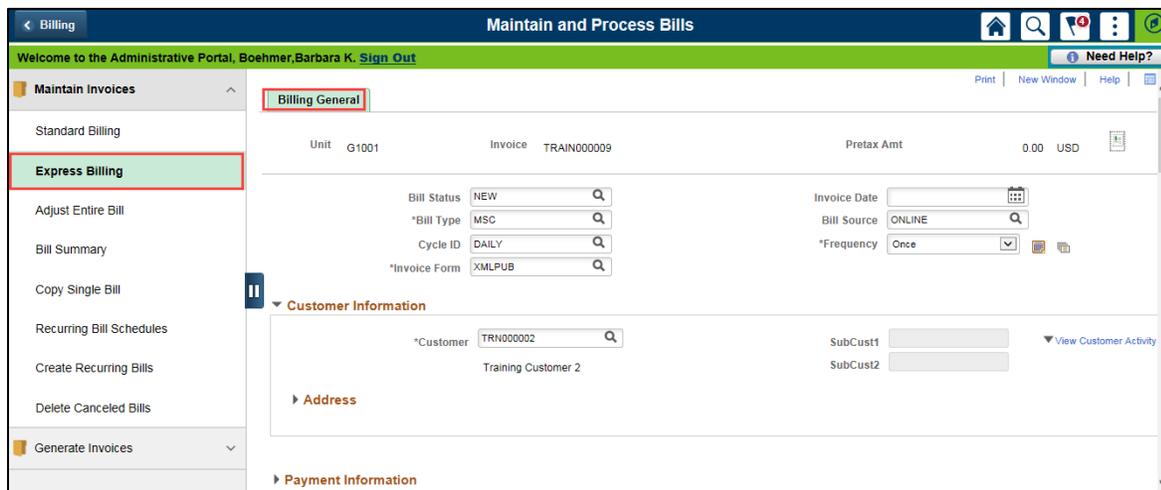
View the Billing General (Express Billing) Page

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 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. This guide provides a listing which shows where fields are located in the Standard Bill Entry pages and the corresponding *Billing General* page location.

- 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.



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 |
| *Bill Type | Header Info – 1 | Header |

| Field Name | Standard Entry Location | Billing General Location |
|---------------------|-------------------------|------------------------------|
| 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 |

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

| Field Name | Standard Entry Location | Billing General Location |
|--|-------------------------|---|
| 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 |

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

| Field Name | Standard Entry Location | Billing General Location |
|---------------------------|-------------------------|---|
| 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 |