

Overview of Changes in Billing

September 1, 2019

This overview contains information about changes to the Billing module with the SWIFT Limited Upgrade, including:

- Billing WorkCenter and Navigation Collections
- Credit Bills Approval Process
- AR Automatic Maintenance Process for Credit Bills
- New Warning on Single Action Invoice Process (SAIP)
- Enhanced Audit Logs
- Access to Customer and Contact Records
- Ability to Delete Canceled Bills

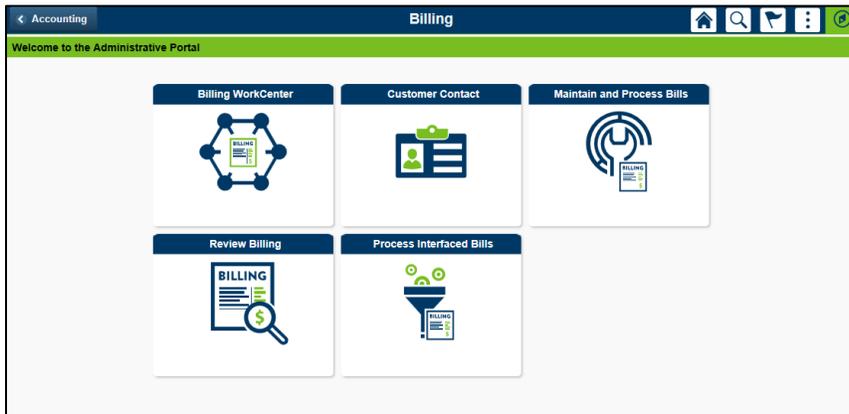
Note: There may be some changes to this information since SWIFT Limited Upgrade testing is still in progress. **Questions?** Contact us at: SWIFT.project@state.mn.us.

Billing WorkCenter and Navigation Collections

You will have the option of working in the Billing WorkCenter or one of several navigation collections.

- The Billing WorkCenter provides a centralized place where you can access frequently used pages, queries, processes, and reports.
- The Navigation Collections bring together related tasks, activities, and processes.

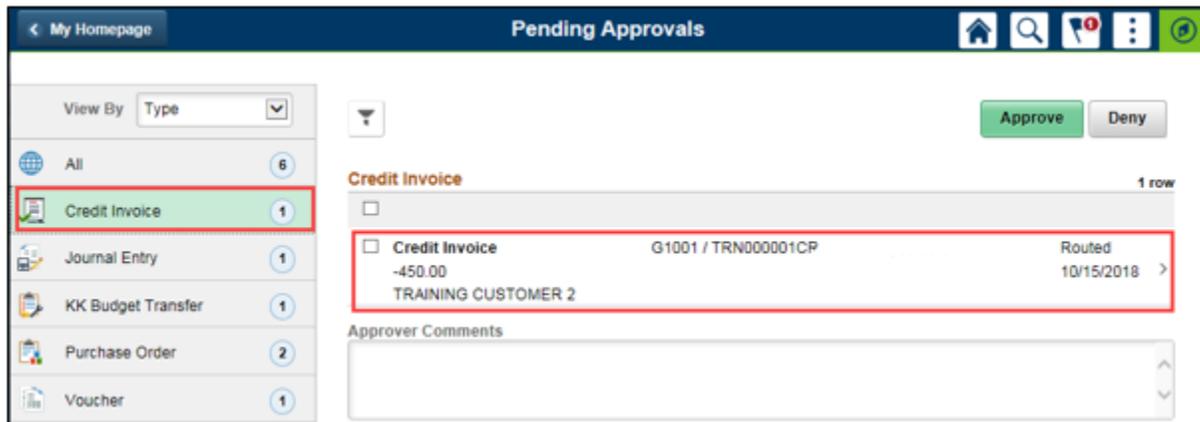
View the Billing Quick Start Guide to learn more about how the WorkCenter and Navigation Collections are organized.



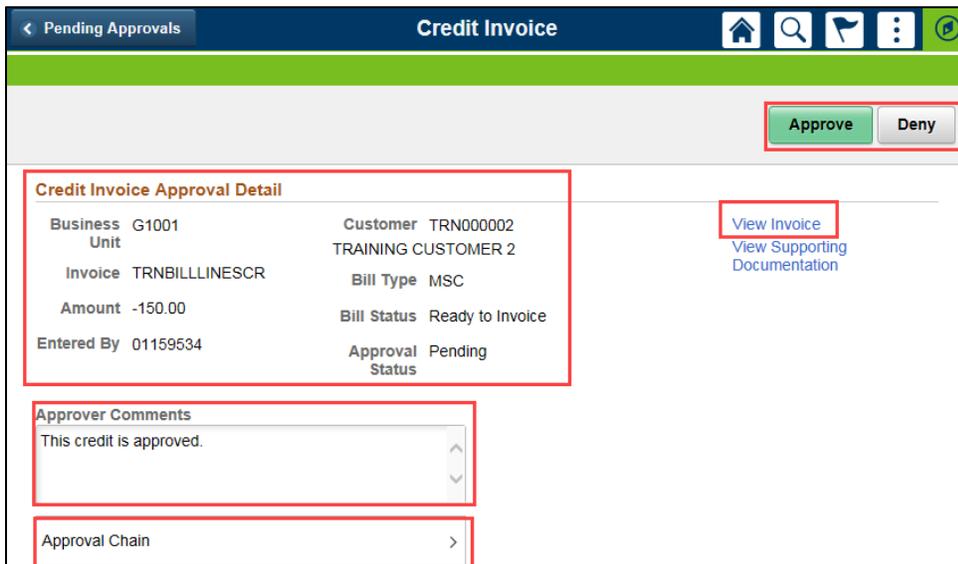
Credit Bill Approval Process

The **Approvals** tile replaces the Worklist used in SWIFT 9.1. Staff will submit credits for approval and the requests will be routed to agency staff with the approval role as they are in in SWIFT 9.1.

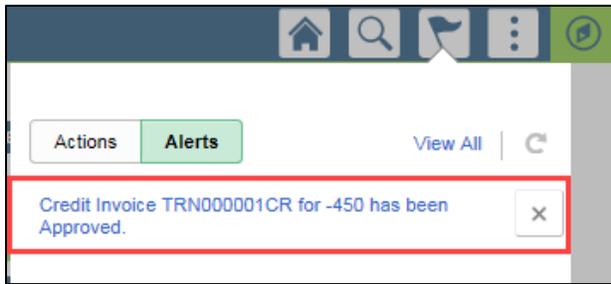
- Approvers will receive a Notification (Action) when bills have been routed for their approval. The request will display in the **Approvals** tile on the **Pending Approvals** page.



- Approvers can select the credit to view more detail and drill down to the credit bill.



- Requesters will receive a **Notification (Alert)** and an email notifying them when a request has been approved or denied.



Automatic Maintenance of Credit Bills

If you create bills using the Adjust Entire Bill process, the AR Automatic Maintenance process will automatically create Maintenance Worksheets that offset the original bill with the credit bill. AR Staff will no longer have to create maintenance worksheets for a large percentage of credits.

- The Automatic Maintenance process will run in the nightly batch, along with the ARUpdate process that posts the maintenance transactions to customer accounts.
- The process will only work with credit bills created with the **Adjust Entire Bill** process and the items must have the same credit and debit balances.
- AR Staff will need to manually create the maintenance transactions if the credit bills were created using a different process.
- Your agency must monitor open credits to ensure that they are being processed correctly.

New Warning on Single Action Invoice Process (SAIP)

A new SAIP warning will display for the first process (BIIVC000) listed on the **Process Detail** page. You'll need to check the **Message Log** to see which of following situations has been detected:

- An Invoice Error has occurred, such as the Invoice Date is before the Customer Effective Date.
- No invoices were found to process based on the criteria entered. If you are rerunning SAIP after resolving an error such as a Budget Check error, you can ignore this warning. If you are processing the invoices through SAIP for the first time, you'll need to trouble-shoot as you would normally: double-check your criteria, ensure that the invoice(s) were set to "RDY", and ensure that credit bill(s) have been approved.

This warning will not halt processing of the SAIP process.

Process Detail x
Help

Process Name BIJOB03K Refresh

Main Job Instance 25865495

Left | Right

- 📁 25865495 - BIJOB03K Processing
- 📁 25865496 - BIVC000 Warning
- 📁 25865497 - BI_IVCEXT Success
- 📁 25865498 - BIXPJ00 Processing
- 📁 25865499 - BICURCNV Pending
- 📁 25865500 - BIPRELD Pending
- 📁 25865501 - BILDGL01 Pending
- 📁 25865502 - FS_BP Pending
- 📁 25865503 - BILDAR01 Pending
- 📁 25865504 - BIGNAP01 Pending

Return

Enhanced Audit Logs

The new **View Audit Logs** link in the **Go To** section on the **Billing Summary** page enables you to view audit information about the bill.

Information on the *Audit Log* page includes:

- User ID who performed event.
- Event Codes: Create, Delete, Post
- Message Text explaining Event Codes
- Date / Time Stamp

Search Results						
Business Unit	Invoice	Event Code	Event Name	Event Date Time	User ID	Message Text
G1001	00000491255CR	ADJUST	Adjust Billing Invoice	08/27/2018 1:42:38.000000PM	0115	Credit invoice 00000491255CR created from invoice 00000491255.
G1001	00000491255CR	EDIT	Edit Billing Invoice Online	08/27/2018 2:10:51.000000PM	0115	Invoice 00000491255CR was edited online. Customer 0000000006. Bill Status RDY.
G1001	00000491255CR	EDIT	Edit Billing Invoice Online	08/27/2018 2:10:52.000000PM	011E	Invoice 00000491255CR was edited online. Customer 0000000006. Bill Status RDY.
G1001	00000491255CR	FINALIZE	Finalize Billing Invoice	08/27/2018 3:04:55.846243PM	011E	Invoice 00000491255CR was finalized. Customer 0000000006.

Customers and Contacts

You'll be able to access Customer and Contact records from within the Billing WorkCenter or the Customer Contact navigation collection.

Customers and Contacts

Welcome to the Administrative Portal, McGlynn,Ruth Ann. [Sign Out](#)

Customer General Information

General Information

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

Search Criteria

SetID =

Customer ID begins with

Name 1 begins with

Name 2 begins with

Telephone begins with

City begins with

State begins with

Postal Code begins with

Include History Correct History Case Sensitive

[Basic Search](#)

Ability to Delete Canceled Bills

You will be able to delete canceled bills that display in the **Standard Bill Entry Search Results** using the **Delete Canceled Bills** page. In SWIFT 9.1 there is no option to delete these unwanted bills. This page can be found in the **Maintain and Process Bills** navigation collection.

Delete Canceled Bills

*Business Unit

Canceled Bill Selection

Include Template Invoices

Canceled Bill Selection

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Select Bill Checkbox	Date Time Added	Invoice	Invoice Type	Customer	Invoice Amount	Billing Currency
<input checked="" type="checkbox"/>	01/24/2017 11:10AM	RBA 011917-66	Regular Bill	T9B0100001		USD
<input checked="" type="checkbox"/>	08/27/2014 2:53PM	PCTECH-FY15-EIDRUM	Regular Bill	G100100001	7,384.00	USD
<input checked="" type="checkbox"/>	02/23/2012 12:04PM	P112640011A	Regular Bill	B420100001	1.00	USD
<input checked="" type="checkbox"/>	02/13/2012 4:23PM	P011740165A	Regular Bill	P780100001	-719.39	USD