QUICK REFERENCE GUIDE

November 1, 2019

Enter a Bill with Standard Bill Entry

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.

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: Run the Single Action Invoice Process

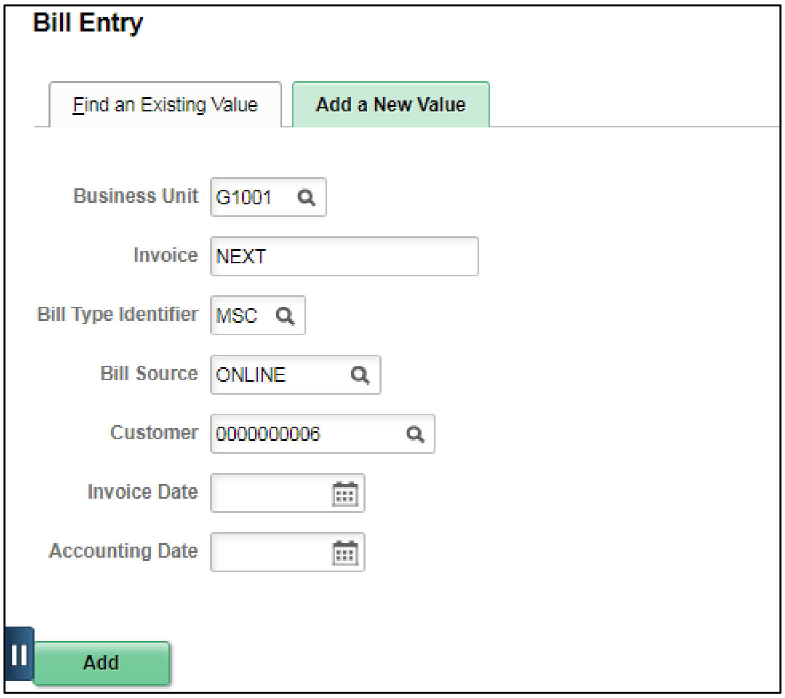
Step 1: Use the Bill Entry – Add New Value page to begin creating a new bill

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.

Navigate to the *Standard Billing* page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Maintain and Process Bills. The Standard Billing entry page will open by default.
WorkCenter	Accounting, Billing, Billing WorkCenter, left-menu, Links section, Maintain Invoices, Standard Billing.

On the *Bill Entry* page, click the **Add a New Value** tab to begin creating a new bill.



1. Verify the *Business Unit* default or enter the **Business Unit**. This is a required field.
2. 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.
3. 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 *Bill Type Identifier* or click the **Lookup** *icon to search for a Bill Type Identifier*. The *Bill Types* displayed can vary among agencies. Check with your agency to determine the Bill Type. If you are creating an ad hoc bill on line, you will typically use the following: -MSC (Miscellaneous) (Typically the default *Bill Type*)
Bill Source	Enter the *Bill Source* of “ONLINE”. Bill Source defines where the bill originates from. (Other options listed in the *Bill Source* **Lookup** are used by the Assets, Contracts, and Grant modules.)

Field Name	Field Description
Customer ID	Enter the *Customer ID* or click on the **Lookup icon** to search for a customer. *Customer IDs* are codes that uniquely identify customers in SWIFT. Customers are set up and maintained by each agency.
Invoice Date	The *Invoice Date* 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 *Accounting Date* and the *Invoice Date* are the same but they can be different. The *Accounting Date* 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.

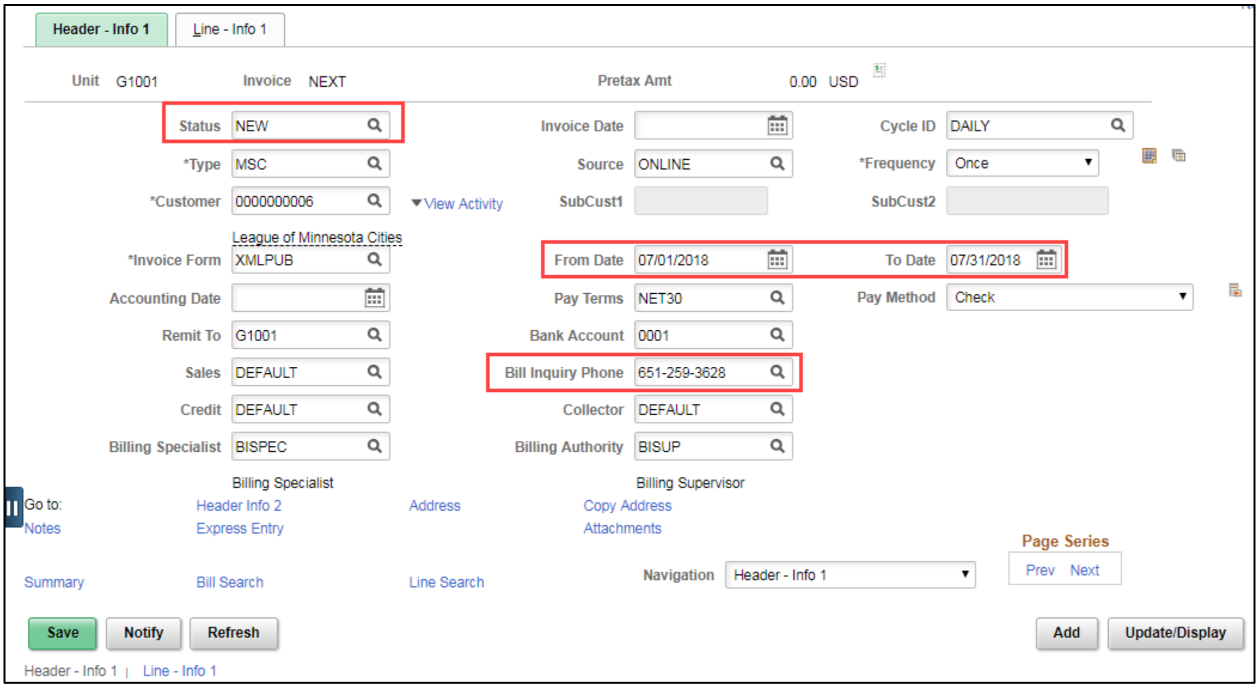
4. Click the **Add** button and the *Header – Info 1* page displays.

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**	The *Status* of the Bill is initially "NEW". When you have entered all of the bill information, you will change the Bill *Status* to "RDY" (Ready). Bill *Status* indicates where the bill is in the process. Statuses include: -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)
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 *Invoice Date*. The *Invoice Date* 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.

Field Name	Field Description
Cycle ID	Enter the *Cycle ID* or click on the **Lookup** icon to search for a *Cycle ID*. There are many bill cycle options to select from. Typically, Ad hoc bills will use the "On Demand (no schedule)" option.
***Type**	Enter the *Bill Type Identifier* or click the **Lookup** icon to search for a *Bill Type Identifier*. The *Bill Types* 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 *Bill Source* of "ONLINE" or use the **Lookup** icon to search for a *Bill Source*. The Bill Sources displayed can vary by agency. *Bill Source* 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 *Frequency* field unless you are creating a "Recurring" bill template (see this guide to learn more). The Frequency field defines how often a bill will be generated. When creating regular invoices on-line, the Frequency should stay as "Once".
***Customer**	Enter the *Customer ID* or click the **Lookup** icon to search for a customer. *Customer IDs* are codes that uniquely identify customers in SWIFT. Customers are set up and maintained by each agency.
***Invoice Form**	The *Invoice Form* 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 *From Date* 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 *From Date* displays on the invoice.

Field Name	Field Description
To Date	Enter the *To Date* 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 *To Date* displays on the invoice.
Accounting Date	Typically, the *Accounting Date* and the *Invoice Date* are the same but they can be different. The *Accounting Date* 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 *Pay Method*.
Remit To	Accept the default *Remit To* or click on the **Lookup** icon to search for a *Remit To*. *Remit To* displays a list of financial institutions that will be used for your agency's *Remit To* address for invoices. Included in the list, is a bank code and description. SWIFT uses the Bank Code to identify the *Remit To* address for your invoices.
Bank Account	Accept the default *Bank Account* 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 *Sales* field.
Bill Inquiry Phone	Accept the default *Bill Inquiry Phone* or click the **Lookup** icon to search for a different option. The *Bill Inquiry Phone* field will default based on the *Business Unit* 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 *Credit* field.
Collector	Accept the "DEFAULT" for the *Collector* field.
Biller	Accept the default entry or click on the **Lookup** icon to search for a different option.
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.

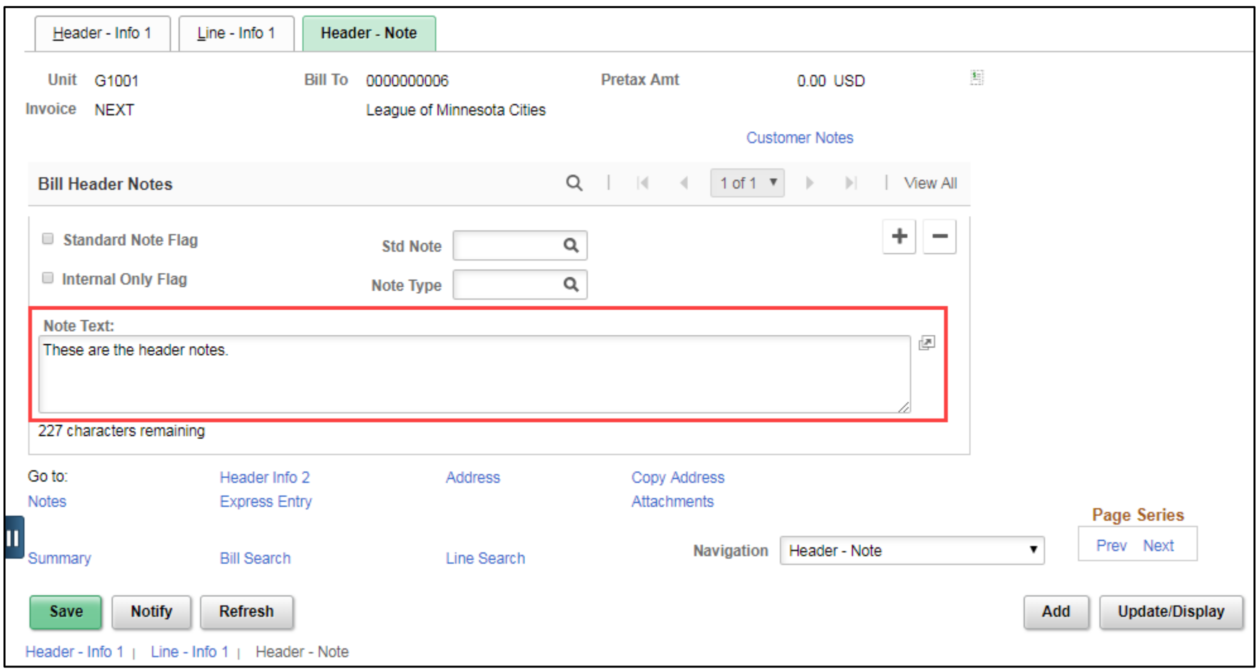
2. Click the **Save** button.

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.

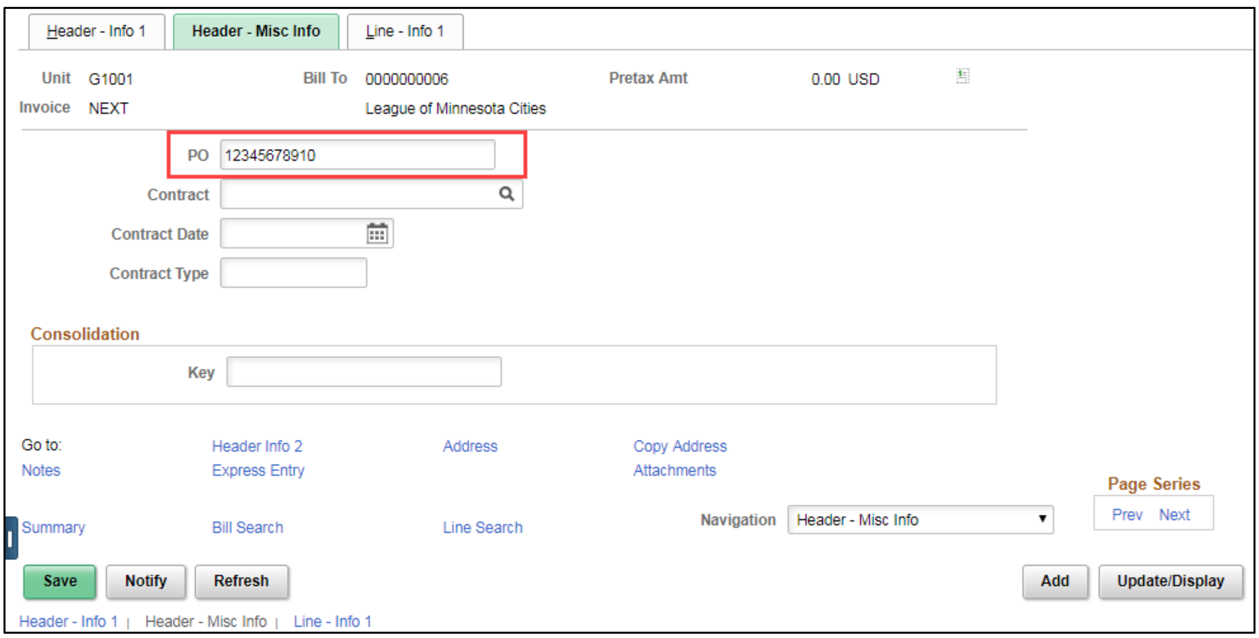
Field Name	Field Description
Standard Note Flag	Select *Standard Note Flag* when you have configured standard notes that will regularly print on an invoice.
Internal Only Flag	Select *Internal Only Flag* if you do not want the note to appear on the actual invoice.
Std Note	Enter the *Std Note* or click on the **Lookup** icon to search for a *Std Note*. 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 *Note Text* field. You can override this message by typing in the field to create your own message.

Field Name	Field Description
Note Type	Enter the *Note Type* or click on the **Lookup** icon to search for a *Note Type*. 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.

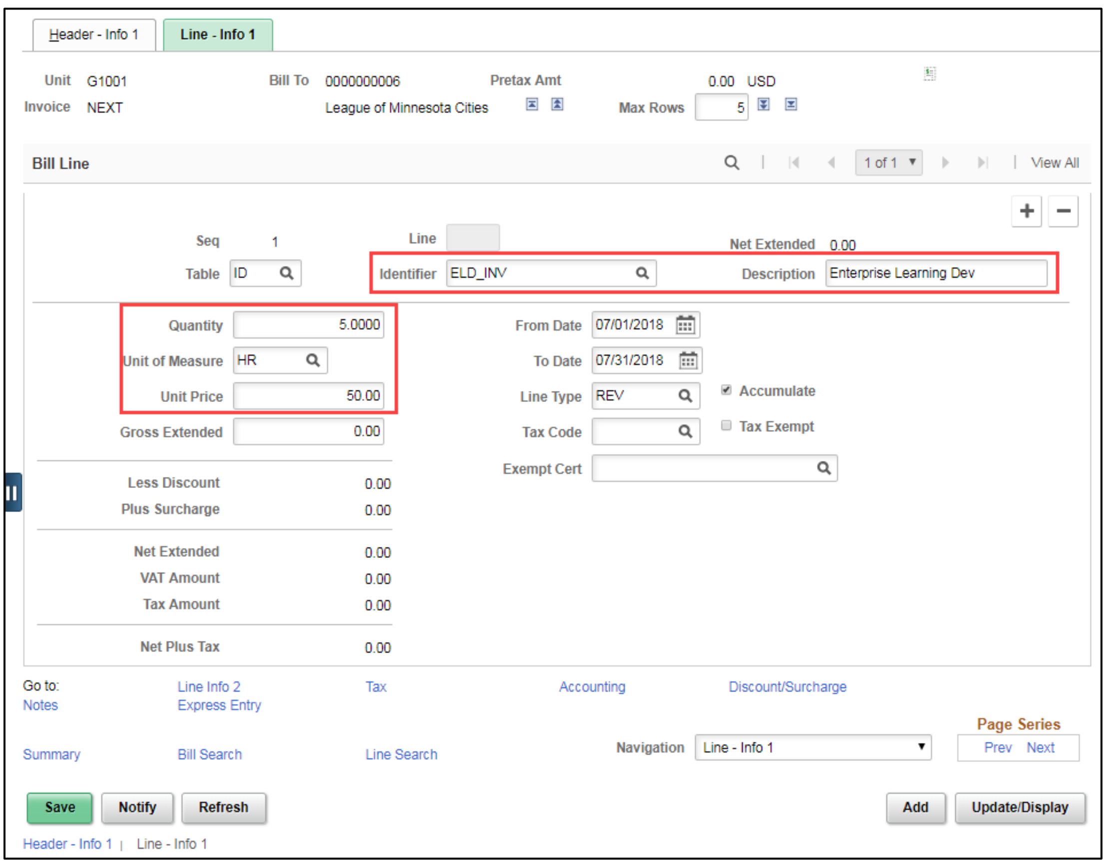
Field Name	Field Description
Contract Type	This information is used by the Grants Module or is not used in MN.
Key	This information is used by the Grants Module or is not used in MN.

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.



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 *Max Rows* field. The value in the *Max Rows* 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 *Identifiers* (Charge Codes) in the next step, click on the *Table* field **Lookup** icon and select the *"*ID - PS/Billing Charge ID*"* option. *Charge Codes* 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 *Identifier (Charge Code) 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 *Identifier* will appear on the printed invoice. The field length is 18 alphanumeric characters.
Description	The *Description* field populates automatically after you have selected an *Identifier*. You also have the option of manually entering a description. The *Description* will appear on the printed invoice. The field length is 30 alphanumeric characters.
Quantity	Enter the quantity.
Unit of Measure	If you selected an *Identifier*, the *Unit of Measure* will be populated automatically. You also have the option to click on the **Lookup** icon to select a *Unit of Measure*.
Unit Price	If you selected an *Identifier*, the *Unit Price* may be populated automatically if this was set up by your agency. You also have the option to enter the *Unit Price*.
Gross Extended	The *Gross Extended* field is automatically calculated (Quantity * Unit of Measure).

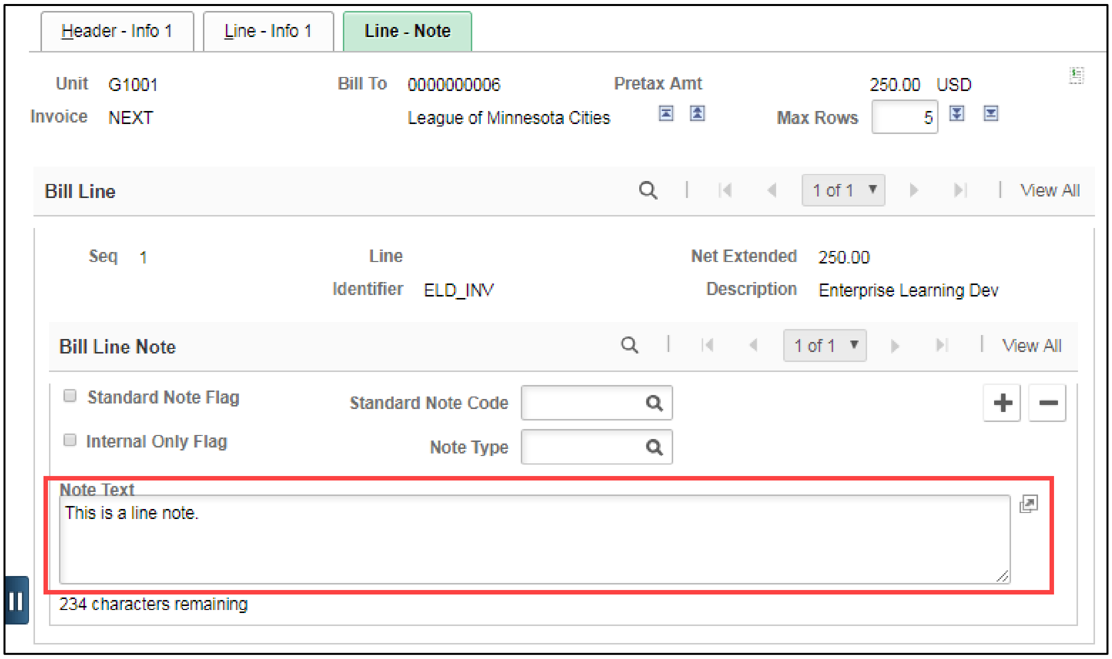
Field Name	Field Description
From Date	The *From Date* entered on the *Header – Info 1* page is automatically entered. Optionally, enter a different *From Date* for the line. The Bill Line From and To dates **do not print** on the invoice.
To Date	The *To Date* entered on the *Header – Info 1* page is automatically entered. Optionally, enter a different *To Date* for the line. The Bill Line From and To dates **do not print** on the invoice.
Line Type	The *Line Type* defaults to REV (Revenue).
Tax Code	The *Tax Code* field will rarely be used. The taxes vary according to city taxes.
Accumulate	The *Accumulate* 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 in not used in Minnesota.
Tax Amount	This field in not used in Minnesota.

3. Optionally, click on the **Plus** sign to add another line as described above.
4. 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.

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



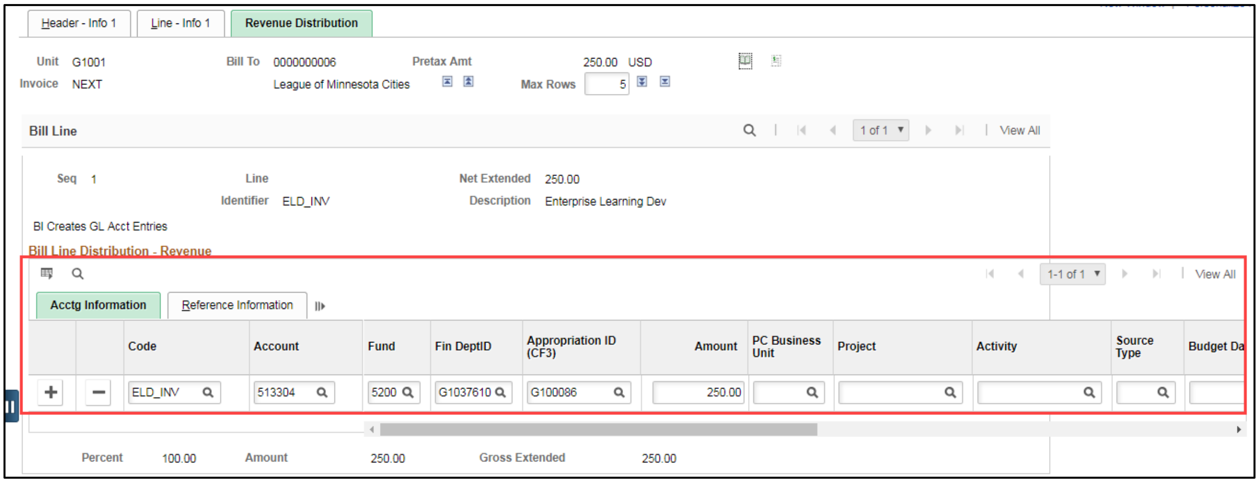
2. Optionally, enter the *Line – Note* page fields listed below:

Field Name	Field Description
Standard Note Flag	Select *Standard Note Flag* when you have configured standard line notes that will regularly print on an invoice.
Internal Only Flag	Select *Internal Only Flag* if you do not want the note to appear on the actual invoice.
Std Note	Enter the *Std Note* or click on the **Lookup** icon to search for a *Std Note*. 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 *Note Text* field. You can override this message by typing in the field to create your own message.
Note Type	Enter the *Note Type* or click on the **Lookup** icon to search for a *Note Type*. *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.

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.

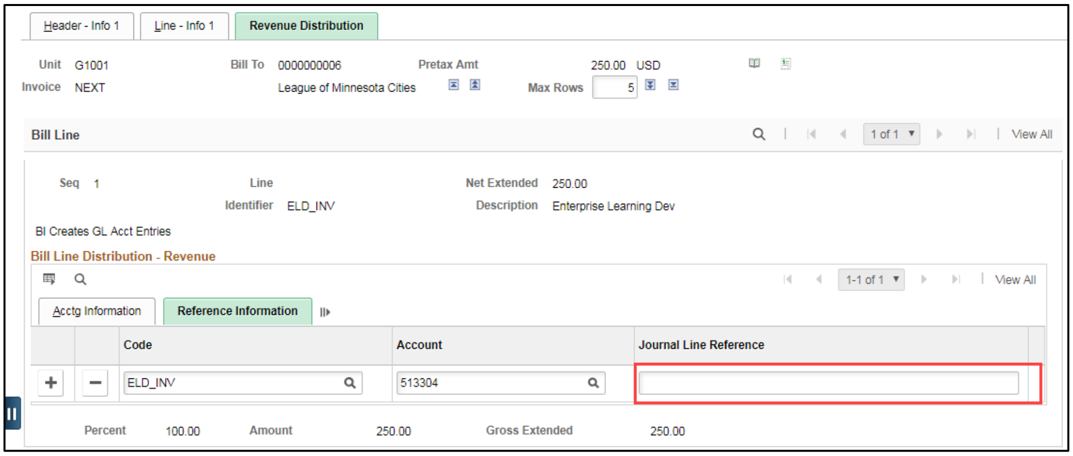
1. From the *Line- Info 1* page, click on the **Go to**: *Accounting* link; or, select **Acctg – Rev Distribution** from the **Navigation** drop-down listing.
2. Enter Accounting Information fields as described below. You will need to scroll to view and enter some of these fields.

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. 1. Accept the default which may be entered automatically if you entered a *"Charge Code" (Identifier)* on the *Line - Info 1* page; or Enter a *Distribution Code*; 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.

Field Name	Field Description
***Fin Dept ID (Statewide)**	Accept the default or click on the **Lookup** icon to select a *Fin Dept ID*. The *Fin Dept ID* (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.
***Approp ID (Statewide)**	Accept the default or click on the **Lookup** icon to select an *Approp ID*. The *Approp ID* represents a single appropriation account that controls the total amount of an agency's expenditures. The *Approp ID* is unique for every appropriation budget in SWIFT. The *Approp ID* is a 7-character alphanumeric identifier.
***Account (Statewide)**	Accept the default or click on the **Lookup** icon to select an *Account*. The *Account* 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.
***Amount**	Enter the *Amount*.
Budget Date	Enter this field if the *Budget Date* should be different from the *Invoice Date*. This will ensure that the dollars are posted to the correct budget period.
Statewide Cost (Statewide)	*Statewide Cost* 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 *Statewide Cost* field.
Agency Cost 1 **Agency Cost 2** (Agency-defined)	Accept the default or click on the **Lookup** icon to select *Agency Cost 1* or *Agency Cost 2*. *Agency Cost 1* and *Agency Cost 2* are agency specific fields and will be used at the agency's discretion.

Field Name	Field Description
Project (Project/Grants, Agency-defined)	Accept the default or click on the **Lookup** icon to select a *Project ID*. *Project IDs* 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 *Project ID* field manually on the *Accounting* page for the Bill, you will also need to manually enter the Project ChartFields on the *Header or Line - Project Info* page, including at a minimum the *PC Bus Unit*, *Project*, *Activity*, and *Source Type*. 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. If you are using projects with an expense account code, you will need to follow the instructions in the "Process for Online Billing Using a Project and Expense Account Combination" guide.
Category (Agency-defined)	Accept the default or click on the **Lookup** icon to select a *Category*. Categories are a tier of revenue or costs that agencies track. It is also a project costing ChartField.
Subcategory (Agency-defined)	Accept the default or click on the **Lookup** icon to select a *Subcategory*. Subcategories are a smaller breakdown of the class of transaction. It is also a project costing ChartField.
Affil	This field in not used in Minnesota.
Fund Affil	This field in not used in Minnesota.
Percentage	This should always equal 100% since there should be one accounting entry for each invoice line.
Stat	Will populate automatically, if used.
Stat Amount	Will populate automatically, if used.
UofM	Unit of Measure.

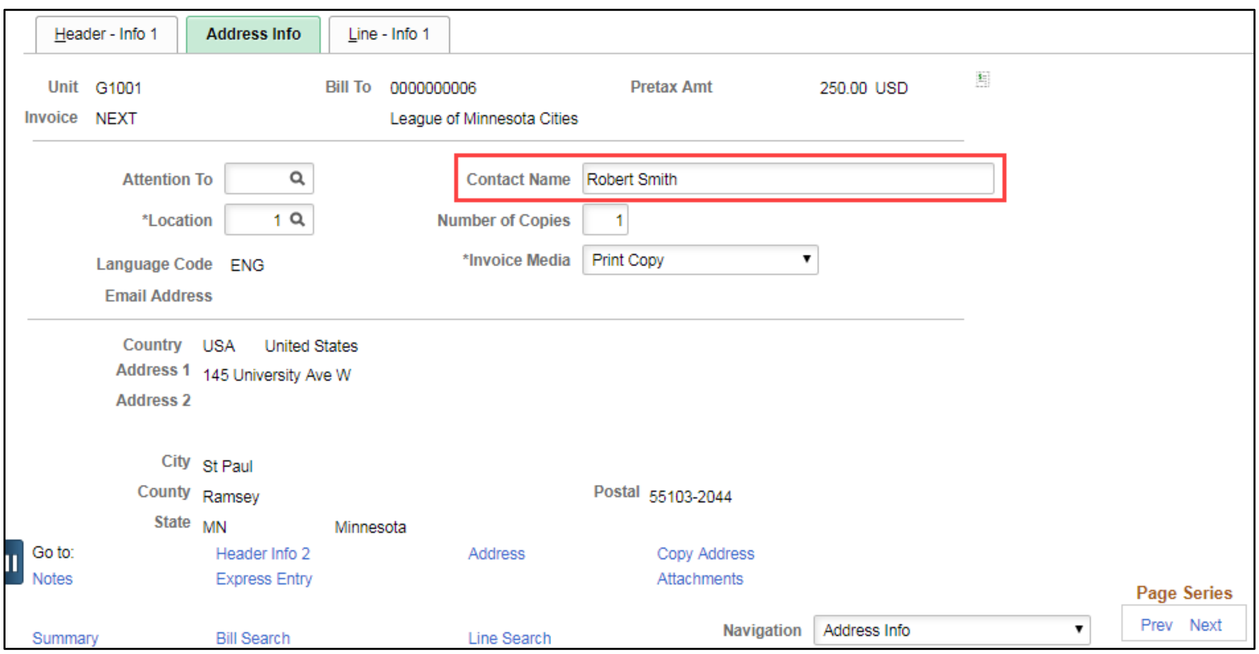
Note: the **Reference Information** tab contains the *Journal Line Reference* field that will be automatically added by SWIFT when the bill is processed.



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.

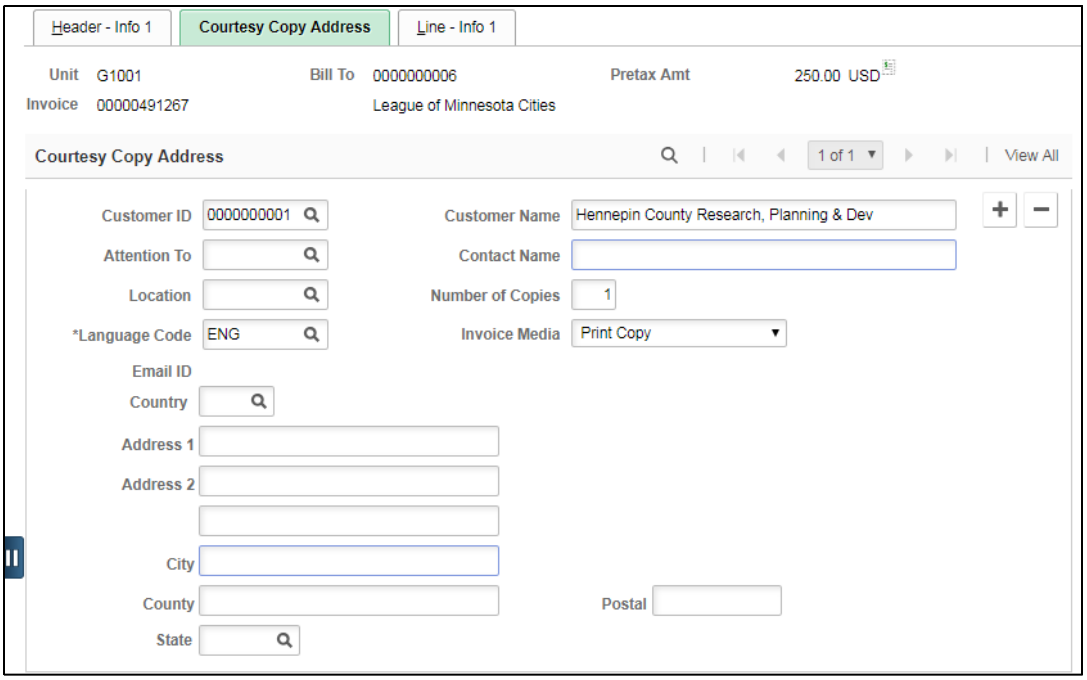


2. Optionally, select a different customer *Location*.
3. Accept the default *Contact Name* (if one has been configured for the customer location), or manually enter the *Contact Name*. This name will appear on the Invoice in the Bill To address.
4. Click the **Save** button.

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 (Optional)

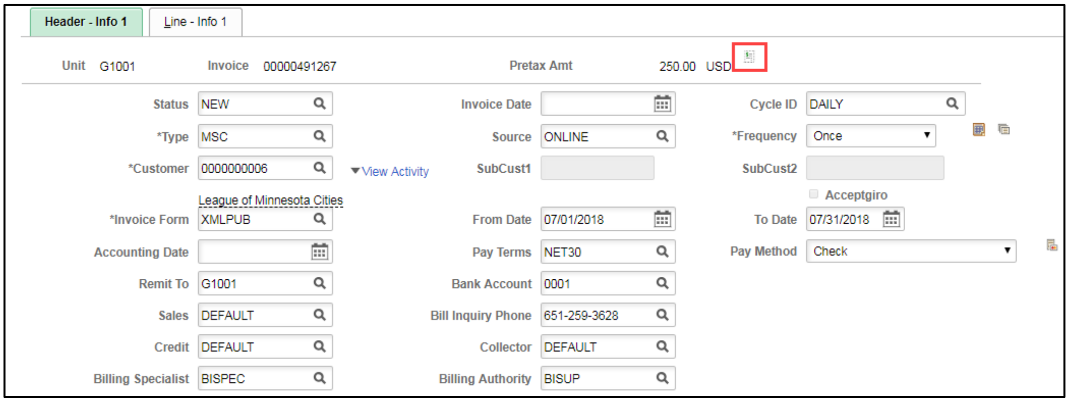
A *Pro Forma* is a "sample" copy of an invoice. It is identical to an invoice except for two things: the word "Pro forma" appears at the top of the page instead of "Invoice," and the estimated due date is printed instead of the actual due date. Viewing a Pro Forma will help you to identify errors that 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.

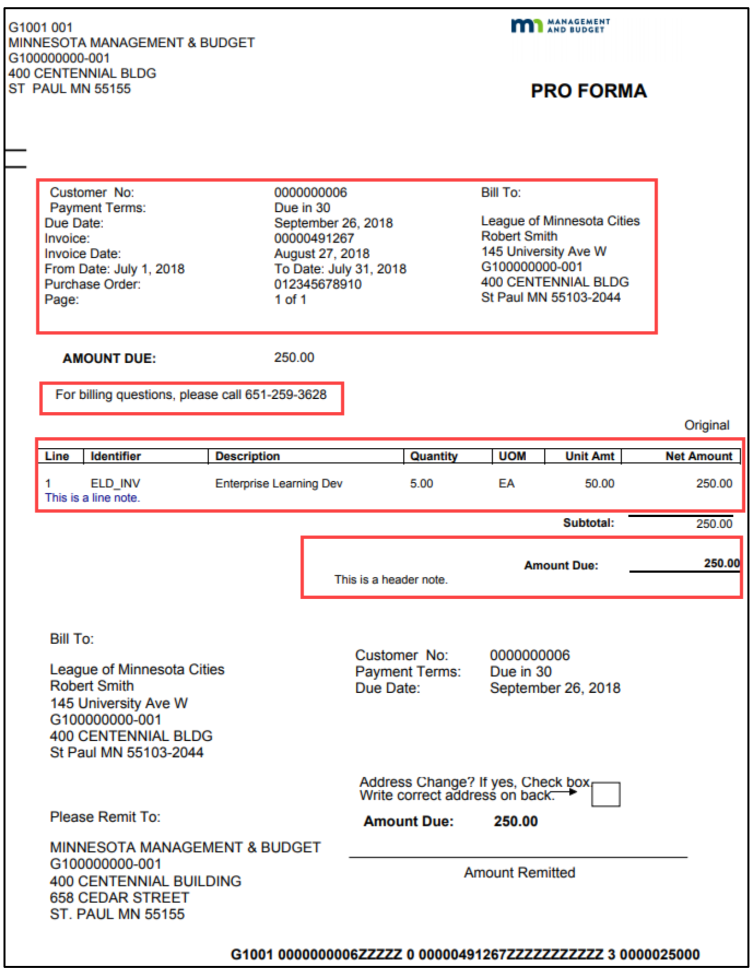
Click on the **Pro Forma** icon at the top right of the page and the *Pro Forma* displays in a new window.


Header - Info 1 | Line - Info 1

Unit G1001 Invoice 00000491267 Pretax Amt 250.00 USD

Status	NEW	Invoice Date		Cycle ID	DAILY
*Type	MSC	Source	ONLINE	*Frequency	Once
*Customer	0000000006 ▾View Activity	SubCust1		SubCust2	
	League of Minnesota Cities				Acceptgiro
*Invoice Form	XMLPUB	From Date	07/01/2018	To Date	07/31/2018
Accounting Date		Pay Terms	NET30	Pay Method	Check
Remit To	G1001	Bank Account	0001		
Sales	DEFAULT	Bill Inquiry Phone	651-259-3628		
Credit	DEFAULT	Collector	DEFAULT		
Billing Specialist	BISPEC	Billing Authority	BISUP		

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.


G1001 001
MINNESOTA MANAGEMENT & BUDGET
G100000000-001
400 CENTENNIAL BLDG
ST PAUL MN 55155

MANAGEMENT AND BUDGET

PRO FORMA

Customer No:	0000000006	Bill To:
Payment Terms:	Due in 30	League of Minnesota Cities
Due Date:	September 26, 2018	Robert Smith
Invoice:	00000491267	145 University Ave W
Invoice Date:	August 27, 2018	G100000000-001
From Date: July 1, 2018	To Date: July 31, 2018	400 CENTENNIAL BLDG
Purchase Order:	012345678910	St Paul MN 55103-2044
Page:	1 of 1	

AMOUNT DUE: 250.00

For billing questions, please call 651-259-3628

Original

Line	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
1	ELD_INV	Enterprise Learning Dev	5.00	EA	50.00	250.00
This is a line note.						

Subtotal: 250.00

This is a header note. **Amount Due:** 250.00

Bill To:

League of Minnesota Cities
Robert Smith
145 University Ave W
G100000000-001
400 CENTENNIAL BLDG
St Paul MN 55103-2044

Customer No: 0000000006
Payment Terms: Due in 30
Due Date: September 26, 2018

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

Please Remit To:

Amount Due: **250.00**

MINNESOTA MANAGEMENT & BUDGET
G100000000-001
400 CENTENNIAL BUILDING
658 CEDAR STREET
ST. PAUL MN 55155

Amount Remitted

G1001 0000000006ZZZZZ 0 00000491267ZZZZZZZZZZZ 3 0000025000

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

Step 11: Finalize Bill Information

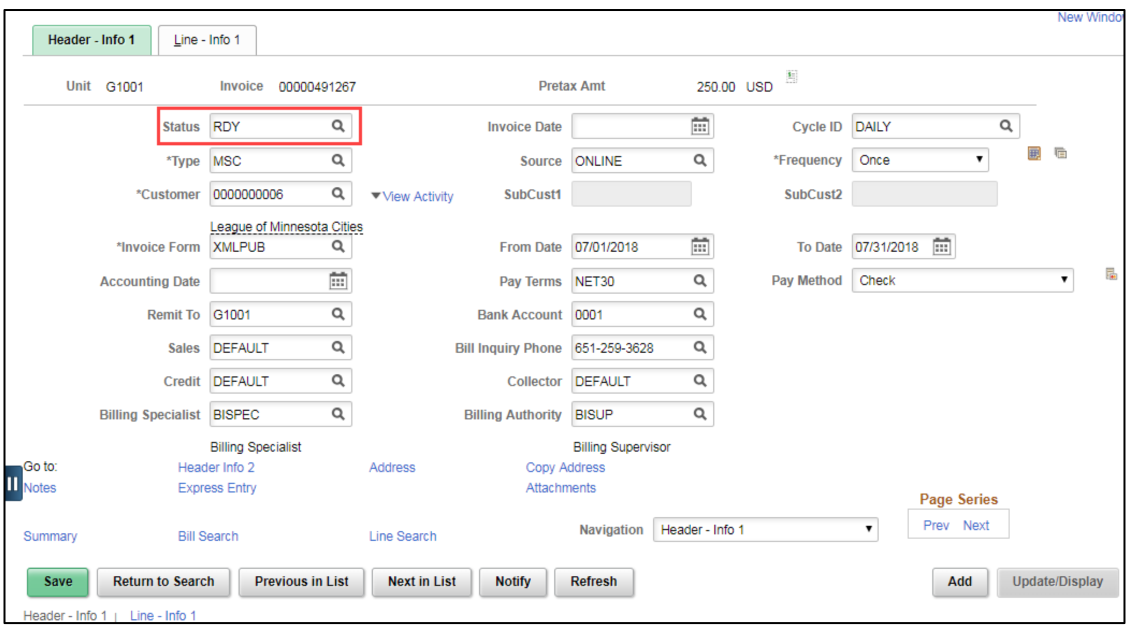
While reviewing the *Pro Forma* you may have noticed some entry errors. You can still make changes to the bill since the Bill Status is still “New”. Make all changes to the bill before setting it to the RDY (Ready) status in the next step. Edits to the bill cannot be made after the bill has a *Status* 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: Run the Single Action Invoice 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. Refer to the “Run Single Action Invoice Process” guide.