

Enter a Bill with Standard Bill Entry

The SWIFT Billing module enables you to enter bills manually selecting the Maintain and Process Bills tile in the Billing Module of SWIFT. The Standard Billing Bill Entry page defaults. From this page you can view and update the status of a bill and access many other bill pages while the bill is in a non-invoiced status. This process can be used to create bills for 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.

Step 1: Add 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. Navigate to the Bill Entry page using one of the options below.

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

2. On the Bill Entry page, select the **Add a New Value** tab.

1. Verify the Business Unit default or enter the **Business Unit**. This is a required field.
2. You can leave default of “NEXT” in the Invoice field, and SWIFT will automatically assign the next available number. You can also enter your own. This is required and the ID must be unique.

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 select 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. "MSC" is generally used for ad hoc bill entry.
Bill Source	Enter the Bill Source. "Online" is generally used, however, Assets, Contracts, and Grant modules may use other Bill Source options.
Customer	Enter the Customer ID or select the Lookup icon to search for a customer. Customer IDs uniquely identify the customer and are maintained by each agency.
Invoice Date	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 (SAIP).
Accounting Date	Typically, the Accounting Date and the Invoice Date are the same, but they can be different. The Accounting Date is the date the revenue is recognized. The 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 they are posting.

4. Select the **Add** button.

The screenshot shows the 'Bill Entry' interface. On the left is a navigation menu with 'Maintain Invoices' expanded to show 'Standard Billing' (selected), 'Express Billing', 'Adjust Entire Bill', 'Bill Summary', 'Copy Single Bill', 'Recurring Bill Schedules', 'Create Recurring Bills', and 'Delete Canceled Bills'. Below this is 'Generate Invoices'. The main content area is titled 'Bill Entry' and 'Add a New Value'. It contains the following fields:

- *Business Unit: B2202
- *Invoice: NEXT
- Bill Type Identifier: MSC
- Bill Source: ONLINE
- Customer: G100100001
- Invoice Date: (calendar icon)
- Accounting Date: (calendar icon)

At the bottom of the form, the 'Add' button is highlighted with a purple rectangular box.

Step 2: Enter information on the Bill Header

The Header – Info 1-page displays. Information entered on this page applies to the entire invoice. Required fields are marked with an *asterisk.

Any information you entered on the Bill Entry page from Step 1 has populated on this page. Some fields automatically populate and others you can enter or change. Some information is configured for your agency. Some fields remain blank. These fields may not apply to the State of Minnesota. Highlighted are a few important fields.

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

Field Name	Field Description
*Status	<p>The Status of the Bill is initially “NEW”. When you have entered all necessary bill information, you will select “RDY” (Ready) in the Bill Status. Bill Status 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 Billing Bill Entry Search Results unless it has also been deleted. • 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 SAIP, or you can enter the Invoice Date. The Invoice Date is the date on which the Invoice has been generated. The date may be the same as the accounting date or it may be different.
Cycle ID	Enter the Cycle ID or select 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 select the Lookup icon to search for a Bill Type Identifier. The Bill Types displayed can vary among agencies. Typical defaults include: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 an installment or a recurring bill template. The Frequency field defines how often a bill will be generated. Generally, once is the frequency for creating regular invoices online.
*Customer	Enter the Customer ID or select 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. For example, you may not want to print a PDF of a credit invoice for an interagency customer. No image will be generated with the “NOPRINT” option.
From Date	Optionally, enter the From Date field or use the calendar Lookup to select the date. This date generally indicates the service start date. The From Date displays on the Bill Header.
To Date	Optionally, enter the To Date field or use the calendar Lookup to select the date. This date generally indicates the service end date. The To Date displays on the Bill Header.
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 entered in SWIFT. Accounting Date determines the period in the General Ledger to which the transaction is to be posted. Users should only select an Accounting Date that falls within an open period in the ledger to prevent Accounts Receivable Posting errors.
Pay Terms	Accept the default “NET30” or select the Lookup icon to select another option.
Pay Method	Accept the default “Check” for the Pay Method.

Field Name	Field Description
Remit To	Accept the default Remit To or select 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 select 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 select 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.
Billing Specialist	Accept the default entry or select the Lookup icon to search for a different option.
Billing Authority	Accept the default or select the Lookup icon to search for a different option. Typically, a Billing Supervisor will approve the bill if it is a credit bill.

2. After entering all entering all Header information, select the **Save** button.

The screenshot shows a software interface with several input fields and buttons. At the top, there are dropdown menus for 'Credit' (set to 'DEFAULT') and 'Collector' (set to 'DEFAULT'). Below these are search fields for 'Billing Specialist' (containing 'BISPEC') and 'Billing Authority' (containing 'BISUP'). There are also links for 'Billing Specialist' and 'Billing Supervisor'. In the center, there are links for 'Go to: Header Info 2', 'Address', 'Copy Address', and 'Notes', 'Express Entry', and 'Attachments'. At the bottom, there are buttons for 'Save' (highlighted with a red box), 'Notify', 'Refresh', 'Add', and 'Update/Display'. A 'Page Series' section with 'Prev' and 'Next' buttons is also visible.

Note. If you accepted the default of "NEXT", the invoice ID changed from NEXT to a unique number after saving the entered information. Customers can 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 selecting on the **Go to: Notes** link or selecting Header – Note from the **Navigation** drop-down list.

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

Unit B2201 Bill To 0000000002 Pretax Amt 0.00 USD

Invoice 00000753737 Saint Paul Port Authority

Customer Notes

Bill Header Notes 1 of 1 | View All

Standard Note Flag Std Note

Internal Only Flag Note Type

Note Text:

This is a header note.

231 characters remaining

Go to: Header Info 2 Address Copy Address

Notes Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Note Page Series

Prev Next

Save Notify Refresh Add Update/Display

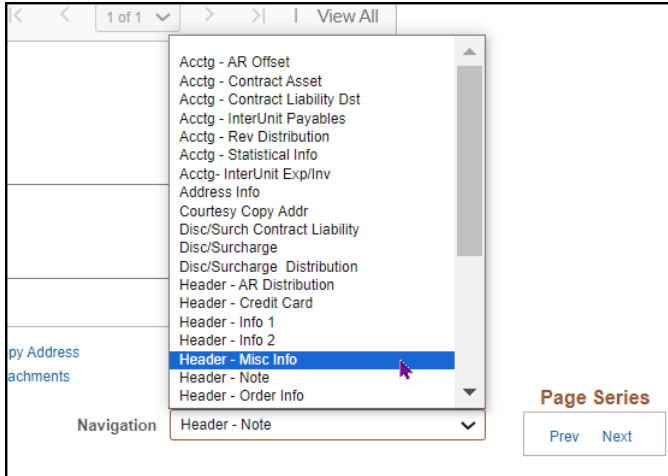
2. Enter the fields listed below. Many of these fields are optional and defined by the agency.

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 select 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 select 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. After entering note information, select the **Save** button.

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

1. The Header Misc – Info page is where you can enter customer specific information, for example a PO number. To access this select it from the dropdown in the Navigation field.



2. Optionally, enter information in the fields listed 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.
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.

Header - Info 1 **Header - Misc Info** Line - Info 1

Unit B2201 Bill To 0000000002 Pretax Amt 0.00 USD

Invoice 00000753737 Saint Paul Port Authority

PO

Contract

Contract Date

Contract Type

3. Select 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. Select 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. Fields not listed are not used by the State of Minnesota.

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)	<ul style="list-style-type: none"> • If you want to be able to select one of the agency-defined Identifiers (Charge Codes) in the next step, select the Table field Lookup icon and select the “ID - PS/Billing Charge Id” option. Charge Codes are configured to automatically populate charge descriptions and accounting information for your agency. • You can also leave this field blank and manually enter an Identifier. The other Table options listed (Discount and Surcharge) are not used in Minnesota.

Field Name	Field Description
Identifier (Charge Code)	<ul style="list-style-type: none"> If you selected “ID - PS/Billing Charge Id” in the Table field, you can select the Lookup icon to select an Identifier (Charge Code) that has been configured for your agency. Identifiers may include information such as, Description, Unit of Measure, Unit Price, and a Distribution Code. Distribution Codes are set up by the agency and include the appropriate accounting ChartField information. If you do not have a Charge Code, manually enter a description of 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 select 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).
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.
Net Extended	Since we don’t use Discount and Surcharge, this will always be the same as Gross Extended.

3. Optionally, select the **Plus** sign to add another line as described above.

4. After entering all the bill lines, select the **Save** button.

Step 6: Create Line Notes (Optional)

After entering Bill Line information, you can optionally enter line notes that will appear under the related line on the printed invoice, unless the Internal Only Flag is selected.

1. Navigate to the Line – Note page by selecting **Notes** link in the Go to: section or selecting **Line – Note** from the Navigation dropdown.

1. Optionally, enter the Line – Note information in the fields listed in the table 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 select 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 select 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.

2. After entering information, select the **Save** button.

Bill Line [Search] | < > 1 of 1 | View All

Seq 1 Line Net Extended 5,000.00

Identifier AGREEMENT #121 Description

Bill Line Note [Search] | < > 1 of 1 | View All

Standard Note Flag Standard Note Code [Search] + -

Internal Only Flag Note Type [Search]

Note Text

Line item note

240 characters remaining

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search

Navigation Line - Note

Save Notify Refresh

Step 7: Enter Accounting Information

1. Navigate to the Acctg – Rev Distribution page. You can select the Accounting link in the Go to: section or select “Acctg – Rev Distribution” from the dropdown in the Navigation field.

Bill Line 1 of 1

Seq 1 Line Net Extended 5,000.00

Identifier AGREEMENT #121 Description

Bill Line Note 1 of 1

Standard Note Flag Standard Note Code

Internal Only Flag Note Type CUSTNOTE

Note Text

Line item note

240 characters remaining

Go to: Line Info 2 Tax **Accounting**

Notes Express Entry

Navigation Line - Note

Acctg - AR Offset

Acctg - Contract Asset

Acctg - Contract Liability Dst

Acctg - InterUnit Payables

Acctg - Rev Distribution

Acctg - Statistical Info

Acctg - InterUnit Exp/Inv

Address Info

Courtesy Copy Addr

Disc/Surch Contract Liability

Disc/Surcharge

Disc/Surcharge Distribution

Header - AR Distribution

Header - Credit Card

Header - Info 1

Header - Info 2

Header - Misc Info

Header - Note

Header - Order Info

Enter ChartFields 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 manually.

Note: 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.

2. Enter Accounting Information fields as described below. You may need to scroll to view and enter some of these fields. Refer to the table below for more information about these fields.

Bill Line Distribution - Revenue 1-1 of 1

Acctg Information

Fund	Fin DeptID	Appropriation ID (CF3)	Account	Agency Cost 1 (CF1)	Project	Amount	Budget Date
2001	B2234POS	B224275	511302			5000.00	

Field Name	Field Description
Code (Agency defined Distribution Code)	Distribution codes simplify the process of generating accounting entries. They are set on request for 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” (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 select 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 select 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 select 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 select 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	Either enter the amount or allow default from Gross Extended 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 select the Lookup icon to select a Statewide Cost field.
Agency Cost 1 Agency Cost 2 (Agency-defined)	Accept the default or select 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 select 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 select 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 select the Lookup icon to select a Subcategory. Subcategories are a smaller breakdown of the class of transaction. It is also a project costing ChartField.
Percentage	This should always equal 100% since there should be one accounting entry for each invoice line. Do not try to split funding at the line level. Enter a new line for a different set of ChartFields.
Stat	Will populate automatically, if used.
Stat Amount	Will populate automatically, if used.
UofM	Unit of Measure.

3. Select the **Save** button.
4. **Note:** The Journal Line Reference field that will be automatically added by SWIFT when the bill is processed.

The screenshot shows the 'Bill Line Distribution - Revenue' interface. At the top, there are navigation icons and a 'View All' link. Below that is the 'Acctg Information' section with a search icon. The main part of the interface is a table with the following columns: Appropriation ID (CF3), Account, Agency Cost 1 (CF1), Project, Amount, Budget Date, and Journal Line Reference. The 'Journal Line Reference' column is highlighted with a red box. The table contains one row with the following values: Appropriation ID (CF3) is 'B224275', Account is '511302', Agency Cost 1 (CF1) is empty, Project is empty, Amount is '5000.00', and Budget Date is empty. There are also '+' and '-' buttons on the left side of the table.

Step 8: Modify Customer Location and add Attention Line (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 dropdown.
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.

Header - Info 1 **Address Info** Line - Info 1

Unit B2201 Bill To 000000002 Pretax Amt 5,000.00 USD

Invoice 00000753737 Saint Paul Port Authority

Attention To

***Location** 1

Language Code ENG

Email Address

Country USA United States

* Address 1 1900 Landmark Towers

Address 2 345 St. Peter Street

Contact Name Accounts Payable

Number of Copies 1

*Invoice Media Print Copy

4. Select the **Save** button.

Step 9: Create a Courtesy Copy of the Invoice (Optional)

Optionally, use the Courtesy Copy Addr page to enter any individuals and locations to receive courtesy copies of the invoice. Courtesy copies are provided to customers other than the invoiced customer.

1. Navigate to the Courtesy Copy Addr page by selecting it from the Navigation dropdown.
2. Enter the Customer ID or select the Lookup icon to search for a customer.
3. Enter the Location or select the Lookup icon to search for a location.
4. Accept the Invoice Media field default of “Print Copy”.

Courtesy Copy Address 1 of 1 | View All

Customer ID	H55010001	Customer Name	HUMAN SERVICES DEPT
Attention To		Contact Name	C. Yasoon
Location	2	Number of Copies	1
*Language Code	ENG	Invoice Media	Print Copy
Email ID			
Country	USA United States		
* Address 1	PO Box 64238		
Address 2			
Address 3	St Paul		
* City		* Postal	55164
County	MN		
* State	Minnesota		

5. Select the **Save** button.


Step 10: View a Pro Forma (Optional)

A Pro Forma is a "sample" copy of an invoice. It serves as preview for a printed invoice. Because the Pro Forma is not a final invoice, it differs in at least two ways. One, the word "PRO FORMA" appears instead of the word "INVOICE" in the upper right-hand corner of the invoice. Two, the invoice and due dates listed on the Pro Forma are estimated dates as opposed to actual dates. Viewing a Pro Forma can help you identify errors to be corrected before the bill is invoiced and finalized. It is especially helpful when you have a bill that several 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 and posted to the customer's account. The following instructions are for XML formatted invoices only. The Pro Forma icon appears in the upper right corner of either the Header – Info 1 or the Line – Info 1 pages.

1. Select 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	B2201	Invoice	00000753737	Pretax Amt	5,000.00 USD	
Status	NEW	Invoice Date		Cycle ID	DAILY	
*Type	MSC	Source	ONLINE	*Frequency	Once	
*Customer	0000000002	SubCust1		SubCust2		
Saint Paul Port Authority		From Date	01/01/2024	To Date	01/31/2024	
*Invoice Form	XMLPUB	Pay Terms	NET20	Pay Method	Check	
Accounting Date		Bank Account	0001			
Remit To	B2201	Bill Inquiry Phone	651-259-7065			
Sales	DEFAULT	Collector	DEFAULT			
Credit	DEFAULT	Billing Authority	BISUP			
Billing Specialist	BISPEC					

2. Notice the Pro Forma is identical to the invoice except the header displays “PRO FORMA” and the invoice and due dates are estimated.

B2201 001
DEED
ATTN: FINANCIAL SERVICES
PO BOX 4447
ST PAUL MN 55101-4447

PRO FORMA

Customer No: 000000002	Bill To:	
Payment Terms: Due in 20	Saint Paul Port Authority	
Due Date: January 23, 2024	Accounts Payable	
Invoice: 0000753737	1900 Landmark Towers	
Invoice Date: January 3, 2024	345 St. Peter Street	
From Date: January 1, 2024	To Date: January 31, 2024	St. Paul MN 55102
Purchase Order: #816745391		
Page: 1 of 1		

Header

AMOUNT DUE: 5,000.00

For billing questions, please call 651-259-7065

Original

Line	Identifier	Description	Qty	UOM	Unit Amt	Net Amount
1	AGREEMENT #121	Small Business Training	10.00	EA	500.00	5,000.00
Line item note						
Subtotal:						5,000.00
Amount Due:						5,000.00

This is a header note.
For billing questions, please email DEED.AcctRec@state.mn.us.

Bill To: Saint Paul Port Authority Accounts Payable 1900 Landmark Towers 345 St. Peter Street St. Paul MN 55102	Customer No: 000000002 Payment Terms: Due in 20 Due Date: January 23, 2024	Address Change? If yes, Check box. Write correct address on back. → <input type="checkbox"/>
Please Remit To: DEED B220000000-001 P.O. BOX 4447 ST. PAUL MN 55101-4447	Amount Due: 5,000.00	_____ Amount Remitted

B2201 0000000002ZZZZZ 0 0000753737ZZZZZZZZZZ 3 000500000

3. Close the window and 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 when in a “New” status. Make any changes before setting the bill to a RDY (Ready) status in the next step. Edits to the bill cannot be made after the bill has an “Invoiced” status. Once the invoice is generated, any changes or corrections must be through the adjusting process, for example, Adjust an Entire Bill.

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” until the bill is ready to be invoiced. This practice prevents the bill from being picked up by the Single Action Invoice Process (SAIP) before you have finalized the bill information.

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

The screenshot displays the 'Header - Info 1' page in the SWIFT financial tools. The page is titled 'Header - Info 1' and 'Line - Info 1'. It shows various fields for invoice information, including Unit (B2201), Invoice (00000753737), Pretax Amt (5,000.00 USD), Invoice Date, Source (ONLINE), Cycle ID (DAILY), *Frequency (Once), *Customer (0000000002), *Invoice Form (XMLPUB), Accounting Date, Remit To (B2201), Sales (DEFAULT), Credit (DEFAULT), Billing Specialist (BISPEC), Saint Paul Port Authority, From Date (01/01/2024), Pay Terms (NET20), To Date (01/31/2024), Pay Method (Check), Bank Account (0001), Bill Inquiry Phone (651-259-7065), Collector (DEFAULT), and Billing Authority (BISUP). The 'Status' field is highlighted with a red box and contains 'RDY'. The 'Save' button at the bottom left is also highlighted with a red box. The interface includes navigation buttons like 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step 13: Run the Single Action Invoice Process

After setting the bill to a “RDY” status, the SAIP must run successfully to generate a print-ready invoice. Refer to the [“Run Single Action Invoice Process”](#) guide.