

Create Installment Bills

This guide covers how to create and process Installment Bills. You can utilize the Installment Bill feature when you have an agreement with a customer to make payments for goods or services over time using an Installment Billing Plan. Payment plans are configured at the agency level. To create installment bills, it is necessary to create an installment bill template, an installment bill schedule, and run the Create Installment Bills process. By assigning a schedule to the template, you control when the installment bills are generated.

The billing cycle plays an important role in generating installment bills:

- Links the schedule to the installment bill template.
- Defines when an installment bill is to be generated.
- Establishes the invoice date that appears by default on the Installment Billing Schedule page.

Step 1: Create the Installment Bill Template

First, we need to create the Installment Bill Template using the Standard Bill Entry process. This guide includes information specific to the Installment Bill process. Refer to the [Enter a Bill - Standard Bill Entry](#) Quick Reference Guide for detailed bill entry instructions.

1. 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 displays 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** button to create the installment bill template.
3. Verify or enter the Business Unit.
4. You can leave default of "NEXT" in the Invoice field, and SWIFT automatically assigns the next available number when saving. You can also enter your own. The Invoice ID is required and must be unique.
5. Select the **Add a New Value** button.
6. The Header – Info 1 page displays. Complete the Header - Info 1 page as you normally would, making sure to select the following for the installment bill template:

Field Name	Field Description
Cycle ID	Select the Lookup icon to search for and select an installment Cycle ID. You must select either “MTH_INSTAL” (Monthly Installment) or “WKLY_INSTA” (Weekly Installment).
Frequency	Select “Installment” from the Frequency drop-down. This identifies the bill as an installment bill template in SWIFT.

- Complete the remainder of the Standard Bill Entry pages as you normally would, including line information and the appropriate ChartFields. Refer to the [Enter a Bill - Standard Bill Entry Quick Reference Guide](#) for detailed steps when creating bills.
- Leave “New” in the **Status** field and select the **Save** button.

Note. If you accepted the default “NEXT”, the system-assigned invoice number displays after saving the entered information. **This is the installment bill template Invoice ID.**

Step 2: Create an Installment Bill Schedule

- Select **Installment Bill Schedules** icon on the Header - Info 1 page.

- The **Installment Bill Terms** page displays. Select an ***Installment Plan**. This is a required field. For instructions on how to create an Installment Billing Plan, refer to the Create Installment [Billing Plan Quick Reference Guide](#).
- Select the **Installment Bill Schedule** tab.

The screenshot shows the 'Installment Bill Schedule' tab selected. The page displays the following fields:

- Business Unit: G1001
- Installment Template Invoice: INST3
- Pretax Invoice Amount: 20,000.00 USD
- *Installment Plan: INST-4 (highlighted with a red box)

Below these fields is a 'Service Charge' section with a dropdown menu for '*Charge' set to 'None' and an empty 'Identifier' field.

- On the **Installment Bill Schedule** page, enter the header fields as described in the table below.

Field Name	Field Description
Start Date	Enter the installment bill Start Date or select the Calendar icon to select a start date.
Installment Template Invoice	The Template Invoice ID is displayed. The template invoice is not sent to the customer.
Pre-Assign Invoice Numbers	Optionally, select the Pre-Assign Invoice Numbers checkbox to allow SWIFT to assign the next available Invoice ID or assign your own after generating the Installment Bill Schedule.

- Select the **Generate Installment Schedule** icon to create Installment Bill Schedule. The schedule is based on the **Start Date** on the Installment Bill Schedule page and the **Cycle ID** and ***Frequency** fields on the Header – Info 1 page of the installment bill template.

The screenshot shows the 'Installment Bill Schedule' page with the following fields:

- Business Unit: G1001
- Installment Template Invoice: INST3
- Pretax Invoice Amount: 20,000.00 USD
- Installment Plan: INST-4
- Start Date: 04/18/2025 (with a calendar icon)
- Pre-Assign Invoice Numbers

The 'Generate Installment Schedule' icon (a gear with a plus sign) is highlighted with a red box.

6. In the **Installment Billing Schedule** section, the Installment Billing Schedule tab defaults with a list of installment bills and includes the following information:

Field Name	Field Description
Number	The number of installment bills to be generated. Use the Plus and Minus buttons to add or delete a payment row.
Generate Date	The date the bill can be generated. You can adjust the generate dates as needed.
Invoice Number	Leave the default of "NEXT" in the Invoice field to allow SWIFT to automatically assign the next available Invoice ID. You can also enter your own Invoice IDs.
Installment Amount	Depending on the Installment Plan selected, SWIFT may automatically calculate the Installment Amount for each installment bill. You can also revise the Installment Amounts as needed. Installment amounts must equal the total amount on the installment bill template.

Installment Billing Schedule

Installation Billing Schedule 2 Installation Billing Schedule 3

Number	Generate Date	Invoice	Installment Amount	Service Charge Amount
1	05/01/2025	INST3-1	5,000.00	
2	06/01/2025	INST3-2	5,000.00	
3	07/01/2025	INST3-3	5,000.00	
4	08/01/2025	INST3-4	5,000.00	

7. Select the **Installment Billing Schedule 2** tab. This tab contains the following information:

Field Name	Field Description
Number	The number of installment bills to be generated.
Invoice Date, From Date, To Date, and Accounting Date	SWIFT may automatically generate various dates, depending on the Installment Plan and Cycle ID you selected. Either an Invoice Date or an Accounting Date is required to generate an installment bill. Dates can be adjusted as needed.

Installment Billing Schedule

Installation Billing Schedule **Installation Billing Schedule 2** Installation Billing Schedule 3

Number	Invoice Date	From Date	To Date	Accounting Date
1	05/01/2025	05/01/2025	05/31/2025	
2	06/01/2025	06/01/2025	06/30/2025	
3	07/01/2025	07/01/2025	07/31/2025	
4	08/01/2025	08/01/2025	08/31/2025	

8. Select the **Installment Billing Schedule 3** tab. This tab includes the following information:

Field Name	Field Description
Number	The number of installment bills to be generated.
Generated	This column documents if an installment bill has been generated with either an “N” (No) or “Y” (Yes).
Generate Date	As installment bills are generated, the Generate Date is populated.
Header Info 1	As installment bills are generated, the Header Info 1 column displays with a direct link to the new bill’s Header – Info 1 page.

9. After finalizing details for the Installment Bill Schedule, select the **Save** button.

Installment Bill Terms **Installment Bill Schedule**

Business Unit: G1001
 Installation Template Invoice: INST3
 Pretax Invoice Amount: 20,000.00 USD
 Installation Plan: INST-4 (Installation-4)
 Start Date: 04/18/2025
 Pre-Assign Invoice Numbers

Installment Billing Schedule

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Installation Billing Schedule Installation Billing Schedule 2 **Installation Billing Schedule 3**

Number	Generated	Generated Date		
1	N		+	-
2	N		+	-
3	N		+	-
4	N		+	-

[Return to Bill Entry](#)

Save [Return to Search](#) [Notify](#)

Note: You can return to the Installment Bill Schedule page at any time to make additional changes for future installments. For example, if you want to change a Generate Date or an Installment Amount.

Step 3: Set Template Status to Ready

Before running the **Create Installment Bills** process, you must set the template invoice to a ready status.

1. From the Installment Bills Schedule page, select **Standard Billing** from the left menu. If needed, enter the Invoice ID for the template and search.
2. Change the Status from “New” to “RDY” (Ready).

3. Select the **Save** button.

The screenshot shows the 'Maintain Invoices' screen in the SWIFT financial tools. The 'Status' field is highlighted with a red box and contains the value 'RDY'. The 'Save' button at the bottom left is also highlighted with a red box. The interface includes a sidebar with 'Standard Billing' and 'Generate Invoices' sections, and a main area with various input fields for invoice details.

Step 4: Run the Create Installment Bills Process

To generate a bill from the installment schedule, you must run the **Create Installment Bills** process. This process looks at the Installment Bill Schedule for the template and creates a bill if the generate date is equal to or earlier than the current date.

1. Navigate to the Create Installment Bills page using the NavBar. The **NavBar** icon is in the upper right-hand corner of the page and looks like a compass.

Navigation Options	Navigation Path
Navigation Collection	NavBar, Navigator, SWIFT, Billing, Maintain Bills, Create Installment Bills

2. The Generate Installment Bills page displays. Use an existing Run Control ID or add a new Run Control ID.
3. The Create Installment Bills dialog page displays. Accept or enter the desired ***Business Unit**.
4. In the **Range Selection** section, select **Invoice ID**. This option tells SWIFT to look for installment bill templates.
5. Enter or Lookup the Invoice ID in the **From Invoice** and **To Invoice** fields. If your invoice is not available in the Lookup, make sure you have set the status to "RDY" on the template.
6. Select the **Run** button.

7. The Process Scheduler Request page displays. Accept the default process “Generate Installment Bills (BIINSTAL)” and select the **OK** button.

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Generate Installment Bills	BIINSTAL	Application Engine	Web	TXT	Distribution

8. You are returned to the Create Installment Bills page and a Process Instance number is assigned. Select the **Process Monitor** link to monitor the progress of the process.

Step 5: Set Installment Bill(s) to Ready

The Create Installment Bills process creates bills with a Generate Date equal to or earlier than the current date. Bills are created in a “NEW” status.

1. Navigate to the **Installment Bill Schedules** page.

Navigation Options	Navigation Path
Navigation Collection	NavBar, Navigator, SWIFT, Billing, Maintain Bills, Installment Bill Schedules

2. Enter the Installment Bill Template Invoice ID and search.
3. The Installment Bill Terms page displays. Select the **Installment Bill Schedule** tab.
4. Select the **Installment Billing Schedule 3** tab in the Installment Billing Schedule section.

- Once an invoice has been generated the “N” (No) is replaced with “Y” (Yes) in the **Generated** column. A date displays in the **Generated Date** column. A new column displays called Header Info 1. Select the hyperlink in the **Header Info 1** column.

Installment Bill Terms **Installment Bill Schedule**

Business Unit G1001

Installment Template Invoice INST3

Pretax Invoice Amount 20,000.00 USD

Installment Plan INST-4 Installment-4

Start Date 04/18/2025

Pre-Assign Invoice Numbers

Installment Billing Schedule

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Installment Billing Schedule Installment Billing Schedule 2 **Installment Billing Schedule 3** ▶▶

Number	Generated	Generated Date	Header Info 1		
1	Y	04/21/2025	Header Info 1	+	-
2	N		Header Info 1	+	-
3	N			+	-
4	N			+	-

- Set the installment bill to a “RDY” Ready status.

Step 6: Run the Single Action Invoice Process

Finally, you must run SAIP as you normally would to generate a printed invoice and create the Pending AR item. Refer to the [“Single Action Invoice Process”](#) guide for instructions.