

Create an Installment Billing Plan

If you want to create Installment Bills for your customer in SWIFT, there must be at least one available installment plan. This guide covers how to create an Installment Billing Plan. Payment plans are configured at the agency level. Refer to the [Create Installment Bill Quick Reference Guide](#) for instructions on creating installment bills. If you require a change to a current Installment Billing Plan, please contact the SWIFT Help Desk.

- 1) Navigate to the Installment Billing page. 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, Set Up Financials/Supply Chain, Product Related, Billing, Setup, Installment Billing

- 2) On the Installment Billing page, select the **Add a New Value** button.
- 3) Enter the SetID. This is generally the same as your Business Unit.
- 4) Enter a name for the Installment Plan ID. There is a 10-character limit.
- 5) Select the **Add** button.

- 6) The Installment Billing page displays. Enter plan details in the **Installment Billing Plan** section.
 - a) The ***Effective Date** is a required field. You cannot create installment schedule prior to the effective date of the plan. Consider backdating to July 1 of the current fiscal year.
 - b) Optionally, enter a **Short Description**. There is a 10-character limit.

- c) Enter a ***Description**. The description should be obvious to the user. For example, enter “Installment-4” for a four payment installment plan.
- d) Choose an ***Installment Plan Type**. Options include:
 - i) Custom Installments – Allows the user to identify the number of installment payments and dollar amount of each installment when creating the installment bill schedule.
 - ii) Equal Installments – Enter the number of payments in the **Installments** field. When creating the installment bill schedule, SWIFT will automatically calculate the dollar amount in equal payments.
 - iii) Percentage Installments – Enter a percentage amount for the first installment payment. Add the number of desired payments along with percentage until the total percentage equals 100%.
- e) Accept, “Active” in the ***Status** field.

Installment Billing

SetID G1001 Installment Plan ID INST-4

Installment Billing Plan

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*Effective Date	07/01/2024	*Status	Active	+ -
Short Description	install-4			
*Description	Installment-4			
*Installment Plan Type	Equal Installments	Installments	4	

Save Notify Add Update/Display Include History