

## QUICK REFERENCE GUIDE

March 4, 2024

### Create Recurring Bill

This guide covers how to create and process Recurring Bills. The Recurring Bill process enables you to create templates for invoices that will be billed on a regular basis, such as monthly rentals or utilities invoices. By assigning a schedule to the template, you can control when and how often recurring bills are generated.

After a recurring bill schedule is established, you can generate periodic bills by running the Create Recurring Bills process. You control exactly when and how often a recurring bill is generated by associating the recurring bill template with a predefined billing cycle.

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

- Links the schedule to the recurring bill template.
- Defines when the recurring bill is to be generated.
- Defines the number of days before the bill generation date that you can generate a recurring bill.
- Establishes the invoice date that appears by default on the Recurring Bill Schedule page.

### Step 1: Create the Recurring Bill Template

First, we need to create the Recurring Bill Template using the Standard Bill Entry process. This guide includes information specific to the Recurring Bill process. Refer to the [“Enter a Bill - Standard Bill Entry”](#) 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 recurring bill template.
3. Verify or enter the Business Unit.
4. Leave default of “NEXT” in the Invoice field, and SWIFT automatically assigns the next number after saving the first time. You can also enter your own.
5. Select the **Add** button.

- The Header – Info 1 page displays. Complete the Header - Info 1 page as you would normally making sure to select the following for the recurring bill template:

Field Name	Field Description
Cycle ID	Select the <b>Lookup</b> icon to search for and select a recurring Cycle ID, such as “MTH_RECUR” (Monthly Recurring).
Frequency	Select “Recurring” from the Frequency drop-down. This identifies the bill as a recurring bill template in SWIFT.

- Complete the remainder of the Standard Bill Entry pages as you would normally (refer to the “[Enter a Bill - Standard Bill Entry](#)” guide for the detailed steps).
- Select the **Save** button.

The screenshot shows the 'Header - Info 1' page in the SWIFT system. At the top, it displays 'Unit G1001' and 'Invoice 00000774586'. Below this, there are several sections of fields:

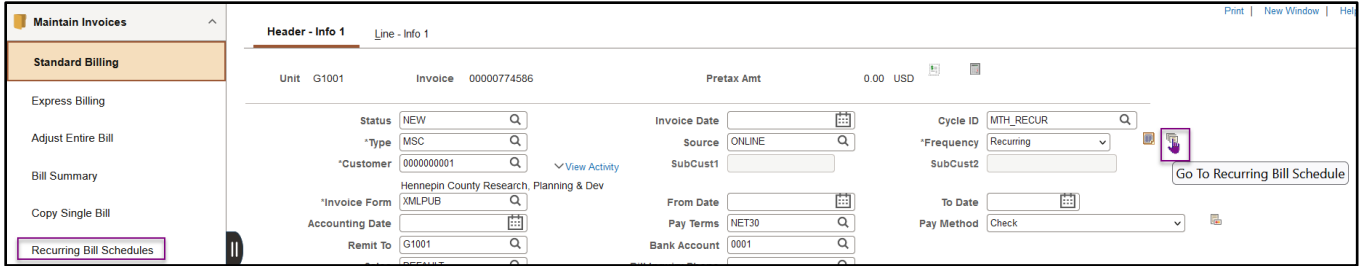
- Status:** NEW
- \*Type:** MSC
- \*Customer:** 0000000001
- \*Invoice Form:** XMLPUB
- Accounting Date:** (calendar icon)
- Remit To:** G1001
- Sales:** DEFAULT
- Credit:** DEFAULT
- Billing Specialist:** BISPEC
- Invoice Date:** (calendar icon)
- Source:** ONLINE
- SubCust1:** (empty)
- From Date:** (calendar icon)
- Pay Terms:** NET30
- Bank Account:** 0001
- Bill Inquiry Phone:** (empty)
- Collector:** DEFAULT
- Billing Authority:** BISUP
- Cycle ID:** MTH\_RECUR
- \*Frequency:** Recurring
- SubCust2:** (empty)
- To Date:** (calendar icon)
- Pay Method:** Check

At the bottom of the page, there are navigation and action buttons: 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The 'Save' button is highlighted with a red box.

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

## Step 2: Create a Recurring Bill Schedule

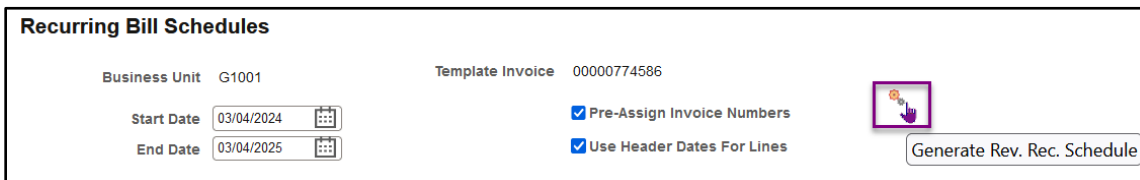
- Select **Recurring Bill Schedules** icon on the Header - Info 1 page or select Recurring Bill Schedules from the left menu.



2. The Recurring Bill Schedules page displays. Enter the header fields as described in the table below.

Field Name	Field Description
Start Date	Enter the recurring bill Start Date or select the date Lookup to select the start date.
End Date	Enter the recurring bill End Date or select the date Lookup to select the end date.
Template Invoice	The Template Invoice ID is displayed. The template is not sent to the customer. Once the last recurring invoice goes out to the customer, the template invoice disappears.
Pre-Assign Invoice Numbers	Select the Pre-Assign Invoice Numbers field to have SWIFT create the invoice numbers for all bills after you generate a schedule and save. If you prefer to enter your own Invoice Numbers, do not check this box. Enter each invoice number into the invoice field in the Recurring Schedule section.
Use Header Dates for Lines	Select Use Header Dates for Lines to use the bill header From and To dates on the bill lines.

3. Next, Select the **Generate Recurring Schedule** icon to create Recurring Schedule. The schedule is based on Start Date, End date and the cycle and frequency from the template.



4. In the **Recurring Schedule** section, a list of invoices is generated and includes the following information:

Field Name	Field Description
Generate Date	The date the bill should be generated.
Invoice Date	The date of the Invoice.
Invoice Number	Leave default "NEXT" in the Invoice field and SWIFT will automatically assign the next number when you save the page if you selected the Pre-Assign Invoice Numbers checkbox. If you did not select the Pre-Assign checkbox, the invoice number is assigned when the invoice is generated. You can also enter your own Invoice Number.

Field Name	Field Description
<b>Bill Header From and To Dates</b>	The service from and to dates.
<b>Inv Generated?</b>	This field displays “N” for No and changes to a “Y” for Yes after the invoice has been generated.
<b>Date</b>	The date the invoice generated will display in this field.

- You can edit the Recurring Schedule details after it is generated. Select the **Save** button. If you checked the Pre-Assign Invoice Numbers option, the Invoice IDs changed from “NEXT” to an actual Invoice ID. The Generate Recurring Schedule icon becomes the Re-Generate Recurring Bill icon.

**Recurring Bill Schedules**

Business Unit: G1001      Template Invoice: 00000774586

Start Date: 03/04/2024       Pre-Assign Invoice Numbers

End Date: 03/04/2025       Use Header Dates For Lines

**Re-generate Recur Bill Schedule**

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**Recurring Schedule**      1-2 of 12      View All

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
03/04/2024	03/04/2024	00000774587	N	04/30/2024
05/01/2024	05/01/2024	00000774588	N	05/31/2024

Return to Bill Entry

**Save**    Return to Search    Notify

- You can return to the Recurring Bill Schedules at any time to make additional changes. For example, if you need to extend the End Date of the schedule, enter a new End Date. The **Extend Recurring Bill Schedule** icon displays after you have tabbed out of the End Date field. The additional schedule line(s) are created without overwriting any manual edits you have made to the previously generated schedule.

**Recurring Bill Schedules**

Business Unit: G1001      Template Invoice: 00000774586

Start Date: 03/04/2024       Pre-Assign Invoice Numbers

End Date: 06/30/2025       Use Header Dates For Lines

**Extend Recurring Bill Schedule**

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**Recurring Schedule**      View All

### Step 3: Set Template Status to Ready

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

1. From the Recurring Bills Schedule page, select the 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.

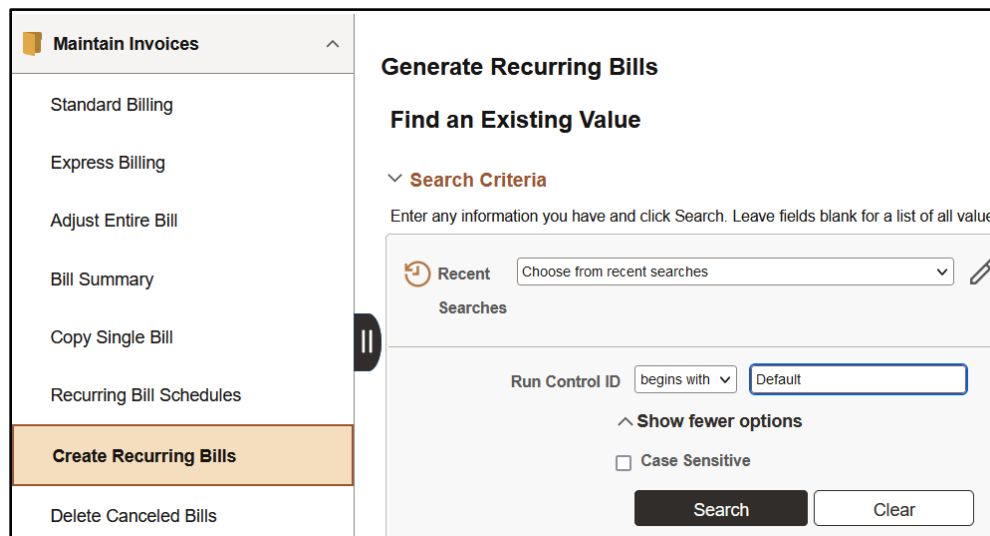
### Step 4: Run the Create Recurring Bills Process

To generate a bill from the recurring schedule, you must run the **Create Recurring Bills** process. This process looks at the Recurring 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 Recurring Bills page using one of the options below.

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Accounting, Billing, Maintain and Process Bills, left menu, Maintain Invoices, Create Recurring Bills.
<b>WorkCenter</b>	Accounting, Billing, Billing WorkCenter, left menu, Links section, Maintain Invoices, Create Recurring Bills.

2. Select an existing Run Control ID or add a new Run Control ID.



3. The Create Recurring Bills page displays.

- In the **Range Selection** section select **Invoice ID**. This option tells SWIFT to look for recurring bill templates. 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.
- Select the **Run** button.

**Create Recurring Bills**

Run Control ID: Default      Report Manager      Process Monitor      **Run**

\*Business Unit: G1001

**Range Selection**

All  
 Bill Cycle  
 **Invoice ID**  
 Cust ID

From Invoice: 00000774586  
 To Invoice: 00000774586

- The Process Scheduler Request page displays. Accept the default process “Generate Recurring Bill (BIRECUR)” and select the **OK** button.

**Process Scheduler Request**

User ID: 01106579      Run Control ID: Default

Server Name: [Dropdown]      Run Date: 03/04/2024  
 Recurrence: [Dropdown]      Run Time: 11:30:09AM        
 Time Zone: [Dropdown]

**Process List**

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

- You are returned to the Create Recurring Bills page, select the **Process Monitor** link to monitor the progress of the process.

## Step 5: Verify Created Bills

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

1. Navigate to the Standard Bill Entry pages 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.

2. Verify the bill information.

The screenshot displays the 'Header - Info 1' section of the SWIFT Standard Bill Entry form. The form is populated with the following information:

- Unit:** G1001
- Invoice ID:** 00000774602
- Pretax Amt:** 500.00 USD
- Status:** RDY
- \*Type:** MSC
- \*Customer:** 0000000001
- Invoice Date:** 03/04/2024
- Source:** ONLINE
- Cycle ID:** MTH\_RECUR
- \*Frequency:** Recurring
- From Date:** 04/01/2024
- To Date:** 04/30/2024
- Pay Terms:** NET30
- Pay Method:** Check
- \*Invoice Form:** XMLPUB
- Accounting Date:** (empty)
- Remit To:** G1001
- Bank Account:** 0001
- Sales:** DEFAULT
- Bill Inquiry Phone:** (empty)
- Credit:** DEFAULT
- Collector:** DEFAULT
- Billing Specialist:** BISPEC
- Billing Authority:** BISUP

Additional navigation and action buttons are visible at the bottom of the form, including 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The 'Page Series' section shows 'Prev' and 'Next' buttons.

**Tip:** If you need help finding the newly generated bill, you can return to the Recurring Bills page for the template and view the new Invoice ID.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Maintain and Process Bills, left menu, Maintain Invoices, Recurring Bill Schedules.
WorkCenter	Accounting, Billing, Billing WorkCenter, left menu, Links section, Maintain Invoices, Recurring Bill Schedules.

**Recurring Bill Schedules**

Business Unit: G1001      Template Invoice: 00000774586

Start Date: 03/04/2024       Pre-Assign Invoice Numbers

End Date: 06/30/2025       Use Header Dates For Lines

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**Recurring Schedule** 1-2 of 15 | View All

Generate Date	Invoice Date	Invoice	Inv Generated?	Date	
03/04/2024	03/04/2024	00000774602	Y	03/04/2024	+ -
		Bill Header From Date: 04/01/2024	To Date: 04/30/2024		
05/01/2024	05/01/2024	00000774603	N		+ -

**Note:** Notice that the first bill has been created as indicated by the “Y” (yes) in the **Inv Generated?** field.

## Step 6: Run the Single Action Invoice Process

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