

QUICK REFERENCE GUIDE

November 1, 2019

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

Steps to complete:

- Step 1: Set up the Recurring Bill Template Using Standard Bill Entry Process
- Step 2: Create a Recurring Bill Schedule
- Step 3: Set Recurring Bill Template Status to Ready
- Step 4: Run the Create Recurring Bills Process
- Step 5: Verify the Created Bills
- Step 6: Run the Single Action Invoice Process

Step 1: Set up the Recurring Bill Template Using Standard Bill Entry Process

First, you'll need to set up 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 will open by default. |
| WorkCenter | Accounting, Billing, Billing WorkCenter, left-menu, Links section, Maintain Invoices, Standard Billing. |

2. On the *Bill Entry* page, click the **Add a New Value** tab to create the recurring bill template.
3. Verify the *Business Unit* default or enter the **Business Unit**.
4. 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 enter your own.
5. Click the **Add** button and the *Header Info 1* page appears.

6. 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 | Click on the Lookup icon to search for and select a recurring <i>Cycle ID</i> , such as "MTH_RECUR" (Monthly Recurring). |
| Frequency | When defining a bill as a recurring bill template, select "Recurring" from the <i>Frequency</i> drop-down. |

- 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).
- Click the **Save** button.
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

Next, use the **Recurring Bill Schedule** icon to create a recurring bill schedule.

- Click the **Recurring Bill Schedules** icon on the *Header Info 1* page. (Second icon to the right of the Frequency field.)

- 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 <i>Start Date</i> or click on the date Lookup to select the start date. |

| Field Name | Field Description |
|-----------------------------------|---|
| End Date | Enter the recurring bill <i>End Date</i> or click on the date Lookup to select the end date. |
| Template Invoice | The <i>Template Invoice ID</i> is displayed. The template will not be sent out to the customer. Once the last recurring invoice goes out to the customer, the template invoice will disappear. |
| Pre-Assign Invoice Numbers | Select the <i>Pre-Assign Invoice Numbers</i> field to have the system create the invoice numbers for the bills after you save the entered information. If you prefer to enter your own Invoice Numbers, do not check this box. You will need to enter each invoice number into the invoice field in the <i>Recurring Schedule</i> section. |
| Use Header Dates for Lines | Select <i>Use Header Dates for Lines</i> to use the bill header From and To dates on the bill lines. |

- Next, enter the *Recurring Schedule* detail by clicking on the **Generate Recurring Schedule** icon to automatically populate the *Recurring Schedule* section with the recurring invoices to be generated based on the Start Date, End Date, and Schedule.

Note: You can edit the Recurring Schedule detail after it is generated. You can also manually enter the invoice details in the **Recurring Schedule** section.

Recurring Bill Schedules

Business Unit T7901 Template Invoice 00000490652

Start Date 07/01/2018 Pre-Assign Invoice Numbers

End Date 06/30/2022 Use Header Dates For Lines

Recurring Schedule 1-2 of 48 | View All

| Generate Date | Invoice Date | Invoice | Inv Generated? | Date | + - |
|---------------|--------------|----------------------------------|--------------------|------------|-----|
| 07/19/2018 | 07/19/2018 | 00000490653 | Y | 07/19/2018 | + - |
| | | Bill Header From Date 07/01/2018 | To Date 07/31/2018 | | |
| 08/01/2018 | 08/01/2018 | 00000490654 | N | | + - |
| | | Bill Header From Date 08/01/2018 | To Date 08/31/2018 | | |

[Return to Bill Entry](#)

The *Recurring Schedule* fields will be populated as described below.

| Field Name | Field Description |
|----------------------|--|
| Generate Date | The date the bill should be generated. |
| Invoice Date | The date of the Invoice. |



| Field Name | Field Description |
|--------------------------------------|--|
| Invoice Number | Leave default "NEXT" in the <i>Invoice</i> field and SWIFT will automatically assign the next number when you save the page if you selected the <i>Pre-Assign Invoice Numbers</i> checkbox. If you did not select the <i>Pre-Assign</i> checkbox, the invoice number will be assigned when the invoice is generated. You can also enter your own Invoice Number. |
| Bill Header From and To Dates | The service from and to dates. |
| Inv Generated? | This field displays "N" for No and changes to a "Y" for Yes after the invoice has been generated. |
| Date | The date the invoice generated will display in this field. |


- Click the **Save** button. If you checked the *Pre-Assign Invoice Numbers* option, the *Invoice IDs* changed from "NEXT" to an actual *Invoice ID* after you saved.

Note: The **Generate Recurring Schedule** icon becomes the **Re-Generate Recurring Bill** button. You can edit the *Recurring Bill Schedules* header fields and click on this icon to regenerate the schedule. If you only need to extend the *End Date* of the schedule, enter the new *End Date* and click on the **Extend Recurring Bill Schedule** icon which becomes available after you have tabbed out of the *End Date* field. The additional schedule lines will be created without overwriting any manual edits you have made to the previously generated schedule.









Recurring Bill Schedules

Business Unit T7901 Template Invoice 00000490652

Start Date 07/01/2018  Pre-Assign Invoice Numbers 

End Date 06/30/2022  Use Header Dates For Lines

Recurring Schedule 1-2 of 48 | View All

| Generate Date | Invoice Date | Invoice | Inv Generated? | Date | + - |
|--|--|--|--|------------|-----|
| 07/19/2018  | 07/19/2018  | 00000490653 | Y | 07/19/2018 | + - |
| | | Bill Header From Date 07/01/2018  | To Date 07/31/2018  | | |
| 08/01/2018  | 08/01/2018  | 00000490654 | N | | + - |
| | | Bill Header From Date 08/01/2018  | To Date 08/31/2018  | | |

[Return to Bill Entry](#)

Step 3: Set Template Status to Ready

The next step is to return to the template to change the *Status* of the template bill to “RDY” (Ready).

1. From the *Recurring Bills Schedule* page, click the *Return to Bill Entry* link and then click the *Standard Billing* link in the **Go To** section to return to the *Header Info -1* page of the template bill.
2. Change the *Status* from “New” to “RDY” (Ready).
3. Click on the **Save** button. Make note of the template bill number for the next step in the process.

Step 4: Run the Create Recurring Bills Process

The next step is to 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. The bill is created with a *Status* of “NEW” so it can be edited before submitting it to the Single Action Invoice process.

1. Navigate to the *Create Recurring Bills* page using one of the options below.

| Navigation Options | Navigation Path |
|------------------------------|---|
| Navigation Collection | Accounting, Billing, Maintain and Process Bills, left-menu, Maintain Invoices, Create Recurring Bills. |
| WorkCenter | 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* for the *Create Recurring Bills* process. The *Create Recurring Bills* page displays.
3. Select the **Range Section** option (All, Bill Cycle, Invoice ID, and Cust ID) and enter the related parameters. In this example, the *Invoice ID* for the template bill is selected and the *From* and *To Invoice* fields are entered.

Create Recurring Bills

Run Control ID T7901 Report Manager Process Monitor **Run**

*Business Unit T7901

Range Selection

- All
- Bill Cycle
- Invoice ID
- Cust ID

From Invoice 00000490652

To Invoice 00000490652

Save **Return to Search** **Previous in List** **Next in List** **Notify** **Add** **Update/Display**

4. Click the **Save** button.
5. Click the **Run** button.
6. Accept the default process “*Generate Recurring Bill (BIRECUR)*” and click the **OK** button.

The screenshot shows a 'Process Scheduler Request' dialog box. At the top, it displays 'User ID 01156022' and 'Run Control ID T7901'. Below this are several input fields: 'Server Name' (PSNT), 'Run Date' (08/23/2018), 'Recurrence', 'Run Time' (2:43:34PM), and 'Time Zone'. A 'Reset to Current Date/Time' button is also present. A 'Process List' table is shown below, with the following data:

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

At the bottom left, the 'OK' button is highlighted with a red box, and a 'Cancel' button is next to it.

7. Click the *Process Monitor* link to monitor the progress of the job and ensure it was successful.

Step 5: Verify Created Bills

This process creates bills that are scheduled with a Generate Date equal to or earlier than the day you ran the Create Recurring Bill process. The bills are created with a status of “Ready”.

1. You can navigate to the *Standard Bill Entry* pages and verify the bill information.

| 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. |

- If you need help finding the created bill, you could look up the template's recurring bill schedule to view the invoice number.

| 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. |

Note: Notice that the first bill has been created as indicated by the Inv Generated = "Y" entry.

Step 6: Run the Single Action Invoice Process

Finally, you'll need to run the Single Action Invoice process as you would normally to print the invoice and create the Pending AR item. Refer to the ["Single Action Invoice Process"](#) guide for instructions.