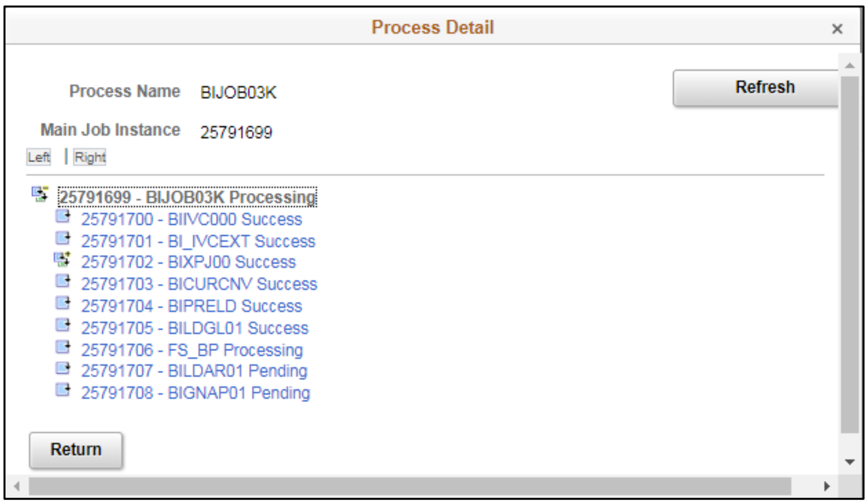
SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

November 1, 2019

Run the Single Action Invoice Process

After a bill is created, it will need to go through the Single Action Invoice process successfully. The Single Action Invoice Process (SAIP) combines a number of processes in a single job, eliminating the need to navigate to multiple pages to set up the processing options for each of the processes listed below.



Process	Name	Description
BIIVC000	Finalize and Print	Prepares bills for invoicing.
BI_IVCEXT	Invoice Extract Process	Extracts billing data to temporary extract tables.
BIXPJ00	Print XML Publisher Invoice	Prints bills and attaches invoice image to bill header.
BICURCNV	Billing Currency Conversion	Processes multicurrency transactions (although Minnesota does not use multiple currencies, this process must still be run).
BIPRELD	Pre-Load	Performs functions to prepare preliminary accounting entry information for bills.
BILDGL01	Load GL Accounting Entries	Places billing accounting data (AR/Revenue or Expense account entries) on export tables for subsequent processing by the General Ledger.
FS_BP	Budget Check	(Comm. Cntrl. Budget Processor) Budget-checks entries and updates Revenue Budget.

Process	Name	Description
BILDAR01	Load AR Pending Items	Creates AR pending items which will be picked up by the ARUpdate process that posts an open item to your customers' accounts in the Accounts Receivable module.
BIGNAP01	Generate AP Vouchers	Updates the AP module for refunds.

Steps to complete:

- Step 1: Run the Single Action Invoice Process
- Step 2: Navigate to the Report Manager to View and Print the Invoices

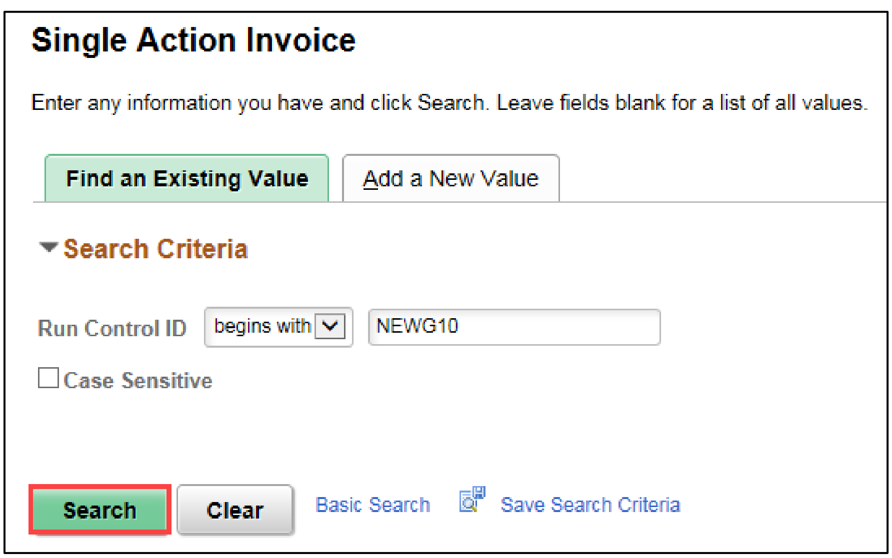
Step 1: Run the Single Action Invoice Process

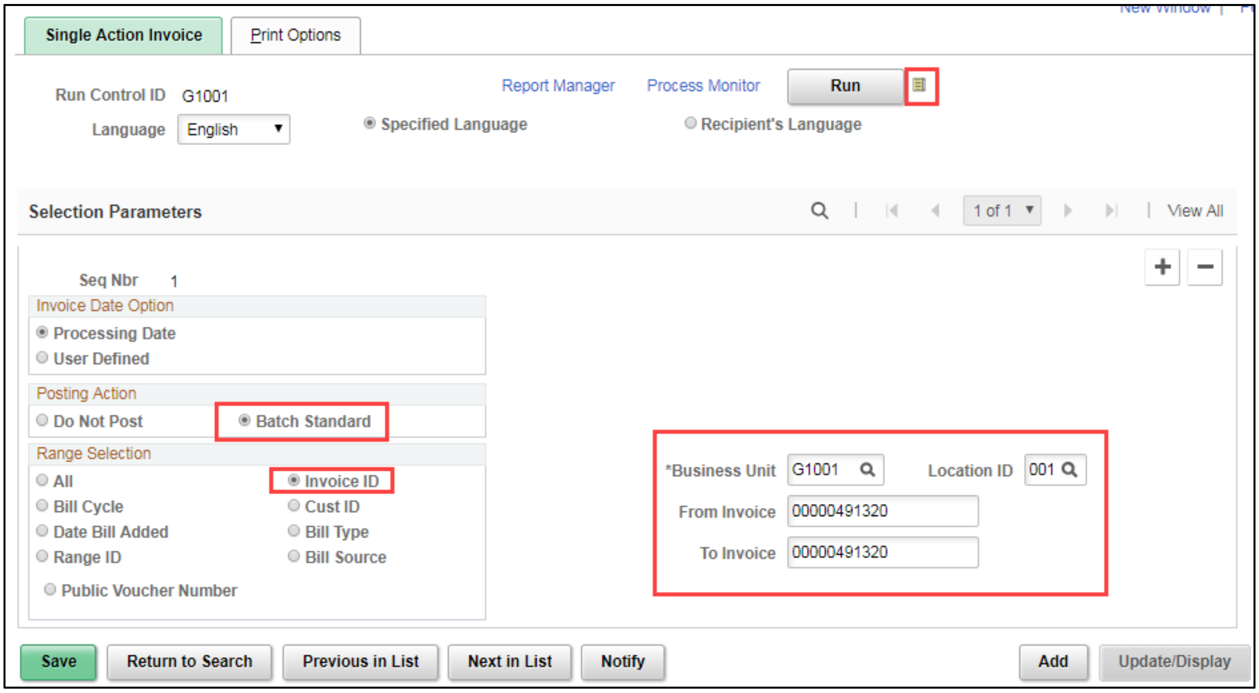
After a bill is created and the *Status* set to "RDY" (Ready) the SAIP is run. Credit bills must also have been approved.

1. Navigate to the *Single Action Invoice* page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Maintain and Process Bills, left-menu, Generate Invoices, Single Action Invoice.
WorkCenter	Accounting, Billing, Billing WorkCenter, left-menu, Reports/Processes section, Generate Invoices, Single Action Invoice.

2. Search for an existing *Run Control ID* or create a new *Run Control ID*. The *Single Action Invoice* page appears.





3. Select the *Single Action Invoice* page options as described below:

Option	Description
Invoice Date	You can use the *Invoice Date Option* section to indicate the date that will appear on the invoice(s). **Processing Date**: The default selection is Processing Date. If you accept this selection, SWIFT will use the date on which the Single Action Invoice process is run as the invoice date as long as the invoice date field was left blank when creating the bill during bill entry. If an invoice date is not blank, this process will NOT override it with the processing date. **User Defined**: You can select a different date by selecting the *User Defined* option. When this option is selected, SWIFT displays a *Date* field. You can use that field to indicate the date that should appear on the Invoice.
Posting Action	**WARNING**! Make sure the **Batch Standard** *Posting Action* is set so that the pending items created by the Single Action Invoice process will be posted to the customer's account the next time the ARUpdate process runs without further action needed by your agency.

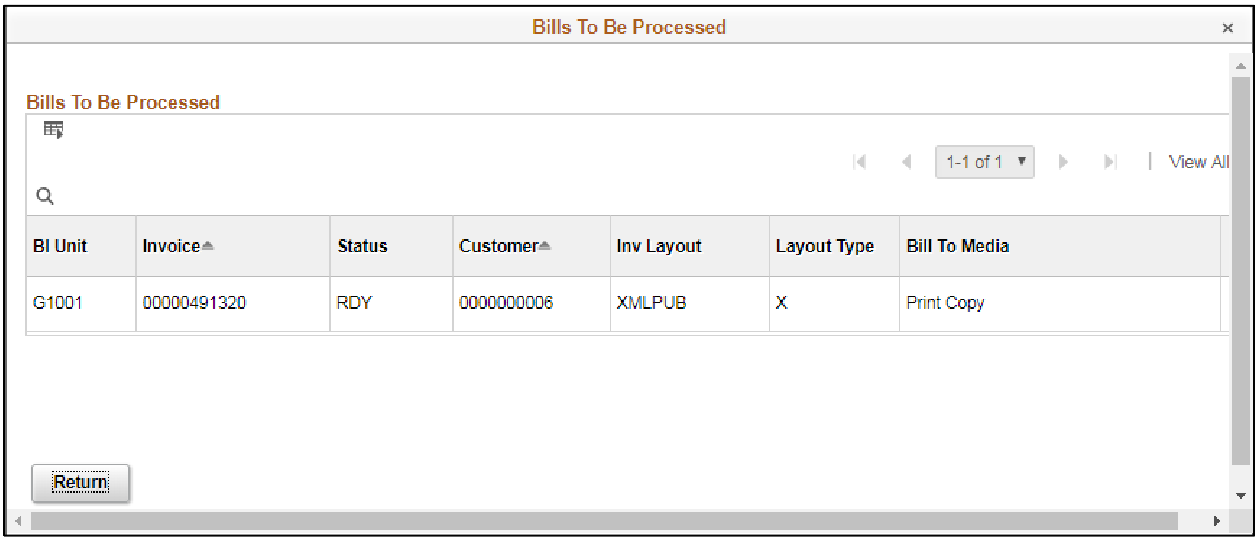
Option	Description
Range Selection	Typically, you will select the *Invoice ID* or *All Range*. Options include: -All (all bills with status of RDY ready) -Bill Cycle -Date Bill Added -Range ID (Not Used in MN) -Public Voucher Number (Not Used in MN) -Invoice ID -Cust ID -Bill Type -Bill Source
***Business Unit**	Accept the default *Business Unit* or click on the **Lookup** button to select the *Business Unit*.
***Location ID**	Enter the *Location ID* or click on the **Lookup** button to select the *Location ID*.
From Invoice **(Invoice ID Range)**	Enter the starting *Invoice ID*. It is possible to select more than one invoice that is not in a range, or select multiple ranges. To do this: 1. Enter the first invoice number in the *From Invoice* field and tab. The *To Invoice* field automatically populates with the invoice number you entered. Accept this number or enter the invoice number for the end of the range. 2. Click on the Add (+) button to add another record and repeat the process described in step 1. Do this until you've entered records for each invoices or range of invoices you want to process. **IMPORTANT!** The next time you use this Run Control ID and you are processing only one invoice or all invoices, you only need one record. Be sure to delete the extra record(s).
To Invoice **(Invoice ID Range)**	The invoice that you entered in the *From Invoice* automatically populates in the *To Invoice* field when you tab. Enter a different invoice number if applicable. See the instructions in the *From Invoice* field for adding additional records.

Note: You should not need to change any information on the **Print Options** tab.

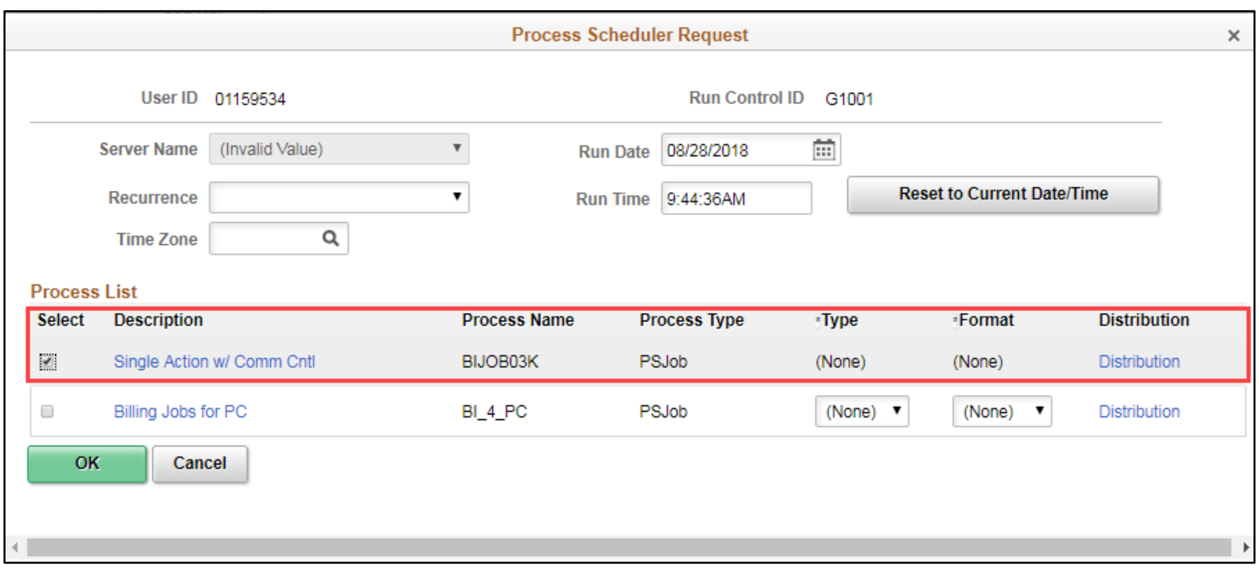
4. Click on the yellow **Bills To Be Processed** icon at the top-right of the page to view bills that have been selected to be processed given the criteria that you have entered.

   WARNING! If no bills are listed, the criteria you selected didn't pick up on any bills that are in the "RDY" (Ready) status or, if you are processing credit bills, the credit bills may not have been approved. You'll need to revise your criteria and/or look up the bills to ensure that they are ready to be processed.

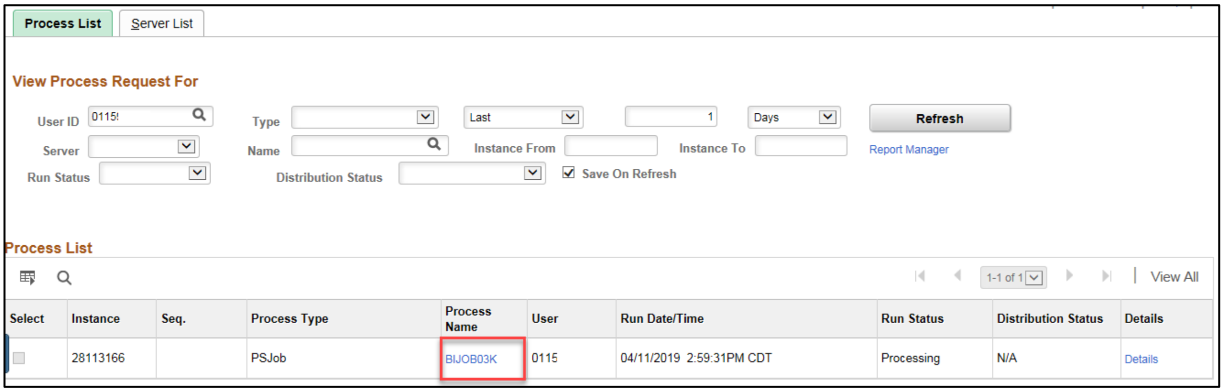
   Note: If you are rerunning invoice(s) through the process after having corrected an error, such as a budget check error, the invoice(s) will not appear on the *Bills To Be Processed* page since it is in "Invoiced" status, but it will still be processed.



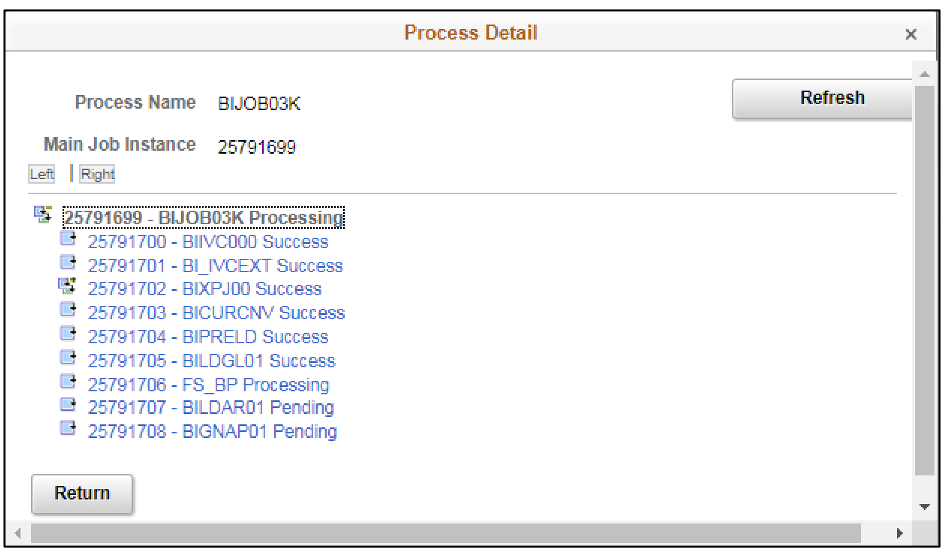
5. Click on the **Return** button to go back to the *Single Action Invoice* page.
6. Click the **Save** button.
7. Click on the **Run** button to start the processing. The *Process Scheduler Request* page appears.



8. **IMPORTANT!** Make sure to select the **Single Action w/Comm Cntl** (**BJOB03K)** process.
9. Click the **OK** button and you will be returned to the *Single Action Invoice* page.
10. Make note of the **Process Instance** number listed below the *Process Monitor* link.
11. Click on the ***Process Monitor*** link. The *Process List* page displays.



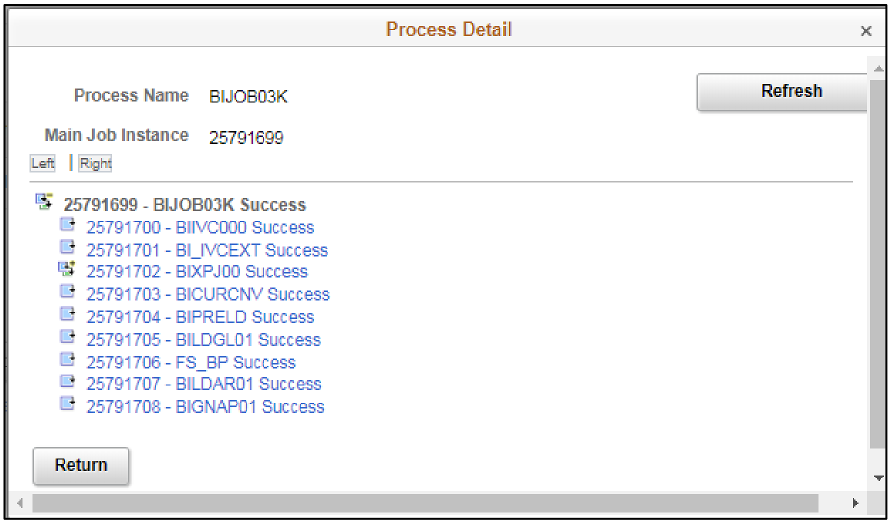
12. In the *Name* column, click on the ***BIJOB03K*** link for the Single Action Invoice process that you ran.
    Note: It is a best practice to click on the process link to *Refresh* rather than remaining on this page. That way, if there are Warnings, you will see which job has the problem.
13. At the *Process Detail* page, view whether the process was successful. You can click on the **Refresh** button to refresh the page.



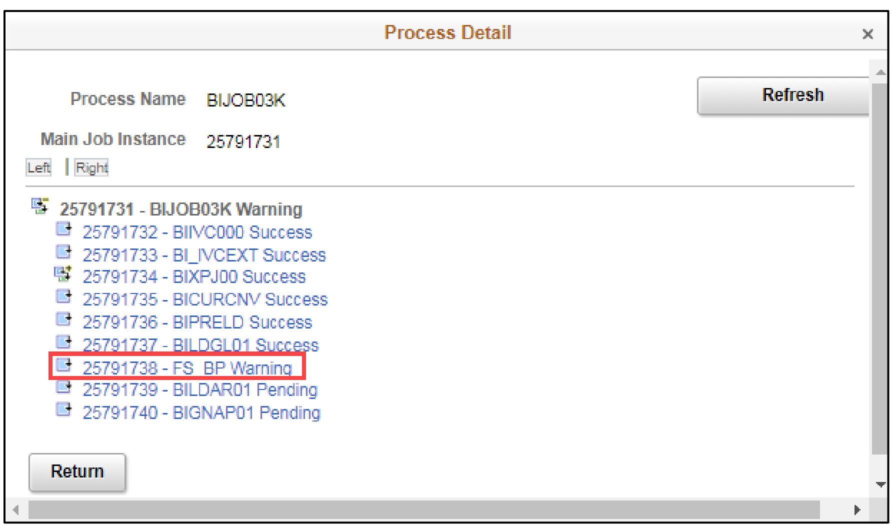
- You can click on each of the process links, and then click on the *Message Log* link on the *Process Detail* page to view information about the success of the job. Some of the processes have subpages which include the detailed information about the job. The message for the BILDAR01 process (second from the bottom) contains the *Group ID* for the process. It is helpful to know the *Group ID* if you want to view the AR Pending Items that have been created.

Note: You can optionally print the "Load AR Pending Items" report by clicking on the *BILDAR01 Success* process link, *View Log/Trace* link, and the BILDAR01XXXXX.pdf. (See a picture of this report in Step 2 of this guide.)

a. If the process was successful, proceed to the next step.



b. If one of the processes was not successful, refer to the "[Troubleshoot Single Action Invoice Process]" guide. The print screen below displays a budget check error.

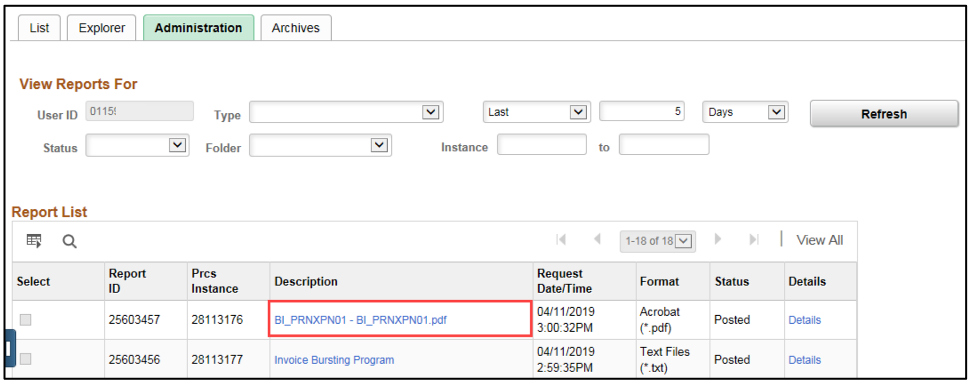


WARNING: It is possible to have a successful job but the invoice or receivable is not created. This can happen if the "**Batch Standard**" Posting Action is not set. Refer to the "Troubleshoot Single Action" guide for more detail about SAIP errors.

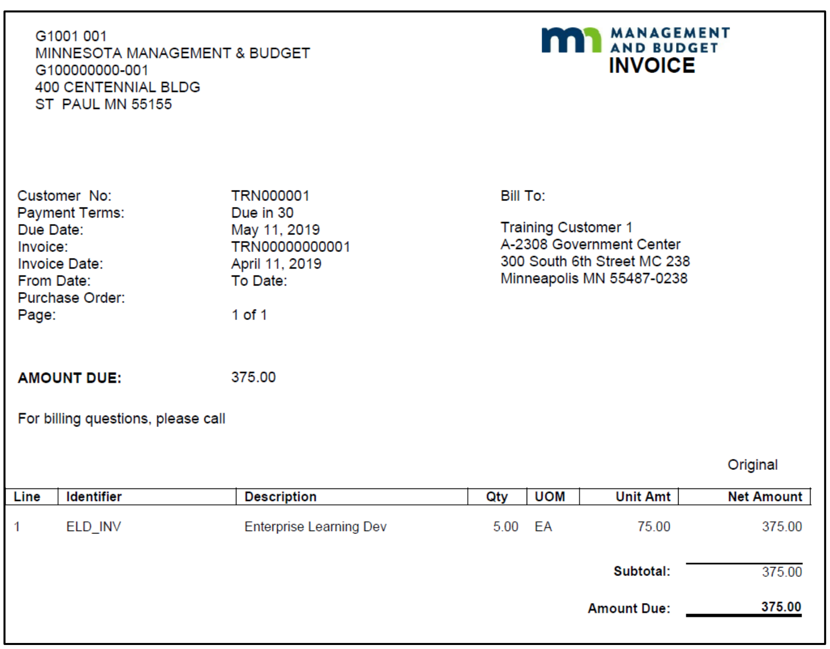
Step 2: Navigate to the Report Manager to View and Print the Invoices

After ensuring that the process was successful, you can now view and print the invoices from the **Report Manager**, **Administration** tab.

1. From the *Process Detail* page for the Single Action Invoice, click on the **Return** button to return to the *Process List* page.
2. Click on the *Report Manager* link located under the **Refresh** button.
3. On the *Report Manager* page, select the **Administration** tab.



4. On the **Administration** tab, click on the **BI_PRNXPN01 – BI_PRNXPN01.pdf** link in the Description column for the Single Action Invoice process instance that you ran. The PDF file displays in a new window.
5. Print the PDF file as you would normally and close the window when finished.
   Note: Invoices with a XML format can also be printed from the *Bill Summary* page. (Refer to the "Reprint Invoices" guide for instructions.)



G1001 001
MINNESOTA MANAGEMENT & BUDGET
G100000000-001
400 CENTENNIAL BLDG
ST PAUL MN 55155

MANAGEMENT AND BUDGET
INVOICE

Customer No: TRN000001
Payment Terms: Due in 30
Due Date: May 11, 2019
Invoice: TRN00000000001
Invoice Date: April 11, 2019
From Date: To Date:
Purchase Order:
Page: 1 of 1

Bill To:

Training Customer 1
A-2308 Government Center
300 South 6th Street MC 238
Minneapolis MN 55487-0238

AMOUNT DUE: 375.00

For billing questions, please call

Original

Line	Identifier	Description	Qty	UOM	Unit Amt	Net Amount
1	ELD_INV	Enterprise Learning Dev	5.00	EA	75.00	375.00

Subtotal: 375.00

Amount Due: 375.00

IMPORTANT! Although the invoice has been created, it has not been posted to the customer's account yet. The invoice will be posted to your customer's account in Accounts Receivable when the *ARUpdate* process runs in batch several times during the day.

6. Optionally, click on the **Load AR Pending Items** link in the Description column for the process you ran to print the Load AR Pending Items Report.

Report List

1-18 of 18 | View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
	25603457	28113176	BI_PRNXPN01 - BI_PRNXPN01.pdf	04/11/2019 3:00:32PM	Acrobat (*.pdf)	Posted	Details
	25603456	28113177	Invoice Bursting Program	04/11/2019 2:59:35PM	Text Files (*.txt)	Posted	Details
	25603454	28113175	Generate AP Vouchers	04/11/2019 2:59:35PM	Acrobat (*.pdf)	Posted	Details
	25603453	28113174	Load AR Pending Items	04/11/2019 2:59:35PM	Acrobat (*.pdf)	Posted	Details

Once again, the pdf of the report displays in a new window. Print the PDF file as you would normally and close the window when finished.

PeopleSoft BI
Report ID: BILDAR01
LOAD AR PENDING ITEMS
Page No. 1
Run Date 04/11/2019
Run Time 15:05:05

Range Option: INVOICE ID
Starting Id: TRN00000000001
Ending Id: TRN00000000001
Business Unit: G1001
Post Action: Post Later

GROUP ID	Seq #	CUST ID	ITEM (INVOICE)	LINE	ENTRY TYPE	ENTRY RSN	ENTRY USE ID	ENTRY AMOUNT	CUR	ENTRY AMOUNT (BASE)	CUR	ACCOUNTING DT	TERMS
23556	1	TRN000001	TRN00000000001	1	IN		IT-01	375.00	USD	375.00	USD	2019-04-11	NET30

\# OF INVOICES IN GROUP: 1
\# OF AR ENTRIES IN GROUP: 1
ACCOUNTS RECEIVABLE AMOUNT: 375.00 USD

TOTAL # OF INVOICES PROCESSED: 1
TOTAL # OF AR ENTRIES GENERATED: 1