

## QUICK REFERENCE GUIDE

November 1, 2019

### View Bill Details

This guide covers reviewing billing information with the Details option, including the Header –Info 1, Line – Info 1, and Accounting pages for the bill. Many of these pages are also available from the **Go to** links on the Billing Summary pages (refer to the “[View Bill Summary](#)” guide).

The Bill Detail information is for viewing only and cannot be edited.

Steps to access bill detail information:

- Step 1: Locate an Existing Invoice to Review Bill Details
- Step 2: View Bill Header and Line details
- Step 3: Use the Go to Link options to View Additional Bill Details
- Step 4: Use the Navigation Drop-Down to View Additional Bill Details

### Step 1: Locate an Existing Invoice to Review Bill Details

1. Navigate to the *Bill Details* page using one of the options described below.

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Accounting, Billing, Review Billing, left-menu, Details.
<b>WorkCenter</b>	Accounting, Billing, Billing WorkCenter, left-menu, Links section, Review Billing Information, Details.

2. Verify the default *Business Unit* or enter the *Business Unit*.
3. Enter existing *Invoice ID*.

**Note:** Additional search criteria are available, including Bill Status, and Customer ID.

**Bill Inquiry**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

Case Sensitive

[Basic Search](#)

4. Click **Search**. The *Header – Info 1* page appears.

## Step 2: View Bill Header and Line details

1. View the *Header – Info 1* page. You are able to review details entered into fields when the bill was created. Some of the common header fields include:

- Invoice Amount
- Bill Status
- Invoice Date
- Customer ID and Name
- Accounting Date
- Pay Terms
- Service From and To Dates

2. Click on the *View Invoice Image* link to view the invoice.

**Note:** The Go to Links and Navigation drop-down at the bottom of the page are described in Steps 3 and 4 of this guide.

The screenshot displays the 'Header - Info 1' page for Unit G1001 and Invoice 00000491255. Key details include:

- Invoice Amt:** 200.00 USD
- Status:** INV
- Invoice Date:** 08/16/2018
- Customer:** 0000000006 (League of Minnesota Cities)
- Accounting Date:** 08/16/2018
- Pay Terms:** NET30
- From Date:** 08/01/2018
- To Date:** 08/31/2018
- Pay Method:** Check
- View Invoice Image** (highlighted link)

Navigation and search options at the bottom include:

- Go to:** Summary, Header Info 2, Address, Copy Address, Notes
- Bill Search** and **Line Search** buttons
- Page Series** dropdown menu (set to Header - Info 1)
- Return to Search**, **Notify**, and **Refresh** buttons

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- Click on the **Line – Info 1** tab to view bill line details entered when the bill was created. Some of the fields to note include:
  - Invoice Amount
  - Bill Line section header displays the number of lines which you can navigate between using the arrows or click on the *View All* to see all the bill lines
  - Line number
  - Identifier (Charge Code) and Description which display what the customer was billed for and prints on the invoice
  - Quantity, Unit of Measure and Price

Header - Info 1 | **Line - Info 1**

Unit G1001 Bill To 0000000006 Invoice Amt 200.00 USD  
 Invoice 00000491255 League of Minnesota Cities Max Rows 5

**Bill Line** | 1 of 1 | View All

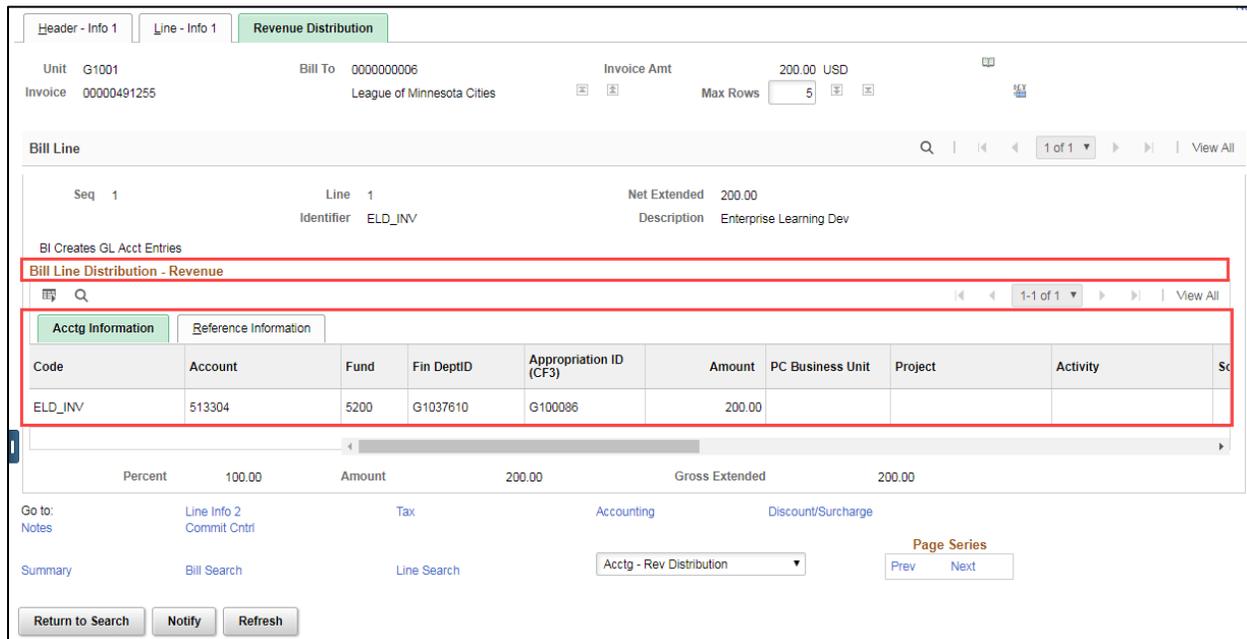
Seq 1	Line 1	Net Extended	200.00
	Identifier ELD_INV	Description	Enterprise Learning Dev
Quantity	2.0000	From Date	08/01/2018
Unit of Measure	EA	To Date	08/31/2018
Unit Price	100.0000	Line Type	REV <input checked="" type="checkbox"/> Accumulate
Gross Extended	200.00	Tax Code	<input type="checkbox"/> Tax Exempt
Less Discount	0.00	Exempt Cert	
Plus Surcharge	0.00		
Net Extended	200.00		
VAT Amount	0.00		
Tax Amount	0.00		
Net Plus Tax	200.00		

Go to: Notes | Line Info 2 Commit Cntrl | Tax | **Accounting** | Discount/Surcharge

Summary | Bill Search | Line Search | Line - Info 1 | Page Series | Prev | Next

Return to Search | Notify | Refresh

- View bill line accounting information by clicking on the *Accounting* link in the **Go to** section at the bottom of the page.



- The **Revenue Distribution** tab opens. On this page, the **Acctg. Information** tab displays the ChartField information entered for each bill line.
- To view the entire ChartField string, use the scroll bar or the Grid Action Menu (  ) – Zoom Bill Line Distribution -- Revenue option.

- To move back to select links to view additional bill details, click the **Header – Info 1** tab.

### Step 3: Use Go to Link options to View Additional Bill Details

You are able to view additional bill details using the **Go to** section link options located on the bottom of the page. The links available on the *Header – Info 1* page relate to the bill header and the links on the *Line – Info 1* page relate to the bill lines.

#### Header – Info 1 Go to Links:

Go To: Link	Description
<b>Summary</b>	View the Bill Summary pages. Refer to the “ <a href="#">View Bill Summary</a> ” guide.
<b>Header Info 2</b>	View if bill is on hold or if an amount has been prepaid. The “Hold Until” date can be used to hold the bill from processing until a certain date. The “Paid Amount” field can be used to identify an amount that has been prepaid. This amount will display on the Invoice, be deducted from the amount owed, and show the balance due.
<b>Address</b>	View customer address, location, and bill contact.

Go To: Link	Description
<b>Copy Address</b>	View the name and address of an entity that will receive a courtesy copy of the bill.
<b>View Invoice Image</b>	Print a pdf of the invoice if the bill is in "INV" (Invoiced) status and has an Invoice Format of "XMLPUB" format.
<b>Notes</b>	View Bill header notes.
<b>Bill Search</b>	System issues occur on the Bills Invoiced and Bills Not Invoiced pages.
<b>Line Search</b>	System issues occur on the Lines Invoiced and Lines Not Invoiced pages.

## Line Info 1 Go to Links

Go To: Link	Description
<b>Line Info 2</b>	This page is used to change Entry type for Credits created using the Copy Bill process.
<b>Tax</b>	View Tax information.
<b>Accounting</b>	View the ChartFields for the Bill Line.
<b>Discount/Surcharge</b>	No agencies use discount or surcharges at this time.
<b>Notes</b>	View Bill Line notes.
<b>Commit Cntrl</b>	This link relates to whether there is a Budget Check Error for the invoice that must be fixed on the Commitment Control Correction page. Refer to the "Correct Budget Check Errors" guide for more information.
<b>Summary</b>	View the Bill Summary pages. Refer to the " <a href="#">View Bill Summary</a> " guide.
<b>Bill Search</b>	System issues occur on the Bills Invoiced and Bills Not Invoiced pages.
<b>Line Search</b>	System issues occur on the Lines Invoiced and Lines Not Invoiced pages.

## Step 4: Use the Navigation Drop-Down to View Additional Bill Details

You can also view billing pages by selecting options from the **Navigation** drop-down field located toward the bottom-right of the page. Many of these pages are not used in Minnesota. The following table lists the Standard Bill Entry pages available in SWIFT and identifies whether they are used in Minnesota and their purpose.

#	Billing Page	Use of Page/Not Used in MN
1	Header – AR Distribution	Data is automatically generated by the system. No user input required.
2	Header – Info 1	Used to enter Bill Header information.
3	Header – Misc Info	Used to manually enter PO (Purchase Order) number which displays on Invoice. Grant Module contract information automatically populates on this page.

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#	Billing Page	Use of Page/Not Used in MN
4	Header - Note	Used to enter Bill Header notes that display on invoice (standard, internal, or manual).
5	Header - Project Info	Used to manually enter project information that applies to the entire bill.
6	Line – Info 1	Used to enter Bill Line information.
7	Line – Info 2	Used to change Entry type for Credits created using the Copy Bill process.
8	Line – Misc Info	Used to enter a start date and an end date but these dates do not display on the invoice. Information is in the system and reports through to AR.
9	Line - Note	Used to enter Line Notes (standard, internal, or manual). Internal notes do not display on the Invoice. Standard and manually entered notes display on the invoice.
10	Line – Project Info	Used to manually enter project information for individual lines. Grant module project information automatically populates on this page.
11	Line – Tax Info	Used to enter tax information, along with Line - Info 1 page.
12	Acctg – Rev Distribution	Used to enter ChartFields for the Bill Line.
13	Acctg – Unbilled AR	Grant module information automatically populates on this page.
14	Courtesy Copy Addr	Used to enter customer who should receive a courtesy copy of bill.
15	Address Info	Used to view customer address Information, change customer location, and add the bill contact.
16	Header – Info 2	The “Hold Until” date can be used to hold the bill from processing until a certain date. The “Paid Amount” field can be used to identify an amount that has been prepaid. This amount will display on the Invoice, be deducted from the amount owed, and show the balance due.
17	Header – Order Info	Not used in MN.
18	Header – Service Info	Not used in MN.
19	Acctg – AR Offset	Not used in MN.
20	Acctg – Deferred Rev Dist	Not used in MN.
21	Acctg – InterUnit Payables	Not used in MN.
22	Acctg – Statistical Info	Not used in MN.
23	Acctg – InterUnit Explnv	Not used in MN.
24	Line – Order Info	Not used in MN.
25	Line – Service Info	Not used in MN.
26	Line – VAT Info	Not used in MN.

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#	Billing Page	Use of Page/Not Used in MN
27	Line – Worksheet	Not used in MN.
28	DiscSurcharge	No agencies use discount or surcharges at this time.
29	DiscSurcharge Distribution	No agencies use discount or surcharges at this time.
30	DiscSurcharge Deferred	No agencies use discount or surcharges at this time.