SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

February 28, 2024

View Bill Details

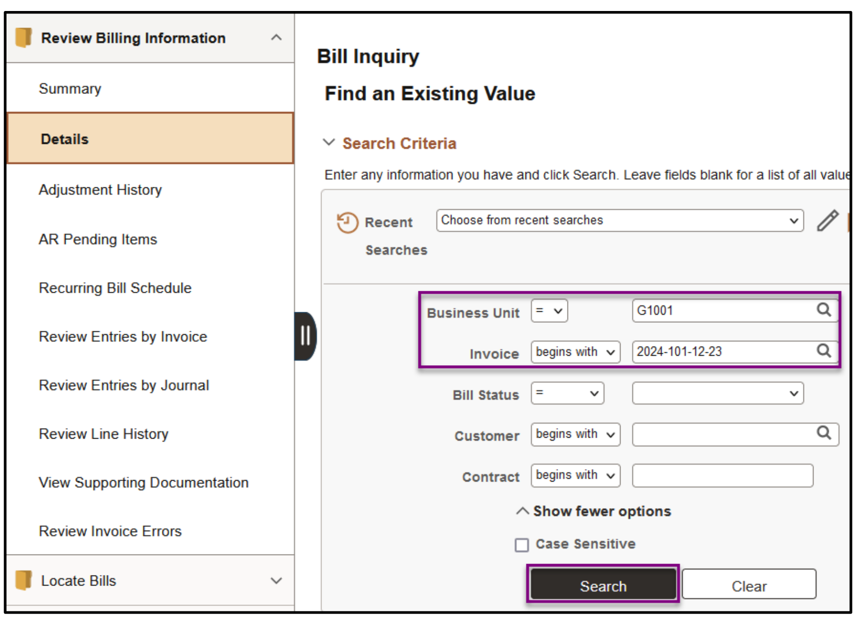
This guide covers reviewing billing information with the Details option, including the Header –Info 1, Line – Info 1, and Accounting pages for the bill. Many of these pages are also available from the **Go to** links on the Billing Summary pages (refer to the "View Bill Summary" guide). The Details information is for viewing only and cannot be edited.

Step 1: Locate an Existing Invoice to Review Billing Details

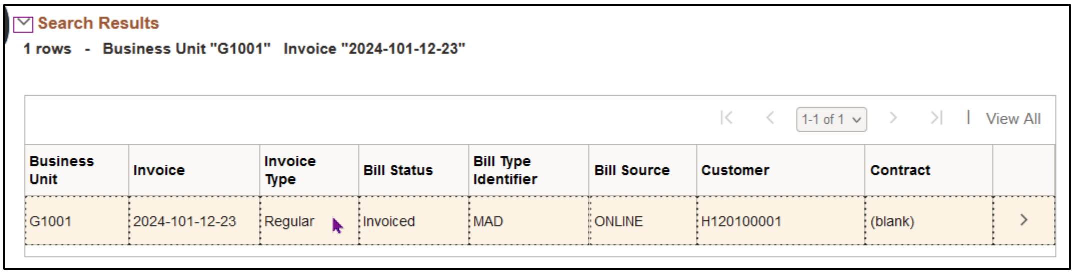
1. Navigate to the Bill Inquiry page using one of the options described below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Review Billing, left menu, Details.
WorkCenter	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 the Invoice ID or other search criteria to help you locate it.
4. Select **Search**.



5. Select the invoice from the Search Results.



Search Results

1 rows - Business Unit "G1001" Invoice "2024-101-12-23"

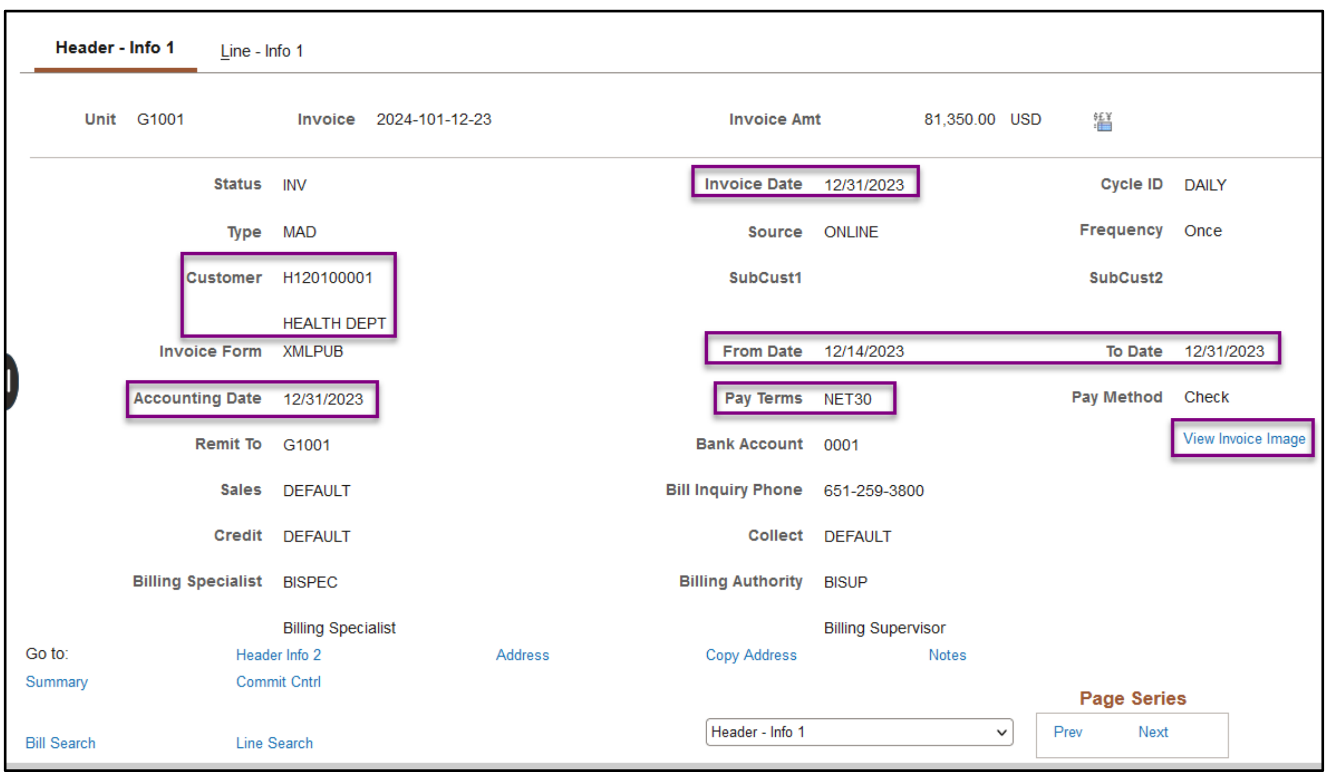
1-1 of 1 View All

Business Unit	Invoice	Invoice Type	Bill Status	Bill Type Identifier	Bill Source	Customer	Contract
G1001	2024-101-12-23	Regular	Invoiced	MAD	ONLINE	H120100001	(blank)

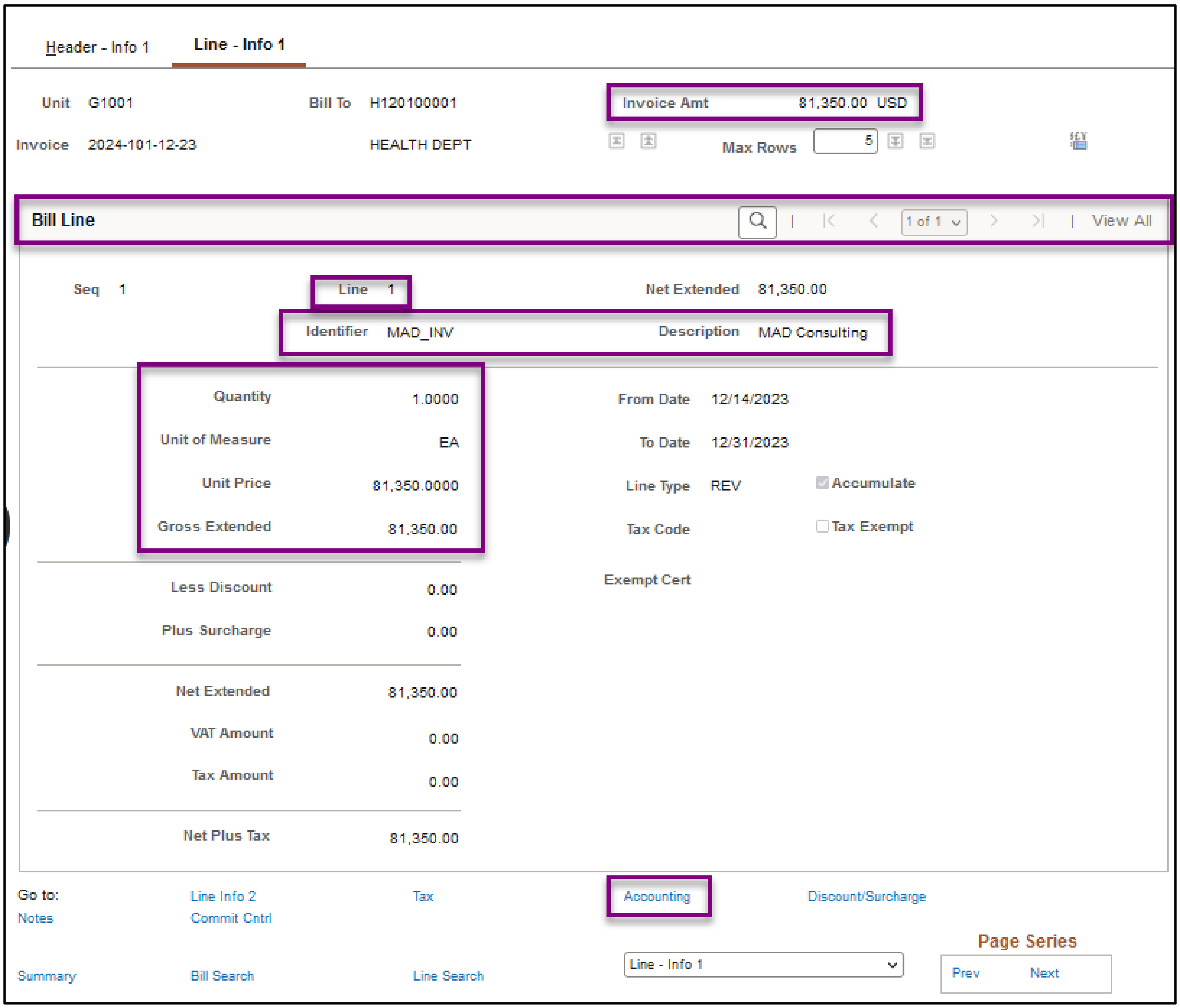
Step 2: View Bill Header and Line details

1. The Header – Info 1 page displays. You can 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

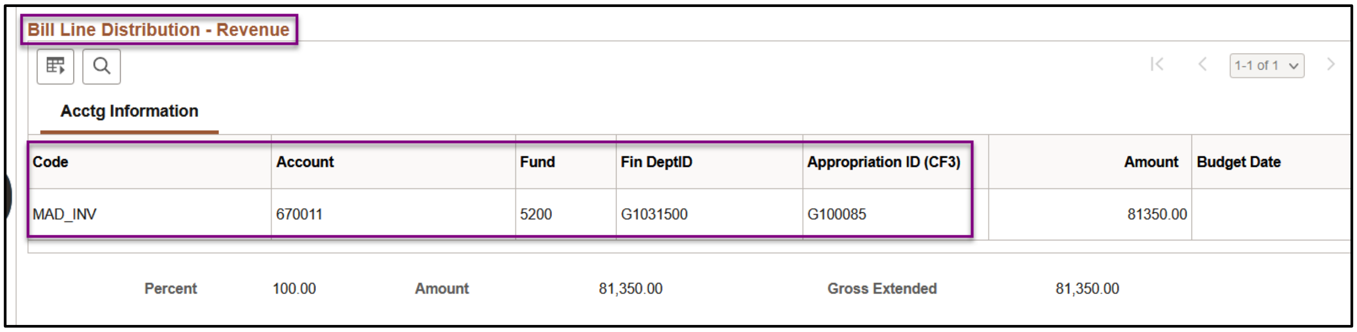
2. Select the View Invoice Image link to view the invoice.



3. Select 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 (Navigate between bill lines using the arrows or select the View All to see all lines.)
    - Line number
    - Identifier (Charge Code) and Description
    - Quantity, Unit of Measure, and Unit Price
4. Select the **Accounting** link.



5. The Revenue Distribution page displays. From the Acctg Information tab, you can view Chartfield information entered for each bill line. **Note:** You may need to use the scroll bar or the Grid Action Menu ( ) – Zoom Bill Line Distribution -- Revenue option.



Step 3: Use Go to Section to View Additional Bill Details

At the bottom of every bill page, there is a **Go to** section.

The Go to section includes links to various other bill pages. The links available depend on if the page is bill header related or bill line related.

Header Go to Links:

Go To: Link	Description
Summary	View the Bill Summary pages. Refer to the "View Bill Summary" guide.
Header Info 2	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 displays on the Invoice, be deducted from the amount owed, and show the balance due.
Address	View customer address, location, and bill contact.
Copy Address	View the name and address of an entity that receives a courtesy copy of the bill.
View Invoice Image	Print a pdf of the invoice if the bill is in "INV" (Invoiced) status and has an Invoice Format of "XMLPUB" format.
Notes	View Bill header notes.
Bill Search	System issues occur on the Bills Invoiced and Bills Not Invoiced pages.
Line Search	System issues occur on the Lines Invoiced and Lines Not Invoiced pages.

Line Go to Links

Go To: Link	Description
Line Info 2	This page is used to change Entry type for Credits created using the Copy Bill process.

Go To: Link	Description
Tax	View Tax information.
Accounting	View the ChartFields for the Bill Line.
Discount/Surcharge	No agencies use discount or surcharges at this time.
Notes	View Bill Line notes.
Commit Cntrl	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.
Summary	View the Bill Summary pages. Refer to the "View Bill Summary" guide.
Bill Search	System issues occur on the Bills Invoiced and Bills Not Invoiced pages.
Line Search	System issues occur on the Lines Invoiced and Lines Not Invoiced pages.

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

You can also view billing pages by selecting options from the **Navigation** drop-down menu. 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	Page Use
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.
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.

#	Billing Page	Page Use
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 displays on the Invoice, be deducted from the amount owed, and show the balance due.

Note: There are many pages not in current use for the State of Minnesota. Pages not used have been omitted from this table.