SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

November 1, 2019

View Recurring Bill Schedule

This guide covers how to view a Recurring Bill Schedule. From this page, you can look up the recurring bill template's schedule and verify whether a bill has been generated by the process. This page is view only. If you need to change the recurring bill schedule, you'll need to access it from the recurring bill template. Refer to the "Create Recurring Bill" guide for instructions on the recurring bill process.

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 control when and how often recurring bills are generated.

Step 1: View the Recurring Bill Schedule

1. Navigate to the *Recurring Bill Schedule* page by using one of the options below.

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

2. Verify and Business Unit and enter the Invoice ID for the Recurring Bill Template schedule that you want to view.

3. Click on the **Search** button.

The *Recurring Bill Schedule* page displays.

The **Header** section displays:

- Business Unit

- Start Date and End Date of the Schedule

The **Recurring Schedule** section displays the below information:

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

- Use the **Arrow** keys or the **View All** option to view additional scheduled invoices.