SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

November 1, 2019

View Bill Summary Information

This guide covers how to view billing summary information. Billing Summary information is for viewing only and cannot be edited. Bills with any status can be viewed with the Bill Summary pages.

Steps to access billing summary information:

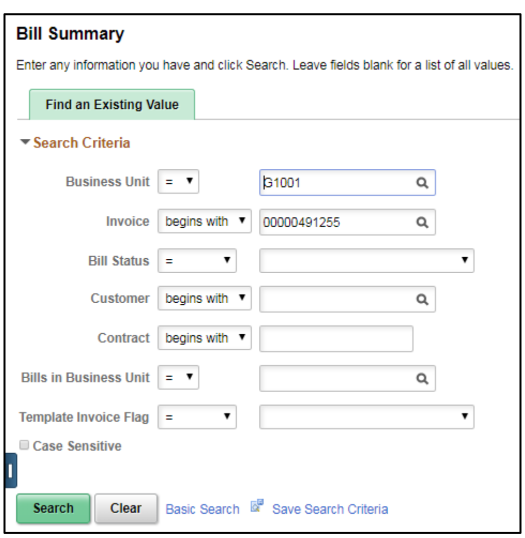
- Step 1: Locate an Existing Invoice to Review Billing Information
- Step 2: View Bill Summary Header Information
- Step 3: View Status of Bill Processing on the Bill Summary Info 2 page
- Step 4: Use the Go to Section Links to View Bill Information

Step 1: Locate an Existing Invoice to Review Billing Information

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

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Review Billing. The Bill Summary page opens by default.
WorkCenter	Accounting, Billing, Billing WorkCenter, left-menu, Links section, Review Billing Information, Summary.

2. Verify the default *Business Unit* or enter the *Business Unit*.
3. Enter an existing *Invoice ID*. **Note:** Additional search criteria are available, including *Bill Status*, and *Customer ID*.

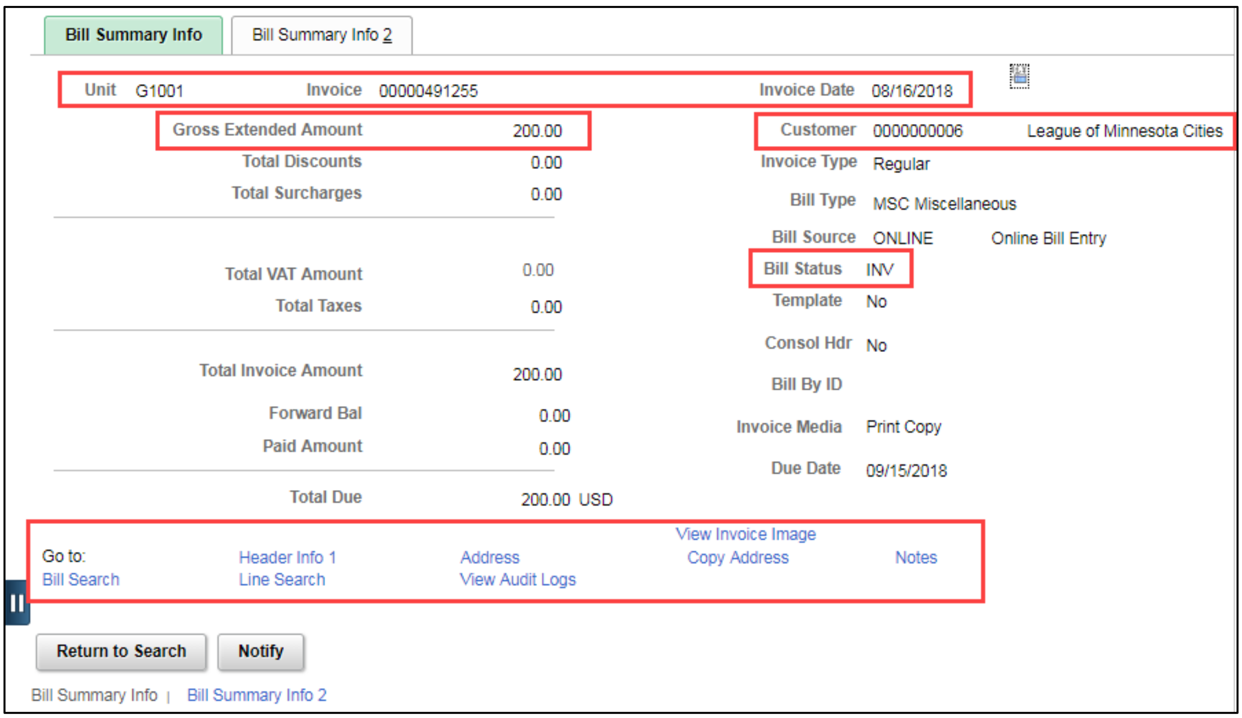


4. Click the **Search** button**.** The *Bill Summary Info* page for the invoice displays.

Step 2: View Bill Summary Header Information

You can view header level bill information on the *Bill Summary Info* page including:

- Business Unit, Invoice ID, Invoice Date, Customer ID and name
- Bill Status. Note: Bill Status options include: INV=invoiced (no changes can be made to the invoice); RDY= ready to invoice; NEW=newly created invoice; CAN=cancelled
- Gross Extended Amount



- The **Go to** links at the bottom of the page are available to drill down for specific information. These links are described in detail in Step 4.

Step 3: View Bill Processing Status

On the *Bill Summary Info 2* page, most jobs included in the Single Action Invoice process are displayed, along with the status of the job. This information can be used to check whether the Single Action Invoice process jobs were successful.

1. Click the **Bill Summary Info 2** tab.

If the Single Action Invoice (SAIP) process runs successfully, the jobs should appear as follows:

Status	Description/Resolution
Pre-Load Status	The Pre-Load job performs functions to prepare preliminary accounting entry information for bills. The status is initially “Pending” and will change to “Done” if the “SAIP” had run the job successfully.
Budget Check Status	The Budget Check job budget checks entries and updates the Revenue Budget. If the job was successful, the status would indicate “*Valid”.* This is one of the most common reasons for failure.
Approval Status	All credit bills require approval. The *SAIP* will not pick up on a credit bill that has not been approved. If the *Status* indicates “Required”, the approval was not requested. If the approval is required and the *Status* indicates “Pending” you’ll need to bring this to the attention of your supervisor.
Invoice Printed	If this is checked, the job was run successfully by the *SAIP*.
Currency Converted	If this is checked, the job was run successfully by the *SAIP*.
GL Entries Created	The Load GL Accounting Entries job places billing accounting data (AR/Revenue or Expense account entries) on export tables for processing by the General Ledger. If this is checked, the job was run successfully by the *SAIP*.

Status	Description/Resolution
AR Pending Items Created	The Load AR Pending Items job creates items in AR so that invoicing information can be posted to the customer's account. If this is checked, the job was run successfully by the *SAIP*.

After an invoice is run through the Single Action Invoice process, the bill status will change from "RDY" (ready to invoice) to "INV" (invoiced). When an invoice has a bill status of "INV", no changes can be made to the invoice.

When Errors/Warnings appear, they need to be corrected and the Single Action Invoice process needs to be run again to move the invoice into AR as an Open item for payment to be applied to the item. Refer to the "Troubleshoot Single Action" guide for instructions.

Step 4: Use the Go to Links to View Additional Bill Information

You can use the links in the **Go to** section to drill down to specific pages to view additional billing information. Below is a table that describes the links.

Go To: Link	Description
Header Info 1	View Information that was entered when the bill was created. Refer to "View Bill Details" guide for more information.
Address	View customer address, location, and bill contact.
Copy Address	View the name and address of an entity that will receive 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 Bill Invoiced and Bills Not Invoiced pages.
Line Search	System issues occur on the Lines Invoiced and Lines Not Invoiced pages.
Audit Logs	View the Audit Logs for an invoice to learn when the invoice was created, edited, finalized, or adjusted. Close the new window (X) to return to the *Bill Summary* page.