

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*.

Bill Summary

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

Bills in Business Unit =

Template Invoice Flag =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

- 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 screenshot displays the 'Bill Summary Info' page. At the top, there are two tabs: 'Bill Summary Info' (selected) and 'Bill Summary Info 2'. The main content area is divided into two columns. The left column contains financial summary items: Unit G1001, Invoice 00000491255, Invoice Date 08/16/2018, Gross Extended Amount 200.00, Total Discounts 0.00, Total Surcharges 0.00, Total VAT Amount 0.00, Total Taxes 0.00, Total Invoice Amount 200.00, Forward Bal 0.00, Paid Amount 0.00, and Total Due 200.00 USD. The right column contains customer and bill details: Customer 0000000006 (League of Minnesota Cities), Invoice Type Regular, Bill Type MSC Miscellaneous, Bill Source ONLINE (Online Bill Entry), Bill Status INV, Template No, Consol Hdr No, Bill By ID, Invoice Media Print Copy, and Due Date 09/15/2018. At the bottom, a 'Go to:' section includes links for Header Info 1, Address, View Invoice Image, Copy Address, and Notes. Below this are 'Return to Search' and 'Notify' buttons. The footer shows 'Bill Summary Info | Bill Summary Info 2'.

- 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.

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

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

[Bill Summary Info](#)
[Bill Summary Info 2](#)

Unit G1001 Invoice 00000491255

GL Level BI Creates GL Acct Entries
AR Level Bill Line is AR Open Item
AR Option Use Line for Distribution

Pre-Load Status Done

Budget Check Status Valid

Approval Status Not Required
Date Bill Added 08/16/2018 1:51PM
Created By Boehmer, Barbara K
Created By Process Standard Billing

☒ Attach Invoice Image
☐ VAT Defaults Applied
☒ Invoice Printed
☐ EDI Sent
☒ Currency Converted
☐ Email Sent

☒ GL Entries Created
☒ AR Pending Item Created

Go to:
[Bill Search](#)
[Header Info 1 Line Search](#)
[Address View Audit Logs](#)
[Copy Address](#)
[Notes](#)

[Return to Search](#)
[Notify](#)

[Bill Summary Info](#) | [Bill Summary Info 2](#)

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 <i>Status</i> indicates "Required", the approval was not requested. If the approval is required and the <i>Status</i> 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 <i>Bill Summary</i> page.