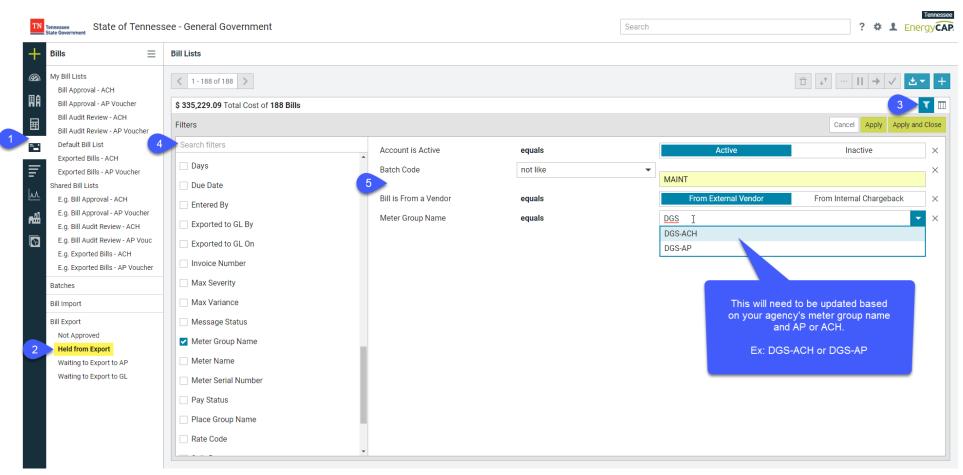


Modifying Held from Export Filters



- 1. Select the Bills Module from the left-hand side
- 2. Select the Held from Export list under Bill Export
- 3. Select the **Edit Filters** icon on the top right
- 4. Select the check box for the appropriate filter(s)
 - a. You can scroll through the list or search for a filter

- 5. Change filter settings to match the above image for your agency
 - a. The Meter Group Name/Code filter <u>will need to be updated</u> to indicate AP or ACH at the time of each use.
- 6. Apply and Close



Modifying Held from Export Columns

TN Tennessee State of Tennesse	see - General Government		Search	Tennessee ? # 1 Energy CAP
+ Bills =	Bill Lists			
My Bill Lists Bill Approval - ACH Bill Approval - AP Voucher Bill Audit Review - ACH Bill Audit Review - AP Voucher	Columns			$\begin{array}{c} \textcircled{1} \\ \end{array}{} $
Default Bill List	Search columns			Cancel Apply and close
Exported Bills - ACH Exported Bills - AP Voucher	Available Columns 5	Visible Columns		6
Shared Bill Lists	Account Name Account Period	Account Code		
	Bill Accrual Flag	Bill ID		II
E.g. Bill Approval - AP Voucher E.g. Bill Audit Review - ACH	Bill is Estimated	Billing Period		
E.g. Bill Audit Review - AP Vouc E.g. Exported Bills - ACH	Bill is From a Vendor Bill Modified By	Bill Begin Date		
E.g. Exported Bills - AP Voucher	Bill Modified Date	Bill End Date		
Batches	Control Code	Total Cost		II
Bill Import	Cost Center Name	Due Date		7
Bill Export Not Approved	Cost Per Day Creation Method	Vendor Name		
Held from Export	Days	Bill Note		
Waiting to Export to AP Waiting to Export to GL	Entered By Exported to AP	Bill Entry Date		
	Exported to AP By	Batch Code		
	Exported to AP On	Bill is Void		
	Exported to GL Exported to GL By			
	Funadadta OL On	•		•

- 1. Select the **Bills Module** from the left-hand side
- 2. Select the Held From Export list under Bill Export
- 3. Select the Edit Columns icon on the top right
- 4. Select the check box for the above columns under Visible Columns
 - a. You can scroll through the list or search for a column
- 5. Select the > icon to apply the selections to the visible columns

- 6. Select the < icon to remove selections from the visible columns
- Click and drag the icon to put the visible columns in your desired order
- 8. Apply and Close



Modifying Waiting to Export to AP Filters

TN Tennessee State of Tenness	ssee - General Government			Search ? * L Energy CA
+ Bills ≡	Bill Export Lists			
My Bill Lists Bill Approval - ACH Bill Approval - AP Voucher	< 0-0 of 0 >			
Bill Audit Review - ACH Bill Audit Review - AP Voucher	Total Cost of 0 Bills Filters			Cancel Apply Apply and Close
 Default Bill List Exported Bills - ACH Exported Bills - AP Voucher Shared Bill Lists E.g. Bill Approval - ACH E.g. Bill Approval - AP Voucher E.g. Bill Audit Review - ACH E.g. Bill Audit Review - AP Vouc E.g. Exported Bills - ACH E.g. Exported Bills - ACH E.g. Exported Bills - ACH Batches Bill Import Bill Export Not Approved Held from Export 	 Search filters Optional Account is Active Account Name Account Period Approved By Approved On Audit Code Audit Group Code Batch Closed On Ø Batch Start Date 	Account is Active Batch Code Bill is From a Vendor Meter Group Name	equals not like equals equals	Active Inactive × MAINT × From External Vendor From Internal Chargeback × DGS-AP • × This will need to be updated based on your agency's meter group name. Ex: DGS-AP, TRICOR-AP
Waiting to Export to AP Waiting to Export to GL		•		

- 1. Select the **Bills Module** from the left-hand side
- 2. Select the Waiting to Export to AP list under Bill Export
- 3. Select the Edit Filters icon on the top right
- 4. Select the **check box** for the appropriate filter(s)
 - a. You can scroll through the list or search for a filter

- 5. Change filter settings to match the above image <u>for your agency</u>
- 6. Apply and Close



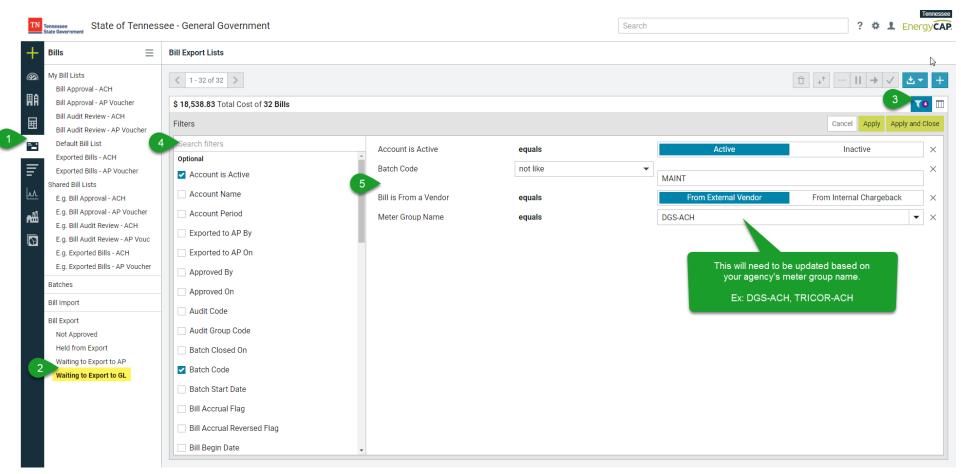
Modifying Waiting to Export to AP Columns

Tennessee State of Tenne	essee - General Government		Search	? 🌣 💄 Energy
Bills	Bill Lists			
My Bill Lists Bill Approval - ACH	< 0-0 of 0 >			
Bill Approval - AP Voucher	Total Cost of 0 Bills			3
Bill Audit Review - ACH Bill Audit Review - AP Voucher	Columns			Cancel Apply and Close
Default Bill List	4 Search columns			
Exported Bills - ACH	Available Columns	5 Visible Columns		6
Exported Bills - AP Voucher Shared Bill Lists	Account Name	Account Code		
E.g. Bill Approval - ACH	Account Period Bill Accrual Flag	Bill ID		
E.g. Bill Approval - AP Voucher	Bill is Estimated	Billing Period		
E.g. Bill Audit Review - ACH E.g. Bill Audit Review - AP Vouc	Bill is From a Vender			
E.g. Exported Bills - ACH	Bill Modified By	Bill Begin Date		
E.g. Exported Bills - AP Voucher		Bill End Date		1
Batches	Control Code	Total Cost		
Bill Import	Cost Center Name	Due Date		
Bill Export	Cost Per Day			
Not Approved	Creation Method	Vendor Name		
Held from Export	Days	Approved On		7
Waiting to Export to AP Waiting to Export to GL	Entered By Exported to GL	Approved By		
Making to Export to be	Exported to GL By	Bill Note		
	Exported to GL On			
	Invoice Number	Bill Entry Date		
	Max Severity	Batch Code		
	Max Variance Next Reading	Bill is Void		
	Service Begin			
	Service End			
	Split Date	-		

- 1. Select the Bills Module from the left-hand side
- 2. Select the Waiting to Export to AP list under Bill Export
- 3. Select the Edit Columns icon on the top right
- 4. Select the check box for the above columns under Visible Columns
 - a. You can scroll through the list or search for a column

- 5. Select the > icon to apply the selections to the visible columns
- 6. Select the < icon to remove selections from the visible columns
- 7. Click and drag the icon to put the visible columns in your desired order
- 8. Apply and Close





- 1. Select the Bills Module from the left-hand side
- 2. Select the Waiting to Export to GL list under Bill Export
- 3. Select the **Edit Filters** icon on the top right

Department of Environment & Conservation

- 4. Select the check box for the appropriate filter(s)
 - a. You can scroll through the list or search for a filter

- 5. Change filter settings to match the above image for your agency
- 6. Apply and Close



Modifying Waiting to Export to GL Columns

Bills 📃	Bill Export Lists		
My Bill Lists Bill Approval - ACH	< 1 - 32 of 32 >		
Bill Approval - AP Voucher	\$ 18,538.83 Total Cost of 32 Bills		3 🔳
Bill Audit Review - ACH Bill Audit Review - AP Voucher	Columns		Cancel Apply and Close
	4 Dearch columns		
Exported Bills - ACH Exported Bills - AP Voucher	Available Columns	5 Visible Columns	6
Shared Bill Lists	Account Name	Account Code	1
E.g. Bill Approval - ACH	Bill Accrue Flag	Bill ID	
E.g. Bill Approval - AP Voucher E.g. Bill Audit Review - ACH	Bill is Estimated	Billing Period	
E.g. Bill Audit Review - AP Vouc	Bill is From a Vendor Bill Modified By	Bill Begin Date	
E.g. Exported Bills - ACH	Bill Modified Date		
E.g. Exported Bills - AP Voucher	Control Code	Bill End Date	
Batches	Cost Center Code	Total Cost	
Bill Import	Cost Center Name	Due Date	
Bill Export	Cost Per Day	Vendor Name	
Not Approved	Creation Method		
Held from Export	Days	Approved On	7
Waiting to Export to AP Waiting to Export to GL	Entered By Exported to AP	Approved By	
	Exported to AP By	Bill Note	
	Exported to AP On	Bill Entry Date	
	Invoice Number	Bill Entry Date	
	Max Severity	Batch Code	
	Max Variance Next Reading	Bill is Void	
	Service Begin		
	Service End		
	Split Date	•	-

- 1. Select the **Bills Module** from the left-hand side
- 2. Select the Waiting to Export to GL list under Bill Export
- 3. Select the Edit Columns icon on the top right
- 4. Select the check box for the above columns under Visible Columns
 - a. You can scroll through the list or search for a column

- 5. Select the > icon to apply the selections to the visible columns
- 6. Select the < icon to remove selections from the visible columns
- 7. Click and drag the icon to put the visible columns in your desired order
- 8. Apply and Close