

Modifying Held from Export Filters

The screenshot shows the 'Bill Lists' interface for the State of Tennessee. The left-hand navigation menu (labeled 1) includes 'Bills' and 'Bill Export'. Under 'Bill Export', the 'Held from Export' option is selected (labeled 2). The main area displays a list of bills with a total cost of \$335,229.09 for 188 bills. The 'Filters' section (labeled 3) is open, showing various filter criteria. The 'Meter Group Name' filter (labeled 4) is checked, and its dropdown menu is open, showing options like 'DGS I', 'DGS-ACH', and 'DGS-AP' (labeled 5). A blue callout box points to the dropdown menu with the text: 'This will need to be updated based on your agency's meter group name and AP or ACH. Ex: DGS-ACH or DGS-AP'. The 'Apply and Close' button is visible at the bottom right of the filter section.

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 will need to be updated to indicate AP or ACH at the time of each use.
6. Apply and Close

Modifying Held from Export Columns

The screenshot shows the Tennessee State Government Bill Lists interface. On the left-hand side, the 'Bills' module is selected, and the 'Held from Export' list is highlighted under the 'Bill Export' section. The main area displays the 'Bill Lists' page with a search bar and a table of bill lists. The 'Held from Export' list is selected, and the 'Edit Columns' dialog is open. The dialog shows a list of available columns on the left and a list of visible columns on the right. The 'Visible Columns' list includes: Account Code, Bill ID, Billing Period, Bill Begin Date, Bill End Date, Total Cost, Due Date, Vendor Name, Bill Note, Bill Entry Date, Batch Code, and Bill is Void. The 'Available Columns' list includes: Account Name, Account Period, Bill Accrual Flag, Bill is Estimated, Bill is From a Vendor, Bill Modified By, Bill Modified Date, Control Code, Cost Center Code, Cost Center Name, Cost Per Day, Creation Method, Days, Entered By, Exported to AP, Exported to AP By, Exported to AP On, Exported to GL, Exported to GL By, and Exported to GL On. The 'Edit Columns' dialog has a search bar and a 'Cancel' button. The 'Apply and Close' button is highlighted in yellow.

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
7. 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

The screenshot shows the 'Bill Export Lists' interface. On the left, a sidebar contains a 'Bills' module (1) and a 'Bill Export' section (2) with 'Waiting to Export to AP' highlighted. The main area shows 'Bill Export Lists' with a 'Filters' section (4) containing a list of optional filters. A scroll bar (5) is visible next to the filter list. The filter settings are as follows:

Filter	Operator	Value
Account is Active	equals	Active
Batch Code	not like	MAINT
Bill is From a Vendor	equals	From External Vendor
Meter Group Name	equals	DGS-AP

A red callout box points to the 'Meter Group Name' filter with the text: 'This will need to be updated based on your agency's meter group name. Ex: DGS-AP, TRICOR-AP'. At the top right, there are buttons for 'Cancel', 'Apply', and 'Apply and Close' (3).

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 for your agency
6. Apply and Close

Modifying Waiting to Export to AP Columns

The screenshot shows the 'Bill Lists' interface in the Tennessee State Government system. The left-hand navigation menu is visible, with the 'Bills' module selected. The 'Waiting to Export to AP' option is highlighted under the 'Bill Export' section. The main area displays the 'Bill Lists' table, which is currently empty. The 'Columns' section is visible, showing a list of available columns and a list of visible columns. The interface includes a search bar, a 'Total Cost of 0 Bills' indicator, and a 'Columns' section with a search bar and a list of available columns. The 'Visible Columns' section is also visible, showing a list of columns that are currently visible. The interface includes a search bar, a 'Total Cost of 0 Bills' indicator, and a 'Columns' section with a search bar and a list of available columns. The 'Visible Columns' section is also visible, showing a list of columns that are currently visible.

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

Modifying Waiting to Export to GL Filters

The screenshot shows the 'Bill Export Lists' interface for the State of Tennessee. The left-hand sidebar (1) contains a 'Bills' module with a 'Waiting to Export to GL' option (2). The main area displays a list of filters (4) with checkboxes for various criteria. The 'Batch Code' filter is selected (5). The right side shows the filter settings for 'Batch Code', including a dropdown menu with 'not like' and a list of values: 'Active', 'Inactive', 'MAINT', 'From External Vendor', 'From Internal Chargeback', and 'DGS-ACH'. A green callout box (3) points to the 'DGS-ACH' value, stating: 'This will need to be updated based on your agency's meter group name. Ex: DGS-ACH, TRICOR-ACH'. The top right corner features a search bar and a 'Cancel Apply Apply and Close' button.

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
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

The screenshot shows the 'Bill Export Lists' interface for the State of Tennessee - General Government. The interface includes a left-hand navigation menu, a top search bar, and a main content area. Numbered callouts indicate the following steps:

- 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.
- 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.

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