

Copying a “Shared Bill List” to “My Bill List”

Tennessee State Government | State of Tennessee - General Government | Search | ? | EnergyCAP

1 Bills

My Bill Lists

Shared Bill Lists **2**

Bill List	Description	Created by	3 Copy
E.g. Bill Approval - ACH	Replace E.g. with your agency	Jeremy McBride	Copy
E.g. Bill Approval - AP Voucher	Replace E.g. with your agency	Jeremy McBride	Copy
E.g. Bill Audit Review - ACH	Replace E.g. with your agency	Jeremy McBride	Copy
E.g. Bill Audit Review - AP Voucher	Replace E.g. with your agency	Jeremy McBride	Copy
E.g. Exported Bills - ACH	Replace E.g. with your agency	Jeremy McBride	Copy
E.g. Exported Bills - AP Voucher	Replace E.g. with your agency	Jeremy McBride	Copy

Replace E.g. with your agency

6 Copy Bill List Cancel Save

4 Name

*

Description

Share with Others

5

1. Select the **Bills Module** from the left-hand side
2. Select **Shared Bill Lists**
3. Select **Copy Bill List** icon beside the appropriate Bill List
4. Name your bill list by **replacing the E.G.** in the selected bill lists **with your agency name**
 - a. Ex: **DGS** Bill Approval - ACH
5. If preferred, add a description for the bill list
6. Save
 - a. Your bill list will now appear in the “My Bill Lists” section

Repeat this list of steps for all 6 shared bill lists

Updating Bill Approval – ACH List Filters

The screenshot shows the 'Bill Lists' interface for the State of Tennessee. The left-hand navigation menu (1) includes 'Bills' and 'My Bill Lists'. Under 'My Bill Lists', 'Bill Approval - ACH' (2) is selected. The 'Edit Filters' icon (3) is located in the top right corner of the main content area. The 'Filters' section (4) is open, showing a list of filters on the left and their corresponding settings on the right. The 'Meter Group Name' filter (5) is checked. The settings for the filters are as follows:

Filter	Operator	Value 1	Value 2
Account is Active	equals	Active	Inactive
Approved	equals	Approved	Not Approved
Batch Code	not like	MAINT	
Batch is Open	equals	Open	Closed
Exported to GL	equals	Exported to GL	Not Exported to GL
Bill is From a Vendor	equals	From External Vendor	From Internal Chargeback
Bill is Void	equals	Void	Not Void
Meter Group Name	equals	DGS-ACH	

An orange callout box points to the 'DGS-ACH' value in the 'Meter Group Name' filter, stating: "This will need to be updated based on your agency's meter group name. Ex: DGS-ACH, TRICOR-ACH". The 'Apply and Close' button (6) is highlighted in green.

1. Select the **Bills Module** from the left-hand side
2. Select the **Bill Approval – ACH** list under **My Bill Lists**
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

Updating Bill Approval – ACH List Columns

The screenshot shows the 'Bill Lists' interface for the State of Tennessee. The left-hand navigation menu is expanded to show 'Bills' and 'My Bill Lists'. Under 'My Bill Lists', 'Bill Approval - ACH' is selected. The main content area displays 'Total Cost of 0 Bills' and a 'Columns' section. The 'Columns' section has a search bar and two lists: 'Available Columns' and 'Visible Columns'. The 'Available Columns' list includes items like 'Account Name', 'Account Period', 'Approved', etc. The 'Visible Columns' list includes 'Account Code', 'Bill ID', 'Held from Accounting Export', etc. Eight numbered callouts indicate the steps for updating the columns: 1. Selecting the Bills Module; 2. Selecting the Bill Approval - ACH list; 3. Selecting the Edit Columns icon; 4. Selecting a column checkbox; 5. Selecting the right arrow icon; 6. Selecting the left arrow icon; 7. Clicking and dragging the reorder icon; 8. Clicking the Apply and Close button.

1. Select the **Bills Module** from the left-hand side
2. Select the **Bill Approval – ACH** list under **My Bill Lists**
3. Select the **Edit Columns** icon on the top right
4. Select the **check box** for the appropriate column(s)
 - 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

Recommended columns are shown on the next page.

Recommended Columns for Bill Approval – ACH Bill List



Cancel Apply and Close

<input type="checkbox"/> Visible Columns	<
Account Code	⋮
<input type="checkbox"/> Bill ID	⋮
<input type="checkbox"/> Held from Accounting Export	⋮
<input type="checkbox"/> Billing Period	⋮
<input type="checkbox"/> Bill Begin Date	⋮
<input type="checkbox"/> Bill End Date	⋮
<input type="checkbox"/> Total Cost	⋮
<input type="checkbox"/> Due Date	⋮
<input type="checkbox"/> Vendor Name	⋮
<input type="checkbox"/> Approved On	⋮
<input type="checkbox"/> Approved By	⋮
<input type="checkbox"/> Bill Note	⋮
<input type="checkbox"/> Bill Entry Date	⋮
<input type="checkbox"/> Batch Code	⋮
<input type="checkbox"/> Bill is Void	⋮

Updating Bill Approval – AP Voucher List Filters

The screenshot shows the 'Bill Lists' interface with the following elements:

- 1:** Bills Module (left-hand side)
- 2:** Bill Approval - AP Voucher (under My Bill Lists)
- 3:** Edit Filters icon (top right)
- 4:** Filter checkboxes (Recommended and Optional sections)
- 5:** Filter list scroll (Account is Active, Approved, Batch Code, etc.)
- 6:** Apply and Close button (bottom right)

Callout Box: This will need to be updated based on your agency's meter group name.
Ex: DGS-AP, TRICOR-AP

1. Select the **Bills Module** from the left-hand side
2. Select the **Bill Approval – AP Voucher** list under **My Bill Lists**
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

Updating Bill Approval – AP Voucher List Columns

The screenshot shows the 'Bill Lists' interface for the State of Tennessee. The left-hand navigation menu is expanded to show 'Bills' and 'My Bill Lists'. Under 'My Bill Lists', 'Bill Approval - AP Voucher' is selected. The main content area displays 'Total Cost of 0 Bills' and a 'Columns' section. The 'Columns' section is divided into 'Available Columns' and 'Visible Columns'. The 'Available Columns' list includes items like 'Account Name', 'Account Period', 'Approved', etc. The 'Visible Columns' list includes 'Account Code', 'Bill ID', 'Held from Accounting Export', etc. A search bar is present above the 'Available Columns' list. The 'Edit Columns' dialog box is open, showing the 'Available Columns' and 'Visible Columns' lists. Numbered callouts (1-8) indicate the steps for updating the columns: 1. Select the Bills Module; 2. Select the Bill Approval - AP Voucher list; 3. Select the Edit Columns icon; 4. Select the check box for the appropriate column(s); 5. Select the > icon to apply selections; 6. Select the < icon to remove selections; 7. Click and drag the icon to put visible columns in desired order; 8. Apply and Close.

1. Select the **Bills Module** from the left-hand side
2. Select the **Bill Approval – AP Voucher** list under **My Bill Lists**
3. Select the **Edit Columns** icon on the top right
4. Select the **check box** for the appropriate column(s)
 - 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

Recommended columns are shown on the next page.

Recommended Columns for Bill Approval – AP Voucher Bill List



Cancel

Apply and Close

Visible Columns



Account Code



Bill ID



Held from Accounting Export



Billing Period



Bill Begin Date



Bill End Date



Total Cost



Due Date



Vendor Name



Approved On



Approved By



Bill Note



Bill Entry Date



Batch Code



Bill is Void



Updating Bill Audit Review – ACH List Filters

The screenshot shows the 'Bill Lists' interface for the State of Tennessee. The left-hand navigation menu (1) contains 'Bills' and 'My Bill Lists'. Under 'My Bill Lists', 'Bill Audit Review - ACH' (2) is selected. The top right of the main area has an 'Edit Filters' icon (3). The filter panel (4) shows 'Account is Active' checked. The filter list (5) includes 'Account is Active', 'Approved', 'Batch Code', 'Batch is Open', 'Exported to GL', 'Bill is From a Vendor', 'Bill is Void', 'Billing Period', 'Account Name', 'Account Period', 'Exported to AP By', 'Exported to AP On', 'Approved', 'Approved By', 'Approved On', 'Audit Code', 'Audit Group Code', and 'Batch Closed On'. The filter settings table shows 'Account is Active' set to 'Active', 'Approved' set to 'Not Approved', 'Batch Code' set to 'not like', 'Batch is Open' set to 'Closed', 'Exported to GL' set to 'Not Exported to GL', 'Bill is From a Vendor' set to 'From External Vendor', 'Bill is Void' set to 'Not Void', 'Message Status' set to 'Problem', and 'Meter Group Name' set to 'DGS-ACH'. The 'Apply and Close' button (6) is highlighted. A red callout box points to the 'DGS-ACH' filter setting with the text: 'This will need to be updated based on your agency's meter group name. Ex: DGS-ACH, TRICOR-ACH'.

1. Select the **Bills Module** from the left-hand side
2. Select the **Bill Audit Review – ACH** list under **My Bill Lists**
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

Updating Bill Audit Review - ACH List Columns

The screenshot shows the 'Bills' module in the Tennessee State Government system. The left-hand navigation menu is expanded to show 'My Bill Lists', with 'Bill Audit Review - ACH' selected. The main content area displays 'Total Cost of 0 Bills' and a 'Columns' configuration panel. The 'Columns' panel has two sections: 'Available Columns' and 'Visible Columns'. The 'Available Columns' section contains a search bar and a list of columns with checkboxes. The 'Visible Columns' section contains a list of columns with handles (three dots) for reordering. Eight numbered callouts are placed over the interface to indicate the steps for updating the columns.

1. Select the **Bills Module** from the left-hand side
2. Select the **Bill Audit Review – ACH** list under **My Bill Lists**
3. Select the **Edit Columns** icon on the top right
4. Select the **check box** for the appropriate column(s)
 - 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

Recommended columns are shown on the next page.

Recommended Columns for Bill Audit Review – ACH Bill List

Cancel Apply and Close

Visible Columns <

Account Code	⋮
<input type="checkbox"/> Bill ID	⋮
<input type="checkbox"/> Held from Accounting Export	⋮
<input type="checkbox"/> Billing Period	⋮
<input type="checkbox"/> Bill Begin Date	⋮
<input type="checkbox"/> Bill End Date	⋮
<input type="checkbox"/> Total Cost	⋮
<input type="checkbox"/> Due Date	⋮
<input type="checkbox"/> Vendor Name	⋮
<input type="checkbox"/> Max Variance	⋮
<input type="checkbox"/> Severity	⋮
<input type="checkbox"/> Approved On	⋮
<input type="checkbox"/> Approved By	⋮
<input type="checkbox"/> Bill Note	⋮
<input type="checkbox"/> Bill Entry Date	⋮
<input type="checkbox"/> Batch Code	⋮
<input type="checkbox"/> Bill is Void	⋮

Updating Bill Audit Review – AP Voucher List Filters

The screenshot shows the 'Bill Lists' interface for the State of Tennessee. The left-hand navigation menu is expanded to show 'Bills' and 'My Bill Lists'. Under 'My Bill Lists', 'Bill Audit Review - AP Voucher' is selected. The main area displays 'Total Cost of 0 Bills' and a 'Filters' section. The 'Filters' section is divided into 'Recommended' and 'Optional' filters. The 'Recommended' filters include 'Account is Active', 'Bill is From a Vendor', and 'Bill is Void'. The 'Optional' filters include 'Account Name', 'Account Period', 'Exported to AP By', 'Exported to AP On', 'Approved', 'Approved By', 'Approved On', 'Audit Code', 'Audit Group Code', and 'Batch Closed On'. The 'Account is Active' filter is checked. The 'Batch Code' filter is set to 'not like' and has a dropdown menu open showing 'MAINT', 'Open', 'Exported to AP', 'From External Vendor', 'From Internal Chargeback', 'Void', 'Problem', and 'DGS-AP'. The 'Problem' filter is set to 'Problem' and the 'DGS-AP' filter is set to 'DGS-AP'. The 'Apply and Close' button is highlighted with a callout box that says 'This will need to be updated based on your agency's meter group name. Ex: DGS-AP, TRICOR-AP'.

1. Select the **Bills Module** from the left-hand side
2. Select the **Bill Audit Review – AP Voucher** list under **My Bill Lists**
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

Updating Bill Audit Review – AP Voucher List Columns

The screenshot shows the 'Bill Lists' interface for the State of Tennessee. The left sidebar contains a 'Bills' module and a 'My Bill Lists' section. The 'My Bill Lists' section is expanded to show 'Bill Audit Review - AP Voucher'. The main area displays 'Total Cost of 0 Bills' and a 'Columns' section. The 'Columns' section has a search bar and a list of columns. The columns are divided into 'Available Columns' and 'Visible Columns'. The 'Visible Columns' section contains a list of columns with checkboxes and a three-dot menu icon. Numbered callouts (1-8) indicate the steps for updating the columns: 1. Select the Bills Module; 2. Select the Bill Audit Review - AP Voucher list; 3. Select the Edit Columns icon; 4. Select the check box for the appropriate column(s); 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 three-dot 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 **Bill Audit Review – AP Voucher** list under **My Bill Lists**
3. Select the **Edit Columns** icon on the top right
4. Select the **check box** for the appropriate column(s)
 - 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

Recommended columns are shown on the next page.

Recommended Columns for Bill Audit Review – AP Voucher Bill List

 

Visible Columns <

<input type="checkbox"/> Account Code	⋮
<input type="checkbox"/> Bill ID	⋮
<input type="checkbox"/> Held from Accounting Export	⋮
<input type="checkbox"/> Billing Period	⋮
<input type="checkbox"/> Bill Begin Date	⋮
<input type="checkbox"/> Bill End Date	⋮
<input type="checkbox"/> Total Cost	⋮
<input type="checkbox"/> Due Date	⋮
<input type="checkbox"/> Vendor Name	⋮
<input type="checkbox"/> Max Variance	⋮
<input type="checkbox"/> Severity	⋮
<input type="checkbox"/> Approved On	⋮
<input type="checkbox"/> Approved By	⋮
<input type="checkbox"/> Bill Note	⋮
<input type="checkbox"/> Bill Entry Date	⋮
<input type="checkbox"/> Batch Code	⋮
<input type="checkbox"/> Bill is Void	⋮

Updating Exported Bills – ACH List Filters

The screenshot shows the 'Bill Lists' interface for the State of Tennessee. The left sidebar contains a 'Bills' module with a sub-menu for 'My Bill Lists', where 'Exported Bills - ACH' is selected. The main area displays a list of filters for 'Exported Bills - ACH' with a total cost of \$82,437,541.27 for 40,212 bills. The filter panel includes a search filter, a list of recommended filters (Account is Active, Bill is From a Vendor, Bill is Void), and optional filters (Account Name, Account Period, Exported to AP By, Exported to AP On, Approved, Approved By, Approved On, Audit Code, Audit Group Code, Batch Closed On). The filter settings are configured as follows:

- Account is Active: equals Active
- Approved: equals Approved
- Batch Code: not like MAINT
- Batch is Open: equals Open
- Bill is From a Vendor: equals From External Vendor
- Bill is Void: equals Void
- Exported to GL On: last 7 days
- Meter Group Name: equals DGS-ACH

A callout box indicates that the 'Meter Group Name' filter value 'DGS-ACH' needs to be updated based on the agency's meter group name, with examples: Ex: DGS-ACH, TRICOR-ACH.

1. Select the **Bills module** from the left-hand side
2. Select the **Exported Bills – ACH** list under **My Bill Lists**
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

Updating Exported Bills – ACH List Columns

The screenshot shows the 'Bill Lists' interface for the Tennessee State Government. The left-hand navigation menu is expanded to show 'Bills' and 'Exported Bills - ACH'. The main content area displays a list of columns for configuration. The 'Columns' panel is open, showing a search bar and two columns: 'Available Columns' and 'Visible Columns'. The 'Available Columns' list includes items like 'Account Name', 'Account Period', 'Approved', etc. The 'Visible Columns' list includes 'Account Code', 'Bill ID', 'Exported to GL', etc. The 'Total Cost' column is highlighted with callout 7. The 'Apply and Close' button is highlighted with callout 8.

1. Select the **Bills Module** from the left-hand side
2. Select the **Exported Bills – ACH** list under your My Bill Lists
3. Select the **Edit Columns** icon on the top right
4. Select the **check box** for the appropriate column(s)
 - 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

Recommended columns are shown on the next page.

Recommended Columns for Exported Bills – ACH Bill List

Cancel Apply and Close

Visible Columns <

<input type="checkbox"/> Account Code	⋮
<input type="checkbox"/> Bill ID	⋮
<input type="checkbox"/> Exported to GL	⋮
<input type="checkbox"/> Billing Period	⋮
<input type="checkbox"/> Bill Begin Date	⋮
<input type="checkbox"/> Bill End Date	⋮
<input type="checkbox"/> Total Cost	⋮
<input type="checkbox"/> Due Date	⋮
<input type="checkbox"/> Vendor Name	⋮
<input type="checkbox"/> Approved On	⋮
<input type="checkbox"/> Approved By	⋮
<input type="checkbox"/> Exported to GL On	⋮
<input type="checkbox"/> Exported to GL By	⋮
<input type="checkbox"/> Bill Note	⋮
<input type="checkbox"/> Bill Entry Date	⋮
<input type="checkbox"/> Batch Code	⋮
<input type="checkbox"/> Bill is Void	⋮

Updating Exported Bills – AP Voucher List Filters

The screenshot shows the 'Bills' module in the Tennessee State Government system. The left sidebar contains navigation options under 'Bills', with 'Exported Bills - AP Voucher' selected. The main area displays a list of bills with a total cost of 0. The 'Filters' section is active, showing a search filter and a list of filter criteria. The filters are configured as follows:

- Account is Active: equals Active
- Exported to AP On: equals last 7 days
- Approved: equals Approved
- Batch Code: equals not like
- Batch is Open: equals Open
- Bill is From a Vendor: equals From External Vendor
- Bill is Void: equals Void
- Meter Group Name: equals DGS-AP

The 'Exported Bills - AP Voucher' list shows the following filters checked:

- Account is Active
- Bill is From a Vendor
- Bill is Void
- Exported to AP On
- Approved

A red callout box points to the 'DGS-AP' filter value, stating: "This will need to be updated based on your agency's meter group name. Ex: DGS-AP, TRICOR-AP".

1. Select the **Bills** module from the left-hand side
2. Select the **Exported Bills – AP Voucher** list under **My Bill Lists**
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

Updating Exported Bills – AP Voucher List Columns

The screenshot displays the 'Bills' module in the Tennessee State Government system. The left sidebar shows the 'Bills' menu with 'Exported Bills - AP Voucher' selected. The main area shows the 'Bill Lists' section with a search bar and a 'Columns' dialog box. The 'Columns' dialog box has two panes: 'Available Columns' and 'Visible Columns'. The 'Available Columns' pane contains a search bar and a list of columns with checkboxes. The 'Visible Columns' pane contains a list of columns with checkboxes and drag handles. Red callouts 1-8 point to specific UI elements: 1. Bills Module icon, 2. Exported Bills - AP Voucher list item, 3. Edit Columns icon, 4. Check box for 'Available Columns', 5. Right arrow icon, 6. Left arrow icon, 7. Drag handle icon, 8. Apply and Close button.

1. Select the **Bills Module** from the left-hand side
2. Select the **Exported Bills – AP Voucher** list under **My Bill Lists**
3. Select the **Edit Columns** icon on the top right
4. Select the **check box** for the appropriate column(s)
 - 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

Recommended columns are shown on the next page.

Recommended Columns for Exported Bills – AP Voucher List

 

Visible Columns <

<input type="checkbox"/> Account Code	⋮
<input type="checkbox"/> Bill ID	⋮
<input type="checkbox"/> Exported to AP	⋮
<input type="checkbox"/> Billing Period	⋮
<input type="checkbox"/> Bill Begin Date	⋮
<input type="checkbox"/> Bill End Date	⋮
<input type="checkbox"/> Total Cost	⋮
<input type="checkbox"/> Due Date	⋮
<input type="checkbox"/> Vendor Name	⋮
<input type="checkbox"/> Approved On	⋮
<input type="checkbox"/> Approved By	⋮
<input type="checkbox"/> Exported to AP On	⋮
<input type="checkbox"/> Exported to AP By	⋮
<input type="checkbox"/> Bill Note	⋮
<input type="checkbox"/> Bill Entry Date	⋮
<input type="checkbox"/> Batch Code	⋮
<input type="checkbox"/> Bill is Void	⋮

↑

Meter Group Name/Code Abbreviations

Agency Name	ACH	AP
Agriculture / Forestry	AGR-ACH	AGR-AP
Commerce & Insurance	C&I-ACH	C&I-AP
District Attorney General Conference	DA-ACH	DA-AP
Children’s Services	DCS-ACH	DCS-AP
General Services	DGS-ACH	DGS-AP
Human Services	DHS-ACH	DHS-AP
Intellectual & Developmental Disabilities	DIDD-ACH	DIDD-AP
Economic & Community Development	ECD-ACH	ECD-AP
Education	EDU-ACH	EDU-AP
Finance & Administration	F&A-ACH	F&A-AP
Health	HEALTH-ACH	HEALTH-AP
Mental Health	MH-ACH	MH-AP
Military	MIL-ACH	MIL-AP
Public Defenders Conference	PDC-ACH	PDC-AP
Safety	SAFETY-ACH	SAFETY-AP
Secretary of State	SOS-ACH	SOS-AP
Tennessee Bureau of Investigation	TBI-ACH	TBI-AP
Environment & Conservation	TDEC-ACH	TDEC-AP
Correction	TDOC-ACH	TDOC-AP
Transportation	TDOT-ACH	TDOT-AP
Tourist Development	TOURISM-ACH	TOURISM-AP
TRICOR	TRICOR-ACH	N/A
Wildlife Resources	TWRA-ACH	TWRA-AP
Veterans Services	VS-ACH	VS-AP