

## Modifying Held from Export Filters

The screenshot shows the 'Bill Lists' interface for the State of Tennessee. The left-hand navigation menu is expanded to show 'Bill Export' with 'Held from Export' selected. The main content area displays a list of bills with a total cost of \$335,229.09. The filter settings are as follows:

- Account is Active: equals Active
- Batch Code: not like
- Bill is From a Vendor: equals From External Vendor
- Meter Group Name: equals DGS I (dropdown menu open showing DGS-ACH and DGS-AP)

A blue 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 and AP or ACH. Ex: DGS-ACH or DGS-AP".

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 displays the 'Bill Lists' interface. The left-hand side contains a navigation menu with categories: 'My Bill Lists', 'Shared Bill Lists', 'Batches', 'Bill Import', and 'Bill Export'. Under 'Bill Export', the 'Held from Export' option is highlighted. The main area shows a search bar and a 'Columns' configuration panel. The 'Columns' panel has two sections: 'Available Columns' and 'Visible Columns'. The 'Visible Columns' section contains a list of columns with checkboxes and a three-dot menu icon for each. 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 displays the 'Bill Export Lists' interface for the State of Tennessee. The left sidebar shows the 'Bills' module with the 'Waiting to Export to AP' list selected. The main area shows the 'Filters' section for the selected list. The filters are as follows:

Filter Name	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".

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 displays the 'Bill Lists' configuration page. The left-hand navigation menu (1) includes 'Bills' and 'Waiting to Export to AP' (2). The main area shows 'Total Cost of 0 Bills' and a 'Columns' configuration panel. The 'Columns' panel has two sections: 'Available Columns' and 'Visible Columns'. A check box (4) is selected for 'Account Name' in the 'Available Columns' section. A right arrow icon (5) is used to move selected columns to the 'Visible Columns' section. A left arrow icon (6) is used to move columns back to the 'Available Columns' section. A drag handle icon (7) is used to reorder columns in the 'Visible Columns' section. The 'Apply and Close' button (3) is located in the top right corner of the 'Columns' panel.

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. The sidebar on the left has a 'Bills' section (1) and a 'Bill Export' section (2) where 'Waiting to Export to GL' is selected. The main area shows a list of filters (4) for 'Bill Export Lists' with a total cost of \$18,538.83 for 32 bills. The filters include 'Account is Active', 'Batch Code', 'Bill is From a Vendor', and 'Meter Group Name'. The 'Batch Code' filter is set to 'not like' and 'MAINT'. The 'Meter Group Name' filter is set to 'DGS-ACH'. A green 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-ACH, TRICOR-ACH'. Numbered callouts 1 through 6 indicate the steps for modifying the filters.

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. On the left sidebar, the 'Bills' module is selected (1), and under 'Bill Export', the 'Waiting to Export to GL' option is highlighted (2). The main area displays a list of columns for export, with a search bar (4) and a list of available columns (5). The 'Visible Columns' section on the right shows the current column order, with a right arrow icon (5) to apply changes and a left arrow icon (6) to remove columns. A three-dot menu icon (7) is used to reorder columns. The 'Apply and Close' button (3) is located in the top right corner.

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