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 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

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** <u>for the above columns under Visible Columns</u>

   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

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

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

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 <u>for your agency</u>

6. Apply and Close

Modifying Waiting to Export to GL Columns

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