How to do Billing for Schools

Log into bswift software. Top Navigation header click on Billing and choose Billing Suite.

REPORTS USED: Dental Bill (last Wednesday of the Month), IH Bill and MVP Bill (both are run the First Wednesday of the Month for the next month's billing) Note: NEVER click RE-RUN Bill

Keep checkmarks but only List Bill Summary, Retro Summary, and List Bill and Retro Bill (which includes current month and prior month's adjustments) are used for billing process. Save electronically in a secure setting. If there is a shared drive at your school, make sure only the people who need access to the billing have permissions to view.

Save Excel in month folder for billing, then make a copy always keep original.

List Bill Summary, Retro Summary, and Retro Bill are used for billing. The others are for reference.

Click on Save As Excel and save into shared drive for your monthly Billing.

Next: Open the tabbed Excel sheet. Highlight the top row and in the tool bar click on DATA then the FILTER icon, this makes your top header row have a drop down menu.

UNCHECK the current month in this case it is July. This will leave you with only the prior months adjustments to review.

Copy and move the List Bill Retro Bill to the END of workbook. Remove current month rows by using the filter function and deleting the rows. Do this on the COPY spreadsheet. Go back to filter now Select all, you will only have the retros from previous months.

Columns needed pictured below:

12.19 Client Na ▾	▾	Benefit Plan Name ▾	Last Name ▾	First Name ▾	erage Tier Name (No (▾	Sum of Premiu ▾	Period Start Da ▾	Period End Da ▾	st/Tier Effective ▾	Enroll Save Date ▾	Enroll Last Saved B ▾	ustmer ▾	Change Type ▾

Tips:

- Reconcile to Payroll and the Retiree spreadsheet to determine if the billing is correct.
- Reconcile month to month and determine by using the Retro Reports the accuracy of the information.
- What if an adjustment needs to be made to an invoice? All adjustments are made on the next billing cycle. Changes made in the Enrollment system are verified with the Retro Report, which must be run as part of the billing reports.