You’re handling a receipt, and will use Receipt Entry screen 642, if you do anything with payments by the participant including:

1. Handling an NSF
2. Making a correction after a refund is issued
   (Note: You must wait until after a billing month-end to correct the receipt)
3. Entering a payment
4. Applying a Credit

You’re handling a bill (or invoice), and will use Bill Request screen 641 for:

1. Requesting a refund
2. Changing a carrier
3. Requesting a new bill
4. Updating or adding SGIP