

Miami-Dade County

Interdepartmental Billing – Reclassify Expenses

PURPOSE AND DESCRIPTION

Purpose

This document explains the procedure for reclassifying expenses for Interdepartmental (ID) related bills. This process is generated when an invoice was produced with incorrect ChartFields. Reclassifying the expense via Standard Billing for the same amount with the correct ChartFields will remedy this situation.

NOTE: This process is NOT for External Customer nor Grant Billing.

Description

The key topic involved in the ID Billing Reclassify Expenses process are the following:

- Generate a new bill and make the necessary adjustments.
- Reverse and reclassify the original (chart of accounts) expense line(s).
- Review the Transaction Summary Reports.

INTERDEPARTMENTAL BILLING - RECLASSIFY EXPENSES





| | | | Finance / Sup | oly Chain (FSCM) | |
|----|------|-------------------------------|---------------------|--------------------|---------------------------|
| | | Finance & Accounting | Grants Management | Customer Contracts | Supplier Administration |
| 3. | | Supply Chain Operations | Project Management | Cash Management | Credit to Cash Operations |
| | | Asset Tracking | Payables Operations | | |
| | Sele | ect Credit to Cash O r | perations. | | |
| | | ` | Credit to Ca | sh Operations | ; |
| | | Billing WorkCenter | Billing Invoice Li | st | Receivables WorkCenter |
| 4. | | Approvals | Billing | | Receivables |
| | Sele | ect Billing. | | | |



| ✓ My Billing Design | Bill Entry | |
|----------------------------|---|--|
| My Customers | | |
| My Billing Invoices | Eind an Existing Value Keyword Search Add a New Value | |
| Update Billing Worksheet | Business Unit Q | |
| Review Pending Transaction | ons Invoice | |
| Express Billing | Bill Type Identifier Q | |
| Bill Summary | Bill Source Q | |
| Standard Billing | Customer | |
| Review Contract/Project Bi | Invoice Received Date | |
| Installment Bill Schedules | Accounting Date | |
| Create Installment Bills | | |
| | Add | |

| | | | | | Billing |
|-----|------------------------------|--------------------|---------------------|-------------------|------------------------|
| Bil | l Entry | | | | |
| | Eind an Existing Value | Keyword Search | h 🖌 | Add a New Value | |
| | Business Unit PR | Q | |] | |
| | Invoice IT0 | 0009941-R | | 1 | |
| | | | | J | |
| | Bill Type Identifier ID | Q | | | |
| | Bill Source ID | Q | | | |
| | Customer PR | | Q | | |
| Inv | oice Received Date 02/ | 08/2023 | | | |
| | | | | | |
| | Accounting Date 02/ | 08/2023 | | | |
| | | | | | |
| | Add | | | | |
| | | | | | |
| a) | In the Business Uni | t field, enter yo | our Bus classifi | siness Unit. This | s Business Unit is the |
| b) | In the Invoice field. | enter the Orig | inal In | voice Number (| of the bill being |
| ~/ | reclassified with ar | יו "-R" at the en | d. | | |
| | Example: (IT00009 | 941-R) | | | |
| c) | Enter Bill Type Ider | ntifier as ID (Int | erdep | artmental). | |
| d) | Enter Bill Source as | ID (Inter-Depa | rtmen | tal). | |
| e) | In the Customer fie | ld, enter the C | ustome | er's Business Ur | nit associated with th |
| | original Invoice. | | _ | | |
| f) | In the Invoice Rece | ived Date, ente | er the o | original Invoice | Received date. |
| g) | In the Accounting [| Date field, ente | r the c | urrent Account | ing date. |
| nı | Select Add. | | | | |



| 1 | | | Billing | | |
|----|--|--|---|---|--|
| | Header - Info 1 | | | | |
| | Unit PR Invoice IT0000 |)9941-R | Pretax Amt 0.00 | USD E | |
| 1 | Status NEW | Q Invoice D | ate 02/08/2023 | Cycle ID | Q |
| | *Type ID | Q Sour | ID Q | *Frequency Once ~ | |
| | *Customer PR | View Activity SubCu: SubCu: | st1 | SubCust2 | |
| | *Invoice Form XMLPUB | C From D | ate 01/12/2023 | To Date 01/12/2023 | |
| | Accounting Date 02/08/2023 | Pay Terr | ms NET30 Q | Pay Method Check | ~ |
| 7. | Sales TEAM | Q Bill Inquiry Pho | ne 305-755-7897 Q | | |
| | Credit ANALYST | Q Collec | tor COL Q | | |
| | Billing Specialist | Q Billing Author | ity Q | | |
| | Go to: Header Info 2 Notes Express Entry | Address Cop Atta | y Address ichments | Page Seri | es |
| | Summary Bill Search | Line Search | Navigation Header - Info 1 | Y Prev Nex | đ |
| | Save Notify Refresh | | | Add | Update/Display |
| | a) Enter the original | dates of service | /purchase in th | e From Date and 1 | To Date |
| | fields. | | - | | |
| | | | Billing | | |
| | Header - Info 1 | | | | |
| | Unit PR Bill To Invoice IT00009941-R | PR Pretax MIAMI DADE PARK & I RECREATION | Amt 796.40 | USD E | |
| | Bill Line | REOREAHON | | Q I I4 4 1 of 1 ~ > | ▶ View All |
| | Seq 1 | Line | | Net Extended 796 40 | + – |
| | Table Q | Identifier | ۹ | Description TAS000000225903-R | (Line 3) |
| | Quantity Unit of Measure EA | 1.0000 | From Date 01/12/2023 | | |
| | | - | 18 Date 01/12/2023 | | |
| | Unit Price Gross Extended | 796,4000 | Line Type EXP Q Tax Code Q | Accumulate Tax Exempt | |
| | Unit Price Gross Extended Less Discount | 796.4000 796.40 0.00 | Line Type EXP Q Tax Code Q empt Cert | Accumulate Tax Exempt | |
| | Unit Price Gross Extended Less Discount Plus Surcharge Net Extended | 796.400 796.40 0.00 0.00 796.40 | Line Type EXP Q Tax Code Q empt Cert | Accumulate Tax Exempt Q | |
| | Unit Price Gross Extended Less Discount Plus Surcharge Net Extended VAT Amount Tax Amount | 796.4000 796.40 0.00 796.40 0.00 796.40 0.00 0.00 | In Data (0.1/2/02) (III) Line Type EXP Q Tax Code Q empt Cert | Accumulate Tax Exempt Q | |
| | Unit Price Gross Extended Less Discount Plus Surcharge Net Extended VAT Amount Tax Amount Net Plus Tax Go to: Line Info 2 | 796.4000 796.40 0.00 796.40 0.00 796.40 0.00 796.40 Tax | Accounting | Accumulate Tax Exempt Q Iscount/Surcharge | |
| 8. | Unit Price Unit Price Gross Extended Less Discount Plus Surcharge Net Extended VAT Amount Tax Amount Tax Amount Net Plus Tax Go to: Line Info 2 Notes Express Entry Summary Bill Search | 796.400 796.40 0.00 0.00 796.40 0.00 796.40 0.00 796.40 796.40 100 796.40 100 796.40 | Accounting E Navigation Line | Accumulate Tax Exempt Q Iscount/Surcharge Info 1 | Page Series |
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| 8. | Unit Price Gross Extended Less Discount Plus Surcharge Net Extended VAT Amount Tax Amount Net Plus Tax Go to: Notes Entry Surmary Bill Search a) Select the Line – I NOTE: This Bill Line is wh b) In the Description | 796.400 796.40 0.00 796.40 0.00 796.40 0.00 796.40 100 796.40 112x Line Search Info 1 tab. Tere the reversal n Field, enter the | Accounting C Navigation Line- | Accumulate | Prov Next Occcur. at the end |
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| 8. | a) Select the Line is wh b) In the Description and the bill line b c) Enter the Unit of | 796.400 796.40 0.00 796.40 0.00 796.40 0.00 796.40 0.00 796.40 100 796.40 100 796.40 100 796.40 100 796.40 100 100 100 100 100 100 100 1 | Accounting C Navigation Line- | Accumulate | Page Series Prev Next Occcur. at the end |
| 8. | a) Select the Line – I NOTE: This Bill Line is wh b) In the Description and the bill line b c) Enter the Unit of Enter the amount of the | 796.400 796.40 0.00 796.40 100 100 100 100 100 100 100 1 | Accounting C Navigation Line- of the incorrect original descrip from the origir | Accumulate Tax Exempt Tax Exempt Iscount/Surcharge Info 1 T ChartFields will of t ChartFields will of totion with an "R" hal invoice. | Prev Next Occcur. at the end the Original |
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| 8. | a) Select the Line – I NOTE: This Bill Line is wh b) In the Description and the bill line b c) Enter the Quantit d) Enter the Unit of Enter the amount of the Expense) e) Enter the Unit Pri f) Select Line Type a | 796.400 796.400 796.40 0.00 796.40 0.00 796.40 0.00 796.40 0.00 796.40 0.00 796.40 0.00 796.40 0.00 796.40 100 100 100 100 100 100 100 1 | Accounting C Tax Code Q Tax | Accumulate | Page Series Prev Next occur. at the end the Original |





| The next step is only for Project Costing related lines if the department does not use Project Costing continue to STEP 12. |
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| |
| Billing |
| Header - Info 1 Line - Info 1 Line - Proj Info |
| Unit PR Bill To PR Pretax Amt 0.00 USD Invoice IT00009941-R MIAMI DADE PARK & Image: Amge: |
| Bill Line Q 1 of 2 v View All |
| Seq 1 Line Net Extended 796.40 Table Q Identifier Q Description TAS000000225903-R (Line 3) |
| Start Date Transaction ID Project Chartfields |
| End Date Billing Plan ID B101 Q Project Info Billing Plan ID B101 Q PC Bus Unit PR Q |
| Activity Type BP Line 1 Project PR592500P Q Activity PROPTRANS Q |
| ID Contracts Business Unit FN Source Type Q |
| PPDAddSeq Contract FN_ID_CONTRACT_1 Q Category Q |
| Occurrence Progress Payment Seq Analysis Type IDE Q |
| System Source |
| Go to: Line Info 2 Tax Accounting Discount/Surcharge Notes Express Entry Notice (1) Discount/Surcharge |
| Summary Bill Search Line Search Prev Next |
| Save Notify Refresh Add Update/Display |
| a) In the Navigation field, select Line – Project Info. |
| b) Select the Bill Line related to Project Costing on the top right-hand corner. |
| must he listed |
| c) Enter the Billing Plan ID |
| d) Enter the BP Line. |
| e) In Contracts Business Unit field, enter the BU . |
| f) In Contract field, enter the contract. |
| In the Project ChartFields box enter the Project ChartFields from the original invoice |
| following: |
| g) Enter the PC Bus Unit . |
| h) Enter the Project . |
| i) Enter the Activity . |
| i) In Analysis Type field, select the analysis type related to that bill line - IDE |
| (Inter Departmental Expanse) |
| |







| Billing | Page |
|--|------|
| Header - Info 1 Line - Info 1 Revenue Distribution Unit PR Bill To PR Pretax Amt 0.00 USD III Invoice IT00009941-R MIAMI DADE PARK & RECREATION III IIII Max Rows 200 IIII Bill Line Q < (Inf2 Info PR) | _ |
| Unit FR Bill To PR Pretax Amit 0.00 USD III H Invoice IT00009941-R MIAMI DADE PARK & RECREATION II III Max Rows 200 II II Bill Line Q 4 4 I of 2 + H Vew. | |
| Bill Line Q | |
| | L |
| Seq 1 Line NetExtended 796.40 | |
| Identifier Description TAS00000225903-R (Line 3) BI Creates GL Acct Entries | |
| Bill Line Distribution - Revenue IP Q III III IIII IIII IIII IIIIIIII | |
| Accts Information Reference Information | |
| Code Fund Dept Account Grant PC Business Project Activity Source Type | |
| 12. + - Q G4004 Q PR33010000 Q 5432120000 Q NO-GRANT Q PR Q PR592500P Q PROPTRANS Q Q | |
| Percent 100.00 Amount 796.40 Gross Extended 799.40 | |
| Go to: Line Info 2 Tax Accounting Discount/Surcharge Notes Express Entry | |
| Navigation Acctg - Rev Distribution Page Series Summary Bill Search Prev Next | |
| | |
| a) In the Navigation field, select Acctg – Rev Distribution. | |
| b) Select the Bill line 1 of 2 on the top right-hand corner. | |
| | |
| NOTE: This Bill Line is where the reversal of the incorrect ChartFields will occur. | |
| c) Enter the same ChartFields of the original invoice to reclassify the expens | Э. |
| Billing AL • : | = |
| Header - Info 1 Revenue Distribution | Page |
| Unit PR Bill To PR Pretax Amt 0.00 USD III 15 | |
| Invoice IT00009941-R MIAMI DADE PARK & RECREATION 🖹 🖹 Max Rows 200 🗄 🗷 | _ |
| Bill Line Q, I, H, 4, 2 of 2 v () H, I View | |
| Seq 2 Line Net Extended -796.40 Identifier Description TAS00000225903-R (Line 3) | |
| BI Creates GL Acct Entries Bill Line Distribution - Revenue | |
| TTP Q | |
| Accept information ID | |
| | |
| | |
| Percent 100.00 Amount -796.40 Gross Extended -796.40 | |
| Color Line Inflo 2 Tax Accounting Discount/surcharge Notes Express Entry Navigation Acctg - Rev Distribution Page Series | |
| Summary Bill Search Prev Next | |
| a) Select the Bill line 2 of 2 on the top right-hand corner | |
| | |
| NOTE: This Bill Line is where the correct ChartFields are applied | |
| NOTE: This Bill Line is where the correct ChartFields are applied. b) Enter the correct ChartFields for the correct expense. | |



| | | | | | E | Billing | | | | | | |
|---|---|--|---|---|--|--|---|--|-----------------------------|---------------------------------------|------------|----|
| Header - Info | 1 <u>L</u> ine | e - Info 1 | | | | | | | | | | |
| Unit PR | | Invoice | IT00009941-F | र | Pret | ax Amt | 0.00 | USD 📒 🔳 | | | | |
| | Status | RDY | Q | | Invoice Date | 02/08/2023 | Î | Cycle ID | | (| Q, | |
| | *Type | ID | Q, | | Source | ID | Q | *Frequency | Once | ~ | e | |
| | Customer | PR | Q | View Activity | SubCust1 | | | SubCust2 | | | | |
| *Inv | oice Form | MIAMI DADE XMLPUB | PARK & REC Q | REATION | From Date | 01/12/2023 | | To Date | 01/12/202 | 3 🗰 | | |
| Accou | nting Date | 02/08/2023 | | | Pay Terms | NET30 | Q | Pay Method | Check | | ~ | |
| | Remit To | WELLS | Q | | Bank Account | W001 | Q | | | | | |
| | Sales | TEAM | Q | 1 | Bill Inquiry Phone | 305-755-7897 | Q | | | | | |
| | Credit | ANALYST | Q | | Collector | COL | Q | | | | | |
| Billing | Specialist | | Q | | Billing Authority | | Q | | | | | |
| Go to: | Head | er Info 2 | | Address | Copy A | ddress | | | | | | |
| Notes | Expre | ess Entry | | | Attachn | Navigation | Header - Info 1 | | × | Page Series | | |
| Summary | Bill Se | earch | | Line Search | | Hungulon | Theader - Into I | | | Prev Next | | |
| Save No | otify R | Refresh | | | | | | | | Add | Update/Dis | pl |
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| | Approvals | × |
|-----|--|---------------------|
| | | Help |
| | Business Unit PR | |
| | Invoice IT00009941-R | |
| | Pretax Amount | |
| | Approval Status Initial | |
| | Comment | |
| | چا ایک | 2 |
| | Submit for Approval Preview Approvals | |
| | | |
| 15. | OK Cancel Refresh | |
| | The Approvals pop-up appears. | |
| | Notice the Approval Status is set to Initial. | |
| | a) Select Submit for Approval. | |
| | The invoice has been submitted for approval. (12508,1 | 6) |
| | ОК | |
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| | Reviewing the Transaction Summary Report |
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