



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.

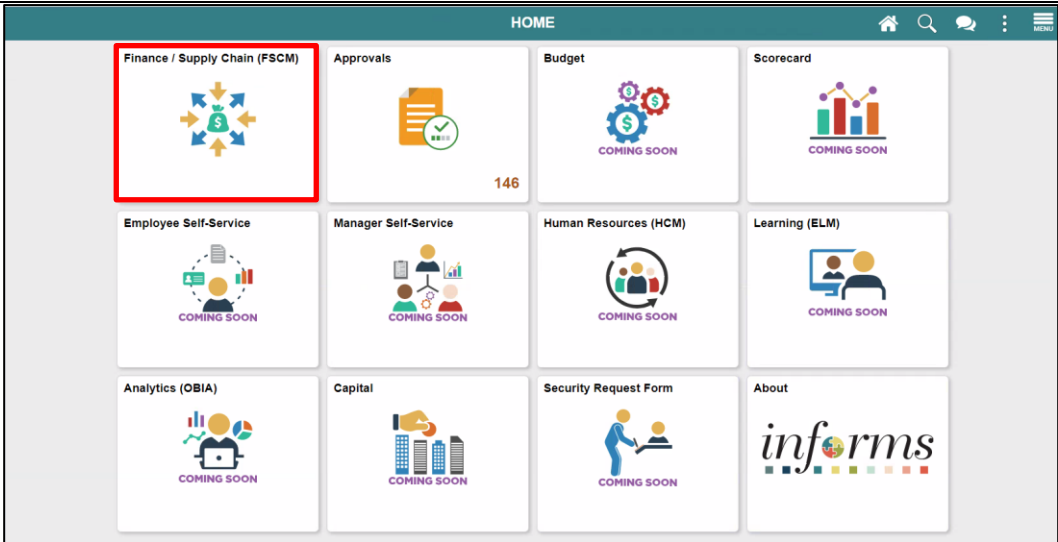
NOTE: This process is NOT for External Customer nor Grant Billing.

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

Step	Action
1.	Log into INFORMS.
2.	 <p>Select the Finance/Supply Chain (FSCM).</p>

3.







Finance / Supply Chain (FSCM)

Finance & Accounting 	Grants Management 	Customer Contracts 	Supplier Administration 
Supply Chain Operations 	Project Management 	Cash Management 	Credit to Cash Operations 
Asset Tracking 	Payables Operations 		

Select **Credit to Cash Operations**.

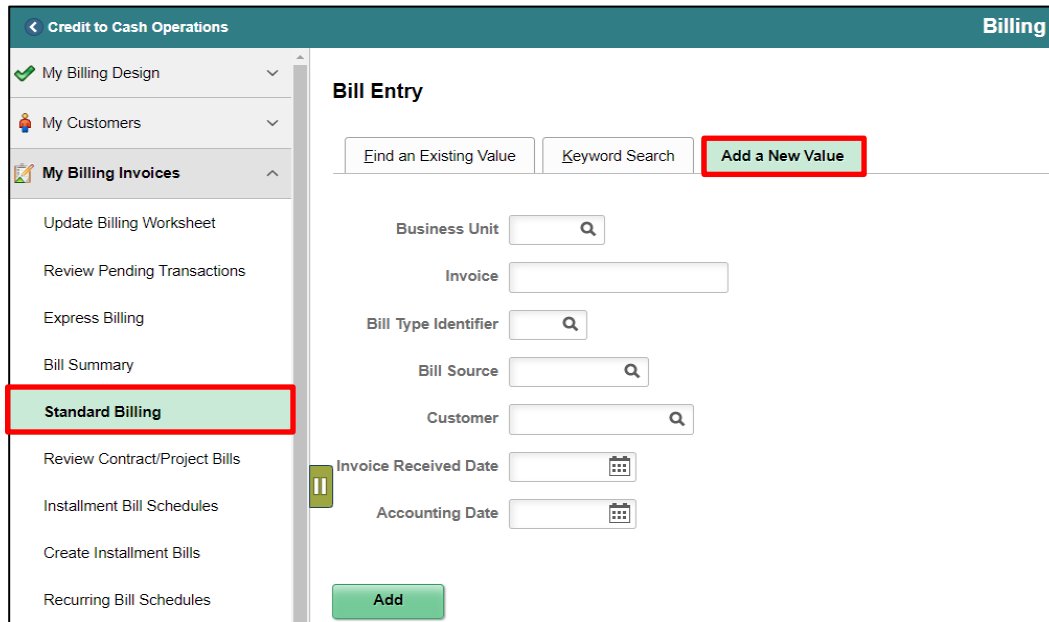
4.

Credit to Cash Operations

Billing WorkCenter 	Billing Invoice List 	Receivables WorkCenter 
Approvals 	Billing 	Receivables 

Select **Billing**.

5.



Credit to Cash Operations Billing

My Billing Design
My Customers
My Billing Invoices
Update Billing Worksheet
Review Pending Transactions
Express Billing
Bill Summary
Standard Billing
Review Contract/Project Bills
Installment Bill Schedules
Create Installment Bills
Recurring Bill Schedules

Bill Entry

Find an Existing Value Keyword Search **Add a New Value**

Business Unit

Invoice

Bill Type Identifier

Bill Source

Customer

Invoice Received Date

Accounting Date

Add

- a) Select **Standard Billing**.
- b) Select the **Add a New Value** tab.

6.

Billing

Bill Entry

Find an Existing Value
Keyword Search
Add a New Value

Business Unit

Q

Invoice

Bill Type Identifier

Q

Bill Source

Q

Customer

Q

Invoice Received Date

📅

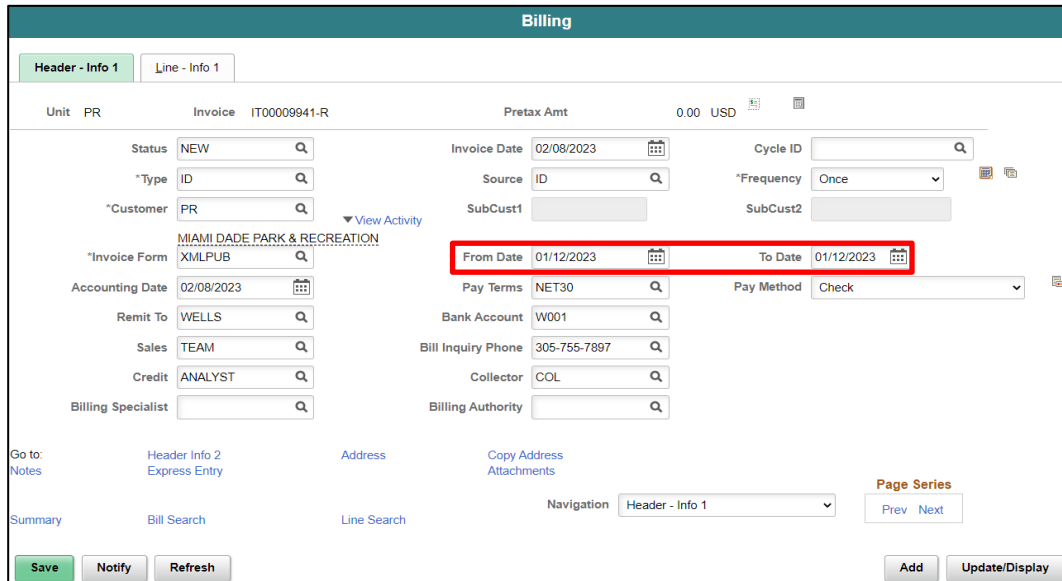
Accounting Date

📅

Add

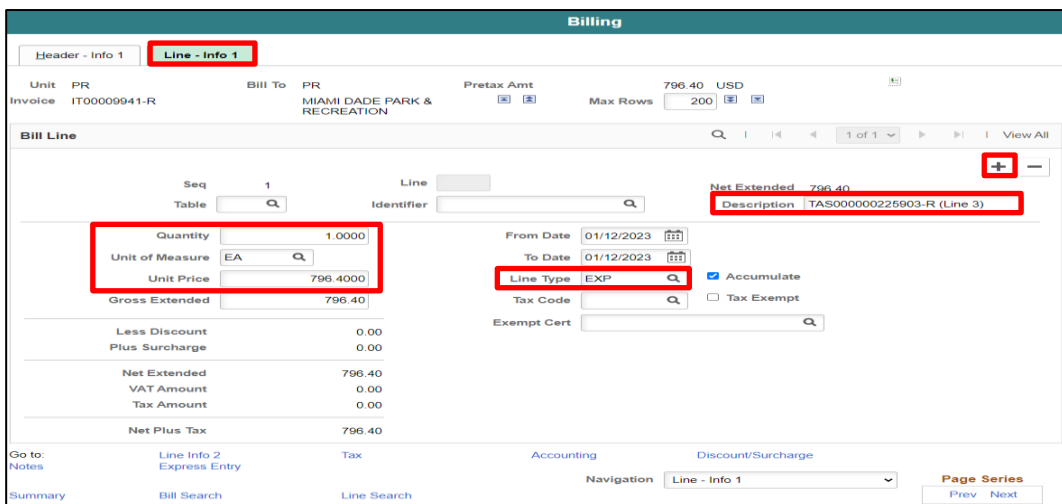
- a) In the **Business Unit** field, enter your **Business Unit**. This Business Unit is the department generating the ID Reclassifying Bill.
- b) In the **Invoice** field, enter the **Original Invoice Number** of the bill being reclassified with an “-R” at the end.
Example: (IT00009941-R)
- c) Enter **Bill Type Identifier** as **ID (Interdepartmental)**.
- d) Enter **Bill Source** as **ID (Inter-Departmental)**.
- e) In the **Customer** field, enter the **Customer’s Business Unit** associated with the original Invoice.
- f) In the **Invoice Received Date**, enter the **original Invoice Received date**.
- g) In the **Accounting Date** field, enter the **current Accounting date**.
- h) Select **Add**.

7.



a) Enter the original **dates of service/purchase** in the **From Date** and **To Date** fields.

8.



a) Select the **Line – Info 1** tab.

NOTE: This Bill Line is where the reversal of the incorrect ChartFields will occur.

b) In the **Description** Field, enter the **original description** with an **"R"** at the end and the bill line being reclassified from the original invoice.

c) Enter the **Quantity**.

d) Enter the **Unit of Measure**.

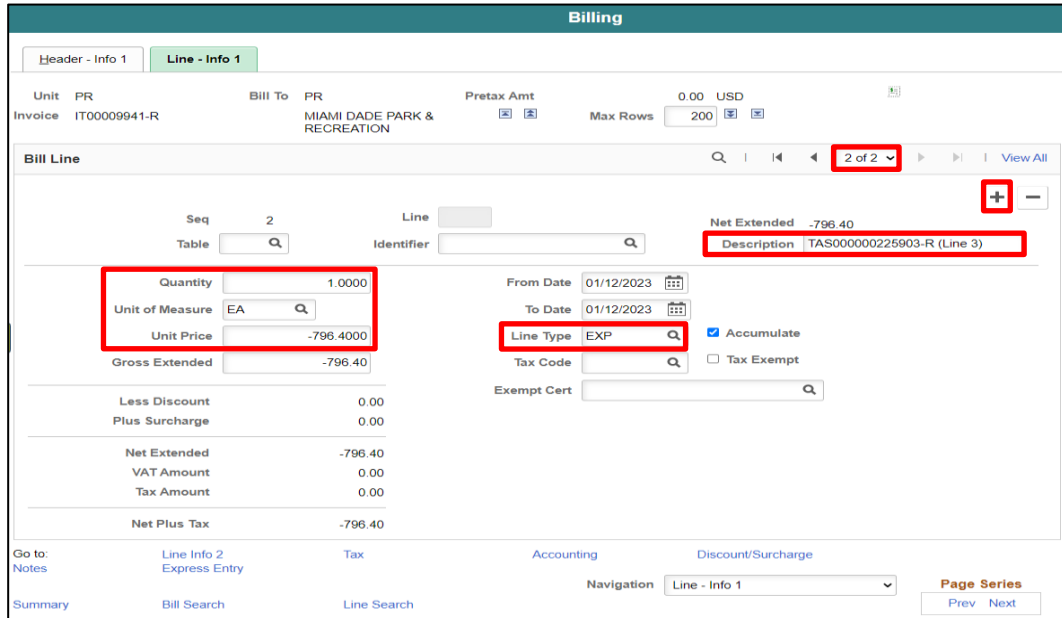
Enter the amount of the original expense in a positive format. (Reversing the Original Expense)

e) Enter the **Unit Price** as a positive amount.

f) Select **Line Type** as **EXP (Expense Line)**.

g) Select the **"+"** button to add the **second bill line**.

9.



Billing

Header - Info 1 | Line - Info 1

Unit PR Bill To PR Pretax Amt 0.00 USD
 Invoice IT00009941-R MIAMI DADE PARK & RECREATION Max Rows 200

Bill Line 2 of 2 View All

Seq 2 Line Identifier Net Extended -796.40
 Table Description TAS000000225903-R (Line 3)

Quantity 1.0000
 Unit of Measure EA
 Unit Price -796.4000
 Gross Extended -796.40

From Date 01/12/2023 To Date 01/12/2023
 Line Type EXP Accumulate
 Tax Code Tax Exempt
 Exempt Cert

Less Discount 0.00
 Plus Surcharge 0.00
 Net Extended -796.40
 VAT Amount 0.00
 Tax Amount 0.00
 Net Plus Tax -796.40

Go to: Notes Line Info 2 Express Entry Tax Accounting Discount/Surcharge
 Summary Bill Search Line Search Navigation Line - Info 1 Page Series Prev Next

NOTE: This Bill Line is where the correct ChartFields are applied.

Notice this is Bill Line 2 of 2 on the top right-hand side.

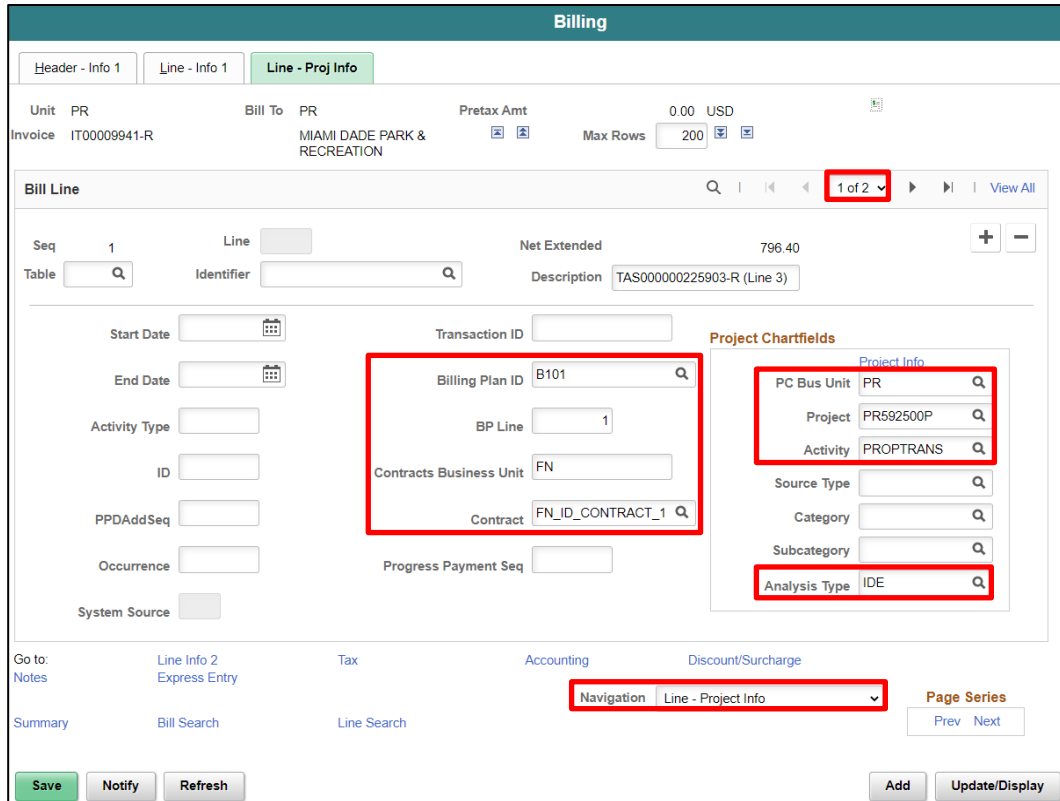
- In the **Description Field**, enter the **original description with an "R" at the end and the line being reclassified from the original invoice.**
- Enter the **Quantity**.
- Enter the **Unit of Measure**.

Enter the amount as an expense in a negative format. (Reclassify the Original Expense)

- Enter the **Unit Price as a negative amount.**
- Select the **Line Type as EXP (Expense Line).**

The next step is only for Project Costing related lines if the department does not use Project Costing continue to STEP 12.

10.



a) In the **Navigation** field, select **Line – Project Info**.

b) Select the **Bill Line** related to **Project Costing** on the top right-hand corner.

NOTE: On Bill Line 1 is where the original Project ChartFields from the original invoice must be 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:

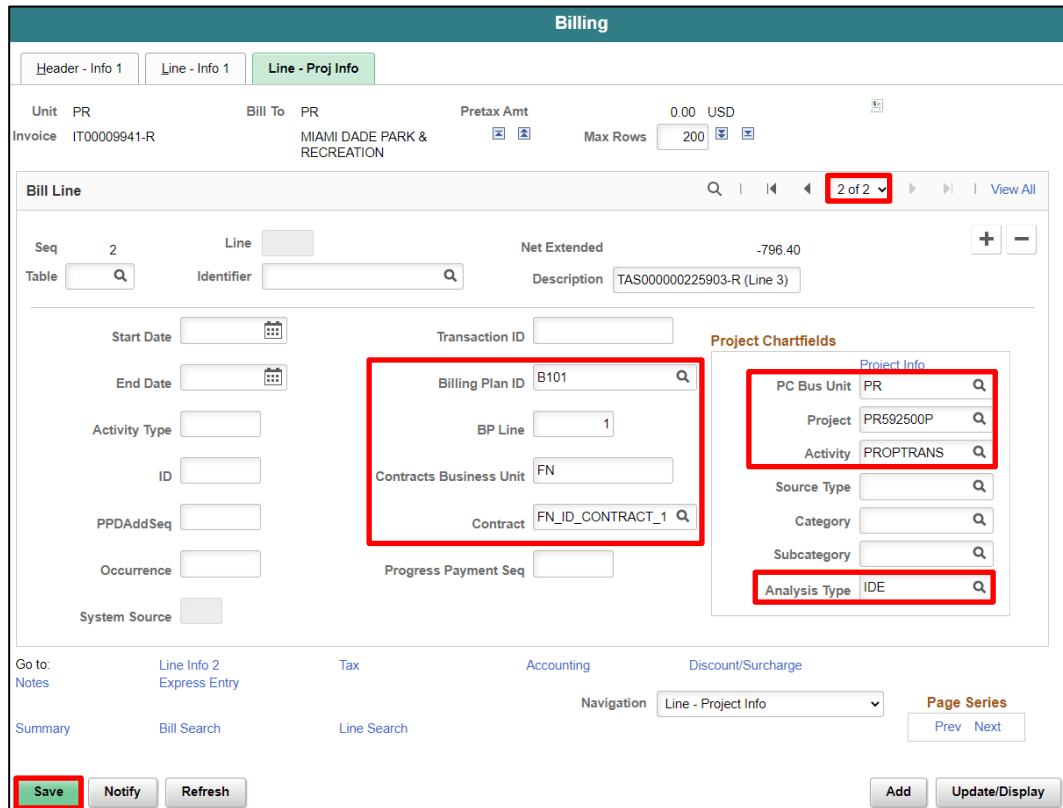
g) Enter the **PC Bus Unit**.

h) Enter the **Project**.

i) Enter the **Activity**.

j) In **Analysis Type** field, select the analysis type related to that bill line - **IDE (Inter Departmental Expense)**.

11.



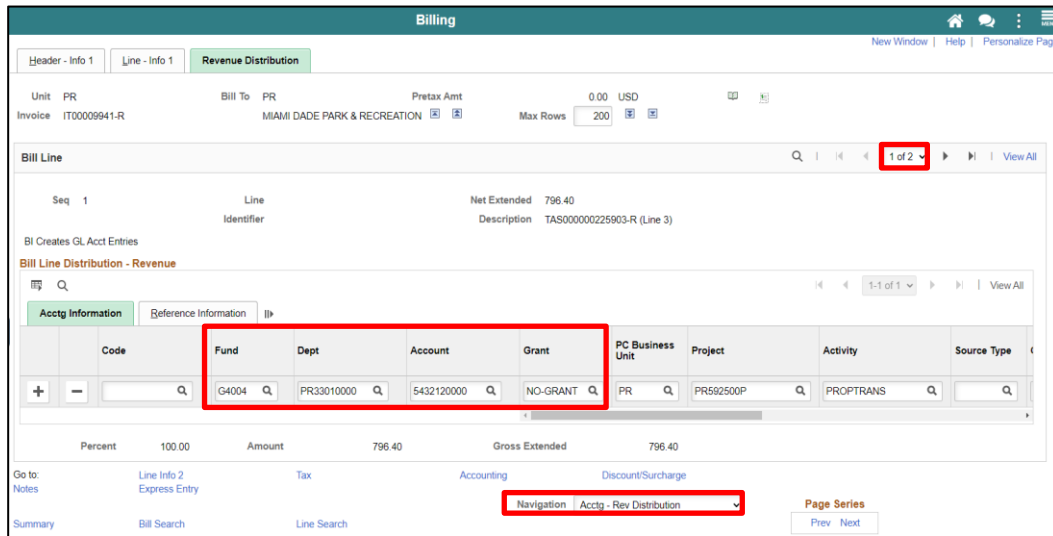
- a) Select the **Bill Line** related to **Project Costing** on the top right-hand corner.
- b) Enter the **Billing Plan ID**.
- c) Enter the **BP Line**.
- d) In **Contracts Business Unit** field, enter the **BU**.
- e) In **Contract** field, enter the **contract**.

NOTE: This is the correcting expense line, the Project ChartFields can be corrected here if need be.

In the **Project ChartFields** box enter the following:

- f) Enter the **PC Bus Unit**.
- g) Enter the **Project**.
- h) Enter the **Activity**.
- i) In **Analysis Type** field, select the **analysis type** related to that bill line - **IDE** (Inter Departmental Expense).

12.



Billing

Unit: PR Bill To: PR Pretax Amt: 0.00 USD
Invoice: IT00009941-R MIAMI DADE PARK & RECREATION Max Rows: 200

Bill Line 1 of 2

Seq: 1 Line Identifier: TAS000000225903-R (Line 3) Net Extended: 796.40

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Acctg Information

Code	Fund	Dept	Account	Grant	PC Business Unit	Project	Activity	Source Type
G4004	PR33010000	5432120000	NO-GRANT	PR	PR592500P	PROPTTRANS		

Percent: 100.00 Amount: 796.40 Gross Extended: 796.40

Go to: Notes Line Info 2 Express Entry Tax Accounting Discount/Surcharge

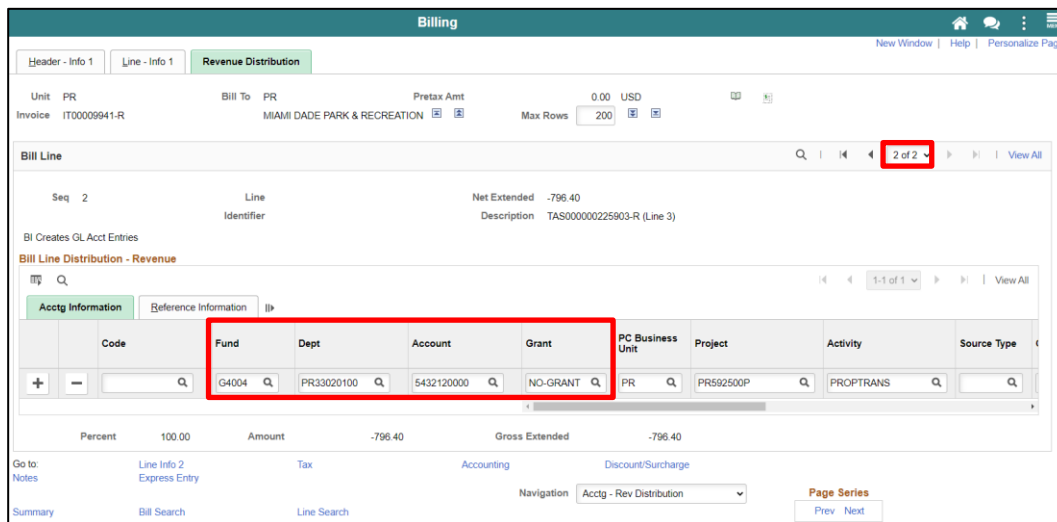
Navigation: **Acctg - Rev Distribution** Page Series: Prev Next

- In the **Navigation** field, select **Acctg – Rev Distribution**.
- 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.

- Enter the same **ChartFields** of the original invoice to reclassify the expense.

13.



Billing

Unit: PR Bill To: PR Pretax Amt: 0.00 USD
Invoice: IT00009941-R MIAMI DADE PARK & RECREATION Max Rows: 200

Bill Line 2 of 2

Seq: 2 Line Identifier: TAS000000225903-R (Line 3) Net Extended: -796.40

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Acctg Information

Code	Fund	Dept	Account	Grant	PC Business Unit	Project	Activity	Source Type
G4004	PR33020100	5432120000	NO-GRANT	PR	PR592500P	PROPTTRANS		

Percent: 100.00 Amount: -796.40 Gross Extended: -796.40

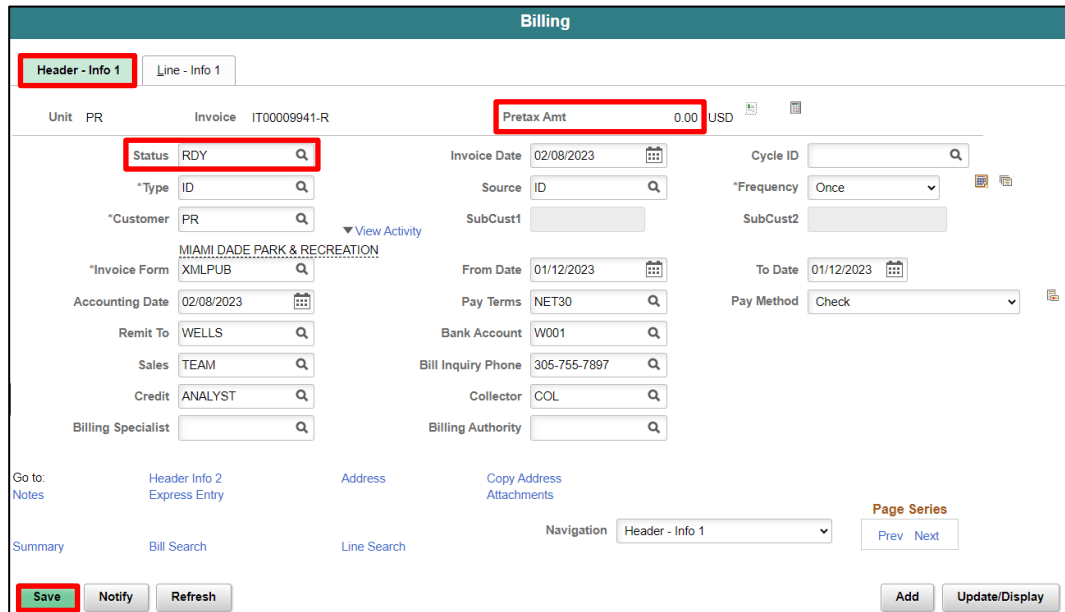
Go to: Notes Line Info 2 Express Entry Tax Accounting Discount/Surcharge

Navigation: **Acctg - Rev Distribution** Page Series: Prev Next

- Select the **Bill line 2 of 2** on the top right-hand corner.

NOTE: This Bill Line is where the correct ChartFields are applied.

- Enter the correct **ChartFields** for the correct expense.



Billing

Header - Info 1 | Line - Info 1

Unit PR Invoice IT00009941-R Pretax Amt 0.00 USD

Status **RDY** Invoice Date 02/08/2023 Cycle ID

*Type ID Source ID *Frequency Once

*Customer PR SubCust1 SubCust2

*Invoice Form XMLPUB From Date 01/12/2023 To Date 01/12/2023

Accounting Date 02/08/2023 Pay Terms NET30 Pay Method Check

Remit To WELLS Bank Account W001

Sales TEAM Bill Inquiry Phone 305-755-7897

Credit ANALYST Collector COL

Billing Specialist Billing Authority

Go to: Notes Header Info 2 Express Entry Address Copy Address Attachments

Summary Bill Search Line Search Navigation Header - Info 1 Page Series Prev Next

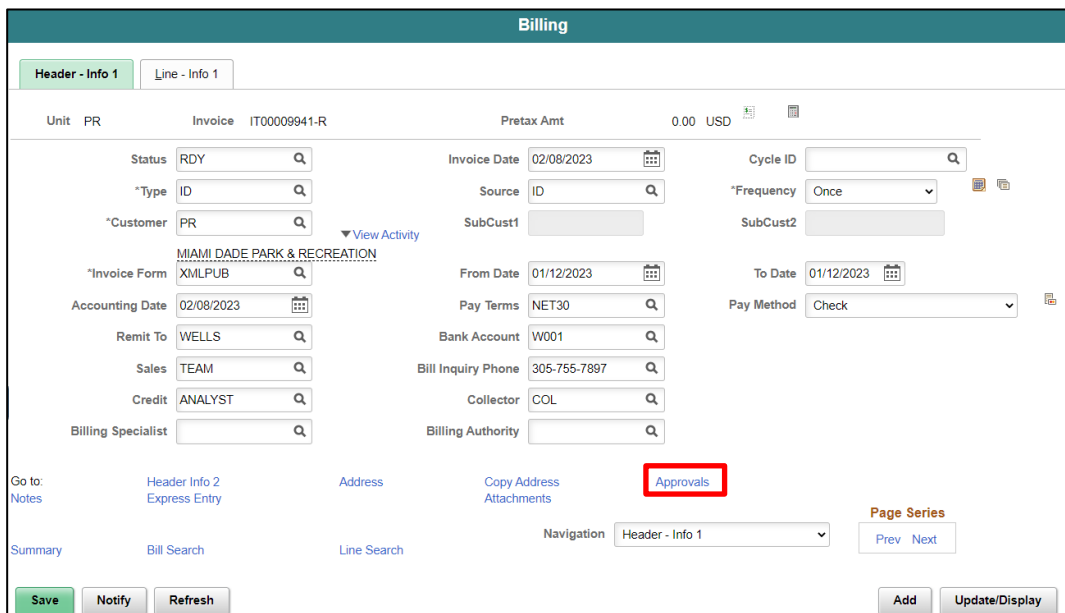
Save Notify Refresh Add Update/Display

a) Select the **Header – Info 1** tab.

Notice the Pretax Amt is 0.00.

b) In **Status** field, select **RDY (Ready to Invoice)**.

c) Select **Save**.



Billing

Header - Info 1 | Line - Info 1

Unit PR Invoice IT00009941-R Pretax Amt 0.00 USD

Status RDY Invoice Date 02/08/2023 Cycle ID

*Type ID Source ID *Frequency Once

*Customer PR SubCust1 SubCust2

*Invoice Form XMLPUB From Date 01/12/2023 To Date 01/12/2023

Accounting Date 02/08/2023 Pay Terms NET30 Pay Method Check

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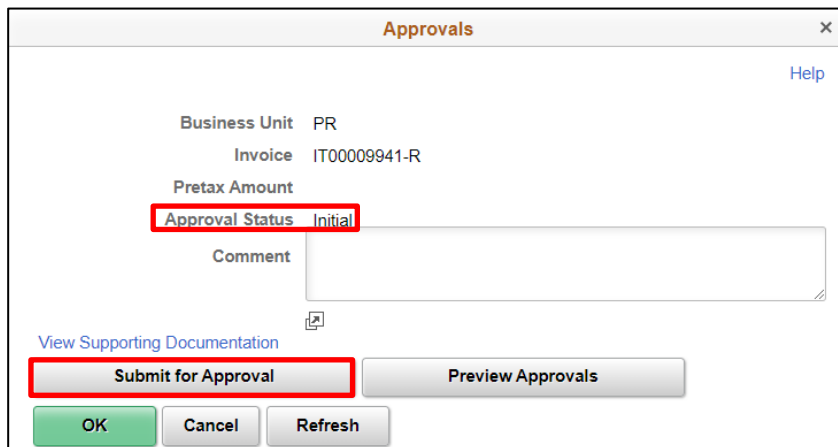
Go to: Notes Header Info 2 Express Entry Address Copy Address Attachments **Approvals**

Summary Bill Search Line Search Navigation Header - Info 1 Page Series Prev Next

Save Notify Refresh Add Update/Display

d) The **Approvals** Hyperlink will appear, select the **Approvals** hyperlink.

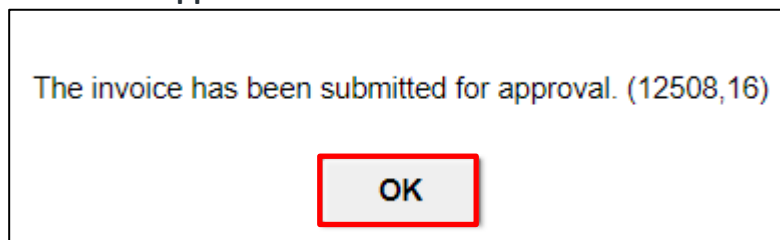
15.



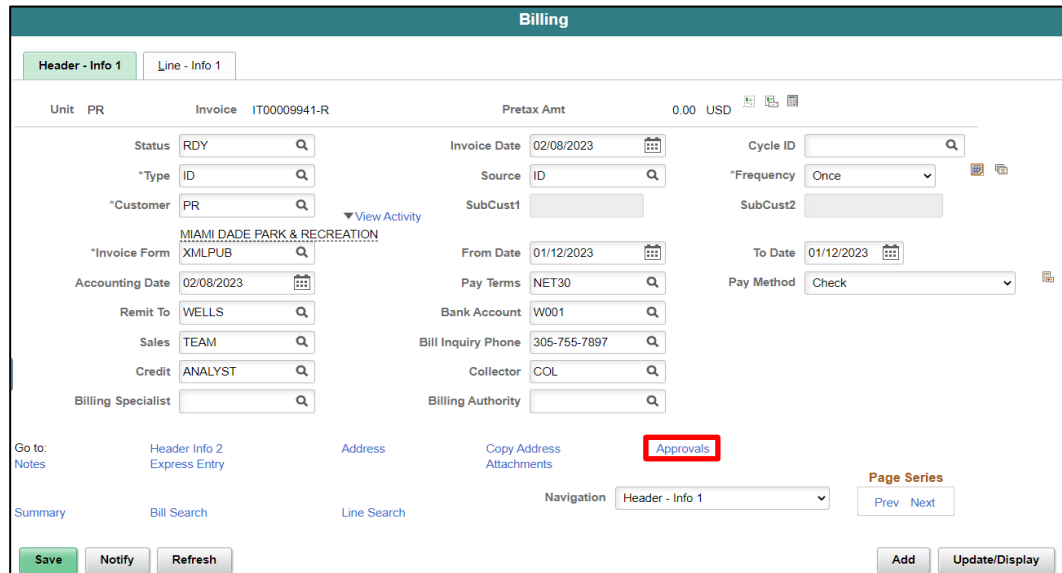
The **Approvals** pop-up appears.

Notice the Approval Status is set to Initial.

a) Select **Submit for Approval**.



b) The **Invoice has been submitted for approval pop- up** appears, select **OK**.



Billing

Header - Info 1 | Line - Info 1

Unit: PR | Invoice: IT00009941-R | Pretax Amt: 0.00 USD

Status: RDY | Invoice Date: 02/08/2023 | Cycle ID: [Search]

*Type: ID | Source: ID | *Frequency: Once

*Customer: PR | SubCust1: [Search] | SubCust2: [Search]

*Invoice Form: MIAMI DADE PARK & RECREATION | From Date: 01/12/2023 | To Date: 01/12/2023

Accounting Date: 02/08/2023 | Pay Terms: NET30 | Pay Method: Check

Remit To: WELLS | Bank Account: W001

Sales: TEAM | Bill Inquiry Phone: 305-755-7897

Credit: ANALYST | Collector: COL

Billing Specialist: [Search] | Billing Authority: [Search]

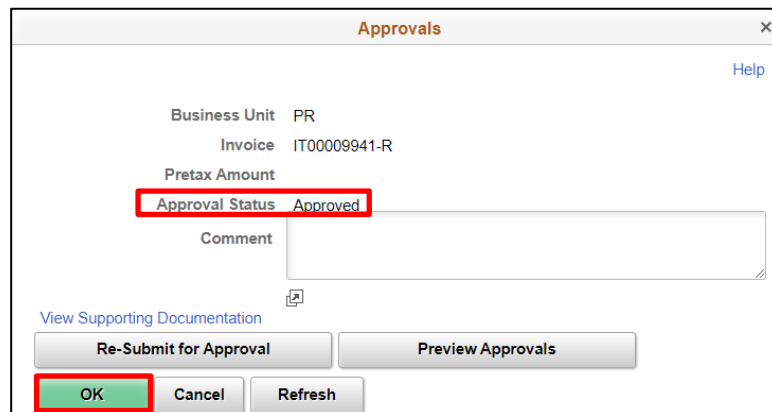
Go to: Notes | Header Info 2 | Address | Copy Address | **Approvals** | Page Series

Summary | Bill Search | Line Search | Navigation: Header - Info 1 | Prev | Next

Save | Notify | Refresh | Add | Update/Display

16.

Select the Approvals hyperlink again to ensure the Invoice was approved.



Approvals

Business Unit: PR

Invoice: IT00009941-R

Pretax Amount: [Search]

Approval Status: **Approved**

Comment: [Text Area]

View Supporting Documentation

Re-Submit for Approval | Preview Approvals

OK | Cancel | Refresh

Notice the Approval Status is set to Approved.

a) Select **OK**.

17.

Wait for the overnight batch process to take place so that the ID Reclassifying Bill is finalized in the system.

Reviewing the Transaction Summary Report

Module	Fiscal Year	Journal Date	GL Posted Date	Period	GL Business Unit	Header Description	Journal ID	Journal Line	Line Description	Accounting Definition Name	Source	Fund	Fund Description	Department ID	Department Description	Grant	PC (Res) Unit	Project	Activity	Account	Module Business Unit	Module Document ID	Amount	ledger Grp
	2023	1/12/2023	1/12/2023		4 MDAGE	Inter Departmental Billing	BID00197395	40	Inter Departmental Billing	MD_BIDFN BI			G4004 PARKS- ZOO MIAM	PR33020000	ADMINISTRATION	NO-GRANT	PR	PR592500P	PROPTTRANS	5432120000	PR	7700009941	1,393.700	ACTUALS
	2023	2/8/2023	2/8/2023		5 MDAGE	Inter Departmental Billing	BID0011487	2	Inter Departmental Billing	MD_BIDFN BI			G4004 PARKS- ZOO MIAM	PR33020000	ADMINISTRATION	NO-GRANT	PR	PR592500P	PROPTTRANS	5432120000	PR	7700009941	-796.400	ACTUALS

Run the Transaction Summary Report for the Department with the original ChartFields, notice the Module Document ID for the original and reclassified invoices as well as the \$796.40 credit.

Fiscal Year	Module Journal Date	GL Posted Date	Period	GL Business Unit	Header Description	Journal ID	Journal Line	Line Description	Accounting Definition Name	Source	Fund	Fund Description	Department ID	Department Description	Grant	PC (Res) Unit	Project	Activity	Account	Module Business Unit	Module Document ID	Amount	ledger Grp
2023	2/8/2023	2/8/2023		5 MDAGE	Inter Departmental Billing	BID0011487	3	Inter Departmental Billing	MD_BIDFN BI			G4004 PARKS- ZOO MIAM	PR33020000	ZOO FACILITY MAINTENANCE	NO-GRANT	PR	PR592500P	PROPTTRANS	5432120000	PR	7700009941	796.400	ACTUALS

Run the Transaction Summary Report for the Department with the updated ChartFields, notice the Module Document ID for the Reclassified Invoice, the updated ChartFields, and the debit amount of \$796.40.