



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.

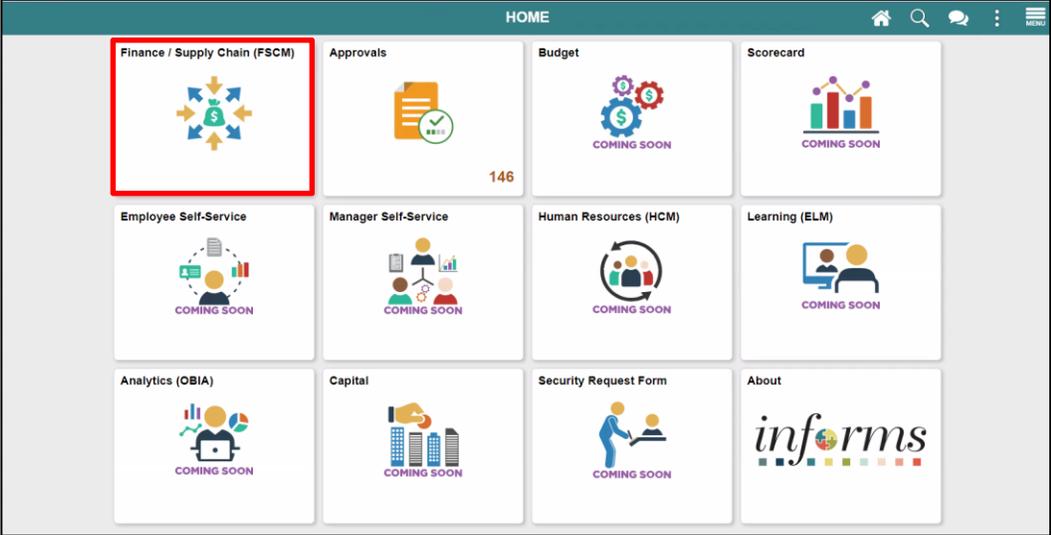
NOTE: This process is NOT for External Customer nor Grant Billing.

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.

- 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

Invoice

Bill Type Identifier

Bill Source

Customer

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.

Billing

Header - Info 1 | Line - Info 1

Unit PR Invoice IT00009941-R Pretax Amt 0.00 USD

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

8.

Billing

Header - Info 1 | **Line - Info 1**

Unit PR Bill To PR Invoice IT00009941-R MIAMI DADE PARK & RECREATION Pretax Amt 796.40 USD Max Rows 200
 Net Extended 796.40 Description TAS000000226903-R (Line 3)
 Seq 1 Line Identifier
 Quantity 1.0000 From Date 01/12/2023 To Date 01/12/2023
 Unit of Measure EA Line Type EXP Accumulate
 Unit Price 796.4000 Tax Code Tax Exempt
 Gross Extended 796.40 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

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.

Seq	2	Line		Net Extended	-796.40
Table		Identifier		Description	TAS000000225903-R (Line 3)
Quantity	1.0000	From Date	01/12/2023		
Unit of Measure	EA	To Date	01/12/2023		
Unit Price	-796.4000	Line Type	EXP	<input checked="" type="checkbox"/> Accumulate	
Gross Extended	-796.40	Tax Code		<input type="checkbox"/> Tax Exempt	
Less Discount	0.00	Exempt Cert			
Plus Surcharge	0.00				
Net Extended	-796.40				
VAT Amount	0.00				
Tax Amount	0.00				
Net Plus Tax	-796.40				

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.

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

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

- d) Enter the **Unit Price as a negative amount.**
- e) 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.

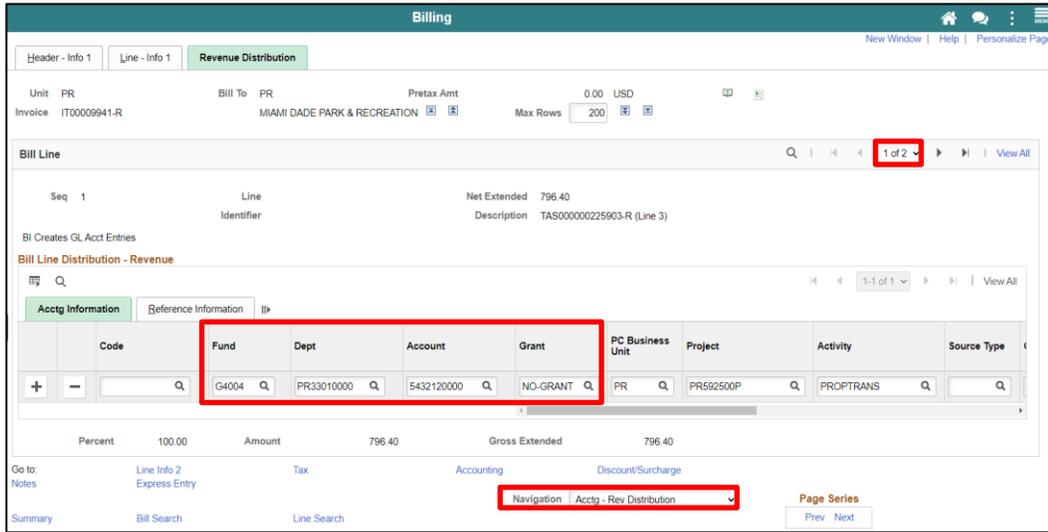
- a) Select the **Bill Line** related to **Project Costing** on the top right-hand corner.
- b) Enter the **Billing Plan ID**.
- c) Enter the **BP Line**.
- d) In **Contracts Business Unit** field, enter the **BU**.
- e) In **Contract** field, enter **the contract**.

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.

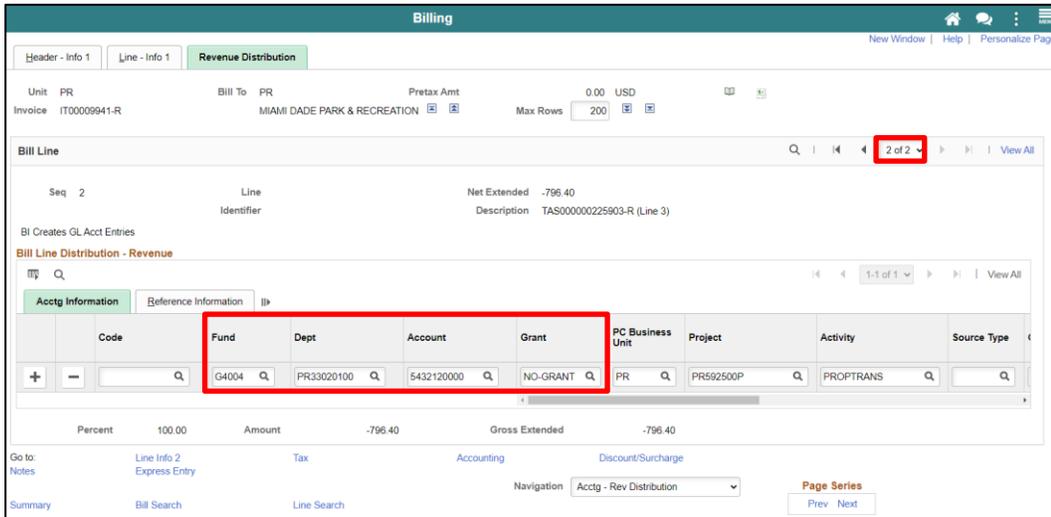


- a) In the **Navigation** field, select **Acctg – Rev Distribution**.
- b) Select the **Bill line 1 of 2** on the top right-hand corner.

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 expense.

13.



- 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.

- b) 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

*Type ID

*Customer PR

*Invoice Form XMLPUB

Accounting Date 02/08/2023

Remit To WELLS

Sales TEAM

Credit ANALYST

Billing Specialist

Invoice Date 02/08/2023

Source ID

SubCust1

From Date 01/12/2023

Pay Terms NET30

Bank Account W001

Bill Inquiry Phone 305-755-7897

Collector COL

Billing Authority

Cycle ID

*Frequency Once

SubCust2

To Date 01/12/2023

Pay Method Check

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

14.

- 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

*Type ID

*Customer PR

*Invoice Form XMLPUB

Accounting Date 02/08/2023

Remit To WELLS

Sales TEAM

Credit ANALYST

Billing Specialist

Invoice Date 02/08/2023

Source ID

SubCust1

From Date 01/12/2023

Pay Terms NET30

Bank Account W001

Bill Inquiry Phone 305-755-7897

Collector COL

Billing Authority

Cycle ID

*Frequency Once

SubCust2

To Date 01/12/2023

Pay Method Check

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.

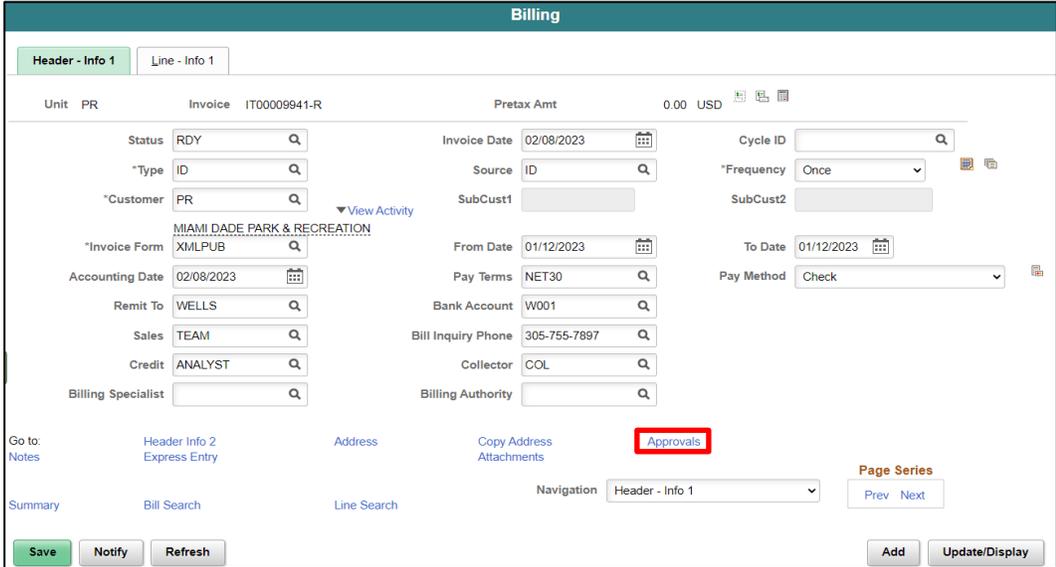
15.

The **Approvals** pop-up appears.
Notice the **Approval Status** is set to **Initial**.

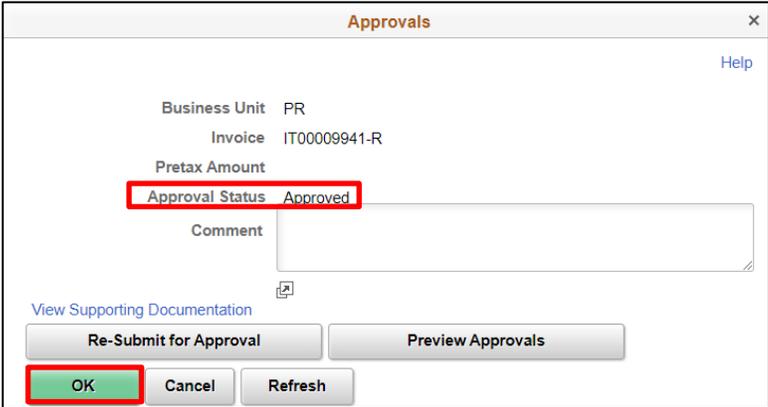
- a) Select **Submit for Approval**.

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

16.



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



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

1.

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 (Bus 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	BID0197392	40	Inter Departmental Billing	MD_BIDFN BI		G4004 PARKS - ZOO MIAM		PR33020000	ADMINISTRATION	NO-GRANT	PR	PR592500P	PROPTRANS	5432120000	PR	IT00009941	1393.700	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	PROPTRANS	5432120000	PR	IT00009941-R	-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 (Bus 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		PR33020100	ZOO FACILITY MAINTENANCE	NO-GRANT	PR	PR592500P	PROPTRANS	5432120000	PR	IT00009941-R	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.