

INFORMS Users.

Please see the latest status update.

Billing – Invoice Viewing and Printing

We are excited to share that we have streamlined and enhanced our invoice printing functionality. Any new bills processed will have the invoice image (PDF) attached. The pdf image will be available in both the Review Bill Summary and Bill Detail inquiry pages.

- The invoice pdf link will only be available to newly processed invoices as of the 12/14 nightly batch process. Any invoices processed prior to 12/14, will not have the pdf link.
- If multiple invoices need to be printed as a batch, the reprint functionality is available. A new job named MD Billing Invoice Reprint (MDBIREPR) has been added to streamline the reprint process.

• Billing – Inter-Departmental

System edits have been placed to limit inter-departmental bills to customer type "Internal", Bill Type and Bill Source of "ID" (Inter-Departmental).

- o All Inter-departmental bills should have the following three conditions:
 - Customer Type = Internal (i.e., Department Business Unit)
 - **Bill Type** = ID (Inter-Departmental)
 - **Bill Source** = ID (Inter-Departmental)

Attached is the new Job Aid detailing the process and screenshots – *Billing: Viewing & Printing Invoices*.

Once again, we appreciate your engagement and continued support of INFORMS!

Thank you, INFORMS Team

For the fastest response to any issues, questions or concerns that you have relating to our go-live of INFORMS Rollout 1 (Finance / Supply Chain), please contact the ITD Service Desk at 305.596-HELP (4357) or via the self-service portal at: http://myit.miamidade.gov.