Miami-Dade County



End-User Training Guide

Course Code: FIN 203 Course Title: Create and Finalize Bills

	Course Overview
Course Description	 This course provides a comprehensive review of the Create and Finalize Bills processes. This course consists of the following modules: Module 1: Course Introduction Module 2: Create and Finalize Bills Module 3: Interdepartmental Billing Module 4: Course Summary
Training	The following audience(s), by INFORMS Security role(s), are required to complete this course
Training Audiences	prior to being granted related system access:
	Central BI Batch Processor
	 Department BI Processor Department BI Adjustment Processor
Prerequisites	Participants are required to complete the following End-User Training courses prior to starting this course:
	 ERP 101 – Overview of INFORMS ERP 102 – INFORMS Navigation, Reporting and Online Help
	 FIN 101 – Financials Fundamentals
	 FIN 205 – Customer Setup, Credit and Collections
Delivery Method	This course is intended to be delivered through Instructor-led Training.
Estimated Duration	The total duration of this course, when delivered through Instructor-led Training, is 3 hours.

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Module 1: Course Introduction

Topics This module covers the following topics:

- Course Administration and Logistics matters
- Learning Objectives
- Associated Roles and Responsibilities
- Navigation
- Key Changes to Business Process
- End-to-End Business Process
- How the Business Process fits into INFORMS and other modules
- Associated Key Terms

Module 1: Course Introduction										
Course	To get the most benefit from this course, participants should:									
Administration and Logistics	 Actively participate in class and ask questions as needed Please turn off cell phones and refrain from the use of email and the Internet Take breaks as scheduled and return to the classroom promptly 									

Learning
ObjectivesAt the conclusion of this course, participants will be able to:
Identify the End-to-End Process to Create and Finalize Bills
Understand the process for creating recurring and installment bills

• Understand the process for creating an interdepartmental bill

Roles and



Module 1: Course Introduction

The following roles are associated with this course and will play a part in conducting the Training related business processes for the County: Audience:

- Central BI Batch Processor: The Central BI Batch Processor has the ability to • schedule and run all Billing batch processes and jobs. Responsibilities
 - Department BI Processor: The Department BI Processor is responsible for creating • a bill. The Department BI Processor is able to generate Pro Forma (draft) invoices of the bills, update billing data, set bills to Ready status (i.e. for finalization and invoice generation) and correct billing errors within INFORMS (including interfaced billing data).
 - Department BI Adjustment Processor: The Department BI Adjustment Processor is • responsible for adjusting a bill in INFORMS. This includes adjusting the entire bill through the credit/rebill process or adjusting select lines within a bill.

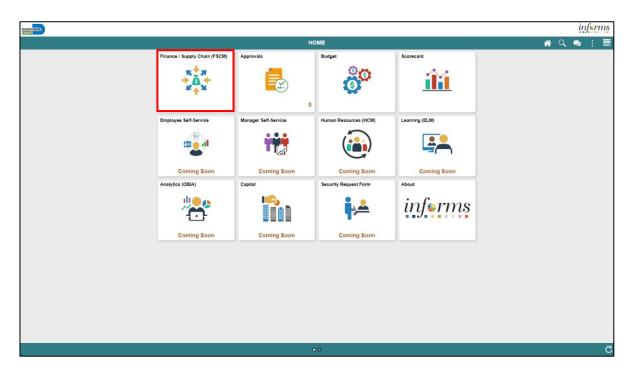


Module 1: Course Introduction

Navigation

Below are the steps to navigate to the General Ledger, which will be used for navigation in the rest of this course:

1. Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below.



2. Select Credit to Cash Operations.

HIAHI (XXX)		inf e rms
< HOME	Finance / Supply Chain (FSCM)	a c : 📰
	Credit to Cash Operations	

3. Select Billing.





	Module 1: Course Introduction
Key Changes in Business Process	 The Key Changes of the Business Process – Create and Finalize Bills include: Customers will be standardized in a single system One Customer ID per customer Bills can be generated and tracked from a single system Eliminate manual Accounts Receivable (A/R) entries

 $\circ~$ A/R created at the time of billing

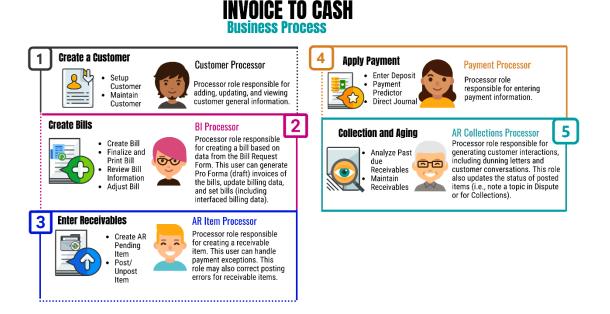


Module 1: Course Introduction

End-to-End Business Process INFORMS Billing processes bill information to create invoices. This allows the County to standardize, automate and optimize its billing activities.

- Generate and Finalize Bills
 - Creating Interface and Online Bills
 - Adjusting Invoices
- Interdepartmental Billing

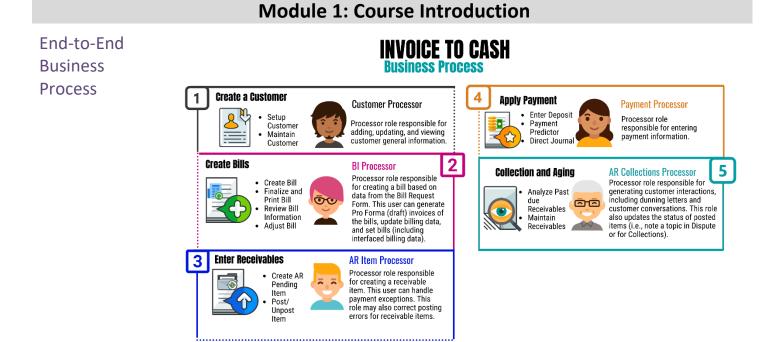
The Billing Processor will be able to create standard, recurring and installment bills by receiving information from both INFORMS and non-INFORMS applications. These bills will then be validated and processed to create invoices. Invoices are sent to the appropriate customers and accounting entries are automatically created accordingly within the General Ledger.



One of the changes in INFORMS is the use of Interdepartmental Billing.

Interdepartmental Billing is a process that occurs when one County department bills another for goods or services. Within the Billing module, users can create bills between departments as Interdepartmental, provided the customer has been appropriately set up in INFORMS.

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Module 1: Course Introduction

Introduction to Demonstrations Activities and Exercises Users will take part in three types of hands-on learning throughout this course: Instructor Demonstrations, Training Activities and Training Exercises- The definitions and descriptions of each are below.

Instructor Demonstrations



Instructor demonstration activities involve a walk-through of tasks and processes in INFORMS. Instructors will demonstrate how to perform these activities while users follow along.

Training Activities



Users will perform tasks and processes in the INFORMS training environment by using the Training Activity and Data Sheet provided and by using this training guide as a reference.



The Instructor will ask questions related to the lecture content and training activities, which are used to check users' knowledge and understanding of course content.



Module 1: Course Introduction

- Module 1: This module covers the following topics:
- Course

• Course Administration and Logistics

- Introduction Learning Objectives
- Summary

• Roles and Responsibilities

- Navigation
- Key Changes to the Business Process
- End-to-End Business Process
- Introduction to Demonstrations, Activities and Exercises



Module 2: Create and Finalize Bills

Lessons This module includes the following lessons:

• Generate and Finalize Bills



Lesson 1: At the conclusion of this lesson, users will be able to:

Overview

• Create Interface Bills

- Create Online Bills
- Adjust Invoices



Key Terms The following key terms are used in this Lesson:

Term Definition

Term	Definition
Adjust Bill and Rebill	The Adjust Bill process enables them to adjust bills by crediting and optionally rebilling an invoice. Rebilling allows them to review, update and finalize bills using the same process flow as new bills.
Bill Header	Bill Header contains information that applies to the whole invoice and includes information such as Bill Type, Customer, Source and Payment Terms.
Bill Lines	The Bill Line contains information that applies only to specific items that are being billed such as Description, Quantity and Price.
Billing Interface	The billing interface enables automatic creation of a bill using data from other INFORMS modules, such as INFORMS Project Costing, or an external system, such as ISD M5.
Bill	Bill issued by Miami Dade County after having provided goods or services to the customer. Previously known as Invoice.
Online Bill Entry	Online bill entry is the manual method of entering bill header and line information into INFORMS. Bill headers contain the information that applies to the whole invoice and bill line information applies to the specific items that are being billed.

- Lecture 1: INFORMS Billing provides two methods for entering new bill information:
 - Billing Interface
- Create Interface Bills

How to

- $\circ~$ The billing interface enables the automatic creation of a bill using data from other INFORMS modules, such as INFORMS Project Costing
- $\circ~$ The billing interface also enables the automatic creation of a bill using data from systems external to INFORMS, such as ISD M5
- Online Bill Entry
 - Online bill entry is the manual method of entering bill header and line information into INFORMS. Bill headers contain the information that applies to the whole invoice and bill line information applies to the specific items that are being billed

The Billing Interface tables act as a staging area for external information. Once the information is loaded into the staging tables, the Billing Interface process performs the following tasks:

- Validates the data
 - $\circ~$ If an error does exist, the users must search for the source of the error and correct it within INFORMS
- Converts the information into a bill structure
- Establishes whether the bill lines brought in by the billing interface should be added to an existing bill or added to a new bill

Interface

Bills

Lesson 1: Generate and Finalize Bills

Lecture 1:The Process Billing Interface program will run via batch scheduler and will bring dataHow toexternal to the billing module and will create a worksheet. This worksheet will be acceptedCreateby a department user and populate data within a new bill.

 Navigate to the Update Billing Worksheet page: Finance / Supply Chain (FSCM) > Credit to Cash Operations Tile > Billing Tile > My Billing Invoices > Update Billing Worksheet.

Credit to Cash Operations						Billing				🏫 i 🙋
😭 My Billing Invoices 🛛 🗠	Works	sheet Headers	Line Details						Ne	w Window Help Personalize Page
Update Billing Worksheet		Business Uni	it		_					
Review Pending Transactions	To change	your search criter	ia, click Set Filter Opt	ions.	Set	Filter Options		Search		
Bill Summary	Header Lo	evel Detail							ii ii iii	of 1 🗸 🕨 🖹 View All
Standard Billing				Letter of Credit		Deptoy Invoice				
Review Contract/Project Bills		Contract	Project	ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
Installment Bill Schedules	0					0.000		٩		Å
Create Installment Bills	Select	All	Deselect A	i						
Recurring Bill Schedules	Go to:	Manage C	Approve Late	er Dele	te Now Letter of C	Delete Later				
Correct Interface Errors	Save	Notify	Refresh							
Create Recurring Bills	Worksheet	Headers Line C	Details							
Copy Single Bill										
🧠 My Accounting 🛛 🗸 🗸										
🛅 My Reporting and Analysis 🛛 🗸										

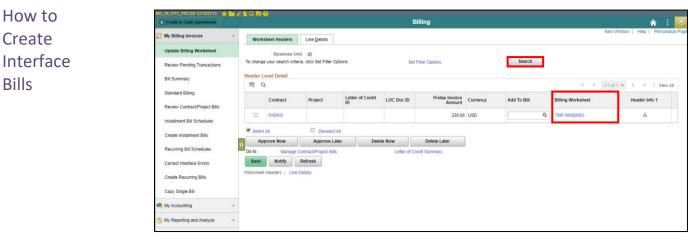
2. Select the Set Filter Options link.

MD_UL_OPT_FRICSR_CF592TST_ de tim 2	(IQBO			Filter Option	ns			>		* :
My Billing Invoices	Works	Enter your search criteria, then click t "Business Unit ID	the Search butto	n to display new results.				Help	î.	New Window Help Personaliz
Update Billing Worksheet Review Pending Transactions	To change	Bill To Customer	From	۹		Through	Q			
Bill Summary	Header La	Invoice Received Date	From	111		Through	(iii)		ia a	1-1 of 1 -> > > I View All
Standard Billing Review Contract/Project Bills		Billing Type Bill Source	From	٩		Through			orksheet	Header Info 1
Installment Bill Schedules	0	Contract Type Contract	From From P	Q. ARKS	Q,	Through	Q. PARKS	c	00063	Δ.
Create Installment Bills	M Select	Project	From	Q		Through	٩			
Recurring Bill Schedules	Go to:	Billing Specialist Billing Worksheet	From	ų	Q,	Through		c		
Create Recurring Bills	Worksheet	Letter of Credit	From	Q	c	Through Through				
Copy Single Bill		Pretax Invoice Amt	From			Through				
 My Accounting ~ My Reporting and Analysis ~ 		Added Within Days Date Added	From) ())		Through	(Nord			
			From Include Approv			Through				
		Search	Save Search		rch Re	eturn				

- 3. Enter the Business Unit. This will be the department responsible for creating the bill.
- 4. Enter the **Contract ID**.



Lecture 1: 5. Select Search. All billing worksheets meeting the criteria will be displayed.



- 6. To review the details associated with the temporary bill, Select on the link in the **Billing Worksheet** column. This will display the temporary bill header and the department can verify the details. The temporary bill is a template that is used to create a bill.
- 7. Once the details have been verified, select the billing worksheet to approve by selecting the checkbox.
- 8. Select the **Approve Now** button. A new bill will be created using the details on the temporary bill.
- 9. Select the icon in the **Header Info 1** column to review the newly created bill. This bill will be created in an *RDY* status, meaning that the bill can be processed via batch scheduler to finalize the bill and post accounting entries to the general ledger.

If an error exists within the Interface, it will mark the LoadStatus as *ERR* and offer a specific code, which identifies the error's reason.

To correct an error, the users can identify either the Interface ID or Business Unit which contains the error and change the appropriate fields by using the **Correct Interface Errors** page.

On this page, the users can adjust any of the fields that have been generated by the Interface with an appropriate value; however, the users should use the LoadStatus code to identify the inaccurate field.



 Lecture 1:
 1. Navigate to the Correct Interface Errors page: Finance / Supply Chain (FSCM) > Credit to Cash Operations Tile > Billing Tile > My Billing Invoices > Correct Interface Errors

Create Interface Bills

Credit to Cash Operations			Billing				â :	0
My Billing Invoices	Billing Interface - 1 Billing Interface	- 1			Ne	w Window Help	Personalize Pa	age 🧧
Update Billing Worksheet	Interface ID Load Status	19 ERR 0400	Line Number No Bill-By for Line	1	Transaction Type Process Instance	LINE 182288	Seq Num	
Bill Summary	Business Unit		Customer ID	00000000000015		MDADE		
Standard Billing	Header Fields Key Header Fields Bill By			Letter o	Letter of Credit ID f Credit Document ID			
Review Contract/Project Bills	Adjust Trans Type Create New Bill:				Sequence Number Sold To Customer		Q	
Create Installment Bills	Temporary Bill: Entry Type	<mark>ک</mark> م		Sold To	Address Seq Number		4	
Recurring Bill Schedules	Entry Reason Entry Event	٩	Q		PC Bus Unit Project		Q	
Correct Interface Errors Create Recurring Bills	*Business Unit				Activity		Q	
Copy Single Bill	GL Business Unit Customer ID	MDADE Q	00015 Q		Source Type Category			
🧠 My Accounting 🗸 🗸	Bill To Location	1 Q			Subcategory	٩		, .

- 2. Enter the Interface ID, if known.
- 3. Business Unit will default based on the users.
- 4. Identify the error that has occurred by looking at the LoadStatus ERR code (called out above).
- 5. Make an appropriate change within the field that is causing the error.
- 6. Select Save.

Once corrected, the Process Billing Interface program will run in batch and create the billing worksheet.

Create

Lesson 1: Generate and Finalize Bills

Lecture 2: To begin an online bill entry, the users must create a bill header. A bill header provides information about an entire invoice and includes:

- Where the bill came from (Bill Type and Bill Source)
- Online Bills Where the bill is going (Customer)
 - When the bill is sent to the customer (Cycle ID)
 - How the bill should be formatted (Invoice Form)

The **Bill Entry** page offers the users the ability to input general information about the bill, such as Business Unit, Invoice ID, Bill Type Identifier, Bill Source, Customer, Invoice and Accounting Dates.

- 1. Navigate to the **Bill Entry** page: **Main Menu > Finance / Supply Chain (FSCM) > Credit to Cash Operations > Billing > My Billing Invoices > Standard Billing**
- 2. Use the Add a New Value tab of the Bill Entry search page to add a new bill.
- 3. The Business Unit automatically populates with the default business unit
- 4. The Invoice ID is NEXT and upon saving will update to the next available number
- 5. Enter the **Bill Type Identifier**. This is the type of bill that is being created.
- 6. Enter the **Bill Source**. This is the source in which the bill is created.

Credit to Cash Operations	Billing	A :	
🖉 My Billing Invoices 🛛 🔿	Bill Entry	New Window	Help
Review Pending Transactions	Eind an Existing Value Keyword Search Add a New Value		
Bill Summary			
Standard Billing	Business Unit ID Q		
Installment Bill Schedules	Invoice NEXT		
Create Installment Bills	Bill Type Identifier SVC Q		
Recurring Bill Schedules	Bill Source ONLINE Q		
Create Recurring Bills	Customer 000000000039 Q		
Copy Single Bill	Invoice Received Date 06/22/2020		
🥎 My Accounting 🗸 🗸	Accounting Date 06/22/2020		
🛅 My Reporting and Analysis 🛛 🗸			
	Add		
	Find an Existing Value Keyword Search Add a New Value		

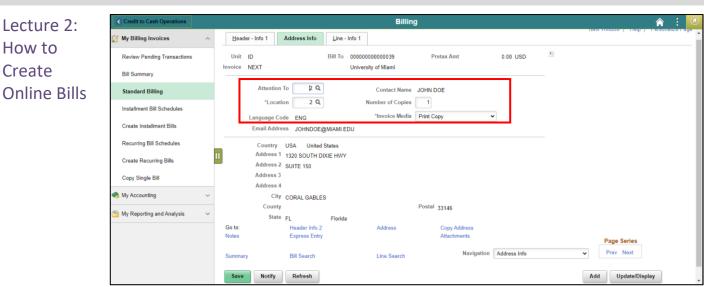
- Lecture 2: 7. Enter the **Customer**. This is the ID of the person, company, government, municipality, or department that is being billed.
 - 8. Enter the Invoice Received Date. This is the date in which the invoice is entered.
- Online Bills 9. Enter the **Accounting Date**. This is the posting date for accounting entries to post to the General Ledger. The Accounting Period must be open to use the date.
 - 10. Select Add.

Create

11. The **Header – Info 1** page is displayed. The values entered on the add page are populated in the corresponding fields. The **Invoice ID** is NEXT until the bill is saved.

Credit to Cash Operations					Billir	ıg					â	: 🛛
My Billing Invoices	Header - In	fo 1 Line -	Info 1						New Window	/ Help	Persona	lize Page 🔺
Review Pending Transactions	Unit I	D	Invoice NEXT			Preta	x Amt	0.00 USD	1			
Bill Summary		Status	NEW	Q,		Invoice Date	06/22/2020	Cycle ID	DAILY	Q		- 1
Standard Billing		*Туре	SVC	Q		Source	ONLINE	۲. *Frequency	Once	~	D	- 1
Installment Bill Schedules		*Customer	0000000000039	۹.	View Activity	SubCust1		SubCust2				- 1
Create Installment Bills		*Invoice Form	University of Miami STANDARD	Q		From Date	ĺ	To Date				- 1
Recurring Bill Schedules	A	ccounting Date	06/22/2020			Pay Terms	NET	Q. Pay Method	Check		~	
Create Recurring Bills	11	Remit To	WELLS	Q,		Bank Account	W001	a ,				- 1
Copy Single Bill		Sales	TEAM	Q	Bi	II Inquiry Phone	305-375-4149	a ,				- 1
My Accounting ~		Credit	ANALYST	Q		Collector	COL	۹				- 1
V Accounting	Bi	illing Specialist		Q,	I	Billing Authority		۹				
My Reporting and Analysis ~	Go to: Notes		er Info 2 ess Entry	A	Address	Copy Ad Attachm	ents		Page			
	Summary	Bill S	earch	U	Line Search		Navigation Heade	r - Info 1	✓ Prev	Next		- 1
	Save	Notify Ref	iresh						A	dd L	Jpdate/Disp	lay 🗸

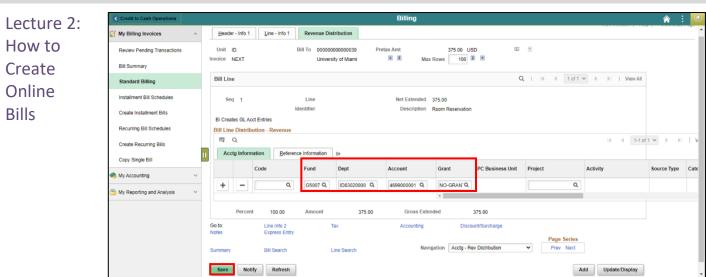
- 12. The **Cycle ID** is to determine when to generate the bill to send to the customer.
- 13. The Invoice Form will default based on the customer that is being billed.
- 14. The **Pay Terms** will default based on the customer that is being billed.
- 15. The **Bill Inquiry Phone** will default based on the business unit. This phone number will be printed on the bill that is sent to the customer.
- 16. Select the Address link.



- 17. The **Attention To, Location and Invoice Media** will default based on the customer that is being billed.
- 18. Select the Line Info 1 tab.

Credit to Cash Operations					Bill	ling			💼 : 🏠
My Billing Invoices	~	Header - Info 1	ne - Info 1	1					New Window Help Personalize Page
Review Pending Transactions		Unit ID		Bill To 000000000	000039 Pretax Amt		375.00 USD	题	
Bill Summary		Invoice NEXT		University of	f Miami 🔳 🖹	Max Rows	100 🗉 🔳		
Standard Billing		Bill Line					Q I H	4 1 of 1 🛩 🕨 🗵 View A	Л
Installment Bill Schedules								+ -	
Create Installment Bills			Seq	1	Line		Net Extended	375.00	
Recurring Bill Schedules		Ti	sble	Q, Ide	ntifier	Q	Description	Room Reservation	
Create Recurring Bills		Qua	ntity	5.0000	From Date				
Copy Single Bill	11	Unit of Mea	sure DAY	Q	To Date		1		
		Unit F	Price	75.0000	Line Type	REV 0	Accumulate		
My Accounting	~	Gross Exter	nded	375.00	Tax Code	0	Tax Exempt		
My Reporting and Analysis	~	Less Disco	ount	0.00	Exempt Cert		c	a.	
		Plus Surcha	irge	0.00					
		Net Exten	ded	375.00					
		VAT Amo	ount	0.00					
		Tax Amo	ount	0.00					
		Net Plus	Tax	375.00					
			e Info 2 press Entry	Tax	Acc	counting	Discount/Surcha	arge	

- 19. Enter the desired information in the **Description** field. This field is 30 characters in length and will be printed on the bill.
- 20. Enter the **Quantity, Unit of Measure and Unit Price** for the bill line. This information will be used to systematically calculate **Gross Extended Amount**.
- 21. To add another line, press the (+) button.
- 22. Select the Accounting link.



- 23. In the **Bill Line Distribution Revenue** grid, enter the corresponding **Fund, Department, Account and Grant** in which the bill line should be accounted for in the General Ledger.
- 24. To add another line, press the (+) button.
- 25. Select the Header Info 1 tab.

	Credit to Cash Operations							Bil	ling							â	:	٥
	My Billing Invoices	^	Header -	Info 1	Line -	Info 1							Ner	w Window Hel	l₽	Persona	lize Pag	e î
	Review Pending Transactions		Unit	ID		Invoice ID000	00029		Preta	x Amt	375.00	USD 🖭 🔲						
	Bill Summary				Status	RDY	Q		Invoice Date	06/22/2020		Cycle ID	DAILY	c	Q,			
	Standard Billing				*Туре	SVC	۹		Source	ONLINE	Q	*Frequency	Once	~				
	Installment Bill Schedules			*C	ustomer	000000000003	9 Q	View Activity	SubCust1			SubCust2						
	Create Installment Bills			*Invoi		University of Miam STANDARD	Q		From Date			To Date						
	Recurring Bill Schedules		_	Account	ing Date	06/22/2020			Pay Terms	NET	Q	Pay Method	Check			~	7	
	Create Recurring Bills	I	1	F	Remit To	WELLS	Q		Bank Account	W001	Q							
	Copy Single Bill				Sales	TEAM	Q		Bill Inquiry Phone	305-375-4149	e Q							
	My Accounting	~			Credit	ANALYST	Q		Collector	COL	Q							
	i my Accounting	Ť		Billing S	pecialist		Q		Billing Authority		Q							
C	My Reporting and Analysis	~	Go to: Notes Summary			er Info 2 ess Entry earch		Address Line Search	Copy Ar Attachn		Approva Header - Info		~	Page Series Prev Next				
			Save	Notify	Ref	resh								Add	Upd	ate/Disp	olay	

- 26. Once all details are entered on the bill, change the Status to RDY.
- 27. Select Save. The Invoice ID is now generated within the business unit.
- 28. Select the Approvals link.

informs

Lesson 1: Generate and Finalize Bills

- Lecture 2: How to Create Online Bills
- 28. Select Submit for Approval. The bill will be systematically approved as only bills that are related to installment plans go through approval. Select OK.
 - 29. Once the invoice is saved in an *RDY* status, a batch process will run to finalize the invoice, generate the PDF to be printed or emailed to the customer, create an open item in Accounts Receivable and post the accounting entries to the General Ledger.

					INVOICE
Please Remit To: Miami-Dade Information 5680 SW 87th Ave Miami, Florida, 33173 305/596-8200	Technol	Invoi Cust Payr	ce Nun ce Date omer N nent Te Date	e lumber	IT00003080 November 17, 2021 WS Net 30 December 17, 2021
Bill To: MAMI-DADE WATER & JEMIMA JEAN-CHARLE 3071 SW 38TH AVE MIAMI FL 33146	s 🔿			IT DUE:	302.95 USD
United States	Sar	npl	0		
Line Identifier	Description	Qty	UOM	Unit Amount	Net Amount
1	TAS00000176719	1.00	EA	292.00	\$292.00
2	TAS00000176719	1.00	EA	10.95	\$10.95
				Total	\$302.95



Lecture 2: Training Activity 1

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions Please refer to Activity 1 on the FIN 203 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it on their workstation using the INFORMS training environment. The instructors will explain how to log into INFORMS.

The Users will perform the activity by following the FIN 203 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available if the users have questions.

Invoices



Lesson 1: Generate and Finalize Bills

Lecture 3: Once a bill has been finalized, the details can be reviewed. There are two pages used to review the billing details:

Adjust The **Bills Invoiced** page is used to review all bills invoiced by customers.

1. Navigate to the **Bills Invoiced** page: **Finance / Supply Chain Tile > Credit to Cash Operations Tile > Billing Tile > My Reporting and Analysis > Bills Invoiced**

Credit to Cash Operations					Billing					🏫 i 🙋
My Billing Invoices	Bills Invoice	d							New Window	Help Personalize Pag
🧆 My Accounting	~ "Un	it ID	Q	"Curre	ency Option Transact	ion Currency	*	-	_	
🏐 My Reporting and Analysis	∽ *Bill T	o Customer	•		*1D 0000000	0000039	Q		V Q	Search
Bills Not Invoiced	15 IV					1 To 1	Of 1		375.00/ 375	00
Bills Invoiced	Bill Search Res	ults								
Print Pro Forma	Details	References	II>							14 4 1-1 of 1 🗸
Reprint Invoices	11 Select	Туре	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency	Created By
	0	SVC	INV	ONLINE	ID0000029	N	06/22/2020	375.00	USD	MD_BI_DPT_PRCSR
	Summary Line Info 1		leader Info 1 ax		ddress ccounting	Copy Address Discount/Surcharge		Header N Line Note		Line Search
	Notify	tefresh								

- 2. The Business Unit will default based on the users.
- 3. Enter the **Customer ID** in which the billing inquiry is desired.
- 4. Select **Search**. All billed invoices for the specified customer will be displayed.



Lecture 3: The **Review Entries by Invoice** page is used to review accounting entries by invoice.

- How to Adjust Invoices
- 1. Navigate to the Review Entries by Invoice page: Main Menu > Finance / Supply Chain (FSCM) > Credit to Cash Operations > Billing > My Accounting > Review Entries by Invoice

Credit to Cash Operations	Billing	â	:	٥
My Billing Invoices ~	Accounting Entries by Invoice	New Window	<i>N</i>	Help
🧐 My Accounting 🔷 🗠	Enter any information you have and click Search. Leave fields blank for a list of all values.			
Review Entries by Invoice	Find an Existing Value			
Review Entries by Journal	▼ Search Criteria			
Correct Entry Type	Business Unit = V ID Q,			
Correct Staged Acctg Errors	Invoice begins with v ID0000029 Q			
Correct Budget Check Errors				
Solution My Reporting and Analysis	II Search Clear Basic Search 📽 Save Search Criteria			

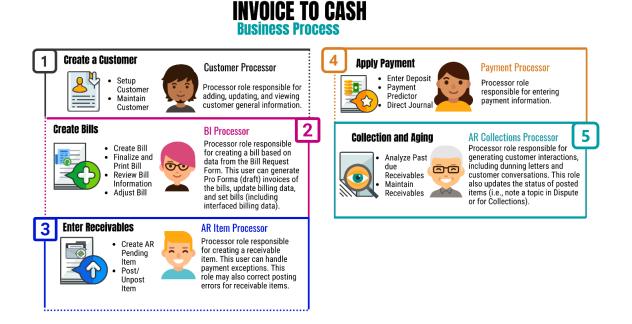
2. Select **Search**. Accounting details related to the invoice will be displayed.

Credit to Cash Operations					Bil	ling					🏫 i 🥑
My Billing Invoices	~	Review E	ntries by Invoic	e						New Window	Help Personalize Page
🥎 My Accounting	^	Unit ID	,	Bill To 0000000	0000039	Invoic	e Amt	375.00 US	D	1 :2	
Review Entries by Invoice		Invoice ID00	000029	University	y of Miami						
Review Entries by Journal		Accounting								14 4	1-2 of 2 🗸 🕨 🕨
Correct Entry Type		Acctg Inf	ormation Trans	action Amounts	iscounts/Surch	arge <u>J</u> ourna	I Information	n <u>R</u> eference Infe	ormation >		
Correct Staged Acctg Errors		GL Unit	Acctg Date	Туре	Fund	Dept		Account	Grant	PC Business Unit	Project
Correct Budget Check Errors		MDADE	06/22/2020	Accounts Receivable	G5007	ID03020000		113100000	NO-GRANT		
My Reporting and Analysis	~ "	MDADE	06/22/2020	Recognized Revenue	G5007	ID03020000		4699000001	NO-GRANT		
									4		
			Total Debits		375.00	USD		Total Credits		-375.00 USD	
		Return to Se	earch Notify								

Lecture 3: How to Adjust Invoices Bills will sometimes require adjustments. However, when an invoice requires adjusting, the users can make these changes directly through INFORMS Billing. In Billing, any entry in INFORMS, even those that have already been partially or fully paid, has the capability of being adjusted. This gives the users a wide range of options in creating adjustments, including:

- Crediting the entire bill and rebilling in a single action
- Selecting only specific lines to credit and rebill
- Adding lines of activity and rebilling
- Creating new entry types and reasons with the bill
- Calculating new totals

Adjustments can be made to a bill at any time; however, any adjustment will delete the current bill and create a new one to take its place.



Invoices

Lesson 1: Generate and Finalize Bills

Lecture 3: When crediting an entire bill, it reverses the original invoice and adjusts the General Ledger accounting entries accordingly. There are two options available for crediting an entire bill:
 Adjust
 Creating a credit that only reverses the original invoice

• Creating a credit for the original invoice and creating a copy of the original invoice to modify to reflect the correct billing information

The **Adjust Entire Bill** page allows the users to select the necessary adjustment action for a particular bill. An adjustment reason is also necessary for any changes that are made to a bill.

1. Navigate to the Adjust Entire Bill page: Main Menu > Finance / Supply Chain (FSCM) > Credit to Cash Operations > My Billing Invoices > Adjust Entire Bill

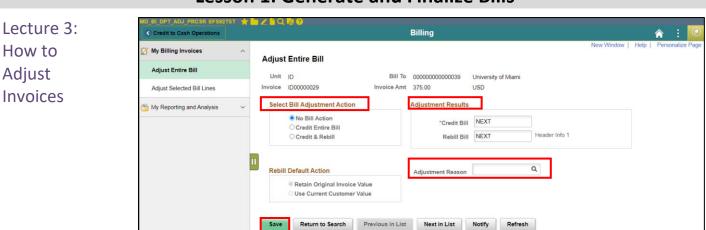
Credit to Cash Operations	Billing	
My Billing Invoices	Adjust Entire Bill	New Window Help
Standard Billing	Enter any information you have and click Search. Leave fields blank for a list of all values.	
Adjust Entire Bill	Find an Existing Value	
Adjust Selected Bill Lines	▼ Search Criteria	
😁 My Reporting and Analysis 🗸 🗸	Business Unit = v AD Q	
	Invoice begins with v	
	Customer begins with v Q	
	Contract begins with v	
	Case Sensitive	
	Search Clear Basic Search III [®] Save Search Citeria	

- 2. The Business Unit will default based on the users
- 3. Enter the Invoice ID, if known
- 4. Enter the Customer ID, if known
- 5. Enter the Contract ID, if applicable
- 6. Select **Search.** The results of the search will display below. If none of the parameters are known, all invoices within the business unit that can be adjusted will be displayed.
- 7. The Adjust Entire Bill page is displayed.

How to

Adjust

Invoices



Lesson 1: Generate and Finalize Bills

- 8. In the Select Bill Adjustment Action section, select the appropriate action for the adjustment.
 - If the entire bill is to be credited and no new bill generated, select Credit Entire **Bill**. This will offset the existing bill and close out the open receivable.
 - If the bill should be credited and a new bill generated, select Credit & Rebill. This will offset the existing bill, close out the open receivable and create a new bill.
- 9. In the Adjustment Result section, populate the fields with the appropriate invoice numbering logic.
 - For the Credit Bill field, the value should be NEXT. This will create a credit bill utilizing the next Invoice ID within the automatic numbering.
 - For the Rebill Bill field, the value should be NEXT or a free-form value utilizing the original invoice ID (i.e. ID00000029-A). This will create a new bill utilizing the next Invoice ID within the automatic numbering (if NEXT is used) or a new bill with the specified ID.
- 10. In the Adjustment Reason field, select the appropriate reason for the adjustment.
- 11. Once the fields are populated, the users must Select Save. This will complete the action selected.



12. After Selecting save, the users can review the newly created bill by Selecting the **Header** Info 1 link.

Crust Is Cash Operations						Billing						A 1
S My Billing Invoices	-	144	aler-tate t	- 1000 T						tere fibribies 1 1	1.04	realitie Pag
Adjust Entire Bill				****** \$2000	0000		Pres	14 K. AV11	375.00	040 N T		
Adjust Selected Bill Lines			Trance	ROY	9,		invoice.Date		171	Carrie ID	EMIL!	
			-7,04	SVC	9,		Source	ONLINE	- Q.	Trequency	Orca	
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					Normative Insulation (10)						Page No.	

- 13. The **Credit** bill will be created in the status of *RDY*. Select **Approvals** and submit it for approval. When the batch process runs to finalize bills, the credit bill will be finalized, the corresponding open receivable will be closed and the reversal accounting entries will be posted to the general ledger.
 - a. Select **Submit for Approval**. The bill will be systematically approved as only bills that are related to installment plans go through approval. Select **OK**.
- 14. The **Rebill** bill will be created in the status of *NEW*. The users must review the details of the bill, make any necessary updates, change the status to *RDY*, Submit for Approvals and save the bill. When the batch process runs to finalize bills, the rebill will be finalized, the corresponding open receivable will be open and the accounting entries will be posted to the general ledger.

When processing a refund, create a credit memo to credit out the original invoice and then contact the AP Team to create a voucher to pay the refund.



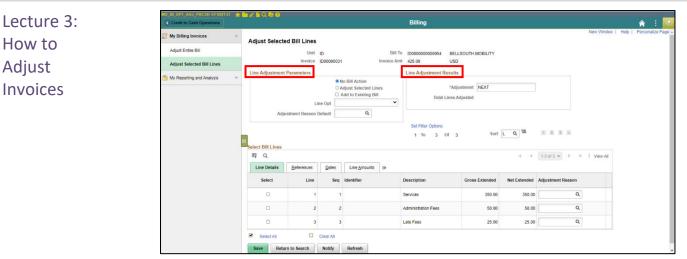
Lecture 3: While adjusting an entire bill can be useful, sometimes a bill only needs adjustments within the bill lines. In this case, using the process detailed above may be too time consuming. Using the lines adjustment action allows the users to search and adjust specific lines, without needing to adjust any other information.

The **Adjust Selected Bill Lines** page allows the users to make adjustments to and add additional lines. The tabs organize the line information so the users can easily view and adjust any areas needing attention.

1. Navigate to Adjust Selected Bill Lines: Finance / Supply Chain (FSCM) > Credit to Cash Operations Tile > Billing Tile > My Billing Invoices > Adjust Selected Bill Lines

Credit to Cash Operations	Billing	A : 0
My Billing Invoices	Adjust Selected Bill Lines	New Window Help
Standard Billing	Enter any information you have and click Search. Leave fields blank for a list of all values.	
Adjust Entire Bill	Find an Existing Value	
Adjust Selected Bill Lines	▼ Search Criteria	
My Reporting and Analysis ~	Business Unit = v (4D Q,	
	Invoice begins with 🗸	
	Customer begins with 🛩 🔍	
	Contract begins with 🗸	
	Case Sensitive	
	1 Search Clear Basic Search 📽 Save Search Criteria	

- 2. The Business Unit will default based on the users.
- 3. Enter the Invoice ID, if known.
- 4. Enter the **Customer ID**, if known.
- 5. Enter the **Contract ID**, if applicable.
- 6. Select **Search.** The results of the search will display below. If none of the parameters are known, all invoices within the business unit that can be adjusted will be displayed.
- 7. The Adjust Selected Bill Lines page is displayed.



- 8. In the **Line Adjustment Parameters** section, select the appropriate action for adjustment.
- Users must select the Adjust Selected Lines option to adjust the bill
- Check the **Add to Existing Bill** option if the billing line should be added to an existing bill that has not yet been finalized and sent to the corresponding customer
- In the Line Option field, select the appropriate option
 - o Create Net Adjustment Only: Creates one adjustment line
 - Create Reversal and Rebill: Creates two lines, one that credits the original line chosen and one that reflects the adjustment (most common option as it provides detail to the customer of the reversed line and the rebilled line)
 - **Credit Line:** Creates one line with a reversal of the amounts from the original line chosen
 - In the Adjustment Reason Default field, select the appropriate reason
- 9. In the **Line Adjustment Results** section, populate the field with the appropriate invoice numbering logic.
- For the **Adjustment** field, the value should be **NEXT** or a free-form value utilizing the original invoice ID (i.e. ID00000029-A). This will create a new bill utilizing the next Invoice ID within the automatic numbering (if NEXT is used) or a new bill with the specified ID.



Lecture 3: 10. In the Select Bill Lines section, select the appropriate lines for adjustment by Selecting the checkbox next to the line. Upon selecting the line, the Adjustment Reason will default to the line.

Invoices

MD_BLOPT_ADJ_PRCSR EFS92TST 🛔	A CONSTRUCTION										
Credit to Cash Operations	-				Billing						🔺 E 🔽
My Billing Invoices	Adjust Selecte	ed Bill Lines							New Window	Help	Personalize Page
Adjust Entire Bill		Unit	ID	Bill	To ID00000000054	BELLSOUTH MOBILITY					
Adjust Selected Bill Lines		Invoice	ID0000031	Invoice A	mt 425.00	USD					
My Reporting and Analysis V	Line Adjustment	Parameters			Line Adjustment Re	esults					
Wy Reporting and Analysis *				lo Bill Action Idjust Selected Lines		*Adjustment NEXT					
			0,	Add to Existing Bill	Total L	ines Adjusted					
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	Adj	ustment Reason I	Default RE	TURN Q							
					Set Filter Options						
					1 To 3 C	of 3 Sort	LQ				
	Select Bill Lines										
	m, Q						14	1-3 of 3 👻 🕨 🕨	I View All		
	Line Details	Beferences	Dates	Line Amounts II>							
	Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason			
	0	1	1		Services	350.00	350.00	٩			
	0	2	2		Administration Fees	50.00	50.00	٩			
	•	3	3		Late Fees	25.00	25.00	RETURN Q			
	Select All		Clear All								
	Save Retu	m to Search	Notify	Refresh							

- 11. Once the fields are populated, the users must select **Save**. This will complete the action selected.
- 12. After Selecting save, the users can review the newly created bill by Selecting the **Header** Info 1 link.

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- Lecture 3: 13. The adjusted bill will be created in a status of **NEW**. The users must review the details of the bill, make any necessary updates and change the status to **RDY**.
- Adjust 14. Save the bill.
- Invoices 15. When the batch process runs to finalize bills, the credit bill will be finalized, the corresponding open receivable will be closed and the reversal accounting entries will be posted to the general ledger.



Lecture 3: Training Activity 2

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions Please refer to Activity 2 on the FIN 203 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it on their workstation using the INFORMS training environment. Instructors will explain how to log into INFORMS.

The Users will perform the activity by following the FIN 203 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available if the users have questions.



Lesson 1: Training Exercise

Debrief 1. True or false? A Proforma is used to review a bill before sending it to a customer.





Lesson 1: Lesson Summary

Lesson Having completed the Generate and Finalize Bills lesson, users should be able to:

Summary

- Create Interface BillsCreate Online Bills
- \checkmark
- Adjust Invoices



Module 3: Interdepartmental Billing

Lessons This module includes the following lessons:

- Interdepartmental Billing Process
- Creating a Manual Interdepartmental Bill
- Creating a Contract Related Interdepartmental Bill



Lesson 1: Interdepartmental Billing Process

- Lesson 1: At the conclusion of this lesson, users will be able to:
- Recognize the Interdepartmental Billing Process
 - List the other submodules which integrated with Interdepartmental Billing



Lesson 1: Interdepartmental Billing Process

Key Terms The following key terms are used in this Lesson:



The following key terms are used in this lesson.

Term	Definition
Adjust Bill and Rebill	The Adjust Bill process enables them to adjust bills by crediting and optionally rebilling an invoice. Rebilling allows them to review, update and finalize bills using the same process flow as new bills.
Bill Header	Bill Header contains information that applies to the whole invoice and includes information such as Bill Type, Customer, Source and Payment Terms.
Bill Lines	The Bill Line contains information that applies only to specific items that are being billed such as Description, Quantity and Price.
Billing Interface	The billing interface enables automatic creation of a bill using data from other INFORMS modules, such as INFORMS Project Costing, or an external system, such as ISD M5.
Bill	Bill issued by Miami Dade County after having provided goods or services to the customer. Previously known as Invoice.
Online Bill Entry	Online bill entry is the manual method of entering bill header and line information into INFORMS. Bill headers contain the information that applies to the whole invoice and bill line information applies to the specific items that are being billed.

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Lesson 1: Interdepartmental Billing Process

Lesson 1: Interdepartmental Bills are created from one department to another.

Interdepartmental Billing Process

Within INFORMS, each department is created as a customer. The department being billed is a customer. The department doing the billing is the billing business unit. An invoice is created using the Billing module. When creating the invoice, by selecting another department as the customer, the transaction is flagged as Interdepartmental. An Interdepartmental transaction allows payment processes to be completed automatically with batch jobs. The clearing process is performed automatically, with the corresponding funds moved in the general ledger.

There are three ways to create an interdepartmental bill:

- 1. Online, manual creation (detailed in lesson 2).
- 2. Project costing related IBs and will come through a customer contracts integration (detailed in lesson 3).
- 3. Interface file for an interdepartmental bill (system to system integration).
- This process follows the same steps as a regularly interfaced bill, explained in module 2.

There are two types of interdepartmental bills:

- Manual interdepartmental bills
 - These types of charges typically do not have cost rates/personnel rates associated with the bill
 - Examples of these charges include telephone services paid by ITD and charged back to the individual departments
- Contract Related interdepartmental bills
 - These types are charges are usually associated to a cost rate/personnel rate and may include mark-ups and originate from the INFORMS Project Costing module
 - Examples of these charges include services provided by ITD personnel for the installation of technology within another department

Process



Lesson 1: Interdepartmental Billing Process

Lesson 1:Bills can be located using the Bill Entry page. Search criteria, such as Status, Customer,Interdepart-Contract and Invoice, are used to perform the search.

mental Billing Integration with other Modules

Billing is integrated with other modules in the INFORMS system. Billing transaction details are sent to General Ledger and other sub-modules (e.g. Projects and Customer Contracts).

Process Overview

Interdepartmental bills are created with a gross amount equal to zero. There will be lines in the bill for the charges to the billed departments and offsetting lines for the billing department. The following lessons will go into detail on the creation of interdepartmental bills.

Once the interdepartmental bill is created and finalized, the information will be sent via the batch process to the general ledger. The departments will be able to see journals created that will show a debit to the billed department's expense accounting structure and a credit to the billing department's revenue accounting structure.



Lesson 1: Training Exercise

Debrief

1. For an Interdepartmental Billing transaction, who is the business unit?



2. For an Interdepartmental Billing transaction, who is the customer?



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Lesson 1: Lesson Summary

Lesson Having completed the Interdepartmental Billing Process lesson, users should be able to:

- Summary
- Recognize the Interdepartmental Billing ProcessList the other submodules which integrated with Interdepartmental Billing





Lesson 2: Creating a Manual Interdepartmental Bill

- Lesson 2: At the conclusion of this lesson, users will be able to:
- Overview
- Understand the purpose of creating an Interdepartmental Bill
 - Create a manual Interdepartmental Bill



Lesson 2: Creating a Manual Interdepartmental Bill

Key Terms The following key terms are used in this Lesson:



Term	Definition
Interdepartmental Bill	A bill that is created to charge another department for goods or services rendered.
Internal Customer	A customer who is considered within the County (i.e. all departments excluded Water and Sewer, Aviation, Public Housing).

mental Bill

Lesson 2: Creating a Manual Interdepartmental Bill

Lesson 2:Creating Interdepartmental Billing transactions is the process of a business unitCreating a(department) billing another general ledger business unit (department) for products or
services provided. When this activity occurs, accounting entries must be made that
reflect activity for the departments involved, but do not affect the County as a whole.

When Interdepartmental billing occurs, accounting entries must be made to reflect balanced activity for the departments involved.

When creating an Interdepartmental Bill, the end-users must select an Interdepartmental customer that represents the Bill To general ledger business unit. The Interdepartmental customers have already been preconfigured into INFORMS.

Outlined below is the process required to enter a manual Interdepartmental Bill:

1. Navigate to the Standard Billing page: Finance / Supply Chain (FSCM) > Credit to Cash Operations Tile > Billing Tile > My Billing Invoices > Standard Billing

Credit to Cash Operations	Billing	🔶 E 😭
My Billing Invoices	Bill Entry	New Window Help
Update Billing Worksheet		
Review Pending Transactions	Eind an Existing Value Keyword Search Add a New Value	
Bill Summary	Business Unit ID Q	
Standard Billing	Invoice NEXT	
Review Contract/Project Bills	Bill Type Identifier ID Q,	
Installment Bill Schedules	Bill Source ID Q	
Create Installment Bills	Customer PR Q	
Recurring Bill Schedules	Invoice Received Date 06/29/2020	
Correct Interface Errors	Accounting Date 06/29/2020	
Create Recurring Bills		
Copy Single Bill	Add	
My Accounting 🛛 🗸 🗸		

- Use the Add a New Value tab to create a new interdepartmental bill
- 2. The Business Unit will default based on the users
- 3. Invoice ID will be 'NEXT'. INFORMS utilizes autonumbering for invoices.
- 4. Enter the **Bill Type Identifier**. For interdepartmental bills, this value should *always* be '**ID**'.
- 5. Enter the **Bill Source.** For interdepartmental bills, this value should *always* be 'ID'.

mental Bill

Lesson 2: Creating a Manual Interdepartmental Bill

- Lesson 2:
 Creating a Manual
 Enter the Customer. This value should correspond to the department that is being billed. Reminder: Only customers identified in the master customer record as internal customers are valid to use on interdepartmental bills.
- Interdepart- 7. Enter the Invoiced Received Date.
 - 8. Enter the Accounting Date.
 - 9. Select Add. The Header Info 1 page is displayed.

Credit to Cash Operations						Bi	lling						â	
My Billing Invoices	^	Header -	Info 1	e - Info 1							Ne	w Window Help	Persona	dize Pa
Update Billing Worksheet	-	Unit	ID	Invoice NE	EXT		Preta	ax Amt	0.00	USD 🔠 🕅				
Review Pending Transactions			Statu	s NEW	Q		Invoice Date	06/29/2020		Cycle ID	DAILY	٩		
Bill Summary			*Тур	e ID	Q		Source	ID	Q	*Frequency	Once	*		
Standard Billing			*Custome	r PR	٩	View Activit	y SubCust1			SubCust2				
Review Contract/Project Bills			*Invoice Form	Parks STANDARD	٩		From Date			To Date		**		
Installment Bill Schedules		<u>г</u>	Accounting Dat	e 06/29/2020			Pay Terms	NET30	٩	Pay Method	Check		~	
Create Installment Bills	11		Remit T	o WELLS	Q		Bank Account	W001	Q					
Recurring Bill Schedules			Sale	s TEAM	Q		Bill Inquiry Phone		Q					
			Cred	it ANALYST	Q		Collector	COL	Q					
Correct Interface Errors			Billing Specialis	ut .	Q		Billing Authority		Q,					
Create Recurring Bills														
Copy Single Bill		o to: otes		ader Info 2 press Entry		Address	Copy A Attache					Page Series		
My Accounting	* Su	immary	Bill	Search		Line Search		Navigation	Header - Info 1		~	Prev Next		
My Reporting and Analysis	~	Save	Notify F	Refresh								Add	Update/Dis	splay

10. Select the Line – Info 1 tab. The line details page will be displayed.

Credit to Cash Operations				Billing		🔶 i 🖍
My Billing Invoices	^	Header - Info 1				New Window Help Personalize Page
Update Billing Worksheet Review Pending Transactions Bill Summary		Unit ID Invoice NEXT	Bill To PR Parks		00 USD 50	
Standard Billing		Bill Line			Q I IF 4 Toft > > I View Al	
Review Contract/Project Bills		Seq Table	1 Line Q, Identifier	٩	Net Extended 0.00 Description	
Create Installment Bills Recurring Bill Schedules	1	Quantity Unit of Measure Unit Price	Q. 0000	From Date	C Accumulate	
Correct Interface Errors Create Recurring Bills		Gross Extended	0.00	Tax Code	Tax Exempt	
Copy Single Bill		Less Discount Plus Surcharge	0.00	Exompt Cert	Q,	
🧠 My Accounting	140	Net Extended	0.00			
My Reporting and Analysis	. •	VAT Amount Tax Amount	0.00			
		Net Plus Tax	0.00			
		Ge to: Line Into 2 Notes Express Ent	Tax	Accounting	Discount/Surcharge	

- 11. Enter the **Bill Line** details for line 1. This information should correspond to the revenue information of the billing department.
- Enter the **Description**. This information should correspond to what is being charged.
- Enter the **Quantity**.

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Lesson 2: Creating a Manual Interdepartmental Bill Enter the Unit of Measure. Lesson 2: • Enter the Unit Price. Creating a Hit the **Enter** key on the keyboard. The **Gross Extended Amount** will be calculated. Manual Interdepart-12. Select the '+' icon to add the details corresponding to the department that is being mental Bill billed. • Enter the **Description**. This information should correspond to what is being charged. Enter the **Quantity**. • Enter the Unit of Measure. Enter the **Unit Price**. This field should be a *negative* amount equal to the amount • entered in bill line 1. Hit the Enter key on the keyboard. The Gross Extended Amount will be calculated.

- 13. Repeat step 12 for any additional line that should be billed to a department. All revenue lines must equal the total of all expense lines, resulting in a zero-dollar bill.
- 14. Go to the Navigation drop down menu and select Line Project Info.
- 15. Under the **Project ChartFields** section enter the project values corresponding to the department(s) affiliated with Project Costing.

NOTE: If your department is **not using Project Costing**, **but is billing a department associated with Project Costing** make sure the **Project Charfields** section is completed for the billing department on the expense side.

۲	Credit to Cash Operations									Billin	ıg				4
>	My Billing Design	× Î		Unit	ID			Bill To	PR	Pretax		(0.00 USD	3 2	
ê	My Customers	~	In	voice	NEXT				MIAMI DADE PARK & RECREATION	2		Max Rows	100 🕱 🗷		
3	My Billing Invoices	^		Bill Li	ne								Q	1-2 of 2 🗸 🕨	▶ I View 1
	Update Billing Worksheet			Seq	1		Line				Net Extended		10.00		+ -
	Review Pending Transactions			Table		Q.	Identifie		Q		Description				
	Express Billing				S	tart Date			Trans	iction ID			Project Chartfields		
	Bill Summary				E	and Date			Billin	ı Plan ID		٩	PC Bus Uni	Project Info	Q
	Standard Billing				Activ	vity Type				BP Line		-	Projec		٩
	Review Contract/Project Bills		Ш						Contracto Dural				Activity	у	Q
	Installment Bill Schedules					ID			Contracts Busin	ess Uni			Source Type	e	Q,
	Create Installment Bills				PPD	AddSeq				Contract	t	م	Category	у	۹
	Recurring Bill Schedules				Occ	currence			Progress Payr	ent Seq			Subcategory	У	۹
	Review Interface Completions	ł			System	n Source							Analysis Type	6	۹

16. Select on the Accounting link. The accounting distribution page will be displayed.

Lesson 2:	Credit to Cash Operations	Billing	🏫 : 🧕
	My Billing Invoices	Header - Info 1 Line - Info 1 Revenue Distribution	New Window Help Personalize Page 🔺
Creating a Manual Interdepart- mental Bill	Update Billing Worksheet Review Pending Transactions	Unit ID Bill To PR Pretax Amt 0 00 USD ID E Invoice NEXT Parks IE Max Rows 100 II II	
	Bill Summary	Bill Line Q I I II → [1 of 2 🕶 🕨 🕅 🛛 View All
	Standard Billing Review Contract/Project Bills Installment Bill Schedules	Seq 1 Line Net Extended 650.00 Identifier Description Services Bi Creates GL Acct Entries	
includi bili	Create Installment Bills Recurring Bill Schedules	Bill Line Distribution - Revenue	H
	Correct Interface Errors	Code Fund Dept Account Grant PC Business Unit Project	Activity Source Type Cat
	Create Recurring Bills	G5007 Q ID03020000 Q 4412000002 Q NO-GRAN Q	Q,
	Copy Single Bill	Percent 100.00 Amount 650.00 Gross Extended 650.00	
	My Reporting and Analysis ~	Go to: Line Info 2 Tax Accounting Discount/Surcharge Notes Express Entry Page S Summary Bill Search Line Search Narigation Page S	
		Notify Refresh	Add Update/Display +

Lesson 2: Creating a Manual Interdepartmental Bill

- 17. In the **Accounting Information** tab, enter the accounting distribution details in the corresponding fields. Sequence 1 should be the *revenue* details of the billing department.
- Enter the **Fund**.
- Enter the **Department**
- Enter the Account
- Enter the Grant
- 18. Select the arrow in the **Bill Line** grid to update the accounting details for Sequence 2. These fields should correspond to the *expense* details of the department being billed.
- Enter the **Fund**.
- Enter the Department
- Enter the Account
- Enter the Grant
- 19. Repeat steps 15-16 for any additional line that was added.

Lesson 2: Creating a Manual Interdepartmental Bill

20. Select the Header – Info 1 tab to finalize the bill.

Lesson 2:

- Creating a Manual Interdepartmental Bill
- 21. Update the status to *RDY*. Validations will be performed to ensure the following:
- The **Customer** on the bill must be an internal customer. If no, an error message will be displayed and the bill cannot be saved in an *RDY* status.
- The bill total must be equal to zero. If not, an error message will be displayed and the bill cannot be saved in an *RDY* status.

Credit to Cash Operations			Billir	9			r : 🖸
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Installment Bill Schedules	Accounting Date	05/29/2020	Pay Term	s NET30 Q	Pay Method Check	* ~	· •
Create Installment Bills	Remit To	WELLS Q	Bank Accou	nt W001 Q,			
Recurring Bill Schedules	11 Sales	TEAM Q	Bill Inquiry Phot	e Q			
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- 22. Select the Approvals link.
- 23. Select **Submit for Approval**. The bill will be auto-approved as it does not meet the criteria for an approval workflow.
- 24. Once the bill is successfully saved in an *RDY* status, a batch process will run to finalize the bill. The accounting entries are posted to the general ledger. However, no open receivable is generated as the expense and revenue accounting details will offset upon posting to the general ledger.

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Lesson 2: Training Activity 3

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions Please refer to Activity 3 on the FIN 203 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it on their workstation using the INFORMS training environment. Instructors will explain how to log into INFORMS.

Users will perform the activity by following the FIN 203 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available if the users have questions.



Lesson 2: Training Exercise

Debrief

1. In this scenario, who is the business unit?



2. In this scenario, who is the customer?

3. What should the bill total amount be for an interdepartmental bill created manually by an end user?



Lesson 2: Lesson Summary

Lesson Summary Having completed the Creating a Manual Interdepartmental Bill lesson, users should be able to

- \checkmark
- Understand the purpose of creating an Interdepartmental Bill
- Create an Interdepartmental Bill
- Recognize the customer roles in any given Interdepartmental Billing transaction



- Lesson 3: At the conclusion of this lesson, users will be able to:
- Overview Create a contract related interdepartmental bill



Key Terms The following key terms are used in this Lesson:



Term	Definition
Contract Related Interdepartmental Bill	A bill that is created to charge another department for goods or services rendered, which is originated from the INFORMS Customer Contracts module.

Lesson 3: Creating a Contract Related Interdepartmental Bill Another source for interdepartmental bills will originate from the INFORMS Customer Contracts module. When a department needs to bill for personnel charges based on pre-set rates, the department will set up the information on a contract. A project and activity will be associated to the contract. Based on data entered in INFORMS against the specified project and activity (i.e. Purchase Orders, Vouchers), the data is collected in Project Costing. This will be performed via batch processing.

When ready, the project's information is populated within the contract module to collect the costs of the bill. After the data is cost collected, a batch process will transfer the information from contracts and populate the interface tables within INFORMS billing. Similar processing will follow based on the interface bill lesson in module 2.

- Navigate to the Update Billing Worksheet page: Finance / Supply Chain (FSCM)
 > Credit to Cash Operations Tile > Billing Tile > My Billing Invoices > Update Billing Worksheet
- 2. Select the Set Filter Options link.

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🕅 My Billing Invoices 🗸 🗸	Worl	ksheet Headers	Line Details						Ne	w Window Help Personalize Pag
Update Billing Worksheet		Business U	nit							
Review Pending Transactions	To chang		aria, dick Set Filter O	options.	Set F	Filter Options		Search		
Bill Summary		Level Detail							4 4 151	of 1 🗸 🕨 🖹 🛛 View All
Standard Billing		Contract	Project	Letter of Credit	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
Review Contract/Project Bills				ID.						
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Recurring Bill Schedules	Go to:		Contract/Project Bills	5	Letter of Cre	edit Summary				
Correct Interface Errors	Save	Notify	Refresh							
Create Recurring Bills	Workshei	et Headers Line	Details							
Copy Single Bill										
My Accounting										
My Reporting and Analysis										



Lesson 3: Creating a Contract Related Interdepartmental Bill

- 3. Enter the **Business Unit**. This will be the department responsible for creating the bill.
- 4. Enter the **Contract ID**.
- Interdepartmental 5. Select Search. All billing worksheets meeting the criteria will be displayed.

Credit to Cash Operations			Filter Optio	ns			×		r : 🚺
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Update Billing Worksheet		_	Q		Through	Q,			
Review Pending Transactions	change Bill To Customer		ti			t t			
He	Accounting Date				Through				
Bill Summary	Invoice Received Date		Î		Through		- 1	IC 6 14	of 1 - F F I View All
Standard Billing	Billing Type		Q		Through	٩			
Review Contract/Project Bills	Bill Source	From	۹		Through	۹		orksheet	Header Info 1
Installment Bill Schedules	Contract Type	From	٩		Through	٩		00063	Δ
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Create Recurring Bills	LOC Doc ID	From		Q	Through	Q	- 1		
Copy Single Bill	Pretax Invoice Amt				Through				
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any necessariang	Date Added				Through	m	- 1		
My Reporting and Analysis ~	User 1		1		Through		- 1		
		Include Approve L Include Delete Lat			Thiodyn				
	Search	Save Search	Clear Sea	rch Return					

- 6. To review the details associated with the temporary bill, Select on the link in the **Billing Worksheet** column. This will display the temporary bill header and the department can verify the details. The temporary bill is a template that is used to create a bill.
- 7. Once the details have been verified, select the billing worksheet to approve by selecting the checkbox.

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Credit to Cash Operations				Bi	lling				🟫 i 🖸
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Review Pending Transactions	To change your search crite	ria, click Set Filter C	options.	Set F	itter Options		Search		
Bill Summary	Header Level Detail							14 4 15	of 1 🗸 🕨 🕨 🕴 View All
Standard Billing	ing og							14 4 32	OT 1 Y P P I VIEW AU
	Contract	Project	Letter of Credit	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
Review Contract/Project Bills									
Installment Bill Schedules	PARKS				330.00	USD	٩	TMP-0000063	Δ.
Create Installment Bills	Select All	Deselect	All						
Create instainment bits	Approve Now	Approve La	ater Dele	te Now	Delete Later				
Recurring Bill Schedules	Go to: Manage	Contract/Project Bill	s	Letter of Cre	dit Summary				
Correct Interface Errors	Save Notify	Refresh							
Create Recurring Bills	Worksheet Headers Line	Details							
Copy Single Bill									
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My Reporting and Analysis ~									



Lesson 3: Creating a Contract Related Interdepartmental Bill

8. Select the **Approve Now** button. A new bill will be created using the details on the temporary bill.

9. Select the icon in the **Header Info 1** column to review the newly created bill. This bill will be created in an *RDY* status.

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Review Pending Transactions	Status	RDY Q	Invoice Dat	e 🕅	Cycle ID DAILY	Q	
Bill Summary	*Type	ID Q	Sourc	e CONTRACTS Q	*Frequency Once	~	10 m
Standard Billing	*Customer	PR Q	▼ View Activity SubCust	1	SubCust2		
Review Contract/Project Bills	*Invoice Form	Parks STANDARD Q	From Dat	•	To Date	f	
Installment Bill Schedules	Accounting Date		Pay Term	s NET30 Q	Pay Method Check	k	v k
Create Installment Bills	Remit To		Bank Accourt	it W001 Q			
Recurring Bill Schedules	11 Sales		Bill Inquiry Phon				
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My Accounting	Summary Bill	Search	Line Search	Navigation Header - Info 1	• •	Prev Next	
My Reporting and Analysis	Save Return to Sear	ch Previous in List	Next in List Notify	Refresh		Add U	pdate/Display
	Header - Info 1 Line - Info 1						

- 10. Select the Approvals link.
- 11. Select **Submit for Approval**. The bill will be auto-approved as it does not meet the criteria for an approval workflow.
- 12. As this is a contract related interdepartmental bill, the following logic will be used when batch processing is executed:
- Verify the bill is interdepartmental with a **Bill Type** of '**ID**'.
- Verify the bill is contract related with a **Bill Source** of 'Contracts'.
- Verify the customer is internal.
- Upon batch processing, an offsetting bill line will be inserted to create a zerodollar bill.
- Based on the details configured on the project activity, the accounting details for the newly created line will be populated.
- After the offsetting line(s) are inserted, the bill will be finalized and the accounting entries will post to the general ledger. As this is an interdepartmental bill, no open item is created in accounts receivable.



Lesson 3: Training Exercise

Debrief

1. Can an interdepartmental bill be created for the external departments (Water and Sewer, Aviation, Public Housing)?



2. What is the dollar amount total of a manual, non-contract interdepartmental bill?



Lesson 3: Lesson Summary

Lesson Having completed the Creating a Contract Related Interdepartmental Bill lesson, users should be able to



• Create a contract related interdepartmental bill



Module 4: Course Summary

Course The Course Summary module covers three topics:

- Summary
- Course Content Summary
- Additional Training and Job Aids
- Course Evaluation





Module 4: Course Summary

Objectives Congratulations! You have completed the Create and Finalize Bills course. You now should be able to:

- Identify the End-to-End Process to Create and Finalize Bills
- Understand the process for creating recurring and installment bills
- Understand the process for creating an interdepartmental bill

Module 4: Course Summary

Additional Users may be eligible to take the following training courses based on their INFORMS roles:

Training • FIN 204 – Receivables Processing

and Job

Aids

User Productivity Kits

- Create Online Bills
- Adjusting Invoices
- Creating Manual Interdepartmental Bills

Users also have the following resources available:

• Create Contract Interdepartmental Bill

Job Aids

• N/A

For additional information, be sure to visit:

• Miamidade.gov/informs

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Module 4: Course Summary

Key Terms The following key terms are used in this course:

Term	Definition			
Adjust Bill and Rebill	The Adjust Bill process enables them to adjust bills by crediting and optionally rebilling an invoice. Rebilling allows them to review, update and finalize bills using the same process flow as new bills.			
Bill Header	Bill Header contains information that applies to the whole invoice and includes information such as Bill Type, Customer, Source and Payment Terms.			
Bill Lines	The Bill Line contains information that applies only to specific items that are being billed such as Description, Quantity and Price.			
Bill	Bill issued by Miami Dade County after having provided goods or services to the customer. Previously known as Invoice.			
Billing Interface	The billing interface enables automatic creation of a bill using data from other INFORMS modules, such as INFORMS Project Costing, or an external system, such as ISD M5.			
Contract Related Interdepartmental Bill	A bill that is created to charge another department for goods or services rendered, which is originated from the INFORMS Customer Contracts module.			
Interdepartmental Bill	A bill that is created to charge another department for goods or services rendered.			
Internal Customer	A customer who is considered within the County (i.e. all departments excluded WASD, AV, PH).			
Online Bill Entry	Online bill entry is the manual method of entering bill header and line information into INFORMS. Bill headers contain the information that applies to the whole invoice and bill line information applies to the specific items that are being billed.			