



Miami-Dade County

Manual Process for Grant Billing Job Aid

Version 1.0

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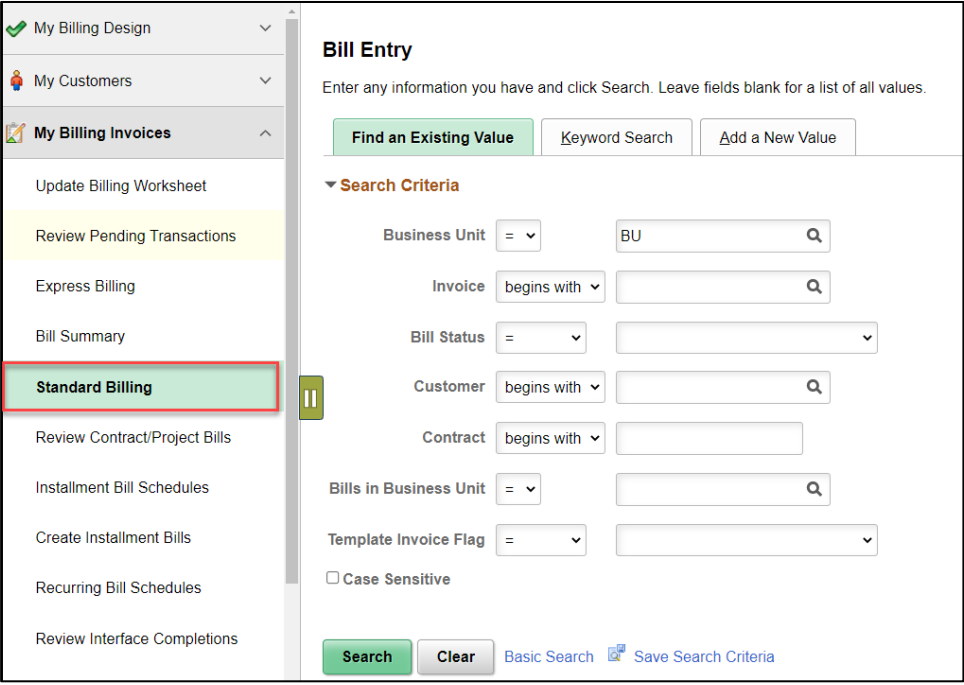
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PURPOSE AND DESCRIPTION

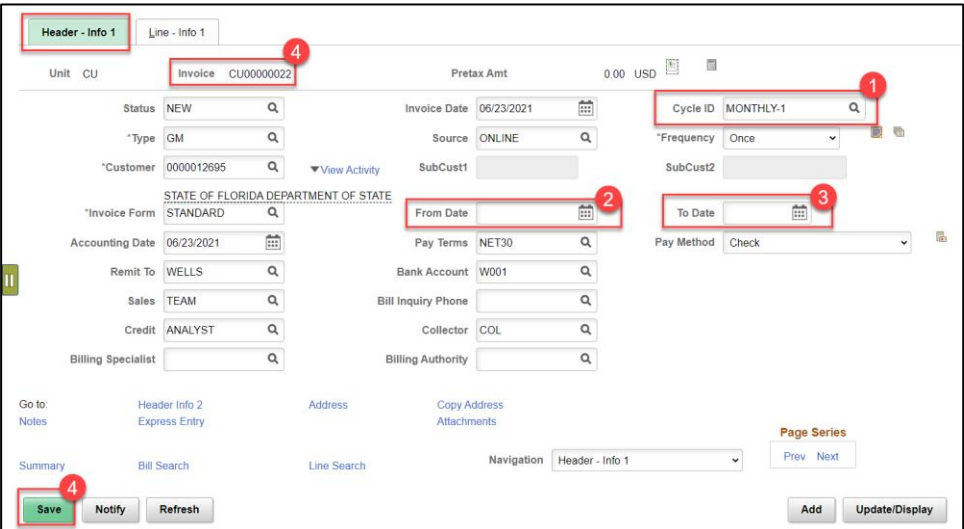
Purpose

This document explains the key activities involved in manually processing grant billing. It provides step-by-step procedural guidance to perform the activity.

ACTIVITY 1: MANUALLY PROCESS GRANT BILLING

Step	Action
1.	Navigate to Finance/supply Chain (FSCM) > Credit to Cash Operations > Billing > My Billing Invoices
2.	<p>Select Standard Billing</p>  <p>The screenshot shows the 'My Billing Invoices' interface. On the left, a sidebar menu lists various options: 'My Billing Design', 'My Customers', 'My Billing Invoices' (expanded), 'Update Billing Worksheet', 'Review Pending Transactions', 'Express Billing', 'Bill Summary', 'Standard Billing' (highlighted with a red box), 'Review Contract/Project Bills', 'Installment Bill Schedules', 'Create Installment Bills', 'Recurring Bill Schedules', and 'Review Interface Completions'. The main content area is titled 'Bill Entry' and includes a search bar with 'Find an Existing Value', 'Keyword Search', and 'Add a New Value' buttons. Below the search bar, there are several search criteria fields: 'Business Unit' (set to 'BU'), 'Invoice' (set to 'begins with'), 'Bill Status' (set to '='), 'Customer' (set to 'begins with'), 'Contract' (set to 'begins with'), 'Bills in Business Unit' (set to '='), and 'Template Invoice Flag' (set to '='). There is also a 'Case Sensitive' checkbox. At the bottom, there are 'Search' and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'.</p>

Step	Action
3.	<p>Complete the Add New Value tab</p> <ol style="list-style-type: none"> Confirm the Business Unit Bill Type Identifier Bill Source Customer Invoiced Receive Date Accounting Date <p>Select Save</p> <div data-bbox="370 688 815 1134"> <p>Bill Entry</p> <p>Find an Existing Value Keyword Search Add a New Value</p> <p>Business Unit: CU 1</p> <p>Invoice: NEXT 2</p> <p>Bill Type Identifier: GM 3</p> <p>Bill Source: ONLINE 4</p> <p>Customer: 0000012695 5</p> <p>Invoice Received Date: 06/23/2021 6</p> <p>Accounting Date: 06/23/2021 7</p> <p>Add 8</p> </div>

Step	Action
4.	<p>Complete the Header-Info 1 tab</p> <p>Note: Most of the information in the Header – Info 1 page will be automatically populated. Verify the data that defaults is correct and add the additional information needed.</p> <ol style="list-style-type: none"> Cycle ID (Billing Cycle) From Date, if applicable To Date, if applicable <p>Select Save</p> 
5.	Select the Line-Info 1 tab

Step	Action
6.	<p>Complete the Line – Info 1 tab</p> <ol style="list-style-type: none"> Description Quantity Unit of Measure Unit Price Gross Extended From Date, if applicable To Date, if applicable <p>Select Save</p>

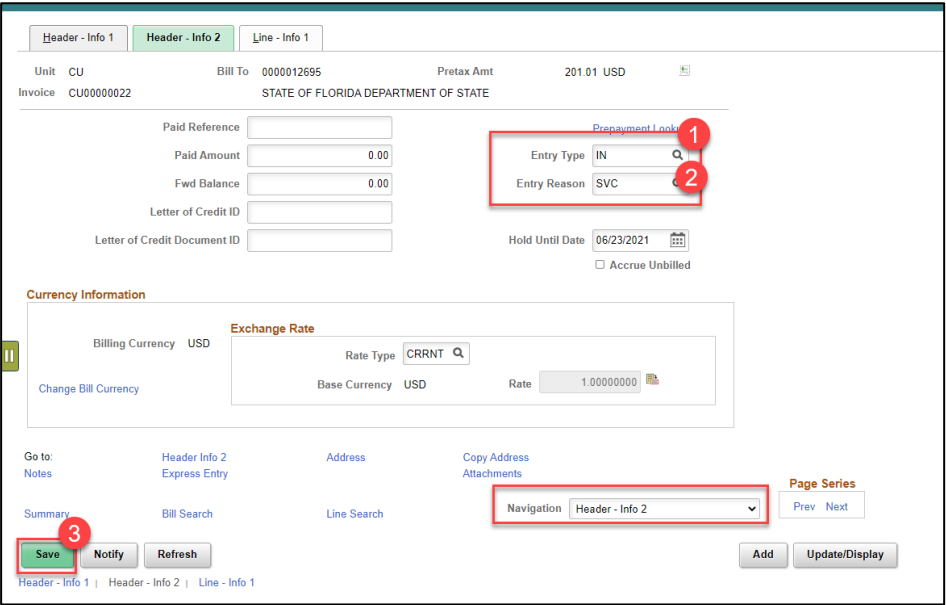
The screenshot shows the 'Line - Info 1' tab in the INFORMS system. The interface includes a header section with fields for Unit (CU), Invoice (CU00000022), Bill To (0000012695), Pretax Amt (201.01 USD), and Max Rows (100). Below this is the 'Bill Line' section with a search bar and a table of line items. The first line item is highlighted with a red box and numbered 1 through 8. The fields are as follows:

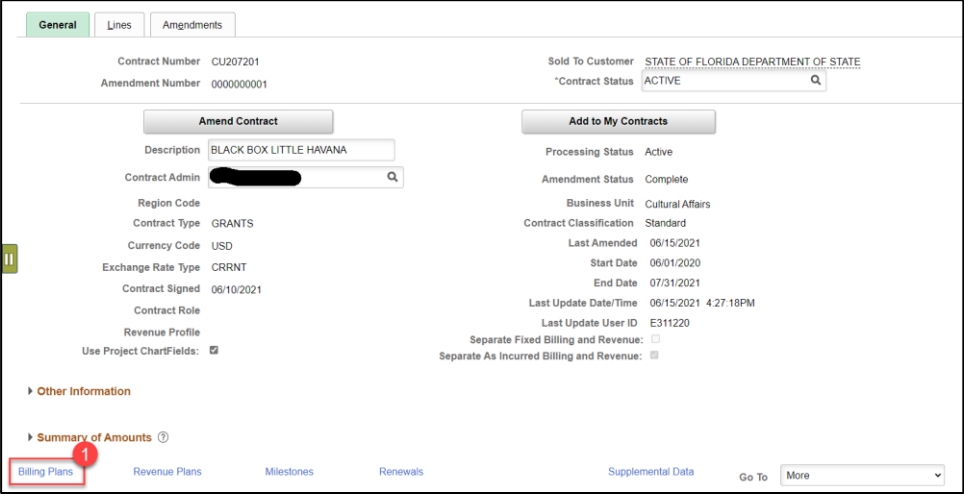
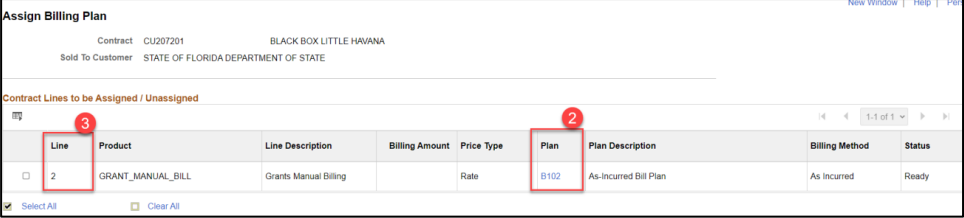
Seq	Line	Table	Identifier	Description	Net Extended
1				SAMPLE GRANT BILL	201.01

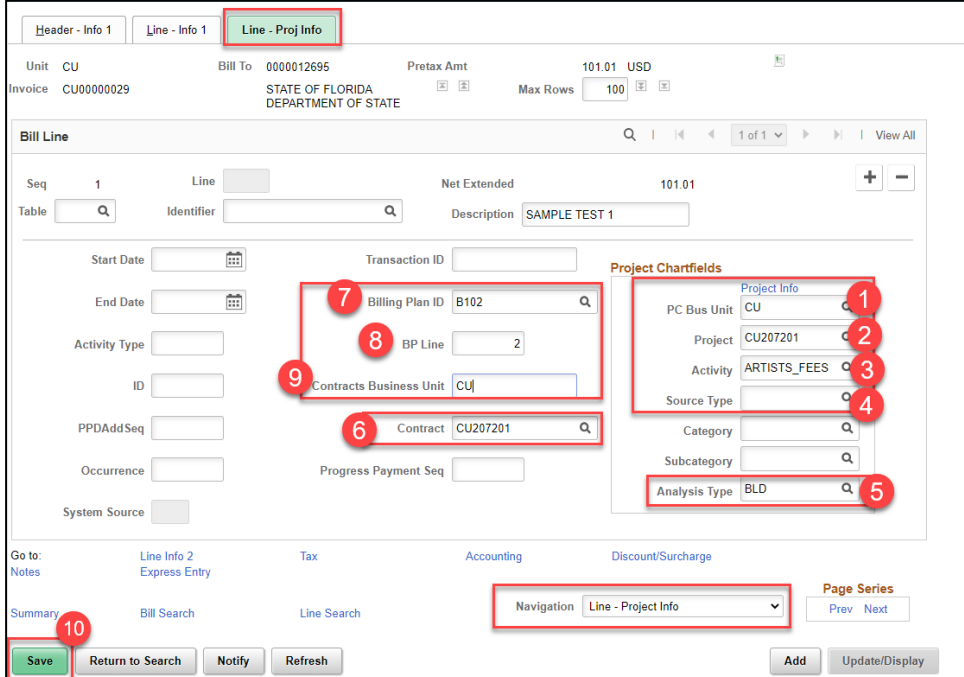
Below the table, there are several input fields for the selected line item:

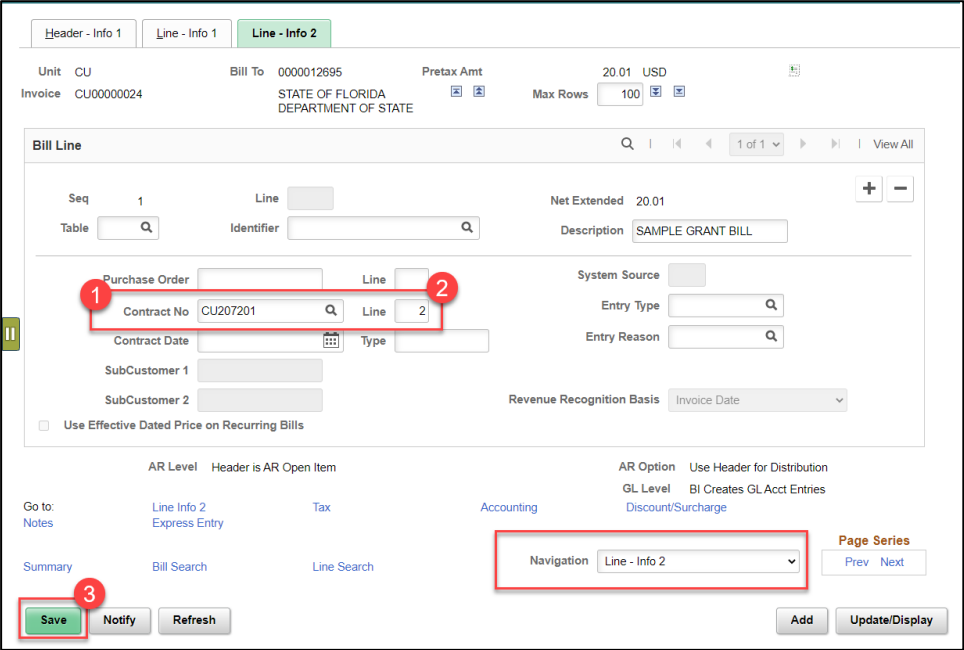
- Quantity: 1.0000
- Unit of Measure: EA
- Unit Price: 201.0100
- Gross Extended: 201.01
- From Date: (calendar icon)
- To Date: (calendar icon)
- Line Type: REV
- Tax Code: (search icon)
- Exempt Cert: (search icon)
- Accumulate: (checkbox)
- Tax Exempt: (checkbox)

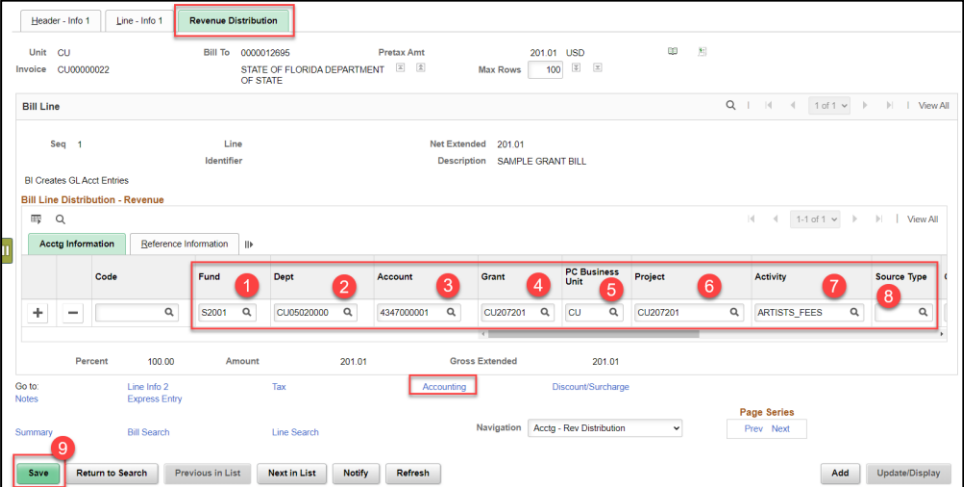
At the bottom of the form, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The 'Save' button is highlighted with a red box and numbered 8.

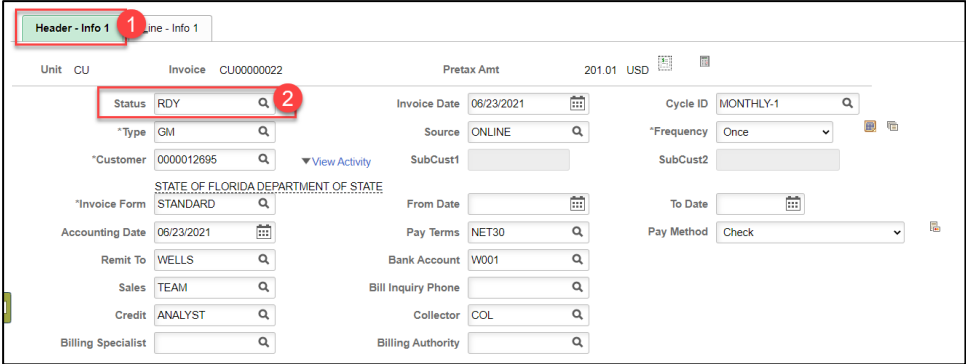
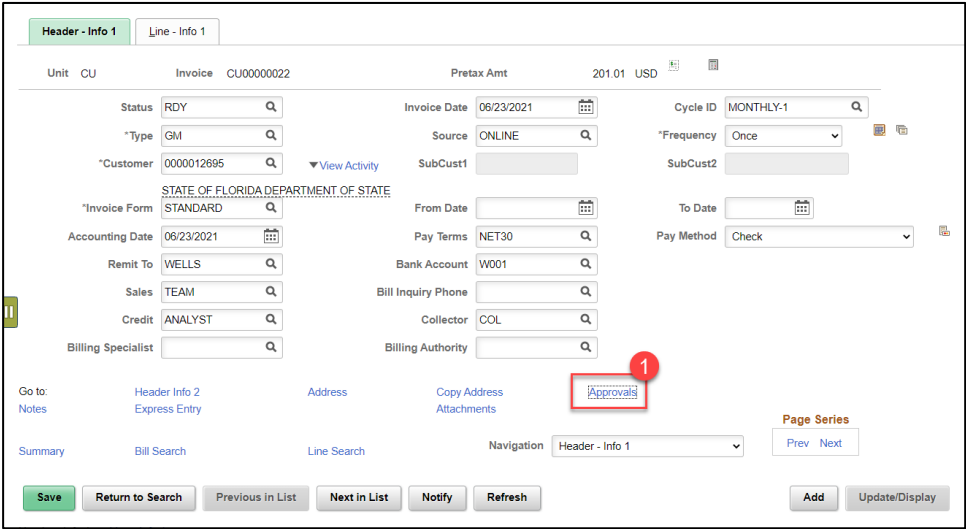
Step	Action
7.	<p>From the Navigation drop down, select Header – Info 2 Complete the Header-Info 2 tab a. Entry Type b. Entry Reason Select Save</p>  <p>The screenshot shows the 'Header - Info 2' tab in the INFORMS system. At the top, there are tabs for 'Header - Info 1', 'Header - Info 2' (selected), and 'Line - Info 1'. Below the tabs, there are fields for 'Unit' (CU), 'Bill To' (0000012695), 'Pretax Amt' (201.01 USD), and 'Invoice' (CU000000022). The 'STATE OF FLORIDA DEPARTMENT OF STATE' is listed as the bill to. There are fields for 'Paid Reference', 'Paid Amount' (0.00), 'Fwd Balance' (0.00), 'Letter of Credit ID', and 'Letter of Credit Document ID'. A 'Prepayment Lock' button is visible. The 'Entry Type' is set to 'IN' and 'Entry Reason' is set to 'SVC'. The 'Hold Until Date' is 06/23/2021. There is a checkbox for 'Accrue Unbilled'. Below this is the 'Currency Information' section, showing 'Billing Currency' as USD and 'Exchange Rate' as 1.00000000. At the bottom, there are links for 'Go to: Notes', 'Header Info 2 Express Entry', 'Address', 'Copy Address Attachments', 'Summary', 'Bill Search', and 'Line Search'. A 'Navigation' dropdown is set to 'Header - Info 2'. At the bottom left, there are buttons for 'Save' (highlighted with a red box and number 3), 'Notify', and 'Refresh'. At the bottom right, there are buttons for 'Add' and 'Update/Display'.</p>

Step	Action
8.	<p>From the Navigation drop down, select Line – Project Info</p> <p>Note: In addition to the Project and Activity information, you will also need the Customer Contract Number, the Customer Contract Bill Plan ID, and the Customer Contract Bill Plan Line number.</p> <p>To find the Bill Plan ID and Bill Plan Line (BP Line): Navigate to: Finance/supply Chain (FSCM) > Customer Contracts > Customer Contracts</p> <p>On the General page, select Billing Plans</p>  <p>The Bill Plan is listed on the Assign Billing Plan page under the Plan column</p> <p>The Bill Plan Line (BP Line) is listed under the Line column</p> 

Step	Action
9.	<p>Input the following fields:</p> <ol style="list-style-type: none"> PC Bus Unit Project Activity Source Type, required when using a Capital Project that is GOB funded Analysis Type Contract Billing Plan ID BP Line Contracts Business Unit <p>Select Save</p> 

Step	Action
10.	<p>From the Navigation drop down, select Line – Info 2 and enter the following</p> <ol style="list-style-type: none"> Contract no. Line <p>Select Save</p>  <p>The screenshot shows the 'Line - Info 2' tab selected. At the top, there are tabs for 'Header - Info 1', 'Line - Info 1', and 'Line - Info 2'. Below these, there are fields for 'Unit' (CU), 'Bill To' (000012695), 'Pretax Amt' (20.01 USD), and 'Invoice' (CU00000024). The 'Max Rows' is set to 100. The 'Bill Line' section shows 'Seq' 1, 'Line' 2, and 'Net Extended' 20.01. The 'Description' is 'SAMPLE GRANT BILL'. The 'Contract No' is 'CU207201' and the 'Line' is '2'. The 'Save' button is highlighted with a red box and the number 3.</p>

Step	Action
11.	<p>Select the Accounting link at the bottom of the page. This will route to the Revenue Distribution page. Input the following information:</p> <ol style="list-style-type: none"> Fund Department Account Grant PC Business Unit Project Activity Source Type <p>Select Save</p> 

Step	Action
12.	<p>Select the Header – Info 1 Page</p> <p>Set the Status to RDY</p> <p>Select Save</p> 
13.	<p>Select the Approvals link</p> 

Step	Action
14.	<p>Select Submit for Approval Select Save</p> 