Miami-Dade County

Manual Process for Grant Billing Job Aid

Version 1.0

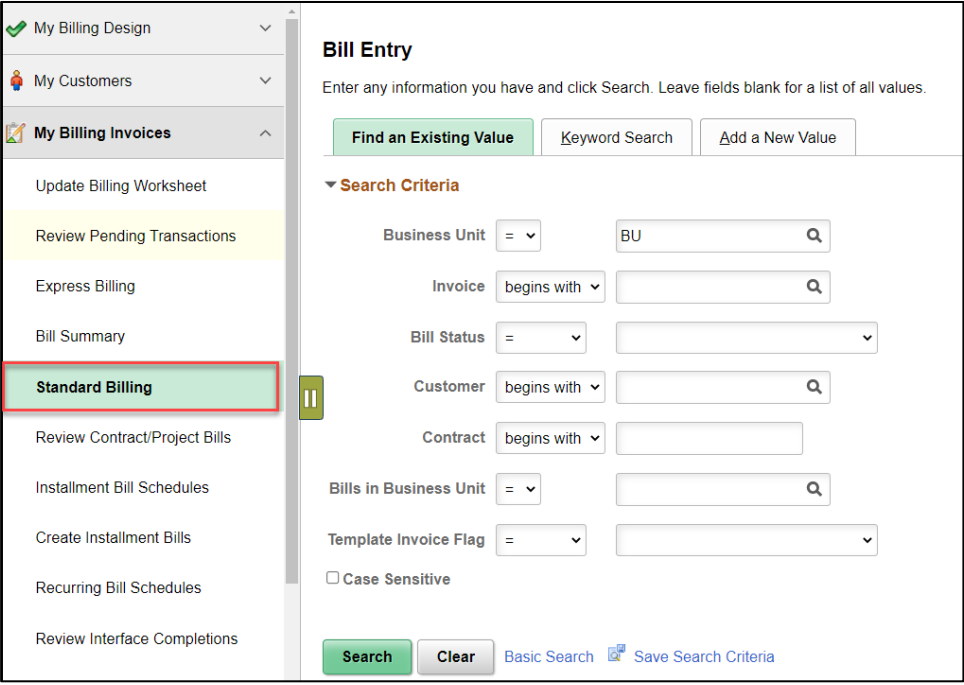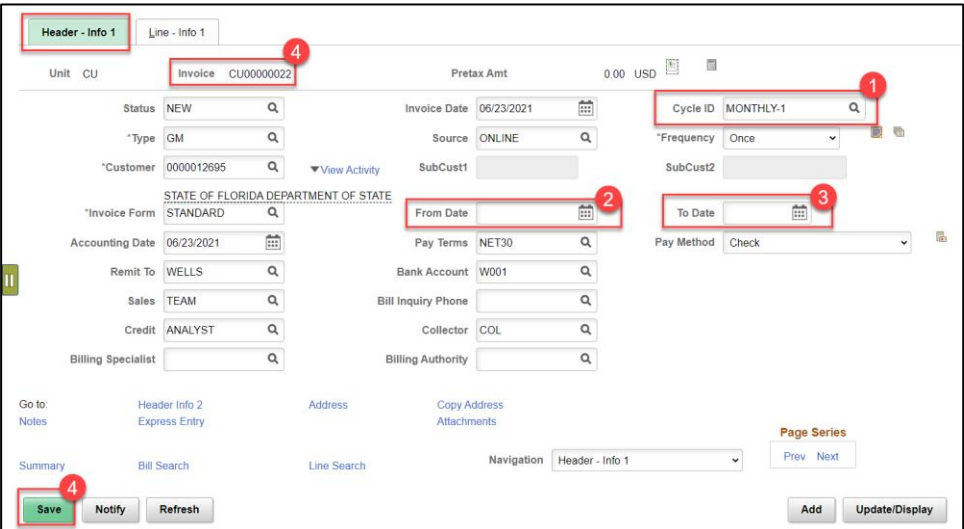## TABLE OF CONTENTS

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.	Select **Standard Billing**

Step	Action
3.	Complete the **Add New Value** tab a. Confirm the **Business Unit** b. **Bill Type Identifier** c. **Bill Source** d. **Customer** e. **Invoiced Receive Date** f. **Accounting Date** Select **Save**

Step	Action
4.	Complete the **Header-Info 1** tab **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. a. **Cycle ID** (Billing Cycle) b. **From Date**, if applicable c. **To Date**, if applicable Select **Save**
5.	Select the **Line-Info 1** tab

Step	Action
6.	Complete the **Line – Info 1** tab a. **Description** b. **Quantity** c. **Unit of Measure** d. **Unit Price** e. **Gross Extended** f. **From Date**, if applicable g. **To Date**, if applicable Select **Save**

Step	Action
7.	From the Navigation drop down, select **Header – Info 2** Complete the **Header-Info 2** tab a. **Entry Type** b. **Entry Reason** Select **Save**

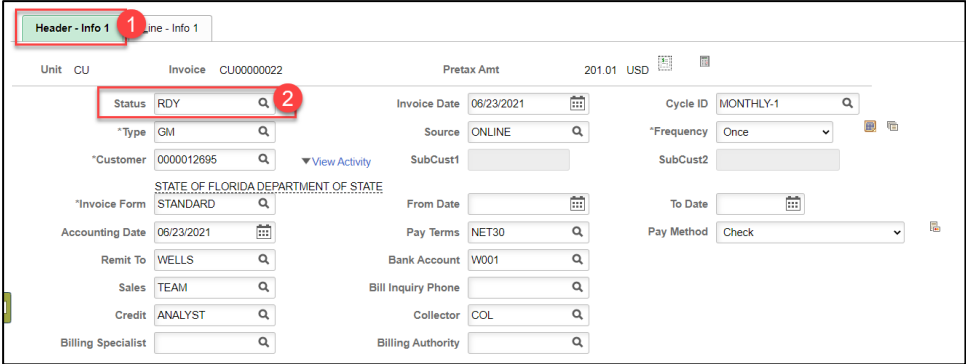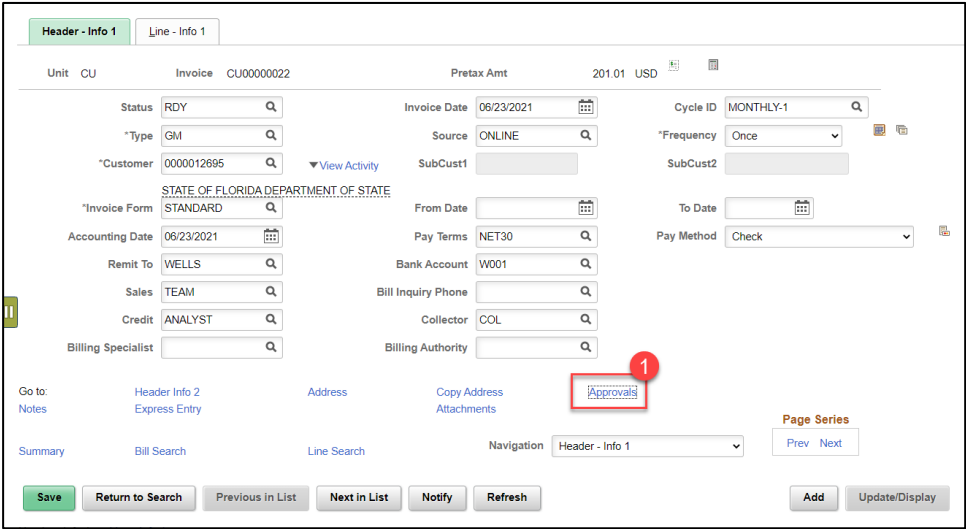| Step	Action
8.	From the Navigation drop down, select **Line – Project Info** **Note**: In addition to the Project and Activity information, you will also need the Customer Contract Number, the Customer Contract Bill Plan ID, and the Customer Contract Bill Plan Line number. To find the Bill Plan ID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

Step	Action
9.	Input the following fields: a. **PC Bus Unit** b. **Project** c. **Activity** d. **Source Type**, required when using a Capital Project that is GOB funded e. **Analysis Type** f. **Contract** g. **Billing Plan ID** h. **BP Line** i. **Contracts Business Unit** Select **Save**

Step	Action
10.	From the Navigation drop down, select **Line – Info 2** and enter the following a. **Contract no.** b. **Line** Select **Save**

Step	Action
11.	Select the **Accounting** link at the bottom of the page. This will route to the **Revenue Distribution** page. Input the following information: a. **Fund** b. **Department** c. **Account** d. **Grant** e. **PC Business Unit** f. **Project** g. **Activity** h. **Source Type** Select **Save**

Step	Action
12.	Select the **Header – Info 1** Page Set the **Status** to **RDY** Select **Save**
13.	Select the **Approvals** link

Step	Action
14.	Select **Submit for Approval** Select **Save**