Miami-Dade County

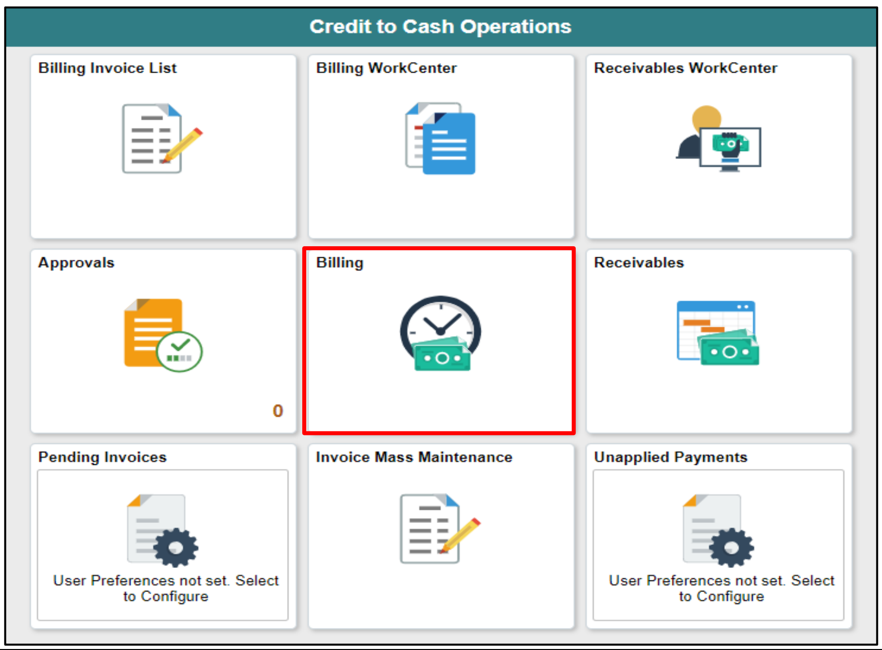
Manual Process for Grant Billing Job Aid

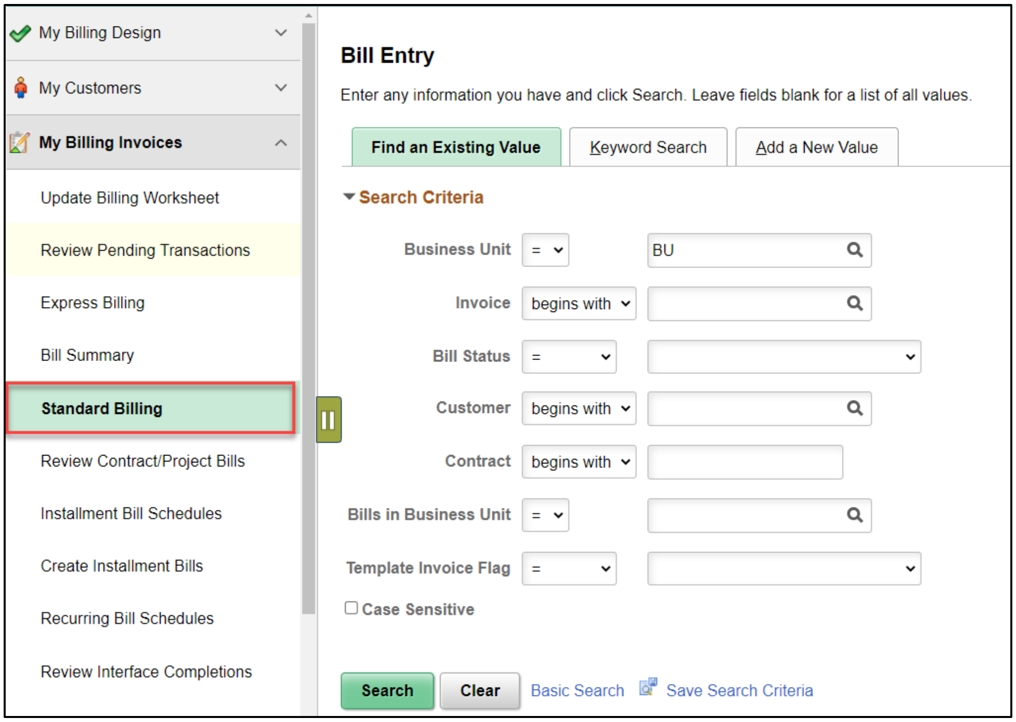
PURPOSE AND DESCRIPTION

Purpose

This document will review the INFORMS process for Manually Billing on Grants using the Billing module. The following step by step instructions will provide guidance on the process.

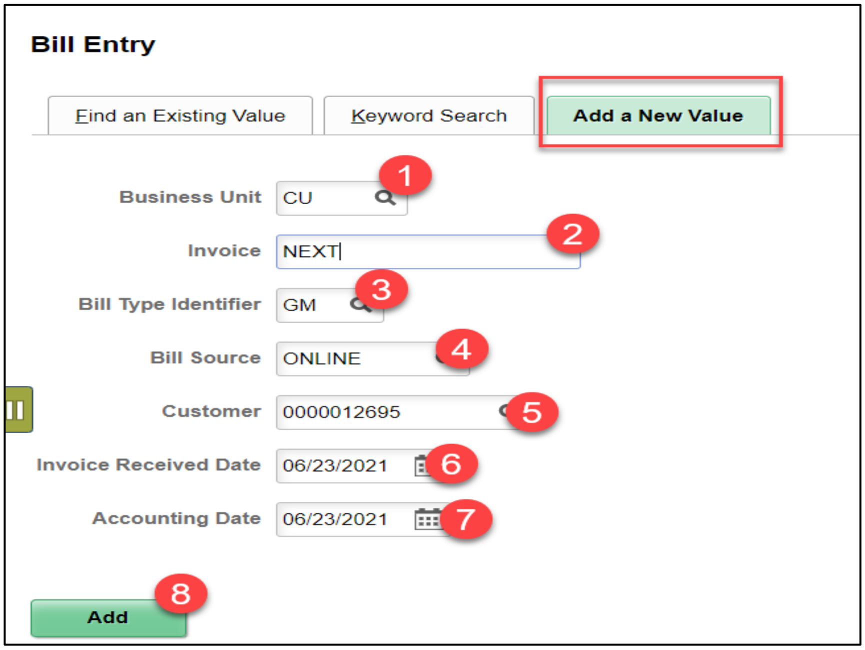
MANUAL PROCESS FOR GRANT BILLING

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Log into INFORMS.</td></tr>
<tr><td>2.</td><td>Navigate to: Finance / Supply Chain (FSCM) > Credit to Cash Operations > Billing

</td></tr>
</table>

3.	Under **My Billing Invoices**, select **Standard Billing**. 

4.

Select **Add a New Value** and enter the following information:

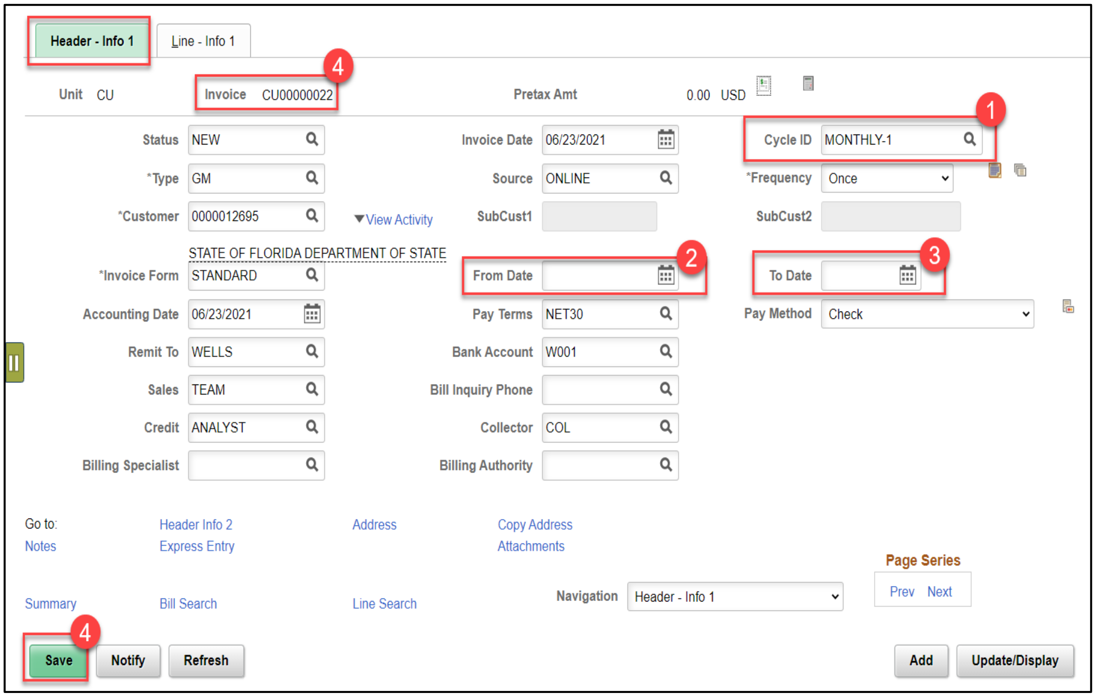


Step	Field	Value	Comments
1	Business Unit	Your Departments Billing Business Unit	
2	Invoice	NEXT	This is a system generated value. Leave as defaulted
3	Bill Type Identifier	GM	
4	Bill Source	ONLINE	
5	Customer	Enter the Customer ID to be invoiced	
6	Invoice Received Date	Enter the date	
7	Accounting Date	Enter the Accounting Date	
8	Add		Select to add the invoice in INFORMS

5.

Header – Info 1 page.

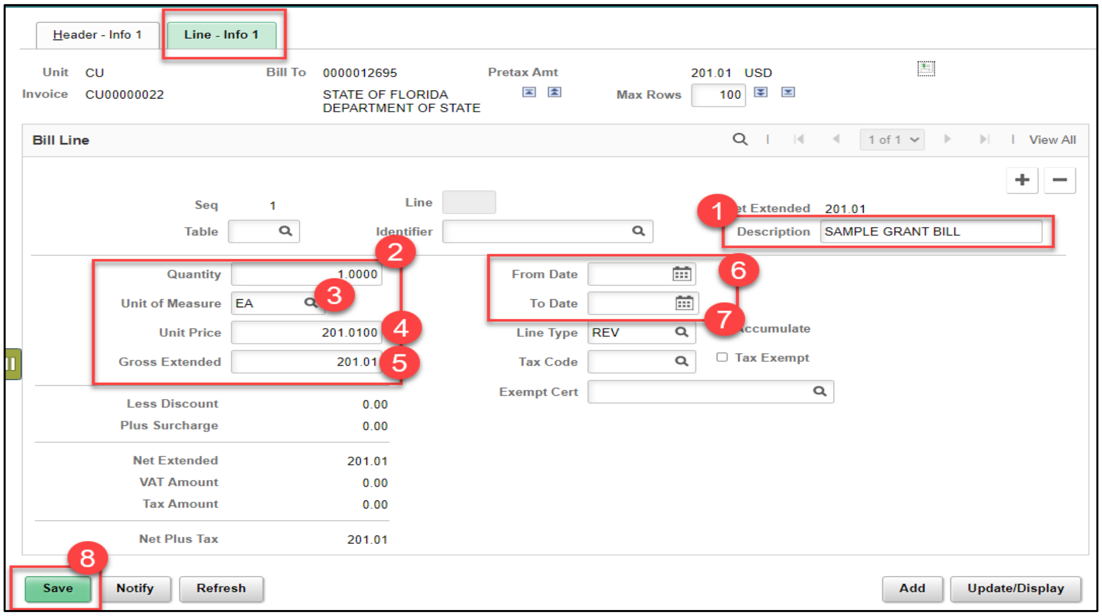
Most of the information in the **Header – Info 1** page will be automatically populated. Verify the data that defaults is correct and add the additional information needed.



Step	Field	Value	Comments
1	Cycle ID	Enter the Billing Cycle	
2	From Date	Enter the From date for the invoice	This is an optional entry
3	To Date	Enter the To date for the invoice	This is an optional entry
4	Save		Once you save, the system will automatically generate an invoice number

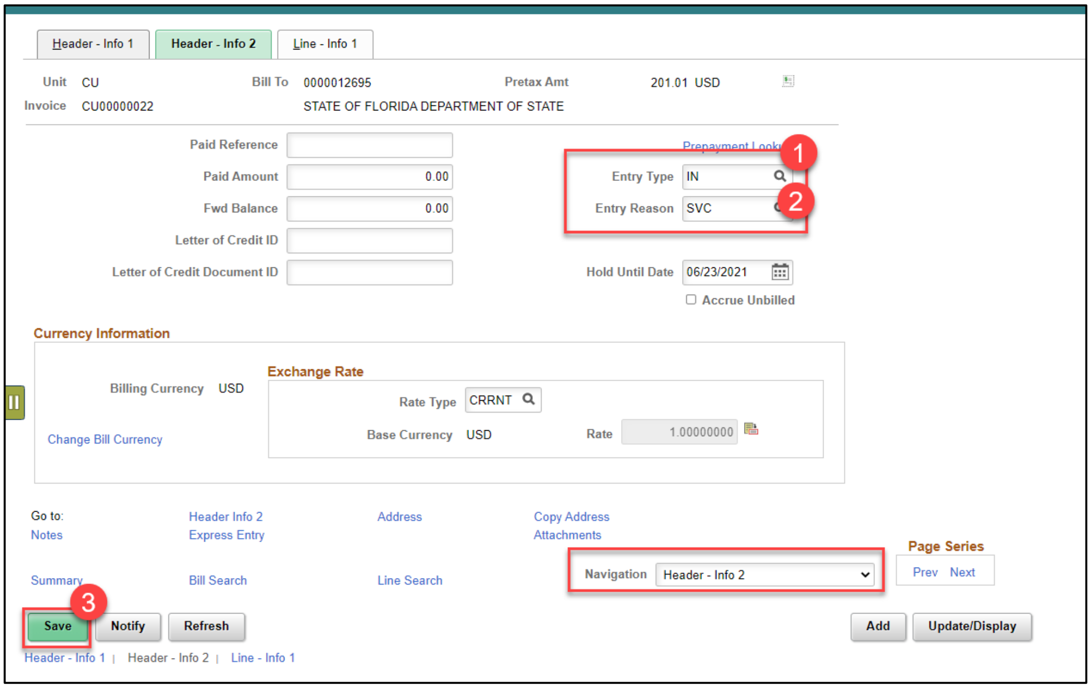
6.

Select the **Line – Info 1** tab and enter the following information:



Step	Field	Value	Comments
1	Description	Optional	This value will help to identify what the invoice is for and is suggested to be entered.
2	Quantity	Enter the quantity	
3	Unit of Measure	Enter a Unit of Measure	
4	Unit Price	Enter the Unit price for each quantity	
5	Gross Extended	Enter the Gross Amount	
6	From Date	Optional	Defaulted is entered on the Header page. Change as appropriate.
7	To Date	Optional	Defaulted is entered on the Header page. Change as appropriate.
8	Save		

7. From the **Navigation** drop down, select **Header – Info 2**.



Step	Field	Value	Comments
1	Entry Type	IN	
2	Entry Reason	SVC	
3	Save		

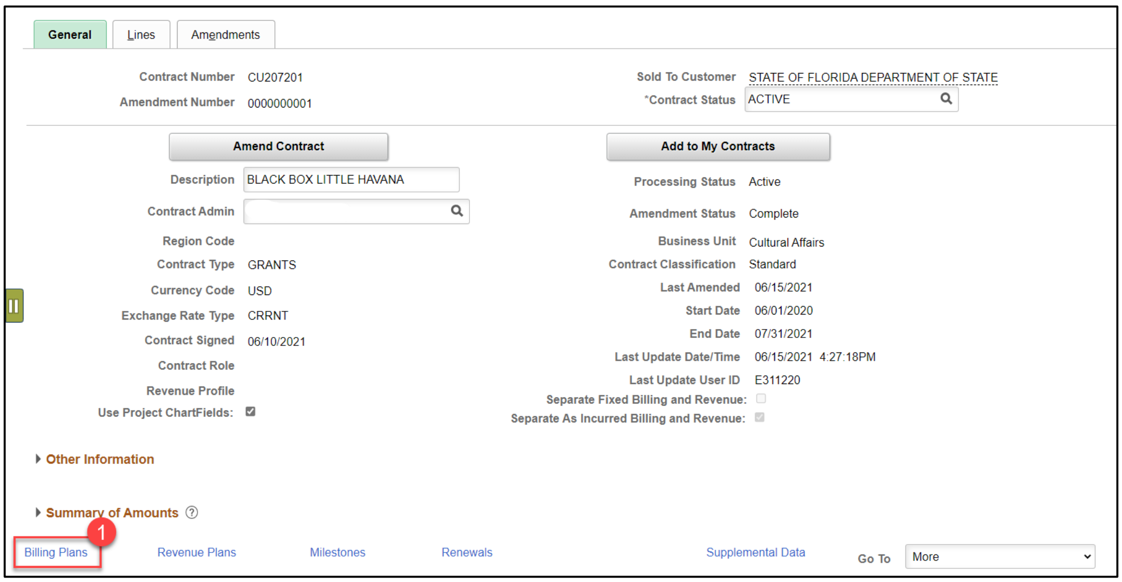
8.

From the **Navigation** drop down, select **Line – Project Info** and enter the following:

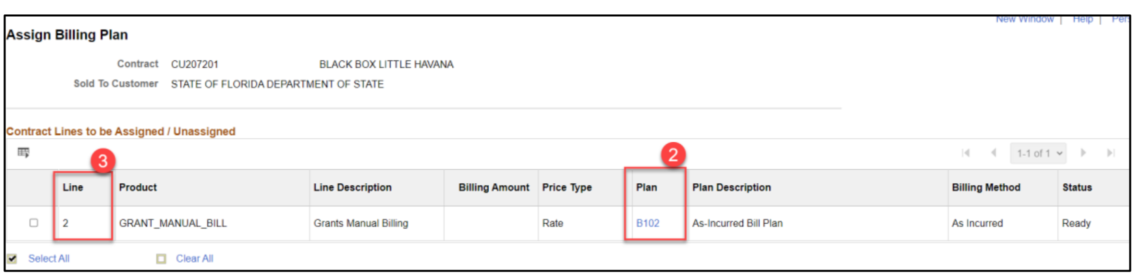
NOTE: In addition to the Project and Activity information, you will also need the Customer Contract Number, the Customer Contract Bill Plan ID and the Customer Contract Bill Plan Line number.

To find the Bill Plan ID and Bill Plan Line (BP Line):

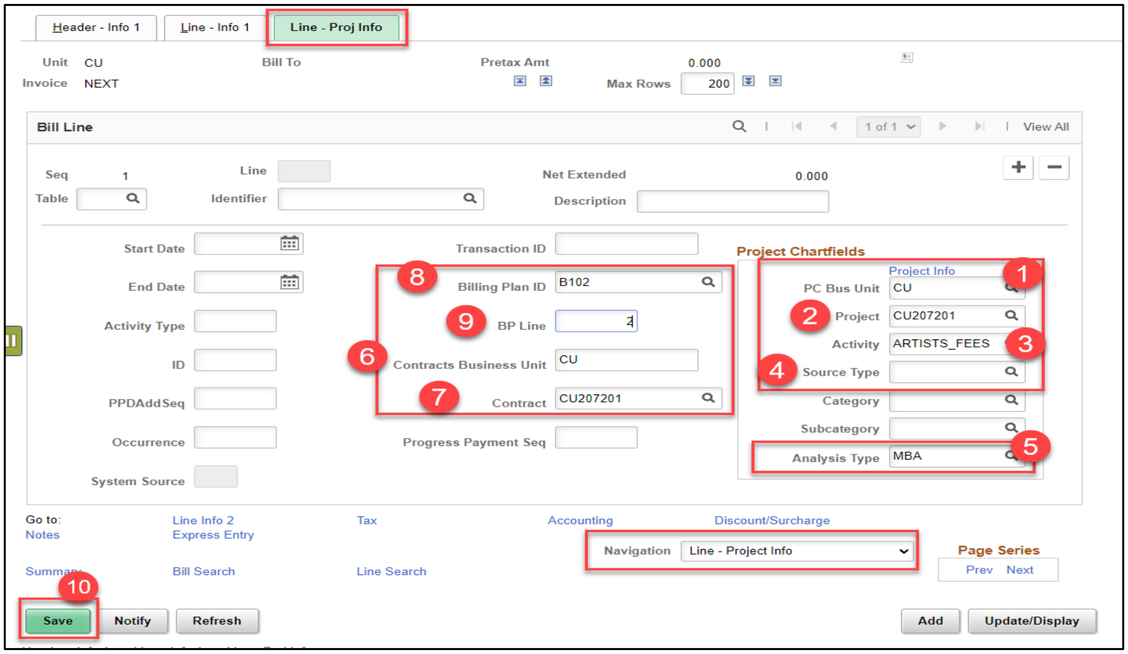
a) Navigate to: **Finance/supply Chain (FSCM) > Customer Contracts > Customer Contracts**
b) Search for the **Customer Contract**
c) On the **General** Page, select the **Billing Plans** hyperlink.



d) The **Bill Plan** is listed on the **Assign Billing Plan** page under the **Plan column.**
e) The **Bill Plan Line (BP Line)** is listed under the **Line column.**



Once you have gathered the Customer Contract details, enter the following information:

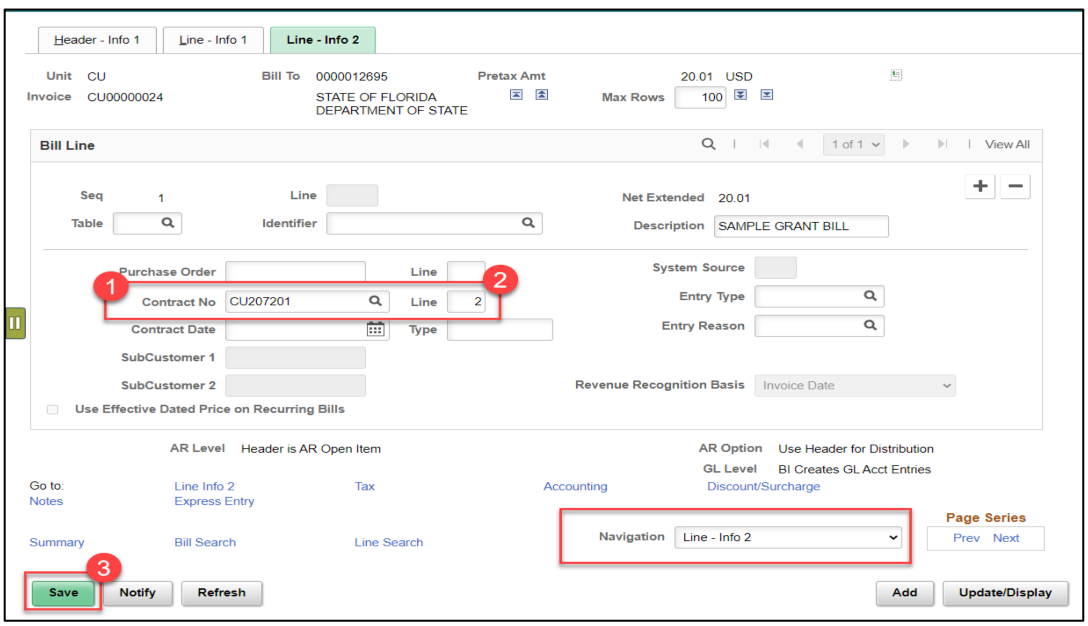


Step	Field	Value	Comments
1	PC Bus Unit	Enter the Project Costing Business Unit for Line	
2	Project	Enter the Project to be used on the line	
3	Activity	Enter the Activity to be for the line	
4	Source Type	Optional	**This must be entered when using a Capital Project that is GOB funded
5	Analysis type	**MBA**	Enter MBA (Manual Billing Adjustment) for the Analysis Type
6	Contracts Business Unit	Enter the Customer Contract Business Unit	

7	Contract	Enter the Contract Number	For the **Billing Plan ID** to be available, you must enter the Contract number first.
8	Billing Plan ID	Enter the Billing Plan on the Customer Contract	The billing plan can be found on the customer contract > Billing plan (see screenshot below for an example)
9	BP Line	Enter the Billing Plan Line number	The Line number can be found on the Customer Contract. Please note 1 billing plan can have many lines
10	Save		

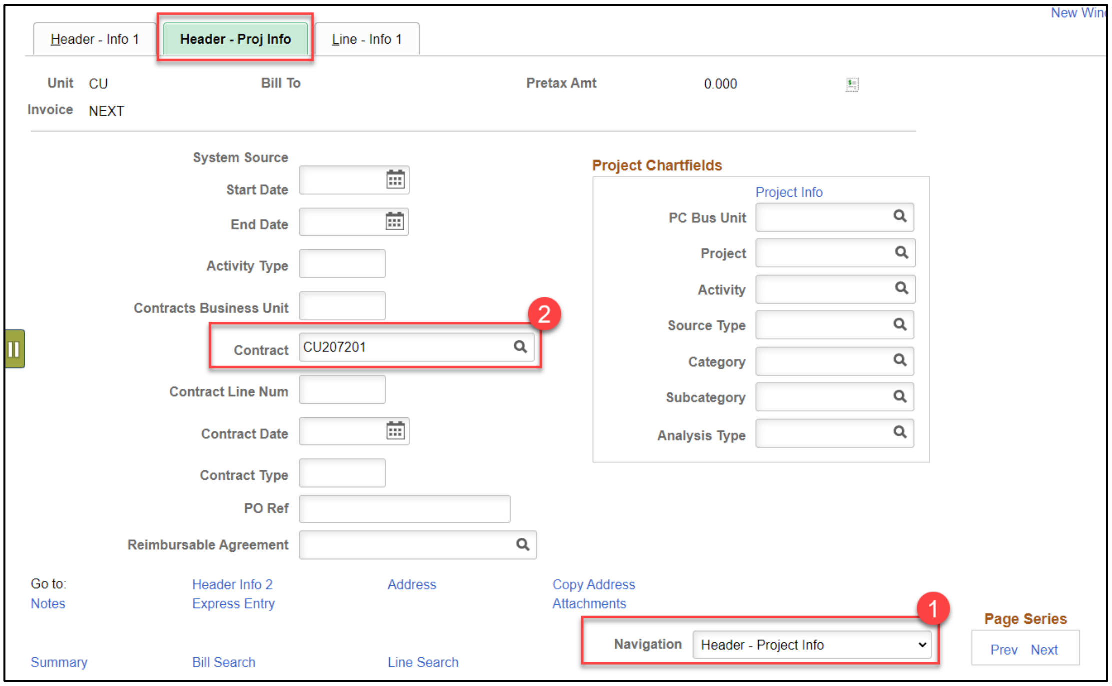
9.

From the **Navigation** drop down, select **Line – Info 2** and enter the following:



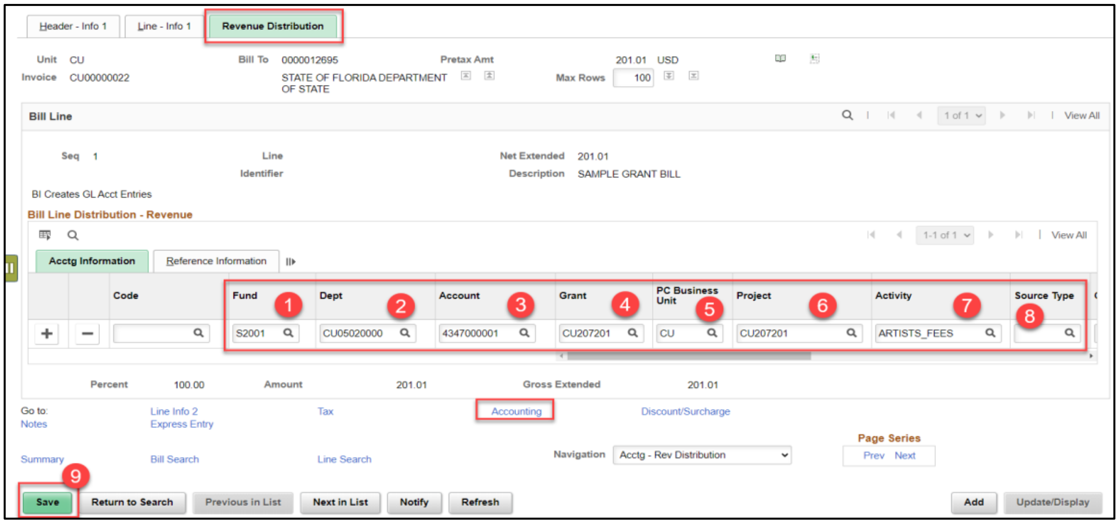
Step	Field	Value	Comments
1	Contract No	This value should default	Verify this value defaults on the page.
2	Line	Enter the Contract Line number	
3	Save		

10. From the **Navigation** drop down, select **Header – Project Info** and enter the following:



Step	Field	Value	Comments
1	Contract No	This value should default	Verify this value defaults on the page.
2	Save		

11\. Select the **Acctg – Rev Distribution** from the drop down **Navigation**. This will take you to the **Revenue Distribution** page. Enter the following information:



Step	Field	Value	Comments
1	Fund	Enter the Fund for the Revenue Accounting line	
2	Department	Enter the Department for the Revenue Accounting line	
3	Account	Enter the Account for the Revenue Accounting line	
4	Grant	Enter the Grant ChartField for the Revenue Accounting line	
5	PC Business Unit	Enter the Project Costing Business Unit	
6	Project	Enter the Project	
7	Activity	Enter the Activity	
8	Source Type	Optional	**This must be entered when using a Capital Project that is GOB funded
9	Save		

<table>
<tr>
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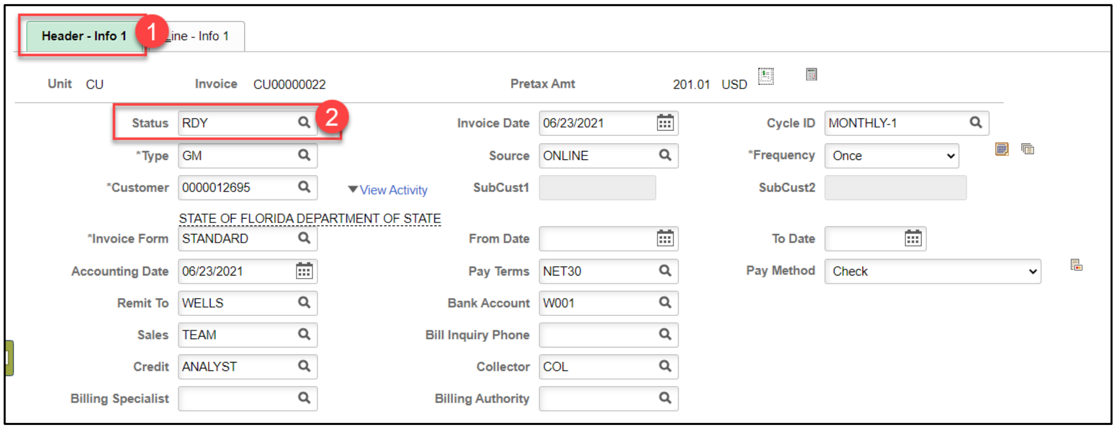
Select the **Header – Info 1** tab and set the **Status** to **RDY** and **Save**.



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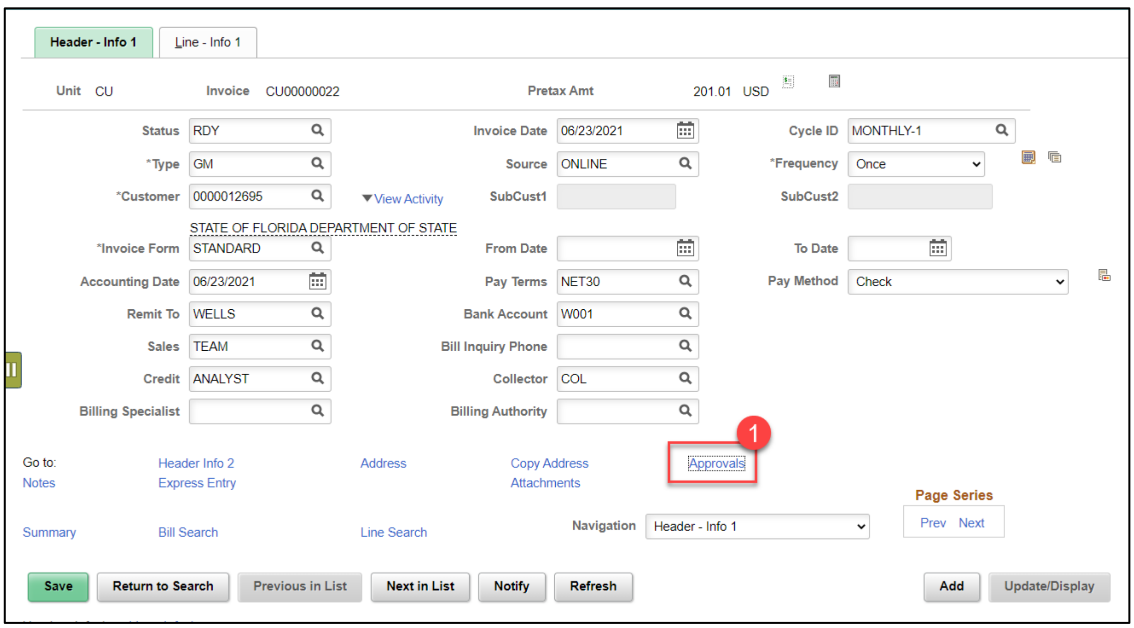
<tr>
<td>13.</td>
<td>

Once the Status is set to RDY, an **Approvals** hyperlink will appear at the bottom of the page. Select the **Approvals** hyperlink to enter Approvals.



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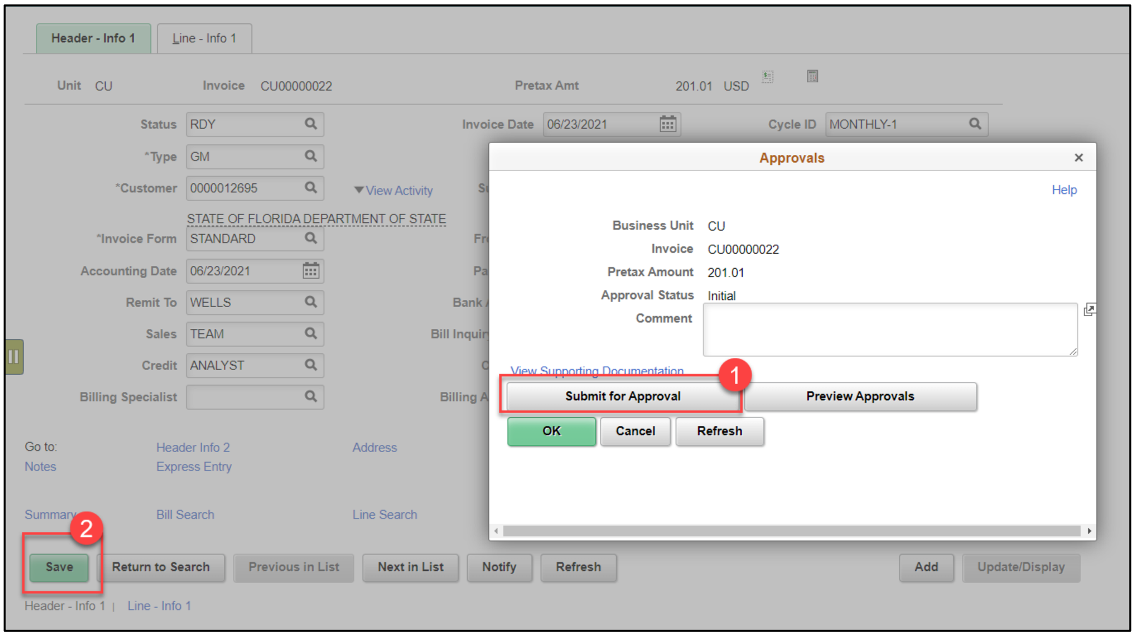
<tr><td>14.</td><td>On the Approvals box, select Submit for Approval and select Save



The invoice is now ready to be further processed by the system!</td></tr>
<tr><td>15.</td><td>End of process.</td></tr>
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