



Miami-Dade County

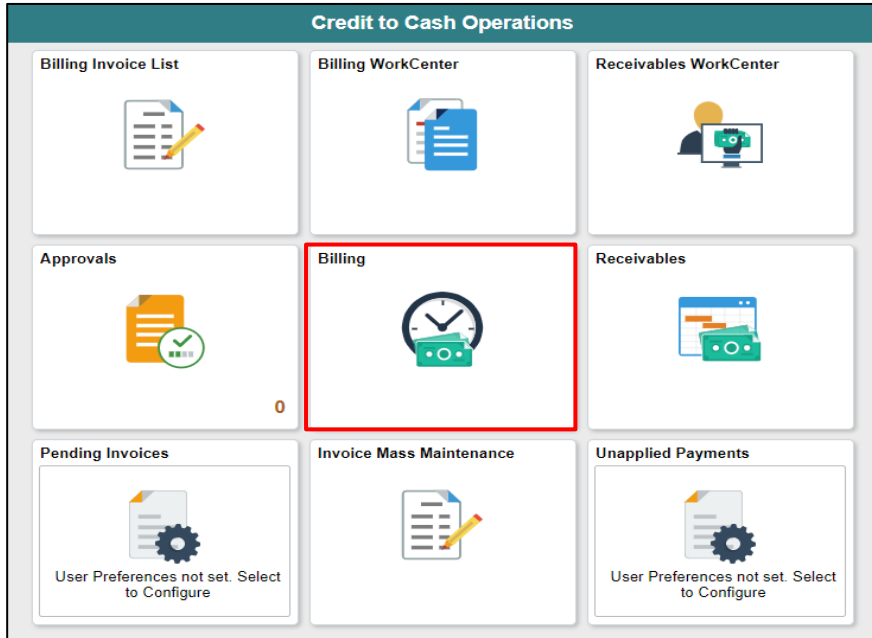
Manual Process for Grant Billing Job Aid

PURPOSE AND DESCRIPTION

Purpose

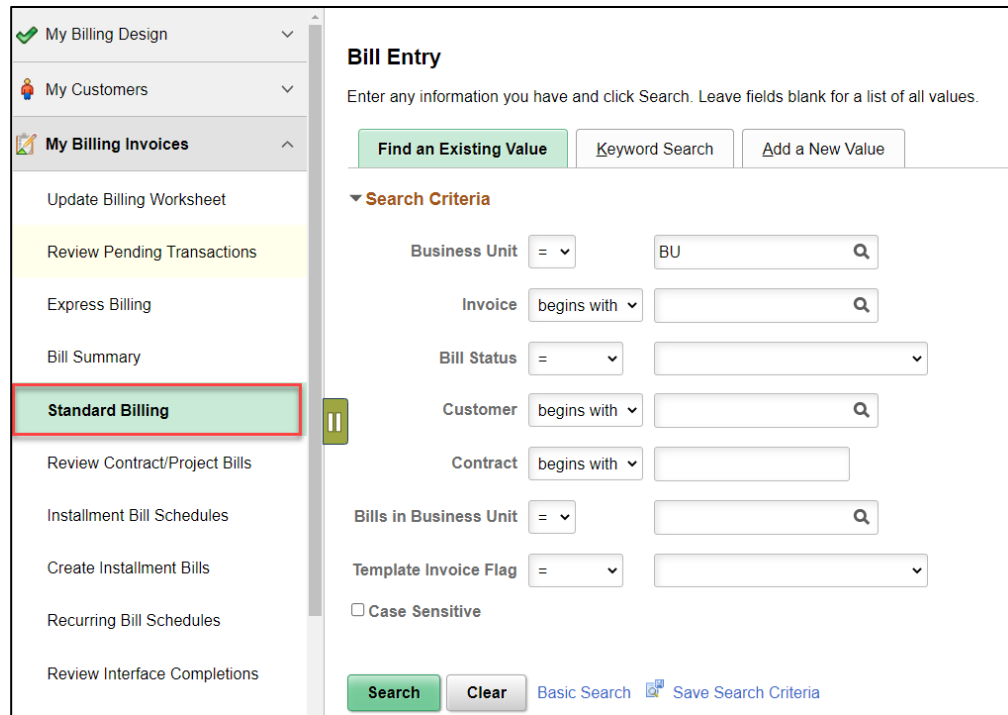
This document will review the INFORMS process for Manually Billing on Grants using the Billing module. The following step by step instructions will provide guidance on the process.

MANUAL PROCESS FOR GRANT BILLING

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

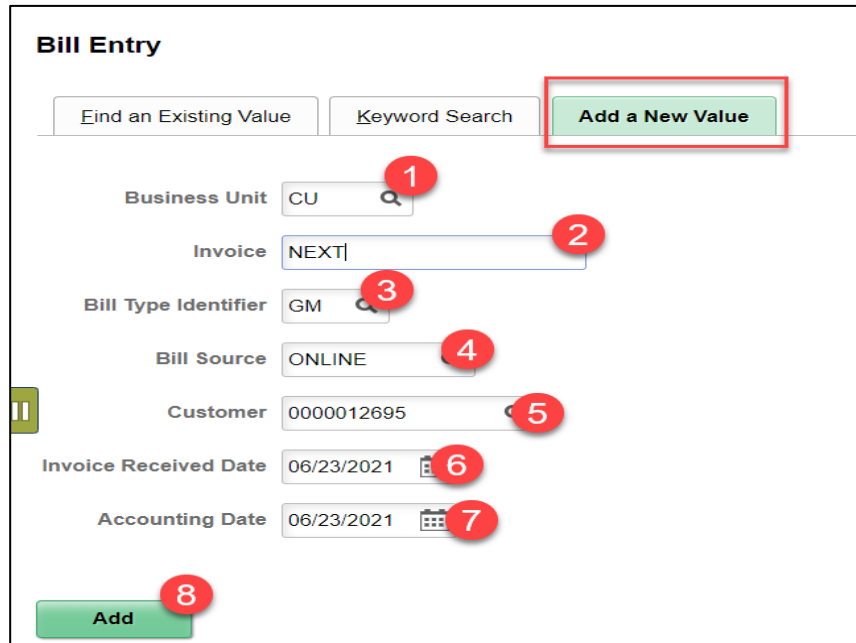
3.

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



The screenshot displays the 'Bill Entry' interface. On the left, a sidebar menu is visible with the following items: '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 buttons for 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. Below the search bar, the 'Search Criteria' section contains several 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 checkbox for 'Case Sensitive'. At the bottom, there are 'Search' and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'.

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



Bill Entry

Find an Existing Value Keyword Search **Add a New Value**

Business Unit: CU 1

Invoice: NEXT 2

Bill Type Identifier: GM 3

Bill Source: ONLINE 4

Customer: 0000012695 5

Invoice Received Date: 06/23/2021 6

Accounting Date: 06/23/2021 7

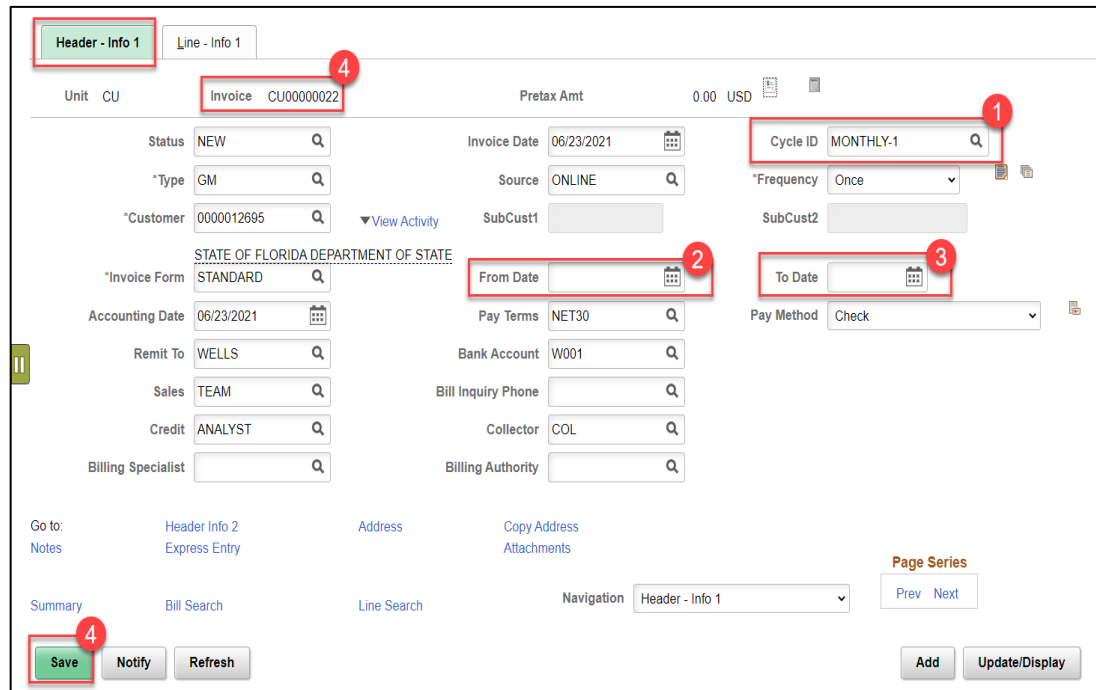
Add 8

4.

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

Header – Info 1 page.

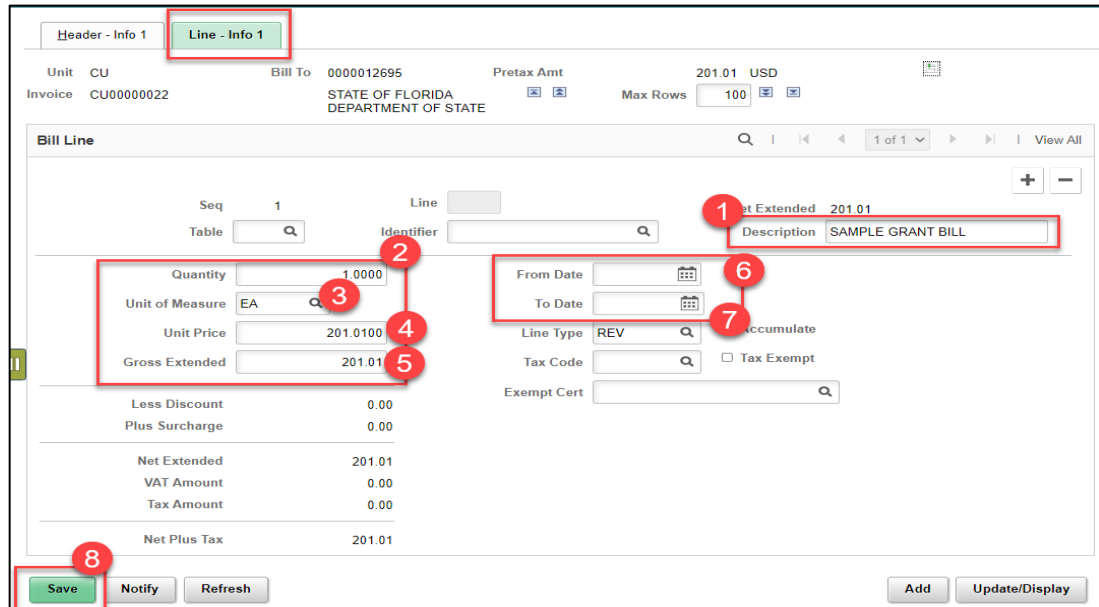
Most of the information in the **Header – Info 1** page will be automatically populated. Verify the data that defaults is correct and add the additional information needed.



5.

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

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



The screenshot shows the 'Line - Info 1' tab selected. The 'Bill Line' section contains the following fields and values:

- Seq: 1
- Line: (empty)
- Table: (empty)
- Identifier: (empty)
- Quantity: 1.0000
- Unit of Measure: EA
- Unit Price: 201.0100
- Gross Extended: 201.01
- From Date: (empty)
- To Date: (empty)
- Line Type: REV
- Tax Code: (empty)
- Exempt Cert: (empty)
- Net Extended: 201.01
- VAT Amount: 0.00
- Tax Amount: 0.00
- Net Plus Tax: 201.01

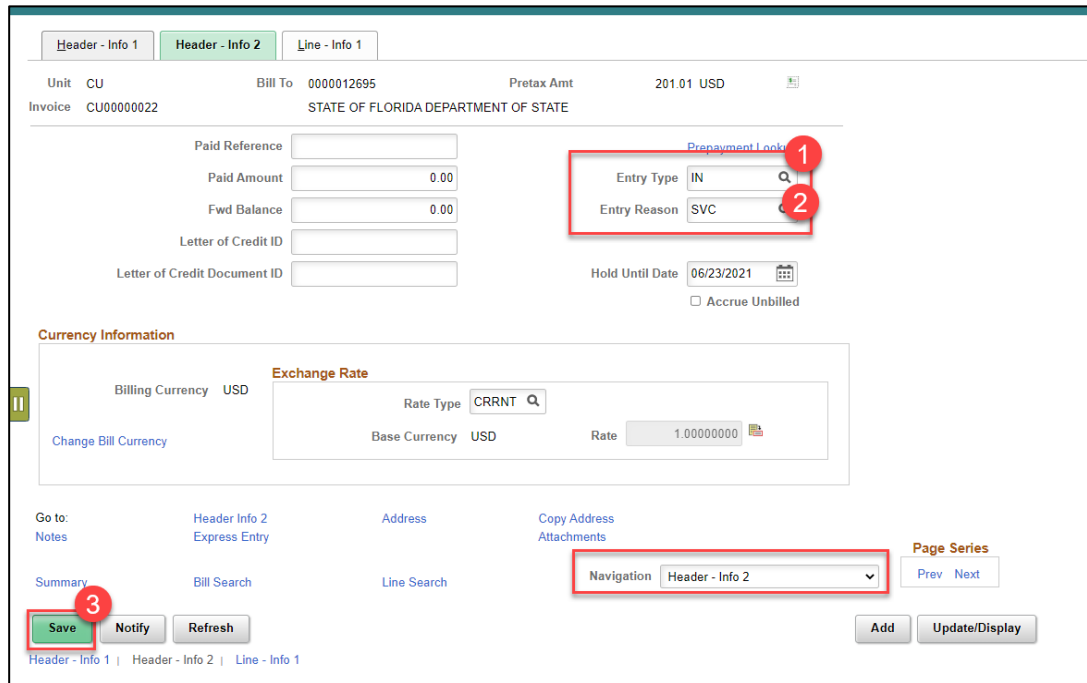
The 'Save' button is highlighted with a red box and the number 8.

6.

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		

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

7.



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

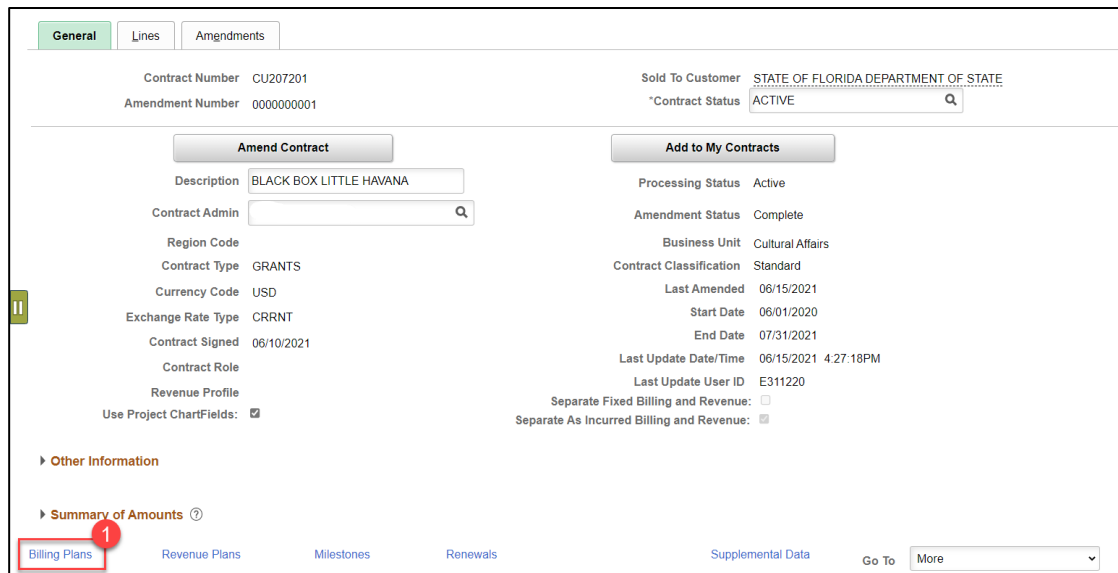
From the **Navigation** drop down, select **Line – Project Info** and enter the following:

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.

8.



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.

Assign Billing Plan

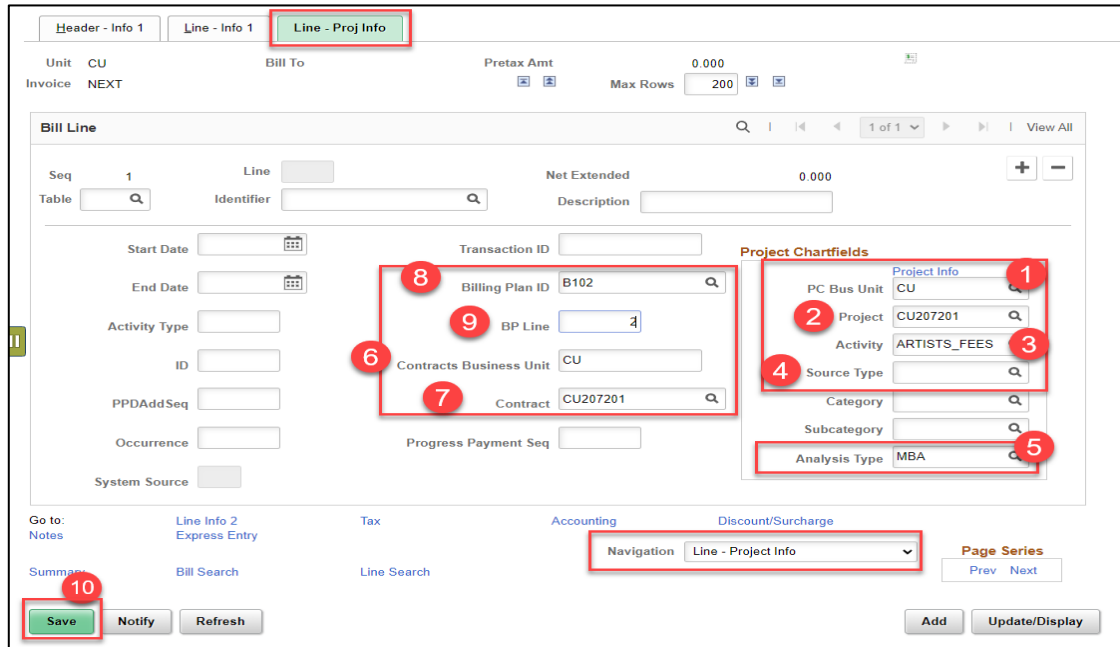
Contract CU207201 BLACK BOX LITTLE HAVANA
Sold To Customer STATE OF FLORIDA DEPARTMENT OF STATE

Contract Lines to be Assigned / Unassigned

Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing Method	Status
2	GRANT_MANUAL_BILL	Grants Manual Billing		Rate	B102	As-Incurred Bill Plan	As Incurred	Ready

Select All Clear All

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



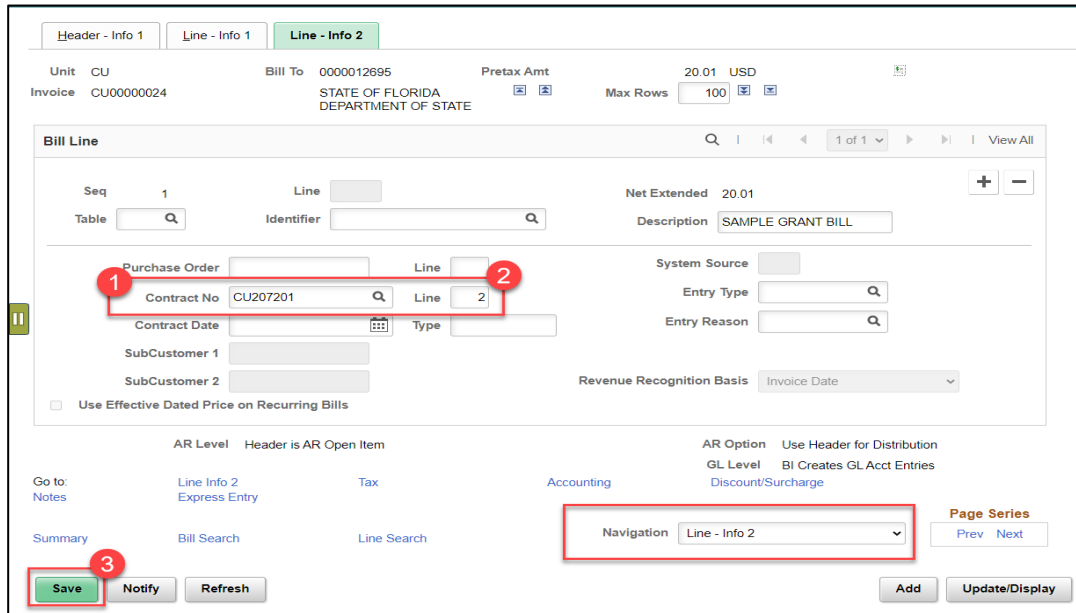
The screenshot shows the 'Line - Proj Info' tab in the INFORMS system. The interface includes a 'Bill Line' section with fields for Seq (1), Line, Identifier, Description, Start Date, End Date, Activity Type, ID, PPDAddSeq, Occurrence, System Source, Transaction ID, Billing Plan ID (B102), BP Line (4), Contracts Business Unit (CU), Contract (CU207201), and Progress Payment Seq. A 'Project Chartfields' section contains fields for PC Bus Unit (CU), Project (CU207201), Activity (ARTISTS_FEES), Source Type, Category, Subcategory, and Analysis Type (MBA). At the bottom, there is a 'Navigation' dropdown set to 'Line - Project Info' and a 'Save' button highlighted with a red box and callout 10. Other callouts include 1 for PC Bus Unit, 2 for Project, 3 for Activity, 4 for Source Type, 5 for Analysis Type, 6 for Contracts Business Unit, 7 for Contract, 8 for Billing Plan ID, 9 for BP Line, and 10 for the Save button.

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		

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

9.



The screenshot shows the 'Line - Info 2' tab in the INFORMS system. The 'Contract No' field is highlighted with a red box and labeled '1', containing the value 'CU207201'. The 'Line' field is highlighted with a red box and labeled '2', containing the value '2'. The 'Save' button is highlighted with a red box and labeled '3'. Other fields include 'Unit' (CU), 'Invoice' (CU00000024), 'Bill To' (STATE OF FLORIDA DEPARTMENT OF STATE), 'Pretax Amt' (20.01 USD), 'Max Rows' (100), 'Description' (SAMPLE GRANT BILL), 'System Source', 'Entry Type', 'Entry Reason', 'Revenue Recognition Basis' (Invoice Date), 'AR Level' (Header is AR Open Item), 'AR Option' (Use Header for Distribution), 'GL Level' (BI Creates GL Acct Entries), 'Discount/Surcharge', 'Go to' (Notes), 'Summary', 'Bill Search', 'Line Search', 'Navigation' (Line - Info 2), 'Page Series' (Prev Next), and 'Add' and 'Update/Display' buttons.

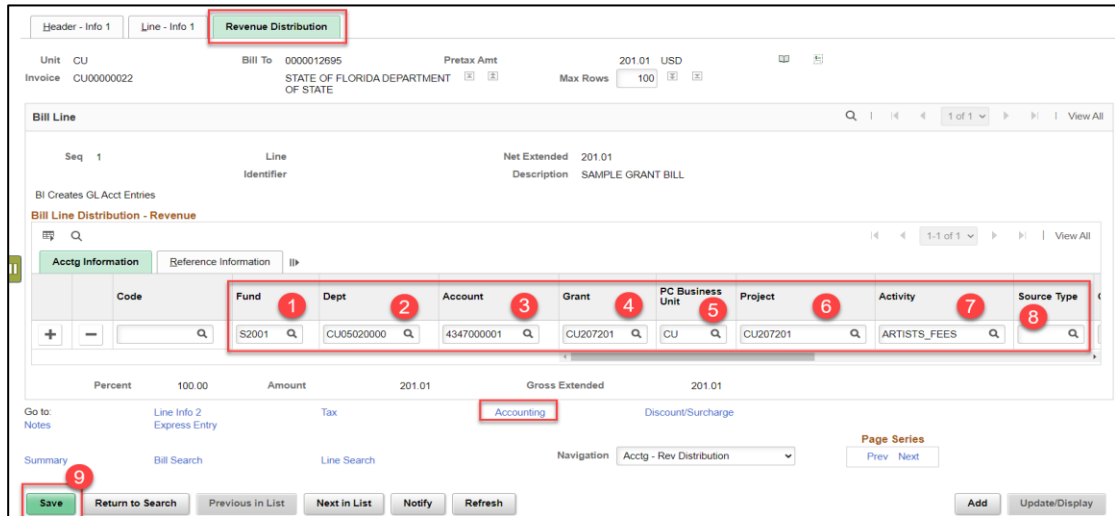
Step	Field	Value	Comments
1	Contract No	This value should default	Verify this value defaults on the page.
2	Line	Enter the Contract Line number	
3	Save		

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

10.

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

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

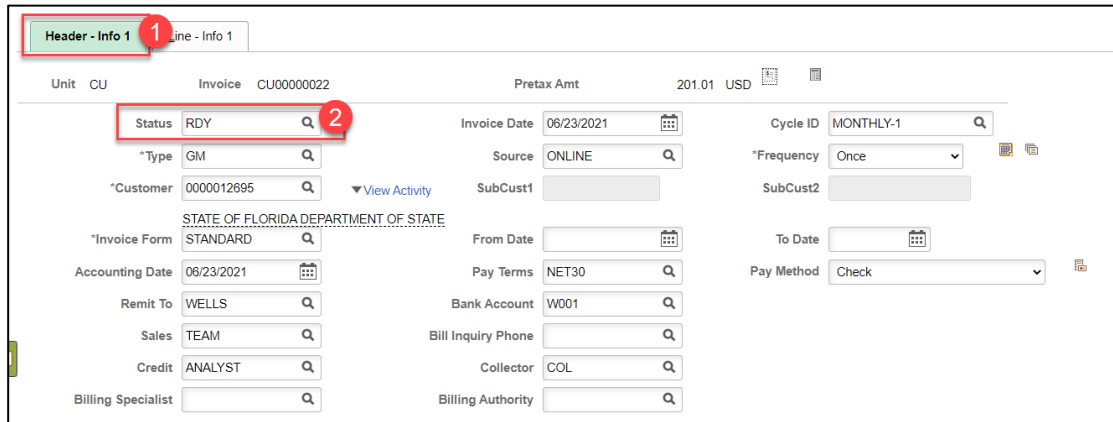


11.

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		

12.

Select the **Header – Info 1** tab and set the **Status** to **RDY** and **Save**.



Header - Info 1 | Line - Info 1

Unit CU Invoice CU00000022 Pretax Amt 201.01 USD

Status **RDY** Invoice Date 06/23/2021 Cycle ID MONTHLY-1

*Type GM Source ONLINE *Frequency Once

*Customer 0000012695 SubCust1 SubCust2

STATE OF FLORIDA DEPARTMENT OF STATE

*Invoice Form STANDARD From Date To Date

Accounting Date 06/23/2021 Pay Terms NET30 Pay Method Check

Remit To WELLS Bank Account W001

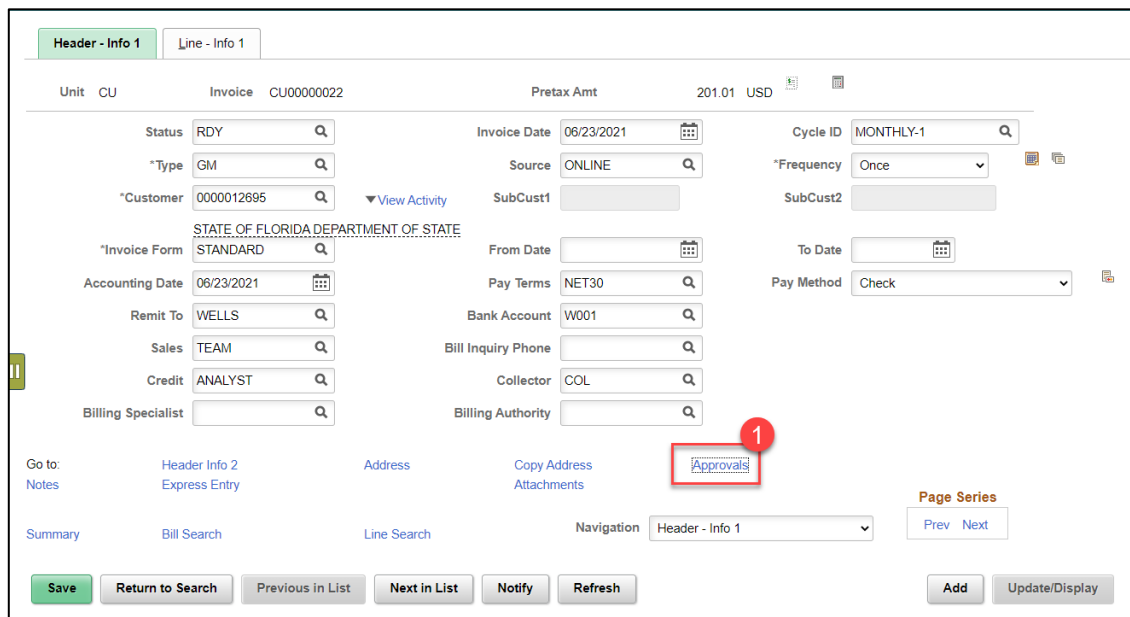
Sales TEAM Bill Inquiry Phone

Credit ANALYST Collector COL

Billing Specialist Billing Authority

13.

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.



Header - Info 1 | Line - Info 1

Unit CU Invoice CU00000022 Pretax Amt 201.01 USD

Status RDY Invoice Date 06/23/2021 Cycle ID MONTHLY-1

*Type GM Source ONLINE *Frequency Once

*Customer 0000012695 SubCust1 SubCust2

STATE OF FLORIDA DEPARTMENT OF STATE

*Invoice Form STANDARD From Date To Date

Accounting Date 06/23/2021 Pay Terms NET30 Pay Method Check

Remit To WELLS Bank Account W001

Sales TEAM Bill Inquiry Phone

Credit ANALYST Collector COL

Billing Specialist Billing Authority

Go to: Notes Header Info 2 Address Copy Address Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Info 1

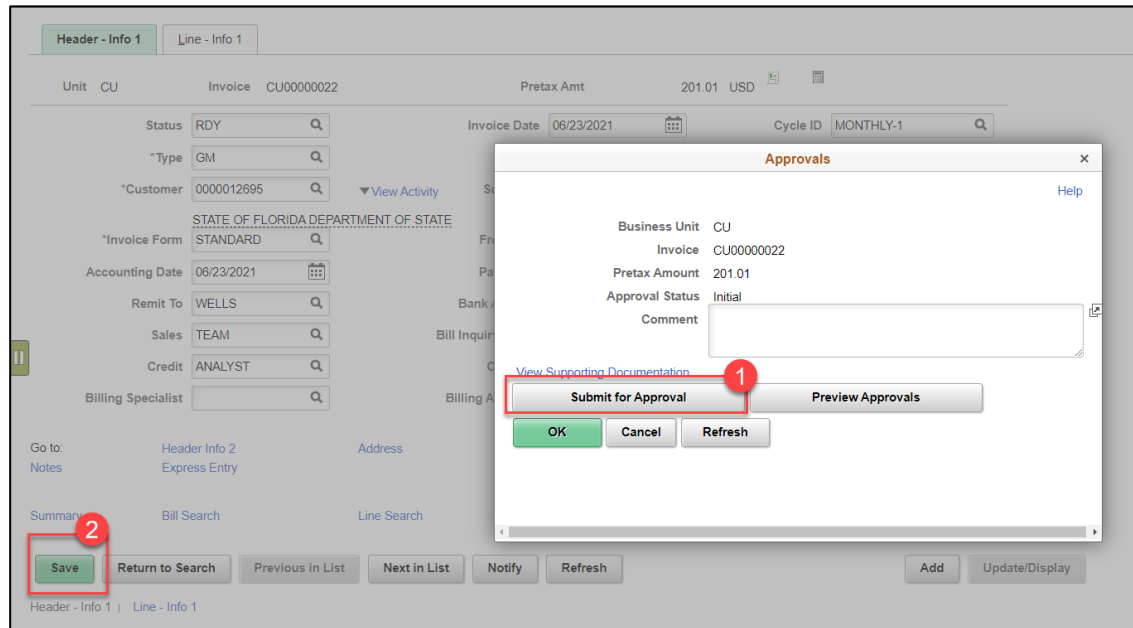
Approvals

Page Series Prev Next

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

14.

On the **Approvals** box, select **Submit for Approval** and select **Save**



The screenshot displays the INFORMS system interface for grant billing. The main window shows the 'Header - Info 1' tab with various fields for invoice details, including Unit (CU), Invoice (CU00000022), Pretax Amt (201.01 USD), Invoice Date (06/23/2021), Cycle ID (MONTHLY-1), Status (RDY), *Type (GM), *Customer (000012695), *Invoice Form (STANDARD), Accounting Date (06/23/2021), Remit To (WELLS), Sales (TEAM), Credit (ANALYST), and Billing Specialist. A red box with a '2' highlights the 'Save' button at the bottom left. An 'Approvals' dialog box is open in the foreground, showing fields for Business Unit (CU), Invoice (CU00000022), Pretax Amount (201.01), Approval Status (Initial), and a Comment field. A red box with a '1' highlights the 'Submit for Approval' button in the dialog. Other buttons in the dialog include 'OK', 'Cancel', 'Refresh', and 'Preview Approvals'. The background interface also includes links for 'Go to: Notes', 'Header Info 2', 'Express Entry', 'Address', 'Summary', 'Bill Search', and 'Line Search'.

The invoice is now ready to be further processed by the system!

15.

End of process.