



Miami-Dade County

Billing – Viewing & Printing Invoices

Job Aid

PURPOSE AND DESCRIPTION

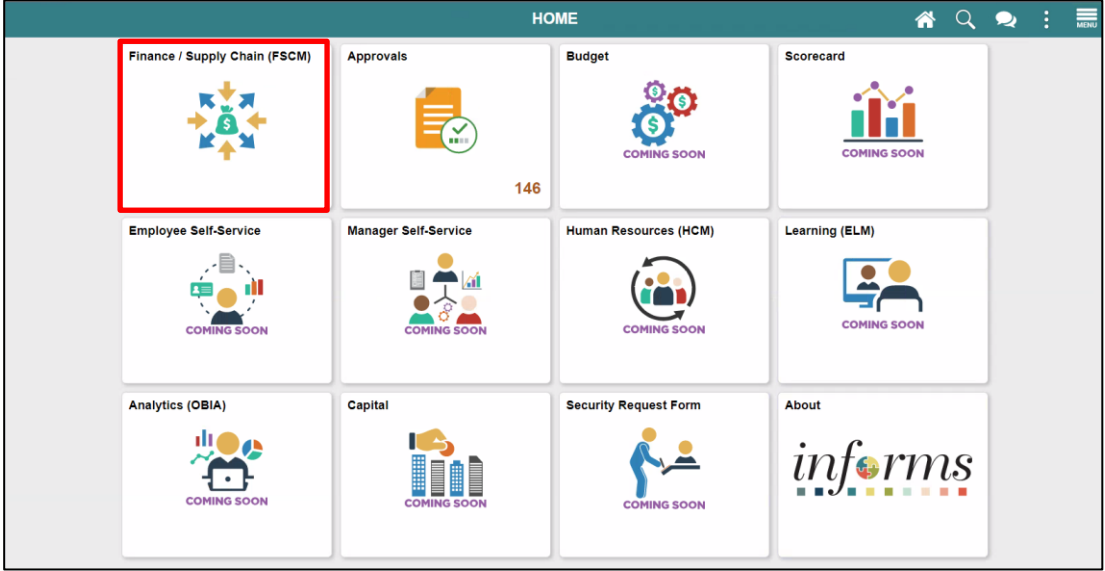
Purpose

This document explains how to view and print billing invoices.

Description











The key actions are provided to view the billing invoice via Bill Summary or Bill Details. Additionally, it includes the actions on how to download a batch of invoices by utilizing the reprint functionality.

VIEWING & PRINTING BILLING INVOICES

Step	Action
1.	Log into INFORMS.
2.	 <p>Select Finance/Supply Chain (FSCM).</p>

3.







Finance / Supply Chain (FSCM)

Finance & Accounting 	Grants Management 	Customer Contracts 	Supplier Administration 
Supply Chain Operations 	Project Management 	Cash Management 	Credit to Cash Operations 
Asset Tracking 	Payables Operations 		

Select **Credit to Cash Operations**.

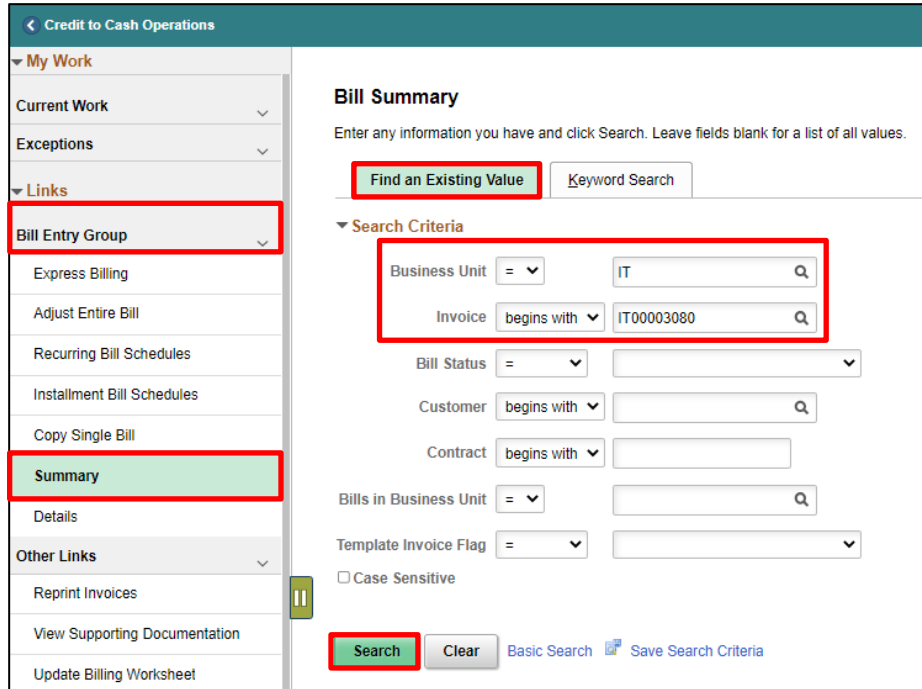
4.

Credit to Cash Operations

Billing WorkCenter 	Billing Invoice List 	Receivables WorkCenter 
Approvals 	Billing 	Receivables 

Select **Billing WorkCenter**.

5.



Credit to Cash Operations

My Work

- Current Work
- Exceptions
- Links**
 - Bill Entry Group**
 - Express Billing
 - Adjust Entire Bill
 - Recurring Bill Schedules
 - Installment Bill Schedules
 - Copy Single Bill
 - Summary**
 - Details
 - Other Links
 - Reprint Invoices
 - View Supporting Documentation
 - Update Billing Worksheet

Bill Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

Bills in Business Unit =

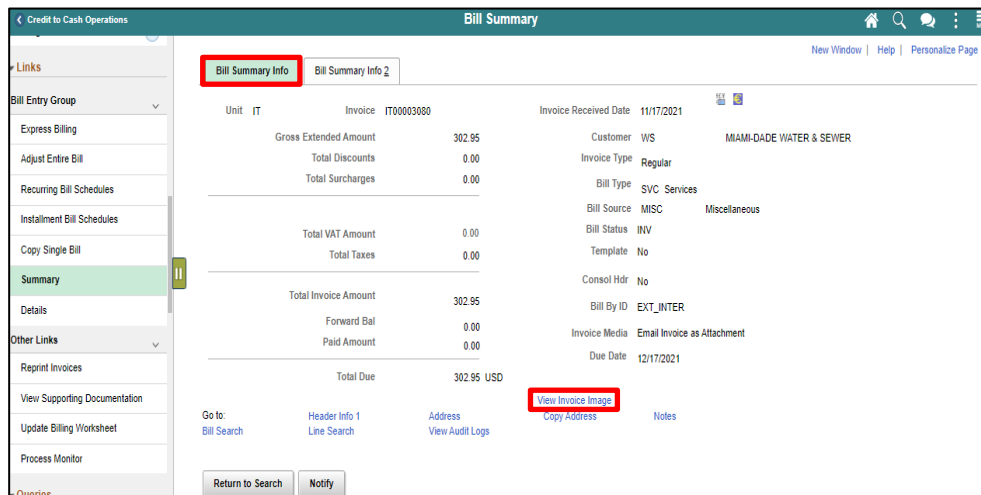
Template Invoice Flag =

☐ Case Sensitive

Search [Basic Search](#) [Save Search Criteria](#)

- Under **Bill Entry Group**, select **Summary**.
- Select the **Find an Existing Value** Tab.
- Enter the **Business Unit**.
- Select the **Invoice** number you want to print.
- Select **Search**.

6.



Credit to Cash Operations

Bill Summary

Bill Summary Info **Bill Summary Info 2**


Unit	IT	Invoice	IT00003080	Invoice Received Date	11/17/2021
Gross Extended Amount			302.95	Customer	WS
Total Discounts			0.00	Invoice Type	Regular
Total Surcharges			0.00	Bill Type	SVC Services
Total VAT Amount			0.00	Bill Source	MISC Miscellaneous
Total Taxes			0.00	Bill Status	INV
Total Invoice Amount			302.95	Template	No
Forward Bal			0.00	Consol Hdr	No
Paid Amount			0.00	Bill By ID	EXT_INTER
Total Due			302.95 USD	Invoice Media	Email Invoice as Attachment
				Due Date	12/17/2021

Go to: [Bill Search](#) [Header Info 1](#) [Address](#) [View Audit Logs](#) [View Invoice Image](#) [Copy Address](#) [Notes](#)

[Return to Search](#) [Notify](#)

- Select the **Bill Summary Info** tab, the invoice information will be displayed.
- Select the **View Invoice Image** hyperlink.

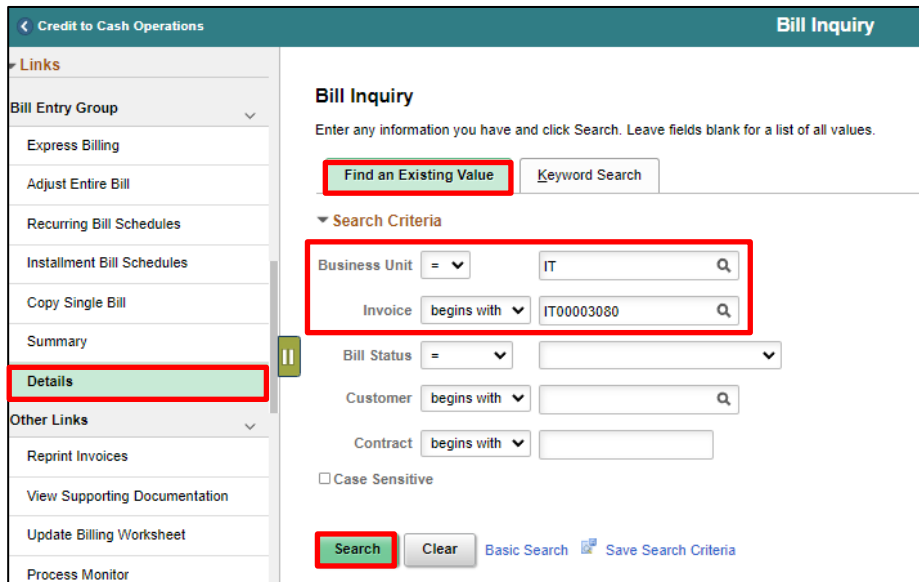
The Billing Invoice image will be displayed with the **Department Information, Customer Information, Invoice Number, Invoice Date, Payment Terms, Due Date, Total Amount Due, and detailed Line Description, Quantity, and Amount.**

		INVOICE																													
Please Remit To: Miami-Dade Information Technol 5680 SW 87th Ave Miami, Florida, 33173 305/596-8200		Invoice Number Invoice Date Customer Number Payment Terms Due Date	IT00003080 November 17, 2021 WS Net 30 December 17, 2021																												
Bill To: MIAMI-DADE WATER & SEWER JEMIMA JEAN-CHARLES 3071 SW 38TH AVE MIAMI FL 33146 United States		TOTAL AMOUNT DUE:	302.95 USD																												
		AMOUNT REMITTED	_____																												
Comments:																															
<table border="0"> <thead> <tr> <th>Line</th> <th>Identifier</th> <th>Description</th> <th>Qty</th> <th>UOM</th> <th>Unit Amount</th> <th>Net Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>TAS000000176719</td> <td>1.00</td> <td>EA</td> <td>292.00</td> <td>\$292.00</td> </tr> <tr> <td>2</td> <td></td> <td>TAS000000176719</td> <td>1.00</td> <td>EA</td> <td>10.95</td> <td>\$10.95</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total</td> <td>\$302.95</td> </tr> </tbody> </table>	Line	Identifier	Description	Qty	UOM	Unit Amount	Net Amount	1		TAS000000176719	1.00	EA	292.00	\$292.00	2		TAS000000176719	1.00	EA	10.95	\$10.95	Total						\$302.95			
Line	Identifier	Description	Qty	UOM	Unit Amount	Net Amount																									
1		TAS000000176719	1.00	EA	292.00	\$292.00																									
2		TAS000000176719	1.00	EA	10.95	\$10.95																									
Total						\$302.95																									

7. End of Process

VIEW INVOICE VIA BILLING DETAILS

1.



Bill Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Keyword Search

Search Criteria

Business Unit = IT

Invoice begins with IT00003080

Bill Status =

Customer begins with

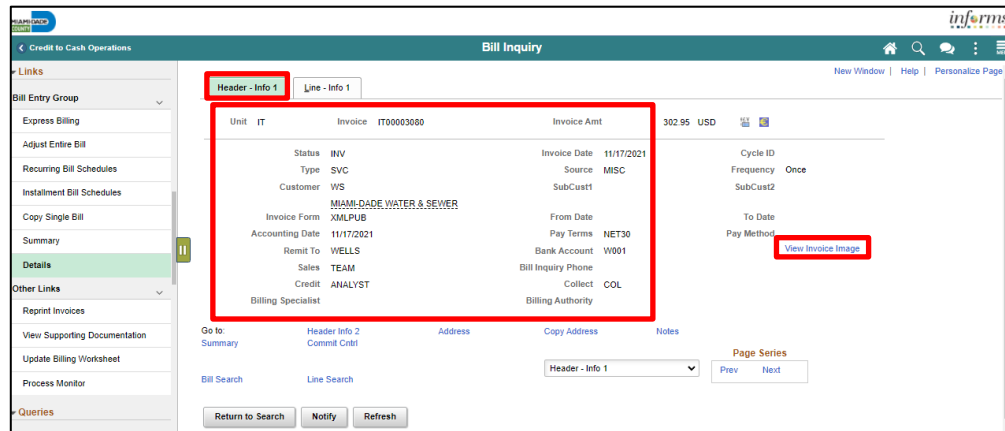
Contract begins with

☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

- Under the **Bill Entry Group**, select **Details**.
- Select the **Find an Existing Value** tab.
- Enter the **Business Unit**.
- Select the **Invoice** number you wish to see the details on.

2.



Header - Info 1 | Line - Info 1

Unit	IT	Invoice	IT00003080	Invoice Amt	302.95 USD
Status	INV	Invoice Date	11/17/2021	Cycle ID	
Type	SVC	Source	MISC	Frequency	Once
Customer	WS	SubCust1		SubCust2	
Invoice Form	XMLPLUB	From Date		To Date	
Accounting Date	11/17/2021	Pay Terms	NET30	Pay Method	
Remit To	WELLS	Bank Account	W001		
Sales	TEAM	Bill Inquiry Phone			
Credit	ANALYST	Collect	COL		
Billing Specialist		Billing Authority			

View Invoice Image

Go to: Summary | Header Info 2 | Control Ctrl | Address | Copy Address | Notes

Bill Search | Line Search | Header - Info 1 | Prev | Next

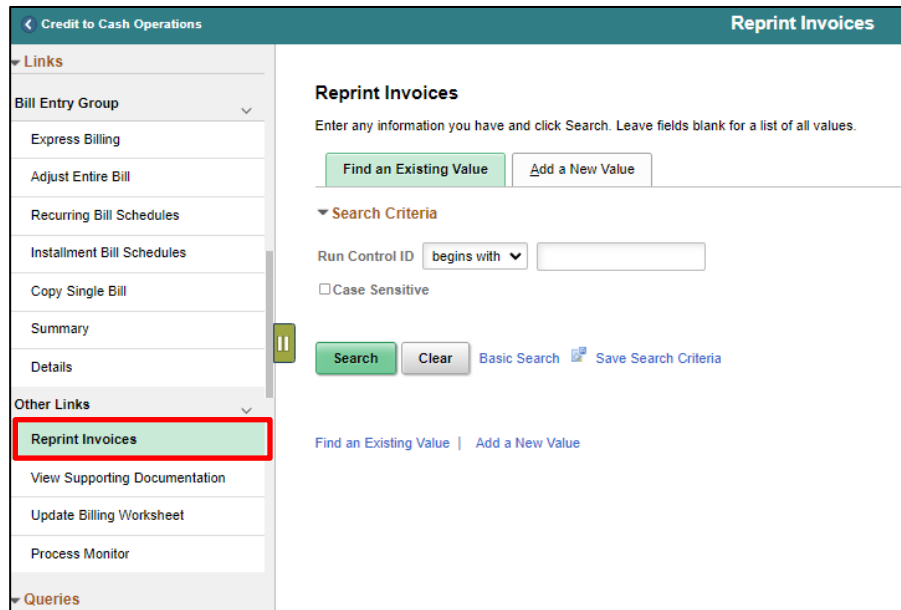
Return to Search | Notify | Refresh

- Select the **Header – Info 1** tab.
- Select the **View Invoice Image** hyperlink.

	<div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><div><div><div><div></div><div>MIAMI-DADE</div><div>COUNTY</div></div><div></div></div></div></div><div><di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BATCH INVOICE DOWNLOAD/REPRINT INVOICES

1.



Reprint Invoices

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Run Control ID

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

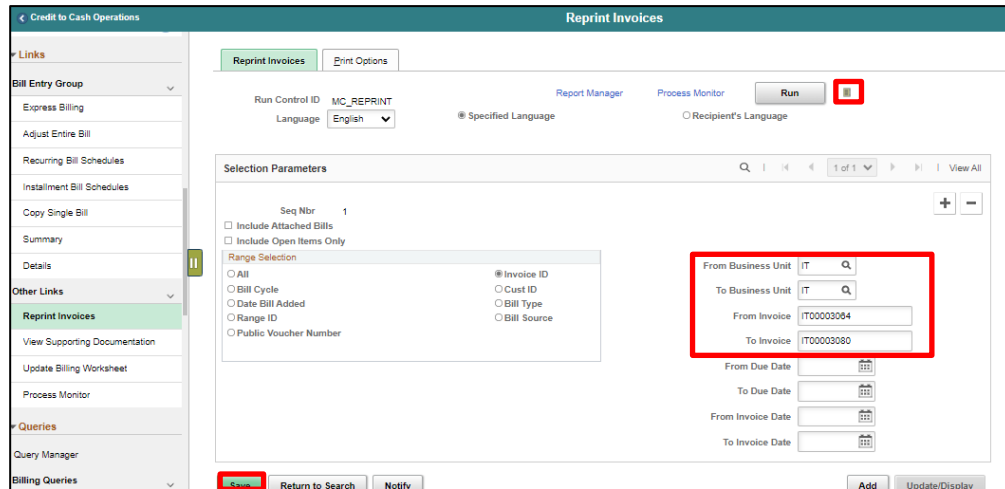
[Find an Existing Value](#) | [Add a New Value](#)


Under the **Other Links** section, select **Reprint Invoices**.

NOTE: If this is the **first time** using **Reprint Invoices**, select **Add a New Value** tab and enter the **Run Control ID**. Then select the **Add** button.

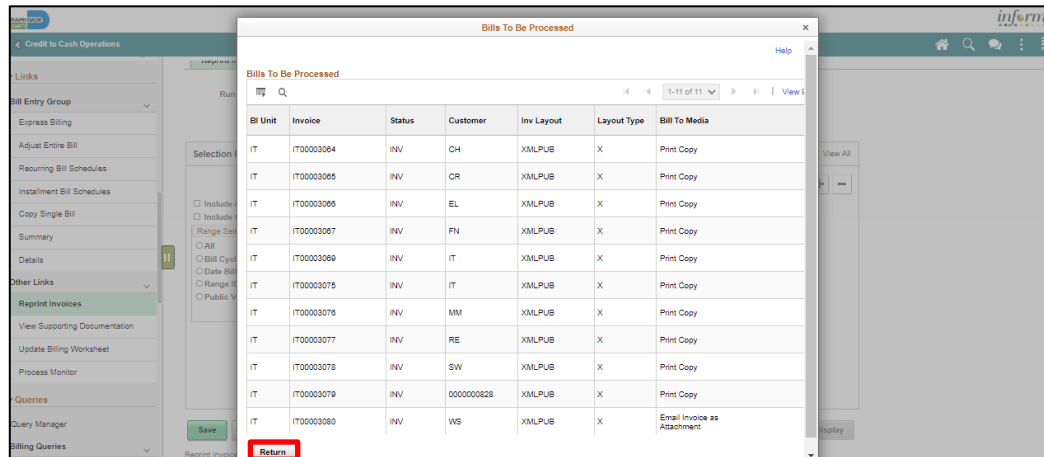
If it is **not the first time** using **Reprint Invoices**, enter the **Run Control ID** and select **Search**. Select the **Run Control ID** you wish to run.

2.



- On the **Selection Parameters** section, enter the following information:
From Business Unit.
To Business Unit.
From Invoice.
To Invoice.
- Select **Save**.
- Select the **yellow Bills To Be Processed icon**  to the right of the **Run** button to verify that the invoice requested is listed.

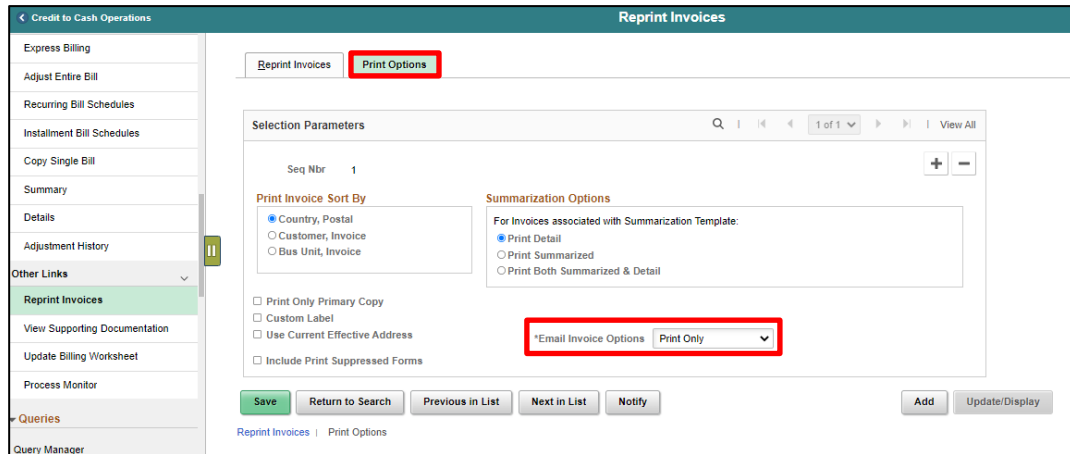
3.



BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
IT	IT00003064	INV	CH	XMLPUB	X	Print Copy
IT	IT00003065	INV	CR	XMLPUB	X	Print Copy
IT	IT00003066	INV	EL	XMLPUB	X	Print Copy
IT	IT00003067	INV	FN	XMLPUB	X	Print Copy
IT	IT00003069	INV	IT	XMLPUB	X	Print Copy
IT	IT00003075	INV	IT	XMLPUB	X	Print Copy
IT	IT00003076	INV	MM	XMLPUB	X	Print Copy
IT	IT00003077	INV	RE	XMLPUB	X	Print Copy
IT	IT00003078	INV	SW	XMLPUB	X	Print Copy
IT	IT00003079	INV	0000000828	XMLPUB	X	Print Copy
IT	IT00003080	INV	WS	XMLPUB	X	Email Invoice as Attachment

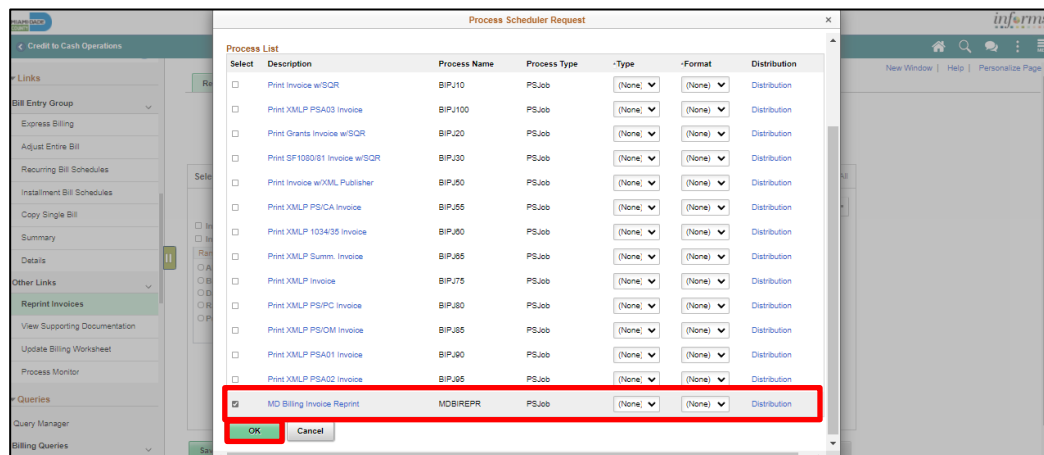
Review the **Bills To Be Processed** screen and select the **Return** button.

4.



- Select the **Print Options** tab.
- In the ***Email Invoice Options** field select **Print Only**.

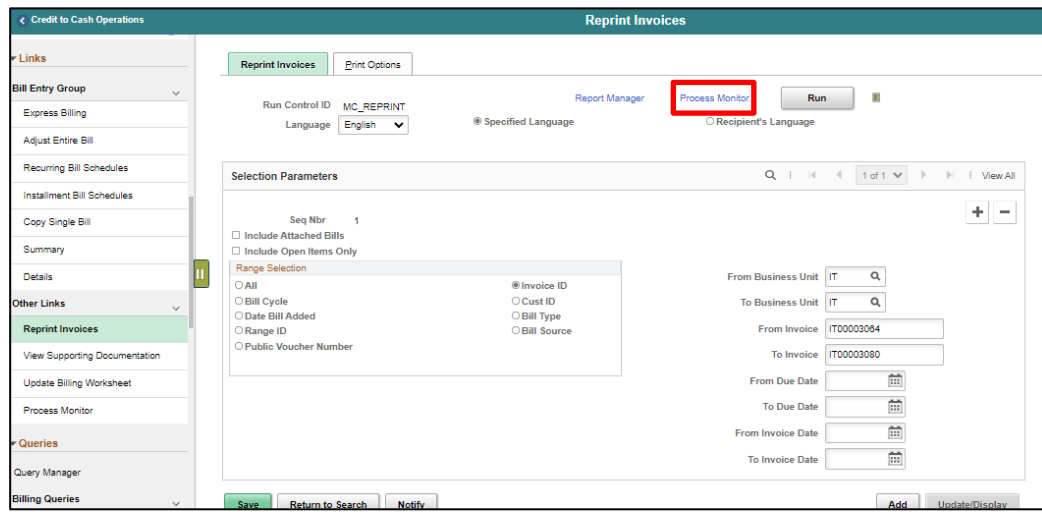
5.



Select	Description	Process Name	Process Type	-Type	-Format	Distribution
<input type="checkbox"/>	Print Invoice w/SQR	BIPJ10	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSAG3 Invoice	BIPJ100	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print SF1080/61 Invoice w/SQR	BIPJ30	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/CA Invoice	BIPJ55	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP 1034/35 Invoice	BIPJ60	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP Summ. Invoice	BIPJ65	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP Invoice	BIPJ75	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/PC Invoice	BIPJ80	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/OM Invoice	BIPJ85	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA01 Invoice	BIPJ90	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA02 Invoice	BIPJ95	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	MD Billing Invoice Reprint	MDBIREPR	PSJob	(None)	(None)	Distribution

- Select the **Reprint Invoices** tab.
- Select the **Run** button. The Process Scheduler Request page will appear.
- Select the **MD Billing Invoice Reprint (MDBIREPR)** line from the **Process List**.
- Select **OK**.

6.



Reprint Invoices

Run Control ID: MC_REPRINT | Language: English | Specified Language | Recipient's Language

Selection Parameters

Seq Nbr: 1

☐ Include Attached Bills
☐ Include Open Items Only

Range Selection

☐ All
☐ Bill Cycle
☐ Date Bill Added
☐ Range ID
☐ Public Voucher Number

Invoice ID: @ Invoice ID
Cust ID: @ Cust ID
Bill Type: @ Bill Type
Bill Source: @ Bill Source

From Business Unit: IT
To Business Unit: IT

From Invoice: IT00003084
To Invoice: IT00003080

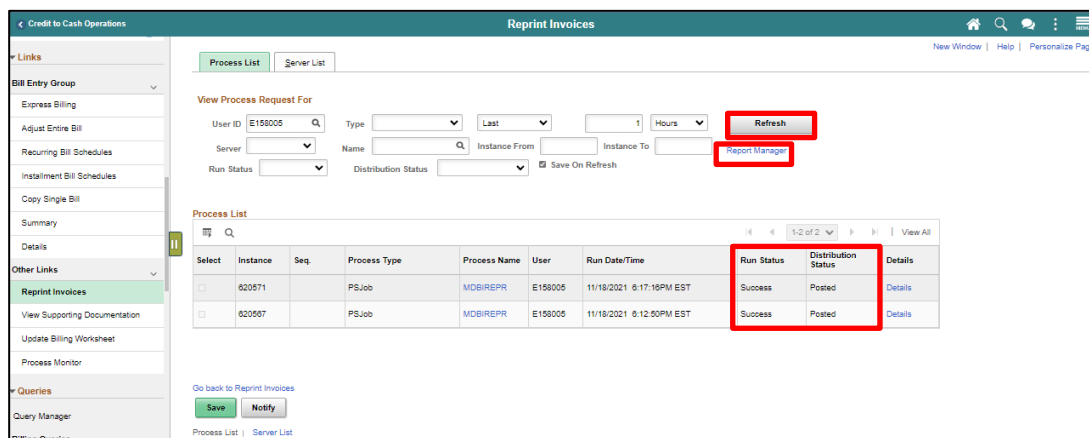
From Due Date: [Calendar Icon]
To Due Date: [Calendar Icon]

From Invoice Date: [Calendar Icon]
To Invoice Date: [Calendar Icon]

Buttons: Save, Return to Search, Notify, Add, Update/Display

Select the **Process Monitor** hyperlink.

7.



Reprint Invoices

Process List | Server List

View Process Request For

User ID: E158005 | Type: [Dropdown] | Last: [Dropdown] | Hours: 1 | Refresh

Server: [Dropdown] | Name: [Search] | Instance From: [Dropdown] | Instance To: [Dropdown] | Report Manager

Run Status: [Dropdown] | Distribution Status: [Dropdown] | Save On Refresh

Process List

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	620571		PSJob	MDIREPR	E158005	11/18/2021 6:17:18PM EST	Success	Posted	Details
<input type="checkbox"/>	620567		PSJob	MDIREPR	E158005	11/18/2021 6:12:50PM EST	Success	Posted	Details

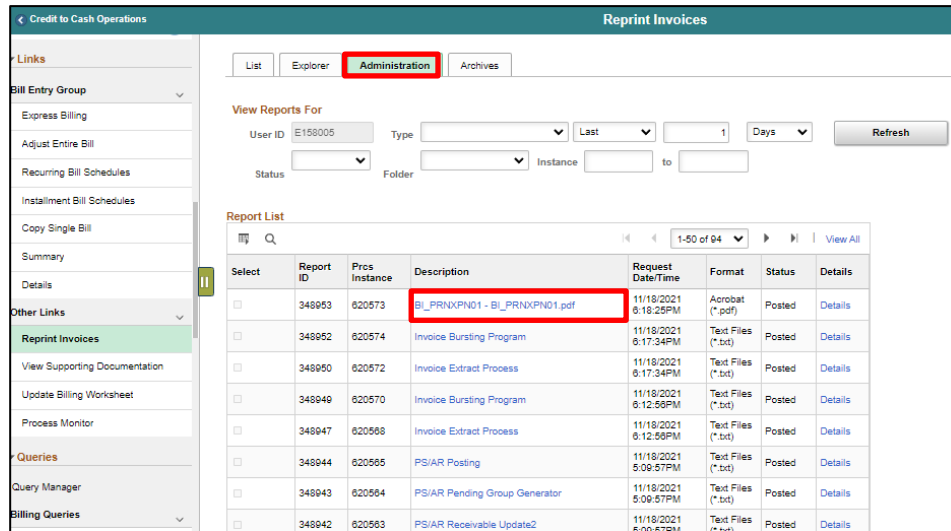
Go back to Reprint Invoices

Buttons: Save, Notify

Process List | Server List

Select **Refresh** button until the **Run Status** displays **Success** and the **Distribution Status** displays **Posted**.

Select the **Report Manager** hyperlink when the **Run Status** is **Success** and **Distribution Status** is **Posted**.



Reprint Invoices

Links: List Explorer **Administration** Archives

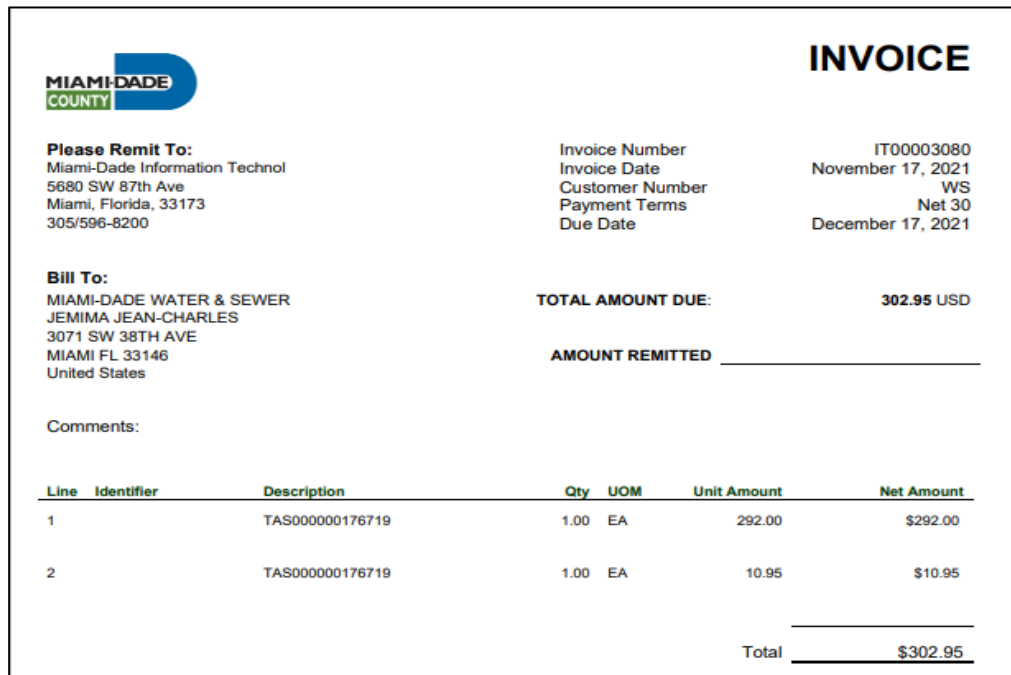
View Reports For: User ID: E158005 Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Report List

Select	Report ID	Pros Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	348953	620573	BI_PRNXPND1 - BI_PRNXPND1.pdf	11/18/2021 6:18:25PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	348952	620574	Invoice Bursting Program	11/18/2021 6:17:34PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	348950	620572	Invoice Extract Process	11/18/2021 6:17:34PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	348949	620570	Invoice Bursting Program	11/18/2021 6:12:56PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	348947	620568	Invoice Extract Process	11/18/2021 6:12:56PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	348944	620565	PS/AR Posting	11/18/2021 5:09:57PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	348943	620564	PS/AR Pending Group Generator	11/18/2021 5:09:57PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	348942	620563	PS/AR Receivable Update2	11/18/2021 5:09:57PM	Text Files (*.txt)	Posted	Details

8. a) Select the **Administration** Tab.
 b) Select the **hyperlink for the .PDF file**.
 The invoices will be displayed.



MIAMI-DADE COUNTY

INVOICE

Please Remit To:
 Miami-Dade Information Technol
 5680 SW 87th Ave
 Miami, Florida, 33173
 305/596-8200

Invoice Number IT00003080
Invoice Date November 17, 2021
Customer Number WS
Payment Terms Net 30
Due Date December 17, 2021

Bill To:
 MIAMI-DADE WATER & SEWER
 JEMIMA JEAN-CHARLES
 3071 SW 38TH AVE
 MIAMI FL 33146
 United States

TOTAL AMOUNT DUE: 302.95 USD

AMOUNT REMITTED _____

Comments:

Line	Identifier	Description	Qty	UOM	Unit Amount	Net Amount
1		TAS000000176719	1.00	EA	292.00	\$292.00
2		TAS000000176719	1.00	EA	10.95	\$10.95
Total						\$302.95

9. End of Process.