

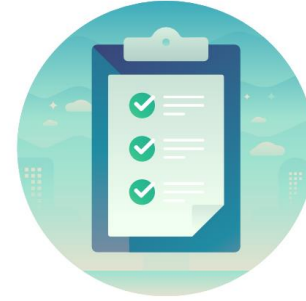
Course ID: FIN 203

Course: Create and Finalize Bills

Ground Rules



Be on time



Attendance



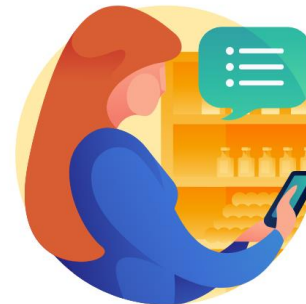
Turn off your cell phones when in class



Take breaks as needed



Participate actively in class; refrain from email and internet use



Feel free to ask questions

Course Overview

Course Description	<p>This course provides a comprehensive review of the Create and Finalize Bills processes. This course consists of the following modules:</p> <ul style="list-style-type: none">• Module 1: Course Introduction• Module 2: Create and Finalize Bills• Module 3: Interdepartmental Billing• Module 4: Course Summary
Training Audiences	<ul style="list-style-type: none">• Central BI Batch Processor• Department BI Processor• Department BI Adjustment Processor
Prerequisites	<ul style="list-style-type: none">• ERP 101 – Overview of INFORMS• ERP 102 – INFORMS Navigation, Reporting and Online Help• FIN 101 – Financials Fundamentals
Estimated Duration	<ul style="list-style-type: none">• 3.5 Hours

Course Outline

Content

Module 1: Course Introduction

Module 2: Create and Finalize Bills

- Lesson 1: Generate and Finalize Bills
 - Lecture 1: How to Generate Interface Bills
 - Lecture 2: How to Create Online Bills
 - Lecture 3: How to Adjust Invoice

Module 3: Interdepartmental Billing

- Lesson 1: Interdepartmental Billing Process
- Lesson 2: Creating an Interdepartmental Bill
- Lesson 3: Creating a Contract Related Interdepartmental Bill

Module 4: Course Summary

Module 1: Course Introduction

Module Topics

Course Administration and Logistics Matters

Learning Objectives

Associated Roles and Responsibilities

Navigation

Key Changes to Business Process

End-to-End Business Process

Introduction to Demonstrations, Activities and Exercises

Course Administration and Logistics



To receive credit for completing this course, you must record your attendance at the beginning and end of class



Please turn off your cell phones and refrain from checking email and the Internet while in class



Actively participate in class



Take Breaks at scheduled times



Ask questions; this is your time to learn



Be back from Breaks on time

Learning Objectives

- Identify the End-to-End Process to Create and Finalize Bills
- Understand the process for creating recurring and installment bills
- Understand the process for creating an interdepartmental bill

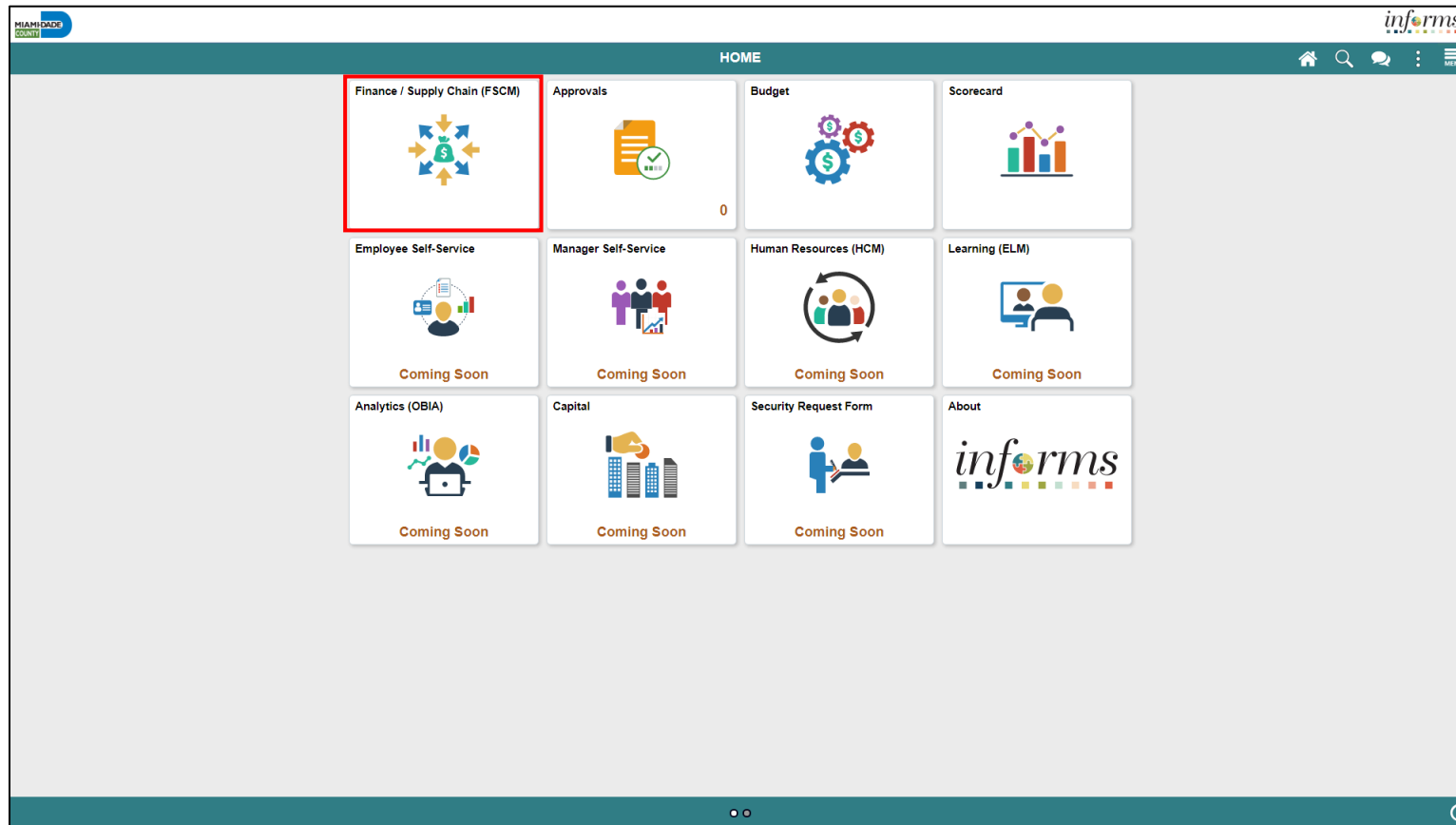
Roles and Responsibilities

The roles and responsibilities associated with Creating and Finalizing Bills Business processes include:

Role	Responsibilities
Central BI Batch Processor	The Central BI Batch Processor has the ability to schedule and run all Billing batch processes and jobs.
Department BI Adjustment Processor	The Department BI Processor is responsible for creating a bill. The Department BI Processor is able to generate Pro Forma (draft) invoices of the bills, update billing data, set bills to Ready status (i.e. for finalization and invoice generation), and correct billing errors within INFORMS (including interfaced billing data).
Department BI Processor	The Department BI Adjustment Processor is responsible for adjusting a bill in INFORMS. This includes adjusting the entire bill through the credit/rebill process or adjusting select lines within a bill.

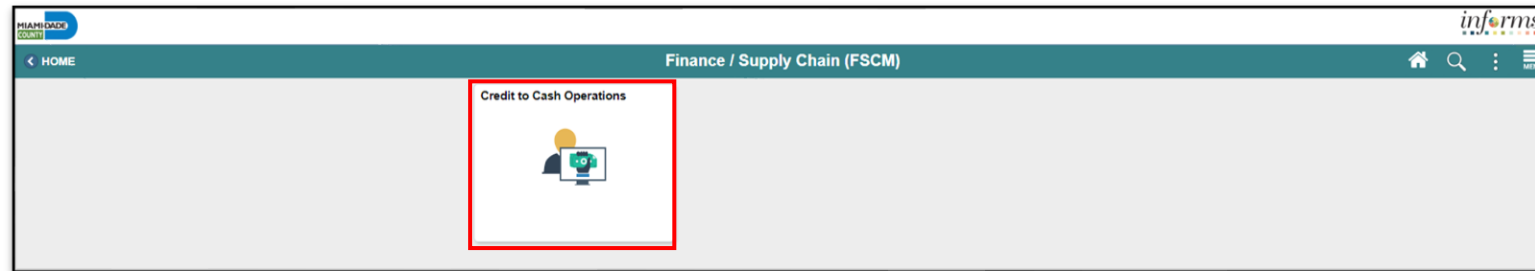
Navigation

1. Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page

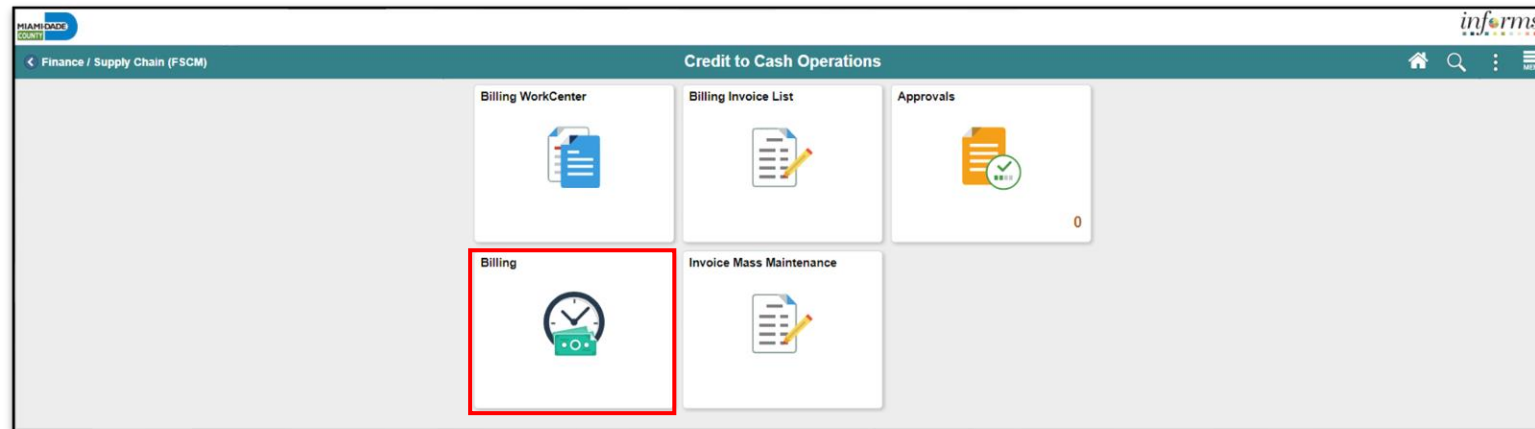


Navigation

2. Select **Credit to Cash Operations**



3. Select **Billing**



Key Changes to Business Process

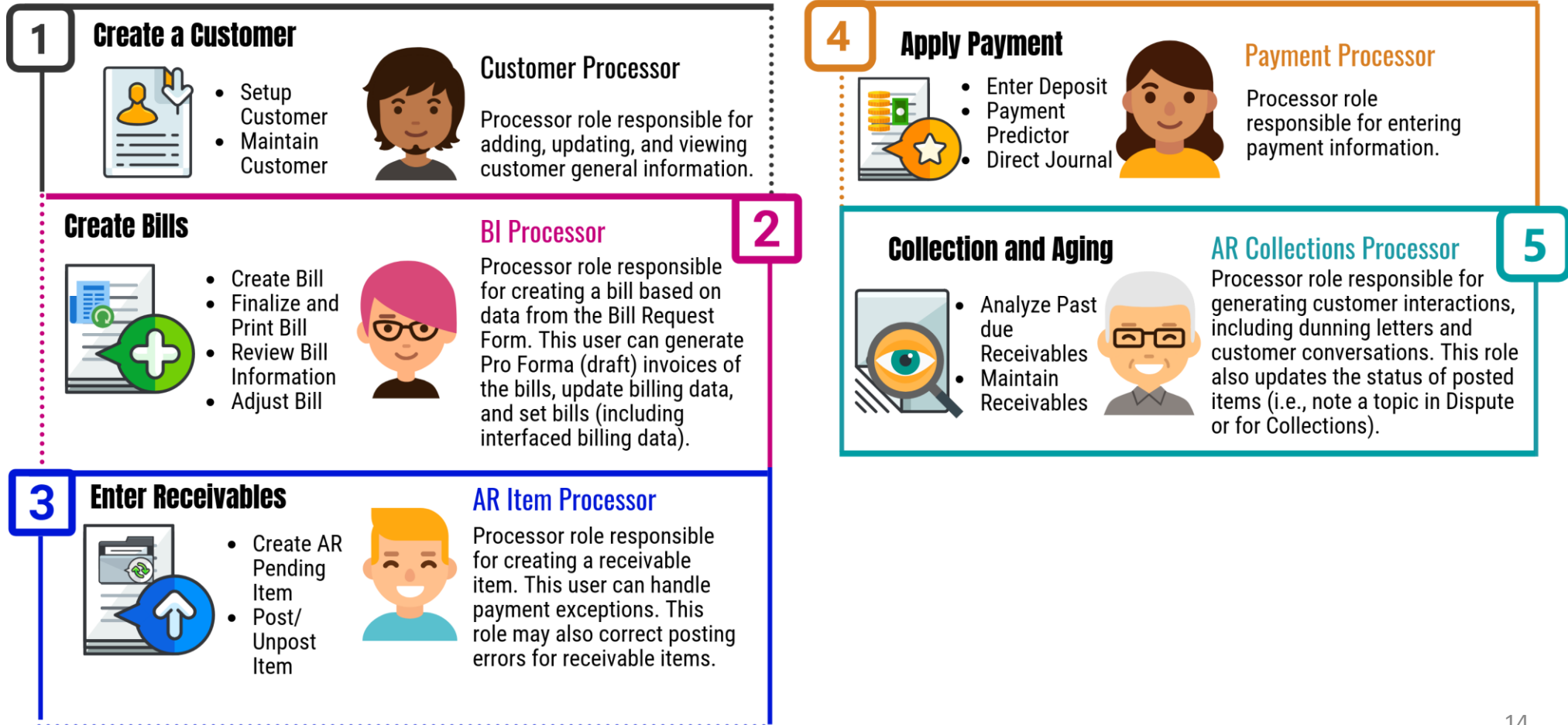
- Customer will be standardized in a single system
 - One Customer ID per customer
- Bills can be generated and tracked from a single system
- Eliminate manual Accounts Receivable (A/R) entries
 - A/R created at the time of billing

End-to-End Business Process

- INFORMS Billing processes bill information to create invoice
 - To standardize, automate and optimize its billing activities
- Two Business Processes:
 1. Generate and Finalize Bills
 - Creating Online and Interface Bills
 - Adjusting Invoices
 2. Interdepartmental Billing

End-to-End Business Process

INVOICE TO CASH Business Process

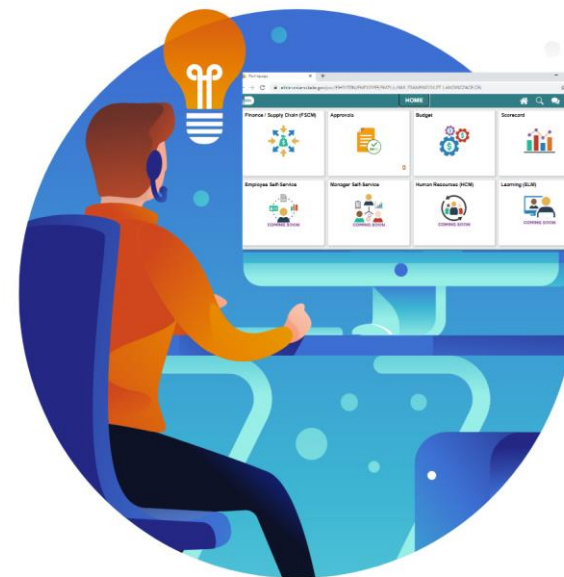


Introduction to Activities and Exercises

- You will take part in two types of hands-on learning throughout this course.



Training
Activities



Training
Exercises

Module 1: Course Introduction Summary

Module Topics
Course Administration and Logistics
Learning Objectives
Roles and Responsibilities
Navigations
Key Changes to Business Process
End-to-End Business Process
Introduction to Demonstrations, Activities and Exercises

Module 2: Create and Finalize Bills

Module Topics

Module Introduction

- Lesson 1: Generate and Finalize Bills

Lesson 1: Generate and Finalize Bills

- Create Interface Bills
- Create Online Bills
- Adjust Invoices

Lesson 1: Key Terms

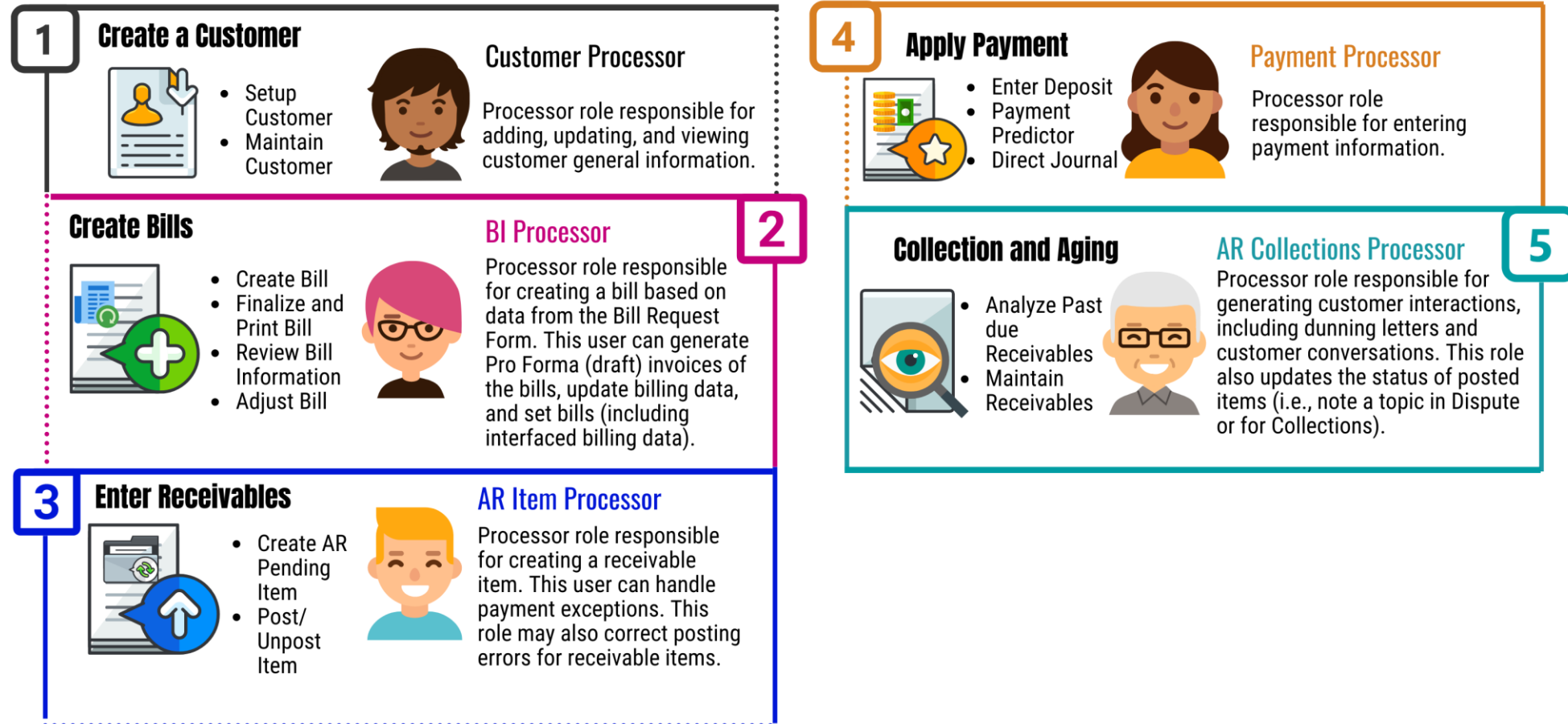
Term	Definition
Adjust Bill and Rebill	The Adjust Bill process enables them to adjust bills by crediting and optionally rebilling an invoice. Rebilling allows them to review, update and finalize bills using the same process flow as new bills.
Bill Header	Bill Header contains information that applies to the whole invoice and includes information such as Bill Type, Customer, Source and Payment Terms.
Bill Lines	The Bill Line contains information that applies only to specific items that are being billed such as Description, Quantity and Price.
Billing Interface	The billing interface enables automatic creation of a bill using data from other INFORMS modules, such as INFORMS Project Costing, or an external system, such as ISD M5.
Bill	Bill issued by Miami Dade County after having provided goods or services to the customer. Previously known as Invoice.

Lesson 1: Key Terms

Term	Definition
Online Bill Entry	Online bill entry is the manual method of entering bill header and line information into INFORMS. Bill headers contain the information that applies to the whole invoice and bill line information applies to the specific items that are being billed.

Lecture 1: How to Create Interface Bills

INVOICE TO CASH Business Process



Lecture 1: How to Create Interface Bills

- INFORMS Billing provides two methods for entering new bill info:

1. Billing Interface

- Enables automatic creation of a bill using data from
 - Other strategic areas i.e., Project Costing
 - Systems external to INFORMS, such as ISD M5

2. Online Bill Entry

- Manual method of entering bill header and line information
 - Bill headers contain the information that applies to the whole invoice
 - Bill line information applies to the specific items that are being billed

Lecture 1: How to Create Interface Bills

- Billing Interface tables act as a staging area for external information
- Information is loaded into the staging tables
- Billing Interface process performs the following tasks:
 - Validates the data
 - Converts the information into a bill structure
 - Establishes whether the bill lines brought in by the billing interface should be added to an existing bill or added to a new bill

Lecture 1: How to Create Interface Bills

- The **Process Billing Interface** program will:
 - Run via batch scheduler
 - Bring data external to the Billing functional area
 - Will create a worksheet
- This worksheet will be accepted by a department users and populate data within a new bill
 - Users must navigate to the **Update Billing Worksheet** page

Lecture 1: How to Create Interface Bills

Navigate to: **Finance / Supply Chain (FSCM) > Credit to Cash Operations Tile > Billing Tile > My Billing Invoices > Update Billing Worksheet**

The screenshot displays the Oracle Billing interface. The left-hand navigation pane shows a tree structure with 'My Billing Invoices' highlighted in red, and 'Update Billing Worksheet' highlighted in green. The main content area is titled 'Billing' and includes a 'Worksheet Headers' tab. Below the tab, there is a 'Business Unit' section with a search bar and a 'Set Filter Options' link. A table titled 'Header Level Detail' is shown, displaying one row with columns for Contract, Project, Letter of Credit ID, LOC Doc ID, Pretax Invoice Amount, Currency, Add To Bill, Billing Worksheet, and Header Info 1. Below the table, there are buttons for 'Select All', 'Deselect All', 'Approve Now', 'Approve Later', 'Delete Now', and 'Delete Later'. At the bottom, there are buttons for 'Save', 'Notify', and 'Refresh'.

Navigation Path: Credit to Cash Operations > Billing > My Billing Invoices > Update Billing Worksheet

Worksheet Headers

Business Unit

To change your search criteria, click Set Filter Options. [Set Filter Options](#)

Header Level Detail

	Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
<input type="checkbox"/>					0.000		<input type="text"/>		8/8

☒ [Select All](#) ☐ [Deselect All](#)

Go to: [Manage Contract/Project Bills](#) [Letter of Credit Summary](#)

[Worksheet Headers](#) | [Line Details](#)

Lecture 1: How to Create Interface Bills

- Users can adjust fields which have been generated by the Interface with the appropriate value
- If an error occurs within the Interface:
 - Interface will mark **LoadStatus** as *ERP* and offer a specific code
 - Code will identify error reason
- To correct errors users can:
 - Identify the Interface ID or Business Unit
 - Use the **Correct Interface Errors** page to update the appropriate fields

Lecture 2: How to Create Online Bills

- Users must create a bill header
 - Provides information about an entire invoice and includes:
 - Where the bill came from (**Bill Type** and **Bill Source**)
 - Where the bill is going (**Customer**)
 - When the bill is sent to the customer (**Cycle ID**)
 - How the bill should be formatted (**Invoice Form**)

Lecture 2: How to Create Online Bills

- The **Bill Entry** page offers the users the ability to input general information about the bill
 - Business Unit
 - Invoice ID
 - Bill Type Identifier
 - Bill Source
 - Customer
 - Invoice
 - Accounting Dates

Lecture 2: How to Create Online Bills

Navigate to: **Finance / Supply Chain (FSCM) > Credit to Cash Operations > Billing > My Billing Invoices > Standard Billing**

The screenshot displays the Oracle Billing system interface. The top navigation bar shows 'Credit to Cash Operations' and 'Billing'. The left-hand navigation menu is expanded, with 'My Billing Invoices' and 'Standard Billing' highlighted with red boxes. The 'Standard Billing' option is highlighted with a green box. The main content area is titled 'Bill Entry' and contains several input fields and buttons. The fields are: 'Business Unit' (ID), 'Invoice' (NEXT), 'Bill Type Identifier' (SVC), 'Bill Source' (ONLINE), 'Customer' (000000000000039), 'Invoice Received Date' (06/22/2020), and 'Accounting Date' (06/22/2020). There are 'Find an Existing Value', 'Keyword Search', and 'Add a New Value' buttons at the top and bottom of the form. A green 'Add' button is located at the bottom left of the form.

Navigation Path: Credit to Cash Operations > Billing > My Billing Invoices > Standard Billing

Bill Entry Form Fields:

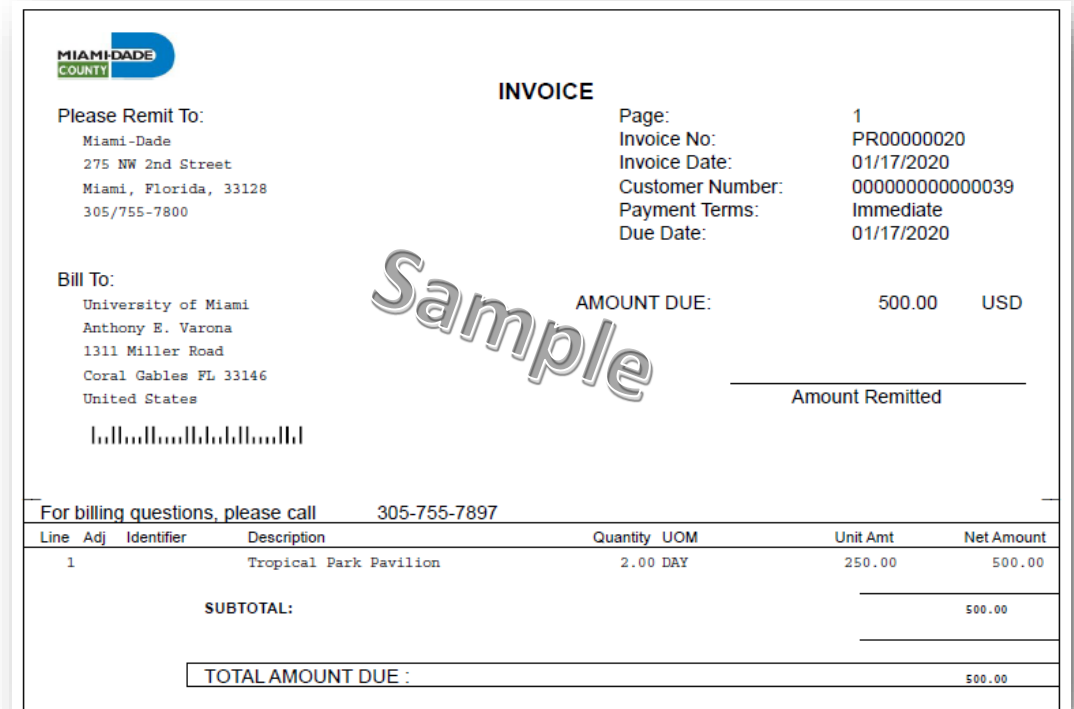
- Business Unit: ID
- Invoice: NEXT
- Bill Type Identifier: SVC
- Bill Source: ONLINE
- Customer: 000000000000039
- Invoice Received Date: 06/22/2020
- Accounting Date: 06/22/2020

Buttons: Find an Existing Value, Keyword Search, Add a New Value, Add

Lecture 2: How to Create Online Bills

Once the invoice is saved in an *RDY* status, a batch process will run to:

1. Finalize the invoice
2. Generate the PDF to be printed or emailed to the customer
3. Create an open item in Accounts Receivable
4. Post the accounting entries to the General Ledger.



The image shows a sample invoice from Miami-Dade County. It includes the county logo, invoice details, a table of items, and a total amount due. A large 'Sample' watermark is overlaid on the center.

MIAMI-DADE COUNTY

INVOICE

Please Remit To:
Miami-Dade
275 NW 2nd Street
Miami, Florida, 33128
305/755-7800

Page: 1
Invoice No: PR00000020
Invoice Date: 01/17/2020
Customer Number: 000000000000039
Payment Terms: Immediate
Due Date: 01/17/2020

Bill To:
University of Miami
Anthony E. Varona
1311 Miller Road
Coral Gables FL 33146
United States

AMOUNT DUE: 500.00 USD

Amount Remitted

For billing questions, please call 305-755-7897

Line	Adj	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
1			Tropical Park Pavilion	2.00	DAY	250.00	500.00
SUBTOTAL:							500.00
TOTAL AMOUNT DUE :							500.00

Lecture 3: How to Adjust Invoices

The **Bills Invoiced** page is used to review all bills invoiced by customers.

Navigate to: **Finance / Supply Chain > Credit to Cash Operations > Billing > My Reporting and Analysis > Bills Invoiced**

The screenshot displays the 'Bills Invoiced' page within a software application. The sidebar on the left contains the following navigation options: 'My Billing Invoices', 'My Accounting', 'My Reporting and Analysis' (highlighted with a red box), 'Bills Not Invoiced', 'Bills Invoiced' (highlighted with a green box), 'Print Pro Forma', and 'Reprint Invoices'. The main content area is titled 'Bills Invoiced' and includes a search bar with fields for '*Unit' (ID), '*Currency Option' (Transaction Currency), and '*Bill To' (Customer). A search button is located to the right of these fields. Below the search bar, a summary row shows '1 To 1 Of 1' and '375.00 / 375.00'. The 'Bill Search Results' section features a table with the following columns: Select, Type, Status, Source, Invoice, Template Invoice Flag, Invoice Date, Invoice Amount, Currency, and Created By. The table contains one row with the following data: Select (checkbox), Type (SVC), Status (INV), Source (ONLINE), Invoice (ID00000029), Template Invoice Flag (N), Invoice Date (06/22/2020), Invoice Amount (375.00), Currency (USD), and Created By (MD_BI_DPT_PRCR). Below the table, there are links for 'Summary', 'Header Info 1', 'Address', 'Copy Address', 'Header Notes', and 'Line Search'. At the bottom of the page, there are 'Notify' and 'Refresh' buttons.

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency	Created By
<input type="checkbox"/>	SVC	INV	ONLINE	ID00000029	N	06/22/2020	375.00	USD	MD_BI_DPT_PRCR

Lecture 3: How to Adjust Invoices

The **Review Entries by Invoice** page is used to review accounting entries by invoice.

Navigate to : **Finance / Supply Chain (FSCM) > Credit to Cash Operations > Billing > My Accounting > Review Entries by Invoice**

The screenshot shows the 'Billing' section of a software interface. On the left, a navigation menu is visible with the following items: 'My Billing Invoices', 'My Accounting' (highlighted with a red box), 'Review Entries by Invoice' (highlighted with a green box), 'Review Entries by Journal', 'Correct Entry Type', 'Correct Staged Acctg Errors', 'Correct Budget Check Errors', and 'My Reporting and Analysis'. The main content area is titled 'Accounting Entries by Invoice' and includes a search bar with the placeholder text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the search bar is a 'Find an Existing Value' button. The 'Search Criteria' section contains two rows of input fields: 'Business Unit' with a dropdown menu and an 'ID' field, and 'Invoice' with a dropdown menu set to 'begins with' and an 'ID00000029' field. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The top of the interface features a teal header bar with a back arrow, the text 'Credit to Cash Operations', the title 'Billing', and icons for home, menu, and help. The bottom right corner of the interface shows a 'New Window' button and a 'Help' link.

Lecture 3: How to Adjust Invoices

When crediting an entire bill, it reverses the original invoice and adjusts the General Ledger accounting entries accordingly.

- There are two options available for crediting an entire bill:
 - Creating a credit that only reverses the original invoice
 - Creating a credit for the original invoice and creating a copy of the original invoice to modify to reflect the correct billing information

Lecture 3: How to Adjust Invoices

The **Adjust Entire Bill** page allows the users to select the necessary adjustment action for a particular bill.

Navigate to: **Finance / Supply Chain (FSCM) > Credit to Cash Operations > My Billing Invoices > Adjust Entire Bill**

The screenshot displays the 'Adjust Entire Bill' page within the 'Credit to Cash Operations' module. The left sidebar shows a navigation menu with 'My Billing Invoices' highlighted in red, and 'Adjust Entire Bill' highlighted in green. The main content area is titled 'Adjust Entire Bill' and includes a 'Find an Existing Value' button. Below this, the 'Search Criteria' section contains fields for 'Business Unit' (set to 'AD'), 'Invoice' (beginning with), 'Customer' (beginning with), and 'Contract' (beginning with). A 'Case Sensitive' checkbox is also present. At the bottom, there are 'Search' and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'. The top right corner of the page features 'New Window' and 'Help' links.

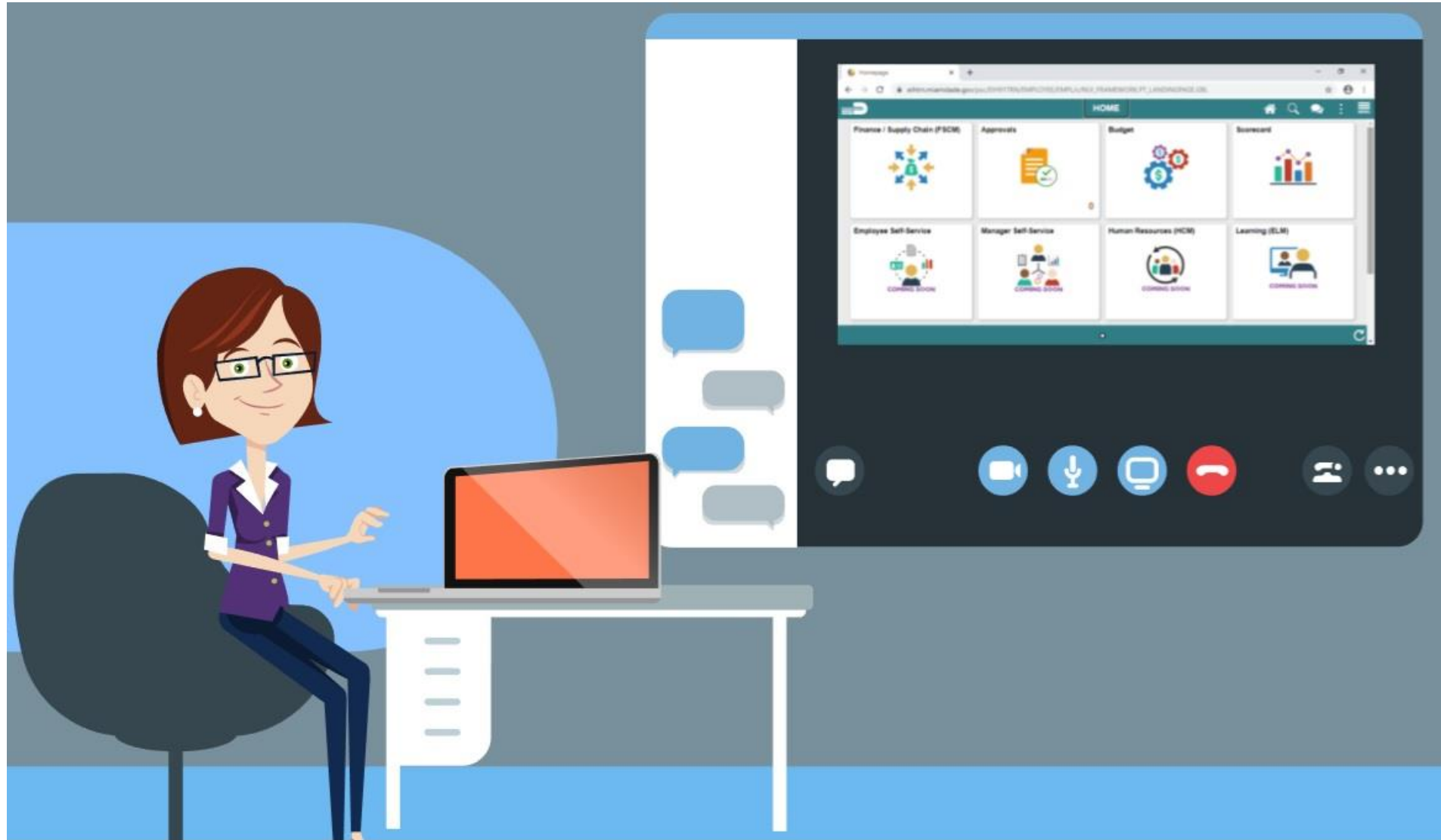
Lecture 3: How to Adjust Invoices

The **Adjust Selected Bill Lines** page allows the users to make adjustments and add additional lines.

Navigate to: **Finance / Supply Chain (FSCM) > Credit to Cash Operations > Billing > My Billing Invoices > Adjust Selected Bill Lines**

The screenshot shows the 'Adjust Selected Bill Lines' page within the 'Billing' section of the 'Credit to Cash Operations' menu. The left sidebar contains a tree view with 'My Billing Invoices' expanded, showing 'Standard Billing', 'Adjust Entire Bill', and 'Adjust Selected Bill Lines' (highlighted with a red box). Below this is 'My Reporting and Analysis'. The main content area is titled 'Adjust Selected Bill Lines' and includes a 'Find an Existing Value' button. Under 'Search Criteria', there are search fields for 'Business Unit' (with a dropdown set to '=' and a text input 'AD'), 'Invoice' (with a dropdown set to 'begins with' and an empty text input), 'Customer' (with a dropdown set to 'begins with' and an empty text input), and 'Contract' (with a dropdown set to 'begins with' and an empty text input). A 'Case Sensitive' checkbox is also present. At the bottom, there are 'Search' and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'.

Lesson 1: Activities and Exercises



Module 2: Create and Finalize Bills Summary

Module Topics

Module Introduction

- Lesson 1: Generate and Finalize Bills

Module 3: Interdepartmental Billing

Module Topics

Module Introduction

- Lesson 1: Interdepartmental Billing Process
- Lesson 2: Creating an Interdepartmental Bill
- Lesson 3: Creating a Contract Related Interdepartmental Bill

Lesson 1: Interdepartmental Billing Process

- Recognize the Interdepartmental Billing Process
- List the other submodules which integrated with Interdepartmental Billing

Lesson 1: Key Terms

Term	Definition
Adjust Bill and Rebill	The Adjust Bill process enables them to adjust bills by crediting and optionally rebilling an invoice. Rebilling allows them to review, update, and finalize bills using the same process flow as new bills.
Bill Header	Bill Header contains information that applies to the whole invoice and includes information such as Bill Type, Customer, Source, and Payment Terms.
Bill Lines	The Bill Line contains information that applies only to specific items that are being billed such as Description, Quantity, and Price.
Billing Interface	The billing interface enables automatic creation of a bill using data from other INFORMS modules, such as INFORMS Project Costing, or an external system, such as ISD M5.
Bill	Bill issued by Miami Dade County after having provided goods or services to the customer. Previously known as Invoice.
Online Bill Entry	Online bill entry is the manual method of entering bill header and line information into INFORMS. Bill headers contain the information that applies to the whole invoice and bill line information applies to the specific items that are being billed.

Lesson 1: Interdepartmental Billing Process

- **Interdepartmental Bills** are created from one department to another
 - Each department is created as a customer
 - The department being billed is a customer
 - The department doing the billing is the billing business unit
 - An invoice is created using the Billing strategic area
 - Allows payment processes to be completed automatically with batch jobs
 - The clearing process is performed automatically, with the corresponding funds moved in the general ledger

Lesson 1: Interdepartmental Billing Process

- There are three ways to create an interdepartmental bill:
 1. Online, manual creation (detailed in lesson 2)
 2. Project Costing related interdepartmental bill and will come through a customer contracts integration (detailed in lesson 3)
 3. Interface file for an interdepartmental bill (system to system integration)
 - This process follows the same steps as a regularly interfaced bill, explained in Module 2

Lesson 1: Interdepartmental Billing Process

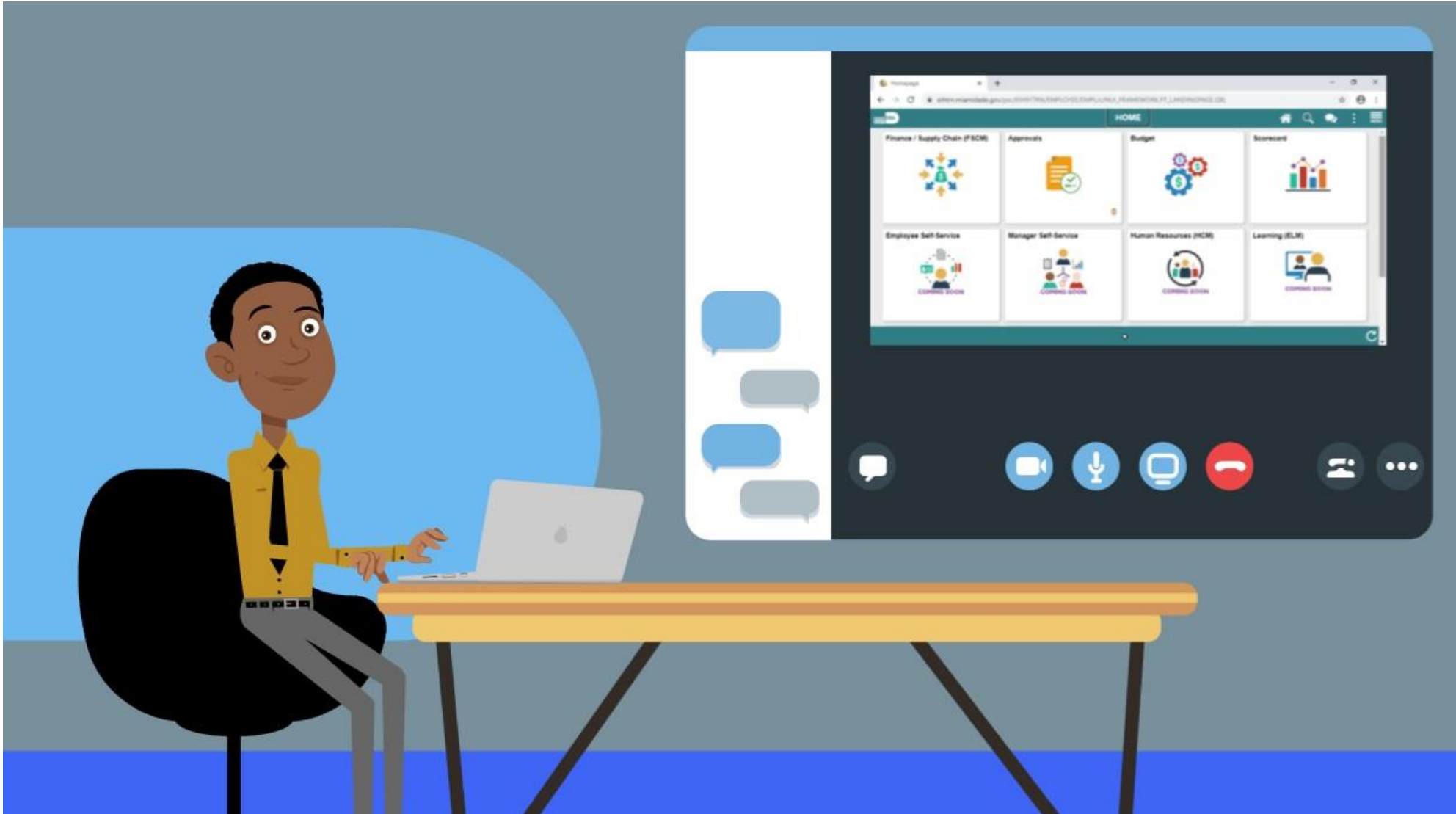
- There are two types of interdepartmental bills:
 1. Manual interdepartmental bills
 - These types of charges typically do not have cost rates/personnel rates associated with the bill
 - Examples of these charges include telephone services paid by ITD and charged back to the individual departments
 2. Contract Related interdepartmental bills
 - These types are charges are usually associated to a cost rate/personnel rate and may include mark-ups and originate from the INFORMS Project Costing module
 - Examples of these charges include services provided by ITD personnel for the installation of technology within another department

Lesson 1: Interdepartmental Billing Process

- Integration with other Strategic Areas
 - Billing transaction details are sent to General Ledger and other sub-modules (e.g. Projects and Customer Contracts).
- Process Overview
 - Interdepartmental bills are created with a gross amount equal to zero
 - There will be lines in the bill for the charges to the billed departments and offsetting lines for the billing department
 - Once is created and finalized –
 - Information is sent via the batch process to the general ledger
 - Departments will see journals created
 - Displayed with a debit to the billed department's expense accounting structure and a credit to the billing department's revenue accounting structure

The next lessons will go into detail on the creation of interdepartmental bills.

Lesson 1: Activities and Exercises



Lesson 2: Creating a Manual Interdepartmental Bill

- Understand the purpose of creating an Interdepartmental Bill
- Create a Manual Interdepartmental Bill

Lesson 2: Key Terms

Term	Definition
Interdepartmental Bill	A bill that is created to charge another department for goods or services rendered.
Internal Customer	A customer who is considered within the County (i.e. all departments excluded Water and Sewer, Aviation, Public Housing).

Lesson 2: Creating a Manual Interdepartmental Bill

- Creating Interdepartmental Billing transactions:
 - The process of a General Ledger business unit (department) billing another general ledger business unit (department) for products or services provided
- When Interdepartmental billing occurs:
 - Accounting entries must be made to reflect balanced activity for the departments involved

Lesson 2: Creating a Manual Interdepartmental Bill

- Interdepartmental Bill:
 - End-user must select an Interdepartmental customer that represents the Bill To general ledger business unit

NOTE: Interdepartmental customers have already been preconfigured into INFORMS

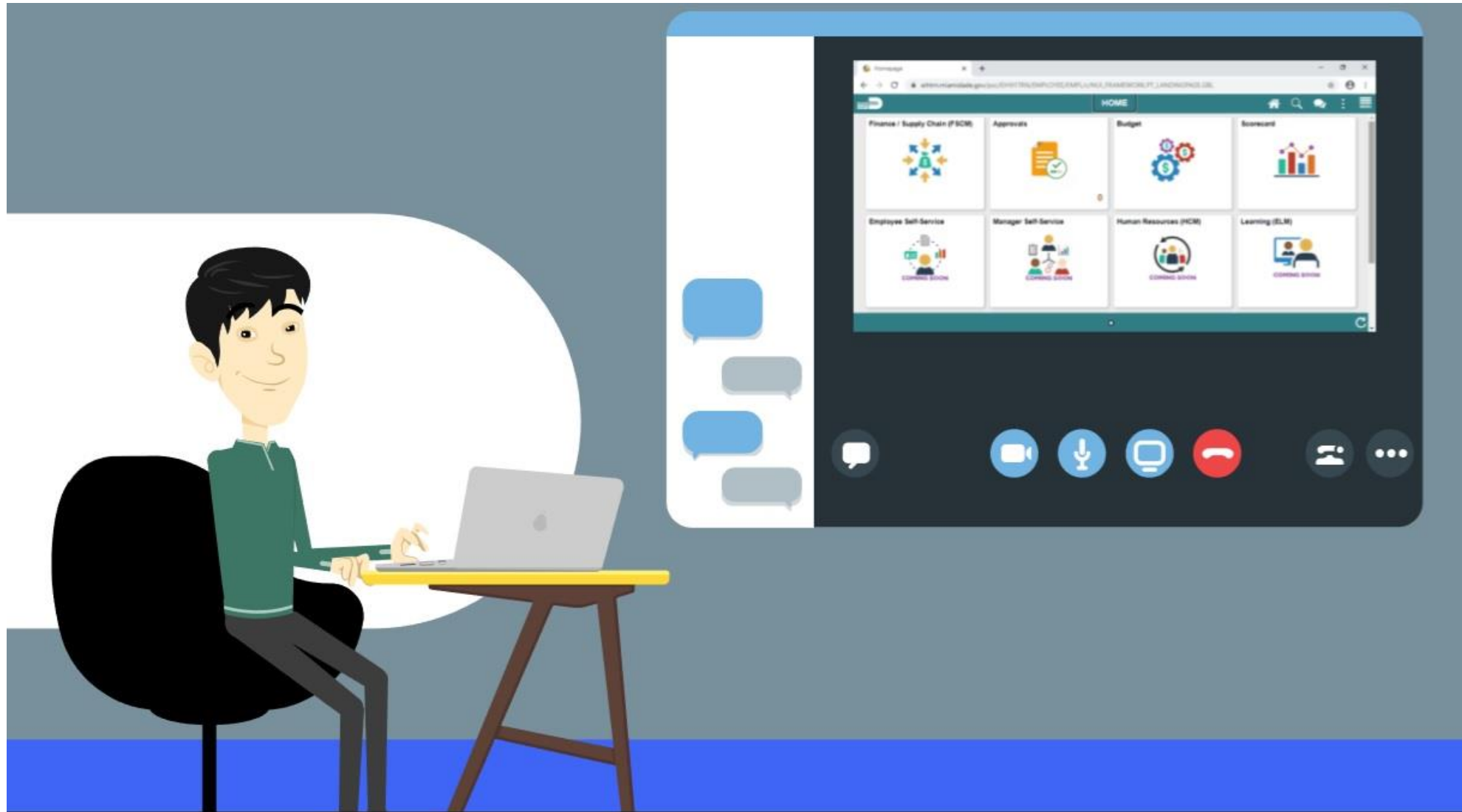
Lesson 2: Creating a Manual Interdepartmental Bill

Navigation: **Finance / Supply Chain (FSCM) > Credit to Cash Operations > Billing > My Billing Invoices > Standard Billing**

The screenshot displays the 'Billing' application interface. On the left, a sidebar menu is visible with the following items: 'My Billing Invoices' (highlighted with a red box), 'Update Billing Worksheet', 'Review Pending Transactions', 'Bill Summary', 'Standard Billing' (highlighted with a green box), 'Review Contract/Project Bills', 'Installment Bill Schedules', 'Create Installment Bills', 'Recurring Bill Schedules', 'Correct Interface Errors', 'Create Recurring Bills', 'Copy Single Bill', and 'My Accounting'. The main area is titled 'Billing' and contains a 'Bill Entry' form. The form includes search buttons: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. Below these are input fields for 'Business Unit' (ID), 'Invoice' (NEXT), 'Bill Type Identifier' (ID), 'Bill Source' (ID), and 'Customer' (PR). There are also date pickers for 'Invoice Received Date' (06/29/2020) and 'Accounting Date' (06/29/2020). A green 'Add' button is at the bottom of the form. The top navigation bar shows 'Credit to Cash Operations' and 'Billing'.

- The process required to enter a manual Interdepartmental Bill

Lesson 2: Activities and Exercises



Lesson 3: Creating a Contract Related Interdepartmental Bill

- Create a Contract Related interdepartmental bill

Lesson 3: Key Terms

Term	Definition
Contract Related Interdepartmental Bill	A bill that is created to charge another department for goods or services rendered, which is originated from the INFORMS Customer Contracts module.

Lesson 3: Creating a Contract Related Interdepartmental Bill

- Another source will originate from Customer Contracts strategic area
- If departments need to bill for personnel charges based on pre-set rates they will:
 - Set up the information on a contract
- After it's finalized, the projects information will:
 - Populate within the contract strategic area to collect the costs of the bill
 - Run a batch process to transfer the information from contracts and populate the interface tables within billing

Lesson 3: Creating a Contract Related Interdepartmental Bill

Navigation: **Finance / Supply Chain (FSCM) > Credit to Cash Operations > Billing > My Billing Invoices > Update Billing Worksheet**

The screenshot displays the 'Billing' application interface. The left sidebar contains a list of navigation options, with 'My Billing Invoices' and 'Update Billing Worksheet' highlighted by a red box. The main content area shows the 'Update Billing Worksheet' screen, which includes a 'Business Unit' section, a 'Header Level Detail' table, and a 'Go to' section with links to 'Manage Contract/Project Bills' and 'Letter of Credit Summary'.

Business Unit
To change your search criteria, click Set Filter Options. [Set Filter Options](#)

Header Level Detail

	Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
<input type="checkbox"/>					0.000		<input type="text"/>		8%

☒ Select All ☐ Deselect All

Go to: [Manage Contract/Project Bills](#) [Letter of Credit Summary](#)

[Worksheet Headers](#) | [Line Details](#)

Lesson 3: Activities and Exercises



Module 3: Interdepartmental Billing Summary

Module Topics

Module Introduction

Lesson 1: Interdepartmental Billing Process

Lesson 2: Creating an Interdepartmental Bill

Lesson 3: Review Interdepartmental Billing

Module 4: Course Summary

Module Topics

Course Content Summary

Additional Training and Job Aids

Course Summary

Course Content Summary

Users should be able to:

- Identify the End-to-End Process to Create and Finalize Bills
- Understand the process for creating recurring and installment bills
- Understand the process for creating an interdepartmental bill

Additional Training and Job Aids

Users may be eligible to take the following training courses based on their INFORMS roles:

- FIN 204 – Receivables Processing

User Productivity Kits (UPKs)

- Create Online Bills
- Adjusting Invoices
- Creating Manual Interdepartmental Bills
- Create Contract Interdepartmental Bill

For additional information, be sure to visit:

- [Miamidade.gov/informs](https://miamidade.gov/informs)



Congratulations on successfully completing the *Create and Finalize Bills* course!

FIN 203 – Create and Finalize Bills