

FIN306: Inter Unit Billing



Ground Rules



Be on time



Sign the attendance sheet



Turn off your cell phone



Take breaks as needed



Participate actively in class; refrain from email and internet use



Feel free to ask questions

Welcome

Introductions:

- Name
- Agency
- Job Title
- Goals for Class

Course Agenda

1 Course Introduction

2 Module One: Inter Unit Billing

3 Course Summary

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Course Introduction

- › **Course Objectives**
- › **Roles and Responsibilities**
- › **Activities**

Course Objectives

After completing this course, the user will be able to:

- Describe the inter unit billing process.
- Create an inter unit bill.
- Prepare to receive an inter unit bill.

Roles and Responsibilities

Role	Responsibility
Agency Accounts Payable Approver	Person responsible for reviewing the voucher and approving it.
Agency Accounts Payable Processor	Person responsible for reviewing the voucher and submitting it for approval.
Billing Processor or Billing Agency	Person who loads information to create a bill.
Program Area Staff	People responsible for verifying bills.

Activities

You will take part in three levels of group and individual activities throughout this course:

- Instructor Demonstrations
- Training Exercises
- Challenges

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Inter Unit Billing

- › Objectives
- › Key Terms
- › Lesson One: Inter Unit Billing Process
- › Lesson Two: Creating an Inter Unit Bill
- › Lesson Three: Receiving an Inter Unit Bill
- › Summary

Module One: Objectives

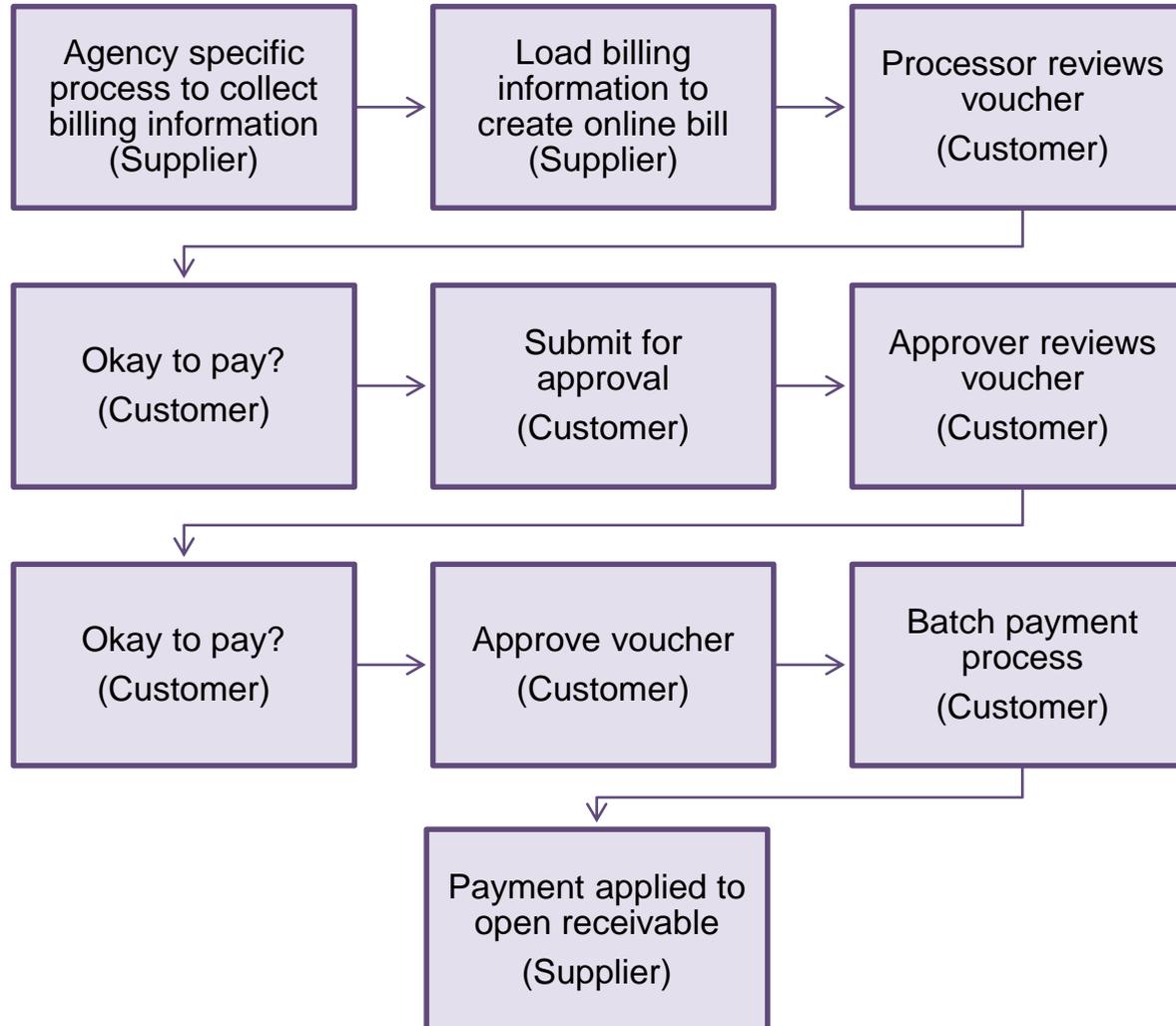
After completing this module, the user will be able to:

- Describe the Inter Unit Billing process.
- Create an Inter Unit Bill.
- Prepare to receive an Inter Unit Bill.

Module One: Key Terms

Term	Definition
Bill	A bill generates an invoice for an amount of money owed
Inter Unit Bill/ Interagency Bill	A bill created from one agency to another
Invoice	A bill issued by the agency after having provided goods or services to the customer
Netting	Consolidating two or more transactions or payments in order to create a single value
Voucher	A form authorizing a disbursement of cash or a credit against a purchase or expense to be made in the future

Inter Unit Billing Process



Inter Unit Billing Process

Integration with other Modules

- General Ledger
- Accounts Receivable
- Accounts Payable / General Voucher
- Projects
- Customer Contract

Learning Checkpoint

Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of the Inter Unit Billing Process.

1. For an Inter Unit Billing transaction, who is the supplier?
2. For an Inter Unit Billing transaction, who is the customer?



Summary: Inter Unit Billing Process

Now that you have completed the Inter Unit Billing Process lesson, you should be able to:

- Recognize the Inter Unit Billing process.
- Identify the customer and supplier roles.
- List the other submodules which integrate with Inter Unit Billing.

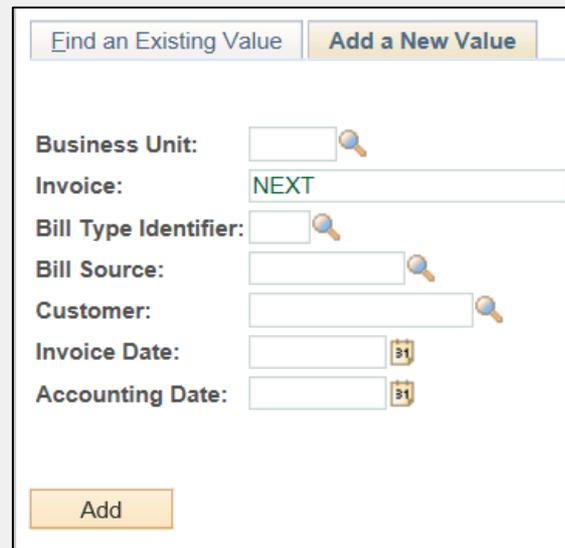
Creating an Inter Unit Bill

Creating Inter Unit billing transactions is the process of a general ledger business unit (agency) billing another general ledger business unit (agency) for products or services provided.

Accounting entries must be made that reflect activity for the agencies involved, but have no effect on the State as a whole.

Creating an Inter Unit Bill

1. Navigate to the **Header – Info 1** page: **Main Menu > Billing > Maintain Bills > Standard Billing > Add a New Value**
2. Input the agency identification number in the **Business Unit** field.
3. Click **Add**



The screenshot shows a web form titled "Add a New Value" with the following fields and controls:

- Find an Existing Value** (button)
- Add a New Value** (button)
- Business Unit:** Text input field with a magnifying glass icon.
- Invoice:** Text input field containing the text "NEXT".
- Bill Type Identifier:** Text input field with a magnifying glass icon.
- Bill Source:** Text input field with a magnifying glass icon.
- Customer:** Text input field with a magnifying glass icon.
- Invoice Date:** Text input field with a calendar icon.
- Accounting Date:** Text input field with a calendar icon.
- Add** (button)

Creating an Inter Unit Bill

Use the **Header – Info 1** page to specify bill header information including data about:

- Where the bill came from
- Where the bill is going
- When the bill will be sent to the customer
- How the bill should be formatted

Creating an Inter Unit Bill

4. Input **Source**
5. Input **Customer**
6. Click **Refresh**

The screenshot shows a software interface for creating an inter-unit bill. The form is titled 'Header - Info 1' and 'Line - Info 1'. It displays the following information:

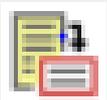
- Unit: 11500, Invoice: NEXT, Pretax Amt: 0.000
- Status: NEW, Invoice Date: [calendar icon], Cycle ID: [input field]
- *Type: [input field], Source: [input field, highlighted with a red box], *Frequency: Once
- *Customer: [input field, highlighted with a red box], SubCust1: [input field], SubCust2: [input field]
- *Invoice Form: [input field], From Date: [calendar icon], To Date: [calendar icon]
- Accounting Date: [calendar icon], Pay Terms: [input field], Pay Method: Check
- Remit To: [input field], Bank Account: [input field]
- Sales: [input field], Bill Inquiry Phone: [input field]
- Credit: [input field], Collector: [input field]
- Billing Specialist: [input field], Billing Authority: [input field]

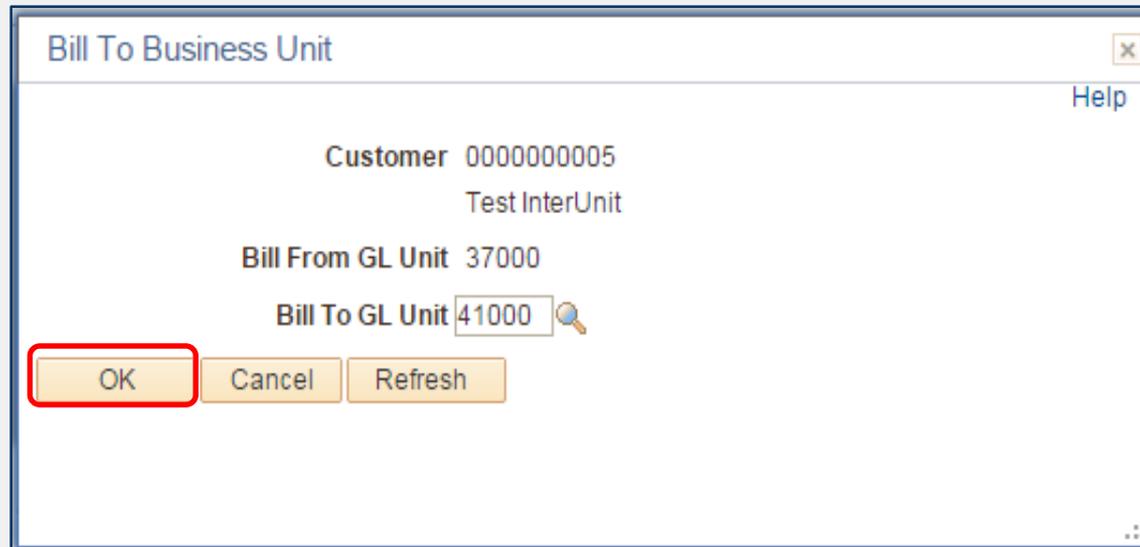
At the bottom of the form, there are navigation and action buttons:

- Go to: Header Info 2, Address, Copy Address
- Notes: Express Entry
- Summary: Bill Search, Line Search, Navigation: Header - Info 1
- Buttons: Save, Notify, Refresh (highlighted with a red box), Add, Update/Display

Page Series: Prev, Next

Creating an Inter Unit Bill

7. Select the **Inter Unit** box  to generate the following pop-up box:



Bill To Business Unit

Customer 0000000005
Test InterUnit

Bill From GL Unit 37000

Bill To GL Unit 41000

OK Cancel Refresh

8. Click **OK**

Creating an Inter Unit Bill

9. Navigate to the **Line – Info 1** page. This page is used to enter required charge information, such as Product, Quantity, and Price

Header - Info 1 | Line - Info 1

Unit 11500 Bill To Pretax Amt 0.000
Invoice NEXT Max Rows 100

Bill Line Find | View All First 1 of 1 Last

Seq	Line	Table	Identifier	Description	Net Extended
1					0.000

Quantity [] From Date []
Unit of Measure [] To Date []
Unit Price 0.0000 Line Type REV Accumulate
Gross Extended 0.000 Tax Code [] Tax Exempt
Exempt Cert []

Less Discount	0.000
Plus Surcharge	0.000
Net Extended	0.000
VAT Amount	0.000
Tax Amount	0.000
Net Plus Tax	0.000

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry Page Series
Summary Bill Search Line Search Navigation Line - Info 1 Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

Creating an Inter Unit Bill

10. Input the **Identifier** (optional)
11. Input the **Description** (optional)
12. Input the **Quantity**
13. Input the **Unit of Measure**
14. Input the **Unit Price**
15. Click **Save** and then Click **OK**

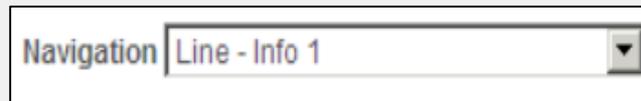
The screenshot shows the 'Bill Line' form with the following fields and values:

Field	Value
Seq	1
Table	
Line	
Identifier	
Description	
Quantity	
Unit of Measure	
Unit Price	0.0000
Gross Extended	0.000
Net Extended	0.000
From Date	
To Date	
Line Type	REV
Tax Code	
Accumulate	<input checked="" type="checkbox"/>
Tax Exempt	<input type="checkbox"/>

Note: After clicking **OK**, the invoice number is generated

Creating an Inter Unit Bill

16. Navigate to the **Acctg - Inter Unit Payables** page by selecting it from the **Navigation** drop down list.

A screenshot of a software interface showing a dropdown menu. The word "Navigation" is on the left, and the selected item "Line - Info 1" is in the main area of the dropdown. A small downward-pointing arrow is visible on the right side of the dropdown box.

Use the **Acctg - Inter Unit Payables** page to view and update Inter Unit payables ChartFields for each bill line. After updating the information, the Creating an Inter Unit Bill process is complete.

Training Exercise: Create an Inter Unit Bill

This Training Exercise will review Creating an Inter Unit Bill. Refer to the separate data worksheet for all necessary data.



Training Exercise: Debrief

- 1. In this scenario, who is the supplier?**
- 2. In this scenario, who is the customer?**
- 3. What information is prepopulated, and what has to be manually populated?**



Summary: Creating an Inter Unit Bill

Now that you have completed the Creating an Inter Unit Bill lesson, you should be able to:

- Understand the purpose of creating a Inter Unit Bill.
- Create an Inter Unit Bill.
- Recognize the customer and supplier roles in any given Inter Unit Billing transaction.

Receiving an Inter Unit Bill

The agency that receives the Accounts Payable side of the entry (buyer) will clear the transaction in the system to make the “Payment.”

This action clears the accounts payable and also clears the accounts receivable for the billing agency.

A few things to keep in mind:

- To enter or interface a bill, the transaction must have the same number of accounting lines on both sides of the transaction.
- The agency receiving the bill (Accounts Payable) cannot change the dollar amount in total.

Receiving an Inter Unit Bill

1. Run the Single Action Invoice.
2. Run the Batch Voucher edit process.
3. Agencies can edit or split the distribution lines on the Voucher, as required, to control where the payment will come from. (**Note:** they cannot change the overall value).
4. Budget check process will automatically run.
5. Run the Pay Cycle manually.
6. The Voucher posting and payment posting creates accounting entries for accruals and payments.
7. The Journal Generator will generate journals for accruals and payments in the general ledger.
8. The journals are created from the Accounts Payable module, with the accounting entries.

Receiving an Inter Unit Bill

9. The batch run process will run the Load Payments process to AR staging.

The screenshot displays the 'Payment Interface' web application. At the top, there are navigation links: 'Run Control ID', 'Payment_Interface', 'Report Manager', and 'Process Monitor'. A yellow 'Run' button is positioned to the right. Below this is a section titled 'Payment Interface Parameters'. Underneath, there is a 'Data Sources' section with several checkboxes: 'Lockbox', 'Cash Drawer Receipts', 'Bank Statement', 'Accounts Payable Payments' (which is checked), 'EDI 820', 'EDI CREEXT', and 'Upload from Excel'. Below the 'Data Sources' section, there are two more checkboxes: 'Match Split Stream Data' and 'Match Payments Already Loaded'. To the right of these is a 'Match Criteria' section with four checkboxes: 'EDI Trace Number', 'Payment Amount and Payment ID', 'Date, Amount and Payment ID', and 'Customer ID and Payment ID'. At the bottom of the interface, there is a row of five buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

Receiving an Inter Unit Bill

10. The batch run process will run the Process Payment Interface, with the Accounts Payable Payments checkbox selected (runs in AR).

The screenshot shows a web application interface for 'Load Payments to AR Staging Request'. At the top, there is a title bar with the text 'Load Payments to AR Staging Request'. Below the title bar, there are three links: 'Run Control ID LOAD_TO_AR', 'Report Manager', and 'Process Monitor', followed by a yellow 'Run' button. The main content area is titled 'Process Request Parameters' and contains three input fields: 'Request ID' with the value 'IU_TEST', 'Description' with the value 'Inter Unit Testing', and '*Process Frequency' with a dropdown menu set to 'Always Process'. At the bottom of the interface, there is a navigation bar with several buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Receiving an Inter Unit Bill

11. The payment predictor or a manual worksheet can be created to apply the payments for the open receivables.
12. The payment is applied to the open receivable: **no checks are printed.**
13. The batch run process will run the AR update. The Request Receivables update will post the receivables, and creates the entries in the General Ledger.
14. The batch run process will run the journal generator for the Accounts Receivable entries.
15. This will create the journal for AR Payments, which will generate a journal entry to credit the Accounts Receivable balance and debit cash.

Training Exercise: Receiving an Inter Unit Bill

This Training Exercise will review the process to receive an Inter Unit Bill. Refer to the separate data worksheet for all necessary data.



Training Exercise: Debrief

- 1. At which step in the process a check printed for payment?**
- 2. True or False: Agencies can edit or split the distribution lines on the Voucher.**
- 3. What are the two methods to apply the payments for the open receivables?**



Summary: Receiving an Inter Unit Bill

Now that you have completed the Receiving an Inter Unit Bill lesson, you should be able to:

- Recognize the receiving an Inter Unit Billing process.
- Identify the different modules involved.
- Explain the departure points between a typical bill and a inter unit.

Module 1: Summary

Now that you have completed the Inter Unit Billing module, you should be able to:

- Describe the Inter Unit Billing process.
- Create an Inter Unit Bill.
- Prepare to receive an Inter Unit Bill.

3

Course Summary

- › Objectives Achieved
- › Next Steps
- › Additional Resources
- › Additional Questions
- › Course Survey

Objectives Achieved

Congratulations! You have completed the FIN306: Inter Unit Billing course and should now be able to:

- Describe the Inter Unit Billing process.
- Create an Inter Unit Bill.
- Prepare to receive an Inter Unit Bill.

Next Steps

Now that you have completed the course, make sure that you complete the following tasks:

- Course assessment
- Course evaluation
- Log off your workstation

Additional Resources

The following resources are available to increase your understanding of the lessons covered in this course:

- STAR User Productivity Kits
- STAR Job Aids

For additional information:

- STAR Project Website: starproject.wi.gov
- STAR Intranet: <http://starconnection.wi.gov/Team>

Additional Questions

