



**State of Wisconsin  
Department of Administration**

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**Inter Unit Billing  
Job Aid**

**Version 1.0**



## **PURPOSE AND DESCRIPTION**

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### **Purpose**

This document explains the key activities involved in Inter Unit Billing and Intra Unit Billing processing. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity. This job aid will detail steps for online processing, but many of these steps may be useful for bills generated via interface.

### **Description**

The key activities involved in the Inter Unit Billing process are:

- Activity 1: Bill Entry
- Activity 2: Single Action Invoice
- Activity 3: Voucher Processing

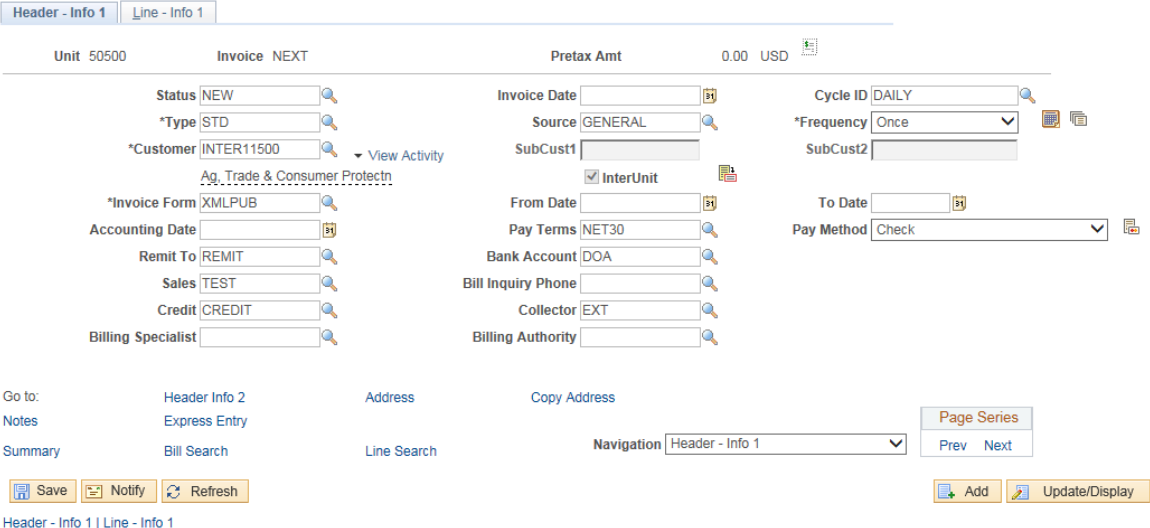


## BILL ENTRY

### Entering an InterUnit Bill

**Scenario:** InterUnit bills are bills sent between agencies, for example, Agency A billing Agency B would be an INTERUNIT Bill. IntraUnit bills are bills within a single agency, for example, Agency A billing Agency A would be an INTRAUNIT Bill. It is important to remember this distinction, as, while very similar, InterUnit and IntraUnit bills do incorporate some different functionality.

Bill entry for Regular bills, InterUnit Bills, and IntraUnit bills share many commonalities, this job aid will focus mainly on InterUnit bill entry, but please keep an eye out for special notes on IntraUnit bills, as we will call out the differences. The steps below walkthrough an example of Agency A billing Agency B.

Step	Action
1.	In the Main Menu, navigate to: <b>Billing &gt; Maintain Bills &gt; Standard Billing</b>
2.	Select <b>Add a New Value</b> and enter the <b>BU, Bill Type Identifier, Bill Source, and Customer</b> . The Invoice field should be NEXT to allow the system to auto-number the invoice. Customer should be an agency customer, naming convention INTERBU#.
3.	<p>After clicking 'Add' the Header – Info 1 Page will be displayed.</p> 
4.	On the <b>Line – Info 1</b> tab, enter your quantity, unit price, identifier, and description. <b>**Identifier and Description fields are free form text, you can also choose to use Charge Code by selecting the value 'ID' in the Table field, and selecting desired value from Identifier dropdown.</b>
5.	Click the Accounting hyperlink and enter your revenue string.
6.	Using the Navigation dropdown, go to the Acctg – InterUnit Exp/Inv tab. This is where you must enter the expense string of the customer, this will be required for both InterUnit and IntraUnit bills. If you are responsible for knowing the exact string of your customer, then enter it accordingly. If not, you can use



	<p>the Code field to identify the default clearing string for the customer, which will have a naming convention of AgencyBU#_IUEXP (eg, 505_IUEXP).</p> <p><b>**For IntraUnit bills, the expense string identified will directly hit GL, as will the revenue string. There will be no open receivable created for IntraUnit bills.</b></p>
7.	<p>This completes the required steps for an InterUnit Bill/IntraUnit bill. Optional steps that may be recommended would be to identify a Bill Inquiry Phone Number, header/line notes, etc. Depending on your agency, additional input may be required.</p> <p><b>**For IntraUnit Bills, navigate back to the Header – Info 1 page and set the bill to RDY status.</b></p>
8.	<p>Save your work when you are complete.</p>

**Changing Bill Status**

Before your bill can be finalized and printed, it must be set to RDY status. There are a couple options to accomplish this, however, before setting the status to RDY, you may want to have someone review your bill either online or by printing a pro forma.

The statuses of a bill are as follows;

- NEW: This is what a bill you are creating will default to and is pretty straightforward. This is a new bill, and you can modify it.
- RDY: This indicates the bill is ready for finalization. Only set the bill to RDY when it is ready to be picked up the Single Action Invoice process. You are able to modify a RDY bill until it is picked up by the Single Action Invoice process. Best practice would be to not modify however.
- HLD: This indicates the bill is on Hold. You are able to make adjustments to this bill, it will not be picked up by Single Action Invoice. You are able to modify it.
- INV: This indicates the bill has been picked up by Single Action Invoice process and is finalized. You can no longer modify the bill.

There are two ways to change a status of a bill;

1. One at a time: Header – Info 1 page – Status field
2. In mass: Steps detailed below (Only Approver roles are capable of these steps)

Step	Action
1.	Navigate to: <b>Billing &gt; Maintain Bills &gt; Change Status of Bills</b>
2.	Either <b>Find an Existing Value</b> if you have a pre-existing run control you would like to use, or, <b>Add a new Value</b>



<p>3.</p>	<p>You will be on the <b>Change Status of Bills</b> page</p> <p>Select From Status, To Status, and Range Selection. This will determine which bills the job processes.</p> <p><b>**When in doubt, do not process Range Selection All, as this will pick up all bills in your BU</b></p> <p><b>Change Status of Bills</b></p> <p>Run Control ID STATUS Report Manager Process Monitor <input type="button" value="Run"/></p> <p>Language <input type="text" value="English"/> ▼</p> <div style="border: 1px solid red; padding: 5px; margin: 5px;"> <p><b>From Status</b></p> <p><input checked="" type="checkbox"/> New <input type="checkbox"/> Ready</p> <p><input type="checkbox"/> Hold <input type="checkbox"/> Canceled</p> <p><input type="checkbox"/> Pending</p> </div> <div style="border: 1px solid red; padding: 5px; margin: 5px;"> <p><b>Range Selection</b></p> <p><input checked="" type="radio"/> All <input type="radio"/> Invoice ID</p> <p><input type="radio"/> Bill Cycle <input type="radio"/> Cust ID</p> <p><input type="radio"/> Date Bill Added <input type="radio"/> Bill Type</p> <p><input type="radio"/> Range ID <input type="radio"/> Bill Source</p> <p><input type="radio"/> Copy Group ID</p> </div> <p><b>To Status</b> <input type="text" value="*New Bill Status"/> <input type="text" value="Ready Bill"/> ▼</p> <p><input type="checkbox"/> Include Consolidation Group</p> <p>Business Unit <input type="text" value="50500"/> 🔍</p>
<p>4.</p>	<p>Run the job. You can view the Process Monitor to see when the job has run to success.</p>

## SINGLE ACTION INVOICE

### Description

Once you have set your bills to RDY, they are eligible to be picked up by Single Action Invoice. For InterUnit Bills, this process will;

1. Finalize the bill with status INV
2. Print the invoice
3. Load the revenue to GL
4. Load the entries to A/R
5. Stage the voucher for your InterUnit customer

For IntraUnit Bills, the process will;

1. Finalize the bill with status INV
2. Print the invoice
3. Load the revenue and expense to GL



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**The above detailed the steps that must be taken by the agency sending the bill. The below steps will be executed by the agency receiving the bill.**  
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## VOUCHER PROCESSING

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### Reviewing and Approving InterUnit Voucher

Scenario: An agency has sent you an invoice using InterUnit functionality. You, as the receiving agency, must then execute the steps necessary to pay this bill.

Step	Action
1.	<p>The following automatic batch process will run:</p> <ul style="list-style-type: none"> <li>Voucher Build: If errors, your voucher will go into <b>Recycle</b></li> <li>Budget Check: If errors, your voucher will go into <b>Budget Exception</b></li> </ul> <p>If the above two processes go into error, you will need to take corrective action, otherwise, the automatic batch process <b>Submit for Approval</b> will run and the voucher will be pushed to an approver's worklist.</p>
2.	<p>As an approver, aspects that you will be responsible to verify include, but are not limited to;</p> <ul style="list-style-type: none"> <li>Amount</li> <li>Expense String(s)/Chartfields</li> </ul> <p>In the case that the approver need to modify the voucher (eg modifying or splitting distribution lines), the approver would save the voucher and then either Submit for Approval manually or wait until the automatic Submit for Approval batch process to run.</p> <p><b>**For vouchers created from GSB Bills (indicated by the description field on the invoice line section of the Invoice Information tab), <u>do not</u> modify anything on the voucher.</b></p>



3.	<p>Upon approving the voucher, the following jobs will be run;</p> <ul style="list-style-type: none"><li>• Voucher Post – Automated Batch</li><li>• Pay Cycle – Manually run by SCO in the morning</li><li>• Payment Post – Automated Batch</li><li>• Load Payments to AR Staging – Automated Batch</li></ul> <p>This will complete the voucher processing and will interface the payment to your Supplier.</p>
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