

## Internal Billing Transactions – Appendix C Detailed Instructions for Processing Internal Billings

- **Internal billings are processed as journals and can be one of the following types:**
  - Journal feed
  - ADI journal
  - Manual journal

Because of the large volume of line items their journals contain, the central service units generally use journal feeds to process their internal billings. To book manual or ADI journals, the preparer must have the appropriate inter-departmental billing responsibility. Each tub's finance office can provide guidance on an appropriate person to process such billings for their unit.

- **Internal billing batch and journal naming conventions:**

To aid units being billed in researching internal billing transactions, the following data must be included in an internal billing journal:

Batch/journal name requirements:

- Preparer's tub acronym (UPPERCASE)
- Preparer's initials (UPPERCASE)
- Brief description of the journal's purpose
- Date that the goods and/or services were provided

Example:

FCOR JAD charges for supplies 05-01-05

In an ADI journal, the batch name is limited to 50 characters, and the journal name is limited to 25 characters. In manual journals, both names are limited to 100 characters. However, it is best to be as concise as possible when naming both batches and journals.

- **Journal line description requirements:**

Journal line descriptions should provide the unit being billed with enough information to easily understand their charges. The following elements are required for all journal line descriptions:

Journal line description requirements:

- Billing unit – tub (and org if appropriate) acronym (UPPERCASE)
- Provider's reference number, if relevant (it may be an invoice or job number, depending on the service unit's practice)
- Billing unit contact person's name (first initial, last name – without any punctuation)
- Billing unit contact person's phone number
- Brief description of the transaction
- Date that the goods and/or services were provided

Example:

UOS 8468 J Doe 5-1234 Shelf Installation H877 3-25-05

*The contact person must be an individual who is able to answer questions about the journal, which is not necessarily the individual who processed the journal entry.*

The journal line description is limited to 240 characters in both ADI and manual journal entries. As noted above, it is best to be as concise as possible when crafting these descriptions.