CALS Inter-Departmental Billing Information and Procedure

Inter-Departmental billing (Inter-D billing) is the process used by UW departments to bill for internal services and supplies provided to another internal campus unit. Departments can also bill research projects within their own departments. Pre-billing for services and supplies is NOT allowed.

CALS Business Services processes billings initiated (billed by) CALS departments and centers. Because each UW-Madison division has the ability to process Inter-D billings into the campus financial system, CALS *does not* process billings crediting another campus division.

CALS Business Services accountants will review and approve CALS funding sources being billed. Funding strings billed to non-CALS departments are not reviewed. Once CALS funding is determined allowable for the supply or service provided, the charge is uploaded to the financial system by a CALS Business Services accountant.

CALS uses Google Drive to review, approve, track, and file submitted Inter-D billings. To obtain access to the CALS drive specific for Inter-D processing, email Limin Tang at limin.tang@wisc.edu or Sandy Fowler at sandy.fowler@wisc.edu. All UW employees have access to Google Drive. (See https://it.wisc.edu/services/google-apps/ for more information about Google Drive and how to keep separate from a personal Google account.)

All Inter-D billing submissions require a completed Inter-Departmental billing form and associated support documentation. Documentation for campus customers should include: Billed to name and address, purchase date or date of service, quantity, unit description or service provided, itemized rate billed, and total due. Documentation should be the same purchase documentation provided to the internal customer. The Inter-D billing form and support documentation will be uploaded to the shared financial system and in turn be attached to the WISER journal.

CALS Inter-D Billing Process Steps

Billing Department Steps

1) Complete the CALS Inter-Departmental billing form found at http://bussvc.cals.wisc.edu/wp-content/uploads/sites/41/2019/10/Inter-Departmental-Billing-Form-2.xls. If billing a large number of project IDs and funds, the excel template used to upload into the financial system can be used as an alternative to using many inter-departmental forms. Please contact Limin Tang for a copy of the template.

2) Save the form as an Excel file and rename using the following naming conventions:

If only one funding string is receiving credit, name form with biller's department ID, amount billed, a short description of what is being billed, and date. It is okay to add more detail than shown in the example. Note: <u>Always lead with the department ID receiving funds</u>.

>   Example: 074300_1,500.75_AugBeetTrials_Inv101_09152019

If numerous funding strings of the same department are receiving funds, lead with the division and department codes plus xx: 0743XX.

>   Example: 0743XX_2,000.75_AugustBeet_and_Carrot_Trials_09152019

Tip – Name the file something that will make the document easier to find later.

3) Name/save support documentation using the same naming convention as the Inter-D Excel form. (If support documentation is an Excel file, add "supdoc" to the file name.) By using the same naming convention, files will keep together when uploaded to Google Drive.

   If uploading multiple support documents, name everything the same but add "1 of 3," "2 of 3," etc.

4) Drag both the Inter-D form and support documentation to drive folder named *1. Submissions*.

CALS Business Services Steps

5) The CALS Accountant managing the billing process will move form and documentation to a sub folder assigned with a CALS accountant's name under *2. Accountant Review* folder. Each accountant will review sponsored project funding being billed for their assigned departments.

   Accountants will determine if cost being billed is allowable per the terms of the sponsored project award and determine if the purchase was made during the project period. The accountant will resolve any issues with "bill to" department.

6) After the accountant review is complete, form and documentation is moved to *3. Ready for JET Entry.* The debit and credit lines from the Inter-D billing is copied and pasted into a JET template. Once the template has at least 50 lines, the journal is then processed. Copies of the form and support documentation is attached to the journal. **Reconciliation of the Inter-D billing is the responsibility of the billed and biller.** Any errors should be brought to the CALS assigned accountant. They will work with the JET accountant to resolve.

7) After the journal is completed, the Inter-D billing form and support documentation is moved to a sub-folder specifically created for the credit department under *4. Completed*.

   Note that more than one credit department ID could exist within a department. Each folder starts with 07 and the first two numbers of a department ID followed by XX. For example, Horticulture will be listed as 0743XX.