



# How to Charge a Rebill Account - Quick Reference Guide

## *Rebill Accounting String*

A Rebill Account is a customer external to the University that uses University services, space, etc. The Rebill process allows for 1 invoice to be sent to the customer at month end detailing charges from multiple departments. This simplifies the invoicing and receipting processes.

- Each Rebill Account is identified by a unique Source.
- The process of submitting an Internal Billing Authorization form to charge Rebill accounts remains unchanged.
- Rebill Accounts
  - Entity – 85 REBILL ACCOUNTS (same for all rebill accts)
  - **Source – 85XXXX - Varies by Rebill Account (unique Source value)**
  - Organization – 950089 REBILL ACCOUNTS (same for all rebill accts)
  - Activity – 0000 UNSPECIFIED (same for all rebill accts)
  - Function – 09 AGENCY (same for all rebill accts)
  - Object – Debit Appropriate Internal Charge Code

Example: Credit Union – Printing Charge:

Debit: 85-850014-950089-0000-09-780085 (IC Printing Services)

Credit: 24-140000-810210-0000-00-480085 (IC Printing Services-Revenue)

## *Rebill Services*

- Examples of Rebill Services
  - Phone/data communication lines
  - Printing services
  - Photocopying
  - Mail-promotional mailings

## *Creating Internal Billing Authorizations*

The University Department which provides services to the Rebill cost center customers track their usage and then create an internal billing authorization. The internal billing authorization is created by debiting the Rebill cost center and crediting the departmental cost center. Please use the Paired Internal Charge codes (Debit 78XXXX & credit 48XXXX). At month-end the Office of the Bursar reviews the Rebill Report that summarizes charges for Rebill cost center customers and generates/issues an invoice to the customer. The creation of an invoice debits accounts receivable and then credits the Rebill account using object code 770400-Miscellaneous Expense (to zero out the rebill cost center but keep the detail of charges by 78XXXX code).