

Document Name: Letter Bill for Moody Center	Effective Date: 05/10/2023	The University of Texas at Austin
Department-Division: Facilities Services – Support Services		



Facilities Services

Letter Bill for Moody Center Desk Instructions

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Letter Bill for Moody Center – Desk Instructions

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1. Letter Bill Required Tasks for Moody Center

The Moody Center will not have a UT Account number. UT will bill the Moody Center directly through invoices via Letter Billing.

Below are the steps and tips for invoices in FAMIS:

- a) Add Letter Bill as the Account number in the “Billing” section

Billing-3

Billing Type: ACTUALS

Accounting Hold: Reason:

Account Details

Account	Percent	Attribute1	Attribute2
LETTER BILL-1319	100.00		

Buttons: OK, Clear Account, Cancel, Tenants..., Dates...

- b) Add Attachment Note Labeled “Billing Info” with Contact person’s name, email, address, department/company name, and phone number. **NOTE:** Email, name, and company are the most important.

Work Order Attachments - 38431910

Notes Documents Mail Meridian Options

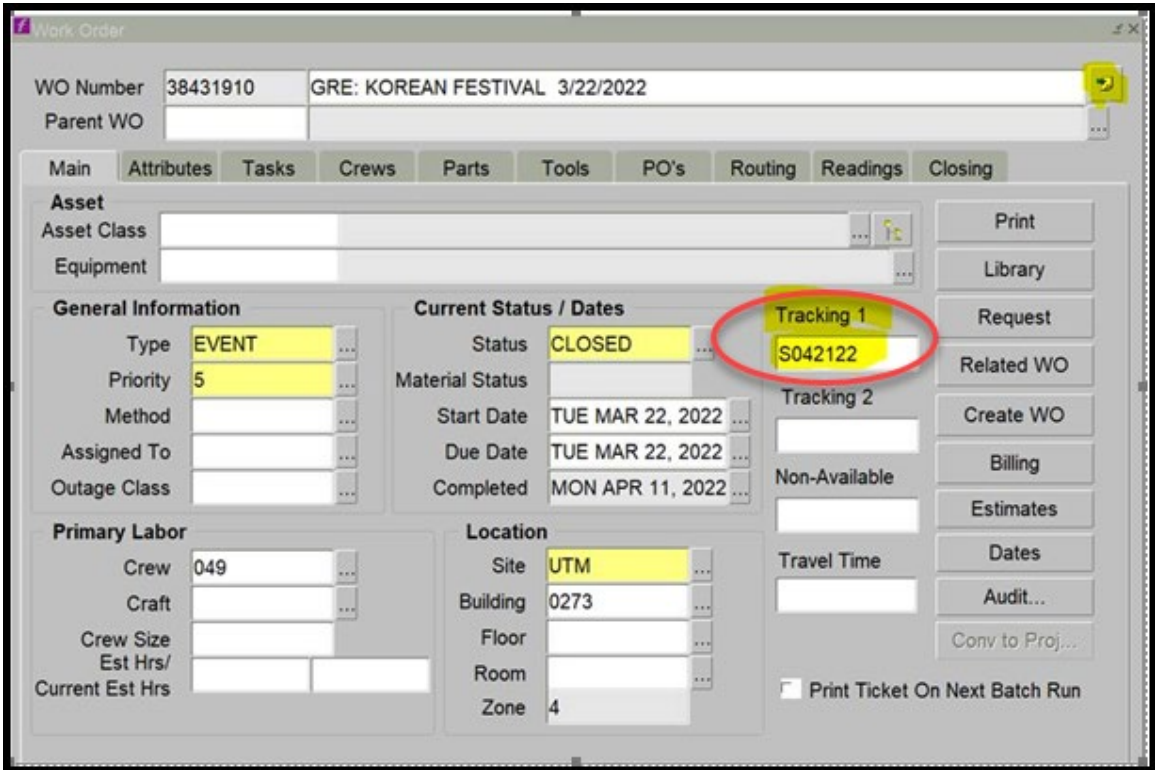
Title	Source
BILL INFO	SR
BILL	SR

Text

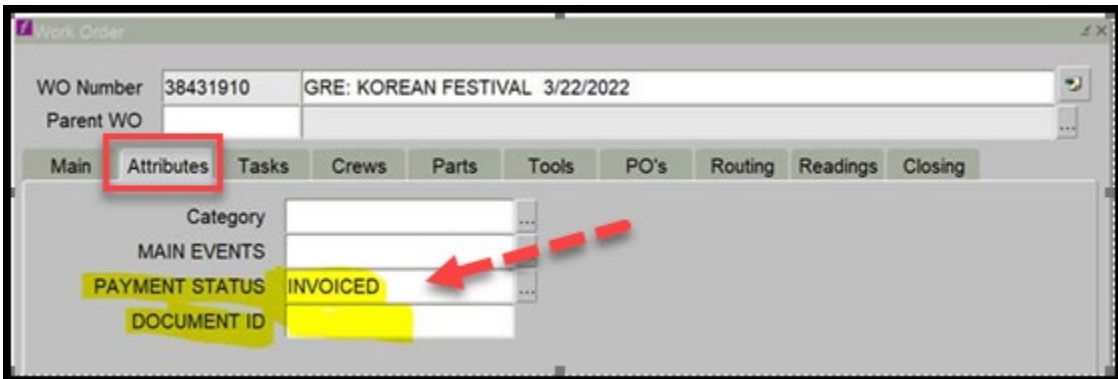
PHIL KIM
SUNGSOON.PHILIP_KIM@UTEXAS.EDU
OR
FRED JOU
ADMIN@TEXASUKA.ORG

Buttons: New..., View...

- c) Add labor, material, equipment, etc. charges as normal
- d) Close WO (This will populate the WO on BFS' billing list)
- e) BFS will add "SMMDDYY" in the Tracking 1 field when BFS sends out the invoice



- f) If the WO Type is crib, event, or service, BFS will add the payment status and document number on the Attributes tab.



**Please post all charges to a work order before closing. BFS only receives one notification when a work order is initially closed.

**If you need to bill for additional services after a work order has been closed, please notify BFS, and BFS will make sure to collect the services.

BFS Contacts:

Vianey Borrego, Manager (Operating Accounting and Billing)

512-471-4646

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Leticia Amaro, Accountant III (Senior Team Lead for Billing)

512-471-9632

leticia.amaro@austin.utexas.edu

*** BFS Billing email: res.bfs.billing@austin.utexas.edu

2. Moody Center Billing Information:

- **Billing Address:**

Austin Arena Company

Attn: Austin Boyd

620 Congress Avenue, Suite 110

Austin, TX 78701

210-325-4606

- **Accounts Payables email address to add to the billing details:**

accounts.payables@moodycenteratx.com

3. Document History

DOWNLOADED AND/OR HARD COPY UNCONTROLLED

Verify that this is the correct version before use.

APPROVAL SIGNATURES		DATE

REVISION HISTORY				
Revision Number	Effective Date	Description of Change	Author	Approver
1.0	05/10/2023	Desk Instructions Established	Brian Hennington	