

### 1210.33 DTMB Telecommunications Invoice Coding Change Request

Issued: August 15, 2013  
Revised: December 2, 2013

**SUBJECT:** IT Billing Services Invoice Coding Change Request for Network and Telecommunications Division Services only.

**APPLICATION:** Executive Branch Departments and Sub-units.

**PURPOSE:** To notify DTMB IT Billing Services of certain necessary MAIN Coding changes on an agency telephone invoice using the DTMB Telecommunications Invoice Coding Change Request procedure and form DTMB-0919 to process that request.

**CONTACT AGENCY:** Department of Technology, Management and Budget (DTMB)  
Office of Financial Services  
IT Finance and Accounting Division  
IT Billing Services Section

**TELEPHONE:** 517-335-3764

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**SUMMARY:** This section provides the procedure for completing a DTMB Telecommunications Invoice Coding Change Request. The process allows an authorized agency representative to enter MAIN coding block changes directly into the appropriate DTMB billing system either individually or in multiples for automatic processing. The process standardizes and improves both accuracy and timeliness for requested MAIN coding changes related to DTMB charges for an agency. The process essentially eliminates further human interaction to accomplish the change. [Note: For MAIN coding changes to move data circuits from one agency to another, use DTMB-0088 found in the Network and Telecommunications Services Catalog.]

**APPLICABLE FORMS:** DTMB-0919 Telecommunications Invoice Coding Change Request

**PROCEDURES:**

- You must be authorized by your agency to submit MAIN coding changes to DTMB IT Billing Services before continuing (authorization procedures vary by department).
- Requesting a coding change by use of this form will incur charges to your agency as requested.
- Ensure the coding changes and other required information you are about to request are appropriate and correct.
  - Go to the DTMB [Forms page](#) to navigate to and complete the latest version of the DTMB-0919.
  - Verify the pre-populated contact information section and correct if necessary.
  - Complete the required supervisor information. (*This is a requirement of the DTMB Forms Automation process and not IT Billing Services. It must be completed or the form cannot be submitted.*)
  - Enter and verify each Billing ID.
  - Enter both the “from” and “to” MAIN Coding change blocks.
  - Check entered coding for accuracy.
  - Submit the change request for automatic processing to billing.

- Submitters of this form should be authorized by the agency to make changes to billed MAIN coding blocks. Consequently, successful submission of this form will **immediately** change billing. The change from the old coding block(s) to the new one(s) being requested will be applied on the next Telecom invoice for the identified agency.
- IT Billing Services assumes no responsibility for correcting inaccurately or inappropriately submitted agency billing data.
- Correcting inaccurate submissions are the responsibility of the submitter. Submissions with invalid coding will be returned by the system for correction. The original request cannot be reused or resubmitted; therefore, a new original request for those in error must be submitted.

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