

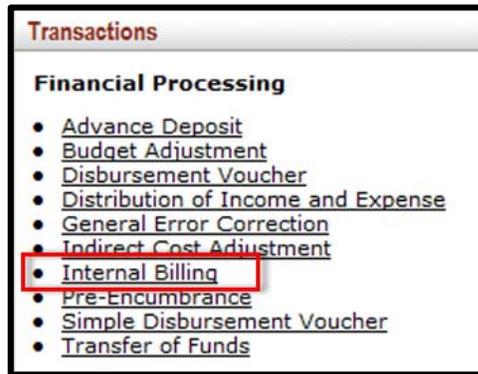
KFS Quick Reference Guide: Internal Billing

Instructions: Use the following steps to charge another ISU department for goods or services. The **Internal Billing** is an intramural transaction that routes to the Fiscal Officer on the account being charged. Most intramural providers will use the Service Billing eDoc. See **Quick Reference Guide: Service Billing** for more information.

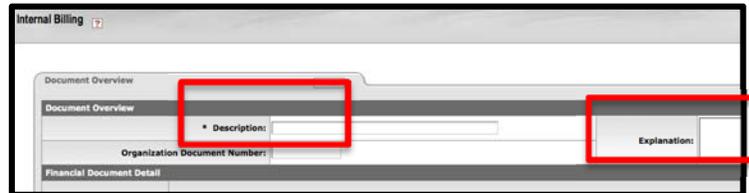
For information about **Correcting an Internal Billing**, go to the end of this document.

Note: An asterisk (*) denotes a required field.

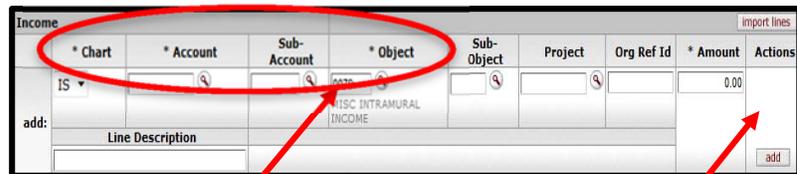
1. Select **Internal Billing** under **Financial Processing** in the **Transactions** box.



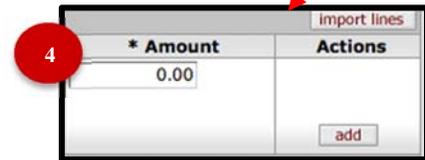
2. On the Internal Billing screen, type the service provider's name in the **Description** field and a business purpose of the transaction in the **Explanation** field.



3. Complete the required (*) fields on the **Income** line in the **Accounting Lines** tab to indicate the account to receive the income. This is the selling account.



Note: The **Income Object Code** must always be **0079** (intramural income).



4. Enter the **Amount** and click **Add** in the **Actions** box to record the transaction.

KFS Quick Reference Guide: Internal Billing

- Complete the required fields on the **Expense** line to charge the account of the customer using an **Expense Object Code (0###)**.

Expense								import lines
* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
IS			0499				0.00	
add: <input type="text" value="Line Description"/>								
								<input type="button" value="add"/>

- Add items or services purchased to the **Line Description** box.

Note: This is not a required field, but may be valuable information for the customer.

- Click **Add** in the **Actions** box to record the transaction.

Actions

Note: Repeat steps 5 – 7 to add charges for multiple customers.

Note: The **Items** tab is optional but can be used to provide detailed information to the customer about the charges.

- Click the **Show** button to open the **Items** tab.

Document Overview

Accounting Lines

Items

Accounting Lines for Capitalization

Create Capital Assets

Modify Capital Assets

General Ledger Pending Entries

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

Note: If the **items** tab is not completed, you **must include** an attachment in the **Notes and Attachments** tab.

- Complete required fields in **Items** line.

Items							
Date	Stock#	Description	* Quantity	UoM	* Item Cost	Total	Actions
add: <input type="text"/>							<input type="button" value="add"/>
						Total 0.00	

- Click **Add** in the **Actions** box to record the transaction.

Actions

KFS Quick Reference Guide: Internal Billing

- Click **Submit** and check for errors. The document is now en route to the Fiscal Officer(s) listed on the account(s).



- Click **Close** to return to the **Main Menu**.



Correcting an Internal Billing

Use the table below as guidance when correcting an Internal Billing (IB) or Service Billing (SB) eDoc.

Scenario		Resolution by SELLER	Alternate Resolution by BUYER
Expense	Seller billed incorrect buyer account and/or subaccount using an IB/SB	Seller reverses original IB/SB entry (using negative 0079 and negative expense) and rebills correctly using an IB/SB	The buyer could also correct the original IB/SB using a GEC
	Seller billed incorrect amount using an IB/SB	Seller reverses original IB/SB entry (using negative 0079 and negative expense) and rebills correctly using an IB/SB	
Revenue	Seller recorded revenue in incorrect account and/or subaccount using IB/SB	Seller corrects revenue to other accounts using a GEC to correct the revenue side.	
	Seller redistributes revenue (0079) to other accounts	Seller redistributes revenue to other accounts using a GEC to correct the revenue side.	Example: CAC redistribution of funding
Buyer Updates	Buyer decides to make changes to account, sub account, object, or sub object code after Seller has billed using an IB/SB		Buyer uses a GEC to make changes to the original IB/SB

KFS Quick Reference Guide: Internal Billing

Importing Multiple Accounting Lines

If entering multiple accounting lines in KFS, using the **IB Import Setup Sheet**, <http://www.controller.iastate.edu/templates/universityforms.htm>, will help expedite this process.

The **IB Import Setup Sheet** includes the required information for the IB eDoc in KFS.

Please note: if both sides (Income and Expense) have multiples lines, an import sheet for each side is required.

	A	B	C	D	E	F	G	H
1	Instructions:(please read first)							
2	* Indicates Required Field							
3	1. Complete the rows using the example row as a guide.							
4	2. When finished, highlight the rows above the line.							
5	3. Right click the selected rows and delete.							
6	4. Save as a CSV(Comma Separate Value) file type.							
7								
8	Example							
9	Chart equals IS	Do not include dashes	Do not include dashes	Four digits				No commas
10	IS	7011205	211000	0499				1200.00
11								
12	Chart*	Account*	Sub-Acct	Object*	Sub-Obj	Project	Org Ref ID	Amount*
13								
14								
15								

After entering all the accounting line information:

1. Delete the first 12 rows in the import sheet.
2. Save your document as a CSV file.
3. Start your IB eDoc in KFS, the import line function is located in the right side of the eDoc. After selecting the import lines, upload the saved CSV file.

The screenshot shows the 'Accounting Lines' window in KFS. It has two sections: 'Income' and 'Expense'. Each section has a table with columns for Chart, Account, Sub-Account, Object, Sub-Object, Project, Org Ref Id, and Amount. Below each table is an 'add:' button and a 'Line Description' field. On the right side of the window, there is a 'hide detail' button and an 'import lines' button, both of which are circled in red in the image.

4. Click Submit and check for errors.