# KFS Quick Reference Guide: Service Billing

Instructions: Use the following steps to charge another ISU department for goods or services. The **Service Billing** does **not** route to the Fiscal Officer of the account being charged.

For information about **Correcting a Service Billing**, go to the end of this document.

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

1. Select **Service Billing** under **Financial Processing** in the **Administrative Transactions** box.
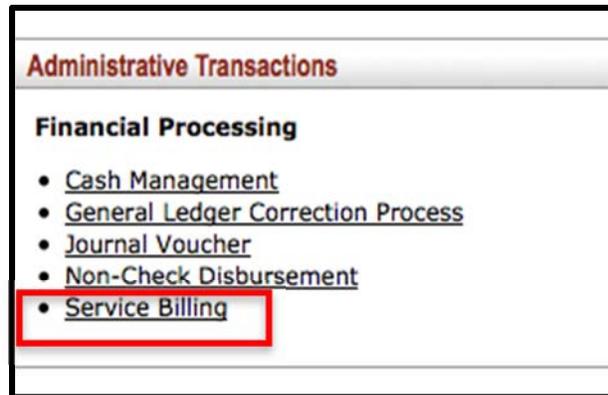
2. Type the service provider's name in the **Description** field and the business purpose of the transaction in the **Explanation** field.
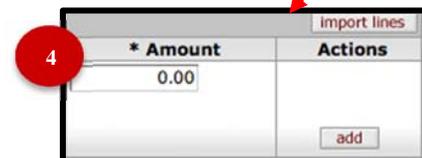

3. Complete the required (*) fields on the **Income** line in the **Accounting Lines** tab to indicate the account to receive the income. This is the selling account.
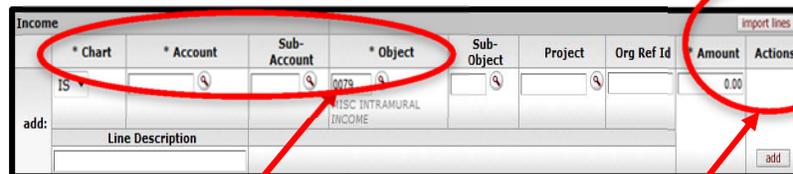
   Note: The **Income Object Code** must always be **0079 (intramural income)**.

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

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

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

   Note: This field is optional, but may be valuable information for the customer.

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

   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.

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

9. Complete fields in the **Items** line.

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

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11. Click **Submit** and check for errors.

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

Correcting a Service 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

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Importing Multiple Accounting Lines
If entering multiple accounting lines in KFS, using the **SB Import Setup Sheet** will help expedite this process, http://www.controller.iastate.edu/templates/universityforms.htm.

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

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

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 SB 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.

4. Click Submit and check for errors.