UNIVERSITY OF HAWAII

Service Billing

User Guide

Fiscal Services Office

October 2019
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Service Billing

The Service Billing (SB) document is a restricted use document. Similar to the Internal Billing (IB) document, the SB is used to bill for goods or services provided by one university department to another university department, reflecting internal income to the provider and expense to the customer. These types of transactions are also referred to as interdepartmental purchases and sales.

The differences between the SB and the IB document are:

- Only users with the KFS-FP Service Bill Processor role can initiate the document.
  - A Service Bill Processor role is established after a Service Billing Request Form (GALC-SB) is approved by General Accounting and the KFS-FP Service Bill Processor Role 13 is assigned for the authorized individuals.
  - A list of authorized Service Billing Processors is available on the Financial Management Office website.
- The Income section is limited to the chart codes and account numbers associated with the Service Bill Processor role.
- SB does not route for Expense (customer) department Fiscal Officer/Fiscal Administrator approval; it is automatically Finalized after the document is submitted.
  - The customer’s expense account is charged based on a formal Fiscal Administrator pre-approved agreement between the service provider and the department being billed (e.g., a lease agreement for a copy machine from the Departmental Copier Program or an approved Interdepartmental Order (IDO) Form that has been certified for availability of funds by the Fiscal Administrator of the specified expense account serves as the pre-approval to charge the account).
  - Restricted access for SB initiation ensures that only authorized organizations can create a billing without approval routing.

Common uses of the SB are to charge a department and record income for campus mail services postage, photocop services, computer software site license purchases and motor vehicle gas charges.

Service Billing Workflow

The SB document can only be initiated by members of the KFS-FP Service Bill Processor role. These users belong to university departments that have pre-agreements for billing of goods or services provided to other departments. The SB does not route for approval; it is automatically Finalized after the document is submitted. The following diagram illustrates the general workflow of the SB document, including applicable Kuali Financial System (KFS) roles in the routing cycle and processing requirements of each.
Creating a Service Billing

To create SB document (eDoc), go to the Main Menu, Administrative Transactions, Financial Processing and select Service Billing.

The SB eDoc contains the standard document header, 10 tabs, and 5 action buttons. The Items tab is unique to the SB and IB eDocs; please refer to the Items Tab section in the respective user guides for more information.

For more information about the standard document header, tabs, and workflow action buttons, please refer to the Standard KFS eDoc Layout User Guide.
Accounting Lines Tab

The accounting information to record the provider internal income and customer expense transactions are entered in the Accounting Lines tab. There are two sections in this tab: **Income** and **Expense** that includes the standard accounting line fields. The **Income** Section is used to enter the **Provider’s** accounting information and the **Expense** Section is used to enter the **Customer’s** accounting information.

Income Section

Accounting lines entered with **positive** amounts will record an **increase** in income (revenue); or **decrease** in expense balances.

- **Chart** – (Required) Select the **Provider’s** chart code** assigned to the Service Bill Processor role from the Chart Code list. Default chart code is based on the initiator’s primary department chart code.
- **Account** – (Required) Enter the **Provider’s** account number** assigned to the Service Bill Processor role or search for it from the Account lookup.
- **Sub-Account** – (Optional) Enter the **Provider’s** sub-account number or search for it from the Sub-Account lookup.
- **Object** – (Required) Enter the **Provider’s** object code or search for it from the Object Code lookup.
  - Cash, Fund Balance, Labor (Salary, Hourly Wages, and Fringe Benefits), Transfer (Mandatory and Non-Mandatory), Budget, Assessment, and a few other object types and object sub-types are **not allowed** on this document.
- **Sub-Object** – (Optional) Enter the **Provider’s** sub-object code or search for it from the Sub-Object Code lookup.
- **Project** – (Optional) Enter the project code or search for it from the Project Code lookup.
- **Org Ref Id** – (Optional) Enter reference data to further identify the transaction (limited to 8 characters).
- **Amount** – (Required) Enter the amount of this accounting line.
  - Negative amounts are **allowed** for billing corrections (i.e., processing a refund for a returned item previously charged on a SB).
- **Line Description** – (Optional) Enter line description data to further identify the transaction (limited to 40 characters).
  - The accounting line description data will be displayed in the General Ledger inquiry instead of the Document Overview tab Description.
- **Actions** – (Required) Click the ‘add’ button to add the accounting line information.
  - There must be at least one accounting line in the Income section.
  - After accounting lines are added, a total of all the **Income** accounting lines will be displayed at the bottom of the Income section.
    - The Income section total must equal the Expense section total.

**Note**: The accounting line **cannot** be added if the chart code and account number are not the same as those assigned to the Service Bill Processor role.
Expense Section

Accounting lines entered with positive amounts will record an increase in expense; or decrease in income (revenue) balances.

- Chart – (Required) Select the Customer’s chart code from the Chart Code list. Default chart code is based on the initiator’s primary department chart code.
- Account – (Required) Enter the Customer’s account number or search for it from the Account lookup.
- Sub-Account – (Optional) Enter the Customer’s sub-account number or search for it from the Sub-Account lookup.
- Object – (Required) Enter the Customer’s object code or search for it from the Object Code lookup.
  - Cash, Fund Balance, Labor (Salary, Hourly Wages, and Fringe Benefits), Transfer (Mandatory and Non-Mandatory), Budget, Assessment, and a few other object types and sub-types are not allowed on this document.
- Sub-Object – (Optional) Enter the Customer’s sub-object code or search for it from the Sub-Object Code lookup.
- Project – (Optional) Enter the project code or search for it from the Project Code lookup.
- Org Ref Id – (Optional) Enter reference data to further identify the transaction (limited to 8 characters).
- Amount – (Required) Enter the amount of this accounting line.
  - Negative amounts are allowed for billing corrections (i.e., processing a refund for a returned item previously charged on a SB).
- Line Description – (Optional) Enter line description data to further identify the transaction (limited to 40 characters).
  - The accounting line description data will be displayed in the General Ledger inquiry instead of the Document Overview tab Description.
- Actions – (Required) Click the ‘add’ button to add the accounting line information.
  - There must be at least one accounting line in the Expense section.
  - After accounting lines are added, a total of all the Expense accounting lines will be displayed at the bottom of the Expense section.
    - The Expense section total must equal the Income section total.

Important Note: For eDocs with Accounting Lines in the Income and Expense format the placement of the object code with positive or negative amounts in each section can either increase or decrease an object type balance.

The following matrix displays the effects of using the INCOME and EXPENSE sections to increase or decrease an object type balance and the respective debit or credit code assigned to the accounting entries posted in the General Ledger. The SB only allows IN and EX object types.

<table>
<thead>
<tr>
<th>Object Type Code</th>
<th>Object Type Name</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Debit or Credit?</td>
<td>Accounting Line</td>
</tr>
<tr>
<td>IN</td>
<td>INCOME-CASH</td>
<td>Credit</td>
<td>INCOME</td>
</tr>
<tr>
<td>EX</td>
<td>EXPENSE EXPENDITURE</td>
<td>Debit</td>
<td>EXPENSE</td>
</tr>
</tbody>
</table>

*(INCOME) or (EXPENSE) denotes a negative amount can be entered in the respective section to correct a previously posted SB.
Increase or Decrease Accounting Line:

- **INCOME** or **EXPENSE**
  - **Positive** amount entered in the respective accounting line section increases or decreases the object type balance.
  - **Income section** is not limited to only IN (INCOME-CASH) object type codes.
    - If the provider is billing the customer for reimbursement of expenses, EX (EXPENSE EXPENDITURE) object type codes with positive amounts can be entered in the Income section to **decrease** the provider’s expense balance.
  - **Expense section** is not limited to only EX (EXPENSE EXPENDITURE) object type codes.
    - However, the customer’s expense transactions are normally **not** recorded using IN (INCOME-CASH) object type codes.
- **(INCOME)** or **(EXPENSE)**
  - **Negative** amount can be entered in the respective section to correct a previously posted SB.

Refer to the Service Billing Examples and Scenarios section for additional information.

**Items Tab**

The SB (and IB) document has its own unique tab called **Items** in addition to the standard financial transaction tabs. The Items tab is optional; however, if you choose to use this tab to provide more information regarding the goods or services delivered, the Quantity and Item Cost are required fields.

**Important Note:** Filling out the Items tab does **not** update the Accounting Lines tab, nor does it need to balance to the accounting lines. Therefore, this tab should be used for information purposes only.

- **Date** – (Optional) Enter the date of service or select it from the Calendar.
- **Stock #** – (Optional) Enter the stock number of the goods or services provided.
- **Description** – (Optional) Enter the description of the goods or services.
- **Quantity** – (Required) Enter the quantity of goods or services provided.
- **UoM** – (Optional) Enter the unit of measure.
- **Item Cost** – (Required) Enter the cost per item for goods or services.
- **Total** – (Display-only) The extended cost (Quantity x Item Cost) is calculated when you click the ‘add’ button to add the line.
- **Items Tab Total** – (Display-only) After Item lines are added, a total of all the Item lines is displayed at the bottom of the tab.
Capital Asset Related Tabs

When a **capital asset object code** is used in the Accounting Lines tab, the Accounting Lines for Capitalization, Create Capital Assets and Modify Capital Assets tabs are required to be completed. The tabs are used to create and/or modify single or multiple asset records related to the financial transaction.

For more information, please refer to the [Capital Asset Management Financial Processing eDoc Process Document](#).

General Ledger Pending Entries Tab

After the SB eDoc is saved or submitted, the General Ledger Pending Entries tab displays the transactions that are to be posted to the General Ledger (GL) when the document is fully approved and the GL batch process has run.

In addition to the entries created by the user, the General Ledger Pending Entries tab includes system-generated offset transactions to the Cash Object Code 8100.

After the batch process has been run, the general ledger pending entries are removed from this tab.
Service Billing Examples and Scenarios

Example 1 – ITS Billing for Computer Software Site License

The UHH Sociology department (customer) ordered five (5) SPSS Windows Annual Site Licenses @ $150.00 per license from the Information Technology Services (ITS) department (provider). The Site License order form was accompanied by Interdepartmental Order (IDO) XR-1377 that was approved by the department chair and Fiscal Administrator for the specified expense account. The order was completed and delivered to the UHH Sociology.

SB eDoc number 4772629 was initiated by ITS staff (watsonwm) to record ITS internal income and charge the UHH Sociology account for the 5 SPSS Windows Annual Site Licenses.

Document Header
- **Doc Nbr:** 4772629-KFS generated document number.
- **Status:** FINAL-eDoc is fully approved, no pending approval or acknowledgement requests.
- **Initiator:** watsonwm-UH username of Service Bill Processor initiating the eDoc.
  - **Note:** ITS staff watsonwm is assigned Role 13 – KFS-FP Service Bill Processor allowing the user to initiate the SB document for the Chart Codes and Account Numbers indicated in the Role Qualifier.

- **Created:** 09:05 AM 09/26/2019-Time and Date eDoc was initiated.

Document Overview tab
- **Description:** Starts with the 3 digit Fiscal Office Code of 066 followed by a brief description of the transaction.
- **Explanation:** Includes a more detailed description of the transaction.
- **Total Amount:** $750.00 is the same as the Accounting Lines Totals.
• **Income** section was completed with the required fields Chart Code=SW and Account Number=2224812 associated with the Service Bill Processor role, Object, and **positive** Amount for ITS (provider) internal income.
  - Org Ref Id was completed with ITS Tracking number 20R28642 and the other optional fields were left blank in accordance with ITS internal procedures.
  - Positive amount will record an **increase** in the income (revenue) object code (Object Type Code=IN) balance*.

• **Expense** section was completed with the required fields Chart, Account, Object and **positive** Amount for the UHH Sociology (customer) expense.
  - Org Ref Id was completed with UHH Sociology Department IDO number XR1377 and the other optional fields were left blank in accordance with ITS internal procedures.
  - Positive amount will record an **increase** in the expense object code (Object Type Code=EX) balance*.

• The **Accounting Lines Income and Expense Totals** of $750.00 agree and are the same as the Total Amount in the Document Overview tab.

*Refer to the matrix on page 6 that displays the effects of using the Income and Expense sections to increase or decrease an object type balance and the respective debit or credit code assigned to the accounting entries posted in the General Ledger.

The Items tab was not completed to provide more information regarding the computer software licenses that were delivered.

Capital Asset Related tabs were not completed since capital asset object codes were not used in the transactions.
General Ledger Pending Entries tab

- **Sequence #1** displays the Income accounting line 1 Chart=SW, Account=2224812, Object Code=0751, Amount=$750.00. Other additional fields displayed:
  - Fiscal Year=2020-Current Fiscal Year.
  - Doc Type=SB-Service Billing.
  - Balance Type=AC-Actual.
  - Object Type=IN-Income-Cash.
  - Debit/Credit Code=C-Credit [Credit to an Income Object Code records an increase in the income balance*].

- **Sequence #2** displays the system generated offset entry with the same information as Sequence #1 except for:
  - Object Code=8100-Cash (Claim-on-Cash).
  - Object Type=AS-Asset.
  - Debit/Credit Code=D-Debit [Debit to an Asset Object Code records an increase in the asset balance*].

- **Sequence #3** displays the Expense accounting line 1 Chart=HI, Account=2233702, Object Code=7217, Amount=$750.00. Other additional fields displayed:
  - Fiscal Year=2020-Current Fiscal Year.
  - Doc Type=SB-Service Billing.
  - Balance Type=AC-Actual.
  - Object Type=EX-Expense Expenditure.
  - Debit/Credit Code=D-Debit [Debit to an Expense Object Code records an increase in the expense balance*].

- **Sequence #4** displays the system generated offset entry with the same information as Sequence #3 except for:
  - Object Code=8100-Cash (Claim-on-Cash).
  - Object Type=AS-Asset.
  - Debit/Credit Code=C-Credit [Credit to an Asset Object Code records a decrease in the asset balance*].

*Refer to the matrix on page 6 that displays the effects of using the Income and Expense sections to increase or decrease an object type balance and the respective debit or credit code assigned to the accounting entries posted in the General Ledger.
Route Log tab

- **ID: 4772629** - KFS generated SB document number.
  - **Route Status**: FINAL - Financial documents in Final status affect the General Ledger.
  - **Finalized**: 09:11 AM 09/26/2019 - Time and Date eDoc reached FINAL status.

- **Actions Taken**
  - **COMPLETED**: Taken By Watson, William (ITS staff), Time/Date 09:11 AM 09/26/2019 - Time and Date Initiator submitted the SB-same as Finalized Time and Date.

  **Note**: As designed, the SB did not route for the Expense Account Fiscal Officer/Administrator approval and was finalized upon completion.

For more information about the standard document header, tabs, and workflow action buttons, please refer to the Standard KFS eDoc Layout User Guide.
The **General Ledger Entry Lookup** for Document Number 4772629 returned 4 items for SB 4772629 finalized on 09/26/2019. The 4 records returned are the entries displayed in the General Ledger Pending Entries tab that have posted to the General Ledger.

- **Transaction Ledger Entry Description** is the same as the Description in the Document Overview tab because the Line Descriptions in the Accounting Lines tab were left blank.

For more information about the General Ledger Entry Lookup, please refer to the [General Ledger Balance Inquiries User Guide](#).
Example 2 – ITS Billing Correction for Computer Software License

SB 4772629 was finalized and posted in the General Ledger on 09/26/2019 to charge UHH Sociology Department for five (5) SPSS Windows Annual Licenses @ $150.00 per License as indicated on the Site License Order Form and IDO. The licenses were to be used for the UHH Sociology Computer Lab, therefore the price for a Computer Lab License is at a reduced price of $130.00 per License. UHH Sociology Department notified ITS of their error and a SB correction was processed to charge the lower price.

SB eDoc number 4772633 was processed to refund UHH Sociology for the 5 SPSS Licenses at $150.00 per license and charge the reduced rate of $130.00 per license for the Computer Lab.

Document Header
- **Doc Nbr**: 4772633-KFS generated document number.
- **Status**: FINAL-eDoc is fully approved, no pending approval or acknowledgement requests.
- **Initiator**: watsonwm-UH username of Service Bill Processor initiating the eDoc.
- **Created**: 08:36 AM 09/27/2019-Time and Date eDoc was initiated.

Document Overview tab
- **Description**: Starts with the 3 digit Fiscal Office Code of 066 followed by a brief description of the transaction.
- **Explanation**: Includes a more detailed description of the transaction.
- **Total Amount**: Negative ($100.00) is the same as the Accounting Lines Totals.
Accounting Lines tab

- **Income** section
  - Accounting line 1 was completed with the same ITS (provider) internal income accounting line information as the original SB 4772629 except for the **negative** amount of ($750.00) and
    - Line description field was completed with “Refund 5 SPSS Windows Annual Licenses”.
  - Accounting line 2 was completed with the same ITS (provider) internal income accounting line information as the original SB 4772629 except for new ITS Tracking number 20R28650 entered in Org Ref Id, **positive** amount of $650.00 and
    - Line description field was completed with “5 SPSS Windows Annual Computer Lab Lic”.
  - **Negative** amount will record a **decrease** in the income (revenue) object code (Object Type Code=IN) balance and **positive** amount will record an **increase** in the income (revenue) object code (Object Type Code=IN) balance*.
    - **Net decrease** in the Income section of negative ($100.00) is reflected in the Income section Total.

- **Expense** section
  - Accounting line 1 was completed with the same UHH Sociology (customer) expense accounting information as the original SB 4772629 except for the **negative** amount of ($750.00) and
    - Line description field was completed with “Refund for 5 SPSS Windows Annual Licenses”.
  - Accounting line 2 was completed with the same UHH Sociology (customer) expense accounting line information as the original SB 4772629 except for **positive** amount of $650.00 and
    - Line description field was completed with “5 SPSS Windows Annual Computer Lab Lic”.
  - **Negative** amount will record a **decrease** in the expense object code (Object Type Code=EX) balance and **positive** amount will record an **increase** in the expense object code (Object Type Code=EX) balance*.
    - **Net decrease** in the Expense section of negative ($100.00) is reflected in the Expense section Total.

General Ledger Pending Entries tab

- **Sequence #1** displays the **Income** accounting line 1 Chart=SW, Account=2224812, Object Code=0751, Amount=$750.00 and additional fields:
  - Fiscal Year=2020-Current Fiscal Year.
  - Doc Type=SB-Service Billing.
  - Balance Type=AC-Actual.
  - Object Type=IN-Income-Cash.
  - Debit/Credit Code=D-Debit [Debit to an Income Object Code records a **decrease** in the income balance*].

- **Sequence #2** displays the system generated offset entry with the same information as Sequence #1 except for:
  - Object Code=8100-Cash (Claim-on-Cash).
  - Object Type=AS-Asset.
  - Debit/Credit Code=C-Credit [Credit to an Asset Object Code records a **decrease** in the asset balance*].
• **Sequence #3** displays the **Income accounting line 2** Chart=SW, Account=2224812, Object Code=0751, Amount=$650.00 and additional fields:
  o **Fiscal Year**=2020-Current Fiscal Year.
  o **Doc Type**=SB-Service Billing.
  o **Balance Type**=AC-Actual.
  o **Object Type**=IN-Income-Cash
  o **Debit/Credit Code**=C-Credit [Credit to an Income Object Code records an **increase** in the income balance*].

• **Sequence #4** displays the system generated offset entry with the same information as Sequence #3 except for:
  o **Object Code**=8100-Cash (Claim-on-Cash).
  o **Object Type**=AS-Asset.
  o **Debit/Credit Code**=D-Debit [Debit to an Asset Object Code records an **increase** in the asset balance*].

• **Sequence #5** displays the **Expense accounting line 1** Chart=HI, Account=2233702, Object Code=7217, Amount=$750.00 and additional fields:
  o **Fiscal Year**=2020-Current Fiscal Year.
  o **Doc Type**=SB-Service Billing.
  o **Balance Type**=AC-Actual.
  o **Object Type**=EX-Expense Expenditure.
  o **Debit/Credit Code**=C-Credit [Credit to an Expense Object Code records a **decrease** in the expense balance*].

• **Sequence #6** displays the system generated offset entry with the same information as Sequence #5 except for:
  o **Object Code**=8100-Cash (Claim-on-Cash).
  o **Object Type**=AS-Asset.
  o **Debit/Credit Code**=D-Debit [Debit to an Asset Object Code records an **increase** in the asset balance*].

• **Sequence #7** displays the **Expense accounting line 2** Chart=HI, Account=2233702, Object Code=7217, Amount=$650.00 and additional fields:
  o **Fiscal Year**=2020-Current Fiscal Year.
  o **Doc Type**=SB-Service Billing.
  o **Balance Type**=AC-Actual.
  o **Object Type**=EX-Expense Expenditure.
  o **Debit/Credit Code**=D-Debit [Debit to an Expense Object Code records an **increase** in the expense balance*].

• **Sequence #8** displays the system generated offset entry with the same information as Sequence #7 except for:
  o **Object Code**=8100-Cash (Claim-on-Cash).
  o **Object Type**=AS-Asset.
  o **Debit/Credit Code**=C-Credit [Credit to an Asset Object Code records a **decrease** in the asset balance*].

*Refer to the matrix on page 6 that displays the effects of using the Income and Expense sections to increase or decrease an object type balance and the respective debit or credit code assigned to the accounting entries posted in the General Ledger.

For more information about the standard document header, tabs, and workflow action buttons, please refer to the [Standard KFS eDoc Layout User Guide](#).
The General Ledger Entry Lookup for Document Number 4772633 returned 8 items for SB 4772633 finalized on 09/27/2019. The 8 records returned are the entries displayed in the General Ledger Pending Entries tab that have posted to the General Ledger.

- **Transaction Ledger Entry Description** displays the Accounting Line Descriptions instead of the Document Overview Description.

The posting of SB 4772633, refund for 5 SPSS Windows Annual Licenses @ $150.00 per license ($750.00) and charge for 5 SPSS Windows Annual Computer Lab Licenses @ $130.00 per license $650.00 resulted in the following:

- **Income** accounting line 1 SW 2224812 0751 $750.00 D (Debit) offset original SB 4772629 $750.00 C (Credit)- see screenshot below, net result=zero.
- **Income** accounting line 2 SW 2224812 0751 $650.00 C (Credit) recorded ITS internal income for the 5 SPSS Windows Annual Computer Lab Licenses.
- **Expense** accounting line 1 HI 2233702 7217 $750.00 C (Credit) offset original SB 4772629 $750.00 D (Debit)- see screenshot below, net result=zero.
- **Expense** accounting line 2 HI 2233702 7217 $650.00 D (Debit) recorded UHH Sociology expense for the 5 SPSS Windows Annual Computer Lab Licenses.

For more information about the General Ledger Entry Lookup, please refer to the [General Ledger Balance Inquiries User Guide](#).
Example 3 – Campus Mail Services Billing for Reimbursement of Postage Expense

The Disbursing Office (customer) mailed out 4000 check payments via Campus Mail Services (provider) during the month of August 2019. The System Fiscal Administrator updated the Campus Mail Services Department Accounts web page to authorize account SW 1134312 to be charged for the Disbursing Office mail requiring postage.

SB eDoc number 4772631 was initiated by Campus Services staff (ssiu7) to record reimbursement of postage expense for the Campus Mail Services account and charge the Disbursing Office for the postage used to mail out 4000 envelopes in August 2019.

Document Header
- **Doc Nbr:** 4772631-KFS generated document number.
- **Status:** FINAL-eDoc is fully approved, no pending approval or acknowledgement requests.
- **Initiator:** ssiu7-UH username of Service Bill Processor initiating the eDoc.
  - Note: Campus Services staff ssiu7 is assigned Role 13 – KFS-FP Service Bill Processor allowing the user to initiate the SB document for the Chart Codes and Account Numbers indicated in the Role Qualifier.
- **Created:** 02:58 PM 09/26/2019-Time and Date eDoc was initiated.

Document Overview tab
- **Description:** Starts with the 3 digit Fiscal Office Code of 011 followed by a brief description of the transaction.
- **Explanation:** Includes a more detailed description of the transaction.
- **Organization Document Number:** Aug. 2019 was entered per the Campus Services internal procedures.
- **Total Amount:** $2,200.00 is the same as the Accounting Lines Totals.
### Accounting Lines tab

<table>
<thead>
<tr>
<th>Income</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chart</strong></td>
<td><strong>Chart</strong></td>
</tr>
<tr>
<td>MA</td>
<td>SW</td>
</tr>
<tr>
<td><strong>Account</strong></td>
<td><strong>Account</strong></td>
</tr>
<tr>
<td>2214012</td>
<td>1134312</td>
</tr>
<tr>
<td><strong>Sub-Account</strong></td>
<td><strong>Sub-Account</strong></td>
</tr>
<tr>
<td>TUITION SPECIAL FUND TRANSFER</td>
<td>DISBURSING &amp; PAYROLL OFFICE</td>
</tr>
<tr>
<td><strong>Object</strong></td>
<td><strong>Object</strong></td>
</tr>
<tr>
<td>1700</td>
<td>3700</td>
</tr>
<tr>
<td><strong>Sub-Object</strong></td>
<td><strong>Sub-Object</strong></td>
</tr>
<tr>
<td></td>
<td>POSTAGE</td>
</tr>
<tr>
<td><strong>Project</strong></td>
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</tr>
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<td><strong>Org Ref Id</strong></td>
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<tr>
<td></td>
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</tr>
<tr>
<td><strong>Amount</strong></td>
<td><strong>Amount</strong></td>
</tr>
<tr>
<td>2,200.00</td>
<td>2,200.00</td>
</tr>
<tr>
<td><strong>Actions</strong></td>
<td><strong>Actions</strong></td>
</tr>
</tbody>
</table>

- **Income** section was completed with the required fields Chart Code=MA and Account Number=2214012 associated with the Service Bill Processor role, Object, and positive Amount for Campus Mail Services (provider) reimbursement of postage expense.
  - Line Description was completed and the other optional fields were left blank.
  - Positive amount will record a decrease in the Expense object code (Object Type Code=EX) balance*.

- **Expense** section was completed with the required fields Chart, Account, Object and positive Amount for the Disbursing Office (customer) expense.
  - Line Description was completed and the other optional fields were left blank.
  - Positive amount will record an increase in the Expense object code (Object Type Code=EX) balance*.

- **The Accounting Lines Income and Expense Totals** of $2,200.00 agree and are the same as the Total Amount in the Document Overview tab.

*Refer to the matrix on page 6 that displays the effects of using the Income and Expense sections to increase or decrease an object type balance and the respective debit or credit code assigned to the accounting entries posted in the General Ledger.

The Items tab was not completed to provide more information regarding the mail service postage.

Capital Asset Related tabs were not completed since capital asset object codes were not used in the transactions.
• **Sequence #1** displays the **Income accounting lines** with Chart=MA, Account=2214012, Object Code=3700, Amount=$2,200.00. Other additional fields displayed:
  o **Fiscal Year**=2020-Current Fiscal Year.
  o **Doc Type**=SB-Service Billing.
  o **Balance Type**=AC-Actual.
  o **Object Type**=EX-Expense Expenditure.
  o **Debit/Credit Code**=C-Credit [Credit to an Expense Object Code records a **decrease** in the expense balance*].

• **Sequence #2** displays the system generated offset entry with the same information as Sequence #1 except for:
  o **Object Code**=8100-Cash (Claim-on-Cash).
  o **Object Type**=AS-Asset.
  o **Debit/Credit Code**=D-Debit [Debit to an Asset Object Code records an **increase** in the asset balance*].

• **Sequence #3** displays the **Expense accounting lines** with Chart=SW, Account=1134312, Object Code=3700, Amount=$2,200.00. Other additional fields displayed:
  o **Fiscal Year**=2020-Current Fiscal Year.
  o **Doc Type**=SB-Service Billing.
  o **Balance Type**=AC-Actual.
  o **Object Type**=EX-Expense Expenditure.
  o **Debit/Credit Code**=D-Debit [Debit to an Expense Object Code records an **increase** in the expense balance*].

• **Sequence #4** displays the system generated offset entry with the same information as Sequence #3 except for:
  o **Object Code**=8100-Cash (Claim-on-Cash).
  o **Object Type**=AS-Asset.
  o **Debit/Credit Code**=C-Credit [Credit to an Asset Object Code records a **decrease** in the asset balance*].

*Refer to the matrix on page 6 that displays the effects of using the Income and Expense sections to increase or decrease an object type balance and the respective debit or credit code assigned to the accounting entries posted in the General Ledger.
Route Log tab

- **ID: 4772631** - KFS generated SB document number.
  - **Route Status**: FINAL - Financial documents in Final status affect the General Ledger.
  - **Finalized**: 03:05 PM 09/26/2019 - Time and Date eDoc reached FINAL status.

- **Actions Taken**
  - **COMPLETED**: Taken By Siu, Sydney (Campus Services staff), Time/Date 03:05 PM 09/26/2019 - Time and Date Initiator submitted the SB same as Finalized Time and Date.
  - **Note**: As designed, the SB did not route for Expense Account Fiscal Officer/Administrator approval and was finalized upon completion.

For more information about the standard document header, tabs, and workflow action buttons, please refer to the [Standard KFS eDoc Layout User Guide](#).
The **General Ledger Entry Lookup** for Document Number 4772631 returned 4 items for SB 4772631 finalized on 09/26/2019. The 4 records returned are the entries displayed in the General Ledger Pending Entries tab that have posted to the General Ledger.

- **Transaction Ledger Entry Description** displays the Accounting Line Descriptions instead of the Document Overview Description.

For more information about the General Ledger Entry Lookup, please refer to the [General Ledger Balance Inquiries User Guide](#).