

UNIVERSITY OF HAWAII

SERVICE BILLING (SB) REQUEST FORM INSTRUCTIONS

PURPOSE: The information on this form is used to establish or delete a Service Billing Processor Role (13).

Department Name:	Enter the name of the Department providing the goods/services.
Chart-Org:	Enter the Chart and Organization code for the Department providing the goods/services.
Fiscal Administrator Name:	Enter the Last Name and First Name of the Fiscal Administrator (FA) for the Department providing the goods/services.
FO Code:	Enter the three digit FO code for the Department providing the goods/services.
FA Email Address:	Enter the email address of the FA responsible for the Department providing the goods/services.
FA Phone:	Enter the phone number of the FA responsible for the Department providing the goods/services.
Briefly describe the nature (purpose/primary activities) of the account(s):	Enter a brief description of the goods/services being provided and identify the type of revenue (i.e. equipment rental, telephone charges, sale of services, etc.) or reimbursement of expenditure (i.e. car insurance, chemistry supplies, utility charges, etc.) that will be recorded. Attach a separate sheet if additional space is needed.
Action:	Select the type of maintenance requested (Add or Delete).
Processor Name:	Enter the Last Name and First Name of the Service Bill Processor.
Principal ID #:	Enter the Principal ID# of the Service Bill Processor. To obtain the Principal ID#, go to the KFS Administration tab>System>Identity>Person (Lookup), enter the first and last name of the processor, hit search, the Principal ID# is displayed in the first column.
Principal Name:	Enter the Principal Name of the Service Bill Processor. To obtain the Principal Name, go to the KFS Administration tab>System>Identity>Person (Lookup), enter the first and last name of the processor, hit search, the Principal Name is displayed in the second column.
Chart Code:	Select the Chart Code associated with the Account Number used as the income account on the Service Billing (SB) document.
Account Number:	Enter the Account Number used as the income account on the Service Billing (SB) document.
Account Name:	Enter the Name of the Account used as the income account on the Service Billing (SB) document.
Fiscal Administrator Certification & Request:	The Fiscal Administrator must sign and date the form to certify that the use of the Service Billing document will be in compliance with all University, State and Federal requirements.

Return completed form to:

General Accounting and Loan Collection ~ 1406 Lower Campus Road, Bldg 171C Rm 41 ~ Honolulu, HI 96822