Internal Billing

Document Overview:

The Internal Billing (IB) document is used to bill for repetitive goods or services provided by one university department to another university department, reflecting income to the provider (supplier) and expense to the customer (buyer). The customer is billed based on a pre-arranged agreement. The document creator (supplier) needs to know both income and expense accounts and object codes.

This document can be used to record credits between departments or colleges. It cannot be used to record the transfer of capital equipment between university accounts, and cannot be used to make a correction to an account/object code or object code mistake.

Negative accounting lines are allowed on this document. This helps if a certain amount of the original Internal Billing needs to be refunded. Another IB can be created with the same accounting lines, but with negative amounts. There must be at least one completed accounting line in the Income section and one completed accounting line in the Expense section. The total in the Income section must equal the total in the Expense section. Only internal revenue object codes can be used on this document (47xx, 48xx, or 49xx).

How to Complete the Document:

Complete the Document Overview section by adding a brief description of what is being done, then expand on it in the Explanation field.

The accounting lines section is where the Supplier inputs both the income and expense lines.
The invoice and any other support needed will be attached to the Notes/Attachments section in PDF or TIFF format.

Document Routing:

Once the document has been submitted, it will route to the customer account’s fiscal officer. They will review the description, explanation, accounting lines, and attached support prior to either approving or disapproving.
Document Exceptions/Restrictions:

Below are the list of parameter’s related to the IB document. If the Constraint Code is “A” it means “Allowed” and if it is “D” it means “Disallowed”.

<table>
<thead>
<tr>
<th>Namespace Code</th>
<th>Component</th>
<th>Application ID</th>
<th>Parameter Name</th>
<th>Parameter Description</th>
<th>Parameter Value</th>
<th>Parameter Constraint Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>KFS-FP</td>
<td>InternalBilling</td>
<td>KFS</td>
<td>OBJECT LEVELS EXP</td>
<td>Expense Object Level(s) restricted from use...</td>
<td>SAT/INV/CLER/BLO/CDFP/HSSA-SUB/CAP...</td>
<td>D</td>
</tr>
<tr>
<td>KFS-FP</td>
<td>InternalBilling</td>
<td>KFS</td>
<td>OBJECT LEVELS INC</td>
<td>Income Object Level(s) restricted from use...</td>
<td>HSNG/II/AC/II/OVS/ITOF/REV/AFRK</td>
<td>D</td>
</tr>
<tr>
<td>KFS-FP</td>
<td>InternalBilling</td>
<td>KFS</td>
<td>OBJECT SUB TYPES</td>
<td>Object Sub-Type(s) restricted from use...</td>
<td>FR/MT/BU-SH/GE/SP/TF</td>
<td>D</td>
</tr>
<tr>
<td>KFS-FP</td>
<td>InternalBilling</td>
<td>KFS</td>
<td>FUND GROUPS</td>
<td>Restricts Fund Group(s) for use on...</td>
<td>D/E/P2</td>
<td>D</td>
</tr>
<tr>
<td>KFS-FP</td>
<td>InternalBilling</td>
<td>KFS</td>
<td>OBJECT TYPES INC</td>
<td>Allowed Income Object Type(s) for use...</td>
<td>CH/IN/LO/AC</td>
<td>A</td>
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<tr>
<td>KFS-FP</td>
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<td>KFS</td>
<td>SUB FUND GROUPS</td>
<td>Sub-Fund Group(s) restricted from use...</td>
<td>CAPG/CA/PAPU/RESE/SUSPEN/BANK/ENDOW/</td>
<td>D</td>
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<tr>
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<td>OBJECT TYPES EXP</td>
<td>Allowed Expense Object Type(s) for use...</td>
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<td>A</td>
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<tr>
<td>KFS-FP</td>
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<td>KFS</td>
<td>OBJECT SUB TYPES INC</td>
<td>Income Object Sub-Type(s) restricted from use...</td>
<td>AC/AR/AC/SC/SC/FT/RF/PD/DF/E0/DF/TF/SC</td>
<td>D</td>
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<td>InternalBilling</td>
<td>KFS</td>
<td>OBJECT SUB TYPES EXP</td>
<td>Expense Object Sub-Type(s) restricted from use...</td>
<td>AS/AR/BD/RF/BD/BU/SK/CC/CA/CE/CT</td>
<td>D</td>
</tr>
</tbody>
</table>

Below is the explanation of these restrictions:

**Fund Group Restrictions:** Internal Billings are used to bill for repetitive goods or services provided by one university department to another university department. Some fund groups are disallowed from providing internal billing activity based on the definition of the fund group. The fund groups disallowed are below:

- **Fund Group**
  - D - Student Loan Fund
  - E - Endowment Fund
  - P - Presentation Fund
  - Z - Bank Fund

**Sub-Fund Group Restrictions:** Internal Billings are disallowed on some fund groups based on the definition of what the sub-fund is used for. Sub-Fund Groups disallowed on this document include:

**Sub-Fund**
- CAPGEN - Capital Assets, General
- CAPAUX - Capital Assets, Auxiliary
- PRESEN - Presentation Fund
- SUSPEN - Suspense
- BANK - Bank Accounts
- ENDOW - Endowment Fund
- WORKST - Workstudy
- COSFA - Student Financial Assistance
- FEDSFA - Federal Student Financial Aid

**Sub-Fund**
- 1CAPGE - Capital Assets, General Pueblo
- 1CAPAU - Capital Assets, Auxiliary Pueblo
- 1PRESE - Presentation Fund Pueblo
- 1SUSPE - Suspense Pueblo
- 1ENDOW - Endowment Fund Pueblo
- 1WORKS - Workstudy Pueblo
- 1COSFA - Student Financial Assistance Pueblo
- 1FEDSFA - Federal Student Financial Aid Pueblo
- 1LOANS - Student Loans Pueblo
Object Level Restrictions: Internal Billings are used to bill for repetitive goods or services provided by one university department to another university department. Specific Income Object Levels should not be used on the Internal Billing document based on what activity posts to these object levels. This document disallows the use of object codes with an object level type of:

- Expense Object Levels
- SATH - Spending Authority
- INVS - Investments
- CLER - Clearing
- BLDG - Buildings
- DFOF - Due From
- MSSA - Misc. Salary
- SUBC - Subcontracts
- CAPO - Equipment
- STLD - Student Loan Expense
- PFEX - Plant Expense
- OTEX - Other Expense

- Income Object Levels
- HSNG - Housing and Other Payables
- ACPA - Accounts Payable
- PACL - Payroll Liabilities
- ADVS - Advances
- DTOF - Due To
- REVN - Misc. Revenue
- PFRV - Plant Revenue

Object Sub-Type Restrictions: Specific Object Sub-Type levels should not be included on internal billings when billing for goods or services. This document disallows the use of object codes with Object Sub-Types of:

Object Sub-Types
- FR - Fringe
- MT - Mandatory Transfers
- BU - Budget Only Object Codes
- SA - State Appropriations
- GI - Gifts
- CP - Capital Assets
- TF - Tuition and Fees

Expense Object Sub-Types
- AB - Compensated Absences
- AR - Accounts Receivable
- BD - Building
- BF - Building + Attached/Fixture Federal
- BL - Building Lease
- BU - Budget Only Object Codes
- BX - Building Improve+Renovations Federal
- C1 - Capital Lease => Capital Threshold
- C2 - Capital Lease < Capital Threshold
- C3 - Vehicle Capital Lease

Expense Object Sub-Types
- CV - Vehicles
- FP - Fringe Pool
- FR - Fringe
- LA - Land
- LE - Leasehold Improvements
- LF - Library Acquisition - Federal
- LI - Library Acquisitions
- LN - Non-Depreciable Improvements to Land
- LR - Land Improvements
- MT - Mandatory Transfers
CA - Cash
CE - Cost Recovery Expense
CF - Capital Moveable Equipment Federal
CL - Capital Lease Purchases
CM - Capital Moveable Equipment
CO - Capital Moveable Equipment - Other Owned
CP - Capital Assets
CS - Capital Sponsor
CT - Capital Federal

Income Object Sub-Types
AC - State Appropriations Capital
AF - Agency SubFund
AX - Auxiliary Revenue
CG - C+G Revenue
CI - Cost Recovery Income
FA - State Financial Aid
FC - Federal Capital C+G Revenue
FD - Federal C+G Revenue
FS - Fee for Service
GB - Transfers from Governing Board
GD - Gain on Disposal of Assets
GF - Capital Gifts
GI - Gifts
GL - Local C+G Revenue
GP - Private C+G Revenue
GR - Capitalized Grants

NB - Nominal Balance
NM - Non-Mandatory Transfers
PP - Prepaids
SF - Software-Federal
SL - Salary
SO - Software
UC - University Constructed
UF - University Constructed - Federal
VF - Vehicle Federal Funding

Object Code Restrictions: This document disallows the use of Object Codes 4353-Program Assessment Charges and 6050-Travel Encumbrance. 6050 is booked behind the scenes on travel documents and shouldn’t be used on the Internal Billing Document. 4353 is external revenue related and should not be used on an internal billing document.

GS - State C+G Revenue
II - Investment Income
LC - Local Capital C+G Revenue
LT - Long Term Payable
MT - Mandatory Transfers
NB - Nominal Balance
NM - Non-Mandatory Transfers
OM - Oper+Maint of Plant-Fund Addition
OO - Other Operating Revenue
OR - Other Noneating Revenue
PC - Private Capital C+G Revenue
SA - State Appropriations
SC - State Capital C+G Revenue
TF - Tuition + Fees
WI - WICHE Revenue