

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.

DOCUMENT OVERVIEW


OVERVIEW

*Description: TEST

Organization Document Number:

Explanation: TEST

FINANCIAL DOCUMENT DETAIL

The accounting lines section is where the Supplier inputs both the income and expense lines. Make sure to click on the  to add an accounting line.

ACCOUNTING LINES

INCOME HIDE DETAILS IMPORT LINES

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
CO Colorado State University							0.00		
1 CO Colorado State University	1357020 Procurement Services		4800 Interdepartment Credits				500.00		
2 CO Colorado State University	1357020 Procurement Services		4800 Interdepartment Credits				5.00		
TOTAL:							505.00		

EXPENSE HIDE DETAILS IMPORT LINES

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
CO Colorado State University							0.00		
1 CO Colorado State University	1355020 Vice President For University Op...		6011 In State Employee Travel State V...				505.00		
TOTAL:							505.00		

The invoice and any other support needed will be attached to the Notes/Attachments section in PDF or TIFF format. Make sure to click on the “Add” button or else the support will not be added.

NOTES AND ATTACHMENTS (1)

* Note Text:

Attachment: No file chosen

POSTED TIMESTAMP	AUTHOR	NOTE TEXT	ATTACHED FILE	NOTIFICATION RECIPIENT
1 08/18/2019 11:20 AM	Swaro, John Joseph	packing slip	KFS_Lookup.pdf (148 KB, application/pdf)	<input type="text"/>

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.

ID: 20110310

Title	Internal Billing - TEST		
Type	Internal Billing	Created	12:42 PM 08/18/2019
Initiator	Ryan, David Patrick	Last Modified	12:46 PM 08/18/2019
Route Status	ENROUTE	Last Approved	
Node(s)	Account	Finalized	

Actions Taken

	Action	Taken By	For Delegator	Time/Date	Annotation
<input type="button" value="show"/>	SAVED	Ryan, David Patrick		12:44 PM 08/18/2019	
	COMPLETED	Ryan, David Patrick		12:46 PM 08/18/2019	

Pending Action Requests

	Action	Requested Of	Time/Date	Annotation
<input type="button" value="show"/>	IN ACTION LIST APPROVE	Davis, Christopher Blackie	12:46 PM 08/18/2019	KFS-SYS Fiscal Officer CO 1355020

Future Action Requests

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”.

<u>Namespace Code</u>	<u>Component</u>	<u>Application ID</u>	<u>Parameter Name</u>	<u>Parameter Description</u>	<u>Parameter Value</u>	<u>Parameter Constraint Code</u>
KFS-FP	InternalBilling	KFS	<u>OBJECT_LEVELS_EXP</u>	Expense Object Level(s) restricted from ...	SATH;INVS;CLER;BLDG;DFOF;MSSA;SUBC;CAPO;...	D
KFS-FP	InternalBilling	KFS	<u>OBJECT_LEVELS_INC</u>	Income Object Level(s) restricted from u...	HSNG;ACPA;PACL;ADVS;DFOF;REVN;PFRV	D
KFS-FP	InternalBilling	KFS	<u>OBJECT_SUB_TYPES</u>	Object Sub-Type(s) restricted from use o...	FR;MT;BU;SA;GI;CP;TF	D
KFS-FP	InternalBilling	KFS	<u>FUND_GROUPS</u>	Restricts Fund Group(s) for use the on I...	D;E;P;Z	D
KFS-FP	InternalBilling	KFS	<u>OBJECT_TYPES_INC</u>	Allowed Income Object Type(s) for use on...	CH;IN;LI;IC	A
KFS-FP	InternalBilling	KFS	<u>SUB_FUND_GROUPS</u>	Sub-Fund Group(s) restricted from use on...	CAPGEN;CAPAUX;PRESEN;SUSPEN;BANK;ENDOW;W...	D
KFS-FP	InternalBilling	KFS	<u>OBJECT_TYPES</u>	Allowed Object Type(s) for use on the In...	AS;LI;CH;IN;EE;EX;IC	A
KFS-FP	InternalBilling	KFS	<u>OBJECT_TYPES_EXP</u>	Allowed Expense Object Type(s) for use o...	AS;EE;EX	A
KFS-FP	InternalBilling	KFS	<u>OBJECT_SUB_TYPES_INC</u>	Income Object Sub-Type(s) restricted fro...	AC;AF;AX;CG;CI;FA;FC;FD;FS;GB;GD;GF;GI;G...	D
KFS-FP	InternalBilling	KFS	<u>OBJECT_SUB_TYPES_EXP</u>	Expense Object Sub-Type(s) restricted fr...	AB;AR;BD;BF;BL;BU;BX;C1;C2;C3;CA;CE;CF;C...	D
KFS-FP	InternalBilling	KFS	<u>OBJECT_CODES</u>	Object Code(s) restricted from use on th...	4353;6050	D

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
- LOANS - Student Loans
- AGENCY - Agency Fund
- OPEB - Other Post Emp Benefits - Fiduciary Fund

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
- 1FEDSF - Federal Student Financial Aid Pueblo
- 1LOANS - Student Loans Pueblo
- 1AGENC - Agency Fund Pueblo
- SLICE - Student Leadership Involvement

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
DFOB - 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
CA - Cash
CE - Cost Recovery Expense
CF - Capital Moveable Equipment Federal
CL - Capital Lease Purchases
CM - Capital Moveable Equipment

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
NB - Nominal Balance
NM - Non-Mandatory Transfers
PP - Prepays
SF - Software-Federal
SL - Salary

CO - Capital Moveable Equipment - Other Owned
CP - Capital Assets
CS - Capital Sponsor
CT - Capital Federal

SO - Software
UC - University Constructed
UF - University Constructed - Federal
VF - Vehicle Federal Funding

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

Income Object Sub-Types

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

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.