Service Provider Billing

The Service Provider Billing (SPB) document is used to allow Fiscal Officers the opportunity to review charges that previously posted to the ledger automatically. The document allows for the modification of charges to appropriate sub account, sub object, project, and Org Ref ID codes and/or to new accounts which also belong to that Fiscal Officer.

Document Layout

The SPB document has both standard and customized document tabs.

Customized Tabs

Document Overview – The document overview tab has been customized to always contain the name of the feed and the original account number used in the feed. The explanation field will always indicate that this document is auto generated. These fields are not editable.

Financial Document Detail – This tab contains information about the origin of the information including the Origin Code, Origin Name, and Original Account Number. In addition, there is an optional Origin URL field that a provider can supply in order to allow users to quickly find more information about the charges being billed to the account. In the example below, a user could copy the Account Number and go to the link in order to find the statements related to that account.

Accounting Lines – The SPB documents are created by Account Number. The Accounting Lines tab (example in the second image below) groups charges within a document based on object code. The sub total based on object code cannot be changed. Meaning, no additional object codes can be added to the document and no object codes can be removed from the document.

Accounting Lines for Capitalization – This tab will only appear if an asset object code is being billed. The Asset Number will not appear, as the bills will be applied automatically to a default asset number. However, any changes made to an Accounting Line with an asset object code will be applied to the default asset number.

Standard Tabs

Standard tabs include the General Ledger Pending Entries, Notes and Attachments, Ad Hoc Recipients, and the Route Log tabs.
For more information about the standard tabs, see “Standard Tabs” in the KFS Overview and Introduction to the User Interface.

**Process Overview**

**Business Rules**

- The document is created based on a feed from a Service Provider.
- The document cannot be disapproved. If not approved by the Fiscal Officer or Account Delegate within a pre-designated timeframe, the document will auto approve.
- A Fiscal Officer or Account Delegate can add Accounting Lines, but only using Accounts where they are assigned the Fiscal Officer or Account Delegate.
- The Object Code Sub Totals, Income Total, and Expense Total cannot change.
- The Asset Number cannot be changed.
- OBJECT_TYPES parameter to control the object types allowed on the document. Values to start should be IN, EE, and EX under the “A” constraint code.

Restrictions invoked by Parameter set up:

<table>
<thead>
<tr>
<th>Object Types</th>
<th>Description</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN</td>
<td>Income -Cash</td>
<td>Allowable</td>
</tr>
<tr>
<td>EE</td>
<td>Expenditure Not Expense</td>
<td>Allowable</td>
</tr>
<tr>
<td>EX</td>
<td>Expense Expenditure</td>
<td>Allowable</td>
</tr>
</tbody>
</table>
Routing

The SPB document routes based on the Account Number used in the originally created document only. However, Fiscal Officer approval is not required. A pre-designated time allowance will be assigned based on the Origin Code and SPB documents will auto approve when that allowance passes. Documents may be ad hoc routed for approval, but this routing will also be auto approved if passed the time allowance.

The document status becomes ‘FINAL’ when the Fiscal Officer or Account Delegate approvals are obtained or when the document is auto approved. The transaction is then posted to the G/L during the next G/L batch process.

Locating a Service Provider Billing Document

1. SPB Documents are created based on a feed and cannot be initiated in KFS.
2. Log into the KFS as necessary.
3. If a document is available for your approval, it can be found in your Action List located in the upper left corner of the page.
4. SPB Documents can also be found using the “doc search” (also located in the top left of the page). The doc search has been customized to allow users to search for documents based on criteria such as Account Number, Object Code, and even the Origin Code of the feed.
Taking Action on a Service Provider Billing Document

Fiscal Officer (or Account Delegates) can take action on a SPB document either by clicking the “Approve” button at the bottom of the document or by allowing the document to be auto approved once the time allowance passes. The auto approval allowance is designated by the Accounting Office and can vary based on the Origin Code of the feed.