

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.

The screenshot displays the 'Service Provider Billing' document interface. At the top, there is a header bar with the document title and a red warning box stating 'Backdoor Id peaney is in use'. To the right, a metadata table shows: Doc Nbr: 9022008, Status: ENROUTE, Initiator: kfs, and Created: 10:03 AM 01/18/2016. Below the header, there are several expandable tabs: 'Document Overview', 'Financial Document Detail', 'Accounting Lines', 'General Ledger Pending Entries', 'Notes and Attachments (0)', 'Ad Hoc Recipients', and 'Route Log'. The 'Document Overview' tab is currently active, showing fields for 'Description' (Origin Name: IPF, Account: XT100070), 'Organization Document Number' (Secured Field), and 'Explanation' (Auto-generated Service Provider Billing). The 'Financial Document Detail' tab is also visible, showing 'Origin Code: 33', 'Origin Name: IPF CHARGES', 'Original Account Number: XT100070', and 'Origin URL: https://ipf.msu.edu/apps/statements'. At the bottom of the interface, there are buttons for 'send ad hoc request', 'save', 'reload', 'approve', and 'close'.

Accounting Lines ▼ hide

New Accounting Line

	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	OrgRefId	* Amount	Actions
	MS MICHIGAN STATE UNIVERSITY							0.00	
add:	Line Description								add

Object Code 4050

	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	OrgRefId	* Amount	Actions
1	MS MICHIGAN STATE UNIVERSITY	XT100070 IPF-Setup crew account - AUX Other - IPF MAINT AND REPAIR STOCK		4050 OTHER INCOME				10.00	
	Line Description								delete refresh
	OTHER INCOME								
Object Code 4050 Sub Total: 10.00									
Income Total: 10.00									
Expense Total: 0.00									



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:

Object Types	Description	Restrictions
IN	Income -Cash	Allowable
EE	Expenditure Not Expense	Allowable
EX	Expense Expenditure	Allowable

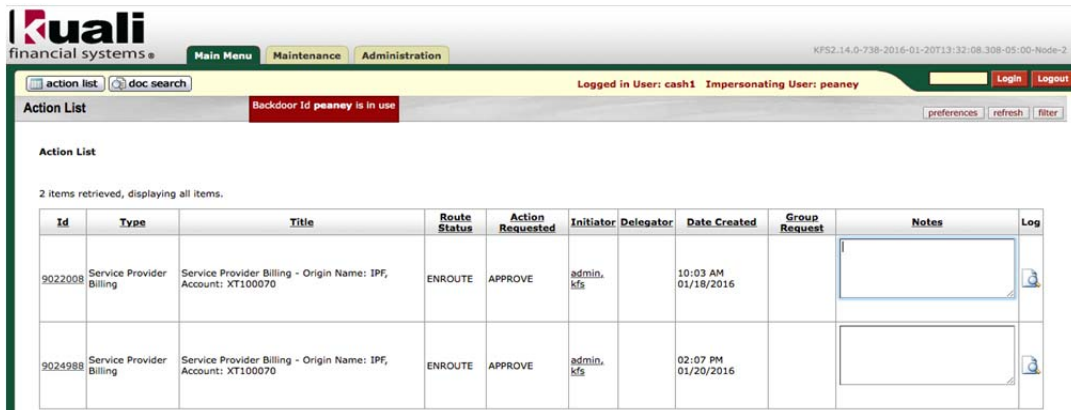
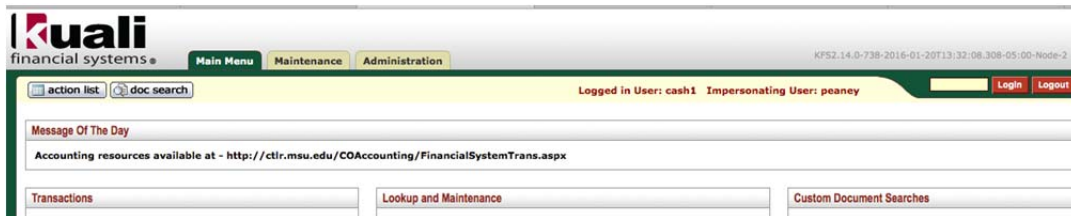
Routing

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.

Document Type:	SPB
Initiator:	
Document Id:	
Date Created From:	12/28/2015
Date Created To:	12/28/2015
Document Description:	
Organization Document Number:	
Origination Code:	
Object Code:	6554
Chart Code:	MS
Account Number:	
Organization Code:	
Responsibility Center Code:	
Reports to Organization:	
Ledger Document Type:	
Search Result Type:	<input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data
Name this search (optional):	

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.

* required field

Document Overview

Document Overview

* Description: Origin Name: IPF, Account: XT100070 Explanation: Auto-generated Service Provider Billing

Organization Document Number: Secured Field:

Financial Document Detail

Financial Document Detail

Origin Code: 33
 Origin Name: IPF CHARGES
 Original Account Number: XT100070
 Origin URL: <https://jpf.msu.edu/apps/statements>

Accounting Lines

General Ledger Pending Entries

Notes and Attachments (0)

Ad Hoc Recipients

Route Log