# Table of Contents

- **Objectives**: iv
- **Resources**: iv
- **Kuali Financial Systems**: 1
  - Creating an Internal Billing or Service Billing eDoc: 1
  - Exercise One: 14
  - Exercise Two: 15
Objectives

- Understand how to create and submit an Internal Billing eDoc.
- Understand how to create and submit a Service Billing eDoc.

Resources

All of the materials covered in this workshop are also covered in the online tutorials found here: [http://kualifinancial.umd.edu/UPK/upk_login.html](http://kualifinancial.umd.edu/UPK/upk_login.html). The online tutorials can be useful before or after training in case you want to get a head start on training or just need a quick refresher.

Email your questions to [kfs@umd.edu](mailto:kfs@umd.edu).

The Kuali Financial Website has the following pages to assist you with using Kuali Financial Systems.

KFS Training Registration: [http://kualifinancial.umd.edu/KFS/kfs-registration-all1.html](http://kualifinancial.umd.edu/KFS/kfs-registration-all1.html)

Helpful Resources: [http://kualifinancial.umd.edu/KFS/](http://kualifinancial.umd.edu/KFS/)

UMD Policies and Procedures: [http://www.president.umd.edu/policies/Forms](http://www.president.umd.edu/policies/Forms)

* In order to connect to the Kuali Financial System (KFS) users MUST already be connected to the campus VPN with the UMapps profile/group BEFORE trying to connect to the KFS.

[VPN Software](https://www.itsc.umd.edu/MRcgi/MRTicketPage.pl?USER=&MRP=0&PROJECTID=1&MR=33566) is available via the IT Service Center and includes the download and software installation instructions. You can click on the VPN Software link above or copy and paste the VPN Software link into a browser.
Kuali Financial Systems

Creating an Internal Billing or Service Billing eDoc

Procedure

The KFS Internal Billing and Service Billing documents will replace the JV ELF forms that are currently used to record income from internal services. These documents contain an items tab for tracking services rendered where users can see the detail of these services. The principal difference in the forms is:

- The Internal Billing document routes to the Fiscal Officer of each expense account before posting.
- The Service Billing form bypasses Fiscal Officer on expense accounts.
- Both forms require final approval in the Comptroller's Office.

The key change is departments/units that currently use an ELF JV (Compound or Other than Compound) to process Billing for Internal Services using the Service Billing form will need to request access through General Accounting Office (GAO) to these KFS forms by providing the contact information of the person(s) that will initiate the form, as well as the account(s) where the income is recorded. The Internal Billing form is available to all campus users.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | On the **Main Menu** you will find the **Service Billing** and **Internal Billing** eDoc links.  
|      | **Note**: The **Internal Billing** and **Service Billing** Documents are identical except that users need to contact **General Accounting** for access to this form.  
|      | In this example, you will use the **Internal Billing** eDoc. |
| 2.   | One the **Main Menu** tab, Click the **Internal Billing** link.  
<p>|      | • <strong>Internal Billing</strong> |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>3.</td>
<td>Before you begin, you may choose to click the <strong>collapse all</strong> button in the upper right hand corner. This document contains 10 tabs. You will be reviewing 3 of the main tabs you will need to successfully complete a request for a new <strong>Internal Billing</strong>. Click the <strong>collapse all</strong> button.</td>
</tr>
<tr>
<td>4.</td>
<td>To open the <strong>Document Overview</strong> tab, click the <strong>show</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>Enter an appropriate description of the transaction. This description will appear in document searches. Enter &quot;<strong>Dining Services 7/2013</strong>&quot; in the <strong>Description:</strong> field.</td>
</tr>
<tr>
<td>6.</td>
<td>Although it is not a system required field, <strong>UMD</strong> is requiring the <strong>Explanation</strong> field to be entered as a further explanation of why the <strong>Internal Billing</strong> or <strong>Service Billing</strong> is being entered. Enter &quot;<strong>To record catering services 7/12/2013</strong>&quot; in the <strong>Explanation:</strong> field.</td>
</tr>
<tr>
<td>7.</td>
<td>Enter your predefined department and sequential log number. Enter &quot;<strong>DS 1000</strong>&quot; in the <strong>Organization Document Number:</strong> field.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
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<tr>
<td>------</td>
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</tr>
<tr>
<td>8.</td>
<td>To close the <strong>Document Overview</strong> tab, click the <strong>hide</strong> button.</td>
</tr>
<tr>
<td>9.</td>
<td>To open the <strong>Accounting Lines</strong> tab, click the <strong>show</strong> button.</td>
</tr>
<tr>
<td>10.</td>
<td>In the <strong>Income</strong> section, click the <strong>Chart</strong> field drop down menu.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
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<tr>
<td>------</td>
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</tr>
<tr>
<td>11.</td>
<td>Select the appropriate <strong>Chart Code</strong>.  &lt;br&gt; Select 01 from the drop-down menu.</td>
</tr>
<tr>
<td>12.</td>
<td>Enter an appropriate account number. This account is where the income from billed goods or services will be recorded.  &lt;br&gt; Enter &quot;1234567&quot; in the <strong>Account</strong> field.</td>
</tr>
<tr>
<td>13.</td>
<td>Enter the appropriate revenue <strong>Object Code</strong> for the collection of Internal Services.  &lt;br&gt; Enter &quot;0899&quot; in the <strong>Object</strong> field.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>14.</td>
<td>Enter the amount of the income being recorded. Enter &quot;2500.00&quot; in the Amount field.</td>
</tr>
<tr>
<td>15.</td>
<td>Enter an appropriate Line Description. Enter &quot;Catering services 7/12/2013&quot; in the Line Description field.</td>
</tr>
<tr>
<td>16.</td>
<td>Click the add button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>17.</td>
<td>In the Expense Section, click the Chart drop-down arrow button.</td>
</tr>
<tr>
<td>18.</td>
<td>Select an appropriate Chart Code. Select 01 from the drop-down menu.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>19.</td>
<td>Enter the <strong>Account</strong> where the goods or services are being charged. Enter &quot;9999999&quot; in the <strong>Account</strong> field.</td>
</tr>
<tr>
<td>20.</td>
<td>Enter an appropriate expense <strong>Object Code</strong>. Enter &quot;3922&quot; in the <strong>Object</strong> field.</td>
</tr>
<tr>
<td>21.</td>
<td>Enter the amount of the expense. The total amount(s) entered in the <strong>Income</strong> accounting lines should equal the total amount(s) entered in the <strong>Expense</strong> accounting lines. Enter &quot;2500.00&quot; in the <strong>Amount</strong> field.</td>
</tr>
<tr>
<td>22.</td>
<td>Enter an appropriate <strong>Line Description</strong>. Enter &quot;Catering services 7/12/2013&quot; in the <strong>Line Description</strong> field.</td>
</tr>
<tr>
<td>23.</td>
<td>Click the <strong>add</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>24.</td>
<td>To close the <strong>Accounting Lines</strong> tab, click the <strong>hide</strong> button.</td>
</tr>
<tr>
<td>25.</td>
<td>To open the <strong>Items</strong> tab, click the <strong>show</strong> button.</td>
</tr>
</tbody>
</table>
### Step 26. Action

The **Items** tab allows you to enter details on the goods or services being billed.

**Note:** The **Items** tab is optional and not required in order to submit this document.

### Step 27. Action

Enter an appropriate **Date**.

Enter "7/12/2013" in the **Date** field.

### Step 28. Action

Enter an **Item Stock Number** or other identifier for the good or service.

Enter "LUNCH" in the **Item Stock Number** field.

### Step 29. Action

Enter an appropriate **Quantity**.

Enter "200" in the **Quantity** field.

### Step 30. Action

Enter an appropriate **Unit of Measure**.

Enter "EA" in the **UM** field.

### Step 31. Action

Enter the **Amount** of the good or service.

Enter "10.00" in the **Item Cost** field.

### Step 32. Action

Click the **add** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 33.  | Enter an appropriate **Date**.  
Enter "7/12/2013" in the **Date** field. |
| 34.  | Enter an **Item Stock Number** or other identifier for the good or service.  
Enter "BEVERAGE" in the **Stock#** field. |
| 35.  | Enter an appropriate **Quantity**.  
Enter "1" in the **Quantity** field. |
### Step 36

Enter the **Amount** of the good or service.

Enter "**500.00**" in the **Item Cost** field.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>37.</td>
<td>Click the <strong>add</strong> button.</td>
</tr>
<tr>
<td>38.</td>
<td>To close the <strong>Items</strong> tab, click the <strong>hide</strong> button.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 39.  | Click the **submit** button once you have completed all the required fields in this eDoc.  
**Note:** Be sure you receive a "Document was successfully submitted" message at the top of the page. |
| 40.  | You have successfully completed the **Internal** or **Service Billing** eDoc tutorial.  
**End of Procedure.** |
Exercise One:

In this exercise, you will be creating a Service Billing eDoc for Flu Shots that were given by the Health Center to 20 employees at Chesapeake Building on 11/30/2013 for Comptroller’s Office. The Flu shots are charged in at $50.00 each. Please use the information below to help you complete the Service Billing eDoc.

Document Overview tab

Description Field: Flu Shots for Compt. Office
Explanation Field: 20 Flu Shots given by the Health Center at the Chesapeake Building on 9/30/13
Organization Document Number: Enter your predefined department and sequential log number.

Accounting Lines tab

Income Line
Chart: 01
Account: 8765432
Object: 0925
Amount: 1000.00

Expense Line
Chart: 01 Account: 1234567 Object: 3750 Amount: 500.00
Chart: 01 Account: 7654321 Object: 3750 Amount: 300.00
Chart: 01 Account: 6543210 Object: 3750 Amount: 200.00

Items Tab
1: Date: 9/30/13 Description: Flu Shots Account 1234567 Quantity: 10 Cost: 50.00
2: Date: 9/30/13 Description: Flu Shots Account 7654321 Quantity: 6 Cost: 50.00
3: Date: 9/30/13 Description: Flu Shots Account 6543210 Quantity: 4 Cost: 50.00
Exercise Two:
In this exercise, you will be creating a Service Billing eDoc for furniture being purchased from the Terrapin Trader. The furniture purchase will be for the training rooms at the Severn Building. You will purchase: 48- 6ft x18in work stations tables with power supply, 4- 4ft. x 36in. podiums, and 120 rolling office chairs. Please use the information below to help you complete the Service Billing eDoc.

Document Overview tab

**Description Field:** Furniture for Rooms at Severn Building  
**Explanation Field:** Purchasing 48 6ft x18in work stations, 4 podiums, and 120 chairs  
**Organization Document Number:** Enter your predefined department and sequential log number.

Accounting Lines tab

**Income Line**  
Chart: 01  
Account: 8765432  
Object: 0899  
Amount: 3500.00

**Expense Line**  
Chart: 01  
Account: 1234567  
Object: 3916  
Amount: 1500.00  
Chart: 01  
Account: 7654321  
Object: 3916  
Amount: 1100.00  
Chart: 01  
Account: 6543210  
Object: 3916  
Amount: 900.00

Items Tab

1: **Date:** 9/30/13  
**Description:** workstations 1234567  
**Quantity:** 48  
**Cost:** 31.25

2: **Date:** 9/30/13  
**Description:** Podiums Account 7654321  
**Quantity:** 4  
**Cost:** 275.00

3: **Date:** 9/30/13  
**Description:** Rolling Chairs 6543210  
**Quantity:** 120  
**Cost:** 7.50