# **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:**

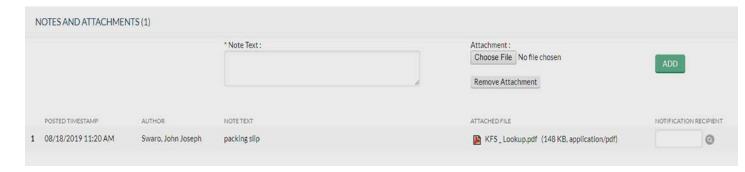
Complete the Document Overview section by adding a brief description of what is being done, then expand on it in the Explanation field.



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

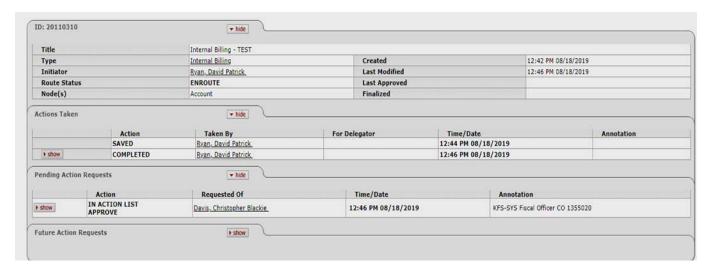


The invoice and any other support needed will be attached to the Notes/Attachments section in PDF or TIFF format. Make sure to click on the "Add" button or else the support will not be added.



# **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".

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

<u>Sub-Fund</u>	<u>Sub-Fund</u>
CAPGEN - Capital Assets, General	1CAPGE - Capital Assets, General Pueblo
CAPAUX - Capital Assets, Auxiliary	1CAPAU - Capital Assets, Auxiliary Pueblo
PRESEN - Presentation Fund	1PRESE - Presentation Fund Pueblo
SUSPEN - Suspense	1SUSPE - Suspense Pueblo
BANK - Bank Accounts	1ENDOW - Endowment Fund Pueblo
ENDOW - Endowment Fund	1WORKS - Workstudy Pueblo
WORKST - Workstudy	1COSFA - Student Financial Assistance Pueblo
COSFA - Student Financial Assistance	1FEDSF - Federal Student Financial Aid Pueblo
FEDSFA - Federal Student Financial Aid	1LOANS - Student Loans Pueblo
LOANS - Student Loans	1AGENC - Agency Fund Pueblo
AGENCY - Agency Fund	SLICE - Student Leadership Involvement
OPEB - Other Post Emp Benefits - Fiducia	ary Fund

**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

REVN - Misc. Revenue PFRV - Plant Revenue

DTOF - Due To

**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 - Prepaids

SF - Software-Federal

SL - Salary

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

SO - Software

UC - University Constructed

UF - University Constructed - Federal

VF - Vehicle Federal Funding

**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.