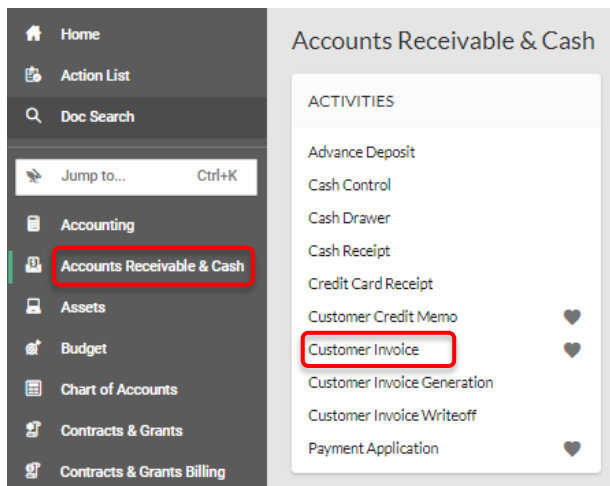


Appendix C

Procedures on Billing Other State of Connecticut Agencies

UCONN departments are frequently required to bill other state agencies (often referred to as a State Transfer Invoice) for goods and/or services. This documentation is to provide you with the steps to bill the other state agency through the KFS system. Frequently billed state agencies have already been uploaded to KFS. If, when setting up an invoice, you cannot locate the agency, contact accountsreceivable@uconn.edu as the agency may have been consolidated with another agency. Please follow these steps to bill another state agency:

1. Go to Accounts Receivable & Cash > Customer Invoice.



2. Within the 'Document Overview' folder, click into the 'Description' field and enter descriptive text for the invoice eDoc, for example 'New Core-CT Inv for CCSU - CEN11718'.



- 3. KFS will auto-populate your Organization detail behind the scenes when you enter the KFS environment.
- 4. Tab or click to the 'General' folder where you navigate to the Customer Number field. If you have the number enter it in the space provided. Alternatively, you can utilize the search function to locate the Customer Number by clicking the magnifying glass to the right of the 'Customer Number' field.

GENERAL

CUSTOMER INFORMATION

* Customer Number:

Customer Purchase Order Number: Customer Purchase Order Date:

DETAIL INFORMATION

Billing Date: 09/21/2020 * Due Date: 10/21/2020

Terms: NET 30 DAYS Open Invoice Indicator: Yes

STATEMENT INFORMATION

Header Text: Attention Line Text:

Print Invoice Indicator: Send to BILL Queue Print Date:

- 5. Once you click on the magnifying glass, the following appears, at which time you tab to the 'Customer Name' field and enter a portion of the agency name, surrounded by asterisks (wild card) and click 'Search'.

Customer Lookup Create New

Search Criteria

Customer Number Customer Type

Customer Alias1 Customer Alias2

Customer Name Phone Number

Email Address Address Name

Address 1 Address 2

City State

Postal Code and Province

Search Clear Cancel

- The following results appear showing all active customers who have 'Central' as part of their Customer Name. Once the correct customer is located, click on 'return value' link.

Search Results								1-28 of 28
Return Value	Customer Number	Customer Type	Customer Name	Phone Number	Tax Number	Tax Number Type	Active Indicator	Collection Status
return value	NOR11939	IO - Individual-other	NORTH CENTRAL CONSERVATION DISTRICT				Yes	CURRENT
return value	CEN8104	IO - Individual-other	CENTRAL PARKING SYSTEMS				Yes	GRC3
return value	NEW12465	IO - Individual-other	NEW HAVEN CENTRAL HOSPITAL FOR VETERINAR	203-865-0878		NONE	Yes	NOSTMT
return value	CEN11718	CT - Core-CT Customer	CENTRAL CONNECTICUT STATE UNIVERSITY				Yes	CORE
return value	BRI14651	NP - Non-profit organization	BRISTOL CENTRAL HIGH SCHOOL				Yes	CURRENT
return value	AGE18501	NP - Non-profit organization	AGENCY ON AGING OF SOUTH CENTRAL CONNECTICUT	203-785-8533			Yes	CURRENT
return value	CEN16515	BC - Business concerns (For profit)	CENTRAL MUTUAL INSURANCE COMPANY				Yes	CURRENT
return value	CEN12654	NP - Non-profit organization	CENTRAL AREA HEALTH EDUCATION CENTER INC.				Yes	CURRENT
return value	PHO17987	IO - Individual-other	PHOENIX CENTRAL LAB	425-355-5252		NONE	Yes	CURRENT
return value	NOR31780	IO - Individual-other	NORTHCENTRAL ARKANSAS DEVELOPMENT COUNCIL, INC.				Yes	CURRENT
return value	CEN32277	NP - Non-profit organization	CENTRAL CALIFORNIA CHILD DEVELOPMENT SERVICES				Yes	CURRENT

- After selecting 'return value', KFS routes back to the invoice screen which in this example has populated the Customer Number and Central Connecticut State University's biographical data.

GENERAL

CUSTOMER INFORMATION

* Customer Number: :

Customer Purchase Order Number: Customer Purchase Order Date:

DETAIL INFORMATION

Billing Date: 09/23/2020 * Due Date:

Terms: Open Invoice Indicator: Yes

STATEMENT INFORMATION

Header Text: Attention Line Text:

Print Invoice Indicator: Print Date:

BILLING/SHIPPING

BILL TO ADDRESS

* Bill To Address Identifier: Refresh

Address Type: Primary City: NEW BRITAIN

Address Name: CCSU (CSU002) State: Connecticut

Address 1: ELIHU BURRITT LIBRARY (ILL) Postal Code: 06050

Address 2: 1615 STANLEY ST International Province:

Email Address: AP@CCSU.EDU International Postal Code:

Country: United States

SHIP TO ADDRESS

8. At this point, you can enter additional data which may be helpful for the agency to identify, such as PO#, Attention Line Text, etc.

CUSTOMER INFORMATION

* Customer Number: CENTRAL CONNECTICUT STATE UNIVERSITY

Customer Purchase Order Number: Customer Purchase Order Date:

DETAIL INFORMATION

Billing Date: * Due Date:

Terms: Open Invoice Indicator: Yes

STATEMENT INFORMATION

Header Text: Attention Line Text:

Print Invoice Indicator: Print Date:

BILLING/SHIPPING

BILL TO ADDRESS

* Bill To Address Identifier: City: NEW BRITAIN

Address Type: Primary State: Connecticut

Address Name: CCSU (CSU002) Postal Code: 06050

Address 1: ELIHU BURRITT LIBRARY (ILL) International Province:

Address 2: 1615 STANLEY ST International Postal Code:

Email Address: AP@CCSU.EDU Country: United States

SHIP TO ADDRESS

Ship To Address Identifier: City:

Address Type: State:

Address Name: Postal Code:

Address 1: International Province:

Address 2: International Postal Code:

Email Address: Country:

Billing Date is auto-populated with the current date

9. Once the customer information is entered, the next step is to enter the Accounting Lines:

- In the 'Chart' field enter 'UC'
- Tab to 'Account' and enter the KFS account number
- Tab to the 'Object' and enter the KFS object code
- Tab to 'Invoice Item Quantity' and enter the amount of item(s)
- Tab to 'Invoice Item Description' and enter the billing details as to why the customer is being invoiced
NOTE: This field appears small but can accommodate up to 400 characters. If necessary, type description in notes section and paste into the Item Description field
- Tab to 'Invoice Item Service Date' and enter the date of service or current date.
IMPORTANT: This date is required by state auditors. Often referred to as the 'Billing Period'
- Tab to 'Invoice Item Unit Price' and enter the amount per unit
- Click the green '+' button in the 'Actions' column on the far right

ACCOUNTING LINES Import Template

SOURCE

* CHART * ACCOUNT

INVOICE ITEM CODE * INVOICE ITEM QUANTITY * INVOICE ITEM DESCRIPTION INVOICE ITEM SERVICE DATE INVOICE ITEM UNIT OF MEASURE CODE * INVOICE ITEM UNIT PRICE

TAXAMOUNT 0.00

Connecticut Library Book Sales Connecticut Services Edu... 190.00

INVOICE ITEM CODE * INVOICE ITEM QUANTITY * INVOICE ITEM DESCRIPTION INVOICE ITEM SERVICE DATE INVOICE ITEM UNIT OF MEASURE CODE * INVOICE ITEM UNIT PRICE TAX

TAXAMOUNT 0.00

TOTAL: 190.00

Enter purpose of billing here

NOTE: This field appears small but can accommodate up to 400 characters

When line is complete, click '+'

HIDE DETAILS IMPORT LINES

ACTIONS

Recalculate Discount

10. Once you click the green '+', the accounting lines are totaled.
11. The next step is to navigate to the 'Notes and Attachments' to enter important notes or attach backup. Backup can be any type of documentation which provides support regarding the charges being billed to the customer, for example, emails, letters, reports, etc.
12. The final step is to navigate to 'Ad Hoc Recipients' and enter the following:
 - In the 'Namespace Code' field enter **'KFS-AR'**
 - In the 'Name' field enter **'CORE-CT Receivables'**
 - In the 'Action Requested' click **'FYI'** from the drop-down menu
 - Click the **'ADD'** button

Ad hoc'ing the KFS-AR group notifies AR to set up the invoice in Core-CT. Once the state transfer invoice is set up, AR emails the newly created transfer invoice to the individual who created the KFS invoice. At that point, the entire packet (KFS invoice, Core State Transfer Invoice, and backup documentation) is emailed to the agency contact *by the department*. If the department does not have a contact name for the agency, they may forward to the general AP email address which can be located in the customer address screen.

NOTES AND ATTACHMENTS (0)

* Note Text :
Textbooks were not returned. The customer is being charged for replacement costs. See attached receipts.

Attachment :
Choose File No file chosen
Remove Attachment

ADD

AD HOC RECIPIENTS

PERSON REQUESTS

* PERSON

* ACTION REQUESTED
APPROVE

ACTIONS
ADD

AD HOC GROUP REQUESTS

* NAMESPACE CODE
KFS-AR

* NAME
Core-CT

* ACTION REQUESTED
FYI

ACTIONS
ADD

ROUTE LOG

Submit Save Close Cancel

- 13. Once you click **Submit** you will receive a message at the top left indicating the document was successfully submitted. Submitted invoices will automatically receive a status of 'FINAL' (as long as you received the 'successfully submitted' notification).

Customer Invoice

Doc Nbr : 10332329
Initiator : amp03015
Invoice Total Amount : 190.00

Status : ENROUTE
Created : 08:21 PM 09/23/2020
Open Amount : 190.00

EXPAND ALL COLLAPSE ALL

Document was successfully submitted.

Once 'Submit' is clicked, you receive a message at the top left of eDoc 'Document was successfully submitted'

eDoc shows status of 'ENROUTE'

Click 'Reload'

Send AdHoc Requests Reload Close Copy

The screenshot shows a 'Customer Invoice' interface. At the top right, it displays 'Doc Nbr: 10332329', 'Initiator: amp03015', 'Invoice Total Amount: 190.00', 'Status: FINAL', 'Created: 08:21 PM 09/23/2020', and 'Open Amount: 190.00'. Below this are 'EXPAND ALL' and 'COLLAPSE ALL' buttons. The main content area is a list of sections: DOCUMENT OVERVIEW, ORGANIZATION, RECURRENCE DETAILS, GENERAL, BILLING/SHIPPING, ACCOUNTING LINES (with an 'Import Templates' link), GENERAL LEDGER PENDING ENTRIES, NOTES AND ATTACHMENTS (1), AD HOC RECIPIENTS, and ROUTE LOG. Each section has a dropdown arrow on the right. At the bottom, there are buttons for 'Print', 'Error Correction', 'Send AdHoc Requests', 'Close', and 'Copy'. Two callout boxes with red arrows provide instructions: one points to the 'Status: FINAL' text, stating 'Status updates to 'FINAL'', and another points to the 'Print' button, stating 'Once reloaded the 'Print' button appears, at which time you can print the invoice/save pdf'.

14. The following page provides an example of what the KFS invoice looks like when complete.

SAMPLE
KFS Invoice to Another State Agency

UConn | UNIVERSITY OF CONNECTICUT
STORRS MANSFIELD, CT 06269
FED ID #080772180

Invoice eDoc #

INVOICE: 10331600

Attention Line Text

Page 1 of 1
Date 08/21/2020

CUSTOMER NUMBER: CEN11718

ATTN: JOHN SMITH

BILLED BY (DO NOT REMIT TO):

Bursar

PHONE: (860) 486-5995

FAX: (860) 486-2595

PREPARED BY: Angela Piel

PO#

PO/AGREEMENT NO: 96587

PO/AGREEMENT DATE: 03/24/2020

SHIP TO: CCSU (CSU002)
ELIHU BURRITT LIBRARY (ILL)
1615 STANLEY ST
NEW BRITAIN, CT 06050

REQUIREMENT
Billing Period

UNIT	DESCRIPTION	ITEM CODE	UNIT PRICE	TAX AMOUNT	AMOUNT
EA	NON-RETURNED BLC/NRE 187211, WAITING TIL THE MIDNIGHT HOUR		95.00	0.00	95.00
	Billing Period: 4th QTR FY2020				
1.00 EA	UN-RETURNED ILL/NRE 137050/137051"QUOT;CULTURAL DIVERSITY AND		95.00	0.00	95.00

(additional invoice lines may be printed on the following pages)

NET 30 DAYS

PRETAX TOTAL:	190.00
TAX AMOUNT:	0.00
PAY THIS AMOUNT:	190.00

Detach & Return Lower Portion with Payment

PLEASE MAKE CHECKS PAYABLE University of Connecticut

INVOICE DATE: 08/21/2020
INVOICE: 10331600
CUSTOMER NBR: CEN11718
UC4186040

DUE DATE:	09/20/2020
AMOUNT DUE:	190.00

ATTN: JOHN SMITH
CCSU (CSU002)
ELIHU BURRITT LIBRARY (ILL)
1615 STANLEY ST
NEW BRITAIN, CT 06050

REMIT TO: UNIVERSITY OF CONNECTICUT
WILBUR CROSS BUILDING
233 GLENBROOK ROAD, UNIT 4231
STORRS, CT 06269

Ad Hoc/Pending Action Requests & Route Log

ROUTE LOG

Route Log

If Ad Hoc is completed properly, Route Log appears as shown here:

ID: 10331600 hide

Title	Customer Invoice - New Core-CT Inv For CCSU - CEN11718		
Type	Customer Invoice	Created	12:39 PM 08/21/2020
Initiator	Piela, Angela M.	Last Modified	02:37 PM 08/21/2020
Route Status	FINAL	Last Approved	02:37 PM 08/21/2020
Node(s)	Join	Finalized	02:37 PM 08/21/2020

Actions Taken hide

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	Piela, Angela M.		02:37 PM 08/21/2020	

Pending Action Requests hide

Action	Requested Of	Time/Date	Annotation
show IN ACTION LIST FYI	CORE-CT Receivables	02:37 PM 08/21/2020	Ad Hoc Routed by amp03015

Future Action Requests show

Log Action Message hide

Action Message log

Once an AR Manager notices the Ad Hoc of the Core-CT invoice, AR will:

- 1) Create the invoice in Core-CT
- 2) Email pdf of the State Transfer Invoice (STI) created in Core-CT to the individual who created the KFS invoice who then forwards the STI to the other state agency requesting payment (see sample STI on the following page).

IMPORTANT: When emailing the other agency, the STI and all backup requesting payment, you must include the following wording to ensure the other agency enters the proper account codes for UCONN. Please see below:

Send

From

To

Cc

Bcc

Subject

Email subject should include State Transfer Invoice (ST) #

Be sure to cc accountsreceivable@uconn.edu on email to other agency

Attached please find the above invoice which has been set up in Core-CT. Please submit a GIRO payment to UOCM1, we deposit into Fund 12017. Thank you.

Name
 UCONN Department Name
 UCONN Department Phone



SAMPLE
Core-CT State Transfer Invoice (STI)



INVOICE
Invoice No: ST67750
Invoice Date: 7/25/19
Page: 1 of 1

Bill To:
 CSU - Eastern
 ECSU Accounts Payable Unit
 83 Windham Street
 Willimantic CT 06226
 United States

Customer Number: CSU003
Payment Terms: Immediate
Due Date: 7/25/19
PO Ref :

Please Remit To:
 State of Connecticut
 University of Connecticut
 233 Glenbrook Road Unit 4073
 Attn: Accounts Receivable Office
 Storrs CT 06269-4073
 United States

AMOUNT DUE: 547.00 USD

Amount Remitted

For billing questions, please call (860) 486-5995

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1		KFS eDoc #: 9216838	1.00	EA	547.00	547.00
<div style="background-color: black; width: 200px; height: 15px; margin-bottom: 5px;"></div> Billing Period: 4/17/19 - 4/22/19 <div style="background-color: black; width: 150px; height: 15px; margin-bottom: 5px;"></div> Subtotal:						547.00
Amount Due:						547.00

This is a State Transfer Invoice. Please select the UOCM1 Vendor ID and enter the exact Invoice No. printed on this invoice in the Invoice No. field when creating the Voucher in Accounts Payable for this Invoice.

If you have any questions regarding billing another state agency, please do not hesitate to contact our office at accountsreceivable@uconn.edu.