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/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’.

Invoice eDoc # auto-generated after selecting ‘Customer Invoice’.

Organization detail is auto-populated via netid.
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.

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’.
6. 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.

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Customer Number</th>
<th>Customer Type</th>
<th>Customer Name</th>
<th>Phone Number</th>
<th>Tax Number</th>
<th>Tax Number Type</th>
<th>Active Indicator</th>
<th>Collection Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>return value</td>
<td>NCR111594</td>
<td>ID - Individual</td>
<td>NORTH CENTRAL CONSERVATION DISTRICT</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>CURRENT</td>
</tr>
<tr>
<td>return value</td>
<td>NCR101954</td>
<td>ID - Individual</td>
<td>CENTRAL PARKING SYSTEMS</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>CURRENT</td>
</tr>
<tr>
<td>return value</td>
<td>NCR101954</td>
<td>ID - Individual</td>
<td>CR: Central Hospital</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>CURRENT</td>
</tr>
<tr>
<td>return value</td>
<td>NCR101954</td>
<td>ID - Individual</td>
<td>CENTRAL CONNECTIC STATE UNIVERSITY</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>CURRENT</td>
</tr>
<tr>
<td>return value</td>
<td>NCR101954</td>
<td>ID - Individual</td>
<td>BRISTOL, CONNECTIC STATE UNIVERSITY</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>CURRENT</td>
</tr>
<tr>
<td>return value</td>
<td>NCR101954</td>
<td>ID - Individual</td>
<td>AGENCY ON AGING OF SOUTH CENTRIC STATE UNIVERSITY</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>CURRENT</td>
</tr>
<tr>
<td>return value</td>
<td>NCR101954</td>
<td>ID - Individual</td>
<td>CENTRAL MUTUAL INSURANCE COMPANY</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>CURRENT</td>
</tr>
<tr>
<td>return value</td>
<td>NCR101954</td>
<td>ID - Individual</td>
<td>CENTRAL AREA HEALTH EDUCATION CENTER INC</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>CURRENT</td>
</tr>
<tr>
<td>return value</td>
<td>NCR101954</td>
<td>ID - Individual</td>
<td>CENTRAL CALIFORNIA CHILD DEVELOPMENT SERVICES</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>CURRENT</td>
</tr>
</tbody>
</table>

7. 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.
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.

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
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.
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).

Once ‘Submit’ is clicked, you receive a message at the top left of eDoc ‘Document was successfully submitted."

Click ‘Reload’

cDoc shows status of ‘ENROUTE’
14. The following page provides an example of what the KFS invoice looks like when complete.
SAMPLE
KFS Invoice to Another State Agency

BILLING PERIOD
4th QTR FY2030

Attention Line Text

Invoice eDoc #

PO#
**Ad Hoc/Pending Action Requests & Route 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:

**Email subject should include State Transfer Invoice (ST) #**

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

Name  
UCONN Department Name  
UCONN Department Phone

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

![Route Log Image](image-url)

**Email subject** should include State Transfer Invoice (ST) #

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

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Attached please find the above invoice which has been set up in Core-CT. Please submit a GIRO payment to UOCMI, we deposit into Fund 12017. Thank you.
If you have any questions regarding billing another state agency, please do not hesitate to contact our office at accountsreceivable@uconn.edu.