

**Changes regarding the Service Billing (SB) E-doc**

* Routing was amended to include
	+ Approval from the Fiscal Officer (FO)
	+ FYI from the Account Supervisor (Organisation Manager)
		- Please note: The Account Supervisor’s FYI will only become visible in the route log after the FO’s approval.
* The Fiscal Officer should verify that the following is correct:
	+ Is the transaction for internal services rendered?
	+ Is the correct account(s) and object(s) used?
	+ Is the correct expense object used according to the Object Guidelines?
	+ Is the correct internal income object used?
	+ Is the amount correct? Refer to the supporting documentation attached to the transaction.
	+ Is supporting documentation attached to the transaction?
		- Supporting documentation includes any documentation that support why the transaction is taking place. It must give sufficient background and evidence about the purpose of the transaction for the Fiscal Officer to evaluate and approve/disapprove the transaction. It can include emails, job requests, registration forms (conferences), application form (fleet vehicles) etc.
		- Supporting documentation must at least indicate which departments are involved, the purpose of the transaction and the amount.
* The Fiscal Officer cannot amend any information in the accounting line(s). If any of the information is incorrect, or the type of transaction is not allowed on a SB, the Fiscal Officer must disapprove the document. This is necessary to ensure that transactions are processed correctly in the General Ledger. The Initiator and Completer will have to redo the transaction.
* It is the responsibility of all individuals in the route log of the SB to ensure the SB is used for the permissible purpose only.
* **A Service Billing (SB) may ONLY be used for:**
	+ Internal services rendered between departments within the University.
	+ Examples of internal service departments that may receive income through a SB include:
		- Fleet vehicles
		- Library
		- Protection Services
		- Graphic design
		- Maintenance & Facilities
		- Information Technology (IT)
		- Electronic services
		- Marketing
		- Residence and Catering Services (RCS)
		- Instrument making
		- Occupational Health and Safety
	+ A service department’s main purpose is service rendering. A service department’s services must be available to all departments within the NWU to be a “service department”.
	+ Other examples of services (not rendered by a service department but still an internal service) that are also allowed to be paid with a SB include:
		- Internal conference attendance
		- Use of laboratories
		- Analysis services
		- Video edit & recording services
		- Statistical services
		- Institute for Sport Sciences and development & Institute for Biokinetics
	+ Internal sales of goods are also allowed on a Service Billing.
* **Service Billings may NOT be used for:**
	+ Transferring funds
	+ Interdepartmental sale of capital items (asset) – use TF
	+ Receiving funds on a 3F account for staff development income. Use the correct journal form for staff development income. (RJV E-doc)
	+ Short course training (UCE training: 3C accounts) – must be an RJV
* Income objects: The SB will now only allow income to be received on the “Internal Income” objects. You will receive an error message if the incorrect income object is used.
* You need access to Role 13 (SB income) to be able to complete the Income accounting line. The current access to this role will be revised. Examples of access that will be closed:
	+ if the applicable account is already closed,
	+ if the specific role/access wasn’t used since 2018 or
	+ if it was used for other purposes than payment for internal services

You will need to motivate why you must use the SB on a specific account should you need access to Role 13. Please apply with the *KFS User Registration/modification* transaction E-doc for access to be granted. Ensure your motivation is attached.