**Guidelines to complete a Service Billing (SB) document**

* **KFS navigation:** **Main Menu >** **Administrative Transactions** **>** **Financial Processing >** **Service Billing**
* Open a new SB document and **write down the Doc Nbr** in the document header on your original documentation.

|  |  |  |
| --- | --- | --- |
|  | **Tab / Action** | **Fields to be completed** |
| 1 | Document Overview | * Description (Auto generated: Org code & name + Initiator’s surname & name) – do not type in this field!
* Explanation (optional)
* Click

 |
| 2 | Accounting Lines – **Expense** **Section**  | * Complete or Chart Code

* Complete or Account Number

* Complete or Object

* Complete Amount
* Complete Line Description
* Click and ensure the line is numbered

 |
| **Please note: The Income section on the Accounting Lines will be completed by die Service Department.** |
| 3 | Notes and Attachments | * Type your notes in the Note field
* Click on to browse on your computer for the supporting documents (contracts etc.) you want to attach.

* Click

* Click

 |
| 4 | Ad Hoc Recipients (**Compulsory**) | * Click and choose the action

* Complete or the person to add to the routing

* Click

* Click

 |
| 5 | Route for approval | * Click at the bottom of the E-doc

 |
| 6 | Route Log | * To follow the progress and find out who is next in line to approve
* Click in the Pending and Future Action Requests

 |
| 7 | Close the document | * Click to close the document.

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