**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.

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|  | **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. |