

Financial Processing – Purchasing

Service Billing (SB)

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| Document Summary | |
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| Time | 12:00 AM |
| Template | Verbose |

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| Lesson Objectives | |
|  | On completion of this lesson you should be able to:   * Initiate a Service Billing (SB) document * Add an Accounting Line in the Expense section with a description * Add the Service Department in the Ad Hoc Recipient tab as the approver to complete the transaction * Submit the Service Billing (SB) transaction |

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| Lesson Scenario | |
|  | * As an existing staff member of the NWU you are required to work through this lesson, make some notes if necessary and print out the documentation as a guideline. * This lesson will show you how to initiate/create the Service Billing (SB) transaction to the NWU Vehicle Park to request and book a vehicle for a specific time and date. * In this lesson, for example, your head of the department required the vehicle on 12 March 2015. The vehicle will be collected at 07:00 and returned at 17:00 for a meeting in Johannesburg. The estimated amount will be R750.45. |

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| Lesson Prerequisites | |
|  | * You need to be a NWU staff member that is registered on KFS as a user. |

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## Main Menu

**KFS navigation:** **Main Menu >** **Administrative Transactions** **>** **Financial Processing >** **Service Billing**

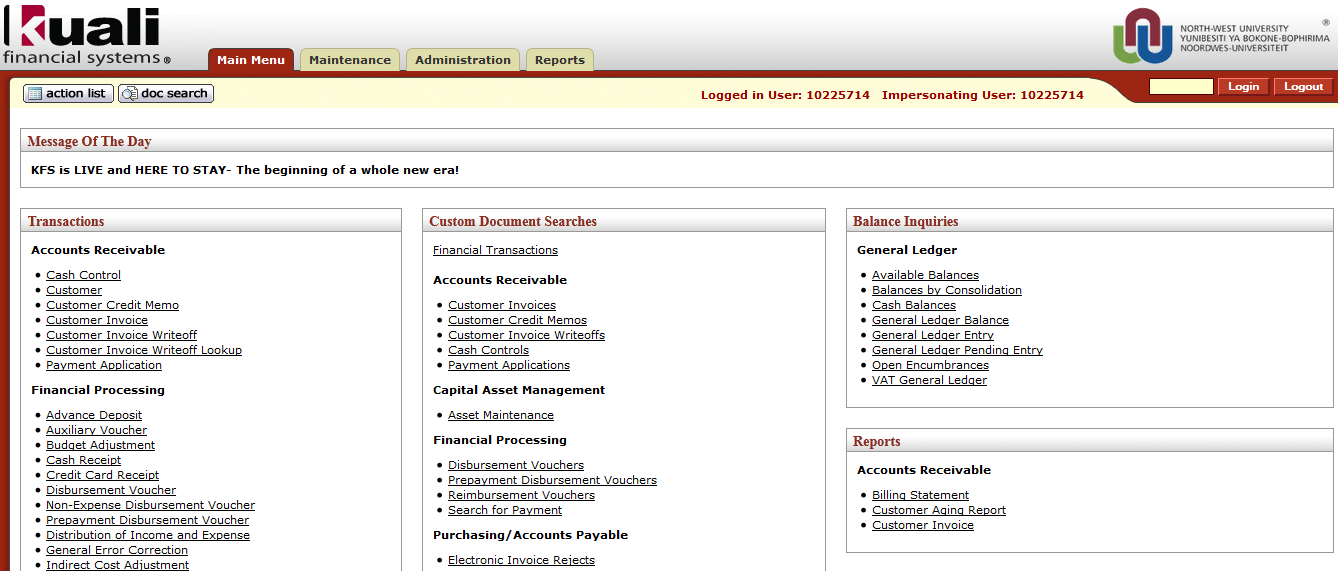


Figure 1

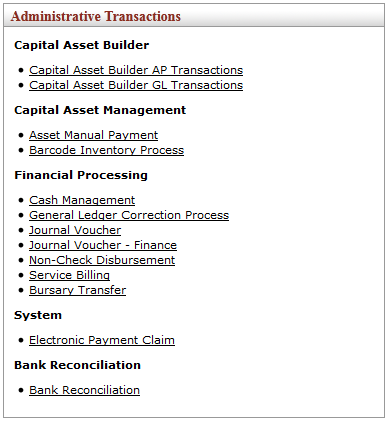


Figure 2

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| 1. | Select **Service Billing** from the **Financial Processing** submenu group in the **Administrative Transactions submenu** on the **Main Menu** tab. |

1. **Document Layout**

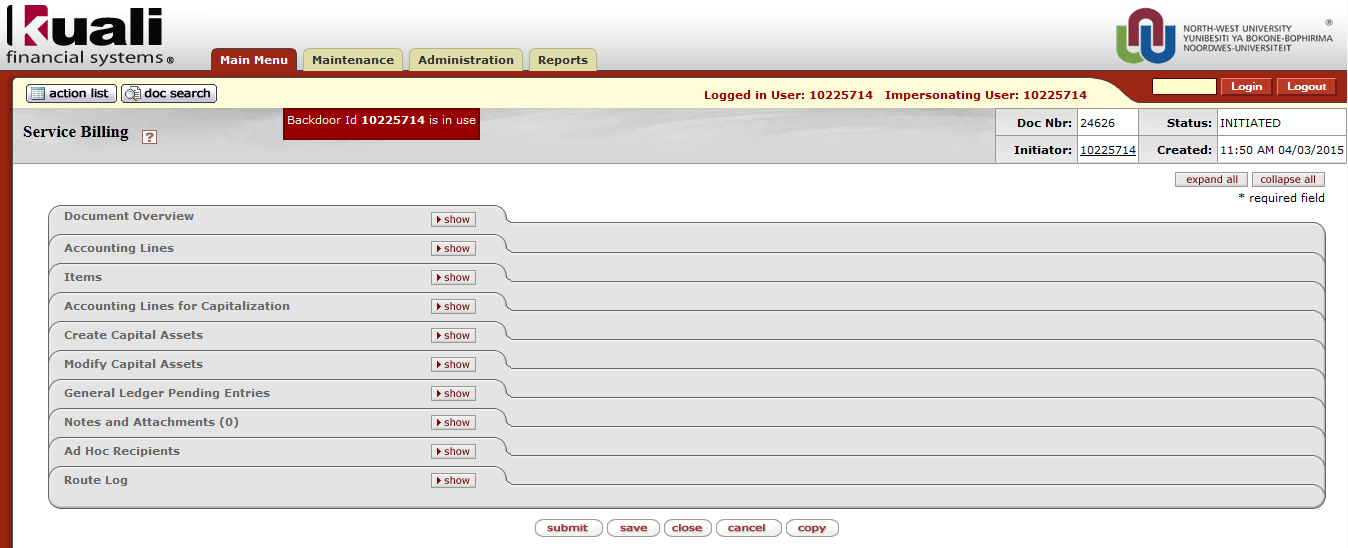


Figure 3

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| 1. | Log into KFS as necessary. A Blank SB document with a new document ID appears. |
| 2. | Write down the **Doc Nbr** on your original documentation so you can easily pull up the SB when you are performing a search. |

**2.1 Document Overview Tab**

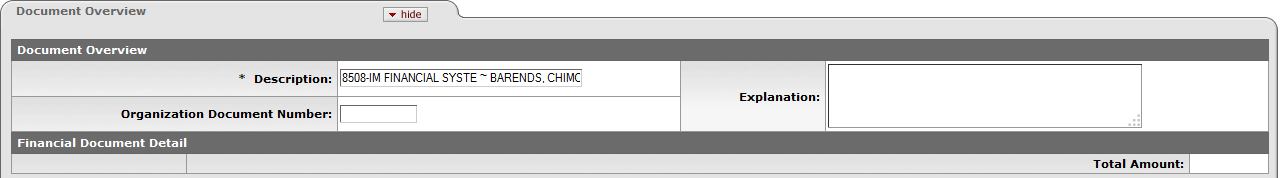


Figure 4

* The Description (Auto generated: Org code & name + Initiator’s surname & name) – do not type in this field!
* You may enter a brief Explanation (optional)

**2.2 Accounting Lines Tab**

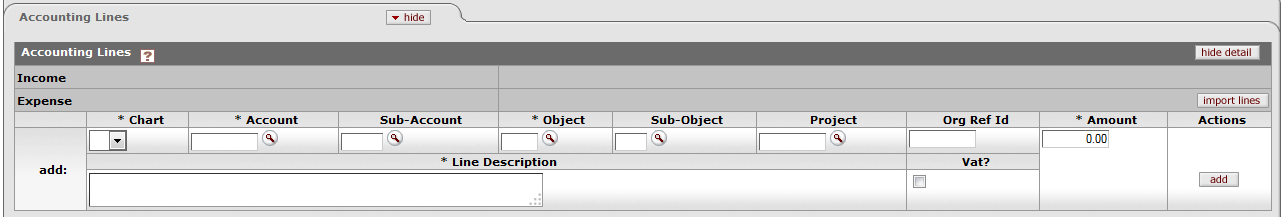


Figure 5

* Complete the **Accounting Lines** tab.
* **Only** the **Expense** section will be visible to complete.
* The **Income** section will be completed by the **Service Department**.

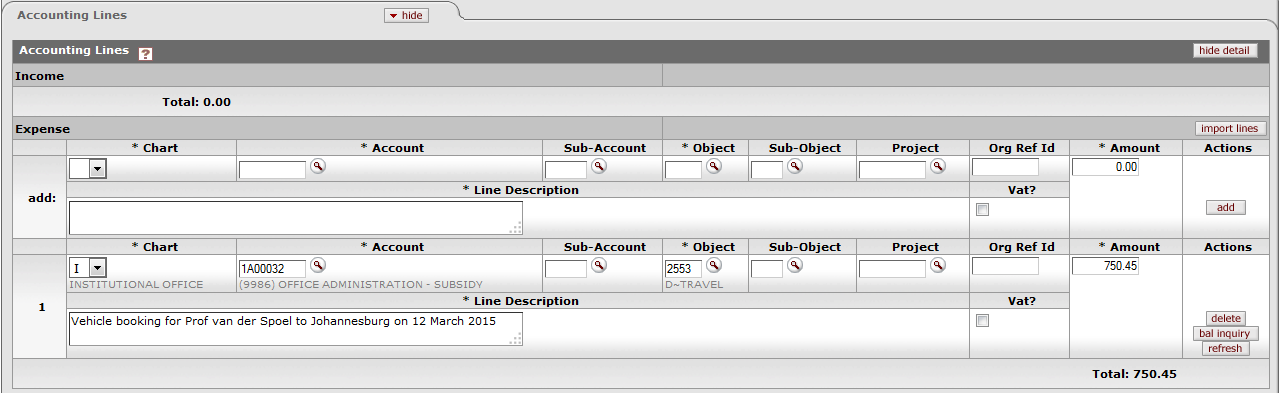


Figure 6

In the **Expense** section:

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| 1. | **Chart**: Click on  and for example select **I** or type **I**. |
| 2. | **Account**: Type **1A00032** or click on  to search for **1A00032** and return the value. |
| 3. | **Object**: Type **2553** or click on  to search for **2553** and return the value. |
| 4. | **Amount**: Tab to the Amount filed and enter **750.45** |
| 5. | **Line Description**: Type **Vehicle booking for Prof van der Spoel to Johannesburg on 12 March 2015**. |
| 6. | Click tinybutton-add1 when you are satisfied that you’ve completed all the necessary information correctly. |
| 7. | Click on buttonsmall_save at the bottom of the E-doc. |

**2.3 Notes and Attachments Tab**



Figure 7

* In this tab you are required to add notes and attachments as supporting documents to the transaction.

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| 1. | Type your note in the **Note Text** field. |
| 2. | Click on  and browse on your computer for the file that you want to attach. |
| 3. | Click on when you are satisfied. |

**2.4 Ad Hoc Recipient Tab**

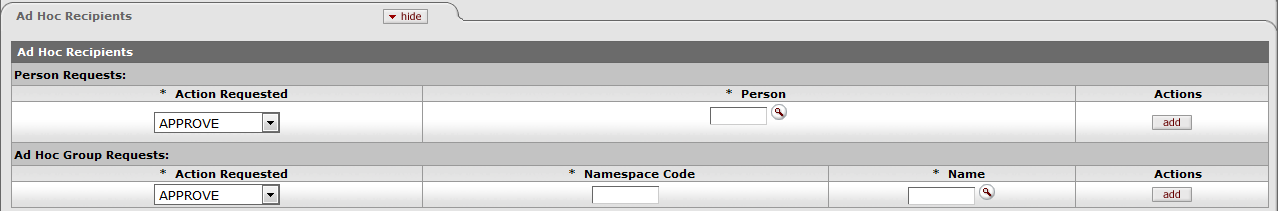


Figure 8

* With the Service Billing (SB) transaction you need to **add** an Ad Hoc Recipient so that the rest of the transaction can be completed by the Service Department.

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| 1. | Click on  to choose from the available **Action Requested** field. |
| 2. | Choose the  action. |
| 3. | Complete the staff member number/username in the **Person** field or click on, to search the person and return the value. |
| 4. | Click on tinybutton-add1 |

**2.5 Route Log Tab**

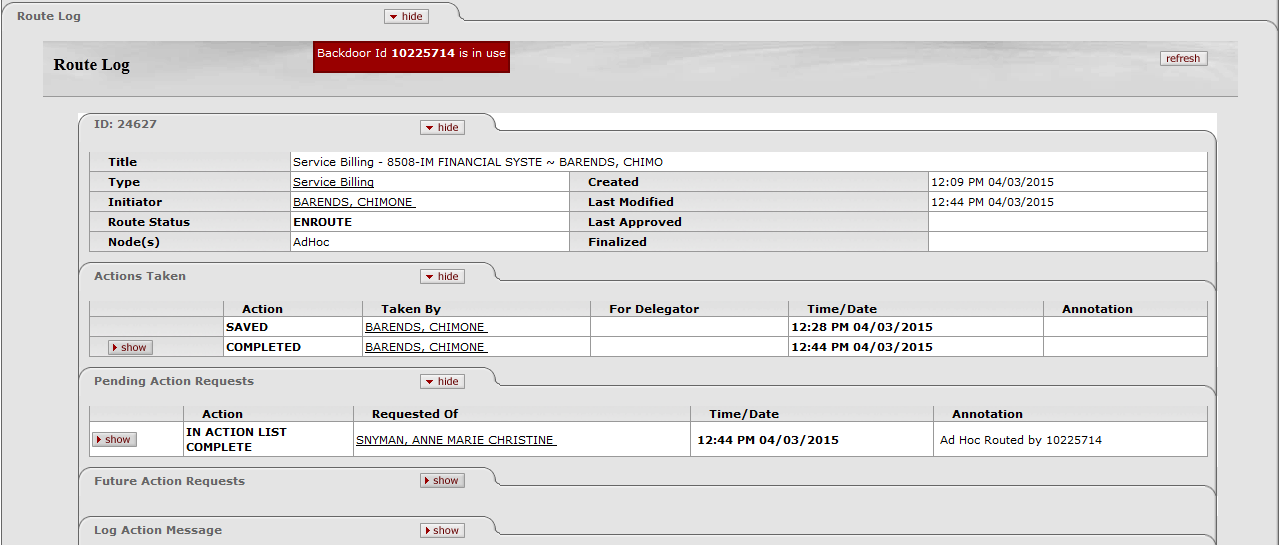


Figure 9

* The user needs to **submit** this document, in order for it to Route for Approval.

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| 1. | Click on  at the bottom of the E-doc. . |
| 2. | The Route Status currently shows **ENROUTE**. |
| 3. | Click on tinybutton-show in the **Route Log** tab to follow the workflow of the document. |
| 4. | Click buttonsmall_close to close the document. |

* Routing for the **SB** for NWU:

◦ Initiator - Initiate

◦ Service Department - Approve/complete

◦ Final

**2.6 Recall/Cancel of a document**

* If you need to make changes to a SB document, click on 
* Please note the following before you take action on any of the available buttons:
  + Click on buttonsmall_recallactionlist if you want to **make changes** to a document.
  + Click on buttonsmall_recallcancel if you want to **cancel** the document.
  + Click on buttonsmall_cancel if the document status is in **“SAVED”** mode, if the document is **“ENROUTE”** for approval you will not be able to **cancel** the document anymore.
* Please enter a reason in the reason text block:

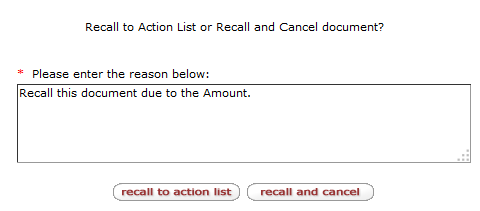


Figure 10

**2.7 Service Department for Approval of the transaction**

* The Service Department receive the (SB) document in their Action List.
* Please note the following before you can complete the transaction:
  + Click on Description: C:\Users\10225714\Desktop\buttonsmall_approve.gif
* The following informational messages will appear on the screen:





* Click on Description: C:\Users\10225714\Desktop\buttonsmall_reload.gif to complete the **Income Accounting Lines**.
* Click on Description: C:\Users\10225714\Desktop\buttonsmall_complete.gif
* The document status will change to **“FINAL”**.

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| **Lesson Summary** | |
|  | Having completed this lesson you should be able to:   * Initiate a Service Billing (SB) document * Add an Accounting Line in the Expense section with a description * Add the Service Department in the Ad Hoc Recipient tab as the approver to complete the transaction * Submit the Service Billing (SB) transaction |