

A stone wall sign for the University of California, Irvine. The sign is made of light-colored rectangular stones and features the university's name in large, dark, serif letters. To the left of the name is a circular seal of the University of California. The sign is set against a background of green trees and a clear blue sky. In the foreground, there is a field of tall, green grasses.

University of California, Irvine

Financial Services

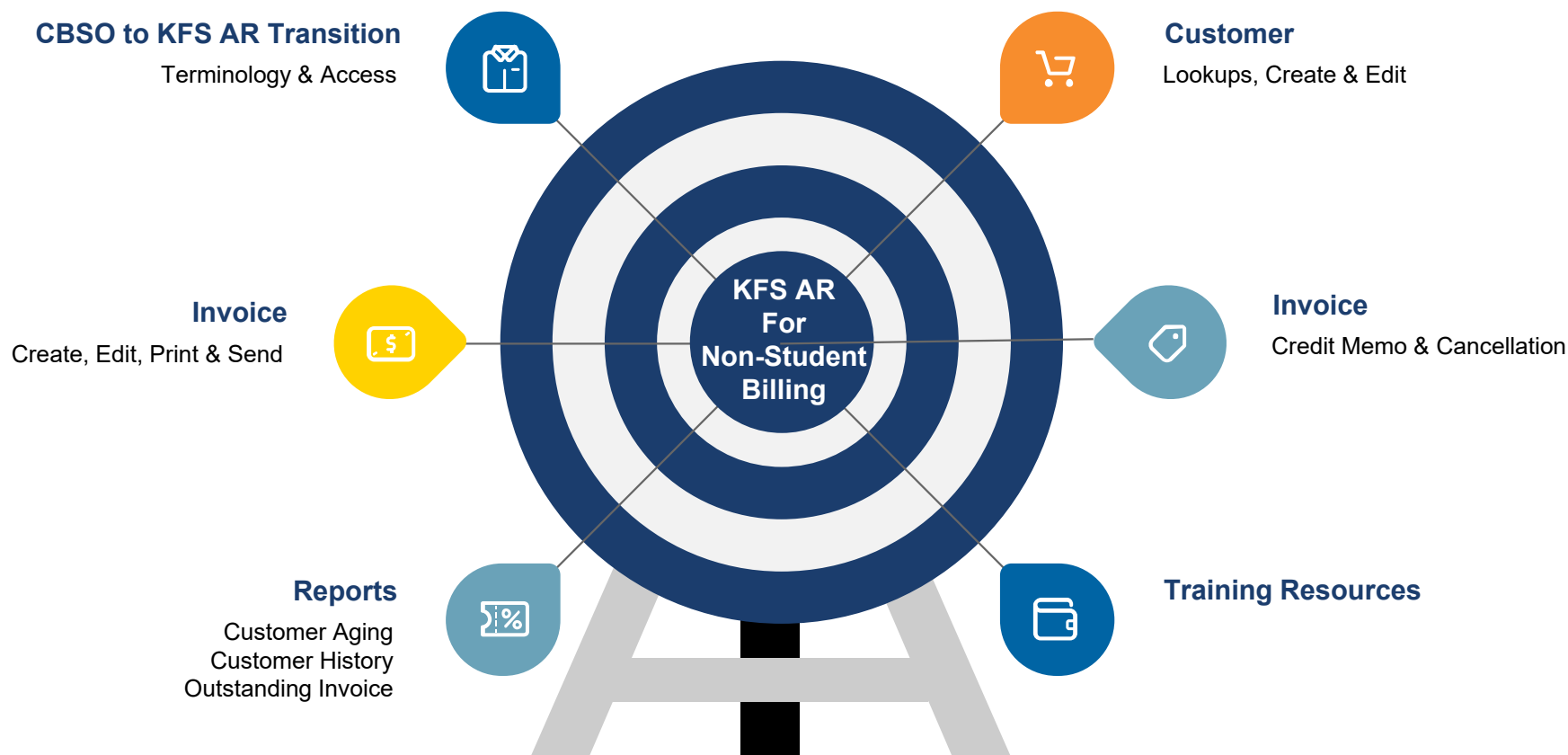
KFS Accounts Receivable Training for Campus Departments

UCI Division of Finance and Administration | With U • For U

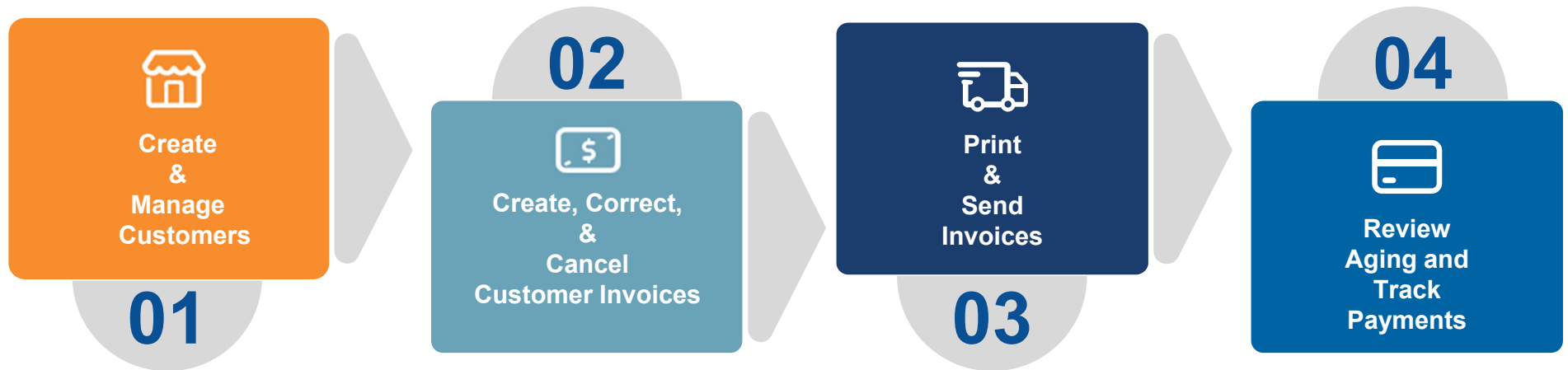
CBSO to KFS AR Transition

CBSO to KFS AR	CBSO Last Day	KFS AR First Day	KFS AR Provides
<p>Campus Billing System (CBSO) is being replaced by the Quali Financial System (KFS): Accounts Receivable (AR) module for Non-Student Billing.</p>	<p>The Last Day to submit Non-Student billing in CBSO: Tuesday February 28th, 2023, 1:00 PM</p>	<p>The First Day to submit Non-Student Billing in KFS AR: Wednesday March 1st, 2023</p>	<ul style="list-style-type: none">• A visible workflow environment• Timely posting of GL entries from one source

Agenda



Campus Department KFS AR Responsibilities



KFS AR Terminology

1 **Biller**

A Campus Department User can create a customer, initiate an AR Invoice and a Credit Memo document. A Biller is a member of a Billing Organization

An individual or business entity that purchases goods or services from UCI. A Customer ID number is auto-generated & assigned by KFS once a customer has been approved by Financial Services.

Customer (CUS) **3**

2 **Biller Organization**

The organization or department that bills the customer for goods sold, or services rendered

Designates the transaction type that receivables are being created for. For UCI Campus Departments billing non-student invoices, the customer type will always be **Financial Services AR**

Customer Type **4**

KFS AR Terminology

5 **Processor & Processing Organization**

The AR Processor manages the overall billing and collections in AR. Financial Services (IR-7665) will manage application of payment for all non-student receivable invoices in Financial Services AR

This code determines the type of receivable when an invoice is created – For Financial Services, “SUNDRY DEBTOR” or “THIRD-PARTY BILLING” needs to be selected. It defines the General Ledger Entry receivables.

7 **Invoice Item Code**

6 **Customer Invoice (INV)**

A document created to bill customers for goods and services rendered (Sundry Debtor), bill third-party sponsors (incl. those paying for student tuition/fees) or bill customers for other various charges for collection of payments. KFS AR assigns a system-generated document number when the new Invoice is saved.

A document created to change a portion of a charge on the customer account/invoice that has not been fully paid.

8 **Customer Credit Memo**

KFS AR System Access

TWO ROLES

USER ROLE 54

C & G USER ROLE 10035

The Department Security Administrator (DSA) can establish roles in KSAMS for campus department users that need to use KFS AR to create and track customers and their invoices



All initiators must belong to an approved KFS Biller Organization:

The user's primary financial department determines their Billing Org

All KFS Biller Organizations that are currently in CBSO will be set-up in KFS AR upon go-live.

- New **Biller Orgs** can also be requested from Financial Services (nonstudentar@uci.edu)

Access KFS AR

Zot!Portal
portal.uci.edu

- Login to the UCI Zot Portal
- Find and select the Finance / KFS Tab in the yellow menu bar at the top of the page
- Find the Financial Services AR Portlet
- Expand the Section(s) to either create a new Transaction or Perform a Lookup or Document Search

The screenshot displays the UCI Zot!Portal interface. At the top right, there are links for 'UCI', 'Help', 'Support', and 'Logout'. A search bar is present with the text 'Enter search terms' and a magnifying glass icon. Below the search bar, there are radio buttons for 'Portal' and 'UCI'. The main navigation bar is yellow and contains several tabs: 'Main', 'Applications', 'Work/Life', 'Facilities/Safety', 'Research', 'Finances/KFS', and 'Decision Support'. The 'Finances/KFS' tab is highlighted with a red box. Below this tab, a portlet titled 'Financial Services AR' is shown, also highlighted with a red box. The portlet contains a tree view of options: 'Transactions' (with sub-items: Customer Credit Memo, Customer Invoice), 'Customer and Lookups' (with sub-items: Customer Lookup, Organization Options Lookup), 'Custom Document Search' (with sub-items: Customer Credit Memo Search, Customer Document Search, Customer Invoice Search, Invoice Recurrence), and 'Instructions and Help'. There are also 'Expand All' and 'Collapse All' links.

**Favorite
or
Shortcut**

<https://systems.oit.uci.edu/kfs/webapp/dashboard/home>

Additional Resources

Need more information about KFS AR?

- Financial Services Campus Business Partners Website:
<https://www.staff.fs.uci.edu/non-student/index.php>
- For questions about KFS AR please email: nonstudentar@uci.edu

Need more information about KFS Basics?

- KFS Basics Online
<https://www.accounting.uci.edu/support/guides/basics/index.html>
- For questions about KFS Basics please email: kfs@uci.edu

Questions?

Thank you for Attending!



Email questions to: nonstudentar@uci.edu