KFS Accounts Receivable Training for Campus Departments
Welcome!

CBSO to KFS AR Transition

CBSO to KFS AR
- Campus Billing System (CBSO) is being replaced by the Kuali Financial System (KFS): Accounts Receivable (AR) module for Non-Student Billing.

CBSO Last Day
- The Last Day to submit Non-Student billing in CBSO: Tuesday February 28th, 2023, 1:00 PM

KFS AR First Day
- The First Day to submit Non-Student Billing in KFS AR: Wednesday March 1st, 2023

KFS AR Provides
- A visible workflow environment
- Timely posting of GL entries from one source
Agenda

CBSO to KFS AR Transition
Terminology & Access

Customer
Lookups, Create & Edit

Invoice
Create, Edit, Print & Send

Invoice
Credit Memo & Cancellation

Reports
Customer Aging
Customer History
Outstanding Invoice

Training Resources

KFS AR For Non-Student Billing
Campus Department KFS AR Responsibilities

01 Create & Manage Customers

02 Create, Correct, & Cancel Customer Invoices

03 Print & Send Invoices

04 Review Aging and Track Payments
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.

2. Biller Organization
   The organization or department that bills the customer for goods sold, or services rendered.

3. Customer (CUS)
   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.

4. Customer Type
   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.
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.

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.
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

- 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

Zot!Portal
portal.uci.edu

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 

- For questions about KFS Basics please email: 
  kfs@uci.edu
Questions?

Thank you for Attending!

Email questions to: nonstudentar@uci.edu