

# Kuali@USC

## Quick Reference Guide: Kuali Internal Billing for Service Centers

In the USC Kuali system, every type of transaction is created and submitted in the form of an electronic document referred to as an “eDoc.” The Kuali Financial System (KFS) includes an **Internal Billing** module, which is designed to record purchase transactions in which goods or services are exchanged between two university departments: the requesting department that requests and receives the goods or services, and the Service Center that fulfills the request.

This guide provides basic instructions for completing and submitting the KFS Internal Billing eDocs. For brevity, this document does not cover introductory Kuali information, such as general descriptions of the Kuali on-screen interface or explanations of workflow routing. For that information, please see the separate document titled **Kuali Basics: Reference and Training Guide**, which can be accessed from this web page: [www.usc.edu/kuali/basicsguide](http://www.usc.edu/kuali/basicsguide)

If you need assistance, please call ITS Customer Support at 213-740-5555 (UPC) or 323-422-1968 (HSC).

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## General Information About Kualī Internal Billing

Under the university's legacy systems, Service Center Liens were created when a Service Center received an Internal Requisition from a department requesting goods or services. A special Journal Voucher would then be used to process the expense and relieve the lien. In order to replace this process, the Internal Billing module in KFS has been designed to address the needs of the majority of service centers and requesting departments for such transactions.

The **Internal Billing Requisition** eDoc enables authorized users in a university department to requisition goods or services from a designated Service Center, either as a *one-time-only* requisition or as a *blanket* requisition for ongoing requests. A lien is placed on funds in the relevant accounts to cover the requesting department's cost in purchasing the requested goods or services. When the requisition is fulfilled, an **Internal Billing Journal Voucher** eDoc is created to update the General Ledger and remove the lien.

### Basic Overview of the Internal Billing Process

1. A user in the requesting department initiates an **Internal Billing Requisition** (IBR) eDoc as either a one-time-only or blanket (ongoing) requisition. Upon submittal, the IBR is routed to the designated Service Center for approval of the eDoc and fulfillment of the requisition.
2. A user associated with the Service Center approves the IBR eDoc, or returns it to the initiator if additional information is needed or if changes are necessary to accommodate significant price increases before the requisition can be fulfilled.
3. When the IBR is approved by the Service Center, an encumbrance (i.e., a lien) is applied to funds in the account(s) that the IBR specifies should be charged for the requested goods or services. The Service Center can now fulfill the IBR.
4. Periodically, one or more of the Service Center's users who are authorized to create Journal Vouchers will use the **Service Center Processing Lookup** function in the Kualī system to locate IBR eDocs that are awaiting processing by that Service Center. That user creates an **Internal Billing Journal Voucher** (IBJV) eDoc for one or more of those IBRs. The IBJV specifies the source and destination accounts for the transfer of funds needed to pay for the purchased goods or services.
5. When the IBJV is submitted, it is routed to its prescribed approvers at the department level and in the Office of the Comptroller.
6. When the IBJV has received all needed approvals, the encumbrance is relieved, removing the lien on funds in the source account.

**NOTE:** The various stages of IBR and IBJV processing and routing are illustrated in diagrams at the end of this guide (see **Appendix A** on page 21 and **Appendix B** on page 22).

### Workflow Routing for Internal Billing eDocs

- Each Internal Billing Requisition (IBR) eDoc will automatically be routed for approval to the Service Center designated in the eDoc.
  - All users in the approval node for the designated Service Center will receive all approval action requests in their Action Lists. When one of these users approves an IBR, that eDoc will be removed from the Action List Inbox of the other approvers.
  - If an IBR eDoc includes an accounting line item that is associated with an Equipment Management object code (e.g., 171xx or 448xx) **and** has a cost exceeding \$5,000, that eDoc will automatically be routed to the Equipment Management department for approval before being routed to the designated Service Center.

- The routing for each Internal Billing Journal Voucher (IBJV) eDoc is essentially the same as the workflow routing for a General Journal Voucher eDoc.
  - Everyone in the approval nodes for a given IBJV eDoc will receive all action requests pertaining to that eDoc in their Action Lists. When one of the approvers completes a required action on an IBJV eDoc, that eDoc will be removed from the Action Lists of the other individuals assigned to the same approval node.
  - After receiving its final departmental approval, IBJV eDocs are routed to the Office of the Comptroller for approval.

**Two Kinds of IBR Document Status.** Unlike most Kualo eDocs, an Internal Billing Requisition (IBR) eDoc has two separate kinds of document status. The first of these is the standard *Status* that applies to every eDoc, indicating its current level in the workflow routing process:

- INITIATED – The eDoc has been started, but not yet saved or submitted.
- SAVED – The eDoc has been saved within the system, but not yet submitted.
- ENROUTE – The eDoc is being routed for review, with *Approve* action requests pending.
- FINAL – The eDoc has been routed to all approvers and has no *Approve* action requests pending.

The other kind of IBR document status is the *IBR Status*, which is the current status of the requisition itself:

- PENDING – The requisition is awaiting approval from the Service Center responsible for fulfilling it. Note that this status is automatically assigned to the IBR when you first begin to create the eDoc.
- OPEN – The requisition has been approved by the designated Service Center and is now awaiting fulfillment, as well as an accounting update to the General Ledger.
- CLOSED – The requisition has been fulfilled, and the General Ledger has been updated to reflect the transfer of funds associated with the transaction.

**Open One-Time-Only IBRs Closed Automatically by Month End Process.** At the end of each month, an automated Month End process will run in the Kualo system. This process will find and close all one-time-only IBR eDocs that have been partially expensed and that have an *IBR Status* of OPEN, provided they are not included in an IBJV that is currently being routed for approval. However, any authorized Service Center user can flag individual one-time-only IBRs to remain open, which will exclude them from being closed by the Month End process. (See the instructions on page 11.) Blanket IBRs are not affected by the Month End process, and will remain open until they are closed manually.

**NOTE:** If an IBJV brings the total encumbrance amount associated with an IBR down to zero (0), that IBR will be closed automatically. If an IBJV only partially relieves the encumbrance amount from an IBR that is flagged to stay open, that IBR will remain open.

### Business Rules for Kualo Internal Billing

- Internal Billing Requisition (IBR) eDocs can be initiated only by Department or Service Center users who have been assigned the *IBR Document Initiator* role. (Student workers are not authorized to initiate IBR eDocs.)
- Internal Billing Journal Voucher (IBJV) eDocs can be initiated only by users who have been assigned the *JV Initiator* role.
- IBR eDocs can be approved only by Service Center users who have been assigned the *IBR Service Center Approval* role.
- Because all users authorized as approvers for a particular Service Center will receive the *Approve* action request for an IBR eDoc that is submitted to that Service Center, the IBR can be approved

by any of those users. Once approved, the IBR will be moved from the Inbox to the Outbox in the Action List of all approvers for that Service Center.

- Near the end of the fiscal year, new Internal Billing transactions must be submitted using special versions of the IBR and IBJV designed for use during this period. The **Next Year Internal Billing Requisition** is used to submit requisitions to be processed for the next fiscal year rather than the one that is ending. The **Year End Internal Billing Journal Voucher** is used to process IBRs in Period 13 Series of the current closing year. (See **Year End Internal Billing** on page 19 for more details.)

**NOTE:** These “Next Year” and “Year End” eDocs can only be used during limited year-end processing periods at the end of each fiscal year, as designated and announced by the Office of the Comptroller.

- **Business rules for offset accounts.** Creating an IBJV eDoc requires specifying one or more offset accounts to be credited with the debit amounts from each of the IBR accounting lines included in the IBJV. Funds from all of the listed IBR accounting lines can be credited to a single offset account or divided among multiple offset accounts. The initiator of the IBJV can specify either Agency accounts or Non-Agency accounts, but not both together.

If Agency accounts are used from the sub-fund group CA, the offsets must follow these business rules:

- 10 account may be used only with object codes 08xxx or 00xxx
- 17 account may be used only with object codes 08xxx or 00xxx
- 92 account may be used only with object code 90208
- 97 account may be used only with object code 90208

If Non-Agency accounts are used from Non-CA sub-fund groups, the offsets must follow these business rules:

- CU accounts may be used only with object code 05000
- CG, CP, CPF, CSL, CSLF, CTCP, and CTFP accounts may be used only with object codes 05000 or 05900
- PCAH, PCMP, PCPP, PCPS, PCSC, PCSR, PCVH, and PCFA accounts may be used only with object code 05000
- CAP accounts may be used only with object code 05000

**Business Intelligence/Cognos Reports for Internal Billing.** You can generate an Internal Billing financial report using the Business Intelligence/Cognos reporting system, which interfaces with KFS. This report can be used for multiple purposes: opened requisitions, closed requisitions, aging, tracking, history, all service centers, a specific service center, and so on. You can access the **Business Intelligence Portal for KFS** by clicking the **Business Intelligence** button located in the upper right-hand corner of the Kualo screen.

### Initiating an Internal Billing Requisition (IBR) eDoc

1. Type [www.usc.edu/kuali](http://www.usc.edu/kuali) in the address field of your browser.
2. When the “Kualo at USC” page is displayed, click the **Kualo Login** link. The “USCnet Login” page will be displayed.
3. Log in, using your USC NetID user name and password. If you do not know your USC NetID or password, please call the ITS Customer Support Center: 213-740-5555.

The **Financial Main Menu** page of the Kualo screen will be displayed.

**TIP:** It is strongly recommended that you create a browser bookmark to the Financial Main Menu page for easy access to the Kualu system. When you later use that bookmark, you will be directed first to the "USCnet Login" page and then to the Financial Main Menu page once you have logged in.

4. In the **Transactions** section on the Financial Main Menu page, click **Internal Billing Requisition** under the **Financial Processing** heading.



The screen will change to display the **Internal Billing Requisition** (IBR) eDoc form. Fields marked with an asterisk (\*) are required, and must be completed in order to submit the eDoc. In the upper right-hand area of the screen, the fields for document number (abbreviated as *Doc Nbr*), Status, Initiator, and the creation date will be populated by the system. The *IBR Status* field will show that the IBR is PENDING.

5. In the *Description* field in the uppermost folder tab, labeled **Document Overview**, type a brief description (40 characters max.) of the requisition that you are creating. The *Explanation* field is optional and can be used to enter a continuation of the *Description*, if needed. (Below the *Description* field, the *Organization Document Number* field is not in use at this time.)



**NOTE:** The eDoc you are creating could appear in the results of a document search performed by any Kualu user. Do not include any sensitive information in the *Description* field because that description will be visible in the search results.

In the *Financial Document Detail* portion of the **Document Overview** tab, the *Total Amount* field will automatically be populated later, using data you will input on other tabs.

6. No data input is needed on the **Internal Billing Requisition Instructions** tab, which presents brief instructions to assist you in submitting the IBR eDoc. (The instructions shown on this tab may be revised occasionally by system administrators.)
7. Use the following instructions to complete the fields on the **Internal Billing Details** tab.
  - a. In the **Contact Information** section of this tab, you only need to complete the *Principal Name* field; the other fields cannot be edited. Enter the user name of the person who should be contacted with any questions regarding this requisition, whether it is you or another individual in your department. When you press the TAB key to proceed to the next field, the other fields in this section will be populated automatically with the appropriate information.



If you need to look up the person's user name, click the magnifying glass  icon next to the *Principal Name* field. When your browser displays the **Person Lookup** page, enter the employee's name, email address, 7-digit Employee ID number, or other search criteria, and click the  button on that page to display matching results at the bottom of the page. Among the displayed results, locate the entry for the person in question and click the **return value** link in that row. Your browser will then display the IBR eDoc form again, with the *Principal Name* field populated along with the other fields in the **Contact Information** section.

- b. Complete the **Internal Billing Details** section of this tab, as follows:
    - i. The *Fiscal Year* field displays the current fiscal year by default, and cannot be changed.
    - ii. In the *Service Center Number* field, enter the ID number that identifies the Service Center to whom you are submitting this requisition.

If you do not know the Service Center number, you can look it up by clicking the magnifying glass  icon next to the *Service Center Number* field. When your browser displays the **Service Center Lookup** page, click the  button on that page. (Make sure that either "Yes" or "Both" is selected for *Active Indicator*.) The lookup page will be refreshed to display a list of all Service Centers defined within the Kualu system at the bottom of the page. Optionally, if you know the first one or two digits of the Service Center Number you are seeking, you can filter

the list of search results by entering those numbers followed by an asterisk [\*] wildcard. Among the displayed results, locate the entry for the desired Service Center and click the **return value** link in that row. Your browser will then display the IBR eDoc form again, with the *Service Center Number* field now populated.

- iii. In the *Requisition Type Code* drop-down list, select “One Time Only” if this will be a one-time requisition, or “Blanket” if the requisition represents an ongoing order. (When you submit the completed eDoc at the end of this procedure, the system will present an error message if the Service Center you have specified does not accept the type of requisition you selected.)
  - iv. In some instances, the purchase price for the goods or services that your department is requesting could end up being higher or lower than originally anticipated. The possibility of a lower price does not require any special action on your part, but you have to specify how much higher a price would still be acceptable to your department. Use the *Approved Overage* drop-down list to select a percentage (from 0% to 10%) indicating how much higher an amount your department is willing to pay, if necessary, over the purchase amount that will be specified in the **Accounting Lines** tab of the eDoc.
    - o For example, if you select 5%, the Service Center approver can approve the IBR and fulfill the requisition provided that the purchase price is no more than 5% higher than the amount specified in the **Accounting Lines** tab.
    - o If you select 0%, the IBR will only be approved if the requisition can be fulfilled without charging any more than the amount specified in the **Accounting Lines** tab.
  - v. You cannot edit the *Requisition Date* field, which is automatically populated with the date on which the IBR eDoc is first created and saved.
  - vi. Use the date selector tool adjacent to the *Department Due Date* field to specify the date by which the requested goods or services are needed. The specified date will be used as a guideline for timely billing and for reporting purposes.
8. Use the following instructions to complete the fields in the **Accounting Lines > Encumbrance** area on the **Requisition** tab. Your entries in this part of the eDoc will be used to place a lien on funds in the specified account when the IBR is approved by the Service Center.
- a. The default selection in the *Chart* drop-down list is **SC**, which usually should not be changed.
  - b. In the *Account Number* field, type the account number that will be encumbered. Enter only digits without any dashes. You can only specify an Expense, Construction In Progress, or Agency account.

If you need to look up the desired account number, click the magnifying glass  icon next to the *Account Number* field to access the **Account Lookup** form. Enter relevant search criteria, and click the  button to view matching results at the bottom of that page. Among the displayed results, locate the entry for the desired account and click the **return value** link in that row. Your browser will then display the IBR eDoc form again, with the account number you selected now entered in the *Account Number* field.



- c. In the *Object Code* field, enter the Object Code applicable for the encumbrance amount being requested in the same line. If the Account Number and Object Code that you have specified are not compatible, the system will display an error message at the top of the eDoc form when you attempt to submit the eDoc.

The **Sub-Account**, **Sub-Object**, **Project**, and **Org Ref ID** fields are not currently used at USC.



- d. In the *Amount* field, enter the dollar amount that will be encumbered in the account you specified in the same line.
- e. In the *Line Description* field, enter text briefly describing the items or services that you are requesting. Your text cannot exceed 40 characters and must contain no punctuation except for a period to end each sentence.


If you need to specify more details about the requested items or services, you can do so on the **Service Details** tab (see step 9 later in this procedure).

- f. In the **Actions** column, click the  button to include the new accounting line entry in this IBR eDoc.
- g. If you want to include additional accounting lines, repeat the preceding steps. Note the following guidelines:
  - o If you selected “One Time Only” in the *Requisition Type Code* drop-down list, you can add accounting lines for multiple account numbers.
  - o If you selected “Blanket” in the *Requisition Type Code* drop-down list, the same account number must be used for all accounting lines, but you can use multiple Object Codes provided they are all compatible with the specified account number.
  - o If you need to remove an accounting line entry, click the  button for that line.






**NOTE:** The final *Total* amount at the bottom of the **Accounting Lines** tab will be used later by the system to automatically populate the *Total Amount* field of the **Document Overview** tab on this eDoc.




- 9. Because you can enter only 40 characters in the *Line Description* field on the **Accounting Lines** tab, the **Service Details** tab provides a place where you can enter a more detailed description or itemized breakdown of the requested goods or services. Completing the **Service Details** tab is optional; it can be left blank. However, if you do choose to complete it, note that all the fields in that tab are marked with asterisks, meaning they are all required. Use the following instructions if you are completing the **Service Details** tab.
  - a. In the *Description* field, enter a brief description (max. 40 characters) of the requested goods or services.
  - b. In the *Quantity* field, enter a number (max. 10 digits) representing the quantity of goods or services you are requesting.
  - c. In the *UoM* field, enter a one- or two-character abbreviation to identify the Unit of Measure for the goods or services you are requesting. You may enter any abbreviation that is agreeable to your department and the Service Center in question. The following examples are offered here as a guide:


<i>N</i> = number (quantity of items)	<i>P</i> = pieces
<i>Lb</i> = pounds	<i>Oz</i> = ounces
  - d. In the *Item Cost* field, enter the cost per item that is applicable for the requested goods or services, and then press the TAB key to proceed. The system will use your data entries to calculate the total cost for the requested goods or services, and will automatically populate the *Total* field in that row.

- e. In the **Actions** column, click the  button to include that row of details in the eDoc. Based on your data input, the system will automatically update the *Total* value in the lower right-hand corner of the **Service Details** tab, as well as the *Total Amount* value displayed in the lower right-hand corner of the **Document Overview** tab.
- f. If you want to include any additional line entries in the **Service Details** tab, repeat the preceding steps.

**NOTE:** The final *Total* value on the **Service Details** tab must match the *Total Amount* value in the **Document Overview** tab.

- 10. No action is required on the **General Ledger Pending Entries** tab, which will display information about pending entries to the General Ledger when applicable.
- 11. If you need to add any general comments or attachments to the eDoc, then complete the **Notes and Attachments** tab, as follows:
  - a. Click the  button on the **Notes and Attachments** tab to reveal the fields and controls used for adding comments and attaching related files.
  - b. Type your comments in the text box labeled *Note Text*. If you are just attaching a file, you must enter the file name or a brief comment in the text box. (This is a required field.)
  - c. To add an attachment, click the  button next to the *Attached File* field and navigate to the location of the file on your computer that you want to attach to this eDoc. The full path of the file that you have selected will appear in the *Attached File* field, but it is not yet attached. If you want to change your selection to a different file, click the small  button just below the *Attached File* field. When that field is empty again, click the  button once more to locate the other file that you want to attach.
  - d. To save the notes you entered and attach the file that you have selected, click the  button located to the right of the *Attached File* field.
- 12. Approval routing for IBR eDocs is pre-defined. If you also want to send a courtesy *FYI* notification to someone when submitting the IBR eDoc, then complete the **Ad Hoc Recipients** tab as follows:
  - a. Select *FYI* from the *Action Requested* drop-down list in the *Person Requests* section.
  - b. In the *Person* field, enter the User ID of the person to whom you want to route the eDoc.

If you need to search for the User ID of the intended recipient, click the magnifying glass  icon next to the *Person* field. When your browser displays the **Person Lookup** page, enter search criteria as needed to locate the desired person, and click the  button on that page to display matching results at the bottom of the page. Among the displayed results, locate the entry for the person in question and click the **return value** link in that row. Your browser will then display the IBR eDoc form again, with the *Person* field populated accordingly.
  - c. Click the  button in the *Actions* column.

- 13. When you are ready to submit the IBR eDoc, click the  button.

**NOTE:** Upon submittal, the IBR eDoc's *Status* field changes to show the document status is ENROUTE, but the *IBR Status* field will continue to show the requisition status is PENDING. The *IBR Status* will not change until the Service Center specified in the IBR eDoc has taken action on it.



## Routing and Approval of the Internal Billing Requisition (IBR) eDoc

**Routing of IBR eDocs.** Each Internal Billing Requisition (IBR) eDoc is routed to the Service Center specified in the eDoc, with the following exception: If the **Accounting Lines** tab of the IBR eDoc includes a line entry that is associated with an Equipment Management object code (e.g., 171xx or 448xx) **and** has a cost exceeding \$5,000, the eDoc will automatically be routed to the Equipment Management department for approval before being routed to the designated Service Center.

**Approving an IBR eDoc.** When an IBR eDoc is routed for approval, the approver should proceed as follows:

1. Open the IBR eDoc from the Inbox of your action list, or by clicking the link provided in the Action List Reminder message sent to you via email.
2. When the IBR eDoc is displayed, review its details and determine how you want to proceed:
  - If you want to **send back** the IBR with a request for its initiator to make changes or additions, click the **return to initiator** button. For example, you might need to return an IBR for changes to accommodate a recent price increase affecting the goods or services requested in the IBR.  
Your browser will display a confirmation prompt that also requires you to enter a reason for sending the eDoc back. The IBR eDoc's *Status* field will continue to show the document status as ENROUTE, and the *IBR Status* field will continue to show the requisition status is PENDING.
  - If you want to **disapprove** the IBR, click the **disapprove** button.  
The IBR eDoc's *Status* field will change to DISAPPROVED, and the *IBR Status* field will change from PENDING to CLOSED.
  - If you want to **approve** the IBR, click the **approve** button.  
The IBR eDoc's *Status* field will change to FINAL, and the *IBR Status* field will change from PENDING to OPEN. Additionally, an encumbrance (lien) for the *Total Amount* shown in the IBR will be applied to the account(s) specified on the **Accounting Lines** tab of the eDoc. The approved IBR will be removed from the action lists of any other approvers within the same department.  
Once the IBR eDoc has been approved by the designated Service Center, it is ready for processing by someone in that Service Center who is authorized to initiate an Internal Billing Journal Voucher.

**Changes That Can Be Made by IBR Approvers.** When reviewing an IBR eDoc, an approver can only edit the *Amount* field on the **Accounting Lines** tab, or the *Item Cost* field on the **Service Details** tab. Note that the value specified in the *Approved Overage* drop-down list by the eDoc's initiator will restrict any price increase that the approver might try to input. If other changes are needed, the approver should return the IBR to its initiator with a note explaining the requested changes in the **Notes and Attachments** tab.

An IBR approver also has the option of closing an open IBR after it has been approved, if necessary. For example, the requesting department might ask that a requisition be canceled after it has already been approved by the Service Center to which it was submitted. (See **Closing An Open IBR After It Has Been Approved** on page 12 for details.)

## Using the Service Center Processing Lookup

Any user authorized as a Service Center Approver/Processor, or who has been assigned the JV Initiator role, can use the **Service Center Processing Lookup** function in the Kualo system to do the following:

- View IBR eDocs that have been submitted to a particular Service Center from Period 1 through Period 12 and that currently have both a document status of FINAL (meaning they have received Service Center approval) *and* an IBR Status of OPEN (meaning they are awaiting fulfillment and the creation of an IBJV eDoc).
- Close an open requisition that has already received Service Center approval, by changing its *IBR Status* from OPEN to CLOSED. (See **Closing An Open IBR After It Has Been Approved** on page 12.)
- Select open IBR eDocs and flag them for exclusion from being closed automatically when the Month End process is run, as described on page 3. (For instructions on excluding IBRs, see **Flagging One-Time-Only IBRs to Remain Open** on page 11.)



When search results are displayed at the bottom of the **Service Center Processing Lookup** page, users who have the JV Initiator role can create an IBJV for one or more of the listed IBRs.

### Searching for Open IBR eDocs

1. Type [www.usc.edu/kuali](http://www.usc.edu/kuali) in the address field of your browser.
2. When the “Kualo at USC” page is displayed, click the **Kualo Login** link.  
The “USCnet Login” page will be displayed.
3. Log in, using your USC NetID user name and password. If you do not know your USC NetID or password, please call ITS Customer Support at 213-740-5555 (UPC) or 323-422-1968 (HSC).  
The **Financial Main Menu** page of the Kualo screen will be displayed.



**TIP:** It is strongly recommended that you create a browser bookmark to the Financial Main Menu page for easy access to the Kualo system. When you later use that bookmark, you will be directed first to the “USCnet Login” page and then to the Financial Main Menu page once you have logged in.


4. In the **Transactions** section on the Financial Main Menu page, click **Service Center Processing** under the **Financial Processing** heading.  
The screen will change to display the **Service Center Processing Lookup** form.
5. Complete the fields on the **Service Center Processing Lookup** form, as follows:
  - The *Service Center Number* field is required, and must be completed in order to generate search results. Note that you can only view results for Service Centers to which you have access rights.
  - Optionally, you can use the *Requisition Type* drop-down list to restrict your search results to include just *One Time Only* or *Blanket* IBRs. Otherwise, leave the blank space selected in this drop-down list to include both types of IBRs in the search results.
  - Optionally, you can use **either** the *Contact Person* **or** *Contact Department* field (but not both together) to restrict your search results to include only IBRs that specify a particular contact person **or** contact department. Each of these fields supports the use of the asterisk (\*) wildcard, which means that you can type part of the name of a person or department with an asterisk preceding that string of characters, or following it, or both.
  - Select one of the following *Remain Open* options to specify whether you want the search results to include or omit IBR eDocs that are flagged to be excluded from being closed automatically by the Month End process (discussed on page 3).

- **Yes** = results will contain only IBRs that match your other search criteria and are flagged to remain open
  - **No** = results will contain only IBRs that match your other search criteria and are not flagged to remain open
  - **Both** = default selection; results will contain all IBRs that match your other search criteria, regardless of whether they are flagged to remain open
6. Click the  button.
- The results matching your search criteria will be displayed in a grid at the bottom of the page. The search results will include only IBR eDocs that have a document status of FINAL and an IBR Status of OPEN.
7. If you want to sort the listed results by the contents of a particular column (e.g., *Requisition Type*, *Contact Department*, etc.), click the sort icon  just beneath the heading in that column.
- The list will be re-sorted according to the entries in that column, in ascending or descending order, alternating with each click.
- NOTE:** The *Remain Open* column in the grid of search results is designed to indicate whether individual IBRs are flagged for exclusion from being closed automatically by the Month End process, as discussed on page 3. Because the “Remain Open” flag applies strictly to one-time-only IBRs, the *Remain Open* column will display a value of “No” for all Blanket IBRs. This merely indicates the absence of the “Remain Open” flag, as Blanket IBRs are unaffected by the Month End process and will remain open until they are closed manually.
8. In the bottom left corner of the **Service Center Processing Lookup** page, you will see a pair of links labeled “**Export Options: PDF | Spreadsheet.**” If desired, you can export your list of search results to a PDF file or an Excel worksheet by clicking the corresponding link.

### Flagging One-Time-Only IBRs to Remain Open

Using this procedure, you can select one-time-only IBRs that are currently open and flag them to be excluded from being closed automatically by the Month End process (as discussed on page 3). Doing this might be necessary if you know that you will need to postpone fulfilling an open, one-time-only IBR and/or generating an IJBV to expense it until after the end of the month in which it was initiated.

1. Before following the steps outlined below, you have to perform the procedure explained in **Searching for Open IBR eDocs** (see page 10) to generate a grid of open IBRs at the bottom of the **Service Center Processing Lookup** page.
2. In the *Select?* column on the left-hand side of the grid showing your search results, select the checkbox for each IBR that you want to exclude from being closed by the Month End process.
  - You can click the  button to select all of the IBRs listed on the currently displayed page of results.
  - If the list of results extends to more than one page, you can click the  button if you want to select all of the IBRs listed on each page of results.
  - If the list of results extends to more than one page and you want to select several individual IBRs, select the checkboxes for the desired IBRs on each page.

**TIP:** When making multiple selections from a list of more than a few IBRs, you may find it useful to sort all the search results according to a particular column, such as *Contact Department* or *Requisition Type*. To do this, click the sort icon  just beneath the heading in that column. The list will be re-sorted according to the entries in that column, in ascending or descending order, alternating with each click.

3. Click the  button.

In the *Remain Open* column, the status of the IBR eDocs that you selected will change to “Yes.”

4. If there are any IBRs for which you want to change the “Yes” in the *Remain Open* column to “No,” select only the checkboxes for those IBRs as described in step 2, and click the  button.

In the *Remain Open* column, the status of the IBR eDocs that you selected will change to “No.”

These open eDocs will now be closed the next time that the Month End process is run.


### Closing An Open IBR After It Has Been Approved


It is sometimes necessary to cancel an eDoc after it has been submitted. For example, the requesting department might ask you to cancel a requisition after it has already been approved by the Service Center to which it was submitted. Usually, while an eDoc is still being routed through the Kualo system for approval or other actions, it can be canceled by opening the eDoc and clicking a  button at the bottom of the page. However, once that eDoc has entered FINAL status, it is no longer active and the  button does not appear at the bottom of the eDoc.

When an IBR eDoc receives Service Center approval, the document status of that eDoc changes to FINAL, but the *IBR Status* field changes from PENDING to OPEN. Additionally, an encumbrance (lien) for the *Total Amount* shown in the IBR is applied to the account(s) specified in the IBR eDoc. In other words, even though the IBR eDoc is no longer active, the requisition remains open and the encumbrance remains in effect. Therefore, the Internal Billing module in Kualo was designed to include an alternative method for closing an approved open IBR and relieving the associated account encumbrances.

By using the following procedure, you can change the *IBR Status* of an individual IBR eDoc from OPEN to CLOSED, which will remove the encumbrance on the relevant account(s). If the IBR had previously been flagged to remain open (as described on page 11), closing the IBR in this manner will override that setting, and it will no longer appear in search results on the **Service Center Processing Lookup** page.

1. Before following the steps outlined below, you have to perform the procedure explained in **Searching for Open IBR eDocs** (see page 10) to generate a grid of open IBRs at the bottom of the **Service Center Processing Lookup** page.
2. In the *IBR Document Number* column on the left-hand side of the grid showing your search results, the Doc ID numbers of the listed eDocs are displayed as active hyperlinks. Click the link for the open IBR that you want to close.  
The IBR eDoc that you selected will be displayed with a special button at the bottom for closing one time or blanket IBRs.
3. Click the  or  button.  
The system will present a confirmation dialog page, asking you to confirm that you want to close the IBR you selected.
4. In the text box provided on the confirmation dialog page, enter your reason for closing the IBR. (This is a required field.)
5. Click the  button.
  - Provided the IBR is not included in an IJBV eDoc that is currently being routed for approval or other actions, your browser will display the IBR eDoc again with its *IBR Status* field now changed to CLOSED.

- If the IBR you attempted to close is included in an IBJV eDoc that is currently being routed for approval or other actions, your browser will display the IBR eDoc form again with an error message at the top, stating that you cannot close the IBR. The *IBR Status* will remain OPEN.
6. Click the  button at the bottom of the IBR eDoc page.

**NOTE:** The IBR that you have just closed may still appear on the **Service Center Processing Lookup** page until you refresh the list of search results. To do this, leave the search criteria fields unchanged and click the  button again.



## Initiating an Internal Billing Journal Voucher (IBJV) eDoc


An Internal Billing Journal Voucher (IBJV) eDoc can only be created by a user who is authorized to create journal vouchers. The IBJV can be initiated in two ways, both of which are explained in this section:


- *Recommended method:* Use a special **Service Center Processing Lookup** page to find all currently open IBRs that were submitted to your Service Center, then click a button to open an IBJV partially populated with the relevant details from the IBR eDocs that you have specified. This method is explained below.
- *Alternative method:* You can also use the **Internal Billing Journal Voucher** command link on the Financial Main Menu to open an empty eDoc in which you have to enter all of the IBR details manually. However, note that this method (explained on page 16), requires more time and effort than the recommended method.

### Initiate a Partially Populated IBJV for Selected IBRs (Recommended Method)

This is the preferred method for creating and submitting an IBJV eDoc partially populated with details from the IBR eDocs that you have specified.

1. Before following the steps outlined below, you have to perform the procedure explained in **Searching for Open IBR eDocs** (see page 10) to generate a grid of open IBRs at the bottom of the **Service Center Processing Lookup** page.
2. In the *Select?* column on the left-hand side of the grid showing your search results, select the checkbox for each listed IBR that you want to include in the IBJV you are initiating.
  - You can click the  button to select all of the IBRs listed on the currently displayed page of results.
  - If the list of results extends to more than one page, you can click the  button if you want to select all of the IBRs listed on each page of results.
  - If the list of results extends to more than one page and you want to select several individual IBRs, select the checkboxes for the desired IBRs on each page.

**TIP:** When making multiple selections from a list of more than a few IBRs, you may find it useful to sort all the search results according to a particular column, such as *Contact Department* or *Requisition Type*. To do this, click the sort icon  just beneath the heading in that column. The list will be re-sorted according to the entries in that column, in ascending or descending order, alternating with each click.

3. Click the  button. (If you do not see this button above the search results on the **Service Center Processing Lookup** page, then you do not have the necessary permissions to create a JV.) An **Internal Billing Journal Voucher** eDoc form will be displayed.

**NOTE:** If any of the IBRs that you selected in the preceding step are included in an IBJV that is already being routed for approval, an error message will be displayed at the top of the eDoc. You can use the on-screen controls to remove that IBR, or you can complete that IBR's accounting line entry for the remaining lien amount if the IBR in question is only partially expensed by the previously submitted IBJV.

On the eDoc form, required fields are marked with an asterisk (\*); they must be completed in order to submit the eDoc. In the upper right-hand area of the screen, the fields for document number (abbreviated as *Doc Nbr*), Status, Initiator, and creation date are populated by the system.

4. In the *Description* field in the uppermost folder tab, labeled **Document Overview**, type a brief description (40 characters max.) of the Internal Billing JV that you are creating. The *Explanation* field is optional and can be used to enter a continuation of the *Description*, if needed. (Below the *Description* field, the *Organization Document Number* field is not in use at this time.)

**NOTE:** The eDoc you are creating could appear in the results of a document search performed by any Kualii user. Do not include any sensitive information in the *Description* field because that description will be visible in the search results.



In the *Financial Document Detail* portion of the **Document Overview** tab, the *Total Amount* field will automatically be populated later in this procedure, using data you will input on another tab.







5. No data input is needed on the **Internal Billing Journal Voucher Instructions** tab, which presents brief instructions to assist you in submitting the IBJV eDoc. (The instructions shown on this tab may be revised occasionally by system administrators.)
6. No data input is needed on the **JV (Journal Voucher) Number** tab. The *JV Number*, *Description*, and *Preparation Dept.* fields will be populated automatically. Journal Voucher numbers are three-digit identifiers assigned by the Comptroller's Office. Each JV number corresponds to a specific type of transaction in a specific department at the university.
7. No data input is needed on the **Journal Voucher Details** tab. The *Accounting Period* drop-down list will automatically be populated with the appropriate selection.
8. The **Accounting Lines** tab will already be partially populated with accounting line entries from the IBR eDocs you specified in step 2. Each IBR is identified by its eDoc number. In addition, the original lien amount is displayed along with the expensed amount. You can also add individual IBRs manually, as described in *Initiate an Empty IBJV From the Financial Main Menu (Alternative Method)*; see that procedure's instructions for the **Accounting Lines** tab on page 17.



Occasionally, the actual cost for the goods or services in an IBR accounting line entry can end up being lower than the amount originally anticipated by the requesting department. In such instances, you can edit the amount shown in the *Debit* field for that accounting line to reflect the reduced price.



9. You now need to specify one or more offset accounts to be credited with the debit amounts from each of the IBR accounting lines included in this IBJV. (See page 4 for business rules restricting offset accounts.) To specify an account to be credited with funds from an IBR, follow these steps to add an offset accounting line entry in the uppermost row of the **Accounting Lines** tab:
  - a. In the *Entry Type* drop-down list, ensure that the "Offset" option is selected. (It should be selected for you automatically.)
  - b. The default selection in the *Chart* drop-down list is **SC**, which should not be changed.
  - c. In the *Account Number* field, enter the account number to be credited, using only digits without any dashes.



If you need to look up the desired account number, click the magnifying glass  icon next to the *Account Number* field to access the **Account Lookup** form. Enter relevant search criteria, and click the  button to view matching results at the bottom of that page. Among the displayed results, locate the entry for the desired account and click the **return value** link in that row. Your browser will then display the IBJV eDoc form again, with the account number you selected now entered in the *Account Number* field.

- d. In the *Object Code* field, enter the appropriate object code for the funds to be credited to the offset account. If the account number and object code that you have specified are not compatible, the system will display an error message at the top of the eDoc form when you attempt to submit the eDoc.  
The *Sub-Account*, *Sub-Object*, *Project*, and *Org Ref ID* fields are not currently used at USC.
  - e. In the *Credit* field, enter the dollar amount to be credited to the offset account. (The *Debit* field is not editable.)
  - f. In the *Line Description* field, enter a brief explanatory note that is no more than 40 characters long and contains no punctuation except for a period to end each sentence.
  - g. In the **Actions** column, click the  button to include the new accounting line entry in this IBJV eDoc.
  - h. Repeat steps *a* through *g* needed if you want to specify other accounts to be credited with funds from the IBR accounting lines. Note that the total amount of these offset credit entries cannot exceed the total amount of the IBR debit entries.
10. No action is required on the **General Ledger Pending Entries** tab, which will display information about pending entries to the General Ledger when applicable.
  11. If you need to add any general comments or attachments to the eDoc, then complete the **Notes and Attachments** tab, as follows:
    - a. Click the  button on the **Notes and Attachments** tab to reveal the fields and controls used for adding comments and attaching related files.
    - b. Type your comments in the text box labeled *Note Text*. If you are just attaching a file, you must enter the file name or a brief comment in the text box. (This is a required field.)
    - c. To add an attachment, click the  button next to the *Attached File* field and navigate to the location of the file on your computer that you want to attach to this eDoc. The full path of the file that you have selected will appear in the *Attached File* field, but it is not yet attached.  
If you want to change your selection to a different file, click the small  button just below the *Attached File* field. When that field is empty again, click the  button once more to locate the other file that you want to attach.
    - d. To save the notes you entered and attach the file that you have selected, click the  button located to the right of the *Attached File* field.
  12. Approval routing for IBJV eDocs is pre-defined. If you also want to send a courtesy *FYI* notification to someone when submitting the IBJV eDoc, then complete the **Ad Hoc Recipients** tab as follows:
    - a. Select *FYI* from the *Action Requested* drop-down list in the *Person Requests* section.
    - b. In the *Person* field, enter the User ID of the person to whom you want to route the eDoc.

If you need to search for the User ID of the intended recipient, click the magnifying glass  icon next to the *Person* field. When your browser displays the **Person Lookup** page, enter search criteria as needed to locate the desired person, and click the  button on that page to display matching results at the bottom of the page. Among the displayed results, locate the entry for the person in question and click the **return value** link in that row. Your browser will then display the IBJV eDoc form again, with the *Person* field populated accordingly.

- c. Click the  button in the *Actions* column.
13. When you are ready to submit the IBJV eDoc, click the  button.  
Upon submittal, the IBJV eDoc's *Status* field changes to show the document status is ENROUTE. The *Status* field will change to FINAL when the IBJV eDoc receives final approval from the Office of the Comptroller.

### Initiate an Empty IBJV From the Financial Main Menu (Alternative Method)

You can use this procedure to open an empty IBJV eDoc, in which you must enter all of the IBR details manually. Note that it is quicker and more convenient to use the preferred method explained in *Initiate a Partially Populated IBJV for Selected IBRs (Recommended Method)* on page 13.

1. Type [www.usc.edu/kuali](http://www.usc.edu/kuali) in the address field of your browser.
2. When the "Kuali at USC" page is displayed, click the **Kuali Login** link. The "USCnet Login" page will be displayed.
3. Log in, using your USC NetID user name and password. If you do not know your USC NetID or password, please call ITS Customer Support at 213-740-5555 (UPC) or 323-422-1968 (HSC).  
The **Financial Main Menu** page of the Kuali screen will be displayed.

**TIP:** It is strongly recommended that you create a browser bookmark to the Financial Main Menu page for easy access to the Kuali system. When you later use that bookmark, you will be directed first to the "USCnet Login" page and then to the Financial Main Menu page once you have logged in.

4. In the **Transactions** section on the Financial Main Menu page, click **Internal Billing Journal Voucher** under the **Financial Processing** heading.  
The screen will change to display the **Internal Billing Journal Voucher** (IBJV) eDoc form. Required fields are marked with an asterisk (\*); they must be completed in order to submit the eDoc. In the upper right-hand area of the screen, the fields for document number (abbreviated as *Doc Nbr*), Status, Initiator, and the creation date are populated by the system.
5. In the *Description* field in the uppermost folder tab, labeled **Document Overview**, type a brief description (40 characters max.) of the Internal Billing JV that you are creating. The *Explanation* field is optional and can be used to enter a continuation of the *Description*, if needed. (Below the *Description* field, the *Organization Document Number* field is not in use at this time.)

**NOTE:** The eDoc you are creating could appear in the results of a document search performed by any Kuali user. Do not include any sensitive information in the *Description* field because that description will be visible in the search results.


- In the *Financial Document Detail* portion of the **Document Overview** tab, the *Total Amount* field will automatically be populated later in this procedure, using data you will input on another tab.
6. No data input is needed on the **Internal Billing Journal Voucher Instructions** tab, which presents brief instructions to assist you in submitting the IBJV eDoc. (The instructions shown on this tab may be revised occasionally by system administrators.)

7. No data input is needed on the **JV (Journal Voucher) Number** tab. The *JV Number*, *Description*, and *Preparation Dept.* fields will be populated automatically later in this procedure, using data you will input on the **Accounting Lines** tab. JV numbers are three-digit identifiers assigned by the Comptroller's Office. Each JV number corresponds to a specific type of transaction in a specific USC department.
8. No data input is needed on the **Journal Voucher Details** tab. The *Accounting Period* drop-down list will automatically be populated with the appropriate selection.
9. On the **Accounting Lines** tab, perform the following steps to add the IBRs that you want to include in this IBJV:

- a. In the *Entry Type* drop-down list, select the "IBR#" option, and then press the TAB key to proceed.

Your browser window will be refreshed, and an editable text field will now appear in the IBR eDoc # column.

- b. In the *IBR eDoc #* field, enter the Doc ID number of the first IBR that you want to include in the IBJV you are initiating, and then press the TAB key to proceed.



- c. In the **Actions** column, click the  button to include the new accounting line entry in this IBJV eDoc.







Your browser window will be refreshed, and the *Account Number*, *Object Code*, *Debit*, *Line Description*, and *Original Lien Amount* fields in the new accounting line will become populated with the relevant details of the IBR eDoc you specified. (The *Sub-Account*, *Sub-Object*, *Project*, and *Org Ref ID* fields are not currently used at USC.) In addition, the **JV (Journal Voucher) Number** tab will become populated.



**NOTE:** If the IBR that you added is included in an IBJV that is already being routed for approval, an error message will be displayed at the top of the eDoc. You can use the on-screen controls to remove that IBR and then select a different one, or you can complete this accounting line entry for the remaining lien amount if the IBR in question is only partially expensed by the previously submitted IBJV.



Occasionally, the actual cost for the goods or services in an IBR accounting line entry can end up being lower than the amount originally anticipated by the requesting department. In such instances, you can edit the amount shown in the *Debit* field for that accounting line to reflect the reduced price.

- d. Repeat steps *a*, *b*, and *c* as needed to add accounting line entries for any other IBR eDocs that you want to include in this IBJV.
10. You now need to specify one or more offset accounts to be credited with the debit amounts from each of the IBR accounting lines included in this IBJV. Funds from all of the listed IBR accounting lines can be credited to a single offset account or divided among multiple offset accounts. To specify an account to be credited with funds from an IBR, follow these steps to add an offset accounting line entry in the uppermost row of the **Accounting Lines** tab:
    - a. In the *Entry Type* drop-down list, ensure that the "Offset" option is selected. (It should be selected for you automatically.)
    - b. The default selection in the *Chart* drop-down list is **SC**, which should not be changed.
    - c. In the *Account Number* field, enter the account number to be credited, using only digits without any dashes.

If you need to look up the desired account number, click the magnifying glass  icon next to the *Account Number* field to access the **Account Lookup** form. Enter relevant search criteria, and click the  button to view matching results at the bottom of that page. Among the displayed results, locate the entry for the desired account and click the **return value** link in that row. Your browser will then display the IBJV eDoc form again, with the account number you selected now entered in the *Account Number* field.

- d. In the *Object Code* field, enter the appropriate object code for the funds to be credited to the offset account. If the account number and object code that you have specified are not compatible, the system will display an error message at the top of the eDoc form when you attempt to submit the eDoc.  
The *Sub-Account*, *Sub-Object*, *Project*, and *Org Ref ID* fields are not currently used at USC.
  - e. In the *Credit* field, enter the dollar amount to be credited to the offset account. (The *Debit* field is not editable.)
  - f. In the *Line Description* field, enter a brief explanatory note that is no more than 40 characters long and contains no punctuation except for a period to end each sentence.
  - g. In the **Actions** column, click the  button to include the new Accounting Line entry in this IBJV eDoc.
  - h. Repeat steps *a* through *g* needed if you want to specify other accounts to be credited with funds from the IBR accounting lines. Note that the total amount of these offset credit entries cannot exceed the total amount of the IBR debit entries.
11. No action is required on the **General Ledger Pending Entries** tab, which will display information about pending entries to the General Ledger when applicable.
  12. If you need to add any general comments or attachments to the eDoc, then complete the **Notes and Attachments** tab, as follows:
    - a. Click the  button on the **Notes and Attachments** tab to reveal the fields and controls used for adding comments and attaching related files.
    - b. Type your comments in the text box labeled *Note Text*. If you are just attaching a file, you must enter the file name or a brief comment in the text box. (This is a required field.)
    - c. To add an attachment, click the  button next to the *Attached File* field and navigate to the location of the file on your computer that you want to attach to this eDoc. The full path of the file that you have selected will appear in the *Attached File* field, but it is not yet attached.  
If you want to change your selection to a different file, click the small  button just below the *Attached File* field. When that field is empty again, click the  button once more to locate the other file that you want to attach.
    - d. To save the notes you entered and attach the file that you have selected, click the  button located to the right of the *Attached File* field.
  13. Approval routing for IBJV eDocs is pre-defined. If you also want to send a courtesy *FYI* notification to someone when submitting the IBJV eDoc, then complete the **Ad Hoc Recipients** tab as follows:
    - a. Select *FYI* from the *Action Requested* drop-down list in the *Person Requests* section.
    - b. In the *Person* field, enter the User ID of the person to whom you want to route the eDoc.

If you need to search for the User ID of the intended recipient, click the magnifying glass  icon next to the *Person* field. When your browser displays the **Person Lookup** page, enter search criteria as needed to locate the desired person, and click the  button on that page to display matching results at the bottom of the page. Among the displayed results, locate the entry for the person in question and click the **return value** link in that row. Your browser will then display the IBJV eDoc form again, with the *Person* field populated accordingly.

- c. Click the  button in the *Actions* column.
14. When you are ready to submit the IBJV eDoc, click the  button.
- Upon submittal, the IBJV eDoc's *Status* field changes to show the document status is ENROUTE. The *Status* field will change to FINAL when the IBJV eDoc receives final approval from the Office of the Comptroller.

## Year End Internal Billing

In the lower right-hand portion of the **Financial Main Menu** in KFS, you will find the following menu command links under the **Financial Processing** heading in the **Year End Transactions** menu group:


- **Next Year Internal Billing Requisition** – opens a special year-end version of the IBR, which can be completed by following the same procedure presented in **Initiating an Internal Billing Requisition (IBR) eDoc** (see page 4). This eDoc is used to submit requisitions to be processed for the next fiscal year rather than the one that is ending. On the **Internal Billing Details** tab of this IBR, the *Fiscal Year* field will display the upcoming fiscal year by default, and cannot be changed. **Next Year Internal Billing Requisition** eDocs will begin to appear in the search results of the regular Service Center Processing Lookup page starting in Period 1 of the new fiscal year.
- **Year End Service Center Processing** – opens a special version of the Service Center Processing Lookup page that can be used to fulfill or close open IBRs that were submitted during Periods 1 through 12 of the fiscal year and that need to be processed in Period 13 of the currently closing year. The instructions for using this lookup form are essentially the same as those presented in **Using the Service Center Processing Lookup** (see page 10). You can use the **Year End Service Center Processing** lookup form to accomplish any of the following tasks:
  - View IBRs that were submitted after Period 12 and thus need to be processed in Period 13 Series of the currently closing year.
  - Close any open IBRs that were submitted after Period 12 and have already received Service Center approval. Closing the IBR will relieve encumbrances on associated accounts.
  - Select one or more IBR eDocs submitted after Period 12 that have already received Service Center approval and flag them for exclusion from being closed automatically when the Month End process is run.
  - Create a special **Year End Internal Billing Journal Voucher** that is partially populated with accounting line details from one or more IBR eDocs that were submitted after Period 12. This IBJV can be created by following the same procedure presented in **Initiate a Partially Populated IBJV for Selected IBRs (Recommended Method)**; see page 13.
- **Year End Internal Billing Journal Voucher** – opens an empty (unpopulated) year-end version of the IBJV that is used to process IBRs in Period 13 Series of the currently closing year. Because this eDoc is not partially populated for you, you must enter all details manually from the IBR eDocs

that you want to include. This IJBV can be completed by following the same procedure presented in **Initiate an Empty IJBV From the Financial Main Menu (Alternative Method)**; see page 16.

**NOTE:** These special “Next Year” and “Year End” eDocs can only be used during limited year-end processing periods at the end of each fiscal year, as designated and announced by the Office of the Comptroller.

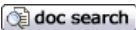
### Resubmitting an eDoc Returned for Correction

When an approver returns an IBR or IJBV eDoc to its initiator for changes, the initiator should proceed as follows:

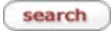
1. Open the eDoc and scroll down to the **Notes and Attachments** tab to read the approver’s reason for returning the eDoc.
2. Edit the eDoc to make the changes requested by the approver.
3. Click the  button to re-submit the modified eDoc for approval.

### Checking the Status of a Submitted eDoc

Use this procedure to learn the current status of an IBR or IJBV eDoc that has been submitted for approval.

1. Log in to the Kuali system, as described earlier in the procedures for initiating IBR or IJBV eDocs.
2. Near the top of the Kuali screen, click the  button.  
The **Document Lookup** page will be displayed.
3. In the *Initiator* field, enter the user name of the person who initiated the eDoc in question.

**TIP:** If you are unsure of your own user name, note that it is displayed as “Logged in User:” in the upper right-hand area of the Kuali screen.


4. Use the date selector tools adjacent to the *Date Created From/To* fields to specify the date range during which you submitted the eDoc in question.
5. Click the  button.

The search results, consisting of all the eDocs that you submitted during the specified time period, will be displayed in a table at the bottom of the screen.

6. In the search results table, identify the eDoc whose status you want to check, and click the document icon at the rightmost end of the same row, in the column labeled *Route Log*.

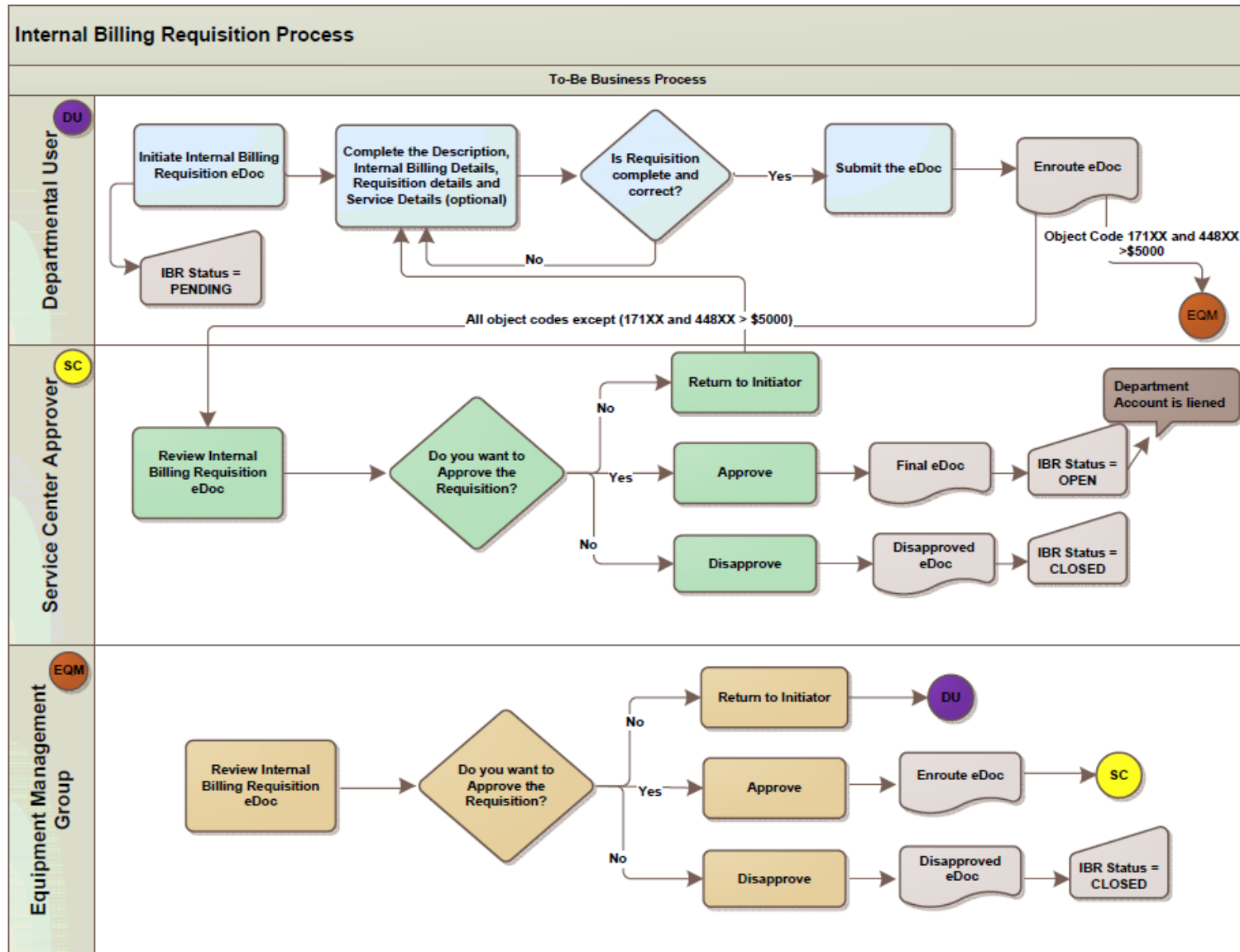
The screen will change to display status information for the eDoc in question, so that you can see where it is in the approval process.

### Logging Out of Kuali

There is no “Log Out” link or button in the Kuali system. To exit Kuali, you must close all open windows of your browser using the standard window **Close**  button. (On an Apple computer running the OS X operating system, you must also quit the browser.)



## Appendix A: Flowchart Illustrating Internal Billing Requisition (IBR) Process



## Appendix B: Flowchart Illustrating Internal Billing Journal Voucher (IBJV) Process

