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Non-Student Accounts Receivable Invoice Upload Guidelines

Invoice Upload Guidelines

The Kuali Financial System (KFS) is the system used to record financial transactions for the entire university. University departments/units are required to invoice customers at the time goods and/or services are rendered utilizing KFS. The Office of the Bursar may grant exceptions to this policy after ensuring the department/unit's alternative billing methods adhered to proper internal control procedures. However, even though departments may use alternative billing methods, outstanding customer invoices are required to be uploaded in KFS within a reasonable time.

Scenarios where a department/unit would upload customer invoices to KFS:

1. Bills through an alternative billing method but does not perform internal collection procedures (example: Pathobiology)
2. Bills through an alternative billing method and performs internal collection procedures (example: Parking Services)

Bills through an alternative billing method but does not perform internal collection procedures:
All outstanding invoices must be uploaded into KFS within 30 days of creation in alternative billing method. Department is responsible for printing invoice and mailing/emailing to customer. All payments should be sent to Cash Operations for payment application.

Invoices to **exclude**:

- Any invoice older than 12 months
- Any invoice due from a deceased customer
- Any invoice due from a bankrupt customer
    *Exclusions require approval for write off

Bills through an alternative billing method and performs internal collection procedures:
All outstanding invoices must be uploaded into KFS once internal collection procedures are concluded. Prior to the upload, the department must confirm validity of charges as well as retain proof of previous collection efforts until invoice is paid or written off.

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Should the customer be a student (both active and inactive), employee, and/or have information in PeopleSoft additional information is required when creating the customer.

- For students:
  - Customer Alias (either Alias1 or Alias2) Type: STUDENT
  - Customer Alias: PeopleSoft ID number
- For employees:
  - Customer Alias (either Alias1 or Alias2) Type: EMPLOYEE
  - Customer Alias: Employee NETID or PeopleSoft ID number
- For individuals not a student or employee:
  - Customer Alias (either Alias1 or Alias2) Type: PEOPLESOFT
  - Customer Alias: PeopleSoft ID number

Invoices to **exclude**:

- Any invoice under the $25 collection threshold – unless customer has valid SSN number, than customer can be coded to DAS for tax offset
- Any invoice due from a current student (specifically related to parking and library charges)
- Any invoice due from a deceased customer
- Any invoice due from a bankrupt customer
    - ***Exclusions require approval for write off**

All payments should be forwarded to:

Cash Operations
233 Glenbrook Road, Unit 4231
Storrs, CT 06269-4231