

Internal Billing Information from Facilities Management

In an effort to improve the requisition and billing process, Facilities Management Services will utilize the new Quali Financial System (KFS) Internal Billing functionality. We will start accepting Quali Internal Billing requisitions on **October 1, 2014**. We will no longer accept paper requisitions after **October 31, 2014**.

The new module will require service requesters to send us an eDoc when a billable service is required. To simplify the approval and billing process, we have created FMS service departments to reflect the required services. Please use one of the following Service Centers and follow the tips below:

568 - FMS One Time Customer Service: 213-740-6833
Debbie Guillen-Aguilar and Elsie Hemphill

569 - FMS Blanket Requisitions: 213-740-2382
Joe Lumunsad

570 - FMS Projects: 323-442-8005 or 213-740-6833
Marian Purcell

571 - FMS Events Support: 213-740-3361
Barbara Sussoev, Calo Tisci, David Dong and Frank Soria

The KFS Internal Billing eDoc requires that an amount be designated. Please use the estimated amount that has been agreed upon. If no estimate has been provided, such as in the case of a one-time service request, enter \$150.00 for the amount. This amount should cover the majority of our one-time service charges.

For many services (with the exception of estimated projects and events), especially repeat services, a blanket requisition is preferred because it will allow multiple billings against the requisition. As we are all learning the new system, an initial blanket requisition from you may be the easiest way to implement the new billing process.

After you submit or request a Service Request and acquire the SR#/PR#, please use the information outlined below to submit an eDoc to one of the four FMS Service Centers.

FMS SERVICE CENTERS

1. **568 FMS Customer Service:** One-Time service and non-estimated events support

- Enter SR#/PR# in eDoc Description field (first mandatory field)
- Enter Object Code "20230" (for "69" accounts, use "44420")
- Submit and set initial amount for \$150
 - If amount is less than \$150, actual amount will be billed & lien will be released.
 - If amount will exceed \$150, FMS will contact customer to request replacement requisition (eDoc) with actual amount.

2. **569 FMS Blanket Requisitions**

- Enter Current FY, School/Department and "Blanket" in Description; i.e., "FY15 CINEMA BLANKET"
- Select Requisition Type Code "Blanket"
- Enter Object Code "20230" (for "69" accounts, use "44420")
- Set Amount

3. 570 FMS Projects

- Enter SR#/PR# in eDoc Description field (first mandatory field)
- Enter Object Code "20230" (for "69" accounts, use "44420")
- Set amount to estimated amount
- Attach estimate memo

4. 571 FMS Events

- Enter SR#/PR# in eDoc Description field (first mandatory field)
- Enter Object Code "20230"
- Set amount to estimated amount
- Attach estimate memo

Visit the [Internal Billing page](#) at Kualii@USC for user support materials and training links. If you have any questions or concerns, you may contact the appropriate Service Center from the numbers listed above in this message.

Please forward this message to anyone on your staff authorized to request services from Facilities Management. Note: the Cognos report which supports the Internal Billing business process will not be available until October 9, 2014.

Regards,

Facilities Management Services