Effective Date: July 1, 2009
Supersedes: Procedure 3.10 dated April 15, 2003
Applies To: Colleges and System Office
Procedure Responsibility: Accounting

Revenue/Invoicing

Sections:

Section 3.10.1 - Invoicing
Section 3.10.2 - Invoicing State Government
Section 3.10.3 - Revenue Sources
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Section 3.10.1 - Invoicing

A. All KCTCS (non-credit student) invoicing should be done through the PeopleSoft Receivable and Billing module, whether billing is to individuals, organizations, or other state agencies not affiliated with the KCTCS. All organizational units <u>are required</u> to use the Receivables and Billing module for all external billings unless written exemption has been obtained from the Director of Accounting.

B. In order for an employee to be able to do billing in PeopleSoft, a BA5 form must be completed and sent to Financial System Administrator at the Systems Office requesting access. The form must be authorized by the college's Chief Business Officer, and signed by the employee as well. The same procedure must be followed to authorize an employee to collect on receivables in PeopleSoft. That person is responsible for collections of receivables, and should have nothing to do with billing. Once again, the collection individual, and the billing individual must not be the same employee. The person handling billing must not receive payments in PeopleSoft. The Collection Specialist can receive cash from sources other than receivables. Collection Specialists must be employees of the Business Office of the Business Unit.

C. For Systems Office staff, the KCTCS Director of Business Services will be the authorizing person for approving who performs billing and collections in Peoplesoft.

D. Any organizational unit within a Business Unit will be authorized to send a KCTCS invoice. All receipts generated from KCTCS Invoices must be forwarded to the college Business Office. An invoice should be sent out by the organizational unit within 5 working days from the day the service was provided.

Section 3.10.2 - Invoicing State Government

Inter-Account Bill (IAB) forms will no longer be used for charging other agencies in State Government. A KCTCS Invoice from the receivable and billing module will be sent to the appropriate agency to remit payment by check.

Section 3.10.3 - Revenue Sources

A. The process of collecting tuition, application fees, vending machine receipts, miscellaneous receipts and all other monies must provide safeguards so that all funds are collected, and properly recorded.

B. Each college must deposit all its receipts directly into the local college depository. Records must be maintained to report accurately each amount received, the date received and from whom. All school records must be easily reconcilable with monthly bank statements and cash receipt forms that are prepared to record the entry into the PeopleSoft. Financial System. Procedures consistent with the guidelines in procedure 3.12 must be followed in collecting, depositing and recording all receipts.

Section 3.10.4 - Income Categories

Following are frequently used income sources. Refer to the KCTCS Chart of Accounts for detailed descriptions of revenue accounts

A. Tuition and Fees Credit - Includes tuition and fees for fall, spring and summer sessions.

B. Tuition and Fees Non Credit - Includes tuition and fees for continuing education classes, customized business and industry training, and conferences and seminars.

C. Mandatory Fees – Includes fees for library, technical, lab, application, applied music, health and reinstatement.

D. Non Mandatory Fees – Includes fees for application, applied music, health, reinstatement, KET, parking, courses, returned check, ID, transcription and partial payments.

E. Food Services – Includes dining, grills, vending, concessions and cafeteria sales.

F. Bookstores - Includes books, educational supplies, and other items sold through college bookstores.

G. Sales and Services – Includes commissions, rental income, fines, and other miscellaneous sales.

End of Procedure