

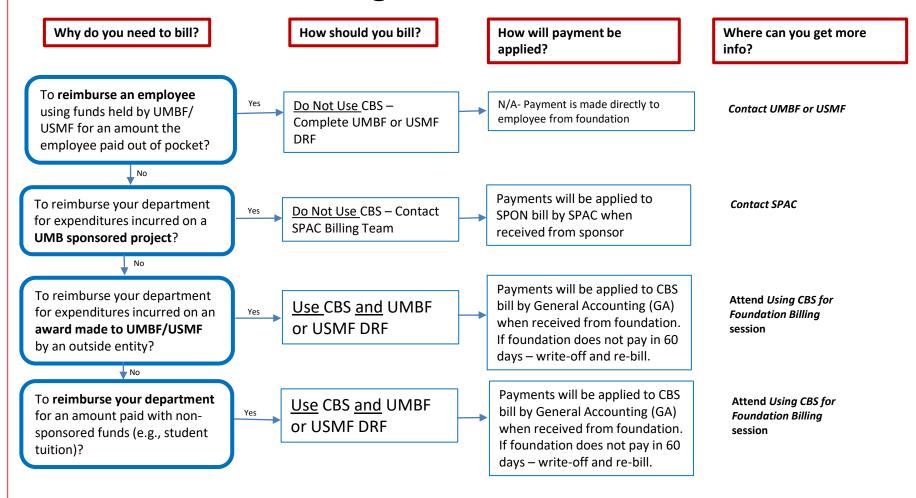
Using CBS for Foundation Billing

Departments who bill the UMB Foundation (UMBF) and USM Foundation (USMF) for expenses incurred that are related to:

- Foundation Awards
- Gifts
- Endowments (e.g., student scholarship) and are currently charging their department non-sponsored accounts, will be required to use the Quantum Financials Customer Billing System (CBS) to be reimbursed from UMBF and USMF.



Billing Decision Tree





Using CBS for Foundation Billing

Departments will provide General Accounting with SOAPF information for new Memo Line to be used for CBS revenue recognition- initially provided on spreadsheet form and on-going provided by <u>CBS Memo Line Request form</u>

Departments will complete the on-line <u>CBS USMF/UMBF Customer Request form</u> to request the Customer billing site and submit to General Accounting to set up in Quantum Financials. The information needed on the Customer Request form is:

- Billing Unit- (Dept., School, Service Center)
- Customer either the UMBF or USMF
- Assigned Collector agent name Department employee monitoring collections
- Collector Unit Name or ORG #

Departments will create the CBS bill in Quantum Financials and submit as backup using the UMBF or USMF DRF form



Using CBS for Foundation Billing

Departments will:

Request the Customer Bill to Site

Request new Memo Line

Create CBS bill as backup attached to Foundation DRF

Request reimbursement using the UMBF & USMF DRF form



General Accounting will:

Set up Customer Bill-To-Site Set up Memo Line for Depts



Dept provides Foundation with:

DRF and CBS bill for foundation reimbursement



General Accounting will:

Apply payments from Foundation to CBS bills (receivable)



Foundation Provides General Accounting with:

Payment issued via ACH

List of CBS bill numbers and amount to apply to each bill