

# Revenue IBT Cheat Sheet

## Purpose

This cheat sheet outlines procedures and key requirements for processing revenue Interagency Billing Transactions (IBTs) for UNL and UNOP.

*We process what you submit – please ensure all information is accurate. Help us help you.*

## What Is (and Isn't) a Revenue IBT

- Revenue IBT: UNL and/or UNOP bills a State agency for services, contracts, registrations, etc.
- Expense IBT: A State agency bills UNL and/or UNOP  
→ Forward these invoices to **P2P**

## Submission Requirements (Before You Upload)

1. Eligible recipients of a revenue IBT
  - a. State of Nebraska agencies only
  - b. For non-State agencies, use other billing methods (check, ACH, etc.).
2. Required accuracy checks
  - a. Confirm UNL department contact information
  - b. Confirm State agency billing name and email address of contact
3. **Nebraska Department of Education** invoices
  - a. Include 'Education' on invoices related to the Department of Education
  - b. This triggers an additional required document prepared by Accounting and sent to the Department of Education
4. Cost objects
  - a. Must be unlocked prior to submission
  - b. If locking is required, include 'Locked' in the file name
  - c. IBT processing team will follow up during processing
5. Invoice number
  - a. Leave field blank
  - b. IBT processing team will add the SAP document number
6. GL account
  - a. Revenue IBT for services, contracts, registrations, etc. provided
    - i. Use External Revenue GLs (4XXXXX)
    - ii. Do NOT use GL 48XXXX
  - b. Revenue IBT for expense reimbursement
    - i. Use Expense GLs (5XXXXX) *only* for direct, dollar-for-dollar reimbursements of a previously incurred expense
    - ii. Use the same GL used for the original expense
    - iii. Do NOT use GL 59XXXX

## Revenue IBT Processing Steps

1. UNL department submits completed Revenue IBT by saving it to the Accounting SharePoint folder titled *UNL Billing IBT (TN Doc)*
2. IBT Processing Team posts TN entry in SAP within 3 business days of submission by UNL department
  - a. SAP document number (9xxxxxxx) is generated and added to the invoice

- b. Entry automatically generated in SAP:
  - i. Debit: Accounts Receivable (145202 – UNL / 145209 – UNOP)
  - ii. Credit: Revenue GL (4XXXXX) or Expense GL (5XXXXX)
    - 1. *NOTE: seeing a credit posted in SAP to the department's cost center for the IBT does not mean payment has been received*
- 3. TN entry automatically interfaces to State system (NIS) on the next business day and is reviewed and approved by Accounting
- 4. IBT Processing Team emails invoices to State agency and provides them with the SAP doc number
- 5. When payment is received by UNL, SAP clears the accounts receivable and records cash:
  - i. Debit: Cash (11XXXX)
  - ii. Credit: Accounts Receivable (145202 – UNL / 145209 – UNOP)
- 6. Follow-up on unpaid IBTs
  - a. Accounting follows up with State agency on unpaid IBTs over two months old
  - b. UNL Departments may also follow up directly if needed

### Tracking and Troubleshooting

- 1. Finding the SAP Document Number
  - a. Run *Actual line-item reports* using SAP transaction codes below:
    - i. Cost Centers: KSB1
    - ii. WBS Elements: C74
  - b. Locate SAP document number (9xxxxxxx) under the TN entry
- 2. Checking Payment Status
  - a. Review monthly “TN Aged Outstanding” report
  - b. In SAP:
    - i. Display TN entry
    - ii. Double-click GL 145XXX
    - iii. A clearing date between *Business Area* and *Assignment* fields indicates payment except:
      - 1. UU correction entries posted by Accounting (clearing date ≠ payment)
      - 2. Reversals (clearing date reflects reversal date, not clearing date)
- 3. Reversals or Deletions
  - a. Contact the IBT Processing Team to reverse a posted IBT or delete an invoice from SharePoint

### Access and Help

- 1. SharePoint access: Contact Accounting at [accounting@unl.edu](mailto:accounting@unl.edu)
- 2. Contact the Revenue IBT Processing Team
  - Akuol Riing – [ariing4@huskers.unl.edu](mailto:ariing4@huskers.unl.edu)
  - Teresa Brede – [tbrede2@unl.edu](mailto:tbrede2@unl.edu)
  - Tam Nguyen** – [tnguyen134@unl.edu](mailto:tnguyen134@unl.edu) **(Main)**
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