



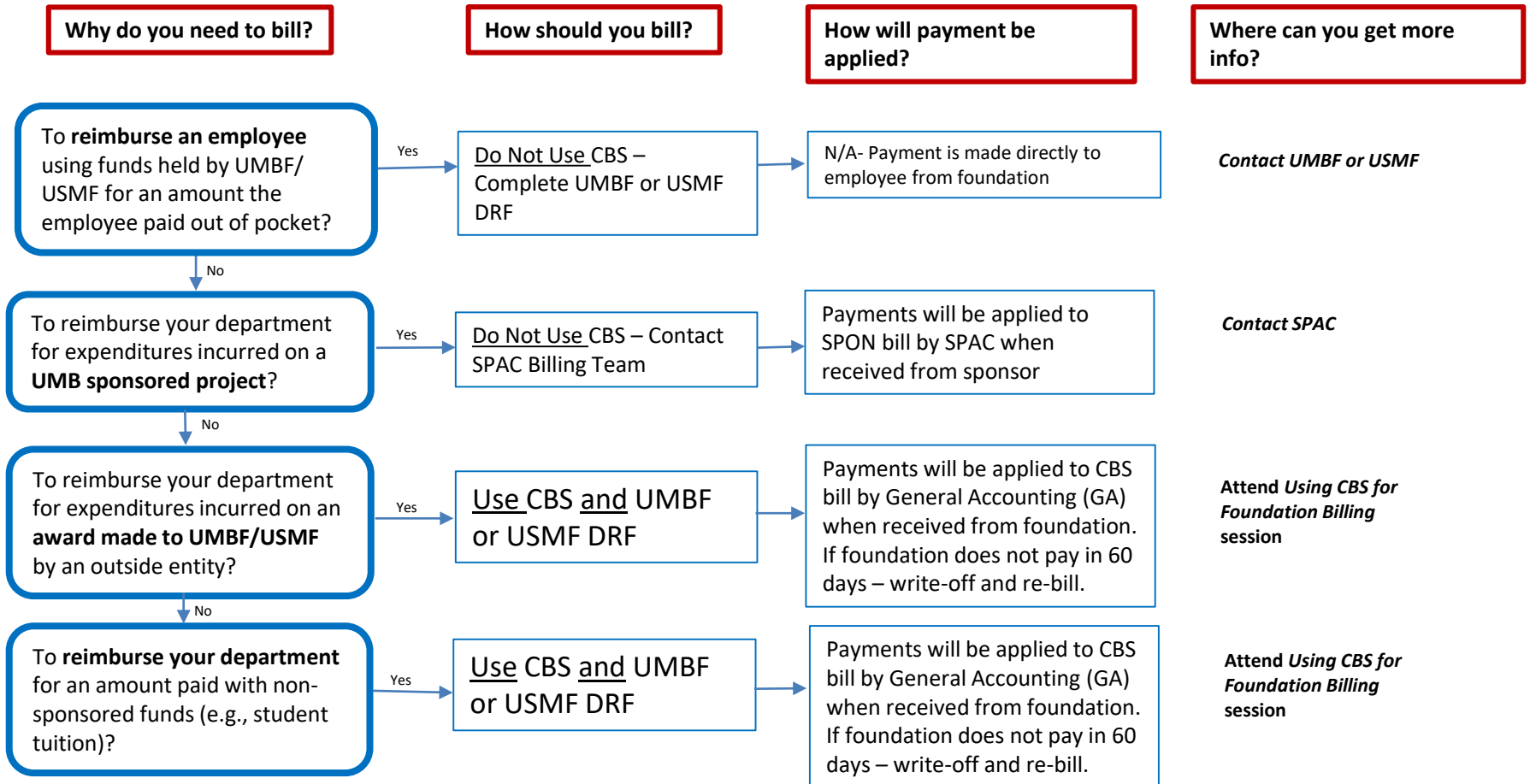
# Using CBS for Foundation Billing

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 [CBS Memo Line Request form](#)

Departments will complete the on-line [CBS USMF/UMBF Customer Request form](#) 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

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