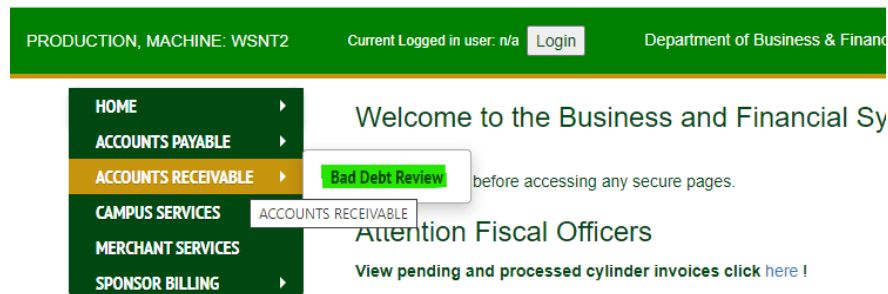


Steps needed to transfer a balance to ARO

1. Assess how often you'll be transferring balances to ARO
2. TWARBUS access
 - a. If you will be transferring files more often, you will need to make sure someone in your department has TWARBUS permissions and the proper training to use it.
 - i. <http://busfin.colostate.edu/Forms/ALR/ARIESTWARBUSSecurityAccess.pdf#zoom=100>
 - b. If there won't be many files, you can send the file information to ARO (bfs_arooperations@Mail.Colostate.edu)
3. Detail Code Request Form
 - a. In order to get the receivables in Banner, you will need a detail code
 - b. http://busfin.colostate.edu/Forms/General_Forms/fmBannerDetailCodeRequestForm.pdf
 - c. Account A should be your account number with the detail code of 1415 (commercial) or 1410 (student).
 - d. Account B should be where this is currently sitting in KFS
4. Enter in TWARBUS batch or send to ARO
 - a. Must have a detail code prior to this step
5. Bad debt is assessed on balances that are transferred to ARO for collection.
 - a. Bad Debt Rates can be found here: <https://wsnet2.colostate.edu/cwis12/bfsapp/default.aspx>
 - b. Click on Accounts Receivable/Bad Debt Review



Kuali Bad Debt Assessment Review Report

Ready..

Kuali Rates for Fiscal Year(s):

Fiscal Year	Banner Account	Rate
2022	Commercial	0.01360
2022	PVM	0.20140
2022	Student	0.00200
2021	Commercial	0.01070
2021	PVM	0.17340
2021	Student	0.00220
2020	Commercial	0.01100
2020	PVM	0.17430
2020	Student	0.00220

Kuali Bad Debt Expense Transaction Dates: To:

Kuali Account Number:

Org Code:

Summary:

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Assessment Amount	Revenue Amount	Org Code	Revenue Account	Revenue Object Code	Revenue Sub Account	Revenue Sub Object
No Summary Data available. Please select transaction date and either Account Number or Organization Code.						

- d. This can also be used to find which transaction caused bad debt
- e. Bad debt is assessed the month after the balance/activity is transferred to ARO so that is when the expense would hit the KFS account identified