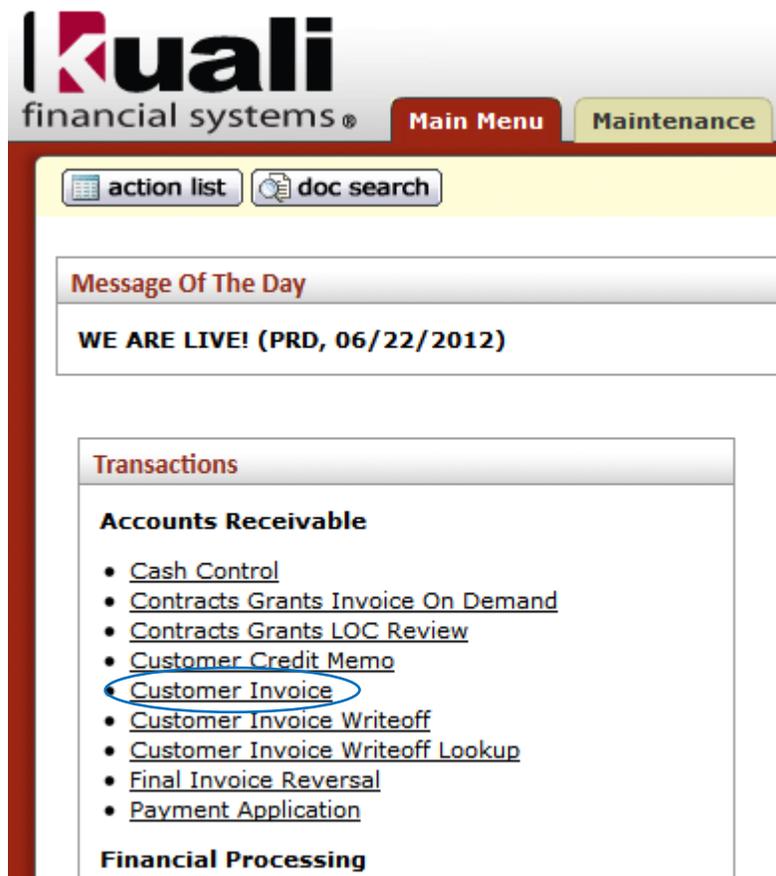




Maintaining Customer Invoices

The Customer Invoice eDoc allows you to prepare, save and submit an invoice to a customer from your organization. The types of invoices that can be prepared are for goods and services rendered, reimbursement of expenditures, dishonored checks and salary overpayments.

Main Menu tab → Transactions → Accounts Receivable → Customer Invoice



Business Rules

- The 'Billing Organization' must be associated with the 'Processing Organization' in the Organization Options Maintenance table
- The customer must be active
- The customer must have at least one active address
- The item quantity must be greater than zero
- The item unit price must be greater than zero
- The invoice due date must be within 31 days of the billing date
- Invoice Recurrence period cannot exceed 1 year
- The object code must be on the list of allowable object codes set up by GALC



Kuali Financial System Process Documentation - Customer Invoice

Legend

- KFS eDoc
 - * = Required
- Process Documentation
 - (Required) = System/Organizational Requirement
 - (Optional) = For departmental use
 - (Not used) = Not being used by UH

eDoc Information Box

Customer Invoice	Doc Nbr: 5972	Status: FINAL
	Initiator: ctaketa	Created: 08:24 AM 11/29/2011
	Invoice Total Amount: 114.00	Open Amount: 114.00

[expand all](#) [collapse all](#)
* required field

- Doc Nbr = eDoc Number and Invoice Number
- Initiator = UH username of person initiating eDoc
- Status = In Process, Saved, Enroute, Final
- Created = Date eDoc was initiated
- Open Amount = Outstanding Invoice Amount

Buttons



1. Click the 'save' button to continue editing in the future
2. Click the 'submit' button to route for approval:
 - Goods & Services and Reimbursement of Expenditures – None
 - Dishonored Checks – Treasury Office
 - Salary Overpayment – Payroll Office
 - Note: If you create a recurring invoice, the invoice will route for approval to the FO responsible for the account(s) and General Accounting (GALC)
3. Click the 'close' button to close the eDoc
4. Click the 'cancel' button to cancel the eDoc

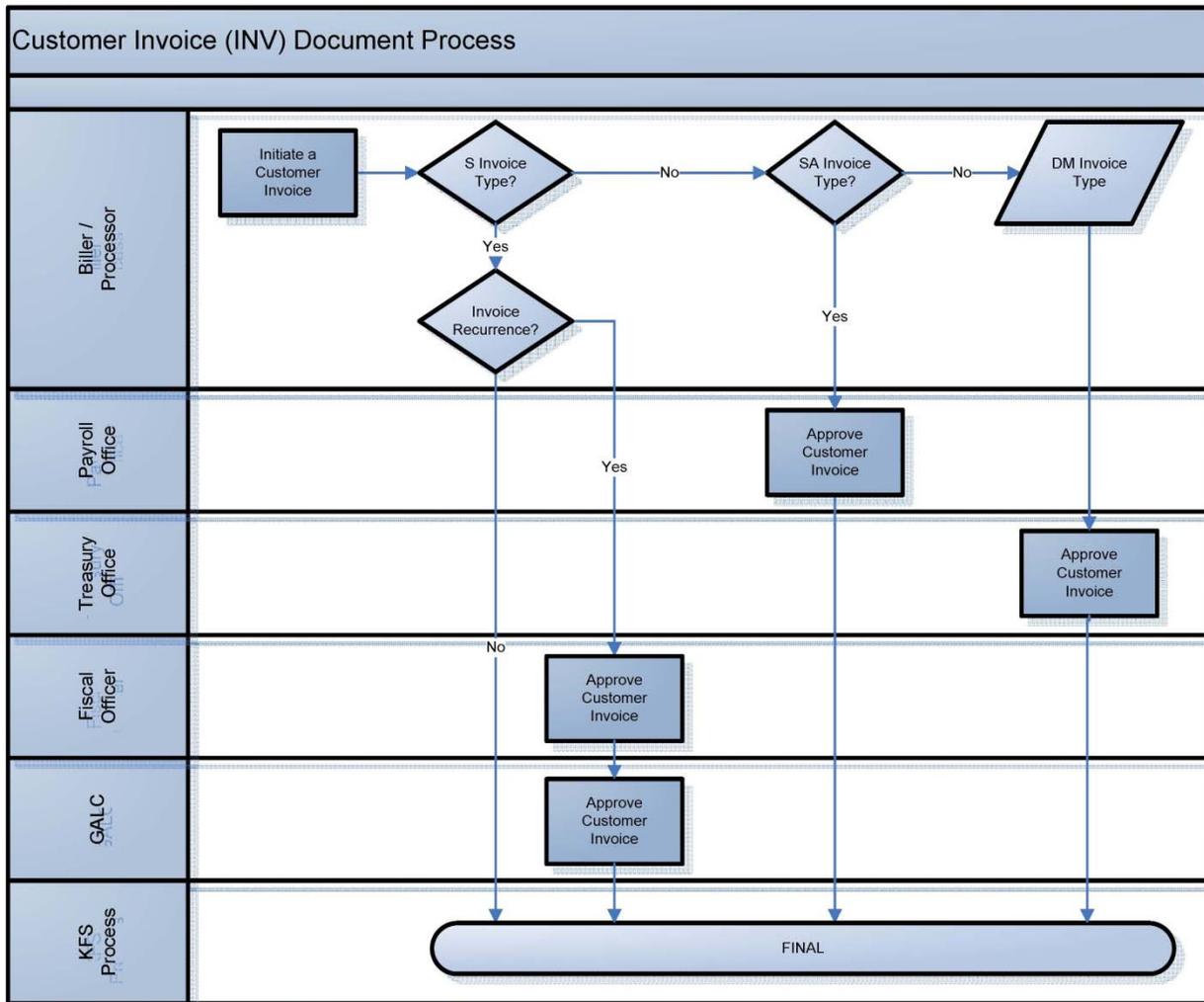
After the Invoice eDoc is in 'Final' status, the following buttons will display:



5. Click the 'generate print file' button to view and print the PDF invoice
6. Click the 'generate bill & notice' button to view a form-fillable Bill and Notice of Dishonored Check and Notification of Salary Overpayment
7. Click the 'correction' button to reverse the receivable amount via a new Customer Invoice eDoc
 - Note: Use the 'copy' button to create the replacement Customer Invoice
8. Click the 'send ad hoc request' to send an FYI or acknowledgement
9. Click the 'close' button to close the eDoc
10. Click the 'copy' button to copy information to a new eDoc



Kuali Financial System Process Documentation - Customer Invoice





Kuali Financial System Process Documentation - Customer Invoice

Document Overview

* required field

Document Overview hide

* Description: <input type="text"/>	Explanation: <input type="text"/>
Organization Document Number: <input type="text"/>	
Financial Document Detail	
	Total Amount: <input type="text"/>

1. (Required) Enter in a Description
 - Start with the 3-digit FO code followed by a short description
2. (Required for DM & SA) Enter in an Explanation
 - Dishonored Checks – Enter the following:
 - Maker of Check
 - Check Number
 - Check Date (format = mm/dd/yy)
 - Check Amount
 - Salary Overpayments – Enter the following:
 - Bargaining Unit
 - Payroll Number
3. (Required for DM & SA) Enter in an Organization Document Number
 - Dishonored Checks – Enter the DMxxxxx assigned by the Treasury Office
 - Salary Overpayment – Enter in the SAxxxxx assigned by the Payroll Office on the Salary Overpayment worksheet
4. The Total Amount will automatically calculate based on the amount entered in the Accounting Lines tab

Organization

Organization hide

Processing Chart Code: SW - Systemwide	* Billing Chart Code: MA - UH-Manoa <input type="text"/>
Processing Organization Code: VPIT	Billing Organization Code: TELE <input type="text"/>
Organization Invoice Number: <input type="text"/>	

5. System Default: Processing Chart Code and Organization Code is pulled from the associated 'Billing Organization' identified in the Organization Options Maintenance table
6. (Required) System Default: Billing Chart Code is pulled from your person profile
 - To change the Billing Chart Code, select from the drop-down menu
7. (Required) System Default: Billing Organization Code is pulled from your person profile
 - To change the Billing Organization Code, edit as applicable or select the magnifying glass to search
8. (Not Used) Organization Invoice Number not being used



Kuali Financial System Process Documentation - Customer Invoice

Recurrence Details

Recurrence Details	
Recurrence Interval Code: <input type="text"/>	Total Number of Recurrences: <input type="text"/>
Recurrence Begin Date: <input type="text"/>	Invoice Initiator: <input type="text"/>
Recurrence End Date: <input type="text"/>	
Active Indicator: <input type="checkbox"/>	

9. (Optional) If you do not want to create a recurring invoice, move to the next tab
(Required) If you want to create a recurring invoice, complete the following fields:
- Select the Recurrence Interval Code from the drop-down menu
 - Options
 - M - Monthly
 - Q - Quarterly
 - Enter in the Recurrence Begin Date (format = mm/dd/yyyy) or select from the calendar
 - Enter in either the Recurrence End Date (format = mm/dd/yyyy) or select from the calendar OR enter in the Total Number of Recurrences
 - If the Recurrence End Date is entered, the system will calculate the Total Number of Recurrences and vice versa
 - Select the Active Indicator check box
 - Enter the Invoice Initiator or select the magnifying glass to search



Kuali Financial System Process Documentation - Customer Invoice

General

Customer Information	
* Customer Number: <input type="text"/>	Customer Name: <input type="text"/>
Customer Purchase Order Number: <input type="text"/>	Customer Purchase Order Date: <input type="text"/>
Detail Information	
Billing Date: 06/11/2012	* Due Date: 07/11/2012
Terms: NET 30 DAYS	Open Invoice Indicator: Yes
Statement Information	
Header Text: <input type="text"/>	Attention Line Text: <input type="text"/>
Print Invoice Indicator: Send to USER Queue	Print Date: <input type="text"/>
Invoice Type and Reason Code	
* Invoice Type: <input type="text"/>	* Reason Code: <input type="text"/>

10. (Required) Enter in the Customer Number or select the magnifying glass to search
11. The Customer Name will be pulled in when the Customer Number is populated
12. (Optional) Enter in the Customer Purchase Order Number
13. (Optional) Enter in the Customer Purchase Order Date (format = mm/dd/yyyy) or select from the calendar
14. System Default: Billing Date is the current date
15. (Required) System Default: Due Date will display 30 days after initiation of invoice
 - To change, enter in the date (format = mm/dd/yyyy) or select from the calendar. Date must be within 31 days of the Billing Date
 - For DM, calculate 15 days from the Billing Date
 - For SA, select next calendar day from the Billing Date
16. (Required for DM) Enter in the Terms
 - To change, edit as applicable
 - For SA, enter 'Due Upon Receipt'
 - Note: This is the Payment Terms Text that is setup in the Organization Options for your Billing Organization
17. System Default: Open Invoice Indicator will default to 'Yes'
18. (Optional) Enter in the Header Text that will display in the top area of the pdf invoice
19. (Optional) Enter in the Attention Line Text that will designate a recipient for the invoice
20. (Required) Default: Print Invoice Indicator will display as 'Send to USER Queue'
 - To change, select the desired option related to printing the invoice from the drop-down menu
 - Options:
 - Send to USER Queue - Allows an AR user the ability to print a invoice directly within the Customer Invoice eDoc
 - Send to BILL Queue - Allows an AR user the ability to print multiple invoices for their Billing Organization (See Process Documentation - Viewing AR Reports in the Customer Invoice section)
 - Send to PROC Queue - Allows an AR user the ability to print multiple invoices for their Processing Organization (See Process Documentation - Viewing AR Reports in the Customer Invoice section)
 - Do Not Print



Kuali Financial System Process Documentation - Customer Invoice

21. (Required) Select an Invoice type from the drop-down menu
 - Options:
 - DM-Dishonored Check
 - S-Goods and Services
 - SA-Salary Overpayment
22. (Required) Select a Reason code from the drop-down menu
 - A valid Reason code that is associated with the Invoice Type must be selected e.g. For 'S-Goods and Services' Invoice Type, Reason Code 'NO-S - Not Applicable' should be selected

Billing/Shipping

Billing/Shipping		hide
Bill To Address		
* Bill To Address Identifier:	<input type="text"/> <input type="button" value="refresh"/>	City:
Address Type:		State:
Address Name:		Postal Code:
Address 1:		International Province:
Address 2:		International Postal Code:
Email Address:		Country:
Ship To Address		
Ship To Address Identifier:	<input type="text"/> <input type="button" value="refresh"/>	City:
Address Type:		State:
Address Name:		Postal Code:
Address 1:		International Province:
Address 2:		International Postal Code:
Email Address:		Country:

23. (Required) System Default: The Bill to Address Identifier will pull the Primary address from the Customer when the Customer Number is populated
 - To change the address, enter in the Bill To Address Identifier or select the magnifying glass to search
24. (Optional) Enter in the Ship To Address Identifier or select the magnifying glass to search
 - If the Ship To Address is the same as the Bill To Address, type the same Bill To Address Identifier in the Ship To Address Identifier and click the 'refresh' button



Kuali Financial System Process Documentation - Customer Invoice

Accounting Lines

Accounting Lines								hide detail
Source								import lines
* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
MA UH-Manoa	2263232 TELEPHONE - LG. DIST. - ADMIN.		0750 SALES, SERVICES, EXTERNAL CUSTOMERS				0.00	
add:	Invoice Item Code	* Invoice Item Quantity	Invoice Item Description	Invoice Item Service Date	Invoice Item Unit Of Measure Code	* Invoice Item Unit Price		
		1			EA			

❖ Note: If the Organization Accounting Default is setup for the Billing Organization, these attributes will display within this tab

25. (Required) Select the Chart
26. (Required) Enter in the Account Number or select the magnifying glass to search
27. (Optional) Enter in the Sub-Account or select the magnifying glass to search
28. (Required) Enter in the Object or select the magnifying glass to search
29. (Optional) Enter in the Sub-Object or select the magnifying glass to search
30. (Optional) Enter in the Project or select the magnifying glass to search
31. (Optional) Enter in the Org Ref Id
32. (Optional) Enter in the Invoice Item Code or select the magnifying glass to search
 - If this field is populated, all related attributes will be populated (See Process Documentation - Maintaining AR Organizations in the Customer Invoice Item Code Maintenance section for further explanation)
33. (Required) System Default: Invoice Item Quantity will display as 1
 - To change, enter in the desired quantity
34. (Required for DM & SA) Enter in the Invoice Item Service Date
 - Salary Overpayment - Enter in the pay period end date of the overpayment
 - Dishonored Check - Enter in the check date
35. (Required) System Default: Invoice Item Unit of Measure Code will display as EA
 - To change, enter in the Unit of Measure or select from the magnifying glass
36. (Required) Enter the Invoice Item Unit Price(Required) Click the 'add' button

➤ After an accounting line has been added, the following button will display to the right:



37. (Optional) Click the 'recalculate' button if the Invoice Item Quantity or Invoice Item Unit Price has been changed
38. (Optional) Click the 'delete' button to delete the accounting line
39. (Optional) Click the 'bal inquiry' to lookup a report from the Balance Inquiry Report Menu
40. (Optional) Click the 'discount' button to create another accounting line to reflect the discount
 - (Required with Discount) Change the Object to the same one used on the accounting line that created the discount
 - Change other fields as applicable



Kuali Financial System Process Documentation - Customer Invoice

Customer Invoice ?	Backdoor Id heidy is in use	Doc Nbr: 12338	Status: ENROUTE
		Initiator: heidy	Created: 12:49 PM 06/24/2012
		Invoice Total Amount: 125.00	Open Amount: 125.00

Document was successfully submitted.

[expand all](#) [collapse all](#)

* required field

Document Overview [hide](#)

* Description: 066 - Create DM for John Doe		Explanation: John Doe 1234 05/31/12 500.00
Organization Document Number: DM01001		

Financial Document Detail

Total Amount: 125.00

Organization [hide](#)

Processing Chart Code: SW - Systemwide	* Billing Chart Code: MA - UH-Manoa
Processing Organization Code: VPIT	Billing Organization Code: TELE
Organization Invoice Number:	

Recurrence Details [hide](#)

Recurrence Interval Code:	Total Number of Recurrences:
Recurrence Begin Date:	
Recurrence End Date:	Invoice Initiator: -
Active Indicator: No	

General [hide](#)

Customer Information	
* Customer Number: 2545	Customer Name: DOE, JOHN
Customer Purchase Order Number:	Customer Purchase Order Date:
Detail Information	
Billing Date: 06/24/2012	* Due Date: 07/09/2012
Terms:	Open Invoice Indicator: Yes
Statement Information	
Header Text: HEADER TEXT APPEARS HERE	Attention Line Text: ATTENTION LINE TEXT APPEARS HERE
Print Invoice Indicator: Send to USER Queue	Print Date:
Invoice Type and Reason Code	
* Invoice Type: DM	* Reason Code: AC

Billing/Shipping [hide](#)

Bill To Address	
* Bill To Address Identifier: 2009	City: HONOLULU
Address Type: Primary	State: HAWAII
Address Name: DOE, JOHN	Postal Code: 96825
Address 1: 156 ALOHA AVENUE	International Province:
Address 2:	International Postal Code:
Email Address:	Country: UNITED STATES
Ship To Address	
Ship To Address Identifier: 2009	City: HONOLULU
Address Type: Primary	State: HAWAII
Address Name: DOE, JOHN	Postal Code: 96825
Address 1: 156 ALOHA AVENUE	International Province:
Address 2:	International Postal Code:
Email Address:	Country: UNITED STATES

Accounting Lines [hide](#)

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	SW Systemwide	9992578 INFO TECH SVCS		0649 FEES, OTHER				25.00	
	Invoice Item Code	* Invoice Item Quantity	Invoice Item Description	Invoice Item Service Date	Invoice Item Unit Of Measure Code	* Invoice Item Unit Price			
		1	RETURNED CHECK FEE	05/31/2012	SC	25			
2	SW Systemwide	2224832 UH INTERACTIVE TV SERVICE		0750 SALES, SERVICES, EXTERNAL CUSTOMERS				100.00	
	Invoice Item Code	* Invoice Item Quantity	Invoice Item Description	Invoice Item Service Date	Invoice Item Unit Of Measure Code	* Invoice Item Unit Price			
		1	EVENT VIDEOTAPING	05/31/2012	EA	100			
								Total: 125.00	



Kuali Financial System Process Documentation - Customer Invoice

General Ledger Pending Entries ▼ hide

Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2012	SW	9992578	-----	8361	---	-----	INV	AC	AS	25.00	D
2	2012	SW	9992578	-----	0649	---	-----	INV	AC	IN	25.00	C
3	2012	SW	2224832	-----	8361	---	-----	INV	AC	AS	100.00	D
4	2012	SW	2224832	-----	0750	---	-----	INV	AC	IN	100.00	C

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▼ hide

Route Log refresh

Backdoor Id heidy is in use

ID: 12338 ▼ hide

Title	Customer Invoice - 066 - Create DM for John Doe		
Type	Customer Invoice	Created	12:49 PM 06/24/2012
Initiator	Uno, Heidy-ann	Last Modified	12:52 PM 06/24/2012
Route Status	ENROUTE	Last Approved	
Node(s)	InvoiceTypeReview	Finalized	

Actions Taken ▼ hide

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	Uno, Heidy-ann		12:52 PM 06/24/2012	

Pending Action Requests ▼ hide

Action	Requested Of	Time/Date	Annotation
▶ show IN ACTION LIST APPROVE	UH Treasury Office	12:52 PM 06/24/2012	KFS-AR InvoiceTypeReview DM

Future Action Requests ▼ hide

Action	Requested Of	Time/Date	Annotation

Log Action Message ▼ hide

Action Message log

send ad hoc request reload close copy



Kuali Financial System Process Documentation - Customer Invoice

INVOICE
UNIVERSITY OF HAWAII
Honolulu, HI 96822
FED ID #996000354

Page 1 of 1
Date: 06/24/2012

CUSTOMER NUMBER: 2545
ATTN: ATTENTION LINE TEXT APPEARS HERE
SHIP TO: DOE, JOHN
156 ALOHA AVENUE
HONOLULU, HI 96825

INVOICE: 12338
BILLED BY (DO NOT REMIT TO):
TELECOMMUNICATION
PHONE: (808) 956-0000
FAX:
PREPARED BY: Heidy-ann Uno
AGREEMENT/DOC#: DM01001
AGREEMENT/DOC DATE: 06/24/2012

HEADER TEXT APPEARS HERE

QTY	UNIT	DESCRIPTION	ITEM CODE	UNIT PRICE	AMOUNT
1	SC	RETURNED CHECK FEE		25.00	25.00
1	EA	EVENT VIDEOTAPING		100.00	100.00

(additional invoice lines may be printed on the following pages)

MESSAGE TEXT PRINTS HERE

PAY THIS AMOUNT: 125.00

Detach & Return Lower Portion with Payment

PLEASE MAKE CHECKS PAYABLE IN U.S. CURRENCY TO: University of Hawaii

INVOICE DATE: 06/24/2012
INVOICE: 12338
CUSTOMER NBR: 2545
SW9992578

DUE DATE:	07/09/2012
AMOUNT DUE:	125.00

ATTN: ATTENTION LINE TEXT APPEARS HERE
DOE, JOHN
156 ALOHA AVENUE
HONOLULU, HI 96825

REMIT TO: UNIVERSITY OF HAWAII
INFORMATION TECHNOLOGY SVCS
2425 CAMPUS ROAD, SINCLAIR 10
HONOLULU, HI 96822
00000012500 00000012338 000002545 0



Kuali Financial System Process Documentation - Customer Invoice

Customer Invoice ?	Backdoor Id heidy is in use	Doc Nbr: 12346	Status: ENROUTE
		Initiator: heidy	Created: 02:43 PM 06/24/2012
		Invoice Total Amount: 1,000.00	Open Amount: 1,000.00

Document was successfully submitted.

[expand all](#) [collapse all](#)

* required field

Document Overview ▼ hide

Document Overview	
* Description: 066 - Create S for W.K. Keck Observatory	Explanation:
Organization Document Number:	
Financial Document Detail	
Total Amount: 1,000.00	

Organization ▼ hide

Organization	
Processing Chart Code: SW - Systemwide	* Billing Chart Code: MA - UH-Manoa
Processing Organization Code: VPIT	Billing Organization Code: TELE
Organization Invoice Number:	

Recurrence Details ▼ hide

Recurrence Details	
Recurrence Interval Code:	Total Number of Recurrences:
Recurrence Begin Date:	Invoice Initiator: -
Recurrence End Date:	
Active Indicator: No	

General ▼ hide

Customer Information	
* Customer Number: 2549	Customer Name: W.M. KECK OBSERVATORY
Customer Purchase Order Number:	Customer Purchase Order Date:
Detail Information	
Billing Date: 06/24/2012	* Due Date: 07/24/2012
Terms: NET 30 DAYS	Open Invoice Indicator: Yes
Statement Information	
Header Text: HEADER TEXT APPEARS HERE	Attention Line Text: ATTENTION LINE TEXT APPEARS TEXT
Print Invoice Indicator: Send to USER Queue	Print Date:
Invoice Type and Reason Code	
* Invoice Type: S	* Reason Code: NO

Billing/Shipping ▼ hide

Bill To Address	
* Bill To Address Identifier: 2013	City: KAMUELA
Address Type: Primary	State: HAWAII
Address Name: W.M. KECK OBSERVATORY	Postal Code: 96720
Address 1: 65-1120 MAMALAOHA HIGHWAY	International Province:
Address 2:	International Postal Code:
Email Address:	Country: UNITED STATES
Ship To Address	
Ship To Address Identifier: 2013	City: KAMUELA
Address Type: Primary	State: HAWAII
Address Name: W.M. KECK OBSERVATORY	Postal Code: 96720
Address 1: 65-1120 MAMALAOHA HIGHWAY	International Province:
Address 2:	International Postal Code:
Email Address:	Country: UNITED STATES

Accounting Lines ▼ hide

Accounting Lines ? hide detail								
Source								
* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
SW Systemwide	2249542 INTERNET SUPPORT PROVIDER (ISP)		0750 SALES, SERVICES, EXTERNAL CUSTOMERS				1,000.00	
Invoice Item Code	* Invoice Item Quantity	Invoice Item Description	Invoice Item Service Date	Invoice Item Unit Of Measure Code	* Invoice Item Unit Price			
1	1	INTERNET ACCESS FOR PERIOD MAY 1 - 31, 2012		EA	1,000			
							Total: 1,000.00	



Kuali Financial System Process Documentation - Customer Invoice

General Ledger Pending Entries ▼ hide

Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2012	SW	2249542	----	8361	---	-----	INV	AC	AS	1,000.00	D
2	2012	SW	2249542	----	0750	---	-----	INV	AC	IN	1,000.00	C

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▼ hide

Route Log refresh

Backdoor Id heidy is in use

ID: 12346 ▼ hide

Title		Customer Invoice - 066 - Create S for W.K. Keck Observatory	
Type	Customer Invoice	Created	02:43 PM 06/24/2012
Initiator	Uno, Heidy-ann	Last Modified	02:46 PM 06/24/2012
Route Status	FINAL	Last Approved	02:46 PM 06/24/2012
Node(s)	InvoiceTypeReview	Finalized	02:46 PM 06/24/2012

Actions Taken ▼ hide

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	Uno, Heidy-ann		02:46 PM 06/24/2012	

Future Action Requests ▼ hide

Action	Requested Of	Time/Date	Annotation

Log Action Message ▼ hide

Action Message log

send ad hoc request reload close copy



Kuali Financial System Process Documentation - Customer Invoice

INVOICE
UNIVERSITY OF HAWAII
Honolulu, HI 96822
FED ID #996000354

Page 1 of 1
Date: 06/24/2012

CUSTOMER NUMBER: 2549
ATTN: ATTENTION LINE TEXT APPEARS TEXT
SHIP TO: W.M. KECK OBSERVATORY
65-1120 MAMALAHOA HIGHWAY

KAMUELA, HI 96720

INVOICE: 12346

BILLED BY (DO NOT REMIT TO):
TELECOMMUNICATION
PHONE: (808) 956-0000
FAX:
PREPARED BY: Heidy-ann Uno

AGREEMENT/DOC#:
AGREEMENT/DOC DATE: 06/24/2012

HEADER TEXT APPEARS HERE

QTY	UNIT	DESCRIPTION	ITEM CODE	UNIT PRICE	AMOUNT
1	EA	INTERNET ACCESS FOR PERIOD MAY 1 - 31, 2012		1,000.00	1,000.00

(additional invoice lines may be printed on the following pages)

NET 30 DAYS

MESSAGE TEXT PRINTS HERE

PAY THIS AMOUNT: 1,000.00

Detach & Return Lower Portion with Payment

PLEASE MAKE CHECKS PAYABLE IN U.S. CURRENCY TO: University of Hawaii

INVOICE DATE: 06/24/2012

INVOICE: 12346

CUSTOMER NBR: 2549

SW2249542

DUE DATE:	07/24/2012
AMOUNT DUE:	1,000.00

ATTN: ATTENTION LINE TEXT APPEARS TEXT
W.M. KECK OBSERVATORY
65-1120 MAMALAHOA HIGHWAY
KAMUELA, HI 96720

REMIT TO: UNIVERSITY OF HAWAII
INFORMATION TECHNOLOGY SVCS
2425 CAMPUS ROAD, SINCLAIR 10
HONOLULU, HI 96822
00000100000 00000012346 000002549 0



Kuali Financial System Process Documentation - Customer Invoice

Customer Invoice ?	Backdoor Id heidy is in use	Doc Nbr: 12341	Status: ENROUTE
		Initiator: heidy	Created: 01:15 PM 06/24/2012
		Invoice Total Amount: 5,500.00	Open Amount: 5,500.00

Document was successfully submitted.

[expand all](#) [collapse all](#)

* required field

Document Overview ▼ hide

Document Overview		* Description: 066 - Create SA for John Doe	Explanation: 08 F69
Financial Document Detail		Organization Document Number: SA02500	Total Amount: 5,500.00

Organization ▼ hide

Processing Chart Code: SW - Systemwide	* Billing Chart Code: MA - UH-Manoa
Processing Organization Code: VPIT	Billing Organization Code: TELE
Organization Invoice Number:	

Recurrence Details ▼ hide

Recurrence Interval Code:	Total Number of Recurrences:
Recurrence Begin Date:	Invoice Initiator: -
Recurrence End Date:	
Active Indicator: No	

General ▼ hide

Customer Information	
* Customer Number: 2545	Customer Name: DOE, JOHN
Customer Purchase Order Number:	Customer Purchase Order Date:
Detail Information	
Billing Date: 06/24/2012	* Due Date: 06/25/2012
Terms: NET 30 DAYS	Open Invoice Indicator: Yes
Statement Information	
Header Text: HEADER TEXT APPEARS HERE	Attention Line Text: ATTENTION LINE TEXT APPEARS HERE
Print Invoice Indicator: Send to USER Queue	Print Date:
Invoice Type and Reason Code	
* Invoice Type: SA	* Reason Code: Z2

Billing/Shipping ▼ hide

Bill To Address	
* Bill To Address Identifier: 2009	City: HONOLULU
Address Type: Primary	State: HAWAII
Address Name: DOE, JOHN	Postal Code: 96825
Address 1: 156 ALOHA AVENUE	International Province:
Address 2:	International Postal Code:
Email Address:	Country: UNITED STATES
Ship To Address	
Ship To Address Identifier:	City:
Address Type:	State:
Address Name:	Postal Code:
Address 1:	International Province:
Address 2:	International Postal Code:
Email Address:	Country:

Accounting Lines ▼ hide

Accounting Lines ?								hide detail
Source								
* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
SW Systemwide	9095066 P/R OVERPYMT-INFO TECHNOLOGY SVCS		9231 DEPOSITS PAYABLE, P/R OVERPYMTS				5,500.00	
Invoice Item Code	* Invoice Item Quantity	Invoice Item Description	Invoice Item Service Date	Invoice Item Unit Of Measure Code	* Invoice Item Unit Price			
1	1	SALARY OVERPAYMENT - NET APY	06/15/2012	EA	5,500			
Total: 5,500.00								



Kuali Financial System Process Documentation - Customer Invoice

General Ledger Pending Entries ▼ hide

Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2012	SW	9095066	-----	8361	---	-----	INV	AC	AS	5,500.00	D
2	2012	SW	9095066	-----	9231	---	-----	INV	AC	LI	5,500.00	C

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▼ hide

Route Log Backdoor Id heidy is in use refresh

ID: 12341 ▼ hide

Title	Customer Invoice - 066 - Create SA for John Doe		
Type	Customer Invoice	Created	01:15 PM 06/24/2012
Initiator	Uno, Heidy-ann.	Last Modified	01:19 PM 06/24/2012
Route Status	ENROUTE	Last Approved	
Node(s)	InvoiceTypeReview	Finalized	

Actions Taken ▼ hide

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	Uno, Heidy-ann.		01:19 PM 06/24/2012	

Pending Action Requests ▼ hide

Action	Requested Of	Time/Date	Annotation
▶ show IN ACTION LIST APPROVE	UH Payroll Office	01:19 PM 06/24/2012	KFS-AR InvoiceTypeReview SA

Future Action Requests ▼ hide

Action	Requested Of	Time/Date	Annotation

Log Action Message ▼ hide

Action Message log

send ad hoc request reload close copy

Process Document - Customer Invoice

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8/10/2012



Kuali Financial System Process Documentation - Customer Invoice

INVOICE
UNIVERSITY OF HAWAII
Honolulu, HI 96822
FED ID #996000354

Page 1 of 1
Date: 06/24/2012

CUSTOMER NUMBER: 2545
ATTN: ATTENTION LINE TEXT APPEARS HERE
SHIP TO:

INVOICE: 12341
BILLED BY (DO NOT REMIT TO):
TELECOMMUNICATION
PHONE: (808) 956-0000
FAX:
PREPARED BY: Heidy-ann Uno
AGREEMENT/DOC#: SA02500
AGREEMENT/DOC DATE: 06/24/2012

HEADER TEXT APPEARS HERE

QTY	UNIT	DESCRIPTION	ITEM CODE	UNIT PRICE	AMOUNT
1	EA	SALARY OVERPAYMENT - NET APY		5,500.00	5,500.00

(additional invoice lines may be printed on the following pages)

NET 30 DAYS

MESSAGE TEXT PRINTS HERE
PAY THIS AMOUNT: 5,500.00

Detach & Return Lower Portion with Payment

PLEASE MAKE CHECKS PAYABLE IN U.S. CURRENCY TO: University of Hawaii

INVOICE DATE: 06/24/2012
INVOICE: 12341
CUSTOMER NBR: 2545
SW9095066

DUE DATE:	06/25/2012
AMOUNT DUE:	5,500.00

ATTN: ATTENTION LINE TEXT APPEARS HERE
DOE, JOHN
156 ALOHA AVENUE
HONOLULU, HI 96825

REMIT TO: UNIVERSITY OF HAWAII
INFORMATION TECHNOLOGY SVCS
2425 CAMPUS ROAD, SINCLAIR 10
HONOLULU, HI 96822
000000550000 00000012341 000002545 0