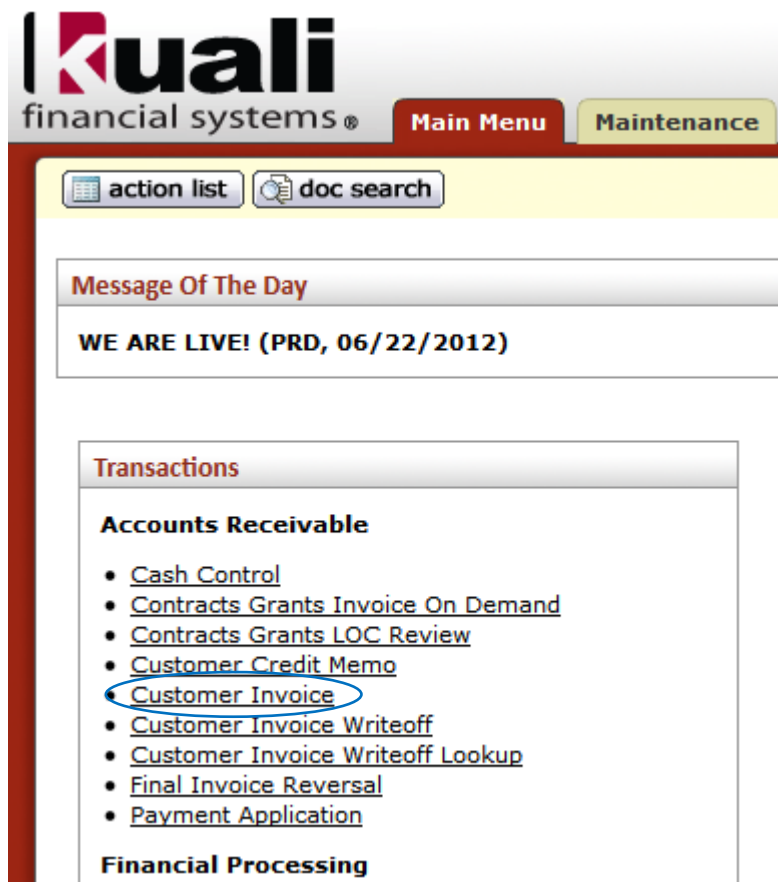




# Maintaining Customer Invoices

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
<a href="#">expand all</a> <a href="#">collapse all</a>				
* 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

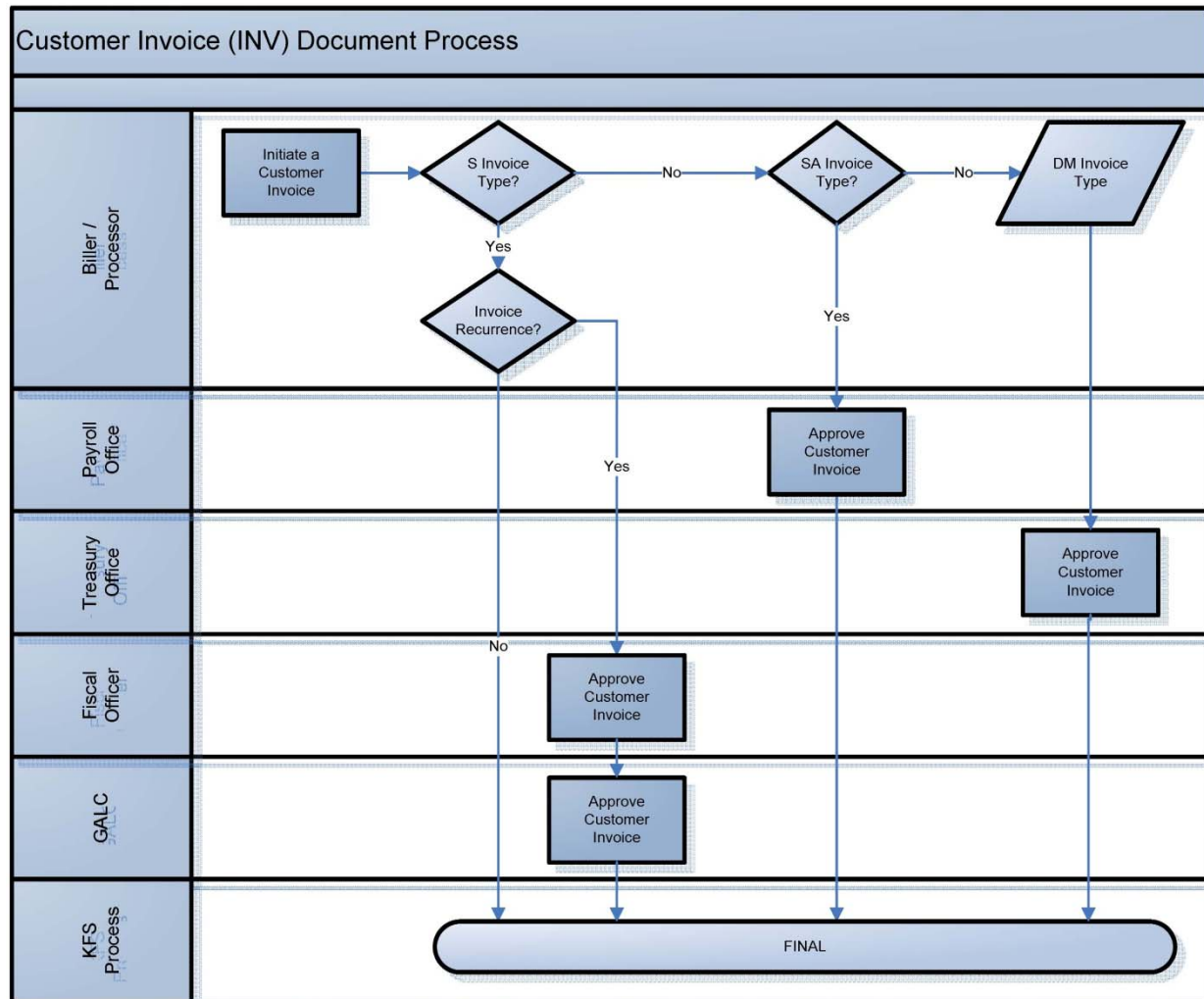
After the Invoice eDoc is in 'Final' status, the following buttons will display:



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

Document Overview hide \* required field

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

<b>Organization</b>	
<b>Processing Chart Code:</b> SW - Systemwide	<b>* Billing Chart Code:</b> MA - UH-Manoa <span>▼</span>
<b>Processing Organization Code:</b> VPIT	<b>Billing Organization Code:</b> TELE <span>🔍</span>
<b>Organization Invoice Number:</b> <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"/>	
Recurrence End Date: <input type="text"/>	Invoice Initiator: <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

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

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	
<b>Bill To Address</b>	
* Bill To Address Identifier:	City:
Address Type:	State:
Address Name:	Postal Code:
Address 1:	International Province:
Address 2:	International Postal Code:
Email Address:	Country:
<b>Ship To Address</b>	
Ship To Address Identifier:	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



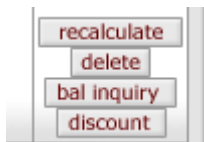
## Kuali Financial System Process Documentation - Customer Invoice

### Accounting Lines

❖ 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		<a href="#">hide</a>							
<b>Document Overview</b>									
* Description:		066 - Create DM for John Doe							
Organization Document Number:		DM01001							
Explanation:		John Doe 1234 05/31/12 500.00							
<b>Financial Document Detail</b>									
		Total Amount: 125.00							
Organization		<a href="#">hide</a>							
<b>Organization</b>									
Processing Chart Code:		SW - Systemwide							
Processing Organization Code:		VPIT							
Organization Invoice Number:									
* Billing Chart Code:		MA - UH-Manoa							
Billing Organization Code:		TELE							
<b>Recurrence Details</b>									
Recurrence Interval Code:		Total Number of Recurrences:							
Recurrence Begin Date:		Invoice Initiator: -							
Recurrence End Date:									
Active Indicator:		No							
General		<a href="#">hide</a>							
<b>Customer Information</b>									
* Customer Number:		2545							
Customer Name:		DOE, JOHN							
Customer Purchase Order Number:		Customer Purchase Order Date:							
<b>Detail Information</b>									
Billing Date:		06/24/2012							
* Due Date:		07/09/2012							
Terms:		Open Invoice Indicator: Yes							
<b>Statement Information</b>									
Header Text:		HEADER TEXT APPEARS HERE							
Attention Line Text:		ATTENTION LINE TEXT APPEARS HERE							
Print Invoice Indicator:		Send to USER Queue							
Print Date:									
<b>Invoice Type and Reason Code</b>									
* Invoice Type:		DM							
* Reason Code:		AC							
Billing/Shipping		<a href="#">hide</a>							
<b>Bill To Address</b>									
* 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							
<b>Ship To Address</b>									
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		<a href="#">hide</a>							
<b>Accounting Lines ?</b>									
<a href="#">hide detail</a>									
<b>Source</b>									
	* 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			
								<b>Total: 125.00</b>	



## Kuali Financial System Process Documentation - Customer Invoice

General Ledger Pending Entries

hide

General Ledger Pending Entries

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

Backdoor Id heidy is in use

refresh

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

<div>show</div>	Action	Requested Of	Time/Date	Annotation
	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

INVOICE: 12338

CUSTOMER NUMBER: 2545  
ATTN: ATTENTION LINE TEXT APPEARS HERE

SHIP TO: DOE, JOHN  
156 ALOHA AVENUE  
HONOLULU, HI 96825

BILLED BY (DO NOT REMIT TO):  
TELECOMMUNICATION  
PHONE: (808) 956-0000  
FAX:  
PREPARED BY: Heidi-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  
000000012500 00000012338 000002545 0



## Kuali Financial System Process Documentation - Customer Invoice

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

■ Document was successfully submitted.

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

\* required field

<b>Document Overview</b> <a href="#">hide</a>								
<b>Document Overview</b>								
<b>* Description:</b> 066 - Create S for W.K. Keck Observatory	<b>Explanation:</b>							
<b>Organization Document Number:</b>								
<b>Financial Document Detail</b>								
<b>Total Amount:</b> 1,000.00								
<b>Organization</b> <a href="#">hide</a>								
<b>Organization</b>								
<b>Processing Chart Code:</b> SW - Systemwide	<b>* Billing Chart Code:</b> MA - UH-Manoa							
<b>Processing Organization Code:</b> VPIT	<b>Billing Organization Code:</b> TELE							
<b>Organization Invoice Number:</b>								
<b>Recurrence Details</b> <a href="#">hide</a>								
<b>Recurrence Details</b>								
<b>Recurrence Interval Code:</b>	<b>Total Number of Recurrences:</b>							
<b>Recurrence Begin Date:</b>	<b>Invoice Initiator:</b> -							
<b>Recurrence End Date:</b>								
<b>Active Indicator:</b> No								
<b>General</b> <a href="#">hide</a>								
<b>Customer Information</b>								
<b>* Customer Number:</b> 2549	<b>Customer Name:</b> W.M. KECK OBSERVATORY							
<b>Customer Purchase Order Number:</b>	<b>Customer Purchase Order Date:</b>							
<b>Detail Information</b>								
<b>Billing Date:</b> 06/24/2012	<b>* Due Date:</b> 07/24/2012							
<b>Terms:</b> NET 30 DAYS	<b>Open Invoice Indicator:</b> Yes							
<b>Statement Information</b>								
<b>Header Text:</b> HEADER TEXT APPEARS HERE	<b>Attention Line Text:</b> ATTENTION LINE TEXT APPEARS TEXT							
<b>Print Invoice Indicator:</b> Send to USER Queue	<b>Print Date:</b>							
<b>Invoice Type and Reason Code</b>								
<b>* Invoice Type:</b> S	<b>* Reason Code:</b> NO							
<b>Billing/Shipping</b> <a href="#">hide</a>								
<b>Bill To Address</b>								
<b>* Bill To Address Identifier:</b> 2013	<b>City:</b> KAMUELA							
<b>Address Type:</b> Primary	<b>State:</b> HAWAII							
<b>Address Name:</b> W.M. KECK OBSERVATORY	<b>Postal Code:</b> 96720							
<b>Address 1:</b> 65-1120 MAMALAHOA HIGHWAY	<b>International Province:</b>							
<b>Address 2:</b>	<b>International Postal Code:</b>							
<b>Email Address:</b>	<b>Country:</b> UNITED STATES							
<b>Ship To Address</b>								
<b>Ship To Address Identifier:</b> 2013	<b>City:</b> KAMUELA							
<b>Address Type:</b> Primary	<b>State:</b> HAWAII							
<b>Address Name:</b> W.M. KECK OBSERVATORY	<b>Postal Code:</b> 96720							
<b>Address 1:</b> 65-1120 MAMALAHOA HIGHWAY	<b>International Province:</b>							
<b>Address 2:</b>	<b>International Postal Code:</b>							
<b>Email Address:</b>	<b>Country:</b> UNITED STATES							
<b>Accounting Lines</b> <a href="#">hide</a>								
<b>Accounting Lines</b> ? <a href="#">hide detail</a>								
<b>Source</b>								
<b>* Chart</b>	<b>* Account Number</b>	<b>Sub-Account</b>	<b>* Object</b>	<b>Sub-Object</b>	<b>Project</b>	<b>Org Ref Id</b>	<b>* Amount</b>	<b>Actions</b>
SW	2249542		0750				1,000.00	
Systemwide	INTERNET SUPPORT PROVIDER (ISP)		SALES, SERVICES, EXTERNAL CUSTOMERS					
<b>Invoice Item Code</b>	<b>* Invoice Item Quantity</b>	<b>Invoice Item Description</b>	<b>Invoice Item Service Date</b>	<b>Invoice Item Unit Of Measure Code</b>	<b>* Invoice Item Unit Price</b>			
1	1	INTERNET ACCESS FOR PERIOD MAY 1 - 31, 2012		EA	1,000			
							<b>Total: 1,000.00</b>	



## 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

Backdoor Id heidy is in use

refresh

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

Page 1 of 1  
Date: 06/24/2012

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

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  
000000100000 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

Organization Document Number: SA02500

Explanation: 08 F69

Financial Document Detail

Total Amount: 5,500.00

Organization

hide

Organization

Processing Chart Code: SW - Systemwide

Processing Organization Code: VPIT

Organization Invoice Number:

\* Billing Chart Code: MA - UH-Manoa

Billing Organization Code: TELE

Recurrence Details

hide

Recurrence Details

Recurrence Interval Code:

Recurrence Begin Date:

Recurrence End Date:

Active Indicator: No

Total Number of Recurrences:

Invoice Initiator: -

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

Terms: NET 30 DAYS

\* Due Date: 06/25/2012

Open Invoice Indicator: Yes

Statement Information

Header Text: HEADER TEXT APPEARS HERE

Print Invoice Indicator: Send to USER Queue

Attention Line Text: ATTENTION LINE TEXT APPEARS HERE

Print Date:

Invoice Type and Reason Code

\* Invoice Type: SA

\* Reason Code: Z2

Billing/Shipping

hide

Bill To Address

\* Bill To Address Identifier: 2009

Address Type: Primary

Address Name: DOE, JOHN

Address 1: 156 ALOHA AVENUE

Address 2:

Email Address:

City: HONOLULU

State: HAWAII

Postal Code: 96825

International Province:

International Postal Code:

Country: UNITED STATES

Ship To Address

Ship To Address Identifier:

Address Type:

Address Name:

Address 1:

Address 2:

Email Address:

City:

State:

Postal Code:

International Province:

International Postal Code:

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	
1	Invoice Item Code	* Invoice Item Quantity	Invoice Item Description	Invoice Item Service Date	Invoice Item Unit Of Measure Code	* Invoice Item Unit Price			
		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

General Ledger Pending Entries

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

show

Action	Requested Of	Time/Date	Annotation
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
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Log Action Message

hide

Action Message

log

send ad hoc request

reload

close

copy





## Kuali Financial System Process Documentation - Customer Invoice

Page 1 of 1  
Date: 06/24/2012

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

INVOICE: 12341

CUSTOMER NUMBER: 2545

ATTN: ATTENTION LINE TEXT APPEARS HERE

SHIP TO:

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