

# IU KFS AR MODULE 7.0 DOCUMENTATION

## Customer Invoice

The Customer Invoice document allows you to prepare, save, and submit an invoice to a customer from your organization.

### Document Layout

Doc Nbr: 6905123      Status: INITIATED  
Initiator: dtbahr      Created: 11:34 AM 02/05/2018  
Invoice Total Amount: 0.00      Open Amount: 0.00

**EXPAND ALL**    **COLLAPSE ALL**

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**DOCUMENT OVERVIEW**

**OVERVIEW**

\*Description:       Explanation:

Organization Document Number:

**FINANCIAL DOCUMENT DETAIL**

Total Amount:

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**ORGANIZATION**

Processing Chart Code: UA - UNIV ADMIN      \*Billing Chart Code: UA - UNIV ADMIN  
Processing Organization Code: AR      \*Billing Organization Code: AR  
Organization Invoice Number:

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**RECURRENCE DETAILS**

Recurrence Interval Code:       Total Number of Recurrences:

Recurrence Begin Date:       Invoice Initiator:

Recurrence End Date:

Active Indicator:

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**GENERAL**

**CUSTOMER INFORMATION**

\*Customer Number:       Customer Purchase Order Number:

Customer Purchase Order Date:

VAT Number:

**DETAIL INFORMATION**

Billing Date: 02/05/2018      \*Due Date: 03/07/2018  
Terms: NET 30 DAYS      Open Invoice Indicator: Yes

**STATEMENT INFORMATION**

Header Text:       Attention Line Text:

Print Invoice Indicator: Send to BILL Queue      Print Date:

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**BILLING/SHIPPING**

**BILL TO ADDRESS**

\*Bill To Address Identifier:  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:  Refresh      City:

Address Type:       State:

Address Name:       Postal Code:

Address 1:       International Province:

Address 2:       International Postal Code:

Email Address:       Country:

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**ACCOUNTING LINES**    Import Templates

**SOURCE**      **HIDE DETAILS**    **IMPORT LINES**

*CHART	SUB FUND	ORG CD	*ACCOUNT	SUB ACCOUNT	*OBJECT	SUB OBJECT	PROJECT	ORG REF ID	*AMOUNT	ACTIONS
									0.00	
INVOICE ITEM CODE	*INVOICE ITEM QUANTITY	INVOICE ITEM DESCRIPTION	INVOICE ITEM SERVICE DATE	INVOICE ITEM UNIT OF MEASURE CODE	*INVOICE ITEM UNIT PRICE					
<input type="text"/>	1	<input type="text"/>	<input type="text"/>	EA	<input type="text"/>					<input type="button" value="+"/>

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**GENERAL LEDGER PENDING ENTRIES**

**NOTES AND ATTACHMENTS (0)**

**AD HOC RECIPIENTS**

**ROUTE LOG**

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The Customer Invoice document contains five unique tabs: **Organization, Recurrence Details (Not used by IU), General, Billing/Shipping, and Accounting Lines**, in addition to the standard financial transaction tabs.

➔ For more information about the standard tabs, see Standard Tabs in the *Overview and Introduction to the User Interface*.

ORGANIZATION ^

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Processing Chart Code: UA - UNIV ADMIN \*Billing Chart Code: UA - UNIV ADMIN

Processing Organization Code: AR \*Billing Organization Code: AR ⓘ

Organization Invoice Number:

## Organization Tab

### Organization tab field definitions

Title	Description
Billing Chart Code	Required. An alphanumeric value that uniquely identifies the single chart that is associated with the billing of the customer invoice.
Billing Organization Code	Required. An organization that bills customers for goods or services that generate revenue. Either enter the appropriate code or use the lookup to find it. The organization must be designated as a billing organization in the Organization Options document before you can use it in the Accounts Receivable module. It must also be under the Processing Chart-Organization listed above (also designated in the Organization Options table).
Organization Invoice Number	The number uniquely assigned to this invoice record as it exists in the billing organization's accounting system.
Processing Chart Code	An alphanumeric value that uniquely identifies the single chart that is associated with the processing of the customer invoice. This value may be changed only by users in the Multi Organization Invoicer role.
Processing Organization Code	In association with the Processing Chart Code, this value references the processing organization for this invoice. This value may be changed only by the users in the Multi Organization Invoicer role.

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## Recurrence Details Tab – IU does not use this feature.

The screenshot shows the 'RECURRENCE DETAILS' tab. It contains several input fields: 'Recurrence Interval Code', 'Recurrence Begin Date', 'Recurrence End Date', 'Invoice Initiator', and 'Active Indicator'. A large, bold, red watermark reading 'DO NOT USE!' is overlaid across the center of the form.

## General Tab

The screenshot shows the 'GENERAL' tab, which is divided into three sections:

- CUSTOMER INFORMATION:** Includes fields for \* Customer Number, Customer Purchase Order Number, VAT Number, and Customer Purchase Order Date.
- DETAIL INFORMATION:** Includes fields for Billing Date (02/05/2018), \* Due Date (03/07/2018), Terms (NET 30 DAYS), and Open Invoice Indicator (Yes).
- STATEMENT INFORMATION:** Includes fields for Header Text, Attention Line Text, Print Invoice Indicator (Send to BILL Queue), and Print Date.


The **General** tab contains three sections: **Customer Information**, **Detail Information**, and **Statement Information**.

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## Customer Information Section

CUSTOMER INFORMATION	
* Customer Number:	<input type="text"/> 
Customer Purchase Order Number:	<input type="text"/>
Customer Purchase Order Date:	<input type="text"/> 
VAT Number:	<input type="text"/>

### Customer Information section field definitions

Title	Description
Customer Name	The name of the customer whose customer number was entered in the <b>Customer Number</b> field. This field is maintained by the system.
Customer Number	Required. A unique number assigned to identify each vendor/organization as a customer. Either enter the customer number or use the lookup to find it.  This selection automatically populates field information in the <b>Billing/Shipping</b> tab.
Customer Purchase Order Date	The date on the customer purchase order that indicates when it was initiated. Either enter the date or use the calendar tool to select it.
Customer Purchase Order Number	If there is a purchase order associated with this invoice to this customer, enter the PO number here.

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## Detail Information Section

DETAIL INFORMATION	
Billing Date: 02/05/2018	* Due Date: 03/07/2018 
Terms: NET 30 DAYS	Open Invoice Indicator: Yes

### Detail Information section field definitions

Title	Description
Billing Date	The date the bill was produced. This field is maintained by the system.
Due Date	Required. Enter the date the payment is due to be received from the customer, after which a late penalty could be assessed. You may also use the calendar tool to select the date. This entry typically differs from both the billing and PO dates.
Open Invoice indicator	Yes or No flag to signify whether or not the invoice is open for an ongoing billing relationship or closed for future billing. This field is maintained by the system.
Terms	The agreed-upon conditions of payment (typically in reference to a frequency of billing, for example, net 30, or payable upon receipt).

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## Statement Information Section

STATEMENT INFORMATION

Header Text:

Print Invoice Indicator:

Attention Line Text:

Print Date:

**Statement Information section field definitions**

Title	Description
Attention Line Text	The name of an individual or department that designates a recipient or further refines who is to receive the statement.
Header Text	The text that is to appear within the top area of the PDF invoice, usually as an identifier of the organization sending the invoice
Print Date	The date the invoice was printed prior to being mailed (may be the same day).
Print Invoice Indicator	Use the list to select the desired option from the menu to specify information related to printing of the invoice (for example, Do Not Print).

## Billing/Shipping Tab

BILLING/SHIPPING ^

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BILL TO ADDRESS

\* Bill To Address Identifier:

Address Type:

Address Name:

Address 1:

Address 2:

Email Address:

City:

State:

Postal Code:

International Province:

International Postal Code:

Country:

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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:

The **Billing/Shipping** tab contains two sections: **Bill To Address** and **Ship To Address**.

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## Bill To Address Section

BILL TO ADDRESS

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\* Bill To Address Identifier :  🔄 Refresh

Address Type :

Address Name :

Address 1 :

Address 2 :

Email Address :

City :

State :

Postal Code :

International Province :

International Postal Code :

Country :

**Bill to Address section field definitions**

Title	Description
Address 1	The first line of the mailing address displaying primary required address information (typically a P.O. box number or street number and street name).
Address 2	The second line of the mailing address; that is, secondary identifying information such as a suite number or ATTN name).
Address Name	The name of the organization.
Address Type	Displays the type of address (P for Primary or A for Alternate).
Bill To Address Identifier	Required. Use the lookup and refresh tools as necessary to locate and specify the unique identifier for a particular organization address. This selection automatically populates the Bill To Address fields with the information saved in the record, as does selection of the <b>Customer Number</b> in the <b>General</b> tab. The default value is the primary address for the customer, but any valid address on the Customer record may be selected.
City	The name of the city.
Country	The common abbreviation of the name of the country
Email Address	The email address.
International Postal Code	For use with addresses outside the United States where the geographic regions within provinces are associated with specific postal codes, similar to zip codes in the U.S.
International Province	For use with addresses outside the United States (for example, Canada) where the areas of the country that are divided into geographic regions are referred to as provinces.
Postal Code	Also known as the zip code, this is typically a 5-digit number that represents a geographic region within a state.
State	The two-letter abbreviation for the U.S. state.

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## Ship To Address Section

SHIP TO ADDRESS

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Ship To Address Identifier:  ⌂ Refresh

Address Type:

Address Name:

Address 1:

Address 2:

Email Address:

City:

State:

Postal Code:

International Province:

International Postal Code:

Country:

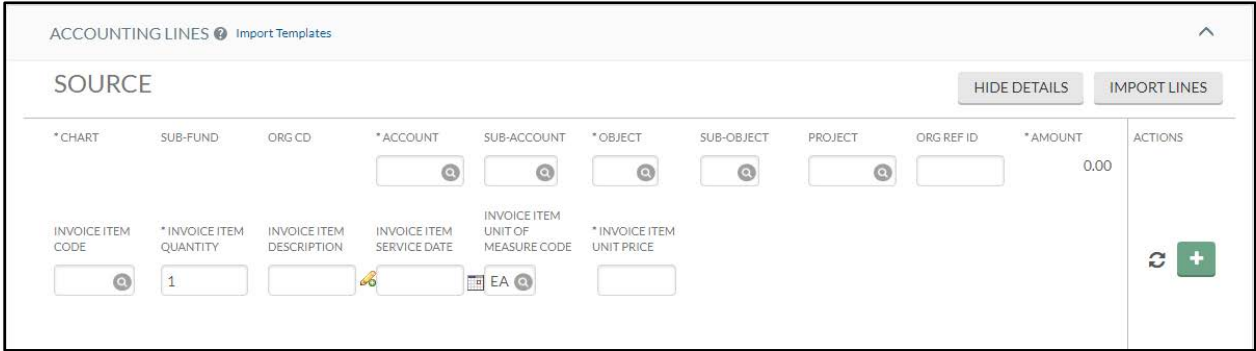
### Ship to Address section field definitions

Title	Description
Address 1	The first line of the mailing address displaying primary required address information (typically a P.O. box number or street number and street name).
Address 2	The second line of the mailing address; that is, secondary identifying information such as a suite number or ATTN name).
Address Name	The name of the organization.
Address Type	Displays the type of address (P for Primary or A for Alternate).
City	The name of the city.
Country	The common abbreviation of the name of the country
Email Address	The email address.
International Postal Code	For use with addresses outside the United States where the geographic regions within provinces are associated with specific postal codes, similar to zip codes in the U.S.
International Province	For use with addresses outside the United States (for example, Canada) where the areas of the country that are divided into geographic regions are referred to as provinces.
Postal Code	Also known as the zip code, this is typically a 5 digit number that represents a geographic region within a state.
Ship To Address Identifier	The address to which goods were shipped; if no shipping address is specified, then goods are treated as picked up at the billing organization's location. Use the lookup and refresh tools as necessary to locate and specify the unique identifier for a particular organization address. This selection automatically populates the Ship To Address fields with the information saved in the record, as does selection of the <b>Customer Number</b> in the <b>General</b> tab. The default value is the primary address for the customer, but any valid address on the Customer record may be selected.
State	The two letter abbreviation for the U.S. state.



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## Accounting Lines Tab



The **Accounting Lines** tab contains several fields that are specific to the customer invoice in addition to the fields found on the standard **Accounting Lines** tab.

➔ For more information about the standard Accounting Lines tab, see Accounting Lines Tab in the *Overview and Introduction to the User Interface*.

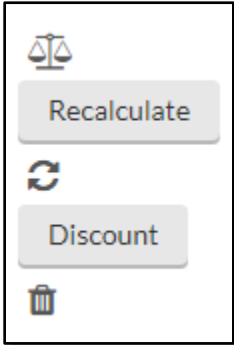
### Additional fields on the Accounting Lines tab


Title	Description
Invoice Item Code	Enter the Invoice Item Code or search from the Invoice Item Code lookup. (Not all IU departments use Item Codes.)
Invoice Item Description	Enter the description of this line item.  Clicking the  icon opens a screen where the complete item description is displayed.
Invoice Item Quantity	Required. Enter the quantity to be invoiced for this line item.
Invoice Item Service Date	Enter the date of service for this line item.
Invoice Item Unit of Measure Code	Required. Enter the unit of measure for this line item or search from the UOM lookup. The default entry is EA.
Invoice Item Unit Price	Required. Enter the unit price of the item. This amount will be multiplied by the Invoice Item Quantity to arrive at the total amount for this line item.

Once an Accounting Line has been added the following actions will appear on the right.

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Recalculate	If the user makes changes to the quantity or unit price, this button is used to recalculate the total dollar amount of the accounting line.
Delete	Used to delete an existing line item.
Bal Inquiry	Accesses the Balance Inquiry Report Menu for the account specified.
Discount	Used to discount the selected accounting line. Another accounting line will be added where the discount amount can be entered.



 The accounting line information will be automatically populated based on the organization accounting defaults or from the Invoice Item Code, if entered. Alternatively, you can enter them manually.

## *Process Overview*

### **Business Rules**

- The customer must be active.
- The customer must have at least one active address.
- The quantity must be greater than zero.
- The item unit price must be greater than zero.
- The due date has to be within allowable time frame as defined by your system administrator.
- Recurrence has a maximum set by your system administrator.
- The object code must be on the list of allowable object codes set up by your system administrator.
- Restricted Object Codes in delivered code include 8160, 8116, 8118 and 5019.
- Restricted Level Codes in delivered code include CASH, CSEQ and PLNT.
- Restricted Object Consolidations in delivered code include CMPN, CPTL, FDBL and SCHL.

### **Routing**

When creating a customer invoice, the document is ordinarily not routed.

### *Example*

The department of Arboretum Administration at Kuali University offers surplus plants to the general public following research activities. Customers include local nurseries, individuals, and municipalities.

After the Arboretum Administration's new customer has been approved, the department may begin selling goods and services to the new customer. The Customer Invoice document is used for this purpose.

For example, when the DCH nursery ordered 12 dozen *arborvitae* and 2 flowering dogwoods, one option is to enter each item into the **Accounting Lines** tab of the Customer Invoice document. If item codes exist, another option is to enter the item code for the item.