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Objectives

- Edit an AR Organization
- Create an Organization Accounting Default
- Create a Customer Invoice Item Code
- Create a Customer and Customer Invoice
- Copy a Customer Invoice and Record a Discount
- Reverse a Customer Invoice
- Print a Customer Invoice
- Run an AR Aging Report
- View Billing Statement
- View eThority AR Reports

Resources

All of the materials covered in this workshop are also covered in the online tutorials http://www.hawaii.edu/kualifinancial/?page=training. This online tutorial can be useful before or after training in case you want to get a head start or you just need a refresher. You can also review the Process Documents for each business process to get a finer level of details related to each topic.

In the event you need to contact a member of the Kuali Financial implementation team you can view their phone number, email address, and their roles at http://hawaii.edu/kualifinancial/docs/Project_Team.pdf.

You can email questions to kfs-help@lists.hawaii.edu or you can use the PowerUsers List Serv at KFS-POWERUSERS@lists.hawaii.edu. Since this is a List Serv, your email will be sent to multiple individuals who have access to respond to the list Serv; therefore, make sure the email is HR appropriate.

Alternatively, you may also submit a web Trouble Ticket at this link:

The Kuali Financial website has pages to assist you with using KFS:
• Help Resources
  http://www.hawaii.edu/kualifinancial/?page=help&showSubMenu=help

• Tips of the Week
  http://www.hawaii.edu/kualifinancial/?page=tipsoftheweek&showSubMenu=tipsoftheweek

• Procedures
  http://www.hawaii.edu/kualifinancial/?page=procedures&showSubMenu=procedures

• Forms
  http://www.hawaii.edu/kualifinancial/?page=forms&showSubMenu=forms
Edit an AR Organization

Process

The **Organization Options** e-doc is used to set up a ‘billing organization’ so that users within that organization can create **Accounts Receivable** e-docs appropriate to the billing function. This e-doc also allows you to define other data elements that carry forward to the **Customer Invoice**, such as payment terms, print options, organization messages appropriate for display on the invoice, remittance information, and the billing organization’s phone number(s).

**Navigation:** Main Menu>Maintenance>Accounts Receivable>Organization Options

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the “Maintenance” tab.</td>
</tr>
</tbody>
</table>

12/01/2012
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Before accessing the <strong>Organization Option</strong> there is a business rule that applies. The ‘Biller’ may only edit information on the Organization Options e-doc for their assigned ‘Billing Organization.’ Click on the “<strong>Organization Options</strong>” link under Accounts Receivable.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Note</strong>: The <strong>create new</strong> button will only be displayed if you have the role as a Processor. If you are the Biller for your organization then you will not see the <strong>create new</strong> button.</td>
</tr>
</tbody>
</table>
Step # | Procedure
--- | ---
4. | Search for an existing ‘Billing Organization’ by selecting from the attributes available.
   **Note:** As a Biller, you can only edit your Billing Organization information. As a Processor, you can update all Billing Organizations tied to your Processing Organization. In this example you will be using the Billing Chart Code and Billing Organization Code.
   Enter “HO” in the Billing Chart Code field.
5. | Enter “BUSO” into the Billing Organization Code field.
6. | Click the “search” button.
7. | Once the search results have been populated click the “edit” button on the desired Organization you wish to edit.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Click in the “Description” field.</td>
</tr>
</tbody>
</table>
**Note**: It is UH’s business process to begin the Description with a 3 digit FO Code followed by a short description for the document. The Description field has a limit of 40 characters. The short description entered here appears in the GL Inquiry, Standard Reports, Action List, and Document Search. |
| 10.   | The **Explanation** and **Organization Document Number** fields are optional as they are not required by UH for this e-doc. The Explanation field is highly recommended to elaborate on the Description or if you want to be more specific on what is being done in the document.  
Click the “hide” button on the **Document Overview** tab. |
Step # 11. The fields on the Edit Organization Options tab are display only. The Billing Chart Code and Billing Organization Code create the relationship to the Processing Organization and allow access to a user to be assigned the Biller role.

Click the "hide" button on the Edit Organization Options tab.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 12.    | The **Edit Organization Invoice Information** tab contains the Organization Postal Code, Country Code, Remit To, Payment Terms Text, Message Text, Print Options, and Contract and Grant Biller fields. The Organization Postal Code and Remit To are display only.  

In this example, you will be making changes to the **Payment Terms Text** and to the **Message Text** fields. |
| 13.    | The **Payment Terms Text** will display any previously entered text. The text here will be displayed on the customer invoice and will be updatable. In this example, you will enter new Payment Terms Text.  
Enter “Net 30” into the **Payment Terms Text** field. |
| 14.    | The **Message Text** will display any previously entered text, and will display on all the printed invoices created by the Billing Organization.  
Enter “Message Text Appears Here” into the **Message Text** field. |
15. The **Print Options** field is related to printing the invoice. The different options are below:

A. **Send to USER Queue** - Allows an AR user the ability to print an invoice directly within the Customer Invoice e-doc

B. **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)

C. **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)

D. **Do Not Print**

**Note:** The **Print Options** field defaults to the **Send to USER Queue** option and should not be changed for this example.

16. The **Contract and Grant Biller** field will be used by **ORS** only.

17. Click the "**hide**" button on the **Edit Organization Invoice Information** tab.
### Step # 18

On the **Edit Organization Remit To Address** tab, the **Remit to Address** field is populated based on the **Processing Organization** on the System Information Maintenance table.

**Note:** In order to update this tab, you must complete the AR Processing Organization Request Form located at [http://www.hawaii.edu/kualifinancial/docs/AR%20Processing%20Organization%20Request%20Form%20for%20Field.pdf](http://www.hawaii.edu/kualifinancial/docs/AR%20Processing%20Organization%20Request%20Form%20for%20Field.pdf) and submit to GALC.

Click the **hide** button on the **Edit Organization Remit To Address** tab.
### Step # | Procedure
---|---
19. | On the Edit Organization Phone tab, the **Phone Number** field is required. This number will be displayed on all the printed invoices created by the **Billing Organization**. The **Fax** and **800** phone numbers are optional fields. Enter “**808-845-8585**” into the **Phone Number** field, if applicable.

20. | Click the “submit” button.

The document will be routed to the AR Manager for approval. GALC will add an ad hoc FYI to you as the initiator once the doc has been approved.

**Note:** If there are errors on the document it will not submit successfully. You will receive a message in red text of the issues with the document. You will need to make the changes and then resubmit the document at the bottom of the page until you receive the success message.
Step # 21. 

The *yellow flower* is a visual cue that edit(s) have been made on that tab.

Click the "show" button on the *Edit Organization Invoice Information* tab.
Step # | Procedure
--- | ---
22. | The **yellow flower** will be displayed by the field(s) that contained the edits. Click the "**hide**" button on the **Edit Organization Invoice Information** button.
23. | You have successfully viewed the tutorial on **Editing Organization Options in KFS**. **End of Procedure**
Create an Organization Accounting Default

Process

The **Organization Accounting Default** e-doc is used to define billing organization accounting line defaults for the Customer Invoice and Customer Invoice Item Code e-docs.

**Navigation:** Maintenance Tab>Accounts Receivable>Organization Accounting Default

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.</td>
<td>As a reminder, you should be logged in as a Biller.</td>
</tr>
</tbody>
</table>
Step # | Procedure
--- | ---
25. | Select the “Maintenance” tab from the **Main Menu**.
Step # | Procedure
--- | ---
27. | Click the ‘create new’ button to create a new Organization Accounting Default.

**Note:** You may search for and copy from an existing Organization Accounting Default by selecting from the attributes available.

Click the ‘create new’ button.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>28.</td>
<td>The <strong>Description</strong> field should contain your 3-digit FO code followed by a short description. Enter “055-CREATE HO-BUSO Org Acctg Default” into the <strong>Description</strong> field.</td>
</tr>
<tr>
<td>29.</td>
<td>Click the <strong>hide</strong> button on the <strong>Document Overview</strong> tab.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
</tr>
<tr>
<td>30.</td>
<td>On the <strong>Edit Organization Accounting Defaults</strong> tab, you may enter in the <strong>Fiscal Year</strong> or select the magnifying glass to search. Enter “2013” into the <strong>Fiscal Year</strong> field.</td>
</tr>
<tr>
<td>31.</td>
<td>You may enter in the <strong>Billing Chart Code</strong> or select the magnifying glass to search. Enter “HO” into the <strong>Billing Chart Code</strong> field.</td>
</tr>
<tr>
<td>32.</td>
<td>Enter in the <strong>Billing Organization Code</strong> or select the magnifying glass to search. Enter “BUSO” into the <strong>Billing Organization Code</strong> field.</td>
</tr>
<tr>
<td>33.</td>
<td>Click the “hide” button on the <strong>Edit Organization Accounting Defaults</strong> tab.</td>
</tr>
</tbody>
</table>
### Step # | Procedure
--- | ---
34. | The fields on the **Edit Organization Income Account Defaults** tab are optional and not required to save or submit the e-doc.  
**Note:** The data entered in each of these fields will default in the accounting lines of the **Customer Invoice** eDoc.
35. | Enter “HO” into the **Chart Code** Field.
36. | UH is not using the **Edit Organization Receivable Account Defaults** or the **Edit Organization Writeoff Account Defaults** tabs at this time.
37. | Click the **“submit”** button.  
**Note:** If there are errors on the document it will not submit successfully. You will receive a message in red text of the issues with the document. You will need to make the changes and then resubmit the document at the bottom of the page until you receive the success message.

**End of Procedure**
Create a Customer Invoice Item Code

Process

The **Customer Invoice Item Code** is an identifier that is used to set up default information for items or services being invoiced in the **Customer Invoice** e-doc. Populating this code in the **Invoice Item Code** field on an accounting line of the invoice will bring in the default values associated with that item code, which results in saving the user from manually entering the information on the accounting line. All fields on the accounting line of the invoice (except for Service Billing Date) can be set up as a default value using the item code.

**Navigation:** Maintenance tab>Accounts Receivable>Customer Invoice Item Code

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>38.</td>
<td>Click the “Maintenance” tab.</td>
</tr>
</tbody>
</table>
Step #  Procedure
39.  Click the "Customer Invoice Item Code" link under Accounts Receivable.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 40.    | The 'create new' button allows you to create a new Customer Invoice Item Code.  
Note: You may search for and copy from an existing Customer Invoice Item Code by selecting from the attributes available.  
Click the "create new" button. |
41. The **Description** field should contain your 3-digit FO code followed by a short description. 
   
   Click in the “**Description**” field on the **Document Overview** tab.

42. Enter “055 – Create RENTAL Under HO-BUSO” in the Description field.  
   
   **Note:** It is UH’s business process to begin the Description with a 3 digit FO Code followed by a short description for the document. The Description field has a limit of 40 characters. The short description entered here appears in the GL Inquiry, Standard Reports, Action List, and Document Search.

43. The **Explanation** and **Organization Document Number** fields are optional as they are not required by UH for this e-doc. The Explanation field is highly recommended to elaborate on the Description or if you want to be more specific on what is being done in the document.

44. Click the “**hide**” button on the **Document Overview** tab.
### Step # 45.

The **Edit Billing Organization** tab auto populates the **Billing Chart** and the **Billing Organization** from your person profile.

**Note:** If a Processor initiates this document, they must change the **Billing Chart** and **Organization** to a valid Billing Organization.

Click the "hide" button on the **Edit Billing Organization** tab.

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>45.</td>
<td><strong>The <strong>Edit Billing Organization</strong> tab auto populates the <strong>Billing Chart</strong> and the <strong>Billing Organization</strong> from your person profile.</strong>&lt;br&gt;&lt;br&gt;<strong>Note:</strong> If a Processor initiates this document, they must change the <strong>Billing Chart</strong> and <strong>Organization</strong> to a valid Billing Organization.&lt;br&gt;&lt;br&gt;Click the &quot;hide&quot; button on the <strong>Edit Billing Organization</strong> tab.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>46.</td>
<td>On the <strong>Edit Invoice Item Code</strong> tab, the <strong>Item Code</strong> field is alphanumeric and can contain up to six characters. Enter “RENTAL” into the <strong>Item Code</strong> field. <strong>Note:</strong> This code will be used to pull in the fields in the Accounting Lines of the Customer Invoice.</td>
</tr>
<tr>
<td>47.</td>
<td>The <strong>Item Description</strong> field is alphanumeric and can contain up to 40 characters. Enter “Facilities Rental Charges” into the <strong>Item Description</strong> field.</td>
</tr>
<tr>
<td>48.</td>
<td>The following fields are optional: <strong>Related Stock Number</strong>, <strong>Item Price</strong>, <strong>Item Quantity</strong>, and <strong>Unit of Measure</strong>.</td>
</tr>
<tr>
<td>49.</td>
<td>Enter “1” into the <strong>Item Quantity</strong> field.</td>
</tr>
<tr>
<td>50.</td>
<td>Enter “EA” into the <strong>Unit of Measure</strong> field.</td>
</tr>
<tr>
<td>51.</td>
<td>Click the “check box” on the <strong>Active Indicator</strong> field as this is a <strong>required</strong> field.</td>
</tr>
<tr>
<td>52.</td>
<td>The <strong>Taxable</strong> field is not being used at this time.</td>
</tr>
<tr>
<td>53.</td>
<td>Click the “hide” button on the <strong>Edit Invoice Item Code</strong> tab.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
</tr>
<tr>
<td>54.</td>
<td>The fields on the <strong>Edit Item Code Default Account</strong> tab are optional. In this example, you will enter information into a few of the optional fields.</td>
</tr>
<tr>
<td>55.</td>
<td><strong>Note:</strong> The <strong>Chart Code</strong> should appear from the defaults entered in this tutorial.</td>
</tr>
<tr>
<td>56.</td>
<td>Enter “2245532” into the <strong>Account Number</strong> field.</td>
</tr>
<tr>
<td>57.</td>
<td>Enter “0702” into the <strong>Object Code</strong> field.</td>
</tr>
<tr>
<td>58.</td>
<td>If the <strong>Organization Accounting Default</strong> is setup for the Billing Organization, these attributes will display within the <strong>Edit Item Code Default Account</strong> tab.</td>
</tr>
<tr>
<td>59.</td>
<td>Click the “hide” button on the <strong>Edit Item Code Default Account</strong> tab.</td>
</tr>
</tbody>
</table>
## Step # 60.

Click the "submit" button.

The **Customer Invoice Item Code** eDoc does not route to anyone for approval.

**Note:** If there are errors on the document it will not submit successfully. You will receive a message in red text of the issues with the document. You will need to make the changes and then resubmit the document at the bottom of the page until you receive the success message.

**End of Procedure**
Create a Customer

Process

The Customer e-doc identifies individual customers and provides their tax information, contact name and address information.

Navigation: Maintenance tab>Accounts Receivable>Customer

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>61.</td>
<td>Click the “Maintenance” tab from the Main Menu.</td>
</tr>
<tr>
<td>62.</td>
<td>Click the “Customer” link under Accounts Receivable.</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 63.    | **Click the *create new* button to create a new Customer.**  
**Note:** Be sure to search for an existing *Customer* by selecting from the attributes available to verify that the Customer doesn't already exist before creating.  
Click the *create new* button. |
### Step # | Procedure
--- | ---
64. | The **Description** field should contain your 3-digit FO code followed by a short description.

Click in the “**Description**” field on the **Document Overview** tab.

65. | Enter “055 – Create AB Corporation” in the **Description** field.

**Note:** It is UH’s business process to begin the Description with a 3 digit FO Code followed by a short description for the document. The Description field has a limit of 40 characters. The short description entered here appears in the GL Inquiry, Standard Reports, Action List, and Document Search.

66. | The **Explanation** and **Organization Document Number** fields are optional as they are not required by UH for this e-doc. The **Explanation** field is highly recommended to elaborate on the **Description** or if you want to be more specific on what is being done in the document.
67. Click the “hide” button on the Document Overview tab.

68. On the General Information tab there are two required fields.

69. The Customer Name field has special requirements.
   - Format for Individuals: 'LAST, FIRST M'
   - Format for UR – RCUH Customer Type: ‘RCUH- Type Customer Name’
   - Format for UF – UHF Customer Type: ‘UHF- Type Customer Name’
   - Although the system will allow it, do not enter special or Hawaiian language special characters due to check-processing limitations when AR refunds via DV, here are examples:
     - Special character examples: '!', '@', '#', '$', '%', '^', '&', '*', '(', and ')'
     - Hawaiian language special character examples: ‘ā’ and ‘ō’

70. Enter “AB CORPORATION” into the Customer Name field.

71. Select the correct Customer Type from the drop-down menu on the Customer Type field.
Note: The 'CG Use Only' types will only be used by ORS. Select “BC- Business Concerns (For Profit)” from the Customer Type drop-down menu.

72. Verify the Active Indicator box is checked.  
Note: To deactivate the customer, unselect the check box.

73. Click the “hide” on the General Information tab.

74. The Corporate Information tab contains three optional fields Tax Number, Tax Number Type, and Tax Exempt Indicator. The Credit fields will not be used at this time.

Note: If a Tax Number is entered then the Tax Number Type field is required. The Tax Number field will be masked after submission.

Click the “hide” button on the Corporate Information tab.
75. The **Contact Information** tab is optional. The **Birth Date** field is not being used due to sensitive information.

Click the “hide” button on the **Contact Information** tab.
### Step # | Procedure
--- | ---
76. | On the **Address** tab the **Address Name** will pull from the **Customer Name** when initially inputted. However, if the **Customer** e-doc is saved and you edit the **Customer Name**, you will also need to update the **Address Name** manually. **Note**: You must have a **Primary** address as the default address.
77. | **Address Type** Options:
1. **Primary** - One address per Customer that will default as the Bill To Address in the Customer Invoice.
2. **Alternate** - Multiple addresses per Customer that can be used as both Bill To and Sold To Addresses.
3. **Temporary** - Multiple addresses per Customer that have an address end date The **Address Type** field defaults to “**Primary**”. Do not change this value when entering the first address.
78. | Enter “1234 Oahu Ave” into the **Address 1** field.
79. | Enter “Honolulu” into the **City** field.
80. If the **Address** is in the US the **State** field is required. Select “HAWAII” in the **State** field.

81. If the **Address** is in the US the **Postal Code** is required. Enter “96807” into the **Postal Code** field. A 5-digit zip code is required but you may enter in a 9-digit postal code (format = xxxxx-xxxx).

82. Enter in the **International Province** and the **International Postal Code** if it is an International address.

   **Note:** No spaces are allowed.

83. Select “United States” from the **Country** drop-down menu.

84. Enter in the **Address End Date** if the address is temporary. The format must be *mm/dd/yyyy* or select the date from the calendar.

85. Click the “add” button.

---

**Step # | Procedure**
--- | ---
86. | On the **UH Extended Attributes** tab the **Legacy Code** field is for information
purposes only and was used for Central Office FMIS-ARS to KFS-AR Customer conversion. The **UH Number** is an optional field and if used, the format must be xxxxxxxx.

87. Click the "**hide**" button on the **UH Extended Attributes** tab.

88. On the **Notes and Attachments** tab, it is suggested to attach documentation related to the Customer order to the eDoc, i.e. the Rental Agreement.

---

89. Click the "**submit**" button.

The document will be routed to GALC for approval. You will receive an FYI once the document has been approved.

**Note:** If there are errors on the document it will not submit successfully. You will receive a message in red text of the issues with the document. You will need to make the changes and then resubmit the document at the bottom of the page until you receive the success message.

*Document was successfully submitted.*

**End of Procedure**
Create a Customer Invoice

Process

The Customer Invoice e-doc 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.

Navigation: Main Menu>Transactions>Accounts Receivable>Customer Invoice

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>90.</td>
<td>Click the “Customer Invoice” link from the Main Menu.</td>
</tr>
</tbody>
</table>
| 91.   | Before you begin creating a Customer Invoice there are a few business rules you need to know.  
  - 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
- The object code must be on the list of allowable object codes set up by GALC

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>92.</td>
<td><strong>The Description</strong> field should contain your 3-digit FO code followed by a short description. Click in the “Description” field on the <strong>Document Overview</strong> tab.</td>
</tr>
<tr>
<td>93.</td>
<td>Enter “055 – S Inv AB Corporation for 11/2/12” in the <strong>Description</strong> field. <strong>Note:</strong> It is UH’s business process to begin the Description with a 3 digit FO Code followed by a short description for the document. The Description field has a limit of 40 characters. The short description entered here appears in the GL Inquiry, Standard Reports, Action List, and Document Search.</td>
</tr>
</tbody>
</table>
94. The **Explanation** field is recommended for Goods and Services Invoices (S) and required for **Dishonored Checks** (DM) and **Salary Overpayment** (SA).
   - **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

95. The **Organization Document Number** field is required for **Dishonored Checks** (DM) and **Salary Overpayment** (SA).
   - 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

96. The **Total Amount** will automatically calculate based on the amount entered in the **Accounting Lines** tab.

97. Click the “**hide**” button on the **Document Overview** tab.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>98.</td>
<td>On the <strong>Organization</strong> tab the Processing <strong>Chart Code</strong> and <strong>Organization Code</strong> will be pulled from the associated ‘<strong>Billing Organization</strong>’ identified in the Organization Options Maintenance table.</td>
</tr>
</tbody>
</table>
| 99.   | The **Billing Chart Code** is your associated chart on your person profile and should not be changed.  

To change the **Billing Organization Code**, edit as applicable or select the magnifying glass to search. If you have multiple Billing Organizations, you should use the magnifying glass to return value on the appropriate Organization Code and pull in the defaults into the Invoice.  

**Note:** The **Organization Invoice Number** is not being used.  

Click the “**hide**” button on the **Organization** tab. |
### Step # | Procedure
--- | ---
100. | The **Recurrence Details** tab allows you to setup a recurring Invoice. However, this is uncommon and may not apply to your department. Refer to Process Documents [http://www.hawaii.edu/kualifinancial/docs/Process%20Document%20-%20Customer%20Invoice.pdf](http://www.hawaii.edu/kualifinancial/docs/Process%20Document%20-%20Customer%20Invoice.pdf)

101. | In this example, you will not be setting up a recurring invoice.

    Click the "**hide**" button on the **Recurrence Details** tab.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>102.</td>
<td>On the <strong>General</strong> tab enter in the <strong>Customer Number</strong> or select the magnifying glass to conduct a search for the customer number you wish to use. Enter “3059” into the <strong>Customer Number</strong> field.</td>
</tr>
<tr>
<td>103.</td>
<td>The <strong>Customer Name</strong> will be pulled in when the <strong>Customer Number</strong> is populated.</td>
</tr>
</tbody>
</table>
| 104.   | The **Billing Date** is set to the current date. The **Due Date** will display 30 days after the initiation of the 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**.  
  o For **DM**, calculate 15 days from the **Billing Date**  
  o For **SA**, select next calendar day from the **Billing Date** |
| 105.   | The **Terms** field is required for **SA**, 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**. |
<p>| 106.   | The <strong>Header Text</strong> field will display in the top area of the pdf invoice. |</p>
<table>
<thead>
<tr>
<th>107.</th>
<th>The Print Invoice Indicator will default to one of the following options below as were setup in the Print Options of the Organization Options maintenance tables. To change, select the desired option related to printing the invoice from the drop-down menu.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Send to USER Queue</strong> - Allows an AR user the ability to print an invoice directly within the Customer Invoice e-doc</td>
<td></td>
</tr>
<tr>
<td>2. <strong>Send to BILL Queue</strong> - 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)</td>
<td></td>
</tr>
<tr>
<td>3. <strong>Send to PROC Queue</strong> - 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)</td>
<td></td>
</tr>
<tr>
<td>4. <strong>Do Not Print</strong></td>
<td></td>
</tr>
</tbody>
</table>

Select "**Send to BILL Queue**" from the Print Invoice Indicator drop-down menu.
Step # | Procedure
--- | ---
108. | Select an **Invoice type** from the drop-down menu.
   - o DM-Dishonored Check
   - o S-Goods and Services
   - o SA-Salary Overpayment
   Select “**S-Goods and Services**” from the **Invoice Type** drop-down menu.

109. | 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.
   Select “**NO-S-Not Applicable**” from the **Reason Code** drop-down menu.

110. | Click the “**hide**” button on the **General** tab.
111. On the Billing/Shipping tab 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.

112. As an option you may enter in the **Ship To Address Identifier** or select the magnifying glass to search.

**Note**: 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. Click the "**hide**" button on the Billing/Shipping tab.
Step # | Procedure
--- | ---
113. | On the **Accounting Lines** tab if the **Organization Accounting Default** is setup for the **Billing Organization**, the attributes that were setup will display in the tab. Enter other attributes as needed.  
**Note:** The default values can also be changed and the accounting lines can be added manually, as applicable.
114. | Select the “**magnifying glass**” next to the **Invoice Item Code** field.
Step # | Procedure
---|---
115. | Enter "HO" into the Billing Chart field.
116. | Enter "BUSO" into the Billing Organization field.
117. | Click the "search" button.
118. | Click the "return value" link on "RENTAL".
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>119.</td>
<td>The Attributes within the accounting line should be populated with what was setup in the <strong>Customer Invoice Item Code</strong>.</td>
</tr>
<tr>
<td>120.</td>
<td>Invoice Item Quantity will display as “1”. Enter “2” into the <strong>Invoice Item Quantity</strong> field.</td>
</tr>
<tr>
<td>121.</td>
<td>Add “on 11/2/2012” into the <strong>Invoice Item Description</strong> field.</td>
</tr>
<tr>
<td>122.</td>
<td>Enter “11/02/2012” into the <strong>Invoice Service Date</strong> field. <strong>Note:</strong> For <strong>Salary Overpayments</strong> - Enter in the pay period end date of the overpayment. For <strong>Dishonored Checks</strong> - Enter in the check date.</td>
</tr>
<tr>
<td>123.</td>
<td>The <strong>Invoice Item Unit of Measure</strong> code will display as <strong>EA</strong>. To change, enter in the Unit of Measure or select from the magnifying glass.</td>
</tr>
<tr>
<td>124.</td>
<td>Enter “100” into the <strong>Invoice Item Unit Price</strong> field.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>125.</td>
<td>Click the “add” button on the <strong>Actions</strong> field.</td>
</tr>
<tr>
<td>126.</td>
<td>Click the “hide” button on the <strong>Accounting Lines</strong> tab.</td>
</tr>
<tr>
<td>127.</td>
<td>Click the “save” button.</td>
</tr>
<tr>
<td>128.</td>
<td>Click the “show” button on the <strong>General Ledger Pending Entries</strong> tab.</td>
</tr>
<tr>
<td>129.</td>
<td>Review the Debit/Credit rows for the transactions made on the <strong>Accounting Lines</strong> tab.</td>
</tr>
<tr>
<td>130.</td>
<td>Click the “hide” button on the <strong>General Ledger Pending Entries</strong> tab.</td>
</tr>
<tr>
<td>131.</td>
<td>Click the “show” button on the <strong>Notes and Attachments</strong> tab. <strong>Note</strong>: Some docs that could be attached here are the facilities form request or the customer PO. It is suggested to contact the Treasury or Payroll offices (depending on the invoice type) as to what they would like attached to the eDoc. However, if you do attach documents to the eDoc be sure to redact all sensitive info prior to scanning.</td>
</tr>
<tr>
<td>132.</td>
<td>Make note of the Doc Nbr prior to submitting the document as you will need it for the next exercise.</td>
</tr>
</tbody>
</table>
133. Click the “hide” button on the Notes and Attachments tab.

134. Click the “submit” button.

The following routing will occur depending on the Invoice Type selected:

- **S** = FINAL
- **DM** = Treasury Office
- **SA** = Payroll Office

You will receive an FYI for the DM & SA Invoices once they have been approved by the related central office.

**Note:** If there are errors on the document it will not submit successfully. You will receive a message in red text of the issues with the document. You will need to make the changes and then resubmit the document at the bottom of the page until you receive the success message.

End of Procedure
Copy a Customer Invoice and Record a Discount

Process

The Customer Invoice e-doc allows you to create or copy an invoice to a customer from your organization. The types of invoices that can be discounted are for goods and services rendered and reimbursement of expenditures.

**Navigation:** Main Menu>Custom Document Searches >Accounts Receivable>Customer Invoices

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>135.</td>
<td>Click the “Customer Invoice” link from the Custom Document Searches area.</td>
</tr>
<tr>
<td>136.</td>
<td>The Custom Search option will auto populate the Type field with INV for Invoice.</td>
</tr>
<tr>
<td>137.</td>
<td>There are multiple ways to search for a Customer Invoice. In this example, you will conduct a search using the Customer Number that was created when you submitted the Customer e-doc. Enter “####” into the Customer Number field.</td>
</tr>
</tbody>
</table>

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138. Click the “Search” button.

139. Once the search results have been populated click the **Document/Notification ID** link for the document you wish to correct.

Click the “#####” link from the **Document/Notification ID** field.

140. Before you begin copying a *Customer Invoice* there are a few business rules you need to know.

- 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
- The object code must be on the list of allowable object codes set up by GALC
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>141.</td>
<td>Review the eDoc you have selected to copy.</td>
</tr>
<tr>
<td>142.</td>
<td>Scroll to the bottom of the eDoc and click the “copy” button.</td>
</tr>
<tr>
<td>143.</td>
<td>The new eDoc will display a new Doc Nbr and contain a new <strong>Copied from</strong> Document ID field in the <strong>Document Header</strong>.</td>
</tr>
<tr>
<td>144.</td>
<td>The <strong>Description</strong> field will display the description from the eDoc that you copied. You will need to update the description with your new information. Click in the “<strong>Description</strong>” field on the <strong>Document Overview</strong> tab.</td>
</tr>
<tr>
<td>145.</td>
<td>Add “DIS” to the end of the current description for this example.</td>
</tr>
<tr>
<td>146.</td>
<td><strong>Note</strong>: The <strong>Explanation</strong> field is recommended for Goods and Services Invoices (S).</td>
</tr>
<tr>
<td>147.</td>
<td>The <strong>Total Amount</strong> will automatically calculate based on the amount entered in the <strong>Accounting Lines</strong> tab.</td>
</tr>
<tr>
<td>148.</td>
<td>Click the “<strong>hide</strong>” button on the <strong>Document Overview</strong> tab.</td>
</tr>
</tbody>
</table>

On the **Organization** tab the Processing **Chart Code** and **Organization Code** will be...
pulled from the associated ‘Billing Organization’ identified in the Organization Options Maintenance table.

150. The **Billing Chart Code** is your associated chart on your person profile and should not be changed if you are a Biller. However, if you are a Processor change these values to the applicable **Processing Chart** and **Org Codes**.

To change the **Billing Organization Code**, edit as applicable or select the magnifying glass to search. If you have multiple Billing Organizations, you should use the magnifying glass to return value on the appropriate Organization Code and pull in the defaults into the Invoice.

**Note:** The **Organization Invoice Number** is not being used.

Click the “**hide**” button on the **Organization** tab.

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>151.</td>
<td>The <strong>Recurrence Details</strong> tab allows you to setup a recurring Invoice. However, this is uncommon and may not apply to your department. Refer to Process Documents</td>
</tr>
</tbody>
</table>
152. In this example, you will not be setting up a recurring invoice. Click the “hide” button on the Recurrence Details tab.

153. On the General tab the Customer Number and Customer Name fields will be displayed from the eDoc copied from so there is no need to make a change for this example. However, if you need to change the Customer Number simply enter in the Customer Number or select the magnifying glass to conduct a search for the customer number you wish to use.

154. The Billing Date field displays the date from the eDoc copied from, so there is no need to make a change for this example. However, if you need to change the Billing Date enter in the date (format = mm/dd/yyyy) or select from the calendar. The date must be within 31 days of the Billing Date for S Invoices,
Step # | Procedure
---|---
155. | The **Print Invoice Indicator** will default to one of the following options below as were setup in the Print Options of the Organization Options maintenance tables. To change, select the desired option related to printing the invoice from the drop-down menu.

1. **Send to USER Queue** - Allows an AR user the ability to print an invoice directly within the Customer Invoice e-doc

2. **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)

3. **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)

4. **Do Not Print**

Change the **Print Invoice Indicator** field to the “**Send to USER Queue**” option from drop-down menu.
Step #  | Procedure
--- | ---
156.  | Click the "hide" button on the General tab.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 157.   | On the **Billing/Shipping** tab the **Bill and Ship to Address Identifier** will copy from the original invoice.  
To change the address, enter in the **Bill To Address Identifier** or select the magnifying glass to search. |
| 158.   | As an option you may enter in the **Ship To Address Identifier** or select the magnifying glass to search. 
**Note**: 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.  
Enter “####” in the **Ship To Address** field, and then click the “refresh” button. |
<p>| 159.   | Click the “<strong>hide</strong>” button on the <strong>Billing/Shipping</strong> tab. |</p>
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>160.</td>
<td>On the <strong>Accounting Lines</strong> tab, for this example, you will use the same data from the eDoc that was copied. However, if changes are required you may enter them manually.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>161.</td>
<td>Invoice Item Quantity will display as “1”. Enter “1” into the Invoice Item Quantity field.</td>
</tr>
<tr>
<td>162.</td>
<td>Update the Invoice Item Description field to display “on 11/6/2012” at the end of the current description.</td>
</tr>
<tr>
<td>163.</td>
<td>Change the Invoice Service Date field to “11/6/2012”.</td>
</tr>
<tr>
<td>164.</td>
<td>The Invoice Item Unit of Measure code will display as EA. To change, enter in the Unit of Measure or select from the magnifying glass.</td>
</tr>
<tr>
<td>165.</td>
<td>For this example, do not change the amount in the Invoice Item Unit Price field.</td>
</tr>
<tr>
<td>166.</td>
<td>Click the &quot;recalculate&quot; button on the Actions field. <strong>Note:</strong> If the Quantity or Price fields are changed you must click the recalculate button.</td>
</tr>
</tbody>
</table>
### Step # 167

**Procedure**

Click the "discount" button to create another accounting line to reflect the discount.
Step # | Procedure
---|---
168. | Once the new line has been added, update the **Object Code** to the same one that was used in the line which you were applying the discount to. Enter “0702” into the Object field.
169. | Enter “-20” into the **Invoice Item Unit Price** field to reflect a twenty percent discount.
170. | Click the “**recalculate**” button from the **Actions** field.
171. | Review the discount and the new **Totals**.
172. | Click the “**hide**” button on the **Accounting Lines** tab.
173. | Click the “**show**” button on the **Notes and Attachments** tab.
174. | Add any applicable notes and/or attachment. Notice the system note notifying of the document copy.
Step # | Procedure
--- | ---
175. | Click the “submit” button.

The following routing will occur depending on the Invoice Type selected:

- **S = FINAL**

**Note:** If there are errors on the document it will not submit successfully. You will receive a message in red text of the issues with the document. You will need to make the changes and then resubmit the document at the bottom of the page until you receive the success message. [%]

176. | Click the “reload” button.

177. | Click the **generate print file** button.

178. | A PDF of the Invoice will display which will allow you to print.

**End of Procedure**
Search for and Reverse a Customer Invoice with no Payments

Process

Provides searches for customer invoices in all statuses and the ability to reverse/correct those invoices.

Navigation: Main Menu>Custom Document Searches>Accounts Receivable>Customer Invoices

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>179.</td>
<td>Click the “Customer Invoice” link from the Custom Document Searches area.</td>
</tr>
</tbody>
</table>
Step # | Procedure
--- | ---
180. | The **Custom Search** option will auto populate the **Type** field with **INV** for Invoice.
181. | There are multiple ways to search for a **Customer Invoice**. In this example, you will conduct a search using the **Customer Number** that was created when you submitted the **Customer e-doc**.

Enter “####” into the **Customer Number** field (for this example, select the eDoc you just created the Discount for.)

182. | Click the “Search” button.
Step # | Procedure
--- | ---
183. | Once the search results have been populated click the **Document/Notification ID** link for the document you wish to correct. Click the "######" link from the **Document/Notification ID** field.
There are few business rules that apply when you reverse a Customer Invoice.

1. The 'Date Created From' will automatically default to the current date.
2. A Correction/Reversal cannot be made if any payments/adjustments have been made against the invoice.

Review the eDoc to be sure you selected the right one.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 186.   | Scroll down to the bottom of the **Customer Invoice** and click the “**correction**” button.  
**Note**: This will reverse the original invoice by creating a new e-doc. Take note of the new e-doc number. |
| 187.   | On the **Document Overview** tab, click in the **Description** field and update the DIS to “**REV**”. |
| 188.   | **Note**: It is suggested to enter an explanation in the **Explanation** field as to the reason for the reversal. The explanation displays in eThority. |
| 189.   | **Note**: It is also suggested to enter the reason for the reversal on the **Notes and Attachments tab**. Notes do not display in eThority. |
**Step #** 190. **Procedure**

*Note*: Review the changes in the attributes on the **Accounting Line** tab. The amounts will be negative. The fields are now display only.
191. Click the "submit" button.

The following routing will occur depending on the Invoice Type selected:

- **S** = FINAL
- **DM** = Treasury Office
- **SA** = Payroll Office

You will receive an FYI for the DM & SA Invoices once they have been approved by the related central office.

**End of Procedure**
Exercise One: Creating a New Customer Invoice (S)

Process

In this exercise you will create a new Customer Invoice. You may use the same information as the previous tutorials.

1. Enter a Description- Your FO #- Enter Customer Name & Today’s Date
2. Use the Billing Chart Code- Your Billing Chart
4. Use the Customer Number you created earlier (example, 3059)
5. Enter the Header Text- Facility Rental Fee
6. Change the Payment Term text- Net 30 to blank
7. Change the Print Invoice indicator from USER Queue to- BILL Queue
8. Choose Invoice type- S-Goods and Services
9. Reason Code- NO-S-Not Applicable
10. Item Code- RENTAL
11. Invoice Item Quantity -3
12. Add to Description - on Enter Today’s Date
13. Enter Service Date – Enter Today’s Date
14. Unit Price- 75.00
15. Don’t forget to click the “add” button.
16. Add any applicable Notes and/or Attachments
17. Submit your new Customer Invoice
Exercise Two: Creating a New Customer Invoice (SA)

Process
In this exercise you will create a new **Customer Invoice**. You may use the same information as the previous tutorials.

1. Enter a Description- **Your FO #** **John Doe** **Enter Today’s Date**
2. Explanation – **Bargaining Unit #, Payroll #**
3. Organization Document Number – **Salary Overpayment Worksheet #**
4. Use the Billing Chart Code- **Your Billing Chart**
6. Use the Customer Number **3190** created for this exercise
7. Enter the Header Text- **Salary Overpayment** (this is optional)
8. Change the Payment Term text- **Due Upon Receipt**
9. Due Date – **Next calendar day**
10. Change the Print Invoice indicator from USER Queue to- **BILL Queue**
11. Choose Invoice type- **SA**
12. Reason Code- **Z2**
13. Item Code- **Check if you have Item Codes, if none, the accounting lines must be manually completed. Use Object Code 9231**
14. Invoice Item Quantity -1
15. Description- **Salary Overpayment – NET PAY** (suggest to also add overpayment period dates)
16. Enter Service Date – **Enter Today’s Date**
17. Unit Price- **Amount of Overpayment**
18. Don’t forget to click the “add” button.
19. Add any applicable Notes and/or Attachments – **Suggest adding a note that the overpayment worksheet in on file at the Dept’s Deans Office or Fiscal Office, or if attaching, the worksheet must be redacted.**
20. Submit your new **Customer Invoice**
Print Customer Invoice from Reports

Process

The **Customer Invoice** link allows you to search for a **Customer Invoice** by **Billing Organization**, **Processing Organization** or **User ID** and print the invoice.

**Navigation:** Main Menu>Reports>Accounts Receivable>Customer Invoice

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>192.</td>
<td>Click the &quot;<strong>Customer Invoice</strong>&quot; link from the <strong>Reports</strong> section of the <strong>Main Menu</strong> tab.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------</td>
<td>------------</td>
</tr>
</tbody>
</table>
| 193.   | You may enter in the **Chart Code** if you know it or select the magnifying glass to search for a **Chart Code**.  
**Note**: This should be your Billing Chart Code  
Enter “HO” into the **Chart Code** field. |
| 194.   | You may enter in the **Organization Code** if you know it or select the magnifying glass to search for an **Organization Code**.  
**Note**: This should be your Billing Organization Code  
Enter “BUSO” into the **Organization Code** field. |
| 195.   | Select the “Billing” radio button from the **Org Type** field. |
| 196.   | **Note**: Remember to **disable** your **Pop-Up Blocker** before you continue. |
| 197.   | Click the **“generate print file”** button. |
Step # | Procedure
--- | ---
198. | An Adobe pdf file will open and your file is now ready to be printed.

End of Procedure
Run a Customer Aging Report

Process

In this tutorial, you will review the process to Run a Customer Aging Report. The Customer Aging Report allows you to view a report that shows how long invoices have been outstanding for a customer.

Navigation: Main Menu>Reports>Accounts Receivable>Customer Aging Report

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>199.</td>
<td>Select the “Customer Aging Report” link from the Reports section of the Main Menu tab.</td>
</tr>
</tbody>
</table>
### Step # 200.

The **Report Option** search parameters default with the **Processing Organization** radio button selected. If you search using this option you are required to:

- Enter the **Chart Code** for the **Processing Organization**.
- Enter the **Organization Code** for the **Processing Organization**.

If you select the **Billing Organization** radio button you are required to:

- Enter the **Chart Code** for the **Billing Organization**.
- Enter the **Organization Code** for the **Billing Organization**.

If you select the **Account** radio button you are required to:

- Enter the **Chart Code** for the **Account**.
- Enter the **Account Number**.

**Note:** If a **Report Run Date** is not selected, the report will default to the current date.
Step # | Procedure
--- | ---
201. | For this scenario, select the “Billing Organization” radio button.
204. | Click in the “Processing/Billing Organization Code” field.
206. | Click the “search” button.
Step # | Procedure
---|---
207. | Review the search results. The **Aging Report** displays the **Customer Name** and **Number** followed by the buckets with which the receivables are aged. The report also contains a **Totals** amount row at the end of the search results list.

You can drill down on both the Customer Number and Amounts to retrieve the details of the outstanding invoices.

208. | You have successfully completed the **Run an AR Aging Report** tutorial.

**End of Procedure**
View Billing Statement

Process

The Billing Statement allows you to search for and print a summary of all invoices outstanding on a customer’s account.

**Navigation:** Main Menu>Reports>Accounts Receivable>Billing Statement

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
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</thead>
<tbody>
<tr>
<td>209.</td>
<td>Click the “Billing Statement” link from the Reports section of the Main Menu tab.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>-------</td>
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</tr>
<tr>
<td>210.</td>
<td>Enter your Billing Chart Code&lt;br&gt;Enter “HO” into the <strong>Chart Code</strong> field.</td>
</tr>
<tr>
<td>211.</td>
<td>Enter your Billing Organization Code&lt;br&gt;Enter “BUSO” into the <strong>Organization</strong> field.</td>
</tr>
<tr>
<td>212.</td>
<td><strong>Note:</strong> Remember to disable your <strong>Pop-Up blocker</strong> before you continue.</td>
</tr>
<tr>
<td>213.</td>
<td>Click the “<strong>generate print file</strong>” button to view the <strong>Billing Statement</strong>.</td>
</tr>
</tbody>
</table>
## Step # 214.

Currently there is an issue within the **Billing Statement**. The Statement should show all related transactions that have posted against the customer.

- The only transaction that is appearing on the **Billing Statement** is the original **Customer Invoice**. The payments and credit memos are not appearing as transactions with an amount in the credit column.
- The amount due on the remittance slip appears to only be the **Customer Invoice** amount.

The aging amounts appear to be working properly when inputting payments.

---

**End of Procedure**
DEMO: View eThority AR Reports

Process

In this demo you will review AR Templates and Other AR Reports using eThority (ethority.reports.hawaii.edu).

1. Review Field AR Templates listing under the KFS AR Databooks
   - Click “AR Listing for Field” link
   - Enter in Control Value for AR Billing Organization: HO - BUSO
   - Choose Customer Name: CREATIONS IN CATERING click the “+” icon
   - Click the “+” icon for the Original Invoice Number: 7275
   - Click the “+” icons on all of the Inv Item Number 1-6 you wish to view.
   - Scroll to the right to review the Invoice Attributes

2. Review FMIS-ARS Outstdng AR dtd from 07-2010 (FO# 00055 Control Value)
   - Click “Converted FMIS-ARS Outstdng AR dtd from 07-2010” link
   - Enter “00055” in Control Value
   - Choose CREATIONS IN CATERING, click the (+)
   - Choose KFS AR INV No: 7257, click the (+)
   - Click the (+) icon and expand Item 2.
   - Scroll to the right to review the all related AR transactions

3. Review Non-CG Customer Listing for Field
   - Click on the “Non-CG Customer Listing for Field” link
   - Review Customer ACTIONET, INC
     - What is the Customer Number? _____________
     - Does ACTIONET, INC have a CUSTOMER CONTACT NAME? _____________
     - Is a Customer Tax Number Type Listed? _____________
     - What is the Customer Address for ACTIONET, INC?
       __________________________________________
       __________________________________________