

KUALI FINANCIAL SYSTEM - CUSTOMER INVOICE

Customer Invoice ?	Doc Nbr: 18453079	Status: SAVED
	Initiator: kjcochar	Created: 09:51 AM 06/18/2013
	Invoice Total Amount: 2,550.00	Open Amount: 2,550.00

Document was successfully saved ← Indicates last action taken on invoice

System generated – indicates amount remaining to be paid

Document Overview hide

Document Overview

* **Description:** athletic tickets ↓ **Explanation:** This is an optional free-form field completed by the user ↑

Organization Document Number: ATHL001 ← **User defined - optional**

Financial Document Detail

Total Amount: 2,550.00 ← **System Calculated inv total**

Organization hide

Organization

Processing Chart Code: UA - UNIV ADMIN ← Defaults based on User name and Organization Options

Processing Organization Code: AR

Organization Invoice Number: ATL087321 ← **User defined - optional**

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

*** Billing Organization Code:** AR ← **System Calculated inv total**

Recurrence Details show ← IGNORE THIS SECTION – THE FUNCTIONALITY DOES NOT WORK PROPERLY.

General hide

Customer Information

* **Customer Number:** ABB2 ← Required, searchable ↔ ABBOTT LABS

Customer Purchase Order Number: PO123456 ↔ **Customer Purchase Order Date:** 06/01/2013 ← PO fields optional; appear on printed invoice

Detail Information

Billing Date: 06/18/2013 ← Defaults to current date; not editable ↔ *** Due Date:** 07/18/2013 ← Defaults to 30 days from bill date

Terms: NET 30 DAYS ← Defaults based on Bill Org; editable ↔ **Open Invoice Indicator:** Yes ← System generated – indicates if any part of invoice still open

Statement Information

Header Text: Have a Good Day ← Optional, appear on invoice ↔ **Attention Line Text:** Andrew Manning

Print Invoice Indicator: Send to USER Queue ← **Print Date:** ← System generated – indicates when invoice was actually printed

IGNORE – FUNCTION DOES NOT WORK

Defaults based on Bill Org; editable

PO fields optional; appear on printed invoice

Defaults to 30 days from bill date

System generated – indicates if any part of invoice still open

System generated – indicates when invoice was actually printed

KUALI FINANCIAL SYSTEM - CUSTOMER INVOICE

Billing/Shipping ▼ hide

Bill To Address

* Bill To Address Identifier:	1 <input type="button" value="refresh"/>	City:	NORTH CHICAGO
Address Type:	Primary	State:	ILLINOIS
Address Name:	ABBOT LABORATORIES	Postal Code:	60064
Address 1:	ACCOUNTS PAYABLE		
Address 2:	D 93B R1 3		
Email Address:			
		Country:	United States

Ship To Address

Ship To Address Identifier:	6 <input type="button" value="refresh"/>	City:	ABBOT PARK
Address Type:	Alternate	State:	ILLINOIS
Address Name:	ABBOTT LABORATORIES	Postal Code:	60064
Address 1:	CORPORATE PLACEMENT	International Province:	
Address 2:	ABBOTT PARK D-393	International Postal Code:	
Email Address:		Country:	United States

All address info populated from customer record; Bill to address defaults to primary customer address. Search on identifier field to select different bill to address and to add a ship to address if necessary.

Ship To address is optional

KUALI FINANCIAL SYSTEM - CUSTOMER INVOICE

Accounting Lines
▼ hide

Accounting Lines ?
hide detail

Source
import lines

	* Chart	Sub-Fund	Org Cd	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
add:	Invoice Item Code	* Invoice Item Quantity	Invoice Item Description	Invoice Item Service Date	Invoice Item Unit Of Measure Code	* Invoice Item Unit Price						
	<input type="text"/>	1	<input type="text"/>	<input type="text"/>	EA	<input type="text"/>						refresh add
				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	UA UNIV ADMIN	CLEAR	AR	6812950 A/R CLEARING ACCT-UNIV COLL SERV		1800 OTHER INCOME				2,550.00		
1	Invoice Item Code	* Invoice Item Quantity	Invoice Item Description	Invoice Item Service Date	Invoice Item Unit Of Measure Code	* Invoice Item Unit Price						
	<input type="text"/>	3	BASKETBALL TICKETS	<input type="text"/>	EA	850						recalculate delete bal inquiry discount refresh
										Total: 2,550.00		

General Ledger Pending Entries
▶ show

Notes and Attachments (0)
▶ show

Ad Hoc Recipients
▶ show

Route Log
▶ show

submit
save
reload
blanket approve
close
cancel
copy

This section is not required but needs to be completed so the line item doesn't appear blank

REQUIRED FIELDS: Chart, Account, Object, Quantity, Unit Price. All other fields are optional. After entering info on the "add" line, user clicks "add" button in "Actions". The line will then be added to the invoice and the user can then discount or delete the line. If making changes to an added line, click "recalculate" to refresh the values.

KUALI FINANCIAL SYSTEM - CUSTOMER INVOICE

General Ledger Pending Entries
▼ hide

After saving or submitting the invoice, the General Ledger Pending Entries will appear under this tab.

Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2013	UA	6812950	----	8118	---	-----	INV	AC	AS	2,550.00	D
2	2013	UA	6812950	----	1800	---	-----	INV	AC	IN	2,550.00	C

Notes and Attachments (0)
▼ hide

Notes, including attachments, can be added to the invoice at any time; even after the invoice is in final status.

	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:			<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/> Browse...		add

Ad Hoc Recipients
▼ hide

Ad Hoc Recipients can be added for approval, FYI or acknowledgement prior to submitting the invoice. The invoice can be FYI ad hoc routed after it is in final status.

Ad Hoc Recipients	
Person Requests:	Ad Hoc Group Requests:
* Action Requested	* Person
APPROVE ▼	<input style="width: 100%;" type="text"/> 🔍
APPROVE ▼	<input style="width: 100%;" type="text"/> 🔍

Route Log
▶ show

submit
save
reload
{
close
cancel
copy

Submit will finalize the invoice; Save will save it to the initiators action list; Reload will refresh the screen; Close will take you back to the main KFS screen; Cancel will cancel the document; Copy makes an exact copy of the document with a new invoice number.

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After the invoice is in “Final” status (“reload” after submitting to bring the invoice to final status), the buttons above will appear.

generate print file

will open a PDF of the invoice. This can be saved, e-mailed or printed.

correction

allows you to correct/reverse an existing invoice.

send ad hoc request

allows you to “FYI” ad hoc route an invoice after you add a recipient in the “Ad Hoc Recipients” tab.

copy

allows you to copy the invoice. A new invoice document will be created and you can then make any necessary changes to it before submitting it.

KUALI FINANCIAL SYSTEM - CUSTOMER INVOICE

INVOICE
 INDIANA UNIVERSITY
 BLOOMINGTON, IN 47405
 FED ID #356001673

Page 1 of 1
 Date: 07/11/2014

INVOICE: 29410823

CUSTOMER NUMBER: ABB2
 ATTN: ANDREW MANNING

BILLED BY (DO NOT REMIT TO):

EDUCATION
 PHONE: (812) 856-8068

SHIP TO: ABBOTT LABORATORIES
 CORPORATE PLACEMENT
 ABBOTT PARK D-393
 ABBOT PARK, IL 60064

FAX:
 PREPARED BY: Marilyn Gregory

PO/AGREEMENT NO: PO123456
 PO/AGREEMENT DATE: 06/01/2013

Have a Good Day!

QTY	UNIT	DESCRIPTION	ITEM CODE	UNIT PRICE	AMOUNT
3.00	EA	BASKETBALL TICKETS		850.00	2,550.00

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

NET 30 DAYS

PAY THIS AMOUNT: 2,550.00

 Detach & Return Lower Portion with Payment

PLEASE MAKE CHECKS PAYABLE TO: INDIANA UNIVERSITY

INVOICE DATE: 07/11/2014
 INVOICE: 29410823
 CUSTOMER NBR: ABB2
 UA6812950

DUE DATE:	08/10/2014
AMOUNT DUE:	2,550.00

ATTN: ANDREW MANNING
 ABBOT LABORATORIES
 ACCOUNTS PAYABLE
 D 93B R1 3
 NORTH CHICAGO, IL 60064

REMIT TO: INDIANA UNIV ACCTS RECEIVABLE
 DEPT 78896
 P.O. BOX 78000
 DETROIT, MI 48278-0896

000002550002 000294108238 00000ABB23 3