



Guide to the Accounts Receivable Module

Kuali

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Introduction

The Accounts Receivable (AR) module of Quali Financials is used for billing non-student receivables, creating invoices, recording payments, issuing credit memos, tracking outstanding receivables, and viewing historical data regarding customer charges and payments.

The Accounts Receivable (AR) module also includes functionality for managing invoicing activities related to Contracts & Grants. When this functionality is turned on, several additional menu options display and the Agency, Award and Customer documents have additional tabs and fields to collect information needed by Contracts & Grants Billing. These additional menu items, tabs and fields are described within the AR and CG documentation and identified as being available when Contracts & Grants Billing is turned on. See *the Guide to the Contracts & Grants Module*. Contracts & Grants

Contracts & Grants Billing provides the ability to invoice by account, award and contract control account. Invoicing methods include Cost Reimbursable, Pre-Determined Billing Schedule, Milestone and Letter of Credit Billing. Contracts & Grants Billing also provides functionality related to Collections, including the Collection Activity document, Dunning Letter generation and a Tickler Report for tracking collection activity follow-up. Contracts & Grants invoices can be created manually or via batch. Contracts & Grants Invoices are stored within regular AR and payments are applied in the same way as regular AR invoices.






In order to work efficiently in the system's AR screens, you need to understand the basics of the user interface. For information and instructions on logging on and off, navigating, understanding the components of understanding the components of screens, and performing basic operations in the screens, see *the Overview and Introduction to the User Interface*.



Accounts Receivable Batch Processes

Users do not interact directly with Kuali Financials batch processes, but some users want to understand how these processes keep the database up to date. For users who are interested, the following table summarizes the functions of the systems Accounts Receivable batch processes. These processes, which are run according to a predetermined schedule, not only keep your database up to date but, in some cases, generate new documents as needed to make certain types of adjustments.

AR Batch Jobs

Job Name	Description
clearContractsGrantsInvoiceDocumentErrorLogJob	<p>This job clears the Contracts & Grants Error logs. The contractsGrantsInvoiceDocumentJob, Contracts and Grants Invoice manual process and LOC Review process log errors in a file that can be retrieved via the Contracts & Grants Invoice Document Error Log Report.</p> <p> Functions when Contracts & Grants Billing is turned on.</p>
contractsGrantsInvoiceDocumentJob	<p>This job creates Contracts & Grants Invoices. Invoices that are set to auto-approve and pass all validation and suspension category checking will route to FINAL. Invoices that are suspended route to the Fund Manager for the Award. Invoices that do not pass validation are not created and are logged in the Contracts & Grants Invoice Document Error Log Report.</p> <p> Functions when Contracts & Grants Billing is turned on.</p>
customerInvoiceDocumentBatchJob	<p>This is not a production job. It is used in the test environments to create AR Invoices for testing purposes.</p>
customerInvoiceWriteoffBatchJob	<p>This job creates Customer Invoice Write Off documents when the Customer Invoice Writeoff Lookup process is used.</p>
customerLoadJob	<p>This job creates customer records uploaded from either a CSV or XML file. See Accounts Receivable Upload Functions for more information on the file layouts and uploading files.</p>
invoiceRecurrenceJob	<p>This job creates Customer Invoices and routes them to the Invoice Recurrence initiator at specified monthly or quarterly intervals.</p>
letterOfCreditJob	<p>This job creates Payment Applications and Cash Controls for Letter of Credit Invoices that are in final status. One Cash Control will be created each time the job runs and a Payment Application will be created for each invoice. The Payment Applications will route to FINAL. The Cash Control will be Enroute.</p> <p> Functions when Contracts & Grants Billing is turned on.</p>



lockboxJob

This job creates Cash Controls and Payment Applications each time the job is run. One Cash Control per lock box and one payment application per invoice. If the lock box information and invoice match, then the Payment Application routes to FINAL. If there is a mismatch, the Payment Application is SAVED so that it can be corrected. Cash Controls will be Enroute.

upcomingMilestoneNotificationJob

This job notifies users when Milestone Billed = No, the expected completion date is less than or equal to today plus the number of days specified in parameter CHECK_LIMIT_DAYS and Actual Completion date is empty.








Functions when Contracts & Grants Billing is turned on.



Accounts Receivable Transaction Documents

AR documents

Document	Description
Cash Control (CTRL)	Facilitates the entry and tracking of payment information for a particular customer or customers, including the form or type of payment, and the amount.
Contracts & Grants Collection Activity (CCA)	Allows you to record each attempt at collecting a past due invoice.  Displays when Contracts & Grants Billing is turned on.
Contracts & Grants Invoice (CINV)	Allows you to manually create Contracts & Grants invoices for one or more awards for which you are the fund manager.  Displays when Contracts & Grants Billing is turned on.
Contracts & Grants LOC Review (LCR)	Presents a means for reviewing draw amounts for letter of credit awards, prior to creating Contracts & Grants invoices and payment transactions for those awards.  Displays when Contracts & Grants Billing is turned on.
Customer Credit Memo (CRM)	Provides a means for selecting a particular customer Invoice record (document) and then specifying an amount to be credited against an open invoice.
Customer Invoice (INV)	Allows you to prepare, save, and submit an invoice to a customer from your organization.
Customer Invoice Writeoff (INVW)	Facilitates the entry and tracking of writeoff information in the AR module.
Customer Invoice Writeoff Lookup	Allows you to search for one or more invoices to write off in the AR module.
Final Billed Indicator (FBI)	Used to reverse the flag on a Contracts & Grants invoice marking it as the final bill for the award.  Displays when Contracts & Grants Billing is turned on.
Generate Dunning Letters	Generate Dunning Letters allow the AR Collector to generate progressively stronger letters to be sent to customers asking for payment of past due invoices.  Displays when Contracts & Grants Billing is turned on.



[Payment Application \(APP\)](#)

Used to provide information about how to apply a payment when funds are already in the Accounts Receivable module, but they have not yet been applied to a specific invoice.

[Transmit Contracts & Grants Invoices](#)


The Transmit Contracts & Grants Invoices Lookup allows users to generate pdf invoices that can be sent via mail or generate electronic invoices to send via email.



Displays when Contracts & Grants Billing is turned on.




Cash Control

 In order for users to submit the Cash Control document, the ENABLE_BANK_SPECIFICATION_IND parameter must be set to Y and the DEFAULT_BANK_BY_DOCUMENT_TYPE parameter must be completed. Even if your institution is not planning to use the Bank Offset feature in Quali Financials, the DEFAULT_BANK_BY_DOCUMENT_TYPE parameter must be completed if your users plan to use the Cash Control document. Bank offsets will not be created if the Bank Offset feature has not been configured.

The Cash Control document facilitates the entry and tracking of payment information for a particular customer or customers, including the form or type of payment, and the amount.

Document Layout

The Cash Control document contains two unique tabs: **General Info** and **Cash Control Details**, 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*.

General Info Tab

General Info tab field definitions

Title	Description
Bank Code	Required. Use the lookup icon as necessary to locate and specify a code that uniquely identifies a particular bank from which the funds will be drawn. Whether you are able to edit the bank code is determined by your system administrator.
Medium Code	Required. Use the list to view and select the code that uniquely identifies the payment medium: cash, check, credit card, or wire.
Processing Org	The abbreviation for the processing organization.
Reference Document Number	Required when Cash is selected from Medium Code . This is the document number from financial processing.



Cash Control Tab

Cash Control Details tab field definitions

Title	Description
Application Doc number	The document number of the source system. This number is created automatically after a detail line is added.
Amount	Required. The dollar amount of the payment received.
Customer number	A unique number assigned to identify each organization as a customer. Enter the number or select it from the lookup.
Date	The date the check or other payment medium was received. Enter a date or select it from the calendar tool.
Description	Explains why the Cash Control document is being created.
Medium ID	The unique identifier associated with the payment method. For example, the receipt number for cash, check number on a check, money order number, credit card batch identifier, etc.
Status	Indicates the status of the document. This value is system-generated and is based on the attached payment application document's progress through the approval hierarchy.
Total	The total of the values listed in the Amount field of each line item. System-generated.



Process Overview

Business Rules

- The payment amount must be greater than zero.

Routing

- The Cash Control document is routed to the Accounts Receivable Lockbox Manager.

Example

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

Payments for the arboretum are handled by the Arboretum Administration's processing organization, the Dean of Forest Resources. When the local nursery DCH came in to pick up some additional shrubs, they also stopped by the Dean's office and dropped off a payment for an outstanding invoice. The Dean's Office uses a **Cash Control** document to record that payment.




Contracts & Grants Collection Activity

Allows you to record each attempt at collecting a past due invoice.

 This document is available when Contracts & Grants Billing is turned on.


Document Layout

The Contracts & Grants Collection Activity document contains three unique tabs—**Award Information**, **Global Collection Event** and **List of Invoices**—in addition to the standard tabs.

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

Award Information Tab





Award Information tab field definitions

Title	Description
Agency Number	Display only. The Agency Number associated with the Award that is being collected on.
Agency Full Name	Display only. The textual name that commonly references or represents the agency organization.
Customer Number	Display only. The AR Customer number associated with the Agency.
Customer Name	Display only. The AR Customer name associated with the Agency.
Proposal Number	Required. Use the lookup to find and return a value.  When Kual Financials is not integrated with Kual Research, the Proposal and Award will be the same number.



Global Collection Event Tab

Global Collection Event tab field definitions

Title	Description
Collection Activity Comment	Required. A detailed description of the collection activity.  Clicking the  icon opens a screen where the complete collection activity comment is displayed.
Collection Activity Date	Required. Use the calendar tool to select the date the collection event occurred or enter a date in the format mm/dd/yyyy.
Collection Activity Type	Required. The type of collection activity. Existing collection activity types may be retrieved from the list or from the lookup .
Completed Date	Optional. Use the calendar tool to select the date when the follow up action was completed for this collection event or enter a date in the format mm/dd/yyyy.  This date can be updated via the Collection Event document when the collection activity is complete.
Follow-up Date	Optional. Use the calendar tool to select the date when follow up action should be taken on this collection event or enter a date in the format mm/dd/yyyy.  The Tickler Report uses this date to help AR collectors monitor collection activities.

List of Invoices Tab

List of Invoices tab field definitions

Title	Description
Billing Date	Display only. The date the invoice was billed.
Billing Period	Display only. The period of time the invoice covered.
Invoice Document Number	Display only. The Invoice Number that is undergoing collections.

The only way to populate the **List of Invoices** tab is by using a special multiple value lookup called the **Look Up / Add Multiple Invoices** to return one or multiple invoices. Use the **Delete** button to remove invoices that should not be collected on.



Process Overview

Business Rules

- A Proposal is required.
- Collection activity type, date and comment are required.
- At least one invoice must be selected.

Routing

- The Contracts & Grants Collection Activity document does not route.


Example

XYZ Agency invoices are several months past due. The Contracts & Grants Collection Activity document will be used to track collection activities. As contacts are made or new information is obtained re: the collection of these invoices, a new Contracts & Grants Collection Activity document is created.



Contracts & Grants Invoice

Allows you to manually create Contracts & Grants invoices for one or more awards for which you are the fund manager.


 Contracts & Grants Invoices can also be created via a batch. The Contracts & Grants Invoice and the batch process create invoices in three different formats. Cost Reimbursable, Pre-Determined Billing Schedule and Milestone. The LOC Review process creates invoices in the Cost Reimbursable format.

 This functionality is available when Contracts & Grants Billing is turned on.

Document Layout

The initial display of the Contracts & Grants Invoice is a simple lookup screen.

Contracts & Grants Lookup search field definitions





Title	Description
Agency Number	Used to search for awards assigned a specific agency.
Account Number	Used to search for awards assigned a specific account.
Billing Frequency	Used to search for awards with a specific billing frequency. Select one from the list.
Proposal Number	Used to search for awards assigned to a specific proposal number.  When Kualo Financials is not integrated with Kualo Research, the Proposal and Award will be the same number.
Start Date From	Used to search on the Award's Start Date. Enter the earliest date you want to search from in the format mm/dd/yyyy or use the calendar tool to select one.
Start Date To	Used to search on the Award's Start Date. Enter the latest date you want to search to in the format mm/dd/yyyy or use the calendar tool to select one.
Stop Date From	Used to search on the Award's Stop Date. Enter the earliest date you want to search from in the format mm/dd/yyyy or use the calendar tool to select one.
Stop Date To	Used to search on Award's Stop Date. Enter the latest date you want to search to in the format mm/dd/yyyy or use the calendar tool to select one.
Total Amount	Used to search for awards by the Awards Total Amount.



After entering search criteria, click the **Search** button. The system displays the search results beneath the search fields. Only Awards for which you are the Fund Manager will display.

Contracts & Grants Invoice Lookup Search Results

Contracts & Grants Invoice search results field definitions

Title	Description
Account Number	Account Number associated with the Award.  Invoices will be created for each account selected, when the Billing Frequency is Milestone or Predetermined Billing.
Agency Full Name	The full name of the Agency associated with the Award.
Agency Number	Identifies the Agency Number associated with the Award.
Agency Reporting Name	The reporting name of the Agency associated with the Award.
Award	Check the appropriate box for each invoice to be created.
Billing Frequency	Indicates how often the Award is invoiced. Values include Annually, LOC Billing, Milestone, Monthly, Predetermined Billing Schedule, Quarterly and Semi Annually.
Chart Code	Chart code associated with the account number.
Customer Number	Identifies the Customer Number Associated with the Award.
Instrument Type	Indicates the funding agreement/method associated with the Award.  When integrated with Kual Research, this field is called Agency Type.
Invoicing Option	Indicates how the Award will be invoiced. Values include Invoice by Account, Invoice by Award, and Invoice by Contract Control Account.  Invoicing Option determines the number of invoices that will be generated for the Award.
Proposal Number	Proposal Number associated with the Award.  When Kual Financials is not integrated with Kual Research, the Proposal and Award will be the same number.
Start Date	The Start Date of the Award.
Stop Date	The Stop Date of the Award.
Total Amount	Indicates the Total Amount of the Award.

Select invoices by clicking one or more boxes in the **Award** column, or click **Select All** button to select them all. Once the awards have been selected, click **Return Selected** button.





The system retrieves the specified awards and displays them in the Contracts & Grants Invoice Summary screen.

Contracts & Grants Invoice Summary

This screen contains a tab for each award for which you are creating one or more invoices.

Contracts & Grants Invoice Summary field definitions

Title	Description
Billing Frequency	Display-only. How often the Award is invoiced. Values will be Annually, LOC Billing, Milestone, Monthly, Predetermined Billing Schedule, Quarterly and Semi Annually.
Instrument Type	Display-only. The funding agreement/method associated with the award.
Invoicing Option	Display-only. How the Award will be invoiced. Values include Invoice by Account, Invoice by Award, and Invoice by Contract Control Account.  Invoicing Option determines the number of invoices that will be generated for the award.
Proposal Number	Display-only. The Proposal Number associated with the Award.  When Kual Financials is not integrated with Kual Research, the Proposal and Award will be the same number.
Start Date	Display-only. The Start Date of the Award.
Stop Date	Display-only. The Stop Date of the Award.
Total Amount	Display-only. The Total Amount of the Award.

Click **Create** button to generate Contracts & Grants Invoices for each award.



Contracts & Grants Invoice Document

The Contracts & Grants Invoice document allows fund managers to edit, save, submit and approve invoices for Contracts & Grants activity to a customer, from your organization. Depending on the invoicing option set on the award, this document creates one of three different invoice formats; Cost Reimbursable, Pre-Determined Billing Schedule or Milestone.

Document Layout

Depending on the invoicing option for the Award, each type of Contracts & Grants Invoice document contains five or six unique tabs: **Organization, General, Invoice Details OR Milestones OR Scheduled Bills, Account Summary, Invoice Suspension Categories, and Transmission Details (not present on LOC Review award invoices)**, in addition to the standard financial transaction tabs.



The Create date in the Contracts & Grants Invoice document header is the date the invoice was created. The due date for Contracts & Grants Invoices is automatically set to the create date, implying due upon receipt. The due date is not editable.



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

Organization Tab

Organization tab field definitions

Title	Description
Billing Chart Code	Display only. The chart code of the fund manager assigned to the award.
Billing Organization Code	Display only. The organization code of the fund manager assigned to the award.
Processing Chart Code	Display only. The Chart of Accounts code of the processing organization providing payment processing services to the billing organization.
Processing Organization Code	Display only. The organization code of the processing organization providing payment processing services to the billing organization.



General Tab

The **General** tab contains two sections: **Billing Summary** and **Customer Information**.




When an award's Invoicing Option is set to Invoice by Account or Invoice by Contract Control Account, some amounts on the General Tab on the Contracts & Grants Invoice may not equal the totals found in the Invoice Details or Account Summary tabs. This is because the General tab reflects the totals for all accounts on the Award (even though they are billed on separate invoices). The General Tab totals may also include amounts on saved or enroute invoices for the Award.

Billing Summary Section

Billing Summary section field definitions

Title	Description
Account Name	Display only. The account name associated with this invoice when the Billing Frequency is Milestone or Predetermined Billing Schedule. Will not display when Billing Frequency represents cost reimbursable.
Account Number	Display only. The account number associated with this invoice when the Billing Frequency is Milestone or Predetermined Billing Schedule. Will not display when Billing Frequency represents cost reimbursable.
Amount Remaining To Bill	Display only. The difference between the Award Total and Total Amount Billed To Date.
Award Date Range	Display only. The range of Start Date to Stop Date on the Award.
Award Total	Display only. The total dollar amount calculated from Direct Cost Amount + Indirect Cost Amount for the Award associated with the invoice.
Billing Frequency	Display only. Indicates how often the Award is invoiced. Values will be Annually, LOC Billing, Milestone, Monthly, Predetermined Billing Schedule, Quarterly and Semi Annually.
Billing Period	Display only. The period of time the invoice covers.
Chart Code	Display only. The chart code associated with this invoice when the Billing Frequency is Milestone or Predetermined Billing Schedule. Will not display when Billing Frequency represents cost reimbursable.
Cost Share Amount	Enter the Cost Share Amount to be included in this Contracts & Grants Invoice.
Final Bill	Indicates that this is the final bill for the accounts on this invoice. Defaults to unchecked; check the box to indicate final bill, remove the check mark if this is not the final bill.
Instrument Type	Display only. The funding agreement/method associated with the Award.
Last Billed Date	Display only. The date of the most recent billing period in which all accounts on the Award were invoiced.



Proposal Number	Display only. The Proposal Number associated with the Award.  When Kualo Financials is not integrated with Kualo Research, the Proposal and Award will be the same number.
Total Amount Billed To Date	Display only. The amount of expenditures invoiced to date for the Award.
Total Previously Billed	Display only. The amount of all completed invoices for all accounts on the Award, through the end of the prior billing period.

Click the Calculate button to recalculate the amounts on the invoice

Customer Information Section

Customer Information section field definitions

Title	Description
Customer Name	Display only. The name of the customer.
Customer Number	Display only. A unique number assigned to each customer.

Invoice Tab

The Invoice Tab will change depending on the type of Invoice that is generated based on Billing Frequency selected for the award: **Cost Reimbursable** (annually, LOC Billing, monthly, quarterly, semi-annually) , **Milestone** (milestone) and **Pre-Determined Billing** (pre-determined billing).

Invoice Details Tab

Invoice Details tab field definitions

Title	Description
Amount Remaining To Bill	Display only. The difference between the Total Budget and Total Amount Billed To Date.
Budget Remaining	Display only. The difference between the Total Budget and Cumulative Expenditures.
Cost Category Name	Display only. Used to group expenditures on the Contracts & Grants invoice document for cost reimbursable Awards, the name assigned to a defined set of object codes.
Cumulative Expenditures	Display only. The total expenditures in the GL Balance table for the accounts on this invoice.
Invoice Amount	Defaults from the total expenditures for the billing period for the accounts on this invoice. Enter a lower amount to adjust if necessary.
Milestone or Predetermined Bill Previously Billed	Display only. Displays amount previously billed on milestone or predetermined billing schedules. Amounts will display under the Invoice Amount and Total Previously Billed columns and will reduce the amount of the invoice.



Total Amount Billed To Date	Display only. The amount of expenditures invoiced to date for the accounts on this invoice.
Total Budget	Display only. The Award amount budgeted for the accounts on this invoice.
Total Cost	Display only. The total amounts for the accounts on this invoice.
Total Direct Cost	Display only. The total amount of the detail lines, minus indirect cost.
Total Indirect Cost	Display only. The total amount of indirect cost for the accounts on this invoice included in the detail lines.
Total Previously Billed	Display only. The amount of expenditures invoiced in prior billing periods for the accounts on this invoice.

Milestones Tab

Milestones tab field definitions

Title	Description
Actual Completion Date	Display only. The date the milestone was actually completed.
Milestone Amount	Display only. The billable amount for the milestone.
Milestone Description	Display only. A description for the milestone.
Milestone Number	Display only. A unique number assigned to the milestone.
Total	Display only. The total of all milestones listed.

Scheduled Bills Tab

Scheduled Bills tab field definitions

Title	Description
Scheduled Bill Amount	Display only. The billable amount for the bill.
Scheduled Bill Date	Display only. The date the bill is due.
Scheduled Bill Description	Display only. A description for the bill.
Scheduled Bill Number	Display only. A unique number assigned to the bill.
Total	Display only. The total amount of all bills listed.



Account Summary

Account Summary tab field definitions

Title	Description
Account Number	Display only. The Account Number associated with the Award.
Budget Remaining	Display only. The difference between the Total Budget and Cumulative Expenditures.
Chart Code	Display only. The Chart of Accounts code of the processing organization providing payment processing services to the billing organization.
Cumulative Expenditures	Display only. The total expenditures to date in the GL Balance table for the account.
Invoice Amount	Display only. The total expenditures for the billing period for the account.
Total Amount Billed To Date	Display only. The amount of expenditures invoiced to date for the account.
Total Budget	Display only. The Award amount budgeted for the account.
Total Previously Billed	Display only. The amount previously billed on this account.

Invoice Suspension Categories Tab

Invoice Suspension Categories tab field definitions

Title	Description
Suspension Category Code	Display only. The unique code assigned to the suspension category.
Suspension Category Description	Display only. The description for the suspension category.

Invoice Suspension Categories require code to create new values or to modify existing values, therefore, there isn't a related maintenance table. Following are the existing suspension categories.



Suspension Categories

Code	Description
1	Total Amount Billed to Date exceeds award total
2	Invoice amount is less than invoice minimum requirement
3	Reports are required to be attached
4	Customer Primary address is missing or incomplete.
5	Customer Alternate address is incomplete
6	Today's date exceeds the Award Stop Date
7	CGB Cost Category codes are setup incorrectly. An object code might not be assigned or could be assigned to more than one Cost Category
8	LOC remaining amount is not sufficient
11	Award has closed account with current expenditures
12	Award has Stop Work set to Yes

Transmission Details Tab

Transmission Details tab field definitions

Title	Description
Actions	<p>If the invoice has not previously had a print file created or email sent in the Transmit Contracts and Invoice process, the set transmission date button displays. Click the set transmission date button to set a new transmission date to allow a date to be set so that no invoice will be emailed or print file created for the address when the Transmit Contracts & Grants Invoices process is run.</p> <p>If the Transmit Contracts and Invoice process has previously created the invoice print file or emailed the invoice to the customer, or if the transmission date was manually set, the clear transmission date button appears. Click the clear transmission button and the next time the Award is selected for processing in Transmit Contracts & Grants Invoices, this invoice(s) will be emailed or a new print file will be created.</p>
Address	Display only. The full mailing address for the Customer Address.
Address Name	Display only. The name for the Customer Address.
Address Type	Display only. The type of address. Values are Primary, Alternate or Temporary.
Email Address	Display only. Email address associated with the Customer Address.
Initial Transmission Date	Display only. When the Method of Invoice Transmission is Through Email for a Customer Address, this is the date the Transmit Contracts & Grants Invoice process emailed the invoice to the Customer Address. If the Method of Invoice Transmission for the Customer Address is Through Mail, this is the date the process created the invoice/envelope print file for the Customer Address.
Invoice Template	Display only. The template used to create the pdf invoice file to be mailed or emailed to the customer for the Customer Address.
Method of Invoice Transmission	Display only. The means by which the invoice is sent to the customer for the Customer Address. Values are through mail and through email.



Process Overview

Business Rules

- When the Invoice routes to FINAL, it creates an invoice pdf file for each customer address, utilizing the invoice template assigned to that address, along with a pdf file marked copy for each address. The pdf files are added to the Notes and Attachments tab of the Contracts & Grants Invoice document. The invoice and copy may be printed directly from the Notes and Attachments tab, or the Transmit Contracts & Grants Invoices process may be utilized to email invoices to customers or create a print file so that invoices can be mailed to the customers, based on the Method of Invoice Transmission set for each customer address.
- When Invoicing Option is set to **Invoice by Award**, one invoice will be created for the Award and General Ledger Pending Entries will be created for each account assigned to the Award.
- When Invoicing Option is set to **Invoice by Account**, an invoice will be created for each account assigned to the Award and General Ledger Pending Entries created for each account.
- When Invoicing Option is set to **Invoice by Contract Control Account**, an invoice will be created for each Contract Control Account associated with the accounts on the Award. General Ledger Pending Entries will be created for each Contract Control Account.
- When Billing Frequency is Milestone or Predetermined Billing Schedule, Invoicing Option must be set to Invoice by Award.
- A Contracts & Grants Invoice will not be created if:
 - The Billing Frequency is not Pre-Determined Billing or Milestone and the award is not within its defined Billing Frequency (ie has already been invoiced in this billing period or is not within the Grace Period defined for the Billing Frequency).
 - The Award is not active.
 - The Award does not have at least one active account associated with it.
 - The Invoicing Option is Invoice by Award, the Award has multiple accounts, and one or more accounts have no Contract Control Account assigned to them.
 - The Invoicing Option is Invoice by Award, the Award has multiple accounts, and the accounts are assigned to multiple Contract Control Accounts.
 - The Invoicing Option is Invoice by Contract Control Account, and one or more accounts have no Contract Control Account assigned to them.
 - The Award has no expenditures for the current invoicing period.
 - The invoice amount is zero or negative.
 - The Award's Agency is not associated with a valid AR Customer.
 - The Award is excluded from invoicing.
 - The Award has invoices currently in process: Initiated, Saved, Enroute or Exception.
 - The organization associated with the Fund Manager does not have Organization Options and Organization Accounting Defaults set up.
 - Final Bill is Yes.
 - The Billing Frequency is Milestone and there are no milestones with a Completed Date prior to today's date.
 - The Billing Frequency is Pre-Determined Billing Schedule and there are no bills with a Bill Date prior to today's date.
 - The same account number is used on multiple awards.



- The following will cause Contracts & Grants invoices to suspend:
 - New Total Billed Amount exceeds Award Total Amount.
 - Invoice Amount is less than Invoice Minimum.
 - Reports or supporting documentation are required to be attached.
 - Agency Primary Address is missing or incomplete.
 - Agency Alternate Address is incomplete.
 - Scheduled Bill Date exceeds the Award Stop Date.
 - Object Codes used on the account are not assigned to Cost Categories.
 - Letter of Credit Remaining Amount is not sufficient.
 - Award has closed account with current expenditures in the billing period.
 - Award has Stop Work set to Yes.
- Contracts & Grants Invoices may be error corrected if no payments have been applied.
- Error corrected Contracts & Grants Invoice amounts are updated as follows:
 - General tab:
 - The Last Billed Date for the Award Account(s) and the Award are reset to the previous Last Billed Date.
 - Final Billed is reset to No on the Award if Final Billed was set to Yes on the invoice being corrected.
 - Amounts in the Total Previously Billed, Total Amount Billed to Date and Amount Remaining to Bill columns all reflect the reversal of the original invoice amounts.
 - Invoice Details and Account Summary tabs:
 - Invoice Amount for all lines is reversed.
 - Budget Remaining, Total Previously Billed, Total Amount Billed to Date and Amount Remaining To Bill are recalculated for all lines.
- Error corrected Contracts & Grants Invoices:
 - Do not check for or display suspension categories.
 - Do not display the Transmission Details tab.
 - Do not generate invoice pdf files.
 - Route to final status when submitted by the Fund Manager.
 - Allow Fund Managers to create new Contracts & Grants Invoices for the current billing period to replace the error corrected invoice.
- When the Invoicing Option for the Award is Milestone and the invoice is error corrected, Milestones from the original invoice are reset to unbilled, the Completion Date is removed, and the milestones are editable again.
 - When the Invoicing Option for the Award is Predetermined Billing schedule and the invoice is error corrected, the Scheduled Bills from the original invoice are reset to unbilled and the Scheduled Bills are editable again.
- If an Invoicing option is changed from milestone or predetermined billing to cost reimbursable or vice versa, the amount previously billed under the prior invoicing option will display on the invoice and will correctly adjust the invoice amount.



Routing

- If the Award is not set to Auto Approve, the Contracts & Grants Invoice will route to the Primary and Alternate Fund Managers.
- If the Award is set to Auto Approve and is suspended, it will route to the Primary and Alternate Fund Managers.

Examples

The Chemistry Department at Kualu University is working on a top secret project for the National Science Foundation (NSF), with various awards associated with this project. There are accounts set up for each award to track the various expenditures related to the project. Contracts & Grants Invoices are created for the awards, based on the Invoicing Option and Billing Frequency of the award.

- Award 80075 is set up to invoice NSF based on set events or milestones. Only one account can be associated with a milestone award. The Project Director has confirmed that Milestone 5 (for 10,000) was completed on February 15th and Milestone 6 (for 25,000) on February 25th, and ensures that these dates have been entered in the Milestone Schedule's Actual Completion Date fields. The Contracts & Grants Invoice for these two milestones is created manually or by the batch process during the next billing cycle in March (for any unbilled milestones completed prior to the end of February). In March, one invoice for 35,000 is created for this award, representing the total of the two milestones completed during February. General Ledger entries are created to debit accounts receivable and credit income for the account assigned to the award.
- Award 80078 is set up to invoice NSF based on a predetermined billing schedule. The predetermined billing schedule for the award has monthly progress payments of 50,000 (bills) set up for 2015. On the Scheduled Bill Date, a Contracts & Grants Invoice is created manually or by the batch process for this award. General Ledger entries are created to debit accounts receivable and credit income for the account assigned to the award.
- Award 80066 is set up to invoice NSF on a monthly basis, and the invoicing option is set on the award to Invoice by Account. There are three accounts associated with this award and costs are charged against the accounts throughout the month of February. At the beginning of March, three Contracts & Grants Invoices (one for each account) are created manually or by the batch process for this award, billing for the February expenditures. The expenses are itemized by cost category on the invoice and General Ledger entries are created to debit accounts receivable and credit income for the account the invoices is billing for.
- Award 80067 is set up to invoice NSF on a quarterly basis, and the invoicing option is set on the award to Invoice by Contract Control Account. There are five accounts associated with this award, and these are each associated with one of two contract control accounts. Costs are charged against all five accounts throughout the months of January - March. At the beginning of April, two Contracts & Grants Invoices (one for each contract control account) are created manually or by the batch process for this award, billing for the January - March expenditures. The expenses are itemized by cost category on the invoice and General Ledger entries are created to debit accounts receivable and credit income for the contract control account the invoices is billing for.
- Award 80070 is set up to invoice NSF using the LOC (Letter of Credit) Billing functionality and the invoicing option is set on the award to Invoice by Award. There are sixteen accounts associated with this award, and these are each associated one contract control account. Costs are charged against all sixteen accounts each month. The LOC with NSF is set up so that draws



may be made twice a month on the 1st and 16th day of the month. On February 1st, the LOC Review document is initiated, the amount to draw is reviewed, and one Contracts & Grants Invoice is created for January 16 –31 expenditures. The expenses are itemized by cost category on the invoice and General Ledger entries are created to debit accounts receivable and credit income for each of the sixteen accounts associated with the award. While the actual LOC draw must be manually processed (outside of Financials), once the Contracts & Grants Invoice is finalized, the Cash Control and Payment Application documents are automatically created for the draw/payment transaction and the related General Ledger Entries are posted. On February 16th, the next LOC Review document can be initiated.



Contracts & Grants LOC Review

Presents a means for reviewing draw amounts for letter of credit awards, prior to creating Contracts & Grants invoices and payment transactions for those awards.

 This document is available when Contracts & Grants Billing is turned on.

When you select Contracts & Grants Letter of Credit Review from the menu, the system displays the Contracts & Grants LOC Review Initiation tab.

Document Layout

Contracts & Grants LOC Review Initiation Tab

This is the first of two displays related to the Contracts & Grants Letter of Credit Review document.


Contracts & Grants Letter of Credit Review Initiation search field definitions

Title	Description
Letter of Credit Fund	Select a value from this list to review LOCs for a Letter of Credit Fund.
Letter of Credit Fund Group	Select a value from this list to review LOCs for a Letter of Credit Fund Group.

After entering search criteria, click the **Continue** button. The system opens the Contracts & Grants Letter of Credit Review document.


Contracts & Grants Letter of Credit Review Document

The Contracts & Grants Letter of Credit Review document contains two unique tabs: **General** and **Award Accounts**, in addition to the standard tabs.

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

General Tab

General tab field definitions

Title	Description
Letter of Credit Fund	Displays the Letter of Credit Fund if that value was selected on the previous screen.  This field will only display if selected on the previous screen.
Letter of Credit Fund Group	Displays the Letter of Credit Fund Group if that value was selected on the previous screen.



Award Accounts Tab

Each Award that was selected for processing will be displayed. The Accounts associated with each Award will be listed beneath the Award details. Click the **Show** button to display the accounts associated with this Award.

Award Accounts tab field definitions

Title	Description
Account Amount to Draw	The amount that can be requested from the agency for this account.
Account Award Budget Amount	The amount budgeted for this account. This amount comes from the General Ledger.
Account Claim on Cash Balance	The amount that has posted to the general ledger for this account that has not been claimed.
Account Description	Values are Account or Contract Control Account, which indicates how the invoices and the General Ledger Pending Entries will be created.
Account Expiration Date	The date the account will expire.
Account Number	The Account Number associated with the Award.
Agency Number	Identifies the Agency Number associated with the Award.
Amount to Draw	The amount that can be requested from the agency.
Award Amount Available to Draw	LOC Amount less the amount previously billed.
Award Budget Amount	The amount budgeted on all the accounts associated with this Award. This amount comes from the General Ledger.
Award Claim on Cash Balance	The amount that has posted to the general ledger for all the accounts associated with this Award that have not been claimed.
Award Document Number	A number outside the system that is assigned to the Award.
Award Start Date	The Start Date of the Award.
Award Stop Date	The Stop Date of the Award.
Chart Code	The Chart Code of the Account associated with the Award.
Customer Number	Identifies the Customer Number Associated with the Award.
Funds Not Drawn	The difference between Account Claim on Cash Balance and Account Amount To Draw.
LOC Amount	The Total Amount entered on the Award.

Click the **Recalculate** button to update totals if the Amount to Draw is changed.



Process Overview

Business Rules

- LOC Fund Group or LOC Fund can be selected from the initiation screen.

Post Processing

- Submitting this document will create a [Contracts & Grants Invoice Document](#).
- Cash Controls and Payment Applications will be created via the letterOfCreditJob for Contracts and Grant Invoices with the billing frequency of Letter of Credit that are in FINAL status.

Example

The Biology Department at Kualu University has many awards with the National Science Foundation. LOC draws are processed for payment on the awards. LOC Funds assigned to the awards belong to various LOC Fund Groups, which allows the unit to process one LOC draw for multiple awards in one transaction. At the agreed upon time, the Fund Manager creates the LOC Review document for the LOC fund group that her awards belong to. After making any necessary changes, she submits the LOC Review document and Contracts & Grants Invoices are created for the awards. A final review of the Contracts & Grants Invoices is performed and the Fund Manager finalizes the documents that have not been auto-approved. That evening, Financials creates the Cash Control and Payment Application documents that create the appropriate general ledger transactions to record the LOC Draw. The Treasury Department at Kualu University processes the actual LOC Draw through the banking system (outside of the system).



Customer Credit Memo

The Customer Credit Memo document provides a means for selecting a particular customer Invoice record (document) and then specifying an amount to be credited against an open invoice.

Document Layout

The Customer Credit Memo document contains two unique tabs: **General** and **Item**, 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*.

General Tab

General tab field definitions

Title	Description
Billing Date	The date the invoice was created in mm/dd/yyyy format.
Customer Name	The textual name that commonly references or represents the customer organization.
Customer Number	A unique number assigned to identify each vendor/organization as a customer.
Invoice Outstanding Days	The total number of days that have elapsed since the invoice was created.
Invoice Reference Number	The number of the original invoice being credited.

Items Tab

Items tab field definitions

Title	Description
Actions	Click the Recalculate button to obtain a total for your new values. Click the Refresh button to clear data and start again.
Amount	The total item amount that is being credited for each item. If sales tax calculation is enabled, this amount is pre-tax.
Credit Memo Total	Displays line item totals for Amount, Tax Amount, and Total Amount.
Description	A brief textual description that serves to summarize the item's purpose.
Item Code	References original invoice item number for which the credit is being issued.
Open Invoice Amount	The total price amount of the open invoice item(s) at this quantity that remains unpaid.



Open Invoice Quantity	The number of units of this particular item that remain unpaid
Quantity	The quantity of each item that is being credited.
Tax Amount	The sales tax amount for each item that is being credited.
Total Amount	The total line amount that is being credited for each line. Must adhere to the following rule: (Credited Quantity times Unit Price) plus Tax Effect equals Credited Amount
Unit Price	The dollar amount of one unit of the item that is being invoiced.
UOM	An acronym for unit of measure, this field displays an abbreviation for each type of measurement.

Process Overview

Business Rules

- You must have an invoice number against which to apply a credit.
- When inputting a credit line, you may only input quantity or price; do not edit both.
- When inputting a credit line, the number in the **Quantity** or **Price** field is the number to reduce the invoice by.
- The open amount of the invoice being credited must be greater than zero.

Routing

The customer credit memo is routed to the fiscal officer. The fiscal officer is obtained from the revenue account(s) being credited on the original invoice.

Post Processing

If the Invoice no longer has an outstanding amount after the credit memo has been processed, a note is added by the system to the Invoice indicating that the invoice has been closed and references the initiator, document type and document number of the Customer Credit Memo document.

Example

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

Unfortunately, despite the Arboretum's best efforts, some of its arborvitae suffer transplant shock and don't live beyond the 30-day guarantee made by the arboretum. Such is the case with one of the plants purchased by DCH. As such, the arboretum needs to credit DCH for the plant and reduce the amount due on the invoice accordingly. For this effort they use the Customer Credit Memo document.



Customer Invoice

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

Document Layout

The Customer Invoice document contains five unique tabs: **Organization, Recurrence Details, 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 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.



Recurrence Details Tab

Recurrence Details tab field definitions


Title	Description
Active Indicator	Click to place a check mark within the check box to specify the active indicator for search and reporting purposes. This flag resides in a maintenance table that determines whether a particular record (table row value) is available for use or not. Typically, inactive values may not be used on transactions or assigned as attributes in other tables.
Invoice Initiator	Use the lookup to search for and select the username of the individual who is responsible for initiation of the invoice.
Recurrence Begin Date	Use the calendar tool to select the date of the first invoice recurrence. Note: Must be later than current day.
Recurrence End Date	Use the calendar tool to select the date of the last invoice recurrence.  You may enter this date and/or the total number of recurrences (see below). If both are entered, the date entered here must match the date of the final recurrence.
Recurrence Interval Code	Select an option from the menu to specify the duration between invoices.
Total Number of Recurrences	Enter a numeric value to indicate how many invoices will be produced during the specified time frame.  You may enter the total number of recurrences and/or a recurrence end date (see above). If both are entered, the date of the final recurrence must match the recurrence end date specified.

General Tab

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

Customer Information Section

Customer Information section field definitions

Title	Description
Customer Name	The name of the customer whose customer number was entered in the Customer Number 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 Billing/Shipping 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 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).

Statement Information Section

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

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

Bill To Address Section

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 Customer Number in the General 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.



Ship To Address Section

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 Customer Number in the General 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.






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
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.
Tax?	Check this box if this item is subject to sales tax.

 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.
- The following rules apply when sales tax is enabled in Accounts Receivable:
 - When the Customer and the item are taxable, tax is calculated.
 - If the Customer is not taxable, tax is not calculated even if the item is taxable.
 - If the Ship To address is blank, tax is calculated on the Organization Postal Code.
 - If the Ship To address is not blank, tax is calculated based on the Ship To postal code.

Routing

When creating a customer invoice, the document is ordinarily not routed. However, when creating a customer invoice with recurrence, the document is routed to the fiscal officer and/or recurring instance reviewer.

Example

The department of Arboretum Administration at Kualu 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.



Customer Invoice Writeoff

The Customer Invoice Writeoff document facilitates the entry and tracking of writeoff information in the AR module.


Document Layout

When you select Customer Invoice Writeoff from the menu, the system displays the Customer Invoice Writeoff Initiation tab.

Customer Invoice Writeoff Initiation Tab

This is the first of two displays related to the Customer Invoice Writeoff document.


Customer Invoice Writeoff Initiation tab field definitions

Title	Description
Invoice Reference Number	<p>Required. The number of the invoice to be written off. If the invoice number is not known, use the custom document search screen for Customer Invoice Writeoff Lookup to find it.</p> <p> For information about the Customer Invoice Writeoff Lookup and other custom document searches, see Performing Custom Document Searches in the <i>Overview and Introduction to the User Interface</i>.</p>

After you click **search**, the system displays the tabs of the main Customer Invoice Writeoff screen.

Customer Invoice Writeoff Document, Main Screen

The main Customer Invoice Writeoff document contains two unique tabs—**Customer Invoice Summary** and **Invoice Items**—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*.

Customer Invoice Summary Tab

This tab contains summary information that identifies the invoice and the customer.

The **Customer Invoice Summary** tab contains two sections: **Invoice Information** and **Customer Information**.

Invoice Information Section



Invoice Information section field definitions

Title	Description
Invoice Reference Number	Required. The number of the invoice to be written off.
Open Amount	The dollar amount outstanding on the invoice.

Customer Information Section

Customer Information section field definitions

Title	Description
Address 1	The first line of the mailing address; displays primary, required address information (typically a P.O. box number or street number and street name).
City	The customer's city. The system fills in this entry automatically.
Customer Name	The customer's name. The system fills in this entry automatically.
Customer Number	A unique number assigned to identify each vendor/organization as a customer.
Note	Required. Enter text to document the reason for the writeoff.
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.

Invoice Items Tab

Invoice Items tab field definitions

Title	Description
Description	A brief textual description of the item.
Open Amount	The dollar amount outstanding on the invoice per line item.
Quantity	The quantity of each item that is being written off.
Writeoff Amount	The total dollar amount outstanding on the invoice per line item.



Process Overview

Business Rules

- The invoice must have an open amount.
- The writeoff must include a note to describe why the invoice is to be written off.
- If parameter ALLOW_SALES_TAX_LIABILITY_ADJUSTMENT_IND=N, entries reverse the receivable on the income account and the sales tax account, the offset is to Fund Balance. The sales tax write off will post to the write off account listed on Organization Account Defaults.
- The general ledger pending entries will post either to the accounting string listed in the Organization Accounting Default Organization Writeoff Account Defaults; or to the accounting string on the invoice.

Routing

The Customer Invoice Writeoff document is routed to the fiscal officer. The fiscal officer is obtained from the revenue account(s) being credited or written off. The document will be routed only if the write off is over the system's set write-off threshold.

Post Processing

A note is added by the system to the Invoice indicating that the invoice has been closed and references the initiator, document type and document number of the Customer Invoice Writeoff document.

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 making their partial payment towards the eleven remaining *arborvitae* and two dogwood trees, DCH fell victim to a local economic downturn and went bankrupt. Given the small amount due and the large number of unsecured creditors, the arboretum decided to write off the debt. If the arboretum recalls the invoice number from the Customer Invoice document, a staff member may enter it directly on the Customer Invoice Writeoff document in a manner similar to the Customer Credit Memo document.



Customer Invoice Writeoff Lookup

The Customer Invoice Writeoff Lookup document facilitates searching for one or more invoices to write off in the AR module. If multiple invoices are selected for writeoff, the system generates individual writeoff documents for each.

Document Layout

The initial display of the Customer Invoice Writeoff Lookup is a simple lookup screen.

Customer Invoice Writeoff Lookup search field definitions

Title	Description
Age	Specifies the least number of days past due of desired invoices in the search results.
Customer Name	The textual name that commonly references or represents the customer organization. Leave blank to search for multiple customers.
Customer Number	A unique number assigned to identify each vendor/organization as a customer. Leave blank to search for multiple customers.
Customer Type	The grouping for the desired type of customer (Individual, private business, etc.).
Invoice Number	The number uniquely assigned to the Invoice record in the associated organization's accounting system. Leave blank to search for multiple invoices.

After entering search criteria, click the **Search** button. The system displays the search results beneath the search fields.

Customer Invoice Writeoff Search Results

Customer Invoice Writeoff search results field definitions

Title	Description
Age	The number of days that the invoice is past due.
Billing Date	The date the invoice was created (mm/dd/yyyy format).
Customer Name	The name of the customer organization.
Customer Number	A unique number assigned to identify each vendor/organization as a customer.
Customer Total	The total outstanding amount due
Document Number	The number of the invoice.
Invoice Total Amount	The total amount billed to the original invoice.
Open Amount	The dollar amount outstanding on the invoice.
Writeoff	Check the appropriate box for each invoice to be written off.



Select invoices by clicking one or more boxes in the **Award** column, or click **Select All** to select them all. Once the invoices have been selected, click **Return Selected**.

The system retrieves the specified invoices and displays them in the Customer Invoice Writeoff Summary screen.

Customer Invoice Writeoff Summary

This screen contains a tab for each customer for which you are writing off one or more invoices.

Customer Invoice Writeoff Summary field definitions

Title	Description
Age	Display-only. The number of days the invoice is past due.
Billing Date	Display-only. The date the original invoice was billed.
Doc Nbr	Display-only. The invoice number.
Invoice Total Amount	Display-only. The total amount due on each invoice.
Note	Required. Enter text to document the reason for writing off this invoice or invoices for this customer.
Open Amount	Display-only. The amount still due on each invoice.

Click **Create** to generate Customer Invoice Write Off Documents for each customer.

Process Overview

Business Rules

- Invoice must have an open amount
- Must have note to describe why invoice is to be written off
- If parameter `ALLOW_SALES_TAX_LIABILITY_ADJUSTMENT_IND=N`, entries reverse the receivable on the income account and the sales tax account, the offset is to Fund Balance. The sales tax write off will post to the write off account listed on Organization Account Defaults.
- The general ledger pending entries will post either to the accounting string listed in the Organization Accounting Default Organization Writeoff Account Defaults; or to the accounting string on the invoice.

Routing

Customer Invoice Writeoff documents generated by this process are routed to the fiscal officer. The fiscal officer is obtained from the revenue account(s) being credited or written off. A document will be routed only if the amount of the writeoff is above the system's set write-off threshold.



Example

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

After making their partial payment towards the eleven remaining *arborvitae* and two dogwood trees, customer DCH fell victim to a local economic downturn and went bankrupt. If DCH has multiple outstanding invoices, or if the arboretum does not recall the invoice number, the appropriate staff member may conduct a search by clicking the **Customer Invoice Writeoff Lookup**.




Final Billed Indicator

Used to reverse the flag on a Contracts & Grants invoice marking it as the final bill for the Award.

 This document is available when Contracts & Grants Billing is turned on.

Document Layout

The Final Billed Indicator document contains one unique tab: **Final Billed Indicator Entries**, in addition to the standard tabs.

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

Final Billed Indicator Entries Tab

Final Billed Indicator Entries field definitions

Title	Description
Doc Nbr	Enter the Document Number of the Contracts & Grants Invoice that set the Final Billed Indicator on the Award to Yes.

Click the **Add** button to add the entry

Process Overview

Business Rules

- At least one invoice must be entered.
- The Final Billed Date must be set to Yes on the Award.

Routing

This document does not route.



Post Processing

The Final Bill flag on the award will be set to No once this document is processed, allowing the original Contracts & Grants Invoice to be error corrected and recreated if necessary. It also allows subsequent Contracts & Grants Invoices to be processed for the Award.


Example


The Neuroscience Department at Kualu University submitted a Contracts & Grants Invoice to the National Science Foundation for one of their many awards with this agency. As this was the final invoice on the award, the invoice had the Final Bill flag checked on it. Upon receipt of the invoice, National Science Foundation noticed an error and contacted the Fund Manager, which resulted in the need to adjust the invoice. The Final Billed Indicator document was used to remove the Final Bill flag on the invoice so it could be reversed using the error correction process. The Fund Manager then recreated the invoice with the necessary adjustment and checked the Final Bill flag.



Generate Dunning Letters

Generate Dunning Letters allow the AR Collector to generate progressively stronger letters to be sent to customers asking for payment of past due invoices. A Dunning Campaign is associated with an Award and a Dunning Letter Template is associated with a Dunning Campaign.


 This function is available when Contracts & Grants Billing is turned on.

 Only users with the AR Collector role can create Dunning Letters.

Document Layout

The initial display of the Generate Dunning Letters is a simple lookup screen.

Generate Dunning Letters Lookup search field definitions

Title	Description
Account Number	Used to search for awards associated with a specific account.
Agency Number	Used to search for awards associated with a specific agency. Enter a valid value or use the lookup to find one.
Aging Bucket	Used to search for awards whose invoices fall within a specific aging bucket. Select a value from the dropdown.
Collector	Used to search for award associated with a specific AR collector. Enter a user's principal name or use the lookup to find one.
Customer Number	Used to search for award associated with a specific customer number. Enter a customer number or use the lookup to find one.
Dunning Campaign ID	Used to search for awards by the Dunning Campaign ID. Enter a valid value or use the lookup to find one.
Invoice Document Number	Used to search for a specific invoice number.
Processing/Billing Chart Code	Required. Enter the Chart Code of the Processing or Billing Organization for which dunning letters will be generated. This field will default to the users chart.
Processing/Billing Organization Code	Required. Enter the Organization Code of the Processing or Billing Organization for which dunning letters will be generated.
Proposal Number	Used to search for awards assigned to a specific proposal number. Enter a proposal number or use the lookup to find one.  When Kualo Financials is not integrated with Kualo Research, the Proposal and Award will be the same number.





Report Option	Required. Select to generate letters based on Processing Organization or Billing Organization.
Total Amount	Used to search for awards by the Award's Total Amount.

After entering search criteria, click the **Search** button. The system displays the search results beneath the search fields. Only Awards for which you are qualified to collect on will display.

Generate Dunning Letters Lookup Search Results

Generate Dunning Letters Lookup search results field definitions

Title	Description
Account Number	Indicates the Account Number associated with the Award.
Age	Indicates the age of the invoice.
Agency Number	Identifies the Agency Number associated with the Award.
Award Total Amount	Indicates the Total Amount of the Award.
Billing Date	Indicates the date the invoice was billed.
Customer Number	Identifies the Customer Number Associated with the Award.
Document Number	Indicates the Invoice Number.
Dunning Campaign ID	Indicates the Dunning Campaign associated with the Award.
Generate Dunning Letters	Indicates if the invoice should be included in the Dunning Campaign. Uncheck the invoice to exclude it.
Invoice Total Amount	The original invoice amount.  In future releases, negative and 0.00 invoices will not be listed for dunning.
Last Dunning Letter Sent Date	Indicates the date the last Dunning Letter was generated.
Open Amount	The remaining amount due.
Proposal Number	Proposal Number associated with the Award.  When Kual Financials is not integrated with Kual Research, the Proposal and Award will be the same number.

All invoices are selected by default. Deselect invoices by clicking one or more boxes in the **Generate Dunning Letters** column, or click **Unselect All** button to deselect them all. Once the invoices have been selected, click **Return Selected** button.


The system retrieves the specified invoices and displays them in the Generate Dunning Letters Summary screen.



Generate Dunning Letters Summary

This screen contains a tab for each award that was selected and a list of invoices selected for that award.

Generate Dunning Letters Summary field definitions

Title	Description
Account Number	Indicates the Account Number associated with the Award.
Age	Indicates the age of the invoice.
Billing Date	Indicates the date the invoice was billed.
Document Number	Indicates the Invoice Number.
Invoice Total Amount	The original invoice amount.  In future releases, negative and 0.00 invoices will not be listed for dunning.
Last Dunning Letter Sent Date	Indicates the date the last Dunning Letter was generated.
Open Amount	The remaining amount due.

Click **Create** button to generate a zip file that contains Dunning Letter pdfs for each Award.



Payment Application

Payment Application is used when funds are already in the Accounts Receivable module, but they have not yet been applied to a specific invoice.

Document Layout

The Payment Application document contains several unique tabs: **Control Information**, **Summary of Applied Funds**, **Quick Apply to Invoice**, **Apply to Invoice Detail**, **Non-AR**, and **Unapplied**, 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*.

Control Information Tab

The Payment Application document can be originated either from a Cash Control document or from the menu directly. The method of invocation determines the information provided in this tab.

For Payment Application documents created from a Cash Control document, information is displayed from the Cash Control document as follows:

All data in this tab is display-only.

Control Information tab field definitions (based on Cash Control document)

Title	Description
Control Total	The payment amount from the Cash Control document.
Customer	The unique number assigned to identify this vendor/organization as a customer.
Open Amount	The amount remaining to be applied on the Payment Application document. This amount decreases as funds are applied on the Payment Application document.
Org Doc number	The reference number is from the Cash Control document.
Payment number	The receipt number from the Cash Control document.



For Payment Application documents initiated from the menu, the **Control Information** tab shows the cumulative amount of unapplied funds that must be applied on the Payment Application document and indicates the Payment Application document from which these funds originated.

All data in this tab is display-only.

Control Information tab field definitions (initiated from menu)

Title	Description
Application Document number	The Payment Application document from which the unapplied funds originated.
Applied Amount	The amount from the originating Payment Application document that has been applied.
Original Unapplied Amount	The amount of unapplied funds from the originating Payment Application document.

Summary of Applied Funds Tab

This tab tracks the amounts being applied. The open amount decreases and the applied amount increases as funds are applied.

If funds are applied to invoices, the invoice information will be displayed. For example, the following image shows this tab after partial application of a 1000 credit to two invoices.

Summary of Applied Funds tab field definitions

Title	Description
Applied Amount	The dollar amount that has been applied on this document. This increases as the open amount decreases and must equal the cash control amount before you submit the document.
Cash Control	The total dollar amount credited to the processing organization's clearing account that is to be applied.
Open Amount	The dollar amount not yet applied to an appropriate location. This amount decreases as funds are applied and must be zero before you submit the document.



Quick Apply to Invoice Tab

This tab allows you to quickly select multiple invoices and apply funds sufficient to pay each selected invoice in full.

Quick Apply to Invoice tab field definitions

Title	Description
Invoice Number	The number of an open customer invoice.
Open Amount	The open amount on the invoice.
Quick Apply	Check the box for each invoice you will fully pay with funds on this Payment Application document.

Apply to Invoice Detail Tab

This tab allows you to apply funds to specific line items in an invoice.

Apply to Invoice Detail tab field definitions


Title	Description
Account	The revenue account from the original invoice.
Amount Applied to Invoice	The amount that will be applied to the line item on this invoice.
Apply Amount	The amount that will be applied to this line item from the payment application document.
Apply Full Amount	Check the box if the full unpaid amount for the line item will be paid from this Payment Application document.
Chart	An alphanumeric value that uniquely identifies the chart that is associated with the billing of the customer invoice.
Customer	A unique number assigned to identify each vendor/organization as a customer.
Invoice	The invoice number.
Invoice Header/Customer Name	The invoice header and customer name for the invoice you are viewing.
Invoice Number/Billing Date	The invoice number and billing date for the invoice you are viewing.
Invoices	A list of all open invoices. Use it to select a different invoice to apply funds to.
Item Desc	The description of the line item on the invoice
Item Open Amount	The total open amount of line item
Item Total Amount	The total amount of the line item.
Open Amount/Total	The total open amount for this invoice.



Non-AR Tab

This tab allows you to move funds out of Accounts Receivable and into another area of Quali Financials. This activity could occur either because a Cash Control document was used in error or because a customer overpaid their account. In the latter case, the non-AR tab could be used to credit the overpayment to a liability clearing account, and the Disbursement Voucher document could then be used to generate the overpayment refund (check, ACH, etc.) to the customer.

Non-AR tab field definitions

Title	Description
Account Number	Required. Enter the account number or search from the Account lookup. This is the account providing the service or product.
Action	After completing the appropriate fields, click Add button.
Amount	The amount being applied outside of AR.
Chart	Required. Enter the alphanumeric value that uniquely identifies the Chart of Accounts that is associated with the Account field.  When the parameter Accounts_Can_Cross_Charts is set to No, the system derives the chart code from the account number entered, and an entry in this field is not required.
Object	Required. This is the object being billed. Enter the object code or search from the Object lookup.
Project	Enter the project number or search from the Project lookup.
Sub-Account	Enter the sub-account number or search from the Sub-Account lookup.
Sub-Object	Enter the sub-object or search from the Sub-Object lookup.

Process Overview

Business Rules

- More funds cannot be applied to an invoice than are owed to the invoice.
- To use non-AR functionality, the account to allocate funds must be active.
- When you enter the payment application through the menu, the customer account must have unapplied cash currently in the processing organization's clearing account.
- When using payment application, the document must fully apply all funds. You must apply these funds to an invoice, to non-AR or reapply them to unapplied funds.

Routing

This document does not route.



Post Processing

If the payment pays the invoice in full, a note is added by the system to the Invoice indicating that the invoice has been closed and references the initiator, document type and document number of the Payment Application document.

Example

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

The Payment Application document tells Financials how to apply a payment (for example, apply all funds to dogwood trees, to a mix of dogwoods and *arborvitae*, etc.) on an existing invoice. When customer DCH's check goes into the Kualu University's cashiering office, the Dean's Office completes a Cash Control document (which references the just completed cash receipts document) to make the Accounts Receivable module aware of the funds. After the user clicks this link under **Application Document number**, Financials opens a Payment Application document so payment application instructions may be given to Financials.



Transmit Contracts & Grants Invoices


The Transmit Contracts & Grants Invoices Lookup allows users to generate pdf invoices that can be sent via mail or generate electronic invoices to send via email.

 This document is available when Contracts & Grants Billing is turned on.

Document Layout

Generating and transmitting Contracts & Grants Invoice is completed from the Transmit Contracts & Grants Invoices Lookup.

Transmit Contracts & Grants Invoices Lookup search field definitions

Title	Description
Chart Code	Use to search for invoices with a specific chart code. Normally used in conjunction with organization code. Enter a chart code or use the lookup to find one.
Document Number	Used to search for a specific invoice number.
Invoice Amount	Used to search for invoices by amount.
Invoice Initiator Principal Name	Used to search for invoices initiated by a specific user. Enter a user's principal name or use the lookup to find one.
Method of Invoice Transmission	Required. Select which method of invoice transmission you wish to generate invoices for, through email or through mail.
Organization Code	Use to search for invoices with a specific organization code. Enter an organization code or use the lookup to find one.
Print Invoices From	To search for invoices created after a specific date. Enter a date in the format mm/dd/yyyy or use the calendar tool to select the date.
Print Invoices To	To search for invoices created before a specific date. Enter a date in the format mm/dd/yyyy or use the calendar tool to select the date.
Proposal Number	Used to search for invoices assigned to a specific proposal number. Enter a proposal number or use the lookup to find one.  When Kual Financials is not integrated with Kual Research, the Proposal and Award will be the same number.

After entering search criteria, click the **Search** button. The system displays the invoices that will be generated for the Method of Invoice Transmission selected.

Click the **Transmit / Generate Print File** button to create the invoices. If **Through Email** is selected, the invoices will be sent electronically to customer addresses with the method of invoice transmission set to through email on the Contracts & Grants Invoice Transmission tab. If **Through Mail** is selected, the pdf invoices and envelopes will be created for the customer addresses with the method of invoice transmission set to through mail on the Contracts & Grants Invoice Transmission tab. The number of invoices and envelopes to create is specified in the Addresses tab on the Customer document.




Accounts Receivable Custom Document Searches

Several custom document searches are available to support the AR module. Each search screen contains the standard search fields along with special fields that are unique to the specific document type.



AR custom document searches are available by selecting Document Search, entering the Document Type and tabbing out of the field.

AR Custom Document Searches


Custom Search	Description
Cash Controls (CTRL)	Allows you to search for funds in the Accounts Receivable module, applied or unapplied.
Contracts & Grants Invoices (CINV)	Allows you to search for Contracts & Grants invoices.  This search is available when Contracts & Grants Billing is turned on.
Customer Credit Memos (CRM)	Allows you to search for customer credit memos.
Customer Invoices (INV)	Allows you to search for invoices.
Customer Invoice Writeoffs (INW)	Allows you to search for write-offs that have been processed.
Payment Applications (APP)	Allows you to search for payment application documents that have been processed.






Cash Controls Document Search

To search for Cash Control documents, enter **CTRL** in the Document Type to and then move the cursor to another field.

Cash Controls Document Lookup screen field definitions

Title	Description
Customer Name	To search for cash control documents based on a particular customer name, enter the name.
Customer Number	To search for cash control documents based on a particular customer number, enter the customer ID or use the lookup to find it.
Customer Payment Medium Identifier	To search for cash control documents based on a particular payment medium, specify the medium.  Payment medium codes identify different means of payment. For example, payment may occur via Cash Receipt document, through the Wire Claim process, from a lockbox, via credit card, etc.
Ledger Document Type	To search for cash control documents associated with a particular ledger document type, enter the appropriate type code or use the lookup to find it.
Lockbox Number	To search for cash control documents based on the lockbox number for the processing organization, enter the number of the appropriate lockbox.
Payment Medium Code	To search for cash control documents based on a particular payment medium code, select the appropriate code from the list or use the lookup to find it.
Processing Chart Code	To search for case control documents based on the processing organization associated with them, use this field <i>and</i> the Processing Organization Code field. Select the appropriate chart code from the list or use the lookup to find it.
Processing Organization Code	To search for cash control documents based on the processing organization associated with them, use this field <i>and</i> the Processing Chart Code field. Enter the appropriate organization code or use the lookup to find it

-  In many fields you may use special characters to search on a partial entry. For information about using special characters to search, see Data Entry Tips in the *Overview and Introduction to the User Interface*.
-  For information about using features and options that are common to all types of custom document searches and working with the search results, see Using Document Search to Find a Document and Performing Custom Document Searches in the *Overview and Introduction to the User Interface*.
-  For information about the fields on a Cash CONTROL document, see Cash Control Document Layout .




Contracts & Grants Invoices Document Search

To search for Contracts & Grants Invoice documents, change Document Type to **CINV** and then move the cursor to another field.



This search is available when Contracts & Grants Billing is turned on.

Contracts & Grants Invoices Document Lookup screen field definitions

Title	Description
Billing Chart Code	To search for Contracts & Grants invoices based on the billing organization associated with them, use this field <i>and</i> the Billing Organization Code field. Select the appropriate chart code from the list or use the lookup to find it.
Billing Organization Code	To search for Contracts & Grants invoices based on the billing organization associated with them, use this field <i>and</i> the Billing Chart Code field. Enter the appropriate organization code or use the lookup to find it.
Customer Name	To search for Contracts & Grants invoices based on a particular customer name, enter the name.
Customer Number	To search for Contracts & Grants invoices based on a particular customer number, enter the customer ID or use the lookup to find it.
Processing Chart Code	To search for Contracts & Grants invoices based on the processing organization associated with them, use this field <i>and</i> the Processing Organization Code field. Select the appropriate chart code from the list or use the lookup to find it.
Processing Organization Code	To search for Contracts & Grants invoices based on the processing organization associated with them, use this field <i>and</i> the Processing Chart Code field. Enter the appropriate organization code or use the lookup to find it.
Proposal Number	To search for Contracts & Grants invoices for a particular proposal, enter the proposal number or use the lookup to find it.  When Kualo Financials is not integrated with Kualo Research, the Proposal and Award will be the same number.



In many fields you may use special characters to search on a partial entry. For information about using special characters to search, see Data Entry Tips in the *Overview and Introduction to the User Interface*.



For information about using features and options that are common to all types of custom document searches and working with the search results, see Using Document Search to Find a Document and Performing Custom Document Searches in the *Overview and Introduction to the User Interface*.






Customer Credit Memos Document Search

To search for Customer Credit Memo documents, change Document Type to **CRM** and then move the cursor to another field.

Customer Credit Memos Document Lookup screen field definition

Title	Description
Billing Chart Code	To search for customer credit memos based on the billing organization associated with them, use this field <i>and</i> the Billing Organization Code field. Select the appropriate chart code from the list or use the lookup to find it.
Billing Organization Code	To search for customer credit memos based on the billing organization associated with them, use this field <i>and</i> the Billing Chart Code field. Enter the appropriate organization code or use the lookup to find it.
Customer Name	To search for customer credit memos based on a particular customer name, enter the name.
Customer Number	To search for customer credit memos based on a particular customer number, enter the customer ID or use the lookup to find it.
Invoice Item Code	To search for customer credit memos specifying a particular item, enter the item code.
Invoice Reference Number	To search for customer credit memos based on an associated invoice reference number, enter the reference number.
Processing Chart Code	To search for customer credit memos based on the processing organization associated with them, use this field <i>and</i> the Processing Organization Code field. Select the appropriate chart code from the list or use the lookup to find it.
Processing Organization Code	To search for customer credit memos based on the processing organization associated with them, use this field <i>and</i> the Processing Chart Code field. Enter the appropriate organization code or use the lookup to find it.

-  In many fields you may use special characters to search on a partial entry. For information about using special characters to search, see Data Entry Tips in the *Overview and Introduction to the User Interface*.
-  For information about using features and options that are common to all types of custom document searches and working with the search results, see Using Document Search to Find a Document and Performing Custom Document Searches in the *Overview and Introduction to the User Interface*.
-  For information about the fields on a customer credit memo, see Customer Credit Memo Document Layout.






Customer Invoices Document Search

To search for Customer Invoice documents, change Document Type to **INV** and then move the cursor to another field.

Customer Invoices Document Lookup screen field definitions

Title	Description
Customer Name	To search for invoices based on a particular customer name, enter the name.
Customer Number	To search for invoices based on a particular customer number, enter the customer ID or use the lookup to find it.
Billing Chart Code	To search for invoices based on the billing organization associated with them, use this field <i>and</i> the Billing Organization Code field. Select the appropriate chart code from the list or use the lookup to find it.
Billing Organization Code	To search for invoices based on the billing organization associated with them, use this field <i>and</i> the Billing Chart Code field. Enter the appropriate organization code or use the lookup to find it.
Invoice Item Code	To search for invoices specifying a particular item, enter the item code.
Parent Invoice Number	If searching for invoices that were created using recurring invoice functionality, enter the invoice number of the parent - that is, the master invoice from which the recurrent invoices were created.
Processing Chart Code	To search for invoices based on the processing organization associated with them, use this field <i>and</i> the Processing Organization Code field. Select the appropriate chart code from the list or use the lookup to find it.
Processing Organization Code	To search for invoices based on the processing organization associated with them, use this field <i>and</i> the Processing Chart Code field. Enter the appropriate organization code or use the lookup to find it.

-  In many fields you may use special characters to search on a partial entry. For information about using special characters to search, see Data Entry Tips in the *Overview and Introduction to the User Interface*.
-  For information about using features and options that are common to all types of custom document searches and working with the search results, see Using Document Search to Find a Document and Performing Custom Document Searches in the *Overview and Introduction to the User Interface*.
-  For information about the fields on an invoice, see Customer Invoice Document Layout.



Customer Invoice Writeoffs Document Search

To search for Customer Invoice Writeoff documents, change Document Type to **INVW** and then move the cursor to another field.

Customer Invoice Writeoffs Document Lookup screen field definitions

Title	Description
Customer Name	To search for customer invoice write offs based on a particular customer name, enter the name.
Customer Number	To search for customer invoice write offs based on a particular customer number, enter the customer ID or use the lookup to find it.
Billing Chart Code	To search for customer invoice write offs based on the billing organization associated with them, use this field <i>and</i> the Billing Organization Code field. Select the appropriate chart code from the list or use the lookup to find it.
Billing Organization Code	To search for customer invoice write offs based on the billing organization associated with them, use this field <i>and</i> the Billing Chart Code field. Enter the appropriate organization code or use the lookup to find it.
Invoice Reference Number	To search for customer invoice write offs based on an associated invoice reference number, enter the appropriate number.
Processing Chart Code	To search for customer invoice write offs based on the processing organization associated with them, use this field <i>and</i> the Processing Organization Code field. Select the appropriate chart code from the list or use the lookup to find it.
Processing Organization Code	To search for customer invoice write offs based on the processing organization associated with them, use this field <i>and</i> the Processing Chart Code field. Enter the appropriate organization code or use the lookup to find it.

- In many fields you may use special characters to search on a partial entry. For information about using special characters to search, see Data Entry Tips in the *Overview and Introduction to the User Interface*.
- For information about using features and options that are common to all types of custom document searches and working with the search results, see Using Document Search to Find a Document and Performing Custom Document Searches in the *Overview and Introduction to the User Interface*.
- For information about the fields on a customer invoice writeoff document Customer Invoice Writeoff Document Layout.



Payment Applications Document Search

To search for Payment Application documents, change Document Type to **APP** and then move the cursor to another field.

Payment Applications Document Lookup screen field definitions

Title	Description
Billing Chart Code	To search for payment applications based on the billing organization associated with them, use this field <i>and</i> the Billing Organization Code field. Select the appropriate chart code from the list or use the lookup to find it.
Billing Organization Code	To search for payment applications based on the billing organization associated with them, use this field <i>and</i> the Billing Chart Code field. Enter the appropriate organization code or use the lookup to find it.
Invoice Applied Customer Name	To search for payment applications based on a particular customer to whom funds have already been applied, enter the customer name in this field or enter the customer number in the Invoice Applied Customer Number field.
Invoice Applied Customer Number	To search for payment applications based on a particular customer to whom funds have already been applied, enter the appropriate customer ID or use the lookup to find it. Alternatively, you may specify the customer name in the Invoice Applied Customer Name field.
Invoice Reference Number	To search for payment applications based on an associated invoice reference number, enter the appropriate number.
Processing Chart Code	To search for payment applications based on the processing organization associated with them, use this field <i>and</i> the Processing Organization Code field. Select the appropriate chart code from the list or use the lookup to find it.
Processing Organization Code	To search for payment applications based on the processing organization associated with them, use this field <i>and</i> the Processing Chart Code field. Enter the appropriate organization code or use the lookup to find it.
Unapplied Customer Name	To search for payments that had unapplied funds for a particular customer, enter the customer name in this field or enter the customer number in the Unapplied Customer Number field
Unapplied Customer Number	To search for payments that had unapplied funds for a particular customer, enter the customer ID or use the lookup to find it. Alternatively, you may specify the customer name in the Unapplied Customer Name field










- ➔ In many fields you may use special characters to search on a partial entry. For information about using special characters to search, see *Data Entry Tips* in the *Overview and Introduction to the User Interface*.
- ➔ For information about using features and options that are common to all types of custom document searches and working with the search results, see *Using Document Search to Find a Document and Performing Custom Document Searches* in the *Overview and Introduction to the User Interface*.
- ➔ For information about the fields on a payment application, see *Payment Application Document Layout*.









Accounts Receivable Reports

AR Reports

Report	Description
Billing Statement	Allows you to print a summary or detailed report of a customer's account.
Collection Activity Report	<p>Provides a means for AR Collectors to search for or print collection activity event details. From the search results, certain data in the collection activity event may be updated.</p> <p> Displays when Contracts & Grants Billing is turned on.</p> <p> Only users with the AR Collector role will be able to return search results.</p>
Contracts & Grants Aging Report	<p>Allows AR Collectors to return a report or print file of outstanding Contracts & Grants Invoices for customers, along with how long the invoices have been outstanding.</p> <p> Displays when Contracts & Grants Billing is turned on.</p>
Contracts & Grants Invoice Document Error Log Report	<p>Returns a report or print file of the errors encountered during the batch and manual Contracts & Grants Invoice creation processes.</p> <p> Displays when Contracts & Grants Billing is turned on.</p>
Customer Aging Report	Returns a report showing how long invoices from each customer have been outstanding.
Customer History Report	Returns all Accounts Receivable activity for a customer.
Customer Invoice Report	Allows you to generate a print file of customer invoices by billing organization, processing organization or user ID.
Federal Financial Report	<p>Produces a print file of Federal Form SF425 and/or SF425A to send to the appropriate organizations.</p> <p> Displays when Contracts & Grants Billing is turned on.</p>
Letter of Credit Draw Report	<p>Allows you to search for or print two reports pertaining to letter of credit draws. The Amounts Not Drawn Report displays Letter of Credit Review documents where the amount drawn was less than the full amount available to draw. The Detail Report displays all Letter of Credit Review documents.</p> <p> Displays when Contracts & Grants Billing is turned on.</p>
Milestone Report	<p>Returns a report or print file of milestones.</p> <p> Displays when Contracts & Grants Billing is turned on.</p>



Outstanding Invoice Report	Returns a report or print file of invoices that are not yet paid.  Displays when Contracts & Grants Billing is turned on.
Payment History Report	Returns a report or print file of Payment Application documents.  Displays when Contracts & Grants Billing is turned on.
Suspended Invoice Detail Report	Allows you to search for or print a list of suspended Contracts & Grants invoices.  Displays when Contracts & Grants Billing is turned on.
Suspended Invoice Summary	Allows you to search for or print a report summarizing the number of suspended Contracts & Grants invoices by suspension category.  Displays when Contracts & Grants Billing is turned on.
Tickler Report	Allows AR Collectors to search for or print a report of collection activity events flagged for follow-up.  Displays when Contracts & Grants Billing is turned on.  Only users with the AR Collector role will be able to return search results.



Billing Statement

The Billing Statements report allows you to search for and print a summary of all invoices outstanding on a customer's account or a detailed statement showing a previous billed balance followed by all activity since that balance.

Lookup Criteria

Billing Statement Generation field definitions

Field	Description
Account Number	The ID number for the account.
Chart Code	The chart code for the billing organization.
Customer Number	The customer number for the billing statement.
Include Zero Balance Customers	Click yes to include customers that have a zero outstanding balance or no to exclude them.
Organization Code	The organization code for the billing organization.
Statement Format	Select Summary or Detail.

Click **Generate Print File** button to generate a pdf file for the billing statements.



Results

After you enter lookup information, the system generates a pdf file listing the invoices outstanding on the customer's account (summary) or the activity since the statement was previously generated (detail).

CUSTOMER STATEMENT
INDIANA UNIVERSITY
BLOOMINGTON, IN 47405
FED ID #1111111

Page 1 of 1
Date: 10/26/2009

CUSTOMER NBR: MON12024 BILLED BY (DO NOT REMIT TO):

ATTN: HALCOMB COMPANY VICE PRES INFORMATION TECHNLOGY
100217 MAIN STREET PHONE: (949) 294-6417
PO BOX 121H FAX:
NEW ALBANY, IN 47150-1407

TRANSACTION	DATE	DESCRIPTION	CHARGES	CREDITS
3122	10/26/2009	test	500.00	

CURRENT	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	ACCOUNT BALANCE
500.00	0.00	0.00	0.00	500.00

Detach & Return Lower Portion with Payment

PLEASE MAKE CHECKS PAYABLE TO: INSTITUTION NAME

CUSTOMER NBR: MON12024

STATEMENT DATE:	10/26/2009
AMOUNT DUE:	500.00


ATTN: HALCOMB COMPANY REMIT TO: BLAH
100217 MAIN STREET 123 ASDF
PO BOX 121H ASDF, CA 91010
NEW ALBANY, IN 47150-1407


000000050000 0MON12024 0



Collection Activity Report

The Collection Activity Report provides a means for AR Collectors to search for or print collection activity details. From the on-screen search results, certain data in the collection activity event may be updated and/or new collection activities may be created.

 Displays when Contracts & Grants Billing is turned on.

 Only users with the AR Collector role can access the Collection Activity Report.

Lookup Criteria

Collection Activity Report field definitions

Field	Description
Account Number	The ID number for the award account associated with the collection activity.
Agency Number	The agency number that was billed on the Contracts & Grants Invoice associated with the collection activity.
Chart Code	The chart code of the award account that the collection activity is associated with.
Collection Activity Type	Select the type of collection activity from the list.
Collector Principal Name	Enter the name of the AR Collector assigned to specific customers or use the lookup to find it.
Document Number	The document number of the Contracts & Grants Invoice that the collection activity is associated with.
Proposal Number	The proposal number that was billed against on the Contracts & Grants Invoice associated with the collection activity.

Click **Search** button to display the search results on the screen.

Click **Generate Print File** button to generate a pdf file of the Collection Activities Report.



Print File

Collection Activity Report


02/26/2015 9:12


Agency Nbr	Proposal Nbr	Chart	Account Nbr	Invoice Nbr	Activity Date	Activity Type	Activity Comment	Follow-Up Date	Completed Date	User
55121	80082	BL	0211601	3629	02/13/2015	Email Received From Sponsor	testing	02/19/2015	02/13/2015	KFS
55121	80082	BL	0211601	3629	02/13/2015	Refer to Central Collections	testing		02/13/2015	KFS
55121	80082	BL	0211601	3629	02/13/2015	Call From Project Director	Testing tickler	02/19/2015	02/13/2015	KFS
55121	80082	BL	0211602	3633	02/13/2015	Email Received From Sponsor	testing edit 1	02/19/2015	02/13/2015	KFS
55121	80082	BL	0211602	3633	02/13/2015	Refer to Central Collections	testing		02/13/2015	KFS
55121	80082	BL	0211602	3633	02/13/2015	Call From Project Director	Testing tickler2	02/19/2015	02/19/2015	KFS



Contracts & Grants Aging Report

The Contracts & Grants Aging Report allows Collectors to return a report or print file of outstanding Contracts & Grants Invoices for customers, along with how long the invoices have been outstanding.

 Displays when Contracts & Grants Billing is turned on.

 Only users with the AR Collector role can access the Contracts & Grants Aging Report.

Lookup Criteria

Contracts & Grants Aging Report field definitions

Field	Description
Account Chart Code	Required if Account report option is selected. Enter the chart code associated with the award or use the lookup to find it.
Account Number	Required if Account report option is selected. Enter the account number associated with the award or use the lookup to find it.
Award Document Number	A number outside the system that is assigned to the Award.
Award End Date From	To search for awards with an end date during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date.
Award End Date To	To search for awards with an end date during a particular period of time, enter the last date in the desired range of dates. You may also use the calendar tool to select the date.
CG Account Responsibility ID	Select the Contracts & Grants Processor associated with the Account.
Collector Principal Name	Enter the name of the AR Collector associated with the customer or use the lookup to find it.
Customer Number	Enter the customer number associated with the invoices or use the lookup to find it.
Fund Manager Principal Name	Enter the name of the Fund Manager associated with the award or use the lookup to find it.
Invoice Amount From	To search for invoices with an invoice amount falling into a certain dollar range, enter the lowest amount in the desired range.
Invoice Amount To	To search for invoices with an invoice amount falling into a certain dollar range, enter the highest amount in the desired range.



Invoice Due Date From	To search for invoices with a due date during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date.
Invoice Due Date To	To search for invoices with a due date during a particular period of time, enter the last date in the desired range of dates. You may also use the calendar tool to select the date.
Invoices Marked as Final	Select from the list based on whether you wish to view only invoices marked as final, invoices not marked as final or both.
Organization Invoice Number	The number uniquely assigned to this invoice record as it exists in the billing organization's accounting system.
Processing/Billing Chart Code	Required if Processing Organization or Billing Organization report option is selected. Enter the chart code for the invoices or use the lookup to find it.
Processing/Billing Organization Code	Required if Processing Organization or Billing Organization report option is selected. Enter the organization code for the invoices or use the lookup to find it.
Proposal Number	Enter the proposal number associated with the invoices or use the lookup to find it.
Report Option	Required. Choose whether to generate the report for a processing organization, a billing organization, or an account.
Report Run Date	Required. Invoices created through this date are included in the report.

Click **Search** button to display the search results on the screen.

Click **Generate Print File** button to generate a pdf file for the Contracts & Grants Aging Report.

Results

The search results and print file display customer balances, summarized by aging buckets.

Print File



The system is unable to generate a print file at this time, this report will be available in future releases.



Contracts & Grants Invoice Document Error Log Report

The Contracts & Grants Invoice Document Error Log Report returns a report or print file of the errors encountered during the batch and manual Contracts & Grants Invoice creation processes.

 Displays when Contracts & Grants Billing is turned on.

Lookup Criteria

Contracts & Grants Invoice Document Error Log Report field definitions

Field	Description
Accounts	The ID number(s) for the award account(s) associated with the error.
Award Start Date From	To search for awards with a start date during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date.
Award Start Date To	To search for awards with a start date during a particular period of time, enter the last date in the desired range of dates. You may also use the calendar tool to select the date.
Award Stop Date From	To search for awards with a stop date during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date.
Award Stop Date To	To search for awards with a stop date during a particular period of time, enter the last date in the desired range of dates. You may also use the calendar tool to select the date.
Award Total Amount	The total dollar amount calculated from Direct Cost Amount + Indirect Cost Amount for the Award.
Cumulative Expenses	The total dollar amount of expenses billed to an award.
Error Date From	To search for errors created during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date.
Error Date To	To search for error created during a particular period of time, enter the last date in the desired range of dates. You may also use the calendar tool to select the date.
Primary Fund Manager	Enter the name of the primary fund manager for the award(s) or use the lookup to find it.
Process	Select the invoice creation process for which you wish to view the errors.



Proposal Number

To search for errors for a particular proposal, enter the proposal number or use the lookup to find it.



When Kualii Financials is not integrated with Kualii Research, the Proposal and Award will be the same number.

Click **Search** button to display the search results on the screen.

Click **Generate Print File** button to generate a pdf file for the Contracts & Grants Invoice Document Error Log Report.

Results

The search results and print file display information regarding the error that prevented Contracts & Grants Invoices from being created during the batch, LOC or manual invoice creation process.

Print File

Contracts & Grants Invoice Document Error Log Report									
Error Date		: >=02/23/2015		Report Run Date		02/26/2015 10:29			
Proposal Number		: 80066							
Proposal Nbr	Accounts	Start Date	Stop Date	Total Amount	Cumulative Expenses Amount	Error Date	Primary Fund Manager Name	Process	Error Message
80066	0211701;0211702;0211804	01/01/201	02/29/201	\$ 6,702.50	\$ 6,702.50	02/23/2015 11:00	wjohnsto	Batch	Award is not eligible to be invoiced in the current billing period.
80066	0211701;0211702;0211804	01/01/201	02/29/201	\$ 6,702.50	\$ 6,702.50	02/24/2015 11:11	wjohnsto	Manual	Agency associated with the Award has no valid customer record.
80066	0211701;0211702;0211804	01/01/201	02/29/201	\$ 6,702.50	\$ 6,702.50	02/24/2015 11:00	wjohnsto	Batch	There are no billable accounts in the Award. They could have invoices in progress.
80066	0211701;0211702;0211804	01/01/201	02/29/201	\$ 6,702.50	\$ 6,702.50	02/25/2015 1:25 PM	wjohnsto	Manual	Award is excluded from invoicing.




Customer Aging Report

The Customer Aging report shows how long invoices from each customer have been outstanding.

Lookup Criteria

Customer Aging Report field definitions

Field	Description
Account Chart Code	Required. Enter the chart code for the account.  When the parameter Accounts_Can_Cross_Charts is set to No, the system derives the chart code from the account number entered, and an entry in this field is not required.
Account Number	Required. Enter the ID number for the account.
Processing/Billing Chart Code	Required. Enter the chart code for the report data.
Processing/Billing Organization Code	Required. Enter the organization code for the report data.
Report Option	Choose whether to generate the report for a processing organization, a billing organization, or an account.
Report Run Date From	Required. Enter the start date for the reporting period
Report Run Date To	Required. Enter the end date for the reporting period

Results

The search results show outstanding amounts for this customer over various periods of time.



Customer History Report

The Customer History Report returns all Accounts Receivable activity for a customer. This report is available in the search results of the Customer lookup.

If there has been a payment, credit or write-off against an invoice, clicking on the Unpaid Amount will bring up another report, Unpaid/Unapplied Amount Report. This will show the documents used to apply payments, credits or write-offs to that particular invoice.

Lookup Criteria

Customer History Report field definitions

Field	Description
Billing Date	The date the invoice was created (not populated for CRM, APP, INVW)
Document Description	The description field from the Kuali Financials document
Document Number	The Kuali Financials document number
Document Type	The AR document types (INV, CRM, APP, INVW)
Due/Approved Date	The due date of the invoice or the approved date if the doc type is CRM, APP or INVW.
Original Document Amount	The original amount of the AR document
Unpaid/Unapplied Amount	For INV docs, this is the open amount of the invoice. For APP docs, this will be the unapplied amount. For CRM and INVW this will be zero.



Customer Invoice Report

The Customer Invoice menu option allows you to search for a customer invoice by billing organization, processing organization or user ID and print the invoice.

Lookup Criteria

Customer Invoice Report field definitions

Field	Description
Chart Code	The chart code for the desired invoice.
Org Type	The organization type for the desired invoice.
Organization Code	The organization code for the desired invoice.
Print invoices for date	The date of the invoice.
User Id	The user ID of the person who generated the desired invoice.

Click **Generate Print File** button to generate a pdf file for the invoice.



Results

INVOICE
INDIANA UNIVERSITY
BLOOMINGTON, IN 47405
FED ID #1111111

Page 1 of 1
Date: 10/27/2009

CUSTOMER NUMBER: ABB2
ATTN:
SHIP TO:

INVOICE: 3158
BILLED BY (DO NOT REMIT TO):
VICE PRES INFORMATION TECHNLOGY
PHONE: (949) 294-6417
FAX:
PREPARED BY: KEISHA HUNTLEY

PO/AGREEMENT NO:
PO/AGREEMENT DATE:

QTY	UNIT	DESCRIPTION	ITEM CODE	UNIT PRICE	TAX AMOUNT	AMOUNT
1	EA	FFFFFFFFFFFFFFFF		4,125.00	0.00	4,125.00
1	EA	DISCOUNT - FFFFFFFFFFFFFFFFFF		-12.00	0.00	-12.00

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

PRETAX TOTAL: 4,113.00
TAX AMOUNT: 0.00
PAY THIS AMOUNT: 4,113.00

TEST

Detach & Return Lower Portion with Payment

PLEASE MAKE CHECKS PAYABLE TO: INSTITUTION NAME

INVOICE DATE: 10/27/2009
INVOICE: 3158
CUSTOMER NBR: ABB2
BL1023200
ATTN:

WOODS CORPORATION
100001 MAIN STREET
SUITE 1W
NORTH CHICAGO, IL 60064

DUE DATE:	11/26/2009
AMOUNT DUE:	4,113.00


REMIT TO: BLAH
123 ASDF
ASDF, CA 91010

00000411300 00000003158 00000ABB2 0




Federal Financial Report

The Federal Financial Report produces a print file of Federal Form SF425 and/or SF425A to send to the appropriate organization.

 Displays when Contracts & Grants Billing is turned on.

Lookup Criteria

Federal Financial Report Generation field definitions

Field	Description
Agency Number	Required if Federal Form SF425A is selected. Enter the proposal number or use the lookup to find it.
Federal Form	Required. Select the federal form to be generated.
Print Invoices for Calendar Year	Required. Enter the calendar year for which you are reporting.
Proposal Number	Required if Federal Form SF425 is selected. Enter the proposal number or use the lookup to find it.  When Kual Financials is not integrated with Kual Research, the Proposal and Award will be the same number.
Reporting Period	Required. Select the reporting period for which you are reporting.

Click **Generate Print File** button to generate a pdf file for the Federal Financial Report selected.



Results

Federal Form SF254

FEDERAL FINANCIAL REPORT <small>(Follow form instructions)</small>							
1. Federal Agency and Organizational Element			2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)			Page	Of Pages
						1	
3. Recipient Organization (Name and complete address including ZIP code)							
4a. DUNS Number		4b. EIN		5. Recipient Account Number or Identifying Number <small>(To report multiple grants, use FFR Attachment)</small>		6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	
						7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	
8. Project/Grant Period From: (Month, Day, Year)				To: (Month, Day, Year)		9. Reporting Period End Date (Month/Day/Year)	
10. Transactions						Cumulative	
<small>(Use lines a-c for single or multiple grant reporting)</small>							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts						\$37,332.65	
b. Cash Disbursements						\$4,507.27	
c. Cash on Hand (line a minus b)						\$32,825.38	
<small>(Use lines d-o for single grant reporting)</small>							
Federal Expenditures and Unobligated Balance:							
d. Total Federal Funds Authorized							
e. Federal Share of Expenditures							
f. Federal Share of Unliquidated Obligations							
g. Total Federal Share (sum of lines e and f)							
h. Unobligated Balance of Federal Funds (line d minus g)							
Recipient Share:							
i. Total Recipient Share Required							
j. Recipient Share of Expenditures							
k. Remaining Recipient Share to Be Provided (line i minus j)							
Program Income:							
l. Total Federal Program Income Earned							
m. Program Income Expended in Accordance with the Deduction Alternative							
n. Program Income Expended in Accordance with the Addition Alternative							
o. Unexpended Program Income (line l minus line m or line n)							
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:							
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official			c. Telephone (Area code, number and extension):				
			d. Email Address:				
b. Signature of Authorized Certifying Official			e. Date Report Submitted (Month, Day, Year):				
14. Agency use only:							
Standard Form 425							
OMB Approval Number: 0348-0061							
Expiration Date: 10/31/2011							
Paperwork Burden Statement <small>According to the Paperwork Reduction Act, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.</small>							



Letter of Credit Draw Report

The Letter of Credit Draw Report allows you to search for or print two reports pertaining to letter of credit draws. The Amounts Not Drawn Report displays Letter of Credit Review documents where the amount drawn was less than the full amount available to draw. The Detail Report displays all Letter of Credit Review documents.

 Displays when Contracts & Grants Billing is turned on.

Lookup Criteria

Letter of Credit Draw Lookup field definitions

Field	Description
Amount Available to Draw	Enter the exact amount available to draw to search for or use greater than, equal to or less than ranges.
Amount To Draw	Enter the exact draw amount to search for or use greater than, equal to or less than ranges.
Claim on Cash Balance	Enter the exact claim on cash balance amount to search for or use greater than, equal to or less than ranges.
COC Review Create Date To	To search for LOC Review documents created during a particular period of time, enter the last date in the desired range of dates. You may also use the calendar tool to select the date.
Document Number	The unique document number for the Letter of Credit Review document.
Funds Not Drawn	Enter the exact funds not drawn amount to search for or use greater than, equal to or less than ranges.
Letter of Credit Fund	Select a value from this list to return only Letter of Credit draws for a particular Letter of Credit Fund.
Letter of Credit Fund Group	Select a value from this list to return only Letter of Credit draws for a particular Letter of Credit Fund Group.
LOC Review Create Date From	To search for LOC Review documents created during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date.
Report Type	Select which report format you wish to create. Selecting Amounts Not Drawn limits results to only amounts not drawn, and ignores other search criteria that may otherwise return additional data.

Click **Search** button to display the search results on the screen.



Click **Generate Print File** button to generate a pdf file for the LOC Draw Report.

Results

The search results and print file display LOC draw information by Contracts & Grants LOC Review document.

Print File

Details Report

Selecting the report option of Details Report returns all LOC Review documents matching the search criteria.

Letter of Credit Detail Report							
Report Type		: Details Report				02/26/2015 2.58	
Document Nbr	LOC Fund Group	LOC Fund	LOC Review Create Date	Available Amt To Draw	Claim On Cash Balance	Amount To Draw	Funds Not Drawn
3572		KualilOCFu	02/12/201	\$ 400,000.00	-\$ 11,700.00	\$ 11,522.00	\$ 178.00
3580		KualilOCFu	02/12/201	\$ 400,000.00	-\$ 11,700.00	\$ 9,700.00	\$ 2,000.00
3584		KualilOCFu	02/12/201	\$ 395,466.00	-\$ 7,166.00	\$ 6,000.00	\$ 1,166.00
3587		KualilOCFu	02/12/201	\$ 400,000.00	-\$ 11,700.00	\$ 11,700.00	\$ 0.00
3596	KFG2		02/12/201	\$ 700,000.00	-\$ 15,246.00	\$ 15,246.00	\$ 0.00

Amounts Not Drawn Report

Selecting the Amounts Not Drawn report option returns LOC Review documents matching the search criteria, and further limits results to LOC Review documents that did not draw the full amount.



Letter of Credit Amounts Not Drawn

Report Type

: Amounts Not Drawn Report


02/26/2015 2.57

Document Nbr	LOC Fund Group	LOC Fund	LOC Review Create Date	Available Amt To Draw	Claim On Cash Balance	Amount To Draw	Funds Not Drawn
3572		KualilOCFu	02/12/201	\$ 400,000.00	-\$ 11,700.00	\$ 11,522.00	\$ 178.00
3580		KualilOCFu	02/12/201	\$ 400,000.00	-\$ 11,700.00	\$ 9,700.00	\$ 2,000.00
3584		KualilOCFu	02/12/201	\$ 395,466.00	-\$ 7,166.00	\$ 6,000.00	\$ 1,166.00



Milestone Report

The Milestone Report returns a report or print file of milestones.

 Displays when Contracts & Grants Billing is turned on.

Lookup Criteria

Milestone Report field definitions

Field	Description
Active	Select whether you wish to view active, inactive or all milestones.
Award Account Number	Enter the ID number for the account associated with the award that the milestone belongs to or use the lookup to find it.
Award Chart Code	Enter the chart code for the account associated with the award that the milestone belongs to or use the lookup to find it.
Billed	Select whether you wish to view billed, unbilled or all milestones.
Estimated Completion Date From	To search for milestones with an estimated completion date during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date.
Estimated Completion Date To	To search for milestones with an estimated completion date during a particular period of time, enter the last date in the desired range of dates. You may also use the calendar tool to select the date.
Proposal Number	Enter the proposal number associated with the milestone or use the lookup to find it.

Click **Search** button to display the search results on the screen.

Click **Generate Print File** button to generate a pdf file for the Milestone Report.

Results

The search results and print file display Milestone information matching the criteria selected.



Print File

Milestone Report

Active

: Y


09/11/2018

Proposal Number	Chart	Account Nbr	Milestone Nbr	Expected Completion Date	Billed?	Milestone Amount	Active?
80075	BL	0211503	1	02/28/201	N	\$ 15.00	Y
80075	BL	0211503	2	07/21/201	N	\$ 20.00	Y
80075	BL	0211503	3	03/14/201	N	\$ 25.00	Y
80075	BL	0211503	4	03/31/201	N	\$ 30.00	Y
80075	BL	0211503	5	02/24/201	N	\$ 110.00	Y
80075	BL	0211503	6	01/31/201	N	\$ 250.00	Y
80075	BL	0211503	7	08/31/201	N	\$ 5,000.00	Y
80075	BL	0211503	99	08/22/201	N	\$ 4,500.00	Y
80085	BL	0211603	1	02/28/201	N	\$ 15.00	Y
80085	BL	0211603	2	03/05/201	N	\$ 20.00	Y
80085	BL	0211603	3	03/14/201	N	\$ 25.00	Y
80085	BL	0211603	4	03/31/201	N	\$ 30.00	Y
80085	BL	0211603	5	02/24/201	N	\$ 110.00	Y
80085	BL	0211603	6	01/31/201	N	\$ 250.00	Y
80089	BL	0211603	1	07/02/201	N	\$ 10.00	Y
80089	BL	0211603	2	08/06/201	N	\$ 50.00	Y




Outstanding Invoice Report

The Outstanding Invoice Report returns a report or print file of invoices that are not yet paid.

 Displays when Contracts & Grants Billing is turned on.

Lookup Criteria

Outstanding Invoice Report field definitions

Field	Description
Age in Days	Enter the exact age of the invoices to search for or use greater than, equal to or less than ranges.
Customer Number	Enter the customer number for which you wish to view outstanding invoices or use the lookup to find it.
Document Number	The document number of the outstanding Contracts & Grants Invoice.
Due Date From	To search for outstanding invoices with a due date during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date.
Invoice Amount	The exact invoice amount you wish to search on.
Invoice Date From	To search for outstanding invoices created during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date.
Invoice Date To	To search for outstanding invoices created during a particular period of time, enter the last date in the desired range of dates. You may also use the calendar tool to select the date.
Invoice Report Options	Select whether you wish to all outstanding invoices or only those that are past due.
Invoice Type	Select the type of outstanding invoice to report on from the list.
Proposal Number	To search for outstanding invoices for a particular proposal, enter the proposal number or use the lookup to find it.  When Kuali Financials is not integrated with Kuali Research, the Proposal and Award will be the same number.
Remaining Amount	The exact amount remaining to be paid on the invoice.

Click **Search** button to display the search results on the screen.

Click **Generate Print File** button to generate a pdf file for the Outstanding Invoice Report.



Results

Print File


The print file displays outstanding invoices, with subtotals by customer.

Contracts & Grants Invoice Report												
												02/26/2015 12.52
Proposal Nbr	Document Nbr	Invoice Type	Invoice Date	Invoice Due Date	Open Ind	Customer Nbr	Customer Name	Invoice Amount	Payment Amount	Remaining Amount	Age In Days	
80067	3537	CINV	02/12/201	02/12/201	Open	KUA2009	KUALI MONTHLY 3	\$ 2,826.00	\$ 0.00	\$ 2,826.00	14	
80067	3546	CINV	02/12/201	02/12/201	Open	KUA2009	KUALI MONTHLY 3	-\$ 668.00	\$ 0.00	-\$ 668.00	14	
Sub Total								\$ 2,158.00	\$ 0.00	\$ 2,158.00		
80068	3543	CINV	02/12/201	02/12/201	Open	KUA2010	KUALI MONTHLY 4	\$ 4,194.00	\$ 0.00	\$ 4,194.00	14	
80068	3549	CINV	02/12/201	02/12/201	Open	KUA2010	KUALI MONTHLY 4	\$ 4,576.00	\$ 0.00	\$ 4,576.00	14	
Sub Total								\$ 8,770.00	\$ 0.00	\$ 8,770.00		
80075	3519	CINV	02/12/201	02/12/201	Open	KUA2004	MILESTONE KUALI	\$ 360.00	\$ 0.00	\$ 360.00	14	
80075	3574	CINV	02/12/201	02/12/201	Open	KUA2004	MILESTONE KUALI	\$ 30.00	\$ 0.00	\$ 30.00	1	
Sub Total								\$ 390.00	\$ 0.00	\$ 390.00		
80080	3487	CINV	02/12/201	02/12/201	Open	KUA2001	KUALI PY PDBS	\$ 180.00	\$ 0.00	\$ 180.00	14	
Sub Total								\$ 180.00	\$ 0.00	\$ 180.00		
80082	3629	CINV	02/13/201	02/13/201	Open	KUA2002	KUALI OTHER2	\$ 44,700.00	\$ 0.00	\$ 44,700.00	13	
80082	3633	CINV	02/13/201	02/13/201	Open	KUA2002	KUALI OTHER2	\$ 48,747.80	\$ 0.00	\$ 48,747.80	13	
Sub Total								\$ 93,447.80	\$ 0.00	\$ 93,447.80		
80088	3488	CINV	02/12/201	02/12/201	Open	KUA2007	NATIONAL SCIENCE	\$ 1,854.00	\$ 0.00	\$ 1,854.00	14	
Sub Total								\$ 1,854.00	\$ 0.00	\$ 1,854.00		




Payment History Report

The Payment History Report returns a report or print file of Payment Application documents.

 Displays when Contracts & Grants Billing is turned on.

Lookup Criteria

Payment History Report field definitions

Field	Description
Applied Indicator	Select whether to view payments that have been applied, not applied, or both.
Customer Number	To search for payments for a specific customer, enter the customer number or use the lookup to find it.
Invoice Amount	Enter the exact invoice amount to search for or use greater than, equal to or less than ranges.
Invoice Document Number	The unique document number for the Contracts & Grants Invoice document that the Payment Application was applied to.
Payment Amount	Enter the exact payment amount to search for or use greater than, equal to or less than ranges.
Payment Application Document Number	The unique document number for the Payment Application document.
Payment Date From	To search for payments created during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date.
Payment Date To	To search for payments created during a particular period of time, enter the last date in the desired range of dates. You may also use the calendar tool to select the date.
Proposal Number	To search for outstanding invoices for a particular proposal, enter the proposal number or use the lookup to find it.  When Kuali Financials is not integrated with Kuali Research, the Proposal and Award will be the same number.
Reversed Indicator	This field has no functionality and will be removed in a future release.

Click **Search** button to display the search results on the screen.

Click **Generate Print File** button to generate a pdf file for the Payment History Report.



Results

Print File


The print file displays customer payment data, subtotaled by Payment Application document.

Payment History Report									
02/26/2015 3.30									
Payment Nbr	Payment Date	Customer Nbr	Customer Name	Payment Amount	Invoice Nbr	Invoice Amount	Award Nbr	Reverse	Applied
3603	02/12/201	KUA2005	LOC KUALI TESTING2	\$ 1,692.00	3597	\$ 1,692.00	80072	No	Yes
Sub Total				\$ 1,692.00		\$ 1,692.00			
3605	02/12/201	KUA2005	LOC KUALI TESTING2	\$ 1,854.00	3598	\$ 1,854.00	80072	No	Yes
Sub Total				\$ 1,854.00		\$ 1,854.00			
3606	02/12/201	KUA2003	LOC KUALI TESTING	\$ 5,166.00	3599	\$ 5,166.00	80073	No	Yes
Sub Total				\$ 5,166.00		\$ 5,166.00			
3607	02/12/201	KUA2003	LOC KUALI TESTING	\$ 6,534.00	3600	\$ 6,534.00	80073	No	Yes
Sub Total				\$ 6,534.00		\$ 6,534.00			
3681	02/13/201	KUA2000	KUALI OTHER TESTING	\$ 3,821.45	3658	\$ 11,672.35	80081	No	Yes
3681	02/13/201	KUA2000	KUALI OTHER TESTING	\$ 3,463.45	3658	\$ 11,672.35	80081	No	Yes
3681	02/13/201	KUA2000	KUALI OTHER TESTING	\$ 4,387.45	3658	\$ 11,672.35	80081	No	Yes
Sub Total				\$ 11,672.35		\$ 35,017.05			
3682	02/13/201	KUA2011	KUALI-OTHER 3	\$ 3,369.15	3679	\$ 8,300.30	80083	No	Yes
3682	02/13/201	KUA2011	KUALI-OTHER 3	\$ 4,931.15	3679	\$ 8,300.30	80083	No	Yes
Sub Total				\$ 8,300.30		\$ 16,600.60			



Suspended Invoice Detail Report

The Suspended Invoice Detail Report allows you to search for or print a list of suspended Contracts & Grants invoices.

 Displays when Contracts & Grants Billing is turned on.

Lookup Criteria

Suspended Invoice Detail Report field definitions

Field	Description
Award Total	The total dollar amount calculated from Direct Cost Amount + Indirect Cost Amount for the Award. Enter the amount to search for or use greater than, equal to or less than ranges.
Document Number	The unique document number for the Contracts & Grants Invoice.
Fund Manager Name	Enter the name of the Fund Manager or use the lookup to find it.
Letter of Credit Fund Group	Enter the Letter of Credit Fund Group code or use the lookup to find it.
Project Director Name	Enter the name of the Project Director or use the lookup to find it.
Suspension Category Code	The unique code assigned to the suspension category.

Click **Search** button to display the search results on the screen.

Click **Generate Print File** button to generate a pdf file for the Suspended Invoice Detail Report.

Results

The search results and print file display a list of all in-progress (SAVED, ENROUTE, EXCEPTION) Contracts & Grants Invoice documents that have one or more suspension categories assigned to them



Print File

Suspended Invoice Detail Report

02/26/2015 4.50

Suspense Category	Document Nbr	LOC Fund Group	Fund Manager	Project Director	Total Amount
1	3645	abays		aleger	\$ 60,000.00
12	4108	wjohnsto		bisom	\$ 120,000.00
3	4108	wjohnsto		bisom	\$ 120,000.00
6	3475	wkykins		fsiler	\$ 110,000.00



Suspended Invoice Summary Report

The Suspended Invoice Summary Report allows you to search for or print a report summarizing the number of suspended Contracts & Grants invoices by suspension category.

 Displays when Contracts & Grants Billing is turned on.

Lookup Criteria

Suspended Invoice Summary Report field definitions

Field	Description
Suspension Category Code	The unique code assigned to the suspension category.

Click **Search** button to display the search results on the screen.

Click **Generate Print File** button to generate a pdf file for the Suspended Invoice Summary Report.

Results

The search results and print file display a summary count by suspension category, of all in-progress (SAVED, ENROUTE, EXCEPTION) Contracts & Grants Invoice documents that have one or more suspension categories assigned to them.



Print File

Suspended Invoice Summary Report


02/26/2015 6.01


Suspense Category	Suspense Description	Total Suspended
1	Total Amount Billed to Date exceeds	1
12	Award has Stop Work set to Yes	1
3	Reports are required to be attached	1
6	Today's date exceeds the Award Stop	1



Tickler Report

The Tickler Report allows AR Collectors to search for or print a report of collection activity events flagged for follow-up.

 Displays when Contracts & Grants Billing is turned on.

 Only users with the AR Collector role can access the Tickler Report.

Lookup Criteria

Tickler Report field definitions

Field	Description
Agency Number	Enter the agency number that was billed on the Contracts & Grants Invoice associated with the collection activity that is to be followed-up on, or use the lookup to find it.
Collection Activity Type	Select the type of collection activity from the list.
Collector	Enter the AR Collector Principal Name or use the lookup to find it.
Completed	Select whether you wish to view completed, not completed or all collection activities to be followed-up on.
Follow-up Date From	To search for collection activities with a follow-up date during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date.
Follow-up Date To	To search for collection activities with a follow-up date during a particular period of time, enter the last date in the desired range of dates. You may also use the calendar tool to select the date.
Proposal Number	Enter the proposal number that was billed against on the Contracts & Grants Invoice associated with the collection activity that is to be followed-up on, or use the lookup to find it.

Click **Search** button to display the search results on the screen.

Click **Generate Print File** button to generate a pdf file of the Tickler Report.



Results

The search results display collection activities flagged for follow-up that match the lookup search criteria. The on-screen Tickler Report also provides the ability to create a new collection activity or edit the existing collection activity for a Contracts & Grants Invoice, directly from the Actions column.

Print File


Tickler Report												
02/26/2015 4.01												
Proposal Nbr	Invoice Nbr	Account Nbr	Agency Name	Activity Date	Activity Type	Activity Comment	Follow-Up Date	User	Invoice Amount	Payment Amount	Balance Due	Completed
80082	3629	0211601	Kuali Other2 Testing	02/13/2015	Email Received From Sponsor	testing	02/19/2015	KFS	\$ 44,700.00	\$ 0.00	\$ 44,700.00	No
80082	3633	0211602	Kuali Other2 Testing	02/13/2015	Email Received From Sponsor	testing edit 1	02/19/2015	KFS	\$ 48,747.80	\$ 0.00	\$ 48,747.80	No
80082	3629	0211601	Kuali Other2 Testing	02/13/2015	Refer to Central Collections	will not pay	02/27/2015	KFS	\$ 44,700.00	\$ 0.00	\$ 44,700.00	No
80082	3633	0211602	Kuali Other2 Testing	02/13/2015	Refer to Central Collections	testing		KFS	\$ 48,747.80	\$ 0.00	\$ 48,747.80	No
80082	3629	0211601	Kuali Other2 Testing	02/13/2015	Call From Project Director	Testing tickler	02/19/2015	KFS	\$ 44,700.00	\$ 0.00	\$ 44,700.00	No
80082	3633	0211602	Kuali Other2 Testing	02/13/2015	Call From Project Director	Testing tickler2	02/19/2015	KFS	\$ 48,747.80	\$ 0.00	\$ 48,747.80	No
80082	3629	0211601	Kuali Other2 Testing	02/26/2015	Letter Received From Sponsor	work not acceptable, rejected	03/05/2015	KFS	\$ 44,700.00	\$ 0.00	\$ 44,700.00	No
80082	3633	0211602	Kuali Other2 Testing	02/26/2015	Letter Received From Sponsor	work not acceptable, rejected	03/05/2015	KFS	\$ 48,747.80	\$ 0.00	\$ 48,747.80	No



Accounts Receivable Attribute Maintenance Documents

The Accounts Receivable module includes several support documents that allow users to maintain valid values for various attributes. All of these documents are accessible via the menu.

Accounts Receivable attribute maintenance documents

Document	Description
Billing Frequency	Maintains the billing frequencies that can be assigned to an award to indicate when an award should be invoiced.  Displays when Contracts & Grants Billing is turned on.
Customer	Identifies a customer for billing purposes.
Collection Activity Type	Defines various steps taken to collect on outstanding invoice balances from customers, used on the Contracts & Grants Collection Activity document.
Collection Event	Facilitates editing of existing collection events to correct errors or add information.
Cost Category	Defines the categories used to group expenditures on invoices generated for cost reimbursable Awards, and assigns object codes to the categories.
Customer Address Type	Distinguishes between primary and alternative addresses for customers. A customer can only have one primary address but can have many alternate addresses.
Customer Invoice Item Code	Sets up identifiers for default information for items or services being invoiced in the Accounts Receivable Customer Invoice document.
Customer Type	Categorizes various business types for customers (Individual, private business, etc.)
Dunning Campaign	Defines a series of progressively stronger letters sent to customers asking for payment of past due invoices.
Dunning Letter Template	Defines the letters used in each dunning campaign, and provides a means for uploading the templates used to generate the dunning letter pdf files.
Invoice Recurrence	Creates a recurrence record for existing customer invoices so that future invoices will be automatically created based on the recurrence details in this maintenance document.




Invoice Template	Defines the invoice formats and, if restricted, the orgs that can use them. Also provides a means for uploading the templates used to create the invoice pdf files.
Method of Invoice Transmission	Defines the ways an invoice can be sent to a customer (by email, through the mail).
Milestone Schedule	Defines the schedule of events that are billable for Awards that are set up with the invoicing option of milestone, along with the associated amounts and estimated completion date for each event.
Organization Options	Defines invoice and remit-to information for an accounts receivable billing organization. It also links the billing organization to a processing organization that is defined in the System Information table.
Organization Accounting Default	Defines accounting defaults for an accounts receivable billing organization.
Payment Medium	Defines payment types (check, credit card, etc.) for use on the Cash Control document.
Predetermined Billing Schedule	Defines the schedule of dates and associated amounts that are billable for Awards that are set up with the invoicing option of predetermined billing schedule.
System Information	Defines data specific to each accounts receivable processing organization.



Billing Frequency

Maintains the billing frequencies that can be assigned to an award to indicate when an award should be invoiced. Billing Frequency Codes cannot be changed and new values cannot be created without technical assistance, but the associated attributes are editable.

 Displays when Contracts & Grants Billing is turned on.

Document Layout

Billing Frequency field definitions

Title	Description
Active Indicator	Indicates whether this billing frequency code is active or inactive. Remove the check mark to deactivate this code.
Billing Frequency Code	Display-only. A code to designate the billing frequency. Examples include: ANNU = Annually MNTH = Monthly MILE = Milestone
Billing Frequency Description	Required. The description of this billing frequency.
Grace Period Days	Required. The number of days after the end of a billing period before an invoice will be generated.



Customer

The Customer document identifies individual customers and provides their tax information, contact name, and address information.

Document Layout



The Customer document includes **General Information**, **Corporate Information**, **Contact Information**, **Addresses** and **Collections** tab.



The **Collections** tab will only display if Contracts & Grants Billing is turned on.

General Information Tab

General Information tab field definitions

Title	Description
Active Indicator	Indicates whether this customer code is active or inactive. Remove the check mark to deactivate this customer code. After inactive, a customer may not have any further invoices issued to them; however, payments will continue to be accepted.
Customer Name	Required. The textual name that commonly references or represents the customer organization.
Customer Number	Display only. A unique number assigned to identify each vendor/organization as a customer.
Customer Record Add Date	Display only. The date this Customer record was added to the data base.
Customer Type	Required. The grouping for the desired type of customer (Individual, private business, etc.). Existing customer types may be retrieved from the list or from the lookup .
Invoice Template	Optional: The invoice template that will be used when invoices are generated for this customer. Existing templates may be retrieved from the list or from the lookup .  Invoice Templates can be restricted by chart and organization.  This field will only display if Contracts & Grants Billing is turned on.
Last Activity Date	Display only. The most recent date on which any part of the Customer record was changed.
Last Address Change Date	Display only. The date this customer's address was last changed.



Corporate Information Tab

Corporate Information tab field definitions

Title	Description
Credit Approved By	Optional. The name of the user who authorized credit for this customer.
Credit Limit Amount	Optional. The maximum amount of credit to extend to this customer.
Tax Exempt Indicator	Optional. Checked box indicates that the customer's tax status is exempt.
Tax Number	Optional. Enter the social security number or tax number associated with the payee.
Tax Number Type	Optional. Indicates the type of tax ID (if any) entered above. Selections available are FEIN,SSN, or NONE.

Contact Information Tab

Contact Information tab field definitions





Title	Description
800 Phone Number	Optional. A toll-free number for this customer.
Birth Date	Optional. The customer's date of birth. Select the date using the calendar.
Contact Name	Optional. The name of the primary contact for this customer.
Contact Phone Number	Optional. The contact person's phone number.
Email Address	Optional. The customer's email address.
Fax Number	Optional. A fax number for this customer.
Phone Number	Optional. A phone number for this customer.



Addresses Tab

Use this tab to enter one or more addresses for the customer. Only one address may be designated as the primary address.

Addresses tab field definitions

Title	Description
Address 1	Required. The customer's street address.
Address 2	Optional. The second line of the address for this customer.
Address End Date	Optional. The date on which this address will no longer be valid. Enter a date or use the calendar tool to find it.
Address Name	Required. The customer name associated with the address.
Address Type	Required. The type of address (default choices are Alternate, Primary, or Temporary). Existing address types may be retrieved from the list or from the lookup .
City	Required. The city for this customer address.
Copies to Print	Optional. The number of invoice copies that will be generated for printing when Method of Invoice Transmission is Through Mail.  This field will only display if Contracts & Grants Billing is turned on.
Country	Required. The country for the customer address. Existing countries may be selected from the list or from the lookup .
Email Address	Optional. An email address associated with this address for the customer.
International Postal Code	Optional. The applicable postal code for a customer address outside of the United States.
International Province	Optional. The name of a province for a customer address outside of the United States such as in Canada.
Invoice Template	Optional. The invoice template associated with this address. Existing countries may be selected from the list or from the lookup .  Invoice Templates can be restricted by chart and organization.  This value will display in the Transmission Details tab on the Contracts & Grants Invoice tab.  This field will only display if Contracts & Grants Billing is turned on.



Method of Invoice Transmission	<p>Optional. The method the invoice will be transmitted (Through Email or Through Mail)</p> <p> This value will display in the Transmission Details tab on the Contracts & Grants Invoice tab.</p> <p> This field will only display if Contracts & Grants Billing is turned on.</p>
Number of Envelopes to Print	<p>Optional. The number of envelopes that will be generated for printing when Method of Invoice Transmission is Through Mail.</p> <p> This field will only display if Contracts & Grants Billing is turned on.</p>
Postal Code	Optional. The postal zip code for this customer address.
State	The state for this customer address. Existing state abbreviations may be retrieved from the list.

After entering appropriate information, click **Add** button to add this address. The system displays the new address and displays fields in which you may enter another address if desired.

Collections Tab

This tab will only display if Contracts & Grants Billing is turned on.


Collections tab field definitions

Title	Description
Bankruptcy Date	Optional. The date the customer filed bankruptcy. Enter a date in the format mm/dd/yyyy or use the calendar tool to find it.
Bankruptcy Review Date	Optional. The date the bankruptcy review was completed. Enter a date in the format mm/dd/yyyy or use the calendar tool to find it.
Bankruptcy Type	Optional. The type of bankruptcy the customer has filed. Select a value from the list.
Stop Work	<p>Optional. Check this box to indicate if work has stopped on this customer.</p> <p> Invoices will suspend when the Stop Work flag is checked.</p>
Stop Work Reason	<p>Optional. Enter the reason work has stopped on this customer.</p> <p> This field is required when Stop Work is checked.</p>



Collection Activity Type

The Collection Activity Type document defines the codes to describe the different types of activities performed while collecting from customers on unpaid invoices.

 This document is available when Contracts & Grants Billing is turned on.

Document Layout


Collection Activity Type field definitions

Title	Description
Active Indicator	Indicates whether this collection activity type code is active or inactive. Remove the check mark to deactivate this code.
Collection Activity Type Code	Display Only. A code that identifies a type of collection activity.
Collection Activity Type Description	Required. A description for this type of collection activity.



Collection Event

The Collection Event document provides the ability to edit Collection Events. New Collection Events may not be added using this document.

 This document should only be used to make corrections to Collection Events that cannot be performed from the [Collection Activity Report](#) or [Tickler Report](#) edit action.

 This document is available when Contracts & Grants Billing is turned on.

Document Layout


Collection Event field definitions

Title	Description
Collection Activity Comment	Required. Enter a comment with additional information relating to the collection activity.
Collection Activity Date	Required. The date the collection activity was performed. Enter a date or use the calendar tool to find it.
Collection Activity Type	Required. The type of collection activity. Existing collection activity types may be retrieved from the list or from the lookup .
Completed Date	Required. The date that the follow-up for this collection activity was completed. This date determines whether or not a collection activity is displayed in the Tickler Report. Enter a date or use the calendar tool to find it.
Collection Event Code	System generated unique identifying code.
Follow-up Date	Required. The date that the follow-up for this collection activity was completed. This date determines whether or not a collection activity is displayed in the Tickler Report. Enter a date or use the calendar tool to find it.



Cost Category

The Cost Category document defines the codes used to group expenditures for display on Contracts & Grants invoices for cost reimbursable awards.

 This document is available when Contracts & Grants Billing is turned on.

Document Layout

The Cost Category document includes the **Cost Category** tab, the **Object Codes** tab, the **Object Levels** tab and the **Object Consolidations** tab.

Cost Category Tab

Cost Category tab field definitions

Title	Description
Active Indicator	Indicates whether this cost category code is active or inactive. Remove the check mark to deactivate this code.
Cost Category Code	A unique code assigned to this cost category.
Cost Category Name	Required. A description for this cost category.
Indirect Cost Indicator	Indicates whether expenditures in this cost category will be included in the Total Indirect Cost amount on the Contracts & Grants invoice. Check the box to indicate if this cost category should be included as indirect cost on the Contracts & Grants invoice, remove the check mark if this cost category should not be included as indirect cost on the Contracts & Grants invoice.



Object Codes Tab

Object Codes tab field definitions

Title	Description
Active Indicator	Indicates whether this object code is active or inactive for the cost category. Remove the check mark to deactivate this object code.
Chart Code	Required. Select the chart code to which the object code belongs, or select it from the lookup.
Object Codes	Required. Enter the object codes to assign to the cost category or select it from the lookup.

There are two ways to populate the object codes in the **Object Codes** tab. One is by manually entering or selecting one object code at a time from the normal **Object Code** lookup, the other is by using a special multiple value lookup called the **Look Up / Add Multiple Object Code Lines** to return multiple values.

Object Levels Tab

Object Levels tab field definitions

Title	Description
Active Indicator	Indicates whether this object level is active or inactive. Remove the check mark to deactivate this object level.
Chart Code	Required. Select the chart code to which the object level belongs, or select it from the lookup.
Object Levels	Required. Enter the object level to assign to the cost category or select it from the lookup.

There are two ways to populate the object levels in the **Object Levels** tab. One is by manually entering or selecting one object level at a time from the normal **Object Level** lookup, the other is by using a special multiple value lookup called the **Look Up / Add Multiple Object Level Lines** to return multiple values.



Object Consolidations Tab

Object Consolidations tab field definitions

Title	Description
Active Indicator	Indicates whether this object consolidation is active or inactive. Remove the check mark to deactivate this object consolidation.
Chart Code	Required. Select the chart code to which the object consolidation belongs, or select it from the lookup.
Object Consolidations	Required. Enter the object consolidation to assign to the cost category or select it from the lookup.

There are two ways to populate the object consolidations in the **Object Consolidations** tab. One is by manually entering or selecting one object consolidation at a time from the normal **Object Consolidation** lookup, the other is by using a special multiple value lookup called the **Look Up / Add Multiple Object Consolidation Lines** to return multiple values.

Business Rules

- The cost category document requires selection of at least one object code, object level or object consolidation.
- An object code may only be assigned and active on one active cost category.



Customer Address Type

The Customer Address Type document defines the codes to describe the categories of customer addresses.

Document Layout

Customer Address Type field definitions

Title	Description
Active Indicator	Indicates whether this customer address type code is active or inactive. Remove the check mark to deactivate this code.
Customer Address Type Code	A code that identifies a type of customer address.
Customer Address Type Description	Required. A description for this type of customer address.



Customer Invoice Item Code

The Customer Invoice Item Code is an identifier that is used to set up default information for items or services being invoiced in the Accounts Receivable Customer Invoice document. 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 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.

Document Layout

The Customer Invoice Item Code document includes the **Billing Organization** tab, the **Invoice Item Code** tab, and the **Item Code Default Account** tab.

Billing Organization Tab

Billing Organization tab field definitions

Title	Description
Billing Chart	Required. The Chart of Accounts code to be used for the customer billing. Existing chart codes may be retrieved from the lookup.
Billing Organization	Required. The organization code for this customer billing. Existing organization codes may be retrieved from the lookup.

Invoice Item Code Tab

Invoice Item Code tab field definitions

Title	Description
Active Indicator	Indicates whether this invoice item code is active or inactive. Remove the check mark to deactivate this code.
Item Code	Required. A identifying code for this item; must be unique within the billing codes for the billing organization.
Item Description	Required. A description of this item; used as the invoice line item description and displays on the printed invoice.
Item Price	Optional. The unit price for this item.
Item Quantity	Optional. The standard quantity for this item. This value will be multiplied by the item price to arrive at the pre-sales-tax invoice line



	item total.
Item Unit Of Measure	Optional. The unit of measure for this item.
Related Stock Number	Optional. A stock number for this item if applicable.
Taxable	Optional. Indicates if this item is subject to sales tax. Remove the check mark to exempt from sales tax.

Item Code Default Account Tab

Item Code Default Account tab field definitions

Title	Description
Account Number	A default account number to be used on this customer invoice item code. Existing account numbers may be retrieved from the lookup.
Chart Code	The Chart of Accounts code for a default account if desired. Existing chart codes may be retrieved from the lookup.
Object Code	A default object code to be used on this customer invoice item code. Existing object codes may be retrieved from the lookup.
Organization Reference Identifier	A default organization reference identifier to be used on this customer invoice item code if desired.
Project Code	A default project code to be used on this customer invoice item code. Existing project codes may be retrieved from the lookup.
Sub Account Number	A default account sub account number to be used on this customer invoice item code. Existing sub account numbers may be retrieved from the lookup.
Sub Object Code	A default sub object code to be used on this customer invoice item code. Existing sub object codes may be retrieved from the lookup.



Customer Type

The Customer Type document defines identifying codes for categories of customers.

Document Layout

Customer Type field definitions

Title	Description
Active Indicator	Indicates whether this customer type code is active or inactive. Remove the check mark to deactivate this code.
Customer Type Code	A unique code to identify this type of customer.
Customer Type Description	Required. A description for this customer type.



Dunning Campaign

The Dunning Campaign document allows you to set up a series of progressively stronger letters to send to customers requesting payment of accounts receivable balances. Dunning campaigns may be different for state agencies, non-profits, start-ups, for profit or governmental agencies. Dunning campaigns may set up letters to be sent out for any and all aging buckets. A final demand letter can also be sent in addition to each of the aging buckets.

 This document is available when Contracts & Grants Billing is turned on.

Document Layout

The Dunning Campaign document includes the **Dunning Campaign tab** and the **Dunning Letter Distribution** tab.

Dunning Campaign Tab

Dunning Campaign tab field definitions

Title	Description
Active Indicator	Indicates whether this dunning campaign is active or inactive. Remove the check mark to deactivate the dunning campaign.
Dunning Campaign Description	Required. A description for this dunning campaign.
Dunning Campaign ID	Required. A unique code assigned to this dunning campaign.



Dunning Letter Distribution Tab

Dunning Letter Distribution tab field definitions


Title	Description
Active Indicator	Indicates whether this dunning letter distribution is active or inactive. Remove the check mark to deactivate the dunning letter distribution.
Days Past Due	Required. Select the aging bucket to be assigned to a dunning letter template.
Send Dunning Letter	Indicates whether a letter is sent for this aging bucket or not. Check the box to send the letter, remove the checkmark to suppress sending the letter.

After entering appropriate information, click **Add** button to add this dunning letter distribution. The system displays the new dunning letter distribution and displays fields in which you may enter another if desired.



Dunning Letter Template

The Dunning Letter Template document allows you to set up dunning letter templates and associate them with each of the aging buckets set up in a dunning campaign.

 This document is available when Contracts & Grants Billing is turned on.

Document Layout

The Dunning Letter Template document includes the **Organization** tab and the **Dunning Letter Template** tab.

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 organization. Select the appropriate code or use the lookup to find it.
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).



Dunning Letter Template Tab

Dunning Letter Template tab field definitions

Title	Description
Active Indicator	Indicates whether this dunning letter template is active or inactive. Remove the check mark to deactivate the template.
Dunning Letter Template Code	Required. A unique code assigned to this dunning letter template.
Dunning Letter Template Description	Required. A description for the dunning letter template.
Restrict Use by Chart/Org	Optional. Indicates whether the use of this dunning letter template is restricted to the billing organization associated with the template or if any billing organization may use the template. Check the box to restrict access, remove the check mark to remove the restriction.

Business Rules

- Dunning Letter Templates may only be created or maintained by AR Managers.





Invoice Recurrence

The Invoice Recurrence document allows you to set up a recurring invoice to be generated on a schedule (monthly, quarterly, etc.) using information from an existing invoice. At each pre-determined time, the system automatically displays the invoice in the user's action list so it can be edited, approved and printed. This feature is similar to the template feature except that it occurs automatically at pre-determined intervals.

Document Layout


Invoice Recurrence field definitions

Title	Description
Active Indicator	Indicates whether this invoice recurrence is active or inactive. Remove the check mark to deactivate recurrence.
Customer Name	Display only. The customer number of the customer to whom the invoice applies.
Customer Number	Display only. The name of the customer to whom the invoice applies.
Invoice Initiator Name	Optional. The name of the person listed as the creator of the recurring invoice. Existing names may be retrieved from the lookup. Either this field or the Invoice Initiator Principal Name field must be populated.
Invoice Initiator Principal Name	Optional. The principal name listed as the creator of the recurring invoice. Existing principal names may be retrieved from the lookup. Either this field or the Invoice Initiator Name field must be populated.
Invoice Number	Required. The existing invoice that is to be used for the recurrence. Existing invoice numbers may be retrieved from the lookup.
Recurrence Begin Date	Required. The date when the first invoice recurrence should be created. The date may be retrieved from the calendar tool.
Recurrence End Date	Optional. The date when the last invoice recurrence should be created. The date may be retrieved from the calendar tool.  You may enter this date and/or the total number of recurrences (see below). If both are entered, the date entered here must match the date of the final recurrence.
Recurrence Interval Code	Required. The interval at which recurring invoices are to be created, such as monthly or quarterly. Existing intervals may be retrieved from the list.
Total Number of Recurrences	Optional. The number of times the recurrence should occur.  You may enter the total number of recurrences and/or a recurrence end date (see above). If both are entered, the date of the final recurrence must match the recurrence end date specified.



Invoice Template

The Invoice Template document defines the invoice formats available for use in Contracts & Grants invoicing and provides a process for uploading the templates used to create the invoice pdf files. It also provides an optional means of restricting use of the invoice template by AR billing chart/org.

 This document is available when Contracts & Grants Billing is turned on.

Document Layout

The Invoice Template document includes the **Organization** tab and the **Invoice Template** tab.

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 organization. Select the appropriate code from the list or use the lookup to find it.
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).

Invoice Template Tab

Organization tab field definitions

Title	Description
Active Indicator	Indicates whether this Invoice template is active or inactive. Remove the check mark to deactivate the template.
Invoice Template Code	Required. A unique code assigned to this invoice template.
Invoice Template Description	Required. A description for the invoice template.



Restrict Use by Chart/Org	Optional. Indicates whether the use of this invoice template is restricted to the billing organization associated with the template or if any billing organization may use the template. Check the box to restrict access, remove the check mark to remove the restriction
---------------------------	--


Business Rules

- Invoice Templates may only be created or edited by users who are associated with the billing chart/org assigned to that template. Quali Financials checks for this association in three ways, in the following order; if one of them matches the billing chart/org assigned to the template, the user may edit the template:
 - KFS-AR namespace on the user's KFS-SYS User role.
 - KFS-SYS namespace on the user's KFS-SYS User role.
 - User's primary department



Method of Invoice Transmission

The Method of Invoice Transmission document defines the means by which Contracts & Grants invoices are sent to the customer (through email or through mail).

 This document is available when Contracts & Grants Billing is turned on.

Document Layout

Method of Invoice Transmission field definitions

Title	Description
Active Indicator	Indicates whether this method of invoice transmission code is active or inactive. Remove the check mark to deactivate this code.
Method of Invoice Transmission Code	Required. A unique code assigned to this method of invoice transmission.
Method of Invoice Transmission Description	Required. A description for this method of invoice transmission.



Milestone Schedule

The Milestone Schedule document defines the schedule of events (milestones) that are billable for Awards that are set up with the invoicing option of milestone, along with the associated amounts and estimated completion date for each milestone.

- ⚠ This document is available when Contracts & Grants Billing is turned on.
- ⚠ Milestone Schedules can be bulk imported using the Milestone Upload process. Refer to [Accounts Receivable Upload Functions](#) for more information.
- ⚠ Permissions are available to allow authorized users to change the estimated and actual completion dates.
- ⚠ The total milestone schedules associated with an award cannot exceed the award amount.

Document Layout

The Milestone Schedule document includes the **Milestone Schedule** tab and the **Milestones** tab.

Milestone Schedule Tab

Milestone Schedule tab field definitions

Title	Description
Account Name	Display only. The name of the account selected.
Account Number	Display only. The account number selected.
Agency Name	Display only. The name of the Agency to which the Proposal belongs.
Award Expiration Date	Display only. The Award Stop Date for the Award associated with the Milestone schedule.
Chart Code	Display only. The chart code associated with the selected account.
Proposal Number	Required. The Proposal that the Milestone Schedule will be associated with. Use the lookup to find it. The lookup will display available charts and accounts per award.
Total Award Amount	Display only. The total dollar amount calculated from Direct Cost Amount + Indirect Cost Amount for the Award.
Total Amount Remaining	Display only. The calculated difference between the Total Award Amount and the Total Amount Scheduled.
Total Scheduled (Account)	Display Only. The calculated total of all of the active milestones listed on the Milestone tab for this account.
Total Scheduled (Award)	Display Only. The calculated total of all of the active milestones for all accounts.



Milestones Tab

Milestone tab field definitions

Title	Description
Active Indicator	Indicates whether this milestone is active or inactive. Remove the check mark to deactivate this milestone.
Actual Completion Date	Optional. The date the milestone is completed. Invoices will be created on the actual completion date. Actual completion dates cannot be in the future.
Billed	Display only. Indicates whether the milestone has been invoiced or not.
Expected Completion Date	Required. The date the milestone is expected to be completed.
Milestone Amount	Optional. The billable amount for the milestone.
Milestone Description	Optional. A description for the milestone.
Milestone Number	Required. A unique number assigned to this milestone.



Organization Accounting Default

The Organization Accounting Default document is used to define billing organization accounting line defaults for the Customer Invoice and Customer Invoice Writeoff documents.

Document Layout

The Organization Accounting Default document includes the **Organization Accounting Defaults** tab, the **Organization Income Account Defaults** tab, the **Organization Receivable Account Defaults** tab, and the **Organization Writeoff Account Defaults** tab.

Organization Accounting Defaults Tab

Organization Accounting Defaults tab field definitions

Title	Description
Billing Chart Code	Required. The billing Chart of Accounts code to be used for the organization. Enter the appropriate code or use the lookup to find it.
Billing Organization Code	Required. The billing organization code. Existing organization codes may be retrieved from the lookup.
Fiscal Year	Required. The fiscal year of the organization accounting default. Existing fiscal years may be retrieved from the lookup.

Organization Income Account Defaults Tab


Organization Income Account Defaults tab field definitions

Title	Description
Account Number	The income account number default for this organization. Existing account numbers may be retrieved from the lookup.
Chart Code	The Chart of Accounts code for the income account default for this billing organization. Existing chart codes may be retrieved from the lookup.
Object Code	The income object code default for this organization. Existing object codes may be retrieved from the lookup.
Organization Reference Identifier	Optional. The organization reference identifier if applicable.
Project Code	The income project code default for this organization. Existing project codes may be retrieved from the lookup.



Sub Account Number	The income sub account number default for this organization. Existing sub account numbers may be retrieved from the lookup.
Sub-Object Code	The income sub object code default for this organization. Existing sub object codes may be retrieved from the lookup.

Organization Receivable Account Defaults Tab

 This tab may not be visible, depending upon your institution's system configuration.

Organization Receivable Account Defaults tab field definitions

Title	Description
Account Number	The receivable account number default for this organization. Existing account numbers may be retrieved from the lookup.
Chart Code	The Chart of Accounts code for the receivable account default for this billing organization. Existing chart codes may be retrieved from the lookup.
Object Code	The receivable object code default for this organization. Existing object codes may be retrieved from the lookup.
Organization Reference Identifier	Optional. The organization reference identifier if applicable.
Project Code	The receivable project code default for this organization. Existing project codes may be retrieved from the lookup.
Sub Account Number	The receivable sub account number default for this organization. Existing sub account numbers may be retrieved from the lookup.
Sub-Object Code	The receivable sub object code default for this organization. Existing sub object codes may be retrieved from the lookup.

Organization Writeoff Account Defaults Tab

Organization Writeoff Account Defaults tab field definitions

Title	Description
Account Number	The write-off account number default for this organization. Existing account numbers may be retrieved from the lookup.
Chart Code	The Chart of Accounts code for the writeoff account default for this billing organization. Existing chart codes may be retrieved from the lookup.
Object Code	The writeoff object code default for this organization. Existing object codes may be retrieved from the lookup.



Organization Reference Identifier	Optional. The organization reference identifier if applicable.
Project Code	The write-off project code default for this organization. Existing project codes may be retrieved from the lookup.
Sub Account Number	The writeoff sub account number default for this organization. Existing sub account numbers may be retrieved from the lookup.
Sub-Object Code	The write-off sub object code default for this organization. Existing sub object codes may be retrieved from the lookup.



Organization Options

The Organization Options document is used to set up a billing organization so that users within that organization can create Accounts Receivable documents appropriate to the billing function. This document 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).

Document Layout

The Organization Options document includes the **Organization Options** tab, the **Organization Invoice Information** tab, the **Organization Remit To Address** tab, and the **Organization Phone** tab.

Organization Options Tab

Organization Options tab field definitions

Title	Description
Billing Chart Code	The Chart of Accounts code for billing.
Billing Organization Code	The organization code for billing.
Processing Chart Code	The Chart of Accounts code of the processing organization providing payment processing services to the billing organization. This field is maintained by the system and defaults to the initiating user's chart code.
Processing Organization Code	The organization code of the processing organization providing payment processing services to the billing organization. This field is maintained by the system and defaults to the initiating user's organization code.

Organization Invoice Information Tab

Organization Invoice Information tab field definitions

Title	Description
Message Text	A message text description to appear on all printed invoices created by this billing organization.
Organization Postal Code	The postal code representing the location of the billing organization. Existing postal codes may be retrieved from the lookup. This location is used for the sales tax calculation on orders picked up by the customer.
Payment Terms Text	The text description of the default payment terms for the invoices to be created by this billing organization. This information will be displayed on



	the printed invoice.
Print Options	The available print options that will determine printing on all invoices for this billing organization. Existing options may be retrieved from the list.
Remit To	May be display only, depending upon system configuration. This is the name accounts receivable customers are instructed to make their checks payable to when receiving a printed customer invoice or billing statement.

Organization Remit To Address Tab

If completed on the System Information (Processing Org) the data will flow into Organization Options. Parameters REMIT_TO_NAME_EDITABLE_IND and REMIT_TO_ADDRESS_EDITABLE_IND determine if the values in this section can be edited.

Organization Remit To Address tab field definitions

Title	Description
Address	The name for this remit-to address for the billing organization.
City Name	The name of the appropriate city of the remit to address.
Country	The country for this remit-to address for the billing organization.
Line 1 Street Address	The line 1 of the appropriate street address.
Line 2 Street Address	The line 2 of the appropriate street address.
Postal Code	The postal code of the remit to address for the organization.
State Abbreviation	The state of the remit to address for the organization.

Organization Phone Tab


Organization Phone tab field definitions

Title	Description
800 Phone Number	The departmental toll-free phone number if applicable. This information will be included on the printed invoice.
Fax Number	The departmental fax number. This information will be included on the printed invoice.
Phone Number	Required. The departmental contact phone number. This information will be included on the printed invoice.



Payment Medium

The Payment Medium document defines the codes used to describe the type of payment to be applied to Accounts Receivable invoices such as check, credit card, wire, etc. Each payment medium code drives accounting rules on the Cash Control document.

 **Warning:** changes, additions, and deactivation of payment medium values should occur only with *extreme caution and after extensive testing.*

Document Layout

Payment Medium tab field definitions

Title	Description
Active Indicator	Indicates whether this payment medium code is active or inactive. Remove the check mark to deactivate this code.
Customer Payment Medium Code	A unique code to identify the payment medium.
Customer Payment Medium Description	Required. A familiar name for the payment medium.



Predetermined Billing Schedule

The Predetermined Billing Schedule document defines the schedule of dates and associated amounts, which are billable for awards that are set up with the invoicing option of predetermined billing schedule.


- ⚠ This document is available when Contracts & Grants Billing is turned on.
- ⚠ Predetermined Billing Schedules can be bulk imported using the Milestone Upload process. Refer to [Accounts Receivable Upload Functions](#) for more information.
- ⚠ Permissions are available to allow authorized users to change the scheduled bill dates.
- ⚠ The total predetermined billing schedules associated with an award cannot exceed the award amount.

Document Layout

The Predetermined Billing Schedule document includes the **Predetermined Billing Schedule** tab and the **Scheduled Bills** tab.

Predetermined Billing Schedule Tab

Predetermined Billing Schedule tab field definitions

Title	Description
Account Name	Display only. The name of the account selected.
Account Number	Display only. The account number selected.
Agency Name	Display only. The name of the Agency to which the Proposal belongs.
Award Expiration Date	Display only. The Award Stop Date for the Award associated with the Milestone schedule.
Chart Code	Display only. The chart code associated with the selected account.
Proposal Number	Required. The Proposal that the predetermined billing schedule will be associated with. Use the lookup to find it. The lookup will display available charts and accounts per award.  When Kual Financials is not integrated with Kual Research, the Proposal and Award will be the same number.
Total Amount Remaining	Display only. The calculated difference between the Total Award Amount and the Total Amount Scheduled.



Total Award Amount	Display only. The total dollar amount calculated from Direct Cost Amount + Indirect Cost Amount for the Award.
Total Scheduled (Account)	Display Only. The calculated total of all of the active predetermined billing schedules listed on the Scheduled Bills tab for this account.
Total Scheduled (Award)	Display Only. The calculated total of all of the active predetermined billing schedules for all accounts.

Scheduled Bills Tab

Scheduled Bills tab field definitions

Title	Description
Active Indicator	Indicates whether this Bill is active or inactive. Remove the check mark to deactivate this Bill.
Scheduled Bill Amount	Required. The amount to invoice for the Bill.
Scheduled Bill Date	Optional. The date the Bill is due.
Scheduled Bill Description	Optional. A description for the Bill.
Scheduled Bill Number	Required. A unique number assigned to this Bill.
Billed	Display only. Indicates whether the Bill has been invoiced or not.



System Information

The System Information document defines data specific to each accounts receivable processing organization. Processing organizations are centralized units responsible for processing payments for invoices generated by the billing organizations in the Accounts Receivable module. Each billing organization reports to one processing organization. This relationship is defined using the Organization Options document.

Each processing organization has a unique lockbox and clearing account that is defined by the System Information document. This document is also used to specify some of the object codes and other accounts used in the various accounts receivable transaction documents.

The clearing account defaults are used to create ledger entries for the Cash Control and Payment Application documents. These defaults are used for cash control payments received from the lockbox process with the medium type of Check and for offset entries with medium types of Wire and Credit Card. These defaults also are used for Payment Application documents with any medium type.

The wire account defaults are used to create ledger entries for the Cash Control and Payment Application documents when payments are received from the electronic payment claim process for the Wire medium type.

Document Layout

The System Information document includes the **System Information** tab, the **Object Codes** tab, the **University Clearing Account** tab, and the **Remit To Information** tab.

System Information Tab

System Information tab field definitions

Title	Description
Active Indicator	Indicates whether this system information is active or inactive.
Lockbox Document Initiator Name	The full name of the lockbox document initiator. Existing initiators may be retrieved from the lookup.
Lockbox Document Initiator Principal Name	Required. The principal name of the initiator of the Cash Control document when the document is created by the lockbox process. Existing initiators may be retrieved from the lookup.
Lockbox Number	Required. The bank identifying number for the lockbox. (No two processing organizations can have the same lockbox number in a given fiscal year.)



Processing Chart Code	The chart code of the organization that will be processing the payments for the billing organizations that reports to them as defined in Organization Options .
Processing Organization Code	The organization code of the organization that will be processing the payments for the billing organizations that reports to them as defined in Organization Options .
University FEIN	Required. The university Federal Identification Number. This is used on the header of printed statements and invoices to customers.
University Fiscal Year	The fiscal year relative to accounts receivable processes. All information in this document applies to the specified fiscal year.


Object Codes Tab

Object Codes tab field definitions

Title	Description
Credit Card Object Code	Required. The object code used when generating the debit ledger entries for the medium type of Credit Card on the Cash Control document. Existing object codes may be retrieved from the lookup.
Discount Object Code	Required. The object code used when creating a discount line on the customer invoice. Existing discount object codes may be retrieved from the lookup.

University Clearing Account Tab

University Clearing Account tab field definitions

Title	Description
Account Number	Required. The account number used as a clearing account when processing accounts receivable activity. Existing clearing account numbers may be retrieved from the lookup.
Chart Of Account	Required. The Chart of Accounts code for the clearing account to be used when processing accounts receivable activity. Existing Chart of Accounts may be retrieved from the lookup.  When the parameter Accounts_Can_Cross_Charts is set to No, the system derives the chart code from the account number entered, and an entry in this field is not required.
Object Code	Required. The object code used as a clearing account when processing accounts receivable activity. Existing clearing object codes may be retrieved from the lookup.



Sub Account Number	The sub account number used as a clearing account when processing accounts receivable activity. Existing clearing sub account numbers may be retrieved from the lookup.
Sub-Object Code	The sub-object code to be used for unapplied payments in processing accounts receivable activity. Existing sub-object codes may be retrieved from the lookup. This field will be used in the General Ledger entries for amounts entered in the Unapplied section of the Payment Application document and used as an offset in the Payment Application document when these unapplied funds are subsequently applied. This segregates unapplied funds in the General Ledger to help in reconciling the AR clearing accounts.

Remit To Information Tab



Remit To Information tab field definitions

Title	Description
Address	Required. The name or title for the organization's remit-to address.
City Name	Required. The familiar name of the city in the remit to address.
Country	Optional. Enter the country for the organization's remit to address.
Line 1 Street Address	Required. The first line of the remit to street address.
Line 2 Street Address	Optional. The second line of the remit to street address.
Postal Code	Required. The postal code of the remit to address. Existing postal codes may be retrieved from the lookup.
Remit To	Required. The remit-to name. This is the name accounts receivable customers are instructed to make their checks payable to when receiving a printed customer invoice or billing statement.
State	Required. The state abbreviation of the remit to address. Existing state abbreviations may be retrieved from the lookup.



Accounts Receivable Upload Functions

AR Upload Functions

Function	Description
Customer CSV Upload	Allows you to upload customer records into Financials in CSV format.
Customer XML Upload	Allows you to upload customer records into Financials in XML format.
Lockbox Upload	Mostly used for testing, this process allows you to upload a Lockbox file.
Milestone Schedule Upload	Allows you to upload milestone schedules into Financials in a CSV format.  Use the provided template to create your file: Milestone Import bulk template.xlsx
Predetermined Billing Upload	Allows you to upload predetermined billing schedules into Financials in a CSV format.  Use the provided template to create your file: Predetermined Billing Import.xls




Customer CSV Upload

The **Customer CSV Upload** allows you to upload customer information in CSV format from an outside non-Kuali receivable system to Kuali Financials. Data that may be uploaded include all fields available on the Customer Maintenance document.

Customer CSV Upload Format

You can either use the template provided—[AR_Customer_Upload.xls](#) or create your file based on the following layout. You must save your file in .csv format.

Whether you use the template or not, the system expects each record to contain data in the order shown below.

 The CSV upload function does not require a customer Name entry in each record. If customer Name contains data, the system creates a new Customer record based on the data in the row. If customer Name is empty, the system treats the record as an alternate address for the preceding Customer record. Note, however, that if *all* customer Name cells are blank in your CSV file, the Customer loading job (which is run after the CSV upload process) will fail because it cannot create a Customer record without a name.

Customer CSV Upload format

Column	Name	Required
A	customer Number	N
B	customer Name	N
C	customerParentCompanyNumber	N
D	customerTypeCode	Y
E	customerLastActivityDate	N
F	customerTaxTypeCode	Y
G	customerTaxNbr	Y
H	customerActiveIndicator	Y
I	customerPhoneNumber	N
J	customer800PhoneNumber	N
K	customerContactName	N



L	customerContactPhoneNumber	N
M	customerFaxNumber	N
N	customerBirthDate	N
O	customerTaxExemptIndicator	N
P	customerCreditLimitAmount	N
Q	customerCreditApprovedByName	N
R	customerEmailAddress	N
S	customerAddressName	Y
T	customerLine1StreetAddress	N
U	customerLine2StreetAddress	N
V	customerCityName	N
W	customerStateCode	N
X	customerZipCode	N
Y	customerCountryCode	N
Z	customerAddressInternationalProvinceName	N
AA	customerInternationalMailCode	N
AB	customerAddressEmail	N
AC	customerAddressTypeCode	N



Customer XML Upload

The **Customer XML Upload** allows you to upload customer information in XML format from an outside non-Kuali receivable system to Kuali Financials. Data that may be uploaded include all fields available on the Customer Maintenance document.

Manage Batch tab field definitions

Title	Description
Actions	To load the file, click Add button
Browse File	Click Browse button to locate the customer file on your local computer.
File Identifier	The generic name you are assigning to the upload file

Customer XML Upload Format



For information on procedures and formatting rules that apply to all batch uploads, see Batch Upload Basics in the *Overview and Introduction to the User Interface*.

Keep these rules in mind:

- The customer upload file must begin with the standard XML version line such as:
- The root (first) tag for Customer files must be the customers tag, and the file can contain only one.
- The customer tag follows the customers tag and contains other identifier tags that describe an AR customer.
- The customer tag can be used multiple times.
- Each customer tag must have at least one address tag and multiple addresses can be defined.

Customer XML Upload format

Name	Type	Max Size	Required?	Special Formatting
Customer				
customer Name	Characters	60	Yes	
customerParentCompanyNumber	Integer	9	No	
customerTypeCode	Integer	40	Yes	
customerLastActivityDate	Date	10	No	YYYY-MM-DD
customerTaxTypeCode	Characters	2	Yes	



customerTaxNbr	Characters	4	Yes	FEIN or SSN
customerActiveIndicator	Characters	1	Yes	Y or N
customerPhoneNumber	Characters	20	No	
customer800PhoneNumber	Characters	20	No	
customerContactName	Characters	40	No	
customerContactPhoneNumber	Characters	20	No	
customerFaxNumber	Characters	20	No	
customerBirthDate	Date	10	No	YYYY-MM-DD
customerTaxExemptIndicator	Characters	1	No	Y or N
customerCreditLimitAmount	Decimal		No	Money Format (2 decimal places)
customerCreditApprovedByName	Characters	40	No	
customerEmailAddress	Characters	60	No	
Address				
customerAddressName	Characters	40	Yes	
customerLine1StreetAddress	Characters	30	No	
customerLine2StreetAddress	Characters	30	No	
customerCityName	Characters	25	No	
customerStateCode	Characters	2	No	
customerZipCode	Characters	20	No	
customerCountryCode	Characters	2	No	
customerAddressInternationalProvinceName	Characters	45	No	
customerInternationalMailCode			No	
customerEmailAddress	Characters	60	No	
customerAddressTypeCode	Characters	1	No	



Lockbox Upload

The **Lockbox Upload** allows you to upload a Lockbox file from a bank into Quali Financials. Lockbox is a service provided by a bank to streamline the payment processes of an institution. Essentially, a lockbox is a post office box that the bank establishes and controls for an institution. The customers send their payments directly to the lockbox. The bank opens all correspondence, deposits the checks into the designated accounts and provides daily reports of deposit information. The institution receives a single daily electronic file of all remittance detail. The institution imports this file to update its accounts receivable system.



For information on procedures that apply to all Financials batch uploads, see Batch Upload Basics in the *Overview and Introduction to the User Interface*.

When you select the **Lockbox Upload** option the system displays the **Lockbox Upload** document. This document allows you to upload flat files into Quali Financials and will generate Cash Control/Payment Applications for each Lockbox included in the file. .

Lockbox Upload Format

In addition to the standard formatting rules that apply to all batch upload file formats, keep the following points in mind about the flat file format:

- Multiple lockboxes may be included in a single file.
- The lockbox must exist in System Information.
- Any number of payment entry records may follow the lockbox header.

Lockbox flat file format

Name	Starting Character Position	Length	Required?	Special Formatting
Lockbox – 59 Characters				
Leading Text	1	16	Yes	BATCH-AR LOCKBOX
[blank space]	17	1	Yes	
Lockbox Number	18	11	Yes	Left justified. Must exist in System Information.
Date	29	10	Yes	YYYY-MM-DD format
[blank space]	39	1	Yes	
Bank Name	40	18	Yes	



Total amount of payments in this lockbox	49	15	Yes	Padded with zeros. No decimal points. For example, 625.00 would be formatted as follows: 000000000062500
[blank space]	54	1	Yes	
Total number of payments in this lockbox.	55	5	Yes	Padded zeroes. For example, 5 payments would be formatted as 00005.
Payment – 57 Characters				
System Information Chart of Accounts Code	1	2	Yes	
System Information Organization Code	3	4	Yes	
Customer Number	7	9	Yes	Left justified.
Origination Code	16	2	Yes	01
Invoice Number	18	9	Yes	Left justified
Billing Date	27	10	Yes	YYYY-MM-DD format
Total Invoice Amount	37	16	Yes	Padded with zeros. No decimal points. For example, 625.00 would be formatted as follows: 000000000062500
Applied Amount	53	14	Yes	Padded with zeros. No decimal points. For example, 625.00 would be formatted as follows: 000000000062500
Debit/Credit indicator	67	1	Yes	D or C – C indicates that a payment has been received.



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