

DM Invoice Procedures

When a check is dishonored by the bank for any reason, Treasury Office processes a non-check disbursement (ND). The ND is charged to the campus/department's AR clearing account, object code 9239. ND is submitted and is routed to the fiscal officer.

Non-Check Disbursement ?	Doc Nbr: 14123	Status: ENROUTE	
	Initiator: wendall	Created: 04:16 PM 07/20/2012	

Document was successfully submitted. [expand all](#) [collapse all](#)
* required field

Document Overview hide

* Description: 031 Record DM 07/20/2012	Explanation: 00066 John Doe 101 07/19/2012
Organization Document Number: DM12720	

Financial Document Detail

* Bank Code: 030 UNIVERSITY OF HAWAII GENERAL ACCOUNT	Total Amount: 200.00
---	-----------------------------

Accounting Lines hide

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
SW Systemwide	9095866 AR CLEARING ACCOUNT		9239 KFS-AR CLEARING				200.00	
1	* Reference Number	Line Description						
	185236	Record DM12720						
							Total: 200.00	

General Ledger Pending Entries show

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

[send ad hoc request](#) [reload](#) [close](#) [copy](#)

Fiscal officer changes the AR clearing account and object code to the appropriate account and object code and approves the ND. The ND is subsequently routed to GALC.

Non-Check Disbursement ?	Doc Nbr: 14123	Status: ENROUTE	
	Initiator: wendall	Created: 04:16 PM 07/20/2012	

Backdoor Id cas is in use

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

* required field

Document Overview hide

* Description: 031 Record DM 07/20/2012	Explanation: 00066 John Doe 101 07/19/2012
Organization Document Number: DM12720	

Financial Document Detail

* Bank Code: 030 UNIVERSITY OF HAWAII GENERAL ACCOUNT	Total Amount: 200.00
---	-----------------------------

Accounting Lines hide

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
							0.00	import lines	
add:	* Reference Number	Line Description						add	
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
	SW Systemwide	2224832 UH INTERACTIVE TV SERVICE		0750 SALES, SERVICES, EXTERNAL CUSTOMERS				200.00	
1	* Reference Number	Line Description						bal inquiry	
	185236	Record DM12720							
							Total: 200.00		

General Ledger Pending Entries show

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

[send ad hoc request](#) [save](#) [reload](#) [approve](#) [disapprove](#) [close](#) [copy](#)

Campus/Department creates the DM invoice. To link the DM to the ND, and APPL edocs, the DM number must be entered in the organization document number field. The first accounting line is the returned check fee (\$25.00) followed by account(s) the check was originally deposited to. Submit the invoice. DM invoice type is routed to the Treasury Office for approval.

Customer Invoice ?	Doc Nbr: 14125	Status: FINAL
	Initiator: cas	Created: 04:24 PM 07/20/2012
	Invoice Total Amount: 225.00	Open Amount: 0.00

[expand all](#) [collapse all](#)
* required field

Document Overview ▼ hide

Document Overview

*** Description:** 066 Create DM Invoice

Organization Document Number: DM12720

Explanation:

Financial Document Detail

Total Amount: 225.00

Organization ▼ hide

Organization

Processing Chart Code: SW - Systemwide *** Billing Chart Code:** SW - Systemwide

Processing Organization Code: VPIT **Billing Organization Code:** ASIT

Organization Invoice Number:

Recurrence Details ▶ show

General ▼ hide

Customer Information

*** Customer Number:** 2545 **Customer Name:** DOE, JOHN

Customer Purchase Order Number: **Customer Purchase Order Date:**

Detail Information

Billing Date: 07/23/2012 *** Due Date:** 08/07/2012

Terms: **Open Invoice Indicator:** No

Statement Information

Header Text: **Attention Line Text:**

Print Invoice Indicator: Send to USER Queue **Print Date:**

Invoice Type and Reason Code

*** Invoice Type:** DM *** Reason Code:** AC

Billing/Shipping ▶ show

Accounting Lines ▼ hide

Accounting Lines ? hide detail

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	SW Systemwide	9992578 INFO TECH SVCS		0642 FEES, BAD CHECKS			SWPFA	25.00	
	Invoice Item Code	* Invoice Item Quantity	Invoice Item Description	Invoice Item Service Date	Invoice Item Unit Of Measure Code	* Invoice Item Unit Price			
	SVCCHG	1	SERVICE CHARGE	07/19/2012	EA	25			
2	SW Systemwide	2224832 UH INTERACTIVE TV SERVICE		0750 SALES, SERVICES, EXTERNAL CUSTOMERS				200.00	
	Invoice Item Code	* Invoice Item Quantity	Invoice Item Description	Invoice Item Service Date	Invoice Item Unit Of Measure Code	* Invoice Item Unit Price			
		1	EVENT VIDEOTAPING	07/19/2012	EA	200			
								Total: 225.00	

General Ledger Pending Entries ▶ show

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

[generate print file](#)
[generate bill & notice](#)
[send ad hoc request](#)
[close](#)
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Due date is 15 calendar days after billing date.

After Treasury Office approves the DM invoice, the campus/department must generate the bill and notice and send it to the maker.

It is recommended that copies of the returned check and bill and notice be attached to the invoice edoc in the Notes and Attachments tab.

Payment on DM Invoice

A Cash Control is processed when payment is received. The CTRL tracks customer payment information. An application document is spawned.

Cash Control Backdoor Id cas is in use		Doc Nbr: 14153	Status: ENROUTE
		Initiator: cas	Created: 11:00 AM 07/23/2012

Document was successfully reloaded.

[expand all](#) [collapse all](#)
* required field

Document Overview hide

* Description: 066 John Doe DM12720		Explanation: Payment for DM12720
Organization Document Number: DM12720		

Financial Document Detail

Total Amount: 225.00

General Info hide

Processing Org: SW/VPIT
* Bank Code: 030
* Medium Code: Check/Cash
* Invoice Document Type: Customer Invoice Document
Generate General Ledger Pending Entries: <input type="button" value="generate"/>

Deposit Reference Info hide

* Reference Number: 372312
* Deposit Date: 07/23/2012
Merchant Number:

Cash Control Details hide

Application Doc #	Status	Customer #	Medium ID	Date	* Amount	Reverse
1: 14158	FINAL	2545			225.00	<input type="checkbox"/>
Description						
PAYMENT FOR DM12720						
					Total: 225.00	

General Ledger Pending Entries show

Notes and Attachments (0) show

To apply payment, click on the Application Doc # in the CTRL. The APPL edoc is opened. If there is more than one outstanding invoice for this customer, be sure the correct one is selected.

Application ?		Doc Nbr: 14158	Status: FINAL
		Initiator: cas	Created: 11:12 AM 07/23/2012

[expand all](#) | [collapse all](#)
* required field

Document Overview [hide](#)

Document Overview

* Description: Created by Cash Control Document.

Organization Document Number: 14153 Explanation:

Control Information [hide](#)

Control Information

Org Doc #	14153
Customer	2545
Control Total	225.00
Open Amount	0.00
Payment #	

Summary of Applied Funds [hide](#)

Summary of Applied Funds

Applied Funds				Unapplied Funds			
Invoice Nbr	Item #	Inv Item Desc	Applied Amount	Cash Control	Open Amount	Applied Amount	Refund
14125	1	SERVICE CHARGE	25.00	225.00	0.00	225.00	0.00
14125	2	EVENT VIDEOTAPING	200.00				

Quick Apply to Invoice [hide](#)

Quick Apply to Invoice

Invoice Number	Open Amount
14125	0.00

Apply to Invoice Detail [hide](#)

Apply to Invoice Detail

Customer: 2545

Invoice Document Type: Customer Invoice Document

Invoice: 14125

Invoices

Invoice 14125

Invoice Number/Billing Date	Invoice Header/Customer Name	Open Amount/Total	Amount Applied to Invoice
14125		0.00	225.00
07/23/2012	DOE, JOHN	225.00	

Invoice Detail

	Chart	Account	Item Desc	Item Total Amount	Item Open Amount	Apply Amount
1	SW	9992578	SERVICE CHARGE	25.00	0.00	25.00
2	SW	2224832	EVENT VIDEOTAPING	200.00	0.00	200.00

Non-AR [show](#)

Unapplied [hide](#)

Unapplied

Customer	Amount

General Ledger Pending Entries [show](#)

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

[error correction](#) | [send ad hoc request](#) | [close](#)

Submit the APPL after payment is applied. Return to the CTRL and reload the screen. Under the General Info tab, generate the general ledger pending entries.

[action list](#) [doc search](#)

Logged in User: wendall

Customer Invoice [?](#)

Doc Nbr:	12419	Status:	INITIATED
Initiator:	wendall	Created:	02:02 PM 06/25/2012
Invoice Total Amount:	0.00	Open Amount:	0.00

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

* required field

Document Overview [hide](#)

Document Overview

* Description:	FO code-Record DM	Explanation:	
Organization Document Number:	DM#####		

Maker of Check
 Check #
 Check Date mm/dd/yyyy
 Check amt

Financial Document Detail Total Amount:

Organization [show](#)

Recurrence Details [show](#)

General [show](#)

Billing/Shipping [show](#)

Accounting Lines [hide](#)

Line 1 is the service charge \$25.00

Accounting Lines [?](#) [hide detail](#)

Source [import lines](#)

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
				DEPOSITS PAYABLE				0.00	
add:	Invoice Item Code	* Invoice Item Quantity	Invoice Item Description	Invoice Item Service Date	Invoice Item Unit Of Measure Code	* Invoice Item Price			
		1			EA				refresh add

General Ledger Pending Entries [show](#)

Notes and Attachments (0) [hide](#)

Notes and Attachments

	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:				<input type="text"/> Browse...	add

attach copy of check and Bill & Notice

Ad Hoc Recipients [show](#)

Route Log [show](#)

[submit](#) [save](#) [close](#) [cancel](#)