Maintaining AR Organizations

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

The Organization Accounting Default eDoc is used to define billing organization accounting line defaults for the Customer Invoice and Customer Invoice Item Code eDocs.

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

Business Rules
- The 'Processing Organization' must exist before creating a 'Billing Organization' with the Organization Options eDoc.
• The 'Biller' can only edit information on the Organization Options eDoc for their assigned 'Billing Organization.'
• The 'Billing Organization' must exist before creating the Organization Accounting Default and Customer Invoice Item Code.
• The Item Unit of Measure must exist on the Unit of Measure table in the Customer Invoice Item Code eDoc.

Legend
• KFS eDoc
  o * = Required
• Process Documentation
  o (Required) = System/Organizational Requirement
  o (Optional) = For departmental use
  o (Not used) = Not being used by UH

eDoc Information Box
• Doc Nbr = eDoc Number and Invoice Number
• Initiator = UH username of person initiating eDoc
• Status = In Process, Saved, Enroute, Final
• Created = Date eDoc was initiated

Buttons
1. Click the 'save' button to continue editing in the future
2. Click the 'submit' button to route for approval:
   • Organization Options – General Accounting (GALC)
   • Organization Accounting Default – None
   • Customer Invoice Item Code – None
3. Click the 'close' button to close the eDoc
4. Click the 'cancel' button to cancel the eDoc

After the Maintenance eDocs are in 'Final' status, the following buttons will display:
5. Click the 'send ad hoc request' to send an FYI or acknowledgement
6. Click the 'close' button to close the eDoc
Organization Options eDoc

Search for an existing 'Billing Organization' by selecting from the attributes available or click the 'create new' button to create a new 'Billing Organization':

![Organization Options Lookup](image)

![Organization Options (OOPT) Process](image)
Document Overview

1. (Required) Enter in a Description
   - Start with the 3-digit FO code followed by a short description
2. (Optional) Enter in an Explanation
3. (Optional) Enter in an Organization Document Number

Edit Organization Options

4. (Required) Enter in the Billing Chart Code or select the magnifying glass to search
5. (Required) Enter in the Billing Organization Code or select the magnifying glass to search
   - Note: The Organization Code must exist under the Chart Code being used
6. (Required) System Default: The Processing Chart Code and Organization Code will be pulled from your person profile
Edit Organization Invoice Information

7. (Optional) Enter in the Organization Postal Country Code or select the magnifying glass to search
8. (Optional) System Default: Payment Terms Text will display as 'NET 30 DAYS'
   • To change, edit as applicable
   • This is an editable field within the Customer Invoice
9. (Optional) Enter in the Message Text that will display on the Customer Invoice
   • This message will display on all the printed invoices created by the Billing Organization
10. (Optional) Select the Print Options related to printing the invoice from the drop-down menu
    • Options:
      o Send to USER Queue - Allows an AR user the ability to print a invoice directly within the Customer Invoice eDoc
      o Send to BILL Queue - Allows an AR user the ability to print multiple invoices for their Billing Organization (See Process Documentation - Viewing AR Reports in the Customer Invoice section)
      o Send to PROC Queue - Allows an AR user the ability to print multiple invoices for their Processing Organization (See Process Documentation - Viewing AR Reports in the Customer Invoice section)
      o Do Not Print
11. (Not Used) The Contract and Grant Biller? will be used by ORS only

Edit Organization Remit To Address

12. System Default: The Remit to Address will be pulled from the 'Processing Organization' on the System Information Maintenance table
    • Note: Contact GALC if the Address requires updating
13. (Required) Enter in the Phone Number (format = xxx-xxx-xxxx)
   - This number will display on all the printed invoices created by the Billing Organization

14. (Optional) Enter in the Fax Number (format = xxx-xxx-xxxx)
   - This number will display on all the printed invoices created by the Billing Organization

15. (Optional) Enter in the 800 Phone Number (format = xxx-xxx-xxxx)
### Route Log

**ID:** 10466  
**Title:** New OrganizationOptions - 055 - Create MA-TELE to SW-VFIT  
**Type:** OrganizationOptions  
**Initiator:** Shinsato, Craig  
**Route Status:** ENROUTE  
**Node(s):** Management

#### Actions Taken

<table>
<thead>
<tr>
<th>Action</th>
<th>Taken By</th>
<th>For Delegetor</th>
<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPLETED</td>
<td>Shinsato, Craig</td>
<td></td>
<td>11:56 AM 06/01/2012</td>
<td></td>
</tr>
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</table>

#### Pending Action Requests

<table>
<thead>
<tr>
<th>Action</th>
<th>Requested Of</th>
<th>Time/Date</th>
<th>Annotation</th>
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</thead>
<tbody>
<tr>
<td>IN ACTION LIST</td>
<td>IN GAC</td>
<td>11:56 AM 06/01/2012</td>
<td>KFS-AR Manager</td>
</tr>
</tbody>
</table>

#### Future Action Requests

### Log Action Message

**Action Message:**
Search for an existing Organization Accounting Default by selecting from the attributes available or click the 'create new' button to create a new Organization Accounting Default:
## Document Overview

1. **(Required) Enter in a Description**
   - Start with the 3-digit FO code followed by a short description
2. **(Optional) Enter in an Explanation**
3. **(Optional) Enter in an Organization Document Number**

### Edit Organization Accounting Defaults

4. **(Required) Enter in the Fiscal Year or select the magnifying glass to search**
5. **(Required) Enter in the Billing Chart Code or select the magnifying glass to search**
6. **(Required) Enter in the Billing Organization Code or select the magnifying glass to search**

### Edit Organization Income Account Defaults

7. **(Optional) Enter in the Chart Code or select the magnifying glass to search**
8. **(Optional) Enter in the Account Number or select the magnifying glass to search**
9. **(Optional) Enter in the Sub-Account Number or select the magnifying glass to search**
10. **(Optional) Enter in the Object Code or select the magnifying glass to search**
11. **(Optional) Enter in the Sub-Object Code or select the magnifying glass to search**
12. **(Optional) Enter in the Project Code or select the magnifying glass to search**
13. **(Optional) Enter in the Organization Reference Identifier**
Edit Organization Receivable Account Defaults

14. (Not Used) Organization Receivable Account Defaults is not being used

Edit Organization Writeoff Account Defaults

15. (Not Used) Organization Writeoff Account Defaults is not being used
Document was successfully submitted.
Customer Invoice Item Code eDoc

Search for an existing Customer Invoice Item Code by selecting from the attributes available or click the 'create new' button to create a new Customer Invoice Item Code:

![Customer Invoice Item Code Lookup](image)

**Customer Invoice Item Code (IICO) Process**

- **Biller / Processor**
  - Initiate a Customer Invoice Item Code

- **KFS Process**
  - FINAL
Document Overview

1. (Required) Enter in a Description
   - Start with the 3-digit FO code followed by a short description
2. (Optional) Enter in an Explanation
3. (Optional) Enter in an Organization Document Number

Edit Billing Organization

- Note: The Processor must change the Billing Chart and Organization to a valid 'Billing Organization'
4. (Required) System Default: The Billing Chart will be pulled from your person profile
   - To change, enter in the Chart or select the magnifying glass to search
5. (Required) System Default: The Billing Organization will be pulled from your person profile
   - To change, enter in the Organization or select the magnifying glass to search

Edit Invoice Item Code

6. (Required) Enter in the Item Code
7. (Required) Enter in the Item Description
8. (Optional) Enter in the Related Stock Number
9. (Optional) Enter in the Item Price
10. (Optional) Enter in the Item Quantity
11. (Optional) Enter in the Item Unit of Measure
12. (Required) Select the Active Indicator check box
    - To deactivate the item code, unselect the check box
13. (Not Used) Taxable is not being used
### Edit Item Code Default Account

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart Code</td>
<td>Allows selecting a chart code for the item code.</td>
</tr>
<tr>
<td>Account Number</td>
<td>Allows selecting an account number for the item code.</td>
</tr>
<tr>
<td>Sub-Account Number</td>
<td>Allows selecting a sub-account number for the item code.</td>
</tr>
<tr>
<td>Object Code</td>
<td>Allows selecting an object code for the item code.</td>
</tr>
<tr>
<td>Sub-Object Code</td>
<td>Allows selecting a sub-object code for the item code.</td>
</tr>
<tr>
<td>Project Code</td>
<td>Allows selecting a project code for the item code.</td>
</tr>
<tr>
<td>Organization Reference Identifier</td>
<td>Allows selecting an organization reference identifier for the item code.</td>
</tr>
</tbody>
</table>

- Note: If the Organization Accounting Default is setup for the Billing Organization, these attributes will display within this tab.

14. (Optional) Enter in the Chart Code or select the magnifying glass to search
15. (Optional) Enter in the Account Number or select the magnifying glass to search
16. (Optional) Enter in the Sub-Account Number or select the magnifying glass to search
17. (Optional) Enter in the Object Code or select the magnifying glass to search
18. (Optional) Enter in the Sub-Object Code or select the magnifying glass to search
19. (Optional) Enter in the Project Code or select the magnifying glass to search
20. (Optional) Enter in the Organization Reference Identifier
Document was successfully submitted.

### Document Overview

**Description:** 066 - Create MA-TELE Cust Inv Item Code

**Explanation:**

### Edit Billing Organization

**Billing Chart:** MA  
**Billing Organization:** TELE

### Edit Invoice Item Code

<table>
<thead>
<tr>
<th>Item Code</th>
<th>DIRECT DIAL CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Description</td>
<td>DIRECT DIAL CHARGES</td>
</tr>
<tr>
<td>Related Stock Number</td>
<td></td>
</tr>
<tr>
<td>Item Price</td>
<td></td>
</tr>
<tr>
<td>Item Quantity</td>
<td></td>
</tr>
<tr>
<td>Item Unit Of Measure</td>
<td>EA</td>
</tr>
<tr>
<td>Active Indicator</td>
<td>Yes</td>
</tr>
<tr>
<td>Taxable</td>
<td>No</td>
</tr>
</tbody>
</table>

### Edit Item Code Default Account

**Chart Code:** MA  
**Account Number:** 123456  
**Sub-Account Number:** 123456  
**Object Code:** 0750  
**Sub-Object Code:**  
**Organization Reference Identifier:**

### Notes and Attachments (0)

### Ad Hoc Recipients

### Route Log

**Title:** New CustomerInvoiceItem Code - 066 - Create MA-TELE Cust Inv Item Code

**Type:** CustomerInvoiceItem Code  
**Created:** 02/12 PM 06/07/2012

**Initiator:** User, User, User  
**Last Modified:** 02/16 PM 06/07/2012

**Route Status:** FINAL  
**Last Approved:** 02/16 PM 06/07/2012  
**Finalized:** 02/16 PM 06/07/2012

**Actions Taken**

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<tbody>
<tr>
<td>COMPLETED</td>
<td>User, User, User</td>
<td></td>
<td>02/16 PM 06/07/2012</td>
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**Future Action Requests**

<table>
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<th>Annotation</th>
</tr>
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</table>

**Log Action Message**

**Action Message:**

**send ad hoc request:** reload  close