



Viewing AR Reports

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

The Customer Aging Report allows you to view a report that shows how long invoices have been outstanding for a customer.

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

Main Menu tab → Reports → Accounts Receivable → Billing Statement
Customer Aging Report
Customer Invoice

The screenshot shows the Kuali Financial Systems web application interface. At the top left is the Kuali logo. Below it are navigation tabs: Main Menu, Maintenance, and Administration. On the right, there is a 'Provide Feedback' link and a session ID: 'Prod (Branch: uh_1.0.1; 07/22/12) (Oracle9)'. A yellow banner at the top right indicates 'Logged in User: ctaketa' with a 'Logout' button. Below the banner is a 'Message Of The Day' box with the text 'WE ARE LIVE! (PRD, 06/22/2012)'. The main content area is divided into three columns:

- Transactions:**
 - Accounts Receivable:**
 - Cash Control
 - Contracts Grants Invoice On Demand
 - Contracts Grants LOC Review
 - Customer Credit Memo
 - Customer Invoice
 - Customer Invoice Writeoff
 - Customer Invoice Writeoff Lookup
 - Final Invoice Reversal
 - Payment Application
 - Financial Processing:**
 - Advance Deposit
 - Budget Adjustment
 - Credit Card Receipt
 - Disbursement Voucher
 - Distribution of Income and Expense
 - General Error Correction
 - Internal Billing
 - Pre-Encumbrance
 - Transfer of Funds
 - Single Sided Budget Adjustment
 - Labor Distribution:**
 - Benefit Expense Transfer
 - Salary Expense Transfer
- Custom Document Searches:**
 - Financial Transactions:**
 - Accounts Receivable:**
 - Customer Invoices
 - Customer Credit Memos
 - Customer Invoice Writeoffs
 - Cash Controls
 - Payment Applications
 - Capital Asset Management:**
 - Asset Maintenance
 - Effort Certification:**
 - Effort Certification
 - Financial Processing:**
 - Disbursement Vouchers
 - Purchasing/Accounts Payable:**
 - Payment Requests
 - Purchase Orders
 - Requisitions
 - Vendor Credit Memos
- Balance Inquiries:**
 - General Ledger:**
 - Available Balances
 - Balances by Consolidation
 - Cash Balances
 - General Ledger Balance
 - General Ledger Entry
 - General Ledger Pending Entry
 - Open Encumbrances
 - Labor Distribution:**
 - Account Status (Current Funds)
 - Labor Ledger View
 - Labor Ledger Pending Entry
- Reports:**
 - Accounts Receivable:**
 - Billing Statement
 - Customer Aging Report
 - Customer Invoice
 - Federal Financial Report
 - Invoice Report Delivery
 - Contracts and Grants**



Kuali Financial System Process Documentation - AR Reports

Business Rules

- The eDocs must exist.

Legend

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

Buttons



1. Click the 'generate print file' button to view and print the Billing Statement and PDF invoice
2. Click the 'search' button to search for an eDoc
3. Click the 'clear' to clear the search criteria
4. Click the 'cancel' button to cancel the search



Kuali Financial System Process Documentation - AR Reports

Billing Statement

Chart Code:	<input type="text"/>	
Organization Code:	<input type="text"/>	
Customer Number:	<input type="text"/>	
Account Number:	<input type="text"/>	

[generate print file](#) [clear](#) [cancel](#)

- (Required) Enter one of the following:
 - Chart Code and Organization Code or select the magnifying glass to search
 - Customer Number or select the magnifying glass to search
 - Account Number or select the magnifying glass to search
- (Required) Click the 'generate print file' button



Kuali Financial System Process Documentation - AR Reports

CUSTOMER STATEMENT
UNIVERSITY OF HAWAII
Honolulu, HI 96822
FED ID #996000354

Page 1 of 1
Date: 06/24/2012

CUSTOMER NBR: 2549

BILLED BY (DO NOT REMIT TO):

TELECOMMUNICATION

ATTN: W.M. KECK OBSERVATORY
65-1120 MAMALAOA HIGHWAY

PHONE: (808) 956-0000

FAX:

KAMUELA, HI 96720

TRANSACTION	DATE	DESCRIPTION	CHARGES	CREDITS
12346	06/24/2012	066 - Create S for W.K. Keck Observatory	1,000.00	

CURRENT	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	ACCOUNT BALANCE
1,000.00	0.00	0.00	0.00	1,000.00

Detach & Return Lower Portion with Payment

PLEASE MAKE CHECKS PAYABLE TO: University of Hawaii

CUSTOMER NBR: 2549

STATEMENT DATE:	06/24/2012
AMOUNT DUE:	1,000.00

ATTN: W.M. KECK OBSERVATORY
65-1120 MAMALAOA HIGHWAY

REMIT TO: UNIVERSITY OF HAWAII
INFORMATION TECHNOLOGY SVCS
2425 CAMPUS ROAD, SINCLAIR 10
HONOLULU, HI 96822

KAMUELA, HI 96720

000000100000 000002549 0



Kuali Financial System Process Documentation - AR Reports

Customer Aging Report

Report Option:	<input checked="" type="radio"/> Processing Organization	<input type="radio"/> Billing Organization	<input type="radio"/> Account
* Processing/Billing Chart Code:	<input type="text"/>		
* Processing/Billing Organization Code:	<input type="text"/>		
* Account Chart Code:	<input type="text"/>		
* Account Number:	<input type="text"/>		
* Report Run Date:	<input type="text"/>		
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>			

1. (Required) Select the radio button for either the Processing Organization, Billing Organization or Account

If the Processing Organization is selected,

2. (Required) Enter in the Chart Code for the Processing Organization
3. (Required) Enter in the Organization Code for the Processing Organization
4. (Required) Click the 'search' button

If the Billing Organization is selected,

2. (Required) Enter in the Chart Code for the Billing Organization
3. (Required) Enter in the Organization Code for the Billing Organization
4. (Required) Click the 'search' button

If the Account is selected,

2. (Required) Enter in the Chart Code for the Account
3. (Required) Enter in the Account Number
4. (Optional) If the Report Run Date is not populated, the report will automatically default to the current date
 - Enter a date or select from the calendar to view a report as of that date
5. (Required) Click the 'search' button



Kuali Financial System Process Documentation - AR Reports

Customer Aging Report ?

Report Option:	<input checked="" type="radio"/> Processing Organization <input type="radio"/> Billing Organization <input type="radio"/> Account
* Processing/Billing Chart Code:	SW
* Processing/Billing Organization Code:	VPIT
* Account Chart Code:	
* Account Number:	
* Report Run Date:	06/30/2012 <input type="button" value="calendar"/>
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

41 items retrieved, displaying all items.

Customer Name	Customer Number	0-30 days	31-60 days	61-90 days	91-180 days	181+ days
RCUH-HICSS CONFERENCE	2736	0.00	180.94	0.00	0.00	0.00
CAL INST FOR TECHNOLOGY	2406	0.00	0.00	600.00	0.00	0.00
SODEXO CAMPUS SVC	1821	0.00	2,700.35	0.00	0.00	0.00
UHF-ANATOMY BIOCHEM & PHYS	2717	0.00	1.00	0.00	0.00	0.03
UHF-FINANCIAL ECONOMICS	2720	0.00	98.01	48.00	0.00	0.00
SCH OF TIM	2749	0.00	98.03	0.00	0.00	0.00
UHF-HAM LIB-DATA JK/CKTS	2724	0.00	40.00	0.00	0.00	0.00
RCUH-PEACESAT	2741	0.00	0.00	0.00	0.00	64.87
UHF-CHINESE,PHIL,SE ASIAN STD	2726	0.00	50.09	24.00	0.00	0.00
RCUH-OCEANOGRAPHY	2737	0.00	0.00	0.00	2.69	2,128.15
CENTERPLATE	2490	0.00	903.22	602.00	1,204.18	602.33
RCUH-BIOLOGICAL OCEANOGRAPHY	2860	0.00	1.46	0.00	1.57	0.86
UH FOUNDATION	2722	0.00	58.00	0.00	10,550.00	0.00
OB/GYN	2485	0.00	0.00	304.00	0.00	0.00
THRIFT SHOP	2354	0.00	44.00	22.00	0.00	0.00
RCUH-SCH OF MED	2807	0.00	0.00	73.00	0.00	0.00
UHF-OBSTETRICS & GYN	2718	0.00	36.00	0.00	0.00	0.00
UH FOUNDATION	2731	0.00	13,005.80	3,845.00	500.81	300.00
RCUH-SOEST PPSF	2827	0.00	126.04	0.00	126.10	0.00
RCUH-PACON	2738	0.00	144.00	0.00	0.00	0.00
RCUH-VC FOR RSCH & GRAD EDUC	2795	0.00	60.00	0.00	0.00	0.00
UNIV CLINICAL ED & RSCH ASSOC	2484	0.00	0.00	3.50	0.00	0.00
UHF-ECONOMICS	2719	0.00	104.00	52.00	0.00	0.00
RCUH-PAC BUS CTR	2792	0.00	218.23	0.00	0.00	0.00
RCUH-UHH MOP	2834	0.00	280.00	0.00	0.00	0.00
RCUH-MARINE GEOCHEMISTRY	2858	0.00	268.25	0.00	0.00	0.00
RCUH-SCH OF MED	2844	0.00	544.00	0.00	0.00	0.00
UHF-CBA	2725	0.00	775.00	0.00	0.00	0.00
RCUH-OCEAN ENGINEERING	2838	0.00	137.35	24.00	0.00	0.00
RCUH-CURR RSCH & DEV GRP	2733	0.00	811.79	0.00	0.00	0.00
RCUH-HONOLULU COMM COLL	2770	0.00	0.00	48.00	0.00	0.00
RCUH-PHYSICAL OCEANOGRAPHY	2869	0.00	0.21	0.00	0.00	0.00
RCUH-EXECUTIVE EDUCATION CTR	2836	0.00	752.59	0.00	0.00	0.00
RCUH-HI INST GEO & PLANET	2735	0.00	444.43	0.00	0.00	0.00
RCUH-ITE	2773	0.00	132.58	66.00	0.56	0.00
UHF-MANOA PARTNERSHIPS	2730	0.00	60.00	0.00	0.00	60.00
RCUH-CHORE	2857	0.00	2,941.80	1,912.00	1,943.17	58.00
UHF-INTERCOLLEGIATE ATHL	2729	0.00	60.00	0.00	0.00	0.00
UHF-DEPT OF ITM	2723	0.00	48.00	0.00	0.00	0.00
RCUH-COLL OF TROP AG	2814	0.00	48.00	0.00	0.00	0.00
RCUH-FACIL PLANNING & MGT	2843	0.00	1,602.98	0.00	0.00	0.00
TOTALS:	41 customers	\$0.00	\$26776.15	\$7623.50	\$14329.08	\$3214.24

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)



Kuali Financial System Process Documentation - AR Reports

Customer Invoice

Chart Code:	<input type="text"/>	
Organization Code:	<input type="text"/>	
User Id:	<input type="text"/>	
Print invoices for date:	<input type="text"/>	
Org Type:	<input type="radio"/> Processing <input type="radio"/> Billing	

1. (Required) Enter in the Chart Code or select the magnifying glass to search
2. (Required) Enter in an Organization Code or select the magnifying glass to search
3. (Optional) Enter in the User ID
4. (Optional) Enter in the Printed invoices for date or select from the calendar
5. (Required) Select the radio button for either the Processing Organization or Billing Organization
6. (Required) Click the 'generate print file' button

Note: Once the file has been downloaded, you cannot retrieve the file any longer. To view the printed invoice, search for the Customer Invoice eDoc (see Process Documentation - Maintaining Customer Invoices for samples)