



Kuali Financial System

KFS AR Biller Manual



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Objectives

- Overview of the AR Process
- Create an AR Customer and Customer Invoice
- Print a Customer Invoice

Overview of the AR Process

The **Accounts Receivable (AR)** module in **KFS** is used for billing and managing Contract & Grants (CG) extramural receivables, billing and managing receivables for goods and services provided by the University to external parties, receivables from dishonored checks, and receivables arising from salary overpayments.

This training for **KFS-AR**, will cover invoices for billing external customers for goods and services provided by University departments and processing payments received. Typically categorized as non-student receivables, goods and services, dishonored check and salary overpayment receivables for UMD in **KFS-AR**, exclude inter-departmental and inter-campus billings. Training sessions will be conducted separately for dishonored check receivables and salary overpayment receivables.

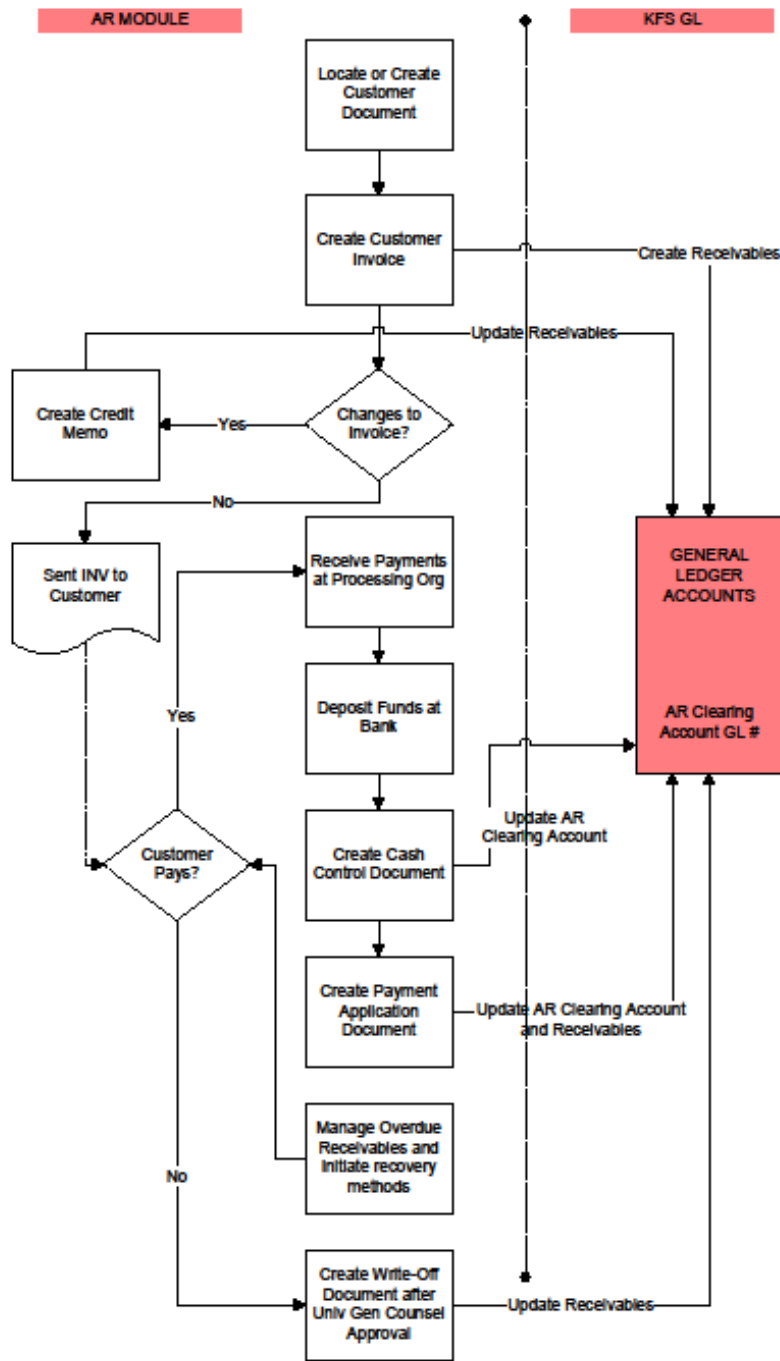
KFS-AR user roles, organizations and KFS GL account required by the module include:

- **Biller** – the member of an AR billing organization with access to create invoices and customers.
- **Processor** – the member of an AR processing organization with access to initiate the **Payment Application** document for customer payments received.
- **AR Cash Manager** – the user who receives workflow action requests for **Payment Application** documents submitted by **Processors**.
- **Billing Chart & Organization** – the organization in **KFS-AR** that performs the billing function. A billing organization has one processing organization.
- **Processing Chart & Organization** – the centralized unit responsible for processing payments for invoices generated by billing organizations in **KFS-AR**
- **AR Clearing Account** – the general ledger account associated with a **Processing Chart & Organization** that is used for **Customer Invoice** and **Payment Application** document ledger entries.

When completed, the **INV** (invoice) document, populated with a customer record and detailed line information, generates a University invoice and attached remittance (pdf format). Payments for any invoice must be recorded in KFS with the **Payment Application (APP)** document.



AR Business Process Flow Diagram with General Ledger
Doc Type INV





Create an AR Customer Process

The **Customer** document establishes a KFS-AR customer record which is used on **KFS Accounts Receivable** (AR) invoices for billing external parties for amounts owed to the University. The customer record can be for a person, non-UMD business, organization or government unit. KFS-AR invoices, (Document Type=INV), include goods and services, dishonored check and salary overpayments.

Navigation: Main Menu>Lookup and Maintenance>Accounts Receivable Reports>Customer

The screenshot shows the Kuali Financial System interface. At the top, there is a navigation bar with tabs for 'Main Menu', 'Maintenance', and 'Administration'. Below this, there is a 'Message Of The Day' section with a notice about February 2020 reports. The main content area is divided into several columns of links. The 'Accounts Receivable Reports' section under 'Lookup and Maintenance' is highlighted, and a red arrow points to the 'Customer' link.

Step #	Procedure
1.	Click the Main Menu tab.
2.	Click the Customer link under Lookup and Maintenance Accounts Receivable Reports to open the Customer Lookup window to determine if the AR customer you wish to bill already exists in KFS-AR.



Kuali Financial System Process Documentation – AR Biller

Search Tip: Place an * before/after a word or phrase for which you are searching.

Customer Number:

Customer Type:

Customer Name: ←

Phone Number:

Tax Number:

Tax Number Type: FEIN SSN

Active Indicator: Yes No Both

Address Name:

Address 1:

Address 2:

City:

State:

Postal Code:

International Province:

Email Address:

Send To Collection Indicator: Yes No Both

Dunning Letter Indicator: Yes No Both

Step #	Procedure
3.	The Customer search may be based on one or several criteria. The best search criteria are Customer Number, Name or Tax Number. Click the cursor in either of those fields.
4.	For this example, enter “*WESTMINSTER*” into the Customer Name field to search for WESTMINISTER KENNEL Note: Be sure to search for an existing Customer by selecting from the attributes available and making use of the wildcard (*) to verify that the Customer does not already exist before creating a new Customer in the KFS system.
5.	Click the “ search ” button.



Kuali Financial System Process Documentation – AR Biller

Search Tip: Place an * before/after a word or phrase for which you are searching.

Customer Number:

Customer Type:

Customer Name: *WESTMINSTER*

Phone Number:

Tax Number:

Tax Number Type: FEIN SSN

Active Indicator: Yes No Both

Address Name:

Address 1:

Address 2:

City:

State:

Postal Code:

International Province:

Email Address:

Send To Collection Indicator: Yes No Both

Dunning Letter Indicator: Yes No Both

15 items retrieved, displaying all items.

Actions	Customer Number	Customer Type	Customer Name	Phone Number	Tax Number	Tax Number Type	Active Indicator
edit report	UMD-15598	Individual	WESTMINSTER FIRE DEPARTMENT				Yes
edit report	UMD-15808	Individual	WESTMINSTER FIRE DEPARTMENT				Yes
edit report	UMD-15890	Individual	WESTMINSTER FIRE DEPARTMENT				Yes
edit report	UMD-1504	Individual	WESTMINSTER FIRE DEPT				Yes
edit report	UMD-13328	Individual	WESTMINSTER FIRE DEPT				Yes
edit report	UMD-12654	Individual	WESTMINSTER FIRE ENG & HOSE CO 1				Yes
edit report	UMD-13897	Individual	WESTMINSTER VOLUNTEER FIRE DEPT				Yes
edit report	UMD-11383	Individual	WESTMINSTER FIRE ENGINE & HOSE CO #1				Yes
edit report	UMD-11386	Individual	WESTMINSTER FIRE ENGINE & HOSE CO #1				Yes
edit report	UMD-2674	Individual	WESTMINSTER FIRE DEPARTMENT				Yes
edit report	UMD-17218	Individual	WESTMINSTER FIRE DEPARTMENT				Yes
edit report	UMD-17932	Individual	WESTMINSTER FIRE DEPARTMENT				Yes
edit report	UMD-18967	Individual	WESTMINSTER FIRE DEPARTMENT				Yes
edit report	UMD-17110	Individual	WESTMINSTER FIRE DEPT				Yes
edit report	UMD-11148	Individual	WESTMINSTER FIRE ENGINE & HOSE CO #1				Yes

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

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Step #	Procedure
6.	After performing a thorough Customer search and determining the Customer does not exist in KFS, you may then create a new Customer.
7.	Click the “create new” button to create a new Customer.



Kuali Financial System Process Documentation – AR Biller

Customer ?	Doc Nbr: 8172388	Status: INITIATED
	Initiator: jdwalker	Created: 07:57 PM 05/28/2020

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

Document Overview ▼ hide

Document Overview

* Description: <input type="text"/>	Explanation: <input type="text"/>
Organization Document Number: <input type="text"/>	

General Information ▼ hide

New

Customer Number: <input type="text"/>
Customer Name: <input type="text"/>
Customer Last Name: <input type="text"/>
Customer First Name: <input type="text"/>
* Customer Type: <input type="text"/> ▼ 🔍
Active Indicator: <input checked="" type="checkbox"/>
Customer Record Add Date: <input type="text"/>
Last Activity Date: <input type="text"/>
Last Address Change Date: <input type="text"/>

Contact Information ▼ hide

New

Email Address: <input type="text"/>
Phone Number: <input type="text"/>
Fax Number: <input type="text"/>
Contact Name: <input type="text"/>
Contact Phone Number: <input type="text"/>

Dunning Information ▼ hide

New

Send To Collection Indicator: <input checked="" type="checkbox"/>
Dunning Letter Indicator: <input checked="" type="checkbox"/>
30 day Dunning Indicator: <input checked="" type="checkbox"/>
60 day Dunning Indicator: <input checked="" type="checkbox"/>
90 day Dunning Indicator: <input checked="" type="checkbox"/>
120 day Dunning Indicator: <input checked="" type="checkbox"/>

Addresses ▼ hide

New Customer Address

Address Type: PRIMARY ▼ 🔍
* Address Name: <input type="text"/>
* Address 1: <input type="text"/>
Address 2: <input type="text"/>
* City: <input type="text"/>
State: <input type="text"/> ▼
Postal Code: <input type="text"/>
International Province: <input type="text"/>
International Postal Code: <input type="text"/>
* Country: <input type="text"/> ▼ 🔍
Email Address: <input type="text"/>
Address End Date: <input type="text"/>

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

Step #	Procedure
8.	The Customer document initiated contains a document header section (top right corner), and eight tabs.



**Kuali Financial System
Process Documentation – AR Biller**

Step #	Procedure
9.	The Document Overview tab is on all KFS transactional documents and contains general information about the document. The Description field is required. For this example, enter “ New Customer for Parking Fees ” in the Description field.
10.	The Explanation and Organization Document Number fields are optional. Note: Completing the Explanation field is highly recommended to elaborate on the Description or if you want to be more specific on what is being done in the document.
11.	Click the “ hide ” button on the Document Overview tab.

Step #	Procedure
12.	On the General Information tab there are two required fields.
13.	The Customer Name field should be used if the customer is a company and the Customer Last Name and Customer First Name fields should be used if the customer is an individual. Note: The customer name field is limited to 45 characters.
14.	Select the correct Customer Type from the drop-down menu for the Customer Type field.
15.	Verify the Active Indicator box is checked.
16.	Click the “ hide ” button on the General Information tab.



**Kuali Financial System
Process Documentation – AR Biller**

Contact Information hide

New

Email Address:

Phone Number:

Fax Number:

Contact Name:

Contact Phone Number:

Step #	Procedure
17.	<p>The Contact Information tab is optional. The Email Address and Contact Phone Number fields are strongly suggested.</p> <p>Click the “hide” button on the Contact Information tab</p>

Dunning Information hide

New

Send To Collection Indicator:

Dunning Letter Indicator:

30 day Dunning Indicator:

60 day Dunning Indicator:

90 day Dunning Indicator:

120 day Dunning Indicator:

Step #	Procedure
18.	<p>The Dunning Information tab contains the Send to Collection and the Dunning Letter Indicators. When both indicators are set to “yes” the customer will receive notifications of overdue payments after 30, 60, 90 and 120 days after the due date.</p> <p>Note: Customers with the customer type of Federal Government Agency and Maryland State Agency will not receive dunning letters or sent to collections unless otherwise noted.</p>
19.	<p>Click the “hide” button on the Dunning Information tab.</p>



Step #	Procedure
20.	<p>On the Addresses tab the Address Name will pull from the Customer Name field on the General Information tab. If the Customer document is Saved and you edit the Customer Name, you will need to update the Address Name manually.</p> <p>Note: There must be a Primary address which will be the default address.</p>
21.	<p>Address Type Options:</p> <ul style="list-style-type: none"> • Primary - One address per Customer that will default as the Bill To Address on the Customer Invoice. • Alternate - Multiple addresses per Customer that can be used as both Bill To and/ or Sold To Addresses. • Temporary - Multiple addresses per Customer that have an address end date. <p>Note: The Address Type field defaults to “Primary”. Do not change this value when entering the first address.</p>
22.	<p>If the Address is in the US, the State and Postal Code fields are required.</p>
23.	<p>Select “United States” from the Country drop-down menu.</p>
24.	<p>Enter in the International Province and the International Postal Code if it is the customer has an International address.</p> <p>Note: No spaces are allowed in these fields.</p>
25.	<p>Select the appropriate Country from the Country drop-down menu.</p>
26.	<p>Enter in the Address End Date if the address is temporary. The format must be mm/dd/yyyy or select the date from the calendar.</p>
27.	<p>Click the “add” button.</p>



Kuali Financial System Process Documentation – AR Biller

Notes and Attachments (0) hide

Notes and Attachments						
	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:				Browse... No file selected. <small>CANCEL</small>		<small>add</small>

Step #	Procedure
28.	On the Notes and Attachments tab, it is suggested to attach documentation related to the Customer order to the document.
29.	Click the “ submit ” button.



Create an AR Customer Invoice

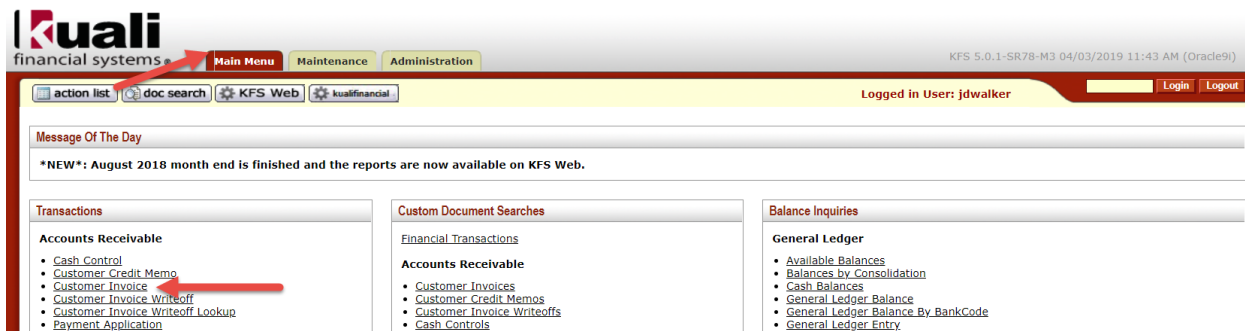
Process

The KFS-AR **Customer Invoice** document, Document Type (INV), allows you to prepare, save and print an invoice for a customer from your organization.

KFS-AR invoices, Document Type (INV), are for goods and services, dishonored checks, and salary overpayment billing.

Examples of Goods and Services invoices include UMD facility rentals and associated parking permits, registration fees to vendors participating in Career Fairs at UMD, or sales to high schools, to name a few.

Navigation: Main Menu> Transactions> Accounts Receivable> Customer Invoice



Step #	Procedure
30.	Click the Customer Invoice link in the Transactions section from the Main Menu .



Kuali Financial System Process Documentation – AR Biller

Customer Invoice ?	Doc Nbr: 8172147	Status: INITIATED
	Initiator: jdwalker	Created: 12:53 PM 05/21/2020
	Invoice Total Amount: 0.00	Open Amount: 0.00

* required field

Document Overview	<input type="button" value="show"/>
Organization	<input type="button" value="show"/>
Recurrence Details	<input type="button" value="show"/>
General	<input type="button" value="show"/>
Billing/Shipping	<input type="button" value="show"/>
Receivable	<input type="button" value="show"/>
Accounting Lines	<input type="button" value="show"/>
General Ledger Pending Entries	<input type="button" value="show"/>
Notes and Attachments (0)	<input type="button" value="show"/>
Ad Hoc Recipients	<input type="button" value="show"/>
Route Log	<input type="button" value="show"/>

Step #	Procedure
31.	The AR Customer Invoice, Document Type (INV), contains a document header section (top right corner), and eleven tabs.
32.	<p>As a Biller, before you begin creating a Customer Invoice there are a few business rules you need to know:</p> <ul style="list-style-type: none"> The customer must be active and have at least one active address. The invoice due date must be within 30 days of the billing date. The Accounting Line object code should be a valid revenue (0xxx) object code for use in the AR module. The item quantity and item unit price on the Accounting Lines must be greater than zero.



**Kuali Financial System
Process Documentation – AR Biller**

Document Overview hide

Document Overview	
* Description:	Invoice for Annual Parking Fees
Organization Document Number:	
Explanation:	Annual Parking Fees for 2019 - 2020.
Financial Document Detail	
Total Amount: 0.00	

Step #	Procedure
33.	The Description field on the Document Overview tab is required. Enter “ Invoice for Annual Parking Fees ” in the Description field.
34.	The Explanation field is recommended for Goods and Services Invoices . Note: Completing the Explanation field is highly recommended to elaborate on the Description or to be more specific on what the customer is being billed for.
35.	The Organization Document Number field is optional, it may be used for internal department tracking purposes.
36.	The Total Amount will automatically calculate based on the amount entered in the Accounting Lines tab.
37.	Click the “ hide ” button on the Document Overview tab.



**Kuali Financial System
Process Documentation – AR Biller**

Organization hide

Processing Chart Code:	01 - College Park (UM)	* Billing Chart Code:	01 - College Park (UM)
Processing Organization Code:	1150505	* Billing Organization Code:	1150507
Organization Invoice Number:	8172147		

Step #	Procedure
38.	On the Organization tab the Processing Chart Code and Processing Organization Code is defaulted to the Student Financial Services & Cashiering organization code.
39.	<p>The Billing Chart Code and Billing Organization Code is based on the primary organization code of the initiator.</p> <p>If there is a need to complete a Customer Invoice for another department the Billing Organization Code can be changed. If you have multiple Billing Organizations, use the magnifying glass to perform a search and select the appropriate Billing Organization Code from the search results to populate the defaults into the Invoice.</p> <p>Note: The organization invoice number will automatically populate as the customer invoice document number.</p> <p>Click the “hide” button on the Organization tab.</p>

Recurrence Details hide

Recurrence Interval Code:	<input type="text"/>	Total Number of Recurrences:	<input type="text"/>
Recurrence Begin Date:	<input type="text"/>	Setting up recurring invoices is optional.	
Recurrence End Date:	<input type="text"/>	Invoice Initiator:	<input type="text"/>
Active Indicator:	<input type="checkbox"/>		

Step #	Procedure
40.	<p>The Recurrence Details tab allows you to setup a recurring invoice. For example, setting up recurring invoices for monthly phone bills.</p> <p>Click the “hide” button on the Recurrence Details tab.</p>



**Kuali Financial System
Process Documentation – AR Biller**

Customer Information	
* Customer Number:	UMD-20084
Customer Name:	UMBC @ THE UNIVERSITIES AT SHADY GROVE
Customer Purchase Order Number:	
Customer Purchase Order Date:	
Detail Information	
Billing Date:	05/22/2020
* Due Date:	06/20/2020
Terms:	NET 30 DAYS
Open Invoice Indicator:	Yes
Statement Information	
Print Invoice Indicator:	Print Invoice as PDF
Attention Line Text:	KATIE MORRIS (UMBC)
Print Date:	

Step #	Procedure
41.	On the General tab select the magnifying glass to search for the Customer Number .
42.	The Customer Name will display when the Customer Number is populated.
43.	In the Detail Information Section, the Billing Date is set to the current date. The Due Date defaults to 30 days after the initiation of the invoice. To change the Due Date , enter in the date as mm/dd/yyyy or select from the calendar. Note: The Due Date must be within 30 days of the Billing Date .
44.	The Terms field is defaulted to “ Net 30 Days ” if the terms are different change the terms in the field.
45.	The Attention Line Text field, will populate if the customer record contains a contact listed as Attention to.
46.	The Print Invoice Indicator will default with the Print Invoice as PDF option.
47.	Click the “ hide ” button on the General tab.



Kuali Financial System Process Documentation – AR Biller

Billing/Shipping hide

Bill To Address	
* Bill To Address Identifier:	20084 <input type="text"/> <input type="button" value="refresh"/>
Address Type:	PRIMARY
Address Name:	UMBC @ THE UNIVERSITIES AT SHADY GROVE
Address 1:	
Address 2:	9636 GUDELSKY DRIVE III-4141
Email Address:	
City:	ROCKVILLE
State:	MARYLAND
Postal Code:	20850
International Province:	
International Postal Code:	
Country:	United States

The Bill To and Ship To Addresses will populate with the selection of the Customer on the General tab.

Ship To Address	
Ship To Address Identifier:	20084 <input type="text"/> <input type="button" value="refresh"/>
Address Type:	PRIMARY
Address Name:	UMBC @ THE UNIVERSITIES AT SHADY GROVE
Address 1:	
Address 2:	9636 GUDELSKY DRIVE III-4141
Email Address:	
City:	ROCKVILLE
State:	MARYLAND
Postal Code:	20850
International Province:	
International Postal Code:	
Country:	United States

Step #	Procedure
48.	On the Billing/ Shipping tab the Bill to Address Identifier will populate the Primary address from the Customer record when the Customer Number is selected. Note: To change the address, select the magnifying glass next to the Bill To Address Identifier field to search.
49.	The Ship To Address Identifier will populate the Primary address from the Customer record when the Customer Number is selected. Note: To change the address, select the magnifying glass next to the Ship To Address field to search.
50.	Click the “hide” button on the Billing/Shipping tab.



**Kuali Financial System
Process Documentation – AR Biller**

Accounting Lines								hide detail
Source								import lines
* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Organization Reference Id	* Amount	Actions
01 College Park (UM)	1182650 JW AR TESTING		0813 Shady Grove Fac/Staff Parking				0.00	
add:	* Invoice Item Code	* Invoice Item Quantity	* Invoice Item Description	Invoice Item Service Date	Invoice Item Unit Of Measure Code	* Invoice Item Unit Price		refresh add
	1	Parking Fees for 2019 - 20			EA	575		

Step #	Procedure
51.	The Accounting Lines tab is where you enter the account(s) that will record the revenue for the associated invoice item(s). On the Accounting Lines click on the Chart drop down arrow and select “01”.
52.	The Account Number field is required, enter a KFS account number or select the magnifying glass next to the Account Number field to search for an account number.
53.	The Object field is required, enter a revenue object code or select the magnifying glass next to the Object field to search for the object code. For this example, enter “0813” in the Object field.
54.	The Invoice Item Quantity field is required, the field will display as 1. Note: To change, enter a number in the Invoice Item Quantity field.
55.	The Invoice Item Description field is required. Enter “ Parking Fees for 20XX – 20XX ” in the Invoice Item Description field.
56.	The Invoice Item Service Date field is optional. Enter in the date as mm/dd/yyyy or select the date from the calendar. For this example, enter “04/04/20XX” in the Invoice Item Service Date field.
57.	The Invoice Item Unit of Measure code will display as EA. Note: To change, enter the Unit of Measure or select the magnifying glass to search.
58.	In the Invoice Item Unit Price field enter the amount of the item. Note: Amounts must be positive, do not enter negative amounts.
59.	Click the “add” button in the Actions column.
60.	Click the “hide” button on the Accounting Lines tab.
61.	Scroll to the bottom of the document and click the “save” button.



Kuali Financial System Process Documentation – AR Biller

Accounting Lines hide

Accounting Lines										hide detail
Source										import lines
	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Organization Reference Id	* Amount	Actions	
add:	Invoice Item Code	* Invoice Item Quantity	* Invoice Item Description	Invoice Item Service Date	Invoice Item Unit Of Measure Code	* Invoice Item Unit Price		0.00		refresh add
		1			EA	0.00				
1	01 College Park (UM)	1182650 JW AR TESTING		0813 Shady Grove Fac2/Staff Parking				575.00		recalculate delete bal inquiry discount refresh
	Invoice Item Code	* Invoice Item Quantity	* Invoice Item Description	Invoice Item Service Date	Invoice Item Unit Of Measure Code	* Invoice Item Unit Price				
		1	PARKING FEES FOR 2015		EA	575.00				
								Total: 575.00		

General Ledger Pending Entries show

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

submit save reload close cancel copy

General Ledger Pending Entries hide

General Ledger Pending Entries												
Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2020	01	0131110	----	6323	---	-----	INV	AC	AS	575.00	D
2	2020	01	0131110	----	6100	---	-----	INV	AC	AS	575.00	C
3	2020	01	1182650	----	0813	---	-----	INV	AC	IN	575.00	C
4	2020	01	1182650	----	6100	---	-----	INV	AC	AS	575.00	D

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

submit save close cancel

Step #	Procedure
63.	Click the “show” button on the General Ledger Pending Entries tab.
64.	Review the Debit/Credit rows for the transactions made on the Accounting Lines tab.
65.	Click the “hide” button on the General Ledger Pending Entries tab.



Kuali Financial System Process Documentation – AR Biller

Step #	Procedure
66.	Click the “ show ” button on the Notes and Attachments tab. Note: Documents pertaining to the invoice can be attached here.
67.	Click the “ hide ” button on the Notes and Attachments tab.
68.	Click the “ submit ” button. Note: If there are errors on the document, it will not submit successfully.

Step #	Procedure
69.	After the document is successfully submitted and approved by the fiscal officer, the document will route back to the initiator’s action list with the “Action Requested” as PRINT. To open the customer invoice document click the document id number and the bottom of the document click the “ generate print file ” button. Note: If you are the fiscal officer completing the Customer Invoice, after submitting the document, click the “ reload ” button, then click the “ generate print file ” button.
70.	A PDF of the Invoice will display in a new tab, which will allow you to print. Note: To remove the customer invoice from your action list, go back to the customer invoice document and click the “ FYI ” button. End of Procedure



**Kuali Financial System
Process Documentation – AR Biller**



STUDENT FINANCIAL SERVICES & CASHIERING
LEE BUILDING, 7809 REGENTS DRIVE
COLLEGE PARK, MD 20742
FED ID #52-6002033

Page 1 of 1

INVOICE

Customer Number: UMD-20084	Invoice Number: 8172148
Customer Name: UMBC @ THE UNIVERSITIES A	Billed By: VPAF-FA-Systems Control
Invoice Date: 05/21/2020	Prepared By: Julia Walker
Total Amount Due: \$575.00	Phone: (301) 405-2603
Due Date: 06/20/2020	Email: jdwalker@umd.edu

QTY	UNIT	DESCRIPTION	ITEM CODE	UNIT PRICE	AMOUNT
1.00	EA	PARKING FEES FOR 2019 - 2020		575.00	575.00

DRAFT

Total Amount Due: \$575.00

FOR PAYMENT OPTIONS GO TO FINANCE.UMD.EDU/EXTERNALAR OR RETURN BOTTOM PORTION WITH PAYMENT



Remittance Form

Customer Number	Customer Invoice #	Due Date	Total Amount Due
UMD-20084	8172148	06/20/2020	\$575.00

Enter Amount Paid: \$

If paying by check, make payable to the University of Maryland and include Customer Number

ATTN:KATIE MORRIS (UMBC)
UMBC @ THE UNIVERSITIES AT SHADY GROVE
9636 GUELSKY DRIVE III-4141
ROCKVILLE, MD 20850

REMIT TO: UNIVERSITY OF MARYLAND
STUDENT FINANCIAL SERVICES & CASHIERING
LEE BUILDING, 7809 REGENTS DRIVE
COLLEGE PARK, MD 20742

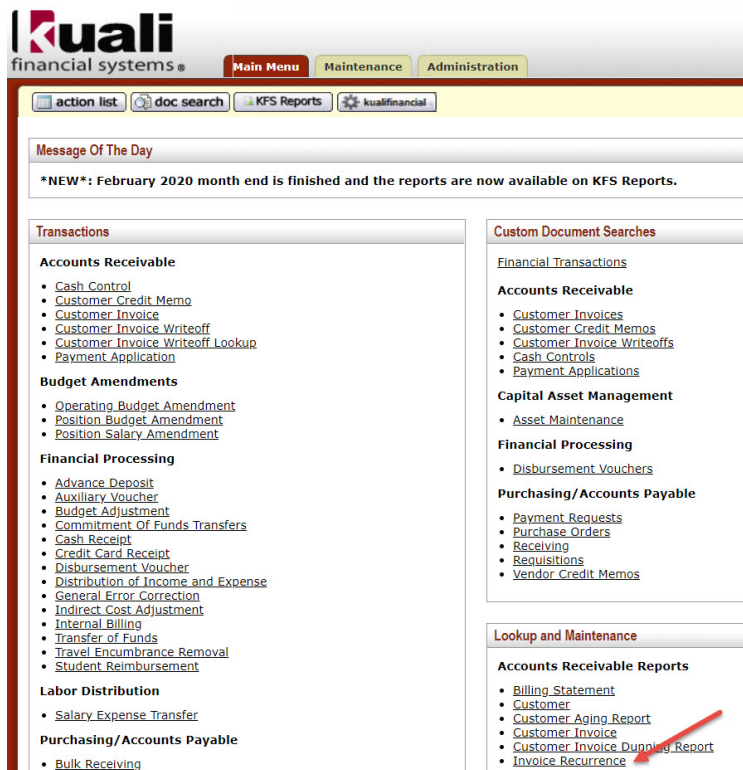


Create an AR Customer Invoice Recurrence Process

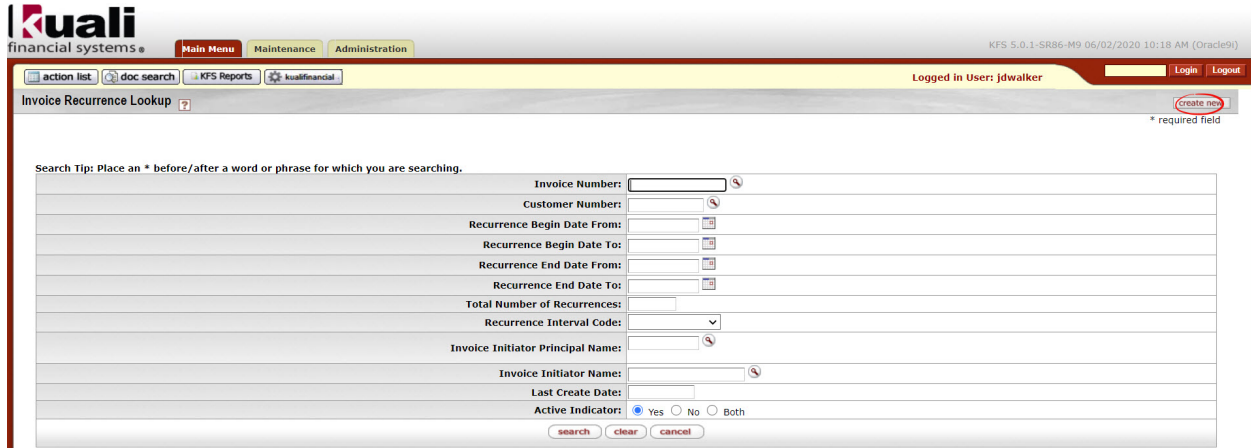
The KFS-AR **Customer Invoice** document, Document Type (INV), allows you to prepare, save and print an invoice for a customer from your organization. These invoices can be set up as recurrence invoices on a monthly or quarterly basis. The recurrence can be set up on the Customer Invoice document (page 16) or the Invoice Recurrence Lookup screen.

Once the system generates the recurring invoice the document will appear in the action list of the “Invoice Initiator”. If changes to the invoice are needed, only the fiscal officer can make the changes once they receive the invoice from the “Invoice Initiator”. When setting up recurring invoices the “Invoice Initiator” should not be the fiscal officer or their delegate.

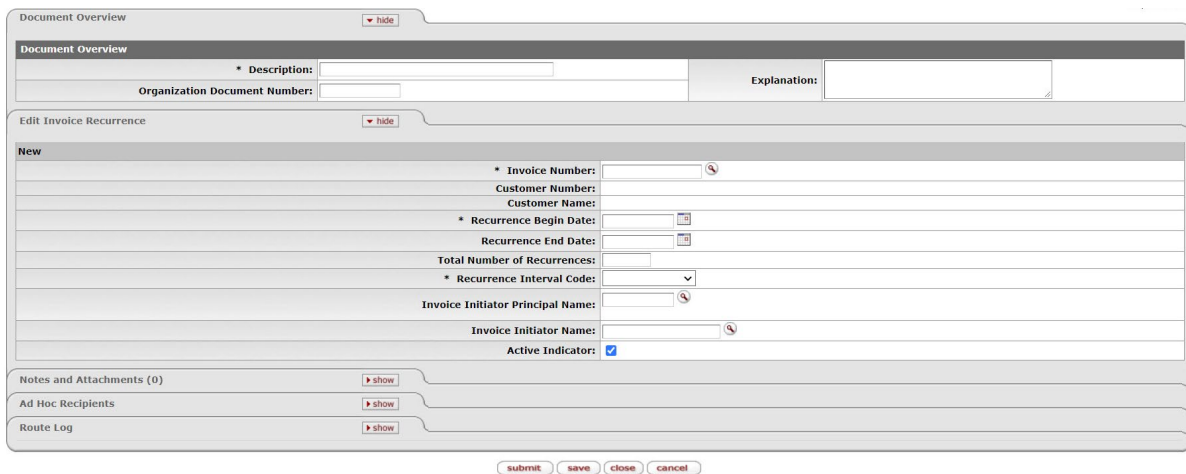
Navigation: Main Menu> Lookup and Maintenance> Accounts Receivable Reports> Invoice Recurrence



Step #	Procedure
71.	Click the Main Menu tab.
72.	Click the Invoice Recurrence link under Lookup and Maintenance, Accounts Receivable Reports to open the Invoice Recurrence Lookup window to search for an existing Invoice Recurrence in KFS-AR.



Step #	Procedure
73.	<p>If the search returns no search results, click the “create new” button to create a new Recurrence Invoice.</p> <p>Note: To edit an existing Invoice Recurrence, click on the “edit” link and update the necessary fields.</p>



Step #	Procedure
74.	On the Document Overview tab enter “ Invoice for Monthly Parking ” in the Description field.
75.	The Explanation field is optional, however, highly recommended to elaborate on the Description . Enter “ Invoice for Monthly Parking at Shady Grove ” in the Description field.



**Kuali Financial System
Process Documentation – AR Biller**

Document Overview hide

Document Overview

* **Description:** Invoice for monthly parking

Organization Document Number: []

Explanation: Invoice for monthly parking at Shady Grove

Edit Invoice Recurrence hide

New

* **Invoice Number:** 8172254 🔍

Customer Number: UMD002003

Customer Name: MARIA LAVOY

* **Recurrence Begin Date:** 06/02/2020 📅

Recurrence End Date: [] 📅

Total Number of Recurrences: 4

* **Recurrence Interval Code:** M - Monthly ▼

Invoice Initiator Principal Name: bokoh 🔍
Okoh, Bilky

Invoice Initiator Name: bokoh 🔍

Active Indicator:

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

submit save close cancel

Step #	Procedure
76.	On the Edit Invoice Recurrence tab enter the invoice number in the Invoice Number field or click the magnifying glass to search for the invoice of choice.
77.	The Customer Number and Customer Name will display when the Invoice Number. is populated.
78.	Enter a date as mm/dd/yyyy in the Recurrence Begin Date field or select a date from the calendar. This is the date of the first invoice recurrence Note: The date must be later than the current day.
79.	Enter a date as mm/dd/yyyy in the Recurrence End Date field or select a date from the calendar. This is the last date of the last invoice recurrence.
80.	Enter a numeric value in the Total Number of Recurrences field to indicate how many invoices will be generated during the specified time frame. Note: This number must agree with the end date duration or leave the field blank and the system will calculate the number of recurrences based on the end date.
81.	Select an option form the drop-down box to specify the duration between invoices.
82.	Enter the directory id or click the magnifying glass of the Invoice Initiator Principal Name field. Note: This user is responsible for the initiation of the invoice and should not be the fiscal officer or their delegate.
83.	Click the “ submit ” button. The document routes to the fiscal officer of the account on the invoice number in the Invoice Number field. End of Procedure