Kuali Financial System

KFS AR Biller Manual

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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.

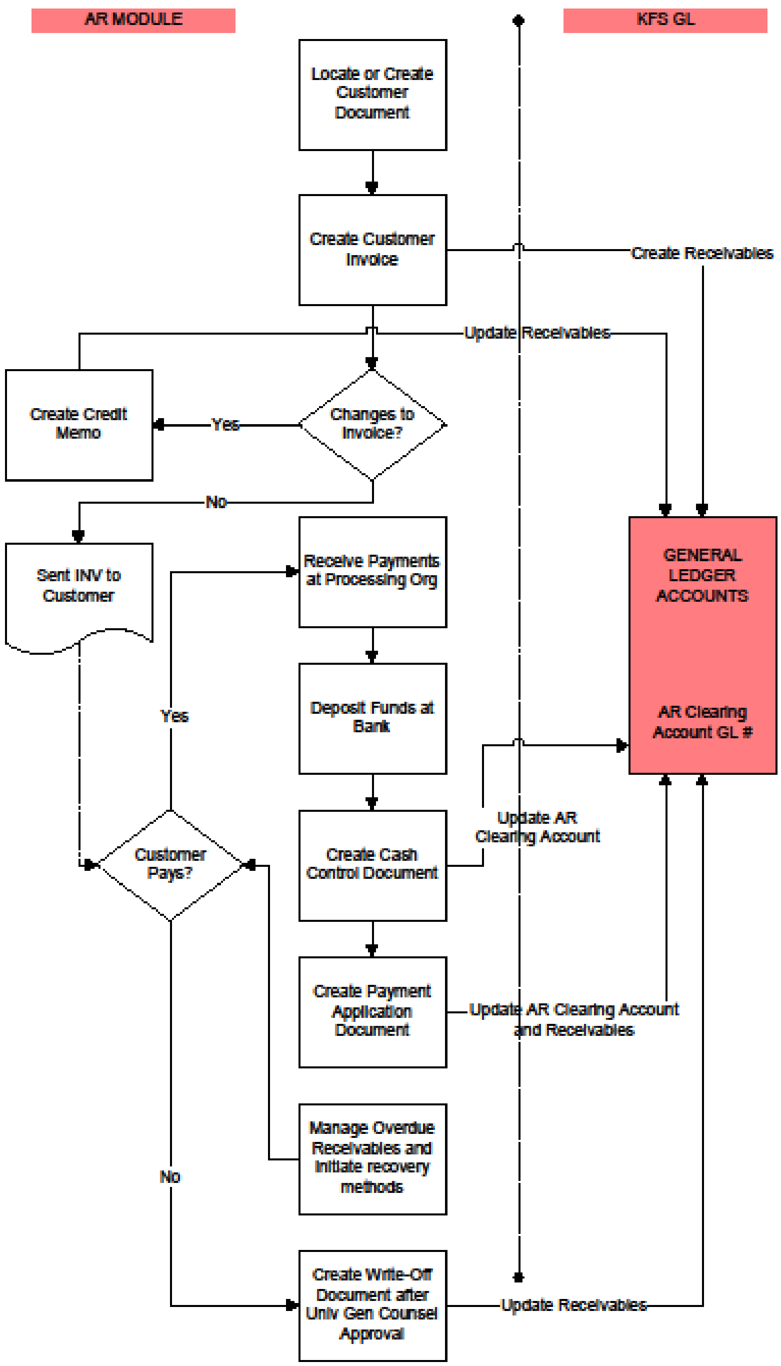
This training for **KFS-AR**, will cover invoices for billing external customers for goods and services provided by University departments and processing payments received. Typically categorized as non-student receivables, goods and services, dishonored check and salary overpayment receivables for UMD 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

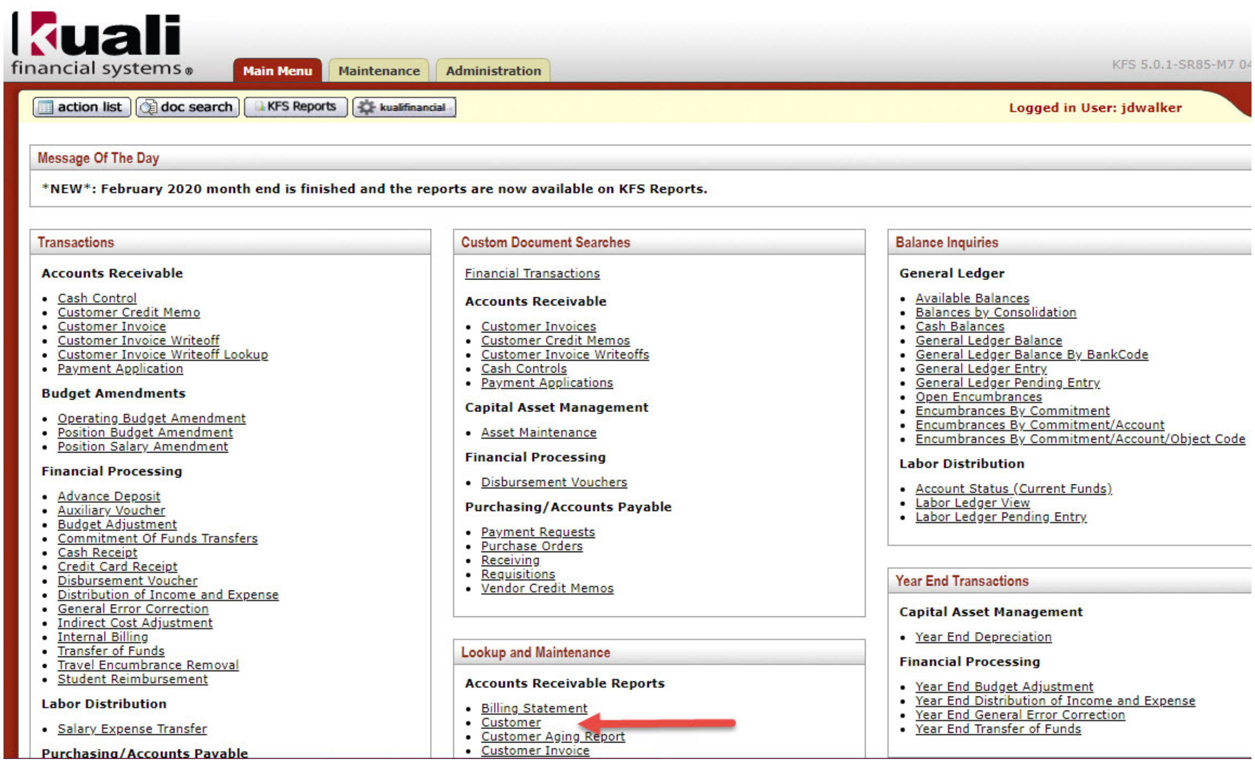


Create an AR Customer

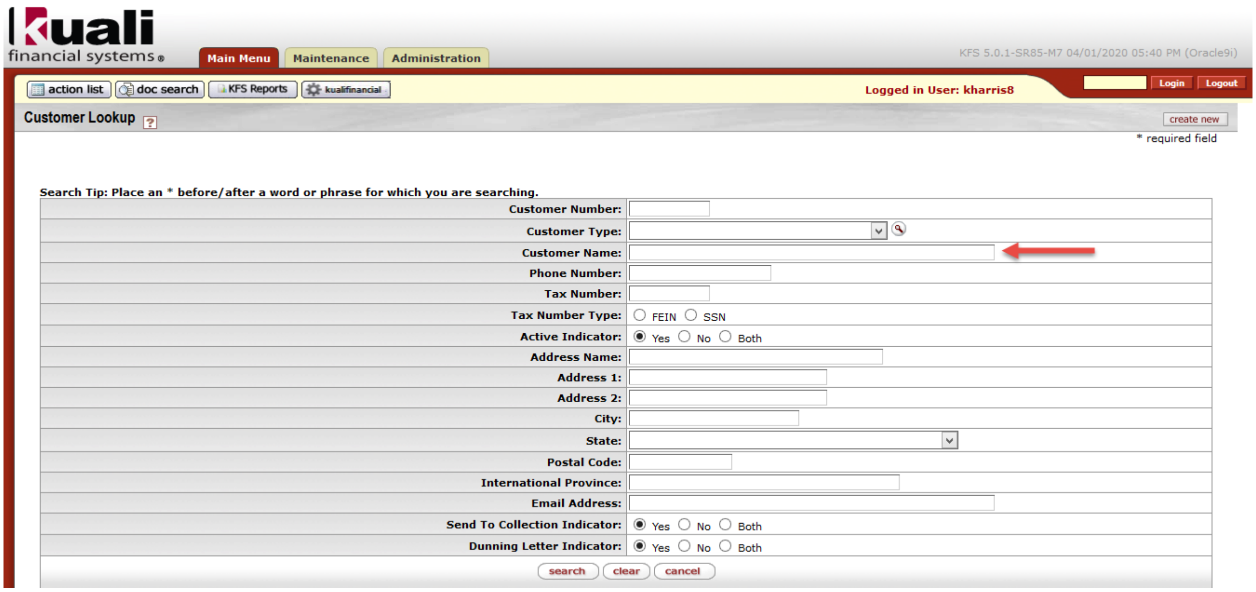
Process

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.

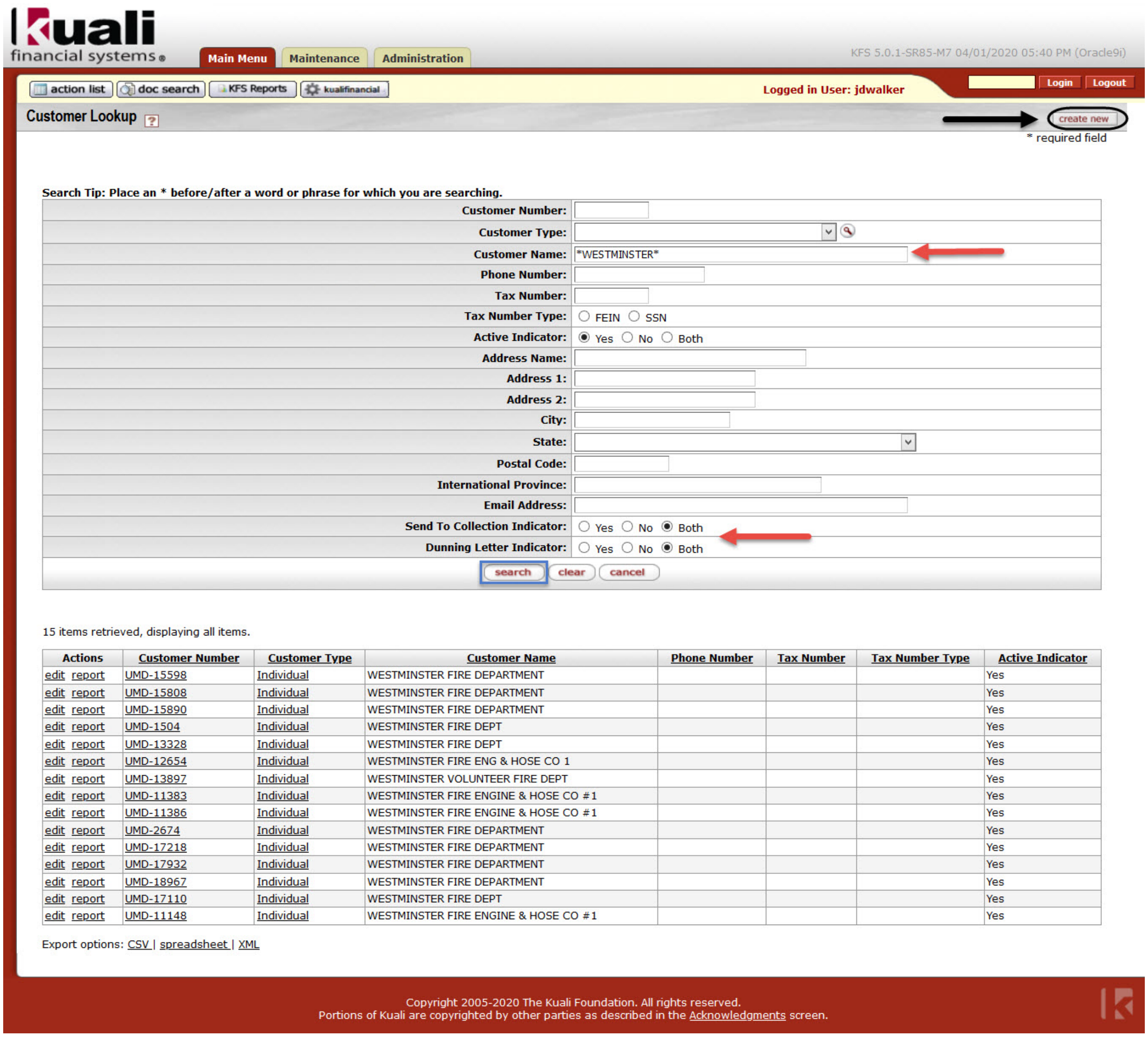
Navigation: Main Menu>Lookup and Maintenance>Accounts Receivable Reports> Customer



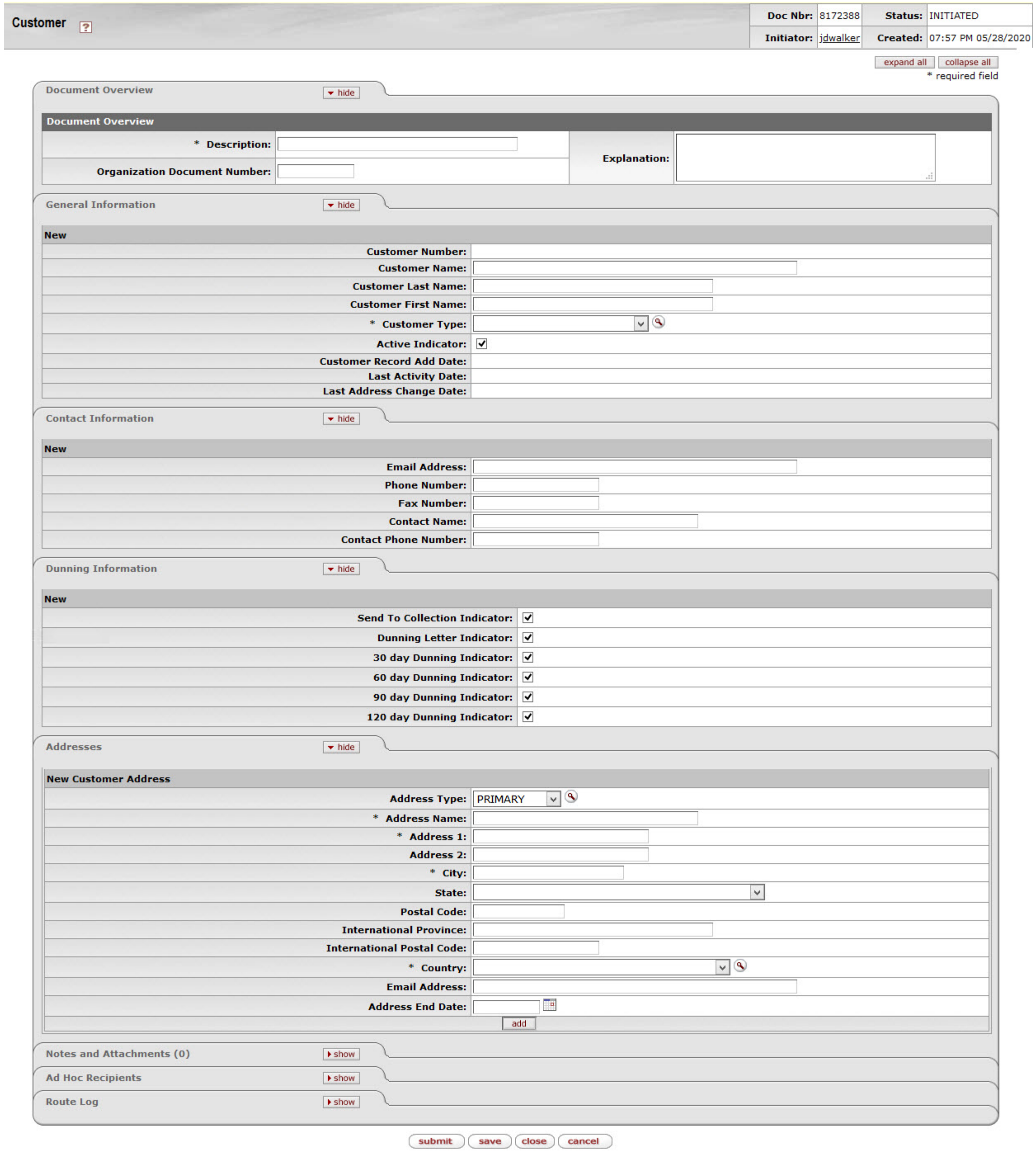
Step #	Procedure
1.	Click the **Main Menu** tab.
2.	Click the **Customer** link under Lookup and Maintenance Accounts Receivable Reports to open the **Customer Lookup** window to determine if the AR customer you wish to bill already exists in KFS-AR.



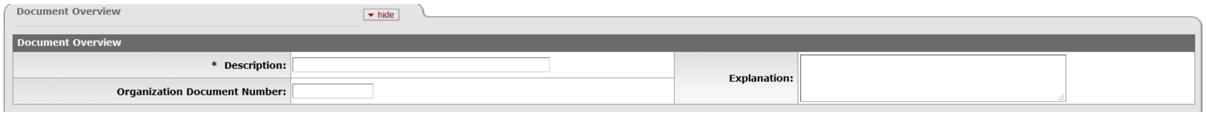
Step #	Procedure
3.	The Customer search may be based on one or several criteria. The best search criteria are Customer Number, Name or Tax Number. Click the cursor in either of those fields.
4.	For this example, enter "***WESTMINSTER***" into the **Customer Name** field to search for WESTMINISTER KENNEL **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.



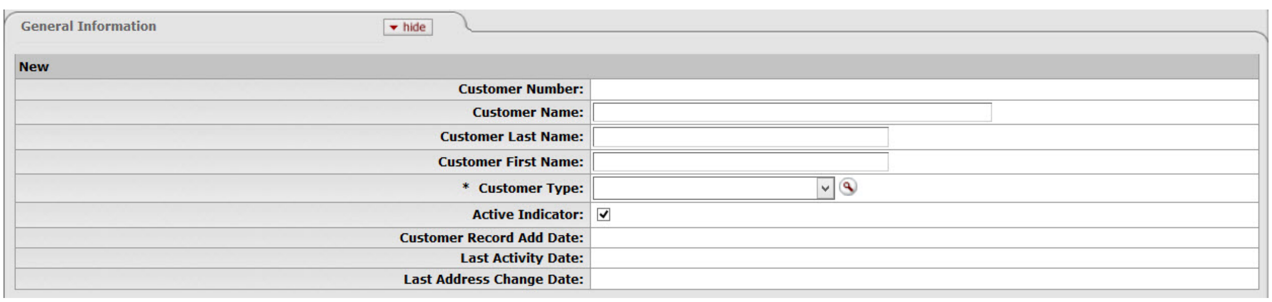
Step #	Procedure
6.	After performing a thorough Customer search and determining the Customer does not exist in **KFS**, you may then create a new Customer.
7.	Click the "**create new**" button to create a new Customer.



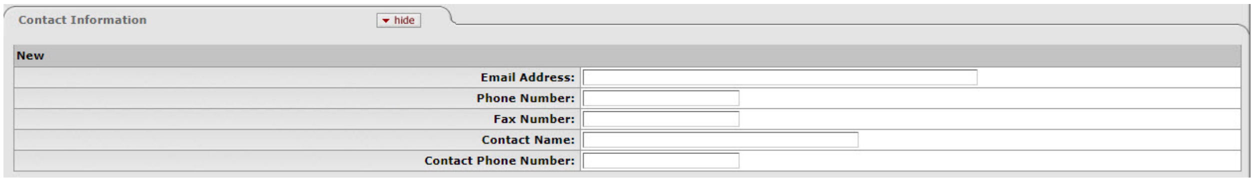
Step #	Procedure
8.	The Customer document initiated contains a document header section (top right corner), and eight tabs.



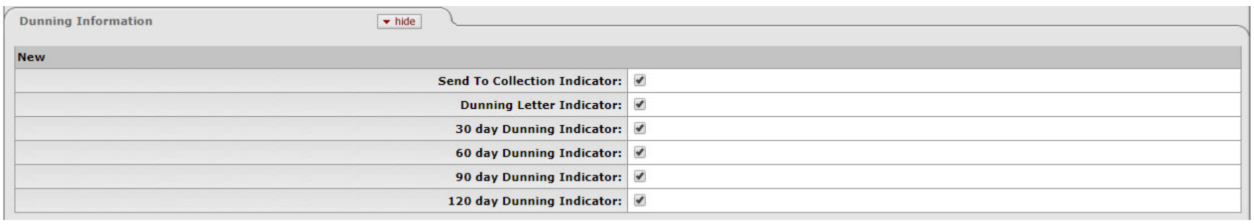
Step #	Procedure
9.	The **Document Overview** tab is on all KFS transactional documents and contains general information about the document. The **Description** field is required. For this example, enter "**New Customer for Parking Fees**" in the **Description** field.
10.	The **Explanation** and **Organization 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.



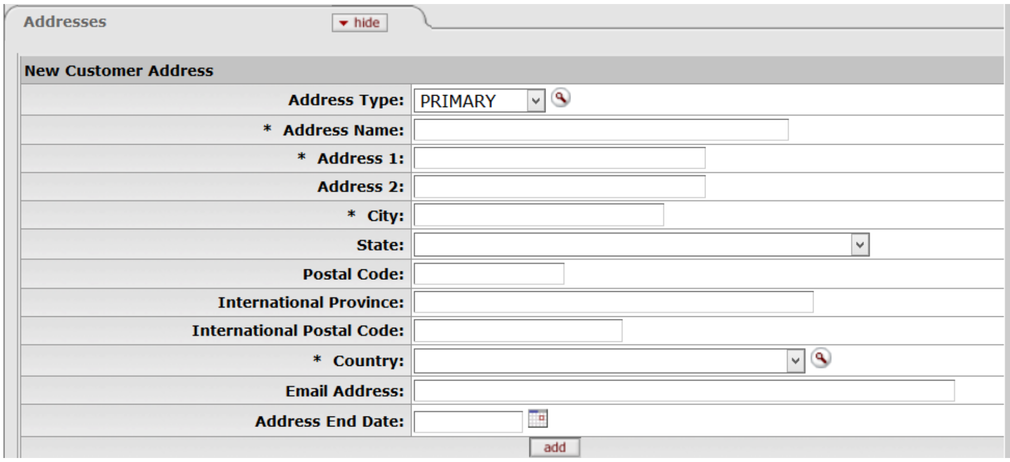
Step #	Procedure
12.	On the **General Information** tab there are two required fields.
13.	The **Customer Name** field should be used if the customer is a company and the **Customer Last Name** and **Customer First Name** fields should be used if the customer is an individual. **Note**: The customer 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.



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



Step #	Procedure
18.	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. **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.
19.	Click the “**hide**” button on the **Dunning Information** tab.



Step #	Procedure
20.	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. **Note**: There must be a **Primary** address which will be the default address.
21.	**Address Type** Options: • **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. **Note:** The **Address Type** field defaults to "**Primary**". Do not change this value when entering the first address.
22.	If the **Address** is in the US, the **State** and **Postal Code** fields are required.
23.	Select "**United States**" from the **Country** drop-down menu.
24.	Enter in the **International Province** and the **International Postal Code** if it is the customer has an International address. **Note**: No spaces are allowed in these fields.
25.	Select the appropriate Country from the **Country** drop-down menu.
26.	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.
27.	Click the "**add**" button.

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

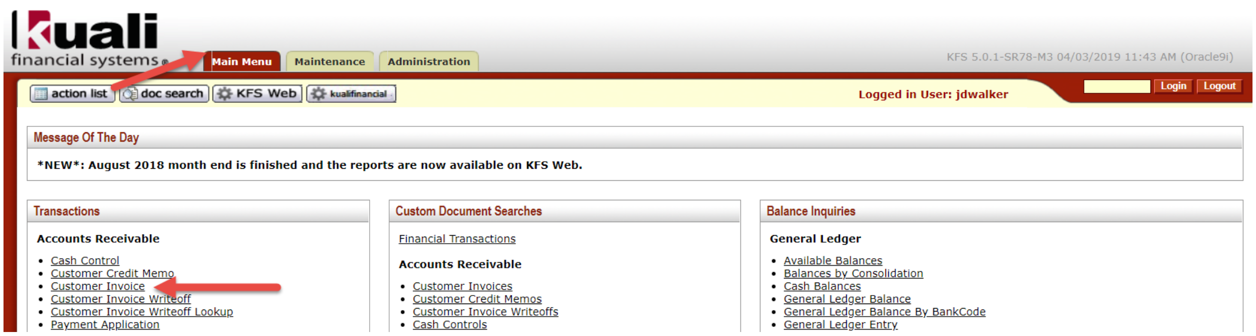
Process

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

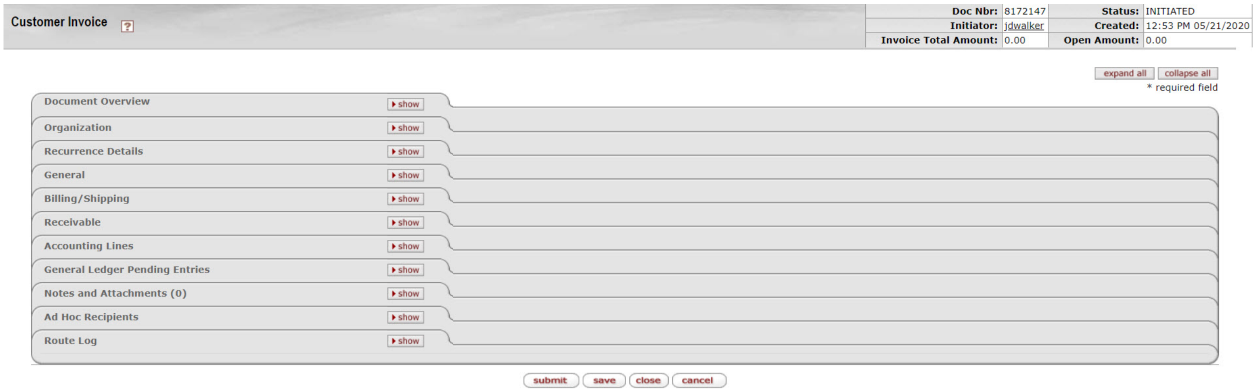
KFS-AR invoices, Document Type (INV), are for goods and services, dishonored checks, and salary overpayment billing.

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.

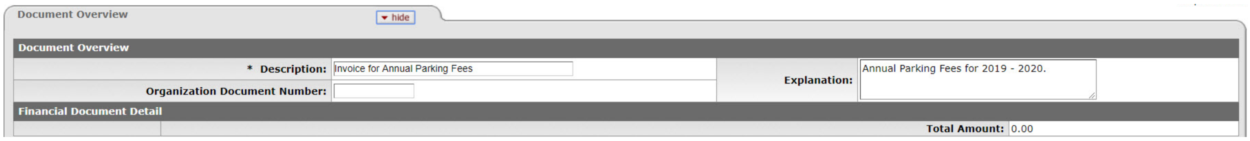
Navigation: Main Menu> Transactions> Accounts Receivable> Customer Invoice



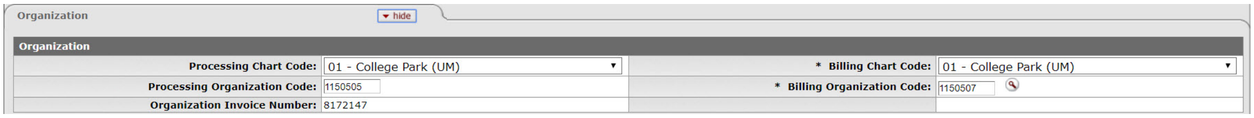
Step #	Procedure
30.	Click the **Customer Invoice** link in the Transactions section from the **Main Menu**.



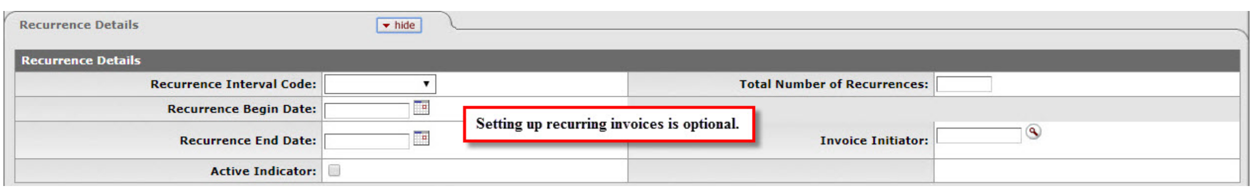
Step #	Procedure
31.	The AR Customer Invoice, Document Type (INV), contains a document header section (top right corner), and eleven tabs.
32.	As a Biller, before you begin creating a **Customer Invoice** there are a few business rules you need to know: • The customer must be active and have at least 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.



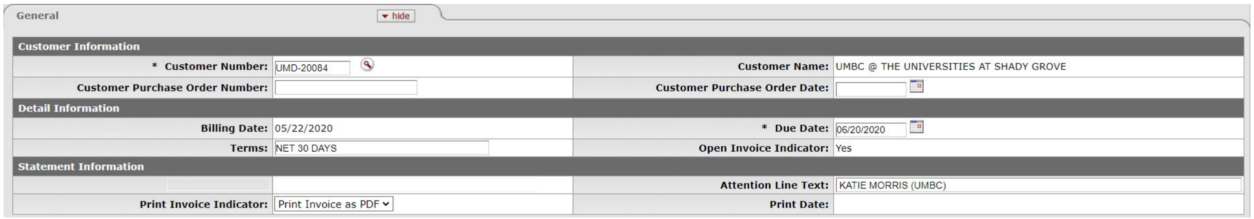
Step #	Procedure
33.	The **Description** field on the **Document Overview** tab is required. Enter "**Invoice for Annual Parking Fees**" in the **Description** field.
34.	The **Explanation** field is recommended for **Goods and Services Invoices**. **Note**: Completing the **Explanation** field is highly 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.



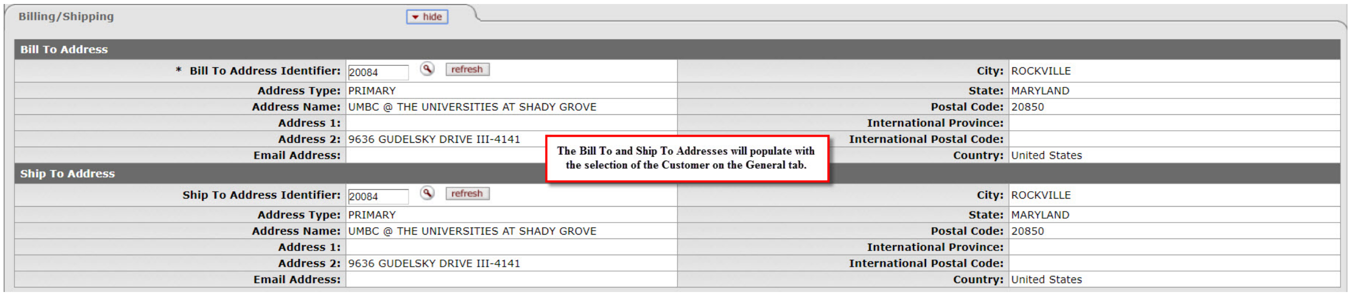
Step #	Procedure
38.	On the **Organization** tab the **Processing Chart Code** and **Processing Organization Code** is defaulted to the Student Financial Services & Cashiering organization code.
39.	The **Billing Chart Code** and **Billing Organization Code** is based on the primary organization code of the initiator. 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. **Note:** The organization invoice number will automatically populate as the customer invoice document number. Click the "**hide**" button on the **Organization** tab.



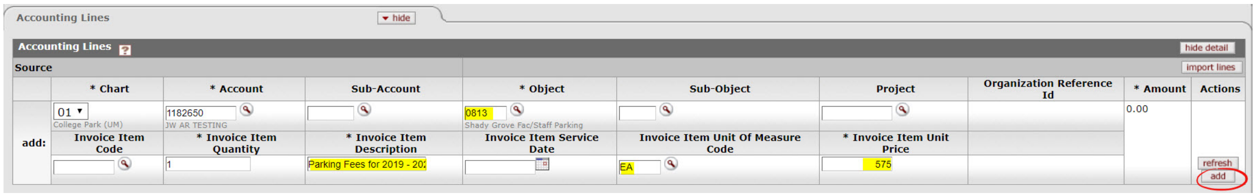
Step #	Procedure
40.	The **Recurrence Details** tab allows you to setup a recurring invoice. For example, setting up recurring invoices for monthly phone bills. Click the "**hide**" button on the **Recurrence Details** tab.



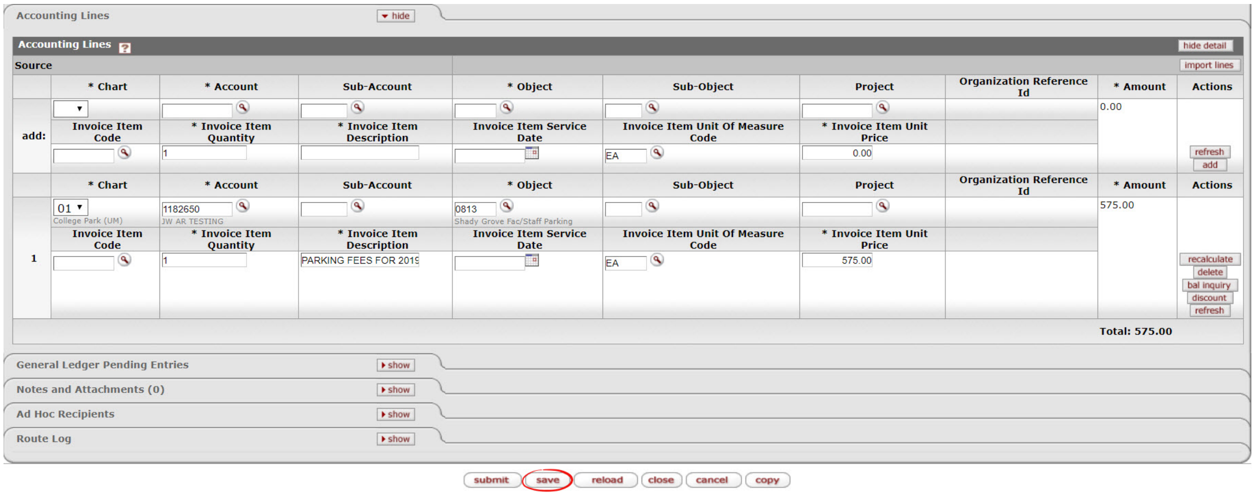
Step #	Procedure
41.	On the **General** tab select the **magnifying glass** to search for the **Customer Number.**
42.	The **Customer Name** will display when the **Customer Number** is populated.
43.	In the **Detail Information** Section, the **Billing Date** is set to the current date. The **Due Date** 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.

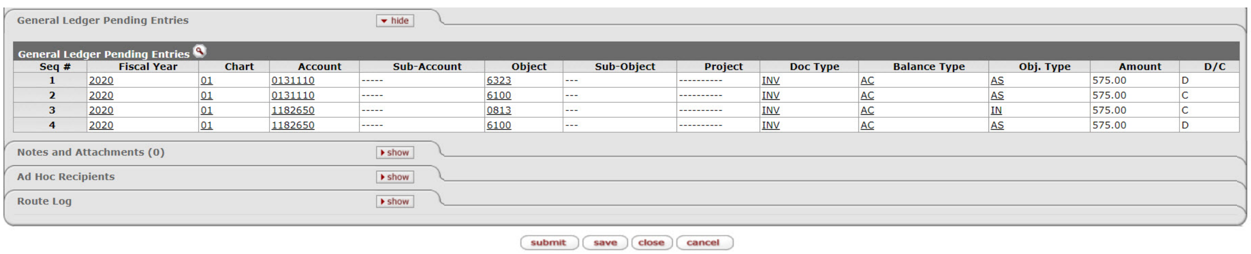


Step #	Procedure
48.	On the **Billing/ Shipping** tab the **Bill to Address Identifier** will populate the Primary address from the **Customer** record when the **Customer Number** is selected. **Note:** To change the address, select the magnifying glass next to the **Bill To Address Identifier** field 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.

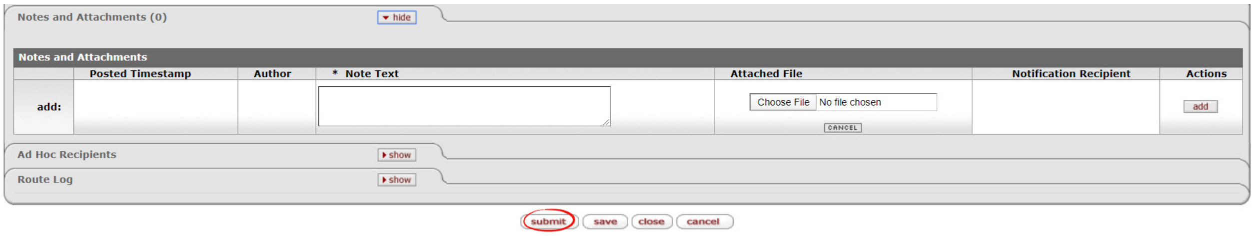


Step #	Procedure
51.	The **Accounting Lines** tab is where you enter the account(s) that will record the revenue for the associated invoice item(s). On the **Accounting Lines** click on the Chart drop down arrow and select **"01"**.
52.	The **Account Number** field is required, enter a **KFS account 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.

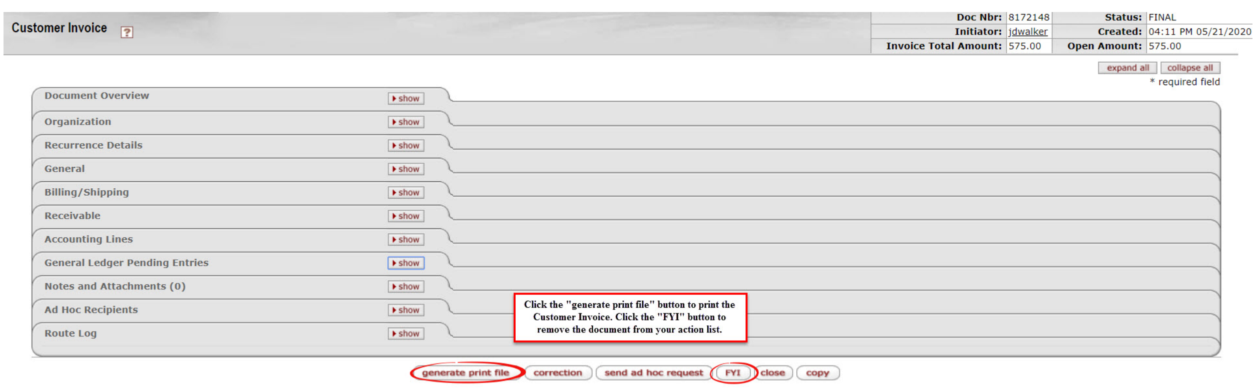




Step #	Procedure
63.	Click the "**show**" button on the **General Ledger Pending Entries** tab.
64.	Review the Debit/Credit rows for the transactions made on the **Accounting Lines** tab.
65.	Click the "**hide**" button on the **General Ledger Pending Entries** tab.



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**

UNIVERSITY OF MARYLAND
Student Financial Services and Cashiering

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
Customer Name: UMBC @ THE UNIVERSITIES A
Invoice Date: 05/21/2020
Total Amount Due: $575.00
Due Date: 06/20/2020

Invoice Number: 8172148
Billed By: VPAF-FA-Systems Control
Prepared By: Julia Walker
Phone: (301) 405-2603
Email: jdwalker@umd.edu

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

Total Amount Due: $575.00

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

UNIVERSITY OF MARYLAND
Student Financial Services and Cashiering

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 GUDELSKY DRIVE III-4141
ROCKVILLE, MD 20850

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

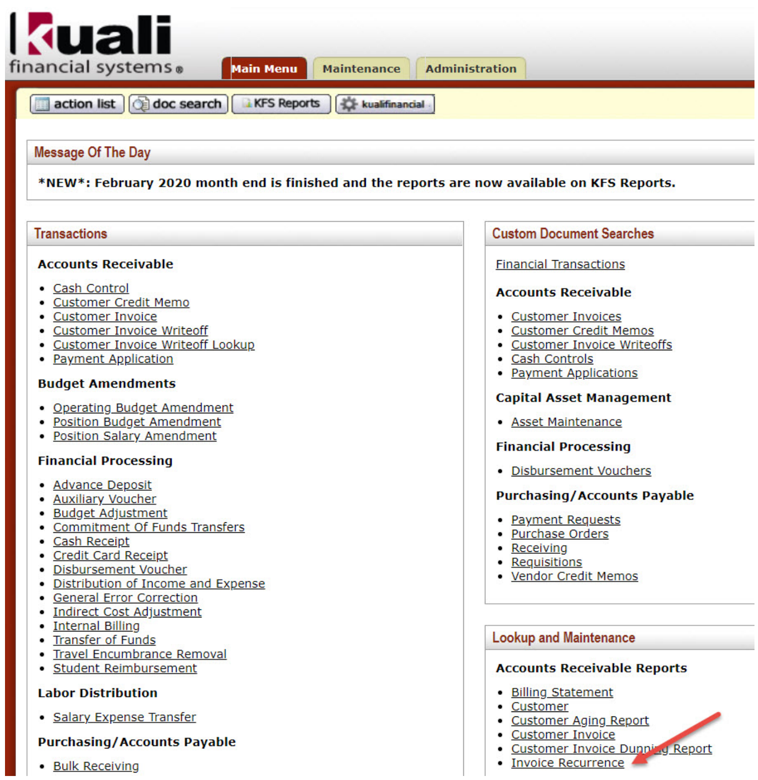
Create an AR Customer Invoice Recurrence

Process

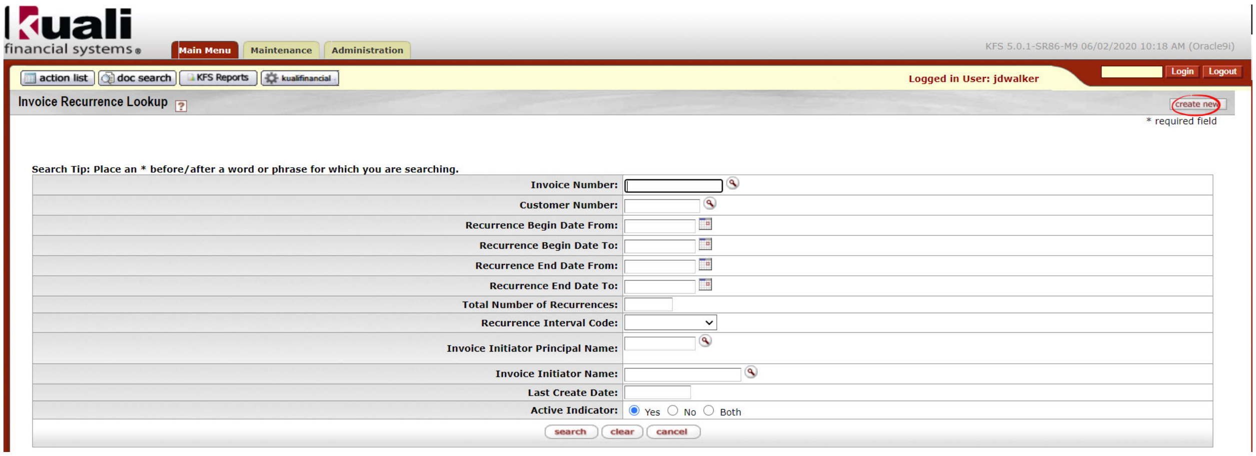
The KFS-AR **Customer Invoice** document, Document Type (INV), allows you to prepare, save and print an invoice for a customer from your organization. These invoices can be set up as recurrence invoices on a monthly or quarterly basis. The recurrence can be set up on the Customer Invoice document (page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

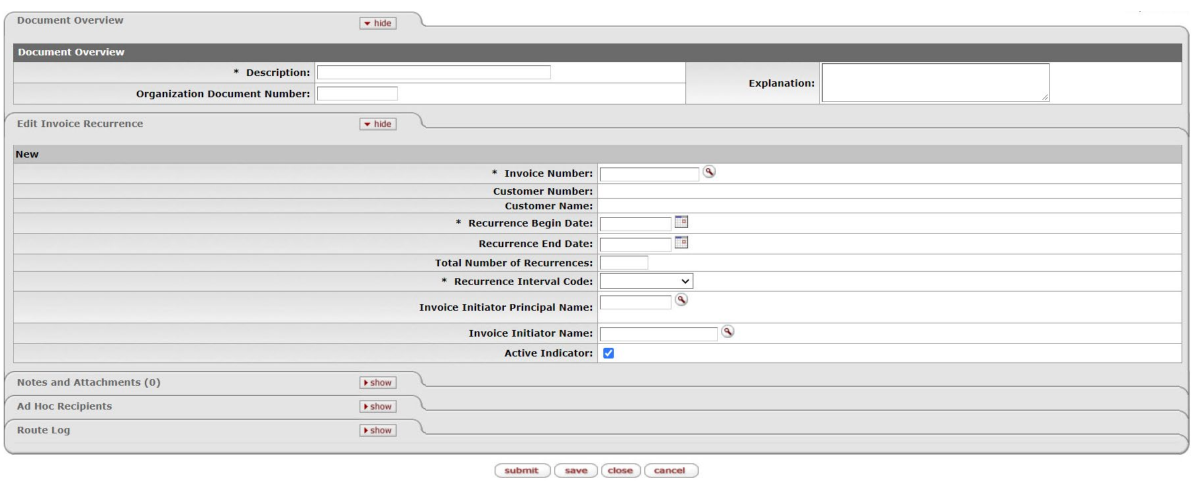
Navigation: Main Menu> Lookup and Maintenance> Accounts Receivable Reports> Invoice Recurrence



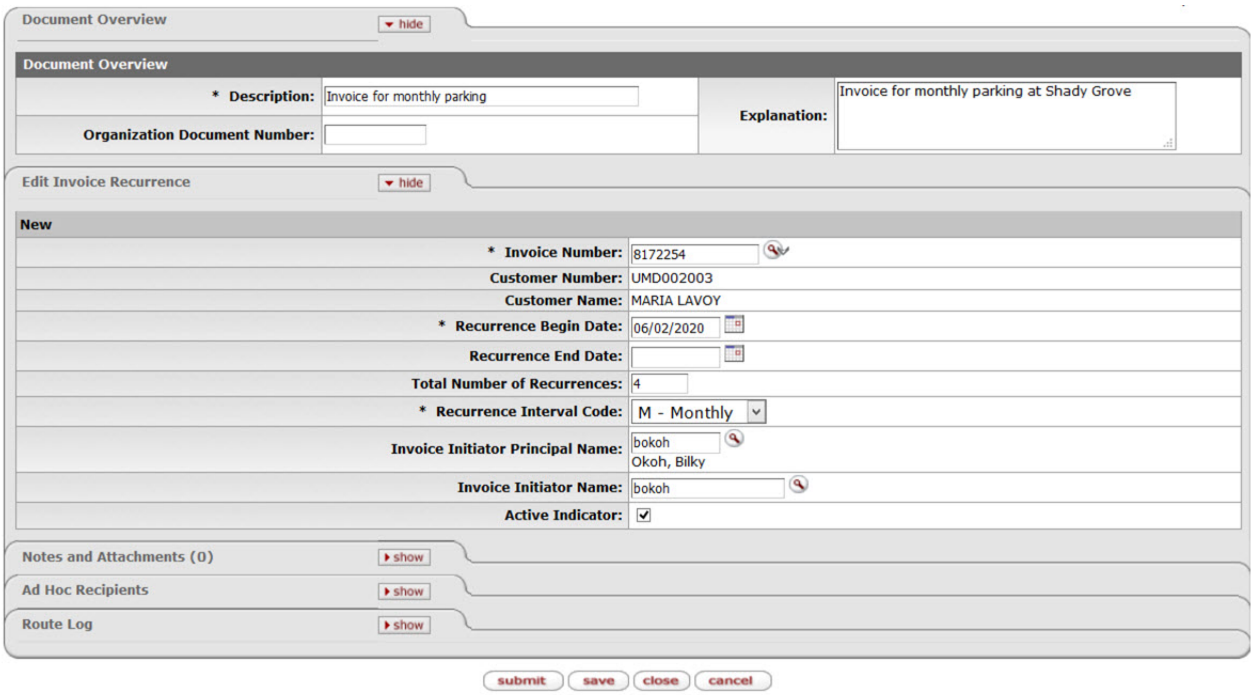
Step #	Procedure
71.	Click the **Main Menu** tab.
72.	Click the **Invoice Recurrence** link under Lookup and Maintenance, Accounts Receivable Reports to open the **Invoice Recurrence Lookup** window to search for an existing Invoice Recurrence in KFS-AR.



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



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.



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**