



FINANCE  
CONTROLLER

---

**Kuali Financial System**

**KFS AR Module  
Quick Guide for Reports**



## Contents

<b>Viewing AR Reports .....</b>	<b>3</b>
<b>Business Rules .....</b>	<b>4</b>
<b>Buttons .....</b>	<b>4</b>
<b>Billing Statement .....</b>	<b>5</b>
<b>Customer Aging Report .....</b>	<b>7</b>
<b>Customer Invoice Generation .....</b>	<b>10</b>



## 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 System web interface. At the top left is the Kuali logo. Below it is a navigation bar with tabs: Main Menu, Maintenance, System Control Reconciliation, and Administration. Underneath are utility buttons: action list, doc search, KFS Reports, and kualifinancial. A "Message Of The Day" banner states: "\*NEW\*: February 2020 month end is finished and the reports are now available on KFS Reports." The main content area is divided into two columns. The left column, titled "Transactions", lists various report categories: Accounts Receivable (Cash Control, Customer Credit Memo, Customer Invoice, Customer Invoice Writeoff, Customer Invoice Writeoff Lookup, Payment Application), Budget Amendments (Operating Budget Amendment, Position Budget Amendment, Position Salary Amendment), Financial Processing (Advance Deposit, Auxiliary Voucher, Budget Adjustment, Commitment Of Funds Transfers, Cash Receipt, Credit Card Receipt, Disbursement Voucher, Distribution of Income and Expense, General Error Correction, Indirect Cost Adjustment, Internal Billing, Transfer of Funds, Travel Encumbrance Removal, Student Reimbursement), Labor Distribution (Salary Expense Transfer), and Purchasing/Accounts Payable (Bulk Receiving). The right column, titled "Custom Document Searches", lists: Financial Transactions, Accounts Receivable (Customer Invoices, Customer Credit Memos, Customer Invoice Writeoffs, Cash Controls, Payment Applications), Capital Asset Management (Asset Maintenance), Financial Processing (Disbursement Vouchers), and Purchasing/Accounts Payable (Payment Requests, Purchase Orders, Receiving, Requisitions, Vendor Credit Memos). Below this is a "Lookup and Maintenance" section with "Accounts Receivable Reports" containing: Billing Statement, Customer, Customer Aging Report, Customer Invoice, Customer Invoice Dunning Report, and Invoice Recurrence. The "Billing Statement", "Customer", "Customer Aging Report", and "Customer Invoice" items are highlighted with red boxes.



## **Business Rules**

- The Customer Invoice eDocs must be Final.

## **Buttons**



1. Click the 'generate print file' button to view and print the Billing Statement and PDF invoice
2. Click the 'search' button to retrieve Customer Aging Report
3. Click the 'clear' to clear the search criteria
4. Click the 'cancel' button to cancel the search



## Billing Statement

The screenshot shows the 'Billing Statement Generation' form in the Kuali Financial System. The form has a header with the Kuali logo and navigation tabs for 'Main Menu', 'Maintenance', and 'Administration'. Below the header is a search bar with 'action list', 'doc search', 'KFS Reports', and 'kualifinancial'. The main form area contains the following fields:

- Chart Code: [text input] [magnifying glass icon]
- Organization Code: [text input] [magnifying glass icon]
- Customer Number: [text input] [magnifying glass icon]
- Account Number: [text input] [magnifying glass icon]
- Include Zero Balance Customers:  Yes  No

At the bottom of the form are three buttons: 'generate print file', 'clear', and 'cancel'.

- 1. (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
  - Chart Code and KFS Account Number or select the magnifying glass to search
  - Include Zero Balance Customers radio button is defaulted to No
- 2. (Required) Click the 'generate print file' button**



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

		<b>UNIVERSITY OF MARYLAND</b> Student Financial Services and Cashiering		Student Financial Services and Cashiering Lee Building 7809 Regents Drive College Park, MD 20742-5151 FED ID #52-6002033											
<b>BILLING STATEMENT</b>															
Customer Number: UMD-20084 Customer Name: KATIE MORRIS (UMCB)			Statement Date: 06/01/2020 Billed By: VPAF-Compt-Systems Control Prepared By: Julia Walker Phone: (301) 405-2603 Email: jdwalker@umd.edu												
Total Amount Due: \$575.00															
INVOICE #	DATE	DESCRIPTION	CHARGES	CREDITS											
8171312	04/24/2020	INVOICE FOR DOCUMENTATION	1,000.00												
8171757	05/04/2020	INVOICE TESTING	250.00												
8171995	05/18/2020	RENTAL FOR TESTING SITE	100.00												
8172003	05/19/2020	INVOICE FOR TESTING MATERIALS	1,000.00												
8172148	05/28/2020	INVOICE FOR ANNUAL PARKING FEES	575.00												
DRAFT															
				<table border="1"> <tr> <th>CURRENT</th> <th>31-60 DAYS</th> <th>61-90 DAYS</th> <th>OVER 90 DAYS</th> <th>ACCOUNT BALANCE</th> </tr> <tr> <td>2,925.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>2,925.00</td> </tr> </table>		CURRENT	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	ACCOUNT BALANCE	2,925.00	0.00	0.00	0.00	2,925.00
CURRENT	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	ACCOUNT BALANCE											
2,925.00	0.00	0.00	0.00	2,925.00											
<b>Total Amount Due:</b>			<b>\$2,925.00</b>												

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



**Remittance Form**

**Customer Number**  
UMD-20087

**Due Date**                      **Total Amount Due**  
06/18/2020                      \$2,925.00

**Enter Amount Paid:**

*To avoid a late penalty fee, full payment must be received by the due date.*

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

**REMIT TO:**

University of Maryland  
Student Financial Services and Cashiering  
Lee Building, 7809 Regents Drive  
College Park, MD 20742-5151



## Customer Aging Report

Report Option:  Processing Organization  Billing Organization  Account

\* Processing/Billing Chart Code:

\* Processing/Billing Organization Code:

\* Account Chart Code:

\* Account Number:

\* Report Run Date: 05/07/2020

search clear cancel

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

### If the Processing Organization is selected,

- (Required) Enter in the Chart Code for the Processing Organization
- (Required) Enter in the Organization Code for the Processing Organization
- (Required) Click the 'search' button

### If the Billing Organization is selected,

- (Required) Enter in the Chart Code for the Billing Organization
- (Required) Enter in the Organization Code for the Billing Organization
- (Required) Click the 'search' button

### If the Account is selected,

- (Required) Enter in the Chart Code for the Account
- (Required) Enter in the Account Number
- (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
- (Required) Click the 'search' button



# Kuali Financial System Process Documentation – AR Reports



Main Menu Maintenance System Control Reconciliation Administration

KFS 5.0.1-SR86-M5 05/06/2020 02:47 PM (Oracle9i)

action list doc search KFS Reports ksu:financial

Logged in User: casp

Login Logout

## Customer Aging Report

Report Option:  Processing Organization  Billing Organization  Account

\* Processing/Billing Chart Code: 01

\* Processing/Billing Organization Code: 1150505

\* Account Chart Code:

\* Account Number:

\* Report Run Date: 05/07/2020

search clear cancel

44 Items retrieved, displaying all items.

Customer Name	Customer Number	0-30 days	31-60 days	61-90 days	91-120 days	121+ days
15694-J. VINTON SCHAFFER	UMD	5,824.55	0.00	0.00	0.00	0.00
15669-KAISIER PERMANENTE	UMD	31,600.00	0.00	0.00	0.00	0.00
15156-WALTER REED ARMY INSTITUTE OF RESEARCH	UMD	1,000.00	0.00	0.00	0.00	0.00
AMANDA FLOWERS	AMA2001	0.00	1,785.00	0.00	0.00	0.00
16235-SALISBURY UNIVERSITY	UMD	20,500.00	0.00	0.00	0.00	0.00
ZOLA LEWIS	LEW2015	750.00	0.00	0.00	0.00	0.00
19636-JAVAN INC	UMD	1,449.58	0.00	0.00	0.00	0.00
15744-BOWIE STATE UNIVERSITY	UMD	53,145.00	0.00	0.00	0.00	0.00
TRANSTECH ENGINEERING CONSULTANTS, INC	0002022	1,265.00	0.00	0.00	0.00	0.00
18869-THE HENRY M. JACKSON FOUNDATION	UMD	3,181.70	0.00	0.00	0.00	0.00
15687-THE COURTYARDS AT MD #709	UMD	8,028.89	0.00	0.00	0.00	0.00
POPPY TAYLOR	POP2035	775.00	0.00	0.00	0.00	0.00
20084-UMBC @ THE UNIVERSITIES AT SHADY GROVE	UMD	1,250.00	0.00	0.00	0.00	0.00
PROPERTY MANAGEMENT LLC	PRO2036	80,000.00	0.00	0.00	0.00	0.00
16224-UMBC	UMD	17,018.75	0.00	0.00	0.00	0.00
16205-RIDGELY VOL FIRE DEPT	UMD	9,300.00	0.00	0.00	0.00	0.00
15486-ACT TEST ADMINISTRATIONS	UMD	24,270.00	0.00	0.00	0.00	0.00
VIETNAM CHAMBER OF COMMERCE & INDUSTRY	0002028	15,500.00	0.00	0.00	0.00	0.00
16237-ADVENTIS HEALTH CARE	UMD	14,707.00	0.00	0.00	0.00	0.00
NIFM, MINISTRY OF FINANCE, GOVT OF INDIA	NIF2022	50,000.00	0.00	0.00	0.00	0.00
15522-BERWYN HEIGHTS VFD & RS	UMD	10,006.00	0.00	0.00	0.00	0.00
USACE, RSFO	USA2027	111,692.19	0.00	0.00	0.00	0.00
16184-ORGANIC AGRICULTURE RECYCLING LLC	UMD	13,033.90	0.00	0.00	0.00	0.00
16174-HOWARD UNIVERSITY	UMD	2,100.00	0.00	0.00	0.00	0.00
PRINCE GEORGES COUNTY SCHOOLS	PR12000	900.00	0.00	0.00	0.00	0.00
16193-MARYLAND DHHS PUBLIC HEALTH SERVICES	UMD	10,785.00	0.00	0.00	0.00	0.00
MARY COUNSELING	MAR2002	100.00	0.00	0.00	0.00	0.00
SPONGEBOB SQUAREPANTS	SPO2039	65.00	0.00	0.00	0.00	0.00
UNIVERSITY OF MARYLAND OTORHINOLARYNGOLOGY-HEAD & NECK SURGE	UNI2018	1,531.88	0.00	0.00	0.00	0.00
BRIAN TEST	BRI2037	5,750.00	0.00	0.00	0.00	0.00
16097-BOY SCOUTS OF AMERICA	UMD	9,989.00	0.00	0.00	0.00	0.00
PINKERTON, SUSAN	PIN2000	0.00	500.00	0.00	0.00	0.00
16173-PLANETARY SCIENCE INSTITUTE	UMD	200.00	0.00	0.00	0.00	0.00
1793-BOYS AND GIRLS HARBOR UPWARD BOUND	UMD	7,500.00	0.00	0.00	0.00	0.00
15691-THE CLARK CONSTRUCTION GROUP INC	UMD	13,983.50	0.00	0.00	0.00	0.00
16242-UMB SCHOOL OF NURSING	UMD	21,820.00	0.00	0.00	0.00	0.00
19130-HOWARD UNIVERSITY	UMD	12,801.88	0.00	0.00	0.00	0.00
PERFECT WORLD EDUCATION & TECHNOLOGY (BEIJING) CO LTD	PER2020	68,000.00	0.00	0.00	0.00	0.00
16220-ZIEGLER, BETH	UMD	0.00	1,750.00	0.00	0.00	0.00
16253-U.S. DEPT OF HOUSING AND URBAN DEVELOPMENT	UMD	29,225.00	0.00	0.00	0.00	0.00
15659-CARROLL COUNTY VOL EMERGENCY	UMD	13,803.89	0.00	0.00	0.00	0.00
16186-FEDERAL AVIATION ADMINISTRATION	UMD	34,638.29	0.00	0.00	0.00	0.00
16177-US ARMY RESEARCH LABORATORY	UMD	100.00	0.00	0.00	0.00	0.00
15129-PANDA EXPRESS	UMD	1,636.00	0.00	0.00	0.00	0.00
<b>TOTALS:</b>	44 customers	\$709227.01	\$4035.00	\$0.00	\$0.00	\$0.00

Export options: CSV | spreadsheet | XML

Copyright 2005-2020 The Kuali Foundation. All rights reserved.  
Portions of Kuali are copyrighted by other parties as described in the Acknowledgments screen.



### The report provides the following information:

- Customer Name
- Customer Number – Clicking the link will open the **Customer Open Item Report**, displaying a list of all aging invoices for the customer
- Aging Days 0-30 – 121+ days – Clicking the link will open the **Customer Open Item Report**, displaying only the invoices within the aging category
- Total number of customers on the report
- Total amount for each Aging Day category



## Customer Open Item Report

Customer Open Item Report [?](#)

**Customer Number: AMA2001 AMANDA FLOWERS**

Report Option: Processing Organization  
 Chart Code:  
 Organization Code: 1150505  
 Report Run Date: 05/07/2020  
 Report Age: 31-60 days

2 items retrieved, displaying all items.

Document Type	Document Number	Document Description	Billing Date	Due/Approved Date	Original Document Amount	Unpaid/Unapplied Amount
INV	8169853	Invoice for April Training	04/02/2020	05/02/2020	385.00	285.00
INV	8169845	Monthly KFS Support invoice	04/01/2020	05/01/2020	1,500.00	1,500.00

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

### The report provides the following information:

- Customer Number and Name
- Report Option: Processing Organization, Billing Organization or Account
- The Processing Organization Number, Billing Organization Number or Account Number
- Report Run Date
- Report Age – 0-30, 31-60, 61-90, 91-120, 121+
- Number of items retrieved
- Document Type
- Document Number
- Document Description
- Billing Date
- Due/Approved Date
- Original Document Amount
- Unpaid/Unapplied Amount



## Customer Invoice Generation

Customer Invoice Generation

Chart Code:

Organization Code:

User Id:

Print invoices for date:

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) Click the 'generate print file' button



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

 <b>UNIVERSITY OF MARYLAND</b> 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		<b>INVOICE</b>			
<b>Customer Number:</b> UMD-20084 <b>Customer Name:</b> UMBC @ THE UNIVERSITIES A <b>Invoice Date:</b> 05/21/2020 <b>Total Amount Due:</b> \$575.00 <b>Due Date:</b> 06/20/2020		<b>Invoice Number:</b> 8172148 <b>Billed By:</b> VPAF-FA-Systems Control <b>Prepared By:</b> Julia Walker <b>Phone:</b> (301) 405-2603 <b>Email:</b> jdwalker@umd.edu			
QTY	UNIT	DESCRIPTION	ITEM CODE	UNIT PRICE	AMOUNT
1.00	EA	PARKING FEES FOR 2019 - 2020		575.00	575.00
<b>Total Amount Due:</b>				<b>\$575.00</b>	

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



**Remittance Form**

<b>Customer Number</b>	<b>Customer Invoice #</b>	<b>Due Date</b>	<b>Total Amount Due</b>
UMD-20084	8172148	06/20/2020	\$575.00
<b>Enter Amount Paid: \$</b>			<input type="text"/>

*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