**Accounts Receivable module**

**Customer Invoice Report**

AR reports available from the KFS Module Accounts Receivable Tab, Other Links submenu.

The Customer Invoice menu option allows you to print invoices in batch based on Billing Organization, Processing Organization or user depending on the print option selected on the invoice(s).

**Lookup Criteria**

Customer Invoice Generation screen definitions:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart Code</td>
<td>The chart code for billing or processing org for the desired invoice.</td>
</tr>
<tr>
<td>Organization Code</td>
<td>The billing or processing organization code for the desired invoice.</td>
</tr>
<tr>
<td>User Id</td>
<td>The user ID of the person who generated the desired invoice.</td>
</tr>
<tr>
<td>Print invoices for date</td>
<td>The date of the invoices to be printed.</td>
</tr>
<tr>
<td>Org Type</td>
<td>The organization type for the desired invoice.</td>
</tr>
</tbody>
</table>
**INVOICE**

**INDIANA UNIVERSITY**

**BLOOMINGTON, IN 47405**

**FED ID #1111111**

---

**DATE:** 01/09/2012

**INVOICE:** 3520

**CUSTOMER NUMBER:** ABB2

**ATTN:**

---

**BILL TO (DO NOT REMIT TO):**

**VICE PRES INFORMATION TECHNOLOGY**

**PHONE:** (317) 204-4617

**FAX:**

**PREPARED BY:** KEISHA HUNTLEY

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**PO/AGREEMENT NO:**

**PO/AGREEMENT DATE:**

---

**ITEM**

<table>
<thead>
<tr>
<th>QTY</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>CODE</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>EA</td>
<td>TABLES AND CHAIRS</td>
<td>125.50</td>
<td>1,255.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>EA</td>
<td>DELIVERY CHARGES</td>
<td>75.00</td>
<td>75.00</td>
<td></td>
</tr>
</tbody>
</table>

(Additional invoice lines may be printed on the following pages)

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**Use to test CA tax**

**PAY THIS AMOUNT:** 1,330.00

---

**PLEASE MAKE CHECKS PAYABLE TO:**

**INSTITUTION NAME**

**INVOICE DATE:** 01/09/2012

**INVOICE:** 3520

**CUSTOMER NB#:** ABB2

**BL#**: 103200

**ATTN:** WOODS CORPORATION

100001 MAIN STREET

SUITE IW

NORTH CHICAGO, IL 60064

**REMIT TO:** First Bank of Pasco

PO Box 41587

Pasco, WA 99001

0000001333200 00000013826 000000ABB2 0

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Customer Invoice Report example