Accounts Receivable Module
Customer Invoice Report

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Overview
Accounts Receivable reports are available from the KFS Module “Accounts Receivable” menu, “Other Links” section.
The Customer Invoice Report 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

<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

**Page 1 of 1**

Date: 01/06/2012

**CUSTOMER NUMBER:** 4882

**ATTN:**

**SHIP TO:**

**INVOICE:** 3030

**BILLED BY:** (DO NOT REMIT TO):

VICE PRES INFORMATION TECHNOLOGY
PHONE: (317) 244-6417
FAX: PREPARED BY: KEISHA HUNTLEY

**AGREEMENT NO:**
**AGREEMENT DATE:**

<table>
<thead>
<tr>
<th>QTY</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>ITEM 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></td>
<td>125.00</td>
<td>1250.00</td>
</tr>
<tr>
<td>1</td>
<td>EA</td>
<td>DELIVERY CHARGES</td>
<td></td>
<td>75.00</td>
<td>75.00</td>
</tr>
</tbody>
</table>

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

**Use to test CA tax:**

**PAY THIS AMOUNT:** 1,330.00

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**PLEASE MAKE CHECKS PAYABLE TO:**

**INSTITUTION NAME:**

**INVOICE DATE:** 01/06/2012
**INVOICE:** 3030

**DUE DATE:** 02/05/2013
**AMOUNT DUE:** 1,330.00

**CUSTOMER NBR:** 4882
**BILL:** 1820000

**ATTN:** WOODS CORPORATION
1000001 MAIN STREET
SUITE 1W
NORTH CHICAGO, IL 60064

**REMIT TO:** First Bank of Pasco
PO Box 44587
Pasco, WA 99301

0000000182 00000000182 00000000182 0

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