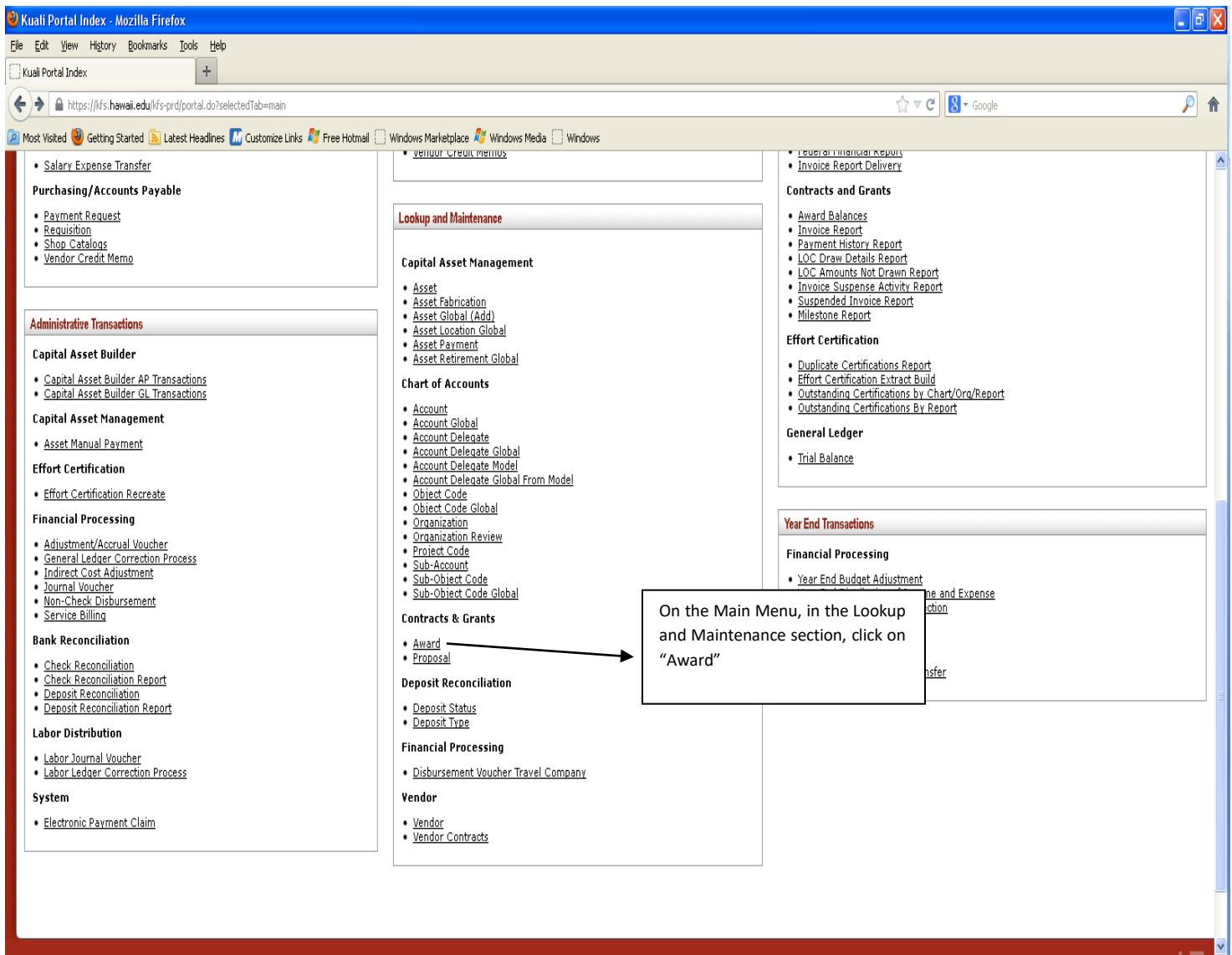


KFS INSTRUCTIONS FOR VIEWING INVOICES FOR PROJECT ACCOUNTS

January 2021

(1) Most KFS invoices can be viewed as follows: In KFS, on the Main Menu Tab, go to the Lookup and Maintenance Section. Click on Award.



(2) An Award Lookup screen will appear. In the Proposal Number section, type in your proposal/award number. Go to the bottom of the screen and click "search."

Kuali Portal Index - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Kuali Portal Index

https://kfs.hawaii.edu/kfs-prd/portal.do?channelTitle=Award&channelUrl=kz/lookup.do?methodToCall=start&businessObjectClassName=org.kuali.kfs.module.cg.businessobject.Award&docFormKey=86888888&returnLocation=htt

Most Visited Getting Started Latest Headlines Customize Links Free Hotmail Windows Marketplace Windows Media Windows

kuali
financial systems

Main Menu Maintenance Administration

Help Resources

Prod (Branch: uh_1.0.3; Rev: 5200; 02/10/13) (Oracle9i)

action list doc search

Logged in User: morita Logout

Award Lookup ? create new

* required field

Proposal Number:	21760
Agency Number:	
Award Document Number:	
Award ID:	
Fund Manager Principal Name:	
Total Amount:	
Start Date From:	
Start Date To:	
Stop Date From:	
Stop Date To:	
Last Billed Date From:	
Last Billed Date To:	
Project Title:	
Grant Number:	
Grant Description:	
Status:	
Federal Pass Through Agency Number:	
Purpose:	
Subcontractor Number:	
Project Director Principal Name:	
Organization Code:	

Type in Proposal Number

(3) The award will appear at the bottom of the screen. Click on "View Invoices."

Kuali Portal Index - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Kuali Portal Index

https://kfs.hawaii.edu/kfs-prd/portal.do?channelTitle=Award&channelUrl=ky/lookup.do?methodToCall=start&businessObjectClassName=org.kuali.kfs.module.cg.businessobject.Award&docFormKey=68888888&returnLocation=hit

Most Visited Getting Started Latest Headlines Customize Links Free Hotmail Windows Marketplace Windows Media Windows

Billing Frequency:

Financial Report Template:

Financial Report Frequency:

State Transfer: ☐ Yes ☐ No ☒ Both

Exclude from Invoicing: ☐ Yes ☐ No ☒ Both

Suspend Generated Invoice: ☐ Yes ☐ No ☒ Both

Reason for Suspending Generated Invoice:

Instrument Type:

Source Of Funds:

Minimum Invoice Amount:

Award Funding Expiration Date From:

Award Funding Expiration Date To:

Draw Number:

Active Indicator: ☐ Yes ☐ No ☒ Both

You have entered the primary key for this table (Proposal Number) in the search criteria. Since these fields can be used to uniquely identify a row in this table, the other search criteria entered will be ignored.

One item retrieved.

Actions	Title	Proposal Number	Award ID	Award Document Number	Agency Name	Total Amount	Start Date	Stop Date	Last Billed Date	Project Title	Grant Number	Grant Description	Status	Primary Organization Code	Primary Project Director Name	Primary Fund Manager Name	Billing Frequency	Financial Report Template	Financial Report Frequency	State Transfer	Exclude from Invoicing	Susp Gener Invc
edit copy View Invoices View Award		21760			HEALTH, DEPT OF BHA, DEVELOPMENTAL DISAB DIV	1,300,000.00	05/26/2011	06/30/2013	01/31/2013	CDS-DOH DVLPMTL DISABL DIVISIO	ASO LOG 11-134	2	Q	CDS	Ozaki, Rebecca	Ma, Aileen	MON			No	No	No

Click "View Invoices"

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

Copyright 2005-2013 The Kuali Foundation. All rights reserved.
Portions of Kuali are copyrighted by other parties as described in the [Acknowledgments](#) screen.

- (4) A listing of all CG invoices that were created are listed at the bottom of the screen. Select the eDoc number located in the "Document/Notification Id" section for the invoice you want to view.

Kuali Portal Index - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Kuali Portal Index

https://ifs.hawaii.edu/ifs-prd/portal.do?channelTitle=AwardsChannel&h=xyz/lookup.do?methodToCall=start&businessObjectClassName=org.kuali.ifs.module.cg.businessobject.Award&docFormId=808888888&returnLocation=hit

Most Visited Getting Started Latest Headlines Customize Links Free Hotmail Windows Marketplace Windows Media Windows

Document/Notification Id:

Date Created From:

Date Created To:

Document Description:

Organization Document Number:

Proposal Number:

Customer Name:

Chart Code:

Account Number:

Organization Code:

After clicking "View Invoices", a listing will appear at the bottom of your screen. Select the invoice you want to view by clicking the eDoc located under the "Document/Notification Id" column.

5 items found. Please refine your search criteria to narrow down your search.

5 items retrieved, displaying all items.

Return Value	Document/Notification Id	Type	Title	Route Status	Initiator	Date Created	Route Log
return value	397908	Contracts and Grants Invoice	Contracts and Grants Invoice - Auto-generated Invoice Document	FINAL	Ma, Aileen	02/15/2013 08:53 AM	eDoc
return value	278725	Contracts and Grants Invoice	Contracts and Grants Invoice - Auto-generated Invoice Document	FINAL	Ma, Aileen	11/12/2012 07:03 AM	eDoc
return value	262468	Contracts and Grants Invoice	Contracts and Grants Invoice - Auto-generated Invoice Document	FINAL	Ma, Aileen	10/30/2012 04:24 PM	eDoc
return value	262386	Contracts and Grants Invoice	Contracts and Grants Invoice - Auto-generated Invoice Document	FINAL	Ma, Aileen	10/30/2012 04:02 PM	eDoc
return value	259548	Contracts and Grants Invoice	Contracts and Grants Invoice - Auto-generated Invoice Document	FINAL	Ma, Aileen	10/29/2012 02:21 PM	eDoc

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

Copyright 2005-2013 The Kuali Foundation. All rights reserved.
Portions of Kuali are copyrighted by other parties as described in the [Acknowledgments](#) screen.

- (5) A Contracts and Grants Invoice will appear. Scroll to the bottom of the page and under "Notes and Attachments," you will see the invoice file attachments. Click on the paperclip icon to view the invoice.

KFS :: Contracts and Grants Invoice - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Kuali Portal Index x KFS :: Contracts and Grants Invoice x +

https://kfs.hawaii.edu/kfs-grd/arContractsGrantsInvoiceDocument.do?methodToCall=docHandler&docId=397908&command=displayDocSearchView#topOfForm

Most Visited Getting Started Latest Headlines Customize Links Free Hotmail Windows Marketplace Windows Media Windows

Doc Nbr: 397908	Status: FINAL
Initiator: gilescuu	Created: 08:53 AM 02/15/2013
Invoice Total Amount: 137,572.24	Open Amount: 137,572.24

Contracts and Grants Invoice ?

expand all collapse all
* required field

Document Overview

Document Overview

* Description: Auto-generated Invoice Document

Explanation:

Financial Document Detail

Total Amount: 137,572.24

General

Invoice Lines

Proposal Number:	21760	Number:	
Award Date Range:	2011-05-26 to 2013-06-30	ment:	
Final Bill:	No	envy:	Monthly
Instrument Type:		eriod:	2013-01-01 to 2013-01-31
Award Total:	1,300,000.00	illed:	901,074.39
Amount Remaining To Bill:	318,925.61	Date:	043,502.15
Cost Share Amount:	0.00	Last Billed Date:	01/31/2013

The Contracts and Grants invoice eDoc will appear on your screen. Scroll to the bottom of the screen to see the invoices produced by this CINV.

Organization

Organization

Processing Chart Code:		* Billing Chart Code:	
Processing Organization Code:		Billing Organization Code:	

Customer Information

Customer Information

* Customer Number:	1622	Customer Name:	STATE OF HAWAII, DEPT OF HEALTH (BHA/DDO)
--------------------	------	----------------	---

Invoice Details

Invoice Details

Category	Cumulative Budget	Current Expenditures	Cumulative Expenditures	Balance	Billed	Adjusted Cumulative Expenditures	Adjusted Balance
DIRECT LADOR	735,100.00	03,373.64	620,516.49	106,503.51	545,142.05	620,516.49	106,503.51

KFS :: Contracts and Grants Invoice - Mozilla Firefox

file edit view history bookmarks tools help

Kual Portal Index x KFS :: Contracts and Grants Invoice x

https://kfs.hawaii.edu/kfs-prd/cgr/ContractsGrantsInvoiceDocument.do?methodToCall=renderDoc&docId=397900&command=displayDocSearchView#topOff.htm

Most Visited Getting Started Latest Headlines Customize Links Free Hotmail Windows Marketplace Windows Media Windows

Total Direct Cost	1,257,226.00	132,935.78	947,943.94	309,282.06	815,008.16	947,943.94	309,282.06
INDIRECT COST	42,774.00	4,636.46	33,130.45	9,643.55	20,493.99	33,130.45	9,643.55
Total Indirect Cost	42,774.00	4,636.46	33,130.45	9,643.55	20,493.99	33,130.45	9,643.55
Total Cost	1,300,000.00	137,572.24	981,074.39	318,925.61	843,502.15	981,074.39	318,925.61

Account Details [hide](#)

Account Details

* Account Number	Chart Code	Cumulative Budget	Current Expenditure	Cumulative Expenditures	Balance	Billed
MA - UH-Manoa		1,300,000.00	137,572.24	981,074.39	318,925.61	843,502.15

Invoice Suspension Categories [hide](#)

Invoice Suspension Categories

* Suspension Category Code	* Suspension Category Description
----------------------------	-----------------------------------

Invoice Type Assignments [hide](#)




Invoice Type Assignments

Address Type	Address Name	Invoice Template	Preferred Invoice Template	Print Invoice Indicator	Preferred Print Invoice Indicator
Primary	DEPARTMENT OF HEALTH, STATE OF HAWAII	Standard	Standard	Through Mail	Through Mail

General Ledger Pending Entries [show](#)

Notes and Attachments (3) [hide](#)

Notes and Attachments

	Posted Timestamp	Author	* Note Text	Attached File	Actions
1	02/15/2013 08:57 AM	KFSYS	Auto-generated invoice for Agency Address-397908-DEPARTMENT OF HEALTH, STATE OF HAWAII	 397908_DEPARTMENT OF HEALTH, STATE OF HAWAII02-15-2013.pdf (790 KB, application/pdf)	
2	02/15/2013 08:57 AM	KFSYS	Auto-generated invoice (Copy) for Agency Address-397908-DEPARTMENT OF HEALTH, STATE OF HAWAII	 397908_DEPARTMENT OF HEALTH, STATE OF HAWAII02 15 2013_COPY.pdf (758 KB, application/pdf)	
3	02/15/2013 09:02 AM	Ma, Aileen	Update billing period	 397908_DOH-DDO_change-1.pdf (556 KB, application/pdf)	

Ad Hoc Recipients [show](#)

Route Log [show](#)


Click on the paperclip icon to view an invoice. For invoices submitted to a sponsor, generally there is an original, a copy, and sometimes a copy modified for necessary changes made by the CG Accountant.

(6) A PDF copy of the invoice will appear.

397908_DOH-DDD_change-1.pdf - Adobe Acrobat Pro

File Edit View Window Help

Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients. Highlight Existing Fields



UNIVERSITY OF HAWAII
 Office of Research Services
 2442 Campus Road, Box 268
 Honolulu, Hawaii, 96822

Invoice No: **CO 387908**

Please Include Invoice Number with Check or Wire Payment

SPONSOR: DEPARTMENT OF HEALTH, STATE OF HAWAII
BEHAVIORAL HEALTH ADMIN

DATE: 03-15-2013
UH PROPOSAL NUMBER: 21752

DESCRIPTION / DATE OF SERVICE	CURRENT AMOUNT	CUMULATIVE AMOUNT	TOTAL AMOUNT
PAYMENT IS HEREBY REQUESTED FOR: AWARD NUMBER: ASD L08 19-134 PROJECT ENTITLED: <div style="border: 1px solid black; height: 20px; display: inline-block;"></div> PRINCIPAL INVESTIGATOR: <div style="border: 1px solid black; height: 20px; display: inline-block;"></div> PERIOD: <div style="border: 1px solid black; height: 20px; display: inline-block;"></div>			\$137,572.24
DIRECT LABOR	\$93,373.04	\$93,373.04	
FRINGE BENEFITS	\$29,817.31	\$123,190.35	
SERVICES - FEE BASIS	\$5,815.40	\$129,005.75	
MATERIALS & SUPPLIES	\$7,087.89	\$136,093.64	
TRAVEL - DOMESTIC	\$3,492.82	\$139,586.46	
TRAVEL - INTERNATIONAL	\$0.00	\$139,586.46	
PRINTING & PUBLICATION	\$283.08	\$140,069.54	
UTILITIES & COMMUNICATION	\$751.38	\$140,820.92	
RENTALS	\$1,120.00	\$141,940.92	
REPAIRS	\$0.00	\$141,940.92	
TUTION	\$0.00	\$141,940.92	
STIPENDS & ALLOWANCES	\$450.00	\$142,390.92	
EQUIPMENT	\$0.00	\$142,390.92	
OTHERS	\$740.17	\$143,131.09	
TOTAL DIRECT COSTS	\$132,390.78	\$143,131.09	
TOTAL INDIRECT COST	\$4,596.46	\$147,727.55	
TOTAL COSTS	\$137,572.24	\$147,727.55	

Please Remit Payment within 45 Days of Invoice Date

The KFS copy of is to be used for reference purposes only, the CG Accountant is to submit the signed invoice. For invoices which are not submitted to a sponsor, i.e. requests are submitted on-line, there may be no invoice attachment, and the CINV would be produced to record the AR and Revenue entry only. If the sponsor contacts the PI/FA directly regarding invoicing questions please coordinate responses to the sponsor with the assigned CG Accountant.

There may be cases when payments are received and no invoice is produced. In these cases, a Distribution of Income and Expense (DI) eDoc will be used to record the AR and Revenue and if any invoices were submitted to the sponsor, they would be attached to the DI. The DI entry can be found in the General Ledger Entry under Sponsored Grants/Contracts Rev Object Code 0270.

CINV and DI documents can also be found using the Doc Search by Chart Code and Account Number.