Internal Order, Internal Billing, Distribution of Income & Expense and Line Item Receiving Documents

Presented by:
Campus Services

Campus Services

Campus Services, a financial customer services unit within Business and Financial Services, partners with the campus community by providing professional, knowledgeable and responsible business and financial solutions.

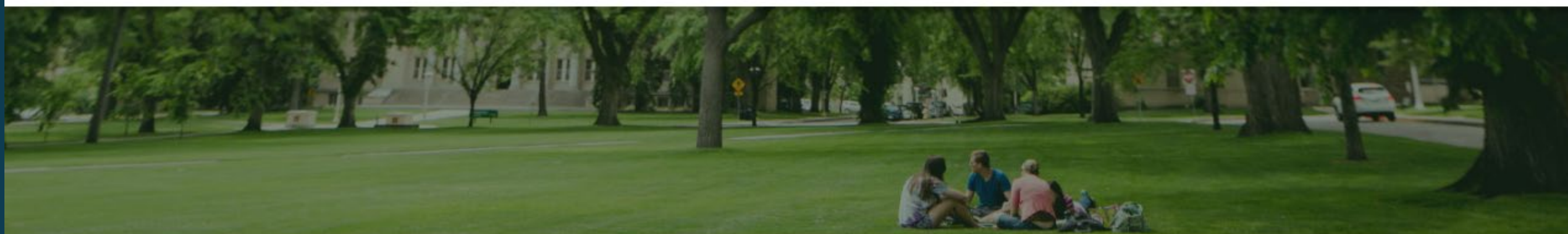
WEBSITE:

http://busfin.colostate.edu/Depts/Campus_Svcs.aspx

Login to KFS – Training Environment

Administrative Applications and Resources

Home Reporting Research



Welcome to AAR

AAR is designed to provide links to the administrative applications supported by the Information Systems Department.

All available applications are accessed using the region on the right side of the page (side menu). Click the pointer next to each section to reveal additional choices. The categories at the top of the page are to provide access to additional resources.

The "Help Request or Feedback" link under the Support submenu can be used to communicate questions, suggestions or issues regarding the administrative applications supported by Information Systems in addition to any general Information Systems related questions, suggestions or issues. The Help Desk is monitored from 7:00 - 16:30 Mon-Fri by phone at 491-1375 or email at is_support_-_scheduling@mail.colostate.edu. We welcome your comments.

You may access the AAR page from the CSU A-Z Web Directory. To create AAR as a Favorite (Bookmark) for access from on campus, use this page.
When accessing the AAR web page from off campus, please use the URL https://secure.colostate.edu and select the AAR menu item.

▾ Application Systems

- Applications Manager
- ARIES/Banner
- ARIESweb
- Conflict of Interest
- Data Access Request
- ETHORITY
- FAMIS Self-Service
- HR System
- Kuali Financial System (KFS)
- Talent Management System
- Time Clock
- Vista Plus

▾ Non-production Applications

- ARIES/Banner TEST
- Training Kuali Financial System
- Vista Plus TEST

Overview

What is correct and complete documentation for Kuali documents?

Internal Order Document

Internal Billing Document

Distribution of Income & Expense

Line Item Receiving

Characteristics of a “well-documented” KFS Document

Answers the following questions:

- What are you trying to record?
- Why are you preparing the entry?
- Are the amounts substantiated/ documents attached?

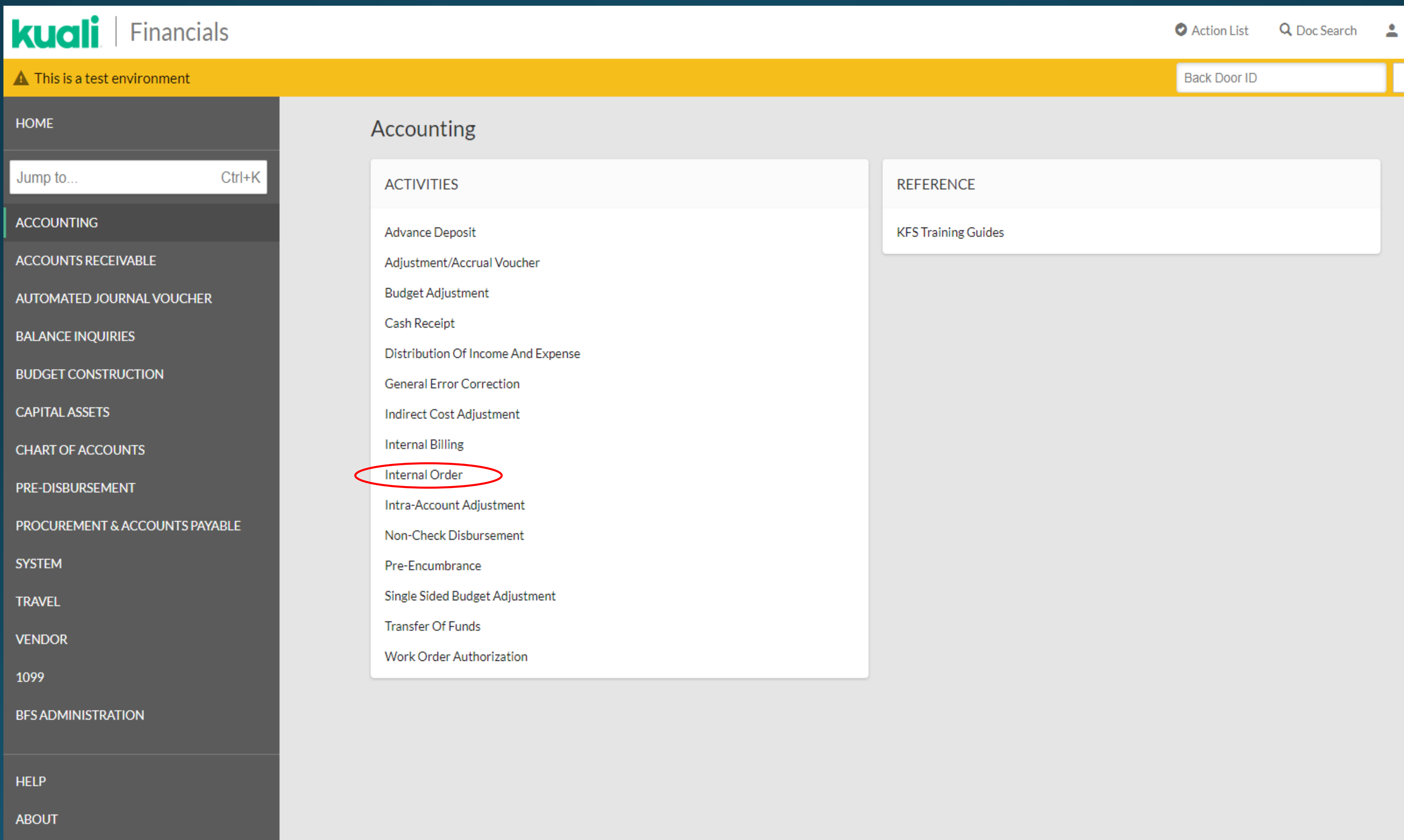
Attachments must be in PDF format

Examples:

Description:	Video Production Costs
Explanation:	Video production costs for the Behavioral Sciences Building grand opening.
Description:	Lory Student Center Catering Services
Explanation:	Catering Services for 'Grill the Buffs' event
Description:	Vehicle Reservation
Explanation:	Motor Pool sedan for John Doe – travel to Sterling November 30, 2019.

Please attach documentation that supports the entry! PDF format

Internal Order



Internal Order

- Document Type 'IO'

- *One-time* orders for goods or services typically provided by one university department to another university department. However, there are exceptions when one account provides goods or services to another account within the same department

- Used for pre-authorized orders

Internal Order - Buyer

- Buyer initiates IO
- Buyer selects supplier from drop down list
- Buyer inputs items, quantities, account, object code, amount
- Valid expense object codes:
  - 62XX (Supplies), 66XX (Services), & 70XX (Cost of Goods Sold)
  - 15XX (Inventory)
  - Plant Accounts use 8800-8955
  - Motor Pool uses 600X, 601X, 607X, 608X

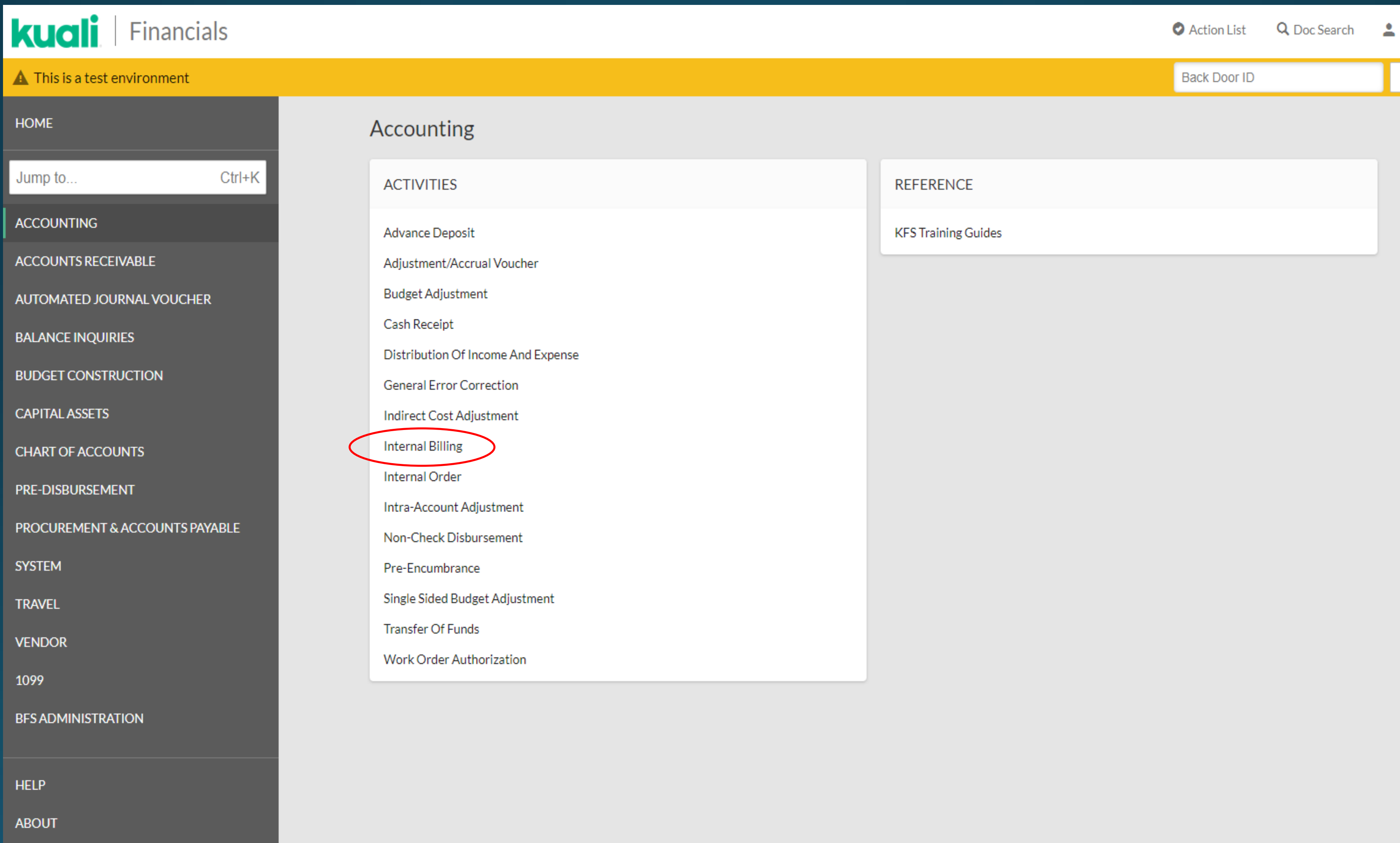
Internal Order - Supplier

- After buyer has approved the document, it will appear on sellers action list
- Seller inputs their revenue account, object code, amount
- Revenue Object code must be a valid on-campus revenue code (48XX or 49XX)

Internal Order

Exercises #1 & #2

Internal Billing



Internal Billing

- Document Type 'IB'
- Used to bill for *repetitive* goods or services provided by one university department to another university department, reflecting income to the provider (supplier) and expense to the customer (buyer)
- Method to bill, with a pre-arranged agreement
- Record billings within your own department
- Document creator (supplier) needs to know both income and expense accounts and object codes

Internal Billing

- This document CAN be used to record a credit between departments or colleges (negative amounts)
- This document is NOT used to record the transfer of capital equipment between university accounts
- This document is NOT used to make a correction to an account/object code or object code mistake

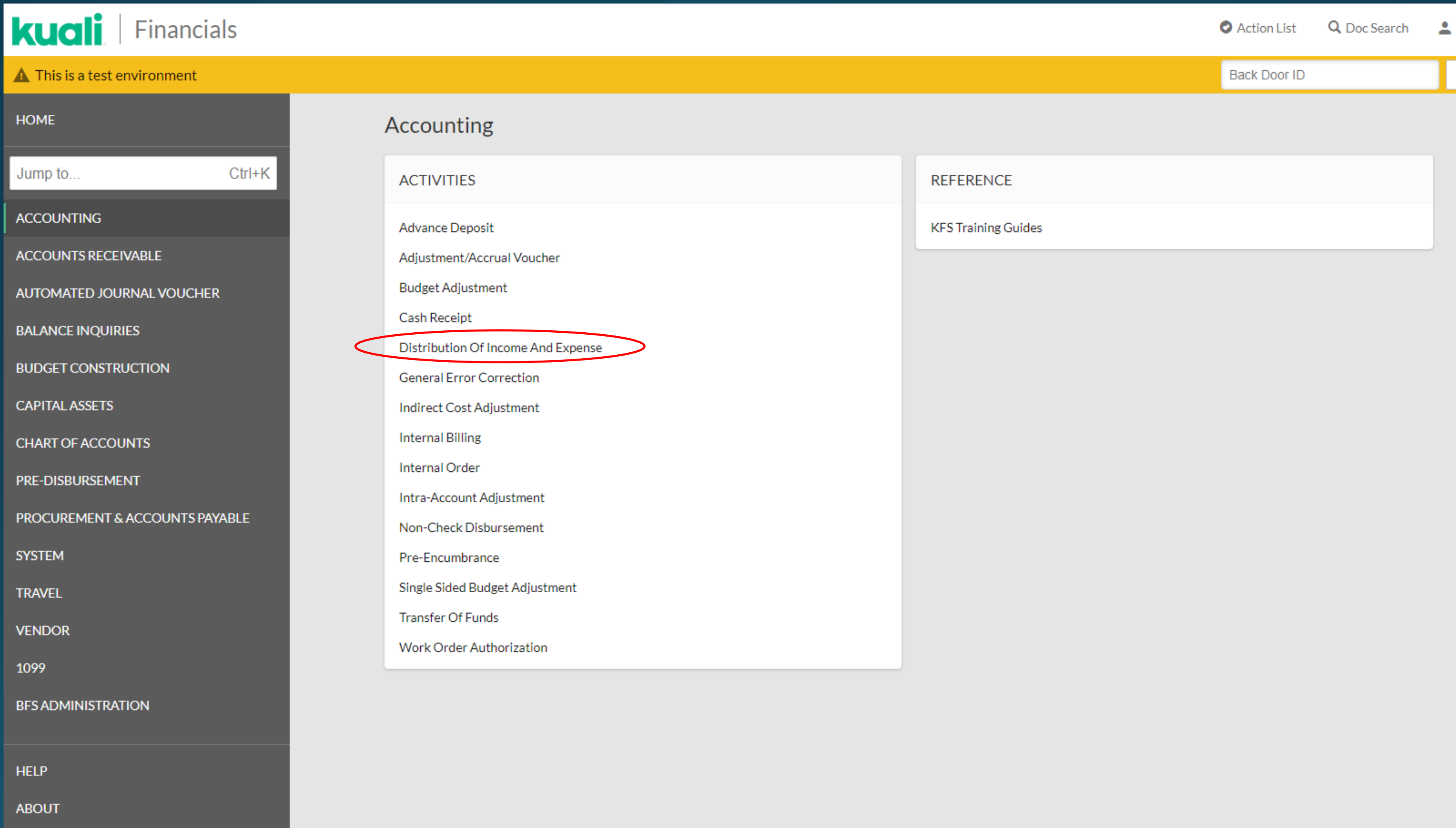
Internal Billing

- Negative accounting line amounts ARE allowed
- There must be at least one completed accounting line in the Income section and one completed accounting line in the Expense section
- The total in the Income section must equal the total in the Expense section in the Accounting Lines tab
- Revenue Object code must be a valid on-campus revenue code (47XX (Facilities), 48XX or 49XX)

Internal Billing

Exercises #3 & #4

Distribution of Income & Expense



Distribution of Income & Expense

- Document Type "DI"
- This document is used to distribute income, expenses, assets or liabilities from a holding account to one or more appropriate account(s) when one account has incurred expenses or received income on behalf of one or more other accounts

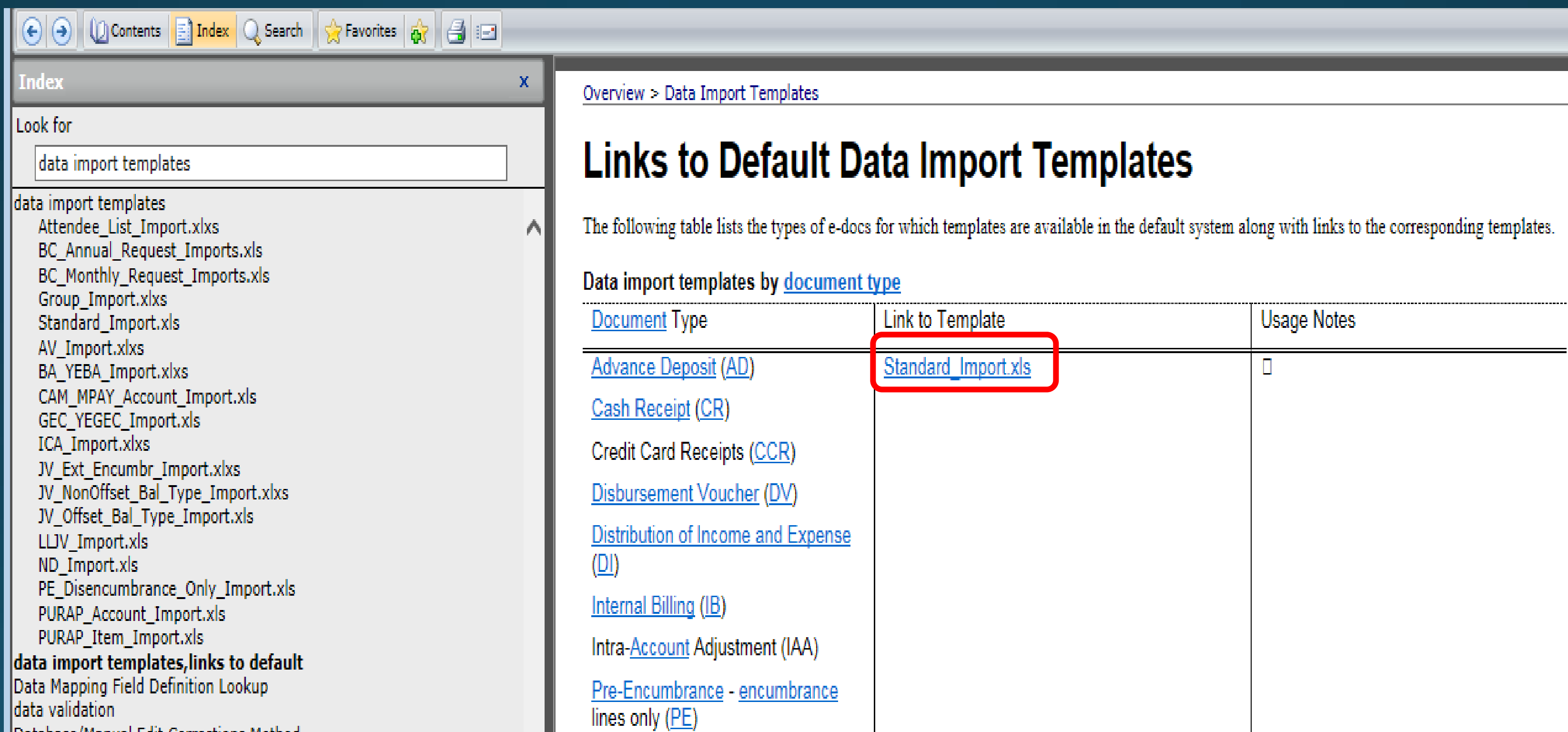
Distribution of Income & Expense

- Importing lines

  Templates and instructions are available by clicking on the  on each document and searching for the "Data Import Templates"

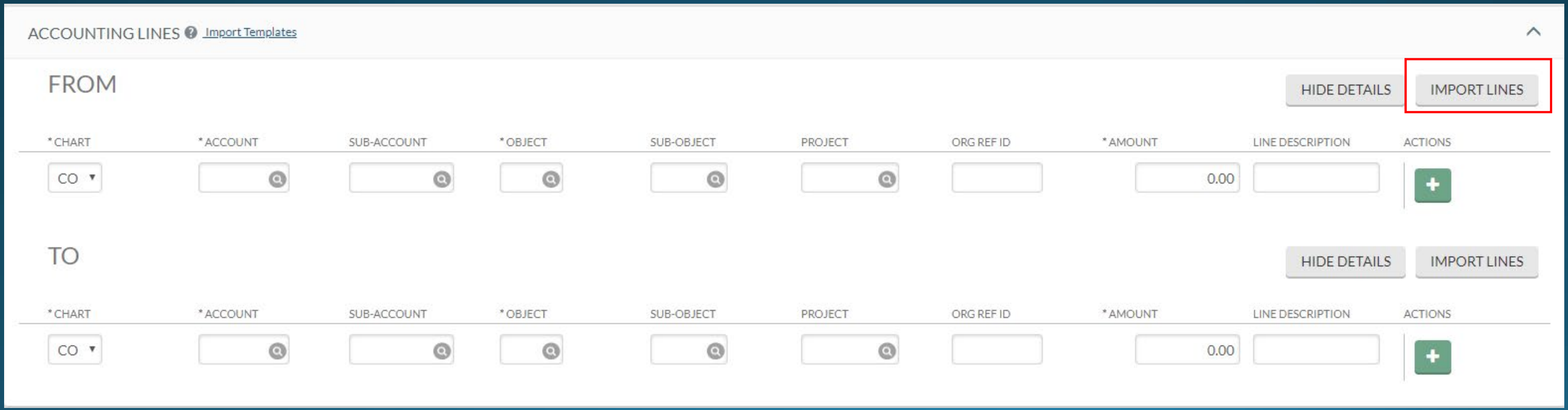
Distribution of Income & Expense

- After clicking on the  a window will open. Search in the Index, “Data Import Templates”



Distribution of Income & Expense – Importing Lines

- Once the document has been downloaded and the information input:
  - Remove the first three rows
  - Save in the ".CSV" format
  - Click on "Import Lines" to select and import into the DI
  - NOTE: To and From sections will need to be completed on separate Excel / .csv sheets



Distribution of Income & Expense

Colorado State University

Exercises #5 & #6

Posting Documents - FAQ

- How do I know my document posted the way I think it should?

To determine if your transaction is posting to your accounts correctly you can do 2 things:

- Save and view General Ledger Pending Entries
- Save and view account in Available Balances or General Ledger Balance screen

Posting Documents

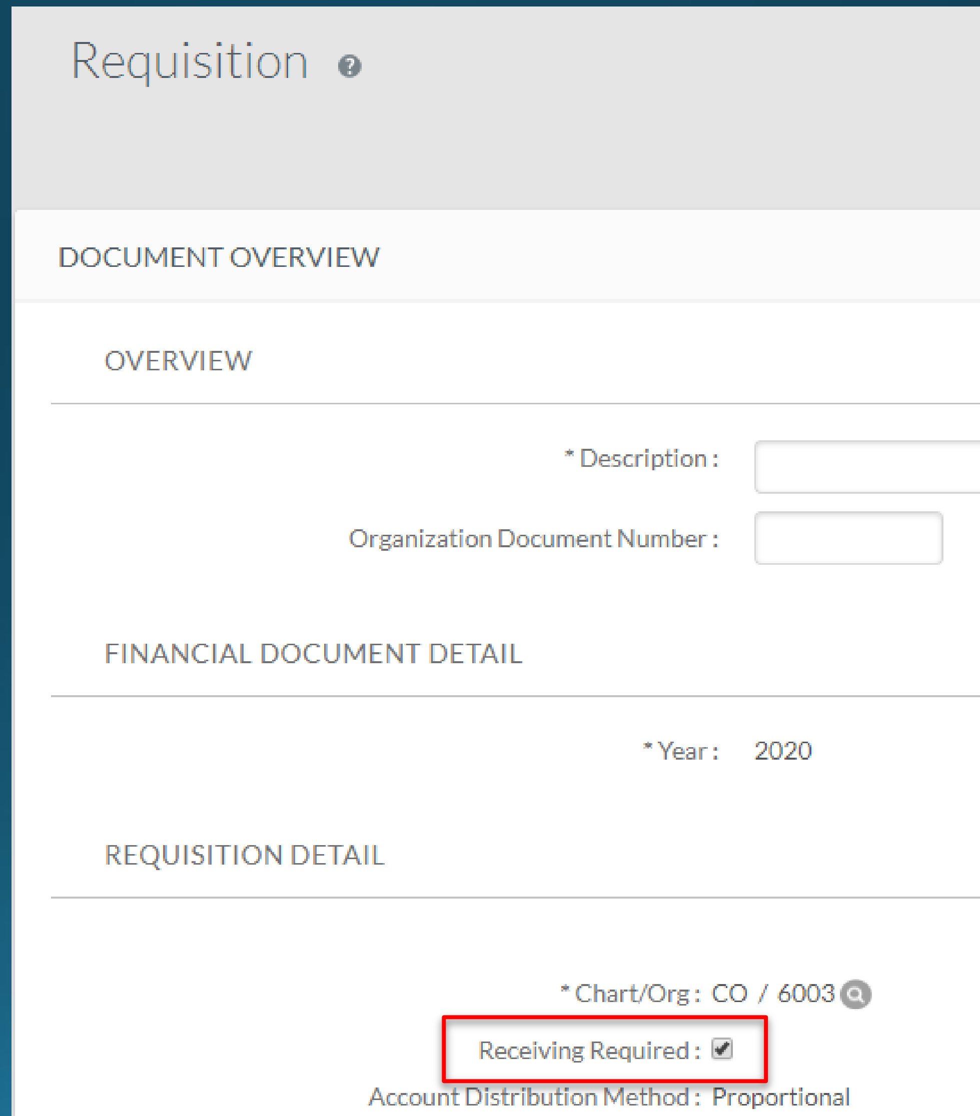
Exercises
#7 & #8

Line Item Receiving

What is a Line Item Receiving (LIR) document used for?

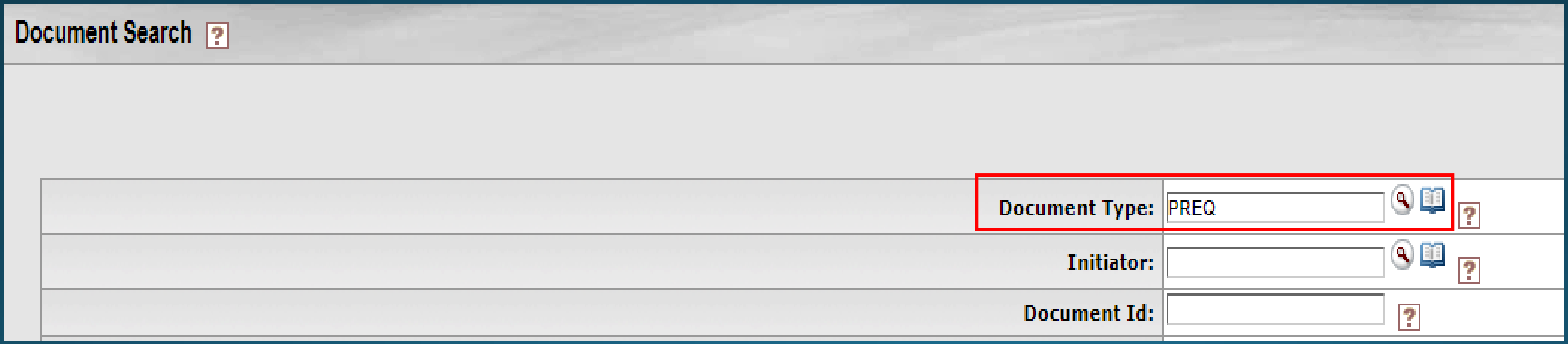
- To acknowledge the receipt of goods from a Purchase Order (PO) line item where a quantity was listed
- To record quantities of Items Received, Items Damaged, Items Returned, or Items Unordered
- Required on POs that are for goods >$5000 or for any PO where the user has designated that receiving is required on the Requisition
- Receiving is NOT required on service orders or for orders designated as "no quantity" on the PO line item
- NOTE: The vendor will NOT be paid for a Payment Request (PREQ) until a Line Item Receiving document is completed that matches the quantities on the Payment Request.

Note: When creating a Requisition, the system automatically checks the “Receiving Required” box for goods >$5000. The user would need to check the box if they want to require receiving if the goods are <$5000.



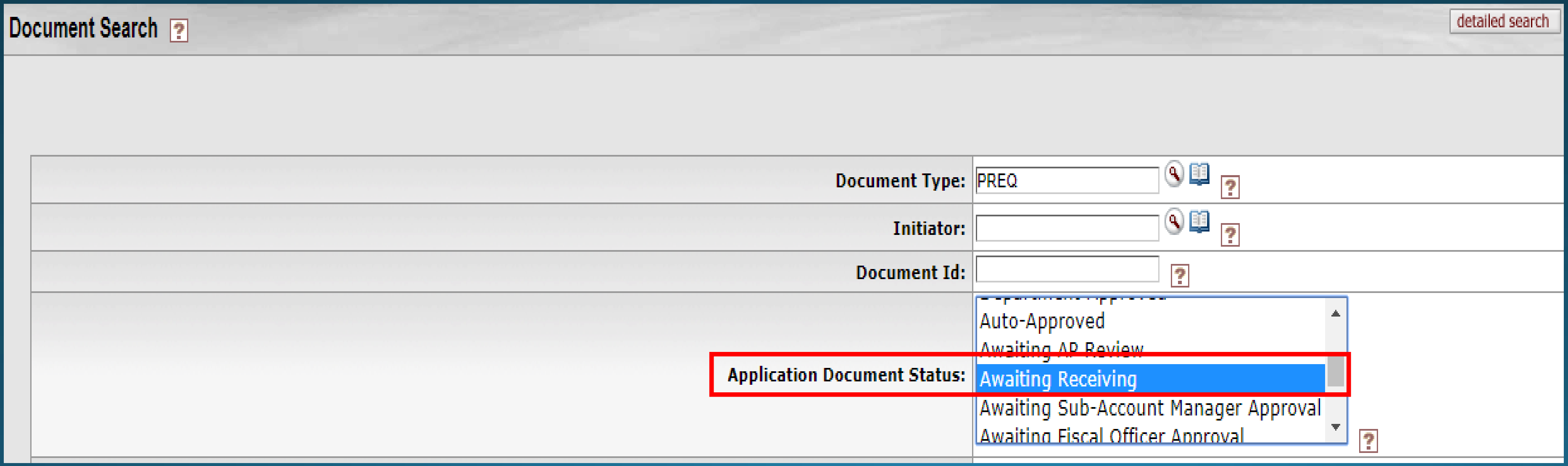
How do I find the Payment Request (PREQ) documents that require receiving?

- Use the KFS Document search located on the KFS Home screen (in the top right section) to search for PREQs awaiting receiving
- Input “PREQ” in Document Type field
- Click the Tab key to see more fields and to narrow the search



Finding PREQs that Require Receiving

- Enter "PREQ" in the Document Type field
- Select the "Awaiting Receiving" status
- Input your Chart Code (usually CO)
- Input the Department/Organization Code
- Click Search
- PREQs in the "Awaiting Receiving" status will be displayed
- Click on the PREQ document link



Find PO# and Quantity Details from a PREQ that Requires Receiving

- Click on the PREQ document link (Example below is PREQ doc#24648095
- Make note of the PO # found in the Invoice Info section (you will need this for the LIR document)
- Scroll down to the Process Items section and Purchase Order Line Item Totals to see the Quantity Invoiced details

INVOICE INFO

* Invoice Number :	2200053	* Purchase Order # :	714270
Pay Date :	04/01/2021 No (Immediate Pay)	PO Notes :	Yes
* Invoice Date :	03/09/2021	Payment Request Cost Source :	ESTIMATE
PO End Date :		Payment Classification :	
Payment Attachment Indicator :	No		
Extract Date :		AP Processed Date :	03/10/2021 07:28 AM

PROCESS ITEMS

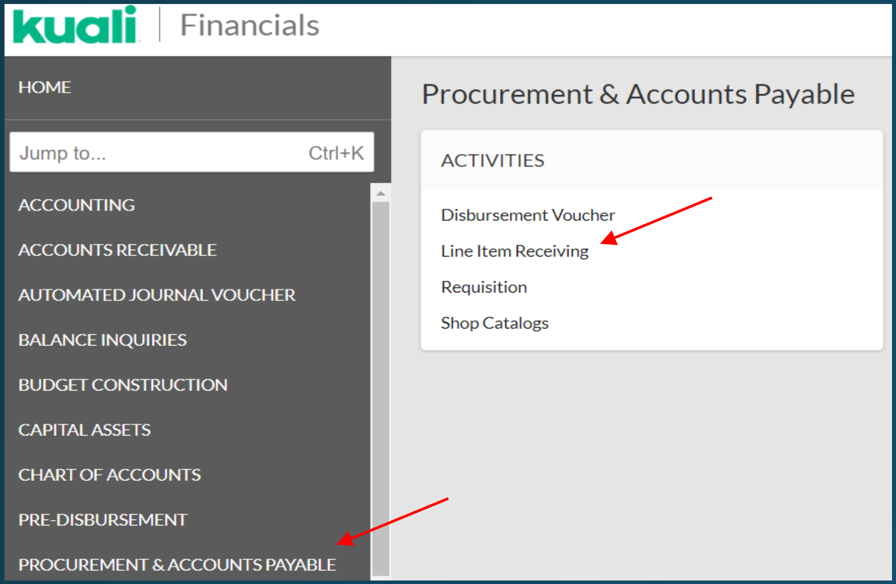
PURCHASE ORDER LINE ITEM TOTALS

ENCUMBRANCE EXCLUDING FREIGHT & S/H	TOTAL ENCUMBRANCE AMOUNT RELIEVED	TOTALPAIDAMOUNT
46,360.00	46,360.00	48,082.00

ITEMS

	OPEN QTY	UOM	PO UNIT/EXT PRICE	QTY INVOICED	UNIT COST	EXTENDED COST	CATALOG #	ASSIGNED TO TRADE IN	DESCRIPTION
1	0.00	CASE	170	70.00	194.60	13,622.00	20A00H082	No	SMART Gen-X gloves, Extra-Large

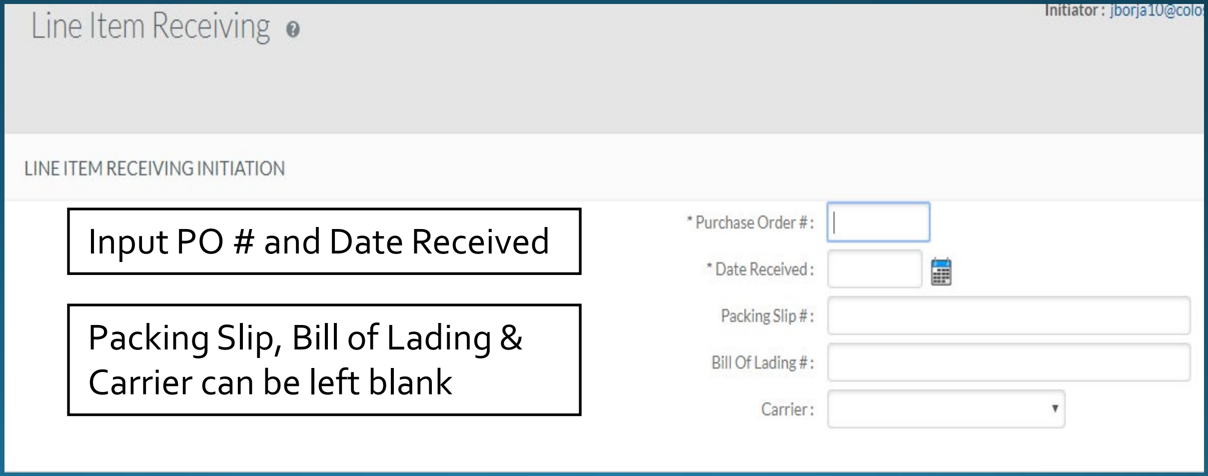
Open a Line Item Receiving (LIR) document



- Open a LIR from the Kuali Home screen under the “Procurement & Accounts Payable” Activities

- Type in the PO# and the Date the items were Received

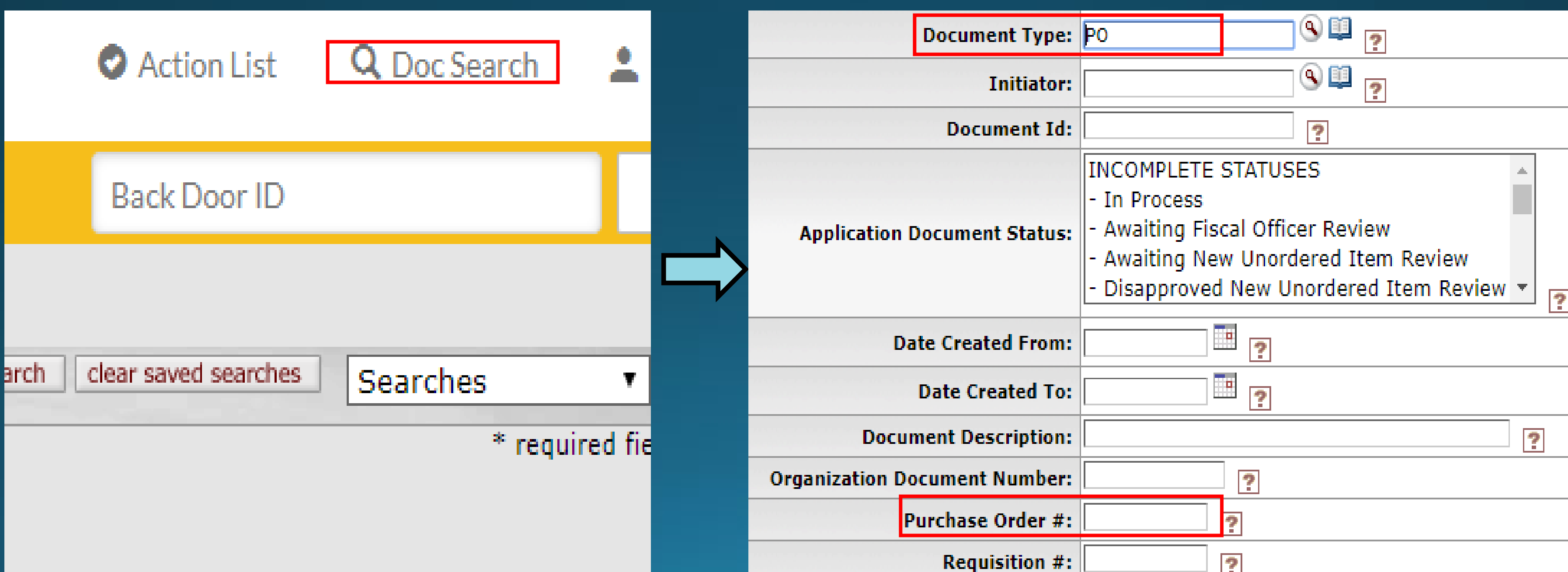
- Click “Continue”



Did you receive an email stating you have a document that requires Line Item Receiving?

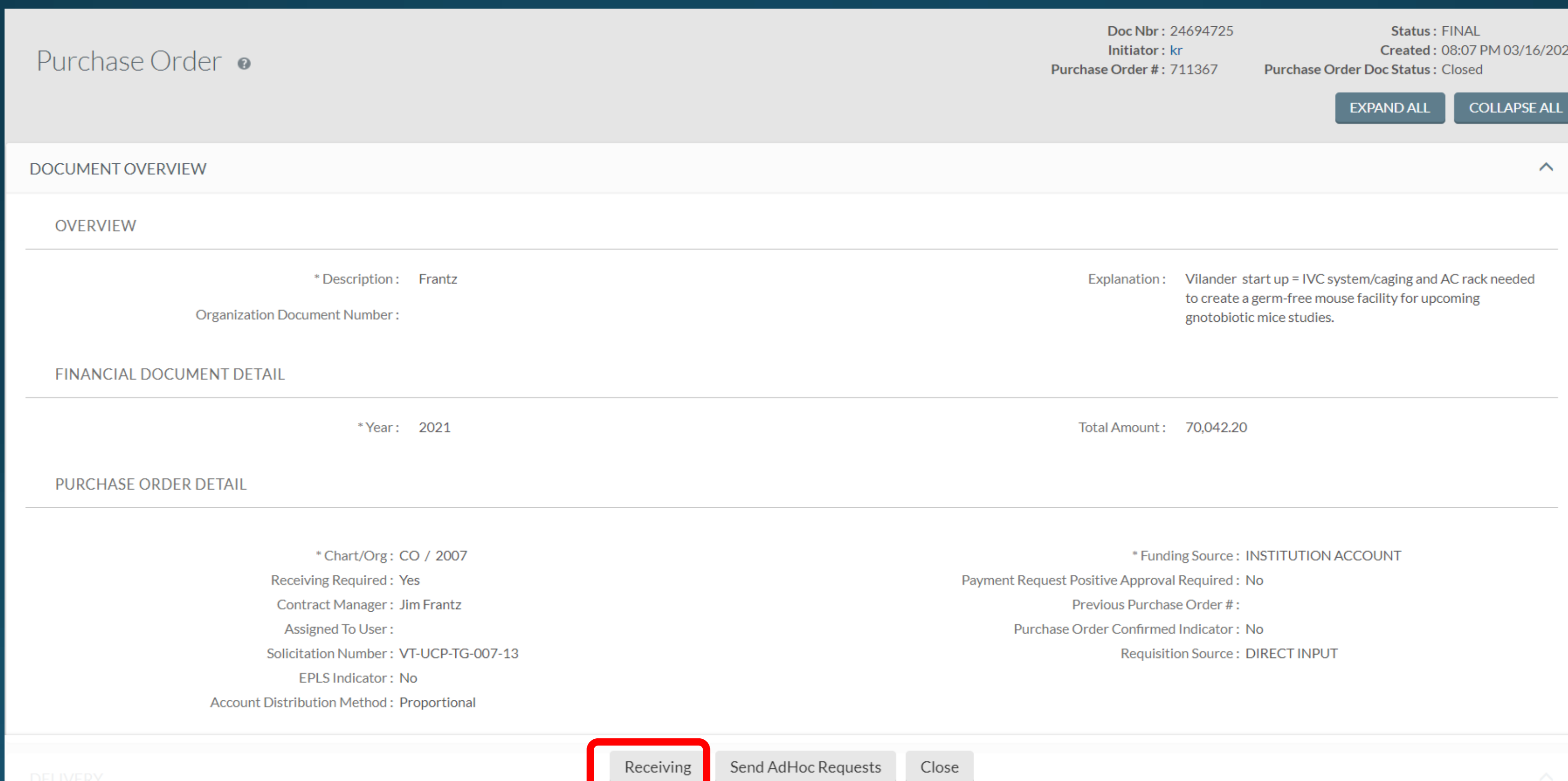
Perform a Document Search to find the PO# listed in the email:

- Type “PO” in the Document Type field
- Type in the Purchase Order # and other identifying information
- Click “Search”
- Click on the PO link to open it



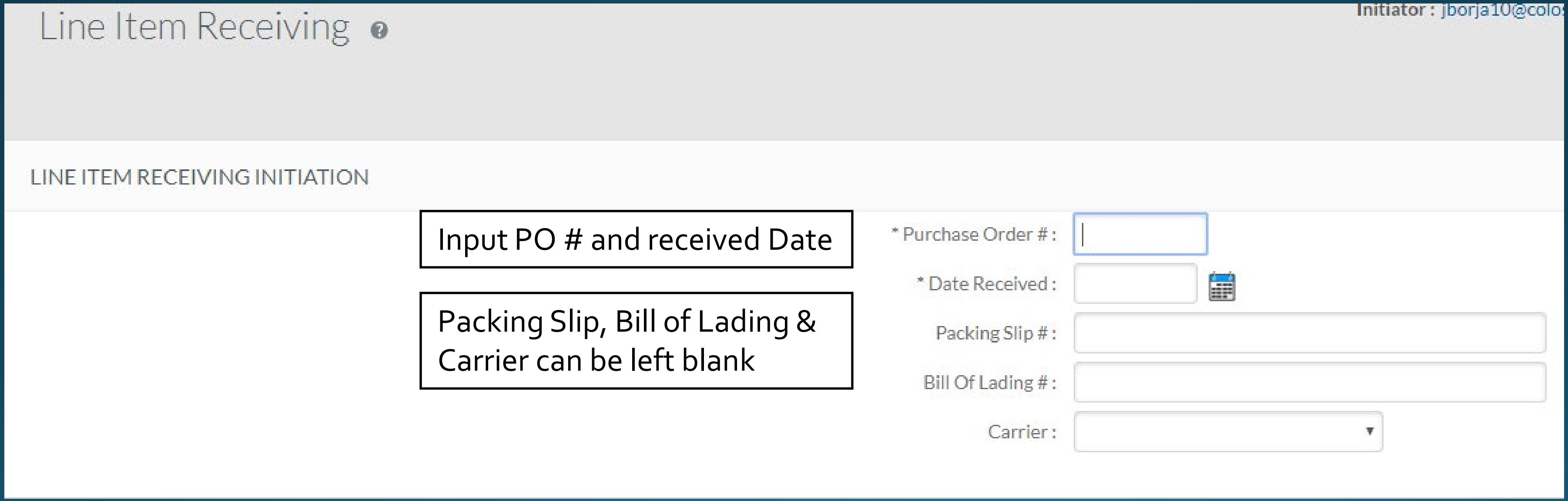
Open a Line Item Receiving (LIR) document from the Purchase Order

Click the "Receiving" button at the bottom of the Purchase Order to open the LIR document



How do I complete a Line Item Receiving (LIR) document?

- Type PO # and Date Received (unless it is already filled in based on how you got to the LIR)
- Click “Continue”



Line Item Receiving (LIR)

- After you click Continue, the LIR document opens and prepopulates
  - For a more detailed Description, complete the Explanation field

Line Item Receiving

Doc Nbr : 24707520
Initiator : krisk@colostate.edu
Status : SAVED
Created : 08:27 AM 03/29/2021
Line Item Receiving Doc Status : In Process

EXPAND ALL | COLLAPSE ALL

DOCUMENT OVERVIEW

OVERVIEW

* Description :	PO: 714270 Vendor: THOMAS SCIENTIFIC	Explanation :	
Organization Document Number :			

- Verify the information in the Vendor section is correct

VENDOR

* Vendor :	THOMAS SCIENTIFIC	* City :	Swedesboro
Vendor # :	19877-0	State : *required for US	NJ
* Address 1 :	1654 High Hill Rd	Postal Code : *required for US	08085
Address 2 :	PO Box 99	* Country :	United States
* Date Received :	03/27/2021		

Line Item Receiving (LIR)

- The Items section is where you input how many items you received.
  - In this example we were expecting 70 cases of SMART Gen-X gloves, Extra-Large, and we know that we received all 70 cases.
  - If only 35 of the cases were received, we would enter 35 in the Quantity Received field.
  - You can also input the number returned or damaged.
  - Note that for this PO, there are additional items that were ordered; however, the PREQ #24648095 that we are doing receiving for, only shows that we were invoiced for the 70 cases of Extra Large gloves so far so we will leave the other quantities blank.
  - There is also a "Load Quantity Received" button that you could use if all items listed on this LIR had been received.

ITEMS

Load Qty Received | Clear Qty Received | Add Unordered Item

	CATALOG #	* DESCRIPTION	QTY ORDERED	* UOM	PRIOR QTY RECEIVED	TO BE RECEIVED	QTY RECEIVED	QTY RETURNED	QTY DAMAGED	ADDITION REASON	ACTIONS
1	20A00H082	SMART Gen-X gloves, Extra-Large	70.00	CS CASE	0.00	70.00	70	0.00	0.00		
2	20A00H081	SMART Gen-X gloves, Large	6.00	CS CASE	6.00	0.00	0.00	0.00	0.00		
3	20A00H080	SMART Gen-X gloves, Medium	70.00	CS CASE	70.00	0.00	0.00	0.00	0.00		
4	20A00H581	Bolle Safety Clear G16 Chemical Splash Goggles with indirect vents	2,000.00	EA EACH	2,000.00	0.00	0.00	0.00	0.00		
5	20A00J474	RS Safe Nitrile Gloves, Large	64.00	CS CASE	64.00	0.00	0.00	0.00	0.00		

Line Item Receiving (LIR)

- The Delivery section shows where the items were delivered (this section cannot be edited)

- The View Related Documents section shows other documents that are related to this PO.

DELIVERY

FINAL DELIVERY

* Delivery Campus :	MC - CSU Main Campus
Building :	Hartshorn Health Center
* Address 1 :	600 SOUTH DRIVE
Address 2 :	
* Room :	211
* City :	FORT COLLINS
* State :	CO
* Postal Code :	80523
Country :	United States

* Delivery To :	McKune, James L
Phone Number :	970-491-1749
Email :	Jim.McKune@colostate.edu
Delivery Instructions :	

VIEW RELATED DOCUMENTS

RELATED DOCUMENTS

REQUISITION - 243026 Show

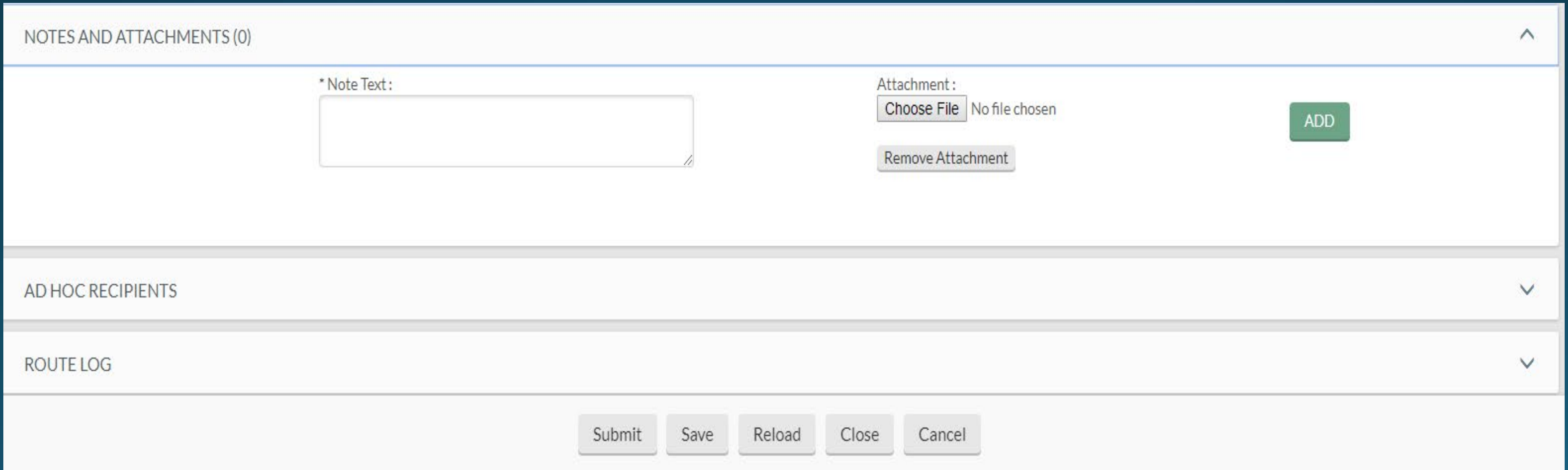
PURCHASE ORDER CLOSE - 347101 Show

PURCHASE ORDER - DOC # 2003061

LINE ITEM RECEIVING

Line Item Receiving (LIR)

- The Notes and Attachments Section allows you to input any notes or attachments such as invoices or receiving documents that would be helpful
- The Route Log shows you who needs to approve the document
- When the document is complete, click “Submit” so the document begins routing for approval



Is there anything else I need to know about the LIR document?

- If there are multiple payment requests for the same PO, a single LIR document can be completed that matches the sum of the invoiced quantities

- If all items have not been accounted for in the LIR document as either Received, Returned, or Damaged, the invoice will <u>not</u> be paid

  - Ex: I ordered 20 widgits and in the LIR I recorded that I received 18 and I did not indicate that any were damaged or returned. The LIR then stays open because only 18 of the 20 widgits were received and the invoice will not be paid until the LIR is completed.

Questions

Contact your Campus Services Representative with questions

Kris King	491-6752
Summer Learning	491-2801