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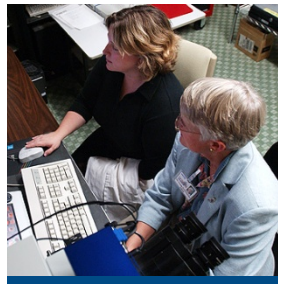
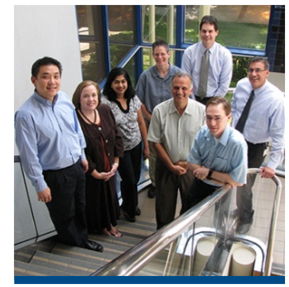





Welcome to Kuali Financial System (KFS) LINE ITEM RECEIVING Document training

Jim Hewlett, Accounting & Financial Services

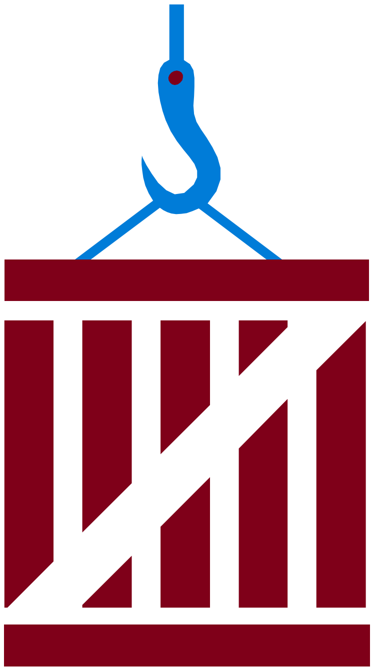
Updated: September, 2014

High-Level Overview

- We’ll start with a discussion of what the **Line Item Receiving** document is used to record
- We’ll discuss when the **Line Item Receiving** document is required and when it is optional
- We’ll then discuss **who** can process the **Line Item Receiving** document
- We’ll then take a look at how to complete the **Line Item Receiving** document
- Finally, we’ll discuss the Help Resources available to help you after this training

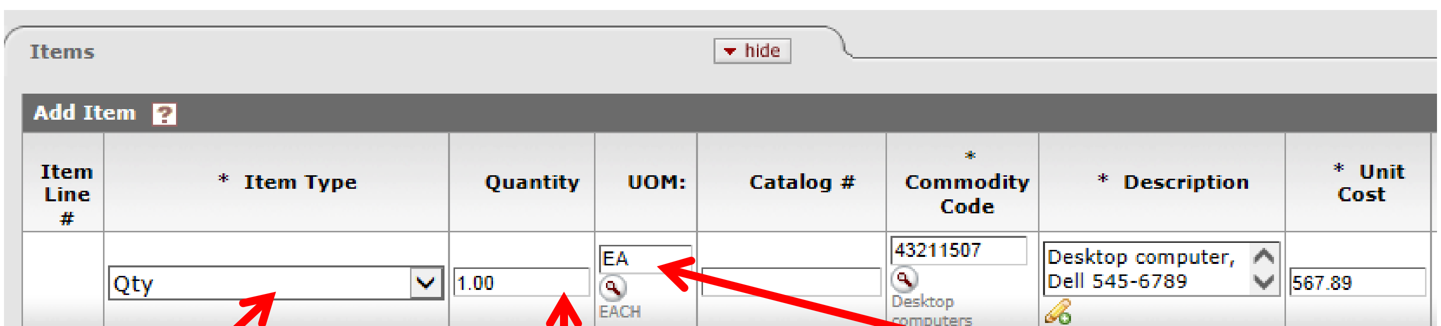
Line Item Receiving

- The **Line Item Receiving** document is used to record the specific items (quantities) that have been received on a specific shipment for a **Purchase Order**.
  - The information is used to populate the **Receive Date** field for Capital Assets (equipment over $5000)
- It is ONLY used to identify what has been **received**, NOT the **payment** information for those items.
  - Payments are made on the KFS **Payment Request** document.
  - **Line Item Receiving** document should be completed **BEFORE** the **Payment Request** document is entered.



Line Item Receiving

- The **Line Item Receiving** document utilizes information from the **Purchase Order** document
- Can ONLY be used to record receipt of item lines for which the **Requisition** document has an **Item Type** of **Qty** or **Qty (nontaxable)** in the **Items** tab



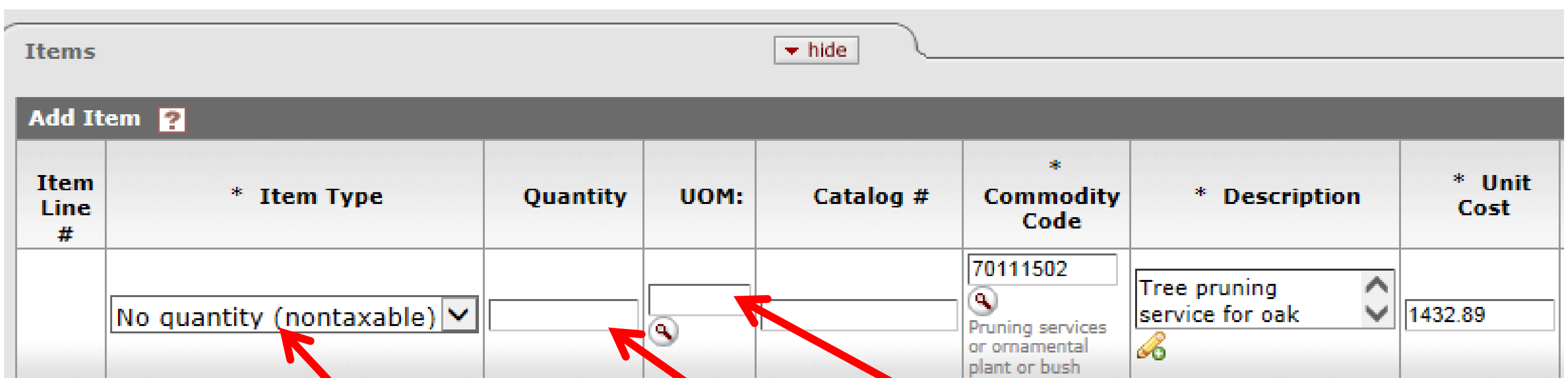
Item Type is **Qty**

Quantity field is completed

UOM field is completed

Line Item Receiving

- **Cannot** be used to record receipt of item lines for which the **Requisition** document was set up with an **Item Type** of **No quantity (taxable)** or **No quantity (nontaxable)** in the **Items** tab



Item Type is **No quantity**

Quantity field is blank

UOM field is blank

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Line Item Receiving

- If there are BOTH **Qty** AND **No Quantity Item Types** on a **Purchase Order**, the **Line Item Receiving** document will ONLY display and allow the **Qty Item Types** to be entered
  - Example:
    - **Purchase Order (PO)** has one item line of **Qty** of 1 each computer server for $8000
    - Same PO has a second line item of a **No quantity** service agreement for the computer for $500
    - The **Line Item Receiving** document for the PO will ONLY display the line item for the computer server, since the service agreement item line was set up as **No Qty**

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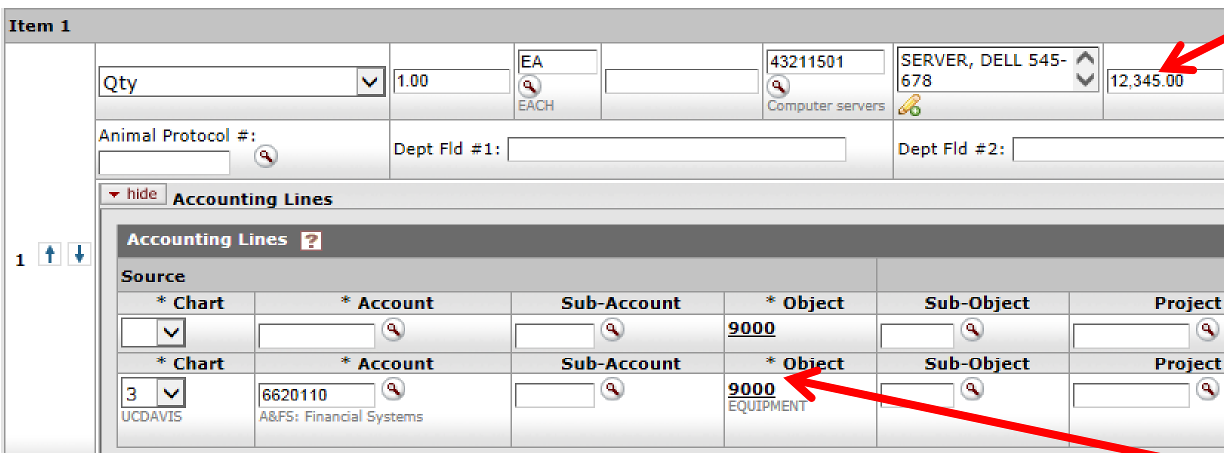
When is Line Item Receiving Document Required?

- If the **Purchase Order** contains **Capital Equipment** items, the **Line Item Receiving** document will be required for those items



Capital Equipment items are tangible stand-alone items with an original acquisition value of **$5000** or higher

Capital Equipment purchases have an **Object** code of 9XXX

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When is Line Item Receiving Document Required?

- If the initiator of the **Requisition** document checked the **Receiving Required** box on the **Requisition**, the **Line Item Receiving** document will be required for any quantity based items on the resulting **Purchase Order,** *regardless of cost* (NOTE: This WON'T allow receiving of non-quantity items)

Requisition Detail	
* Chart/Org:	3 / ACDF
PO Prefix:	ACDF
Federal Accounts Used?	No
Receiving Required:	
Buyer:	
Use Tax Indicator:	Yes
Account Distribution Method:	Proportional
Begin Date:	

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When is Line Item Receiving Document Required?

- If the TOTAL amount of the **Purchase Order (PO)** is $10,000 or higher, **Line Item Receiving** document is required for any quantity-based line items on that PO, *regardless of the cost* of those individual line items
  - Example: There are three Qty-based item lines on the PO, one for $3000, one for $4000 and one for $6000. **Line Item Receiving** document would be required for EACH of these line items as the TOTAL on the order exceeds $10,000

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When is Line Item Receiving Document Required?

- The **Payment Request** document indicates when Receiving is required:

Payment Request Detail	
Receiving Required:	Yes
Use Tax:	No change to use tax
Account Distribution Method:	Proportional

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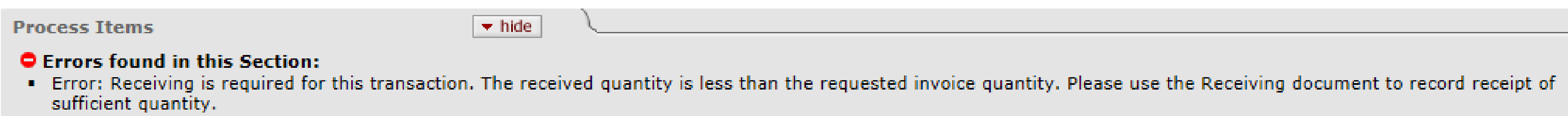
When is Line Item Receiving Document Required?

- If the **Line Item Receiving** document is not completed when required, the Fiscal Officer receives the following error when attempting to **approve** the **Payment Request** document.



- Once the **Line Item Receiving** document is completed, the Fiscal Officer can then approve the **Payment Request** document

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When is Line Item Receiving Document Required?

- Departments ALWAYS have the option of completing the **Line Item Receiving** document for any Qty-based line items regardless of cost

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When to Complete Line Receiving Document?

- Can only be completed AFTER the **Purchase Order** is fully approved (and in OPEN status) and BEFORE the **Payment Request** document is completed

Who Can Complete Line Receiving Document?

- **Any** KFS user can process the **Line Item Receiving** document

- In some departments, the KFS user who processes the **Payment Request** document will also process the **Line Item Receiving** document (but it does NOT have to be the same person)

- In departments with a centralized receiving function, the person who physically receives/signs for the item is generally the best person to process the **Line Item Receiving** document

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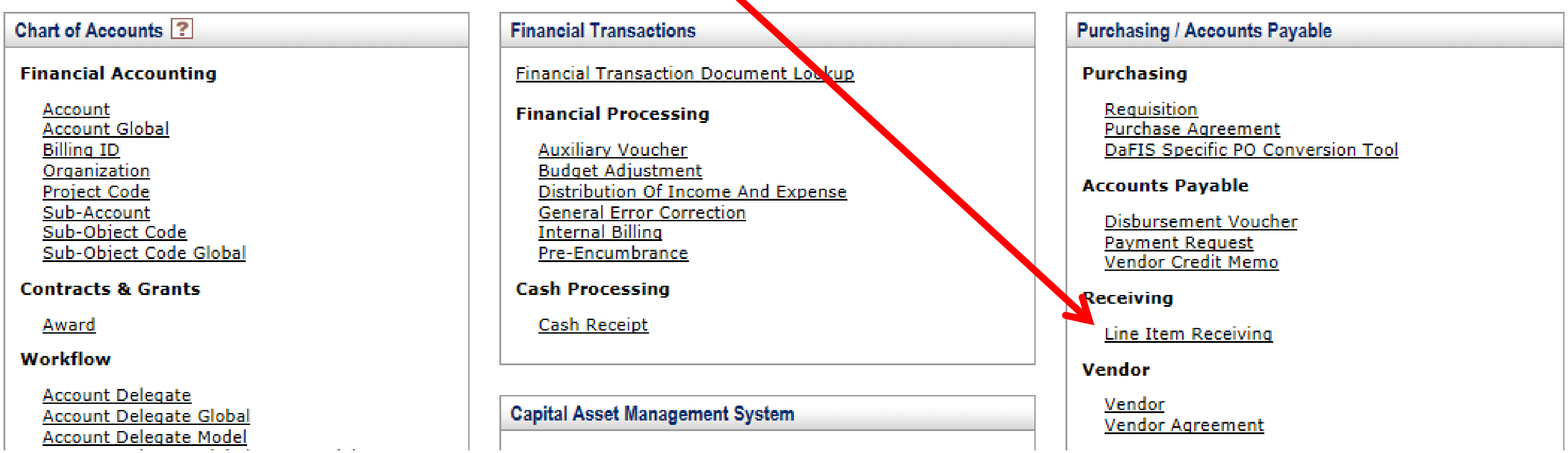
Completing the Line Item Receiving Document

- Two ways to access the document:
  - Click the **Receiving** button at the bottom of an Open PO:

  - **Line Item Receiving** document is accessible from the KFS **Main Menu**, in the **Purchasing / Accounts Payable** sub-section:



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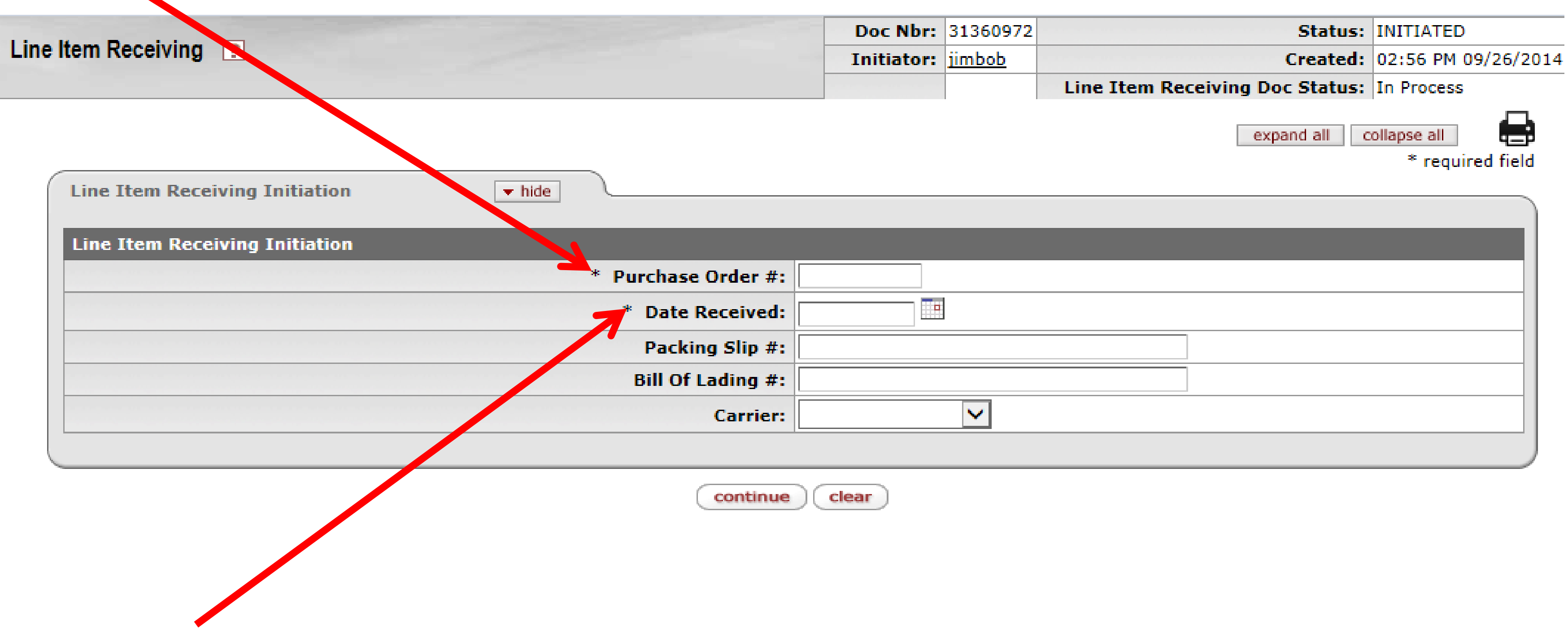
Completing the Line Item Receiving Document

- The **Purchase Order #** and **Date Received** fields are required to access the rest of the document:



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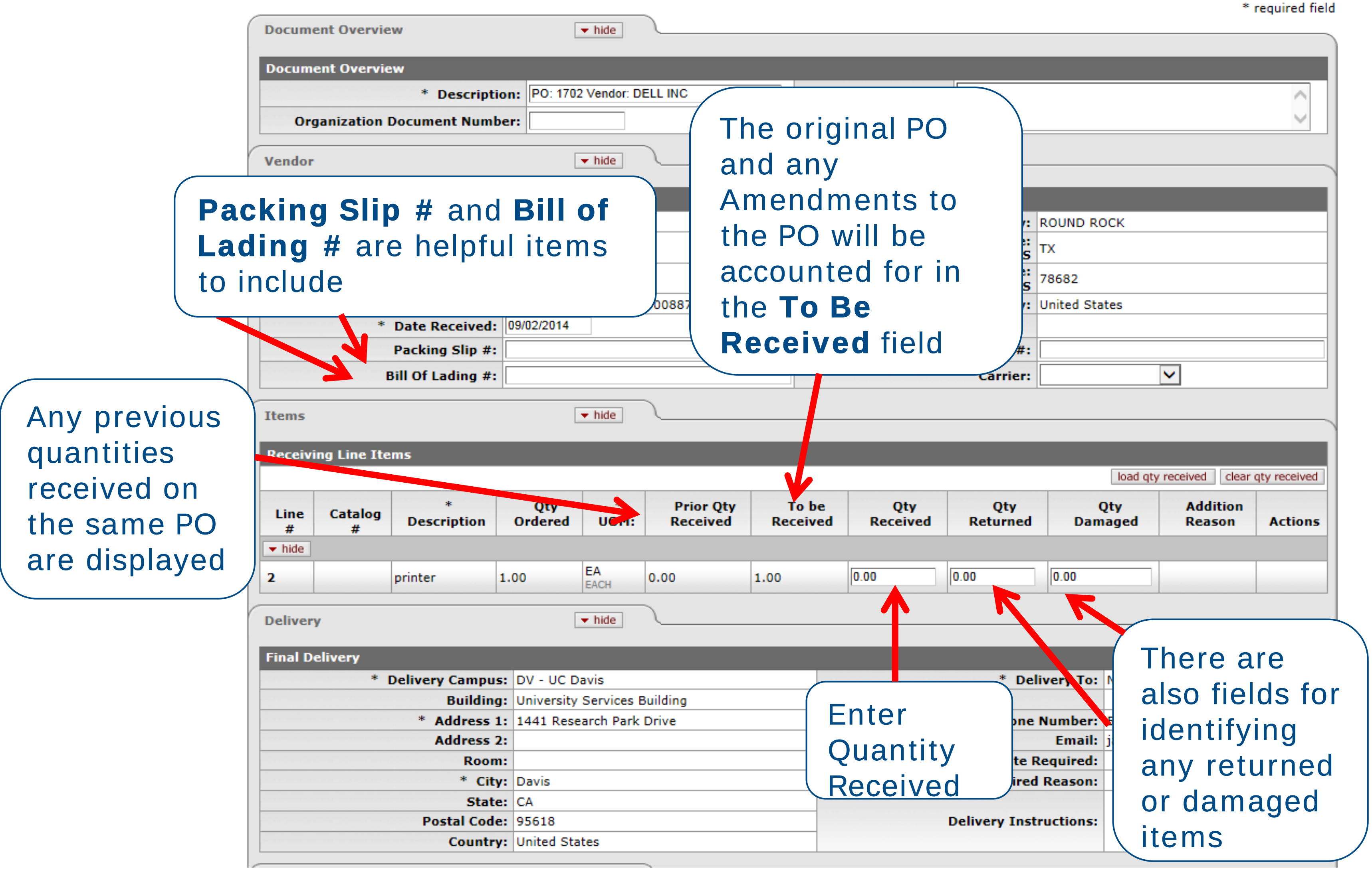
Completing the Line Item Receiving Document



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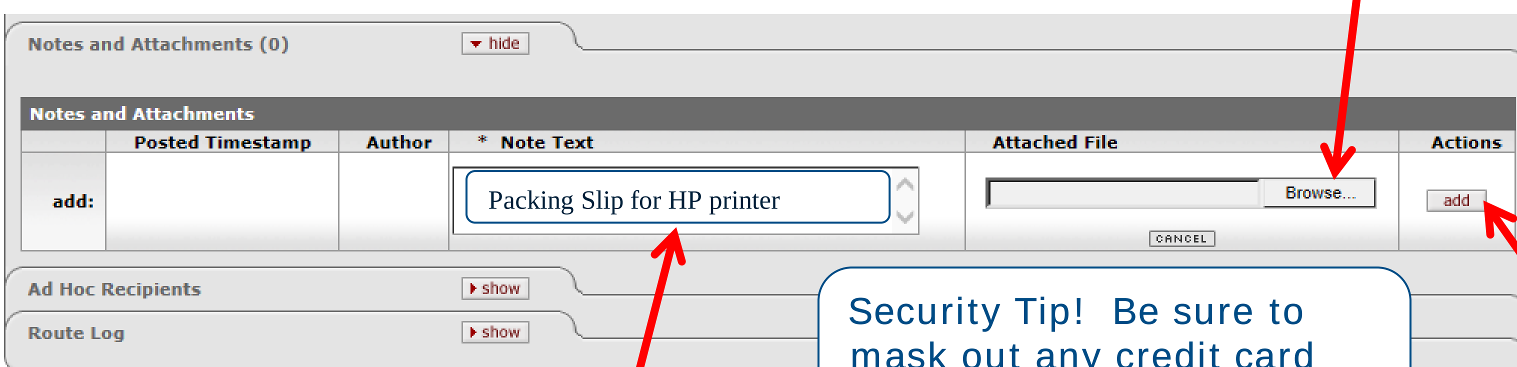
Attaching a Packing Slip to Document

1. In **Notes and Attachments** section, type a note indicating packing slip being attached

2. Click **Browse** button to locate the packing slip (you will need to scan the receipt to your computer first)

3. Click **ADD** button to add packing slip to document



Security Tip! Be sure to mask out any credit card numbers!

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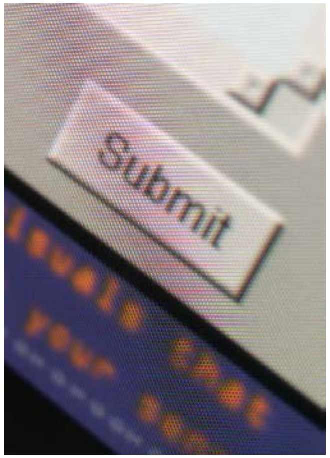
Completing Document

- **Line Item Receiving** document does not have any built-in routing (goes directly to FINAL status, but you can ad hoc route to another KFS user if desired); clicking submit will record the entered items as Received.



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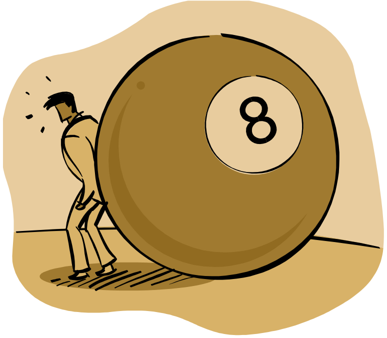
Troubleshooting

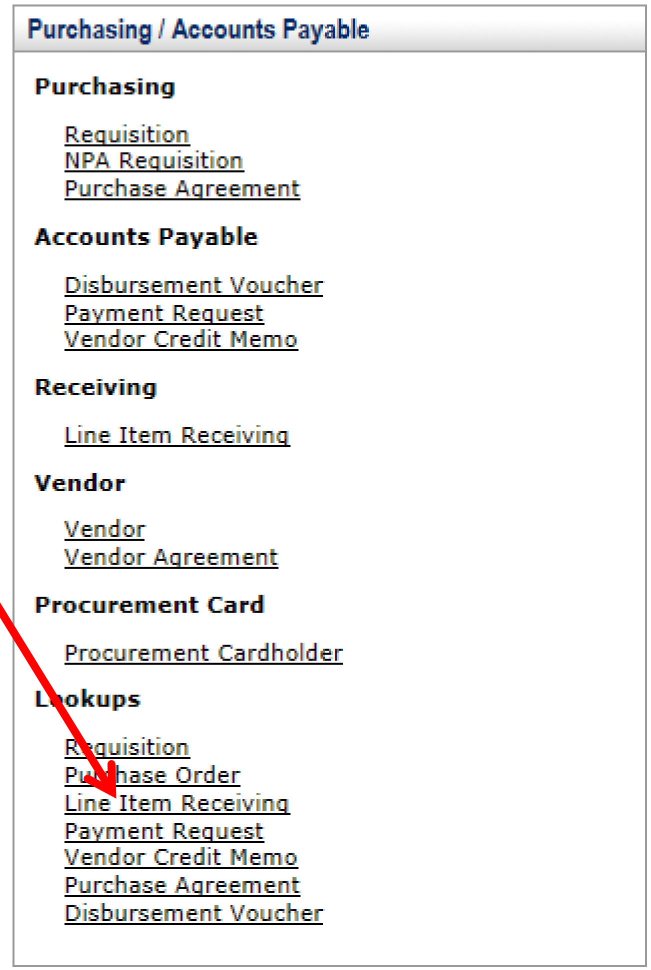
- I received a higher quantity than I ordered; how should I handle this?
  - You CAN enter a higher quantity on the **Line Item Receiving** document, HOWEVER, you will need to process an **Amendment** to the **Purchase Order** to increase the quantity on the PO, or your department will experience errors trying to process/approve the associated **Payment Request** document



- PO is closed, but I just received a shipment I thought was canceled, and now I can't complete the **Line Item Receiving** document
  - Search for the PO to re-open it; once it's re-opened, you can then process the **Line Item Receiving** document

Searching for Line Item Receiving Documents

On the KFS **Main Menu**…



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Searching for Line Item Receiving Documents

Document Type:	RCV
Initiator:	jimbob
Document Id:	
Date Created From:	
Date Created To:	
Document Description:	
Organization Document Number:	
Vendor #:	
Purchase Order #:	
Bill Of Lading #:	
Packing Slip #:	
Reference #:	
Carrier:	
Date Received From:	
Date Received To:	
Search Result Type:	Document Specific Data / Workflow Data
Name this search (optional):	

search clear cancel

Purchase Order # Search can be helpful for seeing all **Line Item Receiving** docs created against a specific PO

Enter campus login ID of user to see **Line Item Receiving** docs completed by them

38 items retrieved, displaying all items.

Document Id	Status	Document Description	Organization Document Number	Vendor	Purchase Order #	Document Status	Date Created	Type	Date Received	Route Log
31360972	SAVED	PO: 1702 Vendor: DELL INC		DELL INC	1702		2014-09-26T14:56:48.00...	Line Item Receiving	2014-09-02...	
31358252	SAVED	PO: 1566 Vendor: OLYMPUS CORPORATION OF		OLYMPUS CORPORATION OF THE AMERICAS	1566		2014-09-11T11:03:01.00...	Line Item Receiving	2014-08-11...	
31349452	FINAL	PO: 1620 Vendor: RAY MORGAN COMPANY INC	RCV DOC	RAY MORGAN COMPANY INC	1620	APPROVED	2014-08-14T11:03:02.00...	Line Item Receiving	2014-08-14...	
31349449	SAVED	PO: 1083 Vendor: SYNTHES USA		SYNTHES USA	1083		2014-08-14T11:03:00.00...	Line Item Receiving	2014-08-05...	

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Help Resources

- Accounting website: http://accounting.ucdavis.edu
- FIS Help Desk: (530)752-3855 or fishelp@ucdavis.edu
- We want to ensure your success in KFS!

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Thank You for Your Time!