Welcome to Kuali Financial System (KFS) Line Item Receiving Document training

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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
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.
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.
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.

![Image of the Line Item Receiving interface](image-url)

- **Item Type** is **No quantity**
- **Quantity** field is blank
- **UOM** field is blank
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
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**.
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)
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.
When is Line Item Receiving Document Required?

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

<table>
<thead>
<tr>
<th>Payment Request Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Receiving Required:</strong> Yes</td>
</tr>
<tr>
<td><strong>Use Tax:</strong> No</td>
</tr>
<tr>
<td><strong>Account Distribution Method:</strong> Proportional</td>
</tr>
</tbody>
</table>
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.
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
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.
Completing the Line Item Receiving Document

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

  ![Receiving button](image)

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

- The **Purchase Order #** and **Date Received** fields are required to access the rest of the document:
Completing the Line Item Receiving Document

Packing Slip # and Bill of Lading # are helpful items to include.

The original PO and any Amendments to the PO will be accounted for in the To Be Received field.

Any previous quantities received on the same PO are displayed.

Enter Quantity Received.

There are also fields for identifying any returned or damaged items.
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!
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.
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...
Searching for Line Item Receiving Documents

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

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<table>
<thead>
<tr>
<th>Document Id</th>
<th>Status</th>
<th>Document Description</th>
<th>Organization Document Number</th>
<th>Vendor</th>
<th>Purchase Order #</th>
<th>Document Status</th>
<th>Date Created</th>
<th>Type</th>
<th>Date Received</th>
<th>Route Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>31380972</td>
<td>SAVED</td>
<td>PO: 1702 Vendor: DELL INC</td>
<td>DELL INC</td>
<td>1702</td>
<td></td>
<td></td>
<td>2014-09-26T14:56:48.00</td>
<td>Line Item Receiving</td>
<td>2014-09-02...</td>
<td>1</td>
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<td>31358252</td>
<td>SAVED</td>
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<td>OLYMPUS CORPORATION OF THE AMERICAS</td>
<td>1566</td>
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<td></td>
<td>2014-09-14T11:03:01.00</td>
<td>Line Item Receiving</td>
<td>2014-08-11...</td>
<td>1</td>
</tr>
<tr>
<td>31349452</td>
<td>FINAL</td>
<td>PO: 1620 Vendor: RAY MORGAN COMPANY INC</td>
<td>RCV DOC</td>
<td>RAY MORGAN COMPANY INC</td>
<td>1620</td>
<td>APPROVED</td>
<td>2014-08-14T11:03:02.00</td>
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<td>1</td>
</tr>
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<td>SYNTHES USA</td>
<td></td>
<td>1083</td>
<td></td>
<td>2014-08-14T11:03:00.00</td>
<td>Line Item Receiving</td>
<td>2014-08-05...</td>
<td>1</td>
</tr>
</tbody>
</table>
Help Resources

- FIS Help Desk: (530)752-3855 or [fishelp@ucdavis.edu](mailto:fishelp@ucdavis.edu)
- We want to ensure your success in KFS!
Thank You for Your Time!