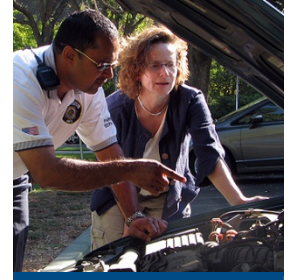
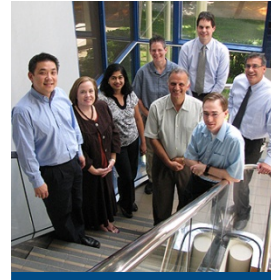


UC DAVIS

ACCOUNTING AND FINANCIAL SERVICES



WELCOME TO KUALI FINANCIAL SYSTEM (KFS) LINE ITEM RECEIVING DOCUMENT TRAINING

Jim Hewlett, Accounting & Financial Services

UPDATED: SEPTEMBER, 2014

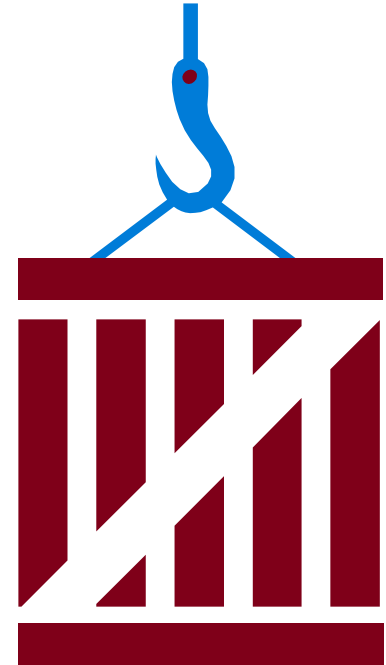
High-Level Overview

- 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 Line #	* Item Type	Quantity	UOM:	Catalog #	* Commodity Code	* Description	* Unit Cost
	Qty	1.00	EA EACH		43211507 Desktop computers	Desktop computer, Dell 545-6789	567.89

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 Line #	* Item Type	Quantity	UOM:	Catalog #	* Commodity Code	* Description	* Unit Cost
	No quantity (nontaxable) ▾				70111502 Pruning services or ornamental plant or bush	Tree pruning service for oak	1432.89

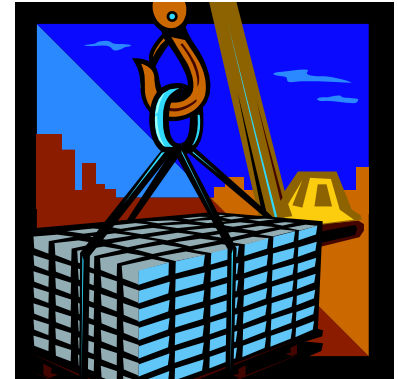
Item Type is No quantity

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

Item 1

Qty: 1.00 EA EACH 43211501 Computer servers SERVER, DELL 545-678 12,345.00

Animal Protocol #: Dept Fld #1: Dept Fld #2:

Accounting Lines





* Chart	* Account	Sub-Account	* Object	Sub-Object	Project
3	6620110 A&FS: Financial Systems		9000 EQUIPMENT		

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)


Requisition Detail	
* Chart/Org:	3 / ACDF 
PO Prefix:	ACDF 
Federal Accounts Used?	No
Receiving Required:	<input type="checkbox"/> 
Buyer:	
Use Tax Indicator:	Yes
Account Distribution Method:	Proportional
Begin Date:	<input type="text"/> 

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:

Payment Request Detail	
Receiving Required:	Yes 
Use Tax:	No <input type="button" value="change to use tax"/>
Account Distribution Method:	Proportional

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.

Process Items

▼ hide

❌ **Errors found in this Section:**

- Error: Receiving is required for this transaction. The received quantity is less than the requested invoice quantity. Please use the Receiving document to record receipt of sufficient quantity.

- 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:



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

The screenshot shows the KFS Main Menu with three main sections: Chart of Accounts, Financial Transactions, and Purchasing / Accounts Payable. A red arrow points from the 'receiving' button in the previous image to the 'Line Item Receiving' link in the 'Receiving' sub-section of the Purchasing / Accounts Payable section.


Chart of Accounts	Financial Transactions	Purchasing / Accounts Payable
Financial Accounting Account Account Global Billing ID Organization Project Code Sub-Account Sub-Object Code Sub-Object Code Global	Financial Transaction Document Lookup Financial Processing Auxiliary Voucher Budget Adjustment Distribution Of Income And Expense General Error Correction Internal Billing Pre-Encumbrance Cash Processing Cash Receipt	Purchasing Requisition Purchase Agreement DaFIS Specific PO Conversion Tool Accounts Payable Disbursement Voucher Payment Request Vendor Credit Memo Receiving Line Item Receiving Vendor Vendor Vendor Agreement

Completing the Line Item Receiving Document

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

Line Item Receiving


Doc Nbr: 31360972	Status: INITIATED
Initiator: jimbob	Created: 02:56 PM 09/26/2014
Line Item Receiving Doc Status: In Process	

[expand all](#) [collapse all](#)  * required field

Line Item Receiving Initiation

Line Item Receiving Initiation

* **Purchase Order #:**

* **Date Received:** 

Packing Slip #:

Bill Of Lading #:

Carrier:

Completing the Line Item Receiving Document

* required field

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

Document Overview

* Description: PO: 1702 Vendor: DELL INC

Organization Document Number:

Vendor

* Date Received: 09/02/2014

Packing Slip #:

Bill Of Lading #:

Carrier:

Items

Receiving Line Items

Line #	Catalog #	* Description	Qty Ordered	UOM:	Prior Qty Received	To be Received	Qty Received	Qty Returned	Qty Damaged	Addition Reason	Actions
2		printer	1.00	EA EACH	0.00	1.00	0.00	0.00	0.00		

Delivery

Final Delivery

* Delivery Campus: DV - UC Davis

Building: University Services Building

* Address 1: 1441 Research Park Drive

Address 2:

Room:

* City: Davis

State: CA

Postal Code: 95618

Country: United States

* Delivery To:

Phone Number:

Email:

Date Required:

Required Reason:

Delivery Instructions:

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

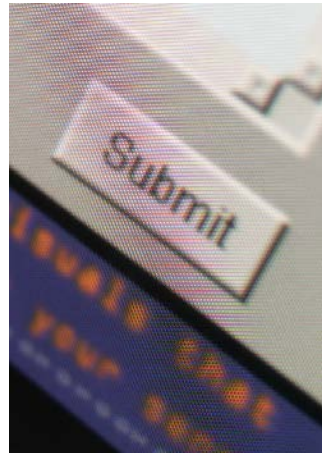
The screenshot shows a web interface for 'Notes and Attachments (0)'. It features a table with columns for 'Posted Timestamp', 'Author', '* Note Text', 'Attached File', and 'Actions'. The 'Note Text' field contains the text 'Packing Slip for HP printer'. The 'Attached File' column has a 'Browse...' button and a 'CANCEL' button. The 'Actions' column has an 'add' button. Red arrows point to the 'Note Text' field, the 'Browse...' button, and the 'add' button. Below the table, there are sections for 'Ad Hoc Recipients' and 'Route Log', each with a 'show' button.

	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:			Packing Slip for HP printer	<input type="text"/> Browse... CANCEL	add

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

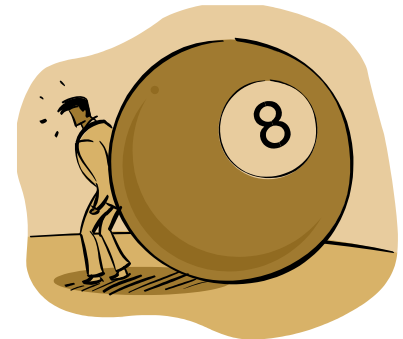
Completing Document

- **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  will record the entered items as Received.



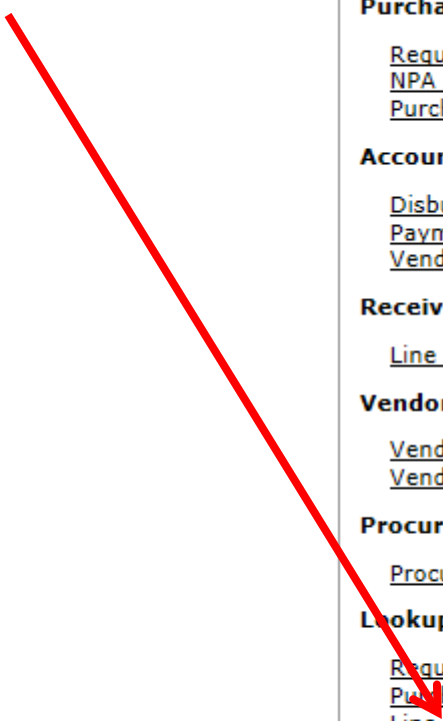
Troubleshooting

- 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...



Purchasing / Accounts Payable

Purchasing

- [Requisition](#)
- [NPA Requisition](#)
- [Purchase Agreement](#)

Accounts Payable

- [Disbursement Voucher](#)
- [Payment Request](#)
- [Vendor Credit Memo](#)

Receiving

- [Line Item Receiving](#)

Vendor

- [Vendor](#)
- [Vendor Agreement](#)

Procurement Card

- [Procurement Cardholder](#)

Lookups

- [Requisition](#)
- [Purchase Order](#)
- [Line Item Receiving](#)
- [Payment Request](#)
- [Vendor Credit Memo](#)
- [Purchase Agreement](#)
- [Disbursement Voucher](#)

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:	<input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data
Name this search (optional):	

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...	

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!



Thank You for Your Time!

