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
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
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

Please attach documentation that supports the entry! PDF format
Internal Order

ACTIVITIES
- Advance Deposit
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Distribution Of Income And Expense
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing

- Internal Order
- Intra-Account Adjustment
- Non-Check Disbursement
- Pre-Encumbrance
- Single Sided Budget Adjustment
- Transfer Of Funds
- Work Order Authorization

REFERENCE
- KFS Training Guides
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
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

[Website interface screenshot with Accounting section highlighted]

ACTIVITIES
- Advance Deposit
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REFERENCE
- KFS Training Guides
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

ACTIVITIES
- Advance Deposit
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Distribution Of Income And Expense
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Internal Order
- Intra-Account Adjustment
- Non-Check Disbursement
- Pre-Encumbrance
- Single Sided Budget Adjustment
- Transfer Of Funds
- Work Order Authorization

REFERENCE
- KFS Training Guides
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

Exercises #5 & #6
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
- Pay Date: 04/01/2021, No (Immediate Pay)
- Invoice Date: 03/09/2021
- PO End Date:
- Payment Attachment Indicator: No
- Extract Date:

**Purchase Order #**: 714270

**INVOICE INFO**

- PO Notes: Yes
- Payment Request Cost Source: ESTIMATE
- Payment Classification:

**AP Processed Date**: 03/10/2021 07:28 AM

**PROCESS ITEMS**

**PURCHASE ORDER LINE ITEM TOTALS**

<table>
<thead>
<tr>
<th>ENCUMBRANCE EXCLUDING FREIGHT &amp; S/H</th>
<th>TOTAL ENCUMBRANCE AMOUNT RELIEVED</th>
<th>TOTALPAIDAMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>46,360.00</td>
<td>46,360.00</td>
<td>48,082.00</td>
</tr>
</tbody>
</table>

**ITEMS**

<table>
<thead>
<tr>
<th>OPEN QTY</th>
<th>UOM</th>
<th>PO UNIT/EXT PRICE</th>
<th>QTY INVOICED</th>
<th>UNIT COST</th>
<th>EXTENDED COST</th>
<th>CATALOG #</th>
<th>ASSIGNED TO TRADE IN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>CASE</td>
<td>170</td>
<td>70.00</td>
<td>194.60</td>
<td>13,622.00</td>
<td>20A00H082</td>
<td>No</td>
<td>SMART Gen-X gloves, Extra-Large</td>
</tr>
</tbody>
</table>
Open a Line Item Receiving (LIR) document

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

2. Type in the PO# and the Date the items were Received

3. Click “Continue”

Input PO # and Date Received

Packing Slip, Bill of Lading & Carrier can be left blank
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

- Verify the information in the Vendor section is correct
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.
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.
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 not 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