Internal Orders, Internal Billings, Distribution of Income & Expense & Line Item Receiving

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
Log in to KFS – Training Environment

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?

Internal Order Document

Internal Billing Document

Distribution of Income & Expense

Line Item Receiving
Characteristics of a “well-documented” 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
<table>
<thead>
<tr>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video Production Costs</td>
<td>Video production costs for the Behavioral Sciences Building grand opening.</td>
</tr>
<tr>
<td>Lory Student Center Catering Services</td>
<td>Catering Services for ‘Grill the Buffs’ event</td>
</tr>
</tbody>
</table>
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
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

- 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

- 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 icon 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

- 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 import into the document
  - NOTE: To and From sections will be on separate excel/csv sheets
Distribution of Income & Expense

Exercises
#5 & #6
Line Item Receiving
What is a Line Item Receiving (LIR) document used for?

- The Line Item Receiving (LIR) document is used to acknowledge the receipt of goods on a purchase order line item for which a quantity was given.

- A LIR document is required on Purchase Orders that are for goods >$5000 or for any document where the user has designated on the requisition that receiving is required.
Line Item Receiving

- Line Item – used to record quantities of items received, damaged, returned or unordered on a purchase order.
Note: When creating a Requisition, the user doesn’t need to click this box. The system will automatically fill this in for goods >$5000.

Receiving is NOT required on service orders and for those orders designated as “no quantity” on the Purchase Order line item.
How do I find the Payment Request documents that require receiving?

- To search for payment requests awaiting receiving, go to the Document search. This is located on the main menu screen of Kuali (in the Doc Search area). Type in “PREQ” in document type to narrow search.
Finding Payment Request Documents that Require Receiving

• Select a status of “Awaiting Receiving”, input your chart code (usually CO) and your department number in the organization code and press search. Documents awaiting receiving will be displayed.

• The vendor will NOT be paid for this Payment Request until a LIR document is input that matches the quantities on the Payment Request. Clicking on the Payment Request document will give you the invoiced quantity details.
How do I complete a Line Item Receiving (LIR) document?

- Go to the Line Item Receiving document found in the Kuali Home Page Side Menu under the “Procurement & Accounts Payable” Activities.

- Input the PO number and the date received, then click “Continue.”

- Input PO # and received Date.
- Packing Slip, Bill of Lading & Carrier can be left blank.
How do I find the Payment Request documents that require receiving?

- Did you receive an email and just are looking to get into the Line Item Receiving document?
  - Look up the purchase order that the line item receiving relates to by doing a Document Search
  - Type “PO” into the Document Type field
  - Type in any other identifying information such as Purchase Order #
  - Click search
  - Select the PO you are looking for to Open the PO
How do I find the Payment Request documents that require receiving?

Within the Purchase Order, click on the Receiving button at the bottom of the screen to open the Line Item Receiving document.
How do I complete a Line Item Receiving (LIR) document?

- PO Number and Date Received needs input and then click "Continue" (unless it is already filled in based on how you got to the LIR).

**Line Item Receiving**

**Input PO # and received Date**

**Packing Slip, Bill of Lading & Carrier can be left blank**
Line Item Receiving (LIR)

- After you click continue the LIR document populates.
  - In the Document Overview, the Description auto-populates. If you want to add more description, type it in the explanation box.
Line Item Receiving (LIR)

* In the Vendor section verify the information is correct. Only the sections with “*” next to them are required.
Line Item Receiving (LIR)

- The Items section is where you input how many items you received.

In this example we were expecting 17 HP Elites, and 13 HP 22”. If we have received all 30 items the user can click the “load qty received” button to auto populate the quantities. If only 15 and 11 were received, then input that as the quantity received. You are also able to input the number returned or damaged.
Line Item Receiving (LIR)

- The Delivery section is not editable, but shows where the items were delivered.

- View Related Documents shows what other documents 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 will show you who needs to approve the document.

- When the document is complete you will then click “submit” so the document can be routed for approval.
Is there anything else I need to know about this document?

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

- If not all items have been taken care of in the LIR document, the invoice will not be paid.

  - Ex: I ordered 20 widgits and in the LIR I recorded that I received 18 and 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.
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
Posting Documents

Exercises #7 & #8
Questions

Contact your Campus Service Representative with Kuali questions

Kris King 491-6752
Summer Learning 491-2801
Publina Meldrum 491-4148