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/CS.ASPX
Log in to KFS – Training Environment

Welcome to the Campus Administrative Portal (CAP) web page.

CAP is designed as an entry page 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. The "Quick Applications" provide single sign-on access. The "Links" require a second sign-on using your current application username and password. The categories at the top of the page are to provide access to additional resources.

The "Help Request or Feedback" link 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 7:45 - 16:15 Mon-Fri.

Please use the "Help Request or Feedback" link to provide feedback regarding the CAP web pages. You can also send email to is_help_admin@mail.colostate.edu. We welcome your comments.

To access the CAP web page from off campus, please use the URL https://secure.colostate.edu and select the CAP menu item.

To create CAP as a Favorite (Bookmark) for access from on campus, use this page instead of the sign-on page. From off campus you should bookmark https://secure.colostate.edu

Did you know you can tax-defer up to $17,000 or more of your income each year?

- Non-student employees can participate in the University’s 403(b) Plan which consists of Fidelity Investments, TIAA-CREF and VALIC.
- All employees can participate in PERA’s 457 Plan and/or PERA’s 401(k) Plan

Visit the Human Resources website or contact the CSU Benefits Office at (970) 491-MyHR (6947) for additional information.
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?
Internal Order Documentation

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
Internal Billing Documentation

Description: Key Card Request
Explanation: Department key card order #2013 REC 04

Description: Sep10 CEMML color copies
Explanation: CEMML color copies from GIS lab for Sep10.

Description: RECHAR Account Internal Revenue
Explanation: Data analysis for use of clicker in classroom by consultant, Jim Who
Distribution of Income & Expense Documentation

**Description:** Distribution of Conference/Program Registration Income

**Explanation:** Distributing deposits paid to Pingree Park in advance of conferences to Pingree Park revenue now that the conferences are concluded.

**Description:** Credit Card Deposit

**Explanation:** Transfer Credit Card deposits to credit card clearing and revenue object codes.

**Description:** Honoraria for course lectures

**Explanation:** Funds transferred from course subaccounts to individual subaccounts for honoraria.
Internal Order
<table>
<thead>
<tr>
<th>Transactions</th>
<th>Custom Document Searches</th>
<th>Balance Inquiries</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Construction</strong>&lt;br&gt;- Budget Construction Selection</td>
<td><strong>Financial Transactions</strong>&lt;br&gt;- Capital Asset Management&lt;br&gt;- Asset Maintenance</td>
<td><strong>General Ledger</strong>&lt;br&gt;- Available Balances&lt;br&gt;- Balances by Consolidation&lt;br&gt;- Cash Balances&lt;br&gt;- General Ledger Balance&lt;br&gt;- General Ledger Entry&lt;br&gt;- General Ledger Pending Entry&lt;br&gt;- Open Encumbrances</td>
</tr>
<tr>
<td><strong>Financial Processing</strong>&lt;br&gt;- Advance Deposit&lt;br&gt;- Adjustment/Accrual Voucher&lt;br&gt;- Budget Adjustment&lt;br&gt;- Cash Receipt&lt;br&gt;- Disbursement Voucher&lt;br&gt;- Distribution of Income and Expense&lt;br&gt;- General Error Correction&lt;br&gt;- Indirect Cost Adjustment&lt;br&gt;- Interfund Billing</td>
<td><strong>Financial Processing</strong>&lt;br&gt;- Capital Asset Management&lt;br&gt;- Financial Processing&lt;br&gt;- Disbursement Vouchers</td>
<td><strong>1099 Process</strong>&lt;br&gt;- Payee&lt;br&gt;- Payable&lt;br&gt;- Payment&lt;br&gt;- Process Extract History&lt;br&gt;- Payee 1099 Forms&lt;br&gt;- 1099 Exception Report</td>
</tr>
<tr>
<td><strong>Purchasing/Accounts Payable</strong>&lt;br&gt;- Bulk Receiving&lt;br&gt;- Contract Manager Assignment&lt;br&gt;- Payment Request&lt;br&gt;- Receiving&lt;br&gt;- Requisition&lt;br&gt;- Shop Catalogs&lt;br&gt;- Vendor Credit Memo</td>
<td><strong>Purchasing/Accounts Payable</strong>&lt;br&gt;- Electronic Invoice Rejects&lt;br&gt;- Payment Requests&lt;br&gt;- Purchase Orders&lt;br&gt;- Receiving&lt;br&gt;- Requisitions&lt;br&gt;- Vendor Credit Memo</td>
<td><strong>Record Maintenance</strong>&lt;br&gt;- Payee&lt;br&gt;- Payable&lt;br&gt;- Payment&lt;br&gt;- Process Extract History&lt;br&gt;- Payee 1099 Forms&lt;br&gt;- 1099 Exception Report</td>
</tr>
<tr>
<td><strong>Administrative Transactions</strong></td>
<td><strong>Lookup and Maintenance</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Capital Asset Builder</strong>&lt;br&gt;- Capital Asset Builder AP Transactions&lt;br&gt;- Capital Asset Builder GL Transactions</td>
<td><strong>Capital Asset Builder</strong>&lt;br&gt;- Pre-Asset Tagging</td>
<td></td>
</tr>
<tr>
<td><strong>Capital Asset Management</strong>&lt;br&gt;- Asset Manual Payment&lt;br&gt;- Barcoding Inventory Process&lt;br&gt;- Asset Year and Depreciation</td>
<td><strong>Capital Asset Management</strong>&lt;br&gt;- Asset&lt;br&gt;- Asset Fabrication&lt;br&gt;- Asset Global (Add)&lt;br&gt;- Asset Location Global&lt;br&gt;- Asset Payment&lt;br&gt;- Asset Retirement Global</td>
<td></td>
</tr>
<tr>
<td><strong>Financial Processing</strong>&lt;br&gt;- Cash Management&lt;br&gt;- General Ledger Correction Process&lt;br&gt;- Journal Voucher&lt;br&gt;- Non-Check Disbursement&lt;br&gt;- Service Billing</td>
<td><strong>Chart of Accounts</strong>&lt;br&gt;- Account&lt;br&gt;- Account Global&lt;br&gt;- Account Delegate&lt;br&gt;- Account Delegate Global&lt;br&gt;- Account Delegate Model&lt;br&gt;- Account Delegate Global From Model&lt;br&gt;- Object Code&lt;br&gt;- Object Code Global&lt;br&gt;- Organization&lt;br&gt;- Project Code&lt;br&gt;- Sub-Account&lt;br&gt;- Sub-Object Code&lt;br&gt;- Sub-Object Code Global</td>
<td></td>
</tr>
<tr>
<td><strong>Check Reconciliation</strong>&lt;br&gt;- Check Reconciliation&lt;br&gt;- Reconciliation Report</td>
<td><strong>Financial Processing</strong>&lt;br&gt;- Disbursement Voucher Travel Company</td>
<td></td>
</tr>
<tr>
<td><strong>Automated Journal Vouchers</strong>&lt;br&gt;- Automated Journal Vouchers Sets&lt;br&gt;- Automated Journal Vouchers Types</td>
<td><strong>Vendor</strong>&lt;br&gt;- Vendor&lt;br&gt;- Vendor Contracts</td>
<td></td>
</tr>
</tbody>
</table>
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
Internal Order - Supplier

- After buyer has approved the document, it will appear on seller's 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
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
This document CAN be used to record a credit between departments or colleges

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
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 question mark, a window will open. Search, “Data Import Templates”
Distribution of Income & Expense

- Click on “Links to Default Data Import Templates” and scroll down to the document type you are using and open in excel.
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 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.
Receiving is NOT required on service orders and for those orders designated as “no quantity” on the Purchase Order line item.

Note: When creating a Requisition, the user doesn’t need to click this box. The system will automatically fill this in for goods >$5000.
How do I find the Payment Request documents that require receiving?

- To search for payment requests awaiting receiving, go to the Payment Requests search. This is located on the main menu screen of Kuali (in the Custom Document Search area).
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 Receiving document, which is located on the Main Menu screen of Kuali under the “Transactions” section.
  - Input the PO number and the date received, then click “Continue.”
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.

<table>
<thead>
<tr>
<th>Vendor Address</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor</strong>:</td>
<td>Gov Connection Inc</td>
<td><strong>City</strong>: Merrimack</td>
</tr>
<tr>
<td><strong>Vendor #:</strong></td>
<td>12791-0</td>
<td><strong>State</strong>: NH</td>
</tr>
<tr>
<td><strong>Address 1</strong>:</td>
<td>732 Milford Rd</td>
<td><strong>Postal Code</strong>: 03054</td>
</tr>
<tr>
<td><strong>Date Received</strong>:</td>
<td>11/21/2012</td>
<td><strong>Country</strong>: United States</td>
</tr>
<tr>
<td><strong>Packing Slip #:</strong></td>
<td></td>
<td><strong>Reference #:</strong></td>
</tr>
<tr>
<td><strong>Bill Of Lading #:</strong></td>
<td></td>
<td><strong>Carrier</strong>:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Line #</th>
<th>Catalog #</th>
<th>* Description</th>
<th>Qty Ordered</th>
<th>* UOM:</th>
<th>Prior Qty Received</th>
<th>To be Received</th>
<th>Qty Received</th>
<th>Qty Returned</th>
<th>Qty Damaged</th>
<th>Addition Reason</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>14390530</td>
<td>HP 8200 Elite : 3.1GHz Core i5 4GB RAM 250GB hard drive</td>
<td>17.00</td>
<td>EA EACH</td>
<td>0.00</td>
<td>17.00</td>
<td>17</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>10721653</td>
<td>HP 22&quot; LA2205wg Smart Buy Widescreen LCD Monitor</td>
<td>13.00</td>
<td>EA EACH</td>
<td>0.00</td>
<td>13.00</td>
<td>13</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
Posting Documents FAQ

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
Contact your Campus Service Representative with Kuali questions

Erin Mercurio  491-6752
David Leathers  491-5509
Summer Learning  491-2801
Grant Polzer  491-4148