

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](http://busfin.colostate.edu/Depts/Campus_Svcs.aspx)

# Login to KFS – Training Environment

## Administrative Applications and Resources

Home Reporting Research



### 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](mailto: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 for Quali 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  |
| Explanation: | Motor Pool sedan for John Doe – travel to Sterling November 30, 2019.      |

Please attach documentation that supports the entry! PDF format

# Internal Order

⚠ This is a test environment

Back Door ID

HOME

Jump to... Ctrl+K

ACCOUNTING

ACCOUNTS RECEIVABLE

AUTOMATED JOURNAL VOUCHER

BALANCE INQUIRIES

BUDGET CONSTRUCTION

CAPITAL ASSETS

CHART OF ACCOUNTS

PRE-DISBURSEMENT

PROCUREMENT & ACCOUNTS PAYABLE

SYSTEM

TRAVEL

VENDOR

1099

BFS ADMINISTRATION

HELP

ABOUT

## Accounting

### 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

# Internal Order - Supplier

- ▶ 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

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Back Door ID

HOME

Jump to... Ctrl+K

ACCOUNTING

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## Accounting

### ACTIVITIES

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- Single Sided Budget Adjustment
- Transfer Of Funds
- Work Order Authorization

### 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

⚠ This is a test environment

Back Door ID

HOME

Jump to... Ctrl+K

ACCOUNTING

ACCOUNTS RECEIVABLE

AUTOMATED JOURNAL VOUCHER

BALANCE INQUIRIES

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PRE-DISBURSEMENT

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## Accounting

### 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

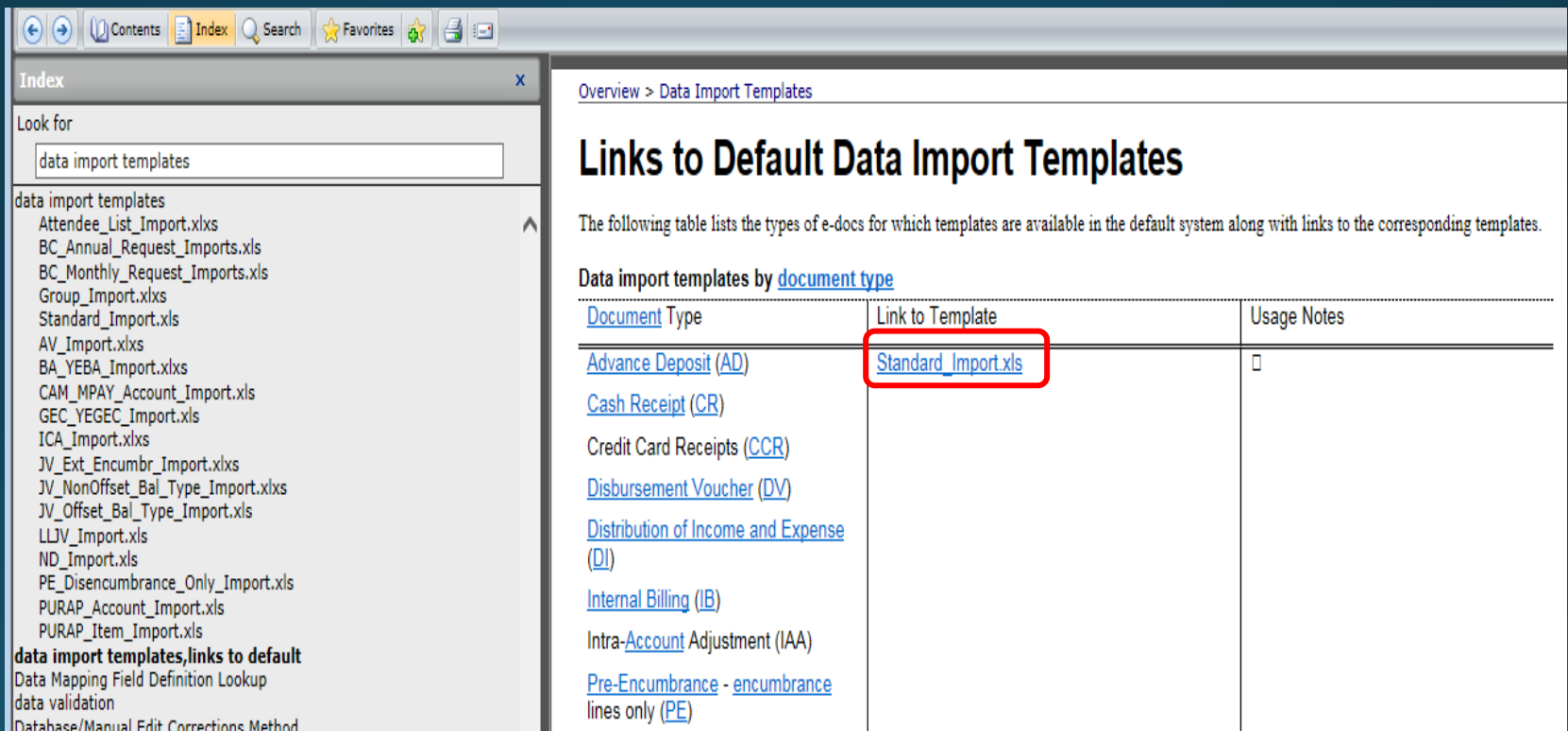
# Distribution of Income & Expense

- 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”



The screenshot shows a web application interface with a search bar and a table of links to default data import templates. The search bar contains the text "data import templates". The table has three columns: Document Type, Link to Template, and Usage Notes. The link "Standard\_Import.xls" is highlighted with a red box.

Overview > Data Import Templates

## Links to Default Data Import Templates

The following table lists the types of e-docs for which templates are available in the default system along with links to the corresponding templates.

Data import templates by [document type](#)

Document Type	Link to Template	Usage Notes
<a href="#">Advance Deposit (AD)</a>	<a href="#">Standard_Import.xls</a>	<input type="checkbox"/>
<a href="#">Cash Receipt (CR)</a>		
<a href="#">Credit Card Receipts (CCR)</a>		
<a href="#">Disbursement Voucher (DV)</a>		
<a href="#">Distribution of Income and Expense (DI)</a>		
<a href="#">Internal Billing (IB)</a>		
<a href="#">Intra-Account Adjustment (IAA)</a>		
<a href="#">Pre-Encumbrance - encumbrance lines only (PE)</a>		

# 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

ACCOUNTING LINES [Import Templates](#)

FROM

HIDE DETAILS

IMPORT LINES

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
CO ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<input data-bbox="1734 1096 1779 1136" type="button" value="+"/>

TO

HIDE DETAILS

IMPORT LINES

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
CO ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<input data-bbox="1734 1305 1779 1345" type="button" value="+"/>

# Distribution of Income & Expense



Exercises  
#5 & #6

# 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 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.

Requisition ?

DOCUMENT OVERVIEW

OVERVIEW

\* Description :

Organization Document Number :

FINANCIAL DOCUMENT DETAIL

\* Year : 2020

REQUISITION DETAIL


\* Chart/Org : CO / 6003 ?








Receiving Required :

Account Distribution Method : Proportional

# 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

Document Search 

Document Type:	<input type="text" value="PREQ"/>	 	
Initiator:	<input type="text"/>	 	
Document Id:	<input type="text"/>		

# 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

Document Search ? detailed search

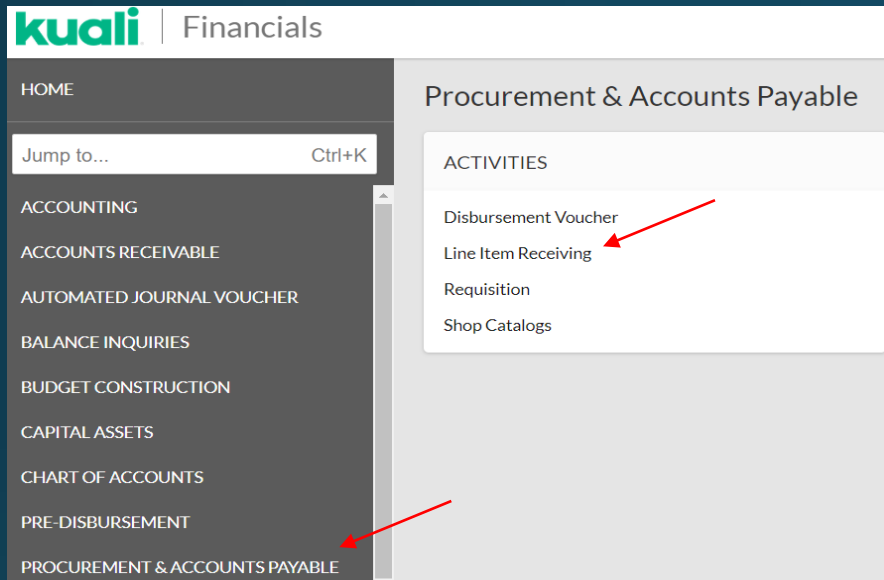
Document Type:	<input type="text" value="PREQ"/> <span>?</span>
Initiator:	<input type="text"/> <span>?</span>
Document Id:	<input type="text"/> <span>?</span>
Application Document Status:	<div style="border: 1px solid red; padding: 2px;"><ul style="list-style-type: none"><li>Auto-Approved</li><li>Awaiting AP Review</li><li style="background-color: #0070C0; color: white;">Awaiting Receiving</li><li>Awaiting Sub-Account Manager Approval</li><li>Awaiting Fiscal Officer Approval</li></ul></div> <span>?</span>

# 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			* Purchase Order # :			714270		
Pay Date :	04/01/2021 No (Immediate Pay)			PO Notes :			Yes		
* Invoice Date :	03/09/2021			Payment Request Cost Source :			ESTIMATE		
PO End Date :				Payment Classification :					
Payment Attachment Indicator :	No			AP Processed Date :			03/10/2021 07:28 AM		
Extract Date :									
PROCESS ITEMS									
PURCHASE ORDER LINE ITEM TOTALS									
ENCUMBRANCE EXCLUDING FREIGHT & S/H				TOTAL ENCUMBRANCE AMOUNT RELIEVED				TOTAL PAID AMOUNT	
46,360.00				46,360.00				48,082.00	
ITEMS									
OPEN QTY	UOM	PO UNIT/EXT PRICE	QTY INVOICED	UNIT COST	EXTENDED COST	CATALOG #	ASSIGNED TO TRADE IN	DESCRIPTION	
0.00	CASE	170	70.00	194.60	13,622.00	20A00H082	No	SMART Gen-X gloves, Extra-Large	

# Open a Line Item Receiving (LIR) document



- Open a LIR from the Kualu Home screen under the “Procurement & Accounts Payable” Activities

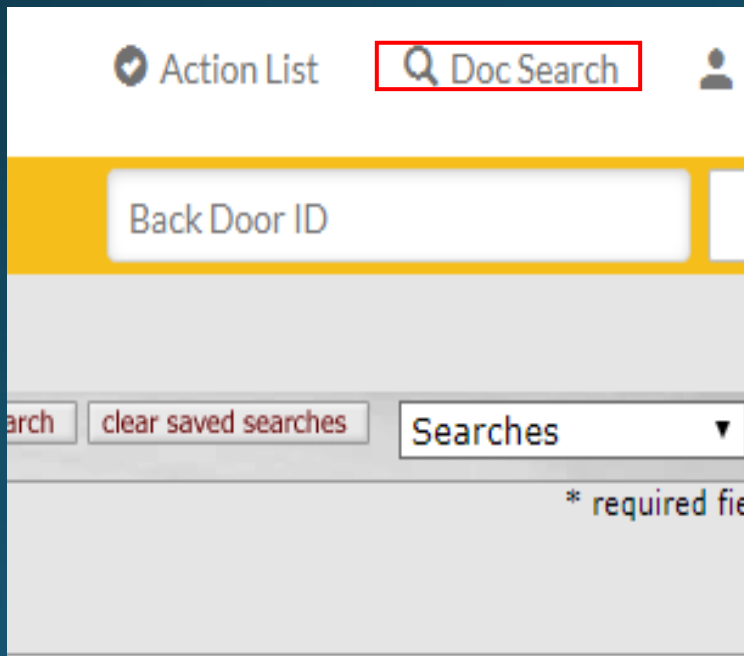
- Type in the PO# and the Date the items were Received
- Click “Continue”

The screenshot shows the 'Line Item Receiving' initiation form. The title bar reads 'Line Item Receiving' with an initiator ID 'jborja1U@colo'. The main heading is 'LINE ITEM RECEIVING INITIATION'. The form contains several input fields: '\* Purchase Order #' (text box), '\* Date Received:' (text box with a calendar icon), 'Packing Slip #' (text box), 'Bill Of Lading #' (text box), and 'Carrier:' (dropdown menu). Two black-bordered boxes with white text provide instructions: 'Input PO # and Date Received' and 'Packing Slip, Bill of Lading & Carrier can be left blank'.

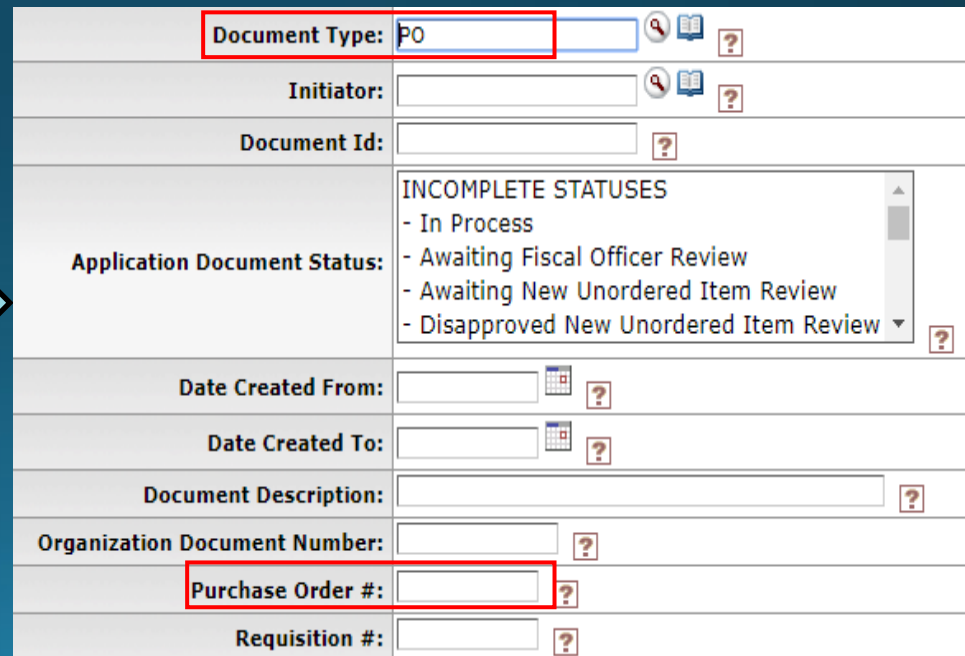
# Did you receive an email stating you have a document that requires Line Item Receiving?

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



A screenshot of a web application interface for document searching. At the top left, there is a navigation menu with 'Action List' and 'Doc Search' (the latter is highlighted with a red box). Below this is a search bar containing the text 'Back Door ID'. At the bottom, there are buttons for 'Search' and 'clear saved searches', and a dropdown menu labeled 'Searches'. A red box highlights the 'Doc Search' button.



A screenshot of the search results page for a Purchase Order. The 'Document Type' field is highlighted with a red box and contains the value 'PO'. Below it, the 'Purchase Order #' field is also highlighted with a red box. The 'Application Document Status' dropdown menu is open, showing a list of statuses: 'INCOMPLETE STATUSES', '- In Process', '- Awaiting Fiscal Officer Review', '- Awaiting New Unordered Item Review', and '- Disapproved New Unordered Item Review'. Other fields like 'Initiator', 'Document Id', 'Date Created From', 'Date Created To', 'Document Description', 'Organization Document Number', and 'Requisition #' are also visible.



# 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

Purchase Order ⓘ

Doc Nbr : 24694725  
Initiator : kr  
Purchase Order # : 711367

Status : FINAL  
Created : 08:07 PM 03/16/2021  
Purchase Order Doc Status : Closed

EXPAND ALL COLLAPSE ALL

DOCUMENT OVERVIEW ^

OVERVIEW

\* Description : Frantz  
Organization Document Number :

Explanation : Vilander start up = IVC system/caging and AC rack needed to create a germ-free mouse facility for upcoming gnotobiotic mice studies.

FINANCIAL DOCUMENT DETAIL

\*Year : 2021  
Total Amount : 70,042.20

PURCHASE ORDER DETAIL

\* Chart/Org : CO / 2007  
Receiving Required : Yes  
Contract Manager : Jim Frantz  
Assigned To User :  
Solicitation Number : VT-UCP-TG-007-13  
EPLS Indicator : No  
Account Distribution Method : Proportional

\* Funding Source : INSTITUTION ACCOUNT  
Payment Request Positive Approval Required : No  
Previous Purchase Order # :  
Purchase Order Confirmed Indicator : No  
Requisition Source : DIRECT INPUT

DELIVERY

Receiving Send AdHoc Requests Close ^

# 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 ⓘ Initiator: jborja10@colo

LINE ITEM RECEIVING INITIATION

Input PO # and received Date

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

\* Purchase Order #:

\* Date Received:  

Packing Slip #:

Bill Of Lading #:

Carrier:

# Line Item Receiving (LIR)

- After you click Continue, the LIR document opens and prepopulates
  - For a more detailed Description, complete the Explanation field

Line Item Receiving ⓘ

Doc Nbr : 24707520  
Initiator : krisk@colostate.edu

Status : **SAVED**  
Created : 08:27 AM 03/29/2021  
Line Item Receiving Doc Status : In Process

**EXPAND ALL** **COLLAPSE ALL**

DOCUMENT OVERVIEW ^

OVERVIEW

\* Description : PO: 714270 Vendor: THOMAS SCIENTIFIC

Explanation :

Organization Document Number :

- Verify the information in the Vendor section is correct

VENDOR

* Vendor :	THOMAS SCIENTIFIC	* City :	Swedesboro
Vendor # :	19877-0	State :	NJ
		*required for US	
* Address 1 :	1654 High Hill Rd	Postal Code :	08085
Address 2 :	PO Box 99	*required for US	
		* Country :	United States
* Date Received :	03/27/2021		

# 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.

ITEMS										
CATALOG #	* DESCRIPTION	QTY ORDERED	* UOM	PRIOR QTY RECEIVED	TO BE RECEIVED	QTY RECEIVED	QTY RETURNED	QTY DAMAGED	ADDITION REASON	ACTIONS
1	20A00H082	SMART Gen-X gloves, Extra-Large	70.00	CS CASE	0.00	70.00	70	0.00	0.00	
2	20A00H081	SMART Gen-X gloves, Large	6.00	CS CASE	6.00	0.00	0.00	0.00	0.00	
3	20A00H080	SMART Gen-X gloves, Medium	70.00	CS CASE	70.00	0.00	0.00	0.00	0.00	
4	20A00H581	Bolle Safety Clear G16 Chemical Splash Goggles with indirect vents	2,000.00	EA EACH	2,000.00	0.00	0.00	0.00	0.00	
5	20A00J474	RS Safe Nitrile Gloves, Large	64.00	CS CASE	64.00	0.00	0.00	0.00	0.00	

# 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.

DELIVERY ^

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FINAL DELIVERY

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* Delivery Campus : MC - CSU Main Campus Building : Hartshorn Health Center * Address 1 : 600 SOUTH DRIVE Address 2 : * Room : 211 * City : FORT COLLINS * State : CO * Postal Code : 80523 Country : United States	* Delivery To : McKune, James L Phone Number : 970-491-1749 Email : Jim.McKune@colostate.edu
---	--

Delivery Instructions :

VIEW RELATED DOCUMENTS ^

---

RELATED DOCUMENTS

---

REQUISITION - 243026 [Show](#)

---

PURCHASE ORDER CLOSE - 347101 [Show](#)

---

PURCHASE ORDER - DOC # 2003061

---

LINE ITEM RECEIVING

# 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

NOTES AND ATTACHMENTS (0) ^

\* Note Text:

Attachment:  No file chosen

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AD HOC RECIPIENTS ^

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ROUTE LOG ^

# 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 widgets 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 widgets 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