Receiving Payment Requests
Accounts Payable

2017
Receiving

This is a step-by-step guide to Receiving Payment Requests for the University of Connecticut. The guide begins after signing into UConn’s Kuali Financial System (KFS). Below are two options for opening and completing a receiving report.

- **Note**: Accounts Payable sends out a weekly report to departments that require receiving on Purchase Orders.
- Quantity Purchase Orders over $5,000 require receiving unless stated otherwise on the PO. Non-Quantity Purchase Orders will not require receiving.
- Departments are responsible for entering their own receiving reports on a timely basis.
- Please note that the Payment Request (vendor invoice) entered against a PO that needs receiving will not route to the Fiscal Officer (FO) until a receiver is entered against the PO.

**Option 1**

1. **Under the Main Menu Tab in KFS: Select “Receiving”** to initiate the line item receiving report. (Under Transactions, Purchasing/Accounts Payable, select Receiving).

![Menu Preview](image-url)
2. **Enter the Purchase Order.** Enter the Purchase Order Number and the Date Received (the date the goods/services were received). The Packing Slip#, Bill of Lading#, and Carrier fields are optional. Then, Select Continue.

3. **Enter the Quantity Received** in the “QTY Received” field for the selected line item.
   a. To receive all lines on the PO, select the “Load QTY Received” button.
   b. If the line items no not appear, the receiver is unnecessary.

4. **Enter the Quantity of Returned and Damaged** items in the “QTY Returned” and “QTY Damaged” fields if applicable.

5. **Select Submit.**
Option 2


2. Enter the PO Number and Search.

3. Select the Doc ID for the open Purchase Order by selecting the Document Id Number.
4. At the bottom of the page, select the receiving button.

5. **Enter the Quantity Received** in the “QTY Received” field for the selected line item.
   a. To receive all lines on the PO, select the “Load QTY Received” button.
   b. If the line items do not appear, the receiver is unnecessary.

6. **Enter the Quantity of Returned and Damaged** items in the “QTY Returned” and “QTY Damaged” fields if applicable.

7. Select Submit.
Tips and Tricks

- Determining if a PO Needs Receiving:
  - Accounts Payable sends out a weekly report to departments that have invoices requiring receiving.
  - The Document Overview tab on the PO will note when the PO needs receiving
    - If no line items appear when performing a receiving report, the PO does not require receiving.
  - Under the Main Menu Tab in KFS: Select "" (Under Custom Document Searches, Purchasing/Accounts Payable, Select Payment Requests)
    - Search by the Purchase Order Number.
    - If the Payment Request Field states “Awaiting Receiving”, receiving is needed on the PO so these PREQs will route to the FO for approval. It may take 24 hours before the PREQ appears in the FO’s Action List.

- Correcting a Receiving Report:
  - Open the document that is incorrect
  - Select the correction button.
  - Correct the QTY Received, QTY Returned, and QTY Damaged as needed.

- Receiving all Lines on a Purchase Order:
  - Select the “Load QTY Received” button.
<table>
<thead>
<tr>
<th>Line #</th>
<th>Catalog #</th>
<th>* Description</th>
<th>Qty Ordered</th>
<th>* UOM</th>
<th>Qty Received</th>
<th>Qty To be Received</th>
<th>Qty Received</th>
<th>Qty Returned</th>
<th>Qty Damaged</th>
<th>Additional Reason</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LXS14/85</td>
<td>SHURE UHF Standard wireless Frequency Agile Bodypack system w/ 85 Cardid Lapel Microphone</td>
<td>6.00</td>
<td>EA</td>
<td>6.00</td>
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</tr>
<tr>
<td>2</td>
<td>A400SMUL8</td>
<td>SHURE A400SMUL8 Shock Mount And Windscreen</td>
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<td>EA</td>
<td>6.00</td>
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<tr>
<td>3</td>
<td>MST-701 7&quot;</td>
<td>AMX CORPORATION MST-701 7&quot; Modern S Series Table Top Touch Panel</td>
<td>6.00</td>
<td>EA</td>
<td>6.00</td>
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