



UConn

UNIVERSITY OF CONNECTICUT



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).



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.

Line Item Receiving Initiation

Line Item Receiving Initiation

* Purchase Order #: 144811

* Date Received: 02/17/2017

Packing Slip #:

Bill Of Lading #:

Carrier:

continue clear

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 do not appear, the receiver is unnecessary.

Items

Receiving Line Items

load qty received clear qty received

Line #	Catalog #	* Description	Qty Ordered	* UOM:	Prior Qty Received	To be Received	Qty Received	Qty Returned	Qty Damaged	Addition Reason	Actions
1	NonCatalogItem	SHURE ULXS14/85 UHF Standard wireless Frequency Agile Bodypack system w/WL185 Cardioid Lapel Microphone	6.00	EA Each	6.00	0.00	0.00	0.00	0.00		
2	NonCatalogItem	SHURE A400SMXLR Shock Mount And Windscreen	6.00	EA Each	6.00	0.00	0.00	0.00	0.00		
3	NonCatalogItem	AMX CORPORATION MST-701 7" Modero S Series Tabletop Touch Panel	6.00	EA Each	6.00	0.00	0.00	0.00	0.00		

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

Items

Receiving Line Items

load qty received clear qty received

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5. **Select Submit.**

submit save reload close cancel

Option 2

- Under the Main Menu Tab in KFS: Select "Purchase Order". (Under Custom Document Searches, Purchasing/Accounts Payable, select Purchase Order).

Custom Document Searches

Financial Transactions

Accounts Receivable

- Customer Invoices
- Customer Credit Memos
- Customer Invoice Writeoffs
- Cash Controls
- Payment Applications

Capital Asset Management

- Asset Maintenance

Effort Certification

- Effort Certification

Financial Processing

- Disbursement Vouchers

Purchasing/Accounts Payable

- Electronic Invoice Rejects
- Payment Requests
- **Purchase Orders**
- Receiving
- Requisitions
- Vendor Credit Memos

- Enter the PO Number and Search.

Application Document Status:	COMPLETE STATUSES - Cancelled - Cancelled Change - Change in Process - Closed
Date Created From:	<input type="text"/>
Date Created To:	<input type="text"/>
Document Description:	<input type="text"/>
Organization Document Number:	<input type="text"/>
Purchase Order #:	144811
Requisition #:	<input type="text"/>
Purchase Order Type Code:	<input type="text"/>
Vendor #:	<input type="text"/>
Purchase Order Chart Code:	<input type="text"/>

- Select the Doc ID for the open Purchase Order by selecting the Document Id Number.

One item retrieved.

Document Id	Status	Document Description	Organization Document Number	Purchase Order #	Purchase Order Doc Status	Contract Manager Name	Chart/Org	Vendor
4681616	FINAL	CS Stamford High Tech Upgrade JW		144811	Open	Stacee Fournier	UC-1059	HB Communications Inc

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

4. At the bottom of the page, select the receiving button.



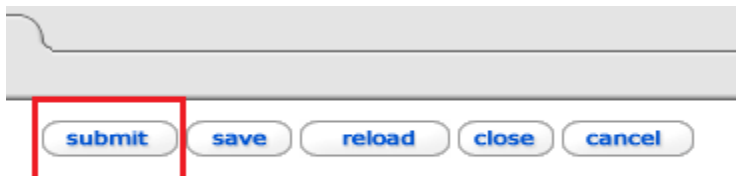
5. Enter the Quantity Received in the "QTY Received" field for the selected line item.
 - a. To receive all lines on the PO, select the "Load QTY Received" button.
 - b. If the line items no not appear, the receiver is unnecessary.

Line #	Catalog #	* Description	Qty Ordered	* UOM:	Prior Qty Received	To be Received	Qty Received	Qty Returned	Qty Damaged	Addition Reason	Actions
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6. Enter the Quantity of Returned and Damaged items in the "QTY Returned" and "QTY Damaged" fields if applicable.

Line #	Catalog #	* Description	Qty Ordered	* UOM:	Prior Qty Received	To be Received	Qty Received	Qty Returned	Qty Damaged	Addition Reason	Actions
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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.
 - OR**
 - 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.
 - OR**
 - 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.

68 items retrieved, displaying all items.

Document Id	Status	Document Description	Organization Document Number	Payment Request #	Invoice Number	Purchase Order #	Payment Request Doc Status	Hold	Request Cancel	Vendor	Customer #	Pay Date	Extract Date	Paid	Ledger Document Type	Total Amount	Route Log
5049262	ENROUTE	PO: 133272 Vendor: MOOG Components Group		359580	SPA/23907	133272	Awaiting Receiving	No	No	MOOG Components Group		04/18/2017 12:00 AM		No	PREQ	950.00	
5043995	ENROUTE	PO: 142397 Vendor: University Of Arizona		359477	8683	142397	Awaiting Receiving	No	No	University Of Arizona		04/05/2017 12:00 AM		No	PREQ	4,445.00	
5043949	ENROUTE	PO: 142758 Vendor: Office Furniture Inc		359465	94235	142758	Awaiting Receiving	No	No	Office Furniture Inc		04/17/2017 12:00 AM		No	PREQ	4,618.58	
5043755	ENROUTE	PO: 130096 Vendor: Allied Printing Servi	University	359457	68544	130096	Awaiting Receiving	No	No	Allied Printing Services Inc		04/05/2017 12:00 AM		No	PREQ	95,553.89	

- 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.

Items

▼ hide

Receiving Line Items

load qty received clear qty received

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▼ hide											
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▼ hide											
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