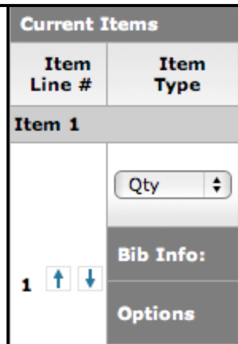
OLE Line Item Receiving Data Elements

The following table lists and describes each data field on the OLE Line Item Receiving eDoc. Data fields that have not been altered or added by the OLE project have definitions provided by the KFS user manual. The KFS User Manual describes the Line Item Receiving eDoc at http://testdrive.kfs.kuali.org/kfs-ptd/static/help/default.htm?turl=WordDocuments%2Freceivinglineitemreceiving.htm.

Document Header – completed automatically	
Doc Nbr	A unique, sequential, system-assigned number for a document
Status	Also known as Route Status. The current location of the document in its routing path.
Initiator	An OLE user role for a person who creates (initiates or authors) a new document for routing. Any Kuali user may initiate most of the document types, however, an Initiator may be required to belong to a Role for certain restricted document types (for example, Journal Voucher).
Created	The date on which a document is created
Payment Request #	An identifying number assigned to this Payment Request. The Payment Request number may be used for queries specific to the Purchasing/AP module of the KFS. This number differs from the **Doc Nbr** entry, which identifies the Payment Request as a unique document for general KFS and Workflow queries.
Payment Request Status	A status that indicates where the Payment Request document is in the Purchasing/AP process. This indicator is similar to the status a document receives in Workflow, but it is specific to the purchasing process. Examples of status include 'In Process,' 'Awaiting Purchasing Approval,' 'Out for Quote,' and 'Closed'.
Payment Request Initiation tab	
Purchase Order Number*	Required. Enter the PO number to which the invoice applies.
Invoice Date*	Required. Enter the invoice date from the vendor invoice or select the date from the calendar .
Invoice Number*	Required. Enter the identifying invoice number from the vendor invoice.
Vendor Invoice Amount*	Required if the Vendor is not foreign. Enter the net dollar amount of the invoice to be processed.
Foreign Vendor Invoice Amount	Required if the Vendor is foreign. Enter the net amount of the invoice to be processed.
Special Handling Instructions	Optional. Enter text into any of the special handling fields to indicate a special check delivery requirement for the payment.
Document Overview tab	
Description	Defaults to the purchase order number and vendor's name
Org. Doc. #	The organization document number. If the organization does not use an internal referencing system, this field is left blank.

Explanation	Allows you to include additional information about the document that does not fit into the **Description** field (which is limited to 40 characters).
Financial Document Detail section	
Year	Display-only. The fiscal year of the purchase order referenced by the Payment Request document.
Total Amount	Display-only. The total amount of the payment request after the request has been submitted.
Vendor Tab	
Vendor	Display-only. The vendor name from the Purchase Order document.
Vendor #	Display-only. The KFS-generated identifying number assigned to this vendor.
Address 1	Display-only. The first line of the address for the selected vendor.
Address 2	Display-only. The second line of the address for the selected vendor.
Date Received	Required. Defaults from the initiation tab but can be changed.
Packing Slip #	Defaults from the **Line Item Receiving Initiation** tab but can be edited.
Bill of Lading #	Defaults from the **Line Item Receiving Initiation** tab but can be edited.
City	Display-only. The city associated with this vendor. This entry is required under certain circumstances (such as, for a U.S. address).
State	Display-only. The state associated with this vendor.
Postal Code	Display-only. The postal code for this vendor address. Postal codes are required under certain circumstances (such as, for a U.S. address).
Country	Display-only. The country associated with this vendor.
Reference #	Allows you to add additional information that will assist with document searching.
Carrier	Defaults from the **Line Item Receiving Initiation** tab but can be edited.
Titles Tab	
Add Item/Current Items section	
Item Line #	After the line has been added, the system assigns a number to it. This item may be moved up or down in the sequence of lines by using the arrow buttons.

	
Vendor Item Identifier	Display –only (optional for new line items). Identifies a vendor item identifier if one has been provided by a vendor.
Description*	Concatenated data values from the related bibliographic description.
Format	Display-only (optional for new line items). Identifies the Format for this line item.
Qty Ordered	Display-only. Indicates the original quantity ordered from the purchase order.
No. of Parts Ordered	Display-only. Indicates the original number of individual pieces ordered from the purchase order.
UOM	Display-only (required for new line items). Identifies the unit of measure for this line item. For a new item, enter a valid unit of measure code (i.e., 'EA') for the item or use the lookup to find valid unit of measure codes.
Prior Qty Received	Display-only. Indicates the sum of total quantity received minus total quantity returned from all previously submitted Line Item Receiving documents.
Prior Parts Rcd	Display-only. Indicates the sum of total of parts received minus total parts returned from all previously submitted Line Item Receiving documents.
Qty to be Received	Display-only. The **Quantity Ordered** minus the **Prior Quantity Received**.
Parts to be Rcd	Display-only. The No **Parts Ordered** minus the **Prior Parts Received**.
Qty Received	The quantity of this item received in this shipment.
Parts Rcd	The parts of this item received in this shipment.
Qty Rd	The quantity to be returned to the vendor.
Parts Rtd	The parts to be returned to the vendor.
Qty Damaged	The quantity received that was damaged.
Parts Damaged	The part(s) received that was(were) damaged.
Addition Reason	Required. When adding items, indicates the reason this line item is being added (i.e., 'substitution' or 'not on order').
Available to Public	Optional. Indicates whether or not a bibliographic description shall be exposed to users prior to purchase/receipt. Default is Yes.
Bib Info	If new item is received, must be entered via the **Bib Editor** Create

	and a PO Amendment.
Exception Notes section	
Exception Type	Optional. Select the appropriate exception type.
Note	Optional. Free text note to include additional relating to the exception.
Action	Add or delete exceptions as appropriate.
Receipt Notes section	
Note Type	Optional. Select a Note Type to identify the note.
Note	Optional. Free text note to include additional information about the received item.
Action	Add or delete notes as appropriate.
Special Processing Instructions	Optional. Free text note to include special processing instructions relating to the received item.
Actions	Add or delete lines as appropriate. After a line has been added, it is moved to the **Current Items** section, where the details may be viewed or modified by opening the item using the **show** button.
Delivery tab	
Delivery Campus	The campus code where the goods were delivered.
Building	The building where the goods were delivered.
Address 1	Address line 1 where the goods were delivered.
Address 2	Address line 2 where the goods were delivered.
Room	The room number where the goods were delivered.
City	The city where the goods were delivered.
State	The state where the goods were delivered.
Postal Code	The postal code where the goods were delivered.
Country	The country where the goods were delivered.
Delivery To	The person to whom the delivery was made.
Phone Number	The phone number of the delivery-to person.
Email	The email address of the delivery-to person.
Date Required	The date the delivery was required.
Date Required Reason	If a date required was entered the date required reason is displayed here.
Delivery Instructions	Displays any special delivery instructions for the items.
View Related Documents Tab	
Date	Display-only. The date the related document was created.
User	Display-only. The user who created the related document. The entry 'Kuali System User' means the document was automatically created by the system.
Note	Display-only. The note describing the document.

View Payment History – Payment Requests	
PREQ#	Display-only. The payment request number.
Invoice #	Display-only. The invoice number.
PO#	Display-only. The purchase order number.
PREQ Status	Display-only. The payment request status.
Hold	Display-only. Displays 'yes' if the payment request in on hold. Displays 'no' if the payment request is not on hold.
Req Canc	Display-only. Displays 'true' if the payment request has been canceled. Displays 'false' if the payment request has not been canceled.
Vendor Name	Display-only. The vendor name.
Customer #	Display-only. The customer number.
Amount	Display-only. The payment request amount.
Pay Date	Display-only. The date to make payment on this payment request.
PDP Extract Date	Display-only. The date the payment request was requested for processing by Pre-Disbursement Processor.
Paid?	Display-only. Displays 'yes' if the payment has been disbursed. Displays 'no' if the payment has not been disbursed.
View Payment History – Credit Memos	
CM#	Display-only. The credit memo number defined in KFS.
Vendor CM#	Display-only. The credit memo number defined by vendor.
PREQ#	Display-only. The payment request number.
PO#	Display-only. The purchase order number.
Credit Memo Status	Display-only. The credit memo status.
Hold	Display-only. Displays 'yes' if the credit memo is on hold. Displays 'no' if it is not on hold.
Vendor Name	Display-only. The vendor name.
Customer #	Display-only. The customer number.
Amount	Display-only. The credit memo amount.
APAD Date	Display-only. The Accounts Payable approved date (that is, the date the Accounts Payable review group approved the credit memo).
PDP Extract Date	Display-only. The date the credit memo was requested for processing by Pre-Disbursement Processor.
Paid?	Display-only. Displays 'true' if a payment has been disbursed to which this credit memo was applied. Displays 'false' if it has not yet

	been included in a payment.
General Ledger Pending Entries tab	
Seq #	Display-only. Assigns a number to the entry in sequential order.
Fiscal Year	Display-only. Identifies the fiscal year of the debit or credit.
Chart	Display-only. Identifies the chart to which the pending entry is assigned.
Account	Display-only. Identifies the account number to which the pending entry is assigned.
Sub-Account	Display-only. Identifies the sub-account, if one exists, to which the pending entry is assigned.
Object	Display-only. Identifies the object code of the item being ordered.
Sub-Object	Display-only. Identifies the sub-object code of the item being ordered, if one exists.
Project	Display-only. Identifies the project code, if one exists, to which the PO is assigned.
Doc. Type Code	Display-only. Identifies the document type code of the document. When working with POs, this value will almost always be PO.
Balance Type	Display-only. Identifies the different balances (actuals, budget, encumbrances, etc.) recorded in KFS to facilitate reporting and financial queries.
Obj. Type	Display-only. Categorizes object codes into general categories identifying income, expenses, assets, liabilities, fund balance or transfers.
Amount	Display-only. Indicates the amount charged to each account on the PO.
D/C	Display-only. Indicates whether the entry is a debit (D) or credit (C) to the account.
Notes and Attachments Tab	
Posted Timestamp	Display-only. The time and date when the attachment or note was posted.
Author	Display-only. The full name of the user who has added the notes or attachments.
Note Text	Required. Enter comments.
Attached File	Optional. Select the file to attach by clicking **Browse** and using the standard **Choose File** dialog box. Click **Cancel** to clear the file name you have selected.
Notification Recipient	
Actions	Click add to add a note.
Ad Hoc Recipients Tab	
Person Requests section	

Action Requested	Required. Select the desired action from the **Action Requested** list. The choices are **APPROVE**, **ACKNOWLEDGE**, and **FYI**.
Person	Required when routing the document to an individual. Enter a user ID or select it from the lookup .
Actions	Click to add an ad hoc request to a person.
Ad Hoc Group Requests section - Required when routing the document to a group. Enter a group name or select it from the lookup .	
Action Requested	The action one needs to take on a document; also the type of action that is requested by an Action Request.
Namespace Code	Code for the group selected in *Name*.
Name	Enter the group name or use the **Lookup** icon to search for the appropriate group name.
Actions	Click to add a an ad hoc request to a group.
Route Log Tab	
ID	
Title	A short summary of the notification message.
Type	The document type. The full name of the transaction used to identify this document type in Workflow.
Initiator	An OLE user role for a person who creates (initiates or authors) a new document for routing.
Route Status	The workflow status of a document in the course of its routing.
Node(s)	The current route node of the document—that is, the current step that the document is on, on its route path. Route nodes are also referred to as 'route levels'.
Created	The time and date that the document was created.
Last Modified	The time and date that the document was modified last.
Last Approved	The time and date that the last action was taken on this document.
Finalized	The time and date that the document reached' Final,' 'Canceled,' or 'Disapproved' status.
Actions Taken section	
Action	System action.
Taken by	Name of the person who took the action.
For Delegator	Name of a delegate that took action on someone else's behalf.
Time/Date	Time and date the action was taken.
Annotation	
Pending Action Requests section	
Action	Indicates whether the document is in a user or group's action list or is pending their approval.
Requested of	Displays the name of the user or group responsible for the pending action.
Time/Date	
Annotation	
Detail section	

Node	The route node at which this request was generated.
Priority	The priority assigned to this workflow request. If multiple requests are generated at the same workflow node, the system generates requests with low priority numbers before requests with higher priority numbers.
Approval Policy	A value indicating whether members of a role receiving this request must each take action to fulfill the request or if only a single role member must take action.
Forced Action	A true/false indicator specifying whether a user must take action on this document even if he or she has acted on it previously. If 'True,' then the user must take another action. If 'False,' then the previous action will automatically fulfill this request.
Future Action Requests section	
Action	
Requested of	
Time/Date	
Annotation	Message that is generated based on the KIM responsibilities being referenced by Workflow
Log Action Message section	
Action Message	