

# Line Item Receiving (LIR)

## Document Overview:

The Line Item Receiving (LIR) document is used to acknowledge the receipt of goods on purchase order line items for which a quantity is given. Line Item Receiving is not required on documents that involve a service since there is not a way to record a service as received, damaged, returned, or unordered.

A LIR document is required on Purchase Orders that are for goods >\$5,000 or for any document where the user has designated on the requisition that receiving is required. When receiving is required, the Receiving document is processed against a purchase order to satisfy confirmation of satisfactory receipt of goods. The fiscal officer or delegate is responsible for ensuring that the amounts to be paid are correct and the correct amounts are charged.

## How to Complete the Document:

The department that requested the PO will receive a notification via email that a Line Item Receiving Document is needing completion in order for the vendor to be paid.

To search for the Line Item Receiving, first look up the purchase order in Kualu that was listed in the Line Item Receiving email:

### Transactions

#### Accounts Receivable

- [Cash Control](#)
- [Customer Credit Memo](#)
- [Customer Invoice](#)
- [Customer Invoice Writeoff](#)
- [Customer Invoice Writeoff Lookup](#)
- [Payment Application](#)

#### Budget Construction

- [Budget Construction Selection](#)

#### Financial Processing

- [Advance Deposit](#)
- [Adjustment/Accrual Voucher](#)
- [Budget Adjustment](#)
- [Cash Receipt](#)
- [Disbursement Voucher](#)
- [Distribution of Income and Expense](#)
- [General Error Correction](#)
- [Indirect Cost Adjustment](#)
- [Internal Billing](#)
- [Internal Order](#)
- [Pre-Encumbrance](#)
- [Intra-Account Adjustment](#)
- [Single Sided Budget Adjustment](#)
- [Transfer of Funds](#)
- [Work Order Authorization](#)

#### Purchasing/Accounts Payable

- [Contract Manager Assignment](#)
- [Payment Request](#)
- [Receiving](#)
- [Requisition](#)
- [Shop Catalogs](#)
- [Vendor Credit Memo](#)

In the below example, we typed in Purchase Order # 579884 and clicked “search”:

<b>Document Type:</b>	PO
<b>Initiator:</b>	
<b>Document Id:</b>	
<b>Application Document Status:</b>	INCOMPLETE STATUSES - In Process - Awaiting Fiscal Officer Review - Awaiting New Unordered Item Review - Disapproved New Unordered Item Review
<b>Date Created From:</b>	
<b>Date Created To:</b>	
<b>Document Description:</b>	
<b>Organization Document Number:</b>	
<b>Purchase Order #:</b>	579884
<b>Requisition #:</b>	

Scroll to the bottom of the search screen and click on the “Document ID” that pulled. If a “Retired Version” of the Purchase Order also exists (a couple search options occurred), do not click into the Retired Version document. Click into the Purchase Order DOC Status that is “Open”.

Document Id	Status	Document Description	Organization Document Number	Purchase Order #
14417177	FINAL	Duff		579884

Scroll to the bottom of the Purchase Order and click “Receiving”

Route Log show

This will populate a “Line Item Receiving” screen with the purchase order # included. Put in a receiving date (the date items were received for that purchase order) and click Continue:

Line Item Receiving

Line Item Receiving Initiation hide

	* Purchase Order #: 579884
	* Date Received: <input type="text"/>
	Packing Slip #: <input type="text"/>
	Bill Of Lading #: <input type="text"/>
	Carrier: <input type="text"/>

After clicking continue, the Line Item Receiving (LIR) document will populate. At this point, scroll to the “Items” section and input how many items were received and in what condition:

Items <span style="float: right;">▼ hide</span>										
Receiving Line Items <span style="float: right;">load qty received</span>										
Line #	Catalog #	* Description	Qty Ordered	* UOM:	Prior Qty Received	To be Received	Qty Received	Qty Returned	Qty Damaged	
▼ hide										
1	3701563	HPE Foundation Care Next Business Day Service extended service agreement	1.00	EA EACH	0.00	1.00	0.00	0.00	0.00	
▼ hide										
2	4097720	HPE DDR4 8 GB DIMM 268 pin	3.00	EA EACH	0.00	3.00	0.00	0.00	0.00	
▼ hide										
3	1706188	Hardware Option s Install into a Server CDW Configuration Services	1.00	EA EACH	0.00	1.00	0.00	0.00	0.00	
▼ hide										
4	4121090	HPE ProLiant ML110 Gen9 Base tower Xeon E5 2620V4 2.1 GHz 8 GB 0 TB	1.00	EA EACH	0.00	1.00	0.00	0.00	0.00	

Attach any needed support in PDF or TIFF format to the Notes and Attachments section.

Notes and Attachments (1) <span style="float: right;">▼ hide</span>						
Notes and Attachments						
	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:			<input type="text"/>	<input type="text"/> Browse... CANCEL		add
1	01/04/2018 03:52 PM	Leaming, Summer E	Invoice	Invoice.pdf (871 KB, application/pdf)	<input type="text"/>	delete send

After support is attached, click “submit” at the very bottom of the document.

### Document Routing:

The document automatically approves, so no document routing will occur. A fiscal officer will only receive an FYI if the Receiving document had items that were damaged and/or if any item’s total received was more than what was ordered.

Route Log hide

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**Route Log** refresh

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ID: 14418286 hide

<b>Title</b>	Line Item Receiving - PO: 579884 Vendor: WAXIE SANITARY SUPPLY		
<b>Type</b>	Line Item Receiving	<b>Created</b>	06:48 AM 01/17/2018
<b>Initiator</b>	Cyboron, Dennis M	<b>Last Modified</b>	06:49 AM 01/17/2018
<b>Route Status</b>	FINAL	<b>Last Approved</b>	06:49 AM 01/17/2018
<b>Document Status</b>	Complete	<b>Document Status Modified</b>	06:49 AM 01/17/2018
<b>Node(s)</b>	Join	<b>Finalized</b>	06:49 AM 01/17/2018

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**Actions Taken** hide

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	Cyboron, Dennis M		06:49 AM 01/17/2018	
COMPLETED	Cyboron, Dennis M		06:49 AM 01/17/2018	

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**Future Action Requests** hide

Action	Requested Of	Time/Date	Annotation
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### Document Exceptions/Restrictions:

Below are the list of parameter's related to the Line Item Receiving (LIR) document. If the Constraint Code is "A" it means "Allowed" and if "D" it means "Disallowed". No restrictions exist in the below parameters.

Namespace Code	Component	Application ID	Parameter Name	Parameter Description	Parameter Value	Parameter Constraint Code
KFS-PURAP	LineItemReceiving	KFS	SHOW_CLEAR_AND_LOAD_QTY_BUTTONS	Allows the display of the clear and load...	Y	A
KFS-PURAP	LineItemReceiving	KFS	UNORDERED_ITEM_WARNING_IND	Indicates whether a warning message shal...	Y	A