

# 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:

The screenshot displays a software interface with a dark sidebar on the left and a light gray main area on the right. The sidebar contains a 'HOME' button at the top, followed by a 'Jump to...' search box with 'Ctrl+K' on the right. Below the search box is a list of menu items: ACCOUNTING, ACCOUNTS RECEIVABLE, AUTOMATED JOURNAL VOUCHER, BALANCE INQUIRIES, BUDGET CONSTRUCTION, CAPITAL ASSETS, CHART OF ACCOUNTS, CONTRACTS & GRANTS BILLING, PRE-DISBURSEMENT, and PROCUREMENT & ACCOUNTS PAYABLE. The main area is titled 'Procurement & Accounts payable' and features a white box with the heading 'ACTIVITIES'. Under this heading, a list of activities is shown: Contract Manager Assignment, Disbursement Voucher, Requisition, Shop Catalogs, and Line Item Receiving.

In the below example, we typed in Purchase Order # 579884 and clicked "Search":

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

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

receiving send ad hoc request close

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 Doc Nbr : 20110304  
Initiator : swaroj@colost

LINE ITEM RECEIVING INITIATION

\* Purchase Order #: 579884

\* Date Received: 08/19/2019

Packing Slip #:

Bill Of Lading #:

Carrier:

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

Load Qty Received Clear Qty Received Add Unordered Item

CATALOG #	*DESCRIPTION	QTY ORDERED	*UOM	PRIOR QTY RECEIVED	TO BE RECEIVED	QTY RECEIVED	QTY RETURNED	QTY DAMAGED	ADDITION REASON	ACTIONS
1 61990	BAY WEST OPTICORE 2PLY TOILET TISSUE 36 ROLLS PER CASE, 865 (3.75"X 4") SHEETS PER ROLL, BID# D3011034	210.00	CS CASE	210.00	0.00	5.00	0.00	0.00		

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

NOTES AND ATTACHMENTS (1)

\* Note Text:

Attachment: Choose File No file chosen ADD Remove Attachment

POSTED TIMESTAMP	AUTHOR	NOTE TEXT	ATTACHED FILE	NOTIFICATION RECIPIENT
1 08/18/2019 11:20 AM	Swaro, John Joseph	packing slip	KFS_Lookup.pdf (148 KB, application/pdf)	

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

Backdoor Id swaroj@colostate.edu is in use refresh

Route Log

ID: 20110304 hide

Title		Line Item Receiving - PO: 579884 Vendor: WAXIE SANITARY SUPPLY	
Type	Line Item Receiving	Created	11:17 AM 08/18/2019
Initiator	Swaro, John Joseph	Last Modified	11:21 AM 08/18/2019
Route Status	FINAL	Last Approved	11:21 AM 08/18/2019
Document Status	Complete	Document Status Modified	11:21 AM 08/18/2019
Node(s)	Join	Finalized	11:21 AM 08/18/2019

Actions Taken hide

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	Swaro, John Joseph		11:18 AM 08/18/2019	
COMPLETED	Swaro, John Joseph		11:21 AM 08/18/2019	

Pending Action Requests show

Future Action Requests show

**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.

<u>Namespace Code</u>	<u>Component</u>	<u>Application ID</u>	<u>Parameter Name</u>	<u>Parameter Description</u>	<u>Parameter Value</u>	<u>Parameter Constraint Code</u>
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