

Line Item Receiving



**PRESENTED BY:
CAMPUS SERVICES**

UPDATED: 4/13/2020

Campus Services



Campus Services, a financial customer services unit within Business and Financial Services, partners with the campus community by providing professional, knowledgeable and responsible business and financial solutions.

What is a Line Item Receiving (LIR) document used for?



- The Line Item Receiving (LIR) document is used to acknowledge the receipt of goods on a purchase order line item for which a quantity was given
- 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.
 - ✦ It is used to record quantities of items received, damaged, returned or unordered on a purchase order.

- **Note: When creating a Requisition, the user doesn't need to click the required box. The system will automatically fill this in for goods >\$5,000.**

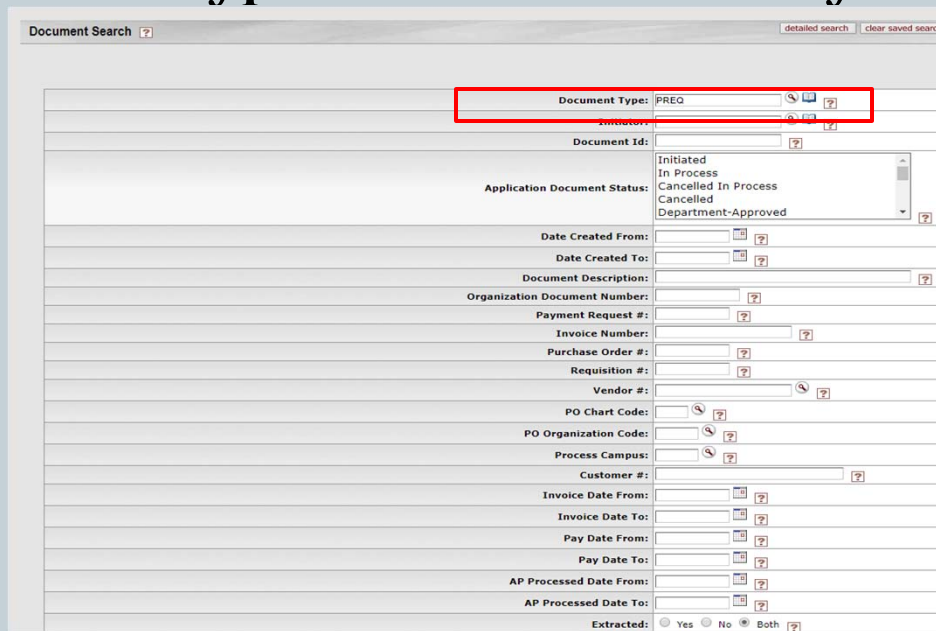
The screenshot displays a web form titled "Requisition" with a help icon. The form is organized into sections: "DOCUMENT OVERVIEW", "OVERVIEW", "FINANCIAL DOCUMENT DETAIL", and "REQUISITION DETAIL".

- OVERVIEW:** Contains two input fields: "* Description:" and "Organization Document Number:".
- FINANCIAL DOCUMENT DETAIL:** Contains a dropdown menu for "* Year:" set to "2020".
- REQUISITION DETAIL:** Contains a field for "* Chart/Org: CO / 6003" with a help icon, a checkbox for "Receiving Required:" (which is checked), and the text "Account Distribution Method: Proportional".

Receiving is NOT required on service orders and for those orders designated as “no quantity” on the Purchase Order line item.

How do I find the Payment Request documents that require receiving?









- To search for payment requests awaiting receiving, click on 'Doc Search' in the top right corner of Quali.
- Type in PREQ (Payment Request abbreviation) in the 'Document Type' field & hit tab on your keyboard



The screenshot shows the 'Document Search' interface. The 'Document Type' field is highlighted with a red box and contains the text 'PREQ'. Below this field is a dropdown menu for 'Application Document Status' with options: 'Initiated', 'In Process', 'Cancelled In Process', 'Cancelled', and 'Department-Approved'. The interface includes various search filters such as 'Date Created From', 'Date Created To', 'Document Description', 'Organization Document Number', 'Payment Request #', 'Invoice Number', 'Purchase Order #', 'Requisition #', 'Vendor #', 'PO Chart Code', 'PO Organization Code', 'Process Campus', 'Customer #', 'Invoice Date From', 'Invoice Date To', 'Pay Date From', 'Pay Date To', 'AP Processed Date From', 'AP Processed Date To', and 'Extracted' (Yes, No, Both).

Finding Payment Request Documents that Require Receiving

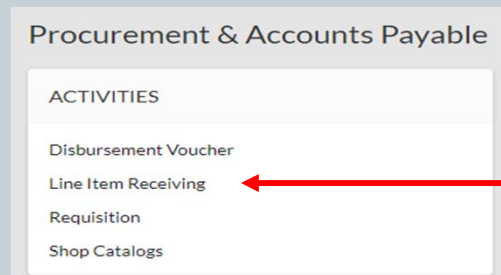
- Select a status of “Awaiting Receiving”, input your chart code (usually CO) and your department number in the organization code and click search. Documents awaiting receiving will be displayed.

Document Type:	<input type="text" value="PREQ"/>	  
Initiator:	<input type="text"/>	  
Document Id:	<input type="text"/>	
Application Document Status:	<div style="border: 1px solid gray; padding: 2px;"><p>Cancelled</p><p>Department-Approved</p><p>Auto-Approved</p><p>Awaiting AP Review</p><p style="background-color: #e0e0e0;">Awaiting Receiving</p></div> 	

- The vendor will NOT be paid for this Payment Request until a LIR document is input that matches the quantities on the Payment Request. Clicking on the Payment Request document will give you the invoiced quantity details.

How do I complete a Line Item Receiving (LIR) document?

- Under Procurement & Accounts Payable, click on 'Line Item Receiving'

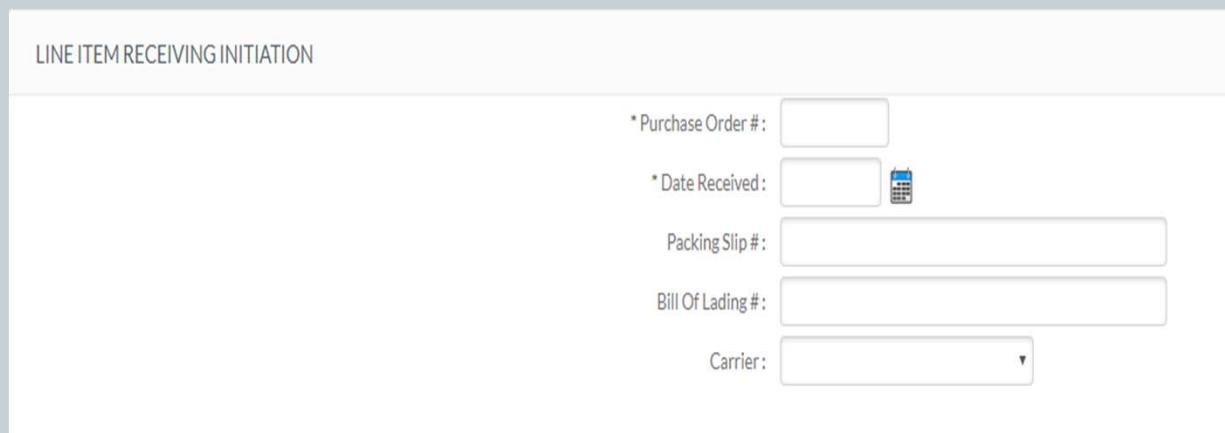


Procurement & Accounts Payable

ACTIVITIES


- Disbursement Voucher
- Line Item Receiving ←
- Requisition
- Shop Catalogs

- Input the PO# and the date received, then click 'Continue'. The Packing Slip #, Bill of Lading #, and Carrier fields can be left blank.



LINE ITEM RECEIVING INITIATION

* Purchase Order #:

* Date Received: 

Packing Slip #:

Bill Of Lading #:

Carrier:

Line Item Receiving (LIR)



- After you click 'Continue' the LIR document populates.
 - In the Document Overview, the Description auto-populates. If you want to add more description, type it in the explanation box.

The screenshot shows a web interface for 'Line Item Receiving'. The title 'Line Item Receiving' is at the top left. Below it is a section titled 'DOCUMENT OVERVIEW'. Underneath this is a sub-section 'OVERVIEW'. The 'Description' field is populated with 'PO: 663700 Vendor: C D W Government LLC'. Below the description is an empty 'Organization Document Number' field. The next section is 'VENDOR'. The 'Vendor' field is populated with 'C D W Government LLC'. Below it is the 'Vendor #' field with '6619-0'. The 'Address 1' field is populated with '120 S Riverside 4th Flr'. Below it is an empty 'Address 2' field. The 'Date Received' field is populated with '04/13/2020'.

Field	Value
Description	PO: 663700 Vendor: C D W Government LLC
Organization Document Number	
Vendor	C D W Government LLC
Vendor #	6619-0
Address 1	120 S Riverside 4th Flr
Address 2	
Date Received	04/13/2020

Line Item Receiving (LIR)



- In the Vendor section, verify the information is correct. Only the sections with “*” next to them are required.

VENDOR ^

* Vendor :	CDW Government LLC	* City :	Chicago
Vendor # :	6619-0	State :	IL
* Address 1 :	120 S Riverside 4th Fir	*required for US	
Address 2 :		Postal Code :	60606
* Date Received :	<input type="text" value="04/13/2020"/>	*required for US	
Packing Slip # :	<input type="text"/>	* Country :	United States
Bill Of Lading # :	<input type="text"/>	Reference # :	<input type="text"/>
		Carrier :	<input type="text"/>

Line Item Receiving (LIR)



- The Items section is where you input how many items you received.
 - In this example we were expecting 2 HP Z4, 2 Samsung Headsets, and 2 Hp 8265. If we have received all 6 items, the user can click the “Load Qty Received” button to auto populate the quantities. If only 1 headset was received, then input that as the quantity received. You are also able to input the quantity of returned or damaged.

	CATALOG #	* DESCRIPTION	QTY ORDERED	* UOM	PRIOR QTY RECEIVED	TO BE RECEIVED	QTY RECEIVED	QTY RETURNED	QTY DAMAGED
1	5608366	HP Z4 G4 I9 7920X 512 32	2.00	EA EACH	0.00	2.00	<input type="text" value="2.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
2	5378536	Samsung HMD Odyssey virtual reality headset	2.00	EA EACH	0.00	2.00	<input type="text" value="2.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
3	4988522	HP 8265 802 11 A B G N A C B T PCIE	2.00	EA EACH	0.00	2.00	<input type="text" value="2.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Line Item Receiving (LIR)



- The Delivery section is not editable but shows where the items were delivered.
- View Related Documents shows what other documents are related to this PO.

DELIVERY

FINAL DELIVERY

* Delivery Campus : MC - CSU Main Campus Building : Anatomy-Zoology * Address 1 : 1350 CENTER AVE. Address 2 : * Room : W102 * City : FORT COLLINS * State : CO * Postal Code : 80523 Country : United States	* Delivery To : Hall, Terry Phone Number : 970-491-2158 Email : Terry.Hall@colostate.edu
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Delivery Instructions :

VIEW RELATED DOCUMENTS

RELATED DOCUMENTS

REQUISITION - 575460 [Show](#)

PURCHASE ORDER - 663700 [Show](#)

Line Item Receiving (LIR)



- The Notes and Attachments Section allows you to input any notes or attachments such as invoices or receiving documents that would be helpful.
- The Route Log will show you who needs to approve the document.
- When the document is complete, click “submit” so the document can be routed for approval.

NOTES AND ATTACHMENTS (0) ^

* Note Text :

Attachment : No file chosen

Is there anything else I need to know about this document?



- **FYI: If there are multiple payment requests for the same PO, a single LIR document can be done that matches the sum of the invoiced quantities**

Questions?



- Please contact your Campus Services Representative with any questions.
 - http://busfin.colostate.edu/Depts/Campus_Svcs.aspx