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.

Receiving is NOT required on service orders and for those orders designated as “no quantity” on the Purchase Order line item.
To search for payment requests awaiting receiving, click on ‘Doc Search’ in the top right corner of Kuali. Type in PREQ (Payment Request abbreviation) in the ‘Document Type’ field & hit tab on your keyboard.
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.

- 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’

- 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 (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.
Line Item Receiving (LIR)

- In the Vendor section, verify the information is correct. Only the sections with “*” next to them are required.
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 automatically 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 items.
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.
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.
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](http://busfin.colostate.edu/Depts/Campus_Svcs.aspx)