Line Item Receiving (LIR)

Document Overview:

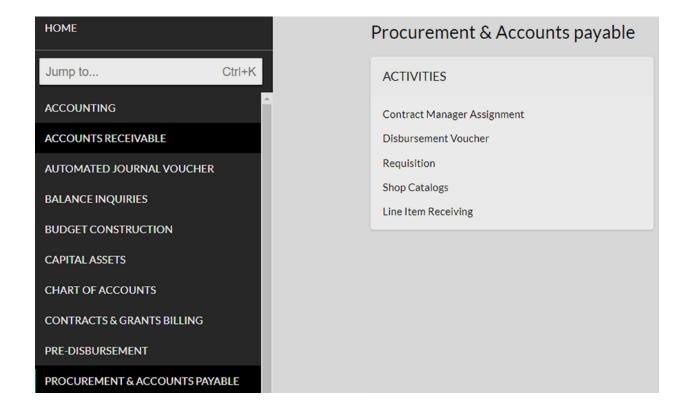
The Line Item Receiving (LIR) document is used to acknowledge the receipt of goods on purchase order line items for which a quantity is given. Line Item Receiving is not required on documents that involve a service since there is not a way to record a service as received, damaged, returned, or unordered.

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 Kuali that was listed in the Line Item Receiving email:



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

Document Type:	PO <u> • ?</u>		
Initiator:	◎ 単 ?		
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 #:	?		

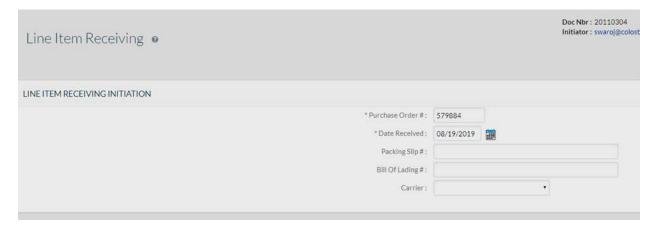
Scroll to the bottom of the search screen and click on the "Document ID" that pulled. If a "Retired Version" of the Purchase Order also exists (a couple search options occurred), do not click into the Retired Version document. Click into the Purchase Order DOC Status that is "Open".

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"



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:



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:



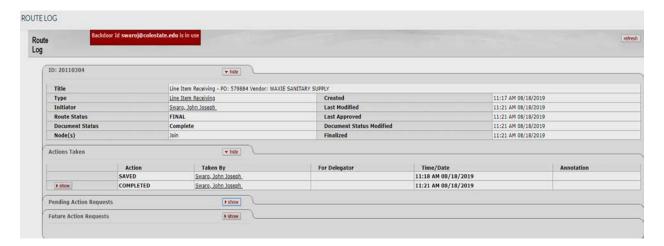
Attach any needed support in PDF or TIFF format to the Notes and Attachments section.



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.



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	<u>Component</u>	Application ID	<u>Parameter Name</u>	Parameter Description	<u>Parameter Value</u>	<u>Parameter Constraint Code</u>
KFS-PURAP	<u>LineItemReceiving</u>	KFS	SHOW CLEAR AND LOAD OTY BUTTONS	Allows the display of the clear and load	Υ	A
KFS-PURAP	<u>LineItemReceiving</u>	KFS	UNORDERED ITEM WARNING IND	Indicates whether a warning message shal	γ	A