• **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 for which a quantity was given.

A LIR document is required on Purchase Orders that are for goods >$5000, or, for any document where the user has designated on the requisition that receiving is required.

Note: when creating a Requisition, the user doesn’t need to click this box. The system will automatically fill this in for goods > $5000.

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, go to the Payment Request search. This is located at the top, middle of the main menu screen (in the Custom Document Search area).

Select a status of “Awaiting Receiving”, input your chart code (usually CO) and your department number in the organization code and press 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?**

Go to the Receiving document (left side of screen, under the “Transactions” section):

- Input PO # and received date
- Packing Slip, Billing of Lading & Carrier can be left blank
**Is there anything else I need to know about this document?**

- 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.

- Screen gotcha! – *DO NOT* click the ADD button.

The Add button tells the system (and Procurement & Contracting Services) that this item has been received IN ADDITION to everything else on the PO. Unless that is applicable, do not click the ADD button.

**Contact**

Your Campus Services representative - [http://busfin.colostate.edu/cs.aspx](http://busfin.colostate.edu/cs.aspx)