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Introduction to the Purchasing Receiver Document (RC)

ADVANTAGE Receiver (RC) documents are used to post receiving information to purchase order. The receiver is one part of the three-way match necessary to pay the vendor for items ordered.


Receivers shall also be posted for partial orders received. Per NRS 333.460 *“Within 5 working days after the receipt of supplies, materials and equipment, each state officer, department institution, board, commission or agency shall authorize the State Controller to draw money by transfer or warrant from the using agency’s account for payment of the claim.”*

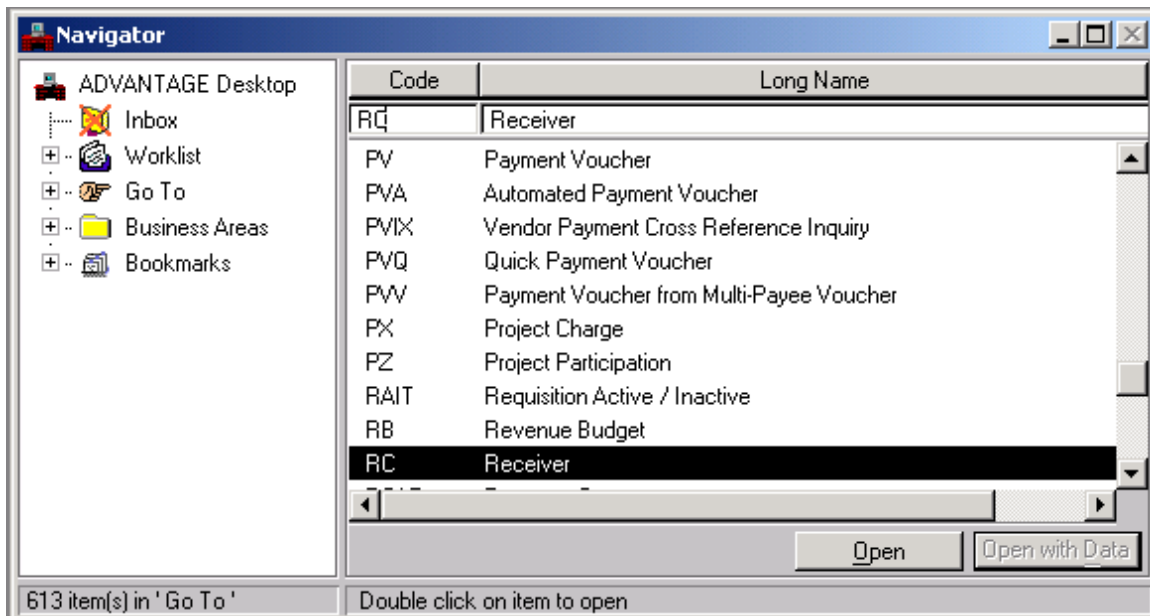
NOTE: If your agency received a quantity greater than ordered and plans to keep the items, please contact the Purchasing Division prior to posting the receiver.


Changes or cancellations to a receiver cannot be made once the document is accepted. Contact the Purchasing Division for any changes or cancellations to a receiver. **Changes and cancellations can only be completed by the Purchasing Division.**

When a requisition is submitted to the Purchasing Division with an invoice attached, the Purchasing Division will issue a Centralized Purchase Order and an "Automatic Receiver" will be issued. You do not need to post a receiver for these purchase orders.

Purchasing Receiver Document (RC)

- To open a **Receiver (RC)**, open the Go To window:
 - Select the  Go To arrow, or



- Select  Go To from the Navigator Window.
- Enter *RC* in the Code field or *Receiver* in the Long Name field.
- Select **Open** or press **Enter**.

The Batch/Document Entry screen will appear.

RC Document Entry Screen

The screenshot shows a software window titled "Batch / Document Entry". It contains the following elements:

- Document Type:** A dropdown menu currently showing "Receiver".
- View by:** A group box containing two radio buttons: "Name" (which is selected) and "Code".
- Batch ID:** A text input field.
- Organization:** A text input field.
- Document ID:** A text input field.
- Automatic Document Numbering:** A checkbox that is currently unchecked.
- Mode Selection:** A group box containing three radio buttons: "New" (selected), "Open", and "Scan".
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Document Type

Leave as default (Receiver).

Batch ID

Leave blank, not used for original document entry.

Organization

Not used.

Document ID

Enter your three-digit agency code and click on the Automatic Document Numbering; write down the number issued when using automatic numbering.

New

Leave as default.

- Select **OK** or press **Enter**.

Example

The screenshot shows a dialog box titled "Batch / Document Entry". It contains the following elements:

- Document Type:** A dropdown menu with "Receiver" selected.
- View by:** Radio buttons for "Name" (selected) and "Code".
- Batch ID:** An empty text input field.
- Organization:** An empty text input field.
- Document ID:** A text input field containing "083".
- Automatic Document Numbering:** A checked checkbox.
- Numbering Options:** Radio buttons for "New" (selected), "Open", and "Scan".
- Buttons:** "OK" and "Cancel" buttons at the bottom.

This example reflects *required* information when using *Automatic Document Numbering*.

RC Document

The screenshot shows the 'Batch: Document: RC 083 0000000001' window. It contains the following fields and controls:

- Date of Record: [/ /] Clear All
- Transaction Type: New, Modification, Cancellation
- Comments: []
- Vendor: [] Name: []
- Reference Order: [] Address: []
- Received by: []
- Carrier: [] Number: [] Name: []

Line	Order Line	Quantity / SC \$ Ordered	Quantity / SC \$ Delivered	Unit of Measure	Def / Inc / Dec	Commodity Code	Item Code
[]	[]	[]	[]	[]	[]	[]	[]

Below the table are additional fields:

- Description: [] Partial / Final Indicator: [] Default
- Special Condition: Text [None] Manuf Safety Data Sheet Included: [No Entry]
- Manufacturer Name: [] Number: []

At the bottom, there is a 'Navigator...' button, 'Min' and 'Close' buttons, and a status bar showing 'Messages', 'Status: NEW', 'Ln 1/1', '7:38 AM', and '09/05/01'.

Date of Record

Required. Enter the date the order was received. (Cannot be a future date.)

Clear All

Select Clear All if the order was received complete, as ordered, with no exceptions. If the receiver is for partial shipment(s), leave blank.

NOTE: If the receiver is completing the purchase order after prior partial receivers have been posted, you can mark “Clear All” and you will get a warning message “BYPASSING FULLY RECVD ORD LINE”. This is a warning message, so make sure the receiver completes the order and continue.

Transaction Type

Leave as “New” (default). To modify or change an RXQ that’s already been accepted, you must contact the Purchasing Division to make the change.

To cancel an RXQ, you must contact the Purchasing Division to make the cancellation. An RXQ cannot be canceled if a PC document has already been issued referencing the document.

Comments

Optional. Enter any notation you want associated with this receiver.

Vendor

Required. Enter the vendor listed on the purchase order document. The number must match the vendor number listed on the PC document.

Reference Order

Required. Enter the PC document number from the purchase order.

Received By

Required. Enter the name of the person who signed for the delivery.

NOTE: If the receiver is marked as a “Clear All,” the above sections are the only information needed. If the receiver is a partial, continue to the following sections.

Carrier

Not used.

Line

Enter the line number of the Receiver documents (i.e., 001, 002 etc.) This is not the PO line number.

Order Line

Enter the commodity line number of the PC document (i.e., 001, 002 etc.) that was received.

Quantity / SC \$ Ordered

System will infer this information from the original order.

Quantity / SC \$ Delivered


Required. Enter the quantity of goods received for the commodity line. If received is more than the quantity ordered and the agency wishes to keep the extra items, contact the Purchasing Division for the order to be modify **before**, the receiver is posted.

Unit of Measure

System will infer this information from the original order.

Def/Inc/Dec

Leave as *Default*.

Commodity Code	System will infer this information from the original order.
Item Code	Not used.
Description	System will infer this information from the original order.
Partial/Final Indicator	If commodity line item is received complete, select <i>Final</i> ; if the receiver represents only a partial receipt, select <i>Partial</i> .
Special Condition	Conditional. Enter a special condition associated with the receipt of items for this line (i.e. equipment condition, over-shipment, short shipment, etc.) when marking this commodity line item as final and it does not match the original ordered amount. Use the <i>Help/Find Code</i> by clicking on the  in this field to find valid special condition codes.
Text	Not used.
Manuf Safety Data Sheet Included	Not used.
Manufacturer Name	Not used.
Number	Not used.

Example

ADVANTAGE Desktop - FSCO

File Edit Display Process Window Help

Batch: Document: RC 083 00000000001

Date of Record 09 / 01 / 01 Clear All

New Modification Cancellation Comments

Vendor PUR0000001 Name

Reference Order PC 083 00000000001 Address

Received by Shannon Berry

Carrier Number Name

Line	Order Line	Quantity / SC \$ Ordered	Quantity / SC \$ Delivered	Unit of Measure	Def / Inc / Dec	Commodity Code	Item Code
					<input type="radio"/> <input type="radio"/> <input type="radio"/>		

Description Partial / Final Indicator Default

Special Condition Text None Manif Safety Data Sheet Included No Entry

Manufacturer Name Number

Navigator... Min Close RC

Messages Status: NEW Ln 1/1 7:41 AM 09/05/01

This example reflects information *required* for the RC document with “Clear All” selected.

NOTE: *Clear All* does not display information at the detail line level.

ADVANTAGE Desktop - FSCO

File Edit Display Process Window Help

Batch: Document: RC 083 0000000001

Date of Record 09 / 01 / 01 Clear All

New Modification Cancellation Comments

Vendor PUR0000001 Name

Reference Order PC 083 0000000001 Address

Received by Shannon Berry

Carrier Number Name

Line	Order Line	Quantity / SC \$ Ordered	Quantity / SC \$ Delivered	Unit of Measure	Def / Inc / Dec	Commodity Code	Item Code
001	001		50		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>		

Description Partial / Final Indicator Default

Special Condition Text None Manuf Safety Data Sheet Included No Entry

Manufacturer Name Number

Navigator... Min Close RC

Messages Status: NEW Ln 1/1 7:43 AM 09/05/01

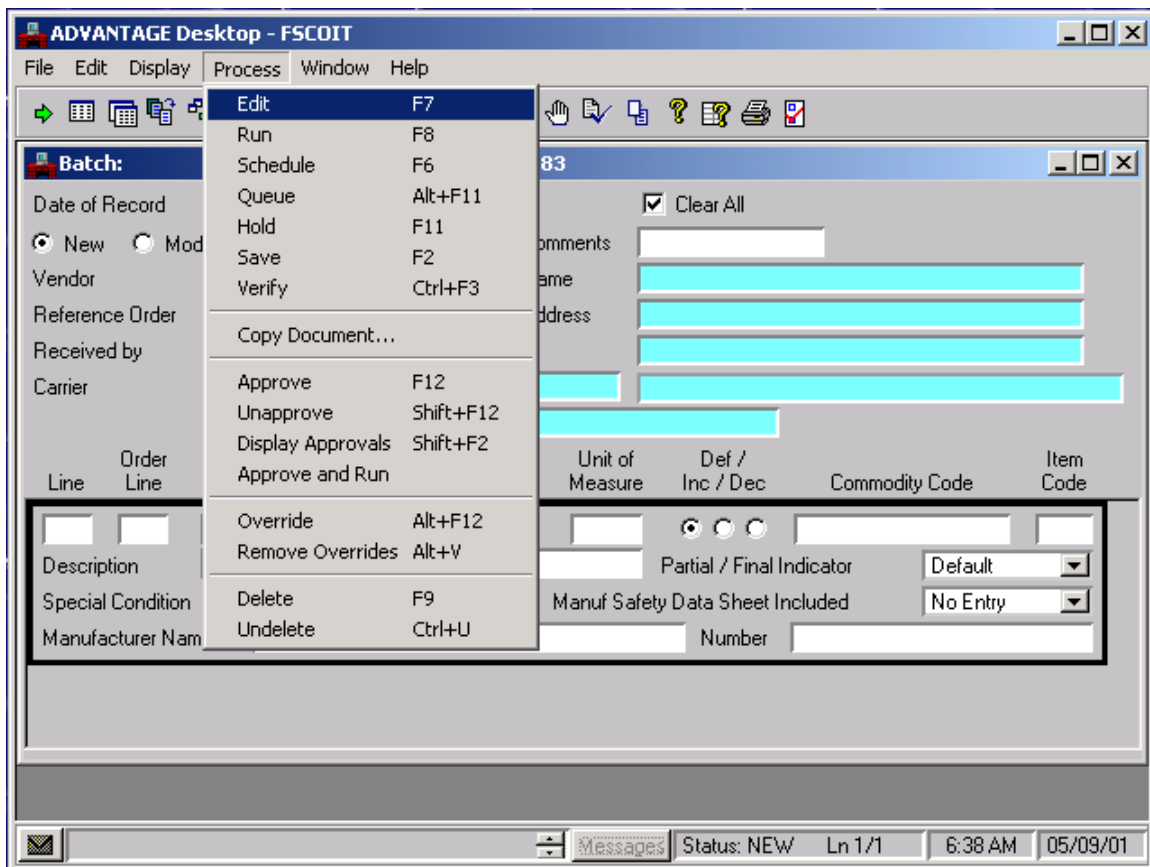
This example reflects information *required* for line by line receipt RC documents.

NOTE: If there is more than one line for the receiver, select *Edit: Insert Line After* or *Ctrl-F* and repeat all of the steps above.

Editing the Document

After entering all required information, the RC must be edited. The system will verify information and allow you to view and fix any errors or missing information.

- To edit the RC:
 - Select **Process: Edit** from the Menu bar, or



- Select the  **Edit Document** icon from the shortcut tool bar, or
- Press **F7**.

Check the Status bar at the bottom of the window for messages.

Status Bar Messages

The **Message Bar** gives a short description of each message. The first message appears by default.

When a document has been edited, and no errors are detected, the Message Bar will indicate approval levels 2 and 3 are needed to process the document. The Status will be a PEND2.

If a document contains errors and cannot be processed, the Status will be REJECT.



To view detail of the error messages, select the **Messages** button to the right of the Message Bar.

The Messages window will appear when the **Messages** button is selected. If the error code ends with a 'W', the message is a warning and should be reviewed before processing the document. If the error code ends with an 'E', the message is a hard error and the document will not process until the error is corrected. If the error code ends with an 'O' the entry is different than what the tables say it should be, and the error can be overridden. Contact the Purchasing Division to override an error message.

 A screenshot of a window titled 'Messages'. It contains a table with two columns: 'Code' and 'Message'. The table lists four error messages.

Code	Message
H01-S215E	DELIVERY DATE < TRANS DATE
H01-S750E	LINE AMOUNT ZERO ON ENTRY
D01-S196W	UNIT COST = ZERO ON ENTRY
D01-S433W	ACCT LN OBJ NOT = OBJ ON COMT

You can view an extended description of any message by double-clicking on it in the Messages window. The extended description may include background about what caused the error or tips on how to correct the error.

Correct errors indicated and re-edit the document. For more information on messages, refer to the Controllers Office, SNAP Navigation Manual.

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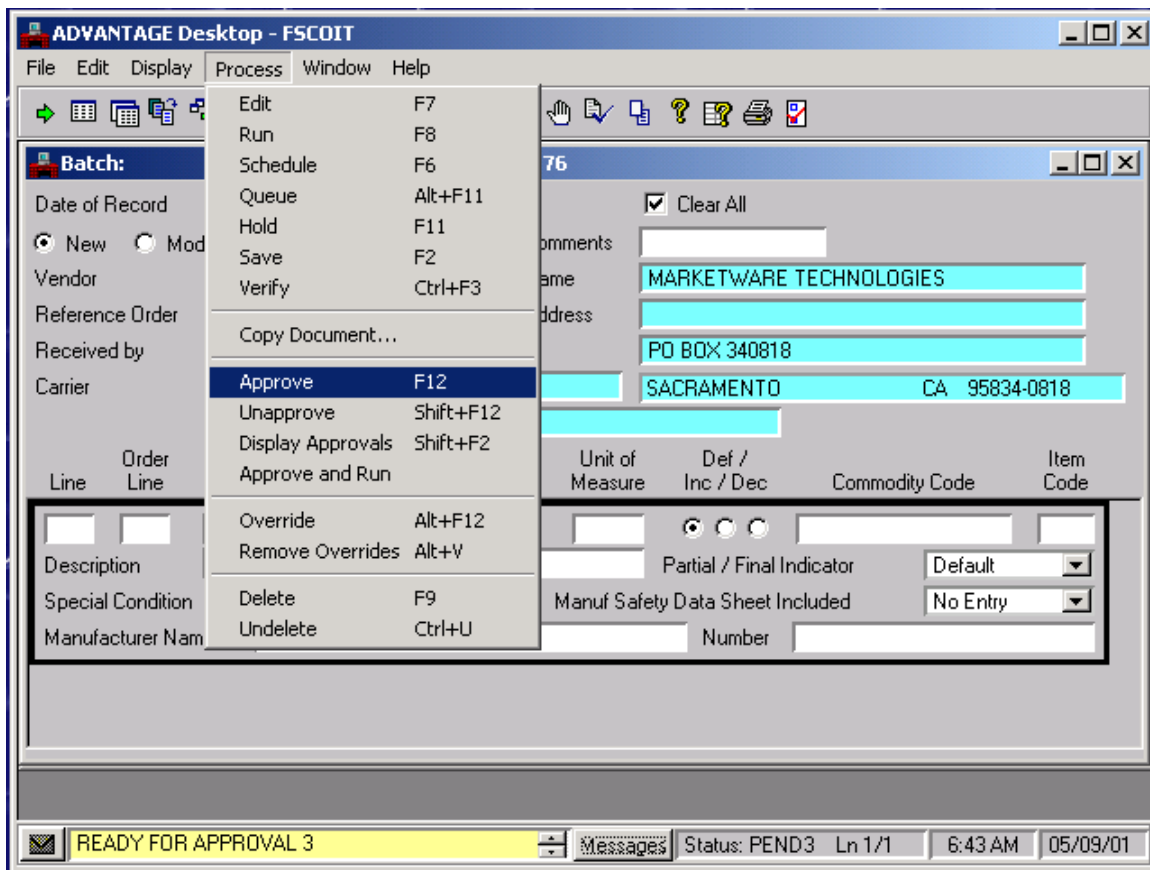
Approvals


Approving a document electronically is the same as signing off on a Receiver document. Approval Levels are associated with user profiles, which are established and approved by agency management. Receivers require approval levels 2 and 3 in order to process. Documents awaiting approval can be found on the Document Listing (SUSF) table. See Approving Documents from the Document Listing (SUSF) in the Controllers SNAP Manual, Payment Voucher section.

Approval Level 2

After a document has been edited and all errors have been corrected, approval levels 2 and 3 must be applied in order for the document to process.


To apply Approval Level 2 (PEND2 Status):



- Select **Process: Approve** from the drop down menu box, or
- Select the Approve  icon on the toolbar, or
- Press **F12**.

The document status should state *PEND3*, meaning the document is now ready for final approval (Approval Level 3).

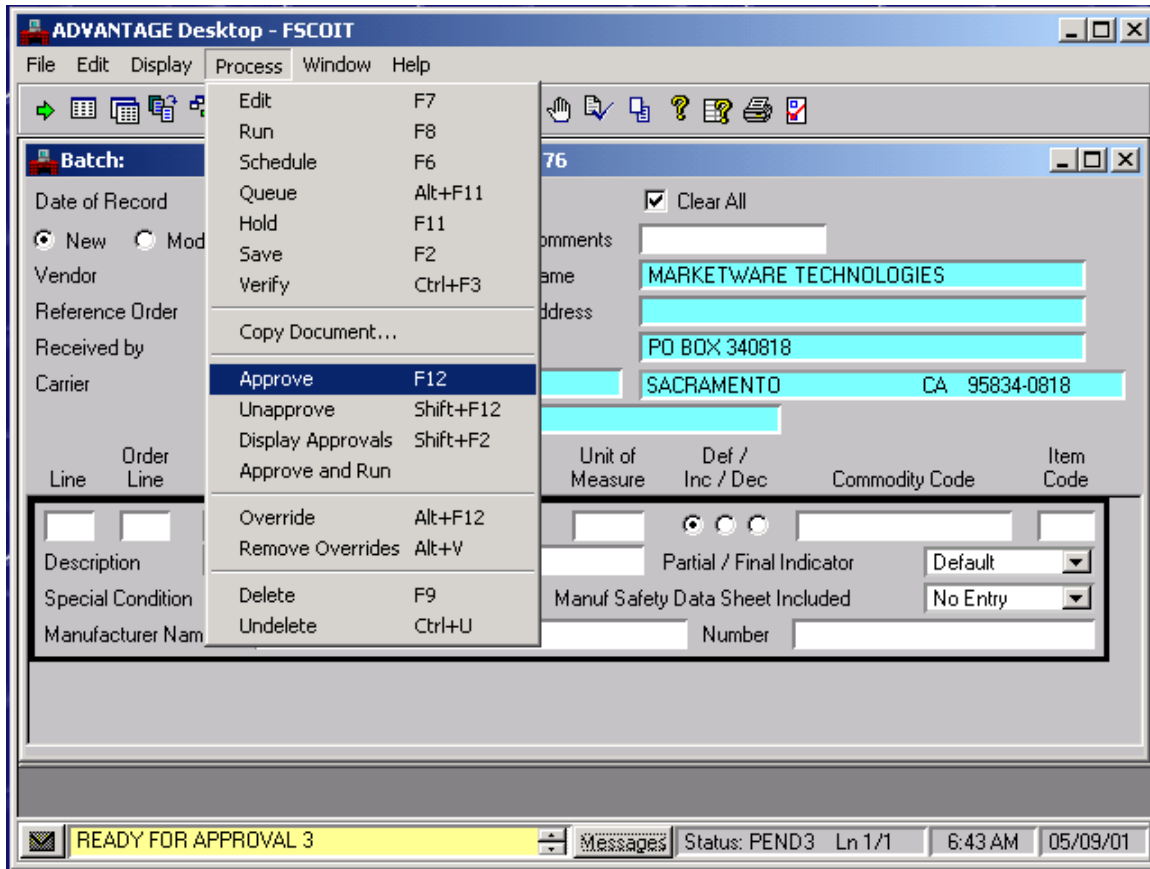



You can close this document by clicking the  (X) button at the right corner of the batch header, or if you have more documents to enter, select **Display** from the menu bar and choose **New Document**. This will bring up a new Batch / Document Entry screen.

Approval Level 3

In order to apply the final approval of a document, verify the RC is a valid receipt and all information is correct.

To apply Approval Level 3 (PEND3 Status) and Schedule the RC:



- To apply Level 3 approval:
 - Select **Process: Approve** from the drop down menu box, or
 - Select the Approve  icon on the toolbar, or
 - Press **F12**.

The document Status should state *SCHED** meaning the document is ready to process.



* You must correct all errors before you schedule (SCHED) the document. For more information on errors refer to the Controllers SNAP Navigation Manual.

CONTINUED PURCHASING SUPPORT

We encourage agencies to visit the Purchasing Division web site. We provide extensive information on this site regarding all aspects of statewide purchasing. For specific and the most up to date ADVANTAGE information and documentation please visit the ADVANTAGE Financial section on our site map. The address of our web site is: <http://purchasing.state.nv.us>

For functional phone support please call the Purchasing Division at 775-684-0170.

The following staff is available to assist your needs:

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