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Introduction to the Quick Requisition (RXQ)

Quick Requisition (RXQ) documents are used to route and obtain on-line approvals from the Department of Administration, Enterprise IT Services (EITS) and the Department of Administration, Purchasing Division. After final approval, funds will be pre-encumbered for items to be purchased from an agency’s budget account.

Agency approved RXQ’s will route electronically from the originating agency to the appropriate outside agencies (EITS and Purchasing) for approval via a process called Workflow. The document is accessed and approved by users from the appropriate agency in the approval chain from their Worklist located in the ADVANTAGE Navigator window.

Note: It is important that approvals are applied in order (Level 2 then Level 3) or the document will not be routed through the Workflow process and other approvals will not be applied to the document.

The exact routing of the document is determined by the RXQ’s Requisition Type field. Below are the different routing scenarios:

- **Type D** – (EITS) RXQs will route to the EITS Worklist for Level 4 approval and then to Purchasing for Level 5 approval.

- **Type N** – (None) RXQs will route to the Purchasing Worklist for Level 4 and 5 approvals.

- **Type X** – (Confirming) RXQs will route to the Purchasing Worklist for Level 4 and 5 approvals. NOTE: Any approvals are received offline.

Once all levels of approval have been applied (2, 3, 4 & 5) and the RXQ is accepted, the Purchasing Division will take appropriate action in obtaining a vendor and pricing. A Centralized Purchase Order (PC) will then be issued to place the order with the vendor. The originating agency will receive a hard copy of the PC document, referencing the RXQ number, which will be used as the agency’s receiving document.

NOTE: Once a requisition is accepted, contact the Purchasing Division for any changes or cancellations to the document. **Changes and cancellations on requisitions are completed only by the Purchasing Division.**

**DENIED RXQs**

If an RXQ is unapproved / denied from an outside agency, the document status will change to PEND3. Agencies must check the status of their RXQ using the SUSF. The Level 3 user must notify the Level 2 user to remove the Level 2 approval and make any necessary changes. After changes are made, the Level 2 and Level 3 users approve the document and
the RXQ will route through Workflow again.

Comments should be added to the RXQ document by the user un-approving / denying the document in order to provide specific details for the requesting agency.
Type D Approvals
(RXQs route to the EITS Worklist for Level 4 approval and then to Purchasing for Level 5 approval.)
Type N Approvals
(RXQs route to the Purchasing Worklist for Level 4 and 5 approvals.)
Type X Approvals
(RXQs route to the Purchasing Worklist for Level 4 and 5 approvals.)
Purchasing Documents and Tables

Agency / Organization Purchase Order Inquiry (AOPI) = This table displays purchase orders related to a specific agency and organization.

Automatic Payment Voucher (PVA) = This document is created by the ADVANTAGE system through a three-way match process to pay vendors for goods and/or services received.

Billing Address (BILL) = This table will display addresses for a specific ship code. Same as Shipping Address (SHIP) table.

Centralized Purchase Order (PC) = This document is issued by the Purchasing Division based on a requisition submitted by an agency. This document will encumber agency funds and is one part of the three-way match process. The Purchasing Division issues this document only.

Document Cross-Reference (DXRF) = This table will display all documents associated with other documents.

Open Purchase Order Account Line by Document Inquiry (OPLD) = This table will display information regarding account lines of purchase order documents. This includes closed amounts and referenced requisitions.

Open Purchase Order Commodity Line by Document Inquiry (OPCD) = This table will display information regarding commodity lines of purchase order documents. This includes received and invoiced information.

Open Purchase Order Header by Document Inquiry (OPHD) = This table will display header information for purchase order documents. This includes vendor information, approximate delivery date, responsible agency and person, buyer, fiscal year and encumbered amount.

Open Purchase Order Account Line Inquiry (OPPL) = This table will display information regarding account lines of purchase order documents. This includes closed amounts and referenced requisitions.

Open Purchase Order Commodity Line Inquiry (OPPC) = This table will display information regarding commodity lines of purchase order documents. This includes received and invoiced information.

Open Purchase Order Header Inquiry (OPPH) = This table will display header information for purchase order documents. This includes vendor information, approximate delivery date, responsible agency and person, buyer, fiscal year and encumbered amount.
**Quick Requisition (RXQ)**

*Open Purchase Order by Vendor Inquiry (OPIV)* = This table displays purchase orders for a specific agency and organization by vendor number.

*Open Requisition Account Line Inquiry (ORQL)* = This table will display account line information for requisitions.

*Open Requisition by Agency Inquiry (ORIA)* = This table will display requisitions for an agency and organization.

*Open Requisition Commodity Line Inquiry (ORQC)* = This table will display commodity line information for requisitions.

*Open Requisition Header Inquiry (ORQH)* = This table will display requisition header information.

*Purchase Order / Vendor Invoice Cross-Reference (PCVI)* = This table displays invoices posted for purchase order documents and the related commodity line item.

*Purchase Order by Vendor Inquiry (PIBV)* = This table displays purchase orders for a specific agency and organization by vendor number.

*Receiver (RC)* = This document is used to post items to a purchase order received from the vendor, and is one part of the three-way match process.

*Requisition (RX)* = This document is a request for purchase of items from the Purchasing Division. The document will pre-encumber agency funds.

*Requisition (RXQ)* = This document is a request for purchase of items from the Purchasing Division. The document will pre-encumber agency funds and be routed through the WorkFlow process for on-line approvals.

*Requisition by Agency Inquiry (RIBA)* = This table will display requisitions for an agency and organization.

*Requisition Status Inquiry (RQST)* = This table will display a specific requisition and the related purchase order document issued for each commodity line item.

*Requisition Text (RXTX)* = This table will display additional description typed for a specific requisition.

*Shipping Address (SHIP)* = This table will display addresses for a specific ship code. Same as Billing Address (BILL) table.
**Vendor Invoice (VI)** = This document is used to post invoices from vendors to purchase order documents and is one part of the three-way match process. The Purchasing Division enters this document only.

**Unit of Measure (UNIT)** = This table will displays valid measurements for items to be ordered.
Quick Requisition (RXQ)

To open a Quick Requisition (RXQ), open the Go To window:

- Select the Go To arrow, or
- Select from the Navigator Window.
- Enter RXQ in the Code field or Quick Requisition in the Long Name field.
- Select Open or press Enter.

The Batch/Document Entry screen will appear.
Document Entry Screen

**Document Type**
Quick Requisition is automatically selected.

**Batch ID**
Not used for original document entry.

**Organization**
Leave blank.

**Document ID**
Field 1 - Enter your three-digit Agency code. Field 2 - Enter either the document numbering sequence specific to your agency or leave blank for Automatic Document Numbering.

**Automatic Document Numbering**
Optional. Use only use when your agency has opted for automatic document numbering. Record the document number on the backup documentation.

**New**
Leave as default.

- Select **OK** or press **Enter**.
This example reflects required information when using **Agency Sequence Numbering**:

![Diagram of Batch/Document Entry for Agency Sequence Numbering]

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

![Diagram of Batch/Document Entry for Automatic Document Numbering]
Document Header

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Record</td>
<td>Enter the current date in mm dd yy format.</td>
</tr>
<tr>
<td>Acctg Period</td>
<td>Leave blank. This is inferred from the Date of Record. Requisitions must be entered, approved and accepted by June 30th in order for it to apply to that fiscal year.</td>
</tr>
<tr>
<td>Budget FY</td>
<td>Enter the two-digit Budget Fiscal Year.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>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.</td>
</tr>
<tr>
<td>Building/Room</td>
<td>Leave blank; not used.</td>
</tr>
<tr>
<td>Vendor</td>
<td>Optional. You may enter a number for a suggested vendor. Use Purchasing’s “PUR” vendor numbers when available, or you may use a vendor’s T#.</td>
</tr>
<tr>
<td>Field</td>
<td>Description and Notes</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Delivery Date</strong></td>
<td><strong>Required.</strong> The date you would like to receive items. Enter in <em>mm dd yy</em> format. (This is an approximate date only and must be a future date.)</td>
</tr>
<tr>
<td><strong>Ship To</strong></td>
<td><strong>Required.</strong> Enter the three-digit <strong>Ship To</strong> number for the delivery address. This number can be found on the printed Agency Ship To/Bill To listing in the section of this manual provided by the Purchasing Division. This listing is also kept current on Purchasing's website.</td>
</tr>
<tr>
<td><strong>Bill To</strong></td>
<td>Enter 379. This is the number for the Purchasing Division.</td>
</tr>
<tr>
<td><strong>Name (Vendor)</strong></td>
<td>Leave blank. This is inferred from the vendor number. If a vendor number was not entered, can enter vendor name here.</td>
</tr>
<tr>
<td><strong>Vendor Phone</strong></td>
<td>Leave blank. This is inferred from the vendor number. If a vendor phone was not entered, can enter vendor phone here.</td>
</tr>
</tbody>
</table>
Other Attributes View

Contact  Optional. Enter the name of the vendor contact.

Address  Leave blank. This is inferred from the vendor code. If a vendor address was not entered, can enter vendor address here.

Responsible Agency  Required. Enter the three-digit agency code.

Responsible Organization  Required. Enter the four-digit agency organization code. If your agency does not use orgs, enter four-zeros.

Responsible Person  Required. Enter the name of the department’s approving authority, the one responsible for approving the purchase.

Comment  Optional. Up to 12 characters, may enter notations internally for your agency.

BS Account  Leave blank, not used.

Warehouse  Leave blank, not used.
Requested By Required. Enter the name of the person to whom you want questions regarding the requisition directed. This name should go with the phone number entered.

Phone Required. Enter the phone number of the “Requested By” contact person in your agency for questions regarding the requisition.

Requisition Type Enter the letter code for the approval authorities required for this RXQ.

Type D Requires approval from EITS and Purchasing.
Type N Requires no outside agency approval.
Type X Confirming requisition.

Commodity/Acctg Linking This field will default to “Yes.” You can reference only one accounting line per commodity line. When you have two or more accounting lines paying for a commodity line, this field must be changed to “No.”

Change Order Tracking Leave as Default.
This example reflects required information in the **Header** and **Other Attributes** views:
Accounting Details View

Line  Required. Enter a two-digit line number, beginning with line “01” for each line of account coding to be charged. Numbers from 01 to 06 are valid line numbers.

Fund  Required. Enter the three-digit fund code to be charged for the purchase.

Agency  Required. Enter the three-digit agency code to be charged for the purchase.

Org  Required. Enter the four-digit organization to be charged for the purchase. If your agency does not use an organization code, you must enter “0000”.

Sub-Organization  Optional. Enter the sub-organization to be charged for the purchase.

Appr Unit  Required. Enter the six-digit appropriation unit (Budget Account and Category) to be charged for the purchase.
Activity  
Function  

Obj  
Required. Enter the Object to be charged for the purchase.

Sub-Object  

Job Number  
Optional. Enter a Job Number to be charged for the purchase.

Rept Cat  
Not used.

Amount  
Leave blank. The system will calculate the total from the commodity line detail. Amount must be entered for each account line if Commodity/Acctg Linking field is set to “No.”

Def/Inc/Dec  
Leave as Default.

This example reflects required information in the Accounting Details view.
Commodity Details View

**Line**

*Required.* Enter a three-digit requisition commodity line number (i.e. 001, 002).

**Commodity Code**

*Required.* Enter the commodity code that identifies the items or services to be ordered. This is a 5-digit National Institute of Governmental Purchasing, Inc. (NIGP) code. The Purchasing Division provides a printed list of commonly used commodity codes in a section of this manual. If the item is not listed, call Purchasing or use the Help/Find Code by clicking on the on the tool bar to find a code for the items to be purchased. For items on contracts established by the Purchasing Division, use the 8-digit commodity code on the Price Agreement Listing.

**Item Code**

Not used.

**Unit of Measure**

*Required.* Enter the unit of measure for the items (i.e., box, each, dozen etc.) Use the Help/Find Code by clicking on the on the tool bar to find a valid unit of measure for the items to be purchased.
**Accounting Line**
Enter the account line number from the Accounting Details view associated with this commodity line (i.e. 01, 02). If the commodity/accounting field is changed to “NO” leave blank.

**Text**
Defaults to “None.” Select “Custom” if you need to add additional text, then select **Edit: Additional Description** or **F3**. Enter the additional text. Be sure to add enough description so the buyer can continue the process.

Select **Modify: Add** or **F6**.

Close the window to get back to the RXQ document. Any comments associated with this requisition line should also be entered here (see Text above for additional description).

Example screen of **Additional Description Requisition Text (RXTX)**.

**Description**
Enter a description of up to 60 characters regarding the manufacturer and model number of the item to be ordered.

**Quantity**
Required. Enter the quantity of items to be ordered.

**Def/Inc/Dec**
Leave as Default.
**Unit Cost**

*Required.* Enter approximate cost per unit of item to be ordered. Up to six decimal points can be used.

**Def/Inc/Dec**

Leave as Default.

**Total Cost**

Leave blank. The total will be calculated by the system.

This example reflects information required in the **Commodity Details** view.

![Commodity Details window](image)

**NOTE:** For additional commodity lines, select **Edit: Insert Line After** or **Ctrl+F** and repeat all of the steps above.
Object Attachments

Requisitions with back-up documentation to be sent to EITS and/or Purchasing can be attached electronically to the RXQ document and in any type of file format.

Adding Object Attachments

- To add an object attachment:
  - Go to **File: Object Attachment**.
  - Select **Attach**.
  - Select the source folder of the attachment.
Select the file you wish to attach to the RXQ.

Select OK.

Enter a brief description of the attachment. Select Done.
➢ Close the attachment window.

The title bar of the RXQ document will note there is an attachment to the RXQ.
Viewing Object Attachments

- To view Object Attachments:
  
  ➢ Go to File: Object Attachment.

  ➢ Double-click the attachment you wish to open.

  ➢ Close the attachment.

NOTE: Attachments can only be added BEFORE any approvals are applied to the document.
Editing the RXQ

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

Editing the RXQ

- To edit the RXQ:
  
  ➢ 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 portion of the Status Bar gives a short description of each message. The first message appears by default.

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

To view detail of the error messages, select the Messages button.

<table>
<thead>
<tr>
<th>Code</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP03</td>
<td>DOCUMENT ERRORS DETECTED</td>
</tr>
<tr>
<td>H01-NS34E</td>
<td>INVALID BUD ACCT FOR CATEGORY</td>
</tr>
<tr>
<td>H01-A049E</td>
<td>APPR UNIT DOES NOT EXIST</td>
</tr>
<tr>
<td>H01-S493E</td>
<td>INCREASE &gt; UNOBIG APFR</td>
</tr>
<tr>
<td>D01-S242W</td>
<td>TEXT NOT FOUND ON TEXT TABLE</td>
</tr>
</tbody>
</table>

The first character of the Error Code indicates the area of the document in which the error occurs. The letter H refers to the header of the document, this includes, other attributes and accounting details; the letter D refers to the Commodity Line Detail. The second and third characters indicate the line number of the error. The last character indicates the type of error:

- **I** Is an informational message and should be reviewed before processing.
- **W** Is a warning message and should be reviewed before processing.
- **O** Is an overrideable error. It indicates the entry is contrary to usual entries. Contact the Purchasing Division to override this error.
- **E** Indicates a hard or fatal error. The document will not process until this error is corrected.

**NOTE:** Double-click the message in the Messages window to view an extended description of the error which may include what caused the error and/or tips on how it might be corrected.
Correct indicated errors and re-edit the document. For more information on messages, refer to the SNAP Navigation Manual.

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

Approving a document electronically is the same as signing off on a paper Requisition document. Approval Levels are associated with user profiles, which are established and approved by agency management.

The RXQ requires Level 2, 3, 4, and 5 approvals. Approvals 2 and 3 are applied at the agency level. The RXQ will route outside the agency for the remaining approvals. Documents awaiting approval can be found on the appropriate Worklist in the Navigator window and/or the Document Listing (SUSF).

After a document has been edited and all errors have been corrected, approval levels 2 and 3 must be applied for the document to route to the outside agencies for approval.

Note: It is important that approvals are applied in order (Level 2 then Level 3) or the document will not be routed through the Workflow process and other approvals will not be applied to the document.

- To apply Level 2 approval:
  - Select **Process: Approve** from the drop down menu box, or
  - Select the Approve ☑ icon on the toolbar, or
  - Press **F12**.
The document status will indicate PEND3.

Close the document or, if you have more documents to enter, select **Display: New Document**. This will bring up a new Batch/Document Entry screen.
RXQ documents ready for Level 3 approval will appear in the Level 3s’ Worklist.

- To open the Worklist and apply Level 3 approval:
  - Double-click the `Worklist` icon in the Navigator Window.
  - Double-click the document to open.
> After reviewing, select **Process: Approve** from the Menu bar, or

> Select the Approve icon on the toolbar, or

> Press **F12**.

The document status should now indicate PEND4.

Close the document. After the document is closed, it will route to the Worklist of the next approval level (EITS or Purchasing).
Refreshing the Worklist

After the Worklist has been opened, it must be refreshed in order to update displayed entries.

To refresh the Worklist:

- Highlight the icon in the Navigator Window by single clicking the icon.
- Right-click the mouse.
- Select Refresh Worklist.

![Image of Navigator Window](image-url)
The Worklist will be updated. For Worklists containing up to twenty entries, use the vertical scrollbar to view all listed documents. For Worklists containing more than twenty entries, right click on Worklist and select More Work Units from the menu. The remaining entries will be displayed.
After Level 2 and 3 approvals have been applied, the RXQ electronically routes to the appropriate outside agency for its next level of approval.

- RXQ Type D will route to the EITS Worklist for Level 4 approval and then to Purchasing for Level 5 approval.
- RXQ Type N will route to the Purchasing Worklist for Level 4 and 5 approvals.
- RXQ Type X will route to the Purchasing Worklist for Level 4 and 5 approvals.

Outside approval agencies will apply the appropriate approval to the RXQ document. If the document requires additional approval, it will electronically route to the next appropriate agency for its next level of approval.

- RXQ Type D will route to Purchasing for Level 5 approval.

Documents ready for Level 4 and Level 5 approval can be accessed from the Worklist. See previous instructions on opening documents from the Worklist.
To Deny an RXQ

If an RXQ must be denied, the document must be unapproved. The document will then return to a PEND3 status and will appear on the PEND3 Worklist. The PEND3 user will have the PEND2 user remove the level 2 approval, make corrections to the document, and re-initiate the approval process.

- To unapprove an RXQ:
  - Select **Process: Unapprove** from the Menu bar.

The document status should now indicate PEND3.
Attaching a Comment to an RXQ

A comment should be attached to an unapproved RXQ informing the originating agency of the reason for the denial.

- To attach a comment to an unapproved RXQ:
  - Select **Edit: Add New Comment** from the Menu bar.
At the **Add Comments** window, enter an explanation as to why the RQX was unapproved. The Comment field is limited to 12 characters. If more room is needed, the Detail field can be used.

> Select **OK** to close the window.
After the document window is closed, the **Verify Comments** window will appear:

- Select **Yes**.

The document will close and route to the originating agency’s PEND3 Worklist.

The Title bar of the RXQ will indicate `<See Comments>`.
Correcting an RXQ

The PEND3 user must notify the PEND2 user that corrections are needed on the RXQ.

- To correct an RXQ:
  - PEND2 user opens the RXQ from SUSF.
  - With the document open, select **Process: Unapprove** from the Menu bar.
The Status Bar will now indicate PEND2.

The PEND2 user will select **Edit: View Comments** from the Menu bar to view the Comments window.

<table>
<thead>
<tr>
<th>Menu Options</th>
<th>Key Combination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert Line After</td>
<td>Ctrl+F</td>
</tr>
<tr>
<td>Insert Line Before</td>
<td>Ctrl+B</td>
</tr>
<tr>
<td>Remove Line</td>
<td>Ctrl+R</td>
</tr>
<tr>
<td>Copy Line</td>
<td>Ctrl+Y</td>
</tr>
<tr>
<td>Go To Line...</td>
<td>Ctrl+T</td>
</tr>
<tr>
<td>Cut</td>
<td>Ctrl+X</td>
</tr>
<tr>
<td>Copy</td>
<td>Ctrl+C</td>
</tr>
<tr>
<td>Paste</td>
<td>Ctrl+V</td>
</tr>
<tr>
<td>Cut Special</td>
<td></td>
</tr>
<tr>
<td>Copy Special</td>
<td></td>
</tr>
<tr>
<td>Paste Special</td>
<td></td>
</tr>
<tr>
<td>Select All</td>
<td>Ctrl+A</td>
</tr>
<tr>
<td>Deselect All</td>
<td>Ctrl+D</td>
</tr>
<tr>
<td>Save Defaults</td>
<td>Ctrl+S</td>
</tr>
<tr>
<td>Load Defaults</td>
<td>Ctrl+L</td>
</tr>
<tr>
<td>Additional Description</td>
<td>F3</td>
</tr>
<tr>
<td>Add New Comment...</td>
<td></td>
</tr>
<tr>
<td><strong>View Comments...</strong></td>
<td></td>
</tr>
</tbody>
</table>
The **Comment History** window will open:

![Comment History Window](image)

The PEND2 user will make corrections, edit and re-approve document. The document will re-enter Workflow and route to the PEND3 Worklist.
Checking the Status of an RXQ Document

To check the progress of your requisition through Workflow, go to the Document Listing (SUSF). Here you can check the status of the document, who applied the last approval and when that approval was applied.

![Document Listing](image-url)

<table>
<thead>
<tr>
<th>Batch Agency</th>
<th>Batch Number</th>
<th>Doc Type</th>
<th>Doc Agency</th>
<th>Doc Number</th>
<th>Status</th>
<th>Approvals</th>
<th>Last Date</th>
<th>Last User</th>
</tr>
</thead>
<tbody>
<tr>
<td>RXQ</td>
<td>600</td>
<td>PEND</td>
<td>00000001967</td>
<td>PEND2</td>
<td>YYYY</td>
<td>YYYY</td>
<td>07 24 02</td>
<td>sberry</td>
</tr>
<tr>
<td>RXQ</td>
<td>600</td>
<td>SCHED</td>
<td>00000001868</td>
<td>YYYY</td>
<td>YYYY</td>
<td>YYYY</td>
<td>07 24 02</td>
<td>sberry</td>
</tr>
<tr>
<td>RXQ</td>
<td>600</td>
<td>PEND</td>
<td>00000001969</td>
<td>PEND3</td>
<td>YYYY</td>
<td>YYYY</td>
<td>07 24 02</td>
<td>lesi</td>
</tr>
<tr>
<td>RXQ</td>
<td>600</td>
<td>REJCT</td>
<td>00000001970</td>
<td>YYYY</td>
<td>YYYY</td>
<td>YYYY</td>
<td>07 24 02</td>
<td>sberry</td>
</tr>
<tr>
<td>RXQ</td>
<td>600</td>
<td>PEND</td>
<td>00000001971</td>
<td>PEND4</td>
<td>YYYY</td>
<td>YYYY</td>
<td>07 24 02</td>
<td>gwatson1</td>
</tr>
<tr>
<td>RXQ</td>
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<td>07 24 02</td>
<td>gwatson1</td>
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<td>YYYY</td>
<td>07 24 02</td>
<td>gwatson2</td>
</tr>
</tbody>
</table>
Online Tables
The following tables are examples of some tables used to track Purchasing Documents. Refer to the SNAP Navigation Manual for information on viewing tables.

Document Cross Reference Inquiry (DXRF)

The Document Cross Reference Inquiry (DXRF) table display all documents associated with a requested document. This table is updated nightly. Information obtained from this table: documents and document numbers that have been processed referencing a specific document.

Document Listing (SUSF)

The Document Listing (SUSF) is a temporary holding file. It lists all documents entered into the system that have not yet been accepted by the system and documents that were accepted the previous day. SUSF is updated real time. Accepted documents stay on SUSF for one day then are removed. Note that SUSF is neither a document nor a table – it is a holding file, and therefore it cannot be bookmarked.
The **Open Purchase Order Header by Document Inquiry (OPHD)** table displays the header information for each purchase order (PC) in the system. This table is updated real time. Information obtained from this table: responsible person, buyer, agency, vendor, approximate delivery date, ship to/bill to information, total amount of order, invoiced amount, received amount, and closed amount.
The **Open Purchase Order Commodity Line by Document Inquiry (OPCD)** table displays the commodity line information for each purchase order (PC) in the system. This table is updated real time. Information obtained from this table: account line associated with the item, description, quantity, unit cost, received quantity and amount, invoiced quantity and amount, and the last transaction applied to the line item.
The Open Purchase Order Account Line by Document Inquiry (OPLD) table displays the account line information for each purchase order (PC) in the system. This table is updated real time. Information obtained from this table: fund, agency, appropriation unit, object, encumbered amount, expended amount, outstanding amount and referenced requisition.
Open Purchase Order Header Inquiry (OPPH)

The Open Purchase Order Header Inquiry (OPPH) table displays the header information for each purchase order (PC) in the system. This table is updated real time. Information obtained from this table: responsible person, buyer, agency, vendor, approximate delivery date, ship to/bill to information, total amount of order, invoiced amount, received amount, and closed amount.
Open Purchase Order Commodity Line Inquiry (OPPC)

The Open Purchase Order Commodity Line Inquiry (OPPC) table displays the commodity line information for each purchase order (PC) in the system. This table is updated real time. Information obtained from this table: account line associated with the item, description, quantity, unit cost, received quantity and amount, invoiced quantity and amount, and the last transaction applied to line item.
Open Purchase Order Account Line Inquiry (OPPL)

The Open Purchase Order Account Line Inquiry (OPPL) table displays the account line information for each purchase order (PC) in the system. This table is updated real time. Information obtained from this table: fund, agency, appropriation unit, object, encumbered amount, expended amount, outstanding amount and referenced requisition.

Agency / Organization Purchase Order Inquiry (AOPI)

The Agency / Organization Purchase Order Inquiry (AOPI) table displays all purchase orders related to a specific agency and organization.
Open Purchase Order by Vendor Inquiry (OPIV)

The Open Purchase Order by Vendor Inquiry (OPIV) table displays open purchase orders issued for a specific agency and organization by vendor number. This table is updated real time.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Name</th>
<th>Trans Code</th>
<th>PC Number</th>
<th>Line Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL/R0000014</td>
<td>WINKEL PONTIAC/GMC</td>
<td>FC</td>
<td>003 00000009967</td>
<td>01</td>
</tr>
<tr>
<td>PUR00000020</td>
<td>DIRECT BUSINESS SYSTEMS</td>
<td>FC</td>
<td>003 00000012869</td>
<td>02</td>
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<tr>
<td>PUR00000020</td>
<td>DIRECT BUSINESS SYSTEMS</td>
<td>FC</td>
<td>003 00000012871</td>
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<tr>
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<td>DELL MARKETING LP</td>
<td>FC</td>
<td>003 00000014599</td>
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<tr>
<td>PUR0000038</td>
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<td>FC</td>
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</table>

Purchase Order / Vendor Invoice Cross Reference (PCVI)

The Purchase Order / Vendor Invoice Cross Reference (PCVI) table displays invoices posted to purchase order documents and the related commodity line item. This table is updated real time.

<table>
<thead>
<tr>
<th>Order Transaction ID</th>
<th>PC 003 00000015004</th>
<th>Line Number</th>
<th>001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>PUR0000127 B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invoice Transaction ID</td>
<td>VI 020-395166</td>
<td>Line Number</td>
<td>001</td>
</tr>
<tr>
<td>Description</td>
<td>MISC DRUGS INV 020-395166 DA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commodity / Item</td>
<td>26912</td>
<td>Warehouse</td>
<td></td>
</tr>
<tr>
<td>Quantity Invoiced</td>
<td>1.000</td>
<td>Unit Cost</td>
<td>14,348.37000</td>
</tr>
<tr>
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<td>Pre-tax Amount</td>
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</tr>
<tr>
<td>Tax Code</td>
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<td>Tax Amount</td>
<td>0.00</td>
</tr>
<tr>
<td>Special Condition</td>
<td></td>
<td>Total</td>
<td>14,948.37</td>
</tr>
<tr>
<td>Text Flag</td>
<td>No Text</td>
<td>Partial / Final Ind</td>
<td>Final</td>
</tr>
</tbody>
</table>
## Purchase Order by Vendor Inquiry (PIBV)

The Purchase Order by Vendor Inquiry (PIBV) table displays all purchase orders for a specific agency and organization by vendor number. This table is updated real time.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Name</th>
<th>Transaction ID</th>
<th>Line Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUR0000010</td>
<td>GATEWAY 2000 MAJOR ACCOUNTS</td>
<td>FC 08300000001399</td>
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<tr>
<td>PUR0000010</td>
<td>GATEWAY 2000 MAJOR ACCOUNTS</td>
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<tr>
<td>PUR0000010</td>
<td>GATEWAY 2000 MAJOR ACCOUNTS</td>
<td>FC 08300000002368</td>
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<td>PUR0000010</td>
<td>GATEWAY 2000 MAJOR ACCOUNTS</td>
<td>FC 08300000002514</td>
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<td>GATEWAY 2000 MAJOR ACCOUNTS</td>
<td>FC 08300000002515</td>
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</table>
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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather Moon, Senior Buyer</td>
<td>775-684-0179</td>
<td><a href="mailto:hmoon@admin.nv.gov">hmoon@admin.nv.gov</a></td>
</tr>
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<td>Nancy Feser, Buyer</td>
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<td><a href="mailto:nfesor@admin.nv.gov">nfesor@admin.nv.gov</a></td>
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</tr>
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</tr>
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</tr>
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<td><a href="mailto:sberry@admin.nv.gov">sberry@admin.nv.gov</a></td>
</tr>
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</tr>
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<td>Annette Morfin, Purchasing Officer</td>
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<td><a href="mailto:amorfin@admin.nv.gov">amorfin@admin.nv.gov</a></td>
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<td>Marti Marsh, Purchasing Officer</td>
<td>775-684-0180</td>
<td><a href="mailto:mmarchi@admin.nv.gov">mmarchi@admin.nv.gov</a></td>
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<tr>
<td>Teri Becker, Purchasing Officer</td>
<td>775-684-0178</td>
<td><a href="mailto:thecker@admin.nv.gov">thecker@admin.nv.gov</a></td>
</tr>
<tr>
<td>Gail Burchett, Purchasing Officer</td>
<td>775-684-0172</td>
<td><a href="mailto:gburchett@admin.nv.gov">gburchett@admin.nv.gov</a></td>
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