Table of Contents

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.

<u>**Note**</u>: 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. <u>**Changes and cancellations on requisitions are completed only by the Purchasing Division**</u>**.**

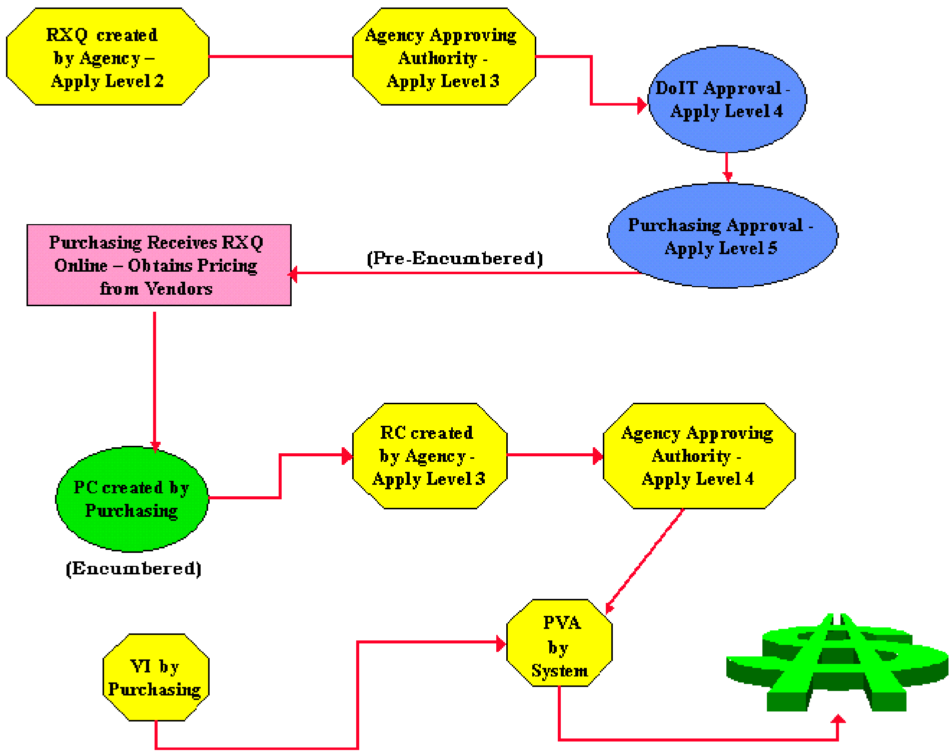
DENIED RXQs

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.

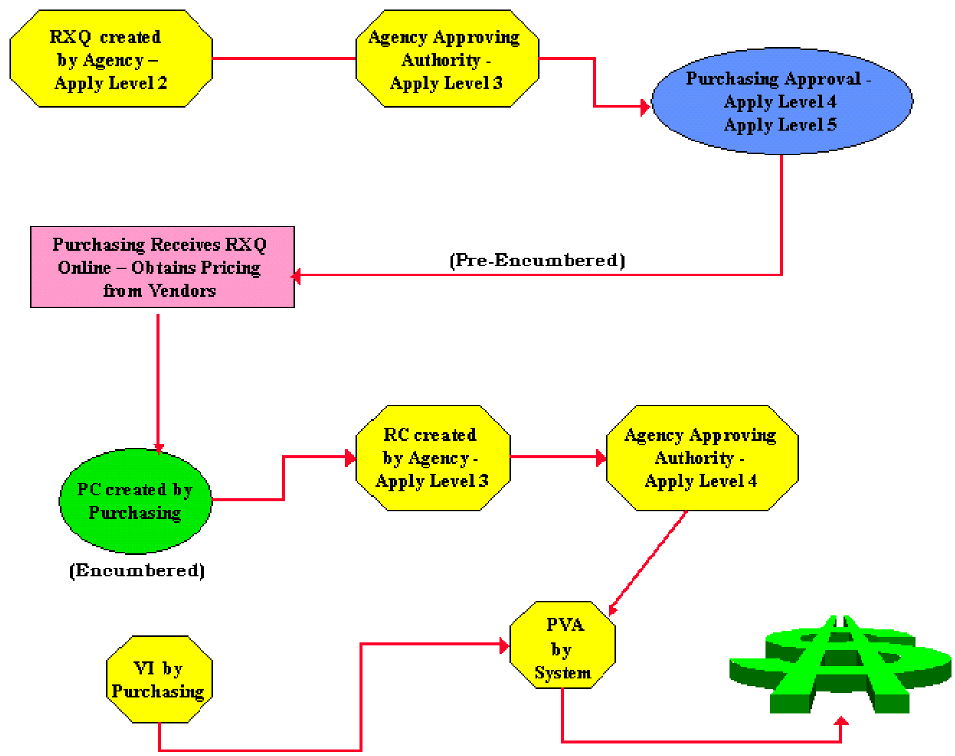
Comments should be added to the RXQ document by the user un-approving / denying the document in order to provide specific details for the requesting agency.

Type D Approvals

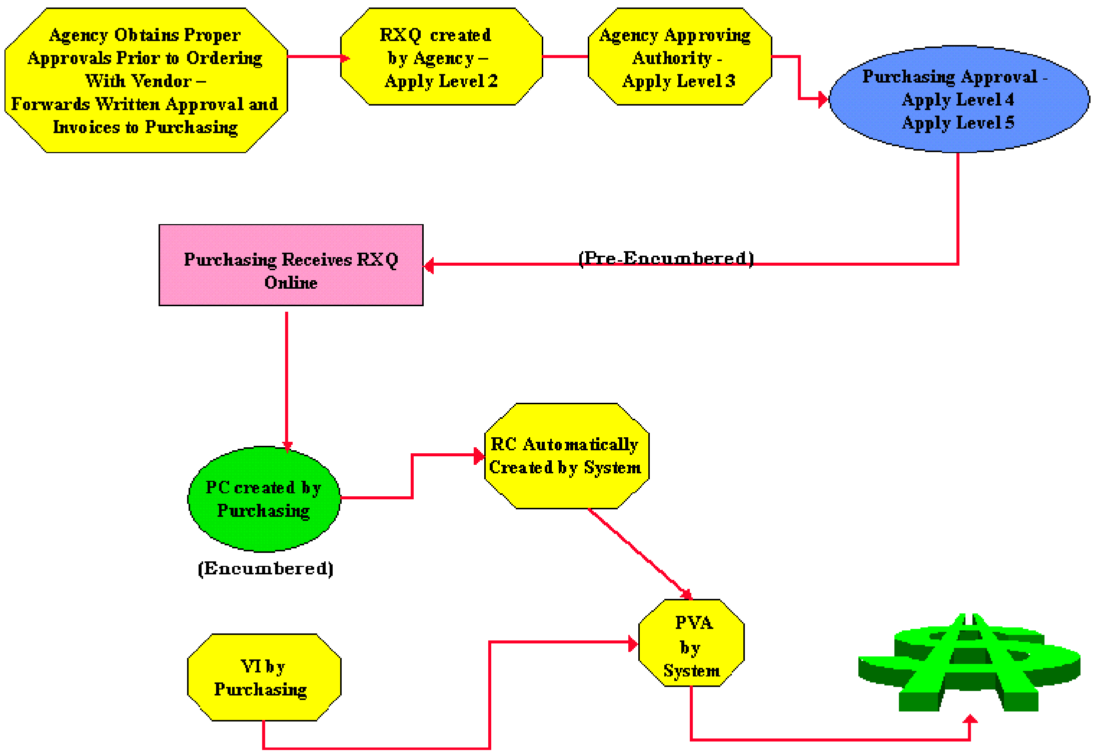
(RXQs route to the EITS Worklist for Level 4 approval and then to Purchasing for Level 5 approval.)



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.

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.

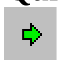
Shipping Address (SHIP) = This table will display addresses for a specific ship code. Same as Billing Address (BILL) table.

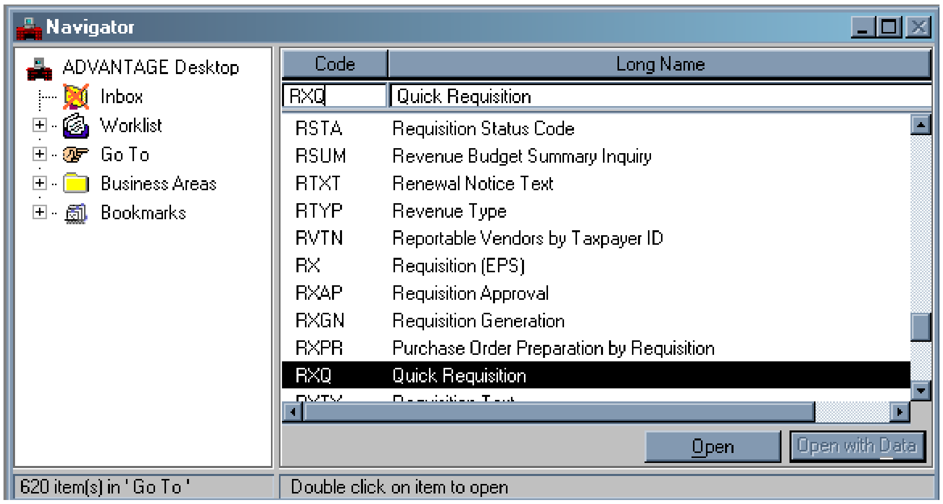
Vendor Invoice (VI) = This document is used to post invoices from vendors to purchase order documents and is one part of the three-way match process. The Purchasing Division enters this document only.

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 

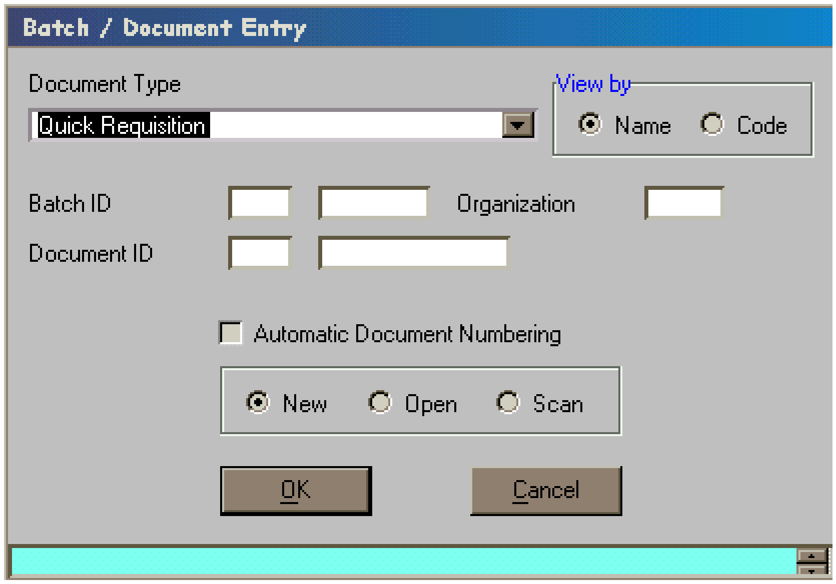
from the Navigator Window.

➢ 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.

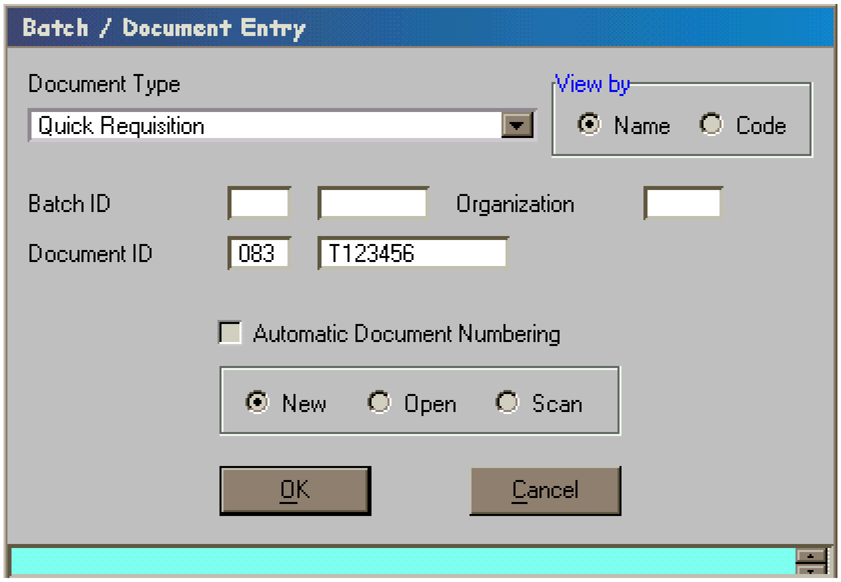
Document Entry Screen



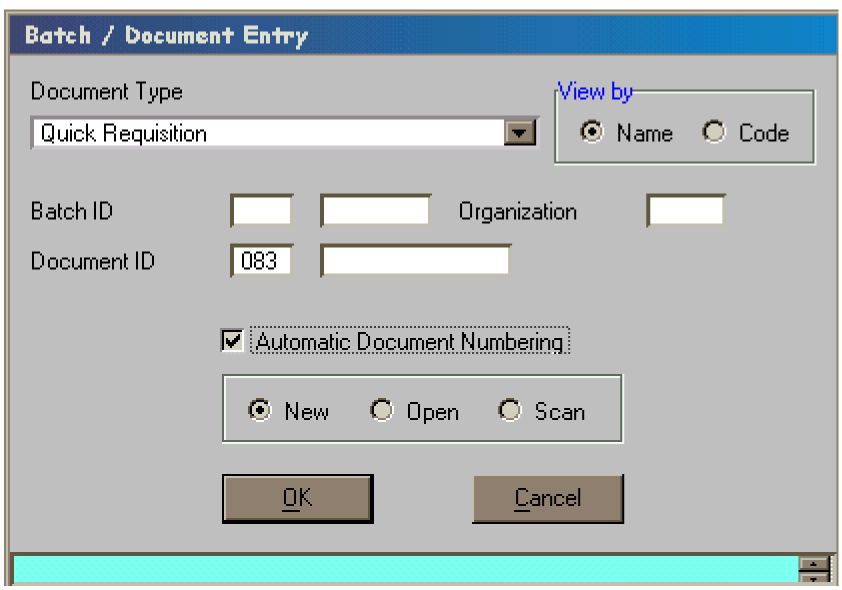
Document Type	Quick Requisition is automatically selected.
Batch ID	Not used for original document entry.
Organization	Leave blank.
Document ID	Field 1 - Enter your three-digit Agency code. Field 2 - Enter either the document numbering sequence specific to your agency or leave blank for Automatic Document 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**:

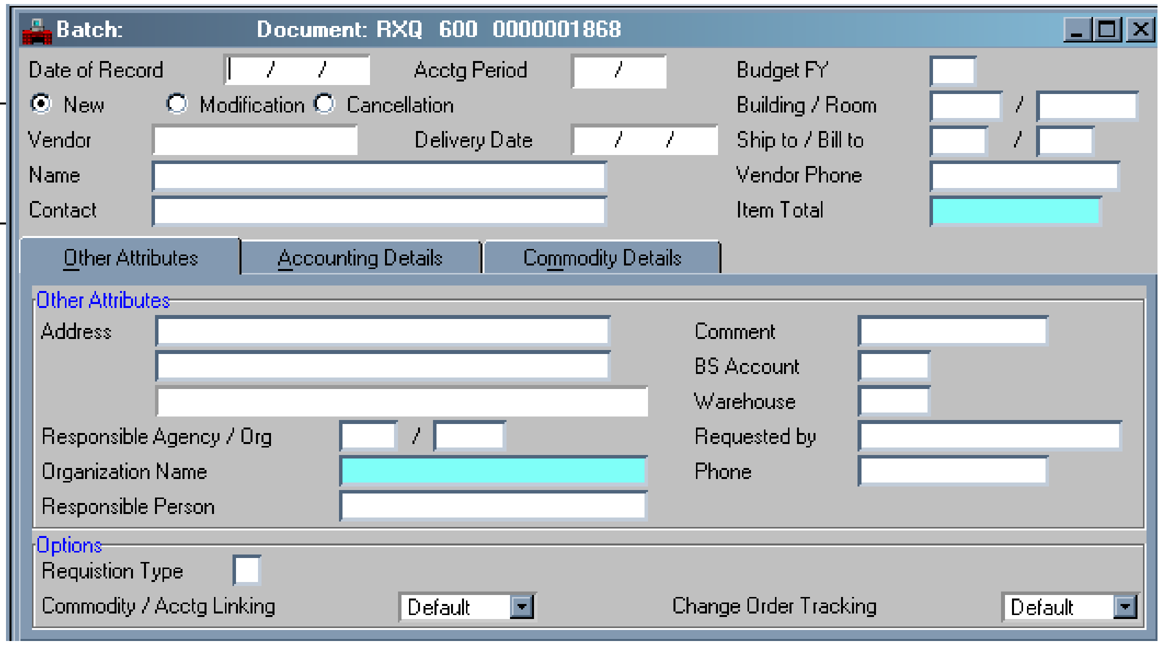


This example reflects required information when using **Automatic Document Numbering**:



Document Header

Header

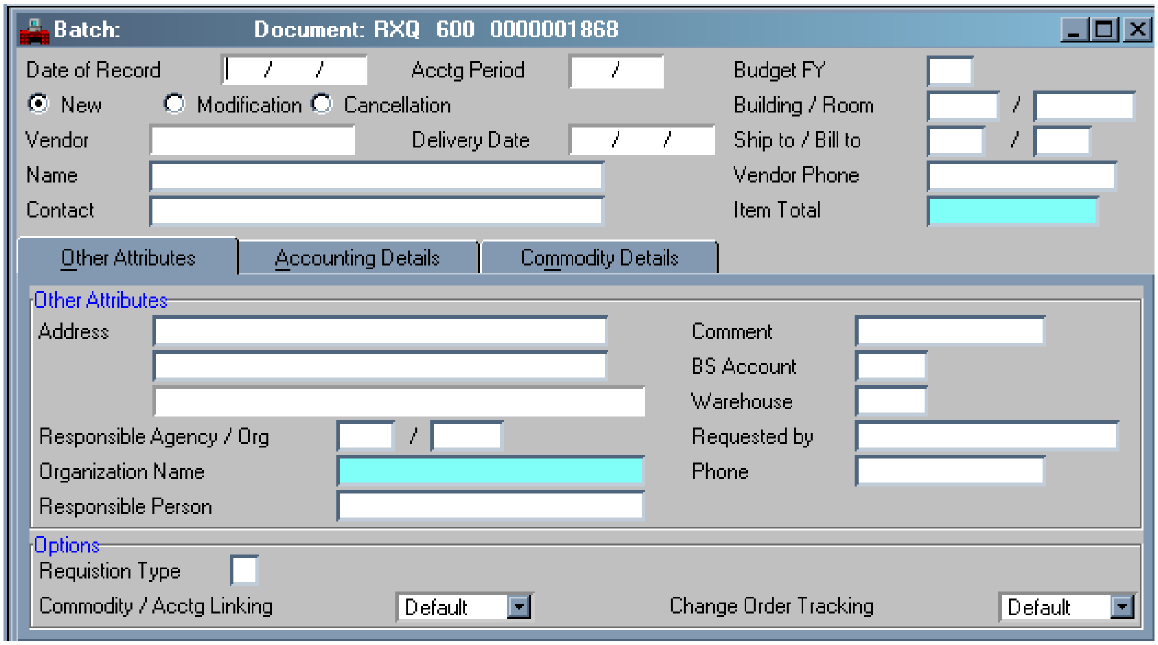


Date of Record	Enter the current date in mm dd yy format.
Acctg Period	Leave blank. This is inferred from the Date of Record. Requisitions must be entered, approved and accepted by June 30th in order for it to apply to that fiscal year.
Budget FY	Enter the two-digit Budget Fiscal Year.
Transaction Type	Leave as "New" (default). To modify or change an RXQ that's already been accepted, <u>you must contact</u> the Purchasing Division to make the change. To cancel an RXQ, <u>you must contact the Purchasing Division to make the cancellation</u>. An RXQ cannot be canceled if a PC document has already been issued referencing the document.
Building/Room	Leave blank; not used.
Vendor	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#.

Delivery Date	Required. The date you would like to receive items. Enter in *mm dd yy* format. (This is an approximate date only and must be a future date.)
Ship To	Required. Enter the three-digit **Ship To** 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.
Bill To	Enter *379*. This is the number for the Purchasing Division.
Name (Vendor)	Leave blank. This is inferred from the vendor number. If a vendor number was not entered, can enter vendor name here.
Vendor Phone	Leave blank. This is inferred from the vendor number. If a vendor phone was not entered, can enter vendor phone here.

Other Attributes View

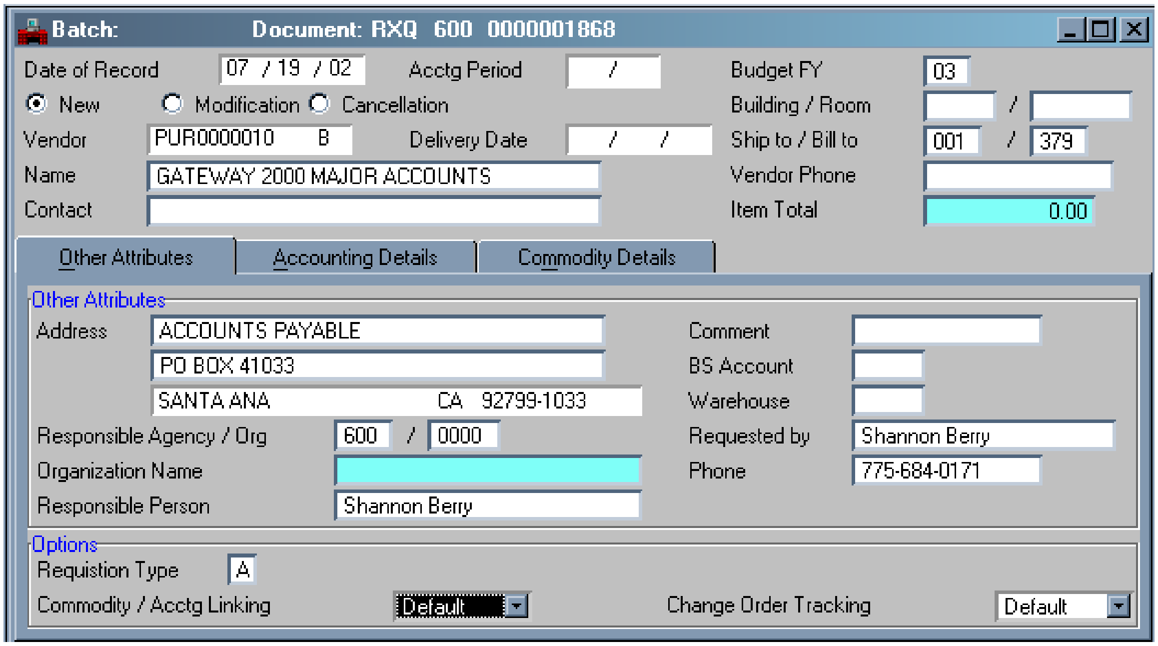
Other Attributes



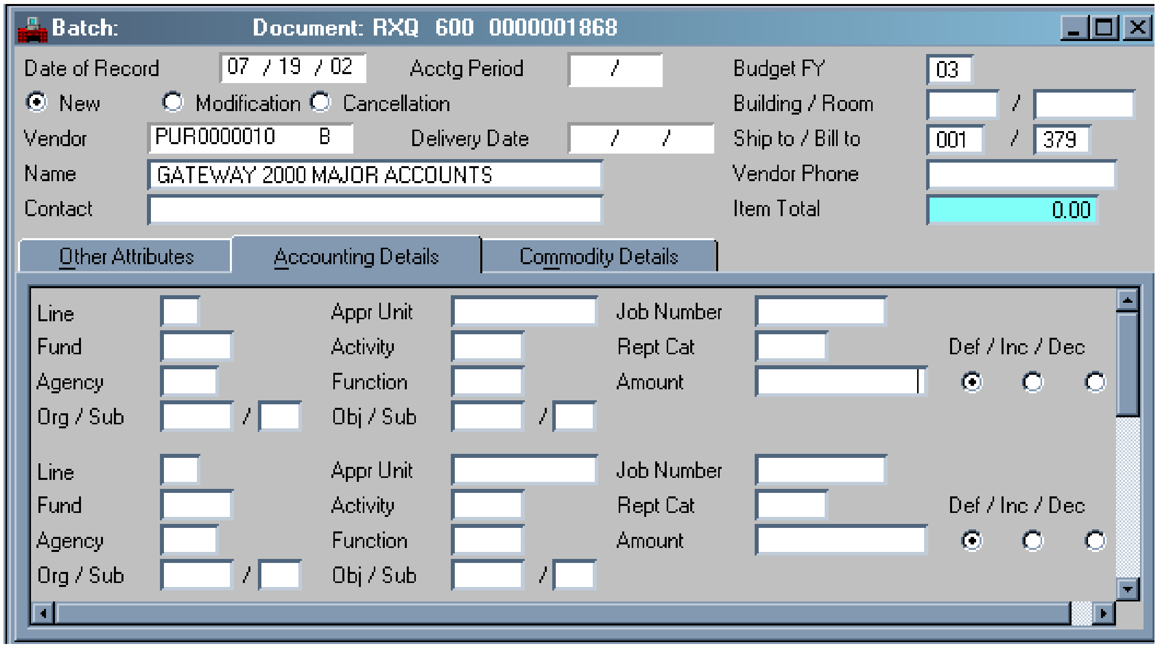
Contact	Optional. Enter the name of the vendor contact.
Address	Leave blank. This is inferred from the vendor code. If a vendor address was not entered, can enter vendor address here.
Responsible Agency	<u>Required.</u> Enter the three-digit agency code.
Responsible Organization	<u>Required</u>. Enter the four-digit agency organization code. If your agency does not use orgs, enter four-zeros.
Responsible Person	<u>Required</u>. 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.

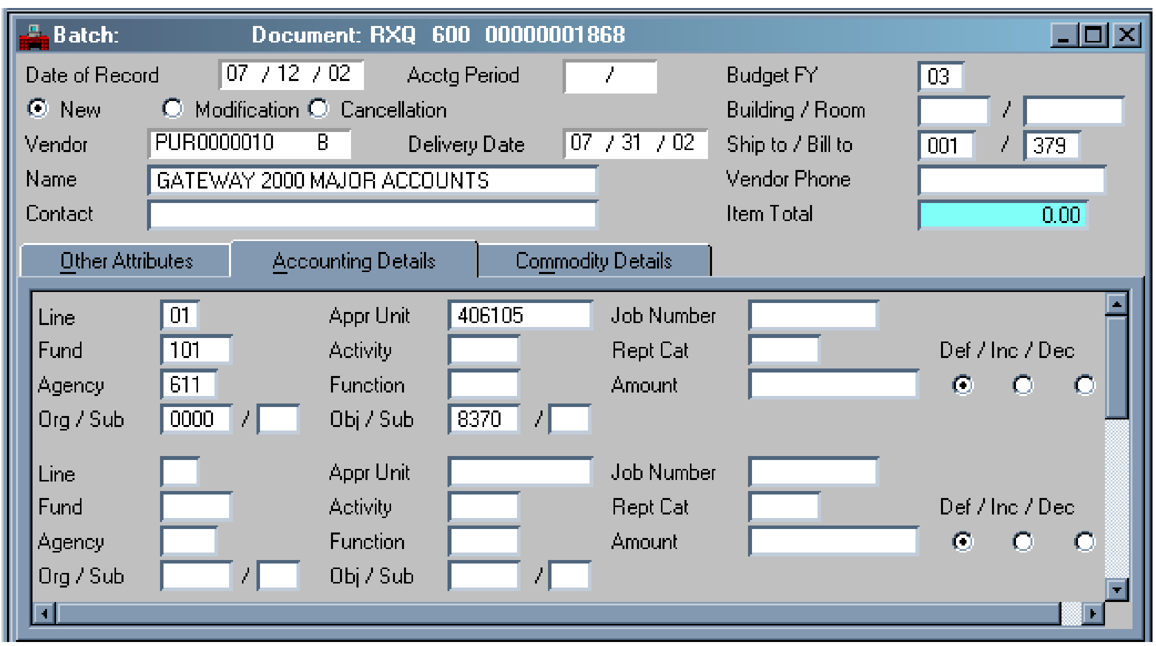
Org — Required. Enter the four-digit organization to be charged for the purchase. If your agency does not use an organization code, you must enter "0000".

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

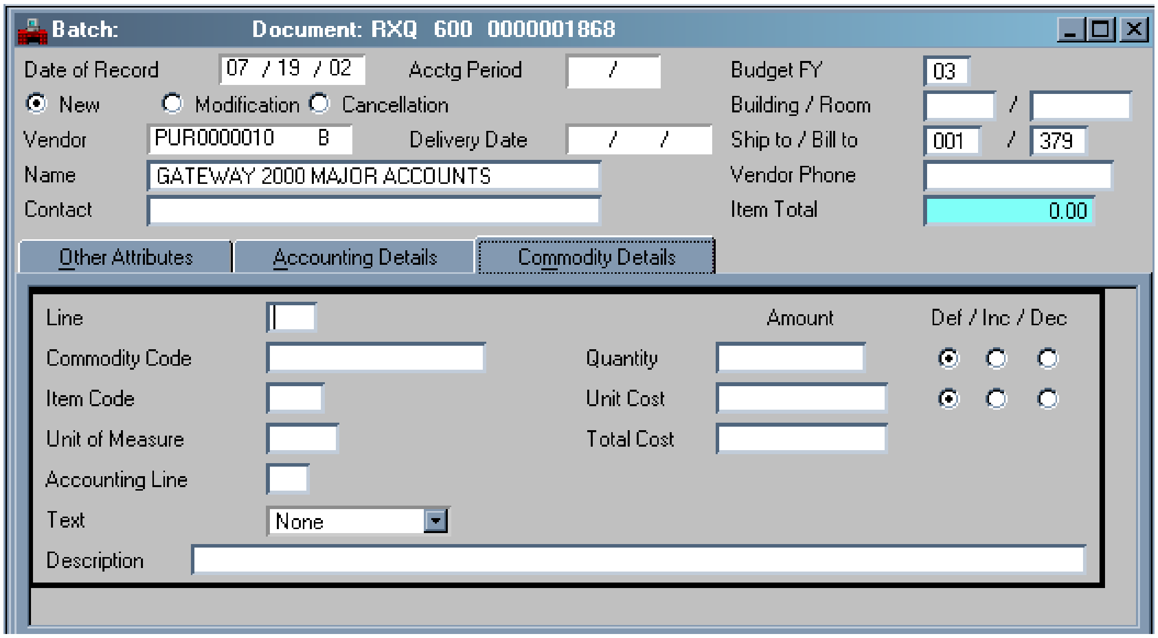
Appr Unit — Required. Enter the six-digit appropriation unit (Budget Account and Category) to be charged for the purchase.

Activity	Not used.
Function	Not used.
Obj	<u>Required</u>. Enter the Object to be charged for the purchase.
Sub-Object	Not used.
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.

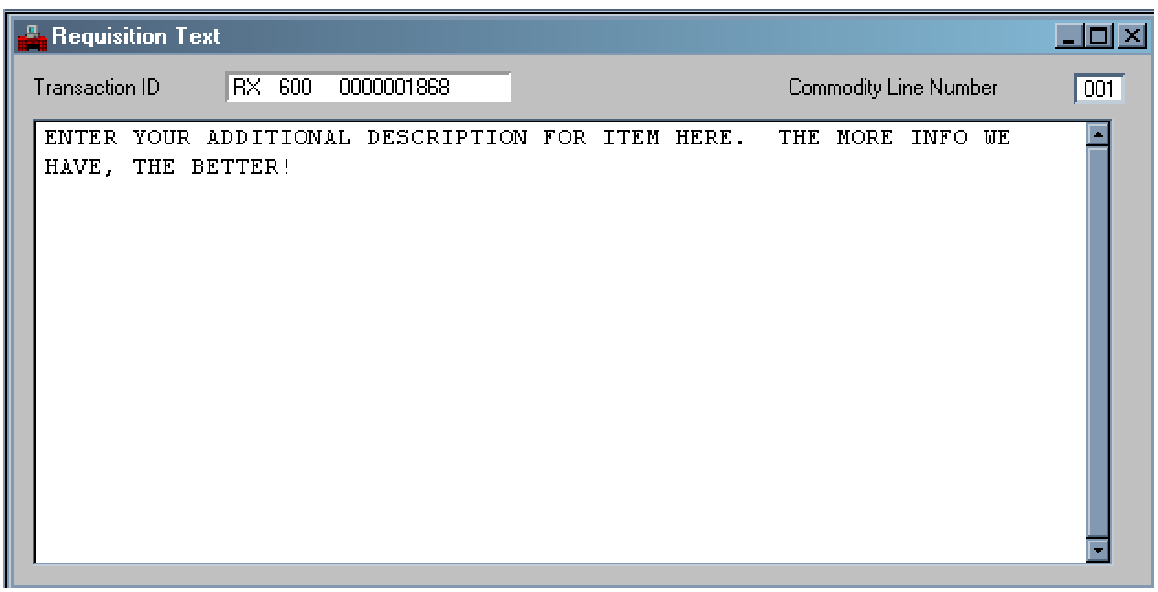
Accounting Line — Enter the account line number from the Accounting Details view associated with this commodity line (i.e. 01, 02). If the commodity/ accounting field is changed to "NO" leave blank.

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.

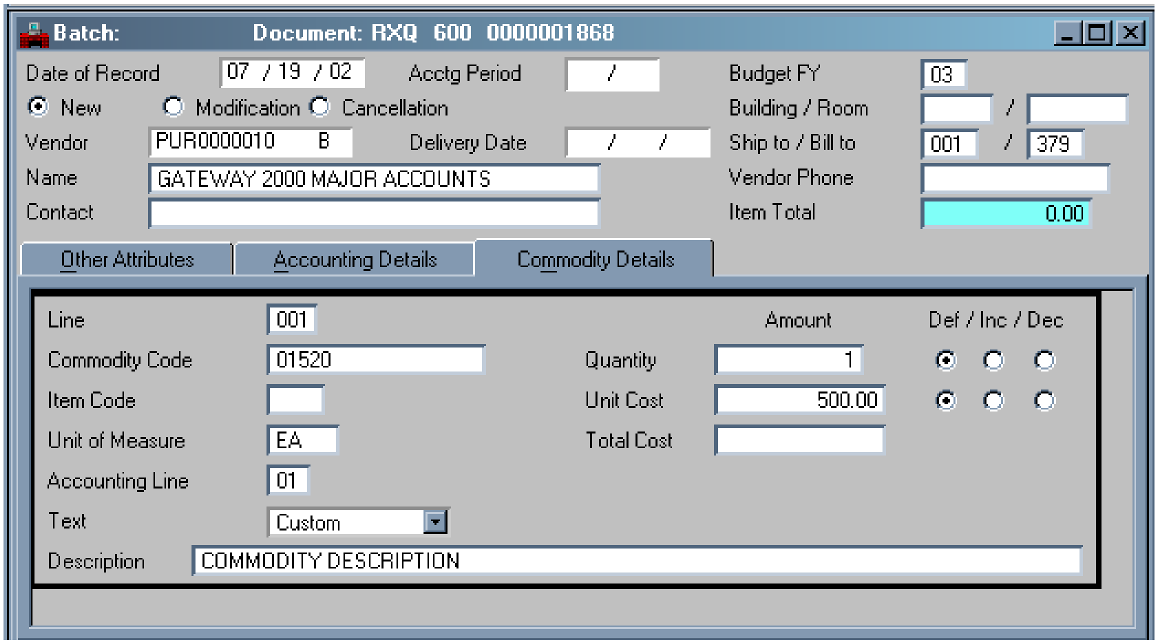
Def/Inc/Dec — Leave as Default.

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.



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

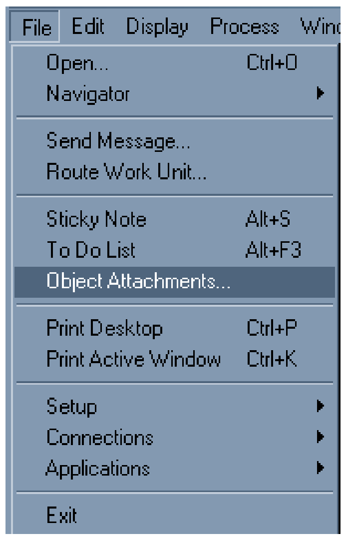
Object Attachments

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.

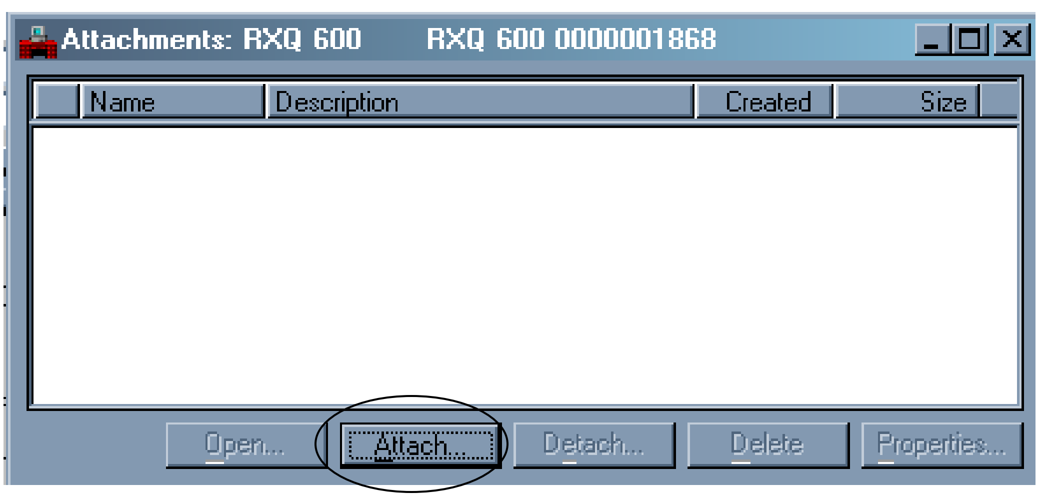
Adding Object Attachments

- To add an object attachment:

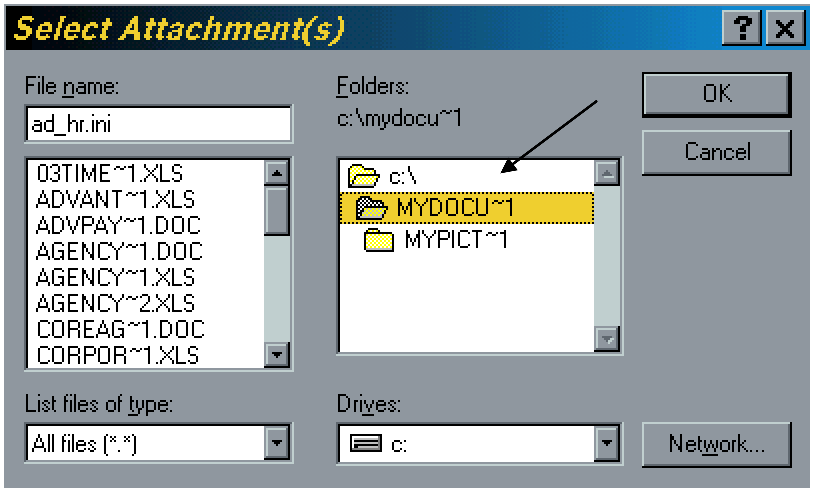
  - Go to **File: Object Attachment**.



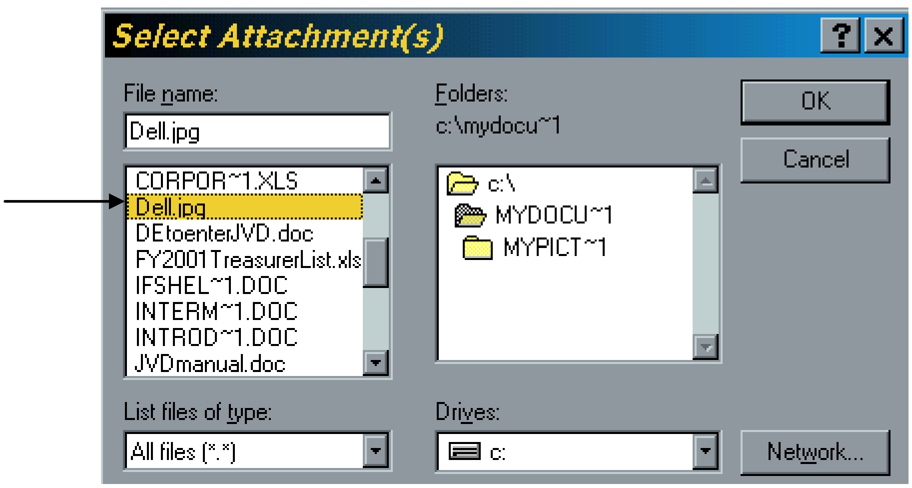
  - Select **Attach.**



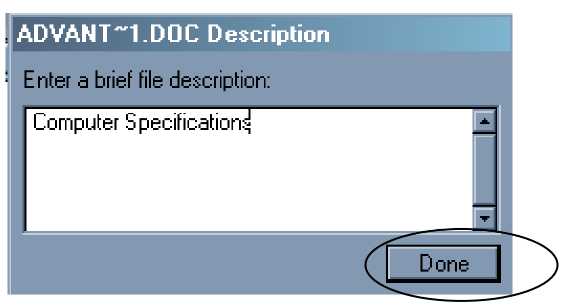
  - Select the source folder of the attachment.



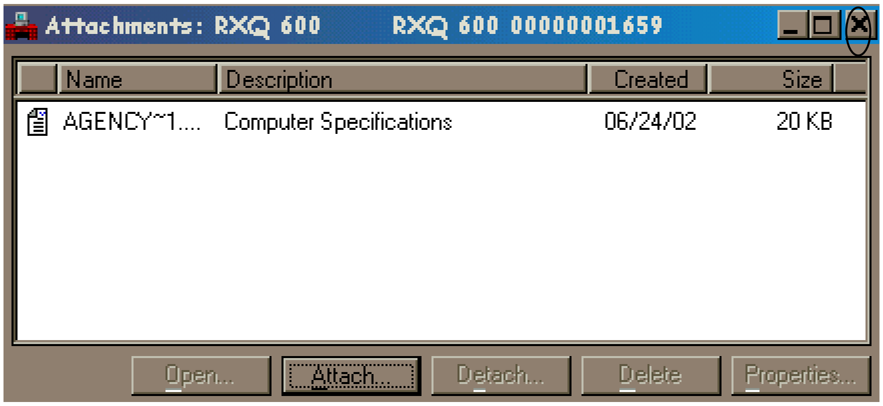
- Select the file you wish to attach to the RXQ.



- Select **OK**.



- Enter a brief description of the attachment. Select **Done**.



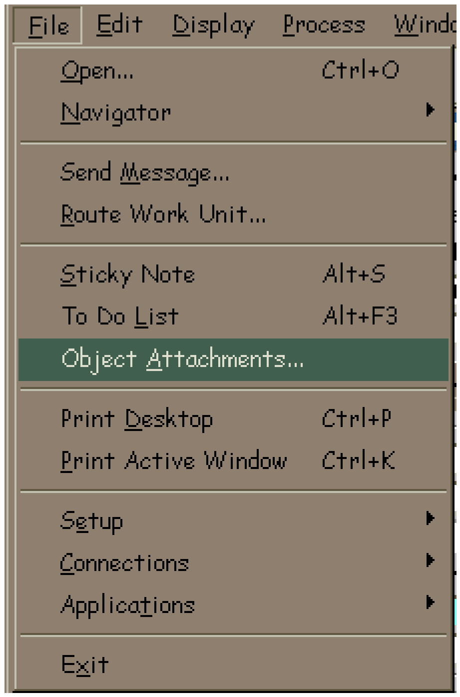
➢ Close the attachment window.

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.

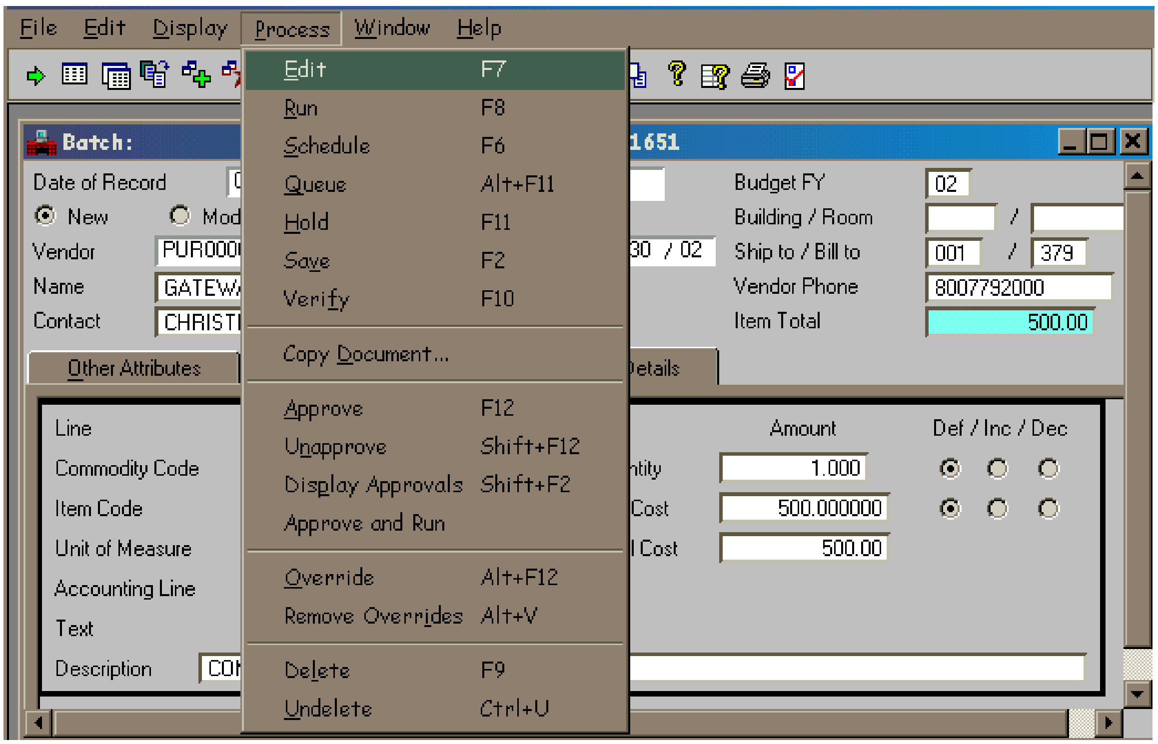
NOTE: Attachments can only be added BEFORE any approvals are applied to the document.

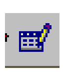
Editing the RXQ

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**.

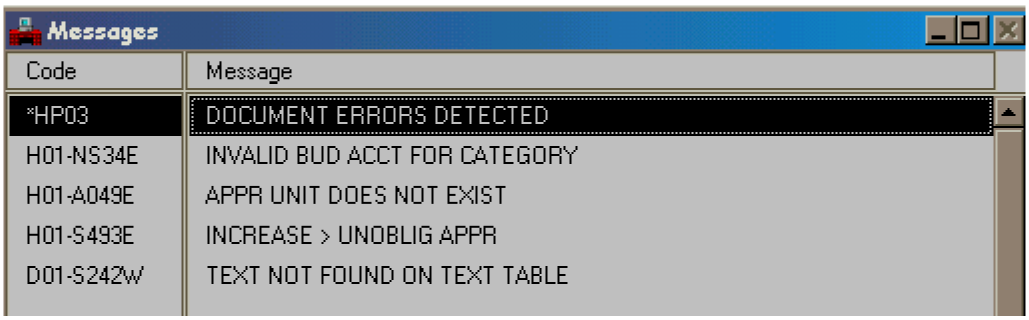
Check the Status bar at the bottom of the window for messages.

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.



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:

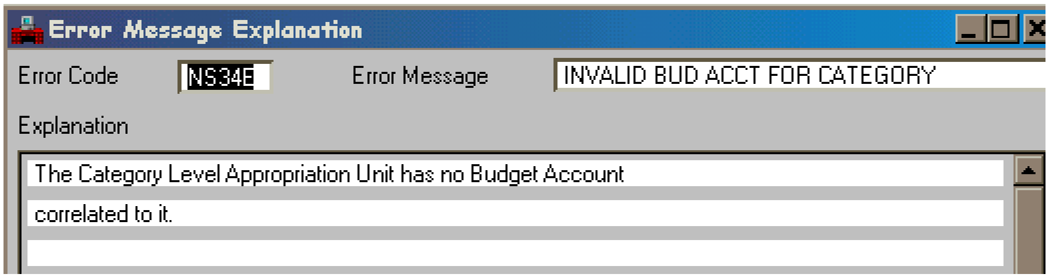
I Is an informational message and should be reviewed before processing.

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.

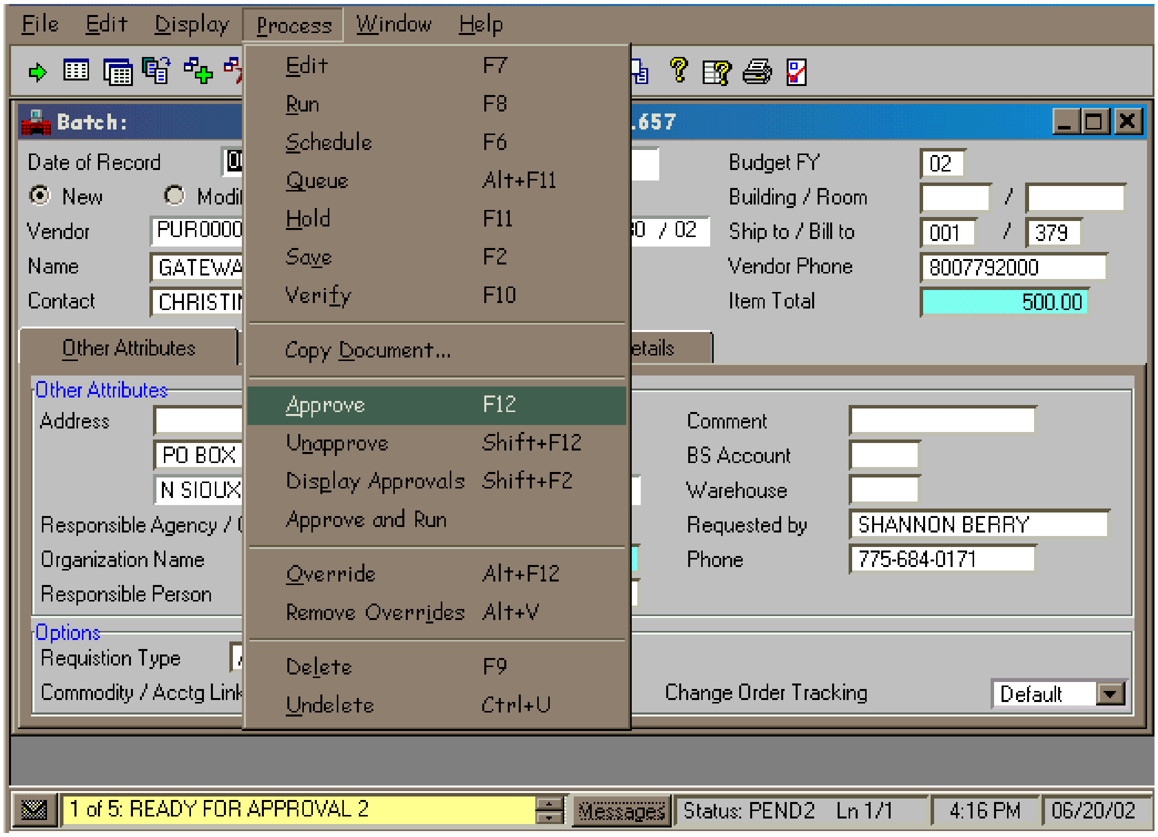
<u>Note</u>: It is important that approvals are applied in order (Level 2 then Level 3) or the document will not be routed through the Workflow process and other approvals will not be applied to the document.

- 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**.

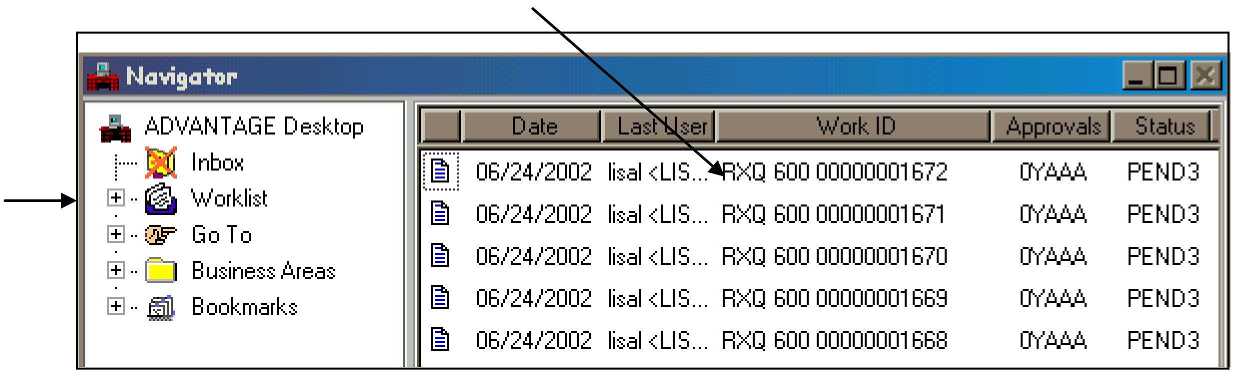


The document status will indicate PEND3.

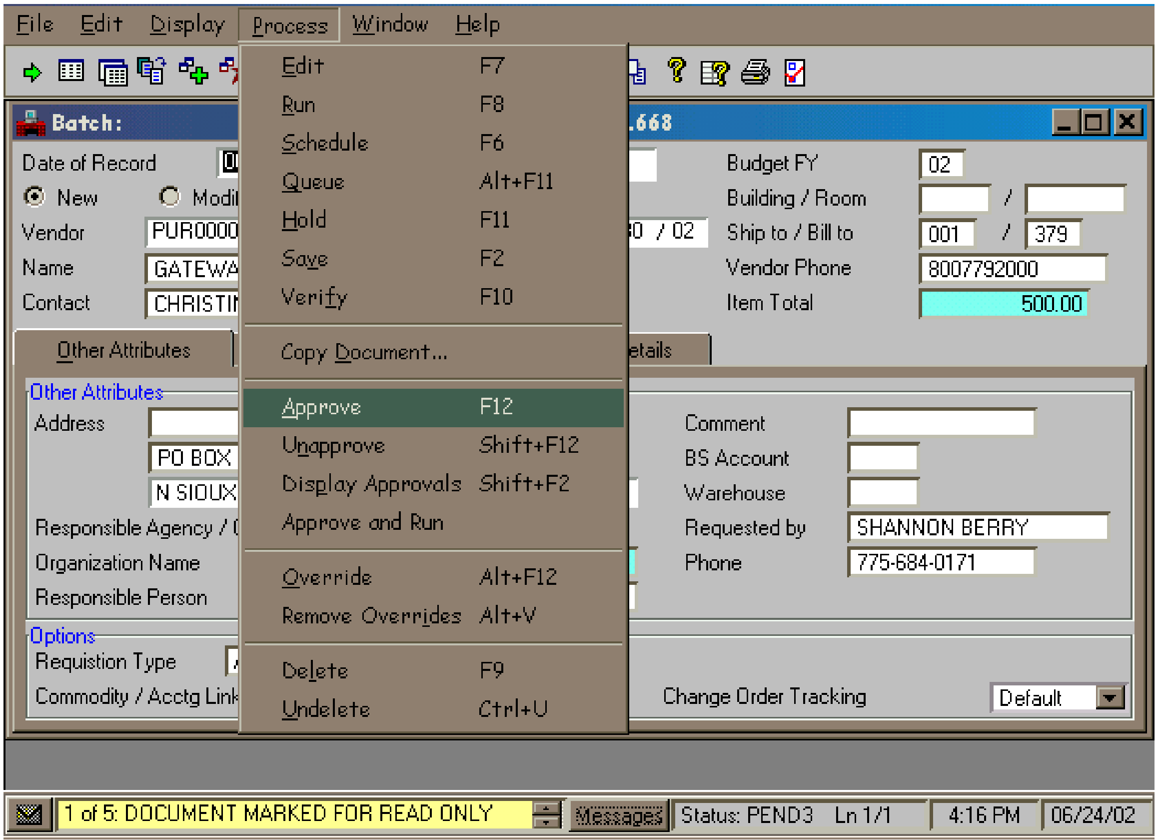
Close the document or, if you have more documents to enter, select **Display: New Document**. This will bring up a new Batch/Document Entry screen.

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



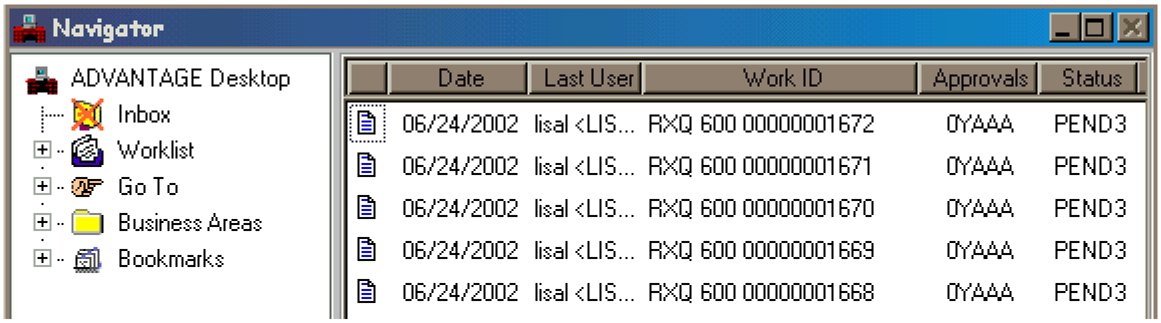
- Select the Approve icon  on the toolbar, or
- Press **F12**.

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.



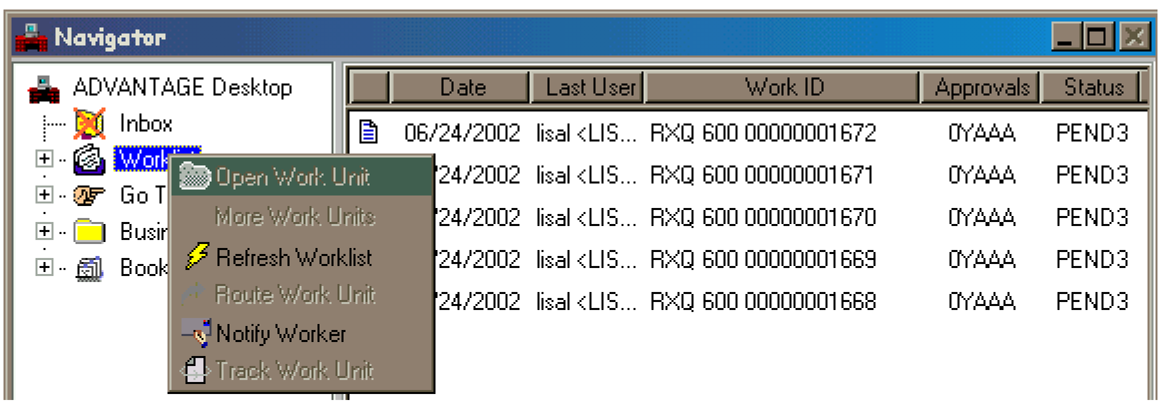
- To refresh the Worklist:

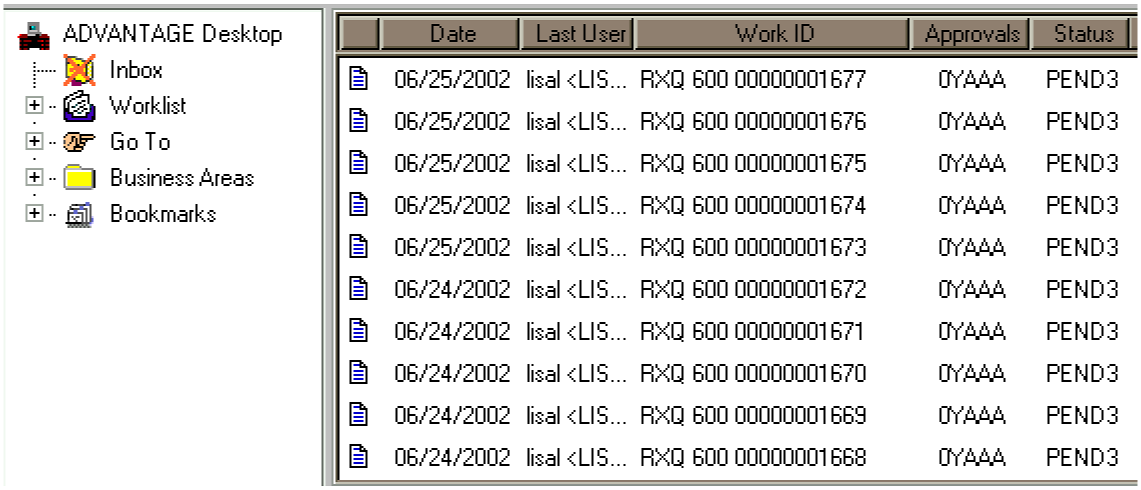
  ➢ Highlight the 

 icon in the Navigator Window by single clicking the icon.

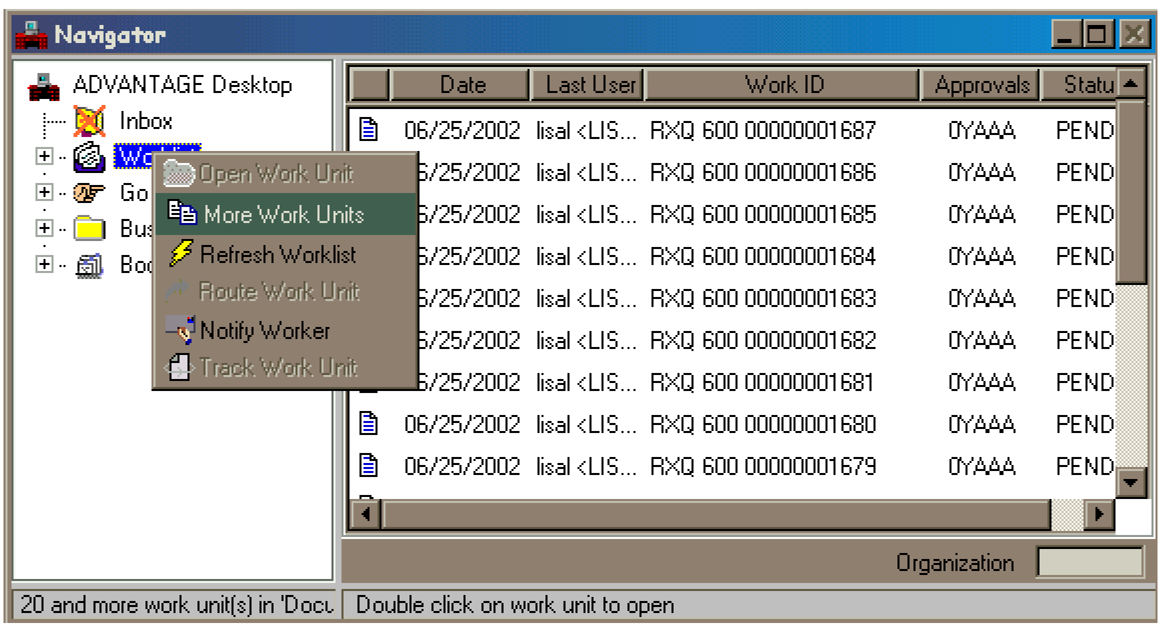
  ➢ Right-click the mouse.

  ➢ Select **Refresh Worklist**.





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.

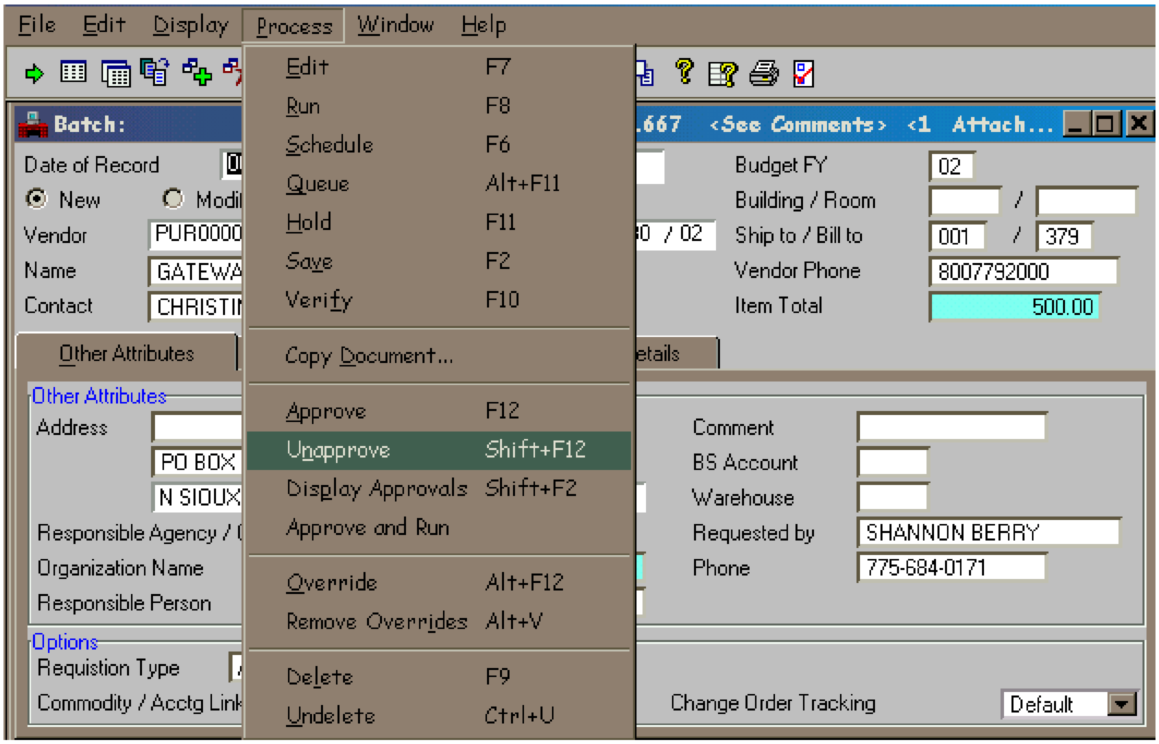
- RXQ Type D will route to Purchasing for Level 5 approval.

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

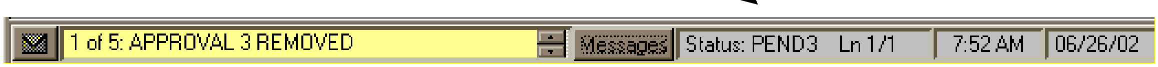
To Deny an RXQ

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.



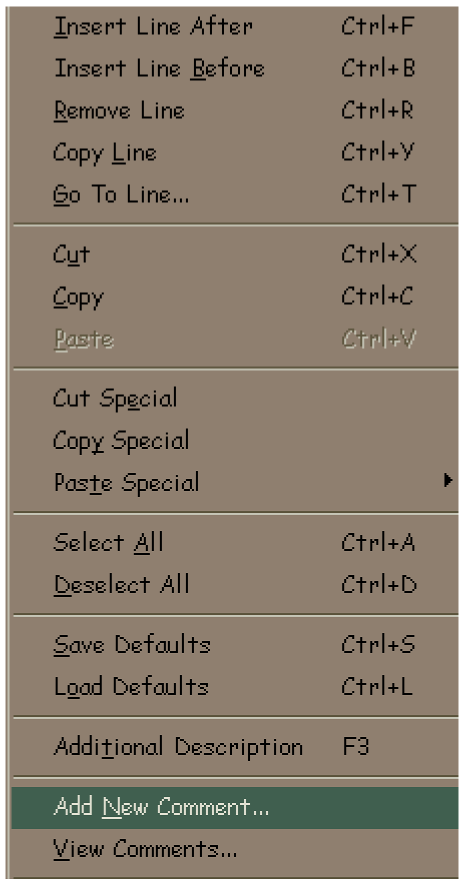
The document status should now indicate PEND3.



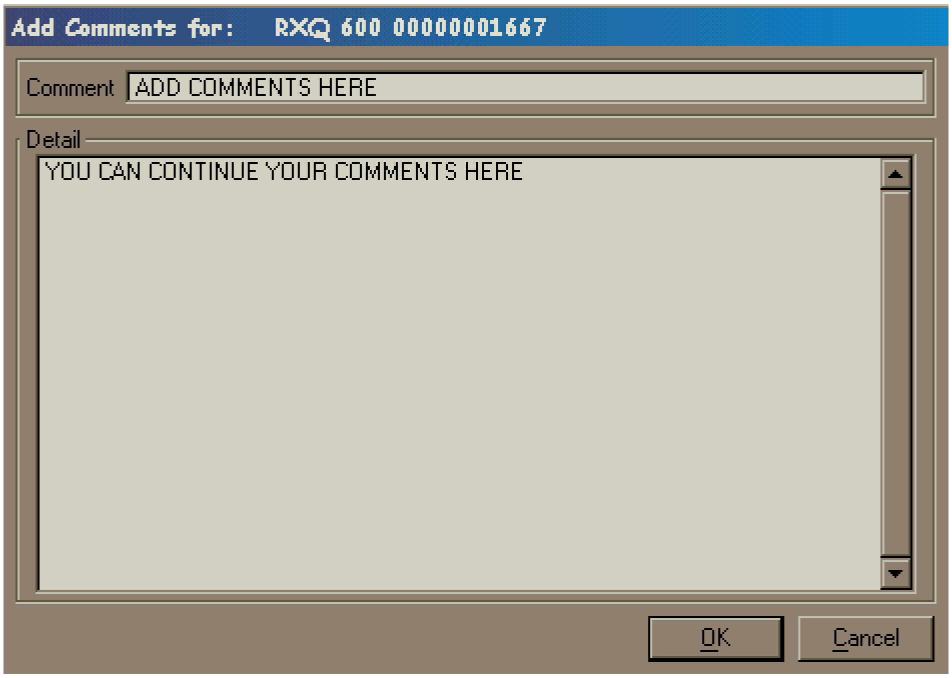
Attaching a Comment to an RXQ

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.

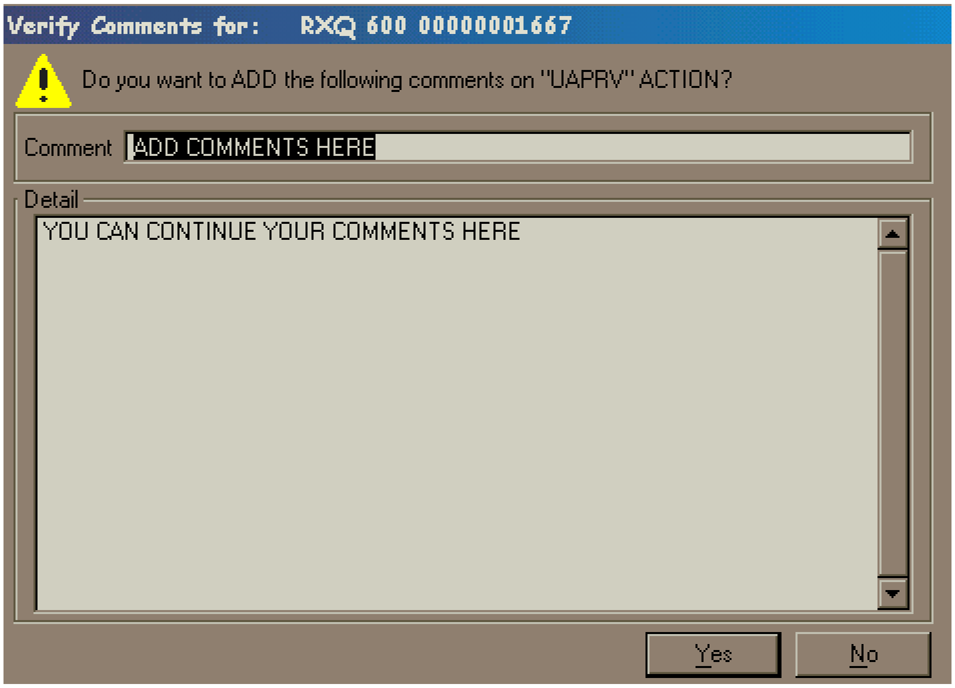


At the **Add Comments** window, enter an explanation as to why the RQX was unapproved. The Comment field is limited to 12 characters. If more room is needed, the Detail field can be used.



- Select **OK** to close the window.

After the document window is closed, the **Verify Comments** window will appear:



➢ Select **Yes**.

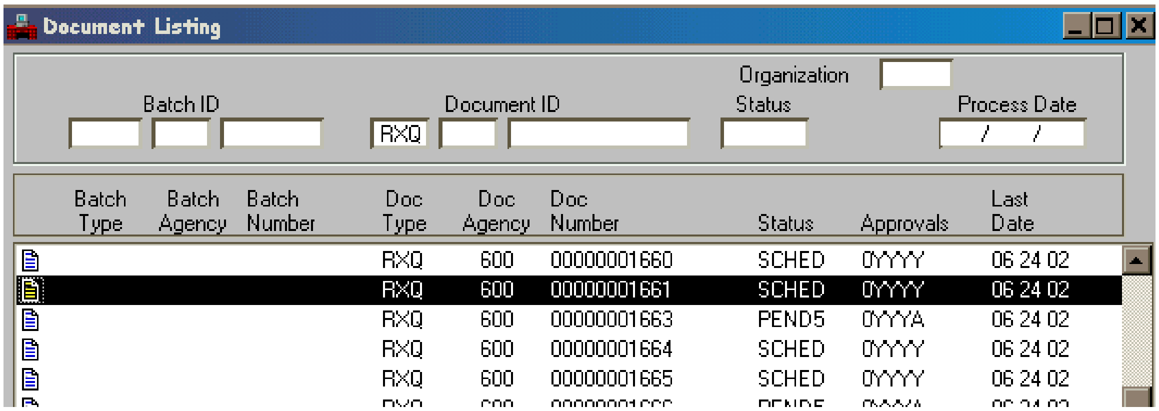
The document will close and route to the originating agency's PEND3 Worklist.

The Title bar of the RXQ will indicate **<See Comments>.**

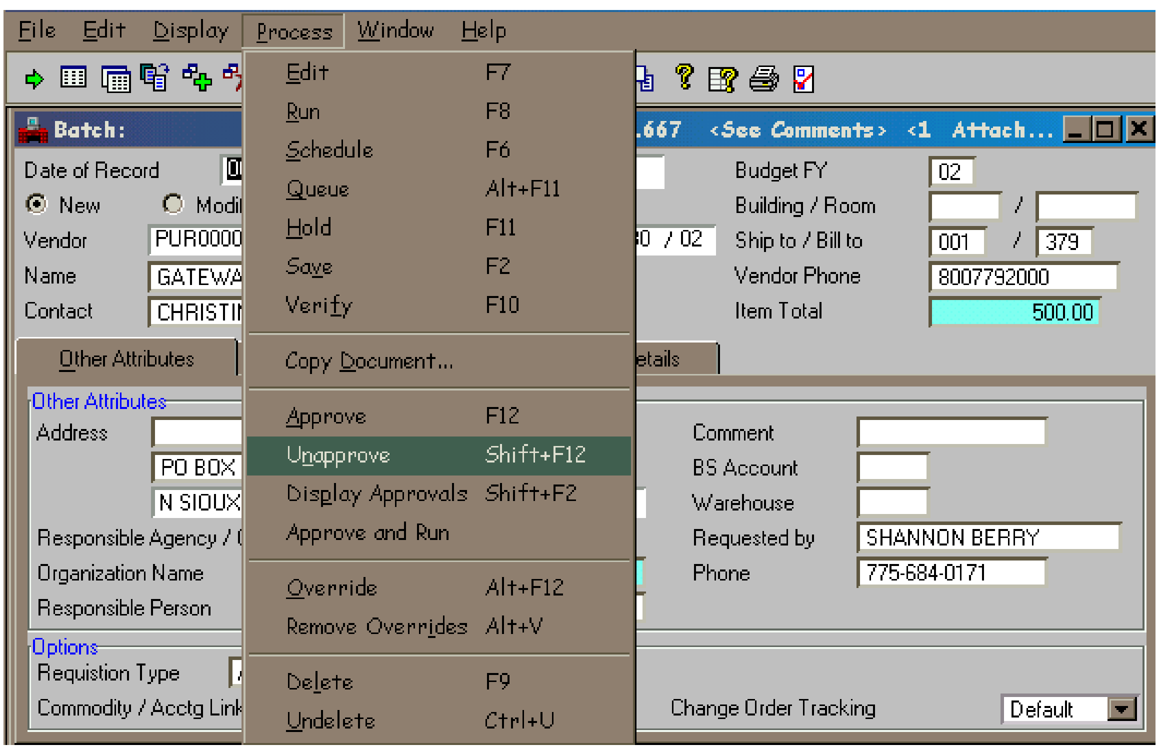
Correcting an RXQ

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

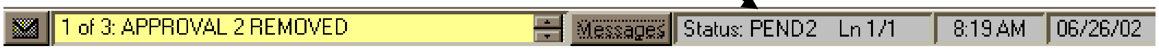
- To correct an RXQ:
  - ➢ PEND2 user opens the RXQ from SUSF.



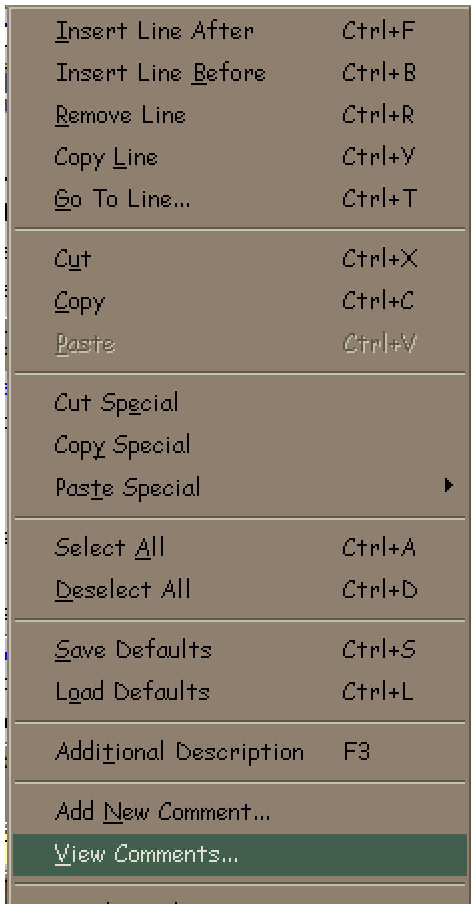
  - ➢ With the document open, select **Process: Unapprove** from the Menu bar.



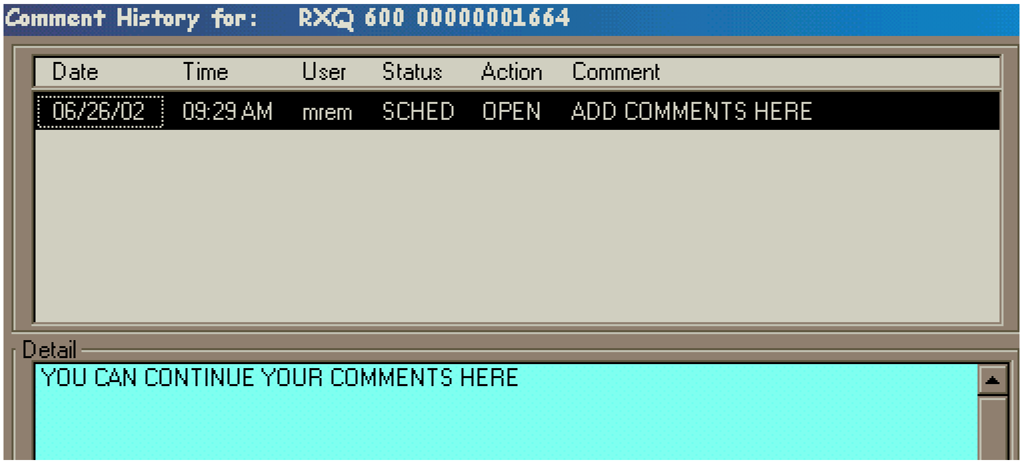
The Status Bar will now indicate PEND2.



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



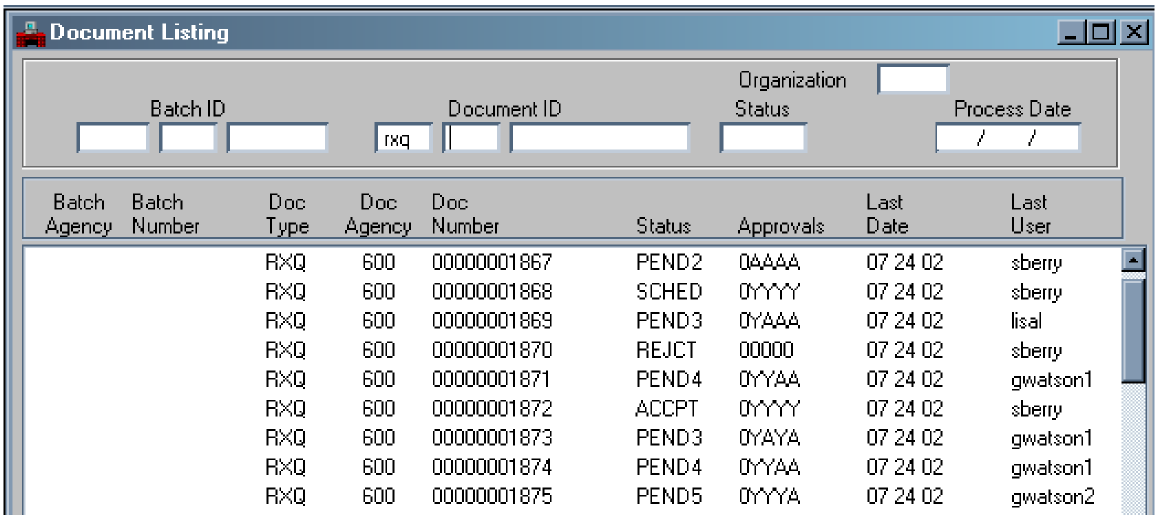
The **Comment History** window will open:



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.

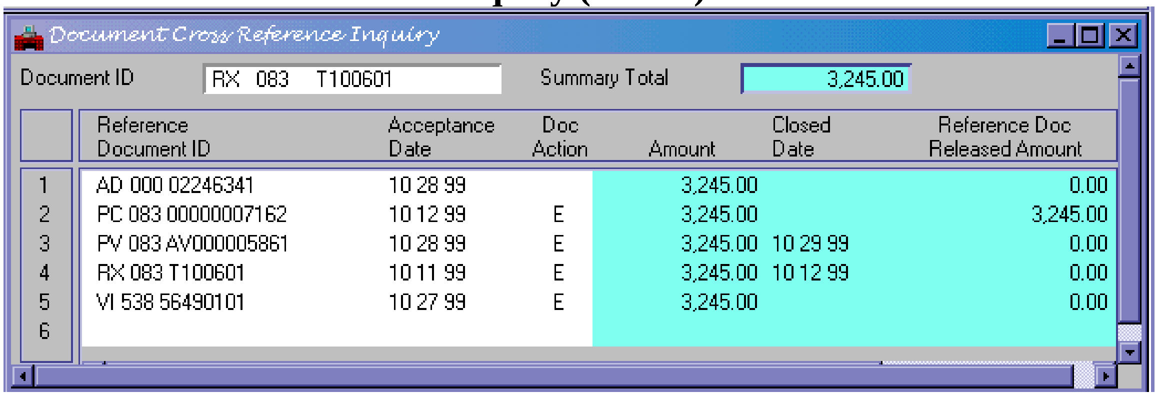


Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date	Last User
		RXQ	600	00000001867	PEND2	0AAAA	07 24 02	sberry
		RXQ	600	00000001868	SCHED	0YYYY	07 24 02	sberry
		RXQ	600	00000001869	PEND3	0YAAA	07 24 02	lisal
		RXQ	600	00000001870	REJCT	00000	07 24 02	sberry
		RXQ	600	00000001871	PEND4	0YYAA	07 24 02	gwatson1
		RXQ	600	00000001872	ACCPT	0YYYY	07 24 02	sberry
		RXQ	600	00000001873	PEND3	0YAYA	07 24 02	gwatson1
		RXQ	600	00000001874	PEND4	0YYAA	07 24 02	gwatson1
		RXQ	600	00000001875	PEND5	0YYYA	07 24 02	gwatson2

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)

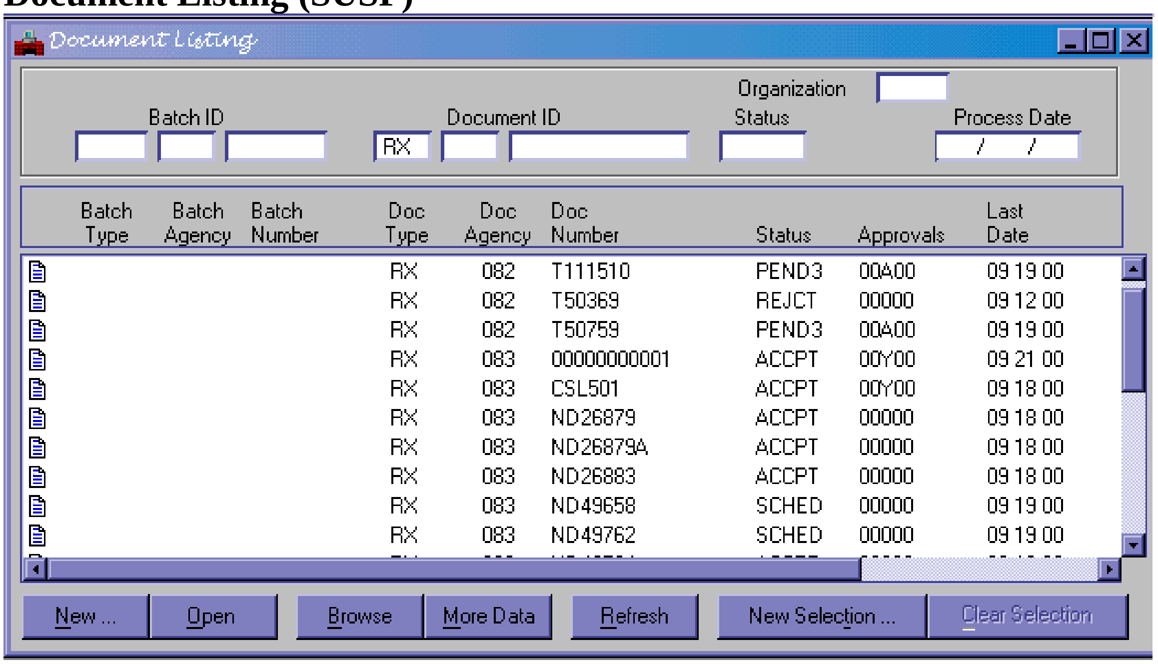

Document Cross Reference Inquiry

Document ID: RX 083 T100601 — Summary Total: 3,245.00

	Reference Document ID	Acceptance Date	Doc Action	Amount	Closed Date	Reference Doc Released Amount
1	AD 000 02246341	10 28 99		3,245.00		0.00
2	PC 083 00000007162	10 12 99	E	3,245.00		3,245.00
3	PV 083 AV000005861	10 28 99	E	3,245.00	10 29 99	0.00
4	RX 083 T100601	10 11 99	E	3,245.00	10 12 99	0.00
5	VI 538 56490101	10 27 99	E	3,245.00		0.00
6						

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)


Document Listing

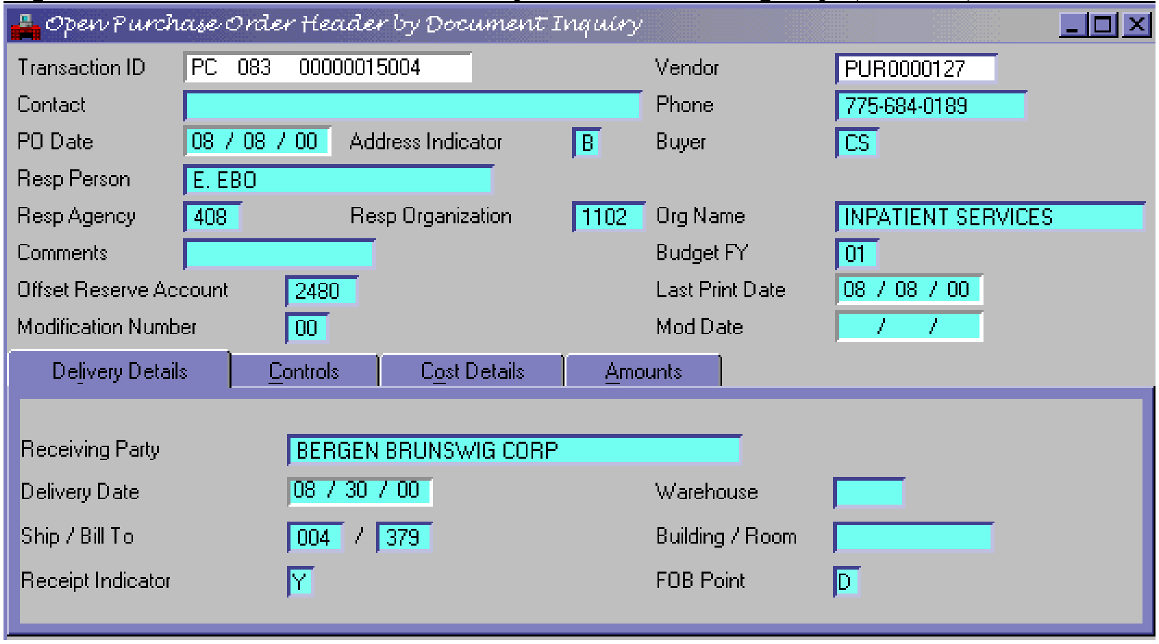
Batch ID — Document ID: RX — Organization — Status — Process Date: / /

Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date
			RX	082	T111510	PEND3	00A00	09 19 00
			RX	082	T50369	REJCT	00000	09 12 00
			RX	082	T50759	PEND3	00A00	09 19 00
			RX	083	00000000001	ACCPT	00Y00	09 21 00
			RX	083	CSL501	ACCPT	00Y00	09 18 00
			RX	083	ND26879	ACCPT	00000	09 18 00
			RX	083	ND26879A	ACCPT	00000	09 18 00
			RX	083	ND26883	ACCPT	00000	09 18 00
			RX	083	ND49658	SCHED	00000	09 19 00
			RX	083	ND49762	SCHED	00000	09 19 00

New ... | Open | Browse | More Data | Refresh | New Selection ... | Clear Selection

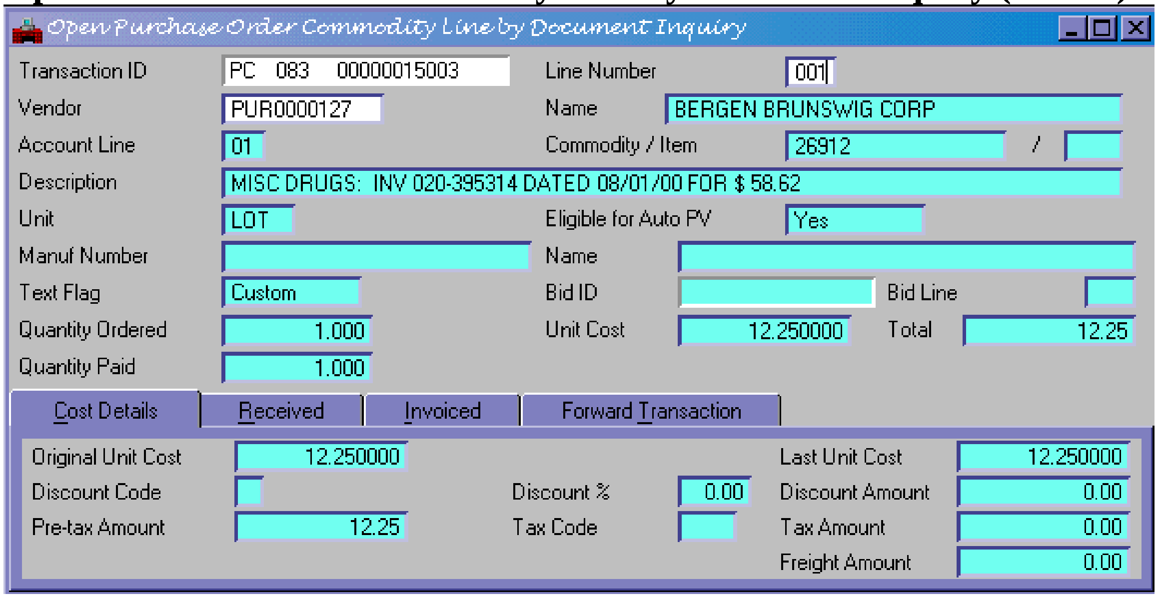
The *Document Listing (SUSF)* is a temporary holding file. It lists all documents entered into the system that have not yet been accepted by the system and documents that were accepted the previous day. SUSF is updated real time. Accepted documents stay on SUSF for one day then are removed. Note that SUSF is neither a document nor a table – it is a holding file, and therefore it cannot be bookmarked.

Open Purchase Order Header by Document Inquiry (OPHD)



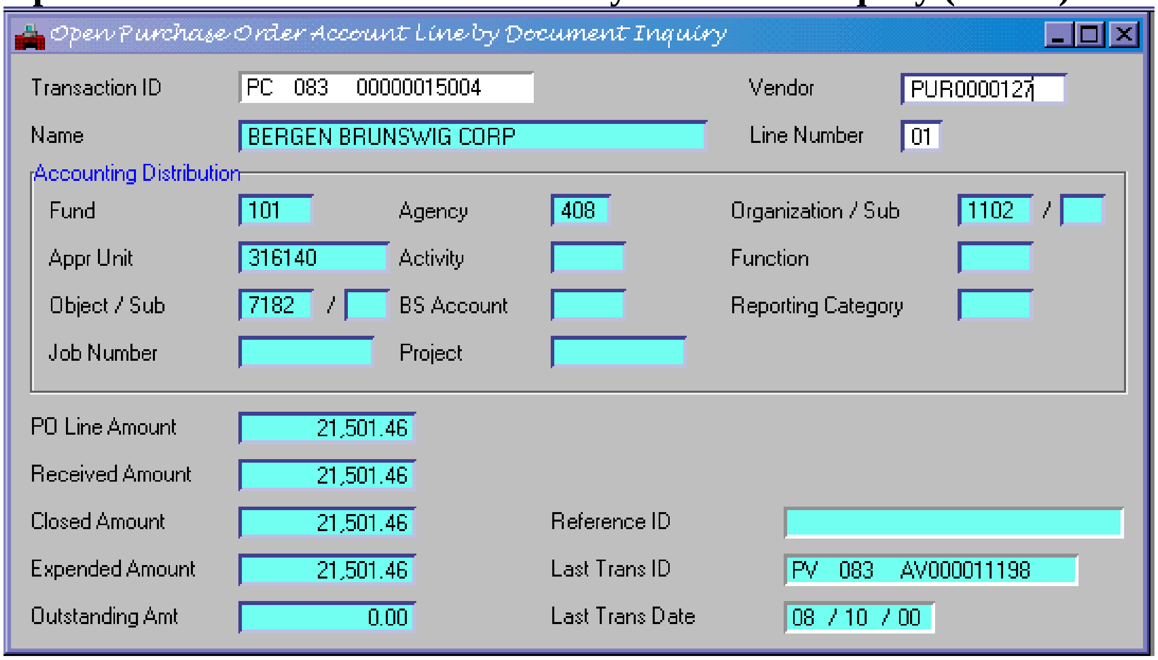
The *Open Purchase Order Header by Document Inquiry (OPHD)* table displays the header information for each purchase order (PC) in the system. This table is updated real time. Information obtained from this table: responsible person, buyer, agency, vendor, approximate delivery date, ship to/bill to information,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

Open Purchase Order Commodity Line by Document Inquiry (OPCD)



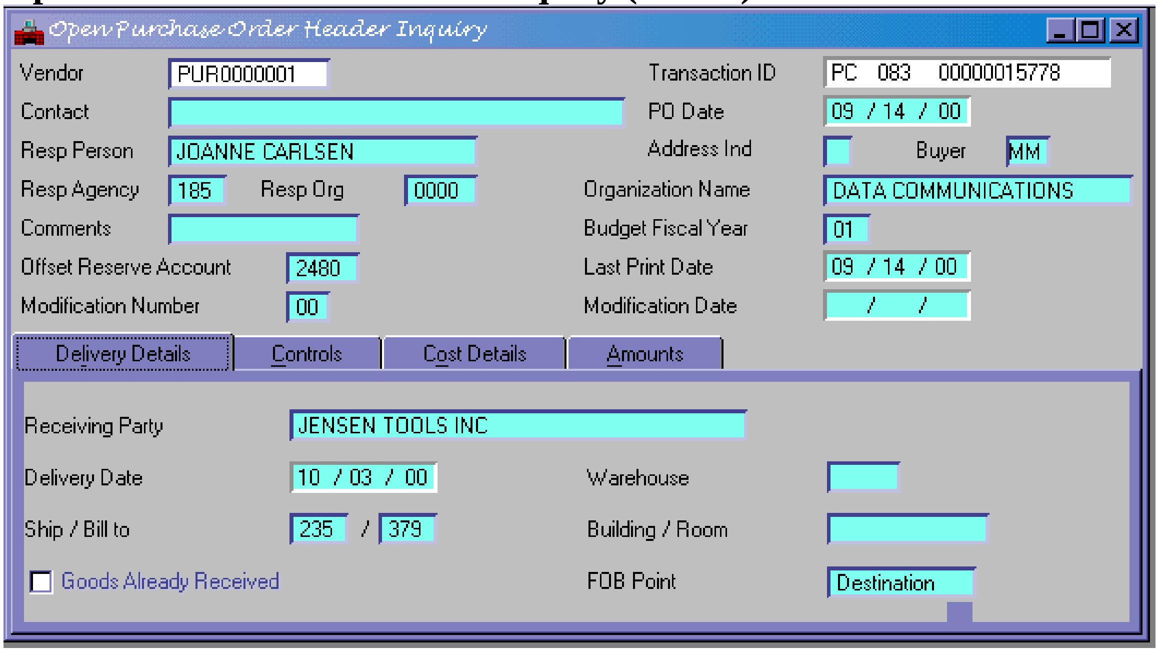
The *Open Purchase Order Commodity Line by Document Inquiry (OPCD)* table displays the commodity line information for each purchase order (PC) in the system. This table is updated real time. Information obtained from this table: account line associated with the item, description, quantity, unit cost,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

Open Purchase Order Account Line by Document Inquiry (OPLD)



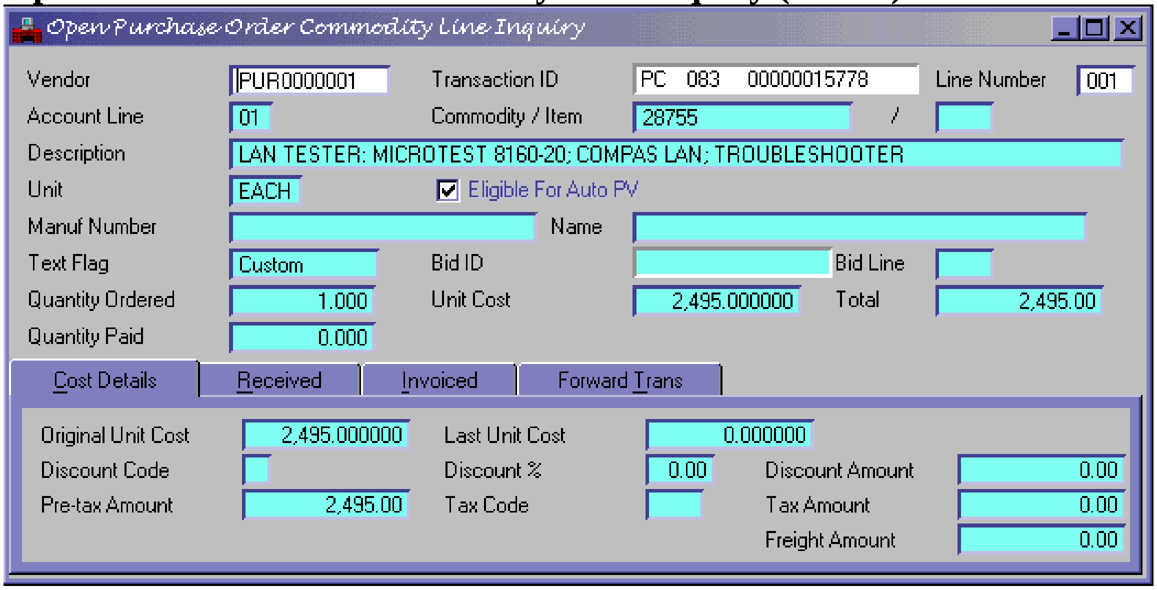
The *Open Purchase Order Account Line by Document Inquiry (OPLD)* table displays the account line information for each purchase order (PC) in the system. This table is updated real time. Information obtained from this table: fund, agency, appropriation unit, object, encumbered amount, expended amount,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

Open Purchase Order Header Inquiry (OPPH)



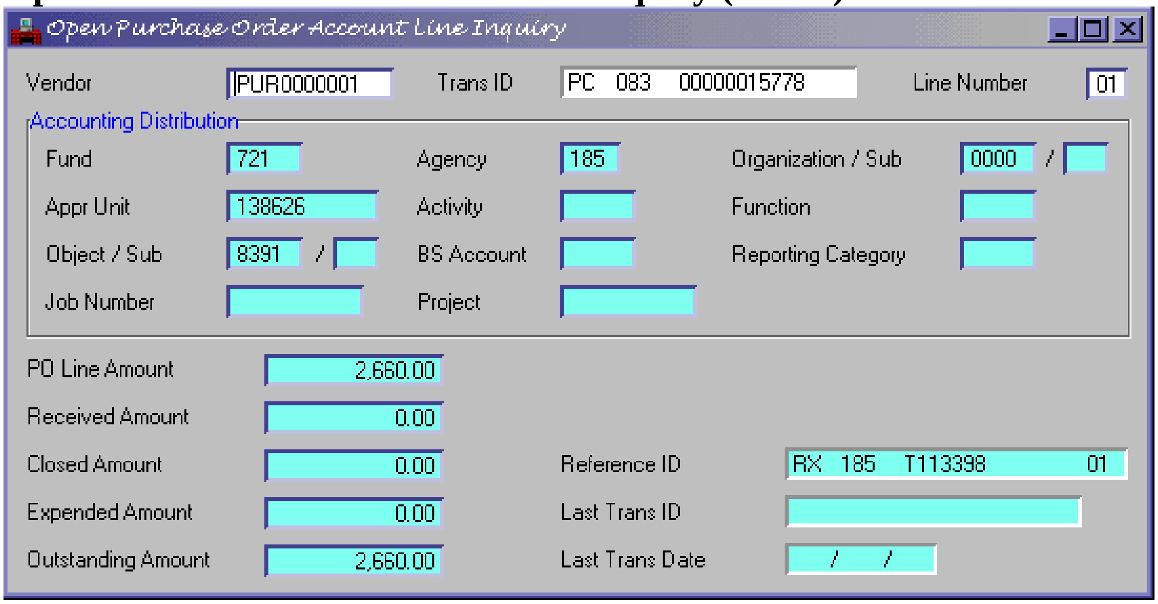
The *Open Purchase Order Header Inquiry (OPPH)* table displays the header information for each purchase order (PC) in the system. This table is updated real time. Information obtained from this table: responsible person, buyer, agency, vendor, approximate delivery date, ship to/bill to information, total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

Open Purchase Order Commodity Line Inquiry (OPPC)



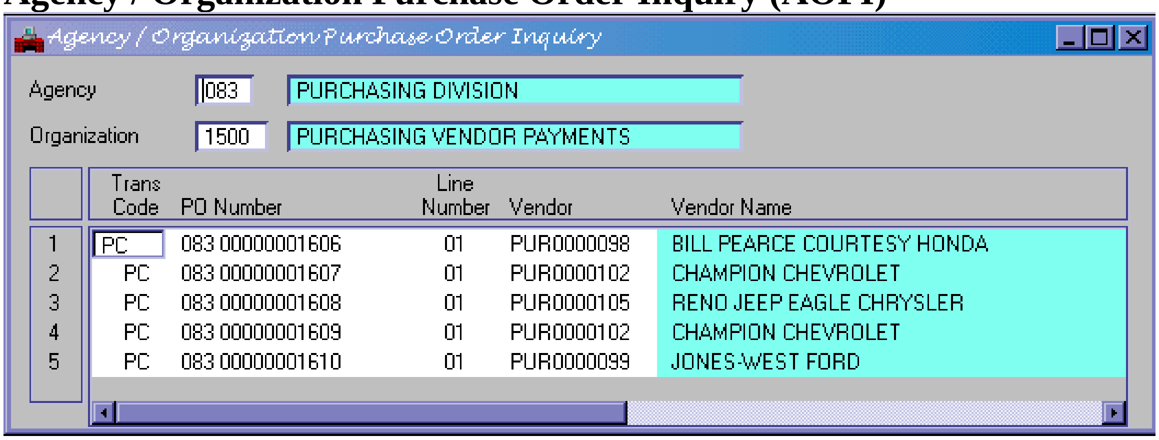
The *Open Purchase Order Commodity Line Inquiry (OPPC)* table displays the commodity line information for each purchase order (PC) in the system. This table is updated real time. Information obtained from this table: account line associated with the item, description, quantity, unit cost, received quantity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

Open Purchase Order Account Line Inquiry (OPPL)



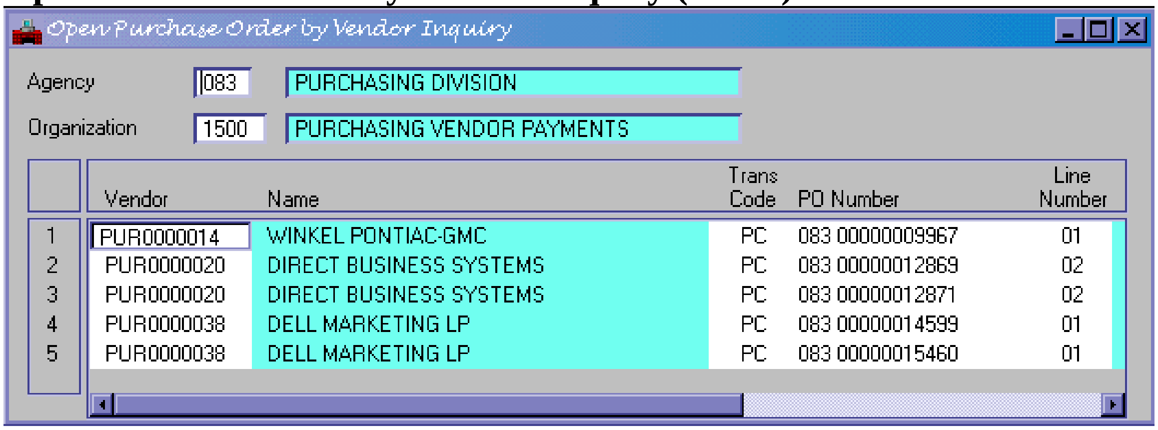
The *Open Purchase Order Account Line Inquiry (OPPL)* table displays the account line information for each purchase order (PC) in the system. This table is updated real time. Information obtained from this table: fund, agency, appropriation unit, object, encumbered amount, expended amount, outstanding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

Agency / Organization Purchase Order Inquiry (AOPI)



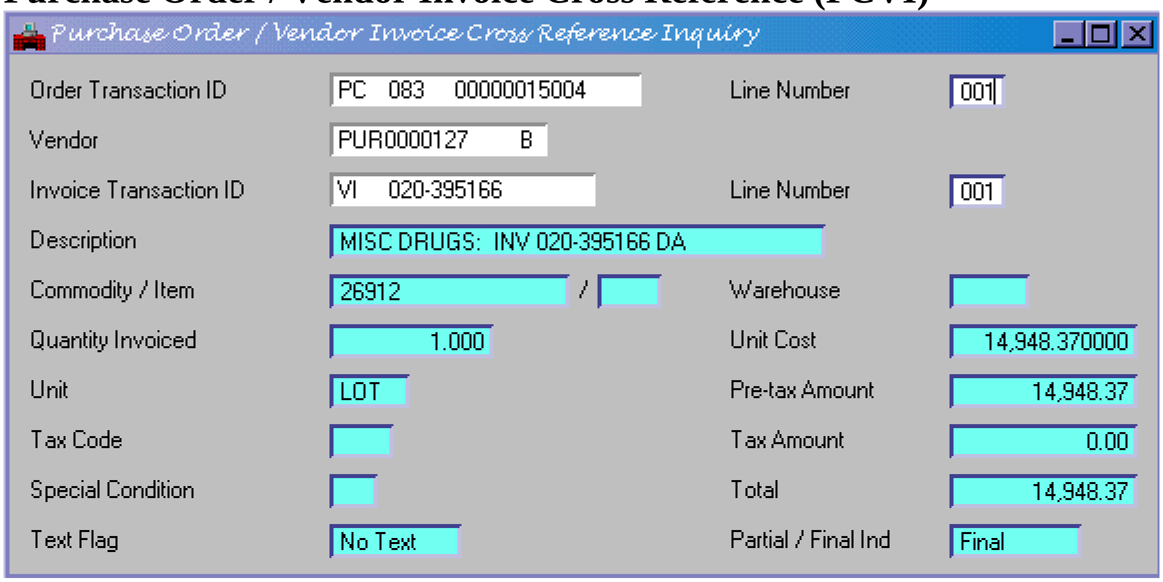
The *Agency / Organization Purchase Order Inquiry (AOPI)* table displays all purchase orders related to a specific agency and organization.

Open Purchase Order by Vendor Inquiry (OPIV)



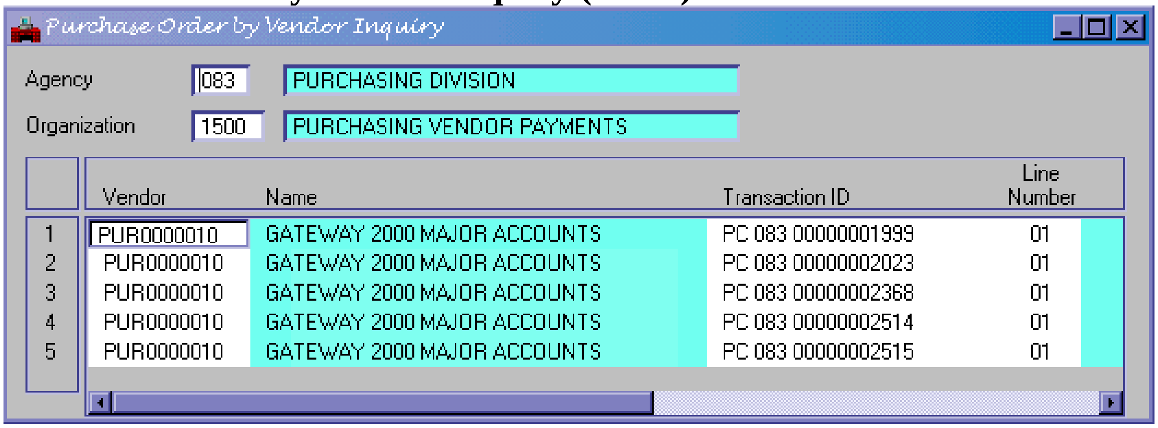
The *Open Purchase Order by Vendor Inquiry (OPIV)* table displays open purchase orders issued for a specific agency and organization by vendor number. This table is updated real time.

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.

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.

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:

Heather Moon, Senior Buyer	775-684-0179	hmoon@admin.nv.gov
Nancy Feser, Buyer	775-684-0175	nfeser@admin.nv.gov
Sharon Knigge, Buyer	775-684-0177	sknigge@admin.nv.gov
Keli Hardcastle, Purchasing Technician	775-684-0187	khardcastle@admin.nv.gov
Susie Monegan, Purchasing Technician	775-684-0189	smonegan@admin.nv.gov
Chris McElroy, Purchasing Technician	775-684-0181	cmcelroy@admin.nv.gov
Geoff Landry, Purchasing Technician	775-684-0192	glandry@admin.nv.gov
Shannon Berry, Asst. Chief Procure. Officer	775-684-0171	sberry@admin.nv.gov
Ronda Miller, Purchasing Officer	775-684-0182	rlmiller@admin.nv.gov
Annette Morfin, Purchasing Officer	775-684-0185	amorfin@admin.nv.gov
Marti Marsh, Purchasing Officer	775-684-0180	mmarsh@admin.nv.gov
Teri Becker, Purchasing Officer	775-684-0178	tbecker@admin.nv.gov
Gail Burchett, Purchasing Officer	775-684-0172	gburchett@admin.nv.gov