ADVANTAGE Ordering Documents

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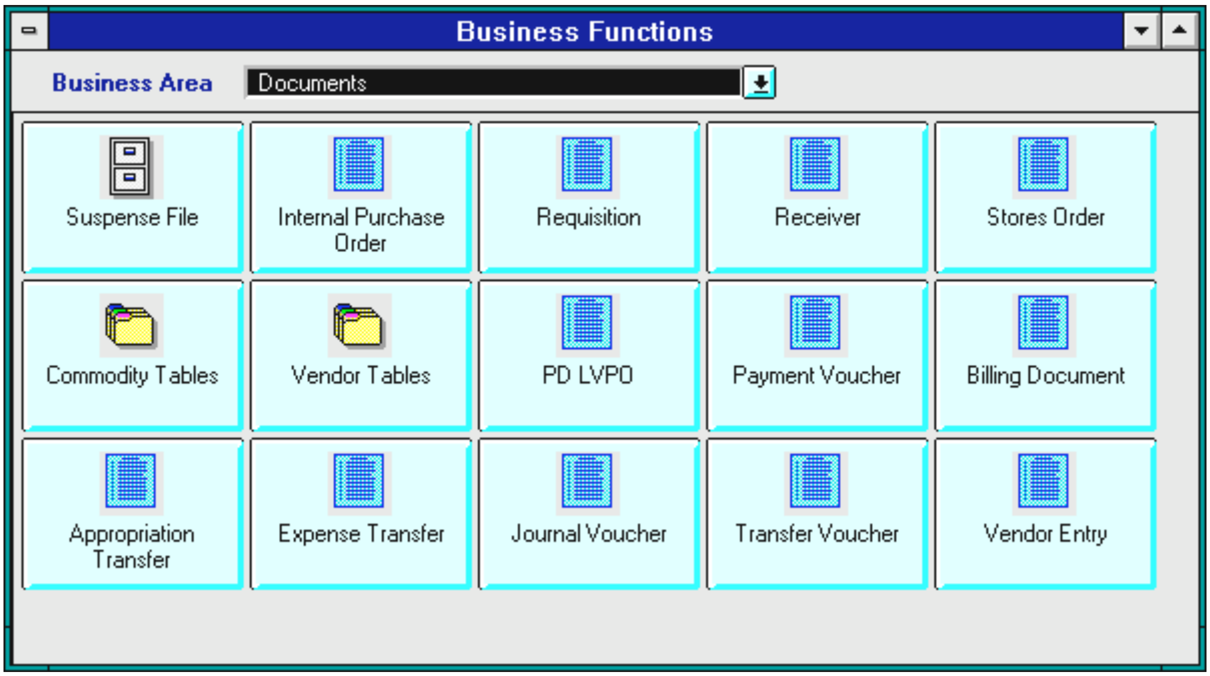
Contents

PDLVPO On-Line Document Preparation

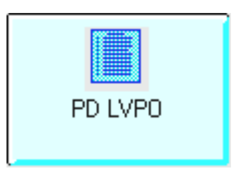
Within three (3) days of completing the paper PDLVPO form and sending the order to the vendor, you will need to enter the PDLVPO on-line as a PD document.

The following example is used to illustrate the process for completing a PDLVPO:

> You are ordering an upgrade to the Toolbook software at a cost of $250.00 from Asymetrix Corporation. You will need to include the shipping cost of $11.00.



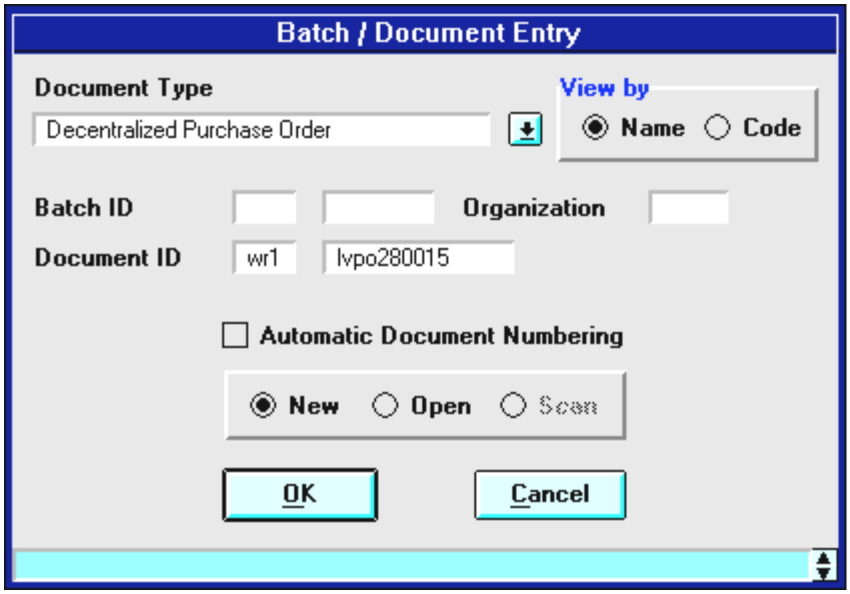
To access a PD document from the Business Functions Documents window:

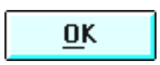
♥ Click on the 

button.

Completing a PD Document

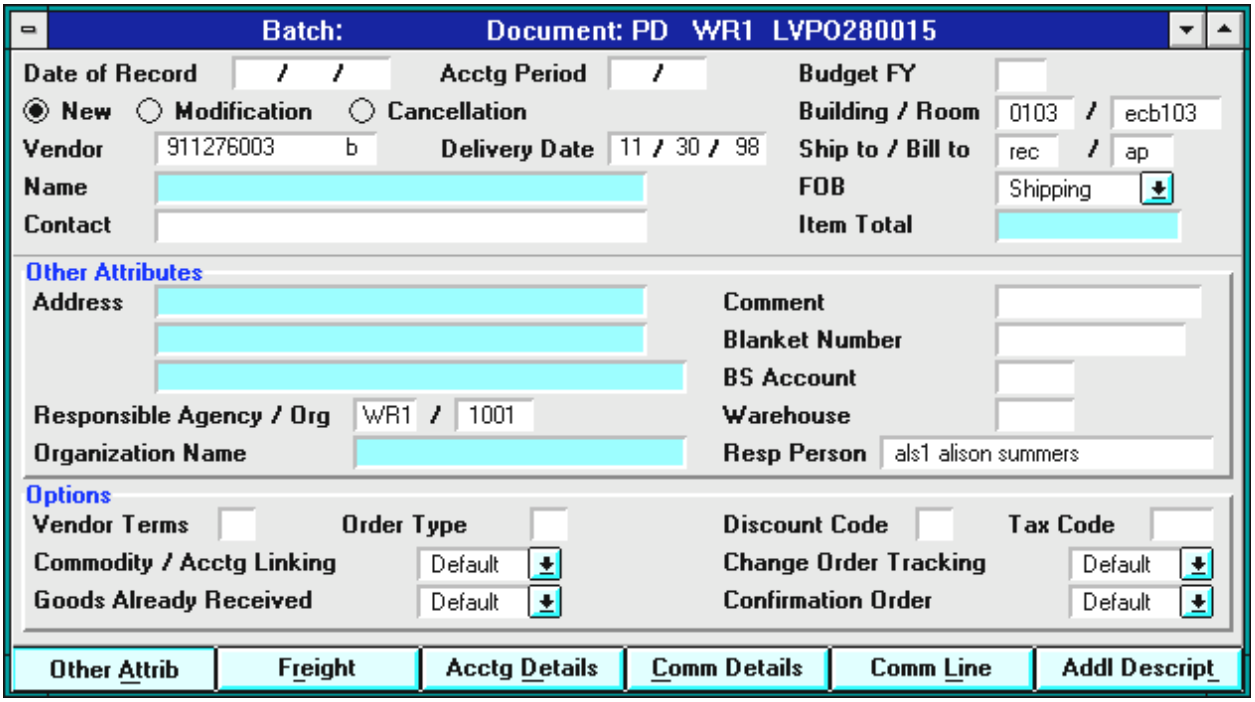
The Document Entry Window for Decentralized Purchase Order (PD) documents will appear.



- Click in **DOCUMENT ID.**
- Type your three character **AGENCY CODE** (e.g., WR1) in the first box after **Document ID.**
- Type **LVPO** and the **pre-printed number** (e.g., LVPO280015) from the Departmental Limited Value Purchase Order form (no space between LVPO and the number) in the second box after **DOCUMENT ID**.
- Ensure that **New** is marked. (If not, click the NEW button)
- Click on: 

Completing a PD Document

The PD document will appear in the Other Attributes View.



- Complete per the following instructions.
- If paying freight charges, click on: **Freight** to enter freight information.
- If not, click on: **Acctg Details** to continue this document.

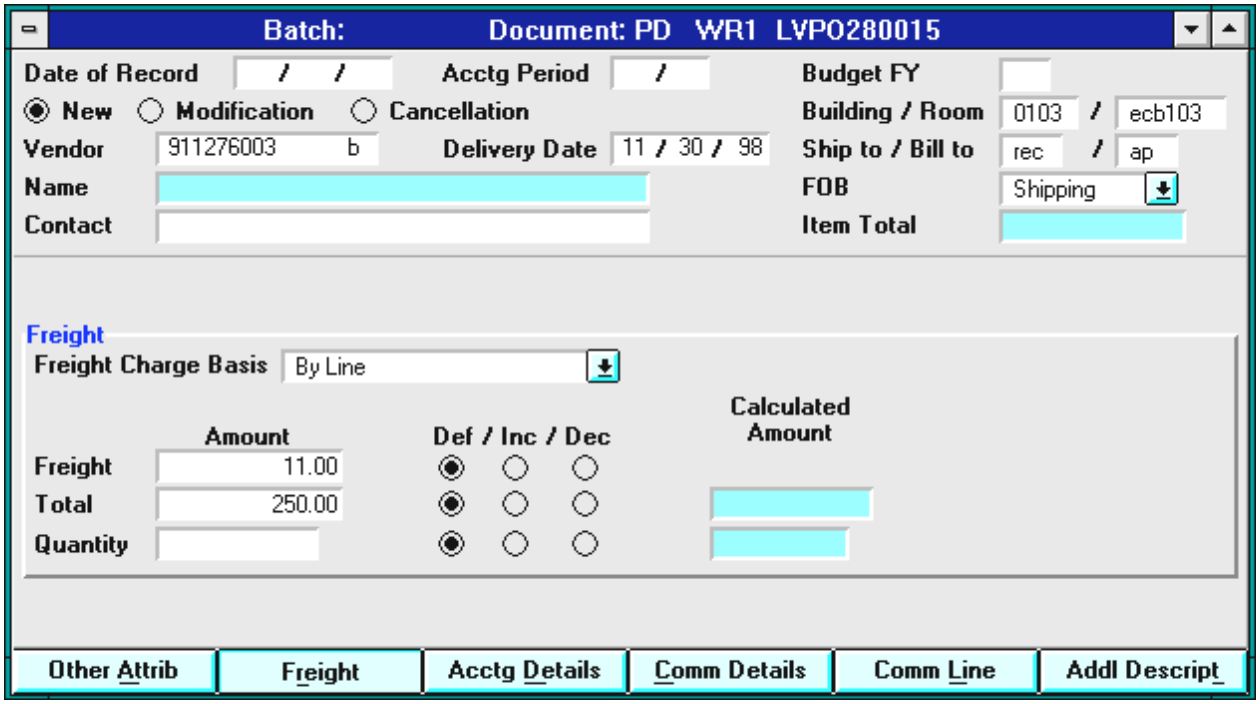
Enter data in the following fields only:

Header Information:

BUILDING/ROOM	Type the mail code, building, and room number from the Mail Station No., Building, and Room fields on the PDLVPO form.
VENDOR	Type the vendor code from the Vendor Number field on the PDLVPO form.
DELIVERY DATE	Type the Date from the Requested Delivery Date on the PDLVPO form.
SHIP TO / BILL TO	Type **REC** for Receiving, and **AP** for Accounts Payable.
FOB	If there are shipping charges on this order, select **SHIPPING**. If there are no shipping charges, select **DESTINATION**.
RESPONSIBLE AGENCY/ORG	Type the Agency/Org to be charged for the goods/services from the Responsible Account field on the PDLVPO form.
RESP PERSON	Type the 4-character userid, one space, and the name of the person completing this document, as shown above.
GOODS ALREADY RECEIVED	If you have already received the goods, select **YES**. If not, leave as **DEFAULT** (default value is no).

Completing a PD Document

If entering freight charges, the screen will refresh with the PD document in the Freight view.



- ♥ Complete the Freight details per the following instructions.
- ♥ Click on: **Acctg Details** to continue this document.

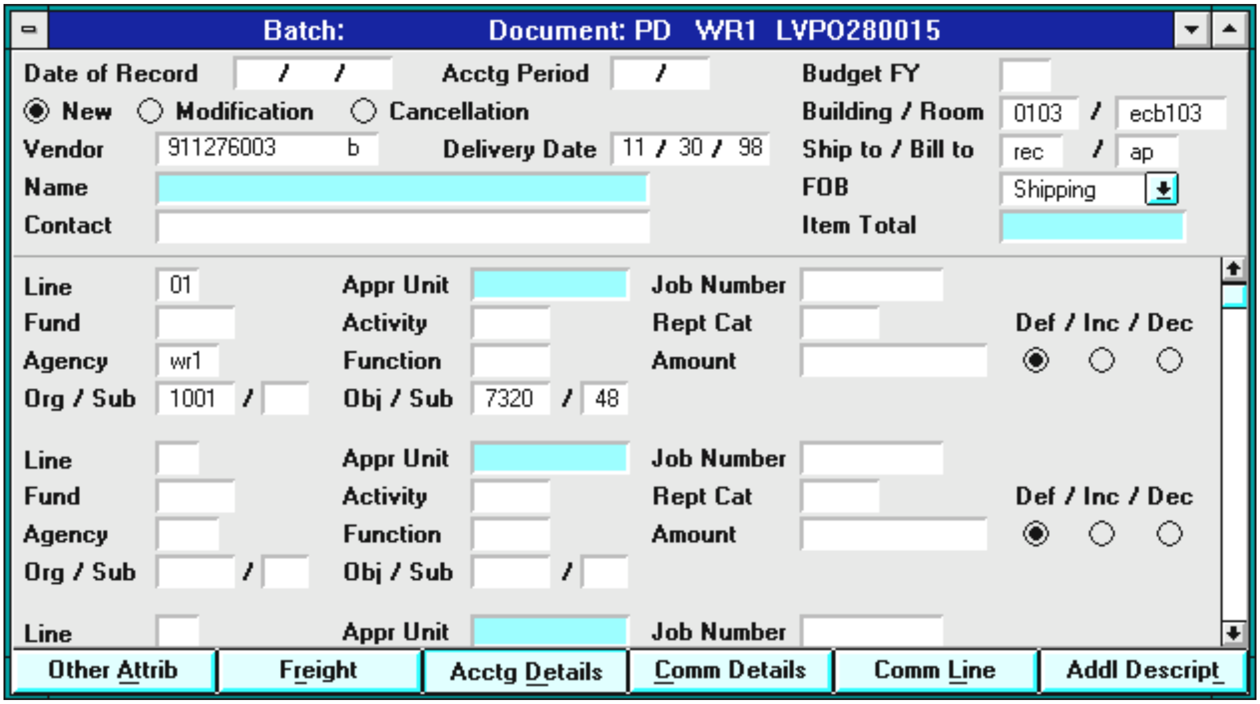
Enter data in the following fields only:

Freight Information:

FREIGHT CHARGE BASIS	Select BY LINE.
FREIGHT	Type the total amount of the freight charges for this order.
TOTAL	Type the total amount of all commodity lines ***before taxes and freight***.

Completing a PD Document

The screen will refresh with the PD document in the Accounting Details View.



- ♥ Complete the accounting line details per the following instructions.
- ♥ Click on: Comm Details to continue this document.

Enter data in the following fields only:

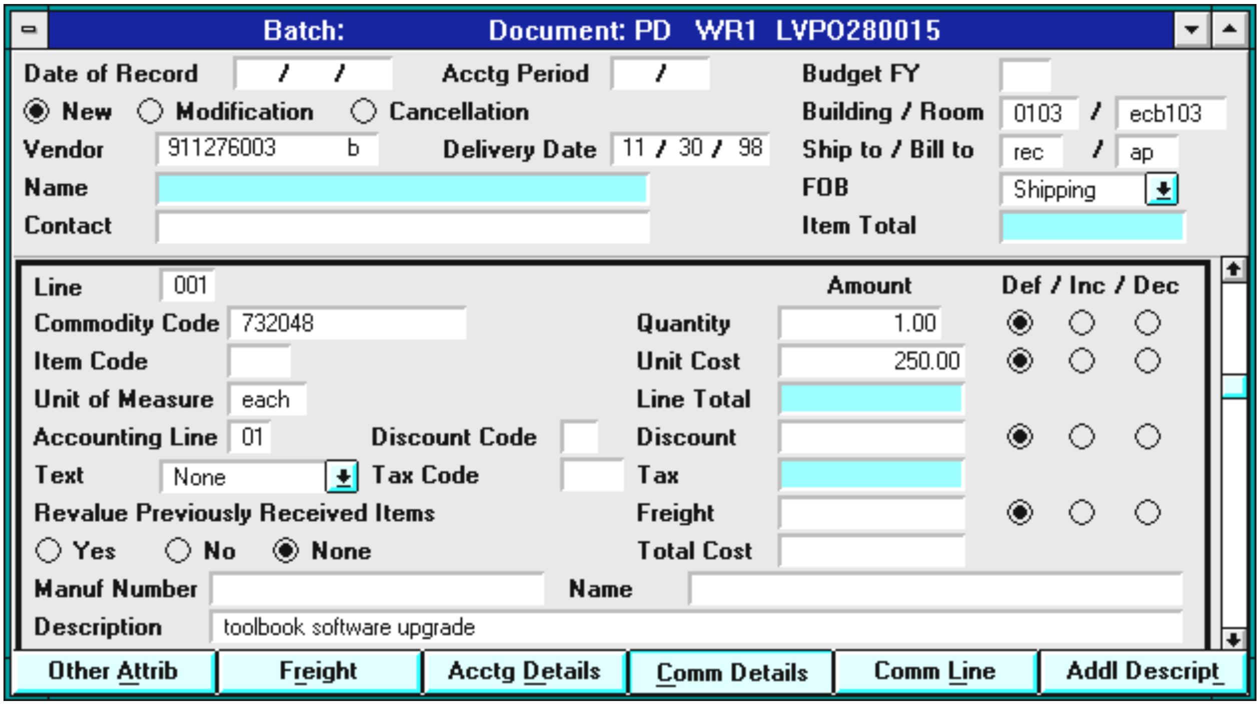
Accounting Line Information:

LINE	Type a number to distinguish this accounting line from all others on this document. Start with **01.**
AGENCY	Type the agency code from the Responsible Account field on the PDLVPO form.
ORG / SUB	Type the organization code (and suborg code if applicable) from the Responsible Account field on the PDLVPO form.
FUNCTION	Type a function (Reporting Category) code, if applicable.
OBJ / SUB	Type the object and subobject codes from the Object and Sub-Obj fields on the PDLVPO form.
AMOUNT	LEAVE BLANK. Calculated by Advantage during the Edit process.
DEF / INC / DEC	Ensure that DEF (for default) is marked since this is an original entry. INC/DEC are used ONLY for modification.

Note: When all the items are charged to the same account, suborg, and when the object/subobject and reporting category codes are the same for all commodity lines, one accounting line is used. Otherwise separate accounting lines are required to reflect all the accounting information.

Completing a PD Document

The screen will refresh with the PD document in the Commodity Details View.



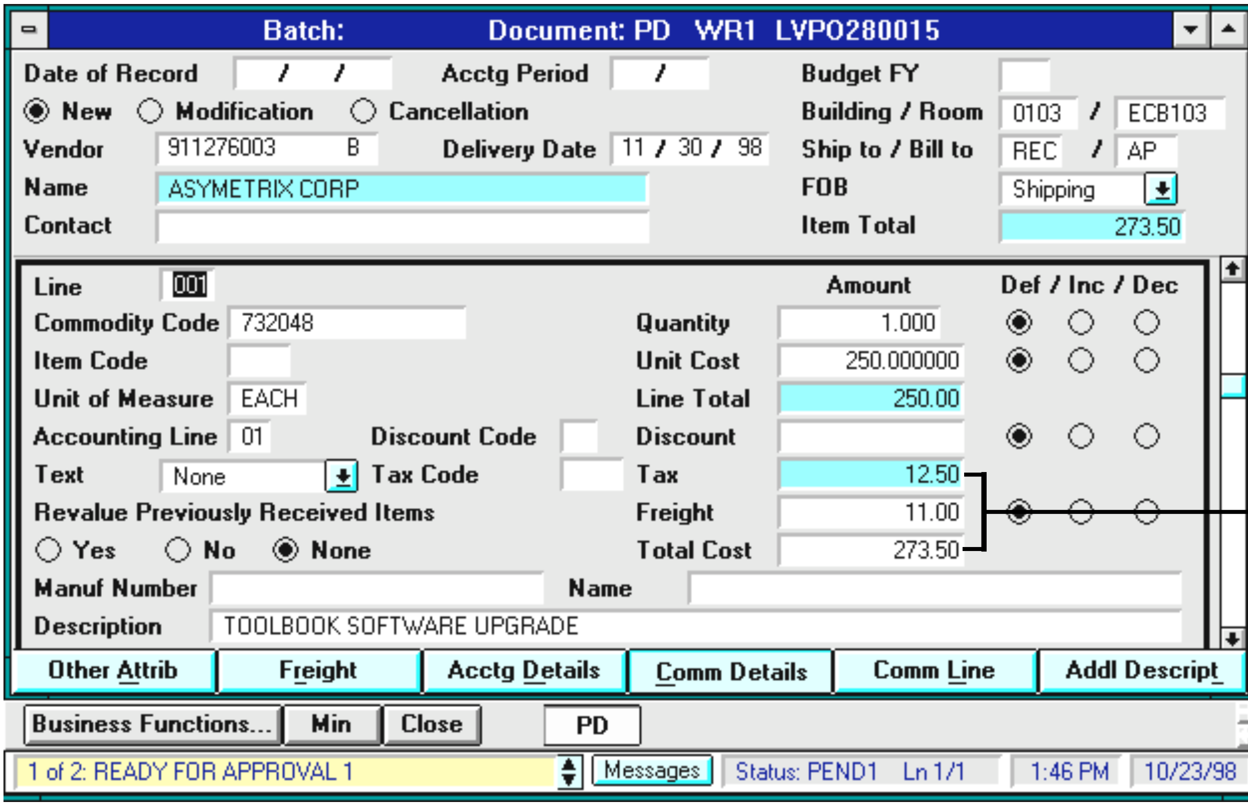
- Complete per the following instructions.
- Perform the **EDIT** process.

Enter data in the following fields only:

Commodity Line Information:

LINE	Type a number to distinguish this commodity line from all others on this document. Start with **001.**
COMMODITY CODE	Type the valid commodity code from the Comm Code field of the PDLVPO form.
UNIT OF MEASURE	Type the valid unit code from the Unit field of the PDLVPO form.
ACCOUNTING LINE	Type the desired accounting line reference number from the Accounting Details View of the PD screen. Used to link the commodity line to the accounting line.
DESCRIPTION	Type the description of the goods requested in the Description field of the PDLVPO form (NOTE: the on-line field has a 60-character limit).
QUANTITY	Type the quantity, with 2 decimal places, from the Quantity field of the PDLVPO form.
UNIT COST	Type the cost per unit including decimal points from the Unit Price field of the PDLVPO form.
DISCOUNT	LEAVE BLANK.
FREIGHT	LEAVE BLANK. Supplied automatically during the Edit process from the information entered on the Freight View of this document.
TOTAL COST	LEAVE BLANK. Calculated by Advantage during the Edit process.

After Editing a PD Document



- ♥ Tax, Freight, and Total Cost amounts will appear after editing.
- ♥ Confirm the message **"READY FOR APPROVAL 1"**.
- ♥ Close the document window for later approval.

OR

- ♥ Approve and the document.

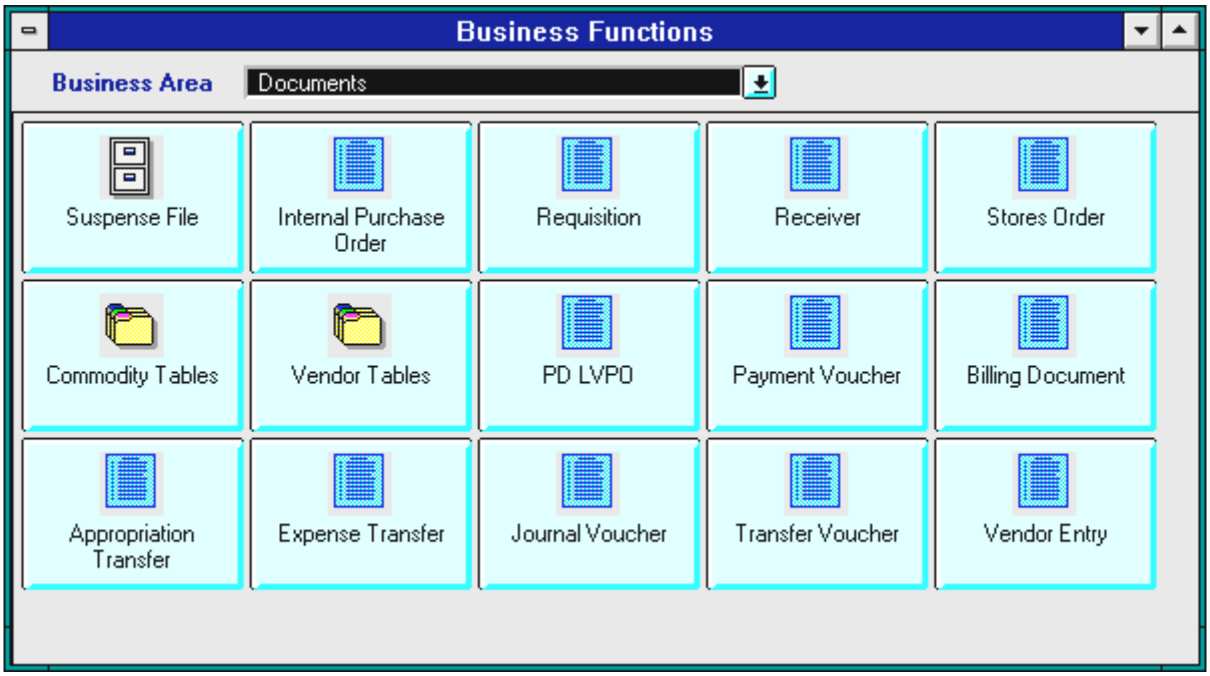
Canceling a PDLVPO Document

Before canceling a PDLVPO that has been accepted into Advantage, the following information is needed and can be obtained from the **Off-Campus Orders-by Document Open Tables**. (*Refer to the directions in the Advantage Open Tables booklet.)*

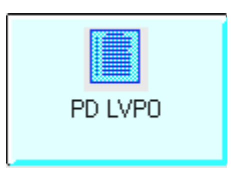
- The original **LVPO document number**.
- The **vendor code, including address indicator if applicable,** used on the PD.

The following example is used to illustrate the process for completing a PD cancellation:

> Your boss received a free copy of the Toolbook upgrade software at an Assymetrix conference she attended. You had processed a PDLVPO yesterday to order the software, so today you need to process a cancellation to remove the order from Advantage. You will also need to notify the vendor and Purchasing that the order was cancelled.



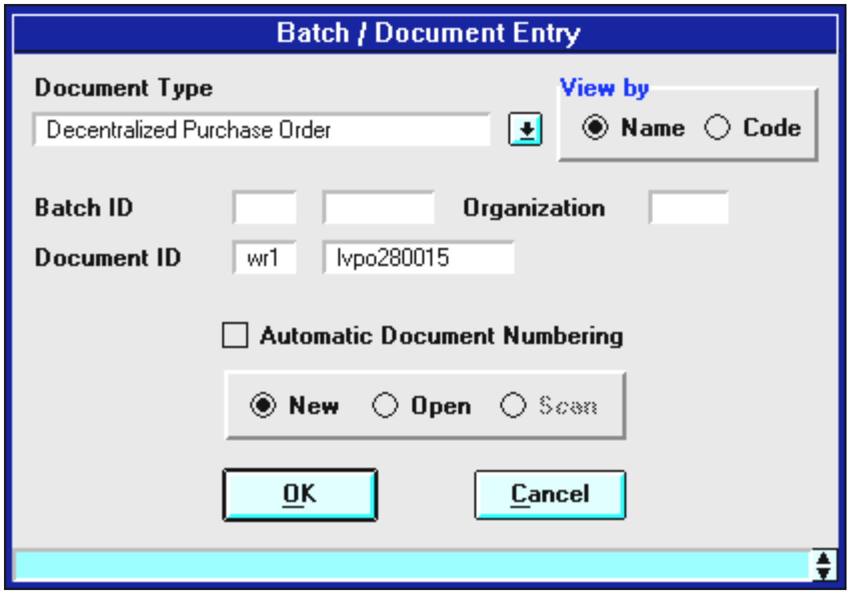
To begin a PD cancellation from the Business Functions Documents window:

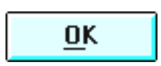
♥ Click on the 

button.

Canceling a PD

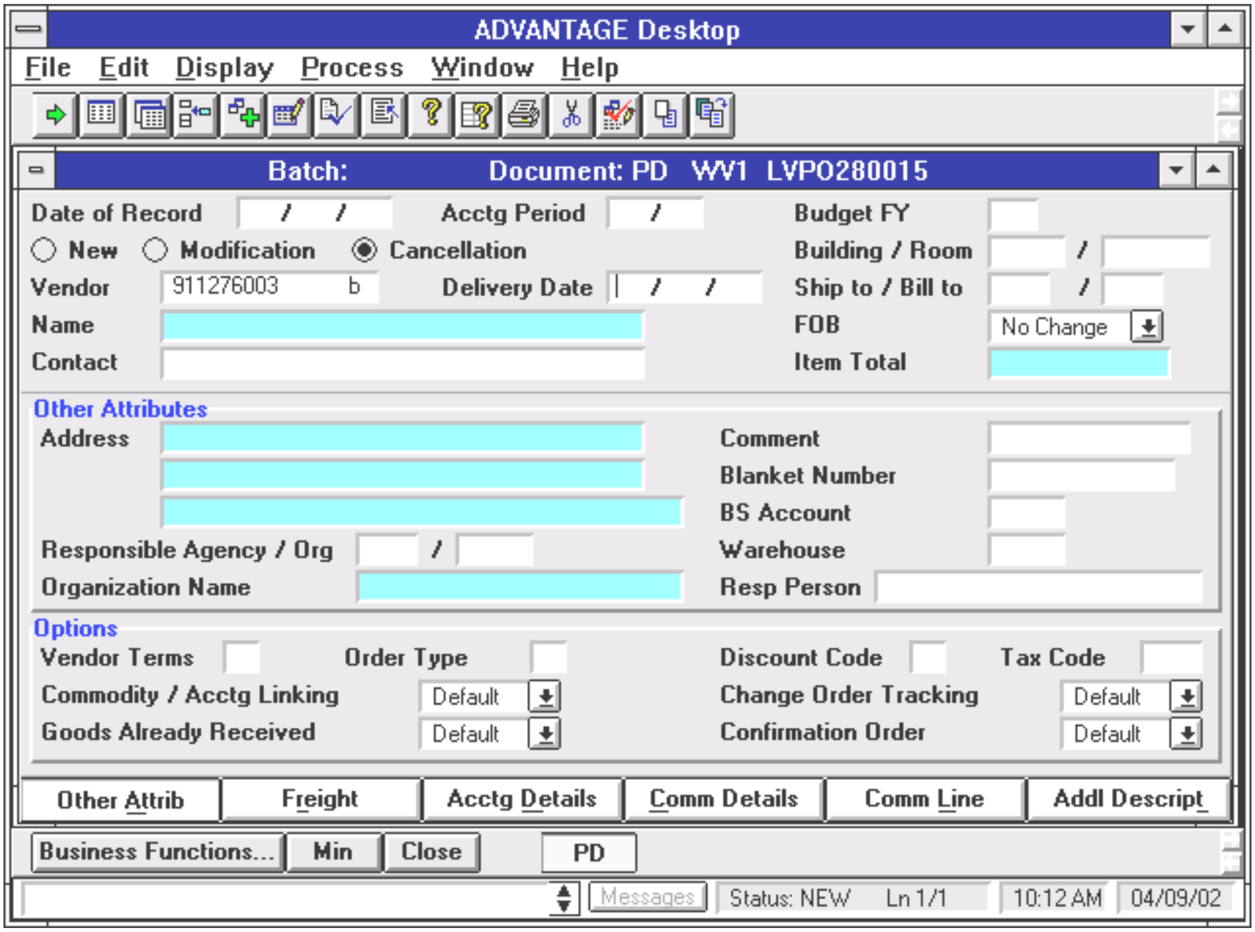
The Document Entry Window for **Decentralized Purchase Order** will appear.



- Click in the **Document ID** field.
- Type the three character **AGENCY CODE** (e.g., wr1) from the original PD in the first box after **Document ID.**
- Type the **DOCUMENT NUMBER** of the original PDLVPO in the second box after **Document ID** (e.g., LVPO280015).
- Ensure that **New** is marked.
- Click on: 

Canceling a PD

The PD cancellation screen will appear in the Other Attributes View.



- ♥ Complete per the instructions below.
- ♥ Perform the **Edit** process.
- ♥ Approve and process the document on-line.

Complete only the fields indicated below:

(DOCUMENT ACTION) Click on **Cancellation.**

VENDOR Type the vendor code from the original PD.

Modifying a PDLVPO On-Line Document

To change an order after the PD document has been accepted into Advantage, a PD modification is processed on-line.

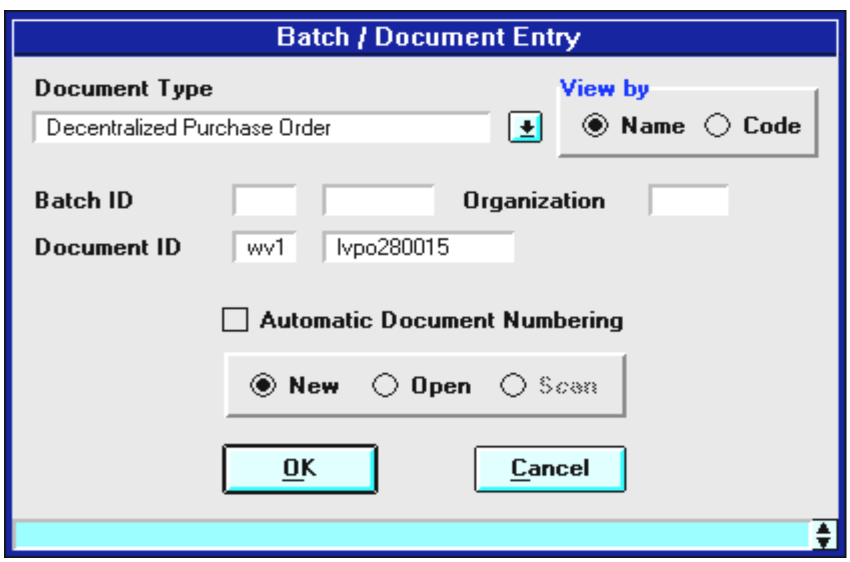
Before modifiying a PDLVPO, the following steps need to be taken to obtain the necessary information from the **Off- Campus Orders-by Document Open Tables.** *(Refer to the directions in the Advantage Open Tables booklet.)*

- Obtain the **original LVPO** document number.
- Ensure that the document is still **open**.
- Check to see if a **receiver or vendor invoice** has been processed.
- Obtain the **vendor code, including address indicator if applicable,** from the original document.
- Determine which **accounting line(s**) are to be increased or decreased.
- Determine which **commodity line(s)** are to be increased or decreased.
- Determine the change in **quantity or unit cost** for each commodity line.

The following example is used to illustrate the process for completing a PD modification:

> Your Systems Analyst asked you to order 2 copies of the Windows Operating System software using a PDLVPO document. You had processed a PDLVPO yesterday to order the software. Your department needs only 1 copy, so today you need to process a modification to change the quantity of the original order.

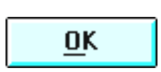
You have accessed the PD Document Entry Window from the Business Functions Documents Window.



♥ Click in **DOCUMENT ID.**

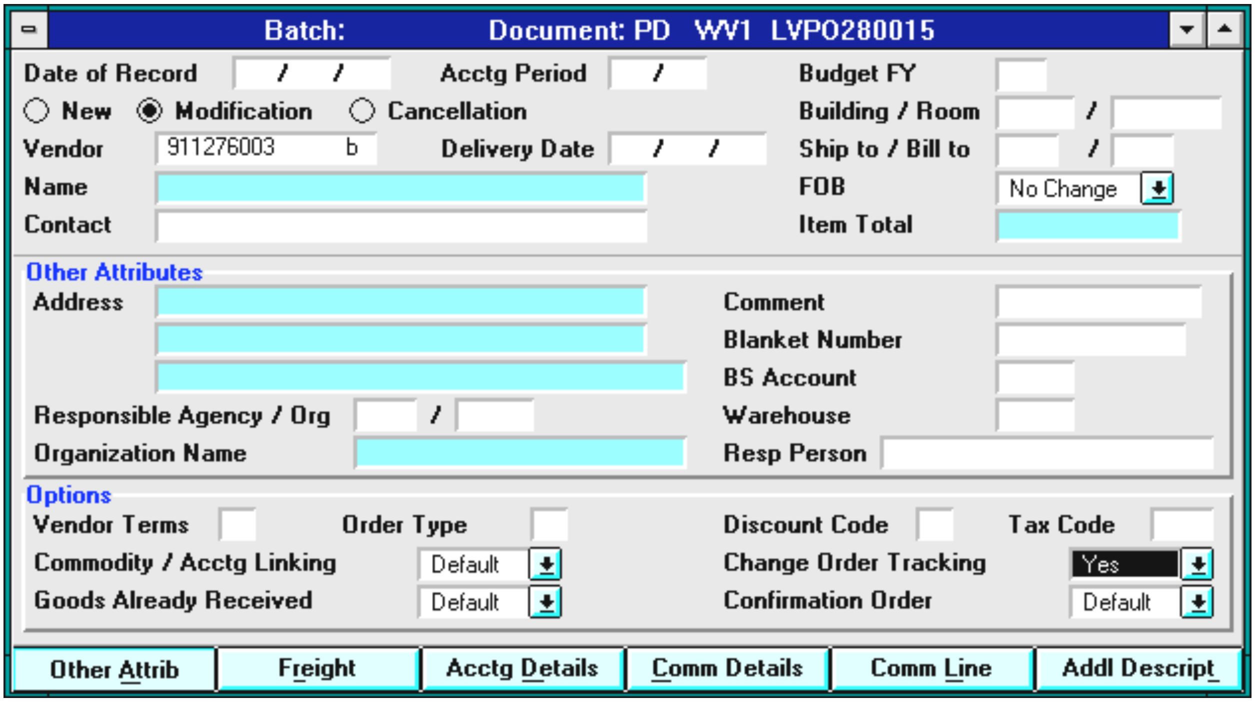
♥ Type the three-character **AGENCY CODE** (e.g., WV1) from the original PD in the first box after **DOCUMENT ID**.

♥ Type the original **PDLVPO NUMBER** (e.g., LVPO280015) in the second box after **DOCUMENT ID.**

♥ Click on: 

Modifying a PD Document

The PD modification screen will appear in the Other Attributes View.



- ♥ Complete per the following instructions.
- ♥ If there were freight charges on this order, click on: Freight
- ♥ If not, click on: Acctg Details to continue.

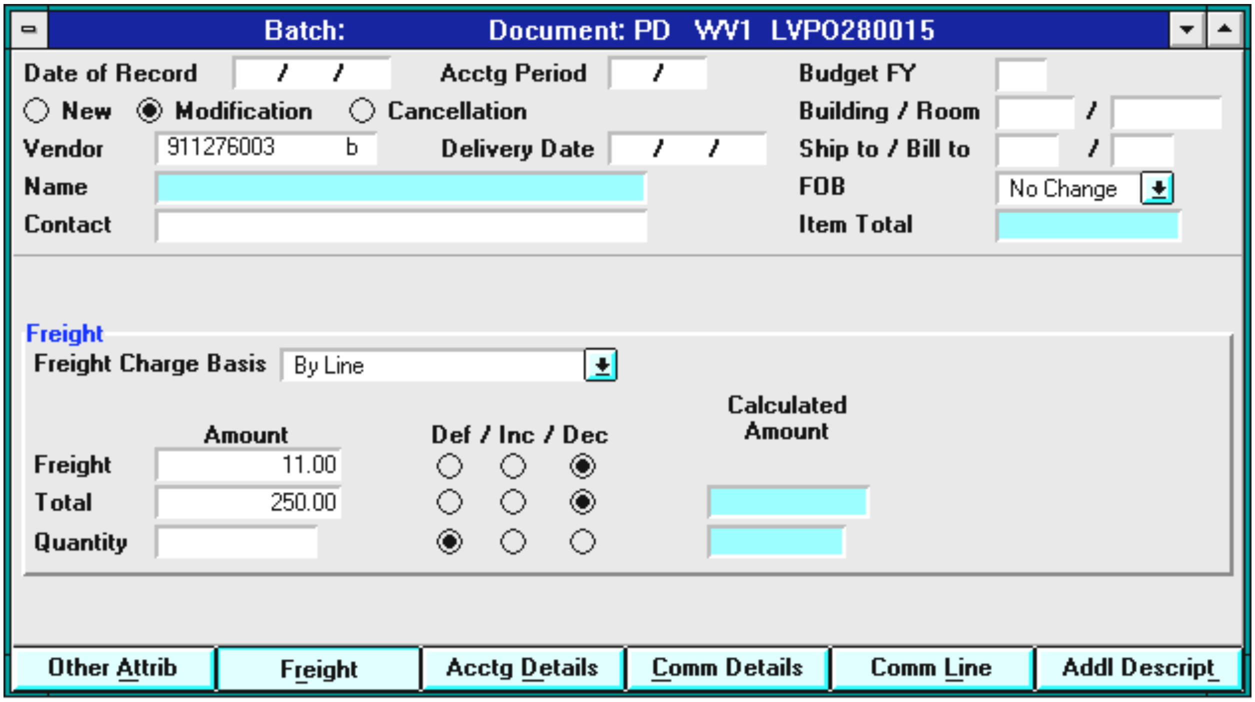
Enter data in the following fields only:

Header and Delivery Information:

(DOCUMENT ACTION)	Ensure that **Modification** is marked.
VENDOR	Type the vendor code from the original PDLVPO, including suffix if applicable.
CHANGE ORDER TRACKING	Change from DEFAULT to **YES** using the drop-down menu.

Modifying a PD Document

The PD modification screen will appear in the Freight View.



- ♥ Complete per the following instructions.
- ♥ Click on: **Acctg Details** to continue this document.

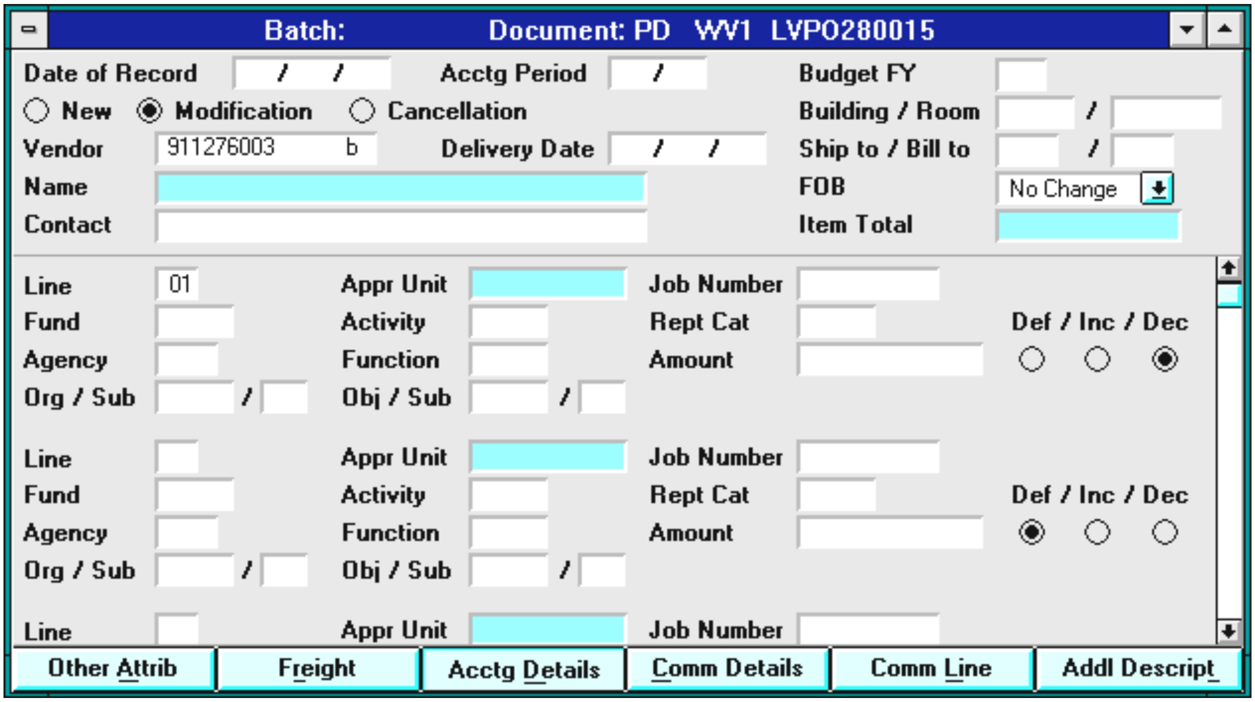
Enter data in the following fields only:

Freight Information:

FREIGHT CHARGE BASIS	Change from DEFAULT to **BY LINE** using the drop-down menu.
FREIGHT	Type the amount of the **change** in the freight charges.
	OR
	Type **0.00** if the original freight charges will not be changed.
DEF / INC / DEC	Click on **INC** if you are increasing this line or **DEC** if you are decreasing it.
TOTAL	Type the total amount of all commodity lines on this modification document **before taxes and/or freight**.
DEF / INC / DEC	Click on **INC** if you are increasing this line or **DEC** if you are decreasing it.

Modifying a PD Document

The PD modification screen will appear in the Accounting Details View.



- ♥ Complete per the following instructions.
- ♥ Click on: **Comm Details** to continue this document.

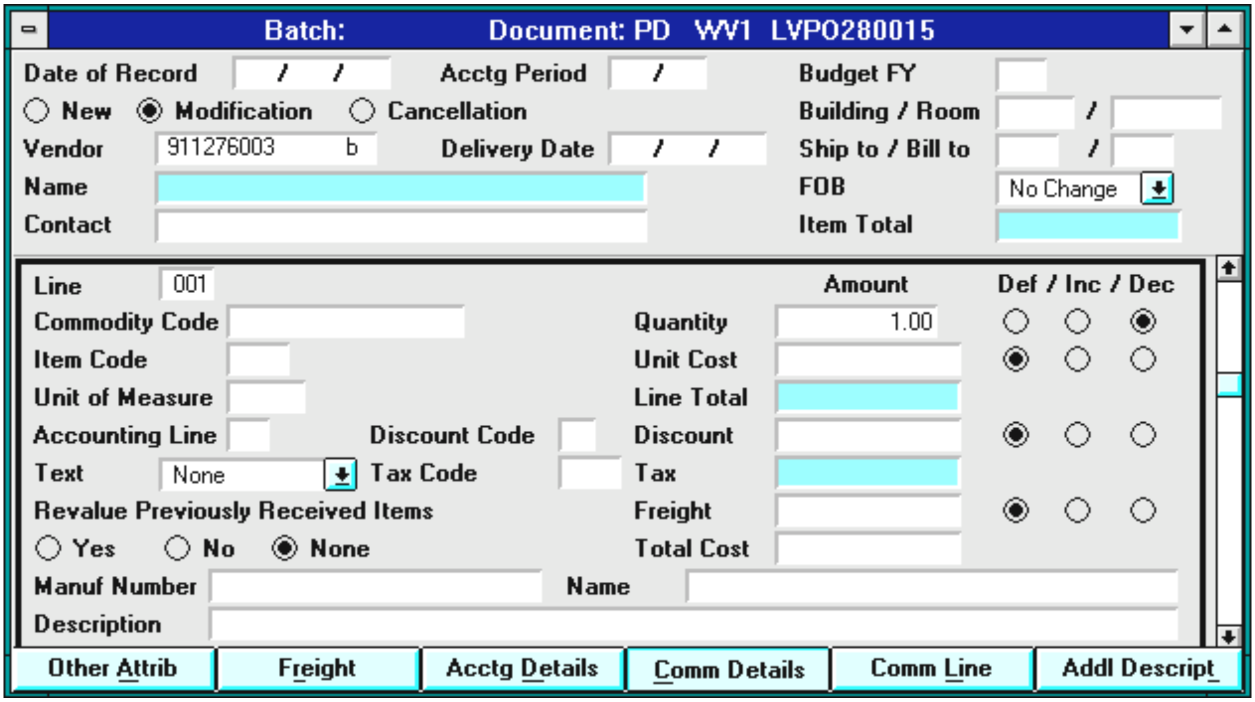
Enter data in the following fields only:

Accounting Line Information:

LINE	Type the line number you wish to modify, e.g., **01**.
DEF / INC / DEC	Click on **INC** if you are increasing this line or **DEC** if you are decreasing it.

Modifying a PD Document

The PD modification screen will appear in the Commodity Details View.



- ♥ Complete per the following instructions.
- ♥ Perform the Edit process.
- ♥ Close the document window for later approval.

OR

- ♥ Approve and process the document.

Enter data in the following fields only:

Commodity Line Information:

LINE	Type the commodity line number you wish to modify, e.g., **001**.
QUANTITY	Type the **change** in the quantity ordered on this line (with 2 decimal places).
DEF / INC / DEC	Click on **INC** if you are increasing this line or **DEC** if you are decreasing it.

OR

LINE	Type the commodity line number you wish to modify, e.g., **001**.
UNIT COST	Type the **change** in the Unit Cost of this line (with 2 decimal places).
DEF / INC / DEC	Click on **INC** if you are increasing this line or **DEC** if you are decreasing it.

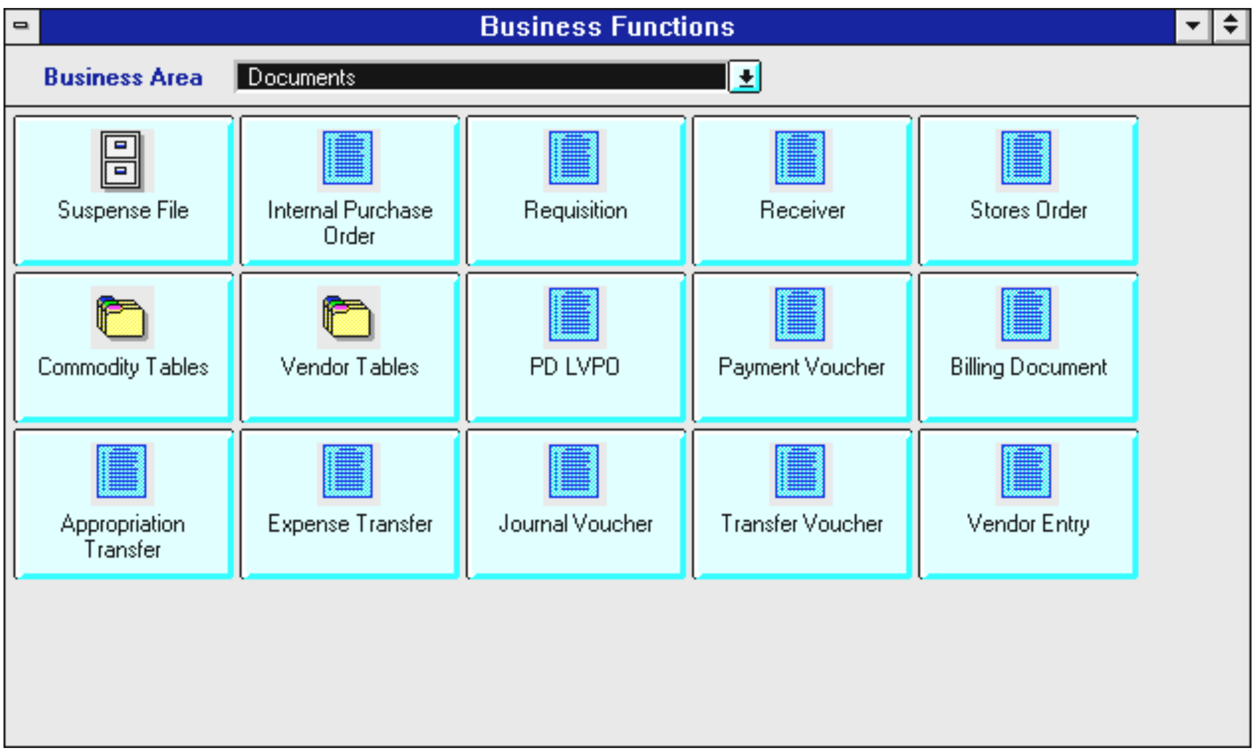
Internal Purchase Order Document Preparation

Before starting an Internal Purchase Order, you need the following information:

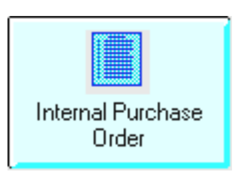
- ♦ A valid Vendor Code for the on-campus service department from the On-line Vendor Tables or the Service Department Agency List.
- ♦ The agency/org (account) which is paying for the goods or services.
- ♦ A valid object/subobject code. Object/subobject codes can be found in *COM 430-02*. If you are having problems deciding which code to use, call the on-campus vendor and they will help you. (Hint: you can also look up some object/subobject codes on the CODX table on-line and use the first six digits as the obj/sobj code.)

The following example is used to illustrate the process for completing an Internal Purchase Order:

> Your boss just informed you that your request for computer training has been approved. Complete an **Internal Purchase Order** to the vendor code **COMPUTING** (IT: Computing Services) for an Access 7.0 Applications Development computer class using the agency/org **WV1 1003**.



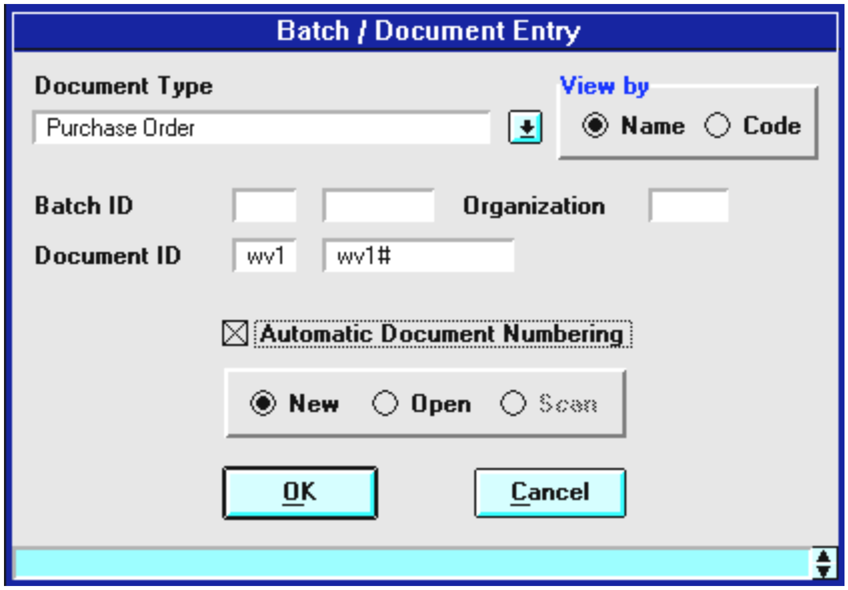
To begin an Internal Purchase Order from the Business Functions window:

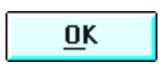
♥ Click on the 

button.

Completing a PO Document

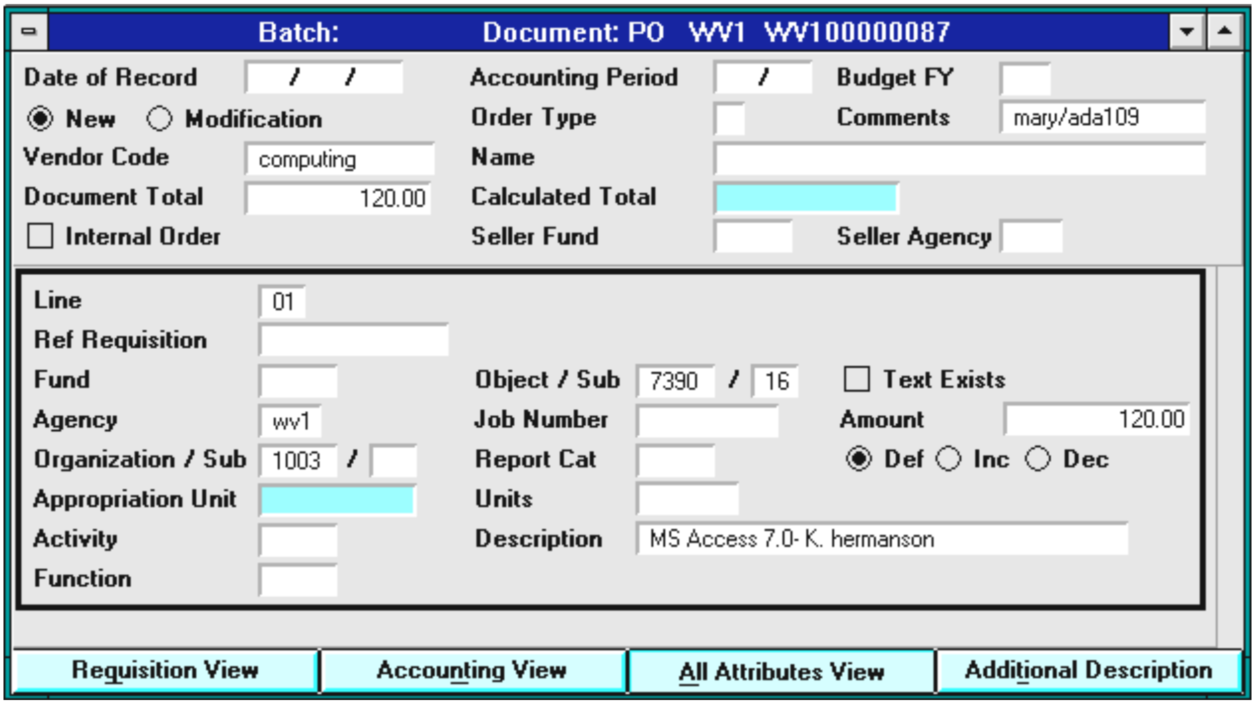
The Document Entry Window for Internal Purchase Orders will appear.



- Click in the **Document ID** field.
- Type your three character **AGENCY CODE** (e.g., wv1) in the first box after **Document ID.**
- Type your three character **AGENCY CODE** and a # in the second box after **Document ID** (e.g., wv1#).
- Click on **Automatic Document Numbering** (for automatic numbering).
- Ensure that **New** is marked.
- Click on: 

Completing a PO Document

Your Internal Purchase Order will appear in the Requisition View.



- Click on: **All Attributes View**
- Complete per the instructions below.
- Perform the **Edit** process as illustrated on page 4.

Header information:

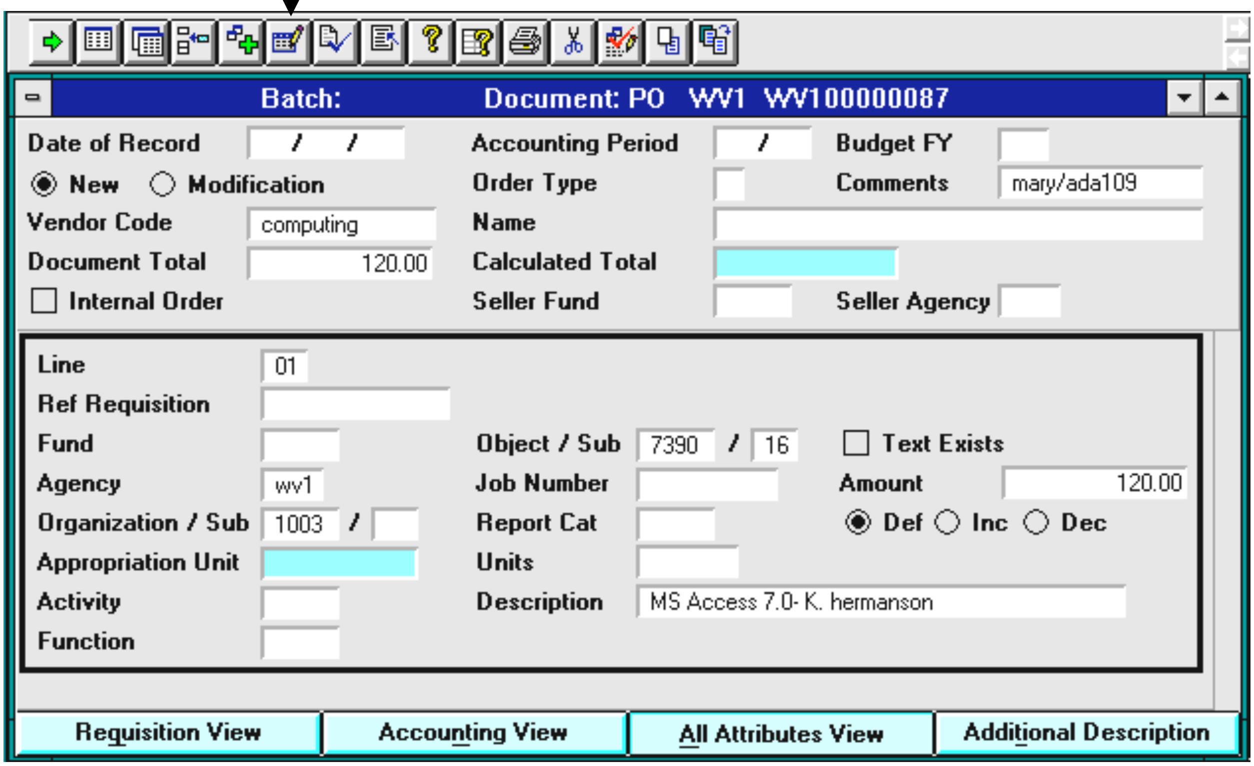
DATE OF RECORD	System Generated at the time the document is processed.
(DOCUMENT ACTION)	Ensure that NEW is indicated because this is an original transaction. ◉ **New**
COMMENTS	Type your name, abbreviated building code and room number.
VENDOR CODE	Type the appropriate Service Department Vendor Code.
DOC TOTAL	Type the total dollar amount of all purchases on the document including two decimal places. (Document total must equal the sum of all of the lines.)

Line Information:

LINE	Type a number to distinguish this line from all others on this document. Start with **01**.
AGENCY	Type the Agency code to which this line is being charged.
ORGANIZATION/SUB	Type the Org code to which this line is being charged (Optional: type a Suborg code if appropriate.)
FUNCTION	Optional. Type a Function Code if appropriate.
OBJECT/SUB	Type the Object/Subobject codes for the goods/services being ordered on this line. (These can be found in *COM 430-02* or use the Find Code feature to select them.)
DESCRIPTION	Type a description of what is being ordered on this line.
AMOUNT	Type the total cost of the goods/services on this line, including two decimal points.

Edit Process

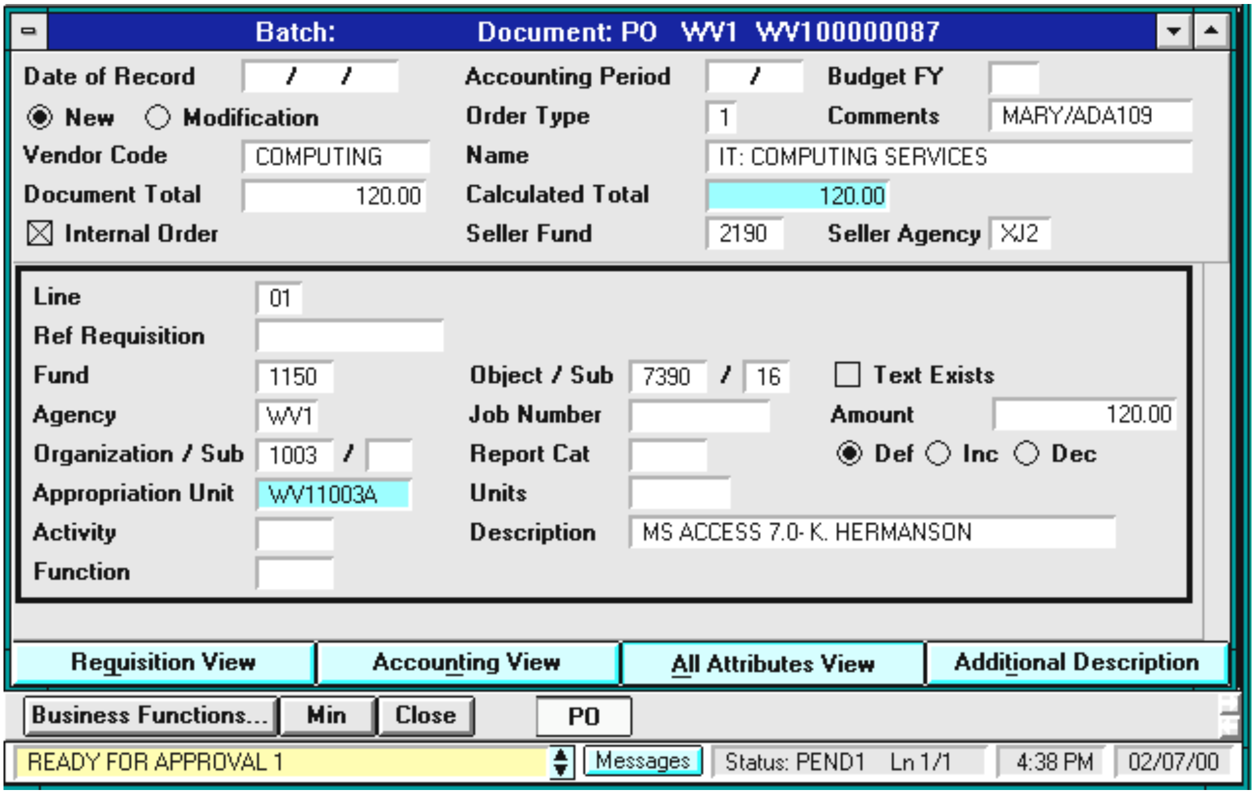
Edit of an Internal Purchase Order



	Toolbar	Key	Menubar
♥ Click on:		F7	PROCESS: EDIT

Edit Process

When any errors have been corrected, the document will appear with messages related to pending approvals.



- Vendor Name, the Internal Order Indicator, the Seller Fund, and Seller Agency fields are inferred during the Edit process.

- Verify the message "**READY FOR APPROVAL 1**". NOTE: The Order Type, the Close the document window for later approval.

OR

- Approve and Run the document.

Inserting and Deleting Lines on an Internal Purchase Order

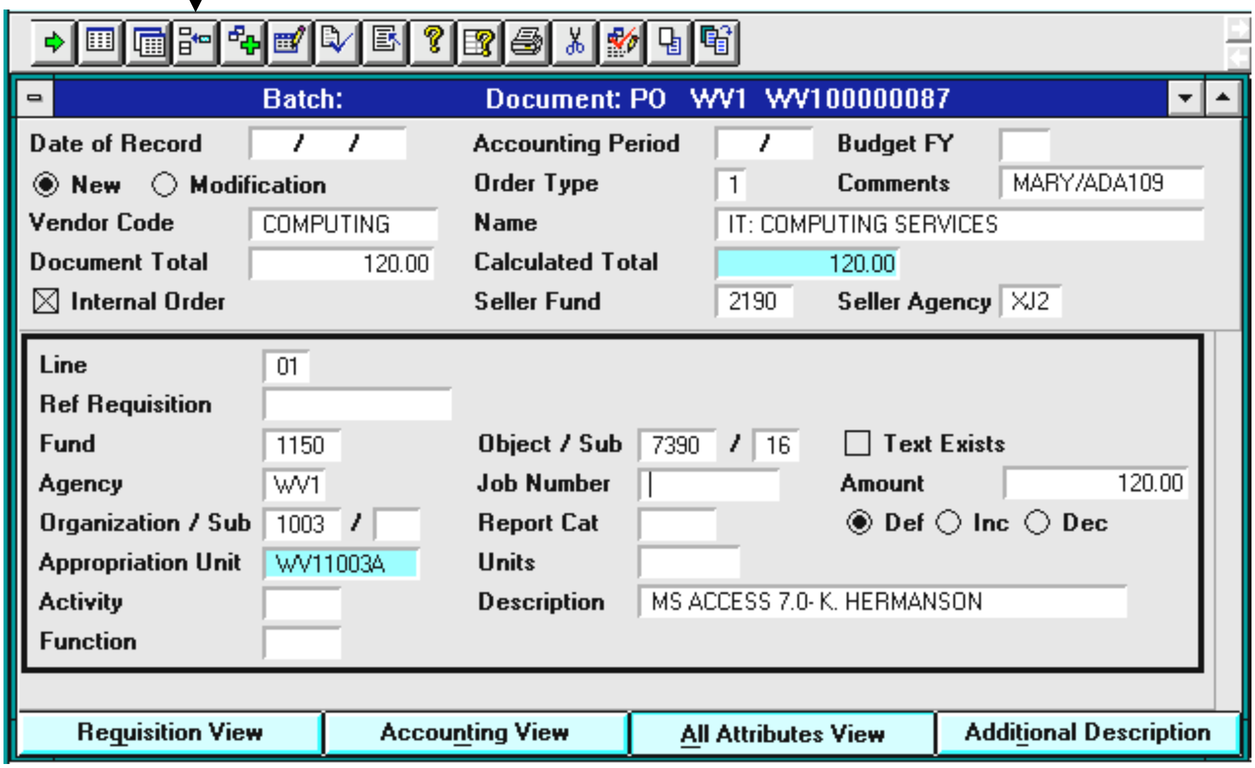
To insert or delete lines on an Internal Purchase Order, it must have a status other than ACCPT.

If the document has been approved, approvals must be removed before you can do anything else. (Reference your Quick Reference Card for Removing Approvals or the **Removing Approvals** section of the *Introduction to Advantage Handout*.)

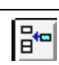
The following example is used to illustrate the process for inserting lines on an Internal Purchase Order:

> Your boss informs you that the new person in the office, A. Shaw, needs to take “Introduction to the Internet” through Computer Training. The class costs $30. You remember that there is an Internal Purchase Order for $120.00 to COMPUTING on the Suspense File. Upon checking it, you find it has not been approved and processed yet so you retrieve the document and add the lines for A. Shaw’s class. The new total of the document will be $150.00.

Internal Purchase Order – All Attributes View

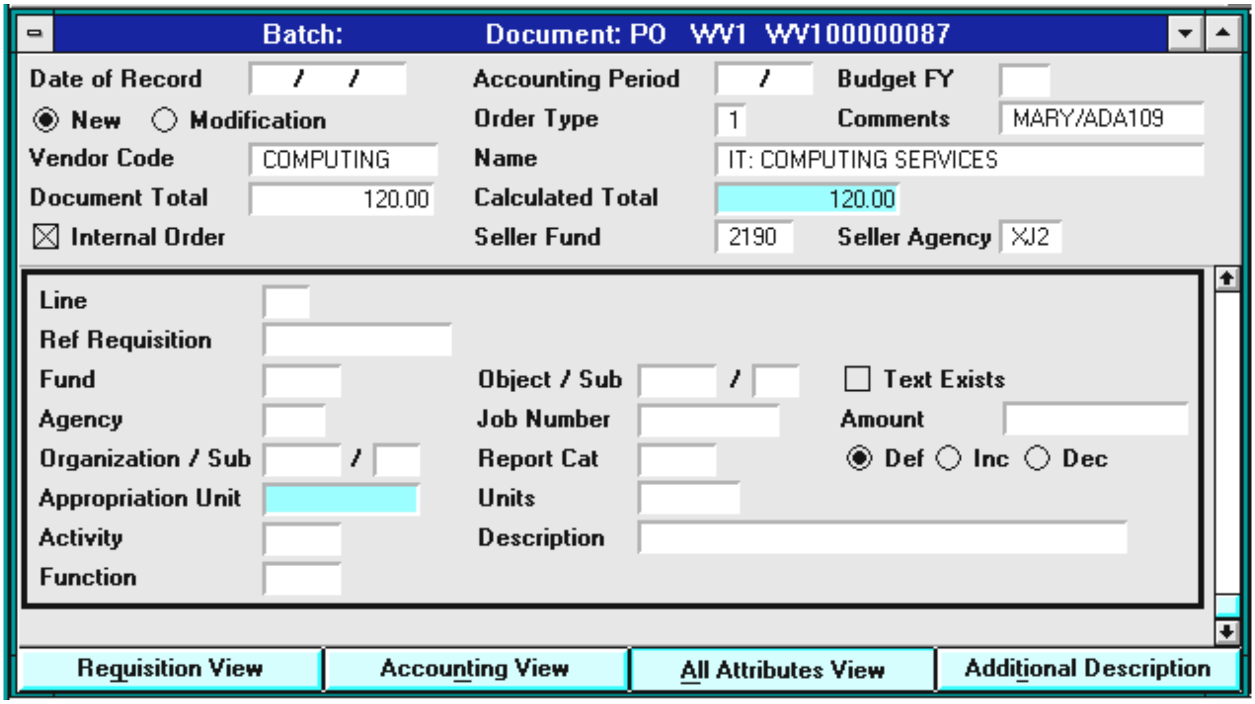


- Click in the **Document Total** field and change the dollar amount.
- Click on the line you want to insert the new line after.
- Click on:

Toolbar	Key	Menubar
	Ctrl + F	EDIT: INSERT LINE AFTER

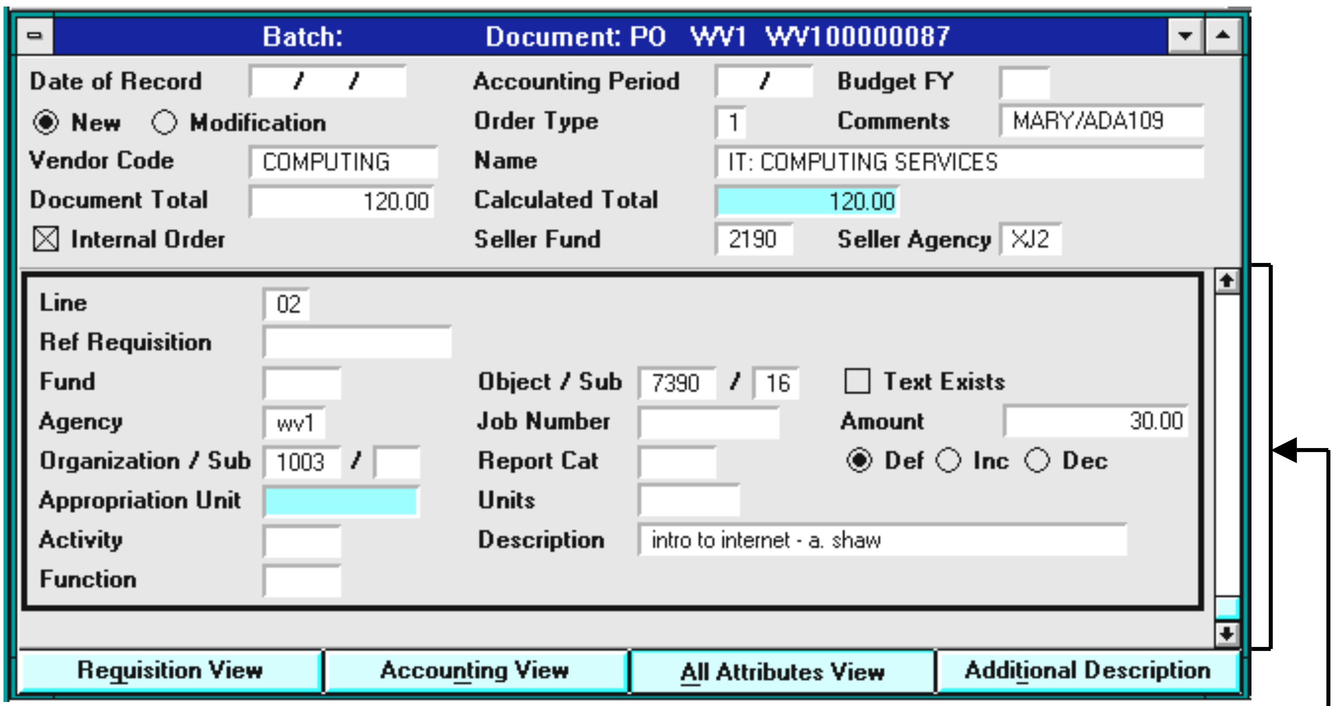
Inserting Lines

An additional blank line will appear.



- ♥ Complete the necessary fields on this line for the additional goods or services you wish to order. Be sure to start the line numbers with the next number after those already in the document. For example if you had 1 line, start this line with Line 02, as shown on the next page.

Inserting Lines



To move between lines, use the scrollbar.

- Edit the document.
- Close the document window for later approval.

OR

- Approve and Run the document.

Deleting Lines on an Internal Purchase Order Document

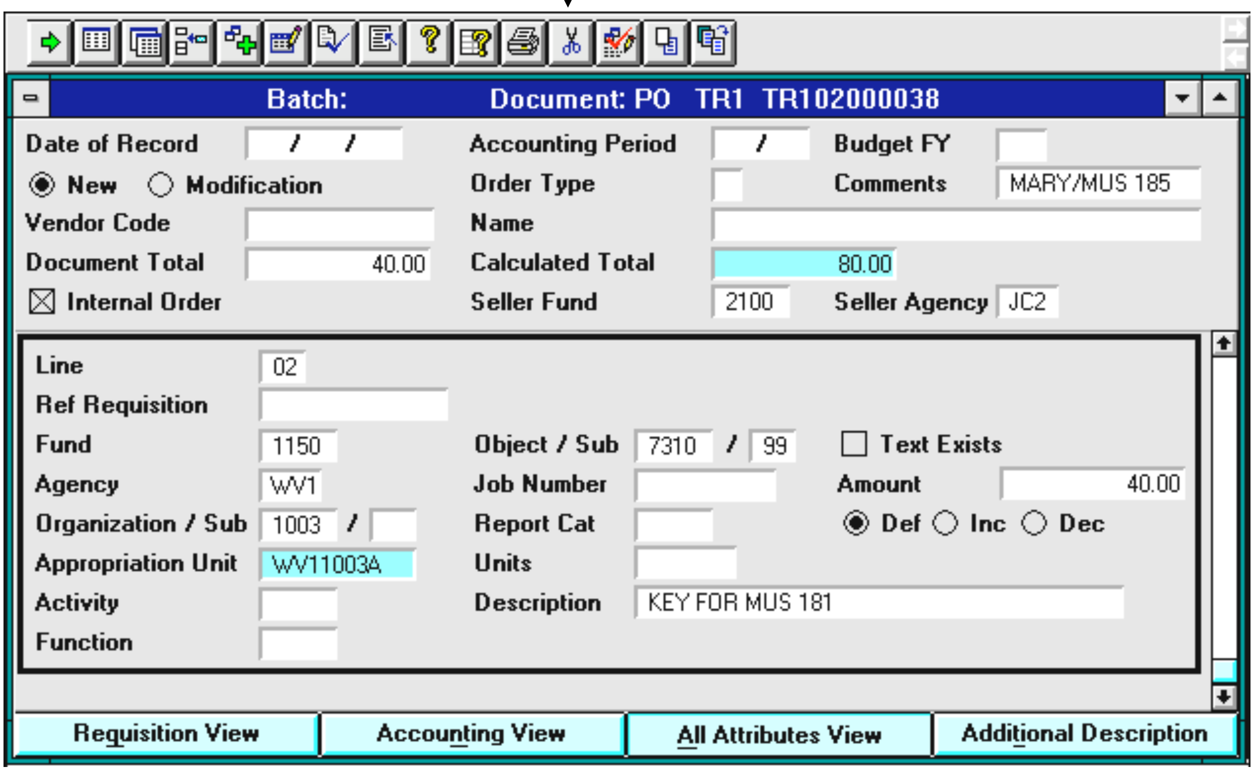
To delete lines on an Internal Purchase Order, it must have a status other than ACCPT.

If the document has been approved, approvals must be removed before you can do anything else. (Reference your Quick Reference Card for Removing Approvals or the **Removing Approvals** section of the *Introduction to Advantage Handout*.)

The following example is used to illustrate the process for deleting a line on an Internal Purchase Order:

> The professor that is leaving the Music Department just came in and gave you the key that was missing to his office. You no longer need to have the office door re-keyed. On checking the Suspense File, you find that the Internal Purchase Order to PPLANT (Facilities Management) to rekey two different doors at $40.00 per door has not been approved and processed. You retrieve this document, change the total to reflect the subtraction of one key ($40.00), and delete the line for the re-key.

Internal Purchase Order Transaction Screen

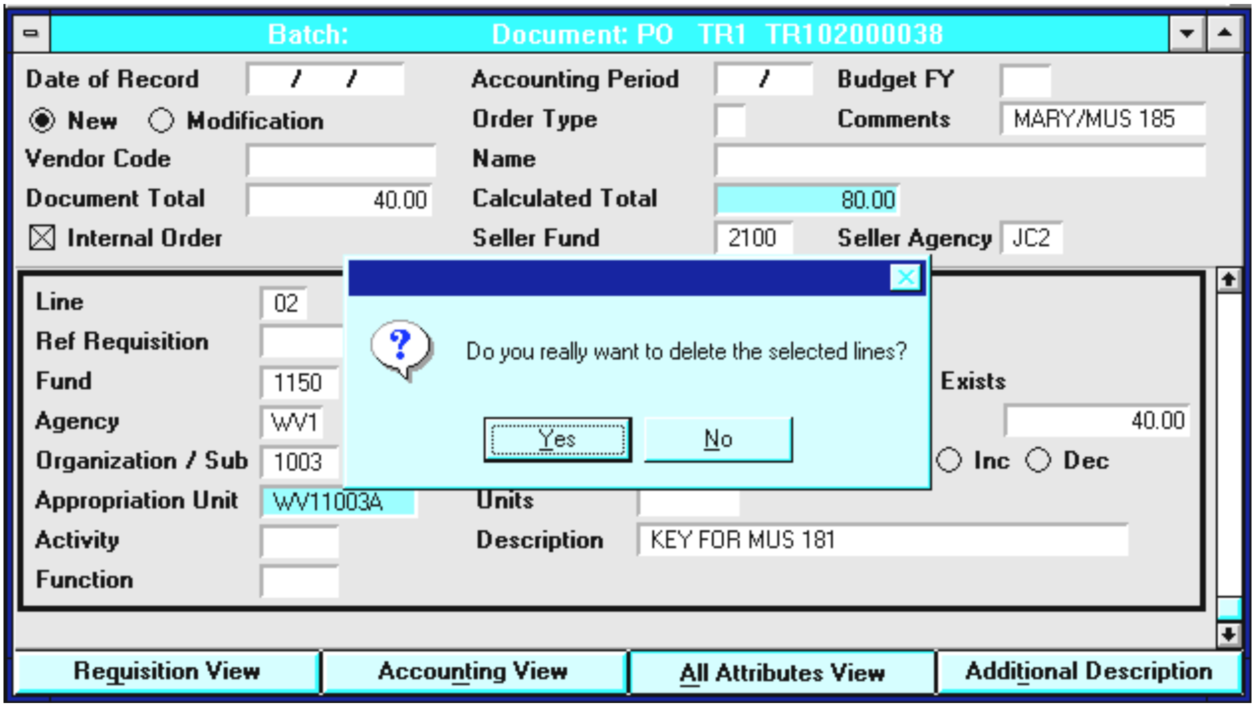


- Click in the **Document Total** field and change the dollar amount.
- Click on the line you want to delete.
- Click on:

Toolbar	Key	Menubar
(scissors icon)	Ctrl + R	EDIT: REMOVE LINE

Deleting Lines

The screen will refresh and a dialogue message box will appear.



- Confirm the message **"Do you really want to delete the selected lines?"**
- Click on Yes.
- Edit the document.
- Close the document window for later approval.

OR

- Approve and Run the document

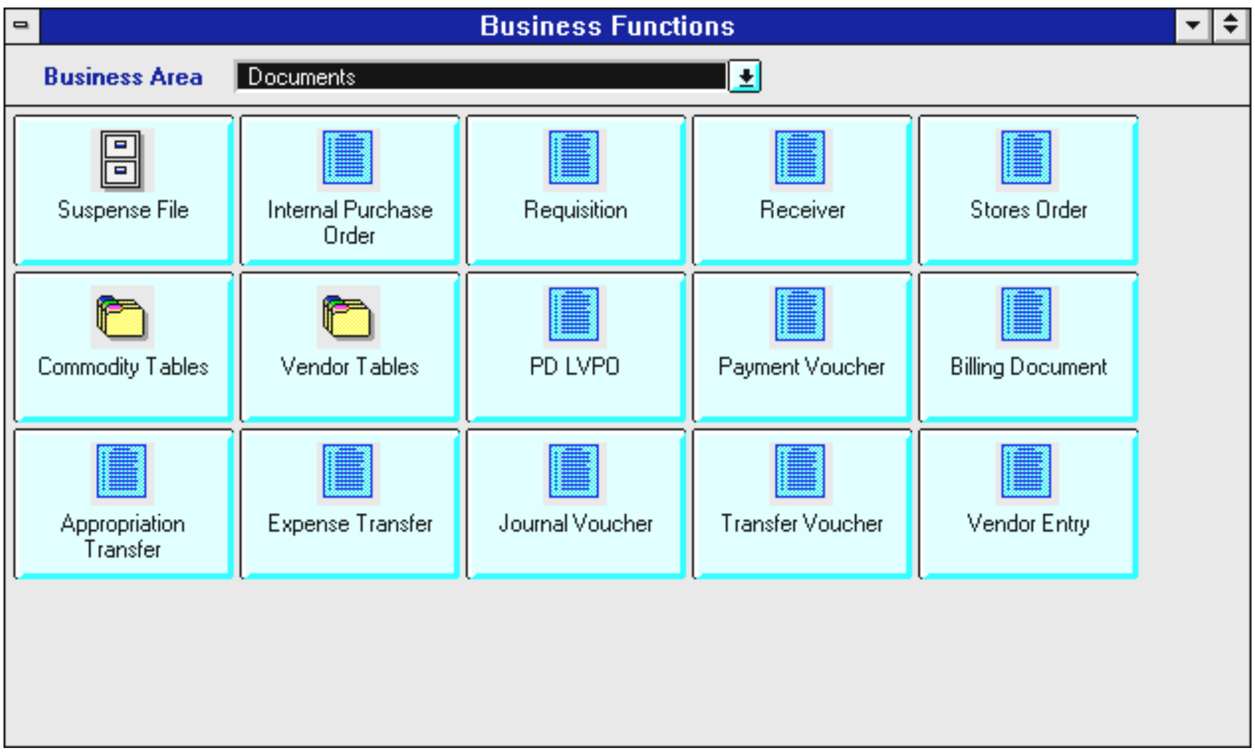
Modifying an Internal Purchase Order by Vendor Code

Before modifying an Internal Purchase Order, you need the following information from the Internal Purchase Order Open Tables *(see directions in the Advantage Open Tables booklet if necessary)*:

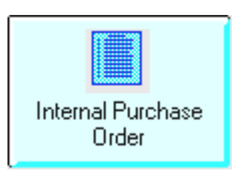
- The complete, original PO document number.
- The **Vendor Code** used on the original document.
- The total dollar amount of the modification.
- The line number(s) of the line(s) you wish to increase or decrease.
- The amount you wish to modify each line by.

The following example is used to illustrate the process for modifying an Internal Purchase Order:

> PO AC102000010 is out on the Open Tables for a copier rental-lease agreement for your department. The lease for copier rental has since been paid for through a direct billing. You need to decrease the original PO document by the full amount to release the encumbrance and close the order.



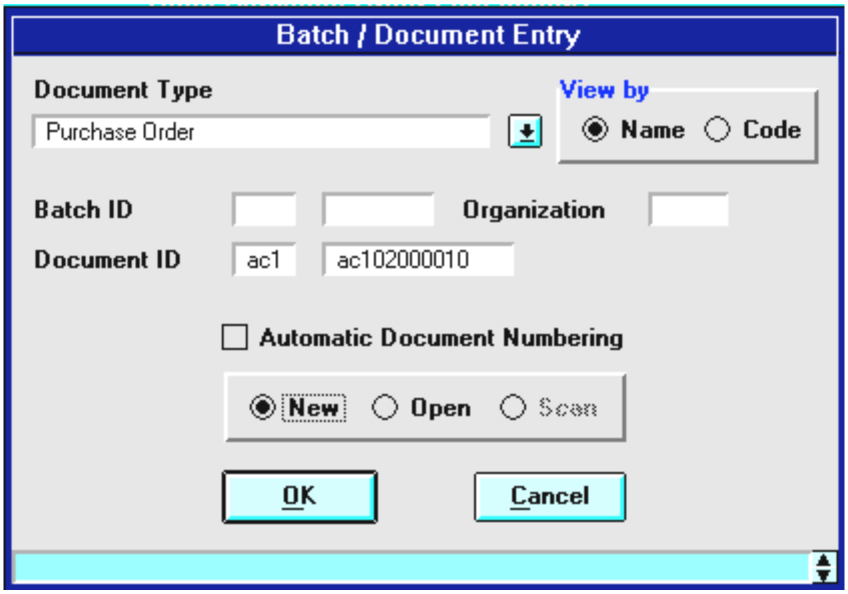
To begin an Internal Purchase Order modification from the Business Functions window:

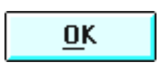
♥ Click on the 

button.

Modifying a PO Document

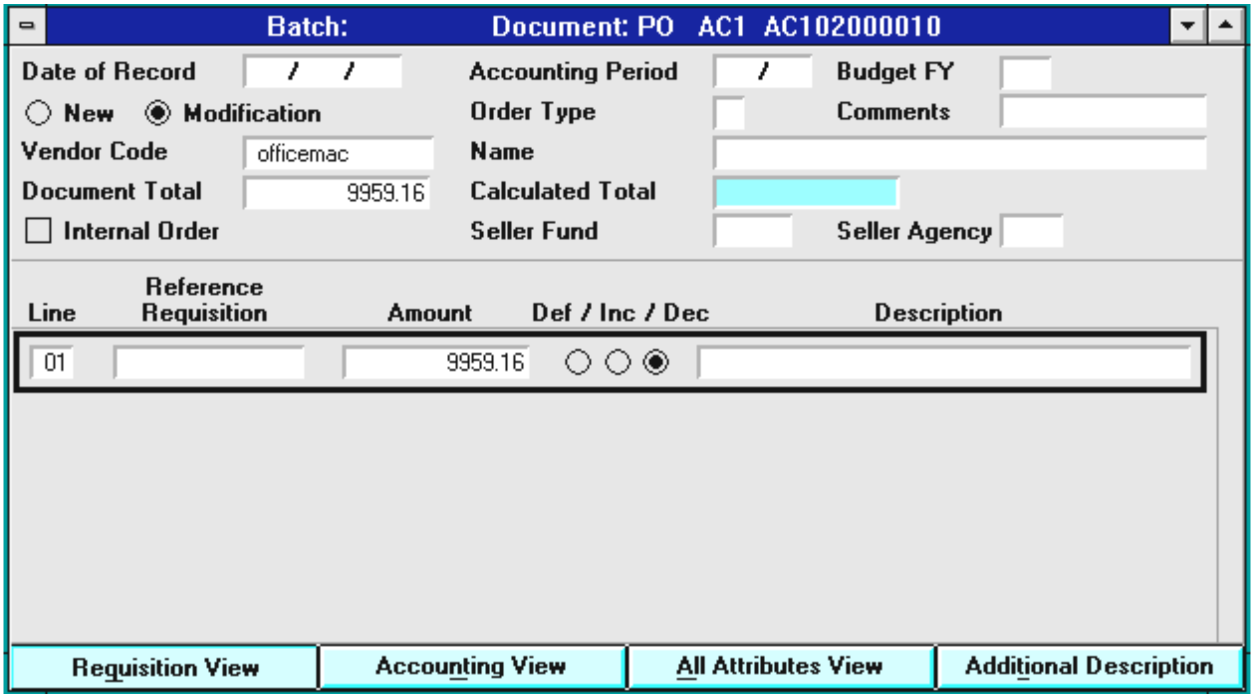
The Document Entry Window for Internal Purchase Orders will appear.



- ♥ Click in the **Document ID** field.
- ♥ Type the three character **AGENCY CODE** from the original document (e.g., AC1) in the first box after **Document ID.**
- ♥ Type the complete 11-character **DOCUMENT NUMBER** in the second box after **Document ID** (e.g., ac102000010).
- ♥ Ensure that **New** is marked because you are creating a new modification document.
- ♥ Click on: 

Modifying a PO Document

Your Internal Purchase Order will appear in the Requisition View.



- ♥ Complete per the following instructions.
- ♥ Perform the **Edit** process.
- ♥ Approve and Run process this document.

Enter data in the following fields only:

(DOCUMENT ACTION)	Click on **MODIFICATION.**
VENDOR CODE	Type the Vendor Code used in the original document.
DOC TOTAL	Type the total dollar amount you are increasing or decreasing the original document **by**. (This total must equal the sum of your line amounts.)
LINE	Type the line number you wish to modify, e.g., 01.
AMOUNT	Type the amount you wish to increase or decrease this line **by**.
DEF/INC/DEC	Click on **INC** if you are increasing this line or **DEC** if you are decreasing.

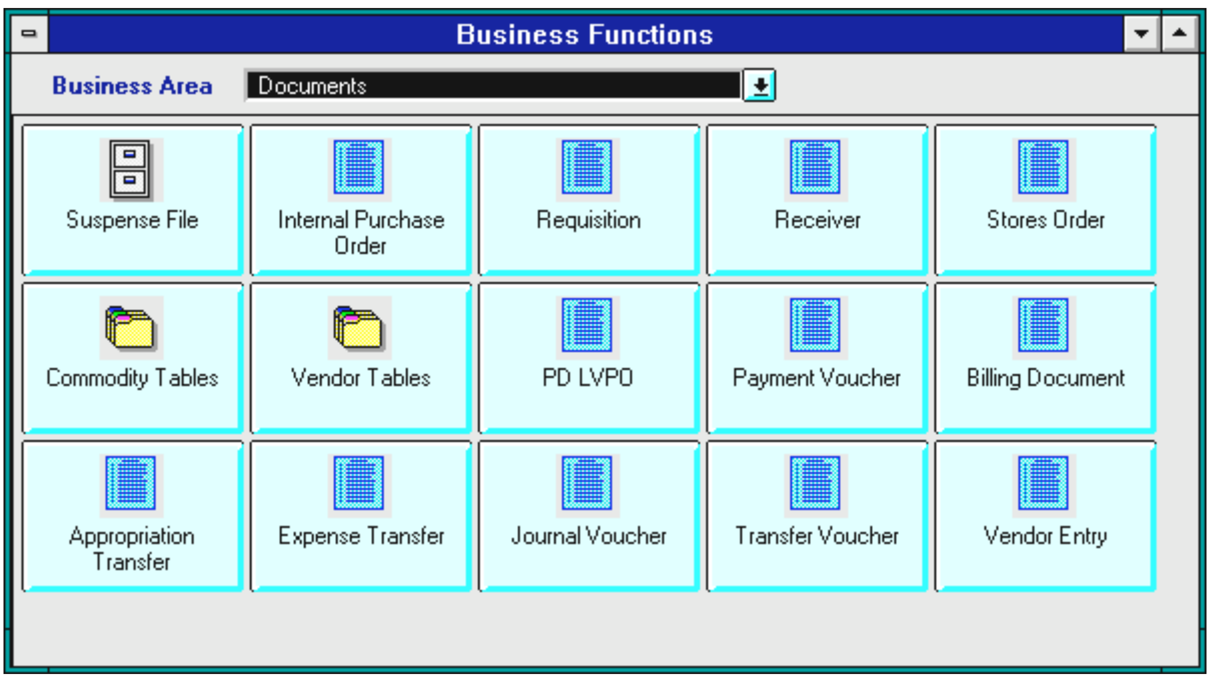
PV Document Preparation

Before starting a PV, you need the following information:

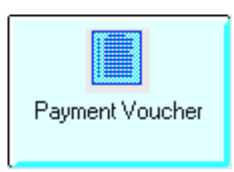
- A valid Vendor Code from the VNAS or VEND table. If the vendor is not on the tables, they must be added using a VE document.
- The agency/org (account) that is paying for these goods and/or services.
- A valid object/subobject from the PV list found in ***PUR 301-02***. Only those items that are listed on this policy are allowable purchases on a PV document.
- Once a PV has been approved with a Level 1 Approval, a screen print of the PV and original documentation must be sent to Payables and Reimbursements.

The following example is used to illustrate the process for completing a PV:

> An employee from your department is attending a seminar on Team Management given by Seminars Plus. The cost of the course is $185.00.



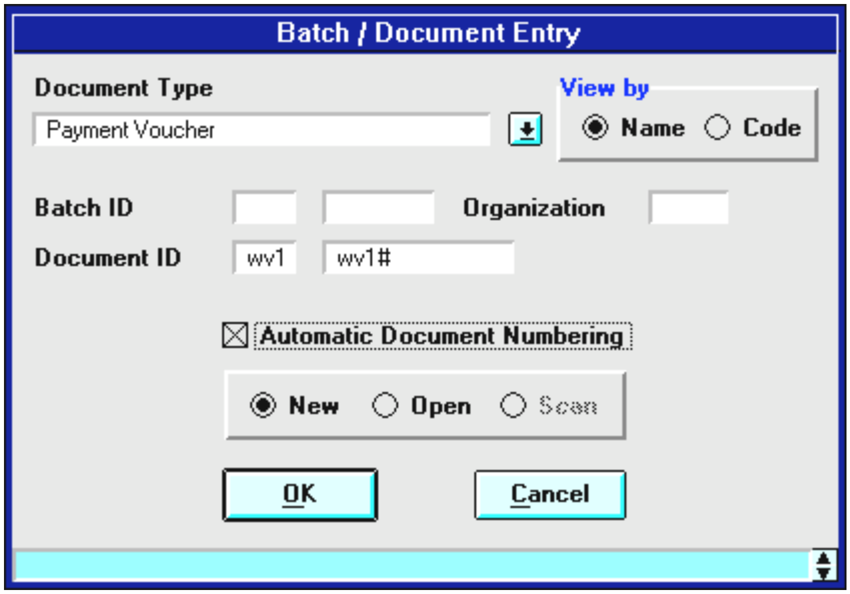
To access a PV document from the Business Functions Documents window:

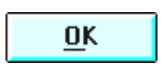
♥ Click on the 

button.

Completing a PV Document

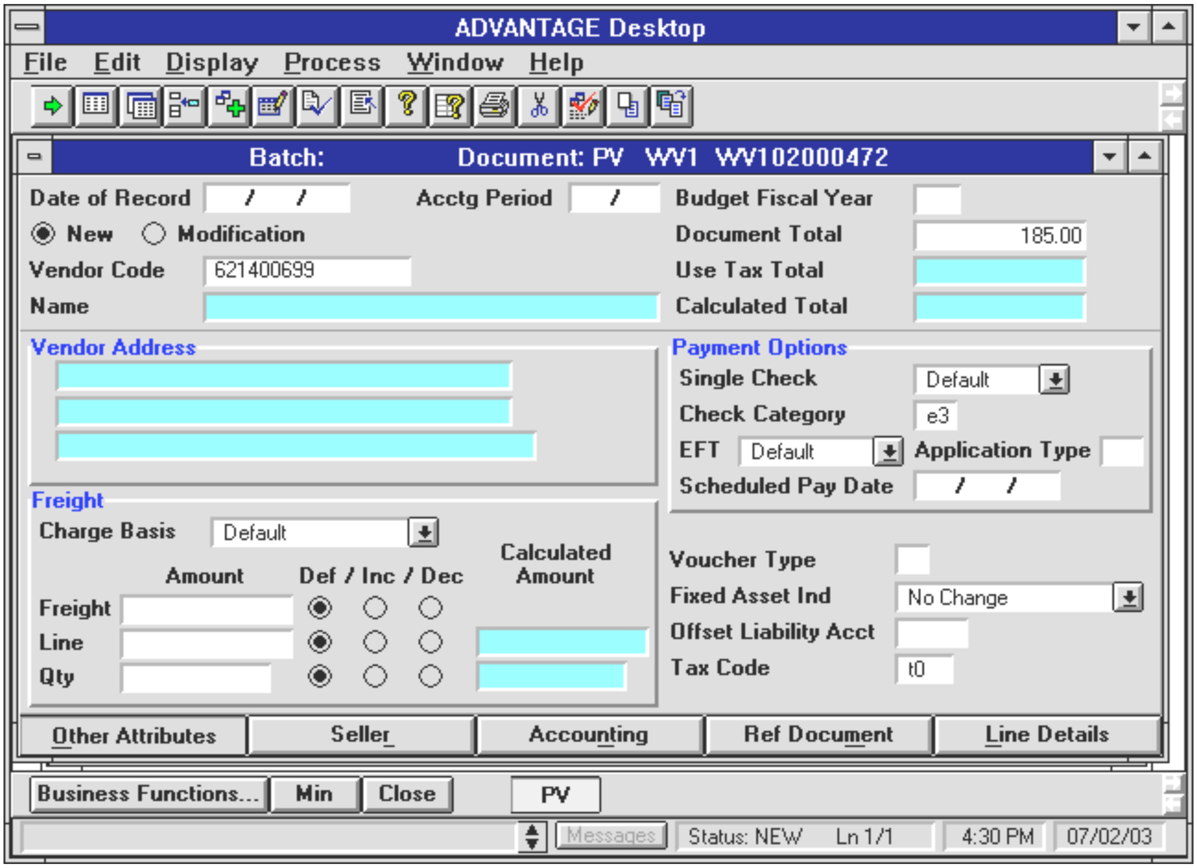
The Document Entry Window for Payment Vouchers will appear.



- Click in **DOCUMENT ID.**
- Type your three character **AGENCY CODE** (e.g., WV1) in the first box after **Document ID.**
- Type your three character **AGENCY CODE** and a # (e.g., WV1#) in the second box after **DOCUMENT ID**.
- Click on **Automatic Document Numbering** (for automatic numbering).
- Ensure that **New** is marked. (If not, click the NEW button.)
- Click on: 

Completing a PV Document

The PV document will appear in the Other Attributes View.



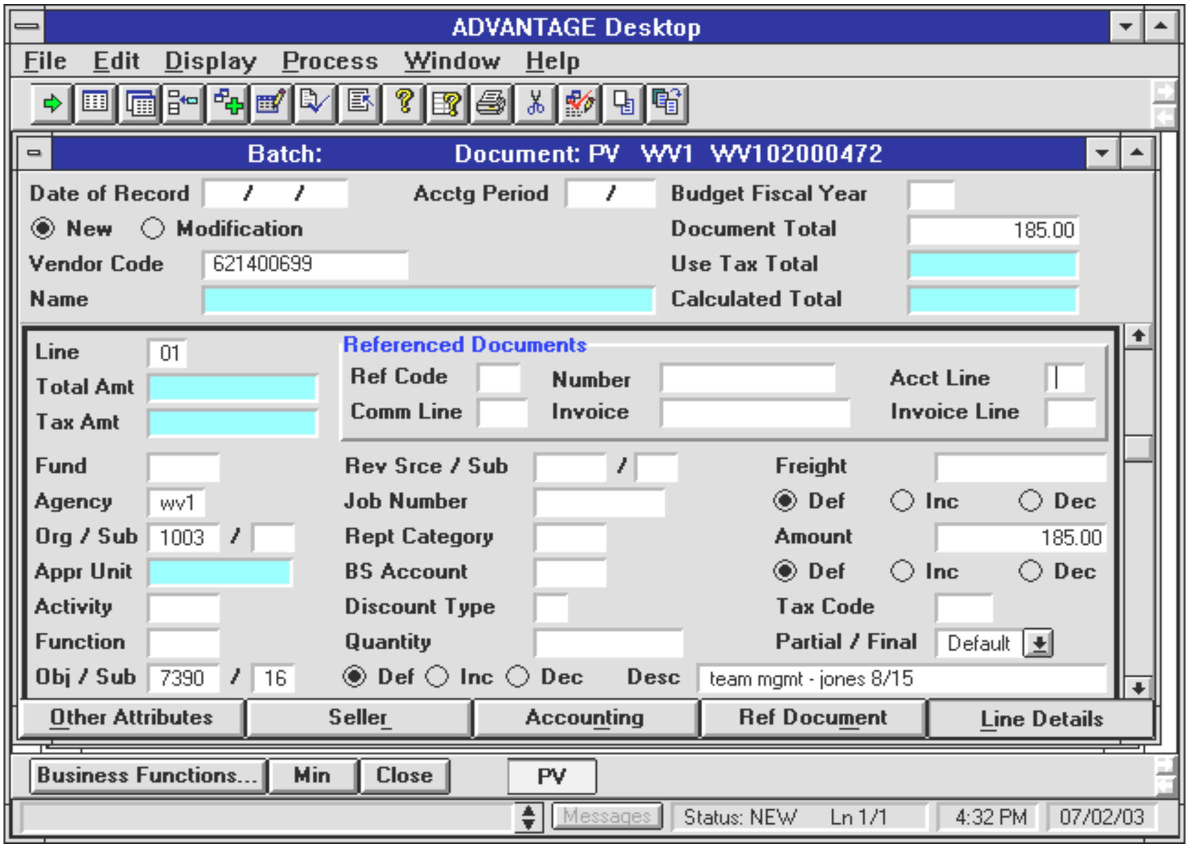
- ♥ Complete per the following directions.
- ♥ Click on: **Line Details** to continue this document.

Enter data in the following fields only:

DATE OF RECORD	System generated when the document is processed.
DOCUMENT TOTAL	If you are paying for tangible goods from an out-of-state supplier, type the total dollar amount of the goods. Do not include tax. In all other cases, type the total amount of all the billing documentation (receipts, invoices, etc.) you are submitting, including tax if it appears on your documentation.
VENDOR CODE	Type the vendor code from VNAS or VEN2. If you do not know the code, you may use the Find Code feature.
CHECK CATEGORY	Type **E2** to have the check sent directly to the vendor without attachments. Use these other cases only when necessary: If the check must be picked up in person from Payables and Reimbursements, type **E1**. If the check must be mailed with attachments, type **E3**.
TAX CODE	Type **UT** if you are paying for tangible goods from an out-of-state supplier. In all other cases, type **T0** (zero).

Completing a PV Document

The PV document will appear in the Line Details View.



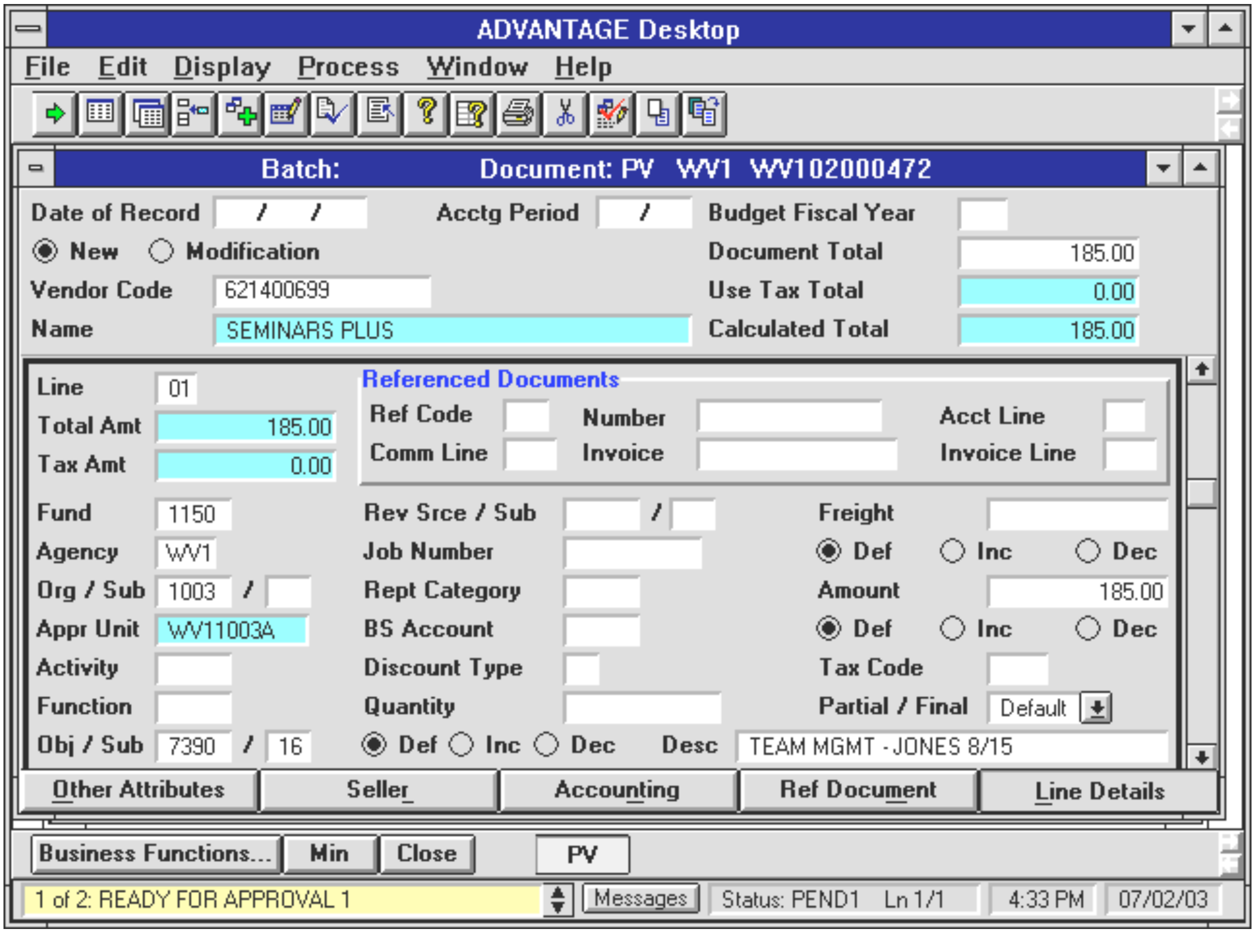
- Complete the line details per the following directions.
- Perform the Edit process.

Enter data in the following fields only:

LINE NO	Type a number to distinguish this line from all others on this document. Start with **01.**
INVOICE	If you are paying an invoice, type the invoice number. If not, LEAVE BLANK.
AGENCY	Type the agency code to which this item is being charged.
ORG/SUB	Type the org code (and suborg code, if applicable) to which this item is being charged.
FUNCTION	Type a 4-character function (reporting category) code, if applicable.
OBJ/SUB	Type the object and subobject codes that best describe the item or service. A list of items that can be bought with a PV along with their object/subobject codes is found in ***PUR 301-02.***
AMOUNT	If you are paying for tangible goods from an out-of-state supplier, type the dollar amount of the goods on this line. Do not include tax. In all other cases, type the amount you wish to pay on this line, including tax if it appears on your documentation.
DESC	Type a description of what is being paid for on this line.

Completing a PV Document

The screen will refresh and the PV document will appear with messages relating to approval status.



- Close the document for later approval.

OR

- Approve and close the document. ***DO NOT ATTEMPT TO RUN THE DOCUMENT AFTER APPROVING.**
- Forward a screen print of the approved PV along with original documentation to Payables and Reimbursements, mail code 5912.

***(PVs require Level 4 approval by Payables and Remibursements before they can be run and accepted in Advantage.)

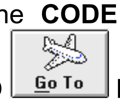
PVQ Document Preparation

The PVQ document is used to request a check be cut in two circumstances: 1) to pay interviewee expenses and 2) for refunds. Before beginning the PVQ document, you need the following information:

- ♦ The complete name and full address of the interviewee or person you are trying to pay.
- ♦ The agency/org (account) that is paying for these goods and/or services.
- ♦ The revenue/subrevenue codes you are processing the refund against, if applicable.
- ♦ Once a PVQ has been approved with a Level 1 Approval, a screen print of the PVQ and original documentation must be sent to Payables and Reimbursements.

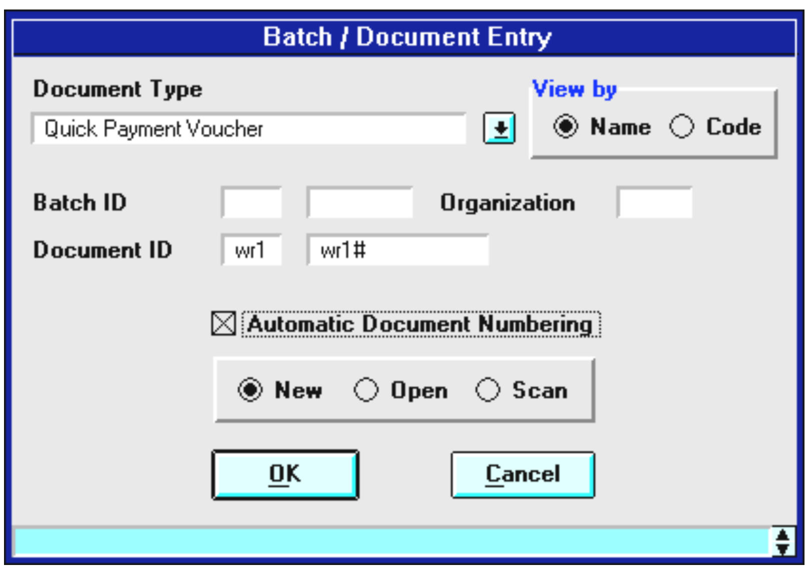
The following example is used to illustrate the process for completing a PVQ:

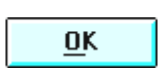
> You interviewed Jane Smith for a position on the Main Campus, but she was not hired. You department is paying for the cost of her expenses that total $120. You must complete a PVQ document to request that a check be cut and sent out to Jane at her home address, 555 West Scotch Boulevard, Bakersfield, CA, 90102-1415.

To access the **Document Entry Screen for Quick Payment Vouchers**, click on the **GO TO**  Button. Ensure that the **CODE** button is marked. Type **PVQ** in the WINDOWS field. Click on the **GO TO** 

Button.

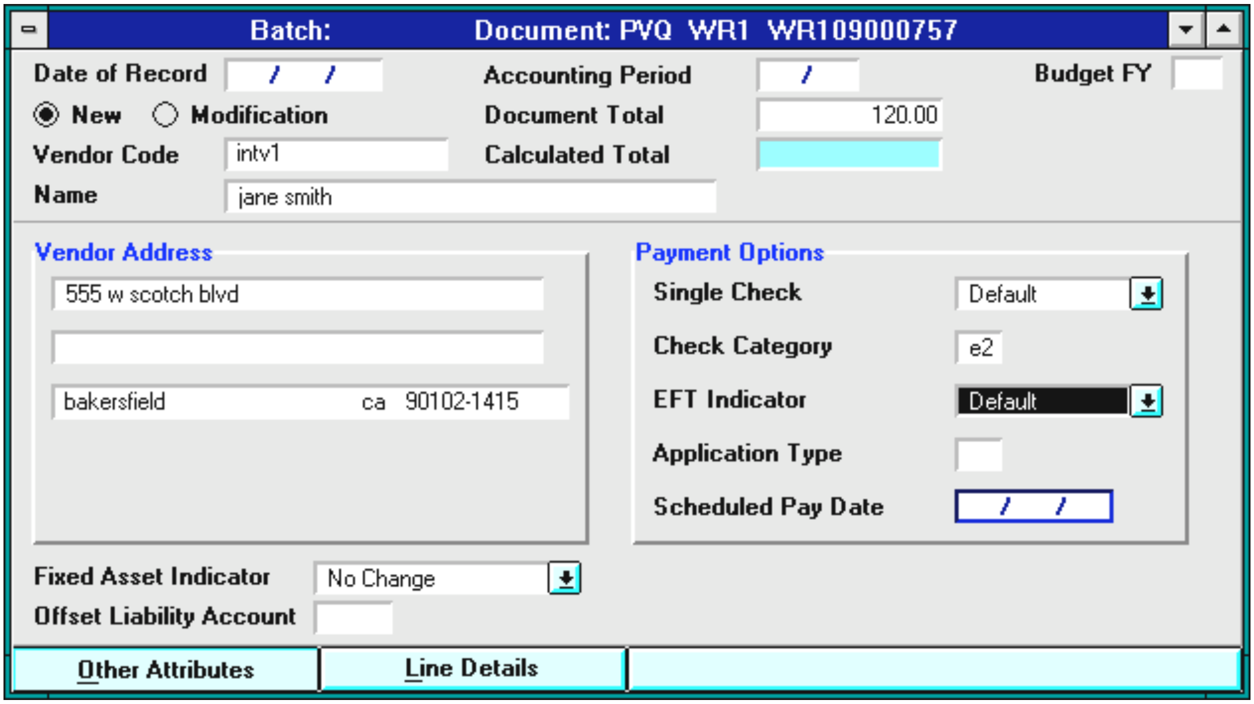
The Document Entry Window for Quick Payment Vouchers will appear.



- ♥ Click in **DOCUMENT ID.**
- ♥ Type your three character **AGENCY CODE** (e.g., wr1) in the first box after **Document ID.**
- ♥ Type your three character **AGENCY CODE** and a **#** (e.g., wr1#) in the second box after **DOCUMENT ID**.
- ♥ Click on **Automatic Document Numbering**.
- ♥ Ensure that **New** is marked. (If not, click the NEW button.)
- ♥ Click on: 

Completing a PVQ Document

The PVQ document will appear in the Other Attributes View.



- Complete per the following directions.
- Click on: **Line Details** to continue this document.

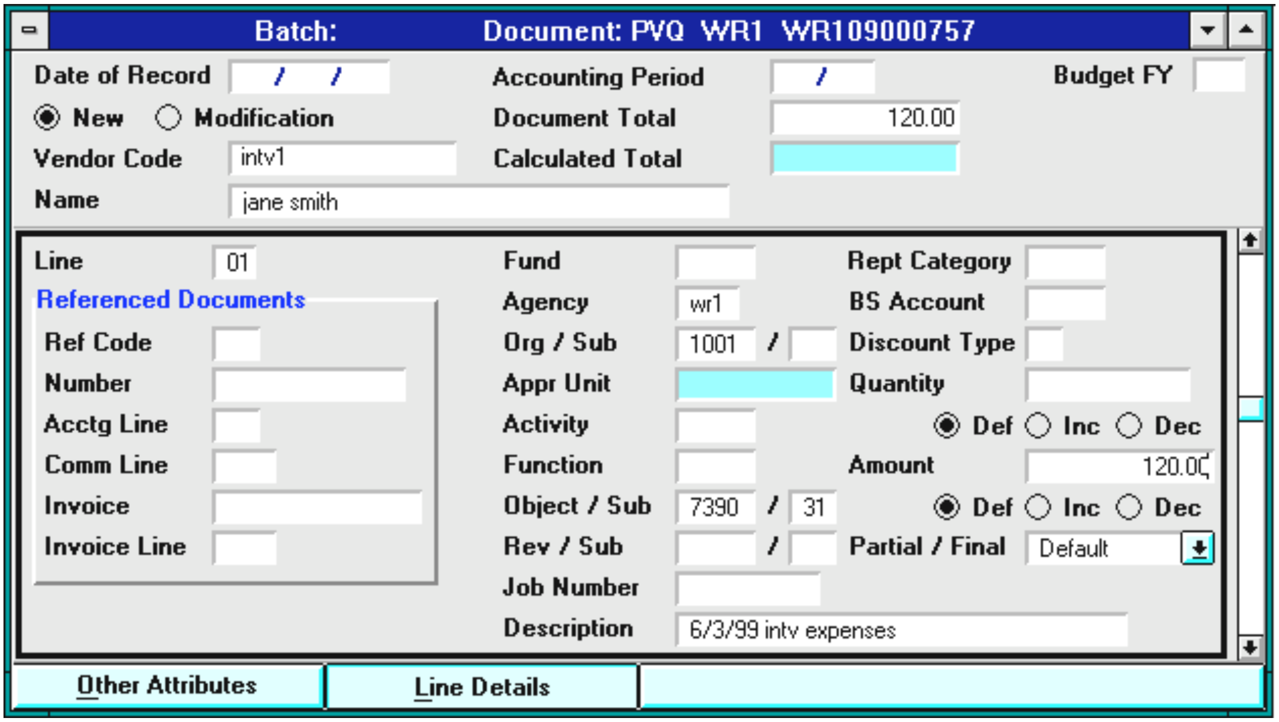
Enter data in the following fields only:

Other Attributes:

DATE OF RECORD	System generated when the document is processed.
DOCUMENT TOTAL	Type the total amount of all the billing documentation (receipts, invoices, etc.) you are submitting, including tax if it appears on your documentation.
VENDOR CODE	Type **INTV1** if you are paying interviewee expenses or **REFUND** if you are processing a refund.
NAME	Type the full name of the payee.
VENDOR ADDRESS	Type the full address of the payee. Use the first two lines for the street address. The third line is for the city, state, and zip code. Zip + four codes may be used.
CHECK CATEGORY	Type **E2** to have the check sent directly without attachments.

Completing a PVQ Document

The PVQ document will appear in the Line Details View.



- ♥ Complete the line details per the following directions.
- ♥ Perform the Edit process.

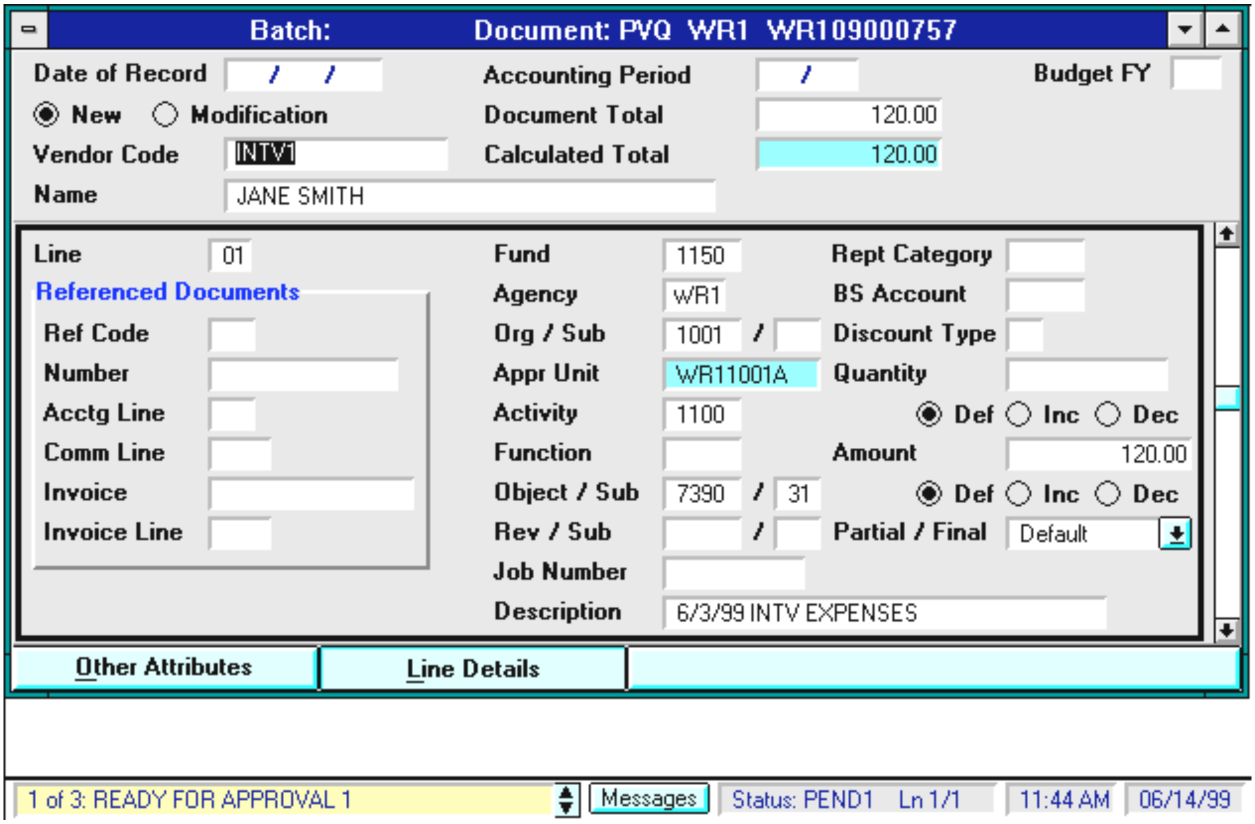
Enter data in the following fields only:

Line Details:

LINE NO	Type a number to distinguish this line from all others on this document. Start with **01.**
AGENCY	Type the agency code you are charging.
ORG/SUB	Type the org code (and suborg code, if applicable) you are charging.
FUNCTION	Type a 4-character function (reporting category) code, if applicable.
OBJECT/SUB	If you are paying interviewee expenses, type **7390 31**. Otherwise, leave blank.
REV/SUB	If you are processing a refund, type the Revenue and Subrevenue codes you are processing this refund against. Otherwise, leave blank.
AMOUNT	Type the amount you wish to pay on this line, including tax if it appears on your documentation.
DESCRIPTION	Type a description of what is being paid for on this line.

Completing a PVQ Document

The screen will refresh and the PVQ document will appear with messages relating to approval status.



- ♥ Close the document for later approval.

OR

- ♥ Approve and close the document. *****DO NOT ATTEMPT TO RUN THE DOCUMENT AFTER APPROVING**.
- ♥ Forward a screen print of the approved PVQ along with original documentation to Payables and Reimbursements, mail code 5912.

***(PVQs require Level 4 approval by Payables and Reimbursements before they can be run and accepted in Advantage.)

RC Document Preparation

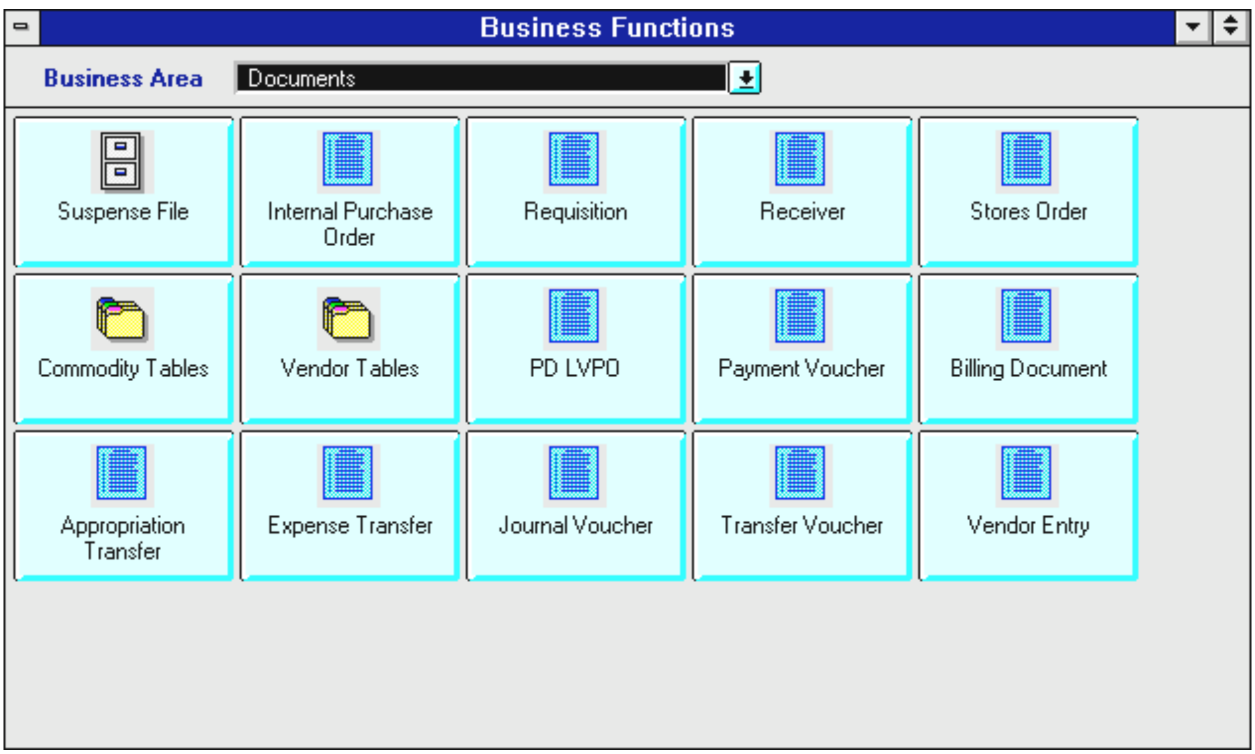
Before starting an RC, you need the following information:

- The **PC number** for the RX that was submitted (lookup on DXRF) or the **PD number**.
- Verify on the Off-Campus Purchase Order tables which lines from the PC or PD have been received. (See the *Advantage Open Tables* booklet for directions on looking up Off-Campus Orders if necessary.)
- A full receiver is completed when all the goods you requested have arrived and you wish the vendor to be paid in full. All lines of the PC or PD will reflect a fully received status on the Open Off-Campus Order tables once this type of receiver is processed.
- If only certain lines of your PC or PDLVPO have been fully received, a partial receiver should be completed according to the directions for completing a partial receiver.
- After a partial receiver is processed, a full receiver may be processed when the rest of the order is received to pay for the remaining goods.

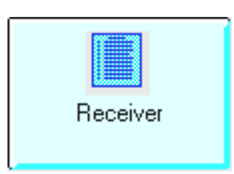
To ensure that the vendor will be paid, vendor invoices must be sent to Payables & Reimbursements for entry into Advantage. Once the three-way match is completed, a PV will be system-generated which in turn will generate a check to pay the vendor.

The following example is used to illustrate screen-by-screen the process for completing an RC:

> The piano has arrived in the Music Department. You have verified that it is in good condition. You check the Off-Campus Order tables and see that the PC is still open. You need to process a full receiver for this order.



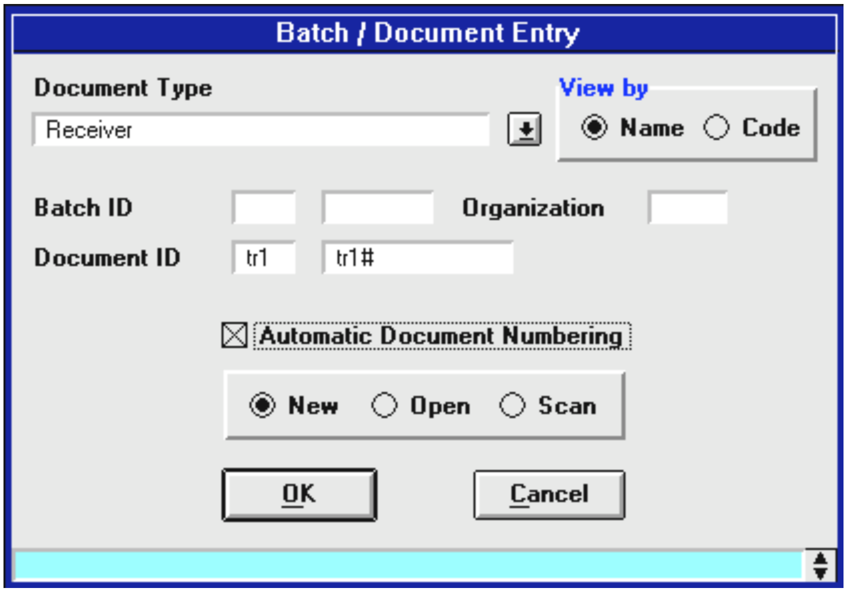
To begin a Receiver from the Business Functions Documents window:

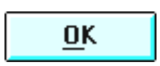
Click on the 

button.

Creating a Receiver

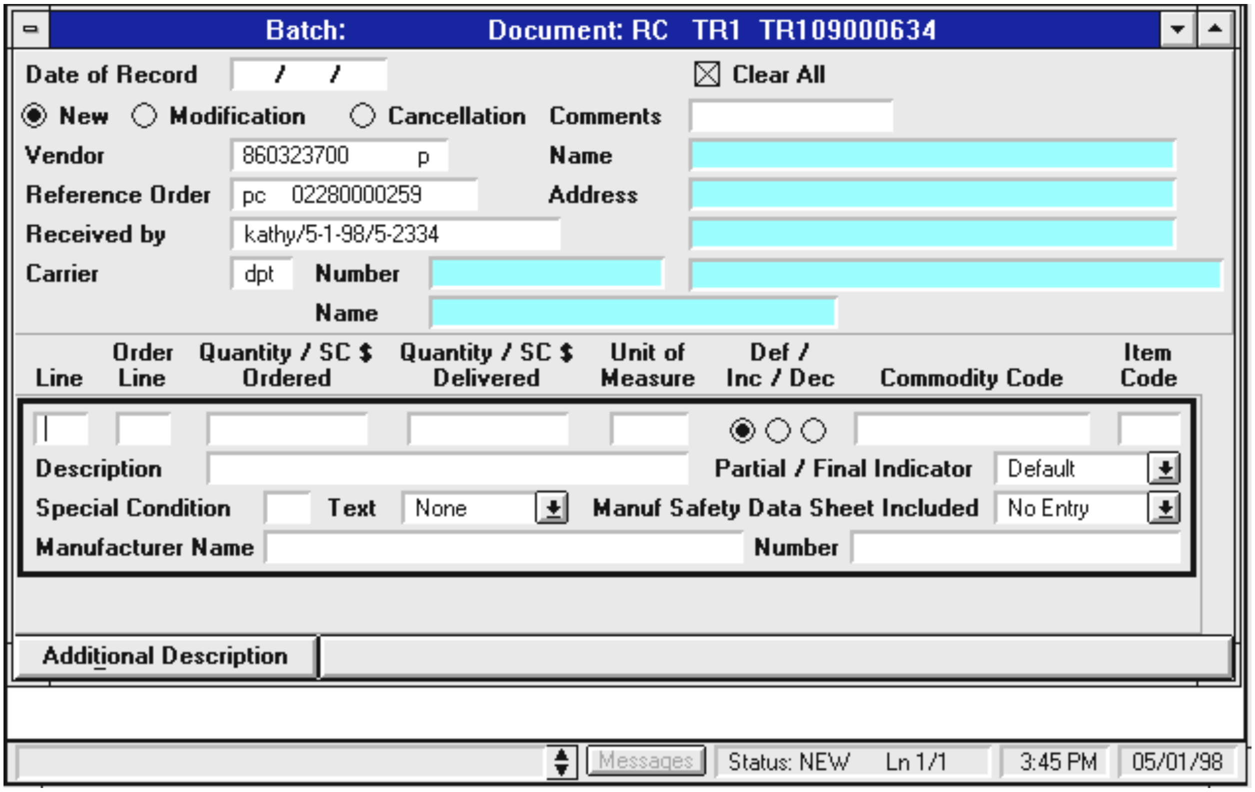
The Document Entry Window for Receivers will appear.



- Click in the **Document ID** field.
- Type your three character **AGENCY CODE** (e.g., TR1) in the first box after **Document ID.**
- Type your three character **AGENCY CODE** and a **#** in the second box after **Document ID** (e.g., TR1#).
- Click on **Automatic Document Numbering** (for automatic numbering).
- Ensure that **New** is marked.
- Click on: 

Completing a Full Receiver

The receiver document will appear.



- Complete per the instructions below.
- Perform the **Edit** process.
- Approve and process the document on-line.

Complete only the fields indicated below:

Header Information:

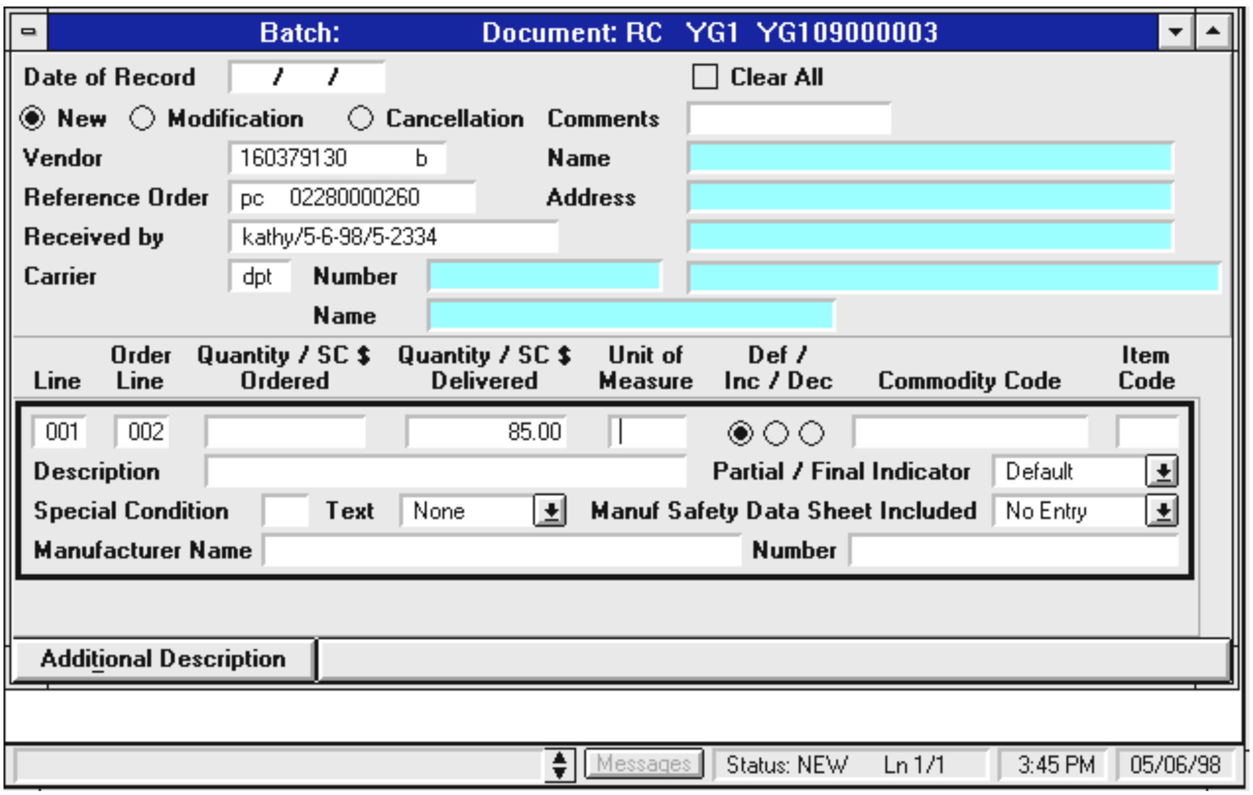
DATE OF RECORD	System Generated at the time the document is processed.
CLEAR ALL	Click in the box to turn on (X will appear in the box), as this is a full receiver.
(DOCUMENT ACTION)	Ensure that NEW is indicated because this is an original transaction. 
COMMENTS	Optional.
VENDOR	Type the vendor code from the original order, including suffix if applicable.
REFERENCE ORDER	Type the transaction code (**PC** or **PD**) and the Purchase Order Number.
RECEIVED BY	Type the date goods were received (month and day) and your name.
CARRIER	Type **DPT** if the goods were received in your department. Type **REC** if the goods came through receiving.

Completing a Partial Receiver

When only part of the goods on an order have been received and payment is required on that part, a partial receiver is done.

The following example is used to illustrate the process for completing a partial RC:

> You received the workout shorts and hamstring gridles you ordered from Champion Products, but the jerseys have not come in yet. The order is correct and you have verified from the Off-Campus Order by Document Open Tables which order lines correspond to the items you have received. You need to create a partial receiver for the shorts and girdles.



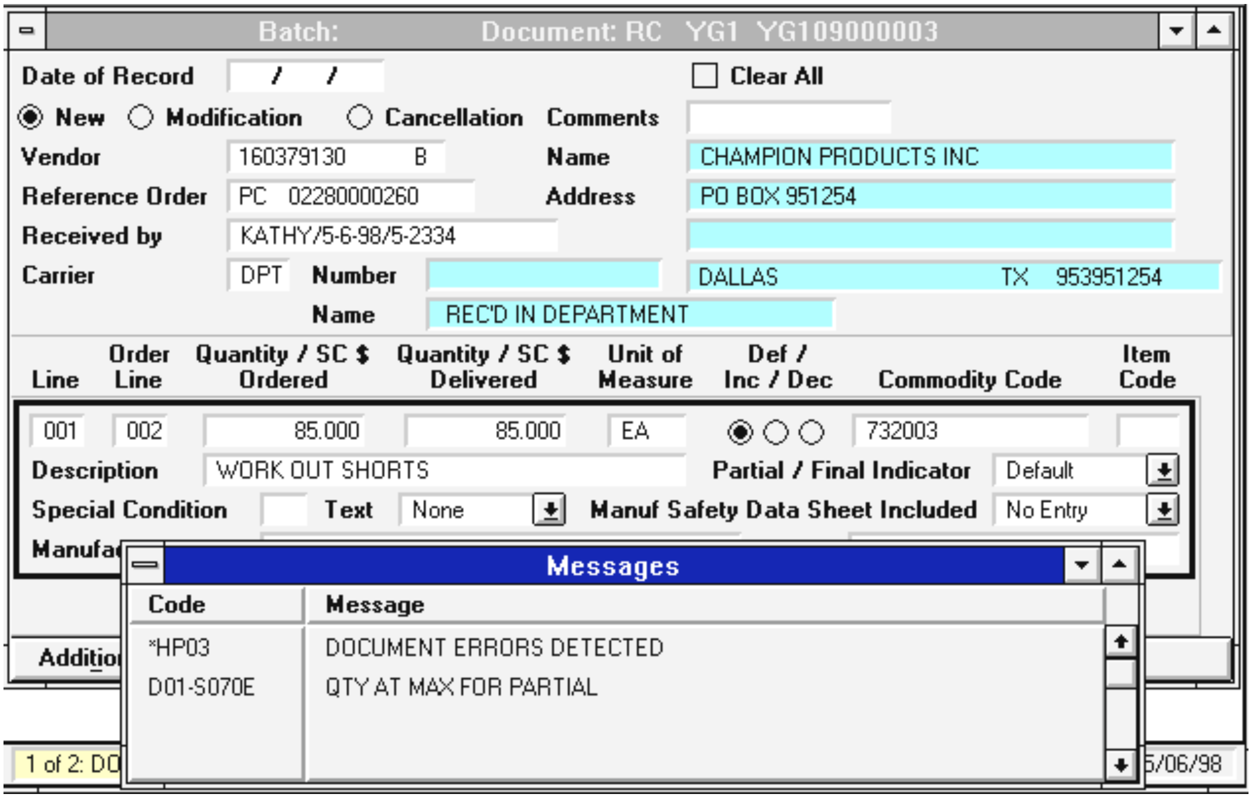
- ♥ Complete per instructions on the following page.
- ♥ Perform the **Edit** process.
- ♥ Approve and process the document on-line.

Complete only the fields indicated below:

Header Information:

RECEIPT DATE	System Generated at the time the document is processed.
CLEAR ALL	Leave **blank.**
(DOCUMENT ACTION)	Ensure that NEW is indicated because this is an original transaction. 
COMMENTS	Optional.
VENDOR	Type the vendor code from the original order, including suffix if applicable.
REFERENCE ORDER	Type the transaction code **(PC** or **PD)** and the Purchase Order Number.
RECEIVED BY	Type your name, the date the goods were received, and your phone number.
CARRIER	**Type DPT** if the goods were received in your department. **Type REC** if the goods came through receiving.
LINE	Type a number to distinguish this receiver line from all others on this document. Start with **001**.
ORDER LINE	Type the line number from the original order for the item received.
QUANTITY / SC$ DELIVERED	Type the quantity of units received including 2 decimal places.

RC Document



If you receive the message “QTY AT MAX FOR PARTIAL”:

- ♥ Click on the **PARTIAL / FINAL INDICATOR** field.
- ♥ Change the field from DEFAULT to **FINAL**. This will finalize <u>this line</u> only.

♥ Click on:

Toolbar	Key	Menubar
	F8	PROCESS: RUN

Note: If you receive the message “The document has been accepted” your document was processed successfully.

Canceling an RC Document

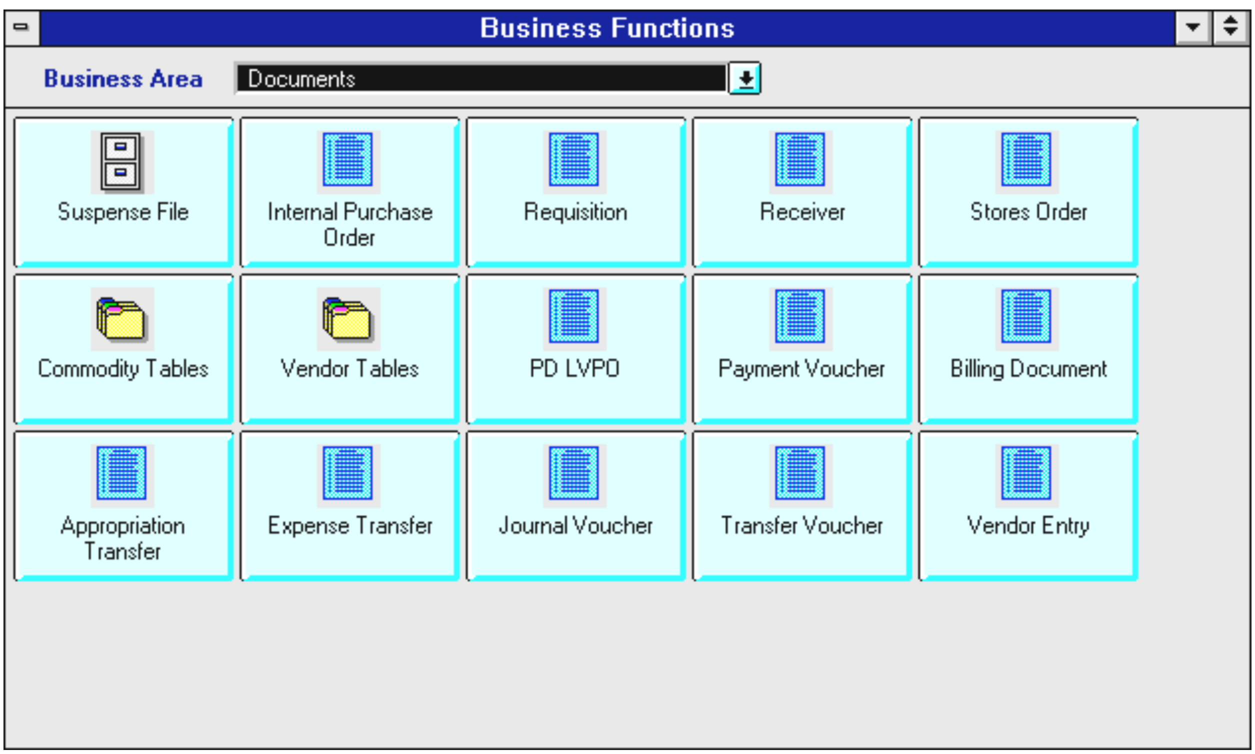
When a receiver has already been processed against a PD document that you wish to modify or cancel, you must cancel the receiver before the PD may be modified. *(See the sections on "Off-Campus Orders by Document" and "Document History" in the* Advantage Open Tables *booklet for further information on how to look up PD documents.)*

To process an RC cancellation, you will need to know:

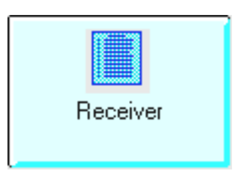
- The original **RC document number**.
- The **vendor code, including address indicator if applicable,** used on the PD and RC documents.

The following example is used to illustrate screen-by-screen the process for canceling an RC:

> The Biology Department needs to cancel a PD document that went out to the wrong vendor. They had already processed the receiver for the goods, so they need to cancel the original RC document in order to proceed with the PD cancellation.



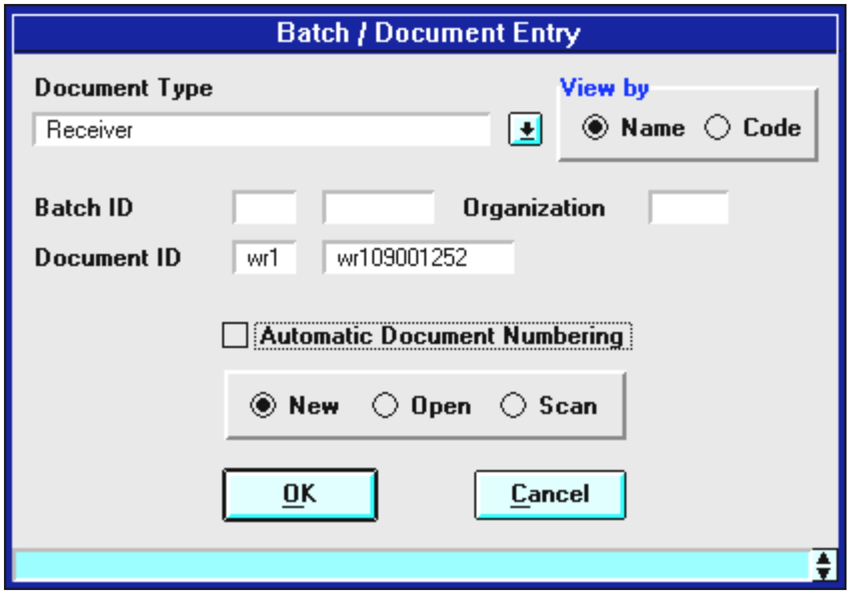
To begin a Receiver cancellation from the Business Functions Documents window:

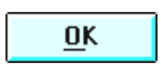
Click on the 

button.

Canceling a Receiver

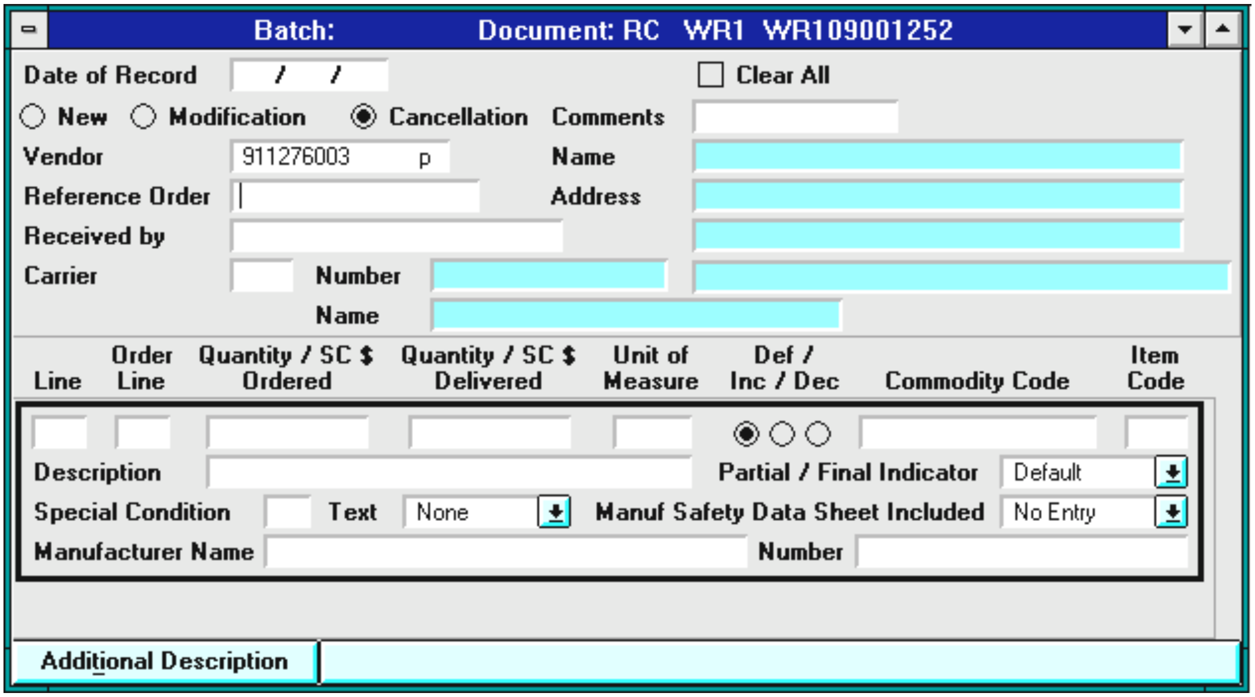
The Document Entry Window for Receivers will appear.



- Click in the **Document ID** field.
- Type the three character **AGENCY CODE** from the original receiver in the (e.g., wr1) in the first box after **Document ID.**
- Type the 11-character **DOCUMENT NUMBER** of the original receiver in the second box after **Document ID** (e.g., wr109001252).
- Ensure that **New** is marked.
- Click on: 

Canceling a Receiver

The Receiver document will appear.



- ♥ Complete per the instructions below.
- ♥ Perform the **Edit** process.
- ♥ Approve and process the document on-line.

Complete only the fields indicated below:

(DOCUMENT ACTION) Click on **Cancellation** since you are canceling this receiver.

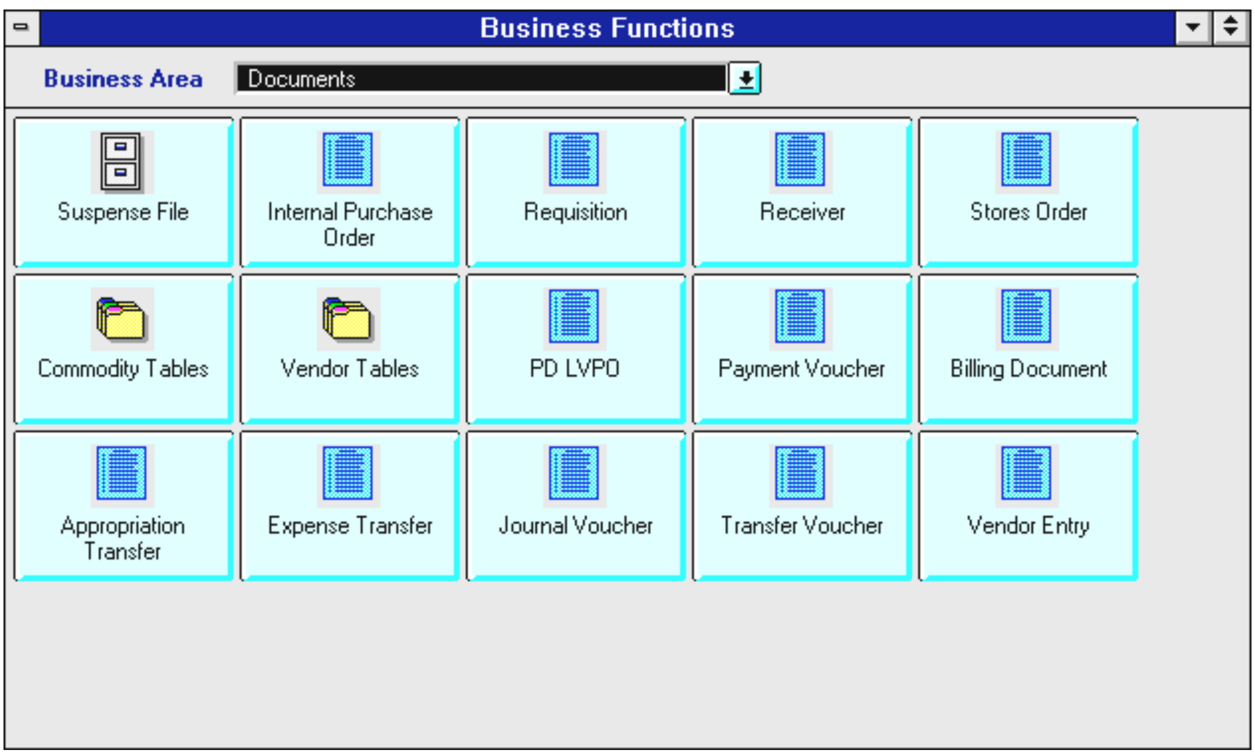
VENDOR Type the vendor code from the original RC.

RX Document Preparation

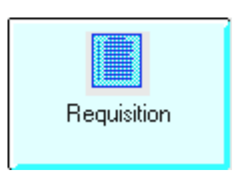
Before starting an RX, you need the following information:

- A valid vendor code from the VNAS or VEN2 table for the off-campus vendor from whom you are buying these goods and/or services. If there is no vendor code on-line, you must add the vendor with a VE document before the RX can be processed. If you would like Purchasing to select the vendor for you, you may type 999999999 as the vendor code for Best Vendor.
- The agency/org (account) that is paying for these goods and/or services.
- The unit cost and quantity of each item and/or service you wish to purchase.
- The amount of freight charges, if there will be freight on this order.
- The following example is used to illustrate the process for completing an RX:

> The Music Department wants to buy an $18,000.00 piano from Schroder's Organ and Piano Company. There will be no freight charges on this order.



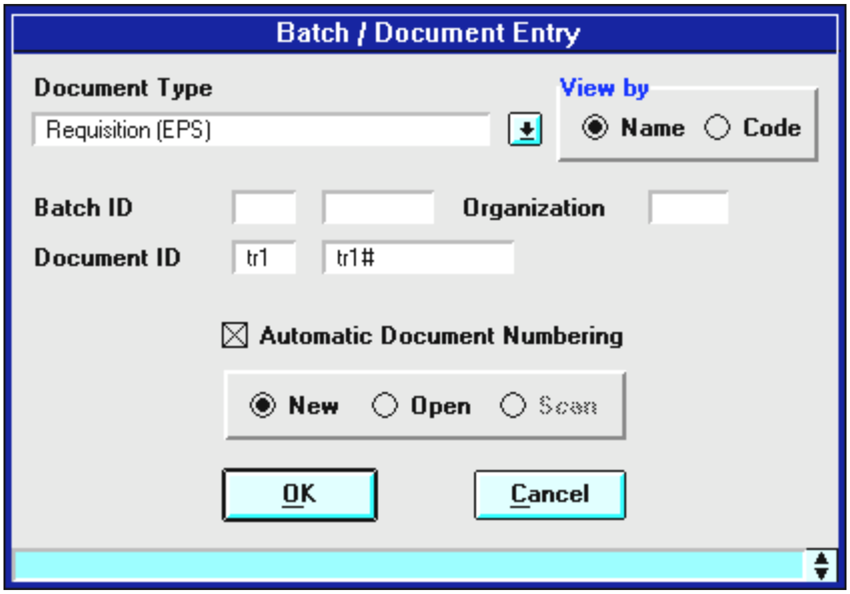
To begin a Requisition from the Business Functions window:

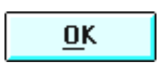
Click on the 

button.

Completing an RX Document

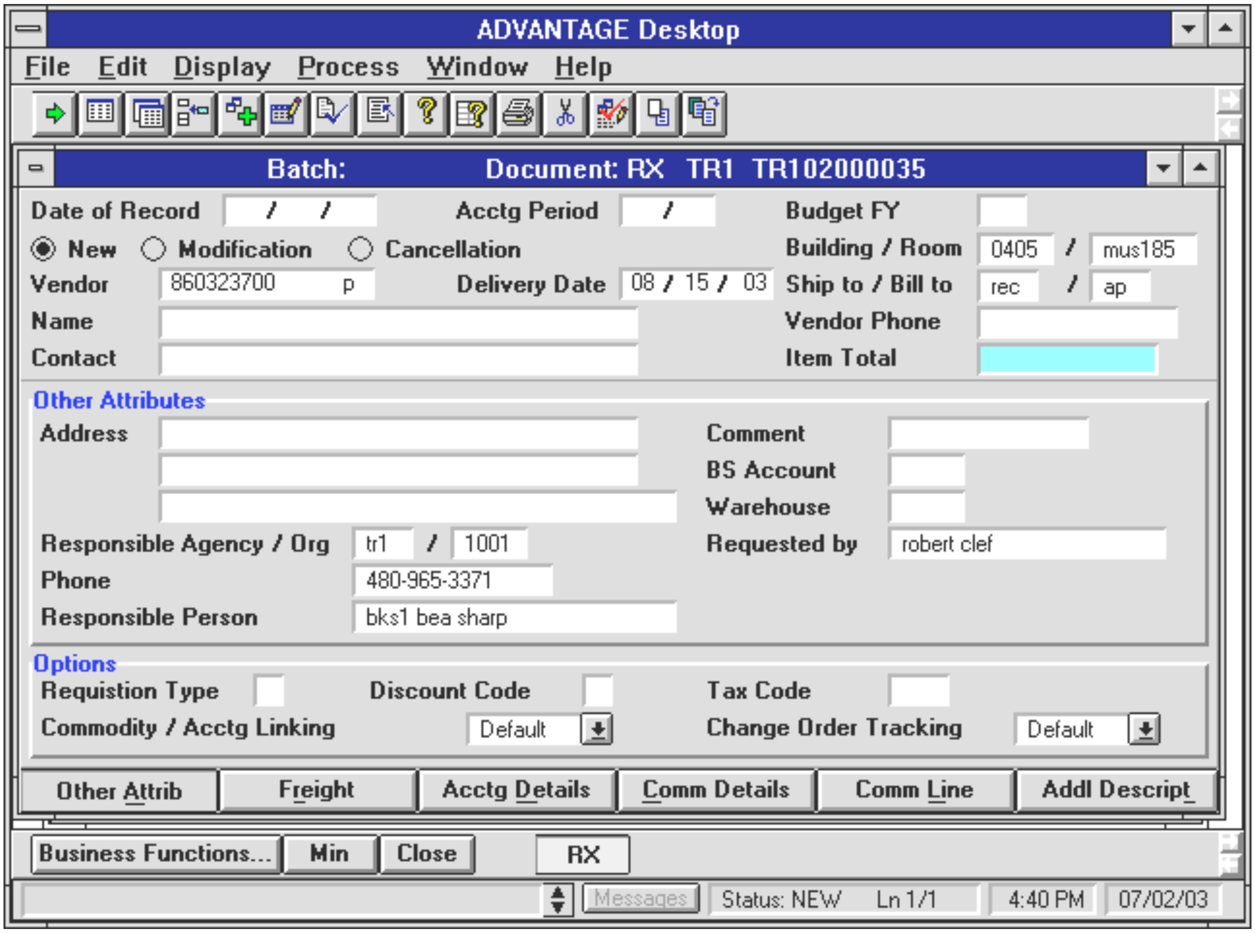
The Document Entry Window for Requistions will appear.



- Click in the **Document ID** field.
- Type your three character **AGENCY CODE** (e.g., TR1) in the first box after **Document ID.**
- Type your three character **AGENCY CODE** and a **#** in the second box after **Document ID** (e.g., TR1#).
- Click on **Automatic Document Numbering**.
- Ensure that **New** is marked.
- Click on: 

Completing an RX Document

The RX document will appear in the Other Attributes view.

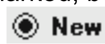


♥ Complete per the following instructions.

♥ Click on: **Comm Details** to continue this document.

Enter data in the following fields only:

Header Information:

DATE OF RECORD	System Generated at the time the document is processed.
(ACTION)	Ensure that NEW is marked, because this is an original transaction. (If not, click the NEW button) 
BUILDING / ROOM	Type the mail code, building, and room number where the goods will be delivered. **NOTE**: The mail code is where the Purchase Order copy will be mailed.
VENDOR	Type a valid vendor code (from VNAS or VEN2 table). If you do not know the code, you may use the Find Code feature to select one. If you want Purchasing to select the supplier for you, type **999999999** to specify Best Vendor.
DELIVERY DATE	Type a realistic date you would like goods delivered. The date must not be prior to today and not after June 30 of the current fiscal year. Remember, it may take the buyers a few days to complete their part of the process, so allow enough time.
SHIP TO / BILL TO	Type **REC** (for Receiving) / **AP** (for Accounts Payable)
ITEM TOTAL	LEAVE BLANK. Calculated by Advantage during the Edit process.

Other Attributes:

RESPONSIBLE AGENCY/ORG	Type the Agency/Org to be charged for the goods/services.
PHONE	Type your full phone number, including area code.
RESPONSIBLE PERSON	Type the 4-character Advantage userid, one space, and the name of the person completing this document, as shown on the previous page.
COMMENT	Required when this requisition is for a Blanket order: Type **BLANKET**. Otherwise leave blank or select a choice from the list on the next page.
REQUESTED BY	Type the name of the person requesting the goods or services.

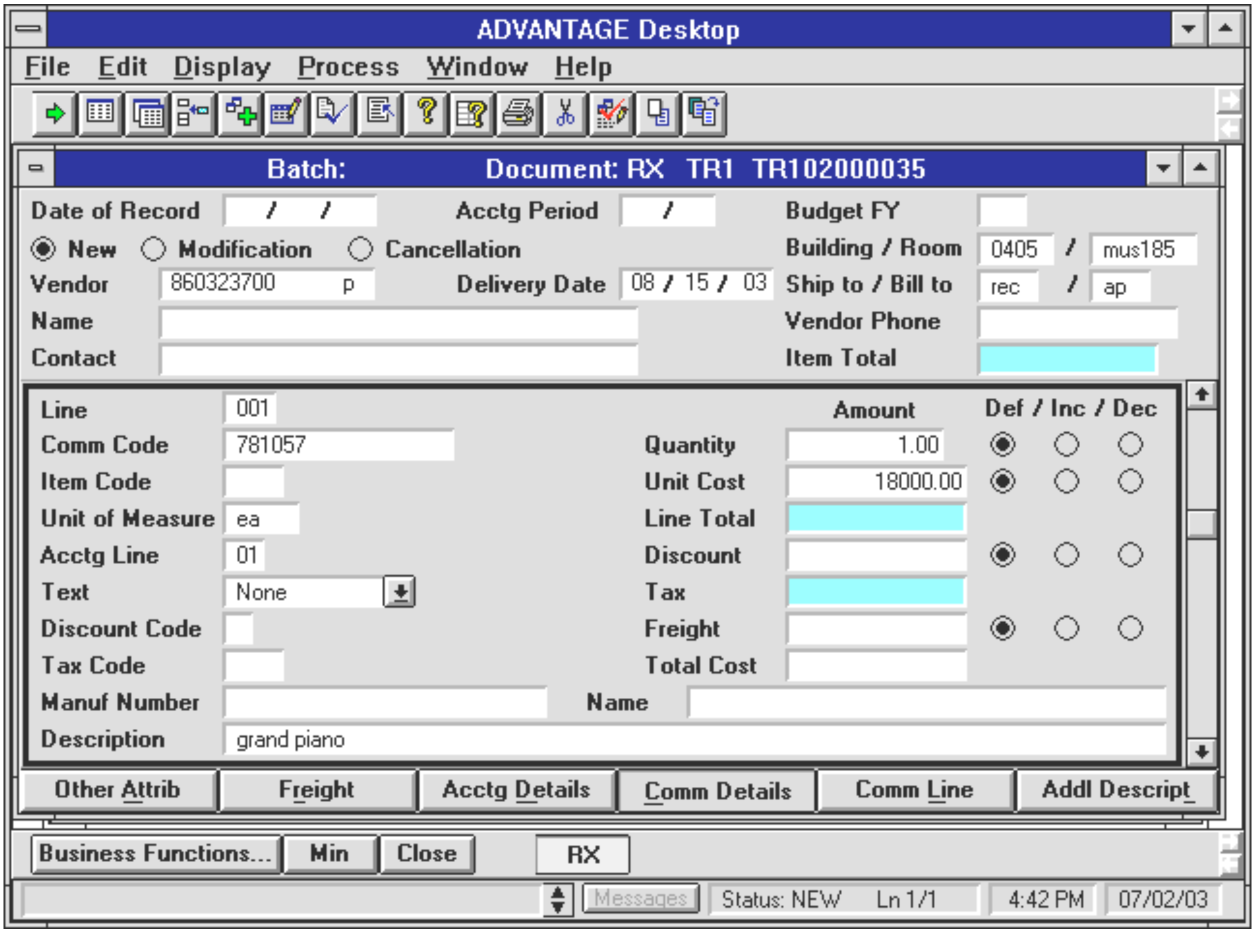
RX COMMENTS Field Options

When filling out an RX there are several options for the COMMENTS field. Each option indicates a specific message to Purchasing pertaining to the processing of the RX.

Type in the RX COMMENTS Field:	When
Leave Blank	This is an initiating order.
Blanket	The RX is to request the creation of a blanket order.
Confirming	The department has placed a verbal order with the vendor. Purchasing will note "Do not Duplicate" on the Purchase Order.
Check with Order	The department has notified the buyer that merchandise was received. The *original* invoice is forwarded to Purchasing with a screen print of the RX.
Rush	This is a PRIORITY request. The buyer will contact the department to determine if the Purchase order needs to be faxed to the vendor or if a phone order should be initiated.

Completing an RX Document

The RX document will appear in the Commodity Details view:



- ♥ Complete the Commodity Details per the following instructions.
- ♥ Click on: **Acctg Details** to continue this document.

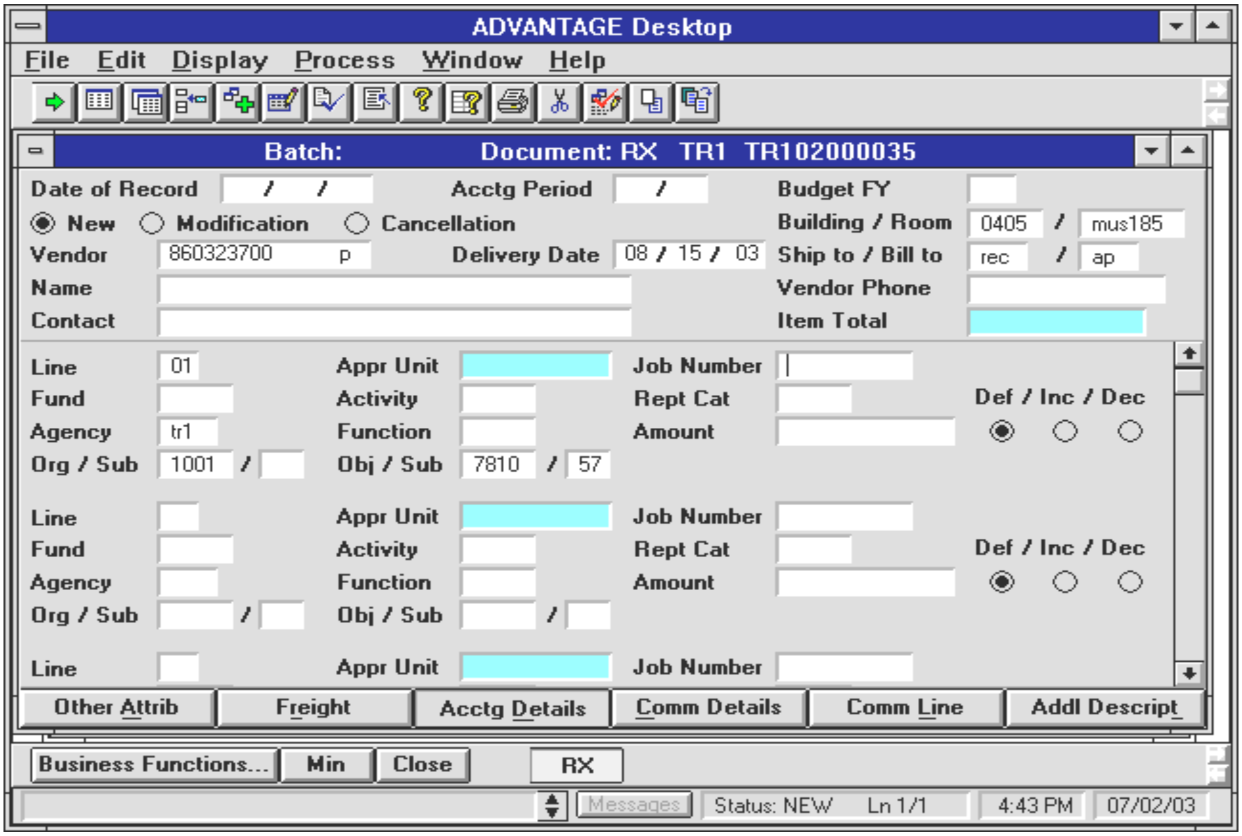
Completing an RX Document

Enter data in the following fields only:

LINE	Type a number to distinguish this commodity line from all others on this document. Start with **001.**
COMM CODE	Type a valid commodity code (from the **CODX** or **COMM** table). If you do not know the commodity code, you may use the Find Code feature to select one.
UNIT OF MEASURE	Type a valid code (from the **UNIT** table). If you do not know the unit of measure code, you may use the Find Code feature to select one.
ACCTG LINE	Type the line number (e.g., 01) of the accounting line this commodity line is going to reference.
TEXT	Select **NONE** if no additional description is requested or select **CUSTOM** if additional description is requested.
MANUF NUMBER	Type the vendor's catalog number for this item, if applicable.
DESCRIPTION	If this is a blanket order, type a description of the services being ordered in the following format: **FY##** (e.g., 99, 00) **blanket for** [insert description of services here]**.** Otherwise, type a description of the goods or service requested (60 characters long).
QUANTITY	Type the quantity required with 2 decimal places.
DEF/INC/DEC	Ensure that **DEF** (for default) in marked for original entry. (If not, click the DEF button) IND/ DEC is used ONLY for modification. 
UNIT COST	Type the cost per unit including decimal points.
TAX	LEAVE BLANK. Calculated by Advantage during the Edit process.
FREIGHT	LEAVE BLANK. Calculated by Advantage during the Edit process.
TOTAL COST	LEAVE BLANK. Calculated by Advantage during the Edit process.

Completing an RX Document

The RX document will appear in the Accounting Details view.



- ♥ Complete the Accounting Details per the following instructions.
- ♥ Perform the **Edit** process.

Enter data in the following fields only:

LINE Type a number to distinguish this accounting line from all others on this document. Start with **01.**

AGENCY Type the Agency code to which this item is being charged.

ORG / SUB Type the Org code to which this item is being charged / Suborg code if applicable.

FUNCTION Type the Function code (Reporting Category) if applicable.

OBJ / SUB Type the first 6 digits of the commodity code being ordered.

AMOUNT LEAVE BLANK. Calculated by Advantage during the Edit process.

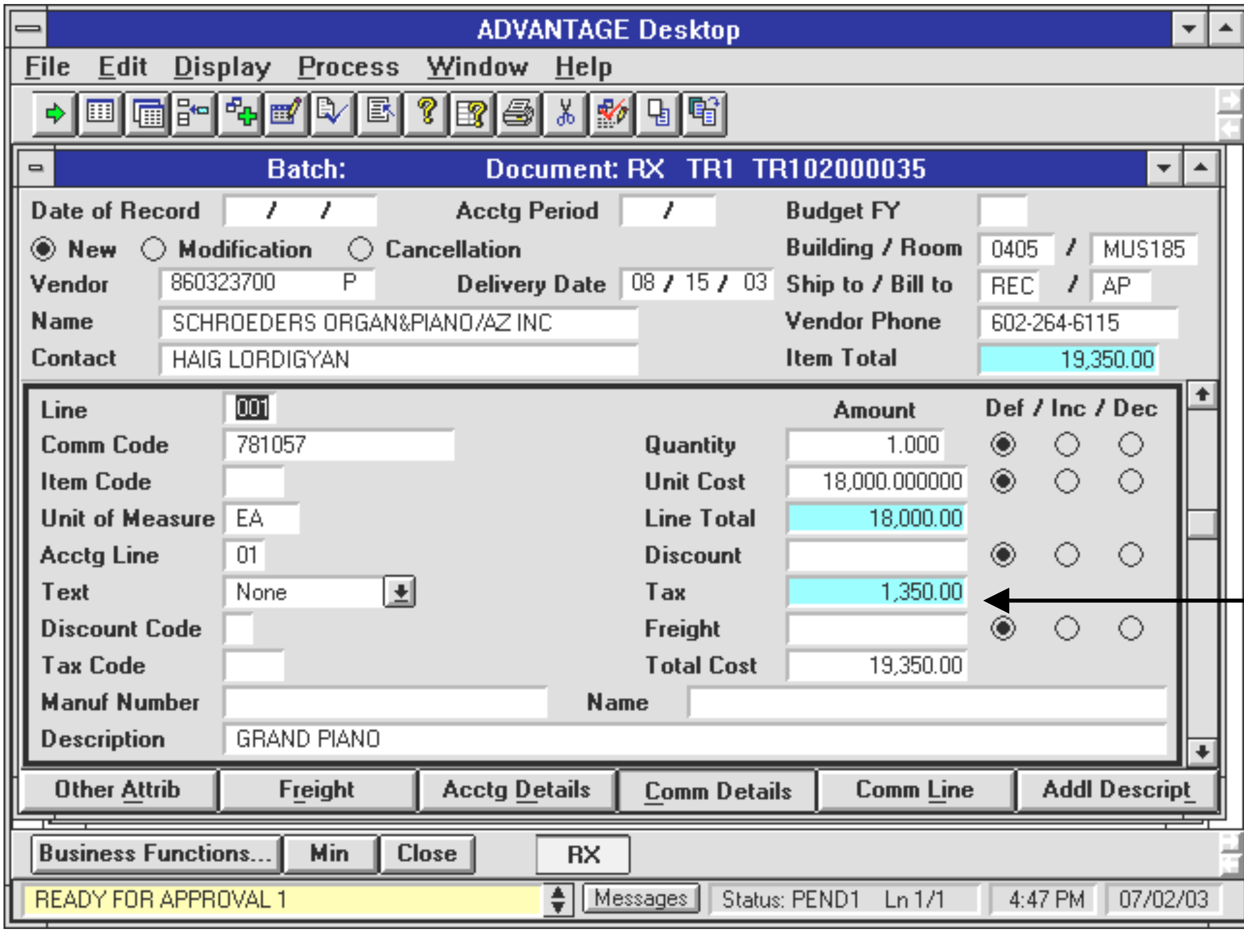
DEF/INC/DEC Ensure that **DEF** (for default) is marked for original entry. (If not, click the DEF button) INC / DEC is used ONLY for modification.

Note: When all the items are charged to the same agency/org, suborg and function (reporting category), and when the object/subobject codes are the same for all commodity lines, one accounting line is used. Otherwise, separate accounting lines are required to reflect all the different accounting information.

If you have not received the hard copy of the PC (Purchase Order) within seven to ten days, check the RQST table to see if the RX had been turned into a Purchase Order. If the Purchase Order has not been written, call the buyer to see if there is a problem. If the RX does not appear on the RQST table, check the Suspense file to see if the document is still on Suspense. If it is, retrieve the document and check to see why it did not process.

Completing an RX Document

RX Document after the Edit Process – Commodity Details View



♥ When the Edit Process is completed on an RX document, the appropriate tax for the vendor is added to the document and the line Total Cost is displayed.

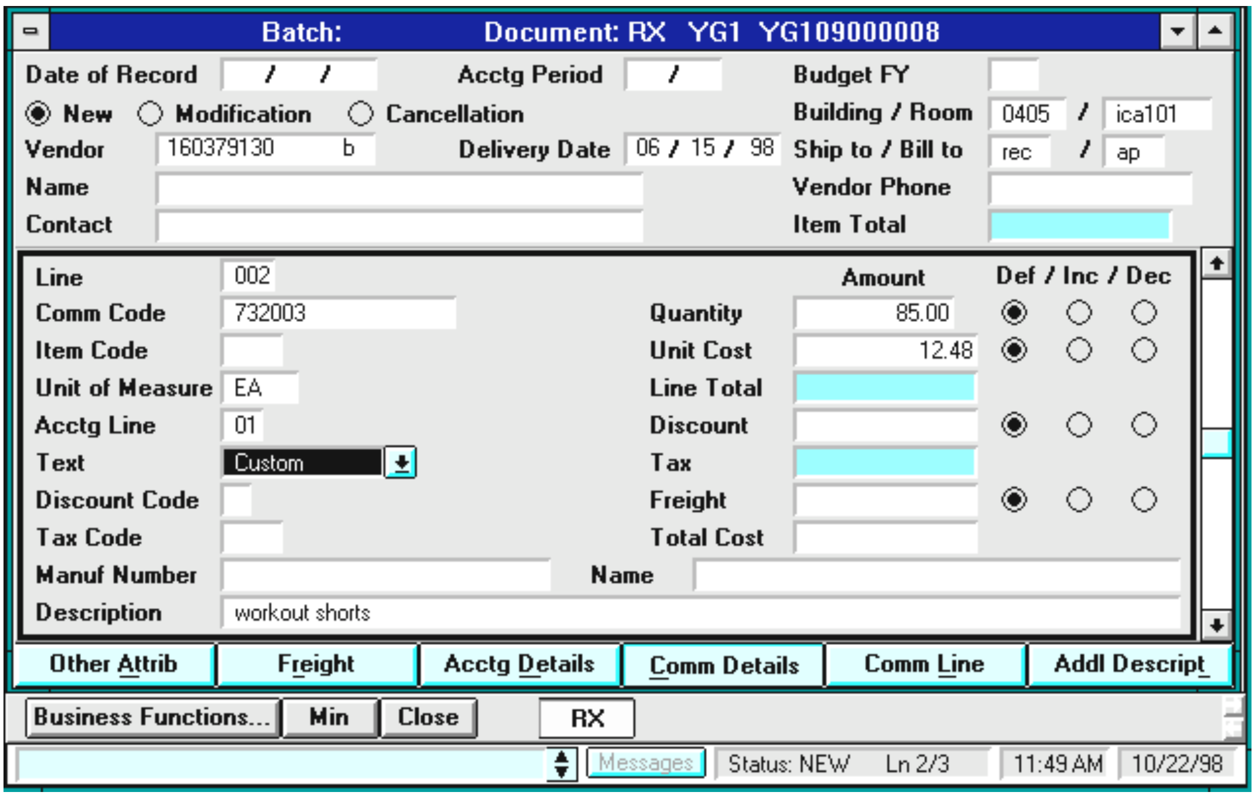
RX Document with Additional Description

If the description of the goods or services being ordered is longer than the description field on this line of the RX, additional description can be used.

The following example is used to illustrate the process for adding additional description to an RX:

> You need to order 64 practice jerseys, 85 pairs of workout shorts, and 24 gold hamstring girdles for the ASU Basketball team from Champion Products. The shorts will have the basketball logo on the left leg and the player's number on the right. There will also be some extra pairs of shorts with no player numbers on them.
>
> The practice jerseys are $15.92 each, the work-out shorts are $12.48 each, and the hamstring girdles are $12.56 each.
>
> The description line of the RX is too short to include a complete description of what is to be put onto the basketball shorts, so additional description is used to convey this information to Champion Products.

You have already completed the Other Attributes, Accounting Details, and Commodity Details information on the RX, and are in the document in the Commodity Details view.

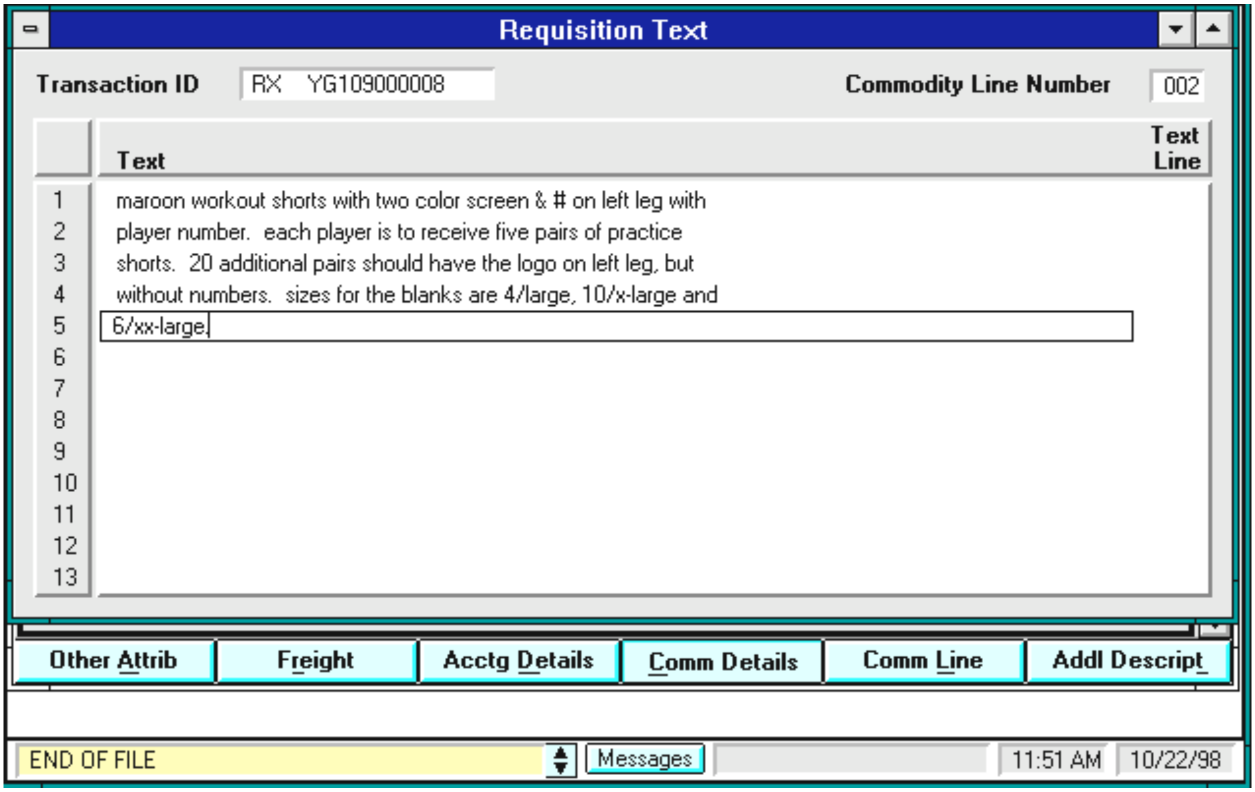


To add Additional Description to a particular commodity line:

- ♥ Click on the line you wish to add Additional Description.
- ♥ Change the **TEXT** field from NONE to **CUSTOM**.
- ♥ Click on: **Addl Descript** to move to the Additional Description view.

RX Document with Additional Description

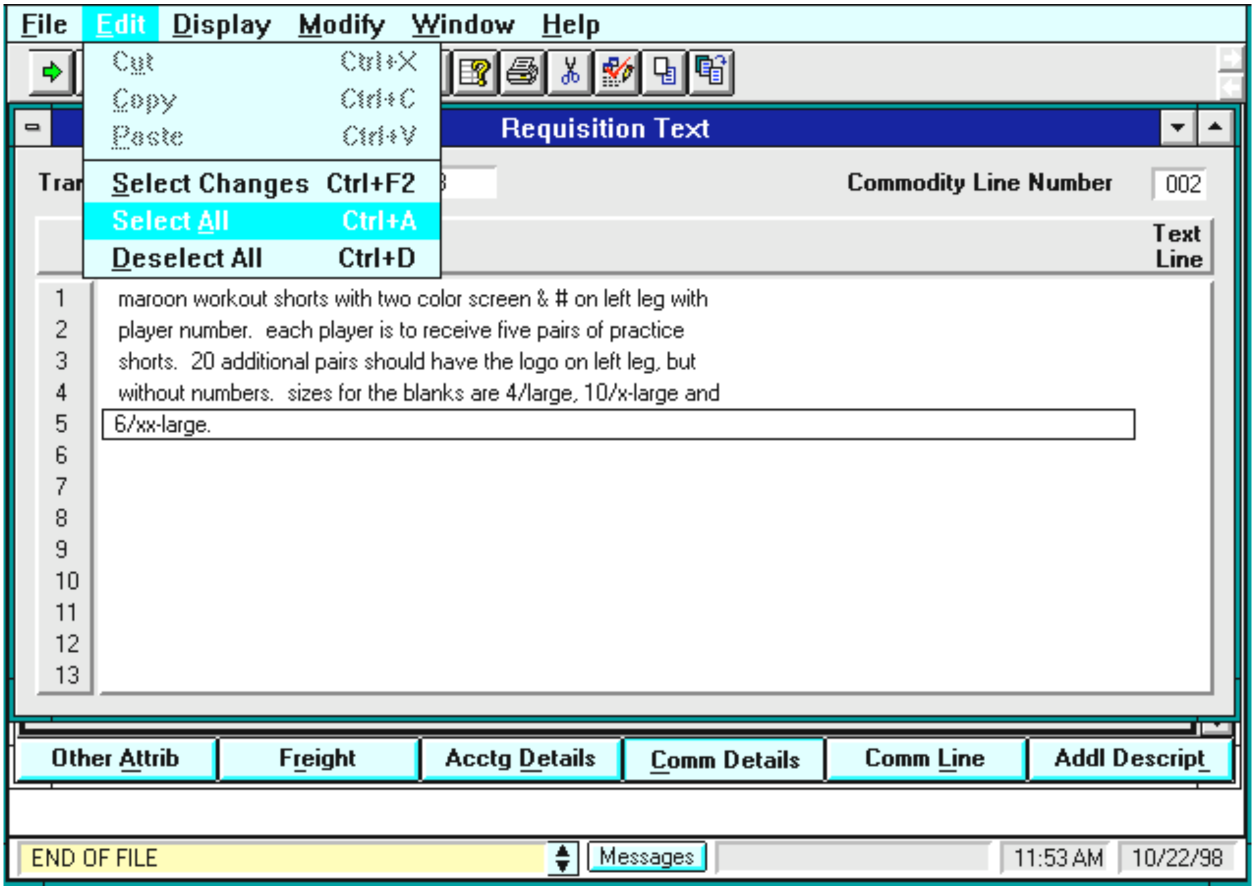
The Requisition Text (RXTX) window will appear with a blank screen. Complete the screen according to the following directions.



- ♥ Verify that the **TRANSACTION ID** field contains the desired RX document ID to which you want to attach the additional description.
- ♥ Verify that the **COMM LINE NUMBER** is the desired commodity line from the RX to which you want to attach the additional description.
- ♥ Click on the beginning of the Text field.
- ♥ Type the desired text, skipping the **TEXT LINE** field. (off to the right)

  Note: Each line of the Text Field is 70 characters long.

RX Document with Additional Description

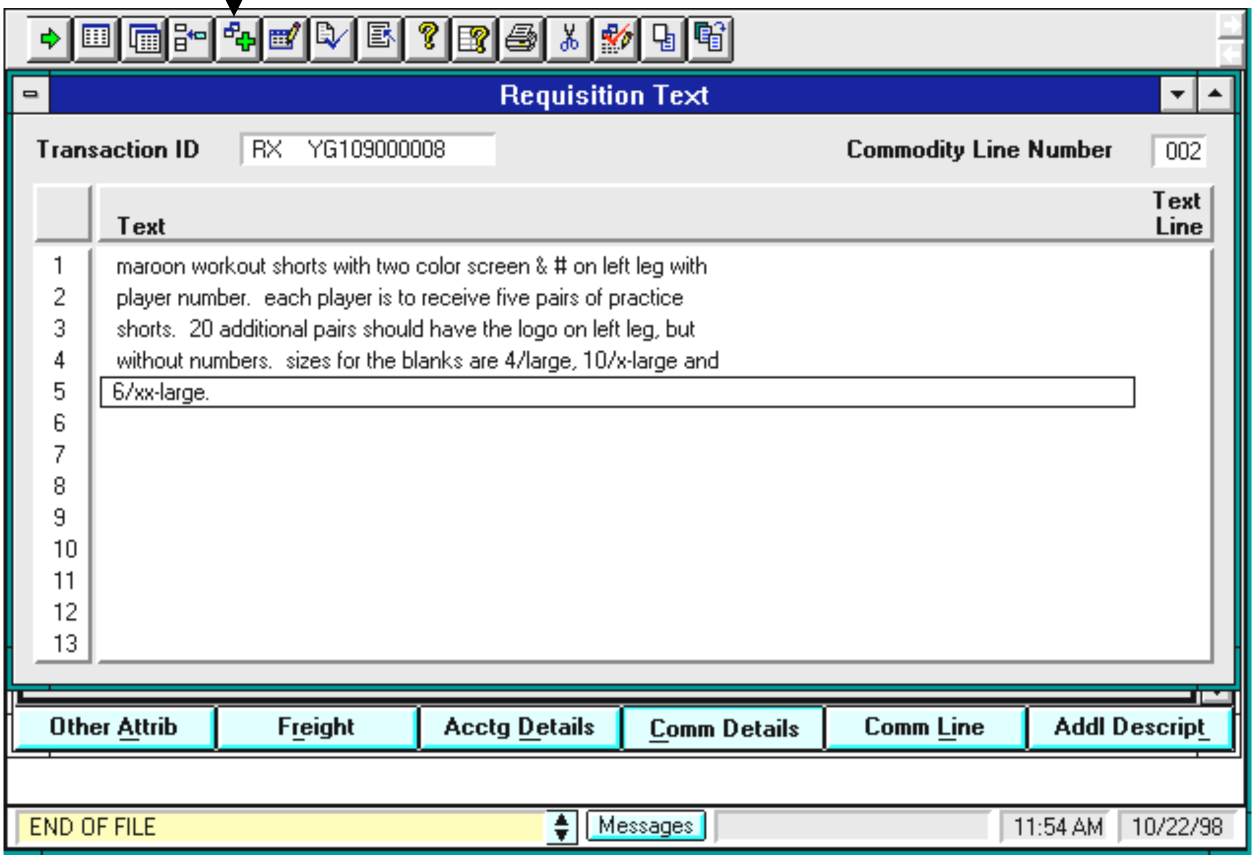


When finished typing text:

	Key	Menubar
♥ Click on:	Ctrl + A	EDIT: SELECT ALL

RX Document with Additional Description

The screen will refresh with all description lines selected.

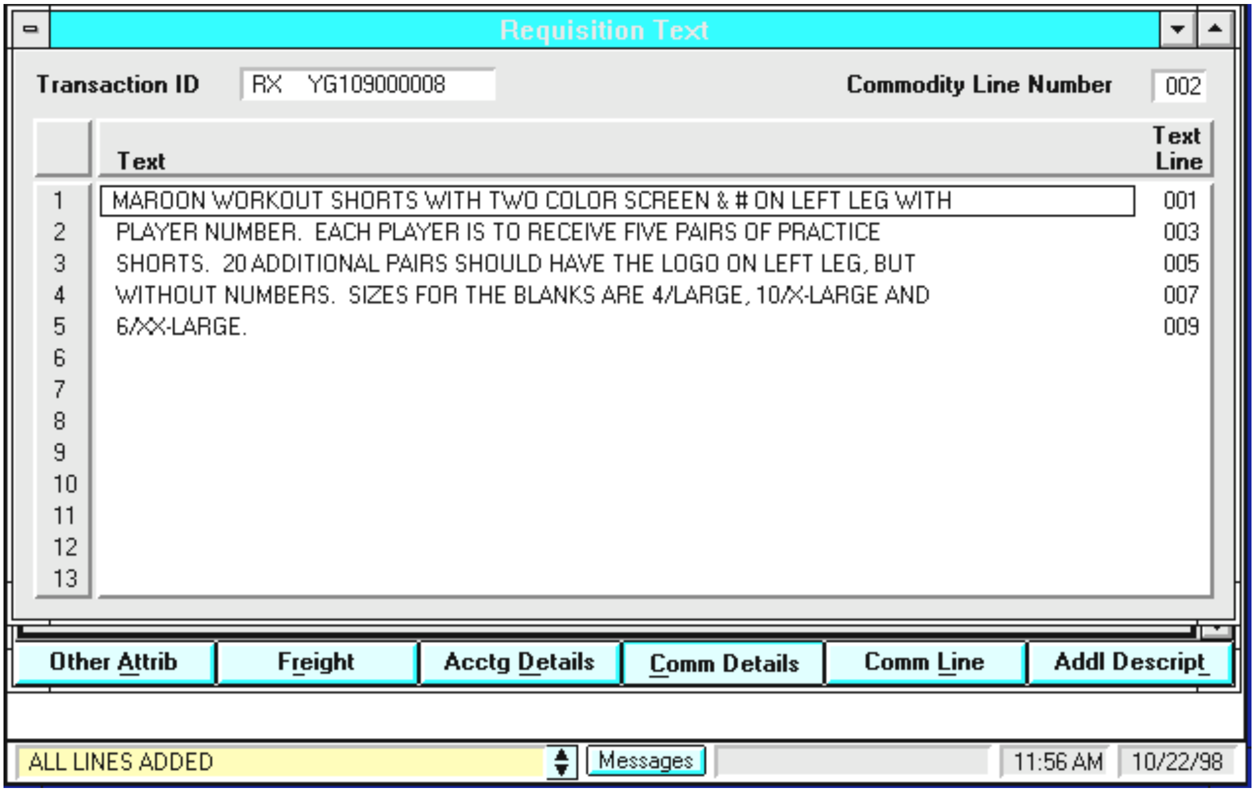


To add the selected text:

	Toolbar	Key	Menubar
♥ Click on:		F6	MODIFY: ADD

RX Document with Additional Description

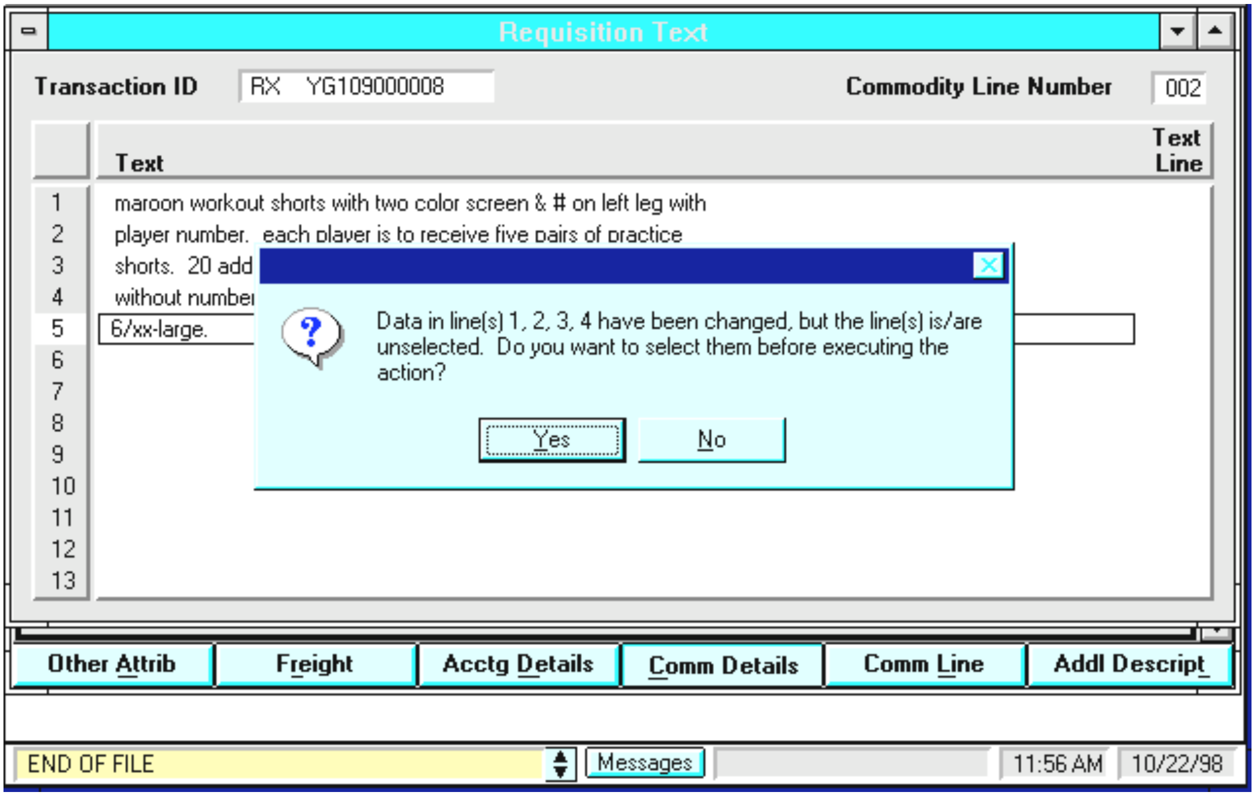
The screen will refresh showing the added text.



♥ Confirm the "**ALL LINES ADDED**" message at the bottom of the screen.

RX Document with Additional Description

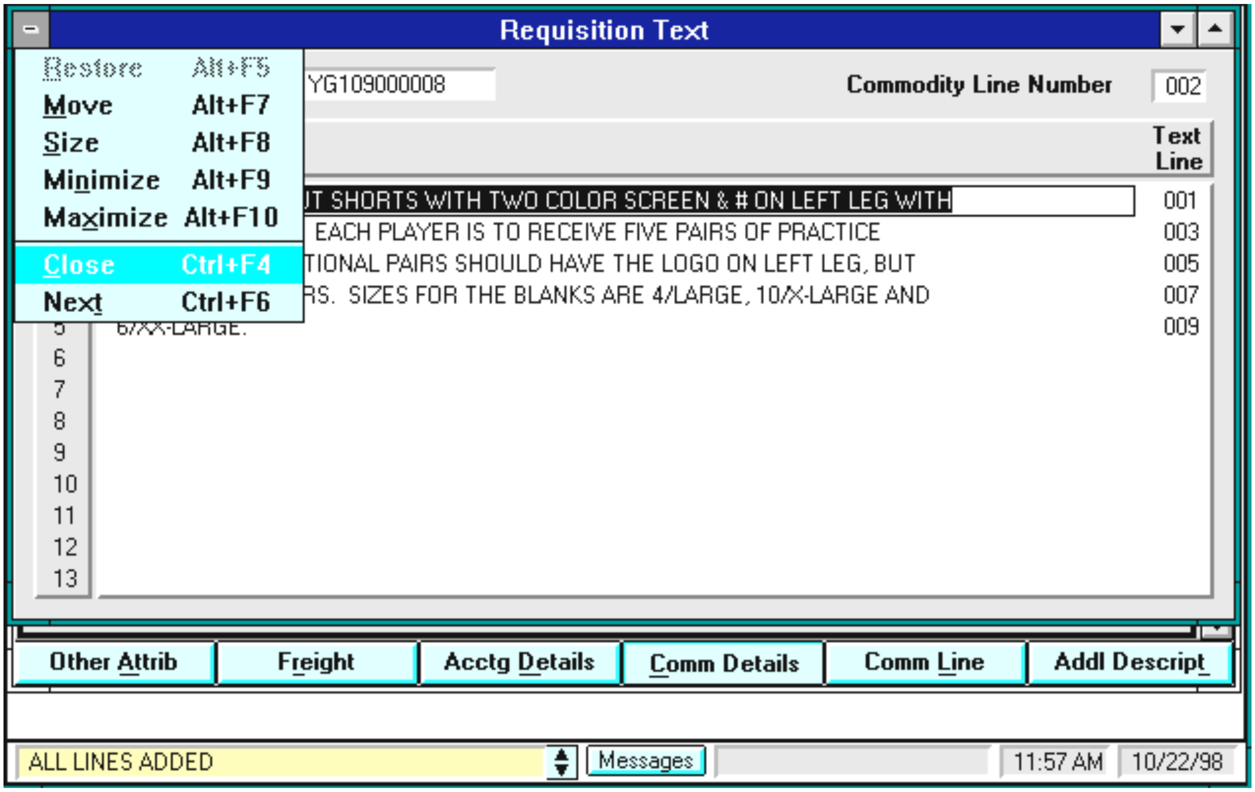
If the screen looks like this:



- Click on **YES** to add all the text lines to the Requisition Text Table.

RX Document with Additional Description

After adding text to the table:



To return to the RX document:

♥ Close the window by clicking on the hypen (**-** box) in the upper left hand corner of the window. Click on CLOSE.

You will be returned to the RX document.

♥ Perform the **Edit** process.

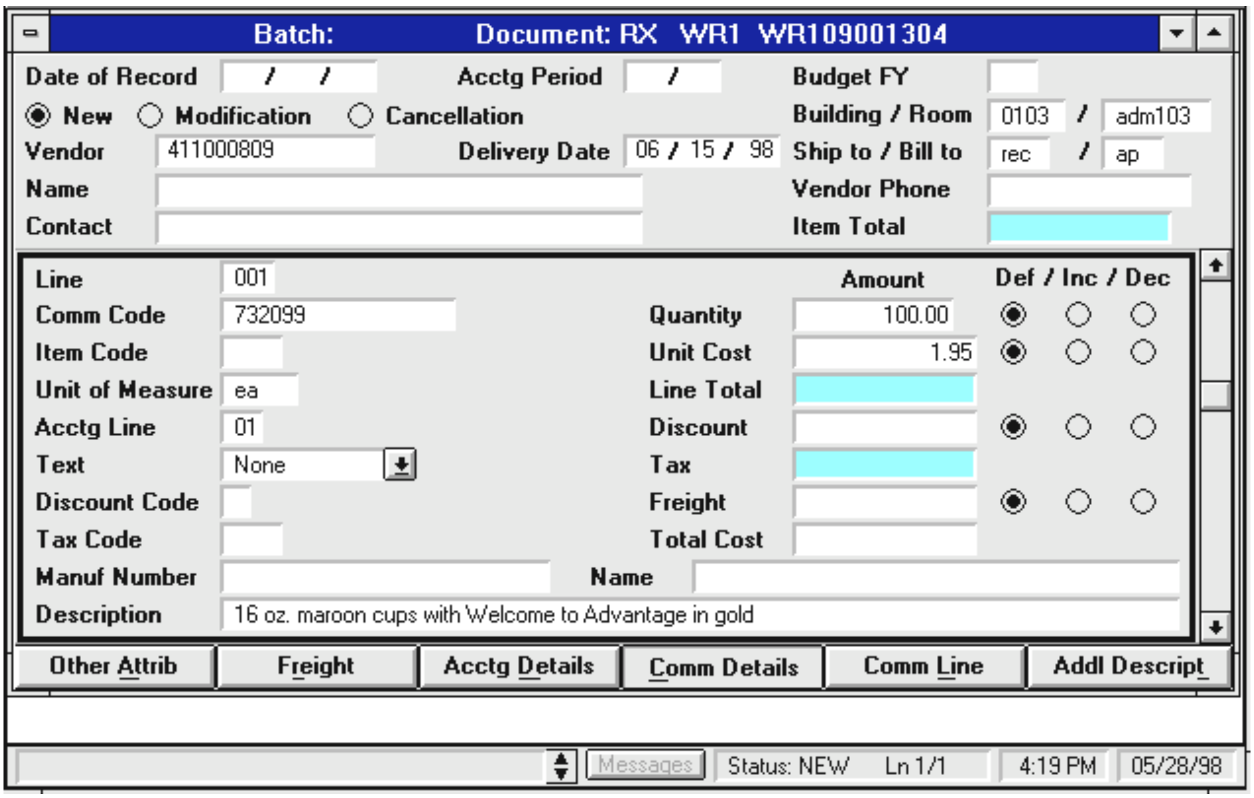
RX Document with Freight Charges

Freight charges are entered on an RX document in the Freight View.

The following example is used to illustrate the process for including freight on an RX:

> You are ordering 100 maroon cups with "Welcome to Advantage" printed on one side in gold. The cups cost $1.95 each and there is a shipping charge of $13.00 on this order.

You have completed the Other Attributes, Accounting Details, and Commodity Details information on the RX and are in the document in the Commodity Details view.

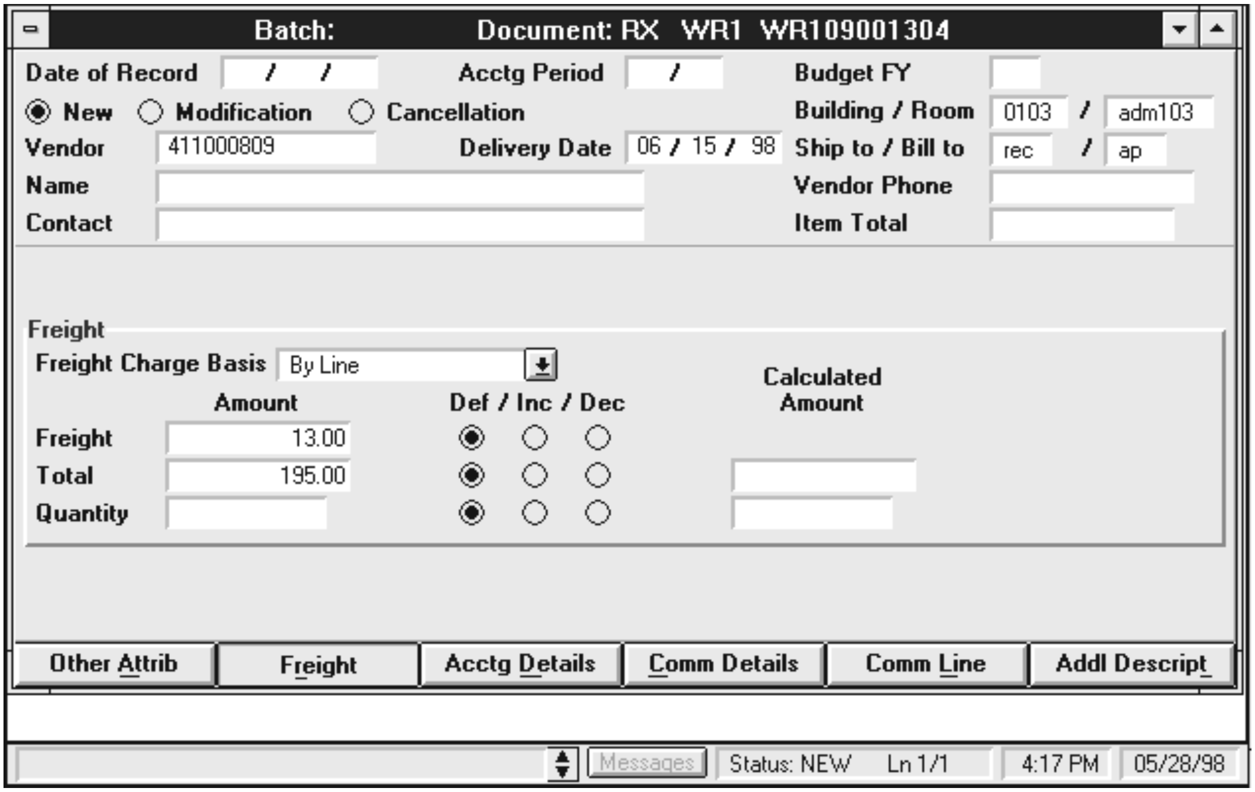


To include freight charges on this order:

♥ Click on: **Freight** to enter freight information.

RX Document with Freight Charges

The RX will appear in the Freight view.



- ♥ Complete the freight view according to the following directions.
- ♥ Perform the Edit Process.

Enter data in the following fields only:

Freight Information:

FREIGHT CHARGE BASIS	Using the drop-down menu, select **BY LINE**.
FREIGHT	Type the total amount of the freight charges for this order.
TOTAL	Type the total amount of all commodity lines ***before taxes and freight***.

Inserting and Deleting Lines on an RX

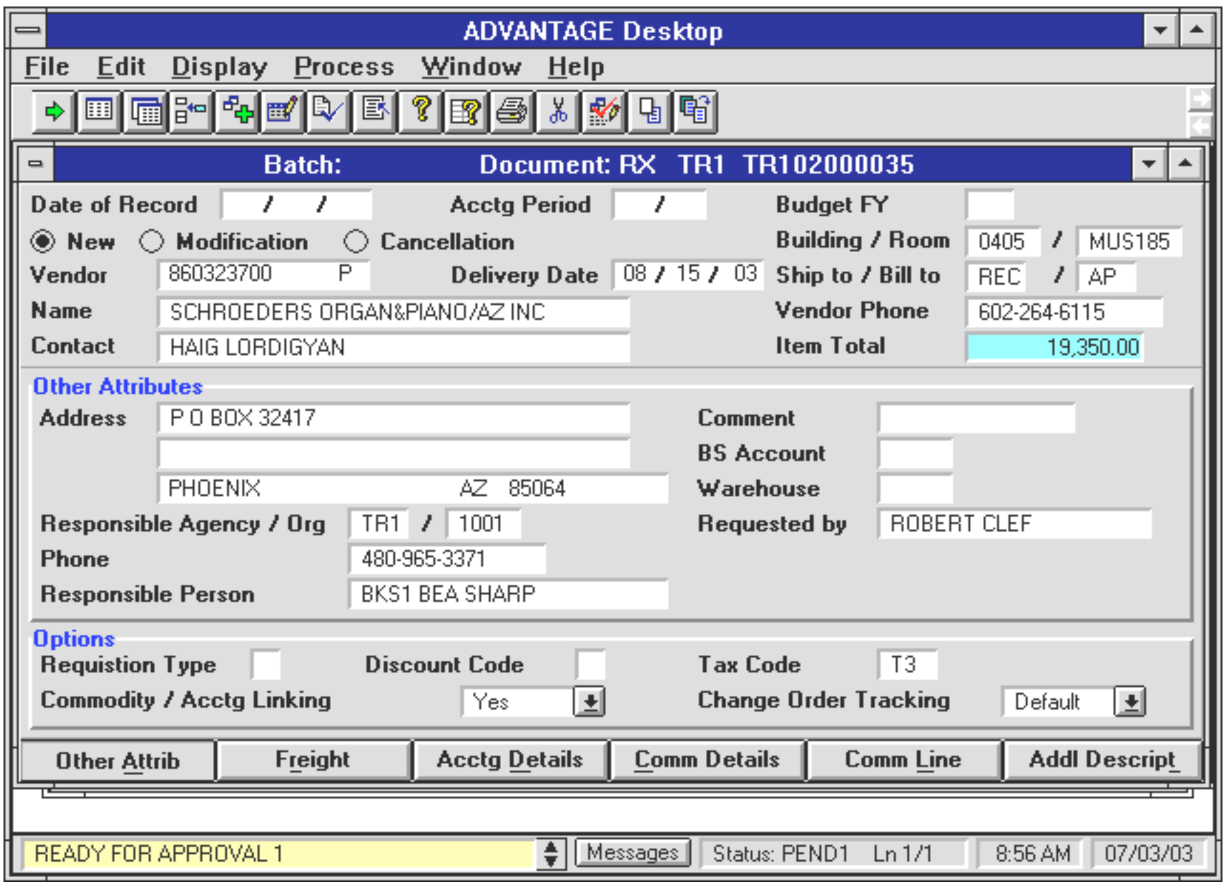
To insert or delete lines on an RX, it must have a status other than ACCPT. If the document has been approved, approvals must be removed before you can do anything else. (Refer to your Quick Reference Card for Removing Approvals or the **Removing Approvals** section of the *Introduction to Advantage Handout*.)

Because the accounting and commodity lines on an RX are tied together by the object/subobject and commodity codes, when you wish to insert a line for an item with a different object/subobject code, you must insert both an accounting and commodity line.

The following example is used to illustrate the process for inserting 2 new lines for items that have different object/subobject codes on an RX document:

> The professor you are ordering the new piano for stopped by the office to ask you to also order a metronome and particular musical score. You look on the Suspense file and find that the RX you created for the piano has not yet been approved. You need to insert 2 accounting lines and 2 commodity lines for the metronome and the musical score.

You retrieve the document from Suspense and it appears in the Other Attributes view:

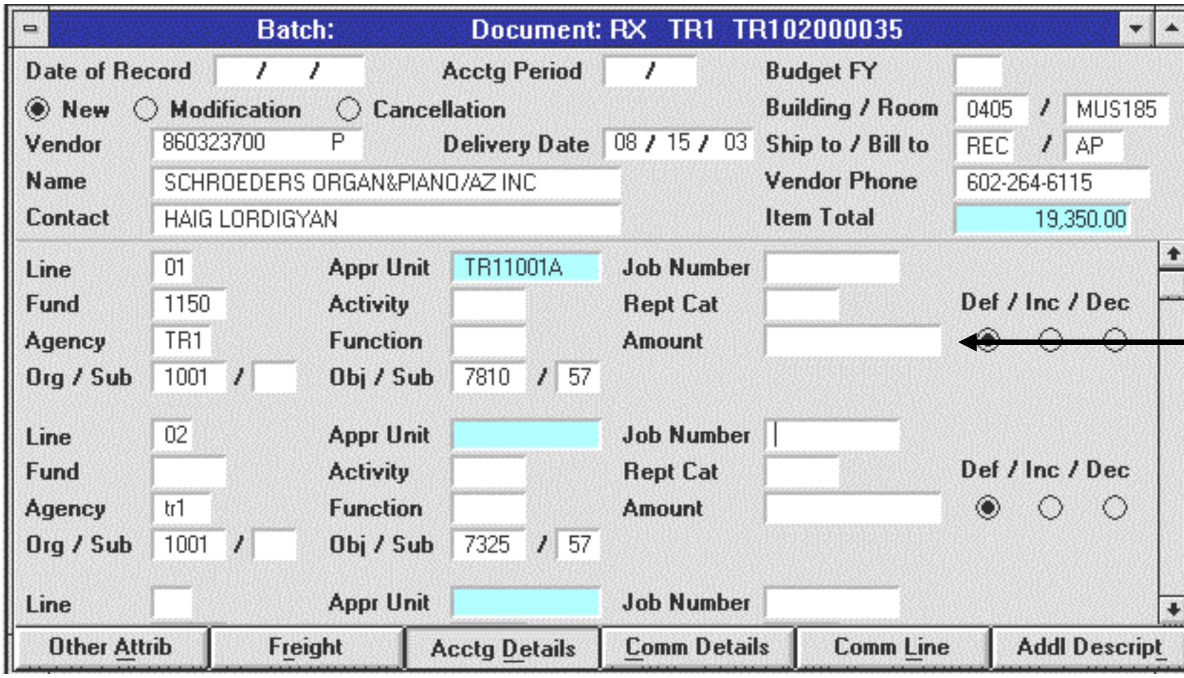


To add the additional items to this order:

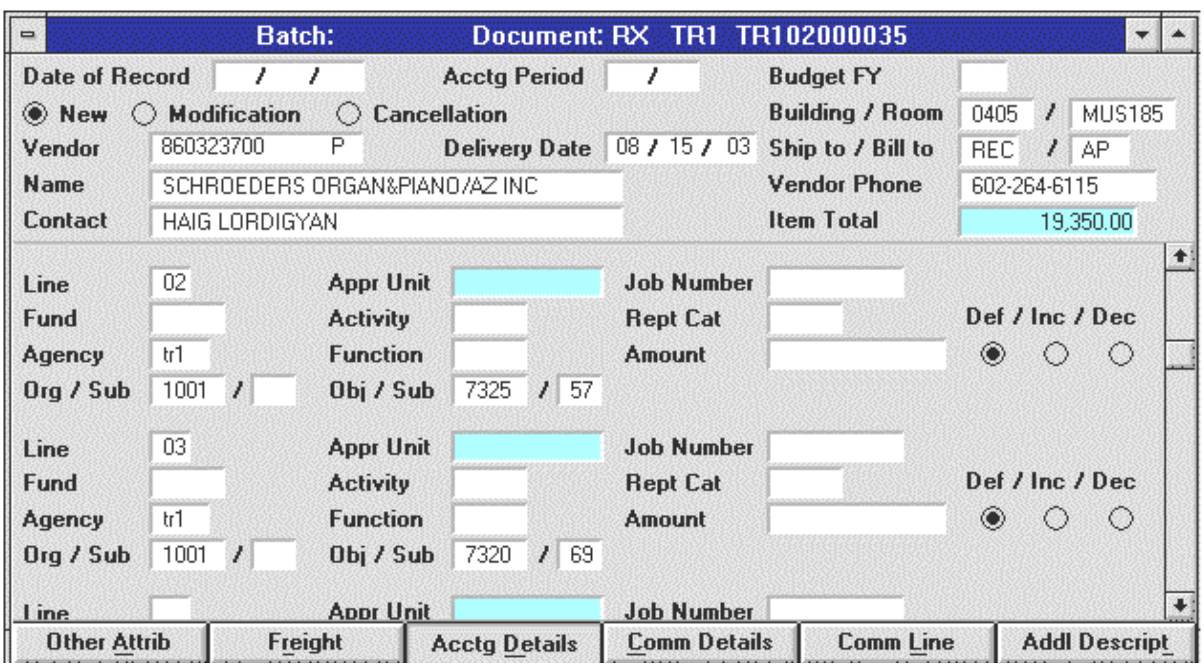
♥ Click on the **Acctg Details** view button.

Inserting Lines on an RX

The RX will appear in the Accounting Details view.



- ♥ Remove the dollar values from the **AMOUNT** field of any existing lines.
- ♥ Complete the additional Accounting lines.
- ♥ If necessary, use the scrollbar to scroll down to additional blank lines, as illustrated below.

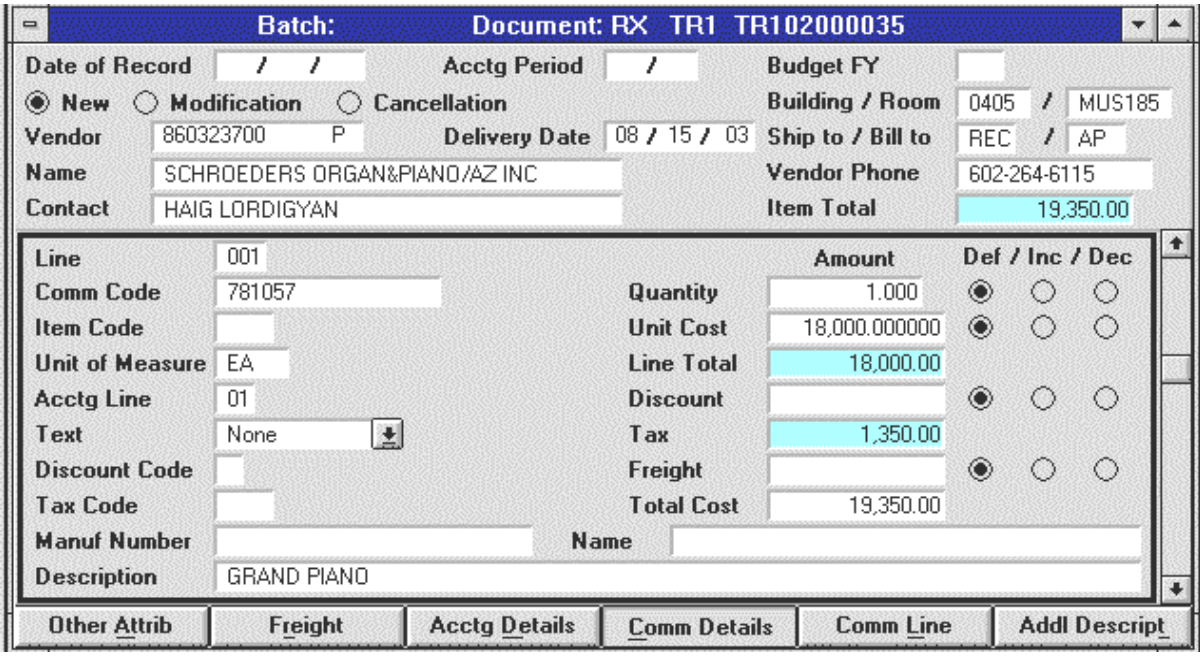


When finished completing the Accounting Line Details:

- ♥ Click on the **Comm Details** view button.

Inserting Lines on an RX

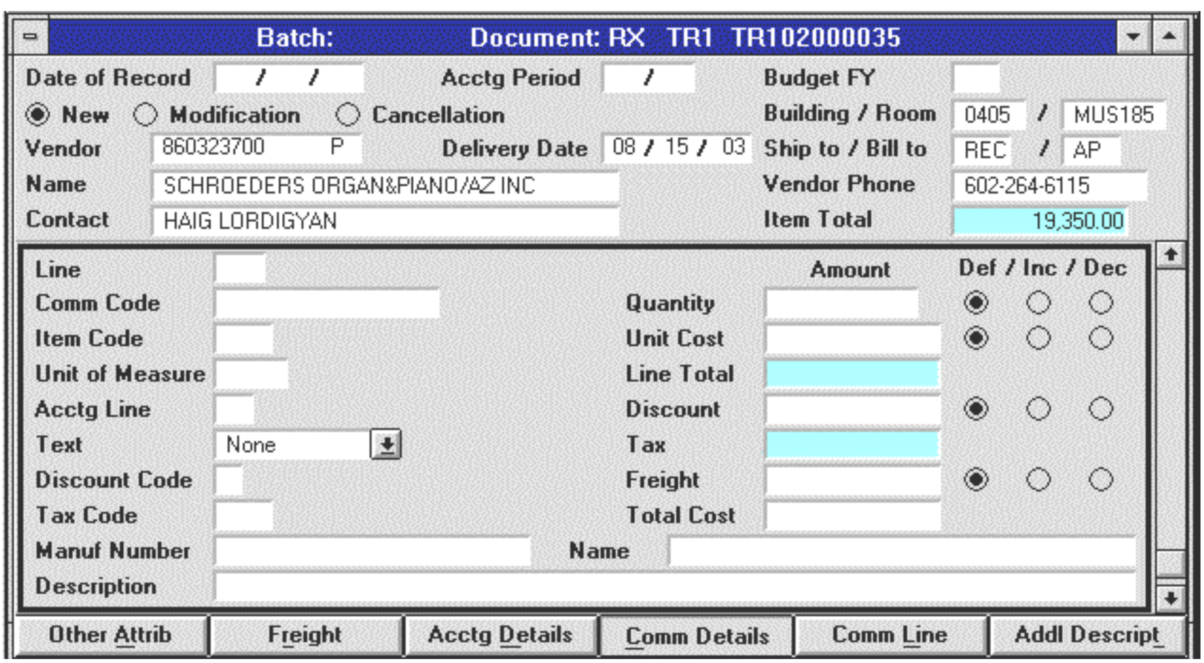
The RX will appear in the Commodity Details view.



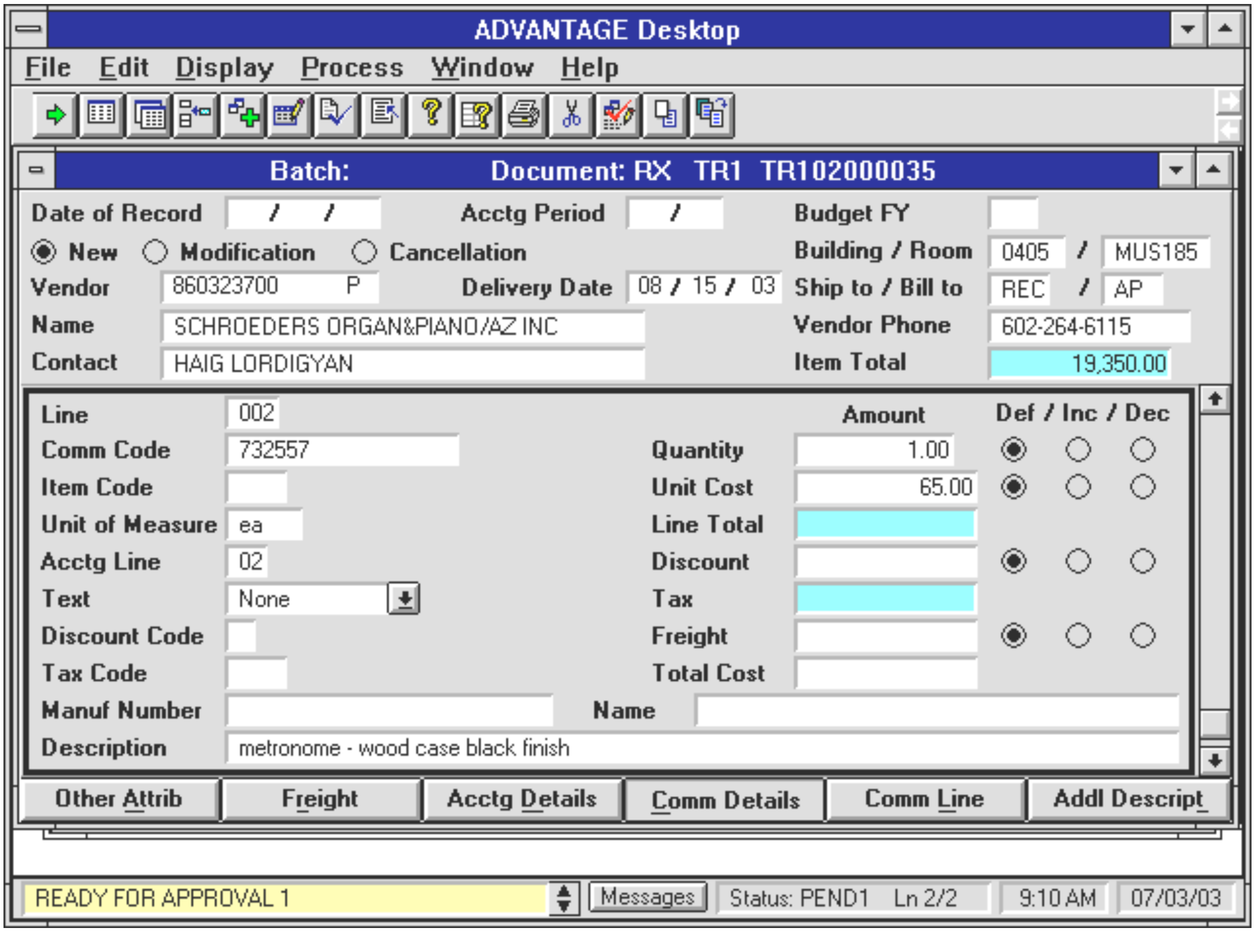
♥ Click on the line you want to insert the new line after.

	Toolbar	Key	Menubar
♥ Click on:		Ctrl + F	EDIT: INSERT LINE AFTER

An additional blank line will appear.

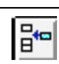


Inserting Lines on an RX



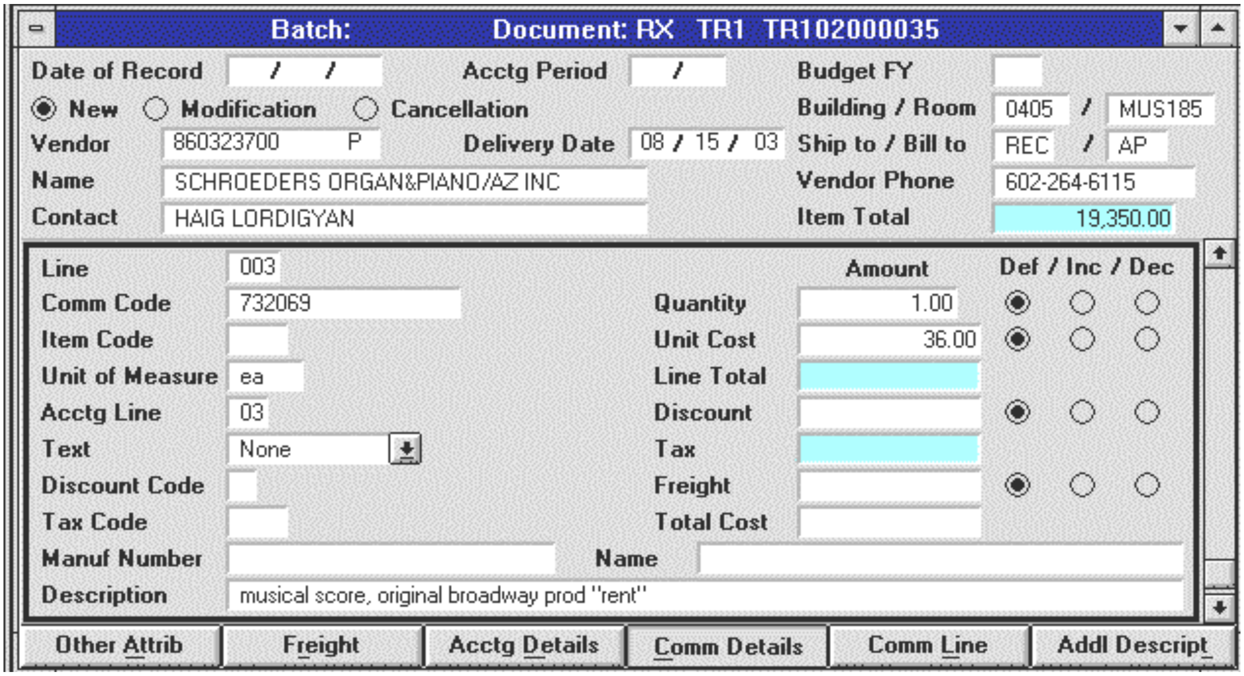
♥ Complete the necessary information on this line.

To insert another line, with the cursor in any field on the current line:

	Toolbar	Key	Menubar
♥ Click on:		Ctrl + F	EDIT: INSERT LINE AFTER

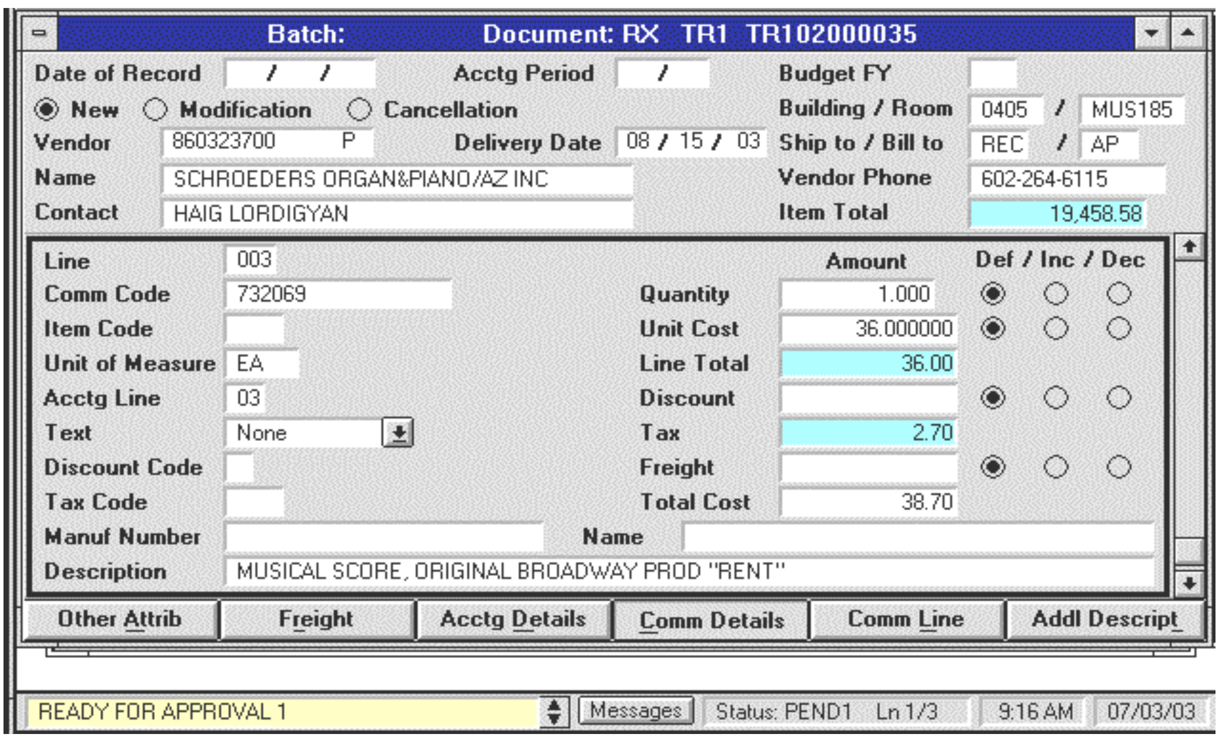
Inserting Lines on an RX

After inserting and completing all the necessary commodity lines:



♥ Perform the Edit process.

The screen will refresh with messages related to pending approvals.



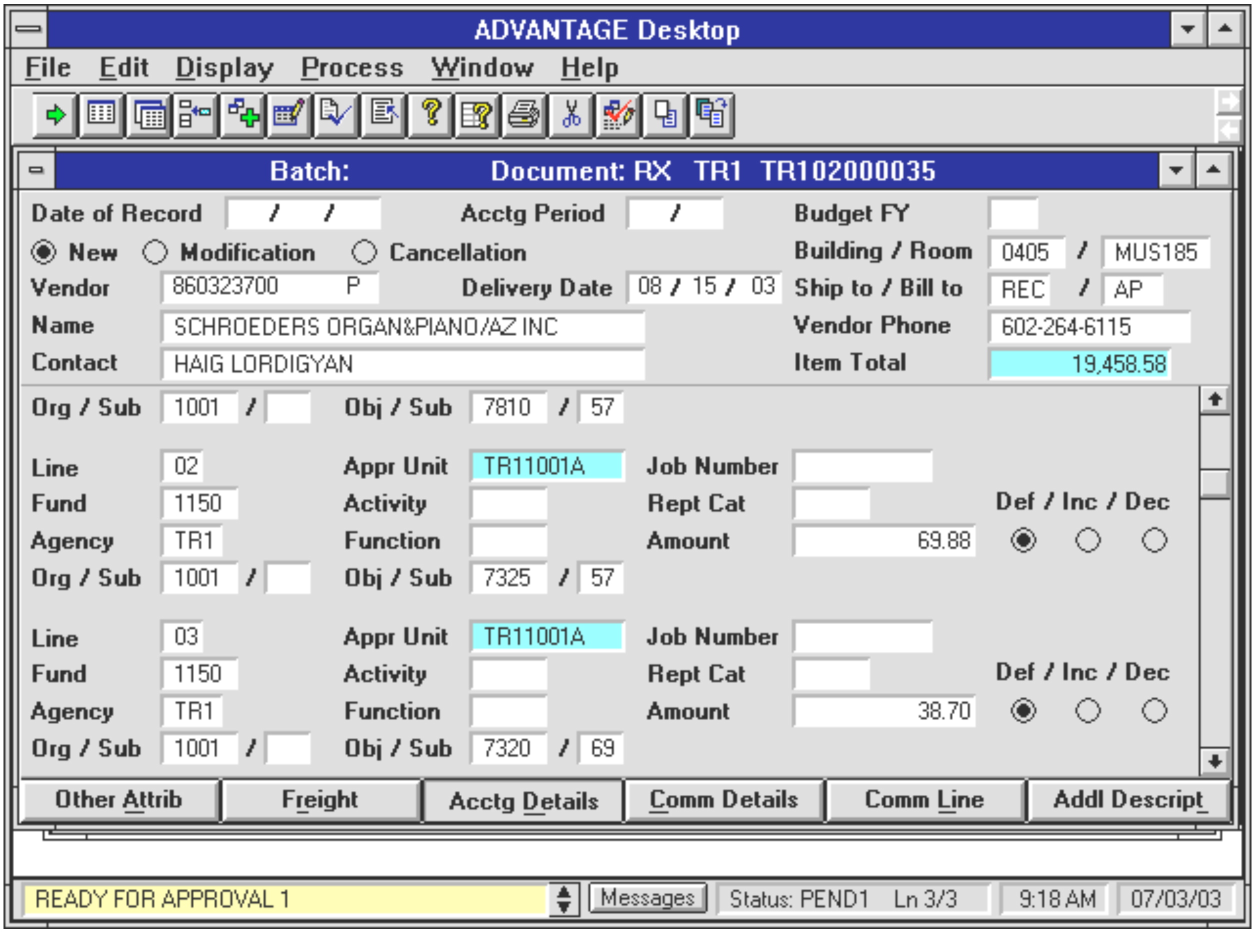
♥ Advantage will recalculate the line and document totals.

To view accounting line information:

♥ Click on the **Acctg Details** view button.

Inserting Lines on an RX

The RX will appear in the Accounting Details View.



- The accounting line totals have also been recalculated.
- Use the scrollbar to view additional accounting lines, if necessary.

Deleting Lines on an RX

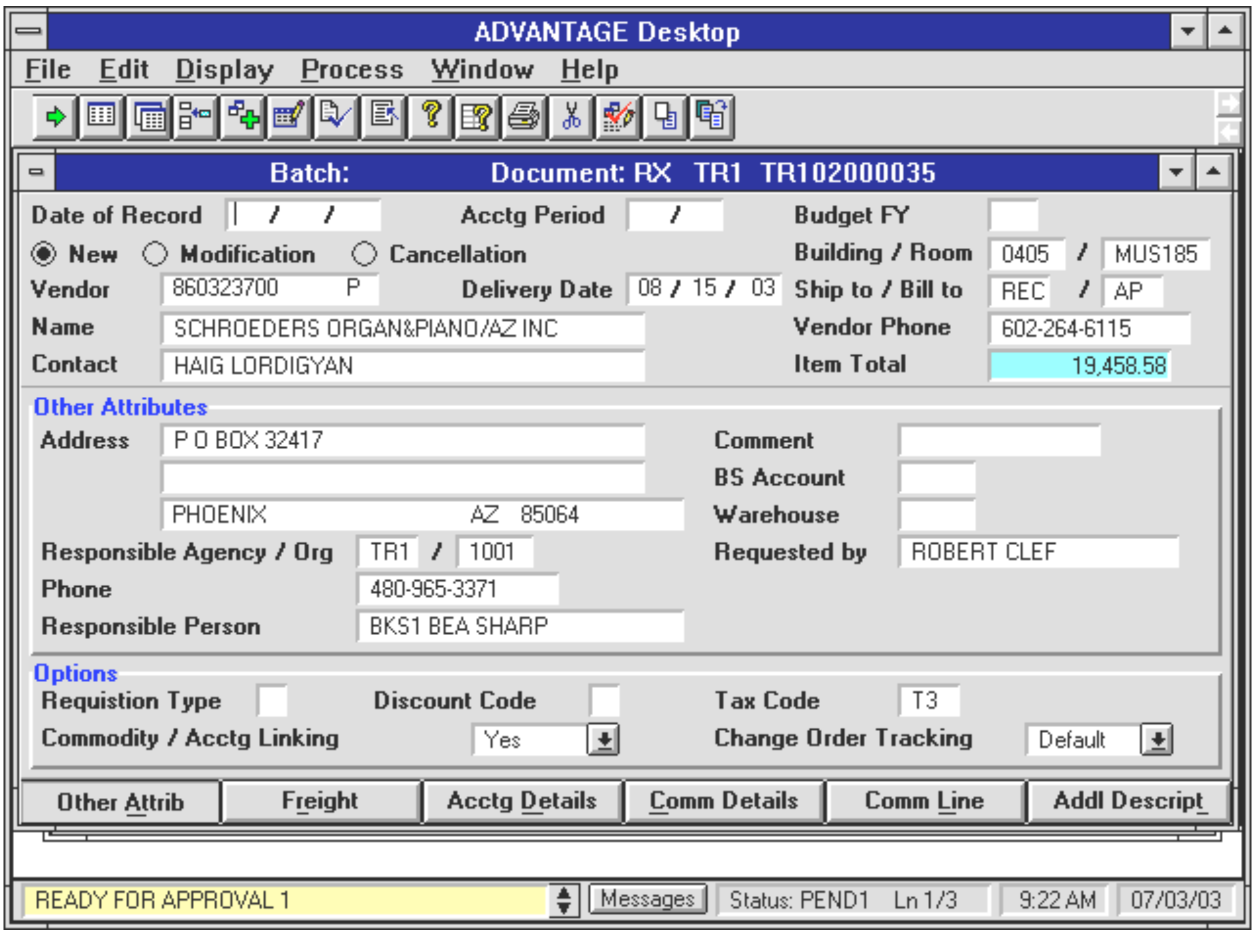
To delete lines on an RX, it must have a status other than ACCPT. If the document has been approved, approvals must be removed before you can do anything else. (Refer to your <u>Quick Reference Card</u> for Removing Approvals or the **Removing Approvals** section of the *Introduction to Advantage Handout*.)

Because the accounting and commodity lines on an RX are tied together by the object/subobject and commodity codes, when you wish to delete a commodity line for an item with a different object/subobject code, you must remove the accounting line information as well.

The following example is used to illustrate the process for deleting a line on an RX document:

> The same professor came by in the afternoon and mentioned he was able to obtain a copy of the musical score he wanted from a friend. You look on the Suspense file and find that the RX you created for his order has not yet been approved. You need to delete the commodity line for the musical score.

You retrieve the document from Suspense and it appears in the Other Attributes view:

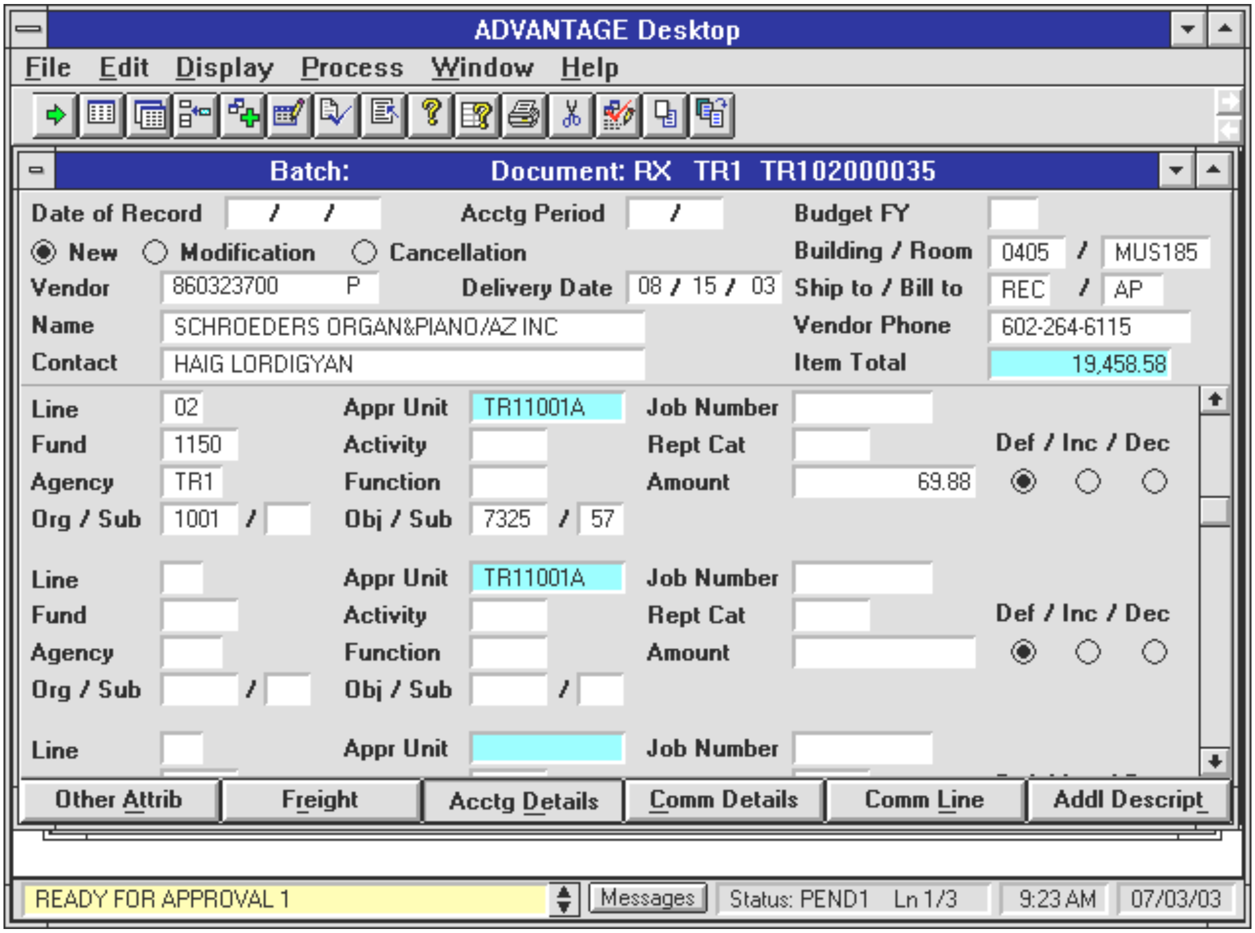


To delete the item from this order:

♥ Click on the **Acctg Details** view button.

Deleting Lines on an RX

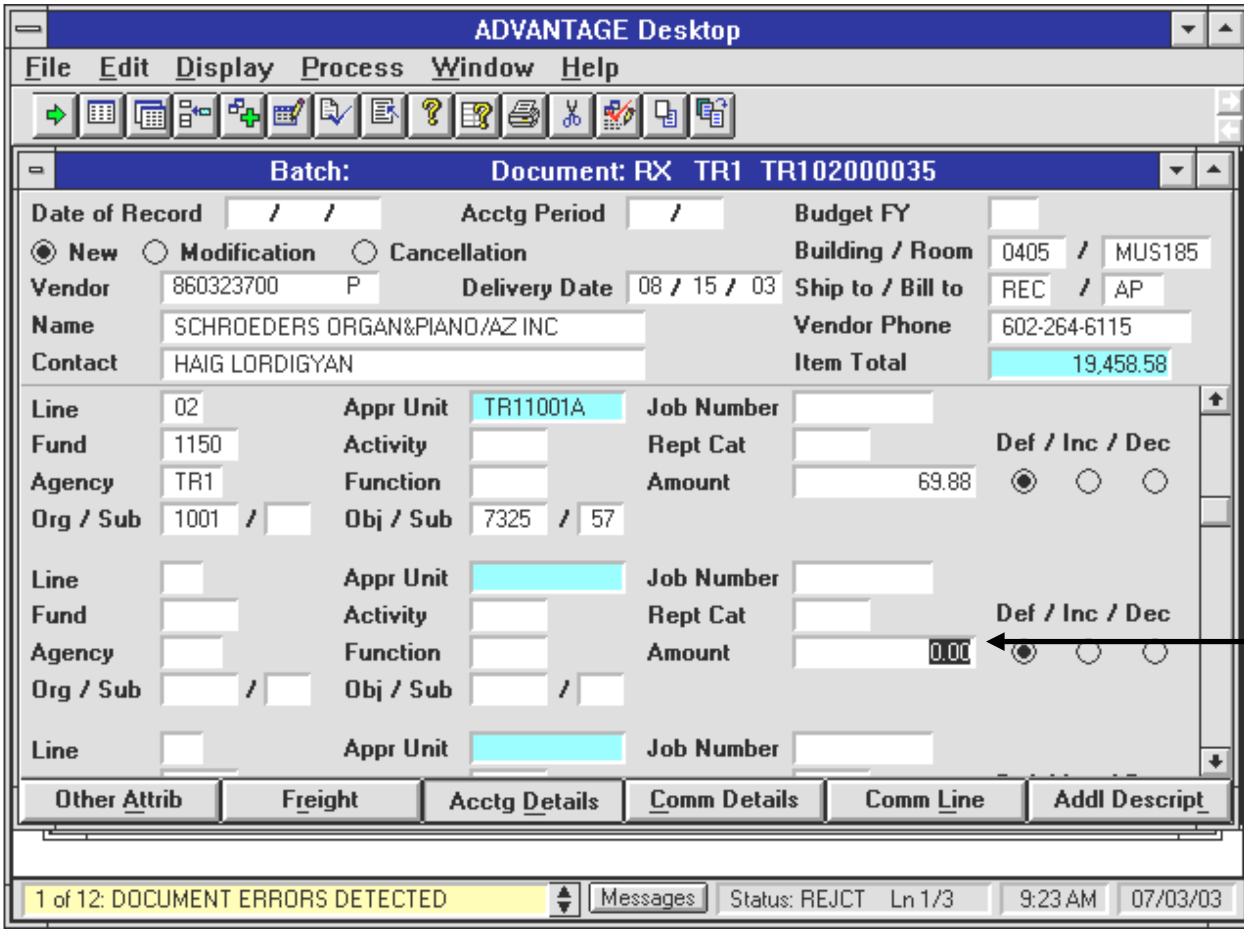
The RX will appear in the Accounting Details View.



- Use the delete key to blank out all the fields on the accounting line you wish to delete.
- Click on the next blank line.
- Perform the Edit process.

Deleting Lines on an RX

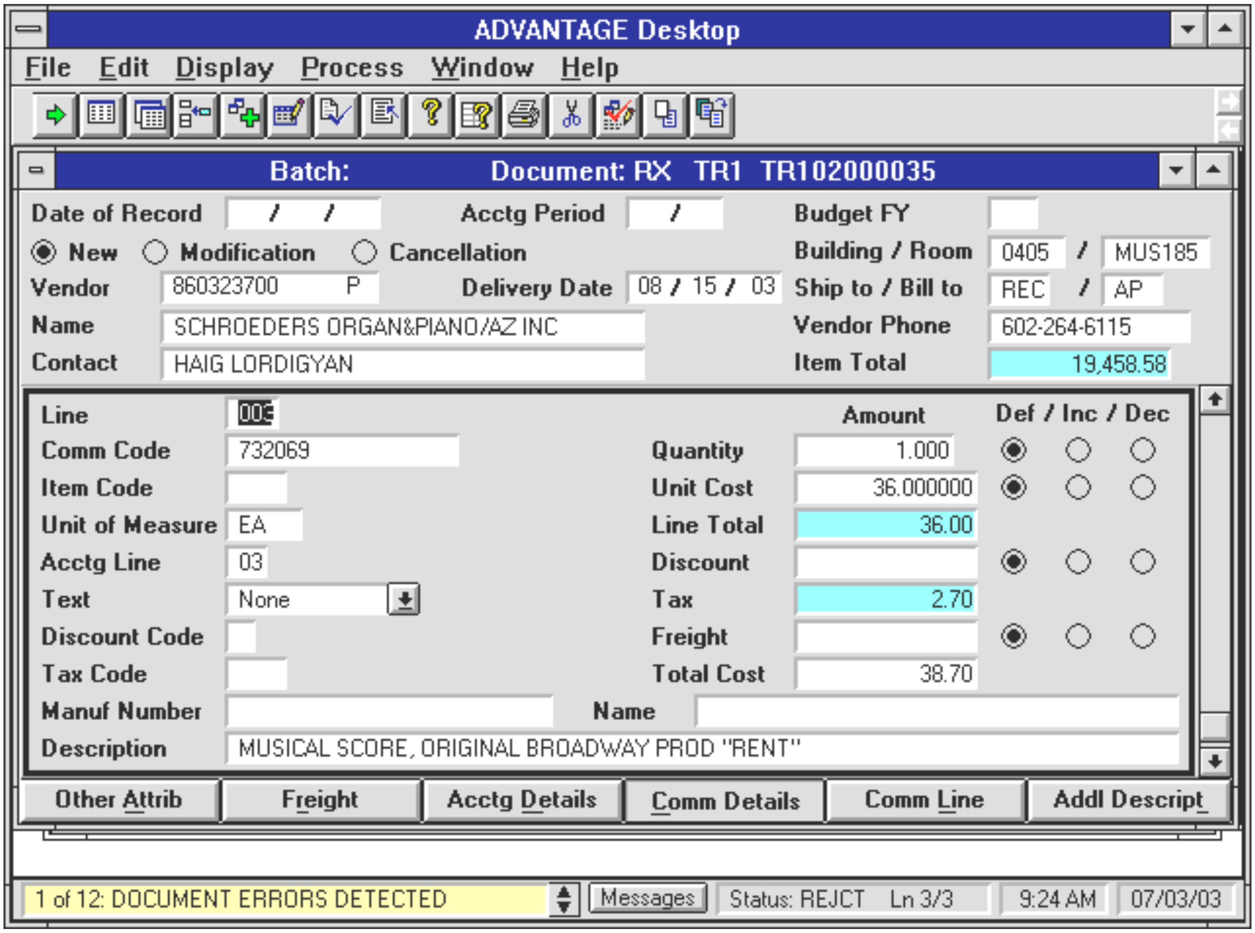
The screen will refresh with error messages and a zero dollar amount in the line you just blanked out.



- ♥ Click in the Amount field and delete the zero dollar amount showing.
- ♥ Click on: **Comm Details** to delete the commodity line(s).

Deleting Lines on an RX

The RX will appear in the Commodity Details view.



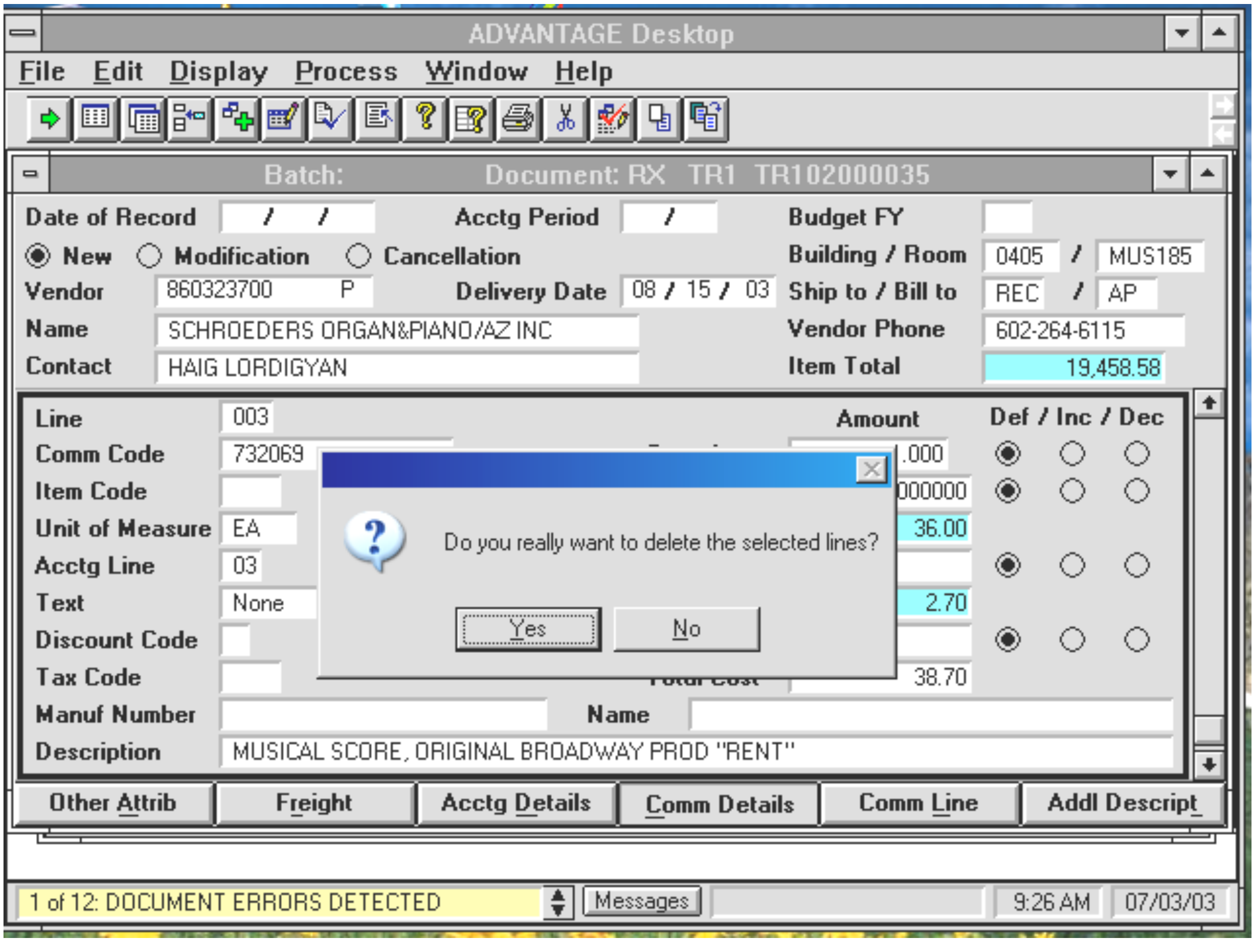
♥ Click on the line you wish to delete. (Use the scrollbar to view more lines if necessary.)

♥ Click on:

Toolbar	Key	Menubar
	Ctrl + R	EDIT: REMOVE LINE

Deleting Lines on an RX

The RX will appear in the Commodity Details view.



- ♥ Confirm the message **"Do you really want to delete the selected lines?"**
- ♥ Click on Yes.
- ♥ Edit the document.
- ♥ Close the document window for later approval.

OR

- ♥ Approve the document and process on-line.

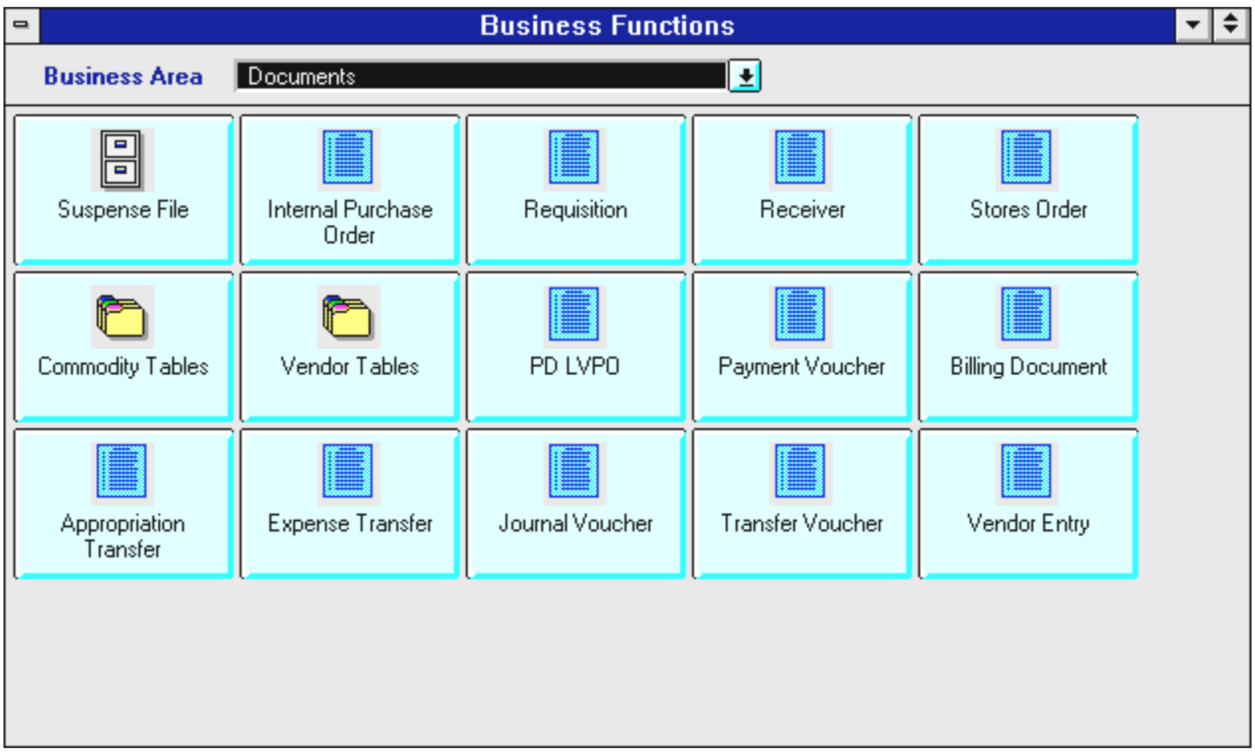
Canceling an RX Document

Before canceling an RX that has been accepted into Advantage, the following steps need to be taken to obtain the necessary information from the **Requisition Open Tables.** *(Refer to the directions in the Advantage Open Tables booklet.)*

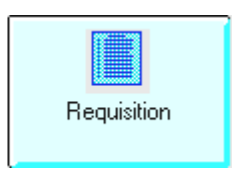
- Obtain the original **RX document number.**
- Obtain the **vendor code, including address indicator if applicable,** used on the RX document
- Check the **Document History Open Tables** to make sure that the RX has not yet been turned into a PC.

The following example is used to illustrate the process for canceling an RX:

> Yesterday you had entered an RX to Schroeders Organ and Piano for a new piano for the Music Department. Today your supervisor told you that the piano is not needed at this time. You will need to cancel the original RX.

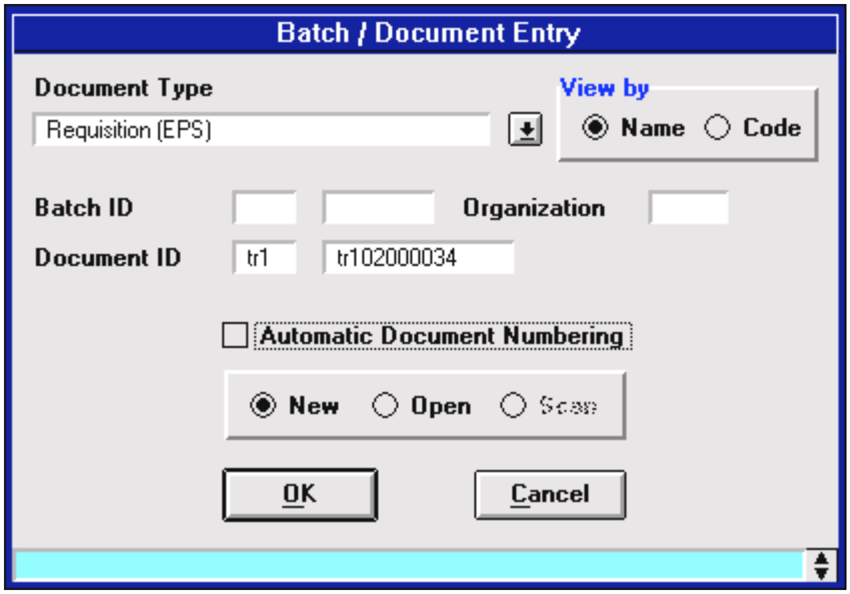


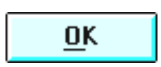
To begin a Requisition cancellation from the Business Functions Documents window:

Click on the  button.

Canceling an RX

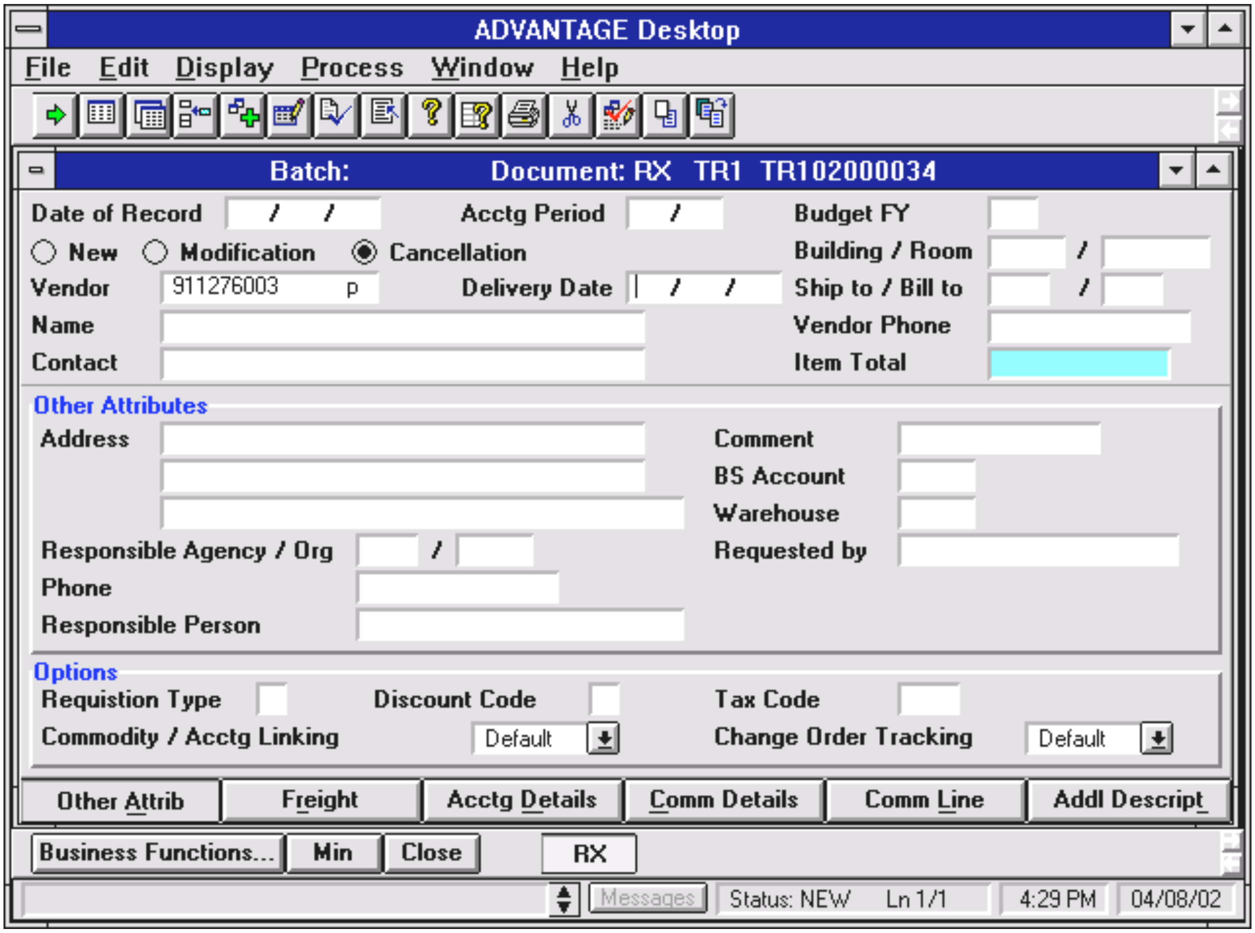
The Document Entry Window for **Requisitions** will appear.



- Click in the **Document ID** field.
- Type the three character **AGENCY CODE** from the original requisition (e.g., wr1) in the first box after **Document ID.**
- Type the 11-character **DOCUMENT NUMBER** of the original requisition in the second box after **Document ID** (e.g., tr102000034).
- Ensure that **New** is marked.
- Click on: 

Canceling an RX

The Requisition screen will appear in the Other Attributes View.



- ♥ Complete per the instructions below.
- ♥ Perform the **Edit** process.
- ♥ Approve and process the document on-line.

Complete only the fields indicated below:

(DOCUMENT ACTION) Click on **Cancellation**.

VENDOR Type the vendor code from the original RX, including suffix if applicable.

Modifying an RX Document

To make changes to an order after the RX document has been accepted into Advantage, an RX modification is processed on-line.

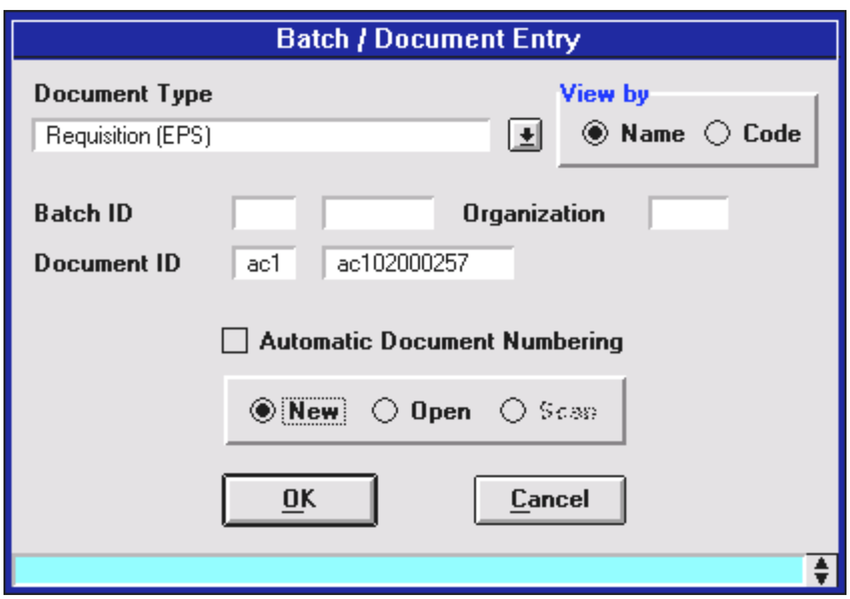
Before modifying an RX, the following steps need to be taken to obtain the necessary information from the **Requisition Open Tables**. *(Refer to the directions in the Advantage Open Tables booklet.)*

- Obtain the **original RX** document number.
- Ensure that the document is still **open,** i.e., the RX hasn't been turned into a PC.
- Obtain the **vendor code, including address indicator if applicable,** from the original document.
- Determine which **accounting line(s)** are to be increased or decreased.
- Determine which **commodity line(s)** are to be increased or decreased.
- Determine the change in **quantity or unit cost** for each commodity line.

The following example is used to illustrate the process for completing an RX modification:

> Yesterday you had entered an RX to Schroeders Organ and Piano requesting some clarinets and flutes for the Music Department. Today you found out that the unit cost of the clarinets is different than what was entered on the RX. You will need to do a modification to change the unit cost of the clarinets.

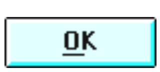
You have accessed the Requisition Document Entry Window from the Business Functions Documents Window.



♥ Click in **DOCUMENT ID.**

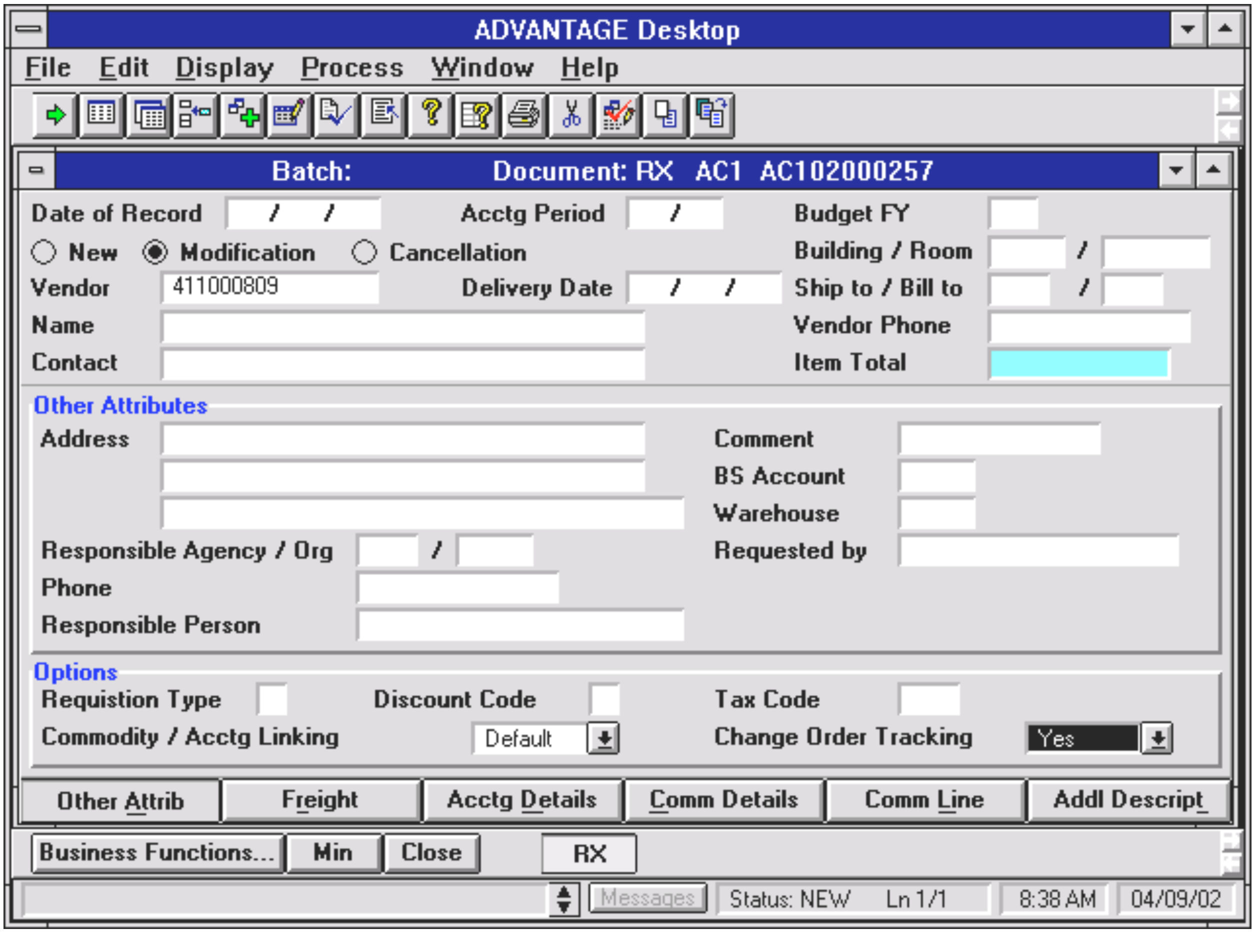
♥ Type the three-character **AGENCY CODE** (e.g., AC1) from the original RX in the first box after **DOCUMENT ID**.

♥ Type the original **RX NUMBER** (e.g., ac102000257) in the second box after **DOCUMENT ID.**

♥ Click on: 

Modifying an RX Document

The RX modification screen will appear in the Other Attributes View.



- ♥ Complete per the following instructions.
- ♥ If there were freight charges on this order, click on: **Freight**
- ♥ If not, click on: **Acctg Details** to continue.

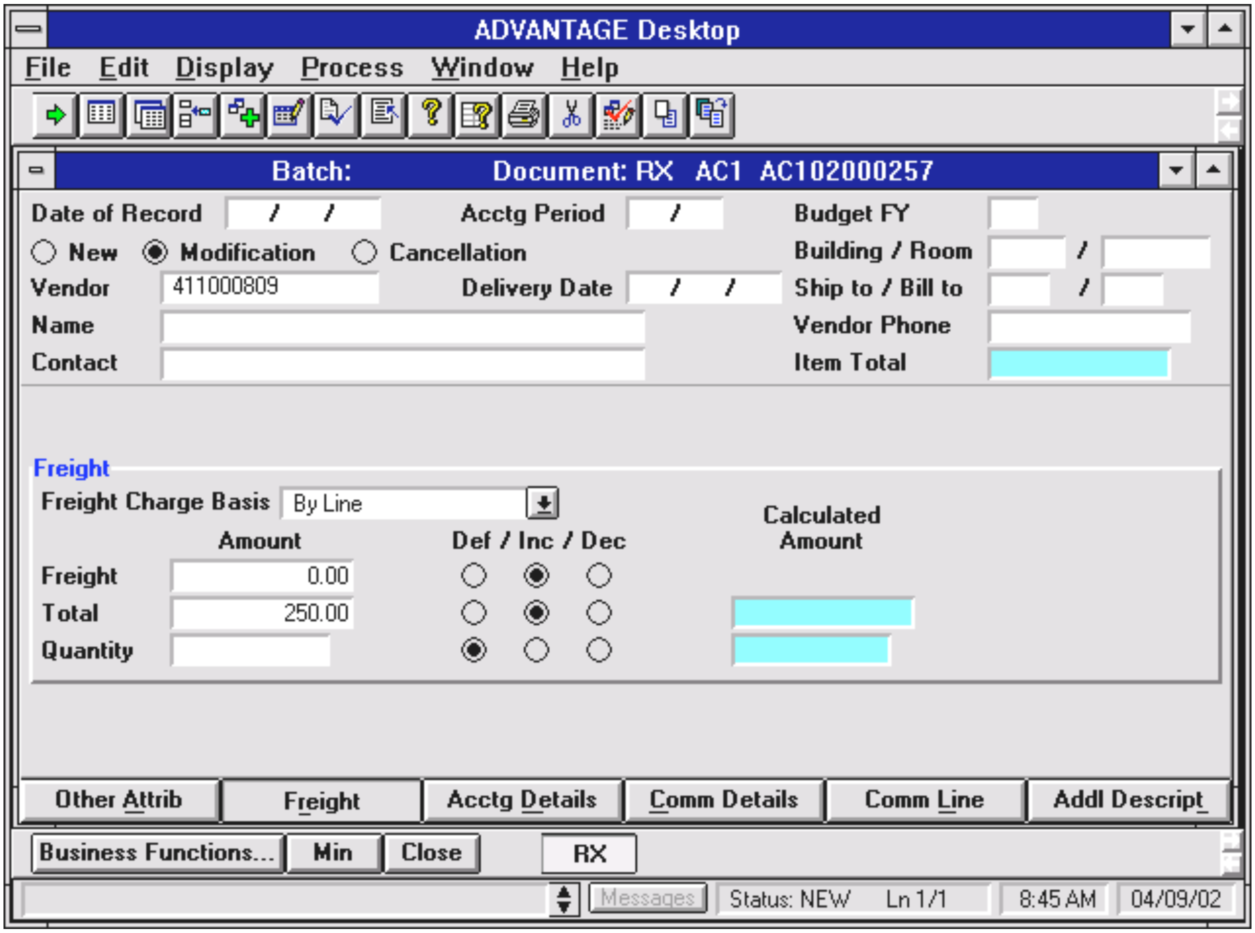
Enter data in the following fields only:

Header and Delivery Information:

(DOCUMENT ACTION)	Ensure that **Modification** is marked.
VENDOR	Type the vendor code from the original RX, including suffix if applicable.
CHANGE ORDER TRACKING	Change from DEFAULT to **YES** using the drop-down menu.

Modifying an RX Document

The RX modification screen will appear in the Freight View.



♥ Complete per the following instructions.

♥ Click on: **Acctg Details** to continue this document.

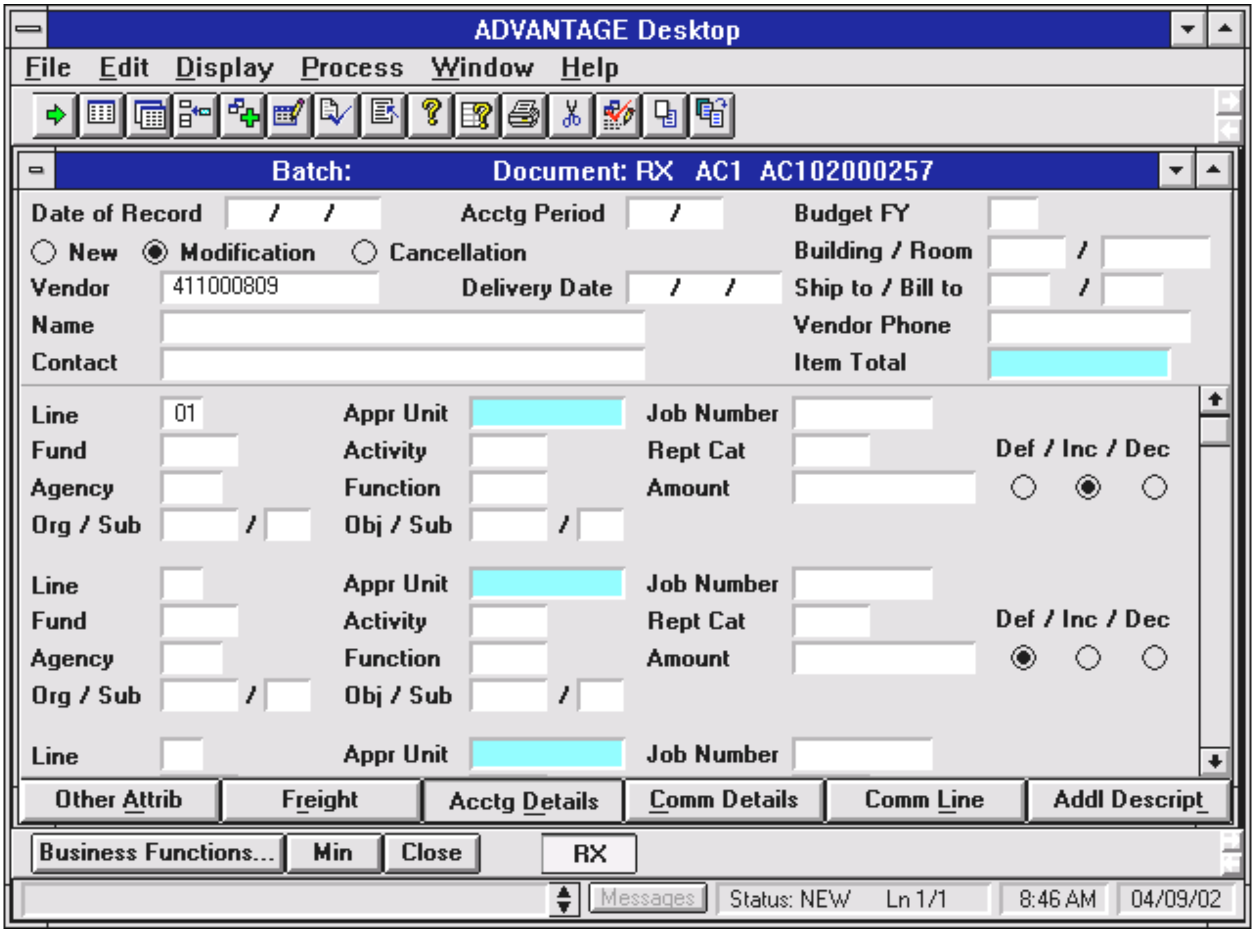
Enter data in the following fields only:

Freight Information:

FREIGHT CHARGE BASIS	Change from DEFAULT to **BY LINE** using the drop-down menu.
FREIGHT	Type the amount of the change in the freight charges. **OR** Type **0.00** if the original freight charges will not be changed.
DEF / INC / DEC	Click on **INC** if you are increasing this line or **DEC** if you are decreasing it.
TOTAL	Type the total amount of all commodity lines on this modification document **before taxes and/or freight**.
DEF / INC / DEC	Click on **INC** if you are increasing this line or **DEC** if you are decreasing it.

Modifying an RX Document

The RX modification screen will appear in the Accounting Details View.



- ♥ Complete per the following instructions.

- ♥ Click on: 

to continue this document.

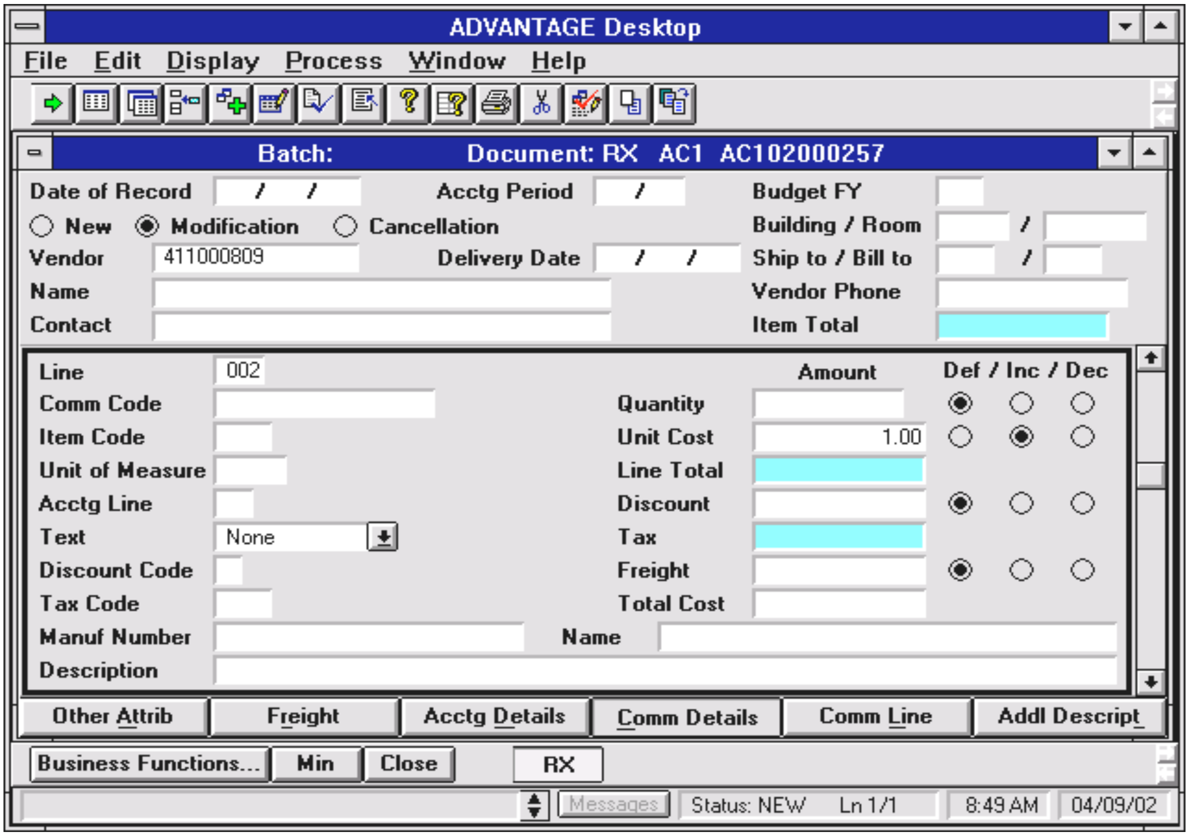
Enter data in the following fields only:

Accounting Line Information:

LINE	Type the line number you wish to modify, e.g., **01**.
DEF / INC / DEC	Click on **INC** if you are increasing this line or **DEC** if you are decreasing it.

Modifying an RX Document

The RX modification screen will appear in the Commodity Details View.



- ♥ Complete per the following instructions.
- ♥ Perform the Edit process.
- ♥ Close the document window for later approval.

OR

- ♥ Approve and process the document.

Enter data in the following fields only:

Commodity Line Information:

LINE	Type the commodity line number you wish to modify, e.g., **002**.
QUANTITY	Type the **change** in the quantity ordered on this line (with 2 decimal places).
DEF / INC / DEC	Click on **INC** if you are increasing this line or **DEC** if you are decreasing it.

OR

LINE	Type the commodity line number you wish to modify, e.g., **002**.
UNIT COST	Type the **change** in Unit Cost of this line (with 2 decimal places).
DEF / INC / DEC	Click on **INC** if you are increasing this line or **DEC** if you are decreasing it.

SR Document Preparation

Before starting an SR, you need the following information:

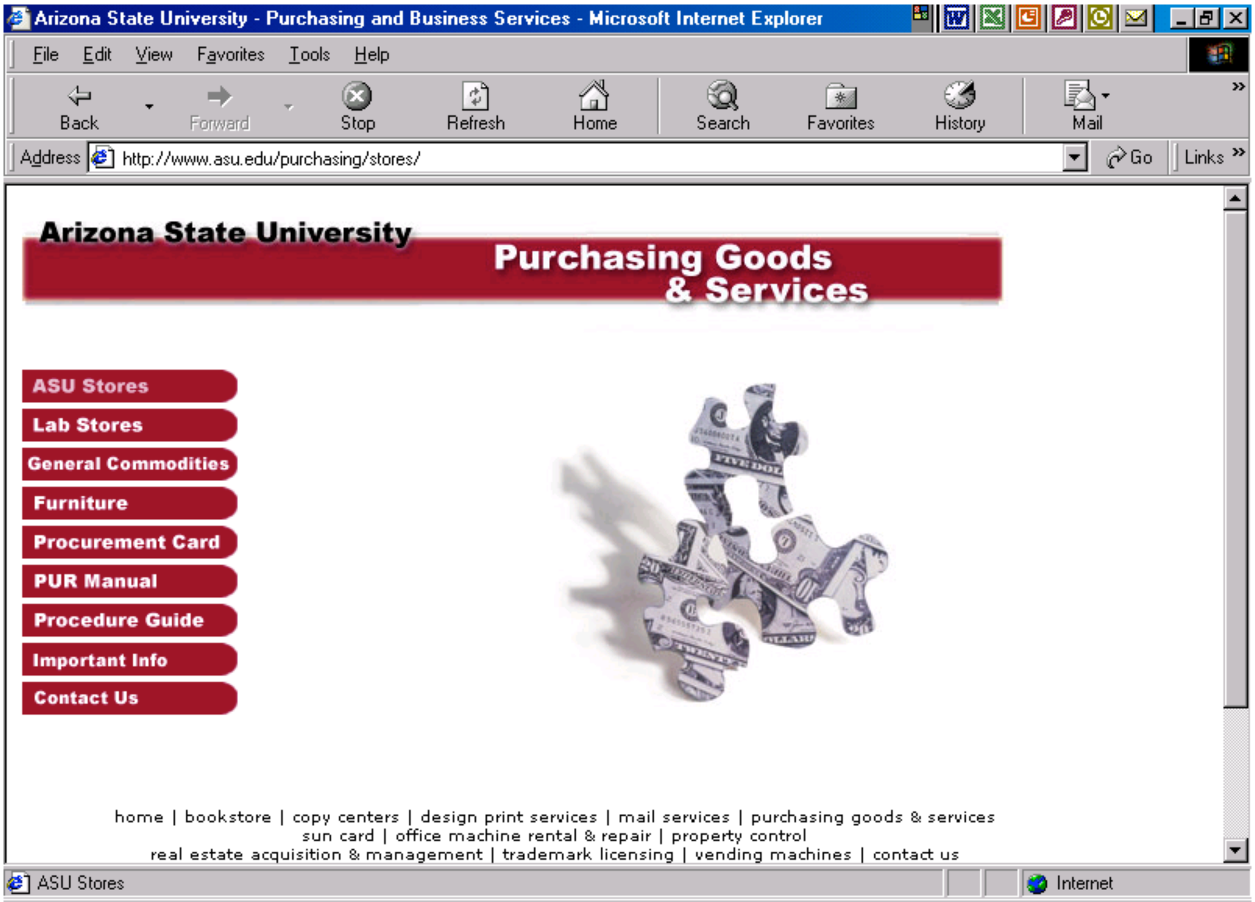
- ♦ The agency/org (account) that is paying for the goods.
- ♦ The valid object/subobject code to be used. The valid selections are:
    - 7320 01 for Office Supplies,
    - 7320 05 for Lab Supplies,
    - 7325 01 for Non-capital Equipment, or
    - 7810 01 for Capital Equipment.
- ♦ A valid stock item number from the **ASU Stores Catalog**, which can be found on the **Purchasing and Business Services** website : http://www.asu.edu/purchasing/stores/. Other information, such as unit cost, unit of measure, and warehouse location, may be found in the ASU Stores Catalog as well. Remember that stock item numbers begin with letters.
- ♦ Only one account (agency/org/suborg combination) may be used on an SR. If different account code information is to be used to pay for different items, separate SRs must be processed.
- ♦ SRs may only be used for ASU Stores Stock Items. SRs may not be used for Corporate Express or AZ Stamp orders.

The following example is used to illustrate the process for completing an SR:

> You need to order 12 reams of blue colored paper. Complete an SR for the items using agency/org **WV1 1003**.

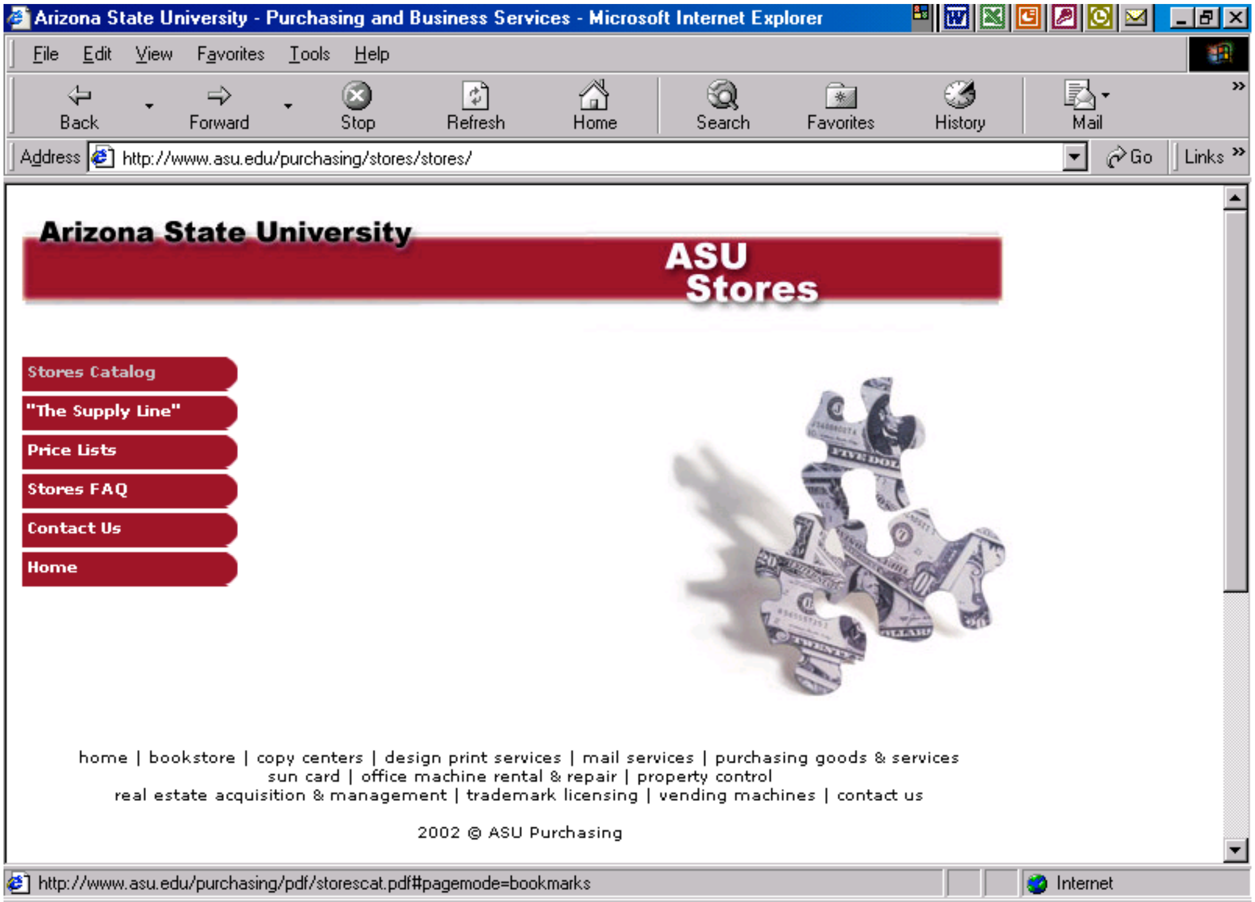
Looking Up Stores Stock Item Codes

Before starting the SR document, you need to obtain the Stock Item codes of the items you wish to purchase from the **ASU Stores Catalog**.



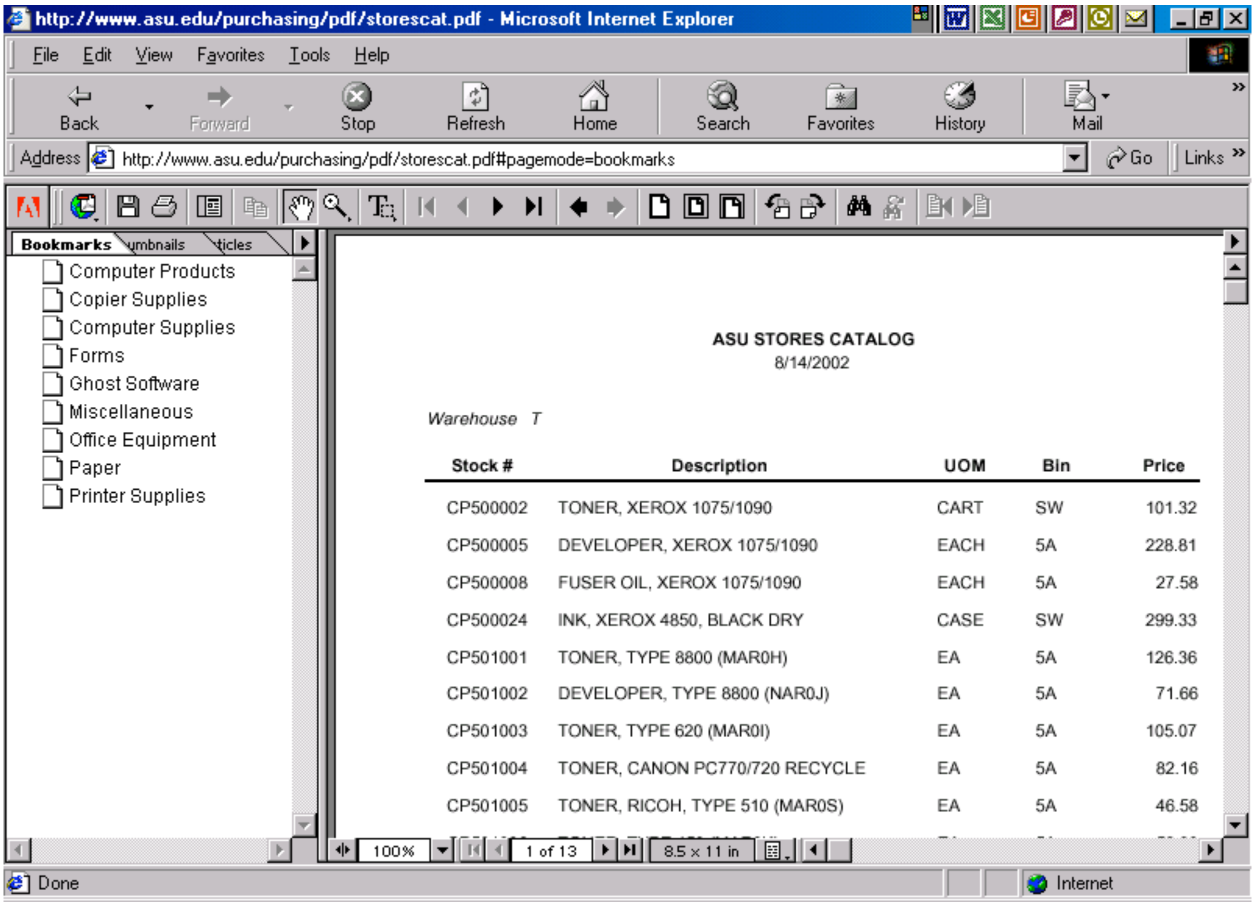
From the Purchasing Goods and Services webpage, click ASU Stores.

Looking Up Stores Stock Item Codes



From the ASU Stores webpage, click Stores Catalog.

Looking Up Stores Stock Item Codes



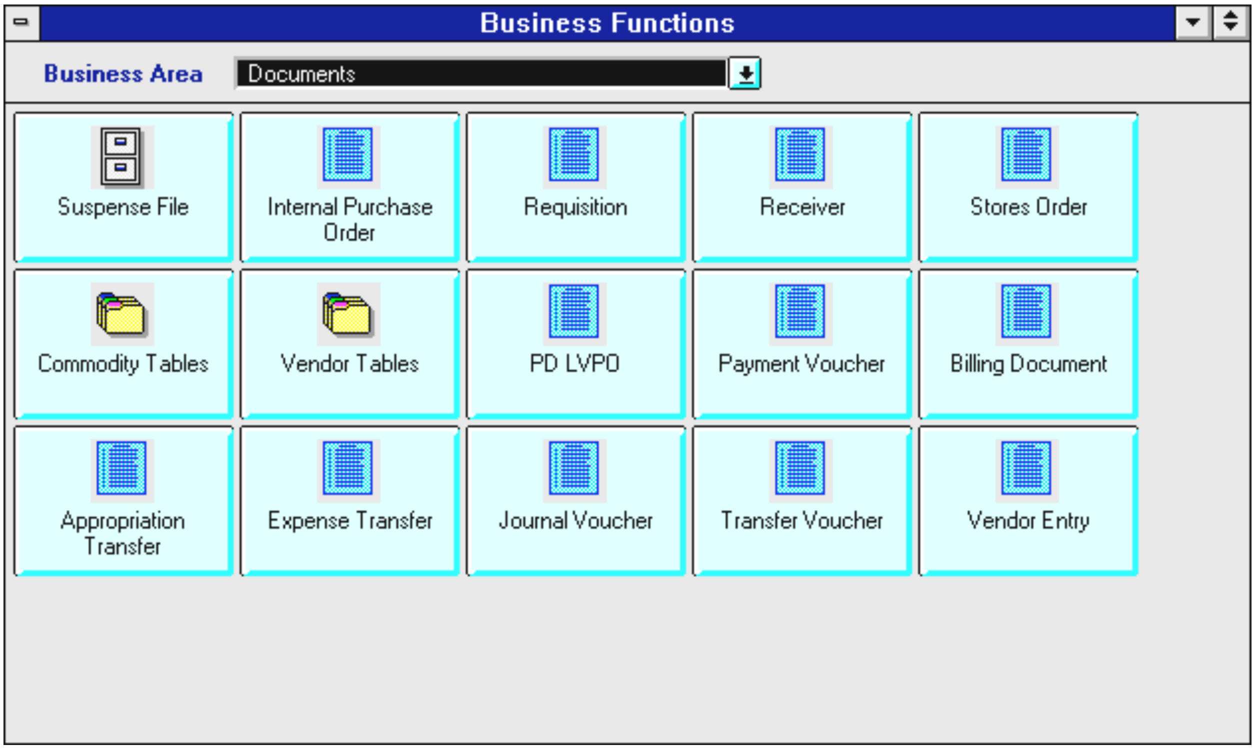
To look up a Stock Item Number from the ASU Stores Catalog:

- Click on the **binoculars** from the toolbar and enter the name of the item in the **Find What** field. Click **Find**.

OR

- Click on **Bookmarks** and the category of the item needing to be purchased. This will take you to the page listing that item.

Completing an SR Document



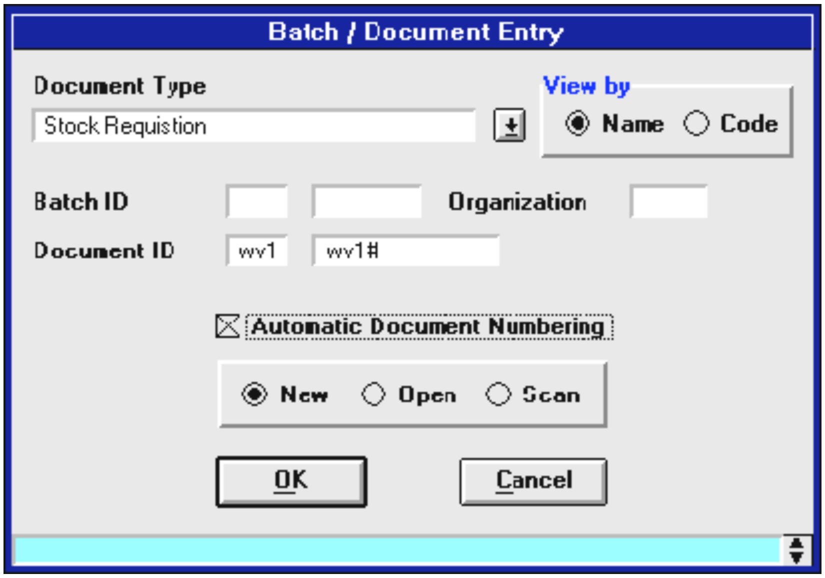
To begin a Stores Requisition from the Business Functions window:

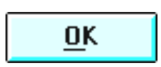
Click on the 

button.

Completing an SR Document

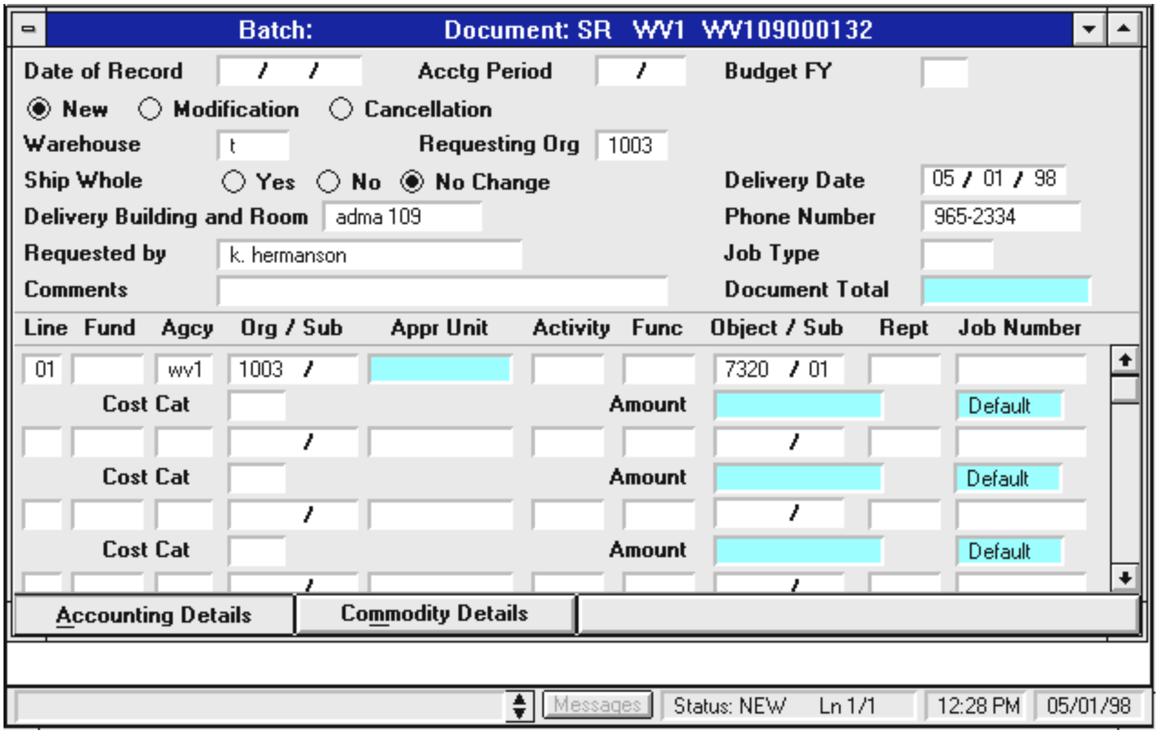
The Document Entry Window for Stock Requisitions will appear.



- Click in the **Document ID** field.
- Type your three character **AGENCY CODE** (e.g., WV1) in the first box after **Document ID.**
- Type your three character **AGENCY CODE** and a **#** in the second box after **Document ID** (e.g., WV1#).
- Click on **Automatic Document Numbering** (for automatic numbering).
- Ensure that **New** is marked.
- Click on: 

Completing an SR Document

The SR document will appear in the Accounting Details view.



♥ Complete the Header Information and Accounting Details section per the following instructions.

♥ Click on: **Commodity Details**

Completing an SR Document

Enter data in the following fields only:

Header information:

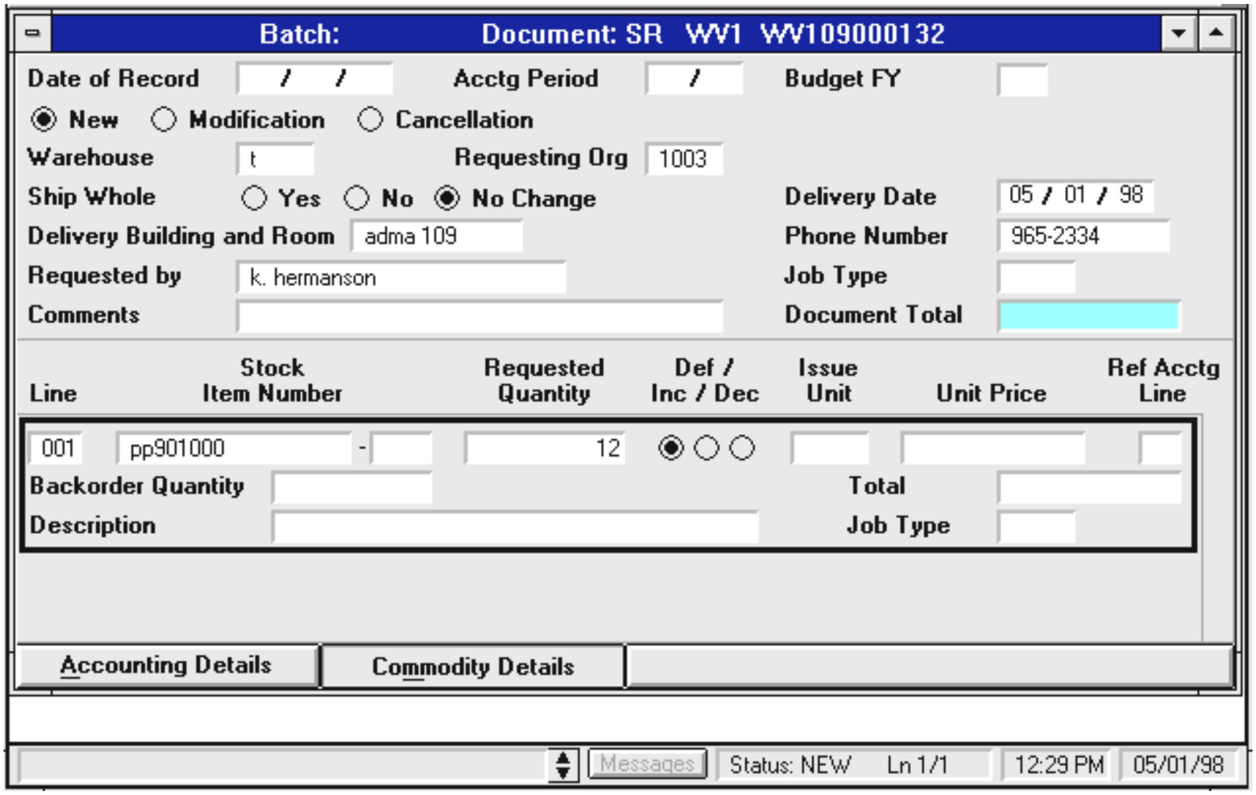
DATE OF RECORD	System Generated at the time the document is processed.
(DOCUMENT ACTION)	Ensure that **NEW** is indicated because this is an original transaction.
WAREHOUSE	Type one of the following: **T** - for Main Campus and ASU Downtown Center **W** - for West Campus **X** - for East Campus **L** - for Lab Stores Orders
REQUESTING ORG	Type the Org code to be charged for the goods/services.
SHIP WHOLE	Ensure that **No Change** is marked (default value).
DELIVERY DATE	Type today's date.
DEL BLDG/ROOM	Type your building and room number (see telephone directory for building abbreviations).
PHONE	Type your phone number (enter all seven digits).
REQUESTED BY	Type the name of the person in your department who can answer questions about the order.
COMMENTS	Optional.

Accounting Line Information:

LINE	Type **01**. NOTE: There will be only one accounting line on any SR document because only one agency/org/suborg may be specified per document.
AGENCY	Type the Agency code to which this is being charged.
ORG/SUB	Type the Org code to which this is being charged. Type the Suborg code, if appropriate.
FUNC	Optional. Type a Function (Reporting Category) code, if appropriate.
OBJECT/SUB	Type Object/Subobject code for the item(s) being ordered.

Completing an SR Document

The SR document wll appear in the Commodity Details view.



- Complete the Commodity Details per the following instructions.
- Perform the **Edit** process.

Enter data in the following fields only:

Commodity Line Information:

LINE	Type a number to distinguish this commodity line from all others on this document. Start with **001.**
STOCK ITEM NUMBER	Type the valid stock item number code (from the **ASU Stores Catalog**) for the goods being ordered on this line.
REQUESTED QUANTITY	Type the number of units being ordered.

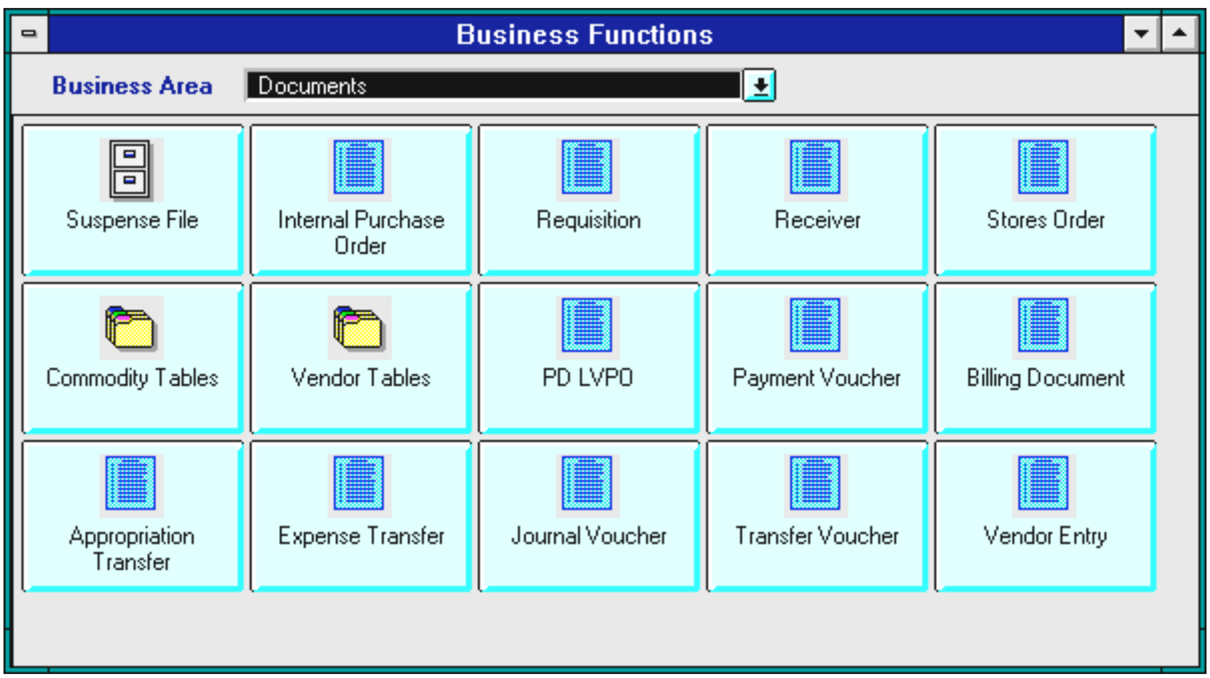
VE Document Preparation

Before starting a VE, you need the following information:

- The vendor's Federal Tax ID number.
- If the vendor is a small business or an individual that does not have a Federal Tax ID number, obtain the vendor's Social Security number.
- The vendor’s complete business name.
- The vendor's full address and telephone number.
- Any other pertinent information, e.g., fax and toll free numbers, and the name of a contact person at this company.

The following example is used to illustrate the process for completing a VE:

> The Comptroller's Office will be sending two employees to a seminar sponsored by American Seminars in Phoenix. The department wishes to pay the registration fees for the seminar with a PV document, but American Seminars is not on the vendor tables. You need to process a VE document to add American Seminars to the vendor tables.



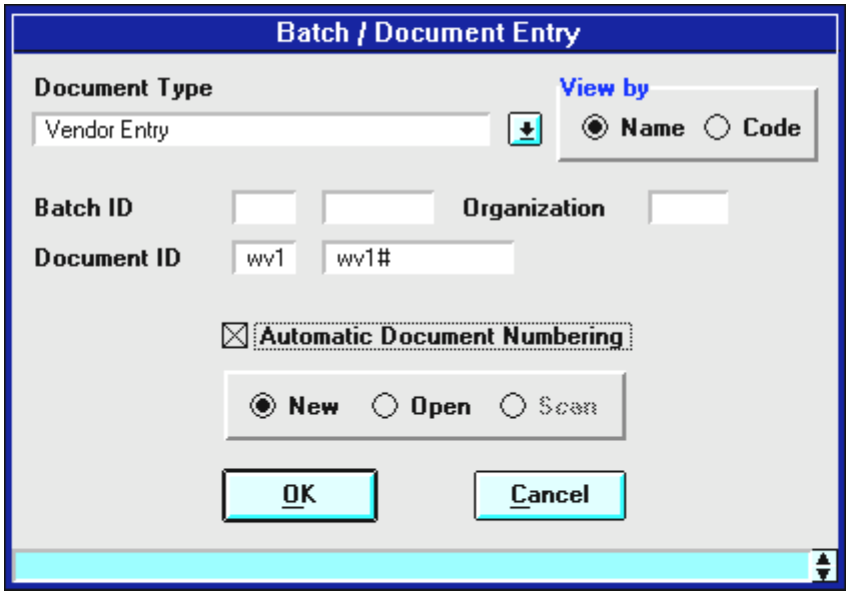
To access a VE document from the Business Functions Documents window:

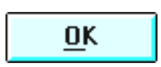
♥ Click on the 

button.

Completing a VE Document

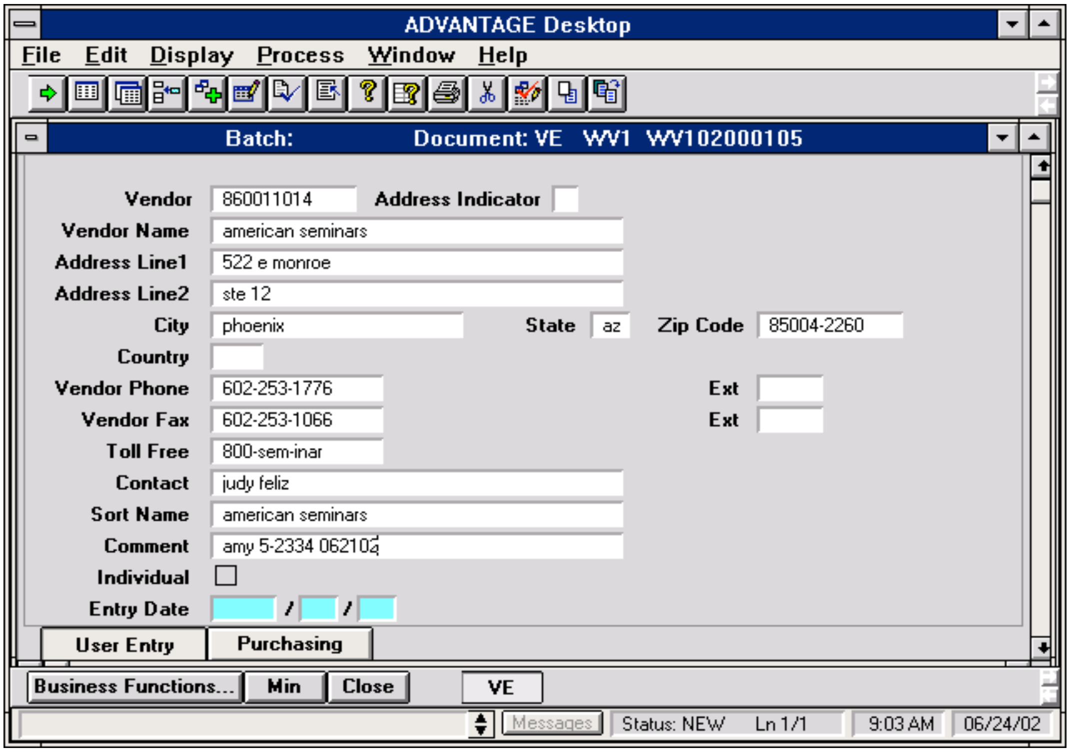
The Document Entry Window for Vendor Entry Documents will appear.



- Click in **Document ID.**
- Type your three character **AGENCY CODE** (e.g., WV1) in the first box after **Document ID.**
- Type your three character **AGENCY CODE** and a **#** in the second box after **Document ID** (e.g., WV1#).
- Click on **Automatic Document Numbering**
- Ensure that **New** is marked. (If not, click the NEW button.)
- Click on: 

Completing a VE Document

The VE document will appear in the User Entry View.



- ♥ Complete per the following instructions.
- ♥ Perform the Edit process.

Enter data in the following fields only:

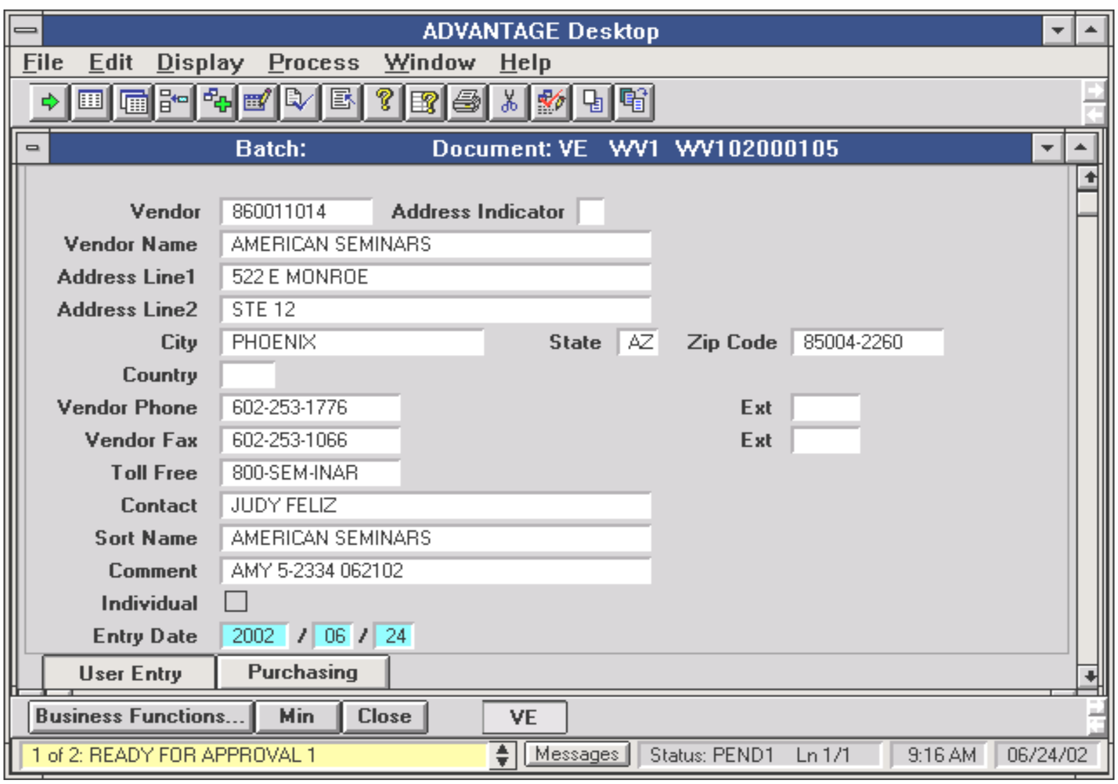
VENDOR	See the Field chart on the next page.
ADDRESS INDICATOR	Type the appropriate alphabetic suffix if adding an additional address for an existing vendor code. Otherwise, LEAVE BLANK.
VENDOR NAME	Type the Vendor's full name, as it would appear on a check.
ADDRESS LINE 1	Type the **first** line of the vendor's address.
ADDRESS LINE 2	Type the **second** line of the vendor's address, if needed.
CITY	Type the city for this vendor's location.
STATE	Type the abbreviation of the state where this vendor is located.
ZIP CODE	Type the zip code where this vendor is located. Additional zip+4 codes may be added after the regular 5-digit zip.
COUNTRY	LEAVE BLANK.
VENDOR PHONE	Type the vendor's full phone number including area code, using dashes.
VENDOR FAX	Type the vendor's full fax number including area code, if applicable, using dashes.
TOLL FREE	Type the vendor's complete toll free number, if applicable, using dashes.
CONTACT	Type the name of the contact person at this vendor location, if applicable.
SORT NAME	Type the vendor's name according to how the vendor should appear on the VNAS table. (See the Field chart on the next page.)
COMMENT	Type your first name, your five-digit phone extension, and today's 6-digit date per the following format: e.g., **amy 5-2334 062102**.
INDIVIDUAL	Click on this box if the vendor is an individual. Otherwise LEAVE BLANK.

Completing a VE Document

VE Document Field Chart

Payee Type	Vendor Code	Vendor Name	Vendor Address	Sort Name	Individual
ASU Active Employee or Student	Affiliate No., e.g., 1200099999	Jonah Robinson	Campus Address including Mail Code - Comptroller's Office 0103 Student Only - May Use Local or Campus Address	Robinson, Jonah	Y
Non-ASU Individual	Social Security No.	Marilyn Geary-Smith	PO Box 4527 Jackson, WY 44275	Geary-Smith, Marilyn	Y
Business, Entities	Federal Tax ID or Owner's Social Security No.	The Citrus Nursery	1354 16th Street Orange, AZ 85493	Citrus Nursery, The	
Foreign Vendors	FOREIGNXX (Type your initials in place of XX)	Nike Shoes	2134 Yokamo Way, Tokyo, Japan	Nike Shoes	

After editing, the VE will appear with status messages.



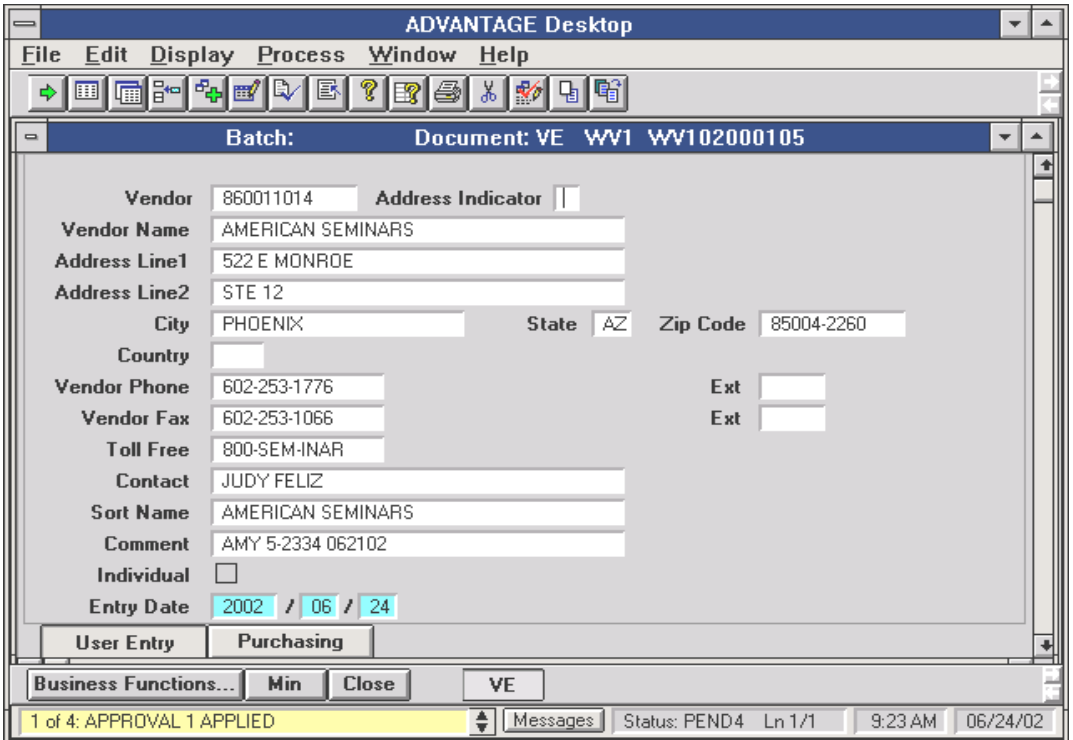
- Verify the message **"READY FOR APPROVAL 1"**.
- Close the document for later approval.

OR

- Approve the document.

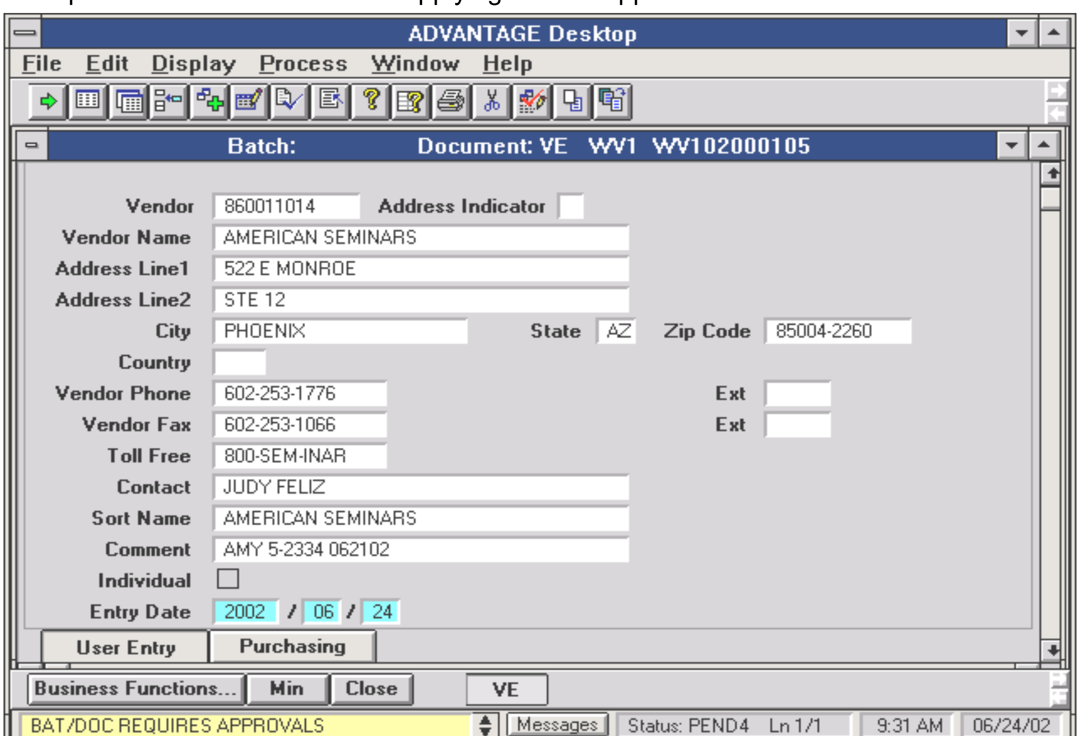
Approving and Closing a VE Document

After approval, the VE document will appear with the message **"APPROVAL 1 APPLIED"**.



- Verify the Status code **PEND4**.
- Close the document.

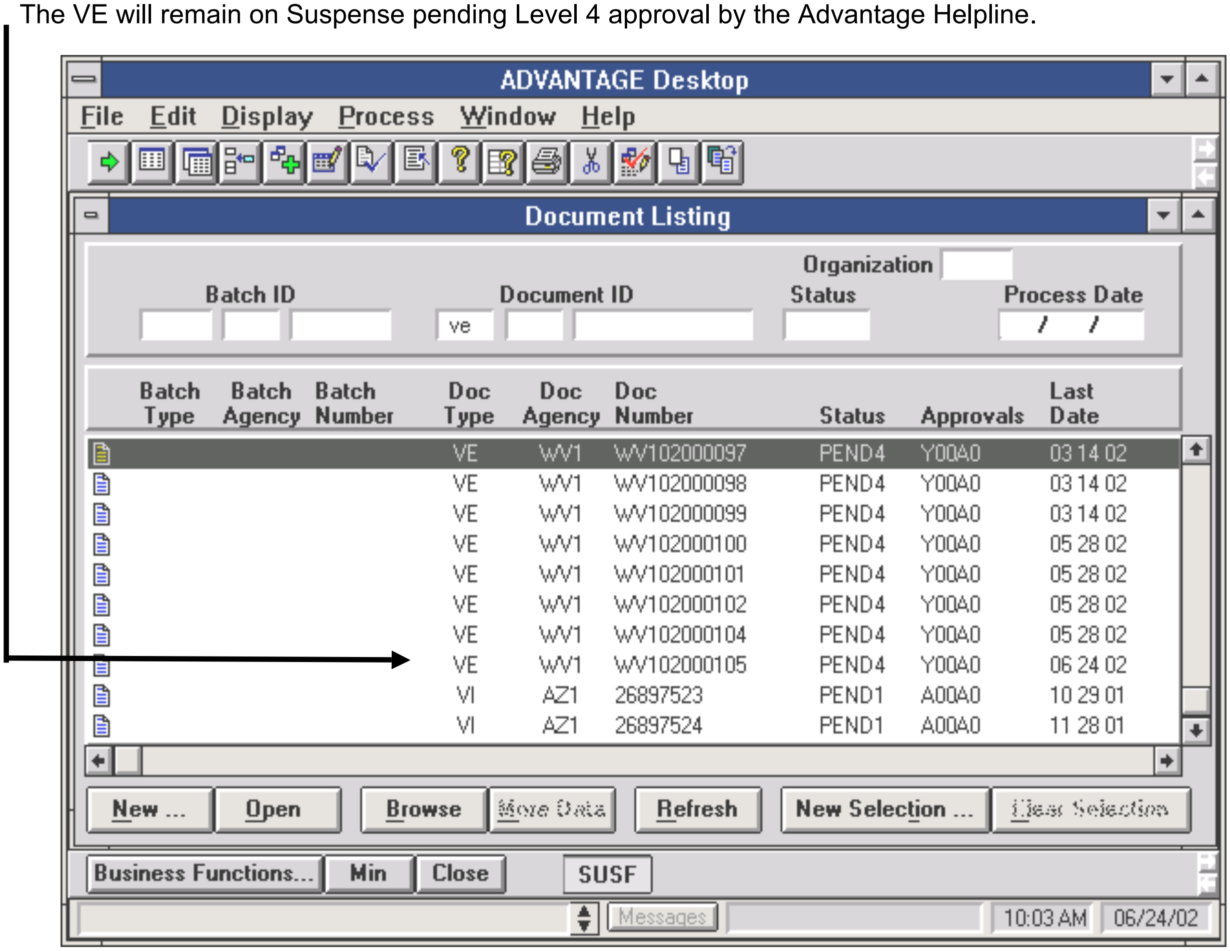
Do not attempt to run the document after applying Level 1 approval:



- You will receive the message **"BAT DOC REQUIRES APPROVALS"**.
- Close the document.

VE Document on SUSF

The VE will remain on Suspense pending Level 4 approval by the Advantage Helpline.



- ♥ Send a copy of the VE along with documentation to the Advantage Helpline (fax: 480-965-2625, mail code 5812) for Level 4 approval.
- ♥ The Advantage Helpline will apply Level 4 approval and process the document. After the document has been accepted into Advantage, the vendor will be added to the vendor tables.