

# **ADVANTAGE**

# **Ordering**

# **Documents**

**Distributed by**  
**Financial Services**  
**Arizona State University**  
**August 2008**

## Contents

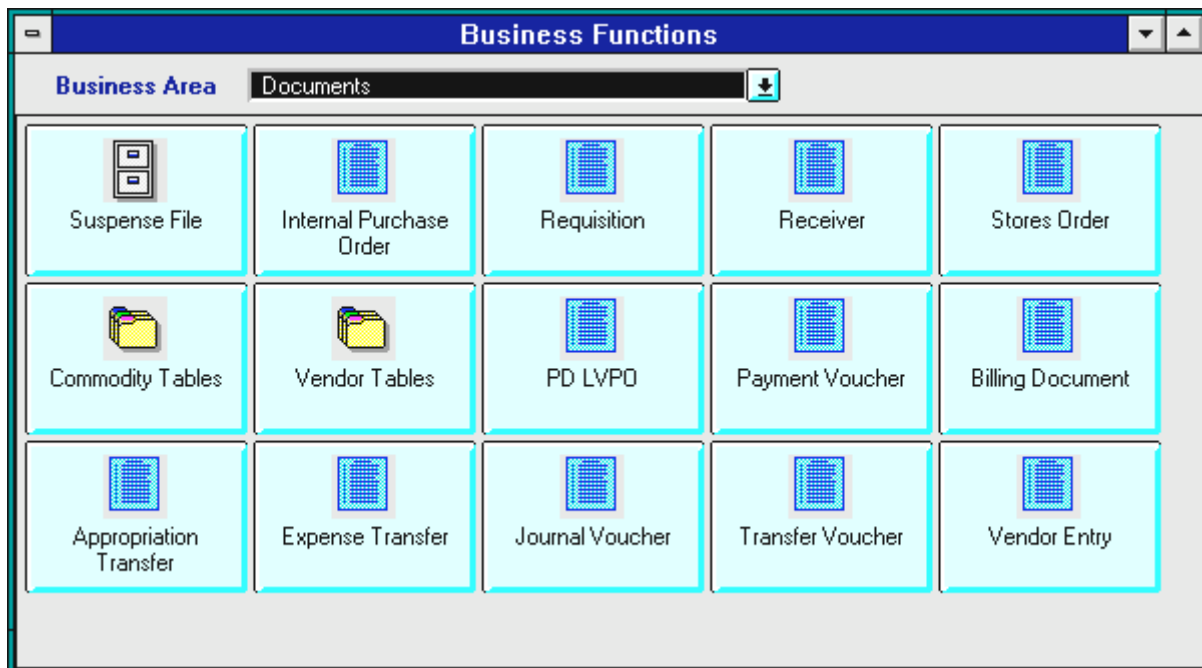
PDLVPO On-Line Document Preparation	<b>REVISED SECTION – PAGES 8-10</b>	PD-1
Canceling a PD		PD-8
Modifying a PD		PD-11
Internal PO Document Preparation		PO-1
Editing a PO		PO-4
Inserting Lines on a PO		PO-6
Deleting Lines on a PO		PO-9
Modifying a PO		PO-11
Payment Voucher (PV) Document Preparation		PV-1
Quick Payment Voucher (PVQ) Document Preparation		PVQ-1
Receiver (RC) Document Preparation		RC-1
Completing a Full Receiver		RC-3
Completing a Partial Receiver		RC-4
Canceling a Receiver		RC-7
Requisition (RX) Document Preparation	<b>REVISED SECTION – PAGES 30-37</b>	RX-1
Including Additional Description on an RX		RX-10
Including Freight on an RX		RX-17
Inserting Lines on an RX		RX-19
Deleting Lines on an RX		RX-20
Canceling an RX		RX-30
Modifying an RX		RX-33
Stock Requisition (SR) Document Preparation		SR-1
Looking up Stock Item Codes		SR-2
Completing an SR		SR-5
Vendor Entry (VE) Document Preparation		VE-1
VE Document on the Suspense File		VE-6

# 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.

**Batch / Document Entry**

**Document Type**  
Decentralized Purchase Order

**View by**  
☒ Name ☐ Code

**Batch ID**  **Organization**

**Document ID**

☐ Automatic Document Numbering

☒ New ☐ Open ☐ Scan

**OK** **Cancel**

- ♥ 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: **OK**

## Completing a PD Document

The PD document will appear in the Other Attributes View.

Batch:		Document: PD		WR1 LVP0280015	
Date of Record	/ /	Acctg Period	/	Budget FY	
<input checked="" type="radio"/> New	<input type="radio"/> Modification	<input type="radio"/> Cancellation		Building / Room	0103 / ecb103
Vendor	911276003 b	Delivery Date	11 / 30 / 98	Ship to / Bill to	rec / ap
Name				FOB	Shipping
Contact				Item Total	
<b>Other Attributes</b>					
Address				Comment	
				Blanket Number	
				BS Account	
Responsible Agency / Org	WR1 / 1001	Warehouse			
Organization Name				Resp Person	als1 alison summers
<b>Options</b>					
Vendor Terms	<input type="checkbox"/>	Order Type	<input type="checkbox"/>	Discount Code	<input type="checkbox"/>
Commodity / Acctg Linking	Default	Change Order Tracking	Default	Tax Code	Default
Goods Already Received	Default	Confirmation Order	Default		
Other Attrib	Freight	Acctg Details	Comm Details	Comm Line	Addl Descript

- ♥ 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:

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

## Completing a PD Document

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

Batch:		Document: PD WR1 LVP0280015	
Date of Record	/ /	Acctg Period	/
<input checked="" type="radio"/> New	<input type="radio"/> Modification	<input type="radio"/> Cancellation	Budget FY
Vendor	911276003 b	Delivery Date	11 / 30 / 98
Name			Building / Room
Contact			0103 / ecb103
			Ship to / Bill to
			rec / ap
			FOB
			Shipping
			Item Total
<b>Freight</b>			
Freight Charge Basis By Line			
	Amount	Def / Inc / Dec	Calculated Amount
Freight	11.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	
Total	250.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	
Quantity		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	
Other Attrib	Freight	Acctg Details	Comm Details
		Comm Line	Addl Descript

♥ 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.

Batch: Document: PD WR1 LVPO280015									
Date of Record		/ /		Acctg Period		/		Budget FY	
<input checked="" type="radio"/> New		<input type="radio"/> Modification		<input type="radio"/> Cancellation		Building / Room		0103 / ecb103	
Vendor		911276003 b		Delivery Date		11 / 30 / 98		Ship to / Bill to	
Name				FOB		Shipping		<input type="button" value="↓"/>	
Contact				Item Total					
Line	01	Appr Unit		Job Number					
Fund		Activity		Rept Cat		Def / Inc / Dec			
Agency	wr1	Function		Amount		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>			
Org / Sub	1001 /	Obj / Sub	7320 / 48						
Line		Appr Unit		Job Number					
Fund		Activity		Rept Cat		Def / Inc / Dec			
Agency		Function		Amount		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>			
Org / Sub	/	Obj / Sub	/						
Line		Appr Unit		Job Number					
Other Attrib		Freight		Acctg Details		Comm Details		Comm Line	
Addl Descript									

♥ Complete the accounting line details per the following instructions.

♥ Click on:  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.

Batch:		Document: PD WR1 LVPO280015	
Date of Record	/ /	Acctg Period	/
<input checked="" type="radio"/> New	<input type="radio"/> Modification	<input type="radio"/> Cancellation	
Vendor	911276003 b	Delivery Date	11 / 30 / 98
Name			Building / Room
Contact			0103 / ecb103
		Ship to / Bill to	rec / ap
		FOB	Shipping
		Item Total	

Line	Commodity Code	Item Code	Unit of Measure	Accounting Line	Discount Code	Text	Tax Code	Revalue Previously Received Items	Manuf Number	Name	Description	Quantity	Unit Cost	Line Total	Discount	Tax	Freight	Total Cost	Def / Inc / Dec
001	732048		each	01		None		<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> None			toolbook software upgrade	1.00	250.00						<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>

Other Attrib	Freight	Acctg Details	Comm Details	Comm Line	Addl Descript

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

Enter data in the following fields only:

### Commodity Line Information:

<b>LINE</b>	Type a number to distinguish this commodity line from all others on this document. Start with <b>001</b> .
<b>COMMODITY CODE</b>	Type the valid commodity code from the Comm Code field of the PDLVPO form.
<b>UNIT OF MEASURE</b>	Type the valid unit code from the Unit field of the PDLVPO form.
<b>ACCOUNTING LINE</b>	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.
<b>DESCRIPTION</b>	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).
<b>QUANTITY</b>	Type the quantity, with 2 decimal places, from the Quantity field of the PDLVPO form.
<b>UNIT COST</b>	Type the cost per unit including decimal points from the Unit Price field of the PDLVPO form.
<b>DISCOUNT</b>	LEAVE BLANK.
<b>FREIGHT</b>	LEAVE BLANK. Supplied automatically during the Edit process from the information entered on the Freight View of this document.
<b>TOTAL COST</b>	LEAVE BLANK. Calculated by Advantage during the Edit process.



## After Editing a PD Document

Batch:		Document: PD WR1 LVPO280015	
Date of Record	/ /	Acctg Period	/
<input checked="" type="radio"/> New	<input type="radio"/> Modification	<input type="radio"/> Cancellation	
Vendor	911276003 B	Delivery Date	11 / 30 / 98
Name	ASYMETRIX CORP		FOB
Contact		Shipping	↓
		Item Total	273.50

Line	Commodity Code	Quantity	Amount	Def / Inc / Dec
001	732048	1.000		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
	Item Code	Unit Cost	250.000000	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
	Unit of Measure	Line Total	250.00	
	Accounting Line	Discount		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
	Text	Tax	12.50	
	Revalue Previously Received Items	Freight	11.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> None	Total Cost	273.50	
	Manuf Number	Name		
	Description	TOOLBOOK SOFTWARE UPGRADE		

Other Attrib	Freight	Acctg Details	Comm Details	Comm Line	Addl Descript
Business Functions...	Min	Close	PD		

1 of 2: READY FOR APPROVAL 1	Messages	Status: PEND1	Ln 1/1	1:46 PM	10/23/98
------------------------------	----------	---------------	--------	---------	----------

- ♥ 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.

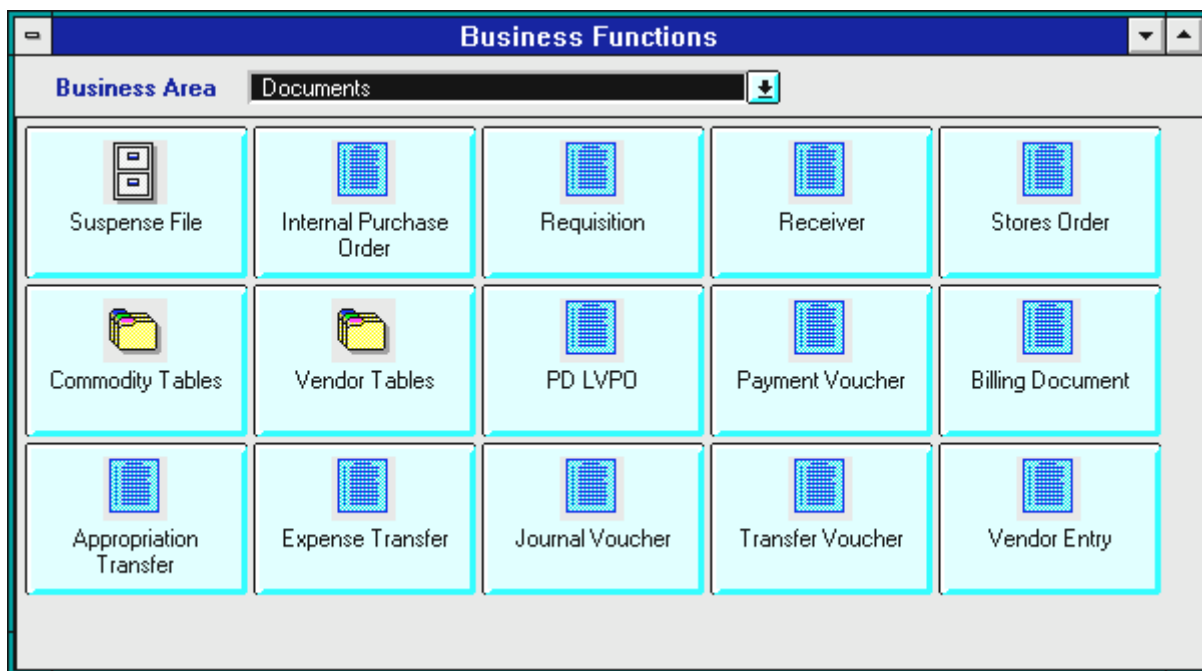
## Canceling a PDLVPO Document

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.)

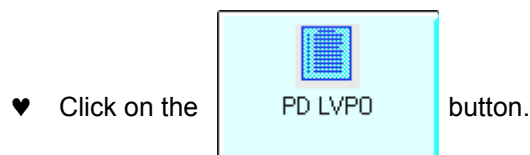
- ◆ The original **LVPO document number**.
- ◆ The **vendor code, including address indicator if applicable**, used on the PD.

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:



## Canceling a PD

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

**Batch / Document Entry**

**Document Type**  
Decentralized Purchase Order

**View by**  
☒ Name ☐ Code

**Batch ID**  **Organization**

**Document ID**

☐ **Automatic Document Numbering**

☒ **New** ☐ **Open** ☐ **Scan**

**OK** **Cancel**

- ♥ 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: **OK**

## 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.

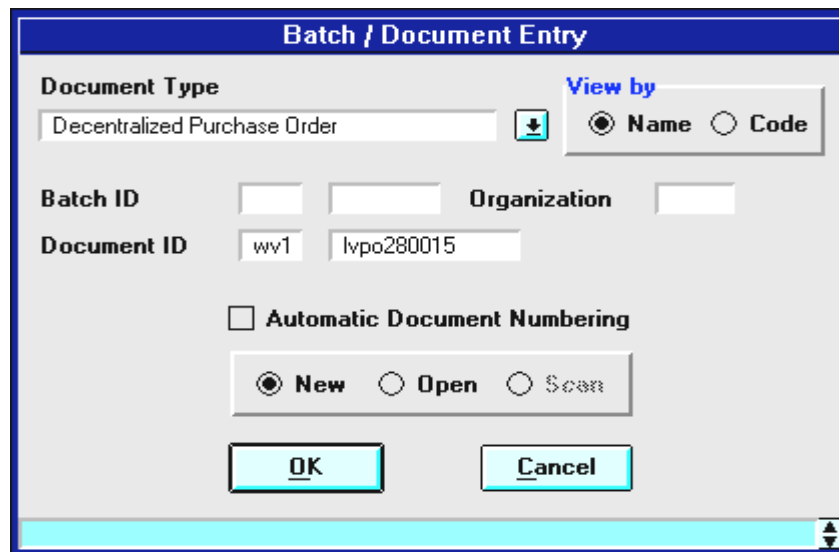
Before modifying a PDLVPO, the following steps need to be taken to obtain the necessary information from the **Off-Campus Orders-by Document Open Tables**. (Refer to the directions in the Advantage Open Tables booklet.)

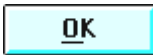
- Obtain the **original LVPO** document number.
- Ensure that the document is still **open**.
- Check to see if a **receiver or vendor invoice** has been processed.
- Obtain the **vendor code, including address indicator if applicable**, from the original document.
- Determine which **accounting line(s)** 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.

Batch:		Document: PD WV1 LVP0280015	
Date of Record	/ /	Acctg Period	/
<input type="radio"/> New	<input checked="" type="radio"/> <b>Modification</b>	<input type="radio"/> Cancellation	
Vendor	911276003 b	Delivery Date	/ /
Name			FOB
Contact			No Change
		Item Total	
<b>Other Attributes</b>			
Address			Comment
			Blanket Number
			BS Account
Responsible Agency / Org	/	Warehouse	
Organization Name			Resp Person
<b>Options</b>			
Vendor Terms	<input type="checkbox"/>	Order Type	<input type="checkbox"/>
Commodity / Acctg Linking	Default	Discount Code	<input type="checkbox"/>
Goods Already Received	Default	Change Order Tracking	Yes
		Confirmation Order	Default
Other Attrib	Freight	Acctg Details	Comm Details
Comm Line	Addl Descript		

♥ 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.

Batch:		Document: PD WV1 LVP0280015	
Date of Record	/ /	Acctg Period	/ /
<input type="radio"/> New	<input checked="" type="radio"/> Modification	<input type="radio"/> Cancellation	
Vendor	911276003 b	Delivery Date	/ /
Name			FOB
Contact			No Change
		Item Total	
<b>Freight</b>			
Freight Charge Basis By Line			
Amount	Def / Inc / Dec	Calculated Amount	
Freight	11.00		
Total	250.00		
Quantity			
<div> Other Attrib Freight Acctg Details Comm Details Comm Line Addl Descript_ </div>			

♥ 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.

Batch: Document: PD WV1 LVP0280015									
Date of Record		/ /		Acctg Period		/		Budget FY	
<input type="radio"/> New		<input checked="" type="radio"/> Modification		<input type="radio"/> Cancellation				Building / Room	
Vendor		911276003		b		Delivery Date		/ /	
Name						Ship to / Bill to		/	
Contact						FOB		No Change	
						Item Total			
Line	01	Appr Unit		Job Number					
Fund		Activity		Rept Cat		Def / Inc / Dec			
Agency		Function		Amount		<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>			
Org / Sub	/	Obj / Sub	/						
Line		Appr Unit		Job Number					
Fund		Activity		Rept Cat		Def / Inc / Dec			
Agency		Function		Amount		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>			
Org / Sub	/	Obj / Sub	/						
Line		Appr Unit		Job Number					
Other Attrib		Freight		Acctg Details		Comm Details		Comm Line	
Addl Descript									

♥ 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.

Batch:		Document: PD WV1 LVP0280015	
Date of Record	/ /	Acctg Period	/
<input type="radio"/> New	<input checked="" type="radio"/> Modification	<input type="radio"/> Cancellation	
Vendor	911276003 b	Delivery Date	/ /
Name			Budget FY
Contact			Building / Room
		Ship to / Bill to	/
		FOB	No Change
		Item Total	
Line	001	Amount	
Commodity Code		Quantity	1.00
Item Code		Unit Cost	
Unit of Measure		Line Total	
Accounting Line		Discount	
Text	None	Tax Code	
Revalue Previously Received Items		Freight	
<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> None	
Manuf Number		Total Cost	
Description			
Other Attrib		Freight	Acctg Details
Comm Details		Comm Line	Addl Descript

- ♥ 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.

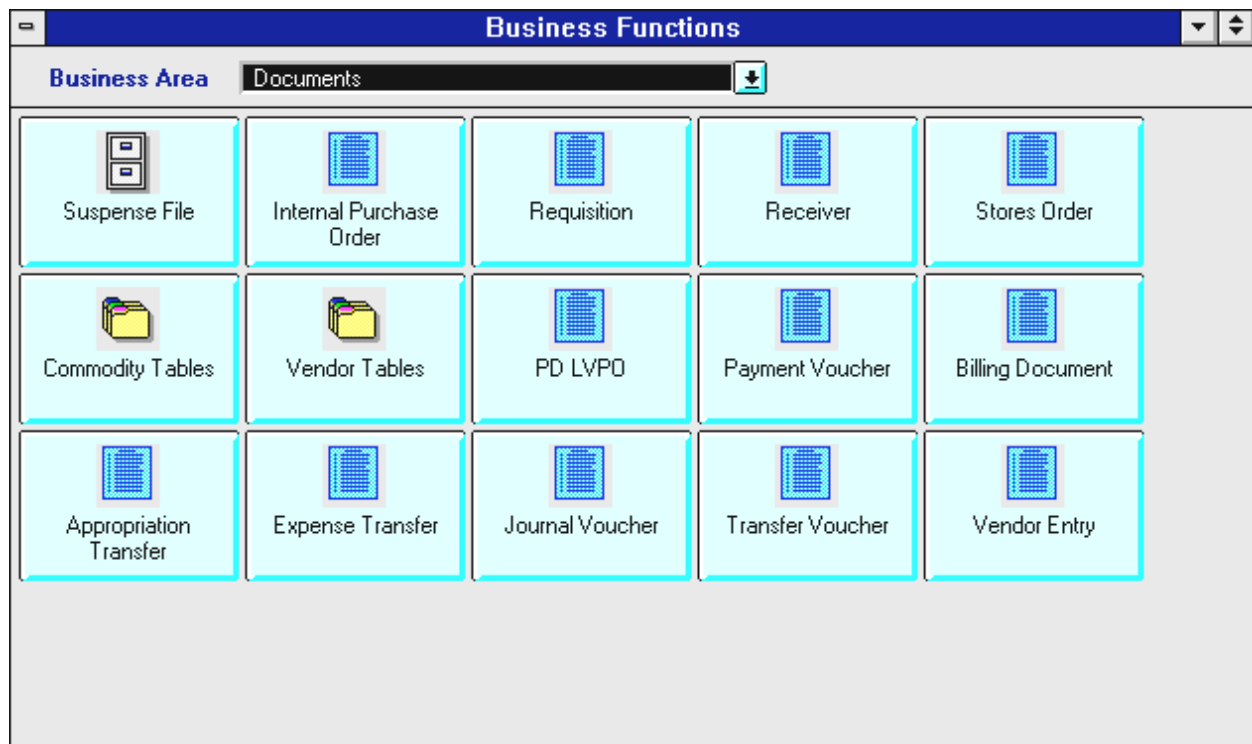
# Internal Purchase Order Document Preparation

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

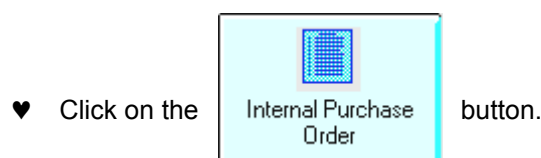
- ◆ A valid Vendor Code for the on-campus service department from the On-line Vendor Tables or the Service Department Agency List.
- ◆ The agency/org (account) which is paying for the goods or services.
- ◆ A valid object/subobject code. Object/subobject codes can be found in *COM 430-02*. If you are 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:



## Completing a PO Document

The Document Entry Window for Internal Purchase Orders will appear.

Batch / Document Entry

Document Type: Purchase Order

View by: ☒ Name ☐ Code

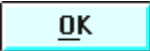
Batch ID: [ ] Organization: [ ]

Document ID: wv1 wv1#

☒ Automatic Document Numbering

☒ New ☐ Open ☐ Scan

OK Cancel

- ♥ 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.

Batch: Document: PO WV1 WV100000087																															
Date of Record	/ /	Accounting Period	/																												
<input checked="" type="radio"/> New <input type="radio"/> Modification		Order Type																													
Vendor Code	computing	Name																													
Document Total	120.00	Calculated Total																													
<input type="checkbox"/> Internal Order		Seller Fund																													
		Seller Agency																													
Comments	mary/ada109																														
<table border="1"> <tr> <td>Line</td> <td>01</td> <td>Ref Requisition</td> <td></td> </tr> <tr> <td>Fund</td> <td></td> <td>Object / Sub</td> <td>7390 / 16</td> </tr> <tr> <td>Agency</td> <td>wv1</td> <td>Job Number</td> <td></td> </tr> <tr> <td>Organization / Sub</td> <td>1003 /</td> <td>Report Cat</td> <td></td> </tr> <tr> <td>Appropriation Unit</td> <td></td> <td>Units</td> <td></td> </tr> <tr> <td>Activity</td> <td></td> <td>Description</td> <td>MS Access 7.0- K. hermanson</td> </tr> <tr> <td>Function</td> <td></td> <td></td> <td></td> </tr> </table>				Line	01	Ref Requisition		Fund		Object / Sub	7390 / 16	Agency	wv1	Job Number		Organization / Sub	1003 /	Report Cat		Appropriation Unit		Units		Activity		Description	MS Access 7.0- K. hermanson	Function			
Line	01	Ref Requisition																													
Fund		Object / Sub	7390 / 16																												
Agency	wv1	Job Number																													
Organization / Sub	1003 /	Report Cat																													
Appropriation Unit		Units																													
Activity		Description	MS Access 7.0- K. hermanson																												
Function																															
		Text Exists	<input type="checkbox"/>																												
		Amount	120.00																												
		Def <input checked="" type="radio"/> Inc <input type="radio"/> Dec <input type="radio"/>																													

- ♥ 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

Batch: Document: PO WV1 WV100000087

Date of Record: / / Accounting Period: / Budget FY:   
☒ New ☐ Modification Order Type:   
 Vendor Code: computing Name:   
 Document Total: 120.00 Calculated Total:   
☐ Internal Order Seller Fund: Seller Agency:   
 Comments: mary/ada109

Line: 01   
 Ref Requisition:   
 Fund: Object / Sub: 7390 / 16 ☐ Text Exists   
 Agency: ww1 Job Number: Amount: 120.00   
 Organization / Sub: 1003 / Report Cat: ☒ Def ☐ Inc ☐ Dec   
 Appropriation Unit:   
 Activity: Units:   
 Function: Description: MS Access 7.0- K. hermanson

Requisition View Accounting View All Attributes View Additional Description

♥ Click on:

Toolbar	Key	Menubar
	F7	PROCESS: EDIT

## Edit Process

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

Batch:		Document: PO WV1 WV10000087	
Date of Record	/ /	Accounting Period	/
<input checked="" type="radio"/> New <input type="radio"/> Modification		Order Type	1
Vendor Code	COMPUTING	Name	IT: COMPUTING SERVICES
Document Total	120.00	Calculated Total	120.00
<input checked="" type="checkbox"/> Internal Order		Seller Fund	2190
		Seller Agency	XJ2
<div>Line 01</div> <div>Ref Requisition</div> <div>Fund 1150</div> <div>Agency WV1</div> <div>Organization / Sub 1003 /</div> <div>Appropriation Unit WV11003A</div> <div>Activity</div> <div>Function</div> <div>Object / Sub 7390 / 16</div> <div>Job Number</div> <div>Report Cat</div> <div>Units</div> <div>Description MS ACCESS 7.0- K. HERMANSON</div> <div><input type="checkbox"/> Text Exists</div> <div>Amount 120.00</div> <div><input checked="" type="radio"/> Def <input type="radio"/> Inc <input type="radio"/> Dec</div>			
Requisition View		Accounting View	
All Attributes View		Additional Description	
Business Functions...		Min Close PO	
READY FOR APPROVAL 1		Messages Status: PEND1 Ln 1/1 4:38 PM 02/07/00	

- ♥ 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

Batch: Document: PO WV1 WV10000087

Date of Record: / / Accounting Period: / Budget FY:

☒ New ☐ Modification Order Type: 1 Comments: MARY/ADA109

Vendor Code: COMPUTING Name: IT: COMPUTING SERVICES

Document Total: 120.00 Calculated Total: 120.00

☒ Internal Order Seller Fund: 2190 Seller Agency: XJ2

Line: 01

Ref Requisition:

Fund: 1150 Object / Sub: 7390 / 16 ☐ Text Exists

Agency: WV1 Job Number: Amount: 120.00

Organization / Sub: 1003 / Report Cat: ☒ Def ☐ Inc ☐ Dec

Appropriation Unit: WV11003A Units:

Activity: Description: MS ACCESS 7.0- K. HERMANSON

Function:

Requisition View Accounting View **All Attributes View** Additional Description

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

Toolbar	Key	Menubar
	Ctrl + F	EDIT: INSERT LINE AFTER

- ♥ Click on:

## Inserting Lines

An additional blank line will appear.

Batch:		Document: PO WV1 WV10000087	
Date of Record	/ /	Accounting Period	/
<input checked="" type="radio"/> New <input type="radio"/> Modification		Order Type	1
Vendor Code	COMPUTING	Name	IT: COMPUTING SERVICES
Document Total	120.00	Calculated Total	120.00
<input checked="" type="checkbox"/> Internal Order		Seller Fund	2190
		Seller Agency	XJ2
<div>Line <input type="text"/></div> <div>Ref Requisition <input type="text"/></div> <div>Fund <input type="text"/> Object / Sub <input type="text"/> / <input type="text"/> <input type="checkbox"/> Text Exists</div> <div>Agency <input type="text"/> Job Number <input type="text"/> Amount <input type="text"/></div> <div>Organization / Sub <input type="text"/> / <input type="text"/> Report Cat <input type="text"/> <input checked="" type="radio"/> Def <input type="radio"/> Inc <input type="radio"/> Dec</div> <div>Appropriation Unit <input type="text"/> Units <input type="text"/></div> <div>Activity <input type="text"/> Description <input type="text"/></div> <div>Function <input type="text"/></div>			
<div>Requisition View</div> <div>Accounting View</div> <div>All Attributes View</div> <div>Additional Description</div>			

- ♥ 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

Batch: Document: PO WV1 WV100000087

Date of Record / / Accounting Period / Budget FY  
☒ New ☐ Modification Order Type 1 Comments MARY/ADA109  
Vendor Code COMPUTING Name IT: COMPUTING SERVICES  
Document Total 120.00 Calculated Total 120.00  
☒ Internal Order Seller Fund 2190 Seller Agency XJ2

Line 02  
Ref Requisition  
Fund Object / Sub 7390 / 16 ☐ Text Exists  
Agency wv1 Job Number Amount 30.00  
Organization / Sub 1003 / Report Cat ☒ Def ☐ Inc ☐ Dec  
Appropriation Unit  
Activity Units  
Function Description intro to internet - a. shaw

Requisition View Accounting View All Attributes View Additional Description

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

The screenshot shows the 'Internal Purchase Order Transaction Screen'. At the top, there is a toolbar with various icons. Below the toolbar, the document information is displayed: Batch: Document: PO TR1 TR102000038. The form includes fields for Date of Record, Accounting Period, Budget FY, Order Type, Comments, Vendor Code, Name, Document Total (40.00), Calculated Total (80.00), Internal Order (checked), Seller Fund (2100), and Seller Agency (JC2). A table of line items is shown below, with the first line item highlighted: Line 02, Ref Requisition, Fund 1150, Agency WV1, Organization / Sub 1003 / , Appropriation Unit WV11003A, Job Number, Report Cat, Units, Description KEY FOR MUS 181, Amount 40.00, and radio buttons for Def (selected), Inc, and Dec. At the bottom, there are four tabs: Requisition View, Accounting View, All Attributes View, and Additional Description.

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

♥ Click on:

Toolbar	Key	Menubar
	Ctrl + R	EDIT: REMOVE LINE

## Deleting Lines

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

Batch: Document: PO TR1 TR102000038

Date of Record / / Accounting Period / Budget FY  
☒ New ☐ Modification Order Type Comments MARY/MUS 185  
Vendor Code Name  
Document Total 40.00 Calculated Total 80.00  
☒ Internal Order Seller Fund 2100 Seller Agency JC2

Line 02  
Ref Requisition  
Fund 1150  
Agency WV1  
Organization / Sub 1003  
Appropriation Unit WV11003A Units  
Activity Description KEY FOR MUS 181  
Function

Exists 40.00  
☐ Inc ☐ Dec

Do you really want to delete the selected lines?  
Yes No

Requisition View Accounting View All Attributes View Additional Description

- ♥ 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

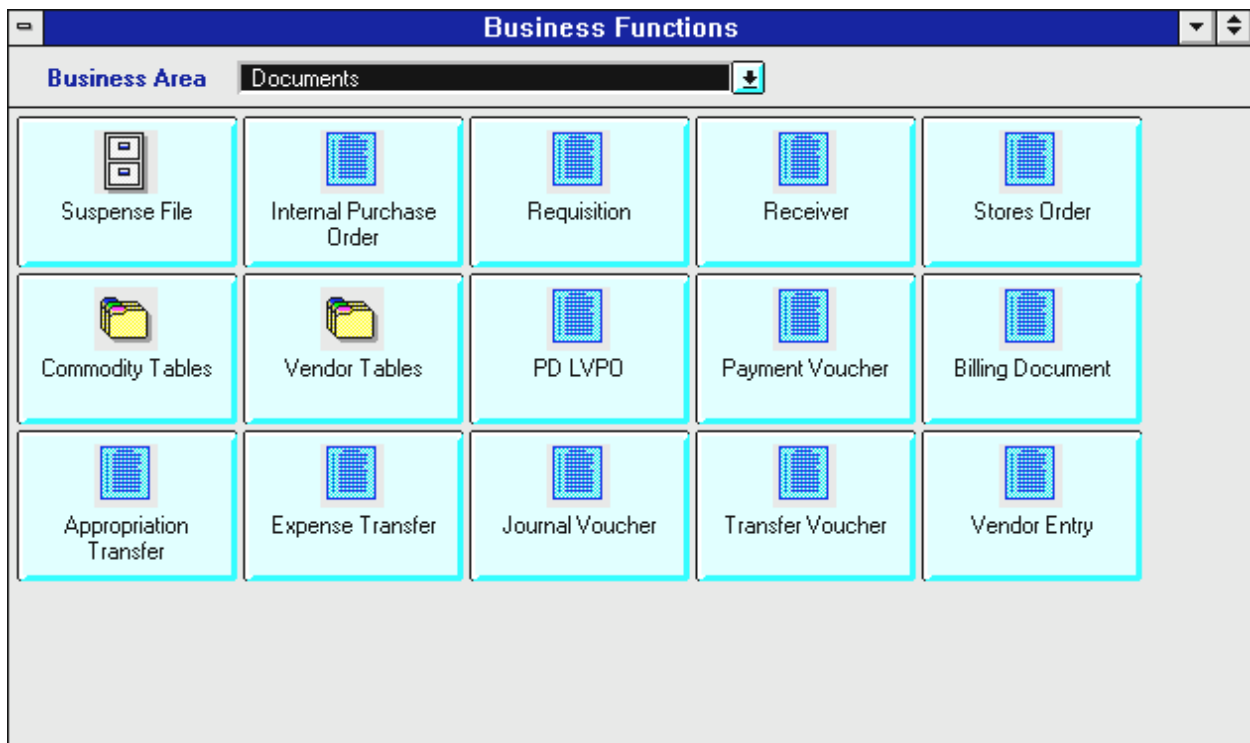
## Modifying an Internal Purchase Order by Vendor Code

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.

Batch / Document Entry

Document Type: Purchase Order

View by: ☒ Name ☐ Code

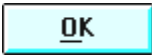
Batch ID: [ ] Organization: [ ]

Document ID: ac1 ac102000010

☐ Automatic Document Numbering

☒ New ☐ Open ☐ Scan

OK Cancel

- ♥ 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.

Batch:		Document: PO AC1 AC102000010	
Date of Record	/ /	Accounting Period	/
<input type="radio"/> New <input checked="" type="radio"/> Modification		Order Type	
Vendor Code	officemac	Name	
Document Total	9959.16	Calculated Total	
<input type="checkbox"/> Internal Order		Seller Fund	
		Seller Agency	
Comments			

Line	Reference Requisition	Amount	Def / Inc / Dec	Description
01		9959.16	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	

Requisition View	Accounting View	All Attributes View	Additional Description
------------------	-----------------	---------------------	------------------------

- ♥ 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.

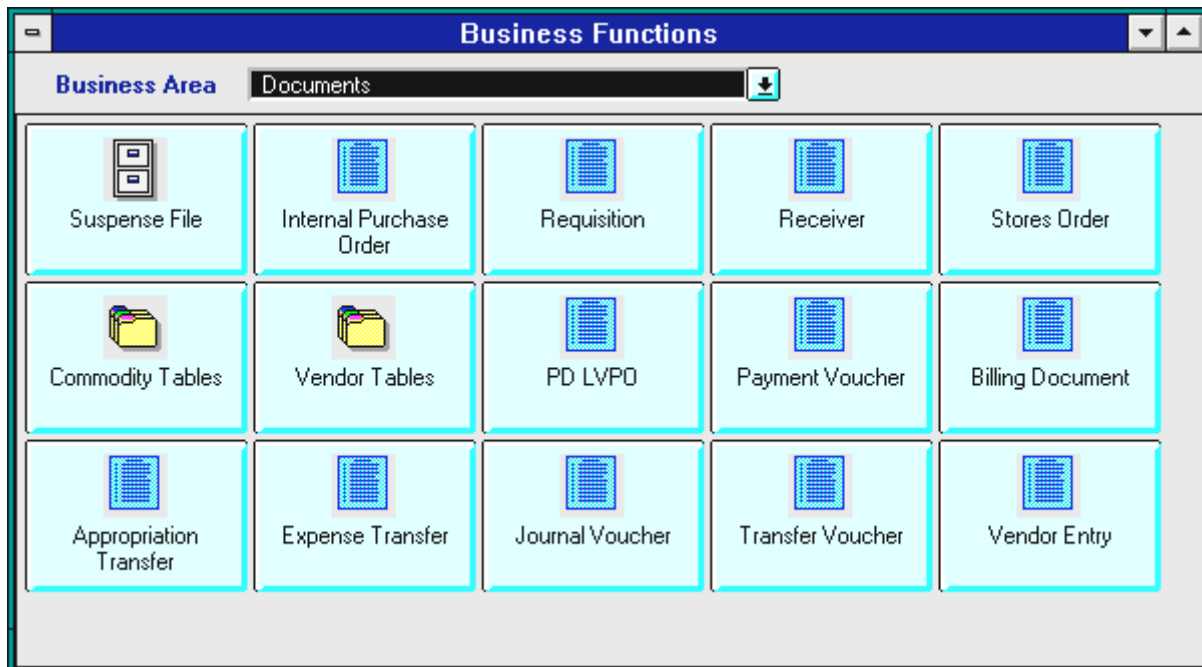
## PV Document Preparation

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:



## Completing a PV Document

The Document Entry Window for Payment Vouchers will appear.

**Batch / Document Entry**

**Document Type**  
Payment Voucher

**View by**  
☒ Name ☐ Code

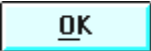
**Batch ID**  **Organization**

**Document ID**

☒ **Automatic Document Numbering**

☒ New ☐ Open ☐ Scan

**OK** **Cancel**

- ♥ 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.

The screenshot displays the ADVANTAGE Desktop application window. The title bar reads "ADVANTAGE Desktop". The menu bar includes "File", "Edit", "Display", "Process", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main window area is titled "Batch: Document: PV WV1 WV102000472". It contains several input fields and sections:

- Date of Record**: / /
- Acctg Period**: /
- Budget Fiscal Year**:
- Document Total**: 185.00
- Use Tax Total**: 0.00
- Calculated Total**: 185.00
- Vendor Code**: 621400699
- Name**: SEMINARS PLUS
- Line**: 01
- Total Amt**: 185.00
- Tax Amt**: 0.00
- Fund**: 1150
- Agency**: WV1
- Org / Sub**: 1003 /
- Appr Unit**: WV11003A
- Activity**:
- Function**:
- Obj / Sub**: 7390 / 16
- Rev Srce / Sub**: /
- Job Number**:
- Rept Category**:
- BS Account**:
- Discount Type**:
- Quantity**:
- Freight**:
- Def**: ☒ **Inc**: ☐ **Dec**: ☐
- Amount**: 185.00
- Tax Code**:
- Partial / Final**: Default
- Desc**: TEAM MGMT - JONES 8/15

At the bottom of the main window area are tabs: "Other Attributes", "Seller", "Accounting", "Ref Document", and "Line Details". Below these tabs are buttons: "Business Functions...", "Min", "Close", and "PV". The status bar at the very bottom shows "1 of 2: READY FOR APPROVAL 1", a "Messages" button, "Status: PEND1", "Ln 1/1", "4:33 PM", and "07/02/03".

- ♥ 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 Remimbursements 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:

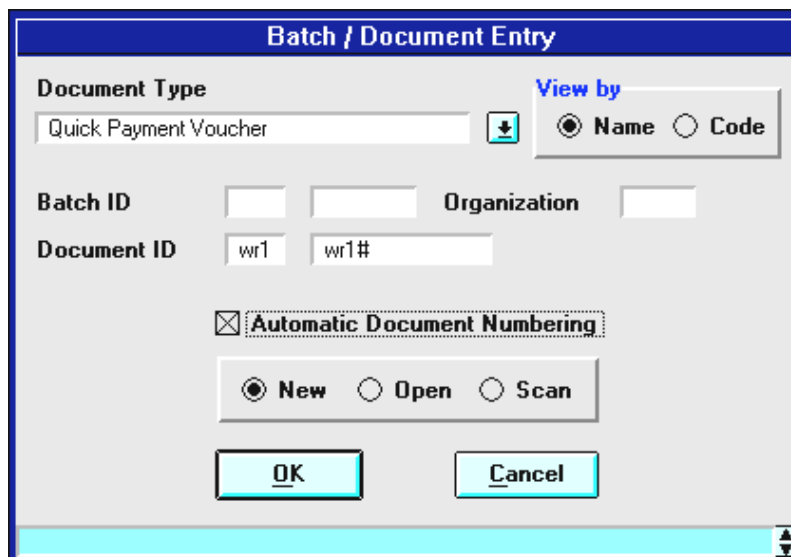
- ◆ The complete name and full address of the interviewee or person you are trying to pay.
- ◆ The agency/org (account) that is paying for these goods and/or services.
- ◆ The revenue/subrevenue codes you are processing the refund against, if applicable.
- ◆ Once a PVQ has been approved with a Level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

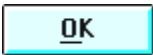
The following example is used to illustrate the process for completing a PVQ:

You interviewed Jane Smith for a position on the Main Campus, but she was not hired. Your 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.

Batch:		Document: PVQ WR1 WR109000757	
Date of Record	/ /	Accounting Period	/
<input checked="" type="radio"/> New <input type="radio"/> Modification		Document Total	120.00
Vendor Code	intv1	Calculated Total	
Name	jane smith		
<b>Vendor Address</b>		<b>Payment Options</b>	
555 w scotch blvd		Single Check Default	
		Check Category e2	
bakersfield ca 90102-1415		EFT Indicator Default	
		Application Type	
		Scheduled Pay Date / /	
Fixed Asset Indicator	No Change		
Offset Liability Account			
<b>Other Attributes</b>		<b>Line Details</b>	

♥ 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.

Batch: Document: PVQ WR1 WR109000757			
Date of Record	/ /	Accounting Period	/
<input checked="" type="radio"/> New <input type="radio"/> Modification		Document Total	120.00
Vendor Code	intv1	Calculated Total	
Name	jane smith		
Line	01	Fund	
<b>Referenced Documents</b>		Agency	wr1
Ref Code		Org / Sub	1001 /
Number		Appr Unit	
Acctg Line		Activity	
Comm Line		Function	
Invoice		Object / Sub	7390 / 31
Invoice Line		Rev / Sub	/
		Job Number	
		Description	6/3/99 intv expenses
		Rept Category	
		BS Account	
		Discount Type	
		Quantity	
		<input checked="" type="radio"/> Def <input type="radio"/> Inc <input type="radio"/> Dec	
		Amount	120.00
		<input checked="" type="radio"/> Def <input type="radio"/> Inc <input type="radio"/> Dec	
		Partial / Final	Default

Other Attributes
Line Details

- ♥ 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.

Batch:		Document: PVQ WR1 WR109000757	
Date of Record	/ /	Accounting Period	/
<input checked="" type="radio"/> New	<input type="radio"/> Modification	Document Total	120.00
Vendor Code	INTV	Calculated Total	120.00
Name	JANE SMITH		
Line	01	Fund	1150
<b>Referenced Documents</b>		Agency	WR1
Ref Code		Org / Sub	1001 /
Number		Appr Unit	WR11001A
Acctg Line		Activity	1100
Comm Line		Function	
Invoice		Object / Sub	7390 / 31
Invoice Line		Rev / Sub	/
		Job Number	
		Description	6/3/99 INTV EXPENSES
Rept Category		BS Account	
Discount Type		Quantity	
		<input checked="" type="radio"/> Def <input type="radio"/> Inc <input type="radio"/> Dec	
		Amount	120.00
		<input checked="" type="radio"/> Def <input type="radio"/> Inc <input type="radio"/> Dec	
		Partial / Final	Default
Other Attributes		Line Details	
1 of 3: READY FOR APPROVAL 1			
Messages Status: PEND1 Ln 1/1 11:44 AM 06/14/99			

- ♥ 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

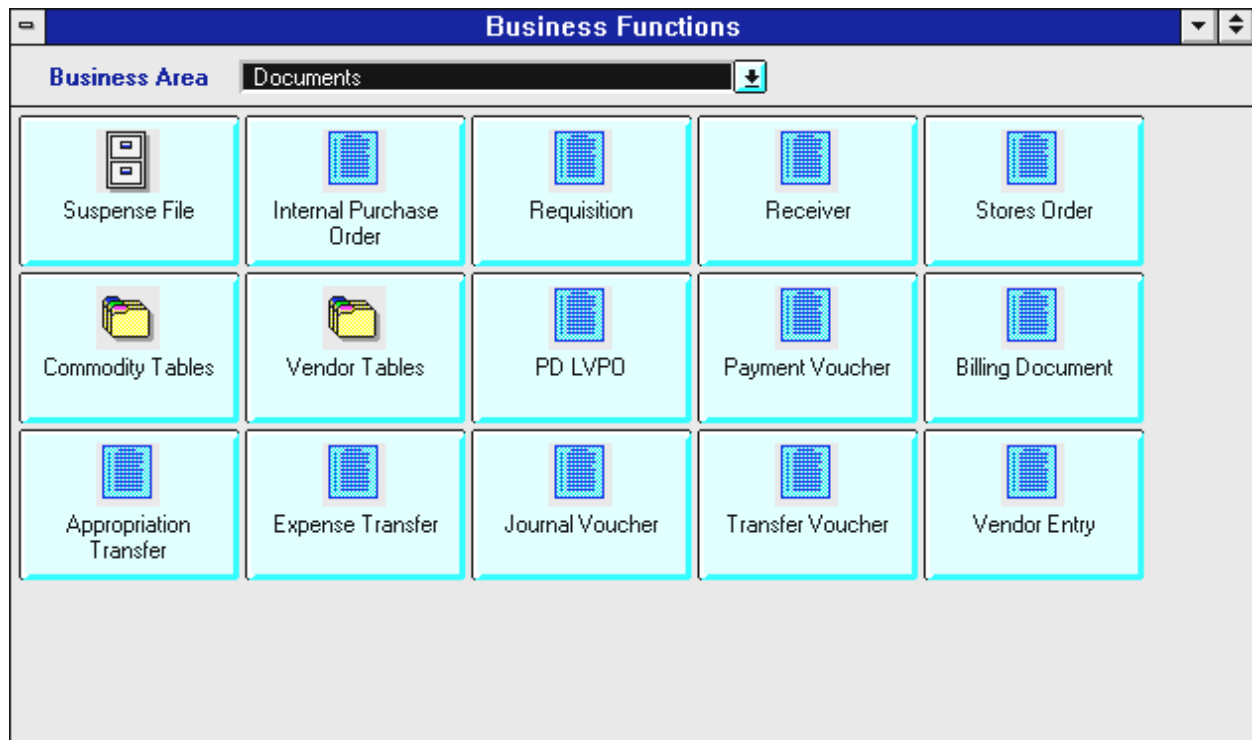
Before starting an RC, you need the following information:

- ◆ 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:





## Creating a Receiver

The Document Entry Window for Receivers will appear.

Batch / Document Entry

Document Type: Receiver

View by: ☒ Name ☐ Code

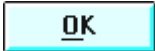
Batch ID: [ ] Organization: [ ]

Document ID: tr1 tr1#

☒ Automatic Document Numbering

☒ New ☐ Open ☐ Scan

OK Cancel

- ♥ 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.

Batch:		Document: RC TR1 TR109000634					
Date of Record	/ /	<input checked="" type="checkbox"/> Clear All					
<input checked="" type="radio"/> <b>New</b> <input type="radio"/> <b>Modification</b> <input type="radio"/> <b>Cancellation</b>		Comments					
Vendor	860323700 p	Name					
Reference Order	pc 02280000259	Address					
Received by	kathy/5-1-98/5-2334						
Carrier	dpt	Number					
		Name					
Line	Order Line	Quantity / SC \$ Ordered	Quantity / SC \$ Delivered	Unit of Measure	Def / Inc / Dec	Commodity Code	Item Code
<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div>           Description            Special Condition            Manufacturer Name         </div> <div>           Text            None         </div> <div>           Partial / Final Indicator            Default         </div> <div>           Default            No Entry         </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>           Manufacturer Name            Number         </div> <div>           Default            No Entry         </div> </div> </div>							
Additional Description							
Messages    Status: NEW    Ln 1/1    3:45 PM    05/01/98							

- ♥ 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.
<b>CLEAR ALL</b>	Click in the box to turn on (X will appear in the box), as this is a full receiver.
<b>(DOCUMENT ACTION)</b>	Ensure that NEW is indicated because this is an original transaction.
	<input checked="" type="radio"/> <b>New</b>
COMMENTS	Optional.
<b>VENDOR</b>	Type the vendor code from the original order, including suffix if applicable.
<b>REFERENCE ORDER</b>	Type the transaction code ( <b>PC</b> or <b>PD</b> ) and the Purchase Order Number.
<b>RECEIVED BY</b>	Type the date goods were received (month and day) and your name.
<b>CARRIER</b>	Type <b>DPT</b> if the goods were received in your department. Type <b>REC</b> 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.

Batch: Document: RC YG1 YG109000003									
Date of Record		/ /		<input type="checkbox"/> Clear All					
<input checked="" type="radio"/> New		<input type="radio"/> Modification		<input type="radio"/> Cancellation		Comments			
Vendor		160379130 b		Name					
Reference Order		pc 02280000260		Address					
Received by		kathy/5-6-98/5-2334							
Carrier		dpt		Number					
		Name							
Line	Order Line	Quantity / SC \$ Ordered	Quantity / SC \$ Delivered	Unit of Measure	Def / Inc / Dec	Commodity Code	Item Code		
001	002		85.00		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>				
Description						Partial / Final Indicator		Default	
Special Condition		Text		None		Manuf Safety Data Sheet Included		No Entry	
Manufacturer Name						Number			
Additional Description									
<div> <div>Messages</div> <div>Status: NEW Ln 1/1</div> <div>3:45 PM 05/06/98</div> </div>									

- ♥ 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 <b>blank</b> .
(DOCUMENT ACTION)	Ensure that NEW is indicated because this is an original transaction.  <b>New</b>
COMMENTS	Optional.
VENDOR	Type the vendor code from the original order, including suffix if applicable.
REFERENCE ORDER	Type the transaction code ( <b>PC</b> or <b>PD</b> ) and the Purchase Order Number.
RECEIVED BY	Type your name, the date the goods were received, and your phone number.
CARRIER	<b>Type DPT</b> if the goods were received in your department. <b>Type REC</b> if the goods came through receiving.
LINE	Type a number to distinguish this receiver line from all others on this document. Start with <b>001</b> .
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

Batch:		Document: RC YG1 YG109000003	
Date of Record	/ /	<input type="checkbox"/> Clear All	
<input checked="" type="radio"/> New <input type="radio"/> Modification <input type="radio"/> Cancellation           Comments:			
Vendor	160379130 B	Name	CHAMPION PRODUCTS INC
Reference Order	PC 02280000260	Address	PO BOX 951254
Received by	KATHY/5-6-98/5-2334		
Carrier	DPT Number	DALLAS TX	953951254
Name		REC'D IN DEPARTMENT	

Line	Order Line	Quantity / SC \$ Ordered	Quantity / SC \$ Delivered	Unit of Measure	Def / Inc / Dec	Commodity Code	Item Code
001	002	85.000	85.000	EA	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	732003	
Description		WORK OUT SHORTS		Partial / Final Indicator		Default	<input type="button" value="v"/>
Special Condition		Text	None	Manuf Safety Data Sheet Included		No Entry	<input type="button" value="v"/>
Manuf							

Messages


Code	Message
*HP03	DOCUMENT ERRORS DETECTED
D01-S070E	QTY AT MAX FOR PARTIAL

1 of 2: DO
5/06/98

**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 this line 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

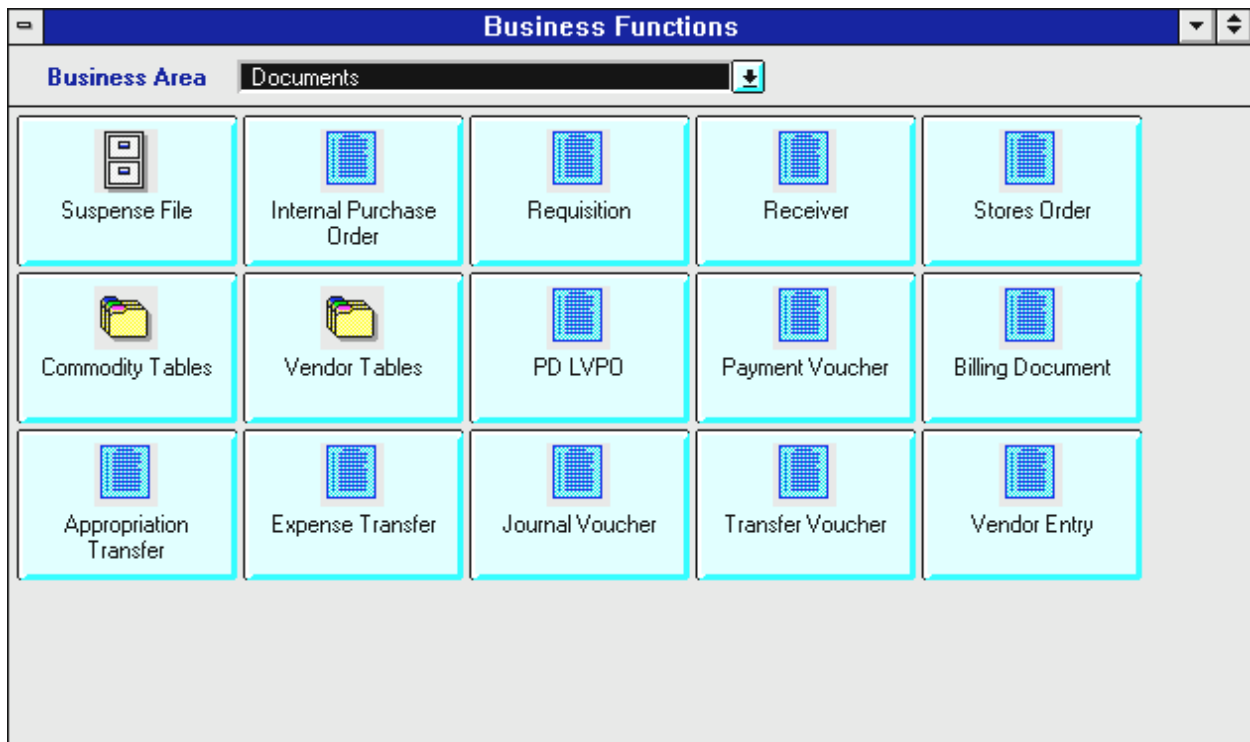
When a receiver has already been processed against a PD document that you wish to modify or cancel, you must cancel the receiver before the PD may be modified. (See the sections on "Off-Campus Orders by Document" and "Document History" in the Advantage Open Tables booklet for further information on how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



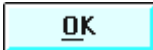
To begin a Receiver cancellation from the Business Functions Documents window:



## Canceling a Receiver

The Document Entry Window for Receivers will appear.

The screenshot shows a software window titled "Batch / Document Entry". It has a "Document Type" dropdown menu set to "Receiver". To the right is a "View by" section with radio buttons for "Name" (selected) and "Code". Below these are input fields for "Batch ID", "Organization", and "Document ID". The "Document ID" field is split into two boxes: the first contains "wr1" and the second contains "wr109001252". There is an unchecked checkbox for "Automatic Document Numbering". Below that are three radio buttons: "New" (selected), "Open", and "Scan". At the bottom are "OK" and "Cancel" buttons.

- ♥ 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.

Batch:		Document: RC		WR1 WR109001252		
Date of Record	/ /			<input type="checkbox"/> Clear All		
<input type="radio"/> New	<input type="radio"/> Modification	<input checked="" type="radio"/> Cancellation		Comments		
Vendor	911276003 p	Name				
Reference Order		Address				
Received by						
Carrier		Number				
		Name				
Order Line	Quantity / SC \$	Quantity / SC \$	Unit of Measure	Def / Inc / Dec	Commodity Code	Item Code
Description			Partial / Final Indicator		Default	
Special Condition	Text	None	Manuf Safety Data Sheet Included		No Entry	
Manufacturer Name			Number			
Additional Description						

- ♥ 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.

☒ **Cancellation**

VENDOR Type the vendor code from the original RC.

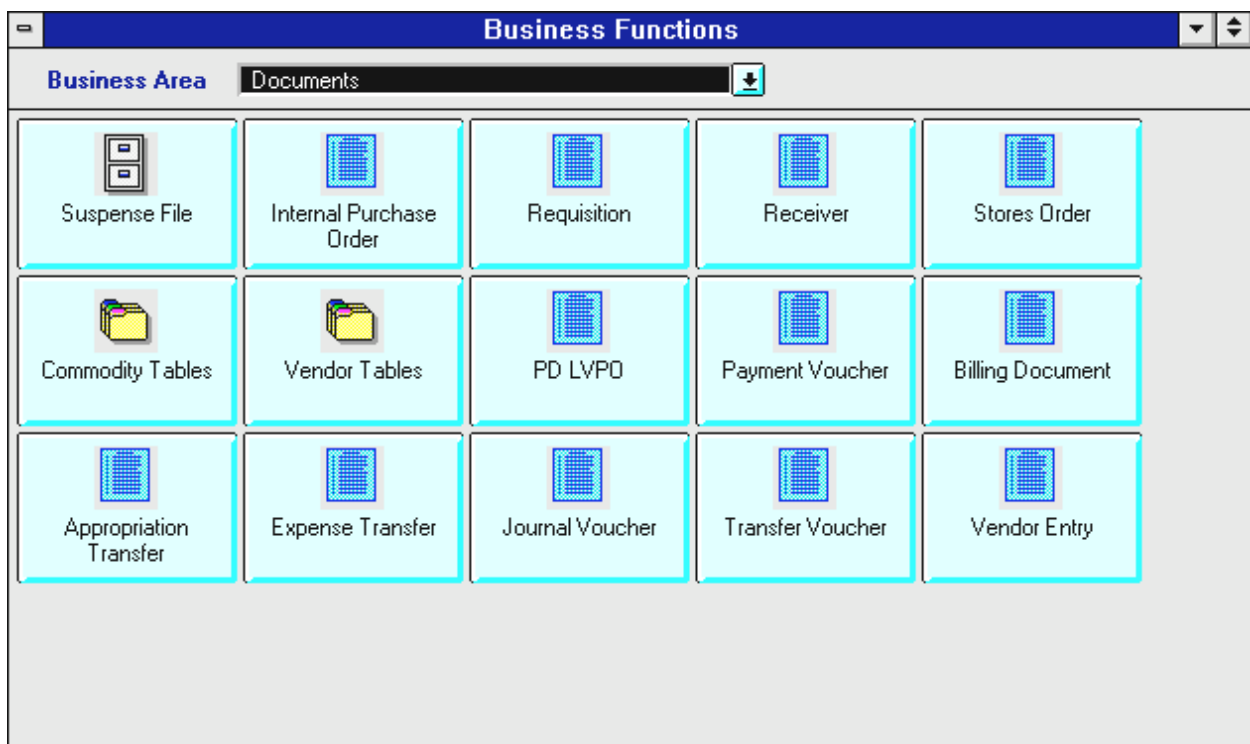


# RX Document Preparation

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:



## Completing an RX Document

The Document Entry Window for Requisitions will appear.

**Batch / Document Entry**

**Document Type**  
Requisition (EPS) [v]

**View by**  
☒ Name ☐ Code

**Batch ID** [ ] **Organization** [ ]

**Document ID** [ tr1 ] [ tr1# ]

☒ **Automatic Document Numbering**

☒ **New** ☐ Open ☐ Scan

**OK** **Cancel**

- ♥ 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: **OK**

## Completing an RX Document

The RX document will appear in the Other Attributes view.

The screenshot displays the ADVANTAGE Desktop application window. The title bar reads "ADVANTAGE Desktop". The menu bar includes "File", "Edit", "Display", "Process", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main window is titled "Batch: Document: RX TR1 TR102000035". It contains several input fields and sections:

- Date of Record**: / /
- Acctg Period**: /
- Budget FY**:
- New** (selected), **Modification**, **Cancellation**
- Building / Room**: 0405 / mus185
- Vendor**: 860323700 p
- Delivery Date**: 08 / 15 / 03
- Ship to / Bill to**: rec / ap
- Name**:
- Vendor Phone**:
- Contact**:
- Item Total**:

**Other Attributes**

- Address**:
- Comment**:
- BS Account**:
- Warehouse**:
- Responsible Agency / Org**: tr1 / 1001
- Phone**: 480-965-3371
- Requested by**: robert clef
- Responsible Person**: bks1 bea sharp

**Options**

- Requisition Type**:
- Discount Code**:
- Tax Code**:
- Commodity / Acctg Linking**: Default
- Change Order Tracking**: Default

Buttons at the bottom: **Other Attrib**, **Freight**, **Acctg Details**, **Comm Details**, **Comm Line**, **Add Descript**, **Business Functions...**, **Min**, **Close**, **RX**.


Footer: **Messages**, **Status: NEW**, **Ln 1/1**, **4:40 PM**, **07/02/03**.

♥ 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 (ACTION)	System Generated at the time the document is processed. Ensure that NEW is marked, because this is an original transaction. (If not, click the NEW button)  <b>New</b>
BUILDING / ROOM	Type the mail code, building, and room number where the goods will be delivered. <b>NOTE:</b> 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 <b>999999999</b> 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 <b>REC</b> (for Receiving) / <b>AP</b> (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 <b>BLANKET</b> . 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:

**ADVANTAGE Desktop**

File Edit Display Process Window Help

Batch: Document: RX TR1 TR102000035

Date of Record / / Acctg Period / Budget FY

☒ New ☐ Modification ☐ Cancellation

Building / Room 0405 / mus185

Vendor 860323700 p Delivery Date 08 / 15 / 03 Ship to / Bill to rec / ap

Name

Contact

Vendor Phone

Item Total

Line	001	Amount	Def / Inc / Dec
Comm Code	781057	Quantity 1.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Item Code		Unit Cost 18000.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Unit of Measure	ea	Line Total	
Acctg Line	01	Discount	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Text	None	Tax	
Discount Code		Freight	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Tax Code		Total Cost	
Manuf Number		Name	
Description	grand piano		

Other Attrib Freight Acctg Details Comm Details Comm Line Addl Descript

Business Functions... Min Close RX


Messages Status: NEW Ln 1/1 4:42 PM 07/02/03

♥ 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:

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

ADVANTAGE Desktop

File Edit Display Process Window Help

Batch: Document: RX TR1 TR102000035

Date of Record / / Acctg Period / Budget FY

☒ New ☐ Modification ☐ Cancellation

Building / Room 0405 / MUS185

Vendor 860323700 P Delivery Date 08 / 15 / 03 Ship to / Bill to REC / AP

Name SCHROEDERS ORGAN&PIANO/AZ INC Vendor Phone 602-264-6115

Contact HAIG LORDIGYAN Item Total 19,350.00

Line	Comm Code	Item Code	Unit of Measure	Acctg Line	Text	Discount Code	Tax Code	Manuf Number	Description	Quantity	Unit Cost	Line Total	Discount	Tax	Freight	Total Cost
001	781057		EA	01	None				GRAND PIANO	1.000	18,000.000000	18,000.00		1,350.00		19,350.00

Other Attrib Freight Acctg Details Comm Details Comm Line Addl Descript

Business Functions... Min Close RX

READY FOR APPROVAL 1 Messages Status: PEND1 Ln 1/1 4:47 PM 07/02/03

- ♥ 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.

**Batch:**      **Document:** RX YG1 YG109000008

**Date of Record** / /      **Acctg Period** /      **Budget FY**      **Building / Room** 0405 / ica101

☒ **New**    ☐ **Modification**    ☐ **Cancellation**      **Vendor** 160379130 b      **Delivery Date** 06 / 15 / 98      **Ship to / Bill to** rec / ap

**Name**      **Vendor Phone**      **Item Total**

**Contact**      **Item Total**

Line	002	Amount	Def / Inc / Dec
Comm Code	732003	Quantity 85.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Item Code		Unit Cost 12.48	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Unit of Measure	EA	Line Total	
Acctg Line	01	Discount	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Text	Custom	Tax	
Discount Code		Freight	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Tax Code		Total Cost	
Manuf Number		Name	
Description	workout shorts		

**Other Attrib**    **Freight**    **Acctg Details**    **Comm Details**    **Comm Line**    **Addl Descript\_**

**Business Functions...**    **Min**    **Close**    **RX**

**Messages**    Status: NEW    Ln 2/3    11:49 AM    10/22/98

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: **Add 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.

	Transaction ID	Commodity Line Number
	RX YG109000008	002

	Text	Text Line
1	maroon workout shorts with two color screen & # on left leg with	
2	player number. each player is to receive five pairs of practice	
3	shorts. 20 additional pairs should have the logo on left leg, but	
4	without numbers. sizes for the blanks are 4/large, 10/x-large and	
5	6/xx-large;	
6		
7		
8		
9		
10		
11		
12		
13		

Other Attrib   Freight   Acctg Details   Comm Details   Comm Line   Addl Descript

END OF FILE   Messages   11:51 AM 10/22/98

- ♥ 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

File	Edit	Display	Modify	Window	Help
	Cut Copy Paste		Ctrl+X Ctrl+C Ctrl+V		
Select Changes		Ctrl+F2			
Select All		Ctrl+A			
Deselect All		Ctrl+D			
Requisition Text					
Commodity Line Number					002
Text Line					
1	maroon workout shorts with two color screen & # on left leg with				
2	player number. each player is to receive five pairs of practice				
3	shorts. 20 additional pairs should have the logo on left leg, but				
4	without numbers. sizes for the blanks are 4/large, 10/x-large and				
5	6/xx-large.				
6					
7					
8					
9					
10					
11					
12					
13					
Other Attrib Freight Acctg Details Comm Details Comm Line Addl Descript					
END OF FILE					
Messages 11:53 AM 10/22/98					

When finished typing text:

♥ Click on:

Key	Menubar
Ctrl + A	EDIT: SELECT ALL

The screen will refresh with all description lines selected.

To add the selected text:

♥ Click on:

## RX Document with Additional Description

The screen will refresh showing the added text.

Requisition Text		
Transaction ID		Commodity Line Number
RX YG109000008		002
	Text	Text Line
1	MAROON WORKOUT SHORTS WITH TWO COLOR SCREEN & # ON LEFT LEG WITH	001
2	PLAYER NUMBER. EACH PLAYER IS TO RECEIVE FIVE PAIRS OF PRACTICE	003
3	SHORTS. 20 ADDITIONAL PAIRS SHOULD HAVE THE LOGO ON LEFT LEG, BUT	005
4	WITHOUT NUMBERS. SIZES FOR THE BLANKS ARE 4/LARGE, 10/X-LARGE AND	007
5	6/XX-LARGE.	009
6		
7		
8		
9		
10		
11		
12		
13		
<div>Other Attrib   Freight   Acctg Details   Comm Details   Comm Line   Addl Descript</div>		
ALL LINES ADDED   Messages   11:56 AM   10/22/98		

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

## RX Document with Additional Description

If the screen looks like this:

The screenshot shows a software window titled "Requisition Text". At the top, there are fields for "Transaction ID" (RX YG109000008) and "Commodity Line Number" (002). Below these is a table with two columns: "Text" and "Text Line". The table contains five rows of text:

Text Line	Text
1	maroon workout shorts with two color screen & # on left leg with
2	player number. each player is to receive five pairs of practice
3	shorts. 20 add
4	without number
5	6/xx-large.

A confirmation dialog box is overlaid on the table. It has a question mark icon and the text: "Data in line(s) 1, 2, 3, 4 have been changed, but the line(s) is/are unselected. Do you want to select them before executing the action?". There are "Yes" and "No" buttons at the bottom of the dialog.

At the bottom of the window, there are several tabs: "Other Attrib", "Freight", "Acctg Details", "Comm Details", "Comm Line", and "Addl Descript". The "END OF FILE" status is shown in the bottom left, and the "Messages" tab is active in the bottom right. The date and time "11:56 AM 10/22/98" are displayed in the bottom right corner.

- ♥ 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:

The screenshot shows a window titled "Requisition Text". At the top, there is a field with "YG109000008" and a "Commodity Line Number" field with "002". Below this is a table with two columns: "Text" and "Line". The table contains the following data:

Text	Line
IT SHORTS WITH TWO COLOR SCREEN & # ON LEFT LEG WITH	001
EACH PLAYER IS TO RECEIVE FIVE PAIRS OF PRACTICE	003
TIONAL PAIRS SHOULD HAVE THE LOGO ON LEFT LEG, BUT	005
RS. SIZES FOR THE BLANKS ARE 4/LARGE, 10/X-LARGE AND	007
5 6/XX-LARGE.	009

A context menu is open over the table, showing the following options:

- Restore Alt+F5
- Move Alt+F7
- Size Alt+F8
- Minimize Alt+F9
- Maximize Alt+F10
- Close Ctrl+F4
- Next Ctrl+F6

At the bottom of the window, there is a tabbed interface with the following tabs: "Other Attrib", "Freight", "Acctg Details", "Comm Details", "Comm Line", and "Addl Descript". The "Addl Descript" tab is currently selected. Below the tabs, there is a status bar with the text "ALL LINES ADDED", a "Messages" button, and a timestamp "11:57 AM 10/22/98".

To return to the RX document:

- ♥ Close the window by clicking on the hyphen (- 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.

Batch:		Document: RX		WR1 WR109001304	
Date of Record	/ /	Acctg Period	/	Budget FY	
<input checked="" type="radio"/> New	<input type="radio"/> Modification	<input type="radio"/> Cancellation		Building / Room	0103 / adm103
Vendor	411000809	Delivery Date	06 / 15 / 98	Ship to / Bill to	rec / ap
Name				Vendor Phone	
Contact				Item Total	

Line	001	Amount	Def / Inc / Dec
Comm Code	732099	Quantity	100.00
Item Code		Unit Cost	1.95
Unit of Measure	ea	Line Total	
Acctg Line	01	Discount	
Text	None	Tax	
Discount Code		Freight	
Tax Code		Total Cost	
Manuf Number	Name		
Description	16 oz. maroon cups with Welcome to Advantage in gold		

Other Attrib	Freight	Acctg Details	Comm Details	Comm Line	Addl Descript
--------------	---------	---------------	--------------	-----------	---------------


Messages	Status: NEW	Ln 1/1	4:19 PM	05/28/98
----------	-------------	--------	---------	----------

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.

Batch:		Document: RX WR1 WR109001304	
Date of Record	/ /	Acctg Period	/
<input checked="" type="radio"/> New	<input type="radio"/> Modification	<input type="radio"/> Cancellation	
Vendor	411000809	Delivery Date	06 / 15 / 98
Name		Building / Room	0103 / adm103
Contact		Ship to / Bill to	rec / ap
		Vendor Phone	
		Item Total	
<b>Freight</b> Freight Charge Basis <span>By Line</span> 			
	Amount	Def / Inc / Dec	Calculated Amount
Freight	13.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	
Total	195.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	
Quantity		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	
<div> <div>Other Attrib</div> <div>Freight</div> <div>Acctg Details</div> <div>Comm Details</div> <div>Comm Line</div> <div>Add Descript</div> </div>			
<div> <div>Messages</div> <div>Status: NEW Ln 1/1</div> <div>4:17 PM</div> <div>05/28/98</div> </div>			

- ♥ 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:

**ADVANTAGE Desktop**

File Edit Display Process Window Help

Batch: Document: RX TR1 TR10200035

Date of Record / / Acctg Period / Budget FY

☒ New ☐ Modification ☐ Cancellation

Vendor 860323700 P Delivery Date 08 / 15 / 03 Building / Room 0405 / MUS185

Name SCHROEDERS ORGAN&PIANO/AZ INC Ship to / Bill to REC / AP

Contact HAIG LORDIGYAN Vendor Phone 602-264-6115

Item Total 19,350.00

**Other Attributes**

Address P O BOX 32417 Comment

PHOENIX AZ 85064 BS Account

Responsible Agency / Org TR1 / 1001 Warehouse

Phone 480-965-3371 Requested by ROBERT CLEF

Responsible Person BKS1 BEA SHARP

**Options**

Requisition Type Discount Code Tax Code T3

Commodity / Acctg Linking Yes Change Order Tracking Default

Other Attrib Freight Acctg Details Comm Details Comm Line Addl Descript

READY FOR APPROVAL 1 Messages Status: PEND1 Ln 1/1 8:56 AM 07/03/03

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.

Batch: Document: RX TR1 TR102000035

Date of Record / / Acctg Period / Budget FY

☒ New ☐ Modification ☐ Cancellation

Vendor 860323700 P Delivery Date 08 / 15 / 03 Building / Room 0405 / MUS185

Name SCHROEDERS ORGAN&PIANO/AZ INC Ship to / Bill to REC / AP

Contact HAIG LORDIGYAN Vendor Phone 602-264-6115

Item Total 19,350.00

Line	Fund	Agency	Org / Sub	Appr Unit	Activity	Function	Obj / Sub	Job Number	Rept Cat	Amount	Def / Inc / Dec
01	1150	TR1	1001 /	TR11001A			7810 / 57				<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
02		tr1	1001 /				7325 / 57				<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
											<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>

Other Attrib Freight Acctg Details Comm Details Comm Line Addl Descript

- ♥ 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.

Batch: Document: RX TR1 TR102000035

Date of Record / / Acctg Period / Budget FY

☒ New ☐ Modification ☐ Cancellation

Vendor 860323700 P Delivery Date 08 / 15 / 03 Building / Room 0405 / MUS185

Name SCHROEDERS ORGAN&PIANO/AZ INC Ship to / Bill to REC / AP

Contact HAIG LORDIGYAN Vendor Phone 602-264-6115

Item Total 19,350.00

Line	Fund	Agency	Org / Sub	Appr Unit	Activity	Function	Obj / Sub	Job Number	Rept Cat	Amount	Def / Inc / Dec
02		tr1	1001 /				7325 / 57				<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
03		tr1	1001 /				7320 / 69				<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
											<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>

Other Attrib Freight Acctg Details Comm Details Comm Line Addl Descript

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.

Batch:		Document: RX TR1 TR102000035	
Date of Record	/ /	Acctg Period	/
<input checked="" type="radio"/> New <input type="radio"/> Modification <input type="radio"/> Cancellation		Budget FY	
Vendor	860323700 P	Building / Room	0405 / MUS185
	Delivery Date 08 / 15 / 03	Ship to / Bill to	REC / AP
Name	SCHROEDERS ORGAN&PIANO/AZ INC		Vendor Phone 602-264-6115
Contact	HAIG LORDIGYAN		Item Total 19,350.00


  

Line	Comm Code	Item Code	Unit of Measure	Acctg Line	Text	Discount Code	Tax Code	Manuf Number	Description	Quantity	Unit Cost	Line Total	Discount	Tax	Freight	Total Cost	Def / Inc / Dec
001	781057		EA	01	None				GRAND PIANO	1.000	18,000.000000	18,000.00		1,350.00		19,350.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>

Other Attrib	Freight	Acctg Details	Comm Details	Comm Line	Addl Descript
--------------	---------	---------------	--------------	-----------	---------------

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

Toolbar	Key	Menubar
<ul style="list-style-type: none"> <li>♥ Click on: </li> </ul>	Ctrl + F	EDIT: INSERT LINE AFTER

An additional blank line will appear.

Batch:		Document: RX TR1 TR102000035	
Date of Record	/ /	Acctg Period	/
<input checked="" type="radio"/> New <input type="radio"/> Modification <input type="radio"/> Cancellation		Budget FY	
Vendor	860323700 P	Building / Room	0405 / MUS185
	Delivery Date 08 / 15 / 03	Ship to / Bill to	REC / AP
Name	SCHROEDERS ORGAN&PIANO/AZ INC		Vendor Phone 602-264-6115
Contact	HAIG LORDIGYAN		Item Total 19,350.00

Line	Comm Code	Item Code	Unit of Measure	Acctg Line	Text	Discount Code	Tax Code	Manuf Number	Description	Quantity	Unit Cost	Line Total	Discount	Tax	Freight	Total Cost	Def / Inc / Dec
					None												<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>

Other Attrib	Freight	Acctg Details	Comm Details	Comm Line	Addl Descript
--------------	---------	---------------	--------------	-----------	---------------

## Inserting Lines on an RX

**ADVANTAGE Desktop**

File Edit Display Process Window Help

Batch: Document: RX TR1 TR102000035

Date of Record / / Acctg Period / Budget FY

☒ New ☐ Modification ☐ Cancellation

Vendor 860323700 P Delivery Date 08 / 15 / 03 Building / Room 0405 / MUS185

Name SCHROEDERS ORGAN&PIANO/AZ INC Ship to / Bill to REC / AP

Contact HAIG LORDIGYAN Vendor Phone 602-264-6115

Item Total 19,350.00

Line	002	Amount	Def / Inc / Dec
Comm Code	732557	Quantity 1.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Item Code		Unit Cost 65.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Unit of Measure	ea	Line Total	
Acctg Line	02	Discount	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Text	None	Tax	
Discount Code		Freight	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Tax Code		Total Cost	
Manuf Number		Name	
Description	metronome - wood case black finish		

Other Attrib Freight Acctg Details Comm Details Comm Line Addl Descript

READY FOR APPROVAL 1 Messages Status: PEND1 Ln 2/2 9:10 AM 07/03/03

- ♥ Complete the necessary information on this line.

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

Toolbar	Key	Menubar
<div> <div> <div></div> <div></div> </div> </div>	Ctrl + F	EDIT: INSERT LINE AFTER

- ♥ Click on:



## Inserting Lines on an RX

After inserting and completing all the necessary commodity lines:

Batch:		Document: RX TR1 TR102000035			
Date of Record	/ /	Acctg Period	/	Budget FY	
<input checked="" type="radio"/> New	<input type="radio"/> Modification	<input type="radio"/> Cancellation		Building / Room	0405 / MUS185
Vendor	860323700 P	Delivery Date	08 / 15 / 03	Ship to / Bill to	REC / AP
Name	SCHROEDERS ORGAN&PIANO/AZ INC			Vendor Phone	602-264-6115
Contact	HAIG LORDIGYAN			Item Total	19,350.00

Line	003	Amount	Def / Inc / Dec
Comm Code	732069	Quantity 1.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Item Code		Unit Cost 36.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Unit of Measure	ea	Line Total	
Acctg Line	03	Discount	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Text	None	Tax	
Discount Code		Freight	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Tax Code		Total Cost	
Manuf Number		Name	
Description	musical score, original broadway prod "rent"		

Other Attrib   Freight   Acctg Details   Comm Details   Comm Line   Addl Descript

♥ Perform the Edit process.

The screen will refresh with messages related to pending approvals.

Batch:		Document: RX TR1 TR102000035			
Date of Record	/ /	Acctg Period	/	Budget FY	
<input checked="" type="radio"/> New	<input type="radio"/> Modification	<input type="radio"/> Cancellation		Building / Room	0405 / MUS185
Vendor	860323700 P	Delivery Date	08 / 15 / 03	Ship to / Bill to	REC / AP
Name	SCHROEDERS ORGAN&PIANO/AZ INC			Vendor Phone	602-264-6115
Contact	HAIG LORDIGYAN			Item Total	19,458.58

Line	003	Amount	Def / Inc / Dec
Comm Code	732069	Quantity 1.000	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Item Code		Unit Cost 36.000000	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Unit of Measure	EA	Line Total 36.00	
Acctg Line	03	Discount	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Text	None	Tax 2.70	
Discount Code		Freight	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Tax Code		Total Cost 38.70	
Manuf Number		Name	
Description	MUSICAL SCORE, ORIGINAL BROADWAY PROD "RENT"		

Other Attrib   Freight   Acctg Details   Comm Details   Comm Line   Addl Descript

READY FOR APPROVAL 1   Messages   Status: PEND1   Ln 1/3   9:16 AM   07/03/03

♥ 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.

ADVANTAGE Desktop									
File Edit Display Process Window Help									
Batch: Document: RX TR1 TR102000035									
Date of Record		Acctg Period		Budget FY					
<input checked="" type="radio"/> New		<input type="radio"/> Modification		<input type="radio"/> Cancellation		Building / Room		0405 / MUS185	
Vendor		860323700 P		Delivery Date		08 / 15 / 03		Ship to / Bill to	
Name		SCHROEDERS ORGAN&PIANO/AZ INC		Vendor Phone		602-264-6115		Item Total	
Contact		HAIG LORDIGYAN						19,458.58	
Org / Sub		1001 /		Obj / Sub		7810 / 57			
Line		02		Appr Unit		TR11001A		Job Number	
Fund		1150		Activity				Rept Cat	
Agency		TR1		Function				Amount	
Org / Sub		1001 /		Obj / Sub		7325 / 57		Def / Inc / Dec	
								<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	
Line		03		Appr Unit		TR11001A		Job Number	
Fund		1150		Activity				Rept Cat	
Agency		TR1		Function				Amount	
Org / Sub		1001 /		Obj / Sub		7320 / 69		Def / Inc / Dec	
								<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	
Other Attrib		Freight		Acctg Details		Comm Details		Comm Line	
Addl Descript									
READY FOR APPROVAL 1									
Messages Status: PEND1 Ln 3/3 9:18 AM 07/03/03									

- ♥ 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 [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 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:

**ADVANTAGE Desktop**

File Edit Display Process Window Help

Batch: Document: RX TR1 TR102000035

Date of Record / / Acctg Period / Budget FY

☒ New ☐ Modification ☐ Cancellation

Building / Room 0405 / MUS185

Vendor 860323700 P Delivery Date 08 / 15 / 03 Ship to / Bill to REC / AP

Name SCHROEDERS ORGAN&PIANO/AZ INC Vendor Phone 602-264-6115

Contact HAIG LORDIGYAN Item Total 19,458.58

**Other Attributes**

Address P O BOX 32417 Comment

PHOENIX AZ 85064 BS Account

Responsible Agency / Org TR1 / 1001 Warehouse

Phone 480-965-3371 Requested by ROBERT CLEF

Responsible Person BKS1 BEA SHARP

**Options**

Requisition Type Discount Code Tax Code T3

Commodity / Acctg Linking Yes Change Order Tracking Default

Other Attrib Freight Acctg Details Comm Details Comm Line Addl Descript

READY FOR APPROVAL 1 Messages Status: PEND1 Ln 1/3 9:22 AM 07/03/03

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.

ADVANTAGE Desktop									
File Edit Display Process Window Help									
Batch: Document: RX TR1 TR102000035									
Date of Record		Acctg Period		Budget FY					
<input checked="" type="radio"/> New		<input type="radio"/> Modification		<input type="radio"/> Cancellation					
Vendor		860323700 P		Delivery Date		08 / 15 / 03		Building / Room	
Name		SCHROEDERS ORGAN&PIANO/AZ INC		Ship to / Bill to		REC / AP		MUS185	
Contact		HAIG LORDIGYAN		Vendor Phone		602-264-6115		Item Total	
								19,458.58	
Line	02	Appr Unit	TR11001A	Job Number					
Fund	1150	Activity		Rept Cat		Def / Inc / Dec			
Agency	TR1	Function		Amount	69.88	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>			
Org / Sub	1001 /	Obj / Sub	7325 / 57						
Line		Appr Unit	TR11001A	Job Number					
Fund		Activity		Rept Cat		Def / Inc / Dec			
Agency		Function		Amount		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>			
Org / Sub	/	Obj / Sub	/						
Line		Appr Unit		Job Number					
<div>Other Attrib</div> <div>Freight</div> <div>Acctg Details</div> <div>Comm Details</div> <div>Comm Line</div> <div>Addl Descript</div>									
<div>READY FOR APPROVAL 1</div> <div>Messages</div> <div>Status: PEND1</div> <div>Ln 1/3</div> <div>9:23 AM</div> <div>07/03/03</div>									

- ♥ 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.

The screenshot shows the ADVANTAGE Desktop application window. The title bar reads "ADVANTAGE Desktop". The menu bar includes "File", "Edit", "Display", "Process", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main window displays a document titled "Batch: Document: RX TR1 TR102000035". The document header includes fields for "Date of Record", "Acctg Period", "Budget FY", "Building / Room", "Vendor", "Delivery Date", "Ship to / Bill to", "Vendor Phone", and "Item Total". The "Item Total" field shows "19,458.58". Below the header is a table of line items. The first line item is highlighted in blue and shows "Line 02", "Fund 1150", "Agency TR1", "Org / Sub 1001 /", "Appr Unit TR11001A", "Activity", "Function", "Obj / Sub 7325 / 57", "Job Number", "Rept Cat", "Amount 69.88", and "Def / Inc / Dec". The second line item is highlighted in blue and shows "Line", "Fund", "Agency", "Org / Sub", "Appr Unit", "Activity", "Function", "Obj / Sub", "Job Number", "Rept Cat", "Amount 0.00", and "Def / Inc / Dec". An arrow points to the "Amount 0.00" field. Below the table are tabs for "Other Attrib", "Freight", "Acctg Details", "Comm Details", "Comm Line", and "Addl Descript". At the bottom of the window, a status bar displays "1 of 12: DOCUMENT ERRORS DETECTED", "Messages", "Status: REJECT", "Ln 1/3", "9:23 AM", and "07/03/03".

Line	Fund	Agency	Org / Sub	Appr Unit	Activity	Function	Obj / Sub	Job Number	Rept Cat	Amount	Def / Inc / Dec
02	1150	TR1	1001 /	TR11001A			7325 / 57			69.88	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
										0.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>

♥ 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.

**ADVANTAGE Desktop**

File Edit Display Process Window Help

Batch: Document: RX TR1 TR102000035

Date of Record / / Acctg Period / Budget FY

☒ New ☐ Modification ☐ Cancellation

Building / Room 0405 / MUS185

Vendor 860323700 P Delivery Date 08 / 15 / 03 Ship to / Bill to REC / AP

Name SCHROEDERS ORGAN&PIANO/AZ INC Vendor Phone 602-264-6115

Contact HAIG LORDIGYAN Item Total 19,458.58


Line	Comm Code	Item Code	Unit of Measure	Acctg Line	Text	Discount Code	Tax Code	Manuf Number	Description	Quantity	Unit Cost	Line Total	Discount	Tax	Freight	Total Cost	Def / Inc / Dec
001	732069		EA	03	None				MUSICAL SCORE, ORIGINAL BROADWAY PROD "RENT"	1.000	36.000000	36.00		2.70		38.70	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>

Other Attrib Freight Acctg Details Comm Details Comm Line Addl Descript

1 of 12: DOCUMENT ERRORS DETECTED Messages Status: REJECT Ln 3/3 9:24 AM 07/03/03

- ♥ 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.

The screenshot shows the ADVANTAGE Desktop application window. The title bar reads 'ADVANTAGE Desktop'. The menu bar includes 'File', 'Edit', 'Display', 'Process', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main window displays a form for a document titled 'Document: RX TR1 TR10200035'. The form includes fields for 'Date of Record', 'Acctg Period', 'Budget FY', 'Building / Room', 'Vendor', 'Delivery Date', 'Ship to / Bill to', 'Vendor Phone', and 'Item Total'. A 'Delete Lines' dialog box is open in the center, asking 'Do you really want to delete the selected lines?' with 'Yes' and 'No' buttons. The dialog box is positioned over a table of lines. The table has columns for 'Line', 'Comm Code', 'Item Code', 'Unit of Measure', 'Acctg Line', 'Text', 'Discount Code', 'Tax Code', 'Manuf Number', 'Description', 'Amount', and 'Def / Inc / Dec'. The table contains several rows of data, including a row with 'Line' 003 and 'Amount' 36.00. The 'Total Cost' is displayed as 38.70. The status bar at the bottom indicates '1 of 12: DOCUMENT ERRORS DETECTED' and '9:26 AM 07/03/03'.

Line	Comm Code	Item Code	Unit of Measure	Acctg Line	Text	Discount Code	Tax Code	Manuf Number	Description	Amount	Def / Inc / Dec
003	732069		EA	03	None				MUSICAL SCORE, ORIGINAL BROADWAY PROD "RENT"	36.00	● ○ ○
										2.70	● ○ ○
										38.70	● ○ ○

- ♥ 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.

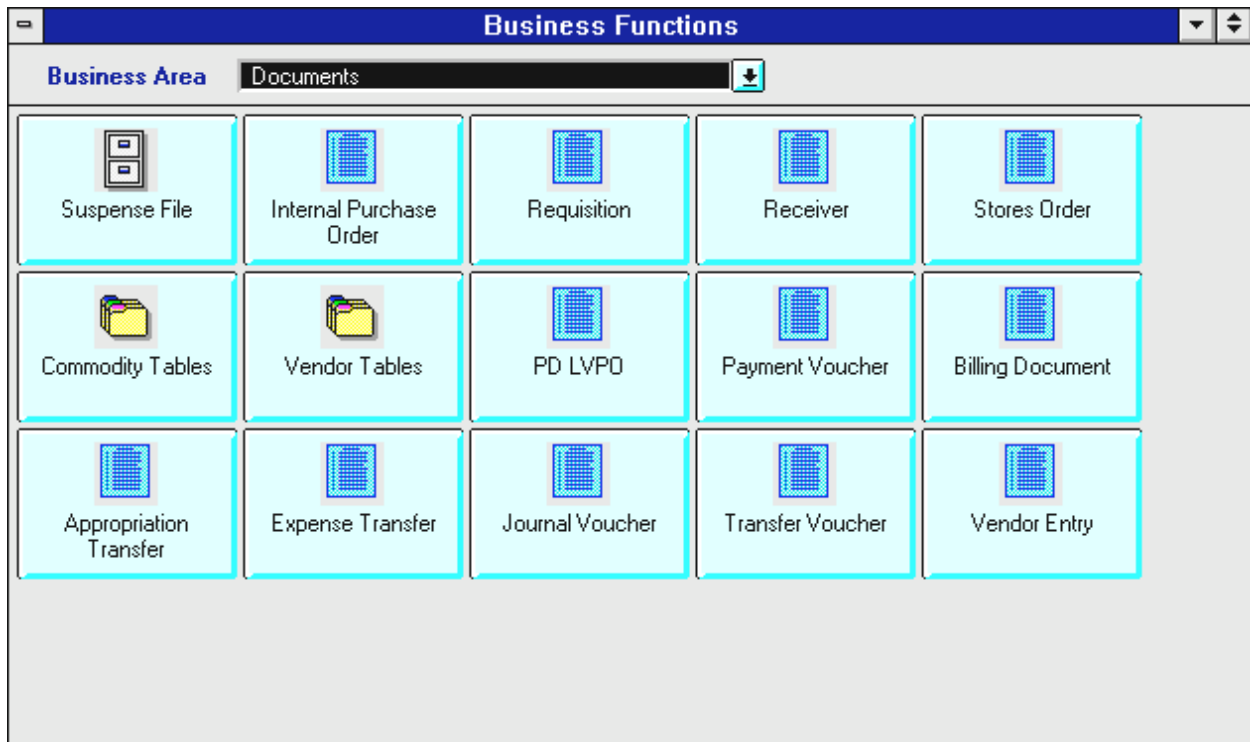
## Canceling an RX Document

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:



## Canceling an RX

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

**Batch / Document Entry**

**Document Type**  
Requisition (EPS) [v]

**View by**  
☒ Name ☐ Code

**Batch ID** [ ] **Organization** [ ]

**Document ID** [ tr1 ] [ tr102000034 ]

☐ **Automatic Document Numbering**

☒ **New** ☐ **Open** ☐ **Scan**

**OK** **Cancel**

- ♥ 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: **OK**

## 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.

Batch / Document Entry

Document Type: Requisition (EPS) View by: ☒ Name ☐ Code

Batch ID: [ ] Organization: [ ]

Document ID: [ac1] [ac102000257]

☐ Automatic Document Numbering

☒ New ☐ Open ☐ Scan

- ♥ 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.

ADVANTAGE Desktop

File Edit Display Process Window Help

Batch: Document: RX AC1 AC102000257

Date of Record / / Acctg Period / Budget FY

☐ New ☒ Modification ☐ Cancellation

Vendor 411000809 Delivery Date / / Building / Room /

Name Ship to / Bill to /

Contact Vendor Phone /

Item Total

Line 01 Appr Unit Job Number

Fund Activity Rept Cat Def / Inc / Dec

Agency Function Amount ☐ ☒ ☐

Org / Sub / Obj / Sub /

Line Appr Unit Job Number

Fund Activity Rept Cat Def / Inc / Dec

Agency Function Amount ☒ ☐ ☐

Org / Sub / Obj / Sub /

Line Appr Unit Job Number

Other Attrib Freight Acctg Details Comm Details Comm Line Addl Descript

Business Functions... Min Close RX

Messages Status: NEW Ln 1/1 8:46 AM 04/09/02

♥ 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 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:

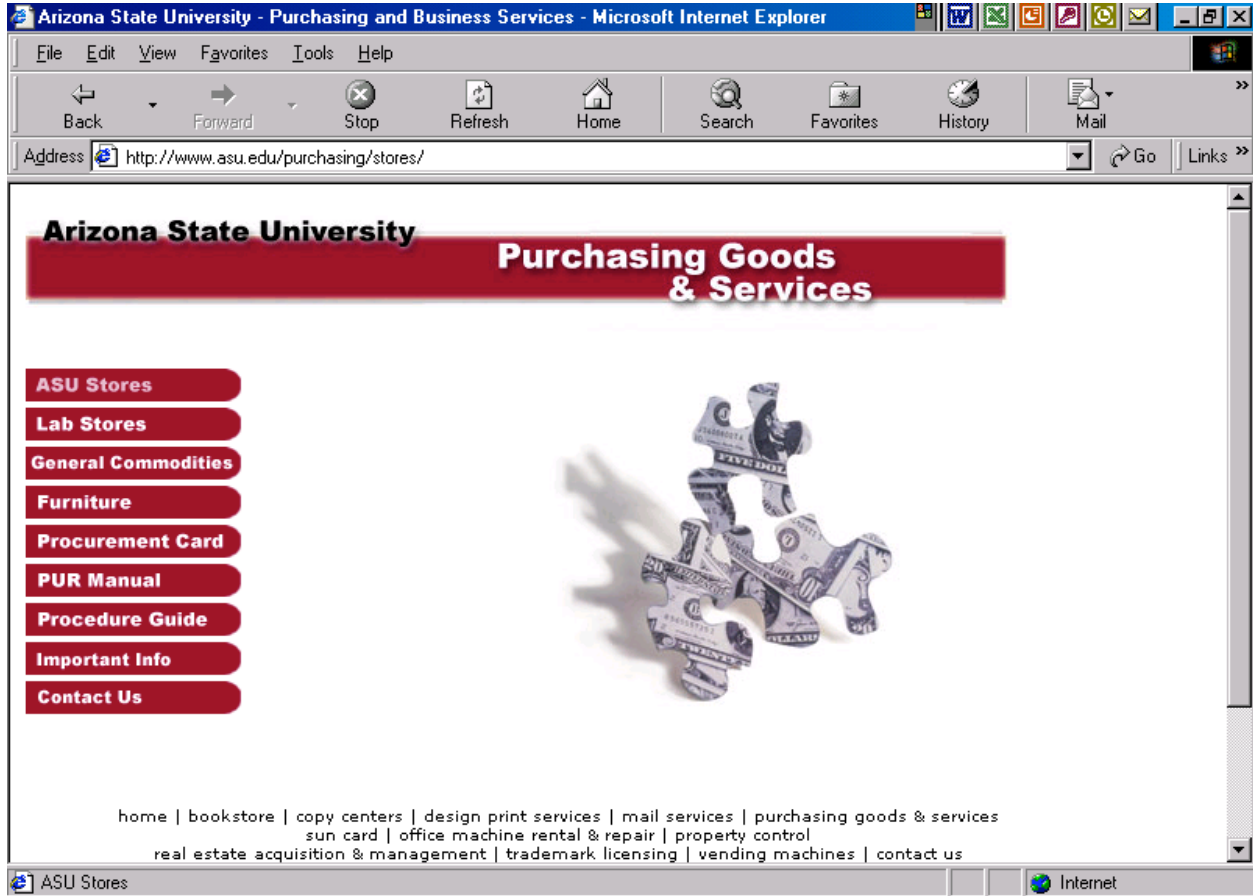
- ◆ The agency/org (account) that is paying for the goods.
- ◆ The valid object/subobject code to be used. The valid selections are:
  - 7320 01 for Office Supplies,
  - 7320 05 for Lab Supplies,
  - 7325 01 for Non-capital Equipment, or
  - 7810 01 for Capital Equipment.
- ◆ A valid stock item number 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**.

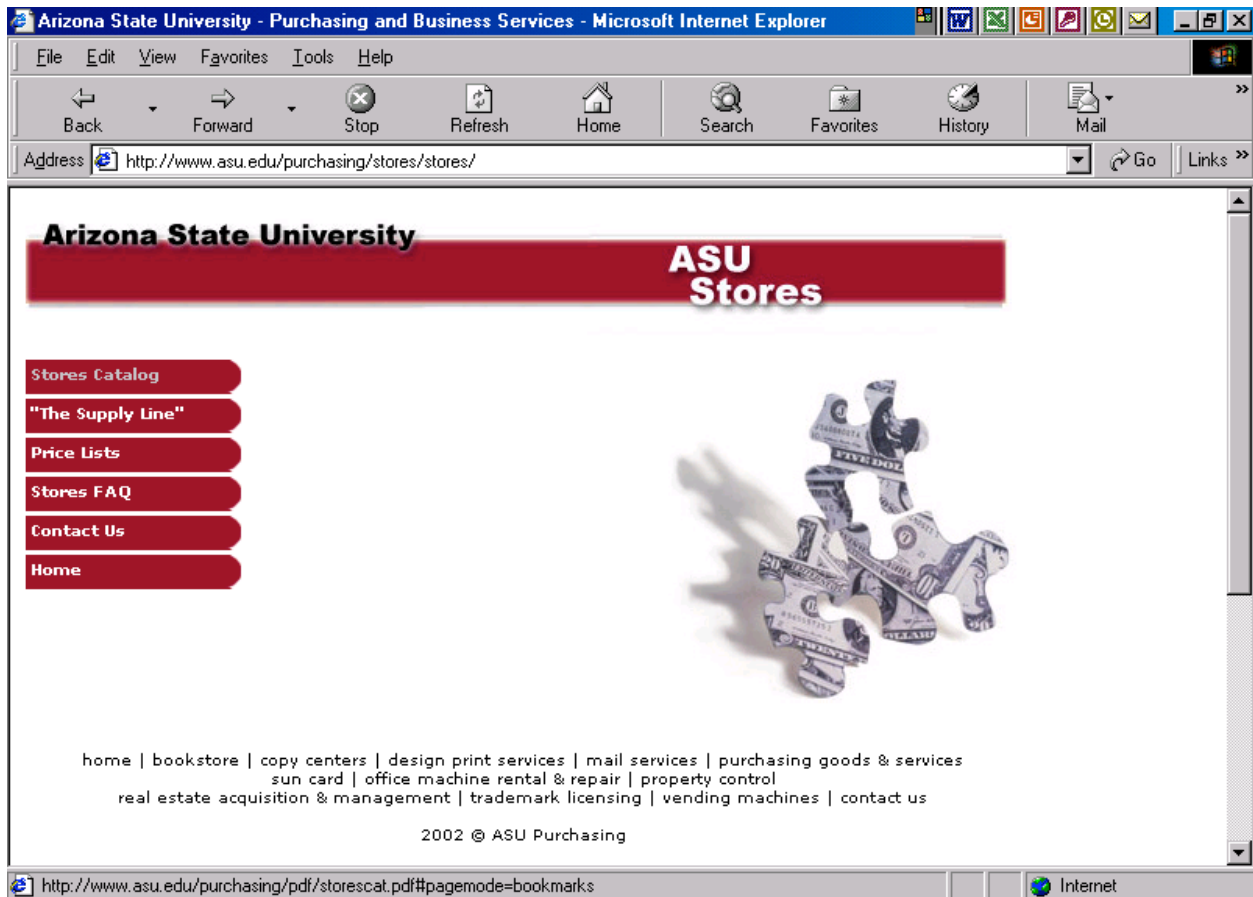
## Looking Up Stores Stock Item Codes

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.

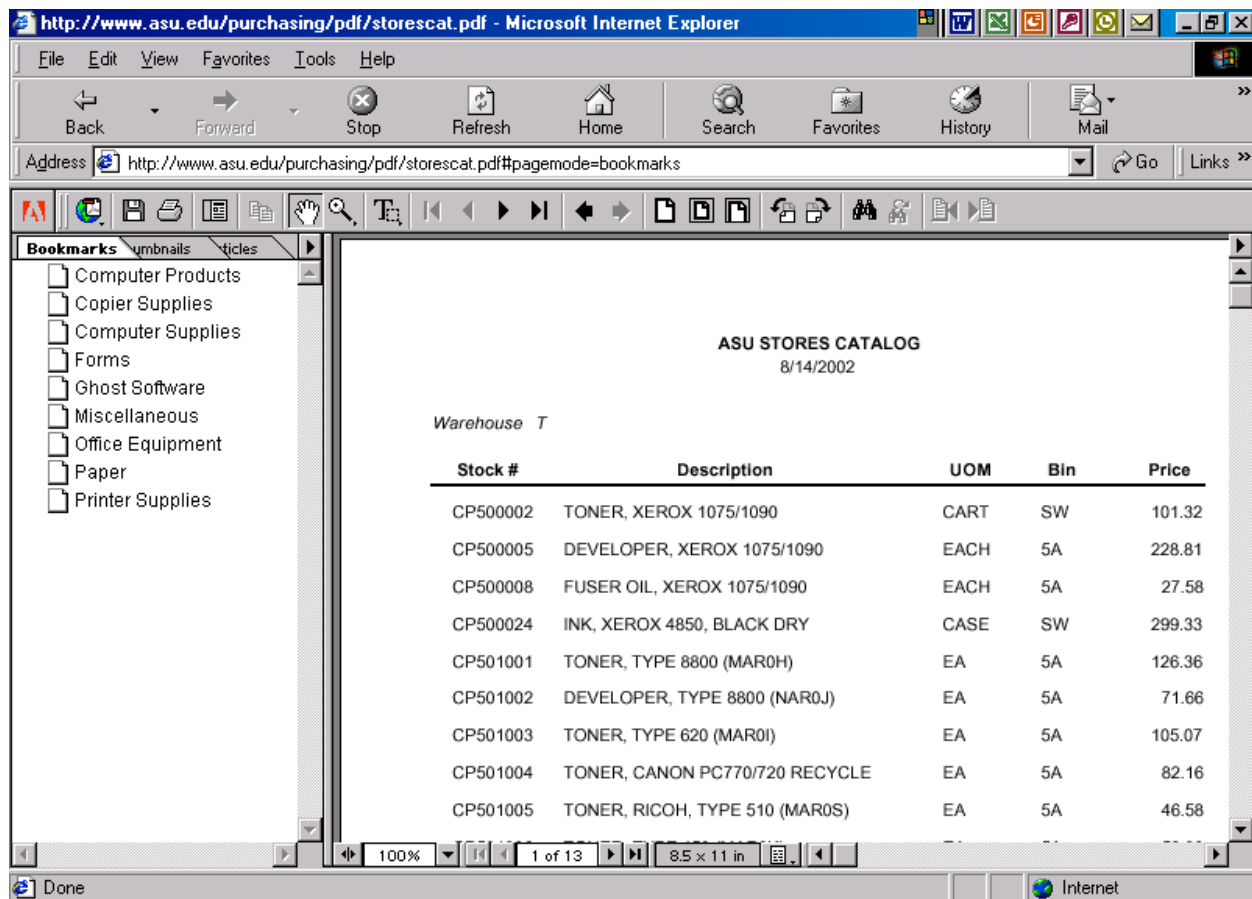
## Looking Up Stores Stock Item Codes



From the ASU Stores webpage, click Stores Catalog.



## Looking Up Stores Stock Item Codes



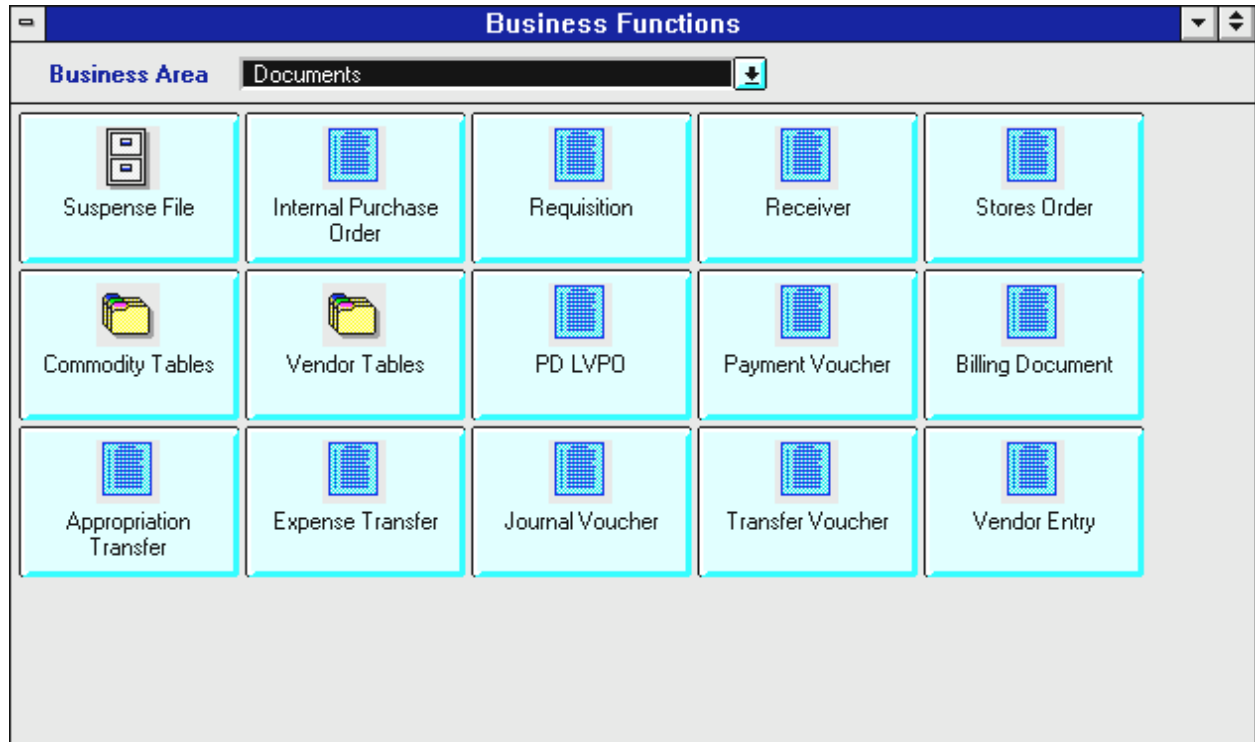
To look up a Stock Item Number from the ASU Stores Catalog:

- 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:



## Completing an SR Document

The Document Entry Window for Stock Requisitions will appear.

Batch / Document Entry

Document Type: Stock Requisition

View by: ☒ Name ☐ Code

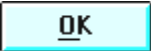
Batch ID: [ ] [ ] Organization: [ ]

Document ID: wv1 wv1#

☒ Automatic Document Numbering

☒ New ☐ Open ☐ Scan

OK Cancel

- ♥ 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.

Batch: Document: SR WV1 WV109000132											
Date of Record		/ /		Acctg Period		/		Budget FY			
<input checked="" type="radio"/> New <input type="radio"/> Modification <input type="radio"/> Cancellation											
Warehouse		t		Requesting Org		1003					
Ship Whole		<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Change		Delivery Date		05 / 01 / 98					
Delivery Building and Room		adma 109		Phone Number		965-2334					
Requested by		k. hermannson		Job Type							
Comments				Document Total							
Line	Fund	Agcy	Org / Sub	Appr Unit	Activity	Func	Object / Sub	Rept	Job Number		
01		wv1	1003 /				7320 / 01				
	Cost Cat					Amount			Default		
			/				/				
	Cost Cat					Amount			Default		
			/				/				
	Cost Cat					Amount			Default		
			/				/				
<div>Accounting Details</div> <div>Commodity Details</div>											
<div>Messages</div> <div>Status: NEW</div> <div>Ln 1/1</div> <div>12:28 PM</div> <div>05/01/98</div>											

- ♥ 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 <b>NEW</b> is indicated because this is an original transaction.
WAREHOUSE	Type one of the following: <b>T</b> - for Main Campus and ASU Downtown Center <b>W</b> - for West Campus <b>X</b> - for East Campus <b>L</b> - for Lab Stores Orders
REQUESTING ORG	Type the Org code to be charged for the goods/services.
SHIP WHOLE	Ensure that <b>No Change</b> 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 <b>01</b> . 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 will appear in the Commodity Details view.

Batch: Document: SR WV1 WV109000132									
Date of Record		/ /		Acctg Period		/		Budget FY	
<input checked="" type="radio"/> New <input type="radio"/> Modification <input type="radio"/> Cancellation									
Warehouse		t		Requesting Org		1003			
Ship Whole		<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Change		Delivery Date		05 / 01 / 98			
Delivery Building and Room		adma 109		Phone Number		965-2334			
Requested by		k. hermanson		Job Type					
Comments				Document Total					
Line	Stock Item Number	Requested Quantity	Def / Inc / Dec	Issue Unit	Unit Price	Ref Acctg Line			
001	pp901000	-	12	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>					
Backorder Quantity				Total					
Description				Job Type					
<div>Accounting Details    Commodity Details</div>									
<div>   Messages    Status: NEW/    Ln 1/1    12:29 PM    05/01/98         </div>									

- ♥ 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.

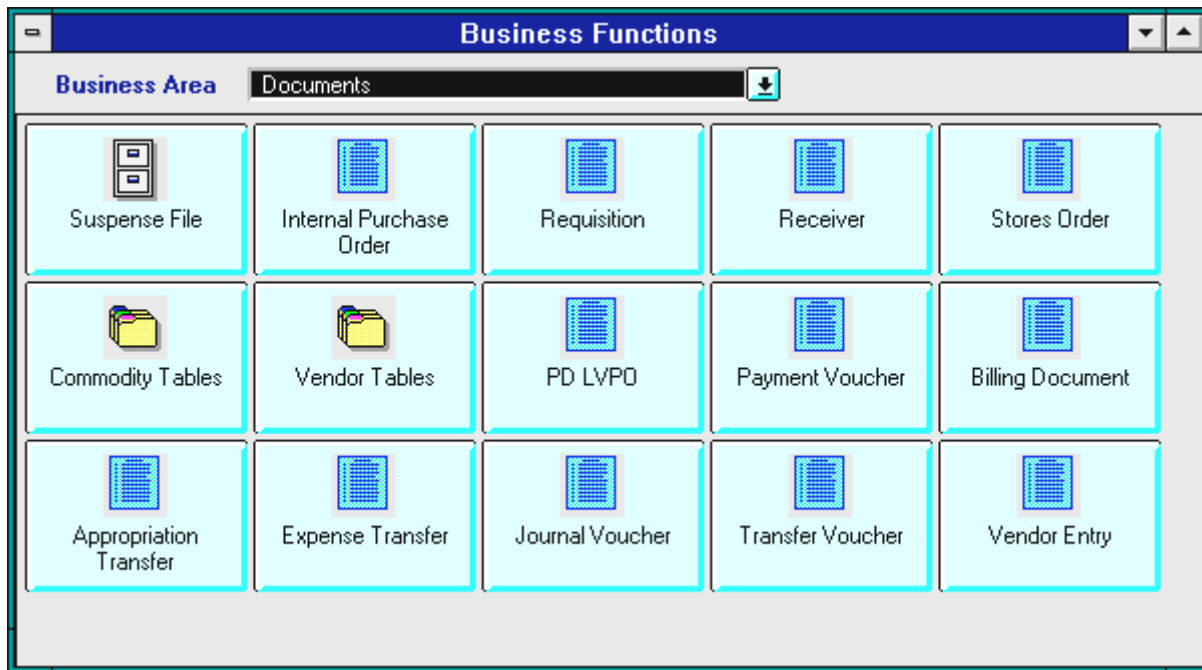
# VE Document Preparation

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.

**Batch / Document Entry**

**Document Type**  
Vendor Entry

**View by**  
☒ Name ☐ Code

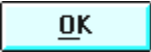
**Batch ID**  **Organization**

**Document ID**

☒ **Automatic Document Numbering**

☒ **New** ☐ **Open** ☐ **Scan**

**OK** **Cancel**

- ♥ 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.

The screenshot shows the 'ADVANTAGE Desktop' application window. The title bar indicates 'Batch: Document: VE WV1 WV102000105'. The menu bar includes File, Edit, Display, Process, Window, and Help. Below the menu is a toolbar with various icons. The main form area contains the following fields:

Vendor	860011014	Address Indicator	
Vendor Name	american seminars		
Address Line1	522 e monroe		
Address Line2	ste 12		
City	phoenix	State	az
Country		Zip Code	85004-2260
Vendor Phone	602-253-1776	Ext	
Vendor Fax	602-253-1066	Ext	
Toll Free	800-sem-inar		
Contact	judy feliz		
Sort Name	american seminars		
Comment	amy 5-2334 062102		
Individual	<input type="checkbox"/>		
Entry Date	/ /		

At the bottom of the form are buttons for 'User Entry', 'Purchasing', 'Business Functions...', 'Min', 'Close', and 'VE'. The status bar at the very bottom shows 'Messages', 'Status: NEW', 'Ln 1/1', '9:03 AM', and '06/24/02'.

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

### Enter data in the following fields only:

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

The screenshot shows the ADVANTAGE Desktop application window. The title bar reads "ADVANTAGE Desktop". The menu bar includes "File", "Edit", "Display", "Process", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main window displays a "Batch: Document: VE WV1 WV102000105" header. The form contains the following fields:

- Vendor: 860011014
- Address Indicator: ☐
- Vendor Name: AMERICAN SEMINARS
- Address Line1: 522 E MONROE
- Address Line2: STE 12
- City: PHOENIX
- State: AZ
- Zip Code: 85004-2260
- Country:
- Vendor Phone: 602-253-1776
- Ext:
- Vendor Fax: 602-253-1066
- Ext:
- Toll Free: 800-SEM-INAR
- Contact: JUDY FELIZ
- Sort Name: AMERICAN SEMINARS
- Comment: AMY 5-2334 062102
- Individual: ☐
- Entry Date: 2002 / 06 / 24

At the bottom of the form, there are buttons for "User Entry" and "Purchasing". Below the form is a status bar with the text "1 of 2: READY FOR APPROVAL 1". To the right of the status bar are buttons for "Messages", "Status: PEND1", "Ln 1/1", "9:16 AM", and "06/24/02".

♥ 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"**.

The screenshot shows the ADVANTAGE Desktop application window. The title bar reads "ADVANTAGE Desktop". The menu bar includes "File", "Edit", "Display", "Process", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main window displays a form for "Batch: Document: VE WV1 WV102000105". The form contains the following fields:

- Vendor: 860011014
- Address Indicator: [empty]
- Vendor Name: AMERICAN SEMINARS
- Address Line1: 522 E MONROE
- Address Line2: STE 12
- City: PHOENIX
- State: AZ
- Zip Code: 85004-2260
- Country: [empty]
- Vendor Phone: 602-253-1776
- Vendor Fax: 602-253-1066
- Toll Free: 800-SEM-INAR
- Contact: JUDY FELIZ
- Sort Name: AMERICAN SEMINARS
- Comment: AMY 5-2334 062102
- Individual: ☐
- Entry Date: 2002 / 06 / 24

At the bottom of the form, there are buttons for "User Entry", "Purchasing", "Business Functions...", "Min", "Close", and "VE". The status bar at the very bottom shows "1 of 4: APPROVAL 1 APPLIED" and "Status: PEND4 Ln 1/1".

♥ Verify the Status code **PEND4**.

♥ Close the document.

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

This screenshot shows the same ADVANTAGE Desktop application window as the previous one, but with a different status bar message. The form fields are identical. The status bar at the bottom now displays "BAT/DOC REQUIRES APPROVALS" and "Status: PEND4 Ln 1/1".

♥ 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.

The screenshot shows the ADVANTAGE Desktop application window. The 'Document Listing' window is open, displaying a table of documents. A black arrow points from the text 'The VE will remain on Suspense pending Level 4 approval by the Advantage Helpline.' to the first row of the table, which represents a Vendor Event (VE) document.

Batch ID	Document ID	Organization	Status	Process Date
	ve			/ /

Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date
			VE	WV1	WV102000097	PEND4	Y00A0	03 14 02
			VE	WV1	WV102000098	PEND4	Y00A0	03 14 02
			VE	WV1	WV102000099	PEND4	Y00A0	03 14 02
			VE	WV1	WV102000100	PEND4	Y00A0	05 28 02
			VE	WV1	WV102000101	PEND4	Y00A0	05 28 02
			VE	WV1	WV102000102	PEND4	Y00A0	05 28 02
			VE	WV1	WV102000104	PEND4	Y00A0	05 28 02
			VE	WV1	WV102000105	PEND4	Y00A0	06 24 02
			VI	AZ1	26897523	PEND1	A00A0	10 29 01
			VI	AZ1	26897524	PEND1	A00A0	11 28 01

Buttons at the bottom: New ..., Open, Browse, More Data, Refresh, New Selection ..., Clear Selection, Business Functions..., Min, Close, SUSF, Messages, 10:03 AM 06/24/02

- ♥ 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.