

## **Print Purchase Receivers (R53510)**

### **Overview**

A purchase receiver is used to manually record into NIS the receipt of goods upon delivery. A purchase receiver provides the following information:

- Original purchase order information
- Quantities left to receive
- A column for recording the quantity received

Purchase receivers can be used to:

- Review purchase order information for incoming goods
- Confirm information about received items
- Record receipt information to enter in NIS

The Purchase Receiver Report **MUST** be printed prior to receiving the stock goods and is used to validate that route codes have been assigned to the stock goods.

If no Route Code is identified on this report, end users must determine if the stock item should follow receipt routing. If receipt routing should be used, you must assign a route prior to receiving the stock item. Refer to the work instruction on how to Assign/Revise Receipt Routes to Stock Items (Manual Process).

This document maybe used to manually record the receipt of goods upon delivery. It provides you with the original PO Information, Quantities, and Receipt Route information.

### **NIS Policies**

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

### **Navigation**

Click Roles, Procurement or Inventory.  
(Citrix users – right click on the menu, choose Apply Roles, choose Procurement or Inventory.)

Inventory > Inventory Purchasing – Statewide > Receive Purchases > Receipt Stock Purchases > Print Purchase Receiver

Inventory > Purchasing – CSI > Receive Purchases > Receipt Stock Purchases > Print Purchase Receiver

## Steps

### Run the Print Purchase Receivers Report

Start this instruction from the Version Prompting window.

1. Choose Data Selection.
2. Click **Submit**. The Data Selection window appears.

Operator	Left Operand	Comparison	Right Operand
<input checked="" type="checkbox"/>	Where	Status Code - Next (F4311) (NXTN) [BC]	is not equal to
<input type="checkbox"/>	And		
<input type="checkbox"/>	And		

3. Leave the first row (Status Code) as is to eliminate closed/cancelled orders from the report.
4. To run the report for a specific **order number**, enter the following information on the next blank line:
  - Left Operand: "Document (Order No Invoice, etc.) (F4311) (DOCO) [BC]"
  - Comparison: "is equal to"
  - Right Operand: "literal." Enter order number.
-  To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click **OK** to return to the Data Selection window.
5. To run the report for a specific document type, enter the following information on the next blank line:
  - Left Operand: "Order Type(F4301)[BC]"
  - Comparison: "is equal to"
  - Right Operand: "literal." Enter document type.
6. Click **OK**. The Printer Selection window appears.
7. Click **OK**. You will return to the main menu.
  -  View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R53510...) once the Description is "Done".



To use report with scanners - report must be opened in OSA format.

Example of Report in PDF without route code assigned:

R43510	STATE OF NEBRASKA Purchase Receiver Print	Date - 04/25/07 Time - 11:02:06 Page - 1 Receiver - 112817-000-ZP Supplier - 506785							
Ship From	FURNITURE WORLD 327 BEECH ST CHADRON NE 69337-2440	Ship To	CORRECTIONS - CORNHUSKER STATE INDSTR 800 PIONEERS BLVD LINCOLN NE 68502						
Order Date	04/10/07	Supplier							
Requested	04/10/07	Order Taken By							
		Ordered By	NISKMCKAY						
Account / Item Number	Sub Ledger	Description	UM	Ordered	Unit Cost	Extended Price	Line	Open	Rec'd
42506-TR-CP-105		BASE FOR INDIANA EXEC Description 2 (42506)	EA	100.0000	7.0000	700.00	1.000	100.0000	
56515-TR-CP-145		FOAM BACK FOR INDIANA EXEC Description 2 (56515)	EA	100.0000	5.0000	500.00	2.000	100.0000	
56515-TR-CP-144		FOAM SEAT FOR INDIANA EXEC Description 2 (56515)	EA	100.0000	5.0000	500.00	3.000	100.0000	

Example of Report in PDF with route code assigned:

R43510	STATE OF NEBRASKA Purchase Receiver Print	Date - 04/25/07 Time - 11:26:17 Page - 1 Receiver - 112817-000-ZP Supplier - 506785							
Ship From	FURNITURE WORLD 327 BEECH ST CHADRON NE 69337-2440	Ship To	CORRECTIONS - CORNHUSKER STATE INDSTR 800 PIONEERS BLVD LINCOLN NE 68502						
Order Date	04/10/07	Supplier							
Requested	04/10/07	Order Taken By							
		Ordered By	NISKMCKAY						
Account / Item Number	Sub Ledger	Description	UM	Ordered	Unit Cost	Extended Price	Line	Open	Rec'd
42506-TR-CP-105		BASE FOR INDIANA EXEC Description 2 (42506)	EA	100.0000	7.0000	700.00	1.000	100.0000	
		<u>Normal Route Code and Description</u>		<u>Sequence No</u>		<u>Operation Code and Description</u>			
		PINS PURCHASING INSPECTION		10		INSP IN INSPECTION			
				20		MRB MATERIAL REVIEW BOARD			
				30		STK RECEIPT TO STOCK			
56515-TR-CP-145		FOAM BACK FOR INDIANA EXEC Description 2 (56515)	EA	100.0000	5.0000	500.00	2.000	100.0000	
		<u>Normal Route Code and Description</u>		<u>Sequence No</u>		<u>Operation Code and Description</u>			
		PINS PURCHASING INSPECTION		10		INSP IN INSPECTION			
				20		MRB MATERIAL REVIEW BOARD			
				30		STK RECEIPT TO STOCK			