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.

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:

Example of Report in PDF with route code assigned: