



Creating a Receiver (RC) transaction

Introduction

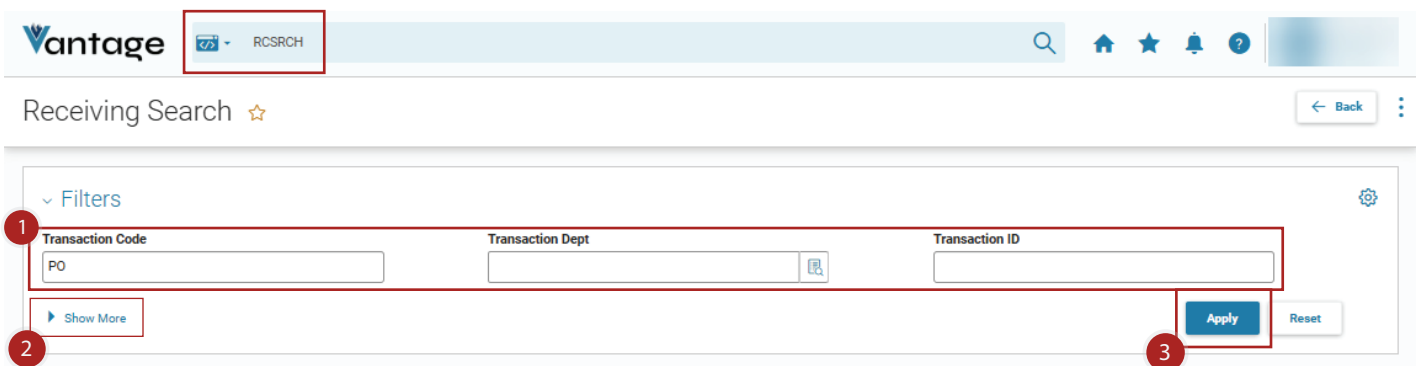
Items ordered on a Purchase Order (**PO**) are fulfilled by a vendor. When you receive the items from the vendor it is very important that you log the receipt in Vantage Financial. Invoices from vendors are matched against orders and received goods. This is known as a three-way match. The vendor cannot be paid until goods are received in the system. If the Receiver (**RC**) document is not entered in a timely manner, the payment will be delayed.


Steps for Receiving

From the Search bar, under the **Page Code**  search option, enter **RCSRCH**.

The Receiving Search (**RCSRCH**) feature allows you to find award transactions and create corresponding Receiver documents.

1. Enter the following:
 - **Transaction Code:** PO
 - **Transaction Dept:** The department number for which this PO is being created.
 - **Transaction ID:** Prefix for transaction number. It may start with the last two digits of the current fiscal year.
2. Select **Show More** if you want to enter additional information to filter your search.
3. Click **Apply**.



4. Locate the order to receive. Click on the **3-dot menu**. 
5. Click **Related Pages**.
6. Click **Select Lines to Receive**.

Transaction Code	Transaction Dept	Transaction ID	Phase	Description	Vendor/Customer
PO	050	260	Final	-	VC0000283
PO	060	240	Final	-	

7. Select box option to either 'Receive All Lines' or 'Receive All Unselected Lines.'

8. Click **Apply**.

9. Click **Receive** to create a new Receiver (RC) document in Draft phase. Information infers from the referencing order and any items previously received.

Receiving Search - Select Lines

Receive All Lines
 Receive All Unselected Lines

Filters

Commodity Line

Grid Actions

1 - 1 of 1 Records

Transaction ID	Commodity Line	Commodity	Commodity Description	Received Quantity	Received Contract Amount	Rec Final
260000	1	95670	Research services (other than business)	0.00000	\$0.00	No

Header tab

- FINET opens the new RC in the Header tab, and the Budget FY, Fiscal Year, and Period should be entered. This is usually only required when two years are open, however it's best practice to enter them all year.

Under the **Extended Description** section, end the Packing Slip/Invoice number.

Extended Description

Extended Description

6273746/53

10/1500

Commodity tab

Navigate to the Commodity tab

1. For each commodity line,
 - Enter the **Received Quantity**.
 - Enter any **Rejected Quantity**.

2. Expand the line. 

Receiver (RC) ☆ Draft | Department: 410 | Unit: 6904 | Transaction ID: 1906 | Version:

Header Vendor Commodity Item Location (1) Commodity Detail

Vendor Legal Name Commodity 3908400001 Location Structure Item ID

Vendor

1 - 6 of 6 Records View per Page - 20 50 100 Page 1 of 1

Commodity Line	Commodity	Commodity Line Description	Received Quantity	Rejected Quantity	Received Service Contract Amount	Total Quantity Received	Attachments
1	3908400001	Vegetables, Carrot, Baby	13.00000	0.00000	\$0.00	13.00000	
2	39084000030	Vegetable, carrots fresh	2.00000	0.00000	\$0.00	2.00000	

3. Under the **General Information** section, enter in the **Condition** and **Reason** if there are any overages or underages (optional). Utilize the pick

4. Click **Validate**. Fix any errors that are noted in the top left of the page.

5. **Submit** if there are no errors.

Receiver (RC) ☆ Draft | Department: 410 | Unit: 6904 | Transaction ID: 19061 | Version:

Validate Submit Save Save & Close

1 - 6 of 6 Records View per Page - 20 50 100 Page 1 of 1

Commodity Line	Commodity	Commodity Line Description	Received Quantity	Rejected Quantity	Received Service Contract Amount	Total Quantity Received	Attachments
Safety Data Sheet Required		Safety Data Sheet Received					
No		No					
Condition		Reason		Comments			
<input type="text"/>		<input type="text"/>		<input type="text"/>			
Return Items to Vendor		Return Merchandise Authorization #		Return Merchandise Authorization Instructions			
No		<input type="text"/>		<input type="text"/>			