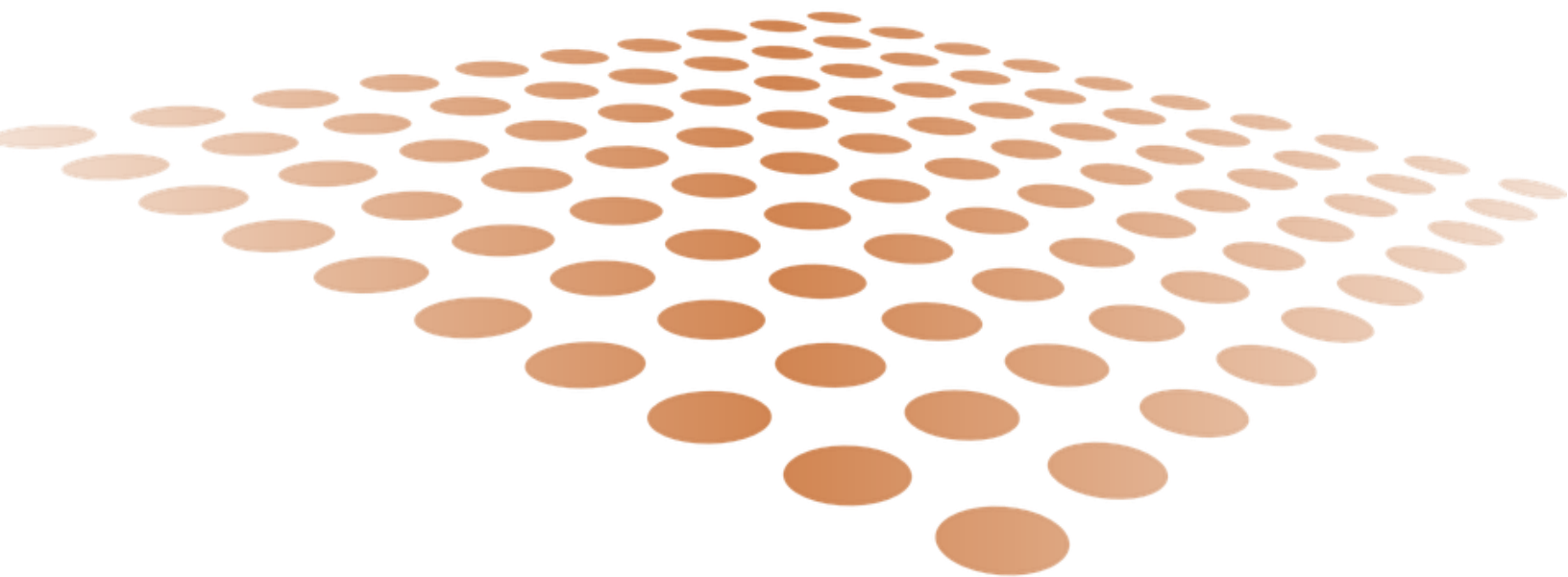


ADOA – General Accounting Office

# QUICK REFERENCE GUIDE: USING RCSRCH TO TRACK INVENTORY RECEIPTS



# Using RCSRCH to Track Inventory Receipt

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Items ordered on a purchase order are fulfilled by a vendor. When you physically receive the items from the vendor, it is very important that you log the receipt in AFIS. The receipt of goods is recorded on a Receiver (RC) document. Items that are damaged should be recorded on the Receiver document and promptly returned to the vendor.

The following are the overall steps of the Receiving process.

## Procedure – Creating a Receiver using RCSRCH

1. Log in to AFIS
2. Navigate to the Document
  - a. In the Jump to field, enter **RCSRCH**.
  - b. Click the **Go** button to open the Receiving Search page.
3. Enter search criteria for the purchase order document such as **Doc Code** and **Doc ID**, or **Vendor**.
  - You can also use the **Requestor Code** or **Issuer Code**. If search criteria fields are left blank, the results will return all orders in Final phase with one or more commodity lines that have not been received.
4. Click the **Browse** link to show results.
5. Select the purchase order you want to receive and click the **Select Lines to Receive** link.
6. On the Receiving Search – Select Lines page, check the check box for lines to receive. You can also check **Receive All Lines** or **Receive All Unselected Lines**.
7. Click the **Receive** link to create the Receiver for the selected lines.
8. The new Receiver displays.

## Procedure – Updating the Receiver

1. On the Header – General section, update the **Received Date** to the date the goods were physically received.
2. The **Receiving Location** infers based on the Requestor ID, if set up on the user's profile. If it does not infer or is incorrect, click the pick list icon to search and select.
3. The **Receiver** field infers to the user creating the document. Update, as needed.
4. Attach supporting documents, such as bill of lading or packing slip.
5. Click the **Commodity** section.
6. Enter the **Item Location**.
7. Enter the **Location Structure**.
8. Enter the **Location Priority**.
9. Enter the **Received Qty**. If there were any damaged items, enter the **Rejected Qty**.
10. If the full quantity was not received, select a **Condition** and enter a **Reason**.
11. Click the **Save** button.
12. Repeat steps 5 through 11 for all commodity lines.
13. Click the **Validate** button.
14. Clear any error that may appear.



## Quick Reference Guide

15. Click the **Submit** button to complete the document.
16. The document is submitted for approval.