Using RCSRCH to Track Inventory Receipt

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