

University of Kentucky
Purchasing System



User Manual

UPDATES

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Table of Contents

FRS Screen Design.....	4
How to Use the Action/Context Line	5
The Purchasing Menu Screens	6
Selecting a Vendor-Screens 1A2 and 1A4-Overview.....	7
Selecting a Vendor - Manipulating Screen 1A2.....	8
Selecting a Vendor Address before Creation of a Requisition. (Screen 1A4).....	11
Creating a Requisition Overview	13
Screens for Creating a Requisition.....	14
Creating a Requisition.....	15
Selecting a Vendor Address during Creation of a Requisition. (Screen 1A4).....	16
Completing the Action Line	18
Completing the Body of the Screen	20
Creating a Requisition - Screen 220, Page 2	24
Creating a Requisition - Screen 224.....	27
Creating a Requisition - Screen 226.....	30
Approving Requisitions – Overview	32
Approving Requisitions - Electronic Approval Requirements.....	33
Approving Requisitions - Screen 252.....	35
Approvals Using Notepad Screen 22N.....	36
Approving Requisitions - Approved Document – The Next Step.....	37
Approving Requisitions - Delays in Electronic Approval	38
Approving Requisitions - Resetting Approval Flags	39
Requisition and Purchase Order Inquiry Screens – Overview	40
Purchase Order Line Inquiry – Screen 228.....	41
Active PR List– Screen 254	42

PR/FO/Bid/Response Line Inquiry - Screen 258 43

Active Document List - Screen 282..... 44

Purchase Order Summary Screen - 28446

Receiving – Overview 47

Receiving – Screen 230 48

Receiving - Receiving All (or Multiple) Items of a PO 52

Deletion of Individual Receiving Lines - Screen 237 53

Contract Orders 55

Appendix - Unit of Measure Codes 59

Quick Reference Guide to Screens 60

Workshops..... 62

FRS Screen Design

There are several standard parts of each FRS screen. These parts include:

- screen messages
- screen number
- screen name
- action/context line
- body of the screen

The screenshot shows a terminal window with the following text:

```
PS918971 I-12971 ENTER DOCUMENT CODE
220 Header Add/Modify/Inquire (PAGE 1 OF 2)

Screen:      Vendor:      Code:  Document:      Line:
            Invoice:      Commodity:

Document Date: 00/00/00 Type:      Buyer:      Telephone Code:
Reference:      Start Date: 00/00/00      End Date: 00/00/00
Change Date: 00/00/00 Change Number: 00 Quote Reference:
Quote Date: 00/00/00 Currency:      Freight:      Delivery Date: 00/00/00
Route:      VEND/ADDR:      /
Vendor Terms: 0.000 0 0      Print:      Print Date: 00/00/00
Deliver To Name/Address:      Name:
  Addr 1:      Addr 2:
  Addr 3:      Addr 4:
  City:      State:      Zip Code:      Country:
  Telephone:      Extension:
Text:

Document Amt:      0.00
Delete: 0 Freeze: 0 In Process: 1 Status:
```

Callouts in the image:

- Top left: "Screen messages appear at top, left." (points to the first two lines)
- Top right: "The screen number and name appear on the second line." (points to the second line)
- Right side: "These two lines are the action/context lines." (points to the 'Screen:' and 'Vendor:' lines)

Everything below the action/context line is considered the **body of the screen**.

Tips and Tricks

Press the Tab key to move around the screen. This moves the cursor from left to right, then down the screen, stopping at any place where you can enter data.

Each time you press Tab, the cursor moves to another field. **Hold down the Shift key and press Tab to move backward.**

Many fields have a label or prompt. Sometimes one label marks several fields.

How to Use the Action/Context Line

Screen:	Vendor:	Code:	Document:	Line:
	Invoice:		Commodity:	

Screen prompt: At the Screen prompt, type the screen number and press Enter to go to another screen.

Vendor prompt: At the Vendor prompt, type all or part of the vendor name and press Enter to reach Screen 1A2, an alphabetized list of vendors from which you can choose. Or, if there is only one vendor with that name, you'll stay on the same screen and the vendor number will appear in the Vendor field. **SEE SECTION ON "SELECTING A VENDOR"** for detailed explanation.

Code prompt: At the Code prompt, type the Code number for the document type and press Enter. **For requisitions, the Code number is always a 1.**

Document prompt: At the Document prompt, type R0 (the letter R and the number zero), and press Enter so that the system will automatically assign a number to your document.

Line prompt: Line prompt indicates the line item numbers in the requisition.

Invoice prompt: At the Invoice prompt, you can enter an invoice number that is associated with your requisition or purchase order.

Commodity prompt: The Commodity prompt is used to list a specific commodity number that you wish to order. However, at this time the University has not purchased a commodity program for use with this system. Therefore, this field will not be used.

Tips and Tricks

Whenever you type on the action/context line, you must press Enter before typing in the body of the screen. If you type on the action/context line and type in the body of the screen before pressing Enter, all of the information in the body of the screen will be erased.

If you reach a field and are not sure what information is required, press the F2 key. This will bring up a screen that describes what information is needed in that field and/or a list of values that could be used for that field. **This is called field help.** Make sure you have tabbed to the field for which you want help before you press the F2 key, so that the correct field help will appear.

The Purchasing Menu Screens

Type 201 at the Screen prompt and press Enter. Screen 201 the Purchasing Menu (Part 1) will appear.

```
201 Purchasing Menu (Part 1)                                FPR/IDMS Release Version 3.0

Screen:      Vendor:      Code:  Document: U980036 Line:
            Invoice:      Commodity:

Vendor Maintenance                                Document Maintenance
1A2 Vendor Name Search                            220 Header Create/Modify
1A3 Vendor Create/Modify                          221 Document Line Tracking
1A4 Vendor Address Select                          223 Flag Maintenance
1A5 Vendor Name Alias Maintenance                 224 Line Item Create/Modify
1A6 Vendor Statistics                              226 Trailer
1A7 Vendor Cumulative Statistics                  22N Notepad Item Create/Modify
1A8 Vendor Note Pad
1A9 Vendor Address Note Pad                       Purchase Orders
Delivery Addr/Standard Text Maint                 222 On-Line Print
202 Deliver To Address Maintenance                 225 Change Vendor Number
210 Deliver to Address Inquiry                     227 PO to PO Copy
229 Standard Text Maintenance                     228 Line Item Inquiry
-----
Other Menus - - - - -
301 Purchasing Controls Menu                       001 Financial Accounting Menu
401 Bid List and Commodity Menu                     101 Accounts Payable Menu
                                                    ZWS ZWriter Menu
Press ENTER to continue...                          RJE FRS/FPR Batch Job Submission
```

You can press Enter to see Part 2 of the Purchasing menu.

```
201 Purchasing Menu (Part 2)                                FPR/IDMS Release Version 3.0

Screen:      Vendor:      Code:  Document: U980036 Line:
            Invoice:      Commodity:

Requisitions                                        Document Inquiry
252 Approval                                        254 Requisition List
                                                    258 Document Line Item List
Document Transfers                                  268 MO Line Item List
257 Transfer PR to MO/Bid/PO                       282 Document List
267 Transfer MO to Purchase Order                   284 Purchase Order Summary
277 Transfer FO to Purchase Order                   286 PR/PO Statistics Report
290 Transfer to Bid Response
292 Transfer to Purchase Order                       Invoicing
                                                    240 Header Create/Modify
Receiving                                           241 Invoice Multiple Lines
230 Header Create                                   243 Flag Maintenance
231 Line Item Create (via 232 only)                 244 Line Item Create/Modify
232 Header History / Line Inquiry                   245 Frt/Ins/Tax/Oth/Trd/Disc
237 Change Status / Line Delete                     246 Trailer
239 Line Inquiry by PO Line                          247 Invoice Diagnostic Scan
                                                    248 Line Item List
                                                    249 Posted Invoices by PO Line
```

Selecting a Vendor Screens 1A2 and 1A4

Overview

Do I have to specify a vendor on each requisition?

If you want to order from a particular vendor, then you must indicate that vendor in your online requisition. If you want the Purchasing Division to choose a vendor for you, then you can leave the vendor information fields blank.

If you are unable to locate your preferred vendor in the database, you should indicate this in the text of your requisition, along with their address, phone, etc. Purchasing will add it to the database.

How to search for a vendor.

On the action/context line of many FRS screens, there is a vendor field labeled **VEND** or **Vendor**. If you are on one of those screens, for example, Screen 220, you can type all or part of a vendor's name in that field and press Enter. You will automatically be advanced to Screen 1A2, providing there are multiple vendor names for your entry. If there is only one vendor for your entry, you will remain on Screen 220 (or the screen where you entered the information). The system will replace your entry of the vendor name with the vendor's number. If you advance to Screen 1A2, and choose the appropriate vendor, enter the line number at the bottom of the screen and press Enter. You will automatically be returned to the prior screen (in this example, Screen 220).

It is possible to start directly on Screen 1A2. Just type 1A2 at the Screen prompt and press Enter. Once you select a vendor from Screen 1A2, you will be returned to the previous screen.

Selecting a Vendor - Screen 1A2

Screen 1A2 shows an alphabetized list of vendors. This screen will appear if you enter all or part of the vendor name in the Vendor field of any FRS screen. If more than one listing for that string of text exists you will see multiple listings. For the screen below, "LEX" was typed in the VEND field and Enter was pressed.

```
1A2 VENDOR NAME SEARCH
SCREEN:      VEND: LEX      VCHR:      ACCT:

LN  VENDOR NAME                VENDOR NO.  DROP
--  -----
 1  LEX CALL MOBILE             S0079883990  0
 2  LEX COMPUTER                S0000001260  0
 3  LEX FOODSERVICE            S0000003890  0
 4  LEX FRAMING SUPPLIES INC    S0000005660  0
 5  LEX GLASS CO INC            S0000016950  0
 6  LEX GLASS COMPANY           S0000016950  0
 7  LEX INDUSTRIAL CO          S0000019530  0
 8  LEX LIFT INC                S0000020300  0
 9  LEX MECH CO                 S0000024730  0
10  LEX MECHANICAL CO          S0000024730  0
11  LEX MUSIC AND SOUND        S0000019570  0
12  LEX SERVICE CO             S0000016630  0
13  LEX TRAN                    S0079893410  0
14  LEX WINNELSON              S0000025990  0

Line Number:      Previous Screen: 001      Search Key: LEX
Page: 1 of 0 Next Page:      PF7: Page BWD      PF8: Page FWD
```

Notice that the bottom of the screen indicates that you can use the F8 key to page forward and see more vendors in the alphabetized list. You can also press the Enter key to page forward. To scroll backward, press F7.

The next screen of listed vendors will appear.

Tips and Tricks

The FRS program uses the codes 0 (zero) and 1 (one) to indicate Off and On.

Off 0 (zero)

On 1 (one)

On the screen pictured above, for instance, the last column is labeled DROP. If you see a 1 (one) in that column, it means the vendor has been dropped.

Selecting a Vendor - Screen 1A2 (cont'd)

1A2 VENDOR NAME SEARCH

SCREEN: VEND: LEX VCHR: ACCT:

LN	VENDOR NAME	VENDOR NO.	DROP
1	LEX. BUILDING SUPPLY	S0079892080	0
2	LEX. CALL MOBILE	S0079883990	0
3	LEX. CENTER	S0079886910	0
4	LEX. CHAMBER OF COMMERCE	S0079890980	0
5	LEX. CHILD ABUSE COUNCIL	T9554900510	0
6	LEX. CITY	S0079886140	0
7	LEX. COFFEE	S0079882810	0
8	LEX. FAYETTE	S0079886470	0
9	LEX. FAYETTE COUNTY HEALTH	S0079924270	0
10	LEX. HERALD LEADER	S0079882570	0
11	LEX. IVEY MECHANICAL CO.	S0079902450	0
12	LEX. SINGERS	S0079922210	0
13	LEX. STUDY GROUP	T0059000030	0
14	LEX. TROPHY CO.	S0079882290	0

Line Number: Previous Screen: 001 Search Key: LEX
Page: 2 of 0 Next Page: PF7: Page BWD PF8: Page FWD

If the list contains too many entries, and you wish to narrow the search, you might want to re-enter the search criteria. You can tab to the vendor prompt and enter "LEXINGTON" to jump forward in the alphabetized list to vendors that start with the full word Lexington.

1A2 VENDOR NAME SEARCH

SCREEN: VEND: LEXINGTON VCHR: ACCT:

LN	VENDOR NAME	VENDOR NO.	DROP
1	LEXINGTON	S0079883510	0
2	LEXINGTON AREA WIDE DIRECTORIE	H0000048140	0
3	LEXINGTON AREA WIDE DIRECTORIE	H0000059130	0
4	LEXINGTON AREA WIDE DIRECTORY	S0079955130	0
5	LEXINGTON BILLIARD	S0079936600	0
6	LEXINGTON BLUEGRASS SHRM	T0135300010	0
7	LEXINGTON BUILDING SUPPLY	S0079892080	0
8	LEXINGTON CALL MOBILE	H0000021600	0
9	LEXINGTON CALL MOBILE	S0079883990	0
10	LEXINGTON CENTER CORPORATION	H0000008150	0
11	LEXINGTON CENTER CORPORATION	S0079886910	0
12	LEXINGTON CHAMBER OF COMMERCE	S0079890980	0
13	LEXINGTON CHILDREN'S THEATRE	T0046100150	0
14	LEXINGTON CHILDREN'S THEATRE	S0079922230	0

Line Number: Previous Screen: 001 Search Key: LEXINGTON
Page: 1 of 0 Next Page: PF7: Page BWD PF8: Page FWD

Selecting a Vendor - Screen 1A2 (cont'd)

To select a vendor, type the line number in the Line Number field at the bottom of the page and press Enter. You will automatically return to the screen from which the vendor search was originated and the vendor number will appear in the Vendor field on the Action Line. You will see the name of the vendor displayed in the upper right corner of the screen.

```

PS918971 I-FZ971 ENTER DOCUMENT CODE
220 Header Add/Modify/Inquire (PAGE 1 OF 2)          LEXINGTON BLUEGRASS SHRM

Screen:      Vendor: S0135300010 Code:      Document:      Line:
            Invoice:      Commodity:

Document Date: 00/00/00 Type:      Buyer:      Telephone Code:
Reference:      Start Date: 00/00/00      End Date: 00/00/00
Change Date: 00/00/00 Change Number: 00 Quote Reference:
Quote Date: 00/00/00 Currency:      Freight: Delivery Date: 00/00/00
Route:      VEND/ADDR:      /
Vendor Terms: 0.000 0 0      Print      Print Date: 00/00/00
Deliver To Name/Address:      Name:
  Addr 1:      Addr 2:
  Addr 3:      Addr 4:
  City:      State:      Zip Code:      Country:
  Telephone:      Extension:
Text:

Document Amt:      0.00
Delete: 0 Freeze: 0 In Process: 1 Status:
    
```

Tips and Tricks

If you enter a vendor name and see many listings for the same vendor, **select the vendor record with a vendor number that begins with the letter "S"**. If there is no listing that starts with "S", then select the record with a vendor number that begins with "H". If there is no listing that starts with either "S" or "H", then select from among the other listings. Note the multiple listings in the screen pictured below.

```

PS918578 R-FZ578 NO MORE VENDORS W/THAT KEY
1A2 VENDOR NAME SEARCH

SCREEN:      VEND: WAL-MART      VCHR:      ACCT:

LN  VENDOR NAME      VENDOR NO.      DROP
--  -----
 1  WAL-MART      A0070455000      0
 2  WAL-MART      A0059013000      0
 3  WAL-MART      T0065800070      0
 4  WAL-MART      S0079887110      0

Line Number:      Previous Screen: 001      Search Key: WAL-MART
Page: 1 of 1 Next Page:      PF7: Page BWD      PF8: Page FWD
    
```

Selecting a Vendor Address Before Creating a Requisition - Screen 1A4

After you have chosen a vendor, you should verify the vendor's address. If you select a vendor for a requisition on the Action Line, then you must also specify the vendor's address number in the middle of Screen 220 at the **"TENTATIVE VEND/ADDR:" FIELDS**. To view/select the addresses for the vendor you choose, type 1A4 in the Screen Prompt, press Enter. The system should advance you to this Screen if the Vendor you selected has multiple addresses. Sometimes a vendor will only have one address.

INSTRUCTIONS FOR A VENDOR WITH ONLY ONE ADDRESS:

To verify or find the correct vendor address of the vendor you chose on the Action Line, type 1A4 at the Screen Prompt and press Enter. If there is only **ONE ADDRESS listed for a vendor in the database**, the system will not allow you to advance to Screen 1A4. You will remain on Screen 220. To verify the one address listed is correct, from Screen 220, you must go to Screen 1A3 (Vendor Create/Modify). You may do this by typing 1A3 in the Screen prompt and pressing Enter. You should now be on Screen 1A3. From this Screen you can type in 1A4 or press PF5 (this is a choice at the bottom of the screen that will automatically advance you to Screen 1A4) and view the address for that vendor on Screen 1A4. If it is the correct address, you will enter this address number **later** on Screen 220, in the TENTATIVE VEND/ADDR: field located in the middle of Screen 220. In order to return to Screen 220, go back to the screen prompt, enter "220" and press Enter.

INSTRUCTIONS FOR VENDORS WITH MULTIPLE ADDRESSES:

If there are multiple addresses for a vendor, after you enter 1A4 in the Screen prompt on Screen 220 you will advance to Screen 1A4 and a list of multiple vendor addresses will appear. See example below.

The first column indicates the line number of the address to be chosen. The Type (TYP) column specifies if the listed address is

- O** Order from;
- R** Remit payment to; or
- B** Both.

You may choose any one of the addresses listed regardless of the type listed.

If you were advanced to Screen 1A4 directly from Screen 220, and there are multiple addresses listed, select a vendor address by typing the line number for that address at the bottom of the screen and pressing Enter. You will be returned to Screen 220 and your vendor address number should now appear in the middle of your screen at the **"TENTATIVE VEND/ADDR:"** fields.

Selecting a Vendor Address before Creating a Requisition - Screen 1A4 (cont'd)

Notice the far right column labeled D/F. If a number one (1) is in the D/F column, that particular address is not available and will be dropped from the system. You can only select an address with a zero (0) in the D/F field.

```

PS918578 R-FZ578 NO MORE VENDORS W/THAT KEY
1A4 VENDOR ADDRESS SELECT AND MAINTENANCE          CARDINAL OFFICE SYSTEMS

SCREEN:      VEND: S0000022490 VCHR:      ACCT:

LINE NO.  TYP CONTACT/ADDRESS LINE 2      ADDRESS LINE 1/CITY STATE ZIP  D/F
-----
  1 01   O      576 EAST MAIN STREET                    0
                FRANKFORT      KY  40601      0
  2 02   R      123 WARREN COURT                        0
                LEXINGTON      KY  40356      0
  3 03   O      101 BRADLEY DR                          0
                NICHOLASVILLE KY  40356      0
  4 04   R      PO BOX 5160                              0
                FRANKFORT      KY  40602      0
  5 05   B      PO BOX 24098                             0
                LEXINGTON      KY  40524      0

LINE NUMBER:      PREVIOUS SCREEN: 1A4
PAGE:      1 OF 1 NEXT PAGE:      PF7:PAGE BWD PF8: PAGE FWD Page: 1 of 1 Next
Page:      PF7: Page BWD      PF8: Page FWD
    
```

Creating a Requisition Overview

This section presents information needed for creating a requisition.

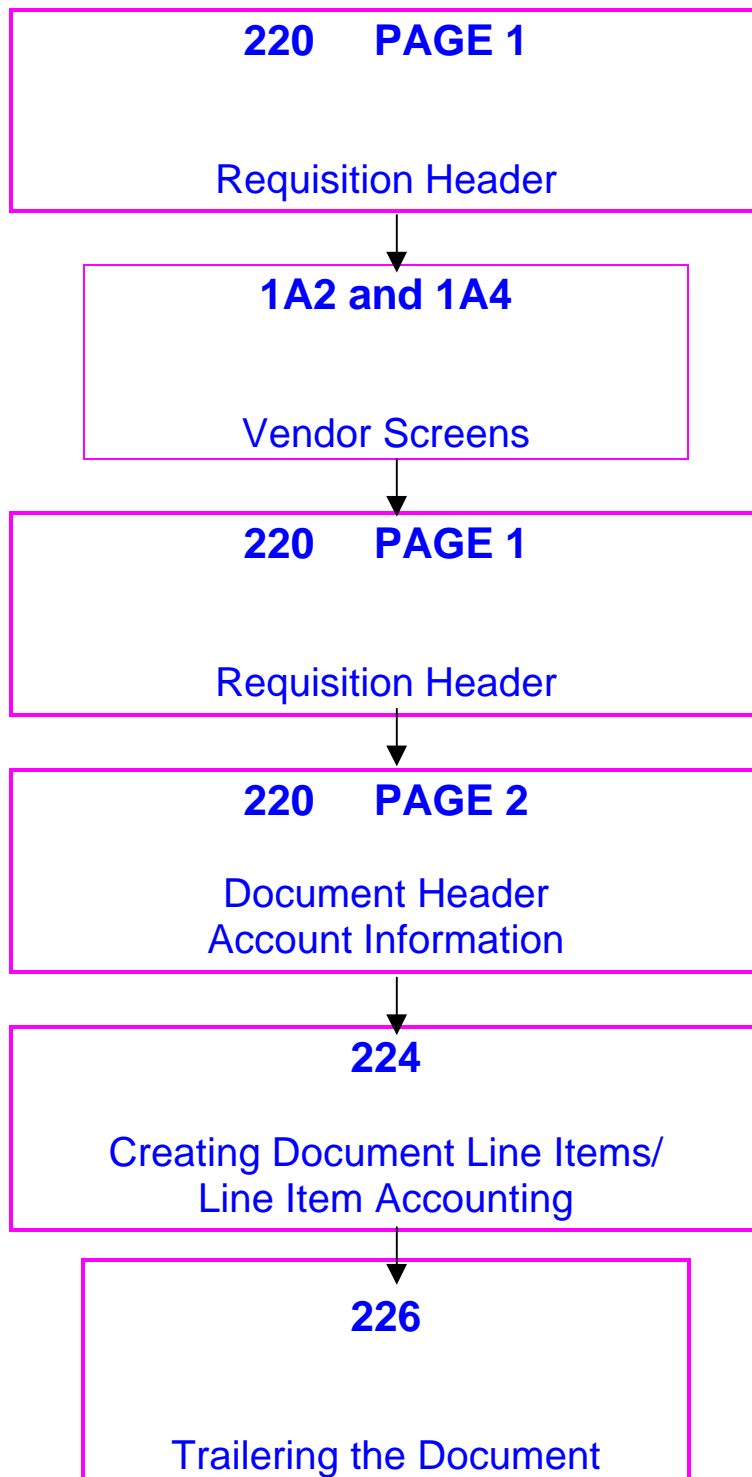
First there is a flowchart showing the screens used to create a requisition. Remember that a minimum of four screens **MUST** be completed each time you create a requisition! The pages after the flowchart explain details of each of these four important screens. Information is provided for all required fields and all optional fields. Until you complete the entire sequence of screens, and trailer your requisition, it will stay "In Process."

If you have any difficulty selecting a vendor, check the previous pages of this manual for details on selecting vendors and vendor addresses.

Who will create requisitions?

Many of the people who will create requisitions are those who have been typing paper requisitions. The procurement card should be used whenever it is appropriate. Online Purchasing will replace paper requisitions.

Screens for Creating a Requisition



Creating a Requisition

Online Purchasing is part of the Financial Resource System (FRS). To access Online Purchasing, you must first log on to FRS. Once you have logged on, at the Screen prompt of the action line type 220 and press Enter. Screen 220, the Header Add/Modify/Inquire (Page 1 of 2) screen will appear.

```

PS918971 I-FZ971 ENTER DOCUMENT CODE
220 Header Add/Modify/Inquire (PAGE 1 OF 2)

Screen:      Vendor:      Code:  Document:      Line:
            Invoice:      Commodity:

Document Date: 00/00/00 Type:      Buyer:      Telephone Code:
Reference:      Start Date: 00/00/00      End Date: 00/00/00
Change Date: 00/00/00 Change Number: 00 Quote Reference:
Quote Date: 00/00/00 Currency:      Freight:      Delivery Date: 00/00/00
Route:      VEND/ADDR:      /
Vendor Terms: 0.000 0 0      Print:      Print Date: 00/00/00
Deliver To Name/Address:      Name:
  Addr 1:      Addr 2:
  Addr 3:      Addr 4:
  City:      State:      Zip Code:      Country:
  Telephone:      Extension:
Text:

Document Amt:      0.00
Delete: 0 Freeze: 0 In Process: 1 Status:
    
```

Tab to the Vendor field, type as much of the name as possible and press Enter. This will take you to Screen 1A2 which has an alphabetized list of vendors whose name begins with the string of text you entered. For example, for “Marcon & Associates”, type “Marcon & As” and press Enter. Screen 1A2, the Vendor Name Search appears.

```

PS918578 R-FZ578 NO MORE VENDORS W/THAT KEY
1A2 VENDOR NAME SEARCH

SCREEN:      VEND: MARCON & AS VCHR:      ACCT:

LN  VENDOR NAME      VENDOR NO.      DROP
--  -----
  1  MARCON & ASSOCIATES      S0000002020      0
  2  MARCON & ASSOCIATES      H0000014480      0

Line Number:      Previous Screen: 220      Search Key: MARCON & AS
Page: 1 of 1 Next Page:      PF7: Page BWD      PF8: Page FWD
    
```

The F8 page forward command is listed at the bottom of the screen. Whenever the list is too long to fit on one screen, use F8 to advance to the next screen of vendor names. Your cursor will appear at the Line Number prompt at the bottom of this screen. Type the line number of the vendor you wish to select and press Enter. Then you will return to Screen 220 with this vendor listed as the selected vendor.

Selecting a Vendor Address During Creation of a Requisition -Screen 1A4

After you have chosen a vendor, you should verify the vendor's address. If you select a vendor for a requisition on the Action Line, then you must also specify the vendor's address number in the middle of Screen 220 at the "**TENTATIVE VEND/ADDR:**" FIELDS. To view/select the addresses for the vendor you choose, type 1A4 in the Screen Prompt, press Enter. The system should advance you to this Screen if the Vendor you selected has multiple addresses. Sometimes a vendor will only have one address.

INSTRUCTIONS FOR A VENDOR WITH ONLY ONE ADDRESS:

To verify or find the correct vendor address of the vendor you chose on the Action Line, type 1A4 at the Screen Prompt and press Enter. If there is only **ONE ADDRESS listed for a vendor in the database**, the system will not allow you to advance to Screen 1A4. You will remain on Screen 220. To verify the one address listed is correct, from Screen 220, you must go to Screen 1A3 (Vendor Create/Modify). You may do this by typing 1A3 in the Screen prompt and pressing Enter. You should now be on Screen 1A3. From this Screen you can type in 1A4 or press PF5 (this is a choice at the bottom of the screen that will automatically advance you to Screen 1A4) and view the address for that vendor on Screen 1A4. If it is the correct address, you will enter this address number **later** on Screen 220, in the TENTATIVE VEND/ADDR: field located in the middle of Screen 220. In order to return to Screen 220, go back to the screen prompt, enter "220" and press Enter.

INSTRUCTIONS FOR VENDORS WITH MULTIPLE ADDRESSES:

If there are multiple addresses for a vendor, after you enter 1A4 in the Screen prompt on Screen 220 you will advance to Screen 1A4 and a list of multiple vendor addresses will appear. See example below.

The first column indicates the line number of the address to be chosen. The Type (TYP) column specifies if the listed address is

- O** Order from;
- R** Remit payment to; or
- B** Both.

You may choose any one of the addresses listed regardless of the type listed.

If you were advanced to Screen 1A4 directly from Screen 220, and there are multiple addresses listed, select a vendor address by typing the line number for that address at the bottom of the screen and pressing Enter. You will be returned to Screen 220 and your vendor address number should now appear in the middle of your screen at the "**TENTATIVE VEND/ADDR:**" fields.

Selecting a Vendor Address During Creation of a Requisition - Screen 1A4 (cont'd)

Notice the far right column labeled D/F. If a number one (1) is in the D/F column, that particular address is not available and will be dropped from the system. You can only select an address with a zero (0) in the D/F field.

```

PS918578 R-FZ578 NO MORE VENDORS W/THAT KEY
1A4 VENDOR ADDRESS SELECT AND MAINTENANCE          CARDINAL OFFICE SYSTEMS

SCREEN:      VEND: S0000022490 VCHR:      ACCT:

LINE NO.  TYP CONTACT/ADDRESS LINE 2      ADDRESS LINE 1/CITY STATE ZIP  D/F
-----
  1  01   O           576 EAST MAIN STREET                0
           FRANKFORT      KY  40601          0
  2  02   R           123 WARREN COURT                    0
           LEXINGTON     KY  40356          0
  3  03   O           101 BRADLEY DR                      0
           NICHOLASVILLE KY  40356          0
  4  04   R           PO BOX 5160                        0
           FRANKFORT     KY  40602          0
  5  05           PO BOX 24098                       0
           LEXINGTON     KY  40524          0

LINE NUMBER:      PREVIOUS SCREEN: 1A4
PAGE:  1 OF 1     NEXT PAGE:      PF7:PAGE BWD   PF8: PAGE FWD Page: 1 of 1
    
```

Place the LINE NO. of the address you wish to select, in the LINE NUMBER field at the bottom of your screen and press Enter.

Selecting a Vendor Address (cont'd)

Screen 220, Page 1 will reappear with the selected vendor name displayed in upper right corner of the screen and the vendor number displayed in the Vendor field.

```
PS918971 I-FZ971 ENTER DOCUMENT CODE
220 Header Add/Modify/Inquire (PAGE 1 OF 2)      MARCON & ASSOCIATES

Screen:      Vendor: S0000002020 Code:   Document:      Line:
Invoice:      Commodity:

Document Date: 00/00/00 Type:           Buyer:           Telephone Code:
Reference:      Start Date: 00/00/00      End Date: 00/00/00
Change Date: 00/00/00 Change Number: 00 Quote Reference:
Quote Date: 00/00/00 Currency:          Freight:        Delivery Date: 00/00/00
Route:          VEND/ADDR:                /
Vendor Terms: 0.000 0 0 Print:           Print Date: 00/00/00
Deliver To Name/Address: Name:
  Addr 1:      Addr 2:
  Addr 3:      Addr 4:
City:          State:      Zip Code:      Country:
Telephone:      Extension:
Text:

Document Amt:      0.00
Delete: 0 Freeze: 0 In Process: 1 Status:
```

Completing the Action Line

Code field (*required*) - Your cursor will appear at the Code prompt. **To create a requisition, always type 1 at the Code prompt.** You can press the F2 key for online help to see which codes can be used. (Press Enter repeatedly as shown at the bottom of the screens to move through the Help screens and return to Screen 220.)

Document field (*required*) - This field is used for the document number. **When creating a requisition, type R0 (the letter R and the number zero).** The system will generate the next available requisition number. Once you have an assigned number to your document you can enter that number in the Document field on any of the Purchasing screens.

Line field (*not required on Screen 220*) – This element uniquely identifies each line on a requisition or purchase order. You must assign a line number when you create a line. Thereafter, you must specify the assigned number whenever you work with this line.

Invoice field (*not required*) – This field is not required to create a requisition. This field will be used mainly by the Accounts Payable department. An invoice number would be entered to view a particular invoice posted to a document.

Commodity field (*not required*) – This field is not required to create a requisition. The entry for this field would be a numerical listing of commodity codes. The Purchasing Division does not have a commodity table implemented in the system at this time.

Completing the Action Line (cont'd)

Once you have completed the required fields on the Action Line, press Enter. You will see a message at the top of the screen that says “DOCUMENT NUMBER WILL BE ASSIGNED AFTER DATA IS ENTERED.”

```
PS900556 I-Z0556 DOCUMENT NUMBER WILL BE ASSIGNED AFTER DATA IS ENTERED

220 Header Add/Modify/Inquire (PAGE 1 OF 2)      MARCON & ASSOCIATES

Screen:      Vendor: S0000002020 Code: 1 Document: R0      Line:
            Invoice:      Commodity:

Document Date: 04/09/98 Type: SR      Buyer:      Telephone Code:
Reference:      Start Date: 00/00/00      End Date: 00/00/00
Change Date: 00/00/00      Change Number: 00 Quote Reference:
Quote Date: 00/00/00      Currency:      Freight:      Delivery Date: 00/00/00
Route:      TENTATIVE VEND/ADDR:      /
Vendor Terms: 0.000 0 0      Print: N      Print Date: 00/00/00
Deliver To Name/Address:      Name:
  Addr 1:      Addr 2:
  Addr 3:      Addr 4:
  City:      State:      Zip Code:      Country:
  Telephone:      Extension:
Text:

Document Amt:
Delete: 0 Freeze: 0 In Process: 0 Status
```

Tips and Tricks

Information entered in the Action Line fields will remain in those fields on every screen until you change it.

Always press Enter after typing on the Action Line and before typing in the body of the screen or your work will be lost!

Completing the Body of the Screen

The body of the screen is everything below the Action Line. In the body of the screen, some fields are required, others are optional or system-generated.

```
220 Header Add/Modify/Inquire (PAGE 1 OF 2)          MARCON & ASSOCIATES

Screen:      Vendor: S0000002020 Code: 1 Document: R0      Line:
            Invoice:      Commodity:

Document Date: 04/09/98 Type: SR          Buyer:      Telephone Code:
Reference:      Start Date: 00/00/00      End Date: 00/00/00
Change Date: 00/00/00 Change Number: 00 Quote Reference:
Quote Date: 00/00/00 Currency:      Freight:      Delivery Date: 00/00/00
Route:      TENTATIVE VEND/ADDR:      /
Vendor Terms: 0.000 0 0      Print: N      Print Date: 00/00/00
Deliver To Name/Address:      Name:
  Addr 1:      Addr 2:
  Addr 3:      Addr 4:
  City:      State:      Zip Code:      Country:
  Telephone:      Extension:
Text:

Document Amt:
Delete: 0 Freeze: 0 In Process: 0 Status:
```

Document Date (*required*) – This field is generated by the system and defaults to the current date. If you create a requisition but do not complete it for several days, you may want to change this to the current date.

Type (*required*) – Two-character field indicating a requisition type. Press F2 to see a valid list of all document types. **The only valid requisition document types are:**

- SR** Small Requisitions: **Purchases less than \$10,000.**
(Excluding Plant Fund purchases (ledger 7's) and vehicles)
- LR** Large Requisitions: **Purchases greater than or equal to \$10,000.**
(Excluding computers, Plant Fund purchases (ledger 7's) and vehicles.)
- LC** Large Computer: **Computer purchases \$10,000 and above.**
(The VP for Information Systems must approve these purchases.)
- SP** Plant Fund (7 ledgers other than Capital Projects)
- LP** All Capital Project Purchases (7-1XXXX & 7-0XXXX)
(Direct purchases by departments from Capital Construction Funds are not authorized.)
- DP** Discretionary Purchases: **Purchases using discretionary funds.**
(Policy dated 11/1/97.)
- CO** Contract Orders: **A requisition to initiate the payment of items ordered from a Price Contract.**

Completing the Body of the Screen (cont'd)

It is critical that you select the correct document type in order to ensure the appropriate electronic approval flags are set. If an incorrect document type is entered the Purchasing Division will not process the requisition. Note that all other document types are reserved for purchase orders

Buyer (*optional*) – This field contains a code identifying the buyer responsible for a document. You can press F2 for a list of codes representing each buyer.

Telephone Code (*optional*) - This field contains a code identifying the telephone number of the buyer associated with this document. You can press F2 for a list of codes representing each buyer.

Reference (*system-generated*) - If this document was created from another document, this element identifies the source document. If a requisition has been transferred into a purchase order, the purchase order will contain the requisition number in the Reference field, and the requisition will contain the purchase order number in the Reference field.

Start Date (*optional*) - Indicates the first date that payment can be made. If this field is not entered, the system assumes the document may be processed immediately. *This field is required if an end date is entered.*

End Date (*optional*) - Indicates the last date that payment can be made (i.e., June 30th, of the current fiscal year). *This date will be required if a start date is entered.*

Change Date (*Leave this blank!*) - This field is used by the Purchasing Division. This specifies the date on which a change order becomes effective for a purchase order.

Change Number (*Leave this blank!*) - This field uniquely identifies a change order for a purchase order. For example, if the purchase order number is U000001, and the change order number is 01, then the purchase order number is printed as U000001-CO.01.

Quote Reference (*optional*) - This field contains a name or number identifying the person or quote number received by the department. If you reference a quote, you must fax or mail the information to Purchasing.

Quote Date (*optional*) - This element indicates the date on which a quote is given. The standard format is MM/DD/YY, where MM is the month, DD is the day of the month, and YY is the last two digits of the year.

Currency (*Leave this blank!*) - Leave this field blank unless using currency other than US dollars.

Completing the Body of the Screen (cont'd)

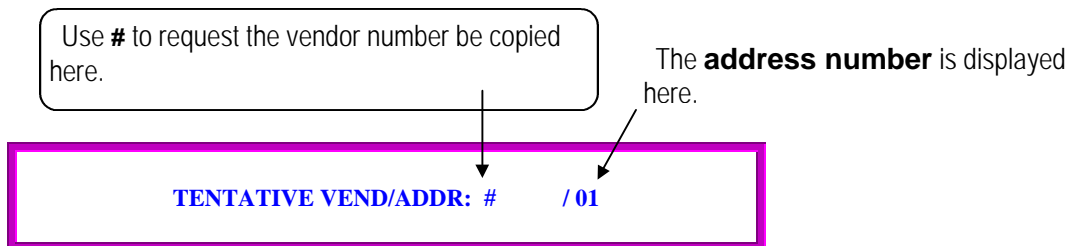
Freight (*optional*) - This field contains a code defining the standard freight terms for a shipment. When translated, the code provides instructions about how goods are to be shipped as well as information about who will assume the cost. Press F2 for online help and more information about this field.

Delivery Date (*optional*) - This field indicates the expected delivery date of the goods. The department should enter the date they require receipt of the goods or services.

Route (*Leave this blank!*) - This field contains a code indicating who should examine the document next. Each code may stand for a person, a department, a group of people, and so forth. *The entry is for your information only; it is not used by the system.*

Tentative Vendor/Address (*required if a vendor is selected on the Action Line*) - This label has two fields, one before the / symbol for the vendor number and one after the / symbol for a vendor address number.

If the appropriate vendor number is displayed in the Action Line, you can simply type a pound sign (#). The system will copy the vendor number into this field.



Vendor Address Number (*required if a vendor is selected on the Action Line*) - Immediately following the label **TENTATIVE VEND/ADDR**, there is a "/" (**back slash**) symbol. The "/" is a label for a two digit field that represents the vendor's address as it appears on Screen 1A4. Unless you specify an address number (01, 02, etc.) in this field, the system will automatically search for the first available "Order From" address for the selected vendor and enter it in the field. (See "Selecting A Vendor Address," earlier in this manual). **NOTE: IF THERE IS NO "O" or "B" ("Order From"/"Both" listed on Screen 1A4), THE SYSTEM WILL GIVE YOU A DIAGNOSTIC MESSAGE "INVALID ADDRESS NUMBER". YOU MUST ENTER AN ADDRESS NUMBER (01, 02, etc.) REGARDLESS OF THE TYPE.**

Vendor Terms (*system-generated*) - This field defines the discount percentage allowed for early payment of this order. The system copies this value from the Vendor Terms on the Vendor record (Screen 1A3).

Print (*Leave this blank!*) - This field is to be used by Purchasing only. This field indicates whether the document is to be printed. (Requisitions will **not** be printed.)

Completing the Body of the Screen (cont'd)

Print Date (*Leave this blank!*) - This field indicates the date on which a document was last printed. The value is system-generated.

Deliver To Name/Address (*required by Purchasing*) - This label is a section heading which marks several fields as shown on the picture below. Use these fields to indicate the person, department, room number, city and state, zip code and telephone number of the individual responsible for receiving the shipment.

Skip the first field and tab over to the Name field. The first field is for a code that would populate the delivery address based on a table of departmental addresses for each department at the University. Purchasing has not implemented a table at this time.

```
Deliver To Name/Address:      Name: Lisa Lewis
  Addr 1: Human Resource Development  Addr 2: 123 Scovell Hall
  Addr 3: University of Kentucky      Addr 4:
  City: Lexington      State: KY  Zip Code: 405060064  Country:
  Telephone: 606 257 1955      Extension: 148
```

Text (*optional*) - This label is a section heading which marks several unlabeled fields. On the picture below, the spaces in the first field are indicated by ones, those in the second with twos, etc. The sixth field has a different purpose, is longer, and is marked with letters. This long field has four lines for freeform text and has no text wrap.

These **five** fields are reserved for use by Purchasing **only**.

This field is for important notes.

```
Text:      111 222 333 444 555
!This is an important note. xxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
```

Each of the five fields on the first line is three characters in length. **Do NOT** use these fields. In the future, Purchasing may use them. The long text field on the next four lines can be used for important notes and special information about the requisition. The notes on those lines will print on the purchase order. If you want a note for viewing purposes only, type an exclamation mark (!) at the beginning of the line. For example, you could type the following as a reminder:

!Manufacturer's specifications will be sent via fax.

NOTE: If you are unable to locate the vendor in a search of the database, type in the vendor name, address, etc. here for Purchasing to use and add to the database.

Completing the Body of the Screen (cont'd)

After completing all appropriate fields on Screen 220 Page 1, press Enter. You should receive a message that says, "Page 1 Completed, Press Enter To Continue." Your assigned document number should appear in the document field in the Action Line. *Write down this document number, so that you will find it easy to work with this requisition later. You may want to start a notebook, spreadsheet or some other central place to record all document numbers.*

After you press **Enter**, **Screen 220, Page 2, the Requisition Header** screen will appear.

Screen 220, Page 2, the Requisition Header

```
PS900550 I-Z0550 ENTER DATA
220 Header Add/Modify/Inquire (Page 2 OF 2)      MARCON & ASSOCIATES

Screen:      Vendor: S0000002020 Code: 1 Document: R200006 Line:
Invoice:      Commodity:

Authorization ID 1:      Authorization ID 2:
Authorization Name:

Campus: 00      Division: 00
School: 00      Department: 00000

Account      User Code      Percent      Dollar Amount
                0.00          0.00
                0.00          0.00
                0.00          0.00
                0.00          0.00
                0.00          0.00
                0.00          0.00
```

This screen allows you to input data regarding the funding for the purchase.

Authorization ID 1 (*Leave this blank!*)

Authorization ID 2 (*Leave this blank!*)

Authorization Name (*Required by Purchasing.*) - Enter the name of the person creating the requisition.

Campus (*Leave this blank!*) - This field is not being used at this time.

Division (*Leave this blank!*) - This field is not being used at this time.

School (*Leave this blank!*) - This field is not being used at this time.

Department (*required*) - Enter your standard department number.

The next section of this screen is accounting information. **NOTE: For line item accounting, leave the accounting information fields blank on this screen and press Enter to continue.**

Screen 220, Page 2, the Requisition Header (cont'd)

Account (*required*) - Enter your department's six-digit account number and the four-digit object code with no space between the two. **NOTE: IF YOU ARE SHARING THE COST OF A PURCHASE WITH ANOTHER DEPARTMENT(S) AND YOU DO NOT HAVE ACCESS TO THE ACCOUNT YOU WILL NEED TO SEND A PAPER REQUISITION TO PURCHASING WITH THE APPROPRIATE SIGNATURES FOR EACH ACCOUNT.**

User Code (*optional*) - Enter your department's user code if applicable.

Example: 2999993356 XXXXXXXXXXXX
 299999 represents the account number
 3356 is an object code
 XXXXXXXXXX represents the user code.

Percent or Dollar Amount (*required when using Header Accounting*) - **THE PERCENTAGE COLUMN MUST ALWAYS EQUAL 100%.** Enter either a percentage or a dollar amount and the remaining percent of the requisition cost per account number and object code. You cannot enter both percent and dollar amount on the same account line. You may use various account numbers with various dollar amounts, but one of the accounts must be 100% rather than a dollar amount. The system posts the dollars first, then 100% of the balance remaining is posted to the account with 100% in the percentage column. See the example below. This allows you to use up to six accounts (or one account with several object codes) and split the dollar amount between the accounts by dollars and percentage or by percentage only. The sum of all percentages listed must equal 100%. The format for percentage is different than that used in HRS.

Here are examples of the percent format used in FRS Online Purchasing:

80%	is represented as	80.00
20%	is represented as	20.00
50%	is represented as	50.00

Press F2, Field Help for additional details about these fields.

Below is a sample screen that shows one account charged for 80% and another account charged for 20%.

Screen 220, Page 2, the Requisition Header (cont'd)

```
PS900558 I-Z0558 PAGE 2 COMPLETED; PRESS "ENTER" TO CONTINUE
220 Header Add/Modify/Inquire (Page 2 OF 2)      MARCON & ASSOCIATES

Screen:      Vendor: S0000002020 Code: 1 Document: R200007 Line:
Invoice:      Commodity:

Authorization ID 1:      Authorization ID 2:
Authorization Name: CHRIS WARD

Campus: 00      Division: 00
School: 00      Department: A0000

Account      User Code      Percent      Dollar Amount
2005003020   AB PRINT      20.00      0.00
2006003020   TD PRINT      80.00      0.00
              0.00      0.00
              0.00      0.00
              0.00      0.00
```

After you type the percent or dollar amount, press Enter.

If you receive an error message regarding the account or object code, a message will appear at the top of the screen such as “Invalid Account Number,” “Access Denied,” etc. The system will highlight the account number. You must correct the error before the document can be completed.

This example shows how both dollar amounts and percentages **MUST** be used for various account numbers when splitting dollar amounts.

```
PS900558 I-Z0558 PAGE 2 COMPLETED; PRESS "ENTER" TO CONTINUE
220 Header Add/Modify/Inquire (Page 2 OF 2)      MARCON & ASSOCIATES

Screen:      Vendor: S0000002020 Code: 1 Document: R200007 Line:
Invoice:      Commodity:

Authorization ID 1:      Authorization ID 2:
Authorization Name: CHRIS WARD

Campus: 00      Division: 00
School: 00      Department: A0000

Account      User Code      Percent      Dollar Amount
2005003020   AB PRINT      00.00      100.00
2006003020   TD PRINT      00.00      200.00
2001003333              100.00      0.00
              0.00      0.00
              0.00      0.00
              0.00      0.00
```

In the example above the total amount of the requisition is \$500.00. The system will charge the first account number \$100.00, then the next account will be charged \$200.00, then the remaining \$200.00 (100% of the balance remaining) would be charged to the last account number.

Press Enter again to proceed to the next screen.

Screen 224 Document Line Add/Modify Screen

```

PS900548 I-Z0548 ENTER DATA TO MODIFY RECORD(S)
224 Document Line Add/Modify

Screen:      Vendor:      Code: 1 Document: R000016 Line: 001
            Invoice:      Commodity:

Current Pricing (Y/N): N

      Quantity  Commodity      Unit Price  Trade Discount  UOM  Extended Price  UPO PL
           5.00                50.0000    0.000    EA           250.00
      Tax Code: NO      Extended Price Plus Tax:      0.00
Description: SOFTWARE LICENSES

Text: LICENSES FOR WORD

Inventory:      ACCOUNT: 2013603335 UserCode  OVERRIDE BBA (Y/N): N

More Lines (Y/N/Blank):
  
```

Current Pricing (*default N*) - This will always remain at the default “N.” (This field would be used in conjunction with commodity code information. However, at this time Purchasing will not be using a commodity code program.)

Quantity (*required*) - This field specifies the quantity to be ordered.

Commodity (*Leave this blank!*)

Unit Price (*required*) - Type the dollar amount per unit price of your item.

Trade Discount (*optional*) - If you are receiving a discount from the vendor, enter the percentage here. The system will apply the trade discount to the unit price. For example, if the unit price is \$100 and the trade discount is entered as 10% (formatted as 10.00), the system adjusts the unit price to \$90 when the entries are processed.

If you change the trade discount or the unit price, the system automatically recalculates and changes the unit price. The trade discount is always applied to the current value of the unit price.

Examples:

Quantity	Commodity	Unit Price	Trade Discount	Extended Price
2		45.00	0.00	90.00
2		40.50	10.00	81.00
2		38.25	15.00	76.50

UOM (Unit of Measure) (*required*) - Type the unit of measure abbreviation for your item. (i.e., box, ctn, ea, doz., etc.) Press F2 for a listing of valid abbreviations.

Screen 224 Document Line Add/Modify Screen (Cont'd)

Extended Price (*system-generated*) - The price of your item multiplied by the quantity ordered will be your extended price. The system will automatically generate this figure.

UPO (Unit Processing Override) (*optional*) - This field indicates the type of processing used for a line on a document. Example: If you place a "T" in the field, nothing else can be entered on the line but text will be printed out on the purchase order. An "!" could be used for an internal message only and would not be printed on the purchase order. Press F2 for Field Help and descriptions of valid codes.

Description (*required*) - This field contains descriptive information about this line. You must type text on this first line of the Description field. You can continue entering text on the next eight (8) lines.

Text (*optional*) - This is a free form field which contains eight lines. Type here if more descriptive information is needed for your item. There is NO text wrap.

Inventory Field (*Leave Blank!*) - This field is not used by the system at this time.

If you left the account information blank on Screen 220(2), you must enter the account information at the bottom of this screen for each line item.

```
PS900548 I-Z0548 ENTER DATA TO MODIFY RECORD(S)
224 Document Line Add/Modify

Screen:      Vendor:      Code: 1 Document: R000016 Line: 001
            Invoice:      Commodity:

Current Pricing (Y/N): N

  Quantity  Commodity      Unit Price  Trade  Discount  UOM  Extended Price  UPO PL
    5.00                50.0000    0.000    0.000    EA      250.00
                Tax Code: NO  Extended Price Plus Tax:      0.00
Description: SOFTWARE LICENSES

Text: LICENSES FOR WORD

Inventory:      ACCOUNT: 2013603335 UserCode  OVERRIDE BBA (Y/N): N

More Lines (Y/N/Blank):
```

Account (*required*) - If line item accounting is used, you'll see Account field at the bottom of the screen. (If header accounting was used this field won't appear on Screen 224.) In the first 10 spaces enter your account number and object code. In the next 10, enter your user code.

More Lines (Y/N/Blank) (*required*) - Type Y or N. If you need to include additional line items to this requisition, enter Y. This will give you another blank 224 screen to enter additional items. The Line Number field on the Action Line should now indicate Line 002. To enter another item, follow the same steps listed above. If you do not want to include additional items to the requisition, enter N for no more lines.

Screen 224 Document Line Add/Modify Screen (Cont'd)

To continue with text for line item #1 you will need to use line item #2, as each line item screen only has the capacity for eight total lines of text. When you have completed the text for a line item that requires more than eight lines of text, it may be that line item #3 is actually the second item you are ordering.

```
PS900545 I-Z0545 REQUEST PROCESSED SUCCESSFULLY
224 Document Line Add/Modify                      MARCON & ASSOCIATES

Screen:      Vendor: S0000002020 Code: 1 Document: R200007 Line: 001
            Invoice:                      Commodity:

Current Pricing (Y/N): N

      Quantity  Commodity      Unit Price  Trade  Discount  UOM  Extended Price  UPO PL
      10.00                                25.0000    0.000  EA          250.00
      Tax Code: NO      Extended Price Plus Tax:          0.00
Description: BUNSEN BURNERS

Text: THESE ARE THE ONES FOUND ON PAGE 222 OF
      THE CHEM SUPPLIER, INC. CATALOGUE.

Inventory:

More Lines (Y/N/Blank): N
```

```
PS900545 I-Z0545 REQUEST PROCESSED SUCCESSFULLY
224 Document Line Add/Modify
Screen:      Vendor:                      Code: 1 Document: R200007 Line: 002
            Invoice:                      Commodity:

Current Pricing (Y/N): N

      Quantity  Commodity      Unit Price  Trade  Discount  UOM  Extended Price  UPO PL
      0.00                                0.0000    0.000  EA          0.00
      Tax Code: NO      Extended Price Plus Tax:          0.00
Description: ADDITIONAL TEXT FOR LINE ITEM #1.
      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Text: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Inventory:

More Lines (Y/N/Blank):N
```

Screen 226, the Document Trailer Screen

Once N is entered at the More Lines prompt, you will automatically advance to the next Screen, Screen 226 the Document Trailer.

```

PS918977 R-FZ977 INSUFFICIENT BBA FOR HIGHLIGHTED ACCOUNT(S)
226 Document Trailer                                MARCON & ASSOCIATES

Screen:      Vendor: S0000002020 Code: 1 Document: R200007 Line: 001
Invoice:      Commodity:

          Lines      Amount      Tax      Amount Plus Tax
Totals:    001      250.00      0.00      0.00
          Header      Header      Distribution      Available      Required
ACCOUNT    PERCENT      Amount      Amount      Amount      Amount
2005003020  20.00      0.00      50.00      0.00      50.00
  AB PRINT
2005003020  80.00      0.00      200.00      0.00      200.00
  TD PRINT
          0.00      0.00      0.00      0.00      0.00
          0.00      0.00      0.00      0.00      0.00
          0.00      0.00      0.00      0.00      0.00
          0.00      0.00      0.00      0.00      0.00

OVERRIDE BBA (Y/N): N
    
```

This screen summarizes the header accounting information for the requisition. (If you enter account number and percent or amount on Screen 220(2), Screen 226 shows the summary.) At the top of the screen you may have a message that says “MULTIPLE MESSAGES EXIST, - F3 TO VIEW.” If you see that message, press F3 to read the system messages.

The system will read the account information in FRS and verify that funds are available. You will receive a message that lets you know if there are insufficient funds for this dollar amount. The next message should say “Document Complete.” You will not have to override the BBA (change the N flag on that line). Your document will still be processed. **Requisitions will NOT be encumbered.** However, all applicable purchase orders will be encumbered online. If you used line item accounting the only message you should receive on 226 is Document Complete.

```

PS918978 I-FZ978 DOCUMENT COMPLETED
226 Document Trailer

Screen:      Vendor:      Code: 1 Document: R000016 Line: 002
Invoice:      Commodity:

          Lines      Amount      Tax      Amount Plus Tax
Totals:    002      329.90      0.00      0.00
    
```

Screen 226, the Document Trailer Screen (cont'd)

Any information regarding your account or object code should have been displayed on Screen 224. This screen will only show "Totals." Once you have received the "Document Complete" message, your requisition is "trailed" and all the required approval flags will be set.

If you return to Screen 220 you will see at the bottom of the screen the total dollar amount of your order and in the lower right hand corner you will see the Approval flags that have been set. You will also see that the "In Process" flag is set to "0". That indicates a completed document. If "In Process" is equal to 1 there is a problem in your document (usually in the accounting area).

```
PS900556 I-Z0556 ENTER DATA TO MODIFY RECORD OR PRESS "ENTER" TO CONTINUE
220 Header Add/Modify/Inquire (PAGE 1 OF 2)

Screen:      Vendor:      Code: 1 Document: R000016 Line: 002
            Invoice:      Commodity:

Document Date: 07/02/98 Type: SR      Buyer:      Telephone Code:
Reference:      Start Date: 00/00/00      End Date: 00/00/00
Change Date: 00/00/00 Change Number: 00 Quote Reference:
Quote Date: 00/00/00 Currency:      Freight:      Delivery Date: 00/00/00
Route: TENTATIVE VEND/ADDR:      /
Vendor Terms: 0.000 0 0      Print:      Print Date: 00/00/00
Deliver To Name/Address:      Name: PAMELA LOWERY
  Addr 1: PURCHASING DIVISION      Addr 2: 322 SERVICE BLDG.
  Addr 3: UNIVERSITY OF KENTUCKY      Addr 4:
  City: LEXINGTON      State: KY Zip Code: 405060004 Country:
  Telephone:      Extension:
Text:

Document Amt:      329.90      APPROVAL LEVEL      1 2 3 4 5 6
Delete: 0 Freeze: 0 In Process: 0 Status:      APPROVAL REQUIRED: N Y N N N H
APPROVAL POSTED: N N N N N N
```


Approving Requisitions

Overview

This section presents information about approving online requisitions.

First there is a subsection which explains requirements for electronic approvals. This part outlines the six different levels of approvals. It shows the values, their meanings and rules for usage.

Then an illustration of Screen 252 is shown with details regarding usage of the screen.

The next part explains what occurs to the online requisition after the completion of Screen 252.

Then the notepad screens are shown and the process for using them is explained. Using the notepad screens plays an important part in managing delays in processing a requisition.

The final subsection contains information about resetting approval flags.

Approving Requisitions

Electronic Approval Requirements

The requisition approval process was established in accordance with the “University of Kentucky Approval Authority for Transaction Documents.” It cannot accommodate special internal departmental approvals.

There are six levels of approval; 1 represents the highest or last approval required, while 6 represents the minimum or first approval required.

- 1 = Purchasing Director/Associate Purchasing Director
- 2 = Buyer
- 3 = Special Purchases
- 4 = Chancellor/Vice President
- 5 = Dean/Director/AVC/Community College President
- 6 = Responsible Person

The individuals identified above for the approval levels reflect the requirements specified in the “University of Kentucky Approval Authority for Transaction Documents.” The sectors may delegate the approval authority to other individuals, where appropriate.

The charts listed below contain definitions for the document types and the approvals required for each.

In the first chart, a “Y” is used in the Priority column to indicate which approval level(s) is required. However, an “H” indicates that either this approval level or any one above it must be supplied. An “N” indicates that approval level is not required. These approval requirements are displayed on Screen 220(1) and Screen 252.

		ELECTRONIC REQUISITION APPROVAL				
		APPROVAL	TYPE	TYPE	TYPE	TYPE
LEVEL	PRIORITY	LIMIT	1	2	3	4
1	Y	\$999,999,999	DP			
2	Y	\$49,999	SR	SP	CO	
3	Y		LC	LP	SP	
4	Y		LC	DP		
5	H		LR	LC	SP	DP
6	H	\$9,999	CO	DP		

Revised 10/12/98

Approving Requisitions

Electronic Approval Requirements

	Document Types
SR	Small Requisitions - Regular Orders <\$10,000
LR	Large Requisitions - Regular Orders > or =\$10,000
LC	Computer Purchases > \$10,000
LP	All Capital Project Purchases (7-1XXXX & 7-0XXXX)
SP	Plant Fund (7 ledgers other than Capital Projects)
DP	Purchases only on discretionary accounts
CO	Contract Order

Based on the document type and dollar amount of a requisition, the requisition approval flags are set at the Trailer Screen (Screen 226), once all the edits are passed. You will see the approvals required for the requisition on the bottom right of Screen 220. In the example below the "H" means level six or five are required unless a higher level approves for them. In addition, levels four, three and one are required. Level 2 is not required.

Changing the document type, accounting information, or dollar amount will reset the approval flags, even if some of the approvals have already been supplied.

Document Amt:	50000.00	APPROVAL LEVEL	1	2	3	4	5	6		
Delete: 0	Freeze: 0	In Process: 0	Status:	APPROVAL REQUIRED:	Y	N	Y	Y	H	H
				APPROVAL POSTED:	N	N	Y	Y	N	N

In the above example, the flags to the right of “**APPROVAL POSTED**” indicate the only required level that has not been supplied is level one. Since approvals have been given for levels three and four, levels five and six are unnecessary since they were set to “H”. This document is now ready for level one (Purchasing Director/Assistant Purchasing Director) to approve.

A requisition must be fully approved before Purchasing can transfer it into a purchase order. In the previous example the Level 1 must go in and approve the requisition before the buyer can transfer it into a purchase order.

Screen 252

A requisition must be fully approved before the Purchasing Division can use the information to create a purchase order.

To reach the PR Approval screen, type 252 at the Screen prompt and press Enter.

Type 'Y' here to approve the requisition.

```
PS900545 I-Z0545 REQUEST PROCESSED SUCCESSFULLY
252 PR Approval

Screen:      Vendor: S0000016150      Code:  Document: R200007      Line:
            Invoice:
Enter 'Y' to Approve Document:
Operator Approval Level is: 6
Approval Level      1 2 3 4 5 6
Approvals Required: N Y N N N H
Approval Posted:   N N N N N Y
Document Amount:
                                250.00

Vendor: S0000016150 FISHER SCIENTIFIC COMPANY
Req'ed by: CHRIS WARD                      Dept: A0000

Line      Description                Quantity  UOM      Ext. Price  UPO PL
001  BUNSEN BURNERS                    10.00   EA        250.00

Page:    1 of 1  Next Page:                PF7=Page Backward  PF8=Page Forward
```

The system automatically indicates what level of approval is required for the completed requisition on Screen 252 and on Screen 220(1). Individuals with the appropriate levels of approval must use Screen 252 to approve the document.

In the sample screen above, header accounting on Screen 220(2) was used, therefore a summary of the document indicating item description, cost, and accounts to be charged are available. When line item accounting is used, the approver will see item descriptions on this screen, but must go to Screen 224 to view individual account information.

If everything is satisfactory, the individual approving should enter a "Y" for Yes in the field labeled "Enter 'Y' to Approve Document:". It is the only updateable field on this screen. (Your typing cursor will automatically be placed at this field when you reach this screen.) If for some reason the approver does not wish to approve the document, he or she should not enter any information on this screen.

The approval status of a requisition may be viewed on Screen 220 at any time. The level of approvals required and the levels posted are located in the lower right hand corner of the screen.

Approvals Using Notepad Screen 22N (Revised 9/29/98)

The "LP", Large Purchases on Capital Project Equipment funds, (7-1XXXX & 7-0XXXX) require approval from Capital Project Management and General Accounting before processing. The approval by Capital Project Management will be done on Screen 22N for these requisitions.

In addition, General Accounting will approve these documents on the regular approval Screen (Screen 252) as well as on the Notepad Screen 22N.

PS900547 I-Z0547 ENTER DATA TO ADD RECORD(S)
22N Notepad Item Create/Maintain

Screen: Vendor: Code: 1 Document: R000421 Line:
Invoice: Commodity:

MEMO FROM FRS1195 ON 09/22/98 AT 11:23

CHANGED BY FRS1195 ON 09/22/98 AT 11:24

Line 1: DON'T PROCESS UNTIL FUNDING IS AVAILABLE

Line 2: CHRISTA WILL NOTIFY YOU

Line 3:

Line 4:

Line 5:

Line 6:

Line 7:

Line 8:

Item 1 of 1 Next Item: PF7=Page Backward PF8=Page Forward

When you view the Notepad Screen you may see a diagnostic message across the top of the screen that says "Inquiry Access Only". Once an item has been created, you cannot change it. You can however, create a new one.

Press the Enter key. This will clear the notepad screen and allow you to create your new note. After you are finished, Press Enter. You should now see the following across the bottom of your screen:

Item 2 of 2 Next Item: PF7=Page Backward PF8=Page Forward

Approved Document The Next Step

Purchasing monitors all the requisitions on the database daily. Once all the approvals required have posted for a requisition, Purchasing will then review and approve it, and procure the requested items in accordance with State and University regulations.

It is extremely important to notify the assigned Purchasing Officer of any changes to a requisition after their approval has posted, either by phone or e-mail.

Once a Purchase Order has been created, it will be printed and mailed/faxed to the appropriate vendor.

Departments will continue to receive a copy (Pink Copy) of their Purchase Order based on the department number given on the requisition.

Delays in Electronic Approval

If there is a delay in completing the approval process within your sector, Purchasing suggests you indicate it on the "Notepad" screen. Include the reason for the delay and anticipated completion date for the approval process. To access the Notepad screen, enter 22N at the Screen prompt. After you type a message, press Enter to save the message on Screen 22N.

```
22N Notepad Item Create/Maintain
```

```
Screen:      Vendor:      Code: 1 Document: R000046 Line:
            Invoice:      Commodity:
```

```
MEMO FROM FRS1125 ON 06/12/98 AT 10:43
```

```
Line 1: DEAN SMITH WILL BE OUT UNTIL JULY 12TH.
Line 2: THIS DOCUMENT WILL BE PROCESSED AS SOON
Line 3: AS HE RETURNS.
Line 4:
Line 5:
Line 6:
Line 7:
Line 8:
```

```
Item 1 of 1 Next Item:      PF7=Page Backward PF8=Page Forward
```

Purchasing will see the notepad message on Screen 220 and will go to Screen 22N to review.

When Purchasing views Screen 220, the top right part of the screen may contain the notification "NOTEPAD ITEMS EXIST".

```
PS900556 I-Z0556 ENTER DATA TO MODIFY RECORD OR PRESS "ENTER" TO CONTINUE
220 Header Add/Modify/Inquire (PAGE 1 OF 2)
```

```
Screen:      Vendor:      Code: 1 Document: R000046 Line:
            Invoice:      Commodity:      NOTEPAD ITEMS EXIST
```

```
Document Date: 06/12/98 Type: LR      Buyer: 020 Telephone Code: 020
Reference:      Start Date: 00/00/00      End Date: 00/00/00
Change Date: 00/00/00 Change Number: 00 Quote Reference:
Quote Date: 00/00/00 Currency:      Freight:      Delivery Date: 00/00/00
Route: TENTATIVE VEND/ADDR: S0000022490 / 01 CARDINAL OFFICE SYSTEMS
Vendor Terms: 0.000 0 0      Print:      Print Date: 00/00/00
Deliver To Name/Address:      Name: Jane Doe
  Addr 1: University of Kentucky      Addr 2: Department
  Addr 3: Loading Dock      Addr 4: University Drive
  City: Lexington State: KY Zip Code: 40506 Country:
  Telephone: 606 xxx xxxxx      Extension: xxxxx
Text:
```

```
Document Amt:      50000.00      APPROVAL LEVEL      1 2 3 4 5 6
Delete: 0 Freeze: 0 In Process: 0 Status:      APPROVAL REQUIRED: Y N N N H H
      APPROVAL POSTED: N N N N N N
```

If a requisition stays in the system unapproved for several days without a note on Screen 22N, the Purchasing Division will notify the department.

Resetting Approval Flags

If a requisition is fully approved and there is incorrect information such as the document type, the Purchasing Division staff will not change it. The individual specified on Screen 220(2) as the “Authorization Name” will be notified that the requisition needs to be corrected. Once a requisition has been approved, changing the document type, accounting information, or dollar amount will reset the approval flags.

If you are unsure of what document type to use, call Purchasing prior to “trailing” the document (Screen 226).

Requisition and Purchase Order Inquiry Screens Overview

This section presents various ways of search and reviewing online document information.

Screen 228 is a PO Line Inquiry screen. This screen is a summary of the Purchase Order.

Screen 254 is the Active PR List. Here you can search for active requisitions on the database using various selection criteria.

Screen 258, the PR/FO/Bid/Response Line Inquiry Screen is discussed. This screen also displays a summary of your requisition.

Screen 282 is the Active Document List. This screen allows a user to search for documents based on various selection criteria.

Screen 284 is the Purchase Order Summary screen. This screen will show a summary of Purchase Orders including the voucher number created.

Purchase Order Line Inquiry - Screen 228

You can see the details of any purchase order by going to Screen 228. Type 228 at the Screen prompt and press Enter.

Screen 228, the PO Line Inquiry screen appears.

```
228 PO Line Inquiry

Screen:      Vendor:      Code: 0 Document: U980036 Line:
            Invoice:      Commodity:

Line  Quantity  Commodity      Unit Price  Trade  Disc  UOM      Extended
001    1.00      DESK ACCESSARY SET  100.0000  0.000  EA      100.00      0
Disc Type:      Tax Code: NO  Extended Price Plus Tax:      0.00
Reference: R000038  Description: DESK ACCESSARY SET
                MODEL #2333RT - OAK FINISH
Received Quantity:      2.00  Received Flag: F
Invoice Quantity:      1.00  Invoice Flag: F  Invoice Amount:      100.00

002    2.00      CHAIR MATS  19.9500  0.000  EA      39.90
Disc Type:      Tax Code: NO  Extended Price Plus Tax:      0.00
Reference: R000038  Description: CHAIR MATS
                PLASTIC - MODEL #A12SX33
Received Quantity:      1.00  Received Flag: P
Invoice Quantity:      0.00  Invoice Flag:      Invoice Amount:      0.00

PF7=Page Backward      PF8=Page Forward      Page: 0001
```

You must enter your PO number to view the record. You may obtain that number by going to Screen 220 and typing in your requisition number. In the "Reference" field you will see the PO number listed. Note that the prefix will be an "X" for regular orders and "C" for contract orders.

```
Screen  220      Vendor:      Code: 1 Document: R000036 Line:
            Invoice:      Commodity:

Document Date: 05/19/98 Type: SR      Buyer: 024  Telephone Code: 024
Reference: X000036      Start Date: 00/00/00      End Date: 00/00/00
Change Date: 00/00/00  Change Number: 00 Quote Reference:/00/00
```

Return to 228 by typing the screen number at the Screen Prompt and pressing Enter. You can now view your PO line item information. You can page forward to the next screen of details by pressing the F8 key. You can page backward from subsequent pages by pressing the F7 key.

You can print a copy of this screen for your records. You'll need to use the mouse and click on the word File in the upper left corner of your window. Then click on Print Screen in the pull down menu. A dialogue box will appear in the center of the window, click on the OK button. You can file these printouts as long-term records.

Active Purchase Requisition (PR) List-Screen 254

Screen 254 can be used to search for active requisitions based on various criteria you select.

Type a "1" in the Code field and press Enter. Your cursor automatically goes to the

```

254 Active PR List

Screen:      Vendor:      Code: 1 Document:      Line:
           Invoice:      Commodity:

Selection Criteria:
Start Document:      Vendor:      Department:
Buyer:      PO Type      Tracking Status:
Route:      Reference:

Exclude Frozen Documents (Y):      N
Exclude Deleted Documents (Y):      N
Transferred/Approved/Not Approved (T/A/N):
List Documents In Process (Y):      N
Needing My Approval Only (Y):      N

           From      To
Effective Date:      00/00/00      00/00/00
Start Date:      00/00/00      00/00/00
End Date:      00/00/00      00/00/00
Expected Delivery Date:      00/00/00      00/00/00
    
```

first field of the selection criteria labeled "Start Document:". The system will search all the records in the database, but will display only the requisitions beginning with your start document number and those after. You may enter as much selection criteria as needed to search for a requisition. The system uses Value Based Security, so you will only be able to view your requisitions.

After you press Enter, a list will appear. To move through the screens in the list, press F8 to go to following screens, press F7 to go to preceding screens. Or enter a page number at the Page prompt (lower right bottom of your screen) to go to directly to a page.

```

254 ACTIVE PR LIST

SCREEN:      VENDOR:      CODE: 1 DOCUMENT: X000007 LINE:
           INVOICE:      COMMODITY:

R000007 VENDOR:      DEPARTMENT: A7600
BUYER:      TYPE: SR      TRACKING STATUS:      ROUTE:
REFERENCE: U980000 DATE:      START:      END:
DELIVERY:      GROSS AMOUNT:
APPROVAL REQUIRED: NYNNNH      APPROVAL POSTED: NYNNNN
R000008 VENDOR: S0000000120 CARDINAL OFFICE SYSTEMS      DEPARTMENT: A0000
BUYER: 020      TYPE: SR      TRACKING STATUS:      ROUTE:
REFERENCE: U980021 DATE:      START:      END:
DELIVERY:      GROSS AMOUNT:
APPROVAL REQUIRED: NYNNNY      APPROVAL POSTED: NYNNNY
R000009 VENDOR: S0000000060 DRYWALL & BUILDING SUPPLY CO I DEPARTMENT: 00000
BUYER: 020      TYPE: SR      TRACKING STATUS:      ROUTE:
REFERENCE:      DATE:      START:      END:
DELIVERY:      GROSS AMOUNT:      1760.00
APPROVAL REQUIRED: NYNNNH      APPROVAL POSTED: NYNNNN

PAGE BACKWARD = PF7      PAGE FORWARD = PF8      PAGE: 001
    
```

PR/FO/Bid/Response Line Inquiry - Screen 258

Type 258 at the Screen prompt and press Enter. Screen 258, the PR/FO/Bid/Response Line Inquiry screen appears.

258 PR/FO/Bid/Response Line Inquiry

Screen: Vendor: Code: 1 Document: R100016 Line: 001
Invoice: Commodity:

Line	Quantity	Commodity	Unit Price	Trade Disc	UOM	Extended Price	UPO	PL
001	125.00		115.0000	0.000	EA	14375.00	M	
		Tax Code: NO	Extended Price Plus Tax:			0.00		
		Reference: Description: SHRUBS						
		ACCOUNT: 2050735101 PSL4301998						
		Inventory:						
002	8.00		4495.0000	0.000	EA	35960.00	M	
		Tax Code: NO	Extended Price Plus Tax:			0.00		
		Reference: Description: MOWERS						
		ACCOUNT: 2050735122 PSL4301998 MODEL M234						
		Inventory:						

On the Action Line, enter a Code “1” for a Requisition and your document number in the Document Field. Press Enter. The screen will then display a summary of your requisition line item(s).

Active Document List - Screen 282

Use Screen 282 to display header information for some or all of your department's requisitions, or purchase orders. **If you enter selection criteria, the system will display information only for the documents that meet those criteria.**

The selection criteria will vary depending on the Code value in the Action Line. This is a required field on Screen 282. You would use a code one (1) for requisitions or a code zero (0) for purchase orders. The display of header information will vary depending on the Code value and the selection criteria you specify.

```
PS900567 I-Z0567 ENTER SELECTION CRITERIA
282 ACTIVE DOCUMENT LIST

SCREEN:      VENDOR:      CODE: 1 DOCUMENT:      LINE:
            INVOICE:      COMMODITY:
SELECTION CRITERIA

START DOCUMENT:      VENDOR:      DEPARTMENT:
BUYER:              TYPE:      TRACKING STATUS:
ROUTE:              REFERENCE:      APPROVAL LIST:
FROM              TO              BLANK - ALL PRS
EFFECTIVE DATE: 00/00/00 00/00/00  M - REQUIRE MY APPROVAL
START DATE: 00/00/00 00/00/00  H - REQUIRE HIGHER APPROVAL
END DATE: 00/00/00 00/00/00  A - APPROVED
EXPECTED DELIVERY DATE: 00/00/00 00/00/00  T - TRANSFERRED
```

Under Selection Criteria, Start Document is a required field. The system will search the entire database for your records. This may take some time to process depending on the volume of records in the system and number of users. We suggest you enter a previously processed requisition number AND your department number to narrow the search.

All other fields on Screen 282 can be used to assist in your search of documents. Entering more information to narrow your search can cause a shorter response time.

```
PS900567 I-Z0567 ENTER SELECTION CRITERIA
282 ACTIVE DOCUMENT LIST

SCREEN:      VENDOR:      CODE: 1 DOCUMENT:      LINE:
            INVOICE:      COMMODITY:
SELECTION CRITERIA

START DOCUMENT: R000000  VENDOR:      DEPARTMENT: A4111
BUYER:          TYPE: SR      TRACKING STATUS:
ROUTE:          REFERENCE:      APPROVAL LIST: M

              FROM      TO              BLANK - ALL PRS
EFFECTIVE DATE: 00/00/00 00/00/00  M - REQUIRE MY APPROVAL
START DATE: 00/00/00 00/00/00  H - REQUIRE HIGHER APPROVAL
END DATE: 00/00/00 00/00/00  A - APPROVED
EXPECTED DELIVERY DATE: 00/00/00 00/00/00  T - TRANSFERRED
```

In the example above, a Code **1** was entered on the Action Line, the Start Document was entered as **R000000**, the Department number was entered as **A4111**, the Type was entered as **SR** and an **M** was entered in the Approval List field (which indicates all requisitions requiring my approval).

Active Document List-Screen 282 (cont'd)

Press Enter to begin your search. If the system does not have a match to your request, you will receive a message at the top of Screen 282 that says "No match on selection criteria." If a match is found, Screen 282 will appear with a list of the matches.

Screen 282 displays the documents that match your selection criteria.

282 ACTIVE DOCUMENT LIST				
SCREEN:	VENDOR:	CODE: 1	DOCUMENT:	LINE:
	INVOICE:		COMMODITY:	
R100169	VENDOR: S0000003660	R&D SPRAYERS INC.		DEPARTMENT: A4111
	BUYER: 020	TYPE: SR	TRACKING STATUS:	ROUTE:
	REFERENCE:	DATE: 03/26/98	START:	END:
	DELIVERY:	GROSS AMOUNT: 201.25		
	APPROVAL REQUIRED: NYNNNH		APPROVAL POSTED: NNNNNN	
R200003	VENDOR:			DEPARTMENT: A4111
	BUYER: 024	TYPE: SR	TRACKING STATUS:	ROUTE:
	REFERENCE:	DATE: 04/09/98	START:	END:
	DELIVERY:	GROSS AMOUNT: 3300.00		
	APPROVAL REQUIRED: NYNNNH		APPROVAL POSTED: NNNNNN	

PAGE BACKWARD = PF7 PAGE FORWARD = PF8 PAGE: 001

Tips and Tricks

When the results from your search appear, you will see Page: 001 at the lower right hand corner of Screen 282. You can change the number consecutively or type in 099 and the system will take you to the last page of your results. You may also use F8 and F7 to go forward and backward.

Purchase Order Summary-Screen 284

284 Purchase Order Summary Screen

Screen: Vendor: Code: 0 Document: X000144 Line:
Invoice: Commodity:

Vendor: S0000016150 FISHER SCIENTIFIC COMPANY Date: 09/29/98
Type: RO Buyer: 021 Telephone: 021
Route: Reference: R000085 Tracking Status:

Total Amount: 1750.00 Last Receiving Date: 11/01/98

Invoice Number	Date	Due Date	Amount	Voucher	Bank/Check	Credit
I-X000144	11/12/98	00/00/00	\$1750.00	000028		N

Page Backward = PF7

Page Forward = PF8

Page: 0001

This screen is used to view a summary of Purchase Orders including the voucher number, if one has been created. On the Action line, place a "0" (number zero) in the code prompt and enter your Purchase Order number in the document prompt. Press Enter to view the information.

Receiving Overview

This section presents information about receiving items ordered via the FRS Purchasing System. When items are delivered, the person receiving the items will need to update the receiving information in the FRS Purchasing Module. If an online requisition listed multiple items, and the delivery is in multiple shipments, then the receiving person can update at various times, showing which pieces have been received from each shipment.

This section will show the screens used in the receiving process, and will provide details showing how to input the required information when recording goods received.

Who will input the receiving information? As much as possible, any person who signs for a shipment should input the required data on the receiving screens. For some departments, this may mean that persons who have never before used FRS will now learn to use it in order to update receiving information. Very often the person who creates the requisition in the FRS Purchasing System will be the same person who accepts the deliveries and updates the FRS Purchasing receiving information.

Receiving - Screen 230

The system allows you to receive purchases at the line item level. Once you have received an item ordered via the FRS Purchasing System, you should sign onto FRS, type 230 at the Screen prompt and press Enter. Screen 230, the Receiving Header Add screen will appear.

```
PS900547 I-Z0547 ENTER DATA TO ADD RECORD(S)
230 Receiving Header Add

Screen:      Vendor:      Code: 0 Document: X000036      Line:
            Invoice:      Commodity:

PO Header
Date: 05/19/98      Type: SR      Buyer:024 Telephone Code: 024
Reference: R000038      Start Date: 00/00/00      End Date: 00/00/00

Deliver To Name/Address      Name: SHIRLEY GOUGH
Addr 1: PROCUREMENT & CONSTRUCTION DIV      Addr 2: 222 PETERSON SVC BUILDING
Addr 3: UNIVERSITY OF KENTUCKY      Addr 4:
City: LEXINGTON      State: KY      Zip Code: 405060005      Country:
Telephone: 606 257 5911      Extension: 113

Authorization Name: SHIRLEY GOUGH      Freight:      Delivery Date: 00/00/00
Route:      Vendor: S0079894630 ZEDEC TECHNOLOGIES, INC.
Campus: 00      Division: 00      School: 00      Department: A4110
Delete: 0      Freeze: 0      In Process: 0

-----
Receiving Header      Receive All/Multiple Lines: N
Date: 06/02/98      Receipt #:      2      Location:      Receiver ID:
No. Boxes:      Wt:      Carrier:      B/L:
```

The following fields at the bottom of the screen are all required.

Receive All/Multiple Lines (*required: Default N*) - When you first reach Screen 230, your typing cursor will be at this prompt. The system defaults to “N” for No. You can type over the N with “Y” for Yes. If you enter “Y”, the system will create a receiving entry either for all items on the purchase order or for one complete line item. This is the shortcut to use whenever all of the items on a purchase order are received at the same time. If you leave the “N” for No, then you can enter partial receiving information on each line item as it is received. (As explained later in this section).

Date (*required*) - The system will display the current date in MM/DD/YY format. You can type over this date, if you want to show that the item was received on a prior date.

Receipt # (*system-generated*) - The system displays this number and you cannot change it. If this is the first time you’ve signed onto this screen for this purchase order, then the number will be 1. If you or someone else has already updated receiving information for one item on this purchase order, then the number will be a 2. The number will change each time to show you how many times receiving information has been entered for the order.

Receiving - Screen 230 (cont'd)

Location (*required*) - This is a free form text field in which you can enter up to three characters. If you do not want to update this field, you can type a 1 here and go to the next field.

Receiver ID (*required*) - Type your initials (up to three characters) to show that you received the goods.

No. Boxes (*required*) - Type the number of boxes received. The system will allow a number up to 9999. If you do not know the number of boxes received or do not want to update this field, you can type a 1 here and go to the next field.

Wt (*required*) - Type a number to indicate the weight of the shipment received. If you do not know the weight of the shipment received or do not want to update this field, you can type a 1 here and go to the next field.

Carrier (*required*) - Type up to three characters to show the carrier. For instance, type UPS if the delivery came via UPS.

B/L (*required*) - Type up to 15 characters to indicate the freight number or Bill of Lading for the delivered goods. Often this number is found on the packing slip.

Press Enter.

The screen will display the information you entered. The message “Press Enter to Continue” will be displayed at the top of the screen. (If corrections or additions must be made, you can type over the receiving fields to make corrections.) If you press Enter the next screen will appear. (Screen 931 - Receive Multiple Lines).

If “N” is selected at the “Receive All/Multiple Lines” prompt, Screen 231 - Receiving Line Add screen will appear.

SCREEN 931 - Receiving All (or Multiple) Items of a PO

You can receive all the items of a PO on one screen, Screen 931. You cannot access this screen directly, you must complete Screen 230, the Receiving Header screen first.

Enter 230 at the Screen prompt and press Enter. Enter the document code "0" (zero). Tab to the Document field and enter your PO number. (If you do not know your PO number, go to Screen 220, type in your requisition number and you will see your purchase order number in the "Reference" field. Return to Screen 230. Enter the PO number on the Action Line and press Enter.) Your cursor should now be at the field labeled "Receive all or multiple lines". The default is "N". Type "Y" over the default and complete the receiving header data (near the bottom of your screen) in the fields as described on pages 48 and 49, then press Enter. The message "Press Enter to Continue" will appear. Press Enter again and you will advance to Screen 931.

```

931 Receive Multiple Lines

Screen:      Vendor:      Code: 0 Document: X000036      Line: 002
            Invoice:      Commodity:

Receive Entire Order: Y      Quality:      A

                Last
Receive  Quality  Line      Qty Ord  Qty Rec'd  UOM  Dt Rec'd  UPO  Commodity
-----  -
                001      1.00      1.00  EA   06/11/98
                Description: DESK ACCESSORY SET
                MODEL #2333RT - OAK FINISH
                Comments:
                002      2.00      2.00  EA   06/30/98
                Description: CHAIR MATS
                PLASTIC - MODEL #A12SX33
                Comments:
                003      2.00      2.00  EA   05/19/98
                Description: DESK LAMPS
                MODEL #DL22233
                Comments:

Page:      1 of      Next Page:      PF7=Page Backward  PF8=Page Forward
    
```

If **all** of the items on the purchase order have been received:

At the field labeled "Receive Entire Order", enter a "Y". Tab and enter a "Quality" code. The code you choose will apply to ALL the line items.

- Space:** Valid if no accepted quantity entered
- A:** Good
- B:** Fair
- C:** Poor but accepted

Receiving - Screen 931 (cont'd)

Press Enter one time. The "Y" that you entered for "Receive Entire Order" will change to an "R" indicating receiving has posted. You can also verify this by looking at the "Quantity Received" column. You will also receive a diagnostic message at the top of the screen **"REQUEST PROCESSED SUCCESSFULLY"**. You now have indicated receipt of all the line items and all quantities listed on the purchase order. **After you have received this message, you should go to Screen 228 to verify receiving has posted correctly.**

Tips and Tricks

If you continue to press Enter, receiving will post for each time you have pressed Enter.

If you have received **one or more complete line item(s)** on the purchase order, but have not received all of the items, you can receive the following way:

Tab down to the "Receive" column next to the line item you have received and enter a "Y". Tab and enter a "Quality" code. The code you choose will apply only to that line item.

```
931 Receive Multiple Lines

Screen:      Vendor:      Code: 0 Document: X000036      Line: 002
            Invoice:      Commodity:

Receive Entire Order:      Quality:

Receive      Quality      Line      Qty Ord      Qty Rec'd      UOM      Dt Rec'd      UPO      Commodity
-----      -
           Y           A           001           1.00           1.00          EA           06/11/98
           Description: DESK ACCESSORY SET
           MODEL #2333RT - OAK FINISH
           Comments:
           002           2.00           EA           06/30/98
           Description: CHAIR MATS
           PLASTIC - MODEL #A12SX33
           Comments:
           003           2.00           EA           05/19/98
           Description: DESK LAMPS
           MODEL #DL22233
           Comments:

Page: 1 of      Next Page:      PF7=Page Backward      PF8=Page Forward
```

Press Enter one time. The "Y" that you entered in the "Receive" column will change to an "R" indicating receiving has posted. You will also receive a diagnostic message at the top of the screen **"REQUEST PROCESSED SUCCESSFULLY"**. You now have indicated receipt of all the line items and all quantities listed on the purchase order. **After you have received this message, you should go to Screen 228 to verify receiving has posted correctly.**

Screen 231 - Partial Line Item Receiving

You will begin the receiving process on Screen 230 as explained on pages 48 and 49. Your cursor will be flashing at the "**Receive All/Multiple Lines**" field. The system defaults this field to "N" for No. Leave the default "N" to partially receive on one line item. All of the remaining fields at the bottom of Screen 230 are required (see pages 48 and 49). After all of the fields are completed, press Enter. The message "**Press Enter to Continue**" will appear at the top of the screen. When you press Enter, you will now be on Screen 231.

```
PS900550 I-Z0550 ENTER DATA
231 Receiving Line Add

Screen:      Vendor:      Code:  Document: X000036 Line: 001
            Invoice:      Commodity:

PO Line 001
Quantity Ordered:      1.00  Commodity:      UOM: EA      UPO:
Quantity Accepted:      1.00  Last Received Date: 05/19/98
Description: DESK ACCESSORY SET
              MODEL #2333RT - OAK FINISH

Receiving Line
Date: 06/02/98      UOM: EA
Comments:
Accepted
Quantity:      0.00  Quality:      Status:
Rejected
Quantity:      0.00  Quality:
Quantity Back Ordered:      0.00
Quantity Late:      0.00
```

In the top half of the screen you will see data contained on the original purchase order. This is displayed for your reference only-- you cannot change this. The line item number displayed will be included in this data. If you are looking at information for a line item that you have not received, press Enter and the next line item will appear on screen. Keep pressing Enter (if needed) until you see the line item for which you wish to enter the receiving information.

The lower part of the screen titled "Receiving Line" is where you can enter your receiving information. Below that are the fields to be completed.

Date (*required*) - The system will display the current date in MM/DD/YY format. You can type over this date, if you want to show that the item was received on a prior date.

UOM (Unit of Measure) (*required*) - The default displays EA as the value. This can be changed if appropriate. Use the F2 key to view the list of codes. **The UOM must match the UOM on the Purchase Order.**

Comments (*optional*) - Type comments here, as desired.

Screen 231, Partial Line Item Receiving (cont'd)

Accepted Quantity (*required*) - Type this amount in the format 0.00 to show the quantity that you accepted. When you tab to the "Quantity" field, your cursor will be flashing at the left side of the format 0.00. **If you enter the quantity here, you must delete "0.00" for your receiving to post correctly.**

Quality (*required*) - Use a code to indicate the quality (condition) of the items received.

SPACE: Valid if no accepted quantity entered

A: Good

B: Fair

C: Poor but accepted

Status (*optional*) - This field represents the status of the line item based on receipts and how the system will process the information. If you leave this field blank, the system will generate a P or F (partial or final) and post the information on Screen 228. If you receive only a portion of the items, indicate a "P" for partial in the Status Field. If you receive all of the items, type "F" for final in the Status Field to indicate that line item is complete.

Rejected Quantity (*optional*) - Type this amount in the format 0.00 to show the amount that was shipped to you that was rejected (sent back).

Quality (*required*) - Use a code to indicate the quality (condition) of the items received that were rejected (sent back).

SPACE: Valid if no accepted quantity entered

D: Damaged; rejected & returned

E: Damaged; rejected & discarded

Quantity Back Ordered (*optional*) - Type this amount in the format 0.00 to show the amount that is back ordered.

Quantity Late (*optional*) - Type this amount in the format 0.00 to show the amount shipped to you that was received late.

After you have completed all of the required fields on this screen, press Enter (**one time only**). The quantity you received will appear in the "Quantity Accepted" field and the date will appear in the "Last Received Date" field. The message **"REQUEST PROCESSED SUCCESSFULLY"** will also be displayed at the top of the screen. **After you have received this message, you should go to Screen 228 to verify receiving has posted correctly.**

Screen 231, Partial Line Item Receiving (cont'd)

If you wish to continue receiving any remaining line items, go to Screen 230 again and repeat the process for the next line item. Repeat as needed until all line items are updated.

Tips and Tricks

You may want to review any receiving data on Screen 228 **PRIOR** to receiving on Screen 230. The system does not give you a message for items that you have already received on, therefore, you could keep receiving on the same line item!

CORRECTING INDIVIDUAL RECEIVING LINES - Screen 237

Prior to any corrections, view Screen 228, then proceed to Screen 237. You can delete an individual line item after it has been received using Screen 237.

Place 237 at the Screen field and your **Purchase Order number** in the Document field. Press Enter.

If you do not want to delete the entire receipt, only a portion of it, tab over to the field labeled "Line Del" on the selected receipt and press Enter.

```

237(1) Change Shipment Status                                CARDINAL OFFICE SYSTEMS

Screen:      Vendor: S0000016150 Code: 0 Document: X000065 Line:
Invoice:      Commodity:

PO Header
Vendor No: S0000000120   Name: CARDINAL OFFICE SYSTEMS   PO Type: RO
Req. No:   R000128      Dept: A0000                               PO Date: 08/18/98
Buyer: 021              Route:                                       Delivery Date:
Rec#  Flag  Line  Date  Who  Loc  How  Weight  Carrier  Bill of Lading
Status Chg  Del  Received  Many
1      1      08/18/98 BRN  PUR    1      1      UPS    123456
2      2      08/18/98 EAT  HEL   65    0500   UPS    65656565656565655
3      3      08/18/98 TWV  PUR    1      0001   UPS    12222112211221121
4      4      08/18/98 MCP  HRS    2      0001   UPS    1234567

Page Backward=PF7                                Page Forward=PF8                                Page 1 of: 1

```

The system advances you to screen 237(2). You will see two lines of the purchase order listed at a time. You can scroll to view more items by using the F8 key. Note in the lower right corner of the screen, the page number(s) 1 of 1 (2, 3, etc.). Once you have located the line that has an error, you will tab to the "Delete?" field for that line item. Change the "N" to a "Y" and press Enter. After you press Enter, the "Y" will become a capital letter and the date will appear beside the "Y". These are the only changes you will see on this screen and they indicate that the line item receipt has been deleted. **You should go to Screen 228 and review the change made on that line(s).** You will see that the number of "Accepted Quantity" will be deleted from the "Received" field on Screen 228.

Screen 237 - Correcting Individual Line Items (cont'd)

```

237(2) Receiving Line Delete      Receipt #: 1          CARDINAL OFFICE SYSTEMS
Screen:      Vendor: S0000016150  Code: 0    Document: X000065  Line:

PO Header
Vendor No: S0000016150  Name: CARDINAL OFFICE SYSTEMS  PO Type: RO
Req. No: R000128      Dept: A0000          PO Date: 08/18/98
Buyer: 021           Route:          Delivery Date:

Line  Description: FURNITURE PER ATTACHED SPECIFICATIONS      Status: F
001
Delete?  N          Comments:
Ordered Quantity:  1.00          UOM: LOT
Accepted Quantity:  1.00          Quality: A      Date Rec'd: 09/20/98
Rejected Quantity:  0             Quality: 0

Page Backward=PF7          Page Forward=PF8          Page      1 of:  1
  
```

If you wish to delete everything on a particular receipt, that can be accomplished at one time.

The top part of the screen shows information that is pulled from the Purchase Order. To delete the receiving information previously entered, tab to the field labeled "Flag Chg." Type a "D" in that field and press Enter. The system moves the "D" to the right of the receipt number and deletes all information associated with that receipt. Proceed to Screen 228 to verify that a change in the number of items received has been reduced.

```

237(1) Change Shipment Status      CARDINAL OFFICE SYSTEMS
Screen:      Vendor: S0000016150  Code: 0    Document: X000065  Line:
Invoice:          Commodity:

PO Header
Vendor No: S0000000120  Name: CARDINAL OFFICE SYSTEMS  PO Type: RO
Req. No: R000128      Dept: A0000          PO Date: 08/18/98
Buyer: 021           Route:          Delivery Date:

Rec#  Flag  Line  Date  Who  Loc  How  Weight  Carrier  Bill of Lading
Status Chg  Del  Received  Many
1      08/18/98 BRN  PUR  1      1      UPS  123456
2      08/18/98 EAT  HEL  65     0500  UPS  6565656565656565
3      08/18/98 TWV  PUR  1      0001  UPS  12222112211221121
4  D  08/18/98 MCP  HRS  2      0001  UPS  1234567

Page Backward=PF7          Page Forward=PF8          Page      1 of:  1
  
```

Contract Orders

Replacement Process for Standing Orders

Purchasing establishes contracts with a wide variety of vendors on an annual or multiple year basis. These contracts are available for use by University departments. In the past, purchases were made for these contract items via the Standing Order process. Purchasing established Standing Orders upon request, and issued a PO number that was used each time an order was placed with the specific vendor. This process will change in the new online system. We will no longer use the term "Standing Orders." **You will use a "CONTRACT ORDER" process to initiate repetitive payments to vendors for goods purchased and received on price contracts. Purchases for equipment will be made through the normal requisition process.**

Contract Orders will be created with the same screens used for normal requisitions. However, there are some differences in the data entered on these screens. Both documents are created on screen 220 by entering a **Code** of "1" on the Action Line, but the value in the Document field differs. A **"C0"** (the letter "C" and the number zero) is placed in the **Document** field for Contract Orders. This allows the system to automatically assign a document number with the prefix "C" for Contract Orders rather than "R" for normal requisitions. Also, the document code **"CO"** (the letter "C" and the letter "O") for Contract Order will be placed in the **Type** field rather than the various other values used in normal requisition processing, (i.e., SR, LR, LC, LP, SP, DP). The Price Contract Number should be placed in the Quote Reference field to allow the Purchasing Department to verify a vendor's compliance with their contract, and report on specific items when required. You may contact Purchasing, or search the Purchasing Web site for the Price Contract Numbers (PCT numbers).

```

PS900555 I-Z0555 PAGE 1 COMPLETED; PRESS "ENTER" TO CONTINUE
220 Header Add/Modify/Inquire (PAGE 1 OF 2)          FISHER SCIENTIFIC COMPANY

Screen:      Vendor: S0000016150 Code: 1 Document: C000054 Line:
            Invoice:                      Commodity:

Document Date: 07/13/98 Type: CO          Buyer:          Telephone Code:
Reference:      Start Date: 07/01/98      End Date: 06/30/99
Change Date: 00/00/00 Change Number: 00 Quote Reference: UK-PCT-12345-1999
Quote Date: 00/00/00 Currency:          Freight:      Delivery Date: 07/20/98
Route:         TENTATIVE VEND/ADDR: S0000016150 / 01 FISHER SCIENTIFIC COMPANY
Vendor Terms: 0.000 0 0                Print:        Print Date: 00/00/00
Deliver To Name/Address:                Name: PAMELA LOWERY
  Addr 1: PURCHASING DIVISION            Addr 2: 322 PETERSON SERVICE BUILDING
  Addr 3: UNIVERSITY OF KENTUCKY         Addr 4:
  City: LEXINGTON State: KY Zip Code: 405060005 Country:
  Telephone: 606 257 9100 Extension: 238
Text:

Document Amt:          0.00
Delete: 0 Freeze: 0 In Process: 1 Status:
APPROVAL LEVEL        1 2 3 4 5 6
APPROVAL REQUIRED:
APPROVAL POSTED:
  
```

Contract Orders (cont'd)

Contract Orders will be completed as you would a regular order document. (See “Creating a Requisition” in your manual). You may use line item accounting or header accounting on these types of documents. Once the document has been completed and “trailed”, the “responsible person” for the account should approve the document after approvals have been posted.

```
PS900556 I-Z0556 ENTER DATA TO MODIFY RECORD OR PRESS "ENTER" TO CONTINUE
220 Header Add/Modify/Inquire (PAGE 1 OF 2)          FISHER SCIENTIFIC COMPANY

Screen:      Vendor: S0000016150 Code: 1 Document: C000054 Line: 002
            Invoice:                      Commodity:

Document Date: 07/13/98 Type: CO          Buyer:          Telephone Code:
Reference:      Start Date: 07/01/98      End Date: 06/30/99
Change Date: 00/00/00 Change Number: 00 Quote Reference: UK-PCT-12345-1999
Quote Date: 00/00/00 Currency:          Freight:      Delivery Date: 07/20/98
Route: TENTATIVE VEND/ADDR: S0000016150 / 01 FISHER SCIENTIFIC COMPANY
Vendor Terms: 0.000 0 0 Print:          Print Date: 00/00/00
Deliver To Name/Address: Name: PAMELA LOWERY
  Addr 1: PURCHASING DIVISION Addr 2: 322 PETERSON SERVICE BUILDING
  Addr 3: UNIVERSITY OF KENTUCKY Addr 4:
  City: LEXINGTON State: KY Zip Code: 405060005 Country:
  Telephone: 606 257 9100 Extension: 238
Text:
!THIS DOCUMENT FOR PAYMENT PURPOSES ONLY.

Document Amt:      123.75
Delete: 0 Freeze: 0 In Process: 0 Status:
APPROVAL LEVEL      1 2 3 4 5 6
APPROVAL REQUIRED: N Y N N N H
APPROVAL POSTED: N Y N N N Y
```

If you have several accounts to charge for the items, you may want to consider using line item accounting when processing your contract order.

When you place your order for the contract items with the vendor, you will give the vendor the “C” number on the Contract Order document as your purchase order number. Once Purchasing sees that your Contract Order document is approved, they will process a purchase order with the same document number to authorize payment to the vendor. Therefore, your Contract Order and the corresponding purchase order will be the same number with different document codes (1=Requisition; 0=Purchase Order).

Contract Orders (cont'd)

The vendor will send invoices for contract orders to your department. Once you have received the items you must go back into the Purchase Order and post receiving to the items.

```
PS900556 I-Z0556 ENTER DATA TO MODIFY RECORD OR PRESS "ENTER" TO CONTINUE
220 Header Add/Modify/Inquire (PAGE 1 OF 2)

Screen:      Vendor:      Code: 0 Document: C000051 Line: 001
            Invoice:      Commodity:

Document Date: 06/30/98 Type: CO      Buyer:      Telephone Code:
Reference: R000051      Start Date: 00/00/00      End Date: 00/00/00
Change Date: 00/00/00      Change Number: 00 Quote Reference: UK00005555
Quote Date: 00/00/00      Currency:      Freight:      Delivery Date: 00/00/00
Route:      VEND/ADDR: S0000016150 / 01 FISHER SCIENTIFIC COMPANY
Vendor Terms: 0.000 0 30      Print: N      Print Date: 06/30/98
Deliver To Name/Address:      Name: PAMELA LOWERY
  Addr 1: PURCHASING DIVISION      Addr 2: 322 PETERSON SERVICE BUILDING
  Addr 3: UNIVERSITY OF KENTUCKY      Addr 4:
  City: LEXINGTON      State: KY      Zip Code: 405060005      Country:
  Telephone: 606 257 9100      Extension: 238
Text:
  !THIS PO FOR PAYMENT PURPOSES ONLY.
  !INVOICES SENT VIA CAMPUS MAIL 6/30/98.

APPROVAL LEVEL      1 2 3 4 5 6
Document Amt:      300.00      APPROVAL REQUIRED : N Y N N N N
Delete: 0 Freeze: 0 In Process: 0 Status:      APPROVAL POSTED: N Y N N N Y
```

If you order daily from a specified vendor and accumulate your invoices for a period of time – no longer than 10 working days – then you will process the payments as indicated below on Screen 224. You may want to use line item accounting if several accounts, object codes, and/or user codes need to be charged. You must put a one (1) in the quantity field, the total amount of all invoices will be entered as your unit price, and the UOM (Unit of Measure) Code should be “LOT.”

Contract Orders (cont'd)

In the description field (which is a required field) you may enter “Invoices listed below.” Then, on the following text lines list your invoice number(s) and invoice amount(s). Notice below that the invoice amounts equal the Unit Price amount.

```
PS918864 R-FZ864 PO LINE CANNOT BE MODIFIED WHEN INVOICING IS FINAL
224 Document Line Add/Modify
Screen:      Vendor:      Code: 0 Document: C000051 Line: 001
            Invoice:      Commodity:
Current Pricing (Y/N): N

      Quantity  Commodity      Unit Price  Trade  Discount  UOM  Extended Price  UPO PL
            1.00              300.0000    0.000  LOT          300.00
Disc Type:      Tax Code: NO  Extended Price Plus Tax:      0.00
Description: INVOICES AS LISTED BELOW

Text: INVOICE #1 = 150.00
      INVOICE #2 =  50.00
      INVOICE #3 = 100.00

Inventory:

More Lines (Y/N/Blank):
```

After you enter the information choose “Y” for more lines or “N” for no more lines. Once you choose “N” you will proceed to Screen 226 – the trailer screen, to complete the document. The individual in your area that is Level 6 for approval must approve this document.

After the approval has been posted, print Screen 220 Page 1, and Screen 224 (where invoice numbers are listed); then forward your invoices and your screen-print to the Purchasing Division. Purchasing will review the requisition, transfer it to a Purchase Order and forward the screen print and invoices to A/P for payment processing.

After a Purchase Order has been created, you are required to go in and receive online.

Appendix

Unit of Measure Codes

Space	no UOM specified (invalid on Screen 231)	LOT	lot
\$	discount fixed amount	LTR	liter
%	discount percent	M	thousand
BAG	bag	MG	milligram
BDF	board feet	ML	milliliter
BL	bale	MO	month
BOX	box	OTH	other
BTL	bottle	OZ	ounce
BXS	boxes	PC	piece
C	hundred	PK	pack
CAN	can	PKG	package
CI	curie	PKT	packet
CS	case	PL	pail
CTN	carton	PR	pair
CUF	cubic feet	PT	pint
CUY	cubic yard	QT	quart
CWT	hundred weight	QTR	quarter
CYL	cylinder	RLS	rolls
DAY	day	RM	ream
DIS	lump sum discount	ROD	rod
DOZ	dozen	ROL	roll
DRM	drum	SET	set
DYS	days	SHT	sheet
EA	each	SQF	square feet
FRT	freight	SQY	square yard
GAL	gallon	TAX	tax
GM	gram	TN	ton
GR	gross	TRD	trade-in
GRA	grain	TUB	tube
HR	hour	UNT	unit
HRS	hours	VL	vial
INS	insurance	VLS	vials
JAR	jar	VOL	volume
KG	kilogram	WK	week
LB	pounds	WKS	weeks
LBS	pounds	YD	yard
LNF	linear feet	YDS	yards
LNG	length	YR	year
		YRS	years

QUICK REFERENCE GUIDE TO PURCHASING SCREENS

SCREEN #	DESCRIPTION
1A2	Vendor Name Search. This screen is used to search for a Vendor by name. You may enter all or part of a Vendor's name in the Vendor field to search.
1A4	Vendor Address Select and Maintenance. This screen is used to select the appropriate address for a Vendor that has multiple addresses. O=Order From, R=Remit To, B=Both (Order or Remit To).
220	Header Add/Modify/Inquire. This is the first screen used to create a document. The requisition code is always a "1". This screen is also used to inquire about Requisitions or Purchase Orders.
220(2)	Header Add/Modify/Inquire (page 2 of 2). This screen is used for Authorization Name, Dept number, and " Header Accounting ".
224	Document Line Add/Modify. This screen is used to create/modify document line items and Line Item Accounting .
226	Document Trailer. This screen is used to "trailer" a document. Requisitions must be trailed before they can be processed.
22N	Notepad Item Create/Maintain. Use this screen for special notes to Purchasing.
252	PR (Purchasing Requisition) Approval. This screen is used for approval of requisitions.
230	Receiving Header Add. This screen is the first screen used to receive on items. If you leave the "Receive All/Multiple Lines" field blank or "N" on this screen, you must receive on selected lines of a purchase order, and you will be automatically advanced to the next Screen, 231.
231	Receiving Line Add. This screen is the second screen used in receiving selected line items on a purchase order.
931	Receive Multiple Lines. This screen is used when you want to receive all items at one time on a purchase order. You must enter a "Y" in the "Receive All/Multiple Lines" field on Screen 230 to access this screen.

QUICK REFERENCE GUIDE TO PURCHASING SCREENS (cont'd)

SCREEN #	DESCRIPTION
232 (1)	Receiving Header History. Use this Screen to display all the receipts accepted under a single Purchase Order. Tab to the ENT or INQ column and press Enter to either add receipt detail (Receiving Lines) or view receipt history (Receiving Lines).
232(2)	Receiving Line Inquiry. Use this screen to view all items received in a single shipment. Accessed through Screen 232 (1).
239	Receiving Information Review. Use this screen to review all receiving entries posted to a specific Purchase Order line. The system can display data for two receiving lines at a time.
228	PO Line Inquiry. Use this screen to view the activity on line items of a Purchase Order.

WORKSHOP - #1

CREATING REQUISITIONS FOR GOODS AND SERVICES

Attached is information from which you may prepare five requisitions.

All of the requisitions that you create should be dated between the 1st and the 15th of the current month. Unless otherwise specified, the requisitions you create will be an **SR (Small Purchase Requisition)**.

It is recommended that you note the Requisition number that the system assigns for reference in subsequent workshop sessions. Write this document number next to the exercise instructions.

Again, as with all workshops and problem solving exercises, read through all of the data provided before you begin. There may be information or facts presented in later statements that could be relative to earlier situations.

If there are any matters that you can not resolve by yourself, the instructor is available.

To begin creation of a new requisition you will need to go to Screen 220 and clear the Action Line. (Vendor Number and the Document number) Code 1 for Requisitions is required. Press Enter. You should receive a clear screen to begin.

CASE #1

FOR THIS CASE, USE LINE ITEM ACCOUNTING.

Note: On Screen 220(2) be sure to include an Authorized Person's name and the Department Number as listed below.

The President's Office has asked that we prepare a requisition for:

- 1 (one) Double Pedestal Walnut Finish Executive Desk @ \$1200.00
- 2 (two) Posture-form Upholstered Swivel Chair @ \$450.00 each
- 1 (one) plastic Casta-rol-exy Chair Mat @ \$19.75.

Use "Cardinal Office Supplies" as the suggested vendor.

University policy describes Capital Outlay Equipment (object codes 5001 to 5999) as items having a useful life of more than one year with a unit cost exceeding \$500.00

Charge these items to Department A0000, Account 2-00100.

The object codes for these items are:

- Capital Outlay, Furniture for office or classroom (5111-Desk)
- Minor Equipment (3333-Chairs) and
- Office Supplies (3335-Chair Mat)

Delivery is to be made to you at the President's Office.

REQUISITION NUMBER: _____

CASE #2

Enter an order for 1,000 gallons of liquid propane gas and have it shipped to you at the Stillings Dining Hall.

The UPO code will be “As Invoiced”.

The Dining Services account to be charged is 2-00200 3399.

Your Department Number is A7600.

NOTE: When you use the UPO code for “As Invoiced”, (A) the system will not allow you to use a Unit Price. This is because “As Invoiced” means to pay whatever price is on the invoice.

REQUISITION NUMBER _____

CASE #3

Purchase paint from your hardware and paint supplier for the Stock Room Inventory account 2-00300 3399, Department A7400 and have it delivered to the Central Receiving Warehouse.

The paint will cost \$77.70 for a six gallon carton; order one carton of each of the following: (Create a separate line item for each.)

- Antique White
- Misty Mint Green
- Lemon Chiffon Yellow
- Wedgewood Blue

REQUISITION NUMBER _____

CASE #4

In this example, use LINE ITEM ACCOUNTING.

You want to order several computers, monitors and software.

Your document type will be a LC.

Leave the vendor blank but put a vendor's name and address in the "text field" on Screen 220(1) as a suggested vendor. (For instance, you might want a Dell computer or a Macintosh.)

Order two CPU's @ \$5,500 each. Two 25" monitors @ \$2,000 each, and two software packages @ \$1,000 each.

The all items will be charged to Department A0000.

Use Account 2-00100 5011 for the CPU and monitor.

The software should be charged to account 2-00200 5010.

REQUISITION NUMBER: _____