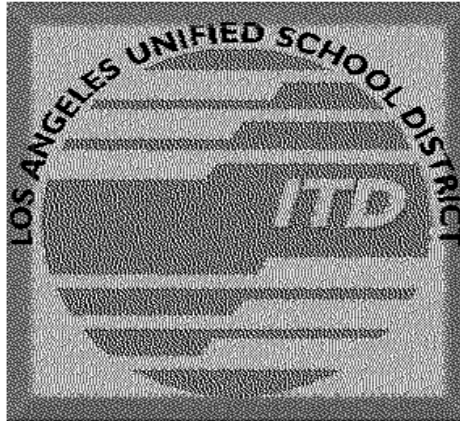


LOS ANGELES UNIFIED SCHOOL DISTRICT



INFORMATION TECHNOLOGY DIVISION

INTEGRATED FINANCIAL SYSTEM
MT/EZ DOC

OVER-THE-COUNTER (OC)
USER GUIDE

NOVEMBER 2003

LOS ANGELES UNIFIED SCHOOL DISTRICT

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Foreword

The Integrated Financial System MTI/EZ Doc Over-the-Counter (OC) User Guide provides users with instruction on how to locate required data when ordering items from the District's warehouses, and how to create Over-the-Counter (OC) transactions when using MTI/EZ Doc.

The user guide is intended for use by staff utilizing IFS MTI/EZ Doc.

Information Technology Division

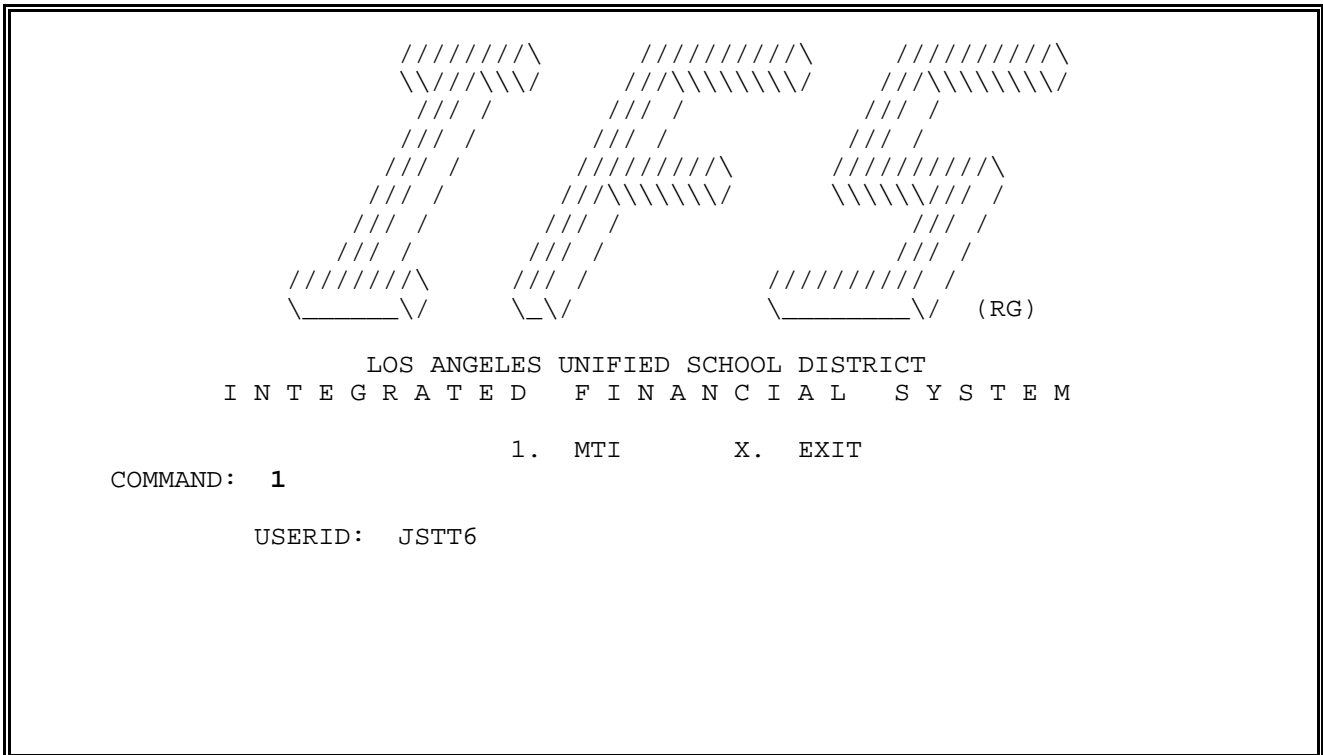
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OVER-THE-COUNTER (OC) ON-LINE ORDER GUIDE

An Over-The-Counter (OC) requisition is a request to purchase District warehouse items. Items may be picked up at the warehouse either the same or the next day, or, may be delivered to the site the same day or next day for a fee. The OC transaction is equivalent to what was previously termed as the Walk-through requisition.

NOTE: Over-The-Counter transactions does not backorder items that are not in stock, therefore, items ordered via Over-The-Counter must be in stock.



CREATE AN OVER-THE-COUNTER TRANSACTION

- At the IFS start-up screen, type **1** in the Command field and press **Enter/right Ctrl** to enter MTI/ EZ Doc.

OVER-THE-COUNTER (OC) ON-LINE ORDER GUIDE, continued

The General Messages (GMSS) screen appears. Be sure to review this screen, as it is the bulletin board for users.

```
ACTION: R  SCREEN: GMSS  USERID: JSTT                12/05/03  09:37:38 AM

                                GENERAL MESSAGES
                                ( TO ACCESS SCHOOL MENUS: ACTION = N SCREEN = BF00 )

DATE: 12 / 04 / 03                                SCREEN NO: 00
-----
FOR ASSISTANCE PLEASE CALL THE TECHNOLOGY HELPDESK AT (866) 633-8110

PRODUCTION ON-LINE HOURS:  MON - FRI 6:00 A.M. - 7:00 P.M.
SATURDAY AND HOLIDAYS, ON WRITTEN REQUEST.
```

Over-the-Counter transactions are created from the Document Suspense (SUSF) SCREEN. To enter the Document Suspense screen:

- Type **N** in the ACTION field and **SUSF** in the SCREEN field.
Press **Enter/right Ctrl**.

OVER-THE-COUNTER (OC) ON-LINE ORDER GUIDE, continued

The Document Suspense (SUSF) screen appears.

ACTION: S		SCREEN: SUSF		USERID: JSTT		01/07/04		04:41:02 PM	
FUNCTION:		SECID:							
D O C U M E N T S U S P E N S E									
S	BATCH		DOCUMENT					PROCESS	
E	-----		-----			LAST		LAST	
L	TRAN	AREA	NUMBER	TRAN	AREA	NUMBER	STAT	APPRV	DATE
									USER
									(YMMDD)

The Document Suspense screen is the starting point to create, scan, or process transactions.

OVER-THE-COUNTER (OC) ON-LINE ORDER GUIDE, continued

This displays a blank **OVER-THE-COUNTER INPUT FORM** Screen. Notice that a transaction number now displays in the DOCID field.

The purpose of this portion of the Over-the-Counter Input Form is to identify who is ordering the items and whether the items will be picked up at the warehouse or be delivered to the site the same day or the next day.

FUNCTION:	DOCID: OC WDF 9999-002794	01/07/04 04:46:34 PM						
STATUS:	BATID:	ORG:						
H-	OVER THE COUNTER INPUT FORM							
TRANS DATE :	ACCTG PRD:							
WAREHOUSE :	BUDGET FY:							
REQUESTING ORG:	ACTION :							
REQUESTED BY :	DOC TOTAL:							
COMMENTS :								
ALLOW DEFAULT :								
LN	FUND	AREA	ORG/SUB	PROG	OBJ/SUB	JOB/ PROJECT	TOTAL	I D
--	----	----	-----	----	-----	-----	-----	-

Locate stock numbers necessary for items to be ordered by viewing the appropriate inventory screens (STDE/STNO). Items ordered on and Over-the-Counter transaction *must* be in stock.

Enter the required fields for the Over-the-Counter transaction.

TRANS DATE

Default is inferred from the date the system first edits the document. Enter the date (MMDDYY) that you want to associate with the transaction, usually the current date. You cannot enter a future date.

ACCTG PRD

Default is inferred from the **Trans Date**. If you want this transaction recorded in some other accounting period, enter the desired period, using fiscal month and fiscal year. For advance ordering using the next fiscal year, the fiscal month must equal 01 for July. In the current fiscal year, you cannot enter future periods.

OVER-THE-COUNTER (OC) ON-LINE ORDER GUIDE, continued

WAREHOUSE	<i>Required.</i> Enter the code of the warehouse from which the goods are requested (e.g., S1, which stores school and office supplies; M10, which stores maintenance or custodial supplies). Over-the-Counter transactions can only be placed to the S1 or M10 warehouses.
BUDGET FY	Default applies to the current fiscal year budget. For advance ordering using the next fiscal year, enter that fiscal year. The budget fiscal year and the accounting fiscal year must match.
REQUESTING ORG	<i>Required.</i> Enter the four-digit organization code of the location requesting the goods. The system uses the area code from the Document ID to identify a valid area/organization combination on Organization Table (ORGN).
ACTION	Blank defaults to E to indicate new transaction. Over-the-Counter transactions may not be modified or cancelled by users. Contact Warehouse staff if changes are necessary.
REQUESTED BY	<i>Required.</i> Enter the name of the person to whom questions regarding the order should be addressed.
DOC TOTAL	Protected. System computed document total is displayed in this field.
COMMENT	<i>Required.</i> For same day/next day pick up, type in estimated time of pickup. Type ETA (Estimated Time of Arrival) and date/time. For next day delivery, type OVERNIGHT DELIVERY. For same day delivery, type SAME-DAY DELIVERY.
JOB TYPE	Leave blank.
ALLOW DEFAULT	Leave blank.
ACCOUNTING LINE	Identifies the expense budget line(s) to be charged for the items.
-- LN	<i>Required.</i> Enter a different two-digit number for each accounting line on the document. Up to four accounting lines can be entered on one document. This number will be referenced from the item lines of this transaction (e.g., 01, 02)
-- FUND	<i>Required.</i> Enter the three-digit code of the fund that is to be charged for this budget line. The code used must be valid in the Fund Table (FUND).

OVER-THE-COUNTER (OC) ON-LINE ORDER GUIDE, continued

- **AREA** *Required.* Enter the three-character code of the location to be charged. The code used must be valid in the Area Table (AREA), and the Fund/Area combination must be valid in the Fund/Area Table (FDAR).
- **ORG** *Required.* Enter the four-digit ORGANIZATION code of the site purchasing the item.
- **SUB** Conditional. *Required* if you are using a job number. The code identifies a craft code and must be valid in the Sub-Organization Table (SORG).
- **PROG** *Required.* Enter the four-character program code of the budget line to be charged. The program code must be valid on the Program Table (PROG).
- **OBJ** *Required.* Enter the four-digit object of expenditure code that best describes the items ordered. The object code must be valid on the Object table (OBJT).
- **SUB** Leave blank.
- **REPT CAT** Leave blank. This code will be inferred on all grant-related programs from the Program Table (PROG).
- **FUNC** Leave blank. This code is inferred from the Program Table (PROG).
- **JOB NUMBER** Conditional. Required if the **Job Number SP** field on Program Table (PROG) is Yes (Y). The job number must be valid on Job Table (JOBT).
- If the **Proj Required** field on Program Table (PROG) is Yes (Y), a project number is required. The project number must be valid on Project Budget Line Table (PRBL).
- **COST CAT** Leave blank.
- **TOTAL** Protected. The system computes and displays the cost that is to be charged to this budget line based on the item lines.

OVER-THE-COUNTER (OC) ON-LINE ORDER GUIDE, continued

Below is an example of a completed Over-the-Counter Input Form (Header) screen.

```
FUNCTION:                DOCID: OC   WDF  9999-002794   01/07/04 05:20:07 PM
STATUS:                  BATID:                ORG:
H-                       OVER THE COUNTER INPUT FORM

TRANS DATE   : 01 07 04                ACCTG PRD:
WAREHOUSE    : S1                       BUDGET FY:
REQUESTING ORG: 9999                    ACTION   :
REQUESTED BY : PRINCIPAL                 DOC TOTAL:
COMMENTS     : OVERNIGHT DELIVERY
ALLOW DEFAULT :

      LN  FUND  AREA  ORG/SUB  PROG  OBJ/SUB  JOB/PROJECT  TOTAL  I
      --  ----  ----  -----  ----  -----  -
      01  001  WDF   9999    4170  4310
```

After the required header data is completed, press **Enter/right Ctrl** to display the detail line input screen.

OVER-THE-COUNTER (OC) ON-LINE ORDER GUIDE, continued

This displays a blank DETAIL LINE screen.

DETAIL LINE INPUT SCREEN - The purpose of the Stock Item Detail Line Input screen is to identify what is being ordered, the quantity, and the budget line (REF ACCT LN) to be charged.

FUNCTION:		DOCID: OC	WDF	9999-002794	01/07/04 05:22:09 PM		
STATUS:		BATID:	ORG:		000-000 OF 000		
LN	STOCK	REQUESTED	I	ISSUE	I		
NUM	ITEM NUMBER	QUANTITY	D	UNIT	UNIT PRICE	D	TOTAL PRICE
-----		-----		-----		-----	
	DESCRIPTION	BIN #	REF	ACCT LN			
-----		-----		-----		-----	
01-							
02-							
03-							
04-							
05-							
06-							
07-							

Enter the required data as follows:

LN NUM *Required.* Enter a three-digit number (e.g., 001, 002) to identify the OC item line associated with this item. Each screen allows entry of seven stock item lines.

STOCK ITEM NUMBER *Required.* Enter the ten-digit stock item code that identifies the goods requested. Locate the necessary Stock Item Numbers/Warehouse/Availability of items by viewing the appropriate Inventory tables (INVI, INK1, INK2, INK3 for all warehouses; STDE, STNO for S1 and M10 only).

REQUESTED QUANTITY *Required.* Enter the quantity of goods requested.

REF ACCT LN Required only when charging to an accounting line other than line 01.

If more than seven lines of items are to be ordered, complete the first detail line screen; then, press **Enter/right Ctrl** to display another blank detail line screen. Enter the remaining items to be ordered.

OVER-THE-COUNTER (OC) ON-LINE ORDER GUIDE, continued

DETAIL LINE INPUT SCREEN, continued

Below is an example of a completed Detail Line Input screen.

FUNCTION:	DOCID: OC	WDF	9999-002794	01/07/04 05:22:09 PM			
STATUS:	BATID:	ORG:	000-000 OF 000				
LN	STOCK	REQUESTED	I	ISSUE	I		
NUM	ITEM NUMBER	QUANTITY	D	UNIT	UNIT PRICE	D	TOTAL PRICE
-----		-----		-----		-----	
	DESCRIPTION	BIN #	REF	ACCT	LN		
-----		-----		-----		-----	
01-	001 6452180110	7					
02-	002 6206092580	5					
03-	003 6208042125	5					
04-	004 6150903295	2					
05-							
06-							
07-							

After all lines are completed, the document must be edited.

OVER-THE-COUNTER (OC) ON-LINE ORDER GUIDE, continued

DETAIL LINE INPUT SCREEN, continued

EDIT THE DOCUMENT

Enter **Q** in the Function field and press *Enter/right Ctrl.*

- OR -

Press **PF2.**

Messages: "Document Held." and "Batch/Document Saved."

TO SCHEDULE TRANSACTION WITHIN THE DOCUMENT

Type **O** in the Function field and press *Enter/right Ctrl.*

- OR -

Press **PF3.**

NOTE: Scheduling the document does not edit for errors. Hence, users should edit documents first and then schedule.

TO EXIT OUT OF THE DOCUMENT AND RETURN TO THE SUSF FILE

Enter **E** in the Function field and press *Enter/right Ctrl.*

- OR -

Press **PF4.**

SPECIAL FEATURES

Once an OC transaction has been created and edited, it may be necessary to make additional corrections/changes. The user may need to add additional lines (insert) or remove already added lines (delete). There are a variety of processes a user may do while working *within* a document. A user may:

- Insert additional detail lines
- Delete already added lines
- Copy detail lines
- Pause out of a document to view other screens
- Create a new transaction of the same or a different type
- Save or Discard a document
- Get a document
- Delete or Undelete a document

In addition, there are a variety of processes a user may perform from the Suspense File (SUSF). They include:

- Copy a document
- Free a document
- Future process date
- Delete or Undelete a document

Following are detailed instructions for each of these processes.

SPECIAL FEATURES, continued

WORKING FROM *WITHIN* A TRANSACTION

INSERT DETAIL LINES

Detail lines can only be inserted before the document status is ACCPT. To insert additional detail lines:

- From the SUSF screen, retrieve the document by entering **S** in the Action field, the Document ID and Number on the selection line, and press **Enter/right Ctrl**.
- Once the document number is displayed, enter **S** in the Action field and **X** in the SEL field on the line of the document you want to insert detail lines or place the cursor on line of document.
- Press **Enter/right Ctrl**.
- Display the detail line that the new line should follow.
- Enter **IL** in the Function field and place the cursor on the detail line number that the new line should follow.

Note: If the cursor is not placed on a specific detail line number, the new lines will be inserted before the first detail line on the screen.

- Press **Enter/right Ctrl**. A blank detail line screen is displayed.
- Notice that the line number on the action line will be the last line number added (upper right hand corner of the screen).
- Enter the data for the new detail line screen. To enter another new line, tab to the next line and enter data. Press **Enter/right Ctrl**.
- After completing the data for all detail lines, enter **Q** in the Function field, and press **Enter/right Ctrl** (or **PF2**) to edit the document.
- If the document has no errors, the header screen displays with the message: "Document Held."
- To Exit out of the document, enter **E** in the Function field and press **Enter/right Ctrl** (or **PF4**). This will take you back to the SUSF screen.

SPECIAL FEATURES, continued**WORKING FROM *WITHIN* A TRANSACTION, continued****DELETE DETAIL LINES**

Detail lines can only be deleted before the document status is ACCPT. To delete a line from a document:

- Retrieve the document by entering **S** in the Action field, the Document ID and Number on the selection line, and press **Enter/right Ctrl**.
- Once the document number is displayed, enter **S** in the Action field and **X** in the SEL field on the line of the document you want to delete detail lines or place the cursor on line of document.
- Press **Enter/right Ctrl**.
- Enter **DL** in the Function field on the detail line to be deleted.
- TAB to the line number.
- Press **Enter/right Ctrl**. The selected detail line is now deleted.
- Enter **Q** in the Function field, and press **Enter/right Ctrl** (or **PF2**) to edit the document.
- If the document has no errors, the header screen displays with the message: "Document Held."
- To Exit out of the document, enter **E** in the Function field and press **Enter/right Ctrl** (or **PF4**). This will take you back to the SUSF screen.

COPY DETAIL LINES

To copy data from one detail line to another:

- Enter **NLC** in the Function field of the line you wish to copy.
- On multiple line screens, enter **NLC** in the function field and place the cursor under the line number you wish to duplicate.
- Press **Enter/right Ctrl**. The line will be copied to the next detail line screen.
- Change the detail line number field to the next line number in sequential order and make any other changes to the detail line screen as needed.
- After completing the data for all detail lines, enter **Q** in the Function field and press **Enter/right Ctrl** (or **PF2**) to edit the document.
- If the document has no errors, the header screen displays with the message: "Document Held."
- To Exit out of the document, enter **E** in the Function field and press **Enter/right Ctrl** (or **PF4**). This will take you back to the SUSF screen.

SPECIAL FEATURES, continued**WORKING FROM *WITHIN* A TRANSACTION, continued****PAUSE OUT OF A DOCUMENT**

When a Pause function command is entered, the system suspends data entry and allows access to MTI tables while keeping your place in the document.

- Type **P** in the Function field and space once. Type the four-letter code for the desired table (e.g., INSD). Press **Enter/right Ctrl**. This will take you directly to the table.
- To return to the document, type **E** in the Action field and press **Enter/right Ctrl**.

NOTE: May visit as many as nine tables while in the Pause mode.

CREATE A NEW TRANSACTION OF THE SAME TYPE

To create a second transaction from inside the document input screen:

- Type **NEW** in the Function field, enter the appropriate document numbering sequence for the new transaction and press **Enter/right Ctrl** (or **PF6**). This will take you to a blank header input screen with a new document number.
- Begin entering the header data. Proceed as before with the completion of the document.
- This process may be repeated as many times as necessary.
- To Exit out of the document, enter **E** in the Function field and press **Enter/right Ctrl** (or **PF4**). This will take you back to the SUSF screen.

NOTE: All newly created documents are placed in sequential order on SUSF.

SPECIAL FEATURES, continued**WORKING FROM *WITHIN* A TRANSACTION, continued****CREATE A NEW TRANSACTION OF A DIFFERENT TYPE**

To create a different type of transaction from inside the document input screen:

- Type **NEW** in the Function field and the new Document ID in the DOCID field.
- Enter the appropriate document numbering sequence for the new transaction.
- Press **Enter/right Ctrl**. This will take you to a blank header input screen.
- Begin entering the header data. Proceed as before with the completion of the transaction.
- This process may be repeated as many times as necessary.
- To Exit out of the document, enter **E** in the Function field and press **Enter/right Ctrl** (or **PF4**). This will take you back to the SUSF screen.

NOTE: All newly created documents are placed in sequential order on SUSF.

SAVE/DISCARD A DOCUMENT

When trying to exit a transaction screen prior to editing changes, the system prompts the user with the message: "Must save/discard document."

SAVE:

- In the Function field, type **SAVE** (or **US**) and press **Enter/right Ctrl** (or **PF5**).
Messages: "Batch/Document Saved." and "Document Held."
- To Exit out of the document, enter **E** in the Function field and press **Enter/right Ctrl** (or **PF4**). This will take you back to the SUSF screen.

DISCARD:

- In the Function field, type **DISCARD** (or **X**) and press **Enter/right Ctrl**.
Message: "Document Discarded."
- To Exit out of the document, enter **E** in the Function field and press **Enter/right Ctrl** (or **PF4**). This will take you back to the SUSF screen.

NOTE: If a document was previously edited (saved), DISCARD removes only the updates. To remove this document from SUSF, it must be accessed first and then deleted.

SPECIAL FEATURES, continued**WORKING FROM *WITHIN* A TRANSACTION, continued****GET A DOCUMENT**

To access a specific document from within the Input screen while viewing a different document:

- On the document header, type **G** or GET in the Function field.
- TAB to the Document ID field and enter the Transaction code/Area/Doc number to be accessed.
- Press **Enter/right Ctrl**. The document appears.
- To Exit out of the document, enter **E** in the Function field and press **Enter/right Ctrl** (or **PF4**). This will take you back to the SUSF screen.

DELETE/UNDELETE A DOCUMENT

Before a transaction(s) has been processed, the user may delete one document at a time or select multiple documents with the DELETE function.

To **DELETE** the current document on the Input screen, enter **DELETE DOC** in the Function field and press **Enter/right Ctrl**.

- A message displays: "Document Marked for Deletion."
The status changes to DELET. The document will delete during the nightly process.
- To Exit out of the document, enter **E** in the Function field and press **Enter/right Ctrl** (or **PF4**).

To **UNDELETE** the current document on the Input screen, enter **UNDELETE DOC** in the Function field and press **Enter/right Ctrl**.

- A message displays: "Document Undeleted."
The status changes from DELET to HELD.
- To Exit out of the document, enter **E** in the Function field and press **Enter/right Ctrl** (or **PF4**).

SPECIAL FEATURES, continued**WORKING FROM THE *SUSPENSE FILE (SUSF)*****COPY FUNCTION**

The COPY function command is used to copy all of the transaction data from a selected document or a shell document to a new document. A shell document is created as a template and should remain on the SUSF with a HELD status. It is not intended to be processed.

- Enter **S** in the Action field, type **COPY** in the Function field, complete the Document ID field, and enter **X** in the SEL field on the line of the document you want to copy.
- Press **Enter/right Ctrl**. This will take you to the header screen of the new document which has the same header and detail line data as the document that was copied.
- Make all necessary changes to the header screen. Press **Enter/right Ctrl**.
- Enter the changes to the detail line.
- After completing the data for all detail lines, enter **Q** in the Function field and press **Enter/right Ctrl** (or **PF2**) to edit the document.
- If the document has no errors, the header screen displays with the message: "Document Held."
- To Exit out of the document, enter **E** in the Function field and press **Enter/right Ctrl** (or **PF4**). This will take you back to the SUSF screen.

FREE A DOCUMENT

If a user is disconnected from IFS while accessing a document, the document could be listed as "document in use" when attempting to retrieve, even though no other user is accessing it. When this occurs you must FREE the document on SUSF. Make sure that no other user is accessing the document before using FREE.

On the SUSF SCREEN:

- Display the document number to be freed.
- Type **S** in the Action field.
- Type **FREE** in the Function field.
- Type **X** in the SEL field of the document to be freed and press **Enter/right Ctrl**.
- Message: "Batch/Document Freed."

SPECIAL FEATURES, continued

WORKING FROM THE *SUSPENSE FILE (SUSF)*, continued**FUTURE PROCESS DATE**

When a document has been scheduled for off-line processing, it processes during the current date's nightly cycle. However, if the user prefers to have the document process at some future date, this can be indicated on the Suspense File. IFS will not process the document until that date is reached.

Display the document number to be changed on SUSF. Enter the following data:

- **S** in the Action field
- **CHANGE** in the Function field
- **X** in the Selection field of the document number to change process date
- A future processing date in YYMMDD format in the Future Process Date field

Press **Enter/right Ctrl**. The processing date will be updated with the date entered.

DELETE/UNDELETE A DOCUMENT

Before a transaction(s) has been processed, the user may delete one document at a time or select multiple documents with the DELETE function.

To **DELETE** a document in SUSF, enter **S** in the Action field, **DELETE** in the Function field, and **X** in the SEL field of the appropriate document(s). Press **Enter/right Ctrl**.

- A message displays: "Document Marked for Deletion."
The status changes to DELET. The document will delete during the nightly process.

To **UNDELETE** a document in SUSF, enter **S** in the Action field, **UNDELETE** in the Function field, and **X** in the SEL field of the appropriate documents. Press **Enter/right Ctrl**.

- A message displays: "Document Undeleted."
The status changes from DELET to HELD.

MULTIPLE BATCH PROCEDURE

IFS allows individual transactions to be processed (run) immediately one at a time. The Multiple Batch procedure in IFS allows numerous individual, same type transactions to be processed as one document. Thus, a multiple batch document is deemed as an individual document encompassing various transactions.

Multiple batching can be performed from the SUSF screen or from within the document screen. To create a multiple batch document from the SUSF screen, follow the procedure below:

- Enter the data in the following fields:

Action: **S** Function: **NEW**

- TAB to SEL line and complete the Batch ID field:

TRAN: **Two-Character Code identifying the transaction.**

AREA: **Three-Character code of the site creating the transaction.**

NUMBER: **Assign a four- to six-character code to represent the Batch.**

- Press **Enter/right Ctrl**, and the Batch header appears.
- Press **Enter/right Ctrl**, and the Batch header appears again with the messages: "BATCH HELD." and "BATCH/DOCUMENT SAVED."
- TAB to and complete the DOCID field.
- Press **Enter/right Ctrl**. The Transaction Header screen appears.
- Enter the required data. (The transaction type denotes the required data.) Press **Enter/right Ctrl** for detail line(s).
- Enter the required data for the detail lines. When the transaction is completed, press **Enter/right Ctrl TWICE**. The Header screen appears with a new DOCID number.

NOTE: For transactions that have more than one detail line screen, press **Enter/right Ctrl** once after completion of each screen to display the next screen. Press **Enter/right Ctrl TWICE** to receive a new DOCID number for a new transaction.

MULTIPLE BATCH PROCEDURE, continued

- Enter the required data for both the Header and detail line(s). When the transaction is completed, press **Enter/right Ctrl TWICE**. The Header screen appears with a new DOCID number.
- Continue this process until all transaction Header and detail lines have been created.
- From the last detail line of the last document, move the cursor to the Function field and edit batch by typing **EB** and pressing **Enter/right Ctrl** (or Shift+F2). The Batch screen appears.
- The system totals the actual number of batch documents in the count and calculates the actual batch dollar amount. **NUMBER OF DOCUMENTS** must equal ACTUAL BATCH COUNT. **NET AMOUNT** must equal ACTUAL BATCH AMOUNT.

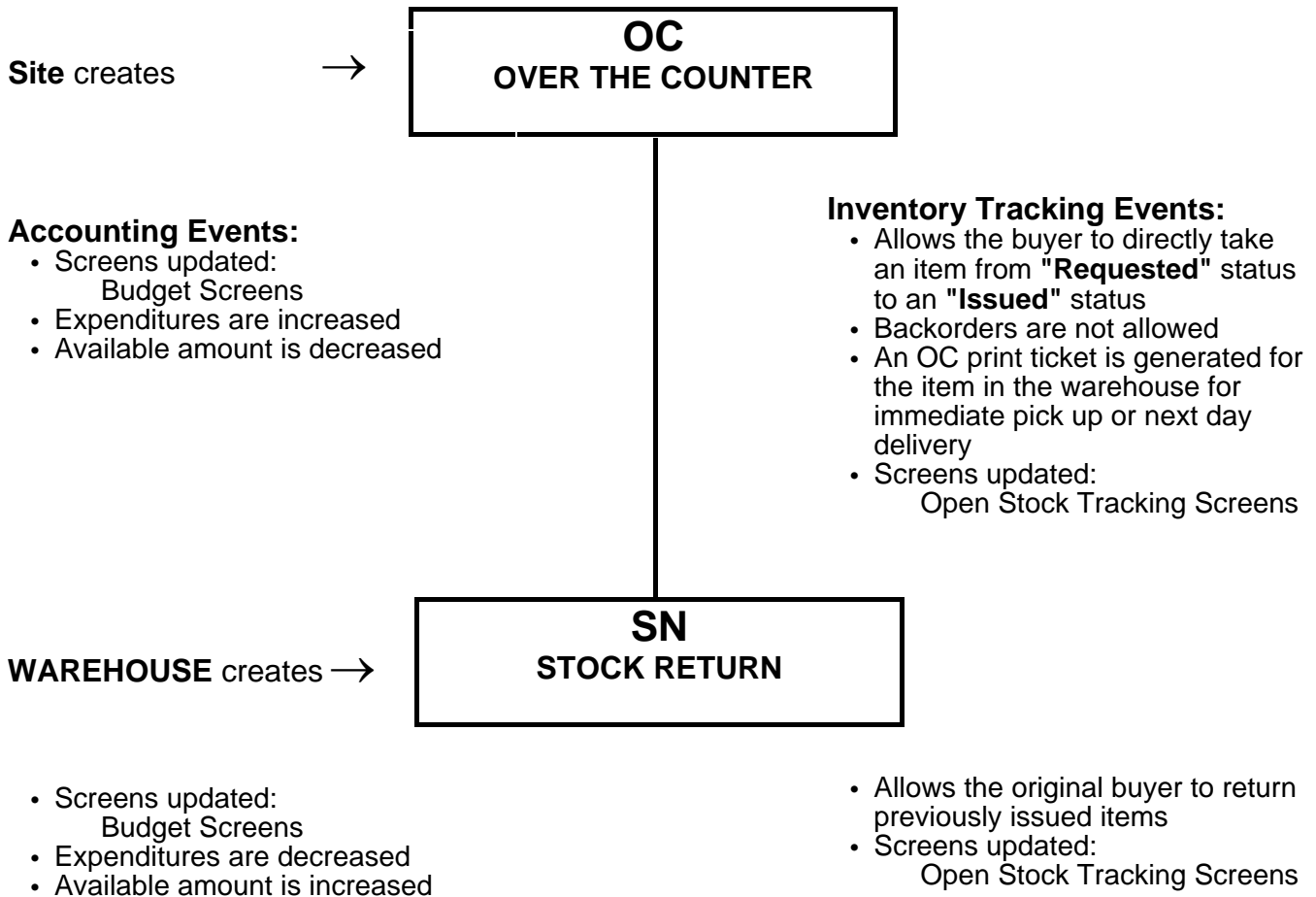
TAB to the beginning of the NUMBER OF DOCUMENTS field. Type the amount that appears in the ACTUAL BATCH COUNT.

TAB to the beginning of the NET AMOUNT field. Type the amount that appears in the ACTUAL BATCH AMOUNT. Erase the 0.00.

- Type SCHEDULE BAT in the Function field and press **Enter/right Ctrl** to schedule all transactions in this batch for off-line processing.
- Multiple batch documents should be processed (run) using the nightly cycle. This type of document requires tremendous space in IFS for processing. Thus, if processing (run) is attempted during the day, it will lock up IFS for all users.

OVER-THE-COUNTER (OC) TRANSACTION - FLOWCHART

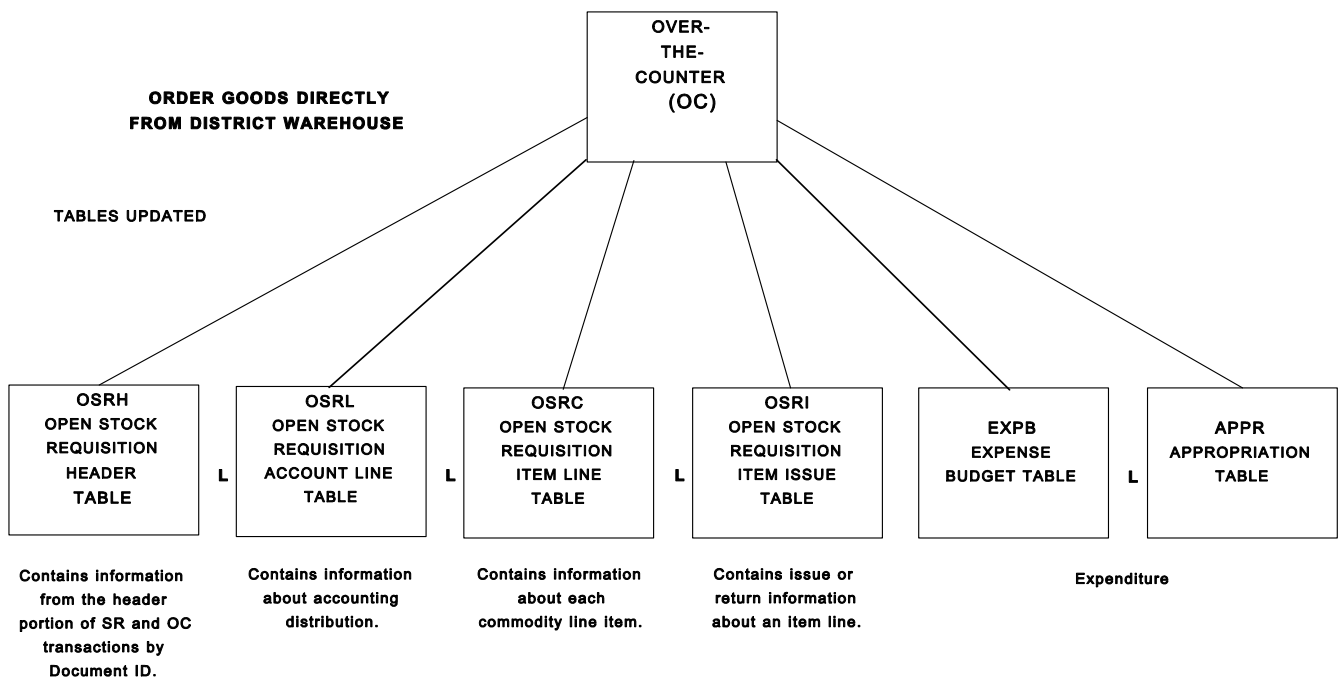
This chart displays the flow of activity from the initial creation of the OC transaction through the delivery or pick up of the items by the site.



OVER-THE-COUNTER TABLE RELATIONSHIP CHART

Each accepted OC document is added to the following open stock tables. Users are able to view these tables for inquiries, such as: responsible organization, the warehouse used, and who ordered the Over-the-Counter items.

OVER-THE-COUNTER



L = LEAF Allows moving to a related table containing similar information.

OVER-THE-COUNTER TRACKING

After a document receives an accepted status, it is posted to the tracking screens for long-term referencing. The following instructions will guide the user through the tracking screens for viewing an accepted Over-the-Counter document.

Because Over-The-Counter items are purchased from the warehouse stock, the tracking screens are the same as the tracking screens for Stock Requisitions, however, the fields are interpreted differently. The fields described in this section pertain only to Over-The Counter documents.

Access the tracking screens by entering **N** in the Action field and a specific **Tableid** code in the screen field. The tableid codes for an Over-the-Counter transaction are listed below. A user may navigate from one table to another by typing **L** in the Action field and pressing **Enter/right Ctrl** (e.g., if the user is viewing the OSRH screen, type **L** in the Action field and press **Enter/right Ctrl**, the OSRL screen appears). **L** for Leaf allows moving to a related table containing similar information without retyping information to display a record.

To access a particular tracking table, type **L** in the Action field, the **Tableid** in the screen field, and press **Enter/right Ctrl**.

OSRH - Open Stock Requisition Header Table. Contains information from the header portion of SR and OC.

OSRL - Open Stock Requisition Account Line Table. Contains information about the budget line charged.

OSRC - Open Stock Requisition Item Line Table. Contains information about each commodity line item.

OSRI - Stock Requisition Item Issue Table. Contains issue or return information about an item line.

OPEN STOCK REQUISITION HEADER TABLE (OSRH)

This table contains information from the header portion of all closed Stock Requisitions (SR) and Over-the-Counter (OC) transactions. It also displays the backordered, reserved, and released status of the requisition.

How to Access:

From a table or table menu:

ACTION field: Type **N** for Next or New.
SCREEN field: Type **OSRH** for Open Stock Requisition Header Table.
 Press **Enter/right Ctrl** to access the table.

When displayed, **S** for Scan is in the **ACTION** field.

Enter **SR** or **OC** and the requisition number assigned when the requisition was entered into the IFS screen (e.g., OC 9999-006479).

Press **Enter/right Ctrl** to display the requested record.

ACTION: R		SCREEN: OSRH	USERID: JSTT	01/08/04	04:09:41 PM
OPEN STOCK REQUISITION HEADER TABLE					
KEY IS DOCUMENT ID					
SR/OC DOCUMENT ID: OC 9999-002794					
TRANS DATE:	01 07 04	ACCTG PRD:	07 04	BUDGET FY:	04
WAREHOUSE:	S1			SR TOTAL:	99.68
REQUESTING AREA:	WDF			CLOSED SR TOTAL:	99.68
REQUESTING ORG:	9999	DEL TO ALT ADDR:			
REQUESTED BY:	PRINCIPAL				
DEL BLDG/ROOM:				---- SR STATUS -----	
PHONE NUMBER:				BACKORDERED:	N
DELIVERY DATE:	01 07 04			RESERVED:	N
				RELEASED:	N
COMMENTS:	OVERNIGHT DELIVERY			PRINT IND:	
				DATE:	01 07 04
TOTAL ITEM LINES:	4			WHOLE ORDER:	Y
CLOSED ITEM LINES:	4			NUMBER OF ISSUES:	1
CLOSED DATE:	01 07 04				

OSRH is a system-maintained table.

OPEN STOCK REQUISITION HEADER, continued**PERTINENT FIELD DESCRIPTIONS:**

TRANS DATE	When the TRANS DATE field is left blank on the input screen, the system posts the <u>acceptance</u> date in this field.
ACCTG PRD	When this field is left blank on the input screen, the system posts information based on the acceptance date of the transaction.
BUDGET FY	The fiscal year to which the transaction should apply. The year is either entered on the requisition or inferred from the requisition date.
WAREHOUSE	The warehouse code from which the stock items will be purchased for this requisition.
SR TOTAL	The dollar amount of this over- the-counter requisition. It is the total of all the accounting lines (budget lines).
CLOSED SR TOTAL	The current dollar amount of this over-the-counter requisition which has been closed by a walk-through issuance.
REQUESTING AREA	The Area Code requesting the over-the-counter requisition.
REQUESTING ORG	The Organization Code requesting the over-the-counter requisition.
REQUESTED BY	The name of the person who requested the over-the-counter requisition.
DATE	Display only. The date when the last change was made to the over-the-counter requisition (OC) status of this requisition is displayed.
TOTAL ITEM LINES	Display only. The number of item lines in this over-the-counter requisition is displayed.
CLOSED ITEM LINES	The number of line items which has been issued against a specific over-the-counter requisition.
CLOSED DATE	The date on which all of the item lines were closed by an ACCPT status on an over-the-counter requisition.

OPEN STOCK REQUISITION HEADER, continued

FIELD DESCRIPTIONS, continued

NUMBER OF ISSUES Because over-the-counter Items are not backordered, Number of issues will always be 1.

OPEN STOCK REQUISITION ACCOUNTING LINE TABLE (OSRL)

This table contains all closed over-the-counter requisition accounting lines associated with the Over-The-Counter Requisitions (OC). This same screen is used for Stock Requisition (SR) transactions. Up to two Accounting Lines are displayed per screen.

How to Access:

From a table or table menu:

ACTION field: Type **N** for Next or New.
SCREEN field: Type **OSRL** for Open Stock Requisition Accounting Line Table.
 Press **Enter/right Ctrl** to access the table.

When displayed, **S** for Scan is in the **ACTION** field.

Enter **OC** or **SR** and the requisition number assigned to the requisition when entered into the IFS screen.

Press **Enter/right Ctrl** to display the requested record.

ACTION: R		SCREEN: OSRL	USERID: JSTT	01/08/04	04:23:14 PM
OPEN STOCK REQUISITION ACCOUNTING LINE TABLE					
KEY IS DOCUMENT ID, LINE NUMBER					
SR/OC DOCUMENT ID: OC 8132-002794					
01-	LINE NO:	01			
	FUND:	001	AREA: WDF	ORGANIZATION:	9999
	SUB ORG:		PROGRAM: 4170	OBJECT:	4310
	SUB OBJ:		FUNCTION: 0010	JOB NUMBER:	
	REP CAT:		PROJECT DATA:	SR LINE AMT:	99.68
				CLOSED LINE AMT:	99.68
02-	LINE NO:				
	FUND:		AREA:	ORGANIZATION:	
	SUB ORG:		PROGRAM:	OBJECT:	
	SUB OBJ:		FUNCTION:	JOB NUMBER:	
	REP CAT:		PROJECT DATA:	SR LINE AMT:	
				CLOSED LINE AMT:	
02-*L009 HEADER CHANGE					

OSRL is a system-maintained table.

OPEN STOCK REQUISITION ACCOUNTING LINE (OSRL), continued**PERTINENT FIELD DESCRIPTIONS:**

LINE NUMBER	The number of the over-the-counter requisition accounting lines from the input transaction, such as 01, 02, 03, etc. Up to two lines are displayed per screen. The accounting line information includes: FUND/AREA/ORGANIZATION/PROGRAM/OBJECT/ SR LINE AMT/CLOSED LINE AMOUNT
SR LINE AMOUNT	The dollar amount of this accounting line (Unit Price times requested Quantity).
CLOSED LINE AMT	The dollar amount of this accounting line closed by an ACCPT status on an over-the-counter requisition.

OPEN STOCK REQUISITION ITEM LINE TABLE (OSRC)

This table contains information, such as requested and issued quantities, and item price for each commodity line of all closed Over-the-Counter (OC) Requisition transactions. This table also contains Stock Requisition (SR) information.

How to Access:

From a table or table menu:

- ACTION** field: Type **N** for Next or New.
- SCREEN** field: Type **OSRC** for Open Stock Requisition Item Line Table.
Press **Enter/right Ctrl** to access the table.

When displayed, **S** for Scan is in the **ACTION** field.

Enter **SR** or **OC** and the requisition number assigned to the requisition when entered into the IFS screen.

Press **Enter/right Ctrl** to display the requested record.

ACTION: R		SCREEN: OSRC	USERID: JSTT	01/08/04	04:34:26 PM
OPEN STOCK REQUISITION ITEM LINE TABLE					
KEY IS DOCUMENT ID, LINE NUMBER					
SR/OC	DOCUMENT ID:	OC 9999-002794	LINE: 001	REF ACCT LINE:	01
	STOCK ITEM:	6452180110	ISSUE UNIT:	RM	QUANTITIES
	DESCRIPTION:	PAPER BOND 25% RAG LETTR WHITE			
	PRINT IND:		REQUESTED:		7.000
ALT ADDR CODE:	ZONE:	99	STOP:	BACKORDER:	0.000
	ORIGINAL ZONE:		RESERVED :		0.000
	UNIT PRICE:	8.420000	RELEASED :		0.000
	TOTAL PRICE:	58.94	ISSUED :		7.000
	PREV B/O:				

OSRC is a system-maintained table.

OPEN STOCK REQUISITION ITEM LINE (OSRC), continued**PERTINENT FIELD DESCRIPTIONS:**

LINE NUMBER	The number of the over-the-counter requisition commodity line from the input transaction, e.g., 001, 002, 003, etc.
REF ACCT LINE	The accounting line charged for this item on the over-the-counter requisition.
STOCK ITEM	The stock item code for the item being requested as noted on the input transaction.
ISSUE UNIT	The unit of measure that this stock item is issued, e.g., box, each, ream, etc.
DESCRIPTION	Description of the item line from the input transaction.
REQUESTED	The over-the-counter requisition quantity requested.
UNIT PRICE	The price for one unit of the stock item requested, up to six decimal places.
TOTAL PRICE	The computed price of the item line (Unit Price times the requested Quantity).
ISSUED	The quantity of the stock item that has been issued via walk-through.

OPEN STOCK REQUISITION ITEM ISSUES TABLE (OSRI)

This table contains issue or return information about a line item from a closed Over-The-Counter (OC).

How to Access:

From a table or table menu:

- ACTION** field: Type **N** for Next or New.
- SCREEN** field: Type **OSRI** for Open Stock Requisition Item Issue Table.
Press **Enter/right Ctrl** to access the table.

When displayed, **S** for Scan is in the **ACTION** field.

Enter **OC** or **SR** and the requisition number assigned to the requisition when entered into the IFS screen.

Press **Enter/right Ctrl** to display the requested record.

ACTION: R		SCREEN: OSRI	USERID: JSTT	01/08/04	04:37:25 PM
OPEN STOCK REQUISITION ITEM ISSUES TABLE					
KEY IS REQ DOC ID, ITEM LINE NUMBER, ISSUE/RETURN DOC ID					
REQUISITION DOC ID:	OC 9999-002794	ITEM LINE #:	001		
ISSUE/RETURN DOC ID:	OC 9999-002794	ISSUE UNIT:	RM		
STOCK ITEM:	6452180110				
DESCRIPTION:	PAPER BOND 25% RAG LETTR WHITE				
RELEASED QUANTITY:	0.000				
ISSUE/RETURN DATE:	01 07 04	TOTAL PRICE:	58.94		
ISSUE/RETURN QTY:	7.000	RETURN CHARGE:	0.00		
UNIT PRICE:	8.420000	REFUND AMOUNT:	0.00		
UNIT COST:	0.129035				

OSRI is a system-maintained table.

OPEN STOCK REQUISITION ITEM ISSUES (OSRI), continued**PERTINENT FIELD DESCRIPTIONS:**

ITEM LINE NUMBER	The number of the over the counter requisition commodity line from the input transaction detail screen.
ISSUE/RET DOC ID	The over the counter document ID number or the SN number of the Stock Return transaction as created and processed by the warehouse.
STOCK ITEM	The stock item number of the item on the over the counter requisition.
ISSUE UNIT	The unit of measure that the stock item is issued, e.g., box, each, carton, etc.
DESCRIPTION	The description of stock item.
ISSUE/RETURN DATE	The date when the stock item was issued or when the stock item was returned to the warehouse.
TOTAL PRICE	The quantity issued times the unit price.
ISSUE/RETURN QTY	The quantity of the stock item that was issued or returned.
RETURN CHARGE	The amount deducted from the credit amount on the stock return.
UNIT PRICE	The price for one unit of the stock item.
REFUND AMOUNT	The amount refunded.