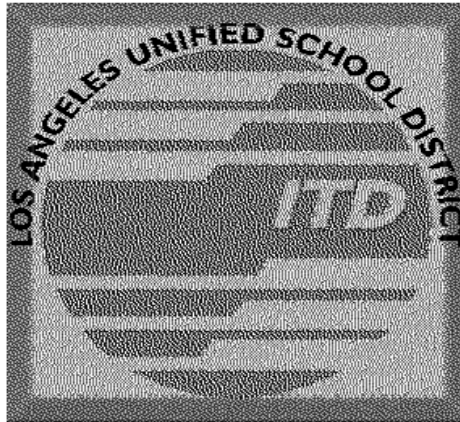


# LOS ANGELES UNIFIED SCHOOL DISTRICT



**INFORMATION TECHNOLOGY DIVISION**

**INTEGRATED FINANCIAL SYSTEM  
MT/EZ DOC**

**SUSPENSE AND  
ON-DEMAND PURCHASE ORDER  
PRINTING MANUAL FOR SCHOOLS**

**NOVEMBER 2003**

# **LOS ANGELES UNIFIED SCHOOL DISTRICT**

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**Foreword**

The Integrated Financial System MTI/EZ Doc Suspense and On-Demand Purchase Order Printing Manual for Schools provides users with step by step instruction on how to print the official purchase order for vendors, and how to print in report style format.

This manual is intended for use by staff utilizing IFS MTI/EZ Doc.

Information Technology Division

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## OVERVIEW

There are two print functions available in IFS MTI/EZ Doc – Suspense (SUSF) and On-Demand Purchase Order (ODPR).

### ***Suspense (SUSF) Printing***

Suspense (SUSF) printing allows a user to print documents (SR, OC, PD, RX, and RC) in report format. The networked printer automatically prints reports in landscape layout. The report format includes header and detailed line information. Print screen capability is still an optional format.

The Suspense printing report format ***is not*** an official document and ***should not*** be mailed to vendors.

### ***On-Demand Purchase Order Printing***

After the Decentralized Purchase Order (PD) has been processed, and has an **ACCPT** status on the Suspense (SUSF) screen, it can be printed for distribution. The requesting location will have the responsibility of mailing the official purchase order to the vendor. ***The requesting location is responsible for printing and distribution of the purchase order.***

The document can be printed from the On-Demand Purchase Order Print screen (ODPR). The printer selected for printing of the document must be connected to the network.

The document is printed on plain bond paper and three (3) copies will be printed. Each copy will be labeled “Vendor’s Copy”, “Accounts Payable Copy” and “School Department Copy”.



**PRINTING FROM THE SUSPENSE (SUSF) SCREEN, continued**

The General Messages (GMSS) screen appears.

ACTION: <b>N</b>	SCREEN: <b>SUSF</b>	USERID: JSTT	06/07/01	04:19:37 PM
GENERAL MESSAGES ( TO ACCESS SCHOOL MENUS: ACTION = N SCREEN = BF00 )				
DATE: 09 / ** / 99	SCREEN NO: 01			
FOR ASSISTANCE PLEASE CALL THE TECHNOLOGY HELPDESK AT (866) 633-8110.				
PRODUCTION ON-LINE HOURS: MON - FRI 6:00 A.M. - 6:00 P.M. SATURDAY AND HOLIDAYS, ON WRITTEN REQUEST.				

- To display the Document Suspense (SUSF) screen, type **N** in the ACTION field, and **SUSF** in the SCREEN field. Press **Enter/right Ctrl** to display the screen.

PRINTING FROM THE SUSPENSE (SUSF) SCREEN, continued

The Document Suspense (SUSF) screen appears.

ACTION: S SCREEN: SUSF USERID: JSTT 06/07/01 04:33:10 PM											
FUNCTION: SECID:											
DOCUMENT SUSPENSE											
S	BATCH		DOCUMENT			PROCESS					
E	-----		-----			LAST	LAST	DATE			
L	TRAN	AREA	NUMBER	TRAN	AREA	NUMBER	STAT	APPRV	DATE	USER	(YYMMDD)
-	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

The Document Suspense screen allows printing of documents in a report format. Documents must display on the Suspense screen in order to print in report format. **Once the document is purged from Suspense, it can no longer be printed in the report format.**

PRINTING FROM THE SUSPENSE (SUSF) SCREEN, continued

To print the document, it must first be displayed on the Suspense screen. To retrieve the document for printing, enter the following fields:

- Action: **S**
- Tab to the selection line and complete the Document ID field:  
    TRAN:       Enter the two-character transaction code to be printed (SR, PD, etc.)  
    AREA:       Enter the three-character area code for the location (WDF, etc.)  
    NUMBER:     Enter the document number to be printed.
- Press **Enter/right Ctrl** to display the document.

```
ACTION: S SCREEN: SUSF USERID: JSTT 06/07/01 04:33:10 PM
FUNCTION: SECID:

          D O C U M E N T   S U S P E N S E

S      BATCH          DOCUMENT          PROCESS
E -----
L TRAN AREA NUMBER TRAN AREA  NUMBER  STAT  APPRV  DATE    LAST  LAST  DATE
- -----
                SR   WDF  9999-014442
```



PRINTING FROM THE SUSPENSE (SUSF) SCREEN, continued

Once the document has been sent to the printer, the message **DOCS SUBMITTED TO PRINT** will display.

ACTION: G										SCREEN: SUSF										USERID: JSTT										06/07/01										05:32:16 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										DATE																																																	
L										TRAN										AREA										NUMBER										STAT										APPRV										DATE										USER										(YYMMDD)																			
-----																																																																																																			
.										.										.										SR										WDF										9999-014442										HELD										00000										020715										JSTT6									
.										.										.										SR										WDF										9999-014443										HELD										00000										020715										JSTT7									
.										.										.										SR										WDF										9999-014444										HELD										00000										020715										JSTT7									
.										.										.										SR										WDF										9999-014445										ACCPT										00000										021011										JSTT6									
.										.										.										SR										WDF										9999-014446										HELD										00000										021119										JSTT7									
.										.										.										SR										WDF										9999-014447										HELD										00000										020715										JSTT7									
.										.										.										SR										WDF										9999-014448										SCHED										00000										020715										JSTT7									
.										.										.										SR										WDF										9999-014449										HELD										00000										020715										JSTT7									
.										.										.										SR										WDF										9999-014450										ACCPT										00000										020715										JSTT7									
.										.										.										SR										WDF										9999-014451										SCHED										00000										030205										JSTT6									
.										.										.										SR										WDF										9999-014452										SCHED										00000										020715										JSTT7									
11-*PR03 DOCS SUBMITTED TO PRINT																																																																																																			

For assistance with printing, please call the Information Technology Division Customer Service Helpdesk at (866) 633-8110 and select the option for an IFS trainer.



**ON DEMAND PURCHASE ORDER PRINTING (ODPR), continued**

The General Messages (GMSS) screen appears.

```
ACTION: N   SCREEN: ODPR  USERID: JSTT                06/07/01   04:19:37 PM

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

DATE: 09 / ** / 99                                SCREEN NO: 01
-----

FOR ASSISTANCE PLEASE CALL THE TECHNOLOGY HELPDESK AT (866) 633-8110.

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

- To display the On Demand Purchase Order Print (ODPR) screen, type **N** in the ACTION field, and **ODPR** in the SCREEN field. Press **Enter/right Ctrl** to display the screen.

**ON DEMAND PURCHASE ORDER PRINTING (ODPR), continued**

The On Demand Purchase Order Print (ODPR) screen displays.

```
ACTION: S   SCREEN: ODPR  USERID: JSTT           06/12/01   08:31:57 AM
                ON DEMAND PURCHASE ORDER PRINT SCREEN

A. DISPLAY THE PURCHASE ORDER DOCUMENT YOU NEED TO PRINT
  1. ENTER 'S' (SCAN) OR 'G' (GET) IN ACTION FIELD.
  2. ENTER VENDOR NUMBER, TRANS CODE AND PO NUMBER BELOW AND
     PRESS THE ENTER KEY.
     VENDOR NUMBER:           TRANS CODE:   PO NUMBER:
     VENDOR NAME:
     ORG NAME:
  3. VERIFY THAT THE PO NUMBER IS CORRECT AND THAT THE PRE-PRINTED
     PURCHASE ORDER FORM IS LOADED INTO THE PRINTER.

B. TO PRINT A PURCHASE ORDER
  1. ENTER 'C' (CHANGE) IN ACTION FIELD.
  2. THE PO WILL PRINT AT ASSIGNED PRINTER:           LOCATED AT
     . TO USE A DIFFERENT PRINTER
     ENTER NEW PRINTER ID:
  3. TYPE 'OK':           AND PRESS THE ENTER KEY TO PRINT.
     MESSAGE "PO PRINTED" SHOULD APPEAR TO INDICATE THAT THE PURCHASE
     ORDER WAS PRINTED. TO REPORT PRINTING PROBLEMS OR TO HAVE THE
     ASSIGNED PRINTER CHANGED, PLEASE CONTACT THE IFS HOTLINE.
```

The following data is required to retrieve a purchase order for printing.

- Vendor Number
- Transaction Code
- Purchase Order Number

Once the Purchase Order is displayed on the screen, the system will infer the following fields:

- Vendor Name
- Organization Name
- The Assigned Printer ID where the Purchase Order will print
- The location of the assigned printer

**ON DEMAND PURCHASE ORDER PRINTING (ODPR), continued**

To display the Purchase Order to be printed, enter the following fields:

- Action                                    Enter an **S** (Scan) or **G** (Get)
- Vendor Number                        Enter the six character vendor code used on the document to be printed.
- Transaction Code                    Enter the two character code for the document (PD, PC, etc.)
- PO Number                              Enter the Purchase Order number to be printed.

```

ACTION: S   SCREEN: ODPR USERID: JSTT           06/12/01   09:34:18 AM
                ON DEMAND PURCHASE ORDER PRINT SCREEN

A. DISPLAY THE PURCHASE ORDER DOCUMENT YOU NEED TO PRINT
1. ENTER 'S' (SCAN) OR 'G' (GET) IN ACTION FIELD.
2. ENTER VENDOR NUMBER, TRANS CODE AND PO NUMBER BELOW AND
   PRESS THE ENTER KEY.
   VENDOR NUMBER: 111346           TRANS CODE: PD PO NUMBER: BPOG0000010
   VENDOR NAME:
   ORG NAME:
3. VERIFY THAT THE PO NUMBER IS CORRECT AND THAT THE PRE-PRINTED
   PURCHASE ORDER FORM IS LOADED INTO THE PRINTER.

B. TO PRINT A PURCHASE ORDER
1. ENTER 'C' (CHANGE) IN ACTION FIELD.
2. THE PO WILL PRINT AT ASSIGNED PRINTER:           LOCATED AT
   . TO USE A DIFFERENT PRINTER
   ENTER NEW PRINTER ID:
3. TYPE 'OK':           AND PRESS THE ENTER KEY TO PRINT.
   MESSAGE "PO PRINTED" SHOULD APPEAR TO INDICATE THAT THE PURCHASE
   ORDER WAS PRINTED. TO REPORT PRINTING PROBLEMS OR TO HAVE THE
   ASSIGNED PRINTER CHANGED, PLEASE CONTACT THE IFS HOTLINE.
    
```

- Press **Enter/right Ctrl** to display the document.

**ON DEMAND PURCHASE ORDER PRINTING (ODPR), continued**

The On-Demand Purchase Order Print screen displays with Vendor Name, Organization Name, assigned printer number and the where the printer is located.

ACTION: R SCREEN: ODPR USERID: JSTT 06/12/01 09:49:29 AM  
ON DEMAND PURCHASE ORDER PRINT SCREEN

- A. DISPLAY THE PURCHASE ORDER DOCUMENT YOU NEED TO PRINT
1. ENTER 'S' (SCAN) OR 'G' (GET) IN ACTION FIELD.
  2. ENTER VENDOR NUMBER, TRANS CODE AND PO NUMBER BELOW AND PRESS THE ENTER KEY.  
VENDOR NUMBER: 111346 TRANS CODE: PD PO NUMBER: BPOG0000010  
VENDOR NAME: **MACMILLAN MCGRAW-HILL**  
ORG NAME: **WONDERFUL LOCATION**
  3. VERIFY THAT THE PO NUMBER IS CORRECT AND THAT THE PRE-PRINTED PURCHASE ORDER FORM IS LOADED INTO THE PRINTER.
- B. TO PRINT A PURCHASE ORDER
1. ENTER 'C' (CHANGE) IN ACTION FIELD.
  2. THE PO WILL PRINT AT ASSIGNED PRINTER: **N9R99** LOCATED AT **WONDERFUL LOCATION** . TO USE A DIFFERENT PRINTER ENTER NEW PRINTER ID:
  3. TYPE 'OK': AND PRESS THE ENTER KEY TO PRINT.  
MESSAGE "PO PRINTED" SHOULD APPEAR TO INDICATE THAT THE PURCHASE ORDER WAS PRINTED. TO REPORT PRINTING PROBLEMS OR TO HAVE THE ASSIGNED PRINTER CHANGED, PLEASE CONTACT THE IFS HOTLINE.

Before printing, verify that the document displayed on the screen is correct.

**ON DEMAND PURCHASE ORDER PRINTING (ODPR), continued**

To print the document, enter the following fields:

- Action Enter **C** in the ACTION field.
- Enter new printer ID **Optional:** If printing to a printer other than displayed in the Assigned Printer field, enter the printer ID in this field.
- Type 'OK' Enter **OK** in the field if correct document to be printed is displayed.
- **Press Enter/right Ctrl to print.**

```
ACTION: C SCREEN: ODPR USERID: JSTT 06/12/01 09:49:29 AM
ON DEMAND PURCHASE ORDER PRINT SCREEN
```

A. DISPLAY THE PURCHASE ORDER DOCUMENT YOU NEED TO PRINT

1. ENTER 'S' (SCAN) OR 'G' (GET) IN ACTION FIELD.
2. ENTER VENDOR NUMBER, TRANS CODE AND PO NUMBER BELOW AND PRESS THE ENTER KEY.  
VENDOR NUMBER: 111346 TRANS CODE: PD PO NUMBER: BPOG0000010  
VENDOR NAME: MACMILLAN MCGRAW-HILL  
ORG NAME: WONDERFUL LOCATION
3. VERIFY THAT THE PO NUMBER IS CORRECT AND THAT THE PRE-PRINTED PURCHASE ORDER FORM IS LOADED INTO THE PRINTER.

B. TO PRINT A PURCHASE ORDER

1. ENTER 'C' (CHANGE) IN ACTION FIELD.
2. THE PO WILL PRINT AT ASSIGNED PRINTER: N9R99 LOCATED AT WONDERFUL LOCATION . TO USE A DIFFERENT PRINTER  
**ENTER NEW PRINTER ID:**
3. TYPE 'OK': **OK** AND PRESS THE ENTER KEY TO PRINT.  
MESSAGE "PO PRINTED" SHOULD APPEAR TO INDICATE THAT THE PURCHASE ORDER WAS PRINTED. TO REPORT PRINTING PROBLEMS OR TO HAVE THE ASSIGNED PRINTER CHANGED, PLEASE CONTACT THE IFS HOTLINE.

