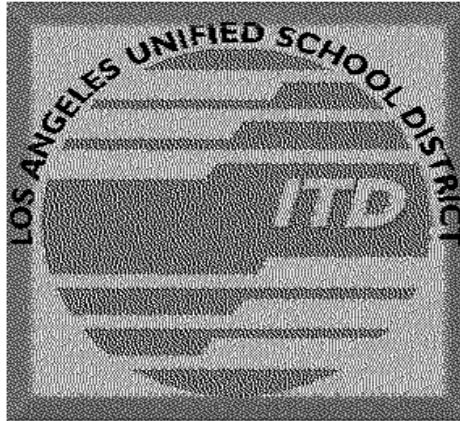


LOS ANGELES UNIFIED SCHOOL DISTRICT



INFORMATION TECHNOLOGY DIVISION

INTEGRATED FINANCIAL SYSTEM
MT/EZ DOC

REQUISITION (RX)
USER GUIDE

NOVEMBER 2003

LOS ANGELES UNIFIED SCHOOL DISTRICT

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Foreword

The Integrated Financial System MTI/EZ Doc Requisition (RX) User Guide provides users with instruction on how to locate required data when ordering non-instructional items or contract services from outside vendors, and how to create, change, delete, modify, cancel and track Requisition (RX) 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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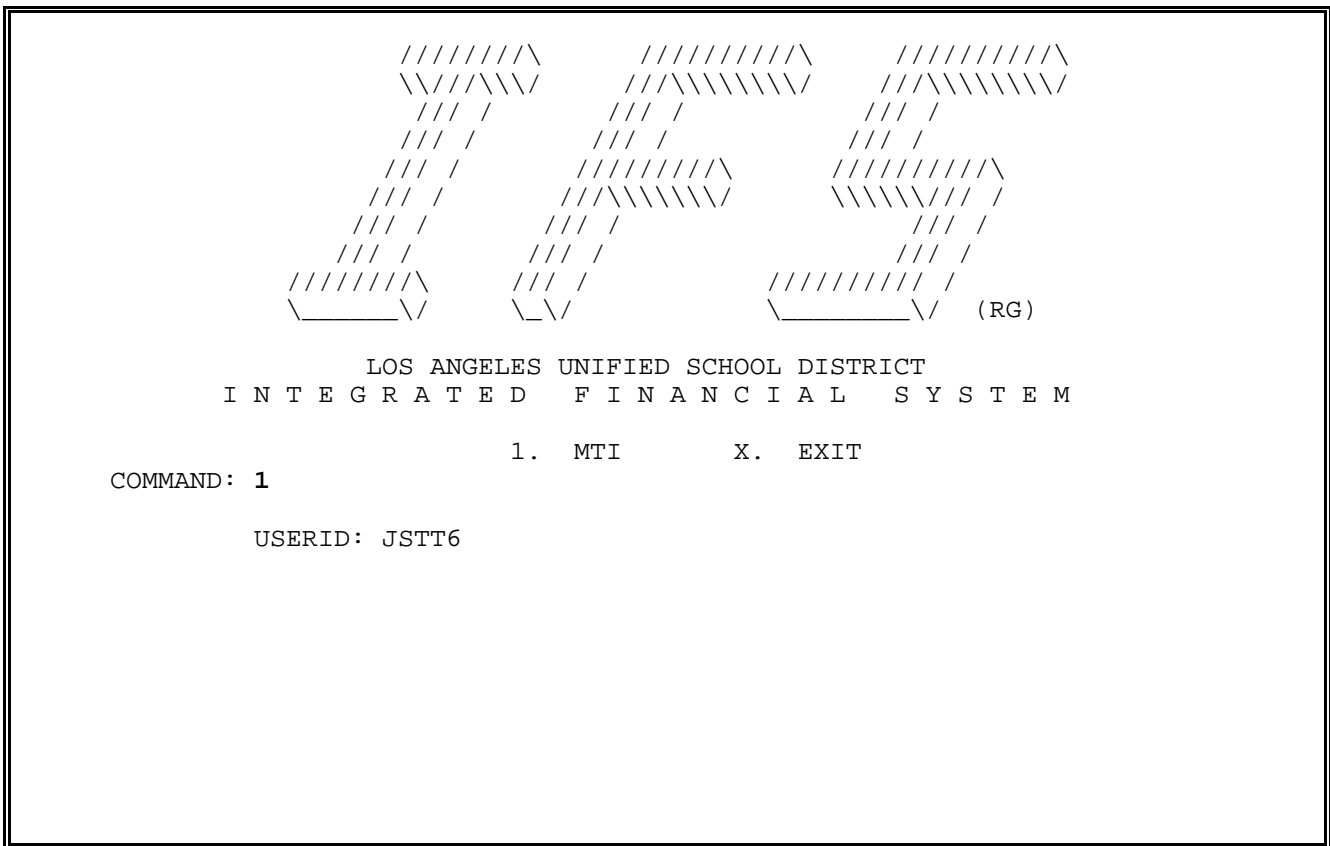
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REQUISITION (RX) ON-LINE ORDER GUIDE

A Requisition (RX) is a request to purchase non-instructional goods or contract services from an outside vendor. Items that are not within the guidelines for ordering from an outside vendor using the Decentralized Purchase Order (PD) transaction, are created as a Requisition (RX). The assigned Buyer in the Procurement Branch creates a Centralized Purchase Order (PC) which references the Requisition, or a Price Agreement (PG). A Requisition does not require a vendor code; however, the user may request to purchase from a preferred vendor.

CREATE A REQUISITION

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



REQUISITION (RX) 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                10/14/99   04:32:22 PM

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

DATE: 08 / 02 / 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. - 7:00 P.M.
SATURDAY AND HOLIDAYS, ON WRITTEN REQUEST.
```

Requisitions 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**.

REQUISITION (RX) ON-LINE ORDER GUIDE, continued

The Document Suspense (SUSF) screen appears.

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

```
ACTION: S  SCREEN: SUSF  USERID: JSTT  10/14/99  03:31:58 PM
FUNCTION:          SECID:

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

S          BATCH          DOCUMENT
E -----
L TRAN AREA NUMBER TRAN AREA  NUMBER  STAT  APPRV  LAST  LAST  PROCESS
  -----  -----  -----  -----  -----  -----  -----  -----
  DATE    USER  (YYMMDD)
```

REQUISITION (RX) ON-LINE ORDER GUIDE, continued

- From the SUSF screen, enter the data in the following fields:

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

- TAB to SEL line and complete the Document ID Field:

TRAN: **RX**
AREA: **Three-Character Code of the site creating the transaction.**
NUMBER: **Four-digit Orgn Code, a hyphen, and the # symbol**
 (or the formula used at your location).

- Press **Enter/right Ctrl.**

```
ACTION: S SCREEN: SUSF USERID: JSTT 10/14/99 04:38:25 PM
FUNCTION: NEW 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 USER (YYMMDD)
-----
          RX   WDF  9999-#
```


REQUISITION (RX) ON-LINE ORDER GUIDE, continued

ACTION	Optional. Blank defaults to E. Valid entries are: E New Entry M Modifies an accepted document (allows user to add lines, change the quantities of existing lines, or cancel a line by decreasing the line to zero) X Cancels an accepted document (only if document has not been referenced by a PC [Centralized Purchase Order]).
TRACK CO	On a modification document, TRACK CO must be either Y or N. Most modifications require Track CO to be set at Y.
DEL DATE	<i>Required.</i> Enter a future date (Monday-Friday, in MM DD YY format) delivery is anticipated.
VENDOR CODE	Optional. If the user wishes to identify a preferred vendor, enter the vendor code; otherwise, leave this field blank. The vendor code may be located by viewing the vendor screens (VENM/VNM2/VNAM/VEND).
RESP AREA/ORG	<i>Required.</i> Enter the Area and ORG codes of the site requesting the order. The codes must be valid in the AREA and ORGN Tables.
SHIP/BILL	Three-character AREA code. <i>Required.</i> SHIP field identifies the receiving location (where the items are to be delivered). <i>Required.</i> BILL field identifies the billing location (where the vendor invoice is to be sent). Invoices are to be sent to Accounts Payable directly. Locations are to enter A/P in the BILL field, for Accounts Payable.
TYPE	Optional. The special instruction code must be entered in the COMMENTS field. This information will print on the purchase order which is sent to the vendor. This is a user defined field. In addition to the S , any one-character alpha-numeric value may be used to define various types of purchase orders, e.g., contract, sub-contract, work order, service order, low value.
DEL BLDG/ROOM	<i>Required.</i> Enter the building and room where the order is to be delivered.

REQUISITION (RX) ON-LINE ORDER GUIDE, continued

TAX	Defaults to ST1 which represents the current tax rate. If ordering non-taxable items, enter ST0 on the LN TAX CODE field on the commodity screen.
COMMENTS	Optional. Enter any notation you want associated with this order.
RESP PERSON	Optional. Enter the name of the person to whom questions regarding the order should be addressed.
CONTACT/PHONE	Optional. Enter the name and telephone number of the individual representing the vendor. Otherwise, defaults to the vendor contact/ phone listed on VEND.
REQ BY	<i>Required.</i> Enter the name of the person requesting the purchase.
BS ACCT	Optional. Enter the balance sheet account number when using the consumption method for purchasing inventory items, e.g., when the CONSUMPTION INDICATOR on WHSE = Y.
LINK	Defaults to Y (Yes). Establishes linking between accounting and commodity lines for this document only.
PHONE	<i>Required.</i> Enter the telephone number of the person requesting the purchase.
WHSE	Optional. If ordering items for a warehouse, enter the warehouse code where goods on this order will be shipped. Must be a valid entry on the Warehouse Management Table (WHSE).
PO DISC CODE	Optional. If a discount pertains to the whole requisition, enter the discount type code. Must be a valid code on the Discount Type Table (DISC).
FREIGHT IND	Optional. If there are freight charges for this order, enter a C in this field. Enter the actual dollar amount on the first detail line (001) in the Freight Amt field.
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 (e.g., 01, 02). Up to four accounting lines can be entered on one document. This number will be referenced from the detail item lines of this transaction.

REQUISITION (RX) ON-LINE ORDER GUIDE, continued

- **FUND** *Required.* 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).
- **AREA** *Required.* Enter the three-character area 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 site purchasing the item.
- SUB** *Required* only if the SUB ORG SP options is Y, 1, or 2 on ORGN; otherwise, this field is optional. You must enter an Organization before you can enter a sub-Orgn.
- **PROG** *Required.* Enter the four-digit or alphanumeric 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 items ordered. The object code must be valid on the Object Table (OBJT).
- SUB** *Required* if the expense budget line for this expenditure has an entry of Y in the sub field; otherwise, optional.
- **JOB/PROJ** *Required* only if the ORGN or PROG table specifies that a Job Number/Project Number is required for this expense budget line.
- **TOTAL** Protected. If the LINK option has been turned on (set to Y), the total will be computed automatically by the system. If the LINK option is turned off (set to N) and the user enters a value in this field to be charged to this accounting distribution, the value must equal the sum of the commodity lines.

REQUISITION (RX) ON-LINE ORDER GUIDE, continued

Below is a completed Requisition Input Form (Header) screen.

```
FUNCTION:          DOCID: RX   WDF  9999-002425   10/15/99 10:11:59 AM
STATUS:           BATID:          ORG:
                REQUISITION INPUT FORM
DATE:            ACCT PRD:        BFY:   ACT:   TRACK CO:   DEL DATE: 10 29 99
VENDOR CODE:    RESP AREA/ORG: WDF 9999
NAME:           SHIP/BILL TO: WDF A/P   TYPE:
ADDRESS:        DEL BLDG/ROOM: MAIN OFFC TAX:
                COMMENTS:
                RESP PERSON:
CONTACT:        REQ BY: PRINCIPAL
PHONE:          BS ACCT:         LINK:   PHONE: 866-633-8110   WHSE:
PO DISC CD:    FREIGHT IND:      FREIGHT TOTAL:          FRT I/D:
```


LN	FUND	AREA	ORG/SUB	PROG	OBJ/SUB	JOB/PROJ	TOTAL	I/D
01	001	WDF	9999	4170	6490			

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

REQUISITION (RX) ON-LINE ORDER GUIDE, continued

DETAIL LINE INPUT SCREEN

This displays a blank DETAIL LINE screen.

DETAIL LINE INPUT SCREEN - The purpose of the Commodity Detail Line Input Screen is to identify the items ordered, the quantity, and the budget line (REF ACCT LN) to be charged.

```

FUNCTION:                DOCID: RX   WDF  9999-002425      10/15/99 10:16:26 AM
STATUS:                  BATID:                ORG:          000-000 OF 000
01-  LINE NUMBER:       COMMODITY CODE:
    REF ACCT LN:
    QUANTITY:           I/D:
    UNIT COST:          I/D:      LINE AMT:
    PO DISC CD:                DISC AMT:                I/D:
    LN TAX CODE:                TAX AMT:
                                FREIGHT AMT:                I/D:
                                -----
                                TOTAL COST:

DESCRIPTION:
MANUFACTURERS NAME:
MANUFACTURERS NUMBER:
    
```

Enter the required data as follows.

LINE NUMBER *Required.* Each screen allows entry for one commodity line. A three-digit number identifies each commodity line screen starting with number 001. Enter a different three-digit number in sequential order for each commodity line screen, e.g., the first screen is 001, the second screen is 002, etc.

COMMODITY CODE *Required.* Enter the ten-digit commodity code that identifies the goods or services requested. Locate the commodity codes necessary to order commodities or services by viewing the appropriate commodity screens (CMDE/COMT/COMM/COCL/CSCC).

REQUISITION (RX) ON-LINE ORDER GUIDE, continued**DETAIL LINE INPUT SCREEN, continued**

REF ACCT LN	<i>Required</i> only when charging to an accounting line other than line 01.
TEXT	Optional. Enter Y in the text field only if text is to be entered on the Requisition Text Table (RXTX).
QUANTITY	<i>Required</i> . Enter the quantity of goods requested, or the dollar amount of the contract service request.
UNIT	<i>Required</i> . The unit of measure of the commodity being ordered. Maximum of 4 characters, e.g., EA, EACH.
UNIT COST	<i>Required</i> . The unit price quoted from the vendor or an estimated cost of the item.
LINE AMT/TAX AMT	Protected. Values for these fields are calculated by the system after editing the document.
PO DISC CODE	Optional. If a discount is to be applied for a specific commodity line, enter the discount type code. Must be a valid code on the Discount Type Table (DISC).
DISC AMT	Optional. If the commodity line discount is a flat dollar amount, enter the specific discount dollar amount in this field.
LN TAX CODE	Optional. System calculates tax amount based on the tax code associated with a commodity code (ST1 or ST0). If the commodity code represents a non-taxable item, system infers ST0 in this field and does not calculate taxes for this specific commodity. If the commodity code represents a taxable item, the system infers ST1 in this field and calculates the tax for this specific commodity based on the current tax rate.
FREIGHT AMT	Optional. Enter freight to be charged against the whole order in this field on the first commodity line (001).
TOTAL COST	Optional. System calculates total cost by extending unit price times requested quantity, subtracts specified discount (if any) and adds tax, if taxable item.

REQUISITION (RX) ON-LINE ORDER GUIDE, continued

DETAIL LINE INPUT SCREEN, continued

- DESCRIPTION** Optional. System defaults commodity description based on commodity code entered on this commodity line; otherwise user may customize description.
- MANUFACTURERS NAME** Optional. Enter the manufacturer's product name for the items ordered.
- MANUFACTURERS NUMBER** Optional. Enter the manufacturer's product or catalog number for the items ordered.

REQUISITION (RX) ON-LINE ORDER GUIDE, continued

DETAIL LINE INPUT SCREEN, continued

Below is a completed Detail Line Input screen.

FUNCTION:	DOCID: RX	WDF	9999-002425	10/15/99	10:16:26 AM
STATUS:	BATID:	ORG:	000-000 OF 000		
01-	LINE NUMBER: 001	COMMODITY CODE: 8406000000			
	REF ACCT LN:		TEXT:		
	QUANTITY: 5	I/D:	UNIT: EA		
	UNIT COST: 325.00	I/D:	LINE AMT:		
	PO DISC CD:		DISC AMT:	I/D:	
	LN TAX CODE:		TAX AMT:		
			FREIGHT AMT:	I/D:	

			TOTAL COST:		
DESCRIPTION: TELEVISION, SONY, COLOR, 24"					
MANUFACTURERS NAME:					
MANUFACTURERS NUMBER:					

When the required DETAIL LINE data is completed and additional detail lines are needed, press **Enter/right Ctrl** to display a new blank commodity detail line screen.

When the new screen is displayed, notice that the line indicator field at the top right of document has changed to display line 000-000 of 001. This indicates that the user has entered line 001 and should now enter line 002.

REQUISITION (RX) ON-LINE ORDER GUIDE, continued

DETAIL LINE INPUT SCREEN, continued

CREATING TEXT

The Commodity Description field allows users to enter an item/order description of up to 60 characters. If more space is needed, the user may enter text on the Requisition Text Table (RXTX). Text may be entered for the entire order or for specific commodity lines. Text will print on the hard copy purchase order.

To create text in the Requisition Text Table, follow the procedure below.

- On the completed Commodity Detail Line screen, enter the data in the following fields:

Function: **TEXT** or **TX**
 Text: **Y**

```

FUNCTION: TEXT          DOCID: RX   WDF  9999-002425   10/15/99 10:16:26 AM
STATUS:                BATID:                ORG:        000-000 OF 000
01-  LINE NUMBER: 001  COMMODITY CODE: 8406000000
      REF ACCT LN:
          QUANTITY: 5          I/D:
          UNIT COST: 325.00    I/D:      LINE AMT:
      PO DISC CD:
      LN TAX CODE:
                                TAX AMT:
                                FREIGHT AMT:
                                -----
                                TOTAL COST:

DESCRIPTION: TELEVISION, SONY, COLOR, 24"
MANUFACTURERS NAME:
MANUFACTURERS NUMBER:
      TEXT: Y
      UNIT: EA
      DISC AMT:
      I/D:
      I/D:
  
```

Press **Enter/right Ctrl**. This displays the Requisition Text Table.

REQUISITION (RX) ON-LINE ORDER GUIDE, continued

DETAIL LINE INPUT SCREEN, continued

- Enter the required fields:

Action: **A**

Comm Line: Enter **000** if the text applies to the whole document; otherwise, enter the specific commodity line number associated with the text. The cursor automatically advances to the first text line (01).

Type the text on the first text line (01). Use the TAB key to go to the next text line and continue typing the text. Do not type in the Text Line field. Use the space bar, **not the arrow keys**, to space between words. Using the arrow keys for spacing will result in text running together.

```
ACTION: A SCREEN: RXTX USERID: JSTT 10/15/99 10:39:26 AM
H- REQUISITION TEXT TABLE
KEY IS RX ID, COMM LINE NUMBER, TEXT LINE NUMBER

RX ID: RX 9999-002425 COMM LINE NUMBER: 000

TEXT TEXT
----- LINE
01- PRICE INCLUDES SHIPPING.
02- PLEASE DELIVER BY 5:00 P.M.
03-
04-
05-
06-
07-
08-
09-
10-
01-S570W LINE ADDED 01-*L008 END OF FILE
01-*L004 LINE NOT FOUND
```

When all the text has been entered or when all the text lines for this screen have been used, press **Enter/right Ctrl**.

REQUISITION (RX) ON-LINE ORDER GUIDE, continued

DETAIL LINE INPUT SCREEN, continued

The message, "All Lines Added" appears at the bottom of the screen. The cursor returns to the Action field. The system assigns consecutive odd numbers (e.g., 001, 003, 005, etc.) in the Text Line field for each text line used.

```

ACTION: A  SCREEN: RXTX  USERID: JSTT  10/15/99  10:44:23 AM
H-  REQUISITION TEXT TABLE
   KEY IS RX ID, COMM LINE NUMBER, TEXT LINE NUMBER

       RX ID: RX 9999-002425  COMM LINE NUMBER: 000

                                TEXT                                TEXT
                                -----                                LINE
01- PRICE INCLUDES SHIPPING.                                001
02- PLEASE DELIVER BY 5:00 P.M.                            003
03-
04-
05-
06-
07-
08-
09-
10-
02-*L030 ALL LINES ADDED
    
```

If more text lines are needed, press **PF3** to display a blank Requisition Text Table.

*If the additional text lines are a **continuation** of the prior screen:*

Enter **A** in the Action field, verify the Comm Line number, TAB to the first text line (01), and type the text. On the first Text Line field, enter **021** (or the next odd number following the last system-assigned Text Line field number for this Comm Line). This indicates to the system that the text on this screen is a continuation of the previous screen's text. The system will assign the subsequent Text Line field numbers on this screen.

*If additional text lines are for a **different** Comm Line:*

Enter **A** in the Action field, enter the specific Comm Line number in the Comm Line field, and type text in the first text line. Follow the instructions above for creating text.

REQUISITION (RX) ON-LINE ORDER GUIDE, continued**DETAIL LINE SCREEN, continued****To return to the commodity Detail Line screen:**

- Enter **E** in the Action field and press **Enter/right Ctrl**. The transaction displays a HELD status.

After all the detail lines and text information (if necessary) are completed, the document must be edited.

TO EDIT THE DOCUMENT

Enter **Q** in the Function field and press **Enter/right Ctrl**.
- OR -
Press **PF2**.
Message: "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 ACCEPT TRANSACTION WITHIN THE DOCUMENT

Type **W** in the Function field and press **Enter/right Ctrl**.
- OR -
Press **PF1**.

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

The following pages give instructions on inserting and deleting detail lines and additional features that include how to pause out of a transaction, create a new document of the same or different type (SR/OC/PD/RX) from within a document, copy another document and copy detail lines, save, discard, get, free and delete/undelete a document.

INSERT DETAIL LINES

To insert additional detail lines:

- Retrieve transaction.
- Display the detail line that the new line should follow.
- Enter IL in the Function field, place the cursor outside of the first two lines of the Command area.

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

- Press **Enter/right Ctrl**.
- A blank detail line screen will be displayed.
- Notice that the line number on the action line will be 000.
- Enter the data for the new detail line screen. To enter another new line, press **Enter/right Ctrl**.
- All detail lines on the screen must contain data to continue to enter new lines.
- 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 will display with a message indicating that no errors were detected.
- To end 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 DETAIL LINES

To delete a line from a document:

- Retrieve transaction.
- Enter DL in the Function field on the detail line to be deleted.
- Tab to the line number (or anywhere outside of the first two lines of the Command area).
- Press **Enter/right Ctrl**.
- The selected detail line is now deleted.
- Type Q in the Function field, and press **Enter/right Ctrl** (or **PF2**) to edit the document.

DELETE DETAIL LINES, continued

- If the document has no errors, the header screen will display with a message indicating that no errors were detected.
- To end 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.

PAUSE OUT OF A DOCUMENT

When a Pause function command is entered, the system suspends data entry and allows access to MTI while keeping your place in the document. Below is an example of how to pause out of a document to view the Vendor (VEND) table.

- P in the Function Field (space) four-letter code for table (VEND) will take you directly to table. Press **Enter/right Ctrl**.
- E to Exit in the action field, press **Enter/right Ctrl** will take you back to the document.

NOTE: May access as many as nine tables or more.

CREATE A NEW DOCUMENT OF THE SAME TYPE FROM WITHIN A DOCUMENT

To create a second document 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**).
- Displays a blank header 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 end out of the document, enter E in the Function field, press **Enter/right Ctrl** (or **PF4**).
- This will take you back to the SUSF screen.
- Notice that all newly created documents are placed in sequential order on SUSF.

CREATE A NEW DOCUMENT OF A DIFFERENT TYPE FROM WITHIN A DOCUMENT

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

- Type NEW in the Function field, type the new Document ID in the DOCID field.
- Enter the appropriate document numbering sequence for the new transaction.
- Press **Enter/right Ctrl**.
- Displays a blank header screen. Begin entering the header data.
- Proceed as before with the completion of the document. This process may be repeated as many times as necessary.

**CREATE A NEW DOCUMENT OF A DIFFERENT TYPE FROM WITHIN A DOCUMENT,
continued**

- To end out of the document, enter E in the Function field, press **Enter/right Ctrl** (or **PF4**).
- This will take you back to the SUSF screen.
- Notice that all newly created documents are placed in sequential order on 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, COPY in the Function field, the Document ID of the new document on the Selection Line, and X in the SEL field on the line of the document you want to copy. Press **Enter/right Ctrl**.
- Displays the header screen of the new document that 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 will display with a message indicating that no errors were detected.
- To end 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# (e.g., 001, 002) 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 will display with a message indicating that no errors were detected.

COPY DETAIL LINES, continued

- To end 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.

SAVE/DISCARD A DOCUMENT

Any attempt to exit a transaction screen while a new document is displayed, will prompt the user with a message: "must save/discard document."

SAVE:

- In the Function field type SAVE (or US) press **Enter/right Ctrl** (or **PF5**).
- Message: "Document held."
- Or press PF12 to HOLD.
- Message "Document held."
- To end 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), press **Enter/right Ctrl** (or **PF16, on PC computers press SHIFT + F4**).
- Message: "Document discarded."
- To end 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 the document has been previously saved on SUSF, then it must be accessed and deleted to remove it from SUSF.

GET DOCUMENT

To retrieve a specific document from the Input screen while last document is still displayed:

- On the document header type, G or GET in the Function field.
- Tab to the Document ID field and type Transaction code/Area/Doc number to be retrieved.
- Press **Enter/right Ctrl**.
- Document appears.
- To end 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 DOCUMENTS

The user may delete one document at a time, or select multiple documents with the DELETE function.

SUSF screen:

To delete a document in SUSF, enter **S** in the Action field, **DELETE** (or **D**) in the Function field and **X** in the Sel field for the appropriate document(s). Press **Enter/right Ctrl**.

- A message will display indicating that the document(s) have been marked for deletion and the status will change to DELET. The document(s) will delete during the nightly process.

To undelete a document in SUSF, enter **S** in the Action field, **UNDELETE** (or **UD**) in the Function field and **X** in the SEL field on the line for appropriate documents. Press **Enter/right Ctrl**.

- A message will display indicating that the documents were undeleted. Notice that the status was changed from DELET to HELD.

The same functions may be used when deleting from *within* the document.

INPUT screen:

To delete the current document on the Input screen, enter **DELETE** (or **D**) in the Function field and press **Enter/right Ctrl**.

- A message will display indicating that the document has been marked for deletion and the status will change to DELET. The document will delete during the nightly process.
- To end 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** (or **UD**) in the Function field and press **Enter/right Ctrl**.

- A message will display indicating that the document was undeleted. Notice that the status was changed from DELET to HELD.
- To end out of the document, enter **E** in the Function field and press **Enter/right Ctrl** (or **PF4**).

FREE DOCUMENT

If a user is disconnected while accessing a document, it could be listed as "in use," 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:

- Type S in the Action Field.
- Type FREE in the Function field.
- X in the SEL field of the document to be freed, press ***Enter/right Ctrl.***
Message: "Batch/document freed."

MULTIPLE BATCH PROCEDURE, continued

- To continue adding new document numbers to this batch, press **Enter/right Ctrl** again. The Header Input Form displays with a new document number.
- Continue this process until *all* transaction headers and detail lines are completed.
- After completing 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 actual Batch count field and calculates the actual batch dollar amount. The messages “NUMBER OF DOCUMENTS MUST EQUAL ACTUAL BATCH COUNT” and “NET AMOUNT MUST EQUAL ACTUAL BATCH AMOUNT” will display.

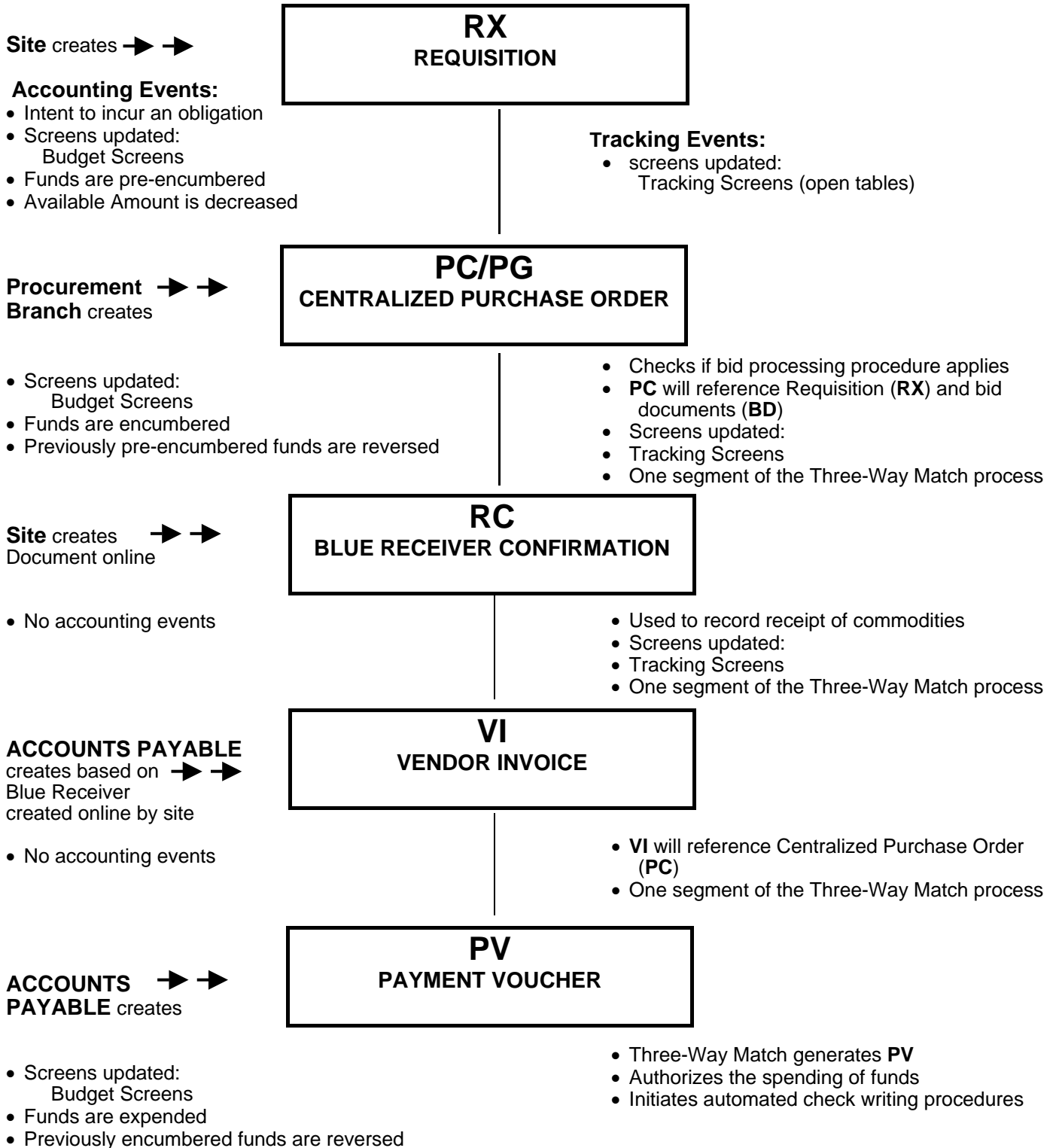
TAB to the beginning of the NUMBER OF DOCUMENTS field. Type the amount that appears in the ACTUAL BATCH COUNT.

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

- To schedule all transactions in this batch for off-line processing, type **SB** in the Function field and press **Enter/right Ctrl**. Messages appear at the bottom of the screen: “BATCH/DOCUMENT SAVED; BATCH SCHEDULED FOR OFFLINE”.
- Edit batch again by typing **EB** in the Function field and press **Enter/right Ctrl**.
- The Header Input Screen appears and the transaction is ready to be verified.
- Verify the document by typing **V** or **VERIFY** in the Function field and press **Enter/right Ctrl**.
- If there are errors on the document and the batch ticket is accepted, the document is then treated as a document instead of a batch. In this case, edit each document using document codes (e.g. ED for Edit Doc, or SD for Schedule Doc).
- 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 is attempted during the day, it will lock up IFS for all users.

REQUISITION (RX) TRANSACTION - FLOWCHART

This chart displays the flow of activity from the initial creation of the RX transaction through the payment to the vendor.



DISTRIBUTION OF PURCHASE ORDER

Once an RX transaction is accepted in the system, the assigned buyer in Procurement Branch (for offices) or the Local District Procurement Services Coordinator (for schools) will review the transaction and create a Centralized Purchase Order (PC), Price Agreement (PG), or send the transaction to bid.

Procurement Buyer or Local District Procurement Services Coordinator distributes the hard copy Purchase Order (PC/PG) as follows:

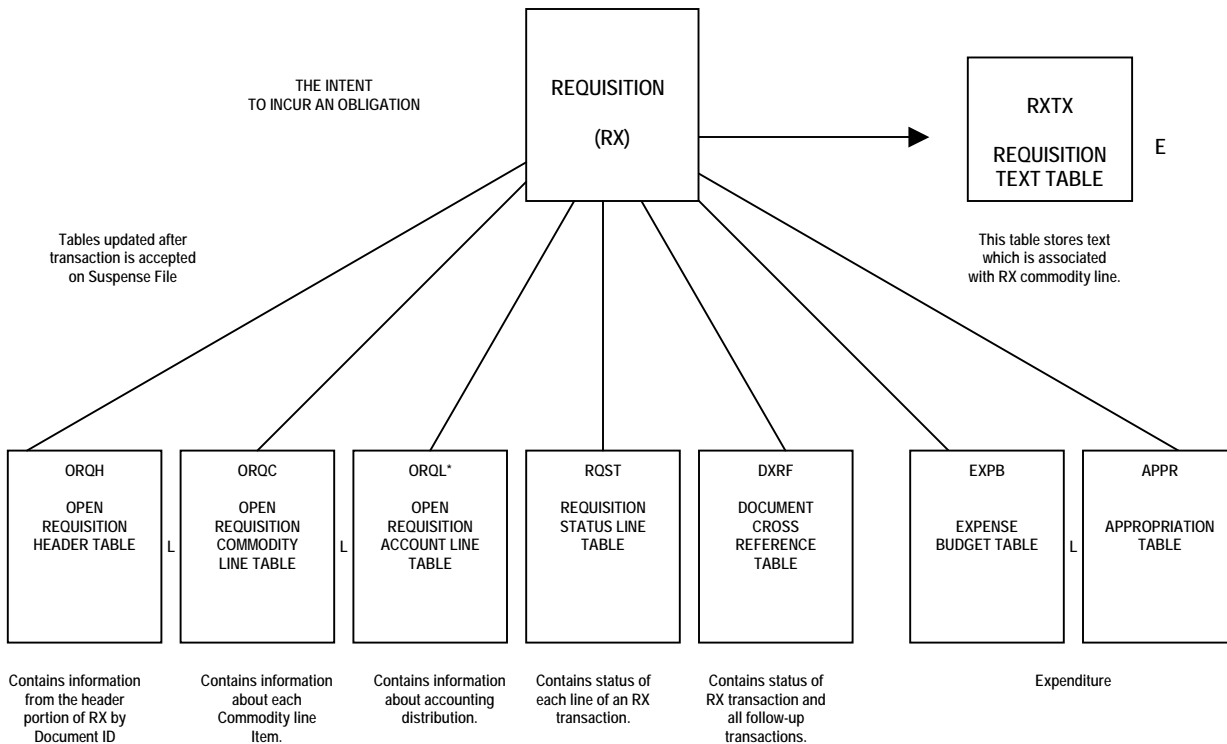
- White Vendor, along with any attachments.
- Yellow Accounts Payable.
- Blue Area code that is in the SHIP field on the RX input screen (generally this will be the school or office).
- Goldenrod Organization code that is in the RESP ORGN field on the RX input screen (generally, this will be the school or office).
- Pink Keeps on file.

Note: Receiver (RC) should be created by school or office online in IFS upon receipt and inspection of the items, or when services have been rendered. The receiver should reference the Centralized Purchase Order (PC) or the Price Agreement (PG) document number; a receiver should *never* reference a Requisition (RX) document.

REQUISITION TABLES RELATIONSHIP CHART

Each accepted Requisition (RX) document is added to the following open tables. Accepted modifications change records on the tables. Users are able to view these tables for inquiries such as: responsible organization; warehouse used; the status of the transaction; and to whom, where, how, and when the order is to be delivered.

REQUISITION (RX)



L = LEAF Allows moving to a related table containing similar information.
 E = EXIT table.
 * Alternate view ORIA, OPEN REQUISITION INQUIRY BY AGENCY table.

REQUISITION TRACKING

After a document receives an accepted status, it is posted to the tracking screens (open tables) for long-term referencing. The following instructions will guide the user through the tracking screens for viewing an accepted Requisition transaction.

Access the tracking screens by entering **N** in the Action field and a specific **Tableid** code in the screen field. The tableid codes for a Requisition 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 ORQH screen, type **L** in the Action field and press **Enter/right Ctrl**, the ORQC screen appears). **L** for Leaf allows moving to a related table containing similar information without retyping information to display a record. ORQH, ORQC and ORQL are related tables.

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

- ORQH - Open Requisition Header Table.** Contains information from the header portion of the RX.
- ORQC - Open Requisition Commodity Line Table.** Contains information about each commodity line item.
- ORQL - Open Requisition Accounting Line Table.** Contains information about the budget line charged for all open and some recently closed requisitions.
- ORIA - Open Requisition Inquiry by Area Table.** Contains information on open requisitions by area and organization.
- RIBA - Requisition Inquiry by Area Table.** Contains information on requisitions by area and organization.
- RQST - Requisition Status Table.** Contains the status of each line of a requisition transaction and acts as a reference for previously entered transactions.

OPEN REQUISITION HEADER TABLE (ORQH)

This table contains information from the header portion of all open and some recently closed Requisitions (RX).

Entries are added to this table when RX transactions are accepted. Entries are changed when modifications are submitted for these transactions.

How to Access:

From a table:

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

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

Enter **RX** and the requisition number assigned when the requisition was entered into the IFS system.

```

ACTION: S  SCREEN: ORQH  USERID: JSTT  10/18/03  07:58:00 AM

OPEN REQUISITION HEADER TABLE
KEY IS TRANS CODE, REQUISITION NUMBER
01-          REQ NO: RX 9999-002425
          VENDOR:
          NAME:
          ADDRESS:

          CITY:          STATE:          ZIP:
          CONTACT:          PHONE:
RESPONSIBLE AREA:          ORGANIZATION:          NAME:
RESPONSIBLE PERSON:          NOTE PAD IND:
REQUESTED BY:          PHONE:
DELIVERY DATE REQD:          BUILDING/ROOM:
SHIP/BILL:          WAREHOUSE:          COMMENTS:
REQUISITION DATE:          TYPE:          OFFSET RESV ACCT:
BUDGET FY:          PO DISC CODE:          DISC AMT:
FREIGHT IND:          TOTAL QTY:          FRT TOT:
LINKING IND:          TAX CODE:          REQ AMT:
TOTAL COMM LINES:          CLOSED DATE:          CLOSED AMT:
FINAL COMM LINES:          LAST PRINT:          MOD NO:          MOD DATE:

```

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

OPEN REQUISITION HEADER, continued

ORQH is a system-maintained table.

ACTION: R		SCREEN: ORQH	USERID: JSTT	10/18/99	07:58:02 AM
OPEN REQUISITION HEADER TABLE					
KEY IS TRANS CODE, REQUISITION NUMBER					
01-	REQ NO:	RX 9999-002425			
	VENDOR:				
	NAME:				
	ADDRESS:				
	CITY:	STATE:	ZIP:		
	CONTACT:	PHONE:			
RESPONSIBLE AREA:	WDF	ORGANIZATION:	9999	NAME:	WONDERFUL SCHOOL
RESPONSIBLE PERSON:	PRINCIPAL	NOTE PAD IND:			
REQUESTED BY:	FIRST LAST NAME	PHONE:	866-633-8110		
DELIVERY DATE REQD:	991029	BUILDING/ROOM:	MAINOFFC		
SHIP/BILL:	WDF A/P WAREHOUSE:	COMMENTS:			
REQUISITION DATE:	991018	TYPE:	OFFSET RESV ACCT:	9983	
BUDGET FY:	00	PO DISC CODE:	DISC AMT:	0.00	
FREIGHT IND:		TOTAL QTY:	5.000	FRT TOT:	0.00
LINKING IND:	Y	TAX CODE:	ST1	REQ AMT:	1,759.06
TOTAL COMM LINES:	001	CLOSED DATE:		CLOSED AMT:	0.00
FINAL COMM LINES:	000	LAST PRINT:	MOD NO:	00	MOD DATE:

PERTINENT FIELD DESCRIPTIONS:

- VENDOR CODE/NAME ADDRESS/CONTACT/PHONE** The vendor code (if any) and descriptive information about the vendor is posted from the RX transaction.
- RESPONSIBLE AREA** The Area Code requesting the Requisition.
- ORGANIZATION** The Organization Code requesting the Requisition.
- NAME** The name of the site requesting the Requisition.
- RESPONSIBLE PERSON** The name of the person to whom questions regarding the RX should be addressed.

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

NOTE PAD IND	Indicates that text for a specific RX exists in the Note Pad Text Table (NOTE). An "X" indicates RX cancelled.
REQUESTED BY/PHONE	The name and phone number of the person requesting the goods or services.
DELIVERY DATE REQUIRED	The date by which the goods should be delivered to the requesting department.
DEL BLDG/RM	The location where the requested goods should be delivered.
SHIP/BILL	The three-digit Area Code. SHIP - the receiving location BILL - the location where the invoice is to be mailed
WAREHOUSE	The warehouse where the goods are to be delivered.
COMMENTS	The notes entered in the comments field on the Requisition transaction.
REQUISITION DATE	The RX date given on the RX transaction.
TYPE	A "1" in this user-defined field indicates this is an Emergency Requisition.
OFFSET RESV ACCT	The balance sheet account code used for reserves for pre-encumbrances.
BUDGET FY	Budget Fiscal Year the RX was accepted.
PO DISC CODE	The code that represents the purchasing discount percent as entered on the RX input screen.
DISC AMT	Calculated amount based on the discount code or a flat dollar amount.
FREIGHT IND	"C" displays in this field if there is a freight charge on the transaction; otherwise, blank.
TOTAL QTY	The total quantity of items requested on the RX.
FRT TOT	The total of all freight charges for the particular RX.

OPEN REQUISITION HEADER, continued

PERTINENT FIELD DESCRIPTIONS, continued

LINKING IND	The linking option specified or defaulted on the Requisition indicates a Y or N depending on whether the link between commodity and accounting lines is in effect or not, respectively.
TAX CODE	The code that determines the sales tax rate. ST1 charges sales tax at the current tax rate. ST0 is equivalent to 0% tax rate.
REQ AMOUNT	The current amount of this RX. Reflects all modifications made to the original amount.
TOTAL COMM LINES	The total number of commodity lines entered on the requisition input screen.
CLOSED DATE	The date when all lines associated with this RX were closed due to the creation of the Purchase Order.
CLOSED AMOUNT	The current amount closed against this RX by a purchase order.
FINAL COMM LINES	The number of commodity lines on this transaction that have been closed by a purchase order.
LAST PRINT DATE	The date that the RX appears on the EPS RXPR Printed Requisition Worksheet .
MOD NUMBER	The total number of modifications processed against the RX.
MOD DATE	The date of the most recent modification.

OPEN REQUISITION COMMODITY LINE TABLE (ORQC)

This table contains information about each commodity line for a given requisition. This information includes the commodity code, quantity, unit of measure, unit cost, extended cost, the quantity ordered, and the quantity actually received. A 60-character description line is also displayed.

How to Access:

From the ORQH table, type **L** in the Action field and press **Enter/right Ctrl**.

From a table:

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

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

Enter **RX**, the requisition number assigned to the requisition when entered in the IFS screen, and the commodity line number.

OPEN REQUISITION ACCOUNTING LINE TABLE (ORQL)

This table maintains accounting information on Open Requisitions and distinguishes the original requisition amount from the closed amount and the obligated amount as a result of the creation of the purchase order.

This table also includes the accounting distribution associated with the Requisition (RX).

How to Access:

From ORQC, type **L** in the Action field and press *Enter/right Ctrl*.

From a table:

ACTION field: Type **N** for Next or New.

SCREEN field: Type **ORQL** for Open Requisition Accounting Line Table.
Press *Enter/right Ctrl* to access the table.

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

Enter **RX**, the requisition number assigned to the requisition when entered into the IFS screen, and the line number.

OPEN REQUISITION ACCOUNTING LINE (ORQL), continued

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

ORQL is a system-maintained table.

ACTION: R		SCREEN: ORQL	USERID: JSTT	10/18/99	08:14:27 AM
OPEN REQ ACCT LINE TABLE					
KEY IS TRANS CODE, REQ NO, LINE NO					
TRANS CODE: RX		REQ NO: 9999-002425			
01-	LINE NUMBER: 01	FUND: 001 AREA: WDF		ORG/SUB-ORG: 9999	OBJ/SUB-OBJ: 6490
	PROGRAM: 4170	PROJ:	JOB NO.:	REPTG CATEG:	FUNC: 0010
	LINE AMT: 1,759.06	CLD AMT:	0.00	OBLG AMT:	0.00
	BS ACCOUNT:				
02-	LINE NUMBER:	FUND:		AREA:	ORG/SUB-ORG:
	PROGRAM:	PROJ:	JOB NO.:	REPTG CATEG:	FUNC:
	LINE AMT:	CLD AMT:	0.00	OBLG AMT:	
	BS ACCOUNT:				
02-*L009 HEADER CHANGE					

PERTINENT FIELD DESCRIPTIONS:

LINE NUMBER The number of the requisition accounting line from the input transaction, e.g., 01, 02, 03, etc. Up to two lines are displayed per screen.

The accounting line information includes:

**FUND/AREA/ORGANIZATION/PROGRAM/OBJECT/
RX LINE AMOUNT/CLOSED AMOUNT/OBLIGATED AMOUNT**

LINE AMOUNT The dollar amount of this accounting line (Unit Price times requested Quantity).

CLD AMT The total amount which has been cleared against the RX line as a result of a follow-up transaction.

OBLIGATED AMOUNT The total amount written against the RX as a result of a purchase order or a payment voucher.

OPEN REQUISITION INQUIRY BY AGENCY TABLE (ORIA)

This table maintains information on requisition lines by area and organization. Only open requisitions appear on this table.

How to Access:

From a table:

ACTION field: Type N for New or Next.
SCREEN field: Type ORIA for Open Requisition Inquiry by Area Table.
Press Enter/right Ctrl to access the table.

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

Enter the Area, Organization, Trans Code, Requisition Number, and Line Number.

Press Enter/right Ctrl to display the requested record.

ORIA is a system-maintained table.

Table with columns: REQ NO, LN NO, DATE, AMOUNT, COMMENTS. Includes header information: ACTION: R, SCREEN: ORIA, USERID: JSTT, 10/18/99 08:17:25 AM. Title: OPEN REQUISITION INQUIRY BY AGENCY. Key: IS AGENCY, ORGANIZATION, TRANS CODE, RQ NUMBER, LINE NUMBER. Agency: WDF, AGENCY NAME: WONDERFUL SCHOOL, ORG: 9999, ORG NAME: WONDERFUL SCHOOL. Data rows 01-09 with amounts ranging from 1,291.38 to 1,759.06.

OPEN REQUISITION INQUIRY BY AGENCY (ORIA), continued**PERTINENT FIELD DESCRIPTIONS:**

AGENCY	The three-digit Area Code from the RX transaction.
AGENCY NAME	The area name associated with the area code on the Area Table.
ORG	The four-digit Organization Code from the RX transaction.
ORG NAME	The Organization Name from the RX transaction.
REQ NO	The number of the RX transaction.
LN NO	The accounting line number from the input transaction.
DATE	The date the RX transaction was accepted.
AMOUNT	The total amount of the RX transaction.
COMMENTS	The notes entered on the comments field of the RX transaction.

REQUISITION INQUIRY BY AREA (RIBA)

This table maintains information on requisition lines by area and organization. All requisitions will appear.

How to Access:

From a table:

ACTION field: Type **N** for New or Next.
SCREEN field: Type **RIBA** for Requisition Inquiry by Area Table.
Press **Enter/right Ctrl** to access the table.

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

Enter the Area, Organization, Trans Code, Requisition Number, and Line Number.

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

RIBA is a system-maintained table.

```
ACTION: S  SCREEN: RIBA  USERID: JSTT  10/18/99  08:17:24 AM
                REQUISITION INQUIRY BY AREA
KEY IS AREA,  ORGANIZATION, TRANS CODE, RQ NUMBER, LINE NUMBER
AREA  :                AREA NAME  :
ORG   :                ORG NAME   :

      REQ NO      LN      DATE      AMOUNT      COMMENTS      CLOSED
      -----      -      -      -      -      -      -
01-
02-
03-
04-
05-
06-
07-
08-
09-
```

REQUISITION INQUIRY BY AREA (RIBA), continued**PERTINENT FIELD DESCRIPTIONS:**

AREA	The three-digit Area Code from the RX transaction.
AREA NAME	The area name associated with the area code on the Area Table.
ORG	The four-digit Organization Code from the RX transaction.
ORG NAME	The Organization Name from the RX transaction.
REQ NO	The number of the RX transaction.
LN NO	The accounting line number from the RX transaction.
DATE	The RX date given on the requisition input form.
AMOUNT	The total amount of this line from the RX transaction.
COMMENTS	The notes entered on the comments field of the RX transaction.
CLOSED DATE	The date when all lines associated with this requisition have been closed.

REQUISITION STATUS TABLE (RQST)

This table maintains the status of each commodity line of a requisition transaction and acts as a reference for checking previously entered transactions.

How to Access:

From a table:

ACTION field: Type **N** for Next or New.
SCREEN field: Type **RQST** for Requisition Status Table.
Press **Enter/right Ctrl** to access the table.

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

Enter **RX**, the requisition number assigned to the order when entered on the Requisition Input Form.

Press **Enter/right Ctrl** to display the requested record. The first line number will appear.

RQST is a system-maintained table.

```
ACTION: R  SCREEN: RQST  USERID: JSTT                10/18/99  08:22:45 AM
REQUISITION STATUS TABLE
KEY IS RQ ID, LINE NUMBER

RQ ID: RX 9999-002425      LINE NO: 001

      STATUS   DATE      COMMODITY
      -----   -----   -----
01-  ACC      10 18 99  8406000000
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
02-*L009  HEADER CHANGE
```

REQUISITION STATUS (RQST), continued

PERTINENT FIELD DESCRIPTIONS:

STATUS	Indicates the status of the RX.
ACC	Transaction has been accepted.
POW	A Purchase Order has been written against this commodity line.
MOD	Commodity line has been modified.
CAN	Commodity line has been canceled.
DATE	The date the transaction was accepted.
COMMODITY CODE	Identifying commodity code reference from the Line No.
DESCRIPTION	The system inserts the purchase order number on POW status.
VENDOR	The code of the vendor who will supply the item, as defined in the Vendor Table and written on the purchase order.

To advance to the next line, press ***Enter/right Ctrl.***

DOCUMENT CROSS REFERENCE INQUIRY (DXRF)

This table provides information about all transactions associated with the transaction entered on the header line. For each of the related documents, the reference ID, acceptance date, action and vendor code are shown.

How to Access:

From a table:

ACTION field: Type **N** for Next or New.
SCREEN field: Type **DXRF** for Document Cross Reference Inquiry.
 Press **Enter/right Ctrl** to access the table.

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

Enter **RX** and the requisition number assigned when the requisition was entered into IFS.

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

DXRF is a system-maintained table.

```

ACTION: S  SCREEN: DXRF  USERID: JSTT  10/18/99  08:28:17 AM
DOCUMENT CROSS REFERENCE INQUIRY
KEY IS DOCUMENT ID, REFERENCE DOC ID, ACCEPT DATE, ACT

DOCUMENT ID: RX 9999-002425  DOCUMENT TOTAL:

REFERENCE      ACCEPT      REFERENCED  CLOSED  REFERENCE DOC
DOCUMENT ID    DATE        ACT          AMOUNT  DATE      RELEASED AMT
=====
-----
VENDOR/PROV
-----
01-
02-
03-
04-
05-
    
```

DOCUMENT CROSS REFERENCE INQUIRY, continued

PERTINENT FIELD DESCRIPTIONS:

REFERENCE DOCUMENT ID	The transaction ID code and document number for each transaction processed against the transaction ID entered on the Header.
ACCEPT DATE	The date the transaction is accepted.
ACT	ACTION. Valid entries for most documents are: E for original Entry M for Modification X for Cancel
REFERENCED AMOUNT	The dollar amount for the transaction.
CLOSED DATE	The date the document was closed.
REFERENCE DOC RELEASED AMT	The dollar amount posted for each reference document.
VENDOR/PROV	The code of the vendor/provider who will supply the item, as defined in the Vendor Table.

REQUISITION TEXT TABLE (RXTX)

This table stores text which is associated with requisition commodity lines. Text contained in this table may be inferred from the transaction code and commodity line number.

How to Access:

From a table:

ACTION field: Type **N** for Next or New.
SCREEN field: Type **RXTX** for Requisition Text Table.
 Press **Enter/right Ctrl** to access table.

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

Enter **RX**, the requisition number assigned when the requisition was entered into the IFS screen, and the commodity line number.

Press **Enter/right Ctrl** to display the requested record. The first line number will appear.

RXTX is a user-maintained table.

```

ACTION: S  SCREEN: RXTX  USERID: JSTT  10/18/99  08:30:09 AM
H-  REQUISITION TEXT TABLE
    KEY IS RX ID, COMM LINE NUMBER, TEXT LINE NUMBER

        RX ID: RX 9999-002425  COMM LINE NUMBER:

                                TEXT
                                LINE
-----
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
    
```

REQUISITION TEXT, continued

PERTINENT FIELD DESCRIPTIONS:

TEXT	Extended detailed description/information of a transaction.
TEXT LINE	The system assigns consecutive odd numbers for each text line entered, e.g., 001, 003, 005, etc.

MODIFICATION OF AN ACCEPTED REQUISITION (RX)

After an RX transaction is accepted by IFS, changes may need to be made. Changes to an accepted document are referred to as modifications.

Some of the reasons for modifying an RX transaction are as follows:

1. Replace the accounting line charged for the items.
2. Add additional commodity lines.
3. Increase or decrease the quantity ordered.
4. Increase or decrease the unit cost.
5. Modify the discount or tax codes.
6. Modify the freight amounts.
7. Cancel the accepted transaction.

NOTE: Modifications to an RX are NOT allowed once the Purchase Order has been written by Procurement Services Group (for offices) or the Local District Procurement Services Coordinator (for schools). View the tracking screens to determine whether or not the Purchase Order has been written.

If the Purchase Order (PC) has been created, the CLOSED AMOUNT field on the Open Requisition Header Table (ORQH) will display a dollar amount. The dollar amount is not necessarily the same as the TOTAL field, but may represent a partial order still in progress. The CLOSED DATE field on the Open Requisition Header Table indicates that the Purchase Order has been completed for the order.

If a Price Agreement (PG) has been created, the NOTE PAD IND field will display an "X", indicating that the RX has been cancelled. The CLOSED AMOUNT field on the Open Requisition Header Table (ORQH) will display a zero dollar amount. The CLOSED DATE field on the Open Requisition Header Table indicates the date the RX was cancelled. The PG document created by the buyer will not reference the original RX document.

If modification to a Purchase Order that has been written is necessary, call your buyer in Procurement Services Group or the Local District Procurement Services Coordinator.

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued

There are two procedures by which modifications are done. The two procedures are either to modify the transaction with batching or modify the transaction without batching. The procedure used is dependent on whether or not the transaction to be modified is displayed on the Document Suspense (SUSF) screen. Accepted transactions display on the SUSF screen for two days, then, they are removed. (They remain on the open tables for long-term viewing.) If the user needs to modify the transaction within the two-day period, the transaction can be modified, but it must be "batched."

Batching is a means of working with the original transaction without the system assuming that the original transaction is being duplicated.

Number in the BATCH# field:

The batch number cannot exceed six characters. It is easiest to use the last four to six digits of the original transaction number in the BATCH # field.

Batch Control Screen:

The required information on the Batch form is the Number of Documents and the Net Amount of the modification.

Note: *Once the modification is accepted, the Open Purchase Order Header tracking table will display MOD NUMBER and MOD DATE.*

The TOTAL COST on the transaction reflects the modification total only. It is not a recalculation of the entire transaction amount. The system assigns "I" for increase or "D" for decrease in the I/D field.

The following are instructions for creating a modification with batching:

To modify a Requisition (RX) transaction from the SUSF screen, enter the data in the following fields:

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

TAB to SEL line and complete the Batch ID field (if not batched, this field is left blank):

TRAN: **RX**
AREA: **Three-Character Code of the original site creating transaction.**
NUMBER: **Use the last six digits of the original transaction to be modified.**

Complete the Document ID field:

TRAN: **RX**
AREA: **Three-Character Code of the original site creating transaction.**
NUMBER: **Original transaction number of the document to be modified.**

Press **Enter/right Ctrl**.

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued

This displays a blank **Requisition Batch Control Screen** (if not batched, the RX Input screen appears). The required information is the Number of Documents and the Net Amount of the modification. Since the calculations cannot be entered until after the modification is completed, this screen is left blank.

FUNCTION:	DOCID: RX	WDF	9999-003813	10/18/99 12:12:35 PM
STATUS:	BATID: RX	WDF	3813	ORG:
B-	REQUISITION BATCH CONTROL			
	BATCH DATE:			
	NUMBER OF DOCUMENTS:		NET AMOUNT:	
	ACTUAL BATCH COUNT:		ACTUAL BATCH AMOUNT:	

Press **Enter/right Ctrl.**

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued

This displays a blank **Requisition Input Form**.

```

FUNCTION:          DOCID: RX   WDF  9999-003813   12/02/03 12:23:40 PM
STATUS:           BATID: RX   WDF  3813   ORG:
REQUISITION INPUT FORM
DATE:             ACCT PRD:      BFY:   ACT:   TRACK CO:   DEL DATE:
VENDOR CODE:     RESP AREA/ORG:
NAME:            SHIP/BILL TO:      TYPE:
ADDRESS:         DEL BLDG/ROOM:     TAX:
COMMENTS:
RESP PERSON:
CONTACT:         REQ BY:
PHONE:           BS ACCT:      LINK:   PHONE:      WHSE:
PO DISC CD:     FREIGHT IND:   FREIGHT TOTAL:      FRT I/D:

LN  FUND AREA  ORG/SUB  PROG  OBJ/SUB  JOB/PROJ      TOTAL      I/D
-----

```

Enter the following information:

- DATE:** Optional. Enter the current date in MM DD YY format. It cannot be a future date. If left blank, the date the transaction is entered into the system is used.
- ACTION:** Enter **M** for Modify.
- TRACK CO:** Enter **Y** for Yes. This ensures that the original transaction will be tracked with the modified transaction data.
- VENDOR:** If a vendor code was entered on the original transaction, enter the vendor code when modifying a Requisition. Otherwise, leave blank.

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued**REPLACE ACCOUNTING LINE**If you must replace the accounting line:

Enter the original accounting line number to be replaced (e.g., 01, 02, etc.), the outstanding amount in the TOTAL field, and enter **D** in the I/D field. On the next line, enter the same accounting line number as the one to be replaced (e.g., 01, 02, etc.), the new accounting line information, the outstanding amount in the TOTAL field, and **I** in the I/D field. After all lines are completed, the document must be edited.

TO EDIT THE DOCUMENT:

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

-OR-

Press **SHIFT+PF2**.

This displays the Requisition Batch Control Screen.

The RX transaction did not process (Status equals REJCT) because:

NUMBER OF DOCUMENTS must equal ACTUAL BATCH COUNT.

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

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

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

-OR-

Press **SHIFT+PF2**.

The Requisition Input Form displays with a REJCT status, and the message "AWAITING HEADER VERIFICATION" appears.

Type **V** in the Function field to verify the document and press *Enter/right Ctrl.* This gives the message, "DOCUMENT VERIFIED." The document is now ready to be edited again.

TO EDIT THE DOCUMENT:

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

-OR-

Press **SHIFT+PF2**.

Requisition Batch Control Screen appears.

If the transaction passes the edit, the BATCH will automatically ACCPT. The DOCUMENT will be SCHED.

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued**REPLACE ACCOUNTING LINE, continued**

To have the batch immediately accepted, type **RB** in the Function field or press **Shift+PF1** on the requisition input form.

Requisition Batch Control screen appears with the message:
"ALL ELIGIBLE DOCS ACCEPTED."

The batch and document will both ACCPT and the remainder of the directions are not necessary.

To SCHED, type **SB** in the Function field or press **Shift+PF3** on the requisition input form.

This message appears: "BATCH SCHEDULED FOR OFF-LINE."
The batch form is ACCPT, but document status is REJCT.

TO ACCEPT THE DOCUMENT:

Press **Enter/right Ctrl** on the Requisition Batch Control Screen.

Type **RB** in the Function field of the Input Form and press **Enter/right Ctrl**
-OR-
Press **SHIFT+PF1**.

Type **V** in the Function field to verify the document and press **Enter/right Ctrl**. This gives the message: "DOCUMENT VERIFIED." The document is now ready to be ACCPT.

Type **RB** in the Function field of the Input Form and press **Enter/right Ctrl**.
-OR-
Press **SHIFT+PF1**.

The **Requisition Batch Control Screen** appears with the message:
"ALL ELIGIBLE DOCS ACCEPTED."

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**.

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued

ADD COMMODITY LINE

To modify a Requisition (RX) transaction from the SUSF screen, enter the data in the following fields:

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

TAB to SEL line and complete the Batch ID field (if not batched, this field is left blank):

TRAN: **RX**
AREA: **Three-Character Code of the original site creating transaction.**
NUMBER: **Use the last six digits of the original transaction to be modified.**

Complete the Document ID field:

TRAN: **RX**
AREA: **Three-Character Code of the original site creating transaction.**
NUMBER: **Original transaction number of the document to be modified.**

Press ***Enter/right Ctrl.***

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued

ADD COMMODITY LINE, continued

This displays a blank **Requisition Batch Control Screen** (if not batched, the RX Input screen appears). The required information is the Number of Documents and the

FUNCTION:	DOCID: RX	WDF	9999-003813	10/18/99	12:12:35 PM
STATUS:	BATID: RX	WDF	3813	ORG:	
B-					
REQUISITION BATCH CONTROL					
BATCH DATE:					
NUMBER OF DOCUMENTS:			NET AMOUNT:		
ACTUAL BATCH COUNT:			ACTUAL BATCH AMOUNT:		

Net Amount of the modification. Since the calculations cannot be completed until after the modification is completed, this screen is left blank.

Press **Enter/right Ctrl.**

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued

ADD COMMODITY LINE, continued

```

FUNCTION:          DOCID: RX   WDF  9999-003813   10/18/99 12:23:40 PM
STATUS:           BATID: RX   WDF  3813   ORG:
REQUISITION INPUT FORM
DATE:            ACCT PRD:      BFY:   ACT:   TRACK CO:   DEL DATE:
VENDOR CODE:     RESP AREA/ORG:
  NAME:
  ADDRESS:
SHIP/BILL TO:
DEL BLDG/ROOM:
COMMENTS:
RESP PERSON:
CONTACT:         REQ BY:
PHONE:           BS ACCT:      LINK:   PHONE:           WHSE:
PO DISC CD:     FREIGHT IND:   FREIGHT TOTAL:   FRT I/D:

LN  FUND AREA  ORG/SUB  PROG OBJ/SUB  JOB/PROJ      TOTAL      I/D
-----

```

This displays a blank **Requisition Input Form**.

Enter the following information:

DATE Optional. Enter the current date, in MM DD YY format. It cannot be a future date. If left blank, the date the transaction is entered into the system is used.

ACT Enter **M** for Modify.

TRACK CO Enter **Y** for Yes. This ensures that the original transaction will be tracked with the modified transaction.

VENDOR If a vendor code was entered on the original transaction, enter the vendor code when modifying transaction. Otherwise, leave blank.

After all required fields are entered on the Requisition Input Form, press **Enter/right Ctrl**.

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued

ADD COMMODITY LINE, continued

This displays a blank Detail Line Screen.

```

FUNCTION:          DOCID: RX   WDF  9999-003813      10/18/99 12:24:19 PM
STATUS:           BATID: RX   WDF  3813      ORG:      000-000 OF 000
01-  LINE NUMBER:  COMMODITY CODE:
      REF ACCT LN:
          QUANTITY:          I/D:
          UNIT COST:         I/D:      LINE AMT:
          PO DISC CD:        DISC AMT:          I/D:
          LN TAX CODE:       TAX AMT:
                                FREIGHT AMT:          I/D:
                                -----
                                TOTAL COST:

DESCRIPTION:
MANUFACTURERS NAME:
MANUFACTURERS NUMBER:
    
```

- LINE NUMBER** Type the next available line number. For instance, if the original has two commodity lines (001 and 002), enter **003**.

- COMMODITY CODE** Enter the commodity code number to be ordered.

- QUANTITY** Type the requested quantity.

- I/D** Type **I** for Increase.

- UNIT** Enter the Unit of Measure.

- UNIT COST** Type the Unit Cost.

- I/D** Type **I** for Increase.

- PO DISC CD** The system infers the discount code entered on the original transaction (if any) and calculates the dollar discount amount when the commodity line is added. To assign a different code from the one in the PO DISC CD field on the original transaction, enter the new discount code that applies to this line. The discount may be a flat dollar amount rather than a percentage. If it is a flat dollar amount, include the two digits to the right of the decimal, e.g., \$10.00.

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued**ADD COMMODITY LINE, continued****LN TAX CODE**

System assigns ST1 (current tax rate) or ST0 (0%) based on the commodity code entered. When using a generic commodity code, the system assumes tax code ST1. If this is a tax-exempt item, enter ST0.

FREIGHT AMT

If freight is charged, it is always noted on commodity line 001. If there is a change, enter the difference between the original freight charge and the modified freight charge. Always include a decimal point and two digits to the right. In the I/D field, enter **I** if it is an Increase over the original transaction; enter **D** if it is a Decrease over the original transaction; leave blank if there is no change.

To *eliminate freight charge*: In the Freight Amt field on commodity line 001, enter the original freight charge amount and **D** for decrease in the I/D field.

TEXT

If there is text to be associated with this modification:

Type the commodity line needing text.

TAB to the Text field and enter **Y**.

In the Function field, enter **TEXT** or **TX**, press **Enter/right Ctrl**.

The **Requisition Text Table** (RXTX) appears on the screen.

Type **A** for Add in the Function field.

TAB to line 01.

Type the text associated with this particular commodity.

At the end of each line, press the TAB key to move to the next line.

After text is completely entered, press **Enter/right Ctrl**.

Message appears: "ALL LINES ADDED."

To return to the Detail Line, enter **E** in the Function field and press **Enter/right Ctrl**.

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued**ADD COMMODITY LINE, continued**

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

TO EDIT THE DOCUMENT:

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

-OR-

Press **SHIFT+PF2**

This takes you back to the Requisition Batch Control Screen.

The RX transaction did not process (status equals REJCT) because:

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 and erase the 0.00. Type the amount that appears in the ACTUAL BATCH AMOUNT.

NOTE: The TOTAL COST on the Input Form reflects the modification total only. It is not a recalculation of the entire transaction amount. The system assigns "I" for increase or "D" for decrease in the I/D field.

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued**ADD COMMODITY LINE, continued**

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

TO EDIT THE DOCUMENT:

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

-OR-

Press **SHIFT+PF2**.

This takes you back to the Requisition Input Form with a REJCT status.

Type **V** in the Function field to verify the document and press **Enter/right Ctrl**. This gives the message, "DOCUMENT VERIFIED." The document is now ready to be edited again.

TO EDIT THE DOCUMENT:

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

-OR-

Press **SHIFT+PF2**.

Requisition Batch Control Screen appears.

If the transaction passes the edit, the BATCH will automatically ACCPT.
The DOCUMENT will SCHED.

To ACCPT, type **RB** in the Function field on the requisition input form and press **Enter/right Ctrl**, or press **Shift+PF1**.

Requisition Batch Control screen appears with the message:
"ALL ELIGIBLE DOCS ACCEPTED."

The batch and document will both ACCPT, and the rest of the directions are not necessary.

To SCHED, type **SB** in the Function field on the requisition input form, and press **Enter/right Ctrl**, or press **Shift+PF3**.

This message appears: "BATCH SCHEDULED FOR OFF-LINE." The batch form is ACCPT, but document status is REJCT.

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued**ADD COMMODITY LINE, continued****TO ACCEPT THE DOCUMENT:**

Press ***Enter/right Ctrl*** on the Requisition Batch Control Screen.

Type **RB** in the Function field of the Input Form and press ***Enter/right Ctrl***.

-OR-

Press **SHIFT+PF1**.

Type **V** in the Function field to verify the document and press ***Enter/right Ctrl***. This gives the message, "DOCUMENT VERIFIED." The document is now ready to be ACCPT.

Type **RB** in the Function field of the Input Form and press ***Enter/right Ctrl***

-OR-

Press **SHIFT+PF1**.

The **Requisition Batch Control Screen** appears with the MESSAGE:
"ALL ELIGIBLE DOCS ACCEPTED."

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**.

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued

INCREASE/DECREASE QUANTITY

To modify a Requisition (RX) transaction from the SUSF screen, enter the data in the following fields:

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

TAB to SEL line and complete the Batch ID field (if not batched, this field is left blank):

TRAN: **RX**
AREA: **Three-Character Code of the original site creating transaction.**
NUMBER: **Use the last six digits of the original transaction to be modified.**

Complete the Document ID field:

TRAN: **RX**
AREA: **Three-Character Code of the original site creating transaction.**
NUMBER: **Original transaction number of the document to be modified.**

Press **Enter/right Ctrl.**

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued

INCREASE/DECREASE QUANTITY, continued

This displays a blank **Requisition Batch Control Screen** (if not batched, the RX Input screen appears). The required information is the Number of Documents and the Net Amount of the modification. Since the calculations cannot be completed until after the modification is completed, this screen is left blank.

FUNCTION:	DOCID: RX	WDF	9999-003813	10/18/99 12:12:35 PM
STATUS:	BATID: RX	WDF	3813	ORG:
B-				
REQUISITION BATCH CONTROL				
BATCH DATE:				
NUMBER OF DOCUMENTS:		NET AMOUNT:		
ACTUAL BATCH COUNT:		ACTUAL BATCH AMOUNT:		

Press **Enter/right Ctrl.**

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued

INCREASE/DECREASE QUANTITY, continued

This displays a blank Detail Line screen.

FUNCTION:	DOCID: RX	WDF	9999-003813	10/18/99 12:24:19 PM
STATUS:	BATID: RX	WDF	3813	ORG: 000-000 OF 000
01- LINE NUMBER:	COMMODITY CODE:			
REF ACCT LN:				TEXT:
QUANTITY:	I/D:			UNIT:
UNIT COST:	I/D:	LINE AMT:		
PO DISC CD:		DISC AMT:		I/D:
LN TAX CODE:		TAX AMT:		
		FREIGHT AMT:		I/D:
		TOTAL COST:	-----	
DESCRIPTION:				
MANUFACTURERS NAME:				
MANUFACTURERS NUMBER:				

Enter the following information:

LINE NUMBER Type the commodity line number (e.g., 001, 002, etc.) that needs a quantity increase or decrease. This identifies the commodity line number of the original RX to be modified.

QUANTITY Type the quantity of increase or decrease from the original order (enter the difference in the quantity field). For example, if the original order was 20 and it is being decreased to 8, the quantity to be entered is 12. If *eliminating* the line, enter the original quantity ordered.

I/D TAB to first I/D field. If this is an increase over the original commodity ordered, enter **I**; if this is a decrease, enter **D**.

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued**INCREASE/DECREASE QUANTITY, continued**

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

TO EDIT THE DOCUMENT:

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

-OR-

Press **SHIFT+PF2.**

This takes you back to the Requisition Batch Control Screen.

The RX transaction did not process (status equals REJCT) because:

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 and erase the 0.00. Type the amount that appears in the ACTUAL BATCH AMOUNT.

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

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

-OR-

Press **SHIFT+PF2.**

This takes you back to the Requisition Input Form with a REJCT status.

Type **V** in the Function field to verify the document and press *Enter/right Ctrl.* This gives the message, "DOCUMENT VERIFIED." The document is now ready to be edited again.

TO EDIT THE DOCUMENT:

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

-OR-

Press **SHIFT+PF2**

Requisition Batch Control Screen appears.

If the transaction passes the edit, the BATCH will automatically ACCPT.
The DOCUMENT will SCHED.

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued**INCREASE/DECREASE QUANTITY, continued**

To ACCPT, type **RB** in the Function field on the requisition input form and press **Enter/right Ctrl**, or press **Shift+PF1**.

Requisition Batch Control screen appears with the message:
"ALL ELIGIBLE DOCS ACCEPTED."

The batch and document will both ACCPT and the rest of the directions are not necessary.

To SCHED, type **SB** in the Function field on the requisition input form and press **Enter/right Ctrl**, or press **Shift+PF3**.

This message appears: "BATCH SCHEDULED FOR OFF-LINE."
The batch form is ACCPT but document status is REJCT.

TO ACCEPT THE DOCUMENT:

Press **Enter/right Ctrl** on the Requisition Batch Control Screen.

Type **RB** in the Function field on the Input Form and press **Enter/right Ctrl**.

-OR-

Press **SHIFT+PF1**

Type **V** in the Function field to verify the document and press **Enter/right Ctrl**. This displays the message, "DOCUMENT VERIFIED." The document is now ready to be ACCPT or SCHED.

Type **RB** in the Function field on the Input Form and press **Enter/right Ctrl**.

-OR-

Press **SHIFT+PF1**

The **Requisition Batch Control Screen** appears with the message:
"ALL ELIGIBLE DOCS ACCEPTED."

TO EXIT OUT OF THE DOCUMENT AND RETURN TO THE SUSFFILE:

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

-OR-

Press **PF4**.

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued

INCREASE/DECREASE UNIT COST

To modify a Requisition (RX) Transaction from the SUSF screen, enter the data in the following fields:

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

TAB to SEL line and complete the Batch ID field (if not batched, this field is left blank):

TRAN: **RX**
AREA: **Three-Character Code of the original site creating transaction.**
NUMBER: **Use the last six digits of the original transaction to be modified.**

Complete the Document ID field:

TRAN: **RX**
AREA: **Three-Character Code of the original site creating transaction.**
NUMBER: **Original transaction number of the document to be modified.**

Press **Enter/right Ctrl.**

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued

INCREASE/DECREASE UNIT COST, continued

This displays a blank **Requisition Batch Control Screen** (if not batched, the RX Input screen appears). The required information is the Number of Documents and the Net Amount of the modification. Since the calculations cannot be completed until after the modification is completed, this screen is left blank.

FUNCTION:	DOCID: RX	WDF	9999-003813	10/18/99 12:12:35 PM
STATUS:	BATID: RX	WDF	3813	ORG:
B-				
REQUISITION BATCH CONTROL				
BATCH DATE:				
NUMBER OF DOCUMENTS:		NET AMOUNT:		
ACTUAL BATCH COUNT:		ACTUAL BATCH AMOUNT:		

Press **Enter/right Ctrl.**

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued

INCREASE/DECREASE UNIT COST, continued

This displays a blank Detail Line screen.

FUNCTION:	DOCID: RX	WDF	9999-003813	10/18/99 12:24:19 PM
STATUS:	BATID: RX	WDF	3813	ORG: 000-000 OF 000
01- LINE NUMBER:	COMMODITY CODE:			
REF ACCT LN:				TEXT:
QUANTITY:	I/D:			UNIT:
UNIT COST:	I/D:	LINE AMT:		
PO DISC CD:		DISC AMT:	I/D:	
LN TAX CODE:		TAX AMT:		
		FREIGHT AMT:	I/D:	

		TOTAL COST:		
DESCRIPTION:				
MANUFACTURERS NAME:				
MANUFACTURERS NUMBER:				

Enter the following information:

LINE NUMBER: Type the commodity line number (e.g., 001, 002, etc.) that needs a unit cost increase or decrease. This identifies the commodity line number of the original RX to be modified.

UNIT COST: Type the amount of decrease or increase from the original order (enter the difference in the Unit Cost field). For example, if the original cost was \$25.00 and modified cost is \$20.00, enter the difference of \$5.00.

I/D: TAB to second I/D field. If the unit cost has increased from the original order, enter **I**. If the unit cost has decreased from the original order, enter **D**.

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued**INCREASE/DECREASE UNIT COST, continued**

After all lines are completed the document must be edited.

TO EDIT THE DOCUMENT:

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

-OR-

Press **SHIFT+PF2**

This takes you back to the Requisition Batch Control Screen.

The RX transaction did not process (status equals REJCT) because:

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 and erase the 0.00. Type the amount that appears in the ACTUAL BATCH AMOUNT.

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

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

-OR-

Press **SHIFT+PF2**.

This takes you back to the Requisition Input Form with a REJCT status.

Type **V** in the Function field to verify the document and press *Enter/right Ctrl.* This gives the message, "DOCUMENT VERIFIED." The document is now ready to be edited again.

TO EDIT THE DOCUMENT:

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

-OR-

Press **SHIFT+PF2**.

Requisition Batch Control Screen appears.

If the transaction passes the edit, the BATCH will automatically ACCPT.
The DOCUMENT will SCHED.

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued**INCREASE/DECREASE UNIT COST, continued**

To ACCPT, type **RB** in the Function field on the requisition input form and press **Enter/right Ctrl**, or press **Shift+PF1**.

Requisition Batch Control Screen appears with this message:
"ALL ELIGIBLE DOCS ACCEPTED."

The batch and document will both ACCPT, and the rest of the directions are not necessary.

To SCHED, type **SB** in the Function field on the requisition input form and press **Enter/right Ctrl**, or press **Shift+PF3**.

This message appears: "BATCH SCHEDULED FOR OFF-LINE."
The batch form is ACCPT but document status is REJCT.

TO ACCEPT THE DOCUMENT:

Press **Enter/right Ctrl** on the Requisition Batch Control Screen.

Type **RB** in the Function field of the Input Form and press **Enter/right Ctrl**
-OR-
Press **SHIFT+PF1**.

Type **V** in the Function field to verify the document and press **Enter/right Ctrl**. This gives the message, "DOCUMENT VERIFIED." The document is now ready to be ACCPT or SCHED.

Type **RB** in the Function field of the Input Form and press **Enter/right Ctrl**.
-OR-
Press **SHIFT+PF1**.

The **Requisition Batch Control Screen** appears with the message:
"ALL ELIGIBLE DOCS ACCEPTED."

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**.

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued

CANCEL TRANSACTIONS

When an RX transaction is canceled, the entire document and all commodity lines are canceled.

NOTE: Once the modification to cancel is accepted, the Open Requisition Header tracking screen will display an "X" on the NOTE PAD IND field and the TOTAL QTY and TOTAL ORDER AMT fields display 0.00.

To cancel a Requisition (RX) transaction from the SUSF screen, enter the data in the following fields:

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

TAB to SEL line and complete the Batch ID field (if not batched, this field is left blank):

TRAN: **RX**
AREA: **Three-Character Code of the original site creating transaction.**
NUMBER: **Use the last four to six digits of the original transaction to be modified.**

Complete the Document ID field:

TRAN: **RX**
AREA: **Three-Character Code of the original site creating transaction.**
NUMBER: **Original transaction number of the document to be modified.**

Press **Enter/right Ctrl.**

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued

CANCEL TRANSACTIONS, continued

This displays a blank **Requisition Batch Control Screen** (if not batched, the RX Input screen appears). The required information is the Number of Documents and the Net Amount of the modification. Since the calculations cannot be completed until after the modification is completed, this screen is left blank.

FUNCTION:	DOCID: RX	WDF	9999-003813	10/18/99 12:12:35 PM
STATUS:	BATID: RX	WDF	3813	ORG:
B-	REQUISITION BATCH CONTROL			
	BATCH DATE:			
	NUMBER OF DOCUMENTS:		NET AMOUNT:	
	ACTUAL BATCH COUNT:		ACTUAL BATCH AMOUNT:	

Press *Enter/right Ctrl.*

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued**CANCEL TRANSACTION, continued****TO EDIT THE DOCUMENT:**

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

-OR-

Press **SHIFT+PF2**

This takes you back to the **Requisition Batch Control Screen**.

The RX transaction did not process (status equals REJCT) because:

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 and erase the 0.00. Type the amount that appears in the ACTUAL BATCH AMOUNT.

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

Enter **EB** in the Function field on the **Requisition Batch Control Screen** and press *Enter/right Ctrl.*

-OR-

Press **SHIFT+PF2**.

This takes you back to the Requisition Input Form.

Type **V** in the Function field to verify the document and press *Enter/right Ctrl.* This gives the message, "DOCUMENT VERIFIED." The document is now ready to be edited again.

TO EDIT THE DOCUMENT:

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

-OR-

Press **SHIFT+PF2**.

Requisition Batch Control screen appears.

If the transaction passes the edit, the **BATCH** will automatically ACCPT.
The **DOCUMENT** will SCHED.

MODIFICATION OF AN ACCEPTED REQUISITION (RX), continued**CANCEL TRANSACTION, continued**

To ACCPT, type **RB** in the Function field on the requisition input form and press **Enter/right Ctrl**, or press **Shift+PF1**.

Requisition Batch Control screen appears with the message:
"ALL ELIGIBLE DOCS ACCEPTED."

The batch and document will both ACCPT, and the rest of the directions are not necessary. To SCHED, type **SB** in the Function field on the requisition input form and press **Enter/right Ctrl**, or press **Shift+PF3**.

This message appears: "BATCH SCHEDULED FOR OFF-LINE."
The batch form is ACCPT, but document status is REJCT.

TO ACCEPT THE DOCUMENT:

Press **Enter/right Ctrl** on the **Requisition Batch Control Screen**.

This takes you back to the Requisition Input Form.

Type **V** in the Function field to verify the document, and press **Enter/right Ctrl**. This gives the message, "DOCUMENT VERIFIED." The document is now ready to be edited again.

Type **RB** in the Function field on the Input Form and press **Enter/right Ctrl**.
-OR-
Press **SHIFT+PF1**.

The **Requisition Batch Control Screen** appears with the message:
"ALL ELIGIBLE DOCS ACCEPTED."

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**.