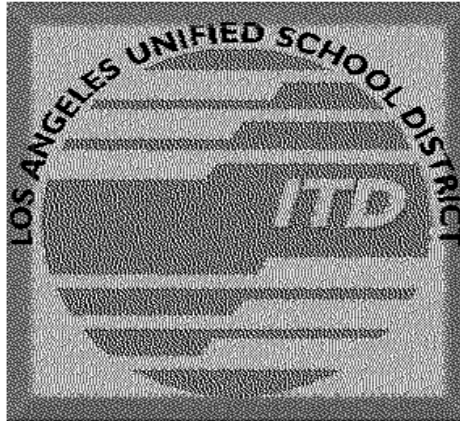


LOS ANGELES UNIFIED SCHOOL DISTRICT



INFORMATION TECHNOLOGY DIVISION

**INTEGRATED FINANCIAL SYSTEM
MT/EZ DOC**

**STOCK REQUISITION (SR)
USER GUIDE**

NOVEMBER 2003

**Los Angeles Unified School District
Information Technology Division**

Foreword

The Integrated Financial System MTI/EZ Doc Stock Requisition (SR) User Guide provides users with instruction on how to locate required data when ordering items from the District's warehouses, and how to create, change, delete, modify, cancel and track Stock Requisition (SR) transactions when using MTI/EZ Doc.

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

Information Technology Division

TABLE OF CONTENTS

STOCK REQUISITION (SR) ON-LINE ORDER GUIDE.....	1
<i>CREATE A STOCK REQUISITION.....</i>	<i>1</i>
<i>EDIT THE DOCUMENT.....</i>	<i>12</i>
SPECIAL FEATURES.....	13
<i>INSERT DETAIL LINES.....</i>	<i>13</i>
<i>DELETE DETAIL LINES.....</i>	<i>13</i>
<i>PAUSE OUT OF A DOCUMENT.....</i>	<i>14</i>
<i>CREATE A NEW DOCUMENT OF THE SAME TYPE FROM WITHIN A DOCUMENT.....</i>	<i>14</i>
<i>CREATE A NEW DOCUMENT OF A DIFFERENT TYPE FROM WITHIN A DOCUMENT.....</i>	<i>14</i>
<i>COPY FUNCTION.....</i>	<i>16</i>
<i>COPY DETAIL LINES.....</i>	<i>16</i>
<i>SAVE/DISCARD A DOCUMENT.....</i>	<i>17</i>
<i>GET DOCUMENT.....</i>	<i>17</i>
<i>DELETE/UNDELETE DOCUMENTS.....</i>	<i>18</i>
<i>FREE DOCUMENT.....</i>	<i>19</i>
MULTIPLE BATCH PROCEDURE.....	20
STOCK REQUISITION (SR) TRANSACTION - FLOWCHART.....	22
STOCK REQUISITION TABLES RELATIONSHIP CHART.....	23
STOCK REQUISITION TRACKING.....	24
<i>OPEN STOCK REQUISITION HEADER TABLE (OSRH).....</i>	<i>25</i>
<i>OPEN STOCK REQUISITION ACCOUNTING LINE TABLE (OSRL).....</i>	<i>28</i>
<i>OPEN STOCK REQUISITION ITEM LINE TABLE (OSRC).....</i>	<i>30</i>
<i>OPEN STOCK REQUISITION ITEM ISSUES TABLE (OSRI).....</i>	<i>32</i>
MODIFICATION OF AN ACCEPTED STOCK REQUISITION (SR).....	34
<i>INCREASE/DECREASE QUANTITY.....</i>	<i>38</i>
<i>ADD COMMODITY LINE.....</i>	<i>39</i>
<i>CANCEL TRANSACTIONS.....</i>	<i>41</i>

STOCK REQUISITION (SR) ON-LINE ORDER GUIDE, continued

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

```

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

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

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

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

Stock 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**.

STOCK REQUISITION (SR) ON-LINE ORDER GUIDE, continued

The Document Suspense (SUSF) screen appears.

```
ACTION: S  SCREEN: SUSF  USERID: JSTT                12/05/03   09:43:28 AM
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
  -----            -----   -----   ----  -
  (YYMMDD)
```

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

STOCK REQUISITION (SR) 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: **SR**

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           12/05/03   09:43:28 AM
FUNCTION: NEW                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
-----
SR    WDF  9999-#
    
```

STOCK REQUISITION (SR) ON-LINE ORDER GUIDE, continued

This displays a blank **STOCK REQUISITION INPUT FORM** Screen. Notice that the transaction number now displays in the DOCID field.

The purpose of this portion of the Stock Requisition Input Form is to identify who is ordering the items, what the anticipated delivery date is, where to deliver the items, and which expense budget lines are to be charged for the items ordered.

```

FUNCTION:                DOCID: SR   WDF  9999-014504      12/05/03 08:51:58 AM
STATUS:                 BATID:                ORG:
H-                      STOCK REQUISITION INPUT FORM
  TRANS DATE           :                      ACCTG PRD :
  WAREHOUSE            :                      BUDGET FY :
  REQUESTING ORG      :          DEL TO ALT ADDR:    ACTION   :
  REQUESTED BY        :                      DOC TOTAL :
  DEL BLDG/ROOM       :                      SHIP WHOLE:
  PHONE NUMBER        :
  DELIVERY DATE       :
  COMMENTS            :

      LN  FUND  AREA  ORG/SUB  PROG  OBJ/SUB  JOB/PROJECT  TOTAL  I
      --  ---  -
  
```

Locate stock numbers necessary for items to be ordered by viewing the appropriate inventory screens (STDE/STNO).

Enter the required fields for the Stock Requisition transaction.

TRANS DATE

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

ACCTG PRD

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

STOCK REQUISITION (SR) ORDER GUIDE, continued

WAREHOUSE	<p><i>Required.</i> Enter the code of the warehouse from which the goods are requested (e.g., S1, which stores school and office supplies; M10, which stores maintenance or custodial supplies; and SVG, which stores salvage warehouse items, etc.).</p> <p>Create a separate transaction for orders from different warehouses.</p>
BUDGET FY	<p>Default applies to current fiscal year budget. For advance ordering using the next fiscal year, enter that fiscal year. The budget fiscal year and the accounting fiscal year must match.</p>
REQUESTING ORG	<p><i>Required.</i> Enter the four-digit organization code of the location requesting the goods. The system uses the area code from the Document ID to identify a valid area/organization combination on Organization Table (ORGN).</p>
DEL TO ALT ADDR	<p>Defaults to No (N) and the order will be delivered to the Requesting Organization's address. If the order is to be delivered to the organization on the Accounting Line and not to the Requesting Org, enter Yes (Y). If the item is to be delivered to an alternate address listed on Alternate Shipping Address Table (ALTS), enter Yes (Y), and you must enter an ALTS code in the CD field on the Detail Line Input Screen.</p>
ACTION	<p>Optional. Blank defaults to E. Valid entries are:</p> <ul style="list-style-type: none">E Indicates a new document.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 the document has not been issued or released).
REQUESTED BY	<p><i>Required.</i> Enter the name of the person to whom questions regarding the order should be addressed.</p>
DOC TOTAL	<p>Protected. System computed document total is displayed in this field.</p>

STOCK REQUISITION (SR) ORDER GUIDE, continued

DEL BLDG/ROOM	<i>Required.</i> Enter the building and room to which the order is to be delivered.
SHIP WHOLE	Defaults to No (N) , which indicates partial shipments are allowed. Enter Yes (Y) if partial shipments are not allowed.
PHONE NUMBER	<i>Required.</i> Enter the phone number of the requesting person.
JOB TYPE	Leave blank. Not used.
DELIVERY DATE	<i>Required.</i> Enter a future date (Monday-Friday, in MMDDYY format) that delivery is anticipated based on the applicable delivery zone. Stock requisitions are picked, issued, and delivered by delivery zone.
COMMENTS	Optional. Enter any notation you want associated with this order.
ACCOUNTING LINE	Identifies the expense budget line(s) to be charged for the item.
-- LN	<i>Required.</i> Enter a different two-digit number for each accounting line on the document. Up to four accounting lines can be entered on one document. This number will be referenced from the item lines of this transaction (e.g., 01, 02).
-- FUND	<i>Required.</i> Enter the three-digit code of the fund that is to be charged for this budget line. The code used must be valid in the Fund Table (FUND).
-- AREA	<i>Required.</i> Enter the three-character code of the location to be charged. The code used must be valid in the Area Table (AREA), and the Fund/Area combination must be valid in the Fund/Area Table (FDAR).
-- ORG	<i>Required.</i> Enter the four-digit ORGANIZATION code of the site purchasing the item.
-- SUB	Conditional. <i>Required</i> if you are using a job number. The code identifies a craft code and must be valid in the Sub-Organization Table (SORG).

STOCK REQUISITION (SR) ORDER GUIDE, continued

- **PROG** *Required.* Enter the four-character program code of the budget line to be charged. The program code must be valid on the Program Table (PROG).
- **OBJ** *Required.* Enter the four-digit object of expenditure code that best describes the items ordered. The object code must be valid on the Object Table (OBJT).
- **REPT CAT** Leave blank. This code will be inferred on all grant-related programs from the Program Table (PROG).
- **FUNC** Leave blank. This code is inferred from the Program Table (PROG).
- **JOB/PROJECT** Conditional. *Required* if the **Job Num SP** field on Program Table (PROG) is Yes (Y). The job number must be valid on Job Table (JOBT).
- If the **Proj Required** field on Program Table (PROG) is Yes (Y), a project number is required. The project number must be valid on Project Budget Line Table (PRBL).
- **TOTAL** Protected. The system computes and displays the cost that is to be charged to this budget line based on the detail item lines.
- **I/D** Protected. Valid values are Default (blank), Decrease (**D**), and Increase (**I**).

STOCK REQUISITION (SR) ON-LINE ORDER GUIDE, continued

Below is an example of a completed Stock Requisition Input Form (Header) screen.

```
FUNCTION:          DOCID: SR   WDF  9999-014504      12/05/03 08:51:58 AM
STATUS:           BATID:
H-               STOCK REQUISITION INPUT FORM
TRANS DATE       : 12 05 03          ACCTG PRD :
WAREHOUSE        : S1                BUDGET FY :
REQUESTING ORG   : 9999      DEL TO ALT ADDR:      ACTION   :
REQUESTED BY     : PRINCIPAL          DOC TOTAL :
DEL BLDG/ROOM    : MAIN OFF          SHIP WHOLE:
PHONE NUMBER     : 866-633-8110
DELIVERY DATE    : 12 15 03
COMMENTS         :

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

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

STOCK REQUISITION (SR) ON-LINE ORDER GUIDE, continued

This displays a blank DETAIL LINE screen.

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

FUNCTION:		DOCID: SR	WDF	9999-014504	12/05/03 10:23:19 AM		
STATUS:		BATID:	ORG:		000-000 OF 000		
LN	STOCK	AC	REQUESTED	I	ISS		
NUM	ITEM NUMBER	LN	QUANTITY	D	UNIT	UNIT PRICE	BACKORD QTY
-----		ALT		-----		-----	
	DESCRIPTION	ADDR	LOCATION	TOTAL PRICE		-----	
01-							
02-							
03-							
04-							
05-							
06-							

Enter the required data as follows:

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

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

AC LN *Required.* Enter only when charging to an accounting line other than Line 01.

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

STOCK REQUISITION (SR) ON-LINE ORDER GUIDE, continued

DETAIL LINE INPUT SCREEN, continued

ALT ADDR Conditional. Required if the item is to be delivered to an alternate shipping address.

I/D Required only when the action is M. Valid values for the Increase/Decrease Indicator are:

D Decrease

I Increase

If more than six stock item lines are to be ordered, press **Enter/right Ctrl** to display more blank lines.

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

FUNCTION:		DOCID: SR	WDF	9999-014504	12/05/03 10:23:19 AM		
STATUS:		BATID:		ORG:	000-000 OF 000		
LN	STOCK	AC	REQUESTED	I	ISS		
NUM	ITEM NUMBER	LN	QUANTITY	D	UNIT	UNIT PRICE	BACKORD QTY

	DESCRIPTION	ALT		LOCATION		TOTAL PRICE	
	-----	ADDR				-----	
01-	001 6452180110		7				
02-	002 6206092580		5				
03-	003 6208042125		5				
04-	004 6150903295		2				
05-							
06-							

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

STOCK REQUISITION (SR) ON-LINE ORDER GUIDE, continued**DETAIL LINE INPUT SCREEN, continued****EDIT THE DOCUMENT**

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

- OR -

Press **PF2**.

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

TO SCHEDULE TRANSACTION WITHIN THE DOCUMENT

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

- OR -

Press **PF3**.

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

TO 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.

SPECIAL FEATURES, continued**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.

SPECIAL FEATURES, continued**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.

SPECIAL FEATURES, continued**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.

SPECIAL FEATURES, continued**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 DOC** (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 DOC** (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**).

SPECIAL FEATURES, continued**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

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

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

- Enter the data in the following fields:

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

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

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

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

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

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

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

MULTIPLE BATCH PROCEDURE, continued

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

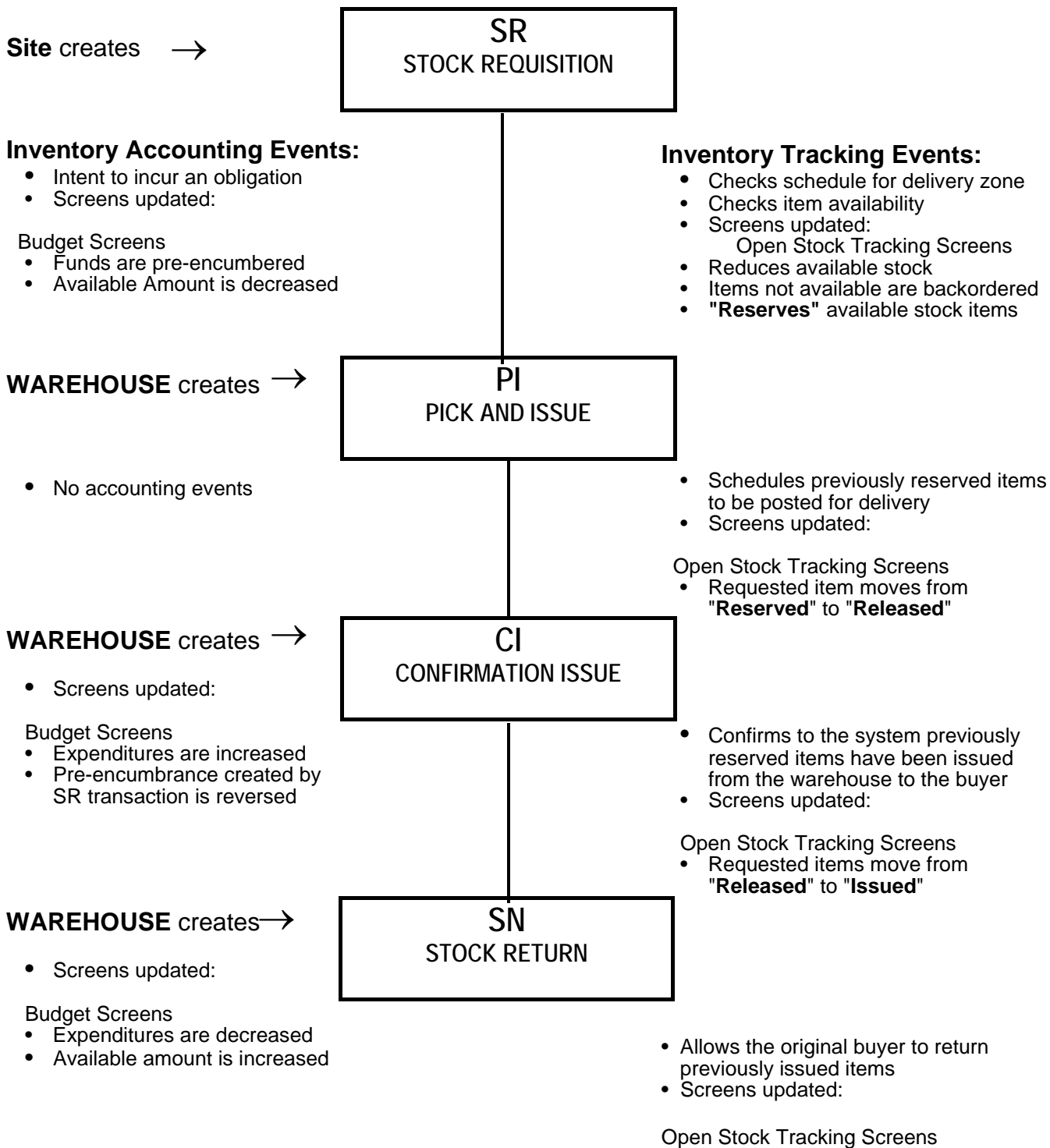
TAB to the beginning of the NUMBER OF DOCUMENTS field. Type the amount that appears in the ACTUAL BATCH COUNT.

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

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

STOCK REQUISITION (SR) TRANSACTION - FLOWCHART

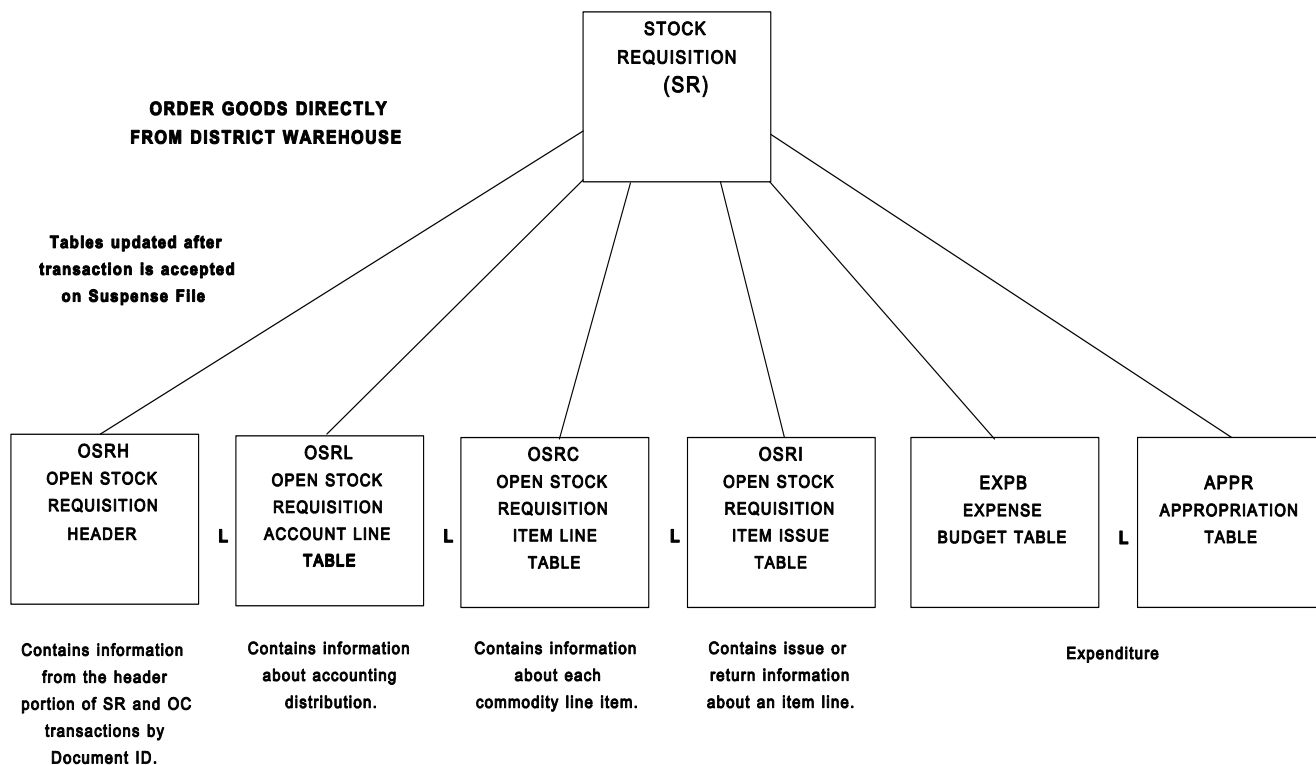
This chart displays the flow of activity from the initial creation of the SR transaction through the delivery of items to the site.



STOCK REQUISITION TABLES RELATIONSHIP CHART

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

STOCK REQUISITION



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

STOCK REQUISITION TRACKING

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

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 Stock 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 OSRH screen, type **L** in the action field and press **Enter/right Ctrl**, the OSRL screen appears). **L** for Leaf allows moving to a related table containing similar information without retyping information to display a record.

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

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

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

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

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

OPEN STOCK REQUISITION HEADER TABLE (OSRH)

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

How to Access:

From a table:

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

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

Enter **SR** or **OC** and the requisition number assigned when the requisition was entered into the IFS screen (e.g., SR 9999-014504).

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

```

ACTION: S  SCREEN: OSRH  USERID: JSTT                12/05/03   11:21:35 AM
OPEN STOCK REQUISITION HEADER TABLE
KEY IS DOCUMENT ID

SR/OC DOCUMENT ID:

      TRANS DATE:          ACCTG PRD:          BUDGET FY:
      WAREHOUSE:          SR TOTAL:
REQUESTING AREA:          CLOSED SR TOTAL:
REQUESTING ORG:          DEL TO ALT ADDR:
      REQUESTED BY:
      DEL BLDG/ROOM:          ----- SR STATUS -----
      PHONE NUMBER:          BACKORDERED:
      DELIVERY DATE:          RESERVED:
                                RELEASED:
                                PRINT IND:
                                DATE:

      COMMENTS:

TOTAL ITEM LINES:          WHOLE ORDER:
CLOSED ITEM LINES:          NUMBER OF ISSUES:
      CLOSED DATE:
    
```

OSRH is a system-maintained table.

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

TRANS DATE	When the TRANS DATE field is left blank on the input screen, the system posts the <u>acceptance</u> date in this field.
ACCTG PRD	When this field is left blank on the input screen, the system posts information based on the acceptance date of the transaction.
BUDGET FY	The fiscal year to which the transaction should apply. The year is either entered on the requisition or inferred from the requisition date.
WAREHOUSE	The warehouse code from which the stock items will be purchased for this requisition.
SR TOTAL	The dollar amount of this stock requisition including any modifications. It is the total of all the accounting lines (budget lines).
CLOSED SR TOTAL	The current dollar amount of this stock requisition which has been closed by a Confirmation Issue (CI).
REQUESTING AREA	The Area Code requesting the Stock Requisition.
REQUESTING ORG	The Organization Code requesting the Stock Requisition.
REQUESTED BY	The name of the person who requested the Stock Requisition.
DEL BLDG/ROOM	The location where the stock items should be delivered.
PHONE NUMBER	The phone number of the person who requested the Stock Requisition.
DELIVERY DATE	The (desired) date by which the stock items should be delivered to the requested location. Zones are taken into consideration.
BACKORDERED	Display only. Status of the stock requisition that has any of the item lines that are backordered are displayed. Valid values are: Partially (P) Fully (F) None (N)

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

RESERVED	Display only. Status of the stock requisition that has any of the item lines that are reserved are displayed. Valid values are: Partially (P) Fully (F) None (N)
RELEASED	Display only. Status of the stock requisition that has any of the item lines that are released are displayed. Valid values are: Partially (P) Fully (F) None (N)
DATE	Display only. The date when the last change was made to the Stock Requisition (SR) status of this requisition is displayed.
TOTAL ITEM LINES	Display only. The number of item lines in this stock requisition is displayed.
CLOSED ITEM LINES	The number of line items which has been issued with a Confirmation Issue.
CLOSED DATE	The date on which all of the item lines were closed by a Confirmation Issue (CI) or modifications made to the stock requisition.
WHOLE ORDER	If Y , this request is to be delivered only when the whole order has been reserved. If N , this request is to be delivered when any item(s) of this order has been reserved. N is the default in this field.
NUMBER OF ISSUES	The number of times when all or portions of the requisition have been issued.

OPEN STOCK REQUISITION ACCOUNTING LINE TABLE (OSRL)

This table contains all outstanding and some recently closed stock requisition accounting lines associated with the Stock Requisition (SR). This same screen is used for Over-the-Counter (OC) transactions. Up to two Accounting Lines are displayed per screen.

How to Access:

From a table:

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

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

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

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

ACTION: R		SCREEN: OSRL	USERID: JSTT	12/05/03	11:41:47 AM
OPEN STOCK REQUISITION ACCOUNTING LINE TABLE					
KEY IS DOCUMENT ID, LINE NUMBER					
SR/OC DOCUMENT ID: SR 9999-014504					
01-	LINE NO:	01			
	FUND:	001	AREA: WDF	ORGANIZATION:	9999
	SUB ORG:		PROGRAM: 4170	OBJECT:	4310
	SUB OBJ:		FUNCTION: 0010	JOB NUMBER:	
	REP CAT:		PROJECT DATA:	SR LINE AMT:	99.68
				CLOSED LINE AMT:	0.00
02-	LINE NO:				
	FUND:		AREA:	ORGANIZATION:	
	SUB ORG:		PROGRAM:	OBJECT:	
	SUB OBJ:		FUNCTION:	JOB NUMBER:	
	REP CAT:		PROJECT DATA:	SR LINE AMT:	
				CLOSED LINE AMT:	
02-*L009 HEADER CHANGE					

OSRL is a system-maintained table.

OPEN STOCK REQUISITION ACCOUNTING LINE (OSRL), continued

PERTINENT FIELD DESCRIPTIONS:

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

The accounting line information includes:
FUND/AREA/ORGANIZATION/PROGRAM/OBJECT/
SR LINE AMT/CLOSED LINE AMOUNT

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

CLOSED LINE AMT The dollar amount of this accounting line closed by Confirmation Issue.

OPEN STOCK REQUISITION ITEM LINE TABLE (OSRC)

This table contains information, such as requested, backordered, reserved, released, and issued quantities, and item price for each commodity line of all open and some recently closed Stock Requisitions (SR). This table also contains Over-the-Counter (OC) transaction information.

How to Access:

From a table:

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

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

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

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

ACTION: R		SCREEN: OSRC	USERID: JSTT	12/05/03	11:50:55 AM
OPEN STOCK REQUISITION ITEM LINE TABLE					
KEY IS DOCUMENT ID, LINE NUMBER					
SR/OC DOCUMENT ID:	SR 9999-014504	LINE:	001	REF ACCT LINE:	01
STOCK ITEM:	6452180110	ISSUE UNIT:	RM	QUANTITIES	
DESCRIPTION:	PAPER BOND 25% RAG LETTR WHITE				
PRINT IND:		REQUESTED:		7.000	
ALT ADDR CODE:	ZONE: 03	STOP: 2633	BACKORDER:	0.000	
ORIGINAL ZONE:		RESERVED :		7.000	
UNIT PRICE:	8.420000	RELEASED :		0.000	
TOTAL PRICE:	58.94	ISSUED :		0.000	
PREV B/O:					

OSRC is a system-maintained table.

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

LINE NUMBER	The number of the stock requisition commodity line from the input transaction, e.g., 001, 002, 003, etc.
REF ACCT LINE	The accounting line charged for this item on the Stock Requisition.
STOCK ITEM	The stock item code for the item being requested as noted on the input transaction.
ISSUE UNIT	The unit of measure that this stock item is issued, e.g., box, each, ream, etc.
DESCRIPTION	Description of the item line from the input transaction.
REQUESTED	The stock requisition quantity requested.
BACKORDER	The quantity of the stock item that cannot be reserved due to insufficient inventory.
RESERVED	The quantity of the stock item that can be processed for Pick and Issue but has not yet been printed on a Pick and Issue document (PI).
UNIT PRICE	The price for one unit of the stock item requested, up to six decimal places.
RELEASED	The quantity of the stock item that has been printed on a Pick and Issue document (PI).
TOTAL PRICE	The computed price of the item line (Unit Price times the requested Quantity).
ISSUED	The quantity of the stock item that has been issued with a Confirmation Issue (CI).
PREV B/O	If a site has not received a commodity and the item is now in a reserved, released, or issued status, a Y indicator denotes that the item had been previously in a backordered status.

OPEN STOCK REQUISITION ITEM ISSUES TABLE (OSRI)

This table contains issue or return information about a line item from an open or recently closed Stock Requisition (SR).

How to Access:

From a table:

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

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

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

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

ACTION: S		SCREEN: OSRI	USERID: JSTT	12/05/03	11:55:37 AM
OPEN STOCK REQUISITION ITEM ISSUES TABLE					
KEY IS REQ DOC ID, ITEM LINE NUMBER, ISSUE/RETURN DOC ID					
REQUISITION DOC ID: SR 9999-014504		ITEM LINE #: 001			
ISSUE/RETURN DOC ID:		ISSUE UNIT: RM			
STOCK ITEM: 6452180110					
DESCRIPTION: PAPER BOND 25% RAG LETTR WHITE					
RELEASED QUANTITY: 0.000					
ISSUE/RETURN DATE:		TOTAL PRICE:		0.00	
ISSUE/RETURN QTY: 0.000		RETURN CHARGE:		0.00	
UNIT PRICE: 0.000000		REFUND AMOUNT:		0.00	
UNIT COST: 0.000000					

OSRI is a system-maintained table.

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

ITEM LINE NUMBER	The number of the stock requisition commodity line from the input transaction for which a Confirmation Issue (CI) has been processed.
ISSUE/RET DOC ID	The CI number of the Confirmation Issue transaction as created and processed by the warehouse or the SN number of the Stock Return transaction as created and processed by the warehouse.
STOCK ITEM	The stock item number of the item on the stock requisition.
ISSUE UNIT	The unit of measure that the stock item is issued, e.g., box, each, carton, etc.
DESCRIPTION	The description of stock item.
RELEASED QUANTITY	The quantity of the stock item that was released from inventory and is ready for delivery.
ISSUE/RETURN DATE	The date when the stock item was delivered or when the stock item was returned to the warehouse.
TOTAL PRICE	The quantity issued times the unit price.
ISSUE/RETURN QTY	The quantity of the stock item that was delivered or returned.
RETURN CHARGE	The amount deducted from the credit amount on the stock return.
UNIT PRICE	The price for one unit of the stock item.
REFUND AMOUNT	The amount refunded.

MODIFICATION OF AN ACCEPTED STOCK REQUISITION (SR)

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

Modifications to an accepted Stock Requisition can be done only to the commodity information, such as, increasing/decreasing quantity, adding an additional item, or canceling the SR. Before the modification is done, view the **Open Stock Requisition Header (OSRH)** table to ensure that the Pick and Issue (PI) has not been created.

OPEN STOCK REQUISITION HEADER TRACKING SCREEN

If a Pick and Issue (PI) has been created, the RELEASED field on the Open Stock Requisition Header screen displays either P for Partially released or F for Fully released. If F for fully released displays, there will be a release date, which means that no modification or cancellation may be done to the transaction because all items in all commodity lines have been released to the site. If there is no release date, the document may be modified.

If there is a P for Partial in the RELEASED field, some commodity lines have been issued and some have not. The commodity lines that have NOT been released may be modified. View the **Open Stock Requisition Item Line Table (OSRC)** to determine the document commodity line status.

OPEN STOCK REQUISITION ITEM LINE TRACKING SCREEN

Modifications to an accepted SR can be done to those commodity line items that display quantities which are either BACKORDERED or RESERVED on the **Open Stock Requisition Item Line Table (OSRC)**. Because the Pick and Issue (PI) has not been created by the warehouse for these commodity lines, they may be modified to increase/decrease the quantity ordered or to add additional commodity lines to the transaction.

If an accepted document needs to be changed after the Pick and Issue (PI) has been created, contact the warehouse for procedures.

NOTE: An SR accounting line cannot be changed via modifications procedures. Contact General Accounting for procedures on modifying the accounting line on a stock requisition.

MODIFICATION OF AN ACCEPTED STOCK REQUISITION (SR), 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 SUSF screen. Accepted transactions display on the SUSF screen for two days, and then they are removed. (They remain on the tracking screens 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. The differences between a batched and a non-batched document are:

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

The following instructions are for creating a modification with batching:

To modify a Stock Requisition (SR) 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: **SR**

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: **SR**

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 STOCK REQUISITION (SR), continued

This displays a blank **Stock Requisition Batch Form** (if not batched, the SR Input Form 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: SR	WDF	9999-014641	12/05/03 02:08:34 PM
STATUS:	BATID: SR	WDF	4641	ORG:
B-				
STOCK REQUISITION BATCH FORM				
BATCH DATE:				
NUMBER OF DOCUMENTS:		NET AMOUNT:		
ACTUAL BATCH COUNT:		ACTUAL BATCH AMOUNT:		

Press **Enter/right Ctrl**.

MODIFICATION OF AN ACCEPTED STOCK REQUISITION (SR), continued

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

```

FUNCTION:          DOCID: SR   WDF  9999-014641      12/05/03 02:11:11 PM
STATUS:           BATID: SR   WDF  4641      ORG:
H-               STOCK REQUISITION INPUT FORM
  TRANS DATE      :                               ACCTG PRD :
  WAREHOUSE       :                               BUDGET FY  :
  REQUESTING ORG  :          DEL TO ALT ADDR:      ACTION    :
  REQUESTED BY    :                               DOC TOTAL  :
  DEL BLDG/ROOM   :                               SHIP WHOLE :
  PHONE NUMBER    :
  DELIVERY DATE   :
  COMMENTS        :
  LN  FUND  AREA  ORG/SUB  PROG  OBJ/SUB  JOB/      TOTAL      I
  --  ----  ----  -
  
```

Enter the following information:

TRANS DATE Optional. Enter the current date, in MMDDYY 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.

Press **Enter/right Ctrl**.

MODIFICATION OF AN ACCEPTED STOCK REQUISITION (SR), continued

This displays a blank Detail Line screen.

FUNCTION:		DOCID: SR	WDF	9999-014641	12/05/03 02:15:13 PM		
STATUS:		BATID: SR	WDF	4641	ORG:	000-000 OF 000	
LN	STOCK	AC	REQUESTED	I	ISS		
NUM	ITEM NUMBER	LN	QUANTITY	D	UNIT	UNIT PRICE	BACKORD QTY
-----		ALT		-----			
	DESCRIPTION	ADDR	LOCATION	TOTAL PRICE			
-----		-----		-----			
01-							
02-							
03-							
04-							
05-							
06-							

INCREASE/DECREASE QUANTITY

LN NUM

Type the commodity line number (001, 002, etc.) that needs a quantity increase or decrease.

REQUESTED QTY

Type the quantity of increase or decrease over the original order. For instance, if the original ordered quantity was 10 and you wish to increase to 12, enter 2. Likewise, if the original ordered quantity was 10 and you wish to decrease to 8, enter 2.

If eliminating the line, enter the original quantity ordered or the combined amount in the reserved and backordered statuses on the Open Stock Requisition Item Line table.

I/D

Type **I** (Increase) if it is an increase over the original quantity, or type **D** (Decrease) if it is a decrease over the original quantity.

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

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

- LN NUM:** Type the next available line number. For instance, if the original order has two (2) commodity lines (001 and 002), enter **003**.
- STOCK ITEM NO.:** Enter the stock item number to be ordered.
- REQUESTED QTY** Type the requested quantity.
- I/D:** Type **I** for Increase.

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

TO EDIT THE DOCUMENT:

If the document is not batched, press **PF2** or type **Q** in the Function field.

If the document is batched:

- Enter **EB** in the Function field and press **Enter/right Ctrl**.
-OR-
Press **SHIFT+PF2**.

The Stock Requisition Batch Form will display.

The SR 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. Type the amount that appears in the ACTUAL BATCH AMOUNT. Erase the 0.00.

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

MODIFICATION OF AN ACCEPTED STOCK REQUISITION (SR), continued**ADD COMMODITY LINE, continued****TO EDIT THE DOCUMENT:**

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

-OR-

Press **SHIFT+PF2.**

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

TO ACCEPT THE DOCUMENT:

If the document is not batched, press **PF1** or type **W** in the Function field.

If the document is batched:

Press *Enter/right Ctrl* on the **Stock Requisition Batch Form.**

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

-OR-

Press **SHIFT+PF1.**

The **Stock Requisition Batch Form** 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 STOCK REQUISITION (SR), continued**CANCEL TRANSACTIONS**

When a transaction is canceled, the entire document and all commodity lines are canceled. Therefore, only those transactions with all of the following postings on the **Open Stock Requisition Header (OSRH)** Tracking table may be canceled: N (none) posted to the RELEASED field, 0 (zero) posted to the CLOSED ITEM LINES field, and 0 (zero) posted to the NUMBER OF ISSUES field.

NOTE: Stock transactions that have been canceled through a modification are removed from the tracking screens.

To Cancel a Stock Requisition (SR) 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: **SR**

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

NUMBER: **Use the last four to six digits of the original transaction.**

Complete the Document ID field:

TRAN: **SR**

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 STOCK REQUISITION (SR), continued

CANCEL TRANSACTION, continued

This displays a blank **Stock Requisition Batch Form** (if not batched, the SR Input Form appears).

FUNCTION:	DOCID: SR	WDF	9999-014641	12/05/03 02:08:34 PM
STATUS:	BATID: SR	WDF	4641	ORG:
B-				
STOCK REQUISITION BATCH FORM				
BATCH DATE:				
NUMBER OF DOCUMENTS:		NET AMOUNT:		
ACTUAL BATCH COUNT:		ACTUAL BATCH AMOUNT:		

Press **Enter/right Ctrl.**

MODIFICATION OF AN ACCEPTED STOCK REQUISITION (SR), continued

CANCEL TRANSACTION, continued

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

```

FUNCTION:                DOCID: SR   WDF  9999-014641   12/05/03 02:11:11 PM
STATUS:                  BATID: SR   WDF  4641   ORG:
H-                        STOCK REQUISITION INPUT FORM
  TRANS DATE      :                ACCTG PRD :
  WAREHOUSE       :                BUDGET FY :
  REQUESTING ORG  :                DEL TO ALT ADDR:  ACTION   :
  REQUESTED BY    :                DOC TOTAL  :
  DEL BLDG/ROOM   :                SHIP WHOLE:
  PHONE NUMBER    :
  DELIVERY DATE   :
  COMMENTS        :

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

Enter the following information:

TRANS DATE: Optional. Enter the current date, in MMDDYY format. It cannot be a future date. If left blank, the date the transaction is entered into the system will be used.

ACTION: Enter **X** for Cancel.

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

TO EDIT THE DOCUMENT:

If the document is not batched, press **PF2** or type **Q** in the Function field.

If the document is batched:

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

-OR-

Press **SHIFT+PF2**.

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

The Stock Requisition Batch Form will display.

The SR 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. Type the amount that appears in the ACTUAL BATCH AMOUNT. Erase the 0.00.

After these 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**.

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

MODIFICATION TO AN ACCEPTED STOCK REQUISITION (SR), continued**CANCEL TRANSACTION, continued****TO ACCEPT THE DOCUMENT:**

If the document is not batched, press **PF1** or type **W** in the Function field.

If the document is batched:

Press **Enter/right Ctrl** on the **Stock Requisition Batch Form**.

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

-OR-

Press **SHIFT+PF1**.

The **Stock Requisition Batch Form** 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**.