

Purchasing Department

FRS

(Financial Record System)

Training Manual

TABLE OF CONTENTS

GRAY SECTION	LOGGING ON	Page 1-3
	FINANCIAL SYSTEMS MENU SCREEN	Page 4
	SESSIONS	
	Opening a Session	Page 5
	Closing a Session	Page 6
	SIGNING OFF OF THE FRS SYSTEM	Page 7
YELLOW SECTION	VENDOR NAME SEARCH - Screen 202	Page 8
	VENDOR CREATE/MODIFY - INQUIRY ONLY - Screen 203	Page 11
PINK SECTION	CREATING A REQUISITION	
	Requisition Header Maintenance - Screen 250	Page 12
	Requisition Types	Page 13
	Requisition Header - Shipping/Text - Screen 251	Page 14
	Standard Address	Page 15
	Requisition Line Item Create/Modify - Screen 254	Page 17
	Requisition Trailer - Screen 256	Page 20
GREEN SECTION	CANCELLING AN ENTIRE REQUISITION - Screen 253	Page 22
	REQUISITION LINE ITEM INQUIRY - Screen 258	Page 23
	(Used to view requisition three lines at a time)	
	DOCUMENT LIST - PART 1 & 2 - Screen 282	Page 24
	(Used to search for information regarding requisitions)	
	REQUISITION APPROVAL - Screen 252	Page 26
	(Used to check status of requisition approvals)	
	INVOICE LIST - Screen 118	Page 27
	(Used to search for invoices processed/check numbers)	
WHITE SECTION	EXAMPLE REQUISITIONS FOR:	
	QO - Quote Order	Page 28
	SC - State Contract Order	Page 32
	CP - Confirming Purchase	Page 35
	CW - Check With Order	Page 40
	SO - Standing Order	Page 43
	SM - Standing Maintenance Order	Page 45
	LO - Lease Order	Page 48
BUYER SECTION	APPROVING A REQUISITION	
	Select and Approve Documents - Screen 214	Page 50
	Requisition Approval - Screen 252	Page 52
OTHER HELPFUL SCREENS:		
	Purchase Order Line Item Inquiry - Screen 228	
	(Used to search for information regarding purchase orders)	
	Purchase Order Document List - Part 1 & 2 - Screen 283	
	(Used to search for information regarding purchase orders)	
	Purchase Order Header - INQUIRY ACCESS ONLY - Screen 220	
	Purchase Order Shipping/Test - INQUIRY ACCESS ONLY - Screen 221	
	Purchase Order Line Item - INQUIRY ACCESS ONLY - Screen 224/22L	

Environment Options

- A) E-Mail (NOVELL)
- B) Nicholls Mainframe - [IA] (IBM)
- C) Ellender Library (LSU-LOUIS)
- D) Campus Computer Network Menu (NSUNET)
- E) Internet Menu (INTERNET)
- F) Div. Of Administration (BATON ROUGE)
- G) Exit Menu System (DOS)
- H) Logout From Server

Select Option Enter

F1=Help For Help - E-Mail To Userid "Hardware" or "Software"
(c) Copyright 1989-93 Saber, Software Corporation

INSTRUCTIONS:

At the "Select Option" space type letter

B and press ENTER to begin work with the IA (Information Associate) software

NSUOSS

NNNNNNNNNNNNNNNNNN

VM/VTAM

NNNNNNNNNNNNNNNNNN

NNNNNNNNNNNNNNNNNN

NNNNNNNNNNNNNNNNNN

NNNNNNNN NNNNNNNN NNNNNNNN

NNNNNNNN NNNNNNNN NNNNNNNN

NNNNNNNN NNNNNNNN NNNNNNNN

***** = NICHOLLS STATE UNIVERSITY *****

***** NNNNNNNN STATE NNNNNNNN UNIVERSITY *****

***** NNNNNNNN *****

** * = = NNNNNNNN NNNNNNNN NNNNNNNN

* * * = = NNNNNNNN NNNNNNNNNNNNNNN

* * * = = NNNNNNNN NNNNNNNNNNNNNN

* *** NNNNNNNN NNNNNNNNNNNNNN

** NNNNNNNNNN NNNNNNNNNNNNNN

** NNNNNNNNNNNN NNNNNNNNNNNNNN


***** SELECTION MENU *****

A --- SCT PRODUCTION

B --- IBI FOCUS

C --- SCT INSTALL

D --- SCT TEST

ENTER SELECTION ==> 

INSTRUCTIONS:

At the "ENTER SELECTION ==>" prompt type letter

A and press ENTER to select SCT Production (real)

or

C and press ENTER to select SCT Install (practice/play area)

IESADMS01

NSU INSTALL

5686-032 and Other Materials (C) Copyright IBM Corp. 1990 and other dates

```

VV  VV  SSSSS  EEEEEEE  ++
VV  VV  SSSSSS  EEEEEEE  ++
VV  VV  SS      EE        ++  EEEEEEE  SSSSS  AA
VV  VV  SSSSSS  EEEEEEE  ++  EEEEEEE  SSSSSS  AAAA
VV  VV  SSSSSS  EEEEEEE  ++  EE        SS      AA  AA
VV  VV  SS      EE        ++  EEEEEEE  SSSSSS  AA  AA
VVVV  SSSSSS  EEEEEEE  ++  EEEEEEE  SSSSSS  AAAAAAA
VV    SSSSS  EEEEEEE  ++  EE        SS      AAAAAAA
++
++  EEEEEEE  SSSSSS  AA  AA
++  EEEEEEE  SSSSS  AA  AA

```

Your terminal is A016 and its name in the network is NSU2N062

Today is 08/21/95 To sign on to INSTCICS -- enter your:

USER-ID..... The name by which the system knows you.

PASSWORD..... Your personal access code.

PF1=HELP

2=TUTORIAL

4=REMOTE APPLICATIONS

10=NEW PASSWORD

INSTRUCTIONS:

At the "USER-ID....." line type your network User-ID login code

WITHOUT the hyphen (same ID code used to login for E-Mail consisting of department code plus three initials)

and press TAB (not ENTER).

At the "PASSWORD....." line type your password assigned by you that was

turned in to Linda Peltier (Note: it will not show up on screen as you type)

and press ENTER.

FIN Financial Systems Menu

Fiscal Year: 96

Screen: _____ Acct: _____

- 001 Financial Accounting Menu
- 101 Accounts Payable Menu
- 201 Purchasing Menu
- 501 Fixed Assets Menu
- 701 Budget Development Menu
- SYS System Controls Menu

ACTION
LINE

INSTRUCTIONS:

This is a beginning menu screen for the FRS (Financial Record System) module.

Each screen in the FRS module has an action line at the top of the screen that begins with "Screen: ____". Remember, any time something is typed on the action line or information is changed/added to the action line, press ENTER before continuing on the screen. If you forget to press ENTER, all information typed below the action line will be erased and you will have to start over.

To maneuver from screen to screen within the FRS module, type screen number in the "Screen: ____" line on the action line and press ENTER.

030 Open/Close FA Session

Screen: Acct:

Session Reference: DRxxx1 ←
Session Date: _____
Session Status: 0 ←
Description: REQUISITION ←
Bank Number: _____
Special Processing: _____
Fiscal Year: 96 YEAR SELECTED IS CURRENT
Campus Code: _____

Trans Processed:

Amount Processed:

INSTRUCTIONS:

Before you may begin working in the FRS System to enter requisitions, you must first open a session by using Screen 030.

Tab to "Session Reference" line and type reference number which shall consist of the following:

D R 1
1 2 3

- 1) D R = Department Requisition (defines type of transaction)
- 2) = three initials of your name (same initials used in login code)
- 3) = number 1 for first session opened for the day
 number 2 for second session opened for the day, etc...

Tab to "Session Status" line and type the letter 0 for open.

Tab to "Description" line and type the word Requisition to identify the type of document you are processing.

Press ENTER. Your session should now be open.

030 Open/Close FA Session

Screen: ___ Acct: _____

Session Reference: DRxxx1

Session Date: _____

Session Status: C

Description: REQUISITION _____

Bank Number: _____

Special Processing: _____

Fiscal Year: 96 YEAR SELECTED IS CURRENT

Campus Code: _____

Trans Processed: _____

Amount Processed: _____

INSTRUCTIONS:

After completing your work in the FRS System, you must close your session by using the same Screen 030.

Tab to "Session Status" line and change the letter O to letter C for close and press ENTER.

At this point, you may want to check to the two figures that appear at the bottom of the screen:

Trans Processed: ___ = Should equal number of transactions processed by the system for this session.

Amount Processed: ___ = Should equal amount of transactions processed by the system for this session.

Note: The system calculates amounts for sessions in hash totals, meaning when running calculator tape, enter credits and debits as ALL debits.

202 Vendor Name Search

Screen: _____ Vend: A PO: _____ Inv: _____ Line: _____
 Ln Vendor Name/Address City/State Vendor No. Drop Alias

1	A & E OFFICE MACHINES INC PO BOX 2532	MORGAN CITY, LA	V7208097100	0	N
2	A & R FLOOR CENTER INC 409 WEST 3RD STREET	THIBODAUX, LA	V7209564030	0	N
3	A TO Z PAPER COMPANY INC PO BOX 50725	NEW ORLEANS, LA	V7205243540	0	N
4	A&A QUICK QUALITY SIGNS INC 100 ATHERTON DR	METAIRIE, LA	V7211495550	0	N
5	A-A-R ELECTRONICS INC PO BOX 4336	HOUMA, LA	V7211059340	0	N
6	A-1 SERVICE INC 555 COOLIDGE STREET	JEFFERSON, LA	V7206927060	0	N
7	AACRAO AACRAO	ANNAPOLIS JCT, MD	V5260000320	0	Y

Line Number: _____ Previous Screen: 202 Search Key: A

INSTRUCTIONS:

Tab to "Vend: _____" line on the action line and type either the
first letter of the vendor name or as much of the vendor name as possible
 and press ENTER.

202 Vendor Name Search

Screen: _____	Vend: A	PO: _____	Inv: _____	Line: _____
Ln	Vendor Name/Address	City/State	Vendor No.	Drop Alias
1	A & E OFFICE MACHINES INC PO BOX 2532	MORGAN CITY, LA	V7208097100	0 N
2	A & R FLOOR CENTER INC 409 WEST 3RD STREET	THIBODAUX, LA	V7209564030	0 N
3	A TO Z PAPER COMPANY INC PO BOX 50725	NEW ORLEANS, LA	V7205243540	0 N
4	A&A QUICK QUALITY SIGNS INC 100 ATHERTON DR	METAIRIE, LA	V7211495550	0 N
5	A-A-R ELECTRONICS INC PO BOX 4336	HOUMA, LA	V7211059340	0 N
6	A-1 SERVICE INC 555 COOLIDGE STREET	JEFFERSON, LA	V7206927060	0 N
7	AACRAO AACRAO	ANNAPOLIS JCT, MD	V5260000320	0 Y

Line Number: 3 Previous Screen: 202 Search Key: A

INSTRUCTIONS:

Tab to "Line Number: " line at the bottom left of the screen and type in the number that appears next to the vendor name you wish to select and press ENTER.

202 Vendor Name Search

A TO Z PAPER COMPANY INC

Screen: ___ Vend: V7205243540 PO: ___ Inv: ___ Line: ___
Ln Vendor Name/Address City/State Vendor No. Drop Alias

Ln	Vendor Name/Address	City/State	Vendor No.	Drop	Alias
1	A & E OFFICE MACHINES INC PO BOX 2532	MORGAN CITY, LA	V7208097100	0	N
2	A & R FLOOR CENTER INC 409 WEST 3RD STREET	THIBODAUX, LA	V7209564030	0	N
3	A TO Z PAPER COMPANY INC PO BOX 50725	NEW ORLEANS, LA	V7205243540	0	N
4	A&A QUICK QUALITY SIGNS INC 100 ATHERTON DR	METAIRIE, LA	V7211495550	0	N
5	A-A-R ELECTRONICS INC PO BOX 4336	HOUMA, LA	V7211059340	0	N
6	A-1 SERVICE INC 555 COOLIDGE STREET	JEFFERSON, LA	V7206927060	0	N
7	AACRAO AACRAO	ANNAPOLIS JCT, MD	V5260000320	0	Y

Line Number: ___ Previous Screen: 202 Search Key: A

INSTRUCTIONS:

Notice that after selecting the line number of the vendor and pressing ENTER, the vendor number now appears in the "Vend: _____" line on the action line and the company name appears at the top right hand corner of the screen.

203 Vendor Create/Modify

A TO Z PAPER COMPANY INC
PO BOX 50725

Screen: _____ Vend: V7205243540 PO: _____
Vendor Name: A TO Z PAPER COMPANY INC
Order From Address
Addr: PO BOX 50725

Inv: _____ Line: _____
Federal Tax ID: 720524354
Remit To Address
Addr: PO BOX 50725

City: NEW ORLEANS State: LA
Zip: 70150 Country: _____
Phone: 504 561-1121 Extension: _____

City: NEW ORLEANS State: LA
Zip: 70150 Country: _____
Phone: 504 561-1121 Extension: _____

Vendor Terms: _____
Vendor Type: _____
Currency Code: _____
Schedule: _____
Campus Code: 01
Check Limit: 0
FAX: 504 561 1203
Drop: 0 Delete: 0 Freeze: 0

Payment Terms: _____
Commodity Code: _____
1099/1042 Code: _____
FOB: _____
Retention Months: 99
Hold Payment: 0
TIN Notice/Year: _____
Check In-process: _____

INSTRUCTIONS:

This is an INQUIRY SCREEN ONLY. You will be allowed to access this screen to view vendor information. However, you will not be able to change any information on this screen. Any discrepancies should be reported to the Purchasing Department or Controller's Office depending on vendor. The vendor file is a shared file between these two offices.

250 Requisition Header Maintenance

THE NEW POST LTD
405 WEST 3RD STREET

Screen: ___ Vend: V7209251650 PR: R000013 Inv: _____ Line: ___
 Req Date: 08-21-95 Req Type: RO Regular Order
 Ref No.: _____ Buyer/Phone: _____
 Start Date: 00-00-00 End Date: 00-00-00
 Quote Date: 00-00-00 Quote Ref: _____
 Change Date: 00-00-00 Change No.: _____
 Status: _____ Print Req: ___ 00-00-00 Req Fiscal Year: 96
 Vendor Terms: ___ N 30 Currency: ___ FOB: ___
 Account No. Pct Amount Account No. Pct Amount
 2169104100 100.00 _____
 Auth ID 1: _____ Auth ID 2: _____ Contact: _____
 Division: ** School: ** Dept: *****
 Sub Dept: ** Exec Lvl: ** Fd Grp: **
 Purpose: ** Campus: 01 Security: *****
 Delete: 0 Freeze: 0 In Proc: 1 Tfr/Appr: Req Total:

INSTRUCTIONS:

Action line should already show a vendor number in the "Vend: _____" line. However, a requisition may be created without a vendor number if

- no vendor was found in the data base when searching on Screen 202 (see instructions for Screen 251, requisition text area and/or example requisition for requisition CW, check with order)
- no vendor required on a requisition needing competitive bids (see example requisition for requisition type Q0, quote order)

Next step is to let the system automatically assign a permanent Purchase Requisition number to the document you are about to create.

Tab to the "PR: _____" line on the action line and type R0 (R zero) and press ENTER. (make note of the requisition number for future reference)

Tab to the "Req Type: ___" line and type in the two letters selected from attached sheet that best fits the document you are about to create.

If charging to only one account, tab to the "Account No. _____" line and type in your new six digit departmental account number plus the new four digit expense sub code number to create the entire ten digit account number.

Tab to the "Pct" column and type in 100. equaling to 100% telling the system that all charges for this document are to be charged to this one account.

(Note: If charging to more than one account, which includes charging to different expense sub codes, enter ten digit account number on Screen 254 for each line created).

REQUISITION TYPE	NAME	DESCRIPTION
RO	Regular Order	Three Way Match -- Item needs to be ordered, delivered and received.
QO	Quote Order	Three Way Match -- Item requires competitive bid process.
SC	State Contract	Three Way Match -- Item ordered via Louisiana state contract pricing.
CP	Confirming Purchasing	Two Way Match -- In an emergency situation, only with prior approval received by the Director of Purchasing, items may be purchased without an approved purchase order. After purchase, department MUST complete a requisition as soon as possible and forward any invoice/delivery ticket received to Purchasing.
CM	Check With Order	Two Way Match -- Used for order that requires prepayment or for subscriptions and memberships that require a payment enclosed.
SO	Standing Order	Two Way Match -- Used for any order that does not require physical delivery of item. Example: advertisements, postage, utilities, garbage contract, library binding contract, Gardner Merchant catering contract, software license fee contracts, etc.
SM	Standing Maintenance	Two Way Match -- Used for any order that requires service and/or repair work to be performed. (Includes all annual service and maintenance contracts)
LO	Lease Order	Two Way Match -- Used for all rental orders.

Two Way Match = Purchase Order and Invoice Only
 Three Way Match = Purchase Order, Invoice and Receiving Department

R-20062 REQUIRED FIELDS ARE MISSING
251 Requisition Header - Shipping and Text

Screen: ___ Vend: _____ PR: _____ Inv: _____ Line: ___

FOB: _____

Route: _____

Delivery Dt: _____

Deliver To

Name: _____

Addr: _____

←-- Option 1: Type five digit code
on this line.

City: _____

State: _____

Zip: _____

Country: _____

Phone: _____

Ext: _____

Requisition Text

Use these four blank lines for
vendor name, address including zip
code, and phone number when vendor
not found in data base.

INSTRUCTIONS:

Tab to Delivery Dt: _____ " line and insert desired delivery date.

"Deliver To" Area:

Option 1 -- Tab to "Addr: _____" line and type in the five digit code selected from attached sheet that best fits the delivery address desired. Press ENTER.

After pressing ENTER, insert your name/department where you see the words "ATTN:" on the "Addr: _____" line. Insert your phone extension in the "Ext: _____" line. Press ENTER.

Option 2 -- Tab to "Name: _____", "Addr: _____", etc... lines and type in exact delivery address desired.

Note: All merchandise ordered should be delivered to Central Receiving Warehouse (except for special Library/Bookstore orders). If merchandise is received by the department from source other than receiving, special arrangements must be made to have items checked in by Receiving Warehouse so a receiving report can be made. Without a receiving report, an order that requires a three way match will not be released by the computer system for payment.

"Requisition Text" Area:

Use these four blank lines to type in vendor name, address including zip code and phone number when vendor is not found in data base when searching on Screen 202.

STANDARD ADDRESSES

The system has the following standard delivery addresses on file:

- 04784 NICHOLLS STATE UNIVERSITY
ATTN:
CENTRAL RECEIVING WAREHOUSE
LOUISIANA HIGHWAY 1
THIBODAU, LA 70301
- 04540 NICHOLLS STATE UNIV BOOKSTORE
906 EAST FIRST STREET
THIBODAU, LA 70301
- 04648 NICHOLLS STATE UNIVERSITY
ATTN: DAISY POPE
ELLENDER MEMORIAL LIBRARY
LEIGHTON DRIVE
THIBODAU, LA 70301
- 04646 NICHOLLS STATE UNIVERSITY
ELLENDER MEMORIAL LIBRARY
ACQUISITIONS DEPARTMENT
LEIGHTON DRIVE
THIBODAU, LA 70301
- 04676 NICHOLLS STATE UNIVERSITY
ELLENDER MEMORIAL LIBRARY
SERIALS DEPARTMENT
LEIGHTON DRIVE
THIBODAU, LA 70301
- 04639 NICHOLLS STATE UNIVERSITY
ELLENDER MEMORIAL LIBRARY
STANDING ORDER DEPARTMENT
LEIGHTON DRIVE
THIBODAU, LA 70301

251 Requisition Header - Shipping and Text

THE NEW POST LTD
405 WEST 3RD STREET

Screen: ___ Vend: V7209251650 PR: R000013 Inv: _____ Line: _____

FOB: _____

Route: _____

Delivery Dt: 00-00-00

Deliver To

Name: _____

Addr: 04784 _____ ← *

City: _____

State: _____

Zip: _____

Country: _____

Phone: 000 000-0000

Ext: _____

Requisition Text _____

251 Requisition Header - Shipping and Text

THE NEW POST LTD
405 WEST 3RD STREET

Screen: ___ Vend: V7209251650 PR: R000013 Inv: _____ Line: _____

FOB: _____

Route: _____

Delivery Dt: 00-00-00

Deliver To

Name: NICHOLLS STATE UNIVERSITY

Addr: ATTN: _____ ← *

GENERAL RECEIVING WAREHOUSE

LOUISIANA HIGHWAY 1

City: THIBODAUX

State: LA

Zip: 70301

Country: _____

Phone: _____ 000-0000

Ext: _____

Requisition Text _____

254 Requisition Line Item Create/Modify

THE NEW POST LTD
405 WEST 3RD STREET

Screen: ___ Vend: V7209251650 PR: R000013 Inv: _____ Line: 001

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
1.00		EA	24.		24.00	

Description: RUBBER STAMP - 4" X 6" - RED INK

TO READ AS FOLLOWS:

APPROVED

MICHAEL G. DAVIS

DIRECTOR OF PURCHASING

Account No.: _____ Override BBA: ___
Inventory No.: _____
Print Line: ___

More Lines (Y/N): ___

INSTRUCTIONS:

This is the screen where you will enter the detailed description of the items to be ordered. Use one screen for each item requested.

Tab to "Quantity ___" line and type in the quantity desired followed by a decimal. If you forget the decimal, your request will not be processed correctly.

Tab to the "UOM ___" line (unit of measure) and press F2 for choices. The system will not accept the UOM any other way than what is listed. Select the UOM desired and type on the "UOM" line.

Tab to "Unit Price" line and type in the unit price of item ordering. (System will automatically extend price when you finish this screen and press ENTER). If price of item contains a discount, tab to "Trade Disc" line and type in discount number followed by a decimal.

Tab to "UPO ___" line and if applicable, type in one of the following letters: (press F2 on the UPO line for more descriptive details)

A - As Invoiced

N - No Charge

T - Text

X - Drop line item (use only if document has not been trailered)

D - Delete line item (use if document already trailered)

Tab to "Description" lines and type in detailed description of item. (System wordwrap is not activated; therefore, you must return when you reach the end of a line).

If charging by line for multiple account number charges, tab to "Account No. _____" line and type in ten digit account number.

More Lines? Tab to "More Lines: ___" and type in letter Y for yes and press ENTER or at the top right of screen, change Line 001 to 002, etc. and press ENTER.

R-20062 REQUIRED FIELDS ARE MISSING
25L PR Multi-Line Item Create/Modify

Screen: ___ Vend: _____ PR: _____ Inv: _____ Line: 001

Line	Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
Description: _____							
Account No.: _____						Print Ln.: _	
Description: _____							
Account No.: _____						Print Ln.: _	
Description: _____							
Account No.: _____						Print Ln.: _	More Lns.

INSTRUCTIONS:

This screen serves the same purpose as Screen 254.

However, you can create multiple lines without changing screens.

Please note that your description, however, cannot exceed the two lines shown.

If your description is more than two lines, you must use Screen 254.

254 Requisition Line Item Create/Modify

THE NEW POST LTD
405 WEST 3RD STREET

Screen: ___ Vend: V7209251650 PR: R000013 Inv: _____

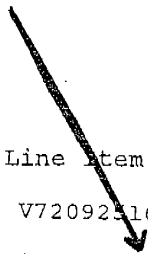
Line: 002

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
2.00		EA	15.		30.00	-
Description: RECEIPT BOOKS						

Account No.: _____ Override BBA: _
 Inventory No.: _____
 Print Line: _

More Lines (Y/N): _

DELETE LETTERS "EA" WHEN
CREATING A TEXT LINE!



254 Requisition Line Item Create/Modify

THE NEW POST LTD
405 WEST 3RD STREET

Screen: ___ Vend: V7209251650 PR: R000013 Inv: _____

Line: 003

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
						T
Description: PLEASE FAX ORDER TO THE NEW POST @ FAX NUMBER 446-7786 NEEDED AS SOON AS POSSIBLE!						

Account No.: _____ Override BBA: _
 Inventory No.: _____
 Print Line: _

More Lines (Y/N): _

W-FZ046 ACCOUNT IS OVER BUDGET BY 208.21
256 Requisition Trailer

THE NEW POST LTD
405 WEST 3RD STREET
Line: _____

Screen: _____ Vend: V7209251650 PR: R000013 Inv: _____

Total Lines: 2

Total Amt: 54.00

Account No.: 2-16910-4100

Header Pct: 100.00

Header Amt: _____

Amt Distr: 54.00

Amt Available:

Amt Required:

Override BEA:

DOCUMENT HAS BEEN ACCEPTED.



VERY IMPORTANT!

MUST APPEAR!

INSTRUCTIONS:

This is the last screen needed to complete your requisition. It is called the "TRAILER" screen. It is essential that you properly trail your requisition. It is not complete and in the system until the words

DOCUMENT HAS BEEN ACCEPTED

appears at the bottom of this screen.

If you do not get this message, something is incorrect. The system will tell you at the top of the screen what is wrong. It must be corrected at this point. Do not ignore error messages. Your requisition will not be processed until all problems are corrected. If you can not figure out how to correct a problem, call the Purchasing Department and you will be given help.

At this point, you may also want to check the amount/account numbers. However, please note that this information will not appear on this screen if lines were charged on Screen 254. Only total amount will appear.

→ R-FZ844 FA BATCH MUST BE OPENED TO PROCESS DOCUMENT - USE SCREEN 030
256 Requisition Trailer THE NEW POST LTD
405 WEST 3RD STREET

Screen: ___ Vend: V7209251650 PR: R000013 Inv: _____ Line: 002

Total Lines: 2

Total Amt: 54.00

Account No.: 2-16910-4100 - - - - -

Header Pct: 100.00

Header Amt:

Amt Distr: 54.00

Amt Available:

Amt Required:

Override BBA:

DOCUMENT NOT PROCESSED.

INSTRUCTIONS:

This sheet shows a requisition that was not accepted. Please note the words

DOCUMENT NOT PROCESSED

appearing at the bottom of this screen.

Also, note the error message shown at the top of the screen. The system noted why the document was not processed.

R-Z0062 REQUIRED FIELDS ARE MISSING
253 Requisition Flag Set

Screen: ___ Vend: _____ PR: _____ Inv: _____ Line: ___
Drop: - ←
Delete: -
Freeze: -
Delete Lines: - ←

INSTRUCTIONS:

There are times when an entire requisition needs to be cancelled for one reason or another.

This screen is used to cancel **the entire requisition** only! (To delete only some or one line of a requisition, see instructions on Screen 254 for UPO line using letter X or D).

A requisition may only be cancelled prior to the document being transferred into a purchase order. If requisition has already been transferred into a purchase order, please send memo to Purchasing requesting cancellation of purchase order including reason.

To cancel entire requisition not yet trailered and encumbered:

Tab to the "PR: _____" line and type in the requisition number of the document you wish to cancel. Press ENTER.

Tab to the "Drop: ___" line and type in the number 1 and press ENTER.

To cancel entire requisition already trailered and encumbered:

Tab to the "PR: _____" line and type in the requisition number of the document you wish to cancel. Press ENTER.

Tab to the "Delete Lines: ___" line and type in the letter Y for yes and press ENTER.

The above processes will immediately delete all encumbrances associated with the cancelled requisition. In the Drop process, the entire document is erased and the document number can be reused by the system. However, in the Delete Lines process, the document is not erased but the encumbrances are deleted. Instead the system inserts the letter D in the UPO line on Screen 254 for each line of the document to delete entire document.

I-FZ759 NO MORE RECORDS FOUND ON FILE
258 Requisition Line Item Inquiry

THE NEW POST LTD
405 WEST 3RD STREET

Screen: ___ Vend: V7209251650 PR: R000013 Line: 001

Line	Quantity	Commodity	UOM	Unit Price	Trd Disc	Extended Price	UPO
001	1.00		EA	24.		24.00	
	Account No.:				RUBBER STAMP - 4" X 6" - RED INK		
	Inventory No.:				TO READ AS FOLLOWS:		
	Reference No.:						
002	2.00		EA	15.		30.00	
	Account No.:				RECEIPT BOOKS		
	Inventory No.:						
	Reference No.:						
003							T
	Account No.:				PLEASE FAX ORDER TO THE NEW POST		
	Inventory No.:				@ FAX NUMBER 446-7786		
	Reference No.:						

INSTRUCTIONS:

This screen may be used to view a purchase requisition **three lines at a time.**

Tab to the "PR: _____" line and type in the requisition number of the document you wish to view and press **ENTER.**

A brief line-by-line description will appear. Please note that this screen only captures the first two lines of the description for each line. If you wish to see more detail, go to Screen 254 for each line.

NOTE THE MESSAGE LINE at the top of the Screen. This requisition has no more records. However, if the message showed more records, you may view additional lines by pressing **ENTER.**

282 Document List (Part 1)

THE NEW POST LTD
405 WEST 3RD STREET

Screen: _____ Vend: V7209251650 Doc: R000013 Inv: _____ Line: _____
Selection Criteria: _____ Retain Criteria: N

Doc Type: 1 Vendor No.: _____
Start Doc No.: r000013 PO Type: _____
Reference No.: _____ Buyer: _____
Route: _____ Status Codes: _____
Department: _____ Acct No./Mask: _____
Exclude Frozen Documents (Y): -
Exclude Deleted Documents (Y): -
Tfrd/Approved/Not Approved (A/Y/N): -
List Documents In Process (Y): -
Needing My Approval Only (Y): -
Begin End -
Date Created: 01-01-85 12-31-99
Doc Date: 01-01-85 12-31-99
Exp Delivery Date: 01-01-85 12-31-99
Press ENTER to list documents.

INSTRUCTIONS:

This screen is like a file cabinet with a lot of drawers containing a lot of folders.

You must tell the system what you are looking for by selecting different parameters and filling in the various selection criteria listed.

For example, in the screen shown above, **requisition number** was typed in to the **Start Doc No.** line to find out if a purchase order number had been assigned to this document.

To list the document and any information found in the system press **ENTER**.

NOTES:

- 1) If you want a list of all requisitions for your department, tab to **Acct No./Mask:** line and insert your six digit department account number and press **ENTER**.
- 2) If you know only the vendor name for a requisition you created, search for the vendor number on Screen 202. Then on this screen, tab to **Vendor No.:** line and insert vendor number and press **ENTER**.
- 3) If you only know the approximate month a requisition was created, tab to the **Date Created:** line and insert the begin/end dates and press **ENTER**.

See next page for Screen 282 - Part 2.

I-FZ783 NO MORE RECORDS; PRESS ENTER TO RETURN TO SCREEN 282
282 Document List (Part 2)

Screen: ___ Vend: V7209251650 Doc: R000013

Doc No.	D	F	S	P	Vendor No.	Type	Ref No.	Dept	Byr	Rte	Doc Dt	Doc Amount
R000013	0	0	0		V7209251650	RO		*****			08-21-95	54.00
Approved/Transferred: N												

Approved/Transferred:

Approved/Transferred:

Approved/Transferred:

Approved/Transferred:

INSTRUCTIONS:

This screen shows that the requisition number selected on Screen 282 - Part 1 has not yet been approved/transferred and no purchase order has been assigned to this document (see Ref No. column).

I-FZ759 NO MORE RECORDS FOUND ON FILE.
252 Requisition Approval

THE NEW POST LTD
405 WEST 3RD STREET

Screen: _____ Vend: V7209251650 PR: R000013 Inv: _____ Line: _____

Status: Requisition has not been approved.

Priority	Level	Approval ID	Post (P, Y, N)	Name	Date Posted
Y	01	0100			00-00-00
Comments:					
H	12	1200			00-00-00
Comments:					
H	13	1300			00-00-00
Comments:					
H	14	1400			00-00-00
Comments:					
Comments:					

INSTRUCTIONS:

This screen will show the approvals needed for this document.

It will also show who has already approved the document and who still needs to approve the document.

To find out the name associated with the approval ID codes listed, use your **arrow keys** to move down to the numbers under the approval ID column and press **F2**.

(Note: The approval rules listed in this example are not real. Remember this is a play area only. The new approval rules are being written at this time and will be entered into the Production module only.)

If this requisition had been approved by one of the approval ID code persons listed above, the Post (P, Y, N) column would have either the letter

P = Approval is pending

Y = Approval has been granted

N = Approval has been denied

and the screen would also show the name of the person that posted those letters and the date posted.

The approver can also insert a message on this screen to the requisitioner or whomever.

Therefore, it is important to check this screen to view the status of your requisition as it is being processed for approval.

I-FZ759 NO MORE RECORDS FOUND ON FILE
118 Invoice List

A & E OFFICE MACHINES INC
PO BOX 2532

Screen: ___ Vend: V7208097100 Invoice: _____

<-----Invoice----->			Vchr	PO	<-----Check----->			
Number	Amount	Date	Number	Number	Number	Amount	Date	St
5733R	50.00	060295	0000988	P000607	265866	50.00	080395	C
5884R	97.50	062995	0001888	P000825	266417	97.50	081795	C

I-FZ782 MORE RECORDS; PRESS ENTER TO CONTINUE
118 Invoice List

TRUE VALUE/INTERSTATE
1143 TIGER DRIVE

Screen: ___ Vend: V7207241630 Invoice: 47023

<-----Invoice----->			Vchr	PO	<-----Check----->			
Number	Amount	Date	Number	Number	Number	Amount	Date	St
19269	34.35	072595	0001180		265999	779.37	080795	C
19495	1,370.00	081195	0001926	P000625				A
45880	2.40	062195	0000152		265418	59.54	071495	C
45903	7.49	062195	0000153		265418	59.54	071495	C
46064	22.38	062695	0000154		265418	59.54	071495	C
46339	92.18	070695	0001155		265999	779.37	080795	C
46345	7.84	070595	0001156		265999	779.37	080795	C
46484	4.10	071095	0001157		265999	779.37	080795	C
46578	95.25	071395	0001158		265999	779.37	080795	C
46598	24.64	071295	0001159		265999	779.37	080795	C
46610	16.47	071395	0001160		265999	779.37	080795	C
46630	68.20	071395	0001161		265999	779.37	080795	C
46733	13.32	071895	0001162		265999	779.37	080795	C
46875	29.37	072195	0001163		265999	779.37	080795	C
46919	11.94	072495	0001164		265999	779.37	080795	C
46977	6.30	072595	0001165		265999	779.37	080795	C

INSTRUCTIONS:

Screen 118 may be used to view status of invoices processed to a vendor.

Search for vendor number on Screen 202. Then tab to **Vend:** line and type in vendor number. Press **ENTER**. System will list invoices processed to vendor. (you may also type in invoice number on **Invoice:** line if known)

If there is no **PO Number** shown, invoice was processed directly into accounts payable module without a purchase order being generated.

Notice in the first example, invoice processed to A & E Office Machines for \$50.00 equals check amount for \$50.00. This means that when check cycle was run, there was only one outstanding invoice to be processed to vendor.

However, notice in the second example, first invoice shown for \$34.35 was paid on a check totaling \$779.37. When check cycle was run, the system gathered all outstanding invoices to be processed to True Value and cut only one check to vendor.

250 Requisition Header Maintenance

NO VENDOR ON DOCUMENT

Screen: _____ Vend: _____ PR: R000015 Inv: _____ Line: 001
 Req Date: 08-21-95 Req Type: QO Quote Order
 Ref No.: _____ Buyer/Phone: _____
 Start Date: 00-00-00 End Date: 00-00-00
 Quote Date: 00-00-00 Quote Ref: _____
 Change Date: 00-00-00 Change No.: _____
 Status: _____ Print Req: _____ 00-00-00 Req Fiscal Year: 96
 Vendor Terms: _____ Currency: _____ FOB: _____
 Account No. Pct Amount Account No. Pct Amount
 2156104280 100.00 _____
 Auth ID 1: _____ Auth ID 2: _____ Contact: _____
 Division: ** School: ** Dept: *****
 Sub Dept: ** Exec Lvl: ** Fd Grp: **
 Purpose: ** Campus: 01 Security: *****
 Delete: 0 Freeze: 0 In Proc: 0 Tfr/Appr: N Req Total: 3,435.00

251 Requisition Header - Shipping and Text

NO VENDOR ON DOCUMENT

Screen: _____ Vend: _____ PR: R000015 Inv: _____ Line: 001
 FOB: _____
 Route: _____
 Delivery Dt: 00-00-00
 Deliver To
 Name: _____
 Addr: _____

 City: _____ State: _____
 Zip: _____ Country: _____
 Phone: 000-0000 Ext: _____
 Requisition Text

254 Requisition Line Item Create/Modify

Screen: ___ Vend: _____ PR: R000015 Inv: _____ Line: 001

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
125.00		CS	27.48		3,435.00	-
Description: CASCADE J14000 TOILET TISSUE, 6 ROLLS/CASE, 4000 X 3.9 WHITE, SINGLE PLY						

Account No.: _____ Override BBA: ___
 Inventory No.: _____
 Print Line: _

More Lines (Y/N): _

254 Requisition Line Item Create/Modify

Screen: ___ Vend: _____ PR: R000015 Inv: _____ Line: 002

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
Description: SUGGESTED VENDORS:						
WESTBANK PAPER & JANITORIAL SUPPLY						
2201 HUEY P LONG AVENUE						
GRETNA, LA 90053						
BARBARA'S JANITORIAL SERVICE & SUPPLY						
PO BOX 90385						
LAFAYETTE, LA 70509						

Account No.: _____ Override BBA: ___
 Inventory No.: _____
 Print Line: _

More Lines (Y/N): _

254 Requisition Line Item Create/Modify

Screen: ___ Vend: _____ PR: R000015 Inv: _____ Line: 003

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
----------	-----------	-----	------------	------------	----------------	-----

Description: IMPCO INC
PO BOX 310
EDGARD, LA 70049

NOLMAR CORPORATION
PO BOX 850275
NEW ORLEANS, LA 70185

Account No.: _____ Override BBA: _
Inventory No.: _____
Print Line: _

More Lines (Y/N): _

254 Requisition Line Item Create/Modify

Screen: ___ Vend: _____ PR: R000015 Inv: _____ Line: 004

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
----------	-----------	-----	------------	------------	----------------	-----

Description: POTTS DISTRIBUTING CO
PO BOX 179
COLUMBIA, LA 71418

FUSELIER'S JANITORIAL SERV & SUPPLIES
502 12TH STREET
LAFAYETTE, LA 70501

Account No.: _____ Override BBA: _
Inventory No.: _____
Print Line: _

More Lines (Y/N): _

256 Requisition Trailer

Screen: ___ Vend: _____ PR: R000015 Inv: _____ Line: 005

Total Lines: 1

Total Amt: 3,435.00

Account No.: 2-15610-4280 - - - - -

Header Pct: 100.00

Header Amt:

Amt Distr: 3,435.00

Amt Available:

Amt Required:

Override BBA:

DOCUMENT HAS BEEN ACCEPTED.

250 Requisition Header Maintenance

ENTEX INFORMATION SERVICES
SUITE 350

Screen: ___ Vend: V1337152910 PR: R000016 Inv: _____ Line: _____
 Req Date: 08-21-95 Req Type: SC State Contract Order
 Ref No.: _____ Buyer/Phone: _____
 Start Date: 00-00-00 End Date: 00-00-00
 Quote Date: 00-00-00 Quote Ref: _____
 Change Date: 00-00-00 Change No.: _____
 Status: _____ Print Req: 00-00-00 Req Fiscal Year: 96
 Vendor Terms: N 30 Currency: _____ FOB: _____
 Account No. Pct Amount Account No. Pct Amount

Auth ID 1: _____ Auth ID 2: _____ Contact: _____
 Division: ** School: ** Dept: *****
 Sub Dept: ** Exec Lvl: ** Fd Grp: **
 Purpose: ** Campus: 01 Security: *****
 Delete: 0 Freeze: 0 In Proc: 1 Tfr/Appr: _____ Req Total: _____

251 Requisition Header - Shipping and Text

ENTEX INFORMATION SERVICES
SUITE 350

Screen: ___ Vend: V1337152910 PR: R000016 Inv: _____ Line: _____
 FOB: _____
 Route: _____
 Delivery Dt: 00-00-00
 Deliver To
 Name: NICHOLLS STATE UNIVERSITY
 Addr: ATTN: PURCHASING DEPARTMENT
 CENTRAL RECEIVING WAREHOUSE
 LOUISIANA HIGHWAY 1

City: THIBODAUX State: LA
 Zip: 70301 Country: _____
 Phone: 000-0000 Ext: _____

Requisition Text

254 Requisition Line Item Create/Modify

ENTEX INFORMATION SERVICES
SUITE 350

Screen: ___ Vend: V1337152910 PR: R000016 Inv: _____ Line: 001

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
2.00		EA	1,340.		2,680.00	-
Description: 400202-00251 HEWLETT PACKARD LASER JET 4 PLUS 2MB 12PPM, 600PI, 2PT/100 SER/PAR C2037A #ABA						

Account No.: 2169107260 Override BBA: _
Inventory No.: _____
Print Line: _

More Lines (Y/N): _

254 Requisition Line Item Create/Modify

ENTEX INFORMATION SERVICES
SUITE 350

Screen: ___ Vend: V1337152910 PR: R000016 Inv: _____ Line: 002

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
2.00		EA	94.		188.00	-
Description: 400202-00361 HEWLETT PACKARD TONER						

Account No.: 2169104100 Override BBA: _
Inventory No.: _____
Print Line: _

More Lines (Y/N): _

I-FZ754 ACCOUNTS CHARGED ON LINE ITEMS
256 Requisition Trailer

ENTEX INFORMATION SERVICES
SUITE 350

Screen: _____ Vend: V1337152910 PR: R000016 Inv: _____ Line: 002

Total Lines: 2

Total Amt: 2,868.00

Account No.:

Header Pct:

Header Amt:

Amt Distr:

Amt Available:

Amt Required:

Override BBA:

DOCUMENT ACCEPTED WITH ACCOUNTS AT LINE LEVEL.

250 Requisition Header Maintenance

DIXIE GLASS COMPANY INC
815 WEST 1ST STREET

Screen: _____ Vend: V7209171080 PR: R000021 Inv: _____ Line: _____
 Req Date: 08-26-95 Req Type: CP Confirming Purchase
 Ref No.: _____ Buyer/Phone: _____
 Start Date: 00-00-00 End Date: 00-00-00
 Quote Date: 00-00-00 Quote Ref: _____
 Change Date: 00-00-00 Change No.: _____
 Status: _____ Print Req: 00-00-00 Req Fiscal Year: 96
 Vendor Terms: _____ N 30 Currency: _____ FOB: _____
 Account No. Pct Amount Account No. Pct Amount

Auth ID 1: _____ Auth ID 2: _____ Contact: _____
 Division: ** School: ** Dept: *****
 Sub Dept: ** Exec Lvl: ** Fd Grp: **
 Purpose: ** Campus: 01 Security: *****
 Delete: 0 Freeze: 0 In Proc: 0 Tfr/Appr: N Req Total: 150.00

251 Requisition Header - Shipping and Text

DIXIE GLASS COMPANY INC
815 WEST 1ST STREET

Screen: _____ Vend: V7209171080 PR: R000021 Inv: _____ Line: _____

FOB: _____
 Route: _____
 Delivery Dt: 00-00-00
 Deliver To

Name: _____
 Addr: RESIDENTIAL SERVICES

City: _____ State: _____
 Zip: _____ Country: _____
 Phone: 000 000-0000 Ext: _____
 Requisition Text _____

254 Requisition Line Item Create/Modify

DIXIE GLASS COMPANY INC
815 WEST 1ST STREET

Screen: ___ Vend: V7209171080 PR: R000021 Inv: _____ Line: 001

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
1.00		EA	125.		125.00	-
Description: 31-1/4" X 6'X-3/4" SOLAR GRAY GLASS - ELLENDER DORM						

Account No.: 3164104430 Override BBA: _

Inventory No.: _____

Print Line: _

More Lines (Y/N): _

254 Requisition Line Item Create/Modify

DIXIE GLASS COMPANY INC
815 WEST 1ST STREET

Screen: ___ Vend: V7209171080 PR: R000021 Inv: _____ Line: 002

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
1.00		HR	25.		25.00	-
Description: LABOR CHARGES TO INSTALL ABOVE GLASS						

Account No.: 3164103351 Override BBA: _

Inventory No.: _____

Print Line: _

More Lines (Y/N): _

254 Requisition Line Item Create/Modify

DIXIE GLASS COMPANY INC
815 WEST 1ST STREET

Screen: _____ Vend: V7209171080 PR: R000021 Inv: _____ Line: 001

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
1.00		EA	125.		125.00	-
Description: 31-1/4" X 6'X-3/4" SOLAR GRAY GLASS - ELLENDER DORM						

Account No.: 3164104430 Override BBA: _____
Inventory No.: _____
Print Line: _____

More Lines (Y/N): _____

254 Requisition Line Item Create/Modify

DIXIE GLASS COMPANY INC
815 WEST 1ST STREET

Screen: _____ Vend: V7209171080 PR: R000021 Inv: _____ Line: 002

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
1.00		HR	25.		25.00	-
Description: LABOR CHARGES TO INSTALL ABOVE GLASS						

Account No.: 3164103351 Override BBA: _____
Inventory No.: _____
Print Line: _____

More Lines (Y/N): _____

254 Requisition Line Item Create/Modify

DIXIE GLASS COMPANY INC
815 WEST 1ST STREET

Screen: ___ Vend: V7209171080 PR: R000021 Inv: _____ Line: 003

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
						T

Description: GLASS ALREADY RECEIVED AND INSTALLED.
GLASS WAS BROKEN OVER THE WEEKEND AND
NEEDED TO BE FIXED IMMEDIATELY.

Account No.: _____ Override BBA: _
Inventory No.: _____
Print Line: _

More Lines (Y/N): _

254 Requisition Line Item Create/Modify

DIXIE GLASS COMPANY INC
815 WEST 1ST STREET

Screen: ___ Vend: V7209171080 PR: R000021 Inv: _____ Line: 004

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
						T

Description: INVOICE #12345 DATED 8/19/95

Account No.: _____ Override BBA: _
Inventory No.: _____
Print Line: _

More Lines (Y/N): _

I 1 0
I-FZ754 ACCOUNTS CHARGED ON LINE ITEMS
256 Requisition Trailer

DIXIE GLASS COMPANY INC
815 WEST 1ST STREET

Screen: ___ Vend: V7209171080 PR: R000021 Inv: _____ Line: _____

Total Lines: 2

Total Amt: 150.00

Account No.:

Header Pct:

Header Amt:

Amt Distr:

Amt Available:

Amt Required:

Override BBA:

DOCUMENT ACCEPTED WITH ACCOUNTS AT LINE LEVEL.

250 Requisition Header Maintenance

NO VENDOR ON DOCUMENT

Screen: _____ Vend: _____ PR: R000014 Inv: _____ Line: _____
 Req Date: 08-21-95 Req Type: CW Check with Order
 Ref No.: _____ Buyer/Phone: _____
 Start Date: 00-00-00 End Date: 00-00-00
 Quote Date: 00-00-00 Quote Ref: _____
 Change Date: 00-00-00 Change No.: _____
 Status: _____ Print Req: _____ 00-00-00 Req Fiscal Year: 96
 Vendor Terms: _____ Currency: _____ FOB: _____
 Account No. Pct Amount Account No. Pct Amount
 2169103512 100.00 _____
 Auth ID 1: _____ Auth ID 2: _____ Contact: _____
 Division: ** School: ** Dept: *****
 Sub Dept: ** Exec Lvl: ** Fd Grp: **
 Purpose: ** Campus: 01 Security: *****
 Delete: 0 Freeze: 0 In Proc: 0 Tfr/Appr: N Req Total: 66.40

251 Requisition Header - Shipping and Text

NO VENDOR ON DOCUMENT

Screen: _____ Vend: _____ PR: R000014 Inv: _____ Line: _____
 FOB: _____
 Route: _____
 Delivery Dt: 00-00-00
 Deliver To
 Name: NICHOLLS STATE UNIVERSITY
 Addr: C/O MICHAEL G. DAVIS
 DIRECTOR OF PURCHASING
 PO BOX 2052 UNIVERSITY STATION
 ROOM 104 ELKINS HALL
 City: THIBODAUX State: LA
 Zip: 70310 Country: _____
 Phone: 000 000-0000 Ext: 4030
 Requisition Text
 THE DAILY COMET
 PO BOX 5238
 THIBODAUX, LA 70302-5238
 (504) 448-7623

254 Requisition Line Item Create/Modify

Screen: ___ Vend: _____ PR: R000014 Inv: _____ Line: 001

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
1.00		YRS	66.40		66.40	-
Description: ONE YEAR RENEWAL SUBSCRIPTION TO THE DAILY COMET						

Account No.: _____ Override BBA: _

Inventory No.: _____

Print Line: _ More Lines (Y/N): _

254 Requisition Line Item Create/Modify

Screen: ___ Vend: _____ PR: R000014 Inv: _____ Line: 002

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
						T
Description: ACCOUNT NO. 1007847						

Account No.: _____ Override BBA: _

Inventory No.: _____

Print Line: _ More Lines (Y/N): _

256 Requisition Trailer

Screen: _____ Vend: _____ PR: R000014 Inv: _____ Line: 002

Total Lines: 1

Total Amt: 66.40

Account No.: 2-16910-3512 - - - - -

Header Pct: 100.00

Header Amt:

Amt Distr: 66.40

Amt Available:

Amt Required:

Override BBA:

DOCUMENT HAS BEEN ACCEPTED.

250 Requisition Header Maintenance

GARDNER MERCHANT FOOD SERVICES
NICHOLLS STATE UNIVERSITY

Screen: _____ Vend: V0608399500 PR: R000023 Inv: _____ Line: _____
 Req Date: 08-21-95 Req Type: SO Standing Order
 Ref No.: _____ Buyer/Phone: _____
 Start Date: 00-00-00 End Date: 00-00-00
 Quote Date: 00-00-00 Quote Ref: _____
 Change Date: 00-00-00 Change No.: _____
 Status: _____ Print Req: _____ 00-00-00 Req Fiscal Year: 96
 Vendor Terms: _____ Currency: _____ FOB: _____
 Account No. Pct Amount Account No. Pct Amount
 2101104240 100.00 _____
 Auth ID 1: _____ Auth ID 2: _____ Contact: _____
 Division: ** School: ** Dept: *****
 Sub Dept: ** Exec Lvl: ** Fd Grp: **
 Purpose: ** Campus: 01 Security: *****
 Delete: 0 Freeze: 0 In Proc: 1 Tfr/Appr: _____ Req Total: _____

251 Requisition Header - Shipping and Text

GARDNER MERCHANT FOOD SERVICES
NICHOLLS STATE UNIVERSITY

Screen: _____ Vend: V0608399500 PR: R000023 Inv: _____ Line: _____
 FOB: _____
 Route: _____
 Delivery Dt: 00-00-00
 Deliver To
 Name: _____
 Addr: CONTINUING EDUCATION

 City: _____ State: _____
 Zip: _____ Country: _____
 Phone: 000 000-0000 Ext: _____
 Requisition Text

254 Requisition Line Item Create/Modify

GARDNER MERCHANT FOOD SERVICES
NICHOLLS STATE UNIVERSITY

Screen: ___ Vend: V0608399500 PR: R000023 Inv: _____ Line: 001

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
1.00		EA	250.		250.00	-

Description: FOOD SERVICES FOR CONTINUING EDUCATION
BAND CAMP TO BE HELD THE WEEK OF
8/28/95.

Account No.: _____ Override BBA: ___
Inventory No.: _____
Print Line: _

More Lines (Y/N): _

256 Requisition Trailer

GARDNER MERCHANT FOOD SERVICES
NICHOLLS STATE UNIVERSITY

Screen: ___ Vend: V0608399500 PR: R000023 Inv: _____ Line: 001

Total Lines: 1
 Total Amt: 250.00
 Account No.: 2-10110-4240 - - - - -
 Header Pct: 100.00
 Header Amt:
 Amt Distr: 250.00
 Amt Available:
 Amt Required:
 Override BBA:
 DOCUMENT HAS BEEN ACCEPTED.

250 Requisition Header Maintenance

A & E OFFICE MACHINES INC
PO BOX 2532

Screen: _____ Vend: V7208097100 PR: R000018 Inv: _____ Line: _____
 Req Date: 08-21-95 Req Type: SM Standing Maintenance Order
 Ref No.: _____ Buyer/Phone: _____
 Start Date: 00-00-00 End Date: 00-00-00
 Quote Date: 00-00-00 Quote Ref: _____
 Change Date: 00-00-00 Change No.: _____
 Status: _____ Print Req: 00-00-00 Req Fiscal Year: 96
 Vendor Terms: _____ N 30 Currency: _____ FOB: _____
 Account No. Pct Amount Account No. Pct Amount

Auth ID 1: _____ Auth ID 2: _____ Contact: _____
 Division: ** School: ** Dept: *****
 Sub Dept: ** Exec Lvl: ** Fd Grp: **
 Purpose: ** Campus: 01 Security: *****
 Delete: 0 Freeze: 0 In Proc: 1 Tfr/Appr: _____ Req Total: _____

251 Requisition Header - Shipping and Text

A & E OFFICE MACHINES INC
PO BOX 2532

Screen: _____ Vend: V7208097100 PR: R000018 Inv: _____ Line: _____
 FOB: _____
 Route: _____
 Delivery Dt: 00-00-00
 Deliver To
 Name: _____
 Addr: _____

 City: _____ State: _____
 Zip: _____ Country: _____
 Phone: 000 000-0000 Ext: _____
 Requisition Text _____

254 Requisition Line Item Create/Modify A & E OFFICE MACHINES INC
PO BOX 2532

Screen: ___ Vend: V7208097100 PR: R000018 Inv: _____ Line: 001

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
1.00		HR	97.50		97.50	

Description: ESTIMATED LABOR CHARGES TO REPAIR
SHARP COPIER

Account No.: 2169103361 Override BBA: _

Inventory No.: _____

Print Line: _ More Lines (Y/N): _

254 Requisition Line Item Create/Modify A & E OFFICE MACHINES INC
PO BOX 2532

Screen: ___ Vend: V7208097100 PR: R000018 Inv: _____ Line: 002

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
1.00		EA				A

Description: PARTS AS NEEDED (IF APPLICABLE)

Account No.: 2169104440 Override BBA: _

Inventory No.: _____

Print Line: _ More Lines (Y/N): _

*W-FZ046 ACCOUNT IS OVER BUDGET BY 2143.90
256 Requisition Trailer

A & E OFFICE MACHINES INC
PO BOX 2532

Screen: _____ Vend: V7208097100 PR: R000018 Inv: _____ Line: 002

Total Lines: 2

Total Amt: 97.50

Account No.:

Header Pct:

Header Amt:

Amt Distr:

Amt Available:

Amt Required:

Override BBA:

DOCUMENT HAS BEEN ACCEPTED.

250 Requisition Header Maintenance

RICOH CORPORATION
C/O CLASSIC BUSINESS PRODUCTS

Screen: ___ Vend: V2227835210 PR: R000024 Inv: _____ Line: ___

Req Date: 08-26-95 Req Type: LO Lease Order

Ref No.: _____ Buyer/Phone: _____

Start Date: 09-01-95 End Date: 06-30-96

Quote Date: 00-00-00 Quote Ref: _____

Change Date: 00-00-00 Change No.: _____

Status: _____ Print Req: _____ 00-00-00 Req Fiscal Year: 96

Vendor Terms: _____ N 30 Currency: _____ FOB: _____

Account No.	Pct	Amount	Account No.	Pct	Amount
2169103421	100.00				

Auth ID 1: _____ Auth ID 2: _____ Contact: _____

Division: ** School: ** Dept: *****

Sub Dept: ** Exec Lvl: ** Fd Grp: **

Purpose: ** Campus: 01 Security: *****

Delete: 0 Freeze: 0 In Proc: 0 Tfr/Appr: N Req Total: 1,650.00

251 Requisition Header - Shipping and Text

RICOH CORPORATION
C/O CLASSIC BUSINESS PRODUCTS

Screen: ___ Vend: V2227835210 PR: R000024 Inv: _____ Line: ___

FOB: _____

Route: _____

Delivery Dt: 09-01-95

Deliver To

Name: NICHOLLS STATE UNIVERSITY

Addr: PURCHASING

104 ELKINS HALL

(504) 448-4032

City: _____ State: _____

Zip: _____ Country: _____

Phone: 000 000-0000 Ext: _____

Requisition Text

254 Requisition Line Item Create/Modify

RICOH CORPORATION
C/O CLASSIC BUSINESS PRODUCTS

Screen: ___ Vend: V2227835210 PR: R000024 Inv: _____ Line: 001

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
10.00		MO	165.		1,650.00	-

Description: 400383-02235 RENTAL OF RICOH COPIER
MODEL #FT-4727, FIVE CASSETTE, W/ R/E,
CABINET, RADF, 20 BIN SORTER AND AUTO
DUPLEXING 2:2. MCA: 10,000 COPIES/MONTH
COPY OVRAGE - .0165/COPY

Account No.: _____ Override BBA: ___
Inventory No.: _____
Print Line: _____

More Lines (Y/N): ___

256 Requisition Trailer

RICOH CORPORATION
C/O CLASSIC BUSINESS PRODUCTS

Screen: ___ Vend: V2227835210 PR: R000024 Inv: _____ Line: 001

Total Lines: 1
Total Amt: 1,650.00
Account No.: 2-16910-3421 - - - - -
Header Pct: 100.00
Header Amt:
Amt Distr: 1,650.00
Amt Available:
Amt Required:
Override BBA: ___
DOCUMENT HAS BEEN ACCEPTED.

I-FZ977 ENTER SEARCH CRITERIA TO DISPLAY LIST
214 Select and Approve Documents

Screen: ___ Vend: _____ Doc: _____ Inv: _____ Line: _____

Selection Criteria

Document Type:

'0' = Purchase Orders

'1' = Requisitions

Previous Posting: _

'P' = Pending

' ' = Blank

'B' = Both

Previously Reviewed: _

'A' = All (default)

'R' = Reviewed

'N' = Not Reviewed

Press ENTER to list documents.

INSTRUCTIONS:

Tab to "Document Type: ___" line and type in the number 1.

Tab to "Previous Posting: ___" line and type in the letter B.

Press ENTER.

I-FZ759 NO MORE RECORDS FOUND ON FILE.
 214 Select and Approve Documents (Part 2)

Line No.	Post	Document No.	Reviewed	Document Date	Document Total Amt	Line: 001 Approval ID
01	-	R000110	-	04-19-95	500.00	CCCC
02	-	R000111	-	04-19-95	10.00	CCCC
03	-	R000112	-	04-19-95	1,000.00	CCCC
04	-	R000121	-	05-02-95	250.00	CCCC
05	-	R000146	-	05-09-95	450.00	CCCC
06	-	R000147	-	05-09-95	175.00	CCCC
07	-	R000162	-	06-14-95	1,829.69	CCCC
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-

Select Line No. and Next Screen. Line No: Next Screen:

INSTRUCTIONS:

This screen shows a listing of requisitions needing your approval.

You will need to make a screen print or write down the requisition numbers to proceed to the following screens:

To view requisition contents use Screens

- 250 - Header Screen showing account number (if entered on this screen)
- 251 - Shipping & Text
- 254 - Line Item Description for each line created (& account # if entered on this screen)
- 258 - Line Item Description showing three lines at a time
- 256 - Trailer showing total amount of requisition

To post approval/disapproval use Screen 252.

I-FZ759 NO MORE RECORDS FOUND ON FILE.
252 Requisition Approval

A TO Z PAPER CO INC
P O BOX 50725

Screen: _____ Vend: V7205243540 PR: R000162 Inv: _____ Line: 001
Status: Requisition has not been approved.

Priority	Level	Approval ID	Post (P, Y, N)	Name	Date Posted
Y	01	0201			00-00-00
Comments:					
H	04	CCCC	-		00-00-00
Comments:					
H	08	EFGH			00-00-00
Comments:					
Comments:					

INSTRUCTIONS:

If you already know the number of the requisition needing your approval, you may skip Screen 214 (parts 1 & 2) and proceed directly to this Screen 252.

Tab to the "PR: _____" line and type in the requisition number of the document.

Tab to the "Post (P,Y,N)" column and post your approval/disapproval on the small ___ shown.

At this time, you may also write any comments to the requisitioner or whomever.

Press ENTER.

Notice that your name appeared on your approval ID line. If you select another person as a back-up to approve in your absence, when defined under screen security, their name would appear next to your approval ID line.

If you have another requisition to post, tab back to the "PR: _____" line and type in your next requisition number and press ENTER.