

Financial Accounting

Frequently Asked Questions

How do I Enter a New Requisition?

- 1) Display the REQM screen. Verify that the correct fiscal year is at the top of the screen.
- 2) Press F4 to get a work screen.
- 3) Type any necessary digits of the requisition number. If left blank, the next number will be assigned.
- 4) The current date will be used.
- 5) Enter the requester name, vendor number or vendor information, building code, mailing indicator, taxable code, support documents code, and the item description information. NOTE: For those items with multiple lines of description, the unit price and quantity must be on the first line.
- 6) If the entire cost of the order is to be expensed from one account, key the account number or reference number in the appropriate area at the bottom of the screen. The letter 'R' must precede the reference number. Ending zeroes can be omitted when entering the account number.
- 7) Press ENTER to add the requisition to the file. The information will be validated, incorrect data will be highlighted, and an appropriate message displayed. Correct any errors and press ENTER again. When the requisition is added to the file, the message 'ADD SUCCESSFUL' will be displayed.
- 8) To continue entering item descriptions for the same requisition if necessary, press F7 to return to the item description screen. Press F6 to get a detail work screen. The header information will remain, but the detail information will be ready for more input. Key the data.
- 9) Press F2 to update. The information will be validated, incorrect data will be highlighted, and an appropriate message displayed. Correct any errors and press F2 again. When the requisition is updated, the message 'UPDATE SUCCESSFUL' will be displayed.
- 10) To enter additional accounts, display the distribution screen. Press F6 to get a work screen. Key the account/reference numbers and amounts. Press F2.
- 11) The current account balance will be displayed for each account. If an account is over-expended, the amount will be highlighted; however, the requisition will be updated with the distribution.

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How do I Display a Requisition?

- 1) Display the REQM screen. Verify that the correct fiscal year is at the top of the screen.
- 2) Type either the requisition number or the requestor name in the appropriate area, then press ENTER.
- 3) The file will be searched for the name or number entered and, if found, will display that requisition. If a match is not found, the system will display the next requisition in either numerical or alphabetical order, depending on the search criteria entered.
- 4) If a requisition consists of more than one screen, the word 'MORE' followed by a 'Y' will be displayed in the lower left corner. Press ENTER to display the subsequent pages of information.
- 5) If the distribution is not displayed on the REQM screen, press F7 to display the requisition distribution maintenance screen.

How do I Change a Requisition?

- 1) Display the REQM screen. Verify that the correct fiscal year is at the top of the screen.
- 2) Display the requisition that is to be changed.
- 3) Key over all the data that is to be changed and press F2. The information will be validated, incorrect data will be highlighted, and an appropriate message displayed. Correct any errors and press F2 again. When the record has been updated, the message 'UPDATE SUCCESSFUL' will be displayed.
- 4) If the requisition consists of more than one screen of information, and the latter screens need changing, press F2 on each screen after making the necessary changes, then press ENTER to display the next page.

NOTE: The computer will not allow a requisition to be changed if a purchase order has been printed or if the requisition is flagged to have a purchase order.

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How do I Delete a Purchase Requisition?

- 1) Display the REQM screen. Verify that the correct fiscal year is at the top of the screen.
- 2) Display the requisition to be deleted and press F11.

NOTE: The requisition cannot be deleted if a purchase order has been printed.

How do I Print a Purchase Requisition?

- 1) Display the REQM screen. Verify that the correct fiscal year is at the top of the screen.
- 2) Display the requisition that is to be printed.
- 3) Type PRPR in the function area and press ENTER. The requisition will print at your printer.

How do I Print a Purchase Order?

- 1) Display the REQM screen. Verify that the correct fiscal year is at the top of the screen.
- 2) Display the purchase requisition to be printed.
- 3) Type 'PRPO' in the function area and press ENTER.
- 4) The amount of the purchase order will be encumbered to all accounts on file for the requisition.

NOTE: Only those users with appropriate access will be able to print a purchase order.

How do I Queue a Requisition for Mass Printing of Purchase Orders?

- 1) Display the REQM screen. Verify that the correct fiscal year is at the top of the screen.
- 2) Display the requisition that is to be printed.

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- 3) Type 'R' in the print field in the upper right corner and press F2. It will NOT encumber the purchase order. This will be done when the batch purchase order print job is processed.

NOTE: Only those users with appropriate access will be able to enter the 'R'.

How do I Submit the Processing of Mass Purchase Order Printing?

- 1) Display the REQM screen. Verify that the correct fiscal year is at the top of the screen.
- 2) Type 'SUBM' in the function area and press ENTER.
- 3) Press Esc then 1 to work with printer output. Find the held print file, type a 6 (to release) in the OPT field, and press ENTER. The purchase orders will print at your laser printer. To print multiple copies, insert the colored paper in your printer, type 6 in the OPT field, and press ENTER.
- 4) When the orders have finished printing and it is determined that everything is correct, press Esc then 1. Find the saved print file, type a 4 in the OPT field to delete, and press ENTER.

How do I Reprint a Single Purchase Order?

- 1) Display the REQM screen. Verify that the correct fiscal year is at the top of the screen.
- 2) Display the requisition that is to be reprinted.
- 3) Type 'REPO' in the function area and press ENTER.

NOTE: This does NOT encumber the purchase order again. That is only done the first time the order is printed.

How do I Delete Printed Requisitions from Requisition Maintenance Screens?

- 1) Display the REQM screen. Verify that the correct fiscal year is at the top of the screen.
- 2) Type 'DEPO' in the function area and press ENTER. This will submit a batch job that will delete all requisitions that have a 'P' in the Print Code. A message will be

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sent to your screen indicating when the process is complete. A report is generated that logs the requisitions that were deleted during the delete process.

How do I Display Potential Vendor Numbers for Entered Vendor Name?

- 1) Display the REQM screen. Verify that the correct fiscal year is at the top of the screen.
- 2) Display the appropriate requisition.
- 3) Press F8. A window will be displayed with vendor information. Key the desired vendor name in the 'Position to' field and press ENTER. Use PageUp/PageDown to scroll thru the vendors.
- 4) If the desired vendor is displayed, place an 'X' to the left of the vendor number and press ENTER. The requisition maintenance screen will be displayed and the vendor number will be entered in the appropriate field. Press F2 to accept the displayed vendor information (or ENTER to cancel).

How do I Display Purchase Order Information?

- 1) Display the PODT screen. Verify that the correct fiscal year is at the top of the screen.
- 2) Enter either the purchase order number, the requester name, or requisition number in the appropriate area, and press ENTER.
- 3) The computer will search for the requested order and, if found, will display that order. If a match is not found, the system will display the next order in either numerical or alphabetical order, depending on the search criteria entered.
- 4) If a purchase order consists of more than one screen, the word 'MORE' followed by a 'Y' will be displayed in the lower left corner. To display the second page of information, press ENTER.

How do I Change a Purchase Order?

- 1) Once printed, a purchase order cannot be changed. The encumbrance may be changed via the ORDR screen.

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How do I Delete a Purchase Order?

- 1) Once printed, a purchase order cannot be deleted. The encumbrance may be canceled via the ORDR screen.