

ZACC - REQUISITION ACCOUNT ENTRY SCREEN

PURPOSE: TO ADD, DELETE OR CHANGE REQUISITION ACCOUNT CODES REGARDLESS OF WHICH SCREEN (LONG OR SHORT FORM) THE ACCOUNT CODES WERE ENTERED ON. USE THIS SCREEN WHEN ALL THE LINES IN THE REQUISITION WILL BE DISTRIBUTED TO MORE THAN THREE ACCOUNTS OR THERE ARE MORE THAN FOUR ITEMS ON THE REQUISITION.

ENTER: ZACC=FYREQNMLIN

			LINE NUMBER (OPTIONAL)
			5 DIGIT REQUISITION NUMBER
			FISCAL YEAR

DATA

ENTER THE REQUIRED DATA FIELDS AND PRESS ENTER TO EDIT THE SCREEN. ERRORS WILL SHOW AS HIGHLIGHTED FIELDS EXCEPT IN THE ITEM LINES WHERE THEY WILL SHOW IN THE ERROR TYPE COLUMN. CORRECT THE ERRORS AND PRESS ENTER. REPEAT THIS STEP UNTIL ALL ERRORS ARE CORRECTED. THERE IS A DIFFERENCE BETWEEN AN ERROR AND A WARNING MESSAGE. ERRORS WILL PREVENT THE REQUISITION FROM POSTING TO THE REQUISITION FILE WHILE WARNING MESSAGES WILL NOT. WHEN ALL ERRORS HAVE BEEN CORRECTED:

PRESS F1 TO POST THE REQUISITION DATA (AND UPDATE THE FILE) AND GO TO THE ZITM SCREEN.

IF THE SHIPPING PERCENT HAS CHANGED, REBALANCE (RECALCULATE) THE REQUISITION, PRESS F2 WHICH WILL BALANCE THE REQUISITION AND TRANSFER TO THE ZACC SCREEN. F2 WILL ALSO GIVE ANOTHER ZACC SCREEN IF THERE ARE MORE ACCOUNT CODES TO ENTER FOR THE REQUISITION.

IF THE REQUISITION HAS NEVER BEEN SUBMITTED FOR APPROVAL AND IT IS TIME TO SUBMIT IT, PRESS F3 WHICH BALANCES THE REQUISITION, SUBMITS IT FOR APPROVAL AND TRANSFERS TO ZACC. HOWEVER, IF THERE ARE NO ITEMS ON THE REQUISITION IT WILL GO TO ZITM.

PRESS F4 TO POST THE HEADER DATA AND BRING UP THE NEXT AVAILABLE REQUISITION NUMBER. THE F4 KEY DOES NOT SUBMIT THE REQUISITION TO THE APPROVAL PROCESS.

ERRORS:

VENDOR NOT ON FILE CHECK AND CORRECT THE VENDOR NUMBER
ENTERED OR OMIT THE VENDOR NUMBER

DATA MUST BE NUMERIC DATA ENTERED IN THIS FIELD IS NOT
COMPATIBLE WITH THE TYPE OF FIELD (I.E.,
ENTERED ALPHA DATA IN A NUMERIC FIELD)

INVALID DATA ENTERED AN INVALID CODE (I.E., ENTERED "B"
AND THE FIELD ONLY ALLOWS "N" OR "Y")

MISSING DATA DATA HAS NOT BEEN ENTERED IN A
MANDATORY FIELD

FIELD DEFINITIONS/FUNCTIONS:

FIELD DATA DESCRIPTION

REQUISITION # INITIALLY ENTERED ON ZHDR SCREEN.

VENDOR # INITIALLY ENTERED ON ZHDR SCREEN

REQUISITION STATUS STATUS OF REQUISITION (EX: REQUISITION
SUBMITTED).

REQUISITION ACCOUNT INPUT ON ZACC

ACCOUNT EITHER AMOUNTS OR PERCENTS CAN BE ENTERED
DISTRIBUTION BUT NOT BOTH. WHICHEVER IS ENTERED, THE
SYSTEM WILL CALCULATE THE OTHER ONE

LN # SYSTEM GENERATED

GP ACCOUNT GROUP

AMOUNT ENTER THE TOTAL OF THE EXTENSION AMOUNTS
BELONGING TO THIS ACCOUNT. IF AMOUNTS ARE
ENTERED, THEY WILL BE VALIDATED WHEN EITHER F1
OR F3 IS HIT AND ALL THE AMOUNTS TOGETHER,
REGARDLESS OF GROUPINGS, MUST EQUAL THE
REQUISITION TOTAL.

PCT IF PERCENTAGES ARE ENTERED THEY MUST TOTAL
TO 100%. IF A DECIMAL IS NOT ENTERED THE SYSTEM

ASSUMES THE LAST TWO DIGITS GO TO THE RIGHT OF THE DECIMAL.

ACCOUNT

ENTER THE ACCOUNT NUMBER. IT WILL BE VALIDATED AGAINST THE BUDGET FILE. IF THE AMOUNT IS GREATER THAN THE BALANCE IN THE ACCOUNT AND ASTERISK (*) WILL APPEAR BESIDE THE ACCOUNT NUMBER. THIS IS A WARNING MESSAGE ONLY AND WILL NOT PREVENT THE REQUISITION FROM BEING PROCESSED.

ZAST - REQUISITION APPROVAL STATUS SCREEN

PURPOSE: VIEW THE APPROVAL ACTIVITY OF A REQUISITION

ENTER: ZAST=YYP PPPP

 | |
 | | REQUISITION NUMBER
 | | FISCAL YEAR

SCREENS:

THE SCREEN WILL APPEAR SHOWING EACH APPROVER AND HIS/HER ACTION ON THE SELECTED REQUISITION.

THE FOLLOWING KEYS PERFORM THE FOLLOWING FUNCTIONS:

PF2: TRANSFER TO ZITM
PF3: TRANSFER TO ZACC
PF4: TRANSFER TO ZHDR
PF8: TRANSFER TO ZVUU
PF12: EXIT THIS TRANSACTION IMMEDIATELY, AND IF
 ZAST WAS ENTERED FROM A LIST
 TRANSACTION, RETURN TO THAT LIST
 TRANSACTION.
CLEAR: EXIT THIS TRANSACTION IMMEDIATELY.

FIELDS:

STAT: ACTION TAKEN BY APPROVER:
 APP = APPROVED
 DIS = DISAPPROVED
 (BLANK) = NO ACTION TAKEN

APPROVER: NAME OF THE APPROVER

MESSAGES:

FISCAL YEAR MUST BE NUMERIC:

REQUISITION RECORD NOT FOUND:
THE REQUISITION NUMBER ENTERED WAS NOT FOUND ON
THE FILE.

INVALID PF KEY PRESSED:
YOU HAVE PRESSED A KEY WHICH HAS NO FUNCTION ON
THIS SCREEN.

ZCHN - VIEW/ADD/UPDATE/DELETE APPROVAL CHAINS

PURPOSE: TO DISPLAY, ADD, UPDATE, OR FLAG FOR DELETION, A REQUISITION APPROVAL CHAIN.

ENTER: ZCHN=XXXXX
|
CHAIN ID

THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING FUNCTIONS:

ENTER: EDIT DATA AND UPDATE THE CHAIN FILE.

CLEAR: EXITS THIS TRANSACTION

PF12: EXIT THIS TRANSACTION AND, IF ENTERED FROM ZCHS, RETURN TO THE ZCHS LIST TRANSACTION.

FIELDS:

DESCRIPTION: DESCRIPTION OF THE CHAIN

DELETE: ENTER "D" TO FLAG THE CHAIN FOR DELETION, OR BLANK OUT THE "D" TO UNFLAG THE CHAIN.

LEVEL: APPROVAL LEVEL WITHIN THE CHAIN, ASCENDING

PRI APPROVER: THE NAME OF THE PRINCIPAL PERSON GRANTING APPROVAL AT THIS LEVEL

SEC APPROVER: THE NAME OF THE ALTERNATE PERSON GRANTING APPROVAL AT THIS LEVEL

MIN \$/ITEM: MINIMUM AMOUNT WHICH MUST BE EXCEEDED BY AN ITEM ON THE REQUISITION TO REQUIRE APPROVAL AT THIS LEVEL

MIN \$/REQ: MINIMUM AMOUNT WHICH A REQUISITION MUST TOTAL TO REQUIRE APPROVAL AT THIS LEVEL

IF EITHER MINIMUM IS EXCEEDED, THE REQUISITION WILL REQUIRE APPROVAL AT THIS LEVEL.

IF EITHER MINIMUM IS OMITTED, IT IS ASSUMED TO BE ZERO, AND THE REQUISITION WILL ALWAYS REQUIRE APPROVAL AT THIS LEVEL.

MESSAGES:

CHAIN IS NOT FOR YOUR CAMPUS
YOU CANNOT ACCESS A CHAIN FOR ANOTHER CAMPUS

DESCRIPTION REQUIRED

ENTER "D" OR SPACE
ENTER "D" TO FLAG THE CHAIN FOR DELETION, OR LEAVE BLANK.

PRIMARY APPROVER REQUIRED

PRIMARY APPROVER NOT FOUND ON FILE
YOU HAVE ENTERED A NAME NOT AUTHORIZED TO USE THE
COMPUTER SYSTEM, OR YOU HAVE MISSPELLED THE NAME.

SECONDARY APPROVER NOT FOUND ON FILE
YOU HAVE ENTERED A NAME NOT AUTHORISED TO USE THE
COMPUTER SYSTEM, OR YOU HAVE MISSPELLED THE NAME.

ENTER A POSITIVE AMOUNT OR ZERO

ENTER BOTH LIMITS OR NEITHER
IF ONE LIMIT IS ENTERED, BOTH MUST BE ENTERED. ENTER ALL
9'S TO BYPASS OR IGNORE ONE OF THE LIMITS.

RECORD UPDATED

ENTER NEXT TRANSACTION
ZCHN HAS BEEN EXITED AND THE SYSTEM IS READY FOR
ANOTHER TASK.

ZCHS - VIEW LIST OF REQUISITION APPROVAL CHAINS

PURPOSE: TO DISPLAY A LIST OF REQUISITION APPROVAL CHAINS, AND ALLOW EASY TRANSFER TO VIEW & UPDATE SCREENS. TEN APPROVAL CHAINS LINES ARE DISPLAYED ON THE SCREEN.

ENTER: ZCHS=LLSSS

 | |
 | | STARTING SEQUENCE NUMBER
 | | (OPTIONAL)
 | | STARTING LOCATION (OPTIONAL)

THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING FUNCTIONS:

CLEAR: EXITS THIS TRANSACTION
ENTER: ADVANCE ONE SCREENFUL OF DATA
PF7: GO BACK ONE SCREENFUL OF DATA
PF8: WHEN THE CURSOR IS PLACED ON ONE OF THE
 APPROVAL CHAIN LINES, TRANSFER TO ZCHN FOR
 THAT CHAIN.

FIELDS:

CHAIN-ID: LL SSS - THE IDENTIFIER OF THE CHAIN
 D: "D" INDICATES CHAIN IS FLAGGED FOR
 DELETION AND MAY NOT BE USED.
DESCRIPTION: DESCRIPTION OF THE CHAIN
FIRST APPROVER: THE NAME OF THE FIRST PERSON IN THE CHAIN

MESSAGES:

CANNOT BACK UP
CANNOT FIND STARTING LOCATION
 YOU ARE BEYOND THE LAST VALID ENTRY. YOU MUST
START AT A LOWER CHAIN-ID.
SET THE CURSOR ON A CHAIN LINE, THEN PRESS THE TRANSFER
KEY
 YOU PRESSED PF8 BUT DID NOT INDICATE WHICH CHAIN
YOU WISH TO REFER TO.
INVALID PF KEY PRESSED
 YOU PRESSED A KEY WHICH HAS NO FUNCTION FOR THIS
SCREEN.
ENTER NEXT TRANSACTION
 ZCHS HAS BEEN EXITED AND THE SYSTEM IS READY FOR
ANOTHER TASK.

ZCIT - REQUISITION CHANGE LINE ITEM SCREEN

PURPOSE: TO CHANGE LINE ITEMS IN A REQUISITION. LINE ITEMS MAY BE CHANGED IN ANY WAY AS LONG AS THE RESULTING LINE ITEM IS VALID. THEY MAY EVEN BE DELETED AND UNDELETED.

ENTER: ZCIT=YYPPPPPLL

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  |   |   |  
  |   |   | LINE NUMBER  
  |   |   | REQUISITION NUMBER  
  |   |   | FISCAL YEAR
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SCREENS:

THE SCREEN WILL APPEAR SHOWING THE CURRENT DATA IN THE LINE ITEM. IT WILL APPEAR ON A CURRENT LINE AND A CHANGED LINE. ONLY THE DATA ON THE CHANGED LINE MAY BE ALTERED TO CREATE A NEW LINE ITEM RECORD.

THERE ARE THREE KINDS OF LINE ITEMS:

DESCRIPTION: THE QUANTITY FIELD CONTAINS SPACES.

THE DESCRIPTION FIELD MAY CONTAIN ANYTHING.

THE OTHER FIELDS ARE NOT USED.

SHIPPING: THE QUANTITY FIELD CONTAINS 'SHIP'. THE UNIT COST FIELD HAS THE SHIPPING AMOUNT AND GROUP FIELD IDENTIFIES THE ACCOUNT GROUP. THE OTHER FIELDS ARE NOT USED.

LINE ITEM: THE QUANTITY FIELD CONTAINS A NUMBER. THE OTHER FIELDS WILL BE EDITED AS DESCRIBED LATER.

ANY DATA MAY BE CHANGED AS LONG AS THE RESULTING LINE ITEM IS VALID. THE LINE ITEM TYPE MAY EVEN BE CHANGED BY CHANGING THE APPROPRIATE FIELDS.

AFTER ENTERING DATA ON THE SCREEN THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING INDICATED ACTION(S):

ENTER: EDIT THE ENTERED DATA AND INDICATE ANY IDENTIFIED ERRORS.

PF1: POST CHANGES OR ADDITIONS AND EXIT.

PF2: POST CHANGES OR ADDITIONS AND BALANCE THE REQUISITION, THEN RETURNS TO THE ZACC SCREEN.

PF3: POST CHANGES OR ADDITIONS AND SUBMIT THE REQUISITION FOR APPROVAL, THEN RETURNS TO THE ZACC SCREEN.

PF12: EXITS THIS TRANSACTION IMMEDIATELY, AND IF ZCIT WAS ENTERED FROM A LIST TRANSACTION IT RETURNS TO THAT TRANSACTION.

CLEAR: EXITS THIS TRANSACTION IMMEDIATELY. USE THIS KEY IF YOU ARE JUST VIEWING THE DATA.

FIELDS:

REQ#: REQUISITION NUMBER.

VENDOR NAME.

VENDOR#: VENDOR NUMBER.

TOTAL: THE TOTAL OF THE REQUISITION.
EXTENSIONS + SHIPPING + TAX

ITM: LINE NUMBER OF THE LINE.

*QTY: QUANTITY. REQUIRED
MAY BE SPACES: DESCRIPTION LINE
'SHIP ': SHIPPING AMOUNT LINE
NUMERIC: LINE ITEM LINE
WHEN NUMERIC, IT IS MULTIPLIED TIMES THE
UNIT COST TO CALCULATE THE EXTENSION.

*UNIT: ANY 4 ALPHANUMERIC CHARACTERS. OPTIONAL

*UNIT COST UNIT COST WILL BE MULTIPLIED BY THE
QUANTITY TO GIVE THE EXTENSION. IF THIS IS
A SHIPPING RECORD, IT IS THE SHIPPING
AMOUNT. 11 DIGITS WITH 3 DECIMALS SIGNED
REQUIRED

*TAX: MUST BE 'Y' OR 'N' AND INDICATES THAT THIS
LINE ITEM IS TAXABLE OR NOT. THE TAX RATE
COMES FROM THE DICTIONARY (POTAX000).
REQUIRED

*F/A: FIXED ASSET INDICATOR. MUST BE 'Y' OR 'N' OR
SPACE. IF SPACE, THEN LOOK UP DICTIONARY
RECORD (POFA0000). IF UNIT COST IS GREATER

THAN DICTIONARY AMOUNT, PUT A 'Y' IN THIS FIELD ELSE PUT AN 'N' IN.

- *STOCK#: STOCK NUMBER. FOR FUTURE USE.
- EXTENSION: CALCULATED FROM QUANTITY AND UNIT COST IF THIS IS A LINE ITEM LINE.
- *A/C: ACCOUNT GROUP. THIS TWO DIGIT NUMBER RELATES THIS LINE TO THE ACCOUNT LINES TO BE USED TO DISTRIBUTE THE EXPENSES INVOLVED. REQUIRED
- ERROR TYPE AN ERROR MESSAGE RELATING TO A FILED IN THE SPECIFIC LINE ITEM.
- * : A 40 CHARACTER FREE FORM DESCRIPTION. THIS FIELD CAN BE USED WITH ALL THREE TYPES OF LINES.
- *DELETE: ENTER 'DEL' TO FLAG THIS LINE ITEM AS DELETED. A DELETED RECORD WILL STILL SHOW ALL THE ORIGINAL DATA IN IT. TO UNDELETE A LINE ITEM, ENTER DATA IN ANY FIELD. BE SURE TO ENTER ALL DATA NECESSARY TO MAKE THIS THE VALID LINE ITEM DESIRED.

* DATA THAT MAY BE ENTERED.

MESSAGES:

FISCAL YEAR MUST BE NUMERIC:

LINE NUMBER MUST BE NUMERIC:

REQUISITION RECORD NOT FOUND:

THE REQUISITION NUMBER ENTERED WAS NOT FOUND ON THE FILE.

UPDATE COMPLETE:

THE DATA ENTERED ON THE PREVIOUS SCREEN WAS PROCESSED COMPLETELY AND THE FILE UPDATED.

REQUISITION VENDOR RECORD NOT FOUND:

CONTACT PROGRAMMING - THIS IS PROBABLY A PROGRAMMING ERROR.

LINE NUMBER REQUESTED NOT FOUND:

NO DATA ENTERED:

YOU HAVE NOT ENTERED ANY DATA ON THE SCREEN. IT MAKES NO SENSE TO CONTINUE.

THERE ARE ERRORS, PLEASE CORRECT:

FIELDS WILL BE HIGHLIGHTED AND MESSAGES WILL APPEAR ON THE LINES TO INDICATE THE SPECIFIC ERRORS.

PF KEY TO POST AND: PF1=EXIT PF2=BALANCE PF3=SUBMIT PF4=ZACC:

ANY ONE OF THE FOUR PF KEYS INDICATED WILL CAUSE THE DATA ENTERED TO BE EDITTED AND IF CORRECT, POSTED TO THE FILE. IN ADDITION THEY WILL CAUSE THE FOLLOWING TO HAPPEN.

PF1-EXIT TRANSACTION

PF2-BALANCE THE REQUISITION

PF3-BALANCE THE REQUISITION AND SUBMIT IT FOR APPROVAL. (YOU CAN ONLY SUBMIT ONCE)

PF4-BRING UP ZACC.

UPDATE COMPLETE:

THE CHANGES HAVE PASSED EDITING AND THE FILE UPDATED.

CAN ONLY ENTER "DEL":

TO DELETE A LINE ITEM, YOU MUST ENTER 'DEL'.

MUST BE NUMERIC:

FOR QUANTITY, YOU MUST ENTER SPACES, 'SHIP ' OR NUMBERS.

UNIT COST NOT VALID:

UNIT COST IS AN 11 DIGIT 3 DECIMAL SIGNED NUMBER.

TAX CODE NOT VALID:

MUST ENTER A 'Y' OR 'N' OR SPACE.

ASSET IND Y OR N:

YOU MUST ENTER A 'Y' OR 'N' OR SPACE.

NUMERIC LINE GROUP REQ:

LINE GROUP MUST BE A 2 DIGIT NUMERIC FIELD.

UNIT NOT ALLOWED:
TAX-CODE NOT ALLOWED:
ASSET IND NOT ALLOWED:
STOCK NUM NOT ALLOWED:

IF QUANTITY IS NOT NUMERIC, UNITS, TAX CODE, ASSET INDICATOR, AND STOCK NUMBER ARE NOT ALLOWED. MOVE SPACES TO THESE FIELDS TO DELETE THEM IF QUANTITY IS CORRECT.

UNIT COST NOT ALLOWED:
QUANTITY IS SPACES AND UNIT COST IS NOT ZERO.
CORRECT THE APPROPRIATE FIELD.

UNIT COST REQUIRED:
QUANTITY IS 'SHIP ' AND UNIT COST IS ZERO. CORRECT ONE OR THE OTHER.

TAX CODE REQUIRED:
QUANTITY IS NUMERIC AND TAX CODE IS ZERO. CORRECT ONE OR THE OTHER.

UNIT COST REQUIRED:
QUANTITY IS NUMERIC AND UNIT COST IS ZERO. CORRECT ONE OR THE OTHER.

ZHDR - REQUISITION HEADER SCREEN

PURPOSE: TO DISPLAY/ADD/CHANGE REQUISITION HEADER INFORMATION

ENTER: ZHDR=YYPPPPP
 | |
 | | REQUISITION NUMBER
 | | FISCAL YEAR

NOTE: TO CREATE A NEW REQUISITION, LEAVE THE REQUISITION NUMBER BLANK AND A REQUISITION NUMBER WILL BE ASSIGNED.

SCREENS:

THE SCREEN PRESENTS THE REQUISITION HEADER INFORMATION ON THE FILE OR AN EMPTY SCREEN IN WHICH THE DATA MAY BE ENTERED. AFTER ENTERING DATA ON THE SCREEN THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING FUNCTIONS:

ENTER: EDIT THE ENTERED DATA AND INDICATE ANY IDENTIFIED ERRORS.

THE FOLLOWING PF KEYS EDIT THE DATA PLUS PERFORM THE INDICATED ACTION.

- PF1: POST CHANGES OR ADDITIONS AND BRING UP ZITM SCREEN.
- PF2: POST CHANGES OR ADDITIONS AND BALANCES THE REQUISITION. THEN RETURNS TO THE ZACC SCREEN.
- PF3: POST CHANGES OR ADDITIONS AND SUBMITS THE REQUISITION FOR APPROVAL. THEN RETURNS TO THE ZACC SCREEN.
- PF4: POST CHANGES OR ADDITIONS AND BRING UP A NEW HEADER SCREEN
- CLEAR: EXITS THIS TRANSACTION IMMEDIATELY. USE CLEAR IF YOU ARE JUST VIEWING THE HEADER.
- PF12: EXIT THIS TRANSACTION IMMEDIATELY, AND IF ZHDR WAS ENTERED FROM A LIST

TRANSACTION, RETURN TO THAT LIST
TRANSACTION.

FIELDS:

REQ#: REQUISITION NUMBER. IF A NEW REQUISITION,
THIS IS ASSIGNED BY THE SYSTEM.

*VENDOR#: VENDOR NUMBER. VERIFIED IN THE VENDOR FILE. AFTER
THIS FIELD IS ENTERED, THE NAME AND ADDRESS DATA
IS DISPLAYED ON THE SCREEN. FOLLOW WITH A "T" TO
SELECT THE VENDER FROM THE TEMPORARY VENDOR
FILE.

*DEPT: DEPARTMENT. ANY 4 ALPHANUMERIC CHARACTERS.

*SPEC APPRV UP TO 10 SPECIAL APPROVAL CHAIN CODES
MAY BE ENTERED. THESE CODES ARE
VALIDATED AGAINST THE APPROVAL CHAIN
FILE.

RUN DTE: FOR FUTURE USE.

*REQUESTOR: NAME OF PERSON REQUESTING THE ITEMS.

*NEED BY: DATE ITEMS WILL BE NEEDED.

*ACCRUE: ACCRUE INDICATOR. MUST BE "N" "Y" OR "A".

*SHIPPING: SHIPPING PERCENT. THIS FIELD IS INTIALIZED
FROM THE DICTIONARY (POSHPPCT). THE
AMOUNT MAY BE OVERRIDDEN BY THE USER. IT
WILL BE EDITTED FOR A VALID 4 DIGIT- 2 DECIMAL
NUMBER.

ITEM TOT: TOTAL OF ALL EXTENSIONS.

SHIPPING: THE TOTAL SHIPPING AMOUNT FOR THIS
REQUISITION.

*SHIP TO: A 4 CHARACTER SHIP TO CODE. THIS CODE
WILL BE VERIFIED IN THE SHIP TO FILE. THE
NAME AND ADDRESS WILL THEN BE DISPLAYED
ON THE SCREEN.

TAX: TOTAL TAX AMOUNT FOR THE REQUISITION.

TOTAL: TOTAL AMOUNT OF THE REQUISITION.
EXTENSIONS + TAX + SHIPPING.

ENTER DATE: THE DATE THIS REQUISITION HEADER WAS
CREATED.

LAST RUN DATE: FOR FUTURE USE.

LAST CHANGE: THE DATE THIS REQUISITION WAS LAST
DATE CHANGED

* DATA THAT MAY BE ENTERED.

MESSAGES:

FISCAL YEAR MUST BE NUMERIC:

REQUISITION RECORD NOT FOUND:
THE REQUISITION NUMBER ENTERED WAS NOT FOUND ON
THE FILE.

UPDATE COMPLETE:
THE DATA ENTERED ON THE PREVIOUS SCREEN WAS
PROCESSED COMPLETELY AND THE FILE UPDATED.

F1=POST+ZITM; F2=POST+ZACC, F3=POST+SUBMIT;
F4=POST+NEW REQ; CLR=QUIT

ANY ONE OF THE FOUR PF KEYS INDICATED WILL CAUSE
THE DATA ENTERED TO BE EDITTED AND IF CORRECT,
POSTED TO THE FILE. IN ADDITION THEY WILL CAUSE THE
FOLLOWING TO HAPPEN.

PF1- BRING UP A ZITM SCREEN
PF2- BALANCE THE REQUISITION (BALANCING IS
ONLY
MEANINGFUL IF SHIPPING PERCENT WAS
CHANGED)
PF3- BALANCE AND SUBMIT THE REQUISITION. (YOU
CAN ONLY SUBMIT ONCE)
PF4- BRING UP A HEADER SCREEN FOR THE NEXT
AVAILABLE REQUISITION NUMBER.

SHIP TO NOT FOUND IN FILE:
THE 4 CHARACTER SHIP TO CODE ENTERED CANNOT BE
FOUND IN THE SHIP TO FILE.

VENDOR NOT FOUND IN FILE:
THE 6 CHARACTER VENDOR CODE ENTERED CANNOT BE
FOUND IN THE VENDOR FILE.

TEMP VENDOR MUST BE "T" OR SPACE
FOLLOW THE VENDOR CODE WITH A "T" TO INDICATE THE
TEMPORARY VENDOR FILE

SHIPPING PERCENT INVALID:
THIS MUST BE A 4 DIGIT 2 DECIMAL POSITIVE NUMBER.

ACCRUAL INDICATOR MUST BE "A" OR "N" OR "Y":

NEED BY YEAR NOT NUMERIC:

NEED BY MONTH NOT NUMERIC:

NEED BY DAY NOT NUMERIC:

NEED BY DATE IS NOT A VALID DATE:
MONTH OR DAY IS INVALID OR THE COMBINATION IS
INVALID.

NOT A SPECIAL CHAIN ID:
THE SPECIAL APPROVAL CHAIN COULD NOT BE FOUND IN
FILE.

CHAIN NAMES UNAUTHORIZED USER, NOTIFY SECURITY
THE SPECIAL APPROVAL CHAIN NAMES A PERSON WHO IS
NOT AUTHORIZED TO USE THE COMPUTER SYSTEM.
NOTIFY YOUR SECURITY ADMINISTRATOR SO THAT THE
PROBLEM CAN BE CORRECTED. THE SPECIAL APPROVAL
CHAIN CANNOT BE USED UNTIL THIS IS DONE.

DEPARTMENT IS REQUIRED FIELD:

REQUESTOR IS REQUIRED FIELD:

NO REQUISITION NUMBER DICTIONARY RECORD:
COULD NOT FIND DICTIONARY RECORD (POREQNUM)

ZITM - REQUISITION LINE ITEM SCREEN

PURPOSE: TO ADD (ONLY) LINE ITEMS TO A REQUISITION. LINE ITEMS MUST BE ADDED IN THE ORDER THEY ARE TO APPEAR ON THE SCREENS:

ENTER: ZITM=YYPPPPP

 | |
 | | REQUISITION NUMBER
 | | FISCAL YEAR

THE SCREEN WILL APPEAR WITH ROOM FOR A LINE ITEM WITH UP TO 9 LINES OF DESCRIPTION.

99. THE FIRST AVAILABLE LINE NUMBER WILL BE USED. THE MAXIMUM IS

THERE ARE THREE KINDS OF LINE ITEMS:

DESCRIPTION: THE QUANTITY FIELD CONTAINS SPACES. THE DESCRIPTION FIELD MAY CONTAIN ANYTHING. THE OTHER FIELDS ARE NOT USED.

SHIPPING: THE QUANTITY FIELD CONTAINS 'SHIP '. THE UNIT COST FIELD HAS THE SHIPPING AMOUNT AND GROUP FIELD IDENTIFIES THE ACCOUNT GROUP. THE OTHER FIELDS ARE NOT USED.

LINE ITEM: THE QUANTITY FIELD CONTAINS A NUMBER. THE OTHER FIELDS WILL BE EDITTED AS DESCRIBED LATER.

NO EMBEDDED-UNUSED LINES ARE ALLOWED ON THIS SCREEN. HOWEVER A LINE MAY BE DELETED ON THE ZCIT SCREEN AND IN EFFECT BECOMES A DESCRIPTION LINES WITH A BLANK DESCRIPTION.

AFTER ENTERING DATA ON THE SCREEN THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING FUNCTIONS:

ENTER: EDIT THE ENTERED DATA AND INDICATE ANY IDENTIFIED ERRORS.

THE FOLLOWING KEYS EDIT THE DATA PLUS PERFORM THE INDICATED ACTION.

PF1: POST CHANGES OR ADDITIONS AND BRING UP THE ZACC SCREEN.

PF2: POST CHANGES OR ADDITIONS AND BALANCES THE REQUISITION. THEN RETURNS TO THE ZACC SCREEN.

PF3: POST CHANGES OR ADDITIONS AND SUBMITS THE REQUISITION. THEN RETURNS TO THE ZACC SCREEN.

PF4: POST CHANGES OR ADDITIONS AND BRING UP THE REQUISITION HEADER SCREEN.

THE FOLLOWING KEYS PERFORM THE INDICATED ACTION:

CLEAR: EXITS THIS TRANSACTION IMMEDIATELY.

PF12: EXITS THIS TRANSACTION IMMEDIATELY, AND IF ZITM WAS ENTERED FROM A LIST TRANSACTION, RETURNS TO THAT LIST TRANSACTION.

FIELDS:

REQ# REQUISITION NUMBER.

VENDOR#: VENDOR NUMBER.

TOTAL: THE TOTAL OF THE REQUISITION.
EXTENSIONS + SHIPPING + TAX

ITM: LINE NUMBER OF THE LINE.

*QTY: QUANTITY. REQUIRED
MAY BE SPACES: DESCRIPTION LINE
'SHIP ': SHIPPING AMOUNT LINE
NUMERIC: LINE ITEM LINE WHEN NUMERIC, IT IS
MULTIPLIED TIMES THE UNIT COST TO
CALCULATE THE EXTENSION.

*UNIT: ANY 4 ALPHANUMERIC CHARACTERS. OPTIONAL

*UNIT COST UNIT COST WILL BE MULTIPLIED BY THE
QUANTITY TO GIVE THE EXTENSION. IF THIS IS
A SHIPPING RECORD, IT IS THE SHIPPING
AMOUNT. 11 DIGITS WITH 3 DECIMALS SIGNED
REQUIRED

*TAX: MUST BE 'Y' OR 'N' AND INDICATES THAT THIS
LINE ITEM IS TAXABLE OR NOT. THE TAX RATE
COMES FROM THE DICTIONARY (POTAX000).
REQUIRED

*F/A: FIXED ASSET INDICATOR. MUST BE 'Y' OR 'N' OR SPACE. IF SPACE, THEN LOOK UP DICTIONARY RECORD (POFA0000). IF UNIT COST IS GREATER THAN DICTIONARY AMOUNT, PUT A 'Y' IN THIS FIELD ELSE PUT AN 'N' IN.

*STOCK#: STOCK NUMBER. RESERVED FOR FUTURE USE. SIX CHARACTERS FREE FORM. OPTIONAL

EXTENSION: CALCULATED FROM QUANTITY AND UNIT COST IF THIS IS A LINE ITEM LINE.

*A/C: ACCOUNT GROUP. THIS TWO DIGIT NUMBER RELATES THIS LINE TO THE ACCOUNT LINES TO BE USED TO DISTRIBUTE THE EXPENSES INVOLVED. REQUIRED

ERROR TYPE AN ERROR MESSAGE RELATING TO A FIELD IN THE SPECIFIC LINE ITEM.

* : A 40 CHARACTER FREE FORM DESCRIPTION. THIS FIELD CAN BE USED WITH ALL THREE TYPES OF LINES.

* DATA THAT MAY BE ENTERED.

MESSAGES:

FISCAL YEAR MUST BE NUMERIC:

REQUISITION RECORD NOT FOUND:

THE REQUISITION NUMBER ENTERED WAS NOT FOUND ON THE FILE.

UPDATE COMPLETE:

THE DATA ENTERED ON THE PREVIOUS SCREEN WAS PROCESSED COMPLETELY AND THE FILE UPDATED.

REQUISITION VENDOR RECORD NOT FOUND:

CONTACT PROGRAMMING - PROBABLY A PROGRAMMING ERROR.

NO DATA ENTERED:

YOU HAVE NOT ENTERED ANY DATA ON THE SCREEN. IT MAKES NO SENSE TO CONTINUE.

THERE ARE ERRORS, PLEASE CORRECT:

FIELDS WILL BE HIGHLIGHTED AND MESSAGES WILL APPEAR ON THE LINES TO INDICATE THE SPECIFIC ERRORS.

F1=POST+ZACC; F2=POST+ZACC PF3=POST+SUBMIT; F4=POST +NEW ZHDR

ANY ONE OF THE FOUR PF KEYS INDICATED WILL CAUSE THE DATA ENTERED TO BE EDITTED AND IF CORRECT, POSTED TO THE FILE. IN ADDITION THEY WILL CAUSE THE FOLLOWING TO HAPPEN.

PF1- BRING UP THE ZACC SCREEN

PF2- BALANCE THE REQUISITION.

PF3- BALANCE AND SUBMIT THE REQUISITION. (A REQUISITION CAN ONLY BE SUBMITTED ONCE)

PF4- BRING UP THE HEADER SCREEN FOR A NEW REQUISITION.

BLANK LINE EMBEDDED;

YOU HAVE ENTERED DATA ON A FOLLOWING LINE WITHOUT ENTERING ANY DATA ON THIS LINE. EMBEDDED UNUSED LINES ARE NOT ALLOWED.

QUANTITY REQUIRED:

YOU MUST ENTER A NUMBER, 'SHIP ', OR SPACES. THIS WILL IDENTIFY WHAT KIND OF LINE ITEM THIS IS.

UNIT COST REQUIRED:

QUANTITY IS NOT EQUAL SPACES, THEREFORE UNIT COST IS REQUIRED.

NOT VALID NUMBER:

UNIT COST IS AN 11 DIGIT 3 DECIMAL SIGNED NUMBER.

CANNOT BE ZERO:

UNIT COST MAY NOT BE ZERO.

MUST BE NUMERIC:

ACCOUNT GROUP MUST BE NUMERIC.

QUANTITY NOT NUMBER:

A NUMBER IS REQUIRED IN THE QUANTITY FIELD AT THIS TIME. YOU MIGHT HAVE MEANT TO ENTER SPACES OR 'SHIP'

QUANTITY ZERO:

A NUMERIC QUANTITY MUST BE GREATER THAN ZERO.

ASSET IND Y OR N:

IF ASSET INDICATOR IS ENTERED, IT MUST BE A 'Y' OR 'N'.

UNIT INV WITH SHIP:

IF QUANTITY CONTAINS 'SHIP ', UNITS MAY NOT BE ENTERED.

TAX INV WITH SHIP:

IF QUANTITY CONTAINS 'SHIP ', TAX MAY NOT BE ENTERED.

ASSET INV WITH SHIP:

IF QUANTITY CONTAINS 'SHIP ', ASSET MAY NOT BE ENTERED.

STOCK INV WITH SHIP:

IF QUANTITY CONTAINS 'SHIP ', STOCK NUMBER MAY NOT BE ENTERED.

UNIT INV WITH SHIP:

IF QUANTITY IS SPACES, UNITS MAY NOT BE ENTERED.

COST INV WITH DESC:

IF QUANTITY IS SPACES, UNIT COST MAY NOT BE ENTERED.

TAX INV WITH DESC:

IF QUANTITY IS SPACES, TAX MAY NOT BE ENTERED.

STOCK INV WITH DESC:

IF QUANTITY IS SPACES, STOCK NUMBER MAY NOT BE ENTERED.

ZLST - LIST REQUISITIONS IN NUMERIC SEQUENCE

PURPOSE: TO DISPLAY A LIST OF REQUISITIONS IN NUMERIC SEQUENCE, AND ALLOW EASY TRANSFER TO REQUISITION VIEW & UPDATE SCREENS. TEN REQUISITION LINES ARE DISPLAYED ON THE SCREEN.

ENTER: ZLST=YYPPPPPP

| |
| | STARTING REQUISITION NUMBER
| (OPTIONAL)
STARTING FISCAL YEAR

THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING FUNCTIONS:

PF7: GO BACK ONE SCREENFUL OF DATA

ENTER: ADVANCE ONE SCREENFUL OF DATA

CLEAR: EXITS THIS TRANSACTION

WHEN THE CURSOR IS PLACED ON ONE OF THE REQUISITION NUMBER LINES, THE FOLLOWING KEYS WILL TRANSFER TO:

PF2: TRANSFER TO ZITM

PF3: TRANSFER TO ZACC

PF4: TRANSFER TO ZHDR

PF5: TRANSFER TO ZWTH

PF8: TRANSFER TO ZVUU

PF10: TRANSFER TO ZAST

FIELDS:

REQ # YY-NNNNN FISCAL YEAR AND REQUISITION
NUMBER

TOTAL AMOUNT THE TOTAL AMOUNT OF THE REQUISITION

DEPT THE DEPARTMENT ENTRY ON THE REQUISITION

FIRST ITEMS THE FIRST TWO ITEMS AND FIRST THREE ACT'S
ON THE REQUISITION. A "+" TO THE RIGHT
INDICATES MORE ITEMS OR ACT'S.

MESSAGES:

PLEASE ENTER CORRECT YEAR
FISCAL YEAR MUST BE NUMERIC

SET THE CURSOR ON A REQ. LINE, THEN PRESS THE TRANSFER KEY
YOU PRESSED PF2, PF3, PF4, PF5, PF8, OR PF10, BUT DID
NOT INDICATE WHICH REQUISITION YOU WISH TO REFER TO
INVALID PF KEY PRESSED YOU PRESSED A KEY WHICH HAS
NO FUNCTION FOR THIS SCREEN.

CANNOT BACK UP
CANNOT FIND STARTING YEAR/REQ
CANNOT FIND STARTING FISCAL YEAR
YOU ARE BEYOND THE LAST VALID ENTRY. YOU MUST
START AT A LOWER FISCAL YEAR OR REQUISITION NUMBER.

ENTER NEXT TRANSACTION
ZLST HAS BEEN EXITED AND THE SYSTEM IS READY FOR
ANOTHER TASK.

ZPRQ - REQUISITION TO PURCHASE ORDER

PURPOSE: TO CONVERT REQUISITION TO PURCHASE ORDER.
ALSO ALLOW EASY TRANSFER TO REQUISITION VIEW & UPDATE SCREENS

ENTER: ZPRQ=YYPPPPP

| |
| | STARTING REQUISITION NUMBER
| | (OPTIONAL)
| | STARTING FISCAL YEAR

THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING FUNCTIONS:

PF7: GO BACK ONE SCREENFUL OF DATA

ENTER: ADVANCE ONE SCREENFUL OF DATA

CLEAR: EXITS THIS TRANSACTION

WHEN THE CURSOR IS PLACED ON ONE OF THE REQUISITION NUMBER
LINES, THE FOLLOWING KEYS WILL TRANSFER TO:

PF2: TRANSFER TO ZITM

PF3: TRANSFER TO ZACC

PF4: TRANSFER TO ZHDR

PF8: TRANSFER TO ZVUU

PF10: TRANSFER TO ZAST

FIELDS:

P	ENTER "P" TO CONVERT TO P.O. NUMBER SEE SPECIAL NOTE BELOW.
REQ #	YY-NNNNN FISCAL YEAR AND REQUISITION NUMBER
TOTAL AMOUNT	THE TOTAL AMOUNT OF THE REQUISITION
DEPT	THE DEPARTMENT ENTRY ON THE REQUISITION

REQUESTER THE REQUESTER ENTRY ON THE
 REQUISITION

FIRST ITEM / ACT'S THE FIRST ITEM AND FIRST THREE ACT'S
 ON THE REQUISITION.

SPECIAL NOTE;

WHEN BLANKET REQUISITIONS ARE CONVERTED TO P.O.'S, THE ACCRUAL
INDICATOR WILL BE SET TO 'N' (DO NOT ACCRUE).

MESSAGES:

PLEASE ENTER CORRECT YEAR
FISCAL YEAR MUST BE NUMERIC

SET THE CURSOR ON A REQ. LINE, THEN PRESS THE TRANSFER KEY
YOU PRESSED PF2, PF3, PF4, PF8, OR PF10, BUT DID NOT
INDICATE WHICH REQUISITION YOU WISH TO REFER TO

INVALID PF KEY PRESSED
YOU PRESSED A KEY WHICH HAS NO FUNCTION FOR THIS
SCREEN.

CANNOT BACK UP
CANNOT FIND STARTING YEAR/REQ
CANNOT FIND STARTING FISCAL YEAR
YOU ARE BEYOND THE LAST VALID ENTRY. YOU MUST
START AT A LOWER FISCAL YEAR OR REQUISITION NUMBER.

ENTER NEXT TRANSACTION
ZPRQ HAS BEEN EXITED AND THE SYSTEM IS READY FOR
ANOTHER TASK.

ZPUP - REQUISITION ENTRY SCREEN (SHORT FORM)

PURPOSE: TO ENTER SHORT AND SIMPLE REQUISITIONS

RESTRICTIONS ARE:

1. NO MORE THAN 4 ITEM LINES
2. NO MORE THAN 3 ACCOUNTS
3. ALL ITEMS, TAX, AND SHIPPING ARE DISTRIBUTED ACROSS ALL ACCOUNTS

ENTER: ZPUP=YY

|
FISCAL YEAR

AN EMPTY SCREEN FOR THE ENTRY OF HEADER, ITEM, AND ACCOUNT DATA IS PROVIDED.

AFTER ENTERING DATA ON THE SCREEN THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING FUNCTIONS:

- ENTER: EDIT THE ENTERED DATA AND INDICATE ANY ERRORS FOUND.
- PF1: RE-EDIT THE DATA AND, IF NO ERRORS ARE FOUND:
1. WRITE THE REQUISITION TO THE FILE
2. SUBMIT THE REQUISITION FOR APPROVAL
3. EXIT THE QPUP TRANSACTION
- PF4: SAME AS PF1 EXCEPT INSTEAD OF EXITING DISPLAY A NEW EMPTY SCREEN FOR ENTRY OF ANOTHER REQUISITION
- CLEAR: EXITS THIS TRANSACTION IMMEDIATELY. THE ABANDON REQUISITION DATA IS LOST, AND CANNOT BE RETRIEVED.

FIELDS:

- * REQUIRED FIELDS
- + OPTIONAL FIELDS

(HEADER DATA):

REQ#: REQUISITION NUMBER, ASSIGNED BY THE SYSTEM.

*VENDOR#: VENDOR NUMBER. VERIFIED IN THE VENDOR FILE. AFTER THIS FIELD IS ENTERED, THE NAME AND ADDRESS DATA IS DISPLAYED ON THE SCREEN. FOLLOW WITH A "T" TO SELECT THE VENDER FROM THE TEMPORARY VENDOR FILE.

*DEPT: DEPARTMENT. ANY 4 ALPHANUMERIC CHARACTERS.

+SPEC APPRV UP TO 10 2-CHARACTER SPECIAL APPROVAL CHAIN ID'S. THESE ARE VALIDATED AGAINST THE APPROVAL CHAIN FILE.

RUN DTE: POSSIBLE FUTURE USE

*REQUESTOR: NAME OF THE PERSON REQUESTING THESE ITEMS.

+NEED BY: EXPECTED DATE ITEMS WILL BE NEEDED.

ITEM TOT: THE TOTAL OF THE EXTENDED ITEM LINES ON THIS REQUISITION. DOES NOT INCLUDE "SHIP" LINES.

*ACCRUE: ACCRUE INDICATOR. MUST BE "Y" OR "N". DEFAULT "Y".

*SHIPPING: SHIPPING PERCENT. THIS FIELD IS INTIALIZED FROM THE DICTIONARY (POSHPPCT). THE PERCENT MAY BE OVERRIDDEN BY THE USER. IT WILL BE EDITED FOR A VALID NUMBER BETWEEN ZERO AND 99.98.

SHIPPING: THE TOTAL SHIPPING AMOUNT FOR THIS REQUISITION.

*SHIP TO: A 4 CHARACTER SHIP-TO CODE. THIS CODE WILL BE VERIFIED IN THE SHIP-TO FILE. THE SHIP-TO NAME WILL THEN BE DISPLAYED ON THE SCREEN.

TAX: TOTAL TAX AMOUNT FOR THE REQUISITION.

TOTAL: TOTAL AMOUNT OF THE REQUISITION. EXTENSIONS + TAX + SHIPPING.

(ITEM DATA):

THE SCREEN HAS ROOM FOR UP TO FOUR ITEMS. NO UNUSED EMBEDDED LINES ARE ALLOWED; SUBSEQUENT ENTRIES WILL BE MOVED UP TO FILL EMPTY LINES.

THERE ARE THREE KINDS OF LINE ITEMS:

DESCRIPTION: THE QUANTITY FIELD CONTAINS SPACES.

THE DESCRIPTION FIELD MAY CONTAIN ANYTHING.

THE OTHER FIELDS ARE NOT USED.

SHIPPING: THE QUANTITY FIELD CONTAINS 'SHIP '. THE

UNIT COST FIELD HAS THE SHIPPING AMOUNT.

THE OTHER FIELDS ARE NOT USED.

LINE ITEM: THE QUANTITY FIELD CONTAINS A NUMBER.

+A: "A" FOR ADD, "C" FOR CHANGE, "D" FOR DELETE

ITEM: LINE NUMBER OF THE LINE.

*QTY: QUANTITY. REQUIRED
MAY BE: SPACES: DESCRIPTION LINE
"SHIP ": SHIPPING AMOUNT LINE
NUMERIC: LINE ITEM LINE
FOR LINE ITEMS, IT IS MULTIPLIED BY THE UNIT
COST TO CALCULATE THE EXTENSION.

*UNIT: ANY 4 ALPHANUMERIC CHARACTERS.
REQUIRED FOR LINE ITEMS, INVALID FOR SHIP AND
DESCRIPTION-ONLY LINES.

*UNIT COST COST OF EACH UNIT. IF THIS IS A SHIPPING
RECORD, IT IS THE SHIPPING AMOUNT. 11
DIGITS WITH 3 DECIMALS SIGNED. REQUIRED FOR LINE
ITEMS AND SHIP LINES, INVALID FOR DESCRIPTION-ONLY
LINES.

*TAX: MUST BE 'Y' OR 'N' AND INDICATES THAT THIS
LINE ITEM IS TAXABLE OR NOT. THE TAX RATE
COMES FROM THE DICTIONARY (POTAX000).
REQUIRED FOR LINE ITEMS, INVALID FOR SHIP
AND DESCRIPTION-ONLY LINES.

*F/A: FIXED ASSET INDICATOR. MUST BE 'Y' OR 'N'.
INITIALIZED FROM DICTIONARY RECORD
(POFA0000). IF UNIT COST IS GREATER THAN
DICTIONARY AMOUNT, FIELD IS INITIALIZED TO
"Y", OTHERWISE TO "N". REQUIRED FOR LINE

ITEMS, INVALID FOR SHIP LINES AND DESCRIPTION-ONLY LINES.

*STOCK#: STOCK NUMBER. RESERVED FOR FUTURE USE. 6 CHARACTERS FREE FORM, OPTIONAL FOR LINE ITEMS, INVALID FOR SHIP LINES AND DESCRIPTION-ONLY LINES.

EXTENSION: CALCULATED AS QUANTITY TIMES UNIT COST FOR LINE ITEM LINES, OMITTED FOR SHIP AND DESCRIPTION-ONLY LINES.

ERROR TYPE: AN ERROR MESSAGE IDENTIFYING THE FIRST ERROR DETECTED IN THE LINE.

*(SECOND LINE): A 40 CHARACTER FREE FORM DESCRIPTION. THIS FIELD CAN BE USED WITH ALL THREE TYPES OF LINES. IF A COMPLETELY BLANK DESCRIPTION-ONLY LINE IS TO BE ENTERED, AT LEAST ONE BLANK MUST BE KEYED.

ERROR TYPE AN ERROR MESSAGE INDICATING THE FIRST ERROR DETECTED ON THIS LINE.

(ACCOUNT DATA):

*P/A PERCENT/AMOUNT INDICATOR. ENTER "P" IF PERCENTS ARE BEING ENTERED, "A" IF AMOUNTS. DEFAULT IS "P".

THE SCREEN HAS ROOM FOR UP TO THREE ACCOUNTS. NO UNUSED EMBEDDED LINES ARE ALLOWED; SUBSEQUENT ENTRIES WILL BE MOVED UP TO FILL EMPTY LINES.

*P/A ENTER THE AMOUNT OR PERCENT FOR EACH ACCOUNT. IF PERCENTS ARE ENTERED, THE AMOUNT WILL BE CALCULATED. PERCENTS MUST NOT EXCEED 100.00, AND THEIR TOTAL MUST EQUAL 100.00

ACCOUNT ENTER A 25-DIGIT ACCOUNT NUMBER. WILL BE VERIFIED AGAINST THE BUDGET FILE. WHEN VERIFIED, THE ACCOUNT WILL BE SHOWN. AN "" WILL BE DISPLAYED IF THE AMOUNT EXCEEDS THE ACCOUNT BALANCE. YOU

CANNOT MAKE TWO ENTRIES FOR THE SAME ACCOUNT.

AMOUNT THE AMOUNT TO BE CHARGED AGAINST THIS ACCOUNT. IF AMOUNTS ARE BEING ENTERED, IT IS THE AMOUNT ENTERED, IF PERCENTS ARE ENTERED, IT IS CALCULATED. IF CALCULATED, ANY ADJUSTMENTS THAT ARE NEEDED WILL BE MADE TO THE FIRST ACCOUNT.

ERROR TYPE AN ERROR MESSAGE INDICATING THE FIRST ERROR DETECTED ON THIS LINE.

MESSAGES:

(GENERAL MESSAGES)

PLEASE ENTER CORRECT YEAR
FISCAL YEAR MUST BE NUMERIC

PRESS ENTER TO EDIT, CLEAR TO EXIT WITHOUT POSTING

ENTER=EDIT; F1=POST+EXIT; F4=POST+START NEW REQ; CLEAR=EXIT
W/O POST

THE REQUISITION HAS BEEN EDITED AND NO ERRORS WERE FOUND. PRESS F1 OR PF4 TO WRITE THE REQUISITION TO THE FILE AND SUBMIT IT FOR APPROVAL, OR PRESS CLEAR TO ABANDON THE REQUISITION AND EXIT ZPUP.

YOU CANNOT ENTER A REQ. FOR A PAST FISCAL YEAR.

REQ. TOTAL EXCEEDS ACCOUNT CHARGES BY
YOU HAVE NOT ALLOCATED ENOUGH TO THE ACCOUNTS TO COVER THE REQUISITION.

ACCOUNT CHARGES EXCEED REQ. TOTAL BY
YOU HAVE ALLOCATED MORE TO THE ACCOUNTS THAN THE REQUISITION TOTAL.

REQUISITIONS MAY NOT INVOLVE AMOUNTS EXCEEDING \$10,000,000.00
SHIPPING, TAXABLE ITEMS, OR TOTAL AMOUNT EXCEED TEN MILLION DOLLARS.

REQ. MUST TOTAL AT LEAST \$1.00

CANNOT FIND NEXT REQ. NUMBER. DICT=.....
THE DICTIONARY ENTRY SPECIFYING THE NEXT AVAILABLE
REQUISITION NUMBER CANNOT BE FOUND.

ENTER NEXT TRANSACTION
ZPUP HAS BEEN EXITED AND THE SYSTEM IS READY FOR
ANOTHER TASK.

(HEADER DATA MESSAGES)

VENDOR CODE REQUIRED

TEMP VENDOR MUST BE "T" OR BLANK

DEPARTMENT REQUIRED

REQUESTOR REQUIRED

SHIP TO LOCATION REQUIRED

ACCRUE MUST BE "Y" OR "N"

SHIPPING PERCENT MUST BE ZERO TO 99.98

NOT A VALID SPECIAL APPROVAL CHAIN-ID.
THE SPECIAL APPROVAL CHAIN COULD NOT BE FOUND IN
FILE.

CHAIN NAMES UNAUTHORIZED USER, NOTIFY SECURITY
THE SPECIAL APPROVAL CHAIN NAMES A PERSON WHO IS
NOT AUTHORIZED TO USE THE COMPUTER SYSTEM.
NOTIFY YOUR SECURITY ADMINISTRATOR SO THAT THE
PROBLEM CAN BE CORRECTED. THE SPECIAL APPROVAL
CHAIN CANNOT BE USED UNTIL THIS IS DONE.

DELIVERY DATE MUST NOT BE EARLIER THAN TODAY

DELIVERY DATE NOT VALID
COMBINATION OF MONTH, DAY AND YEAR ARE NOT A VALID
DATE, OR YEAR EXCEEDS 2028.

VENDOR ADDRESS NOT ON FILE
THE VENDOR NUMBER ENTERED COULD NOT BE FOUND IN
THE VENDOR FILE.

SHIP TO ADDRESS NOT ON FILE
THE SHIP-TO CODE ENTERED COULD NOT BE FOUND IN THE
SHIP-TO FILE.

(ITEM DATA MESSAGES)

NUMERIC QUANTITY OR "SHIP" REQUIRED

UNIT NOT VALID FOR SHIPPING COST
YOU CANNOT ENTER A UNIT FOR A "SHIP" LINE

UNIT REQUIRED

UNIT COST REQUIRED

TAX MUST BE "Y" OR "N"

TAX NOT VALID FOR SHIPPING COST
YOU CANNOT ENTER A TAX CODE FOR A "SHIP" LINE

ASSET INDICATOR INVALID FOR SHIPPING COST
YOU CANNOT ENTER A FIXED ASSET INDICATOR FOR A
"SHIP" LINE

FIXED ASSET INDICATOR MUST BE "Y" OR "N"

STOCK NUMBER NOT VALID FOR SHIPPING COST
YOU CANNOT ENTER A STOCK NUMBER FOR A "SHIP" LINE

LINE ITEM EXCEEDS 10,000,000.00

PERCENT/AMOUNT INDICATOR MUST BE "P" OR "A"
ENTER "P" IF YOU ARE DISTRIBUTING THE REQUISITION
COST TO THE ACCOUNTS BY PERCENTS, OR "A" IF
ENTERING AN AMOUNT FOR EACH ACCOUNT.

PERCENT REQUIRED

AMOUNT REQUIRED

PERCENT CANNOT EXCEED 100.00

ACCOUNT NUMBER REQUIRED

ACCOUNT NUMBER NOT VALID

THE ACCOUNT NUMBER ENTERED COULD NOT BE FOUND
ON THE BUDGET FILE, OR IT IS NOT VALID FOR USE ON A
REQUISITION.

DUPLICATE ACCOUNT NUMBERS
YOU HAVE MADE MORE THAN ONE ENTRY FOR THE SAME
ACCOUNT

AMOUNT EXCEEDS ACCOUNT BALANCE
THE AMOUNT BEING CHARGED AGAINST THIS ACCOUNT
EXCEEDS THE BALANCE AVAILABLE, AND YOUR DISTRICT
HAS DECIDED NOT TO PERMIT REQUISITIONS TO BE
ENTERED WHEN THIS OCCURS.

PERCENTS DO NOT TOTAL 100.00

CHAIN NAMES UNAUTHORIZED USER, NOTIFY SECURITY
THE APPROVAL CHAIN FOR AN ACCOUNT NAMES A PERSON
WHO IS NOT AUTHORIZED TO USE THE COMPUTER SYSTEM.
NOTIFY YOUR SECURITY ADMINISTRATOR SO THAT THE
PROBLEM CAN BE CORRECTED. THE ACCOUNT CANNOT BE
USED IN A REQUISITION UNTIL THIS IS DONE.

ZROK - REQUISITIONS APPROVAL SCREEN

PURPOSE: TO REGISTER APPROVAL OR DISAPPROVAL OR REQUISITIONS, AND ALLOW EASY TRANSFER TO REQUISITION VIEW & UPDATE SCREENS. TEN REQUISITION LINES ARE DISPLAYED ON THE SCREEN.

```
ENTER: ZROK=YYPPPPPP SEC
      |      |      |
      |      |      | SECONDARY APPROVER
      |      |      | (OPTIONAL)
      |      |      | STARTING REQUISITION NUMBER
      |      |      | (OPTIONAL)
      |      |      | STARTING FISCAL YEAR
```

THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING FUNCTIONS:

PF7: GO BACK ONE SCREENFUL OF DATA

ENTER: ADVANCE ONE SCREENFUL OF DATA

CLEAR: EXITS THIS TRANSACTION

WHEN THE CURSOR IS PLACED ON ONE OF THE REQUISITION NUMBER LINES, THE FOLLOWING KEYS WILL TRANSFER TO:

PF2: TRANSFER TO ZITM

PF3: TRANSFER TO ZACC

PF4: TRANSFER TO ZHDR

PF8: TRANSFER TO ZVUU

PF10: TRANSFER TO ZAST

FIELDS:

A ENTER "A" TO APPROVE OR "D" TO DISAPPROVE

REQ # YY-NNNNN FISCAL YEAR AND REQUISITION
NUMBER

TOTAL AMOUNT THE TOTAL AMOUNT OF THE REQUISITION

DEPT THE DEPARTMENT ENTRY ON THE REQUISITION

REQUESTER THE REQUESTER ENTRY ON THE REQUISITION
FIRST ITEM / ACT'S THE FIRST ITEM AND FIRST THREE ACT'S ON
 THE REQUISITION.

MESSAGES:

PLEASE ENTER CORRECT YEAR
FISCAL YEAR MUST BE NUMERIC

SET THE CURSOR ON A REQ. LINE, THEN PRESS THE TRANSFER
KEY
YOU PRESSED PF2, PF3, PF4, PF8, OR PF10, BUT DID NOT
INDICATE WHICH REQUISITION YOU WISH TO REFER TO

INVALID PF KEY PRESSED
YOU PRESSED A KEY WHICH HAS NO FUNCTION FOR THIS
SCREEN.

CANNOT BACK UP

CANNOT FIND STARTING YEAR/REQ

CANNOT FIND STARTING FISCAL YEAR
YOU ARE BEYOND THE LAST VALID ENTRY. YOU MUST
START AT A LOWER FISCAL YEAR OR REQUISITION NUMBER.

ENTER NEXT TRANSACTION
ZROK HAS BEEN EXITED AND THE SYSTEM IS READY FOR
ANOTHER TASK.

PF12: EXIT THIS TRANSACTION IMMEDIATELY, AND IF ZVUU WAS ENTERED FROM A LIST TRANSACTION, RETURN TO THAT LIST TRANSACTION.

CLEAR: EXIT THIS TRANSACTION IMMEDIATELY.

FIELDS:

(HEADER SECTION):

REQ#:	REQUISITION NUMBER.
BALANCED:	"Y" IF BALANCED SINCE LAST CHANGE
ITEM TOT:	TOTAL OF ALL ITEM EXTENSIONS.
VENDOR:	VENDOR NUMBER. VENDOR NAME.
SHIPPING:	TOTAL SHIPPING
SHIP TO:	SHIP TO CODE. SHIP TO NAME.
TAX:	TOTAL TAX.
SHIPPING PCT:	PERCENT ALLOWED FOR SHIPPING
TOTAL:	REQUISITION TOTAL AMOUNT.

(ITEM SECTION):

LN:	LINE NUMBER
GP:	GROUP NUMBER
QTY:	QUANTITY
UNIT COST:	
T:	TAXABLE
EXTENSION:	

DESCRIPTION:

(ACCOUNT SECTION):

LN: LINE NUMBER

GP: GROUP NUMBER

AMOUNT:

PERCENT:

ACCOUNT:

MESSAGES:

FISCAL YEAR MUST BE NUMERIC:

REQUISITION RECORD NOT FOUND:

THE REQUISITION NUMBER ENTERED WAS NOT FOUND ON
THE FILE.

ZWTH - REQUISITION WITHDRAWAL SCREEN

PURPOSE: WITHDRAW A REQUISITION

ENTER: ZWTH=YYPPPPP

 | |
 | | REQUISITION NUMBER
 | | FISCAL YEAR

SCREENS:

THE SCREEN WILL APPEAR SHOWING DATA ON THE SELECTED REQUISITION. ONLY THE PERSON ENTERING THE REQUISITION CAN WITHDRAW IT.

THE FOLLOWING KEYS PERFORM THE FOLLOWING FUNCTIONS:

PF2: TRANSFER TO ZITM

PF3: TRANSFER TO ZACC

PF4: TRANSFER TO ZHDR

PF5: TRANSFER TO ZWTH

PF10: TRANSFER TO ZAST

PF12: EXIT THIS TRANSACTION IMMEDIATELY, AND IF ZWTH WAS ENTERED FROM A LIST TRANSACTION, RETURN TO THAT LIST TRANSACTION.

CLEAR: EXIT THIS TRANSACTION IMMEDIATELY.

FIELDS:

WITHDRAW? ENTER "YES" TO WITHDRAW THE REQUISITION

REQ#: REQUISITION NUMBER.

TOTAL AMOUNT: TOTAL OF THE REQUISITION.

DEPARTMENT:

REQUESTOR:

ITEMS:

QUANTITY
UNIT
DESCRIPTION
TOTAL COST OF THESE ITEMS

+ A PLUS SIGN TO THE LEFT OF THE LAST
ENTRY INDICATES THAT THERE ARE MORE
ITEMS.

ACCOUNTS:

ACCOUNT NUMBER
AMOUNT CHARGED TO THIS ACCOUNT

+ A PLUS SIGN TO THE LEFT OF THE LAST
ENTRY INDICATES THAT THERE ARE MORE
ACCOUNTS.

MESSAGES:

FISCAL YEAR MUST BE NUMERIC:

REQUISITION RECORD NOT FOUND:

THE REQUISITION NUMBER ENTERED WAS NOT FOUND ON
THE FILE.

INVALID PF KEY PRESSED:

YOU HAVE PRESSED A KEY WHICH HAS NO FUNCTION ON
THIS SCREEN.

ONLY THE ORIGINATOR CAN WITHDRAW A REQUISITION

YOU DID NOT ENTER THE REQUISITION, YOU CANNOT
WITHDRAW IT.