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User's Manual for Purchase Request System  
Part II - Entering of the Purchase Request Form

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This technical report has been reviewed and is approved for publication.

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User's Manual  
for  
Purchase Request System

Part II - Entering of the Purchase Request Form

## INTRODUCTION

This manual is intended to serve as a user's guide for people using the Purchase Request System in the entering of the Purchase Request forms. Before entering a Purchase Request form, the Purchase Request Number must be an assigned number and it must be received with a related work unit number. Please refer to the following manual for assigning and receiving Purchase Request numbers:

User's Manual  
for  
Purchase Request System

### Part I - Assignment and Receipt of Purchase Requests

A certain familiarity with the AFGL VAX 11/780 is assumed. Connecting and logging on to the AFGL VAX 11/780, using the electronic mail system, and changing the LOGIN password are not covered in this manual. If information on these topics is needed, please refer to the AFGL VAX User's Guide.

The Purchase Request System is designed to be accessed using a VT100 series terminal. All keypad diagrams are only of this type terminal. If you do not have access to a VT100 terminal, please contact the XO division director.

Again this manual covers the entering of the Purchase Request form. You can select among the seven options from the Purchase Request menu. You can add a new Purchase Request, add line items to an existing Purchase Request, change line items in a Purchase Request, delete line items from a Purchase Request, delete the whole Purchase Request form, display a Purchase Request form, or fund a preinitiated line item in a Purchase Request.

## DEFINITIONS & RULES FOR DATA ENTRY

There are several important rules that apply to the system described in this manual. Please familiarize yourself with them before beginning to use the system. In addition, a knowledge of the following terms will aid you in using this user's guide.

**CHARACTER** - Character is a generic term that includes all graphic symbols. Letters, numbers, punctuation marks, other special characters, and blank spaces are all considered characters.

**FIELD** - A field is a group of characters which comprise one piece of information or data. An example of a field is the WU number.

**RECORD** - A record is a group of related fields. For example, an individual work unit plan is a record which is comprised of a group of fields such as the WU number, manager's name, etc.

**FILE** - A file is a group of records. It can be compared to a file in a filing cabinet. For example, you may have a file titled "Contract Work Units" which contains all the individual CWU plans or "records."

**DATA BASE** - A data base is a collection of files. The data base is like a filing cabinet. It contains a number of files, such as the CWU file and the IHWU file.

**HARD COPY** - Hard copy refers to a paper copy of a document (as opposed to a screen display).

**CURSOR** - The cursor is the blinking rectangle which indicates where the next character typed will appear on the screen.

**PROMPT** - A prompt is a screen message which requires a response from the user.

**ENTER** - To enter data means to send it to the computer by pressing the "RETURN" or "ENTER" key. Therefore if the

instruction reads, "Enter the purchase request number.", you are to type the purchase request number and then press "RETURN."

DEFAULT - A default is the standard value that has been assigned to a field and is used when the user enters no value.

#### RULES FOR DATA ENTRY

1. Always press "RETURN" after typing in a field or response to a screen prompt. This will cause what has been typed to be "entered" or sent to the computer, and then displayed in high intensity on the screen.
2. To erase a character, or to back up the cursor, use the "DELETE" key. (See below, Special Keys)
3. To change a character(s), just type over it (them). The new character(s) will replace what was there.
4. Holding down a key will cause multiple entries. For example, if you want to enter one blank line, press the "ENTER" key and release it immediately. Holding the key down will cause more than one blank line to be entered.
5. Unless prompts specifically require a "Y" or "N" response as noted by "(Y or N)," screen prompts which require yes or no answers will default to "Yes." That is, if you just press "RETURN," a "Yes" will be entered automatically.
6. A date is entered as three separate fields: the day, the three letter abbreviation for the month, and the year.

The day field must contain a number from 1 to 31. Any other entry will cause the message "Invalid day, please try again. (PRESS RETURN)" to display.

The month field must contain the three letter abbreviation of a month. Any other entry will cause the message "Invalid

month, please enter again. (PRESS RETURN) " to display. The month must also be consistent with the day entered otherwise the message, "Invalid date, please try again. (PRESS RETURN) " will appear. An example of an invalid date is 31 Sep.

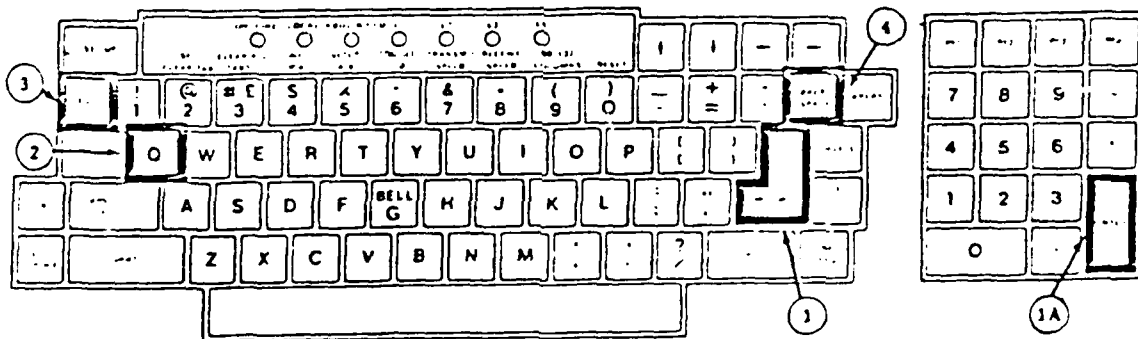
The year field must be one or two digits. Any other entry will cause the message "Invalid year, please try again. (PRESS RETURN) " to display.

7. The length of field entries is limited. The allowable length of the field to be entered will be highlighted on the screen.
8. The allowable length for some fields is quite long. In the Purchase Request Form, for example, there is an "Remarks" field which permits ten full screen lines for an explanation of the approach. Sometimes, however, you may not need so many lines. Whenever you wish to finish entering data for such a field, and move to the next field, you must press the "RETURN" key twice: once to "enter" your last line of text, and once to move the cursor to the next field.
9. If the information entered for a field is too long, an error message will be displayed on the bottom of the screen. That portion of the entry which did not exceed the allowable field length remains displayed on the screen, and you are then given an opportunity to edit the entry.
10. If the type of information entered in a particular field is not allowed, for example a letter is entered when a number is required, an error message will be displayed at the bottom of the screen. Press the "RETURN" key and the cursor will be repositioned. Then reenter the information.
11. Occasionally there may be an error which has to do with the system rather than the data entry. When this happens, an error message telling you to contact your supervisor will be displayed. Please do so immediately, as any delay will compound the problem.

## SPECIAL KEYS

There are some special keys used in data entry. The four key sequences which are described below perform special functions when they are the first and only entry to a field. These keystrokes, along with a brief description of their functions, will be displayed at the bottom of each screen.

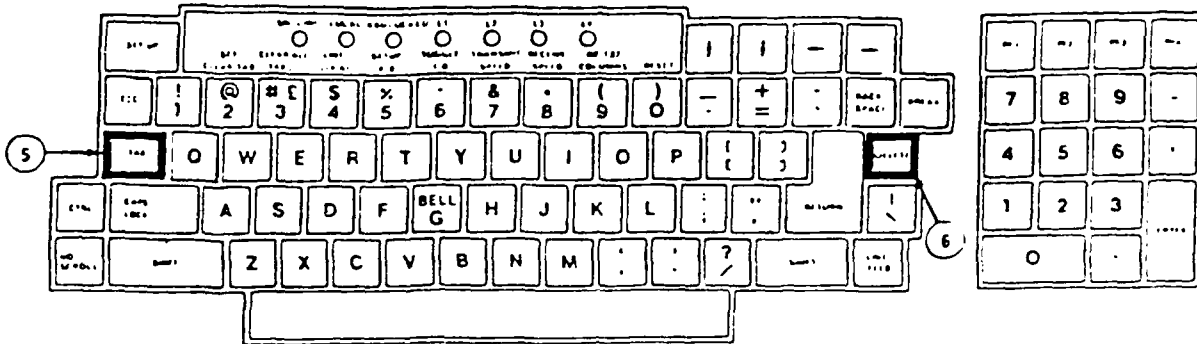
Please refer to the numbered diagram of the VT102 keyboard when reading the following section. If you are using a terminal which is not a VT102, please consult the AWUPS manager to determine the special keys for the type terminal you are using.



<u>Number</u>	<u>Key Stroke</u>	<u>Description</u>
1	RETURN	The "RETURN" key on the main key pad and the "ENTER" key on the numeric key pad are interchangeable. When "RETURN" or "ENTER" is the first entry to a field, any existing data is left unchanged. If no data exists for the field, it is left blank, or in the case of numeric fields, set to zero. When one of these keys is entered for the first field of a record, (for example if RETURN is pressed at the work unit number on the first screen) control returns to the previous menu.
1A	ENTER	

<u>Number</u>	<u>Key Stroke</u>	<u>Description</u>
2	Q RETURN	This key sequence is used to "quit" entering data for the current record. Whatever function is being performed is immediately stopped, and any information already entered or changed for the current record is disregarded. The cursor is then positioned at the first field of the first screen.
3	ESC RETURN	This key sequence causes the cursor to skip from its current position to the bottom of the screen. The fields which are skipped over remain unchanged. There are certain fields which require an entry before this key sequence can be performed. In these cases the screen will provide the necessary prompts.
4	BACK SPACE RETURN	This key sequence causes the cursor to back up to the beginning of the previous field on the current screen. (You cannot back up to a previous screen by using this key sequence at the first field of a screen.)

In addition to these four keys, there are two other special keys which are used for editing information being entered. Unlike the four key sequences just described, these keys may be entered anywhere in a field.



<u>Number</u>	<u>Key</u>	<u>Description</u>
5	TAB	Pressing this key causes the cursor to move to the position following the next blank space. This key is generally used to save the reentering of correct data in a field which has to be only partially edited.
6	Delete	Pressing this key causes the character to the left of the cursor to be erased, and the cursor to be repositioned.

#### OTHER ENTERING AND EDITING HINTS

Important: You are not using a word processor. If you make a mistake while typing, use the "DELETE" key to erase text. Then re-type the text. Never use the "BACK SPACE" key for editing (except in conjunction with "RETURN" as described above). Use of this key will cause formatting or other printing problems.

When you are entering text in a field which may be several screen lines in length, and you reach the end of the line, the text will not wrap around to the next screen line automatically (as it does with a word processor), nor will there be a bell or other audible signal. Therefore, you must watch the screen to make sure that you press "RETURN" before reaching the end of the line. Otherwise, the error message "Data too long" will appear, and you will have to reenter text.

When you are entering text in a field that permits a number of lines, it is a good idea to leave some extra space at the end of each line. This will make it very easy to edit later on. For example, if words need to be added, you will not need to change all the lines.

## GENERAL RULES FOR USING THE PURCHASE REQUEST SYSTEM

### ACCESSING THE PURCHASE REQUEST SYSTEM

After you log in, the following Purchase Request System menu of options will be displayed on the screen.

Purchase Request System  
\*\*\*\*\*

1. Assignment of purchase request numbers
2. Receipt of a purchase request
3. Entering of a purchase request
4. Tracking of a purchase request
5. MAIL System
6. Change LOGIN password
7. Change hardcopy output device
8. Maintenance of codes

Enter selection :

Hard copy output will be produced on the Laser printer.

Please note the line indicating the printer which will produce your hard copies. This line shows the current printer device setting. The default is the laser printer. For instructions on how to change the printer, refer to the addendum at the end of this manual.

### The Fiscal Year

After selecting an option from the Purchase Request System menu, you will be prompted, "For which fiscal year?". A field will be highlighted and it is here where you will enter the fiscal year. You must enter a two digit year. For example, if you are going to assign Purchase Request Numbers for the fiscal year 1985, then enter "85".

If you enter more than two digits (e.g. "1985"), the message, "The data is too long. Please try again. (PRESS RETURN)", will display and you will be given an opportunity to enter the year again. If you (accidentally) enter a non-numeric character, the message, "Error reading response. Please enter an Integer. (PRESS RETURN)", will appear.

Once you enter the fiscal year successfully, you will be brought to another menu for the subsystem you have selected. For example, if you type "1" for the "Assignment of purchase request numbers" option, after entering the fiscal year, you will get the Purchase Request Menu for the assigning of the Purchase Request Numbers.

```
Purchase Request Menu
*****

1. Assign Purchase Request Number
2. Change Purchase Request Number
3. Delete Purchase Request Number
4. Display PR number information
5. Print Menu

Enter selection :
```

Here you will select an option for whatever task that you want to do (e.g. type "1" to assign Purchase Request Numbers). Each option is discussed further in the ASSIGNMENT OF THE PURCHASE REQUEST NUMBER section of this manual.

If you select option 2, "Receipt of a purchase request", in the Purchase Request System menu, after entering the fiscal year, you will get the Receipt of Purchase Request Menu.

Receipt of Purchase Request Menu  
\*\*\*\*\* \*\* \*\*\*\*\* \*\*\*\*\* \*\*\*\*

1. Add a receipt of a purchase request
  2. Change receipt of a purchase request
  3. Display range of received purchase requests
  4. Display purchase requests for related WO numbers
- Enter Selection:

Here you will also select the option for whatever task that you want to do (e.g. type "1" to add a receipt of a Purchase Request). Each option is discussed further in the RECEIPT OF A PURCHASE REQUEST section of this manual.

## CHANGING OPERATIONS

### Changing Operations Within The Same Fiscal Year

If you wish to change operations (e.g. you wish to stop displaying Purchase Request Numbers and begin changing Purchase Request Numbers) in the "Assignment of purchase request numbers" system for the same fiscal year, all you need to do is access the Purchase Request Menu and enter your selection. The Purchase Request Menu is accessed by pressing "RETURN" as the Purchase Request Number on the screen.

For example, If you are displaying Purchase Request Numbers and you wish to begin changing them, press "RETURN" as the first entry to the screen below.

Display of purchase request number

Purchase Request Number: FY7121860  
Initiator  
Branch  
Date assigned  
Date received  
Contract number  
Related WU number  
PR Status  
Total amount of PR

The Purchase Request Menu will appear.

Purchase Request Menu  
\*\*\*\*\*

1. Assign Purchase Request Number
2. Change Purchase Request Number
3. Delete Purchase Request Number
4. Display PR number information
5. Print Menu

Enter selection :

Enter "2" to select the option to change a Purchase Request Number. The screen will appear with the heading, "Change of purchase request number".

Please note that when you are adding Purchase Request Numbers, the number is automatically put in by the system. So to get back to the Purchase Request Menu, just press "RETURN" as the entry to the Initiator field. This will allow you into the Purchase Request Menu where you can select another option.

The changing of operations within the same fiscal year is done in the same way for the "Receipt of a purchase request" subsystem.

### Changing Fiscal Years

If you wish to perform either the same or a different operation for a different fiscal year, you must access the main Purchase Request System menu. To access the Purchase Request System menu, you must first bring up the menu of the subsystem which you were working in (e.g. the Purchase Request Menu for the assignment of the Purchase Request Numbers). The previous section explains how to get back to the menu of the subsystem in which you are working; please refer to this if you do not remember how to get back to the menu.

Going by the Purchase Request Menu example, press "RETURN" to access the main Purchase Request System menu.

Purchase Request System  
\*\*\*\*\*

1. Assignment of purchase request numbers
  2. Receipt of a purchase request
  3. Entering of a purchase request
  4. Tracking of a purchase request
  5. MAIL System
  6. Change LOGIN password
  7. Change hardcopy output device
  8. Maintenance of codes
- Enter selection :

Hard copy output will be produced on the Laser printer.

Here you can enter "2" to access the receipt of the Purchase Request subsystem or enter "1" to access the assignment of the Purchase Request Numbers subsystem. When prompted for the fiscal year, you can specify a different fiscal year. You will then be ready to continue working.

Finish Using The System (Logging Off)

Whenever you finish using the system, you must "log off" before turning off the power and leaving the machine. To do this, return to the main Purchase Request System menu and then press "RETURN". You will be automatically "logged off" the system.

## ENTERING A PURCHASE REQUEST

Once the Purchase Request has been entered into the system as being assigned and received, the third step is to enter the information on the entire PR form into the data base.

After logging in and selecting option 3 ("Entering a Purchase Request") at the Purchase Request System Menu, you will be prompted with, "For which fiscal year?". Enter the two digit year for the Purchase Request. For example, if the Purchase Request is for the fiscal year 1986, then enter "86".

If you enter more than two digits (e.g. "1986"), the message "The data is too long. Please try again. (PRESS RETURN)" will display, and you will be given the opportunity to enter the year again. If you (accidently) enter a non-numeric character, the message, "Error reading response. Please enter an integer. (PRESS RETURN)", will appear.

Once the fiscal year is entered successfully, the following Purchase Request Menu will display on the screen.

**Purchase Request Menu**  
\*\*\*\*\*

1. Addition of a Purchase Request
2. Addition of line items to an existing Purchase Request
3. Change of line items in a Purchase Request
4. Deletion of line items in a Purchase Request
5. Deletion of a Purchase Request
6. Display Purchase Requests
7. Funding of a Preinitiated Purchase Request

Enter selection:

After selecting "1" in the Purchase Request Menu, the following screen will appear:

Addition of a Purchase Request		Screen 1 of 3
Purchase Request Number:	FY7121860	Amendment
Date Assigned		
Branch		
Initiator		
COSATI	SATFOI	
Procurement Activity		
Type of Purchase Request		
Priority		
Date Prepared		
Date Received (Current PR)		
PR Location Code		
PR Location		
<CR>-Forward BS-Back Up Q-Quit ESC-No More		

The line at the bottom of the screen is a prompt to remind you how to "quit" the record (i.e. terminate the operation), jump to the bottom of the screen, back up to a previous field, or leave the data unchanged. (For a complete review of these key sequences, refer to the discussion about "Special Keys" on pages 4 and 5 of this user's guide.)

## 1. PURCHASE REQUEST NUMBER

The Purchase Request Number begins with "FY7121860". The next four spaces on the screen will be highlighted, indicating that you are to enter the four characters which complete the Purchase Request number. This information is located in Box 5 at the top of your PR form. If the number in the box is "FY71218603314" then you should enter "3314" on the screen.

Remember that you are actually adding a Purchase Request form to a pre-assigned PR number. Therefore, if you attempt to add a PR number which has not been assigned, the message, "This PR Number is not assigned. Please try again. (PRESS RETURN)", will display. Furthermore, the PR number for each form that you add must be unique. Therefore, if you attempt to enter a PR number of a form which has already been added to the data base, the message, "Cannot duplicate Purchase Request forms. (PRESS RETURN)", will display. If the PR Number has not been received, you will get the error message, "PR number has not been received. Contact supervisor. (PRESS RETURN)".

Once you have entered the PR Number successfully, the information which was previously entered for the assigned purchase request will be displayed. The cursor will be at the beginning of the Branch field, with four spaces highlighted on the screen.

## 2. AMENDMENT

The information for this field will be entered automatically by the system. The Amendment provides the version number of the Purchase Request form. Since you are just adding this form, the Amendment will be filled in with the word "Basic," indicating that this is the first version.

### 3. DATE ASSIGNED

The information for this field will be displayed already. It was entered into the system when the Purchase Request Number was assigned. This field cannot be changed, and the cursor will skip over it.

### 4. BRANCH

This field can contain up to four characters. Most likely, the information for this field will already be entered. Provided that the information on the screen is correct, just press "RETURN" to leave the data unchanged and move to the next field. You can also change this field if necessary.

The information for this field is found in Box 14A under the name of the Preparer.

### 5. INITIATOR

This field can contain up to thirty characters. The information for this field probably will be on the screen already. The initiator is found on the Purchase Request form under "Preparer." You can change this field if necessary.

### 6. SATFOI

This field can contain up to twenty characters.

### 7. COSATI

This field can contain up to twenty characters.

## 8. PROCUREMENT ACTIVITY

This field can contain up to six characters. Generally the entry will be "F19628". The information for this field is found in Box 1 at the upper left of the PR form. If the user enters a carriage return, the default value of "F19628" will fill in this field.

## 9. TYPE OF PURCHASE REQUEST

This field can consist of two digits. Generally the entry will be "11". Sometimes it may be "21". The default value is "11". If you enter a non-numeric character, the message, "Please enter an integer. (PRESS RETURN)", will appear. The type of Purchase Request is found in Box 2 of the Purchase Request form.

## 10. PRIORITY

This field will consist of a single character. It will be an "R" or a "U". The default value is "R". If the user enters "R", the literal "Routine" is displayed in this field. Otherwise, if you enter "U", the literal, "Urgent", is displayed. The Priority is found in Box 4 on the PR form.

## 11. DATE PREPARED

This date, like all dates, really consists of three fields: day, month, and year. Therefore you must press "RETURN" after each of the three entries. These fields cannot be left blank. The default value is the current date. (For a full explanation about restrictions and error messages for date fields, refer to "Rules For Data Entry," rule 6, on page 2 of this user's guide.) The Date Prepared is found in Box 4 on the Purchase Request form.

## 12. DATE RECEIVED

The information for this field will be displayed already because it was entered during the Receipt program. However, you have the option to change this field if desired.

## 13. PR CODE

This field indicates what type of Purchase Request is being dealt with. There are four possible values: "1" - Initial submission, "2" Change, "3" Funds decrease, and "4" Funds increase. Any other entered value will result in an error. This field is found in Box 7 of the Form 36. For example, if "1 PKR", enter "1" in this field.

## 14. PR LOCATION

This field indicate where the Purchase Request is being tracked to. If the Purchase Request is going to PKR, for example, then this field will have the "PKR" literal. However, you do not enter "PKR"; you enter the code "1" for PKR. You may be dealing with transfer of funds or other locations, each having their code. If you do not know the code, enter "?" and you will have a list of location codes to choose from. The Purchase Request title screen will be repainted with the PR LOCATION literal.

## LEAVING THE CURRENT SCREEN

When you are finished entering the information for this first screen (after pressing "RETURN" following the "PR Location" field entry), you will be asked, "Is this PR a PURDA?". If the Purchase Request is a Program Research Development Announcement, usually indicated in the Remarks block of the Form 36 or on a transmittal form, answer "Y" to this question. Otherwise, answer "N" to this question. This field is used later in the PR Tracking Report to determine the date when a Purchase Request is awarded as a contract.

You will then be prompted with, "Any changes?". Check to make sure you have entered all the necessary information correctly.

If you would like to change any of the information on the screen, enter a "Y" in response to this prompt. Answer "N" to go to the line items screen. The following screen will appear:

Addition of a Purchase Request  
Purchase Request Number

Screen 2 of 3  
Amendment

Line Item	Description		
Delivery Date	Other Information		
Cost Center			
EEIC			
Money Amount			
Type Work Unit: [C-Contract, I-Inhouse, R-Reimbursable]			
JON	Year of Funds		
Category of Funds			BPAC
Program Element	Task	Project	
Fund Cite			
Funding Document			Available Funds

<CR>-Forward BS-Back Up Q-Quit ESC-No More

## 1. LINE ITEM

This field can be up to six characters in length. The field will generally consist of a four digit number, such as "0001". The leading zeros will be dropped when "RETURN" is pressed. Therefore "0001" will change to "1". The last two character will be alpha characters such as "AB".

Each line item on a Purchase Request form must be uniquely numbered. Therefore if you enter a number which has been used already, the message, "Line item already exists. Please enter in a unique line item. (PRESS RETURN)", will appear.

The line item is found in Box 8A under "Item Number" on the PR form.

## 2. DESCRIPTION

This field can be up to 27 characters in length. The description is found in Box 8b under "Description." Only the first line of information is the description.

### 3. DELIVERY DATE

This date, like all dates, really consists of three fields. This date can be left blank by pressing "RETURN" as the first entry to the day field. For a complete explanation of restrictions and error messages for date fields, refer to "Data Entry Rules," rule 6 on page 2 of this user's guide.

This date is found in Box 8b under "Description." It will be the third line of information.

### 4. OTHER INFORMATION

This field can be up to 17 characters in length. The information is found in Box 8b under "Description," and is the second line of information. If this line contains more than 17 characters, you will have to abbreviate as well as you can.

### 5. COST CENTER

The entry for this field must be a six digit number that represents a valid cost center. If non-numeric characters are entered the message, "Please enter an integer. (PRESS RETURN)", will display. If you enter digits which do not constitute a valid cost center number, the message, "Please enter a valid cost center. (PRESS RETURN)", will display. After you successfully enter the cost center number, the name of the specified cost center will appear. If a "?" is entered, a list of all valid cost center codes is displayed and the user must select one of them.

The cost center is labelled "CCC" on the PR form and usually is found in Box 12, "Remarks."

(Note: Eventually, the Cost Center code will be retrieved automatically from the related work unit number of the PR.)

## 6. EEIC

This field can be up to five characters in length. After you successfully enter the EEIC code, the name of the specified EEIC will appear unless you entered all zeros. If a "?" is entered, a list of all available EEIC codes is displayed and the user can select one. The EEIC field can be left blank. The EEIC is found in Box 13(6) on the PR form.

(Note: The EEIC field is not usually found on the Form 36. This field can be left blank. The PR system will fill in the EEIC when the funding document of the PR line item is selected and the Fund Cite retrieved from the funding system.)

## 7. MONEY AMOUNT

This field can contain up to nine characters. Only numeric characters and the period (decimal point) are accepted. Entering any other characters will cause the message, "Please enter a number. (PRESS RETURN)", to display.

The largest acceptable number is "9999999.49". Entry of larger numbers will cause the message, "Error reading number. Number too large. (PRESS RETURN)" to display. Numbers with more than two decimal places are rounded to the nearest hundredth. The number is rounded off to the nearest dollar, (e.g. 9999999.49 is rounded to 9999999.00).

The money amount is located in Box 8(G) on the PR form. Do not enter commas or the dollar sign (\$). For example, if your form reads "\$30,000.00", you can enter "30000" or "30000.00". The system will automatically add the ".00" if you omit it.

## 8. TYPE WORK UNIT

A "C", an "I", or a "R" are the only acceptable entries for this field. Any other entry will cause the message, "Please enter "C" for Contract or "I" for Inhouse or "R" for Reimbursable. (PRESS RETURN)", to display. (The lower case "c" or "i" is also accepted, and the system converts the character to uppercase automatically.)

Unless noted otherwise on the PR form, the entry for this field will always be "C". The type work unit value is retrieved from the received PR; however, you can change this field. If you enter a "R", the work unit number field will be skipped over since none is associated for a reimbursable Purchase Request line item.

## 9. RELATED WORK UNIT NUMBER

This field can be up to eight characters in length. The entry must be an existing work unit number, otherwise the message "WU Number doesn't exist. Contact supervisor. (PRESS RETURN)" will display.

The information for this field should be displayed already because it was entered during the Receipt program. This number is labelled "JON" or "JOCAS" on the PR form, and is usually found in Box 12, "Remarks."

This WU Number is retrieved from the received PR Number database but you can change this field. If you do change this WU Number, you will be asked, "Has this work unit been approved?". If so, you will be allowed to change it to that particular new value. Otherwise, the error message, "Please enter an accepted work unit number.", is displayed on the screen and you must enter another work unit number.

## 10. CATEGORY OF FUNDS

This field can contain up to two digits. After you enter the code, the name of the category of funds will appear automatically. If a "?" is entered, a list of valid categories of funds will be displayed and you will have to select one.

If you enter "RETURN", blank spaces, or a zero, the message, "Trouble reading category. Contact supervisor (PRESS RETURN)", will appear.

## 11. YEAR OF FUNDS

This field defaults to the current fiscal year.

## 12. PROGRAM ELEMENT

This field will be retrieved from the related work unit.

## 13. TASK

This field is found in Box 12 of the Form 36.

## LEAVING THE CURRENT SCREEN

Once you successfully enter the category of funds, the cursor skips over the BPAC, Fund Cite, Funding Document, and the Available Funds fields. The "Any changes?" prompt will appear.

When you answer "no" to any changes, if there are no funding documents for the related work unit, you will get the message, "There are no funding documents for this WU. (PRESS RETURN)". The message, "This line item can be preinitiated." will flash on your screen and you will be asked, "Is this what you want?". If you answer no, you will get the message, "This line item will not be included in this Purchase Request.", followed by "Are you sure that you do not want this line item preinitiated? (Y or N)". Answering "yes" to this question will bring up a fresh second screen and the previous line item will be discarded.

If there are funding documents for a related work unit but the one you select to do the funding of the Purchase Request does not have enough funds available, you will get the message, "Not enough money to fund this work unit.", followed by the question, "Do you wish to preinitiate?". If you answer "yes" to this, the line item will be preinitiated until enough funds can cover the line item under the related work unit.

If you select a funding document which can fully fund the Purchase Request line item, the BPAC, the FUND CITE, and the PROJECT fields are retrieved from the funding system database. You will then hit "RETURN" to enter the next line item of the Purchase Request.

When you are through entering the line items for a Purchase Request, hit "RETURN" in the line item field to bring up the third screen. The following screen will appear:

```

                                Addition of a Purchase Request          Screen 3 of 3
                                Purchase Request Number      Amendment .
                                Remarks [Up to 10 lines]

                                Approvers [Up to 5 approvers]
                                Name                               Title

Preparer
Approver
Approver
Approver
Approver
Approver

<CR>-Forward BS-Back Up Q-Quit ESC-No More
```

## **1. REMARKS**

This field can be up to ten screen lines. For a review of techniques for entering and editing long fields, please refer to page 3 in this user guide.

The information for this field is found in Box 12, "Remarks". You should enter only that information which has not been included elsewhere. There may be other information on the Form 36 outside the Remarks block; that information may be also entered as well.

## **2. PREPARER NAME**

This field can be up to thirty characters in length. The field cannot be left blank. The message, "There must be a preparer for this purchase request.", will flash on the screen and you will be brought back to the Preparer field. The name of the Preparer is found in Box 14A on the PR form.

## **3. PREPARER TITLE**

This field can be up to thirty characters. It is for the title of the preparer; however, it can be left blank.

## **4. APPROVER NAME**

This field can be up to thirty characters. You must have at least one approver for a Purchase Request. If you do enter an approver, you will get the message, "There must be at least one approver.". You can have up to five approvers for a Purchase Request. The approvers are found in Box 14 B - F on the Purchase Request form.

## 5. APPROVER TITLE

This field can be up to thirty characters. There is a title field for each approver of a Purchase Request. You can add a title for each approver or leave that field blank.

## LEAVING THE SCREEN

You will be asked, "Any changes?". Answer "yes" if you have made any changes within the remarks section or to the preparer and approvers section. When you are through making changes, answer no to this question. You will then be asked, "Do you want a hard copy of the Purchase Request? (Y or N)" at which you would answer "yes" if you want a hardcopy.

Next, the screen will clear and you will get the message, "Purchase Request being added. Please wait.", flashed on the screen. If there are no problems adding the Purchase Request to the database, you will get the message, "Purchase Request added successfully." and you will be brought back to the first screen where you can add another Purchase Request if you desire.

## SUMMARY

To add a new Purchase Request form:

1. Enter "1" at the Purchase Request Menu.
2. Enter the last four digits of a Purchase Request Number which has been assigned and received.
3. Enter the information for each field on Screen 1 of the Purchase Request.
4. When through adding and changing information on the first screen, answer "no" to the "Any changes?" prompt to go onto the second screen.

**SUMMARY (Add a new Purchase Request form, cont.)**

5. In the second screen, the line item screen, enter a unique line item number. No duplicate line item numbers are allowed.
6. Enter the information to the appropriate fields. Some fields such as the cost center, related work unit, and the category of funds require entered data.
7. If you do not know the cost centers, the EEIC, or the category of funds, enter "?" to get lists of their respective items and select one from the list. The second screen will be repainted along with your selection from the list.
8. When through entering a specific line item, enter "no" to the "Any changes?" prompt. A new line item screen will be painted. To get to the remarks and approvers screen, hit "RETURN" in the line item field.
9. Enter the remarks in free format. Hit "RETURN" twice to move to the preparer and the approvers portion portion of the screen.
10. There must be at least one preparer and approver of a Purchase Request. After entering the approvers, if no more additions and changes are necessary in the third screen, answer "no" to the "Any changes?" prompt. If you want a hardcopy, answer "yes" to the question, "Do you want a hardcopy of the Purchase Request?". At this point, the Purchase Request form is added to the database.

## ADDING LINE ITEMS TO AN EXISTING PURCHASE REQUEST

After logging in and entering "3" ("Entering a Purchase Request") at the Purchase Request System Menu, you will be prompted with, "For which fiscal year?" . Enter the two digit year. For example, if the Purchase Request is for fiscal year 1986, then enter "86".

If you enter more than two digits (e.g. "1986"), the message, "The data is too long. Please try again. PRESS RETURN)", will display, and you will be given an opportunity to enter the year again. If you (accidentally) enter a non-numeric character, the message, "Error reading response. Please enter an integer. (PRESS RETURN)", will appear.

Once the fiscal year is entered, the following Purchase Request Menu will display on the screen.

**Purchase Request Menu**  
\*\*\*\*\*

1. Addition of a Purchase Request
2. Addition of line items to an existing Purchase Request
3. Change of line items in a Purchase Request
4. Deletion of line items in a Purchase Request
5. Deletion of a Purchase Request
6. Display Purchase Requests
7. Funding of a Preinitiated Purchase Request

Enter selection:

After enter "2" at the Purchase Request Menu, the following screen will appear:

Addition of line items to a PR		Screen 1 of 3
Purchase Request Number:	FY7121860	Amendment
Date Assigned		
Branch		
Initiator		
COSATI	SATPOI	
Procurement Activity		
Type of Purchase Request		
Priority		
Date Prepared		
Date Received (Current PR)		
PR Location Code		
PR Location		

<CR>-Forward BS-Back Up Q-Quit ESC-No More

The first step is to enter the Purchase Request Number. It begins with "FY7121860". The next four spaces on the screen will be highlighted, indicating that you are to enter the four characters which complete the Purchase Request Number.

If the Purchase Request Number has not been assigned, you will get the error message, "This PR is not assigned. Please try again." If the PR number has not been received, you would get the error message, "PR number has not been received. Contact supervisor." If a non-integer field is entered, the error message, "Please enter an integer.", is displayed on the screen.

If you enter a Purchase Request Number for which there is no Purchase Request in the data base, the message, "There are no versions of the Purchase Request (PRESS RETURN)", will display.

After successfully entering the Purchase Request Number, the amendment and the previously entered information for this screen will appear, along with the prompt, "Is this the right Purchase Request?" If you answer "no", a new first screen will appear and you can reenter the Purchase Request Number. If you answer "yes", you then will be prompted with "Any changes?".

If changes to this first screen are necessary, respond "yes" to the prompt, and make the changes using the usual editing techniques. (If you are unfamiliar with these basic techniques, refer to pages 2 through 7 of this user's guide.) Note however, that you cannot change the "Date Assigned" field. The cursor will skip over it.

Once everything on the first screen is correct, respond "no" to the "Any changes?" prompt. You then will be prompted with, "Do you want to see the existing line items?" If you answer "no", screen two will appear. If you answer "yes", the funded line items will be displayed first, followed by the preinitiated line items. If there are no funded line items, the message, "There are no funded line items. (PRESS RETURN)", will be displayed. If there are no preinitiated line items, the message, "There are no preinitiated line items. (PRESS RETURN)", will be displayed.

Once all of the existing line items for the purchase request have been displayed, the following second screen will appear:

Addition of line items to a PR		Screen 2 of 3	
Purchase Request Number		Amendment	
Line Item	Description		
Delivery Date	Other Information		
Cost Center			
EEIC			
Money Amount			
Type Work Unit: [C-Contract, I-Inhouse, R-Reimbursable]			
JON	Year of Funds		
Category of Funds			BPAC
Program Element	Task	Project	
Fund Cite			
Funding Document			Available Funds

<CR>-Forward BS-Back Up Q-Quit ESC-No More

### 1. LINE ITEM

Enter the number of the line item to be added. This field can be up to six characters in length. The field will generally consist of a four digit number, such as "0001". Each line item on a Purchase Request form must be uniquely numbered. Therefore if you enter a number which has been used already, the message, "Line item already exists. Please enter in a unique line item. (PRESS RETURN)", will appear. The line item can contain up to two alpha characters (e.g. "LAB").

### 2. DESCRIPTION

This field can be up to 27 characters in length.

### 3. DELIVERY DATE

This date, like all dates, really consists of three fields (day, month, and year). This date can be left blank by pressing "RETURN" as the first entry to the day field. For a complete explanation of restrictions and error messages for date fields, refer to "Data Entry Rules," rule 6 on page 2 of this user's guide.

### 4. OTHER INFORMATION

This field can be up to 17 characters in length.

### 5. COST CENTER

The entry for this field must be a six digit number that represents a valid cost center. If non-numeric characters are entered the message, "Error reading number. Please enter an integer. (PRESS RETURN)" will display. If you enter digits which do not constitute a valid cost center number, the message, "Please enter a valid cost center. (PRESS RETURN)", will display. After you successfully enter the cost center number, the name of the specified cost center will appear. If a "?" is entered in this field, a list of all available cost center codes will be displayed and you will have to select one.

(Note: Eventually the Cost Center code will be retrieved from the related work unit number.)

### 6. EEIC

The entry must be a valid EEIC, otherwise the message, "Please enter in a valid EEIC." will appear. After you successfully enter the EEIC code, the name of the specified EEIC will appear. If you enter a "?", a list of all available EEICs will be displayed and you can select one. The EEIC can be blank.

## 7. MONEY AMOUNT

This field can contain up to nine characters. Only numeric characters, the period (decimal point), and the comma are accepted. Entering any other characters will cause the message, "Error reading response. Please enter a number. (PRESS RETURN)" to display. The largest acceptable number is "9999999.49". Entry of larger numbers will cause the message, "Error reading number. Number too large. (PRESS RETURN)" to display. Numbers with more than two decimal places are rounded to the nearest hundredth. (Check this out, Horn.)

## 8. TYPE WORK UNIT

A "C", an "I", or a "R" are the only acceptable entries for this field. Any other entry will cause the message, "Please enter "C" for Contract or "I" for Inhouse or "R" for Reimbursable. (PRESS RETURN)", to be displayed on the screen. (The lower case "c" or "i" is also accepted, and the system converts the lower case character to uppercase automatically.)

## 9. RELATED WORK UNIT NUMBER

This field can be up to eight characters in length. The entry must be an existing work unit number; otherwise the message, "WO\_NUMBER doesn't exist. Contact supervisor.", will display. The work unit number defaults to previously entered work unit number in the receipt of the Purchase Request.

## 10. CATEGORY OF FUNDS

This field can contain up to two digits. After you enter the code, the name of the category of funds will appear automatically. If a "?" is entered, a list of all categories of funds will be displayed and you will have to select one.

## 11. YEAR OF FUNDS

This field defaults to the current fiscal year.

## 12. PROGRAM ELEMENT

This field is retrieved from the work unit plan of the related work unit number (JOCAS) of the Purchase Request.

## 13. TASK

This field is located in Box 12 of the Form 36.

If you enter "RETURN", blank spaces, or a zero, the message, "Trouble reading category. Contact supervisor (PRESS RETURN)", will appear.

When you successfully enter the category of funds, you will be asked, "Any changes?". If not, answer no.

After you press "RETURN" and if there are no funding documents, the message, "There are no funding documents for this WU (PRESS RETURN)", will display. After you press "RETURN", you will be asked if you want to preinitiate this line item at which you will have the option to do so.

If you answer "yes", a new screen 2 is painted for the next line item at which you can hit "RETURN" and you will be brought to screen three.

If there are funding documents for the related work unit number, they are displayed and you will be asked, "Is one of these the funding document?"

If you answer "no", the message, "This line item is to be preinitiated.", will flash followed by, "Is this what you want?".

When you are through entering line items to the Purchase Request, hit "RETURN" at the line item field and the following third screen will appear:

```

                                Addition of line items to a PR      Screen 3 of 3
                                Purchase Request Number      Amendment
                                Remarks [Up to 18 lines]

                                Approvers [Up to 5 approvers]
                                Name                               Title

Preparer
Approver
Approver
Approver
Approver
Approver

<CR>-Forward BS-Back Up Q-Quit ESC-No More
```

The information for the third screen will be displayed and you will be asked, "Any changes?". If you must make any changes to the remarks or to the preparer and approvers, answer "yes"; otherwise answer "no". You will be asked, "Do you want a hardcopy of the Purchase Request?". Answer "yes" if you desire a hardcopy.

Provided that there are no problems adding the line item(s) to the Purchase Request, you will get the message, "PR Line Item added successfully." and the amendment of this Purchase Request will remain the same, (e.g. if the amendment was "Basic" before the line item(s) was added, the amendment will remain as "Basic" after the line item was added.

## SUMMARY

To add a line item or a number of line items to an existing Purchase Request:

1. Enter "2" at the Purchase Request Menu.
2. Enter the Purchase Request Number of the Purchase Request form to which the line item is to be added to.
3. After the information is displayed on the first screen, of the Purchase Request, answer "yes" or "no" to the question, "Is this the right purchase request?", depending whether it is the one that you want to add the line items to.
4. Answer "yes" to the question, "Do you want to see the line items?", if you want to see all the funded and preinitiated line items entered so far for the Purchase Request.
5. In the line item screen (Screen 2), enter a unique line item number.
6. Enter information to the fields for that line item in the same manner as for entering a Purchase Request form.
7. When through with that line item, answer "no" to the "Any changes?" prompt. You can add subsequent line items, or go to the remarks and the approvers screen by hitting "RETURN" in the line item field.
8. Make any changes as desired in the remarks and approvers screen or answer "no" to the "Any changes?" prompt. The line item is added without changing the amendment number of the Purchase Request.
9. Answer "yes" to the question, "Do you want a hardcopy of the Purchase Request?", if you require one.

## CHANGE OF LINE ITEMS IN A PURCHASE REQUEST

After logging in and selecting option 3 ("Entering a Purchase Request") at the Purchase Request System Menu, you will be prompted with, "For which fiscal year?". Enter the two digit year. For example, if the Purchase Request is for fiscal year 1986, then enter "86".

If you enter more than two digits (e.g. "1986"), the message, "The data is too long. Please try again. PRESS RETURN)", will display, and you will be given an opportunity to enter the year again. If you (accidentally) enter a non-numeric character, the message, "Error reading response. Please enter an integer. (PRESS RETURN)", will appear.

Once you enter the fiscal year successfully, the following Purchase Request Menu will appear.

**Purchase Request Menu**  
\*\*\*\*\*

1. Addition of a Purchase Request
2. Addition of line items to an existing Purchase Request
3. Change of line items in a Purchase Request
4. Deletion of line items in a Purchase Request
5. Deletion of a Purchase Request
6. Display Purchase Requests
7. Funding of a Preinitiated Purchase Request

Enter selection:

Enter "3" to select "Change of line items in a Purchase Request".

At this point the following first screen will appear:

Change of line items in a PR		Screen 1 of 3
Purchase Request Number: FY7121860	Amendment	
Date Assigned		
Branch		
Initiator		
COSATI	SATPOI	
Procurement Activity		
Type of Purchase Request		
Priority		
Date Prepared		
Date Received (Current PR)		
PR Location Code		
PR Location		
<CR>-Forward BS-Back Up Q-Quit ESC-No More		

The first step is to enter the Purchase Request Number. It begins with "FY7121860". The "86" within "FY7121860" indicates the fiscal year 1986 and is used as an example here. The next four spaces on the screen will be highlighted, indicating that you are to enter the four characters which complete the Purchase Request Number.

If you enter a Purchase Request Number for which there is no Purchase Request in the data base, the message, "There are no versions of the Purchase Request (PRESS RETURN)", will display.

After successfully entering the Purchase Request Number, the highest amendment and the previously entered information for this screen will appear, along with the prompt, "Is this the right Purchase Request?" If you answer "no," a clear screen one will appear and you can reenter the Purchase Request Number. If you answer "yes," you then will be prompted with "Any changes?"

If changes to this first screen are necessary, respond "yes" to the prompt, and make the changes using the usual editing techniques. (If you are unfamiliar with these basic techniques, refer to pages 2 through 7 of this user's guide.) Note however, that you cannot change either the "Date Assigned" field. The cursor will skip over it.

When you respond "no" to the "Any changes?" prompt, the funded line items for the Purchase Request Number will be displayed. The Purchase Request can have up to 20 line items of which only 17 can be displayed at once on the screen. Therefore, if there are 18 or more line items, you will get the prompt, "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC-No More". Press "RETURN" if you want to scroll forward. You can scroll backwards by pressing the Back Space key followed by "RETURN". To exit the screen at any point before all the line items are displayed, press the "ESC" key followed by "RETURN". The prompt, "Is one of these the item to be changed?", will then be put on the screen beneath the line items.

If you answer "yes" to this prompt, you will be prompted with "What number?" You must enter the number to the left of the line item that you wish to change. If you enter a number which is not on the screen, the message "Invalid selection. Please try again." will display, followed by "What number?"

Once you successfully enter the line item you wish to change, the line item screen will appear:

Change of line items in a PR		Screen 2 of 3	
Purchase Request Number		Amendment	
Line Item	Description		
Delivery Date	Other Information		
Cost Center			
EEIC			
Money Amount			
Type Work Unit:	[C-Contract, I-Inhouse, R-Reimbursable]		
JON	Year of Funds		
Category of Funds			BPAC
Program Element	Task	Project	
Fund Cite			
Funding Document			Available Funds

<CR>-Forward BS-Back Up Q-Quit ESC-No More

Answer "yes" to the "Any changes" prompt if you wish to make changes to the line item. You will not be able to make changes to the following fields: Type Work Unit, Related Work Unit Number, Category of Funds, and to the Program.

When you are done making changes to the line item, you will be prompted with "Do you want to change another item?" Answering "yes" would bring up the funded line items again, along with the "Is one of these the item to be changed?" prompt. The process then would be repeated. If you answer "no" to this, you will be prompted with "Do you want to see the line items again?". This prompt is there for when you need to double check in cases where there are many line items, and all do not remain visible on the screen. If you answer "yes," the screen will be repeated, along with the same prompt.

When you respond "no" to this prompt, the preinitiated line items will be displayed along with the prompt, "Is one of these the item to be changed?". The preinitiated line items are changed in the same way as the funded line items as explained above.

After you are through making changes to both the funded and the preinitiated line items, the following screen of the remarks and approvers of the Purchase Request is displayed followed by the "Any changes?" prompt:

```
Change of line items in a PR          Screen 3 of 3
Purchase Request Number          Amendment

Remarks [Up to 10 lines]

Name          Approvers [Up to 5 approvers]          Title
Preparer
Approver
Approver
Approver
Approver
Approver

<CR>-Forward BS-Back Up Q-Quit ESC-No More
```

You may make changes to any of the remarks and/or approvers. When you are finally through with making changes to the remarks and approvers screen, answer "no" to the "Any changes?" prompt. You will then be asked, "Would you like to increase the amendment of this Purchase Request?". Answering "yes" will increment the amendment by one while answering "no" will not. The whole screen will be cleared and the message, "Purchase Request being updated. Please wait", will be displayed followed by "Purchase Request updated successfully." message.

If you opt to increase the amendment of the Purchase Request taking an example, if the amendment was "Basic" (e.g. version 1) for a particular Purchase Request before the changes were made, the amendment will be incremented by one to amendment "1" (e.g. version 2) for the Purchase Request after the changes were made.

#### SUMMARY

To change line item(s) within a Purchase Request:

1. Enter "3" at the Purchase Request Menu.
2. Enter the Purchase Request Number of the Purchase Request to change.
3. Provided that you have the right Purchase Request, make any changes to the first screen. When you are through, answer "no" to the "Any changes?" prompt.
4. You will get a display of the funded line items first followed by the preinitiated line items. Select the particular line item from the display of all the line items that you wish to change.
5. Make the modifications on the selected line item screen, and if you wish to change another, select another line item from the display of all the line items.
6. When you are through making changes to the line items, answer "no" to the question, "Do you want to change another line item?".
7. Make any changes within this screen. If no more changes are needed, answer "no" to the "Any changes?" prompt. You will then be asked, "Would you like to increase the amendment of this Purchase Request?". Answering "yes" will increment the amendment while "no" will not. It is at this point that the Purchase Request is modified in the database.

## DELETING LINE ITEMS ON A PURCHASE REQUEST

After logging in and selecting option 3 ("Entering a Purchase Request") at the Purchase Request System Menu, you will be prompted with "For which fiscal year?". Enter the two digit year. For example, if the purchase request is for fiscal year 1986, then enter "86".

If you enter more than two digits (e.g. "1986"), the message "The data is too long. Please try again. PRESS RETURN)" will display, and you will be given an opportunity to enter the year again. If you (accidently) enter a non-numeric character, the message "Error reading response. Please enter an integer. (PRESS RETURN)" will appear.

Once you enter the fiscal year successfully, the following Purchase Request Menu will display on the screen.

**Purchase Request Menu**  
\*\*\*\*\*

1. Addition of a Purchase Request
2. Addition of line items to an existing Purchase Request
3. Change of line items in a Purchase Request
4. Deletion of line items in a Purchase Request
5. Deletion of a Purchase Request
6. Display Purchase Requests
7. Funding of a Preinitiated Purchase Request

Enter selection:

Enter "4" to select "Deletion of line items in a Purchase Request".

The following first screen will appear:

Deletion of line items		Screen 1 of 3
Purchase Request Number:	FY7121860	Amendment
Date Assigned		
Branch		
Initiator		
COSATI	SATFOI	
Procurement Activity		
Type of Purchase Request		
Priority		
Date Prepared		
Date Received (Current PR)		
PR Location Code		
PR Location		

<CR>-Forward BS-Back Up Q-Quit ESC-No More

The first step is to enter the Purchase Request Number. It begins with "FY7121860". The next four spaces on the screen will be highlighted, indicating that you are to enter the four characters which complete the Purchase Request Number.

If you enter a Purchase Request Number for which there is no Purchase Request in the data base, the message, "There are no versions of the Purchase Request (PRESS RETURN)", will display.

After successfully entering the Purchase Request Number, the amendment and the previously entered information for this screen will appear, along with the prompt, "Is this the right Purchase Request?" If you answer "no," a clear screen one will appear and you can reenter the Purchase Request Number. If you answer "yes," you then will be prompted with the "Any changes?" prompt.

If changes to this first screen are necessary, respond "yes" to the prompt, and make the changes using the usual editing techniques. (If you are unfamiliar with these basic techniques, refer to pages 2 through 7 of this user's guide.) Note however, that you cannot change either the "Date Assigned" field. The cursor will skip over it.

The funded line items are displayed first. Like the change option, you have the scrolling capability if there are more than 17 line items to be displayed on the screen. You will be prompted, "Do you want to see more? <CR>- Forward BS-Back Up Q-Quit ESC-No more". Hit "RETURN" to scroll up one line; hit the Back Space key followed by "RETURN" to scroll back one line item. To exit out of the screen at any time, hit the "ESC" key followed by "RETURN". You are then asked, "Is one of these the item to be deleted?".

If you answer "no", you will then be asked, "Do you want to see the line items again?" If you say "no" to that, the preinitiated line items will be displayed.

If you answer "yes" to the first question, you will be prompted, "What number?" at which you will have to enter the number to the left of the corresponding line item that you want to delete. Enter a number which is not on the screen will result in an error message, "Invalid selection. Please try again.", followed by the "What number?" prompt again.

Once you selected the particular funded or preinitiated line item which you want deleted from the Purchase Request, that line item will be displayed on the following line item screen:

Deletion of line items  
Purchase Request Number

Screen 2 of 3  
Amendment

Line Item	Description		
Delivery Date	Other Information		
Cost Center			
EEIC			
Money Amount			
Type Work Unit: [C-Contract, I-Inhouse, R-Reimbursable]			
JON	Year of Funds		
Category of Funds			BPAC
Program Element	Task	Project	
Fund Cite			
Punding Document			Available Funds

You will be prompted, "Are you sure that you want to delete this line item (Y or N)", at which you must answer "yes" or "no". There is no default to "yes" to serve as a built in precaution of accidentally deleting line items that you do not want deleted.

If you answer "yes", that line item is marked for deletion from the Purchase Request.

(Note: The line item is not actually deleted until you step through all the screens first. So you can "quit" out at any point if you made a mistake in marking the wrong line item(s) for deletion.)

You will be asked, "Do you want to delete another line item?", to which you can answer "yes" to select another funded line item from the list to delete or "no" to move along to the preinitiated line items.

Deleting the preinitiated line items is performed in the same way as the funded line items as explained above.

Following the deleting of the line items is the following remarks and approvers screen:

```

                                Deletion of line items
                                Purchase Request Number
                                Remarks [Up to 10 lines]
                                Amendment
                                Screen 3 of 3

                                Approvers [Up to 5 approvers]
                                Name
                                Title

Preparer
Approver
Approver
Approver
Approver
Approver

<CR>-Forward BS-Back Up Q-Quit ESC-No More
```

You will be prompted with "Any changes?". You can make changes within this screen and when you are through, answer "no" to the "Any changes?" prompt.

Like the changing of the line items within a Purchase Request, you will be asked, "Would you like to increase the amendment of this Purchase Request?". Answering "yes" will increment the amendment by one while answering "no" will leave the amendment unchanged.

The screen will be cleared and the message, "Purchase Request being updated. Please wait.", will appear on the screen followed by the "Purchase Request updated successfully." message.

## SUMMARY

To delete line item(s) from a Purchase Request:

1. Enter "4" at the Purchase Request Menu.
2. Enter the Purchase Request Number of the Purchase Request form whose line item(s) that you are going to delete.
3. Make any necessary changes to the first screen.
4. Select the line item(s) from the funded and the preinitiated line items lists to be deleted. Answer "yes" to the question, "Are you sure that you want to delete this line item?", if you really want it deleted.
5. Make any necessary changes to the remarks and the approvers screen.
6. When prompted with the question, "Would you like to increase the amendment of this Purchase Request?", answer "yes" to increase the version number of the Purchase Request, "no" to leave the version number as it was before deleting line items.

## DELETING A PURCHASE REQUEST

After logging in and selecting option 3 ("Entering a Purchase Request"), you will be prompted with "For which fiscal year?". Enter the two digit year. For example, if the Purchase Request is for fiscal year 1986, then enter "86".

If you enter more than two digits (e.g. "1986"), the message "The data is too long. Please try again. PRESS RETURN)" will display, and you will be given an opportunity to enter the year again. If you (accidentally) enter a non-numeric character, the message, "Error reading response. Please enter an integer. (PRESS RETURN)", will appear.

Once the fiscal year is entered successfully, the following Purchase Request Menu will display on the screen.

```
Purchase Request Menu
*****

1. Addition of a Purchase Request
2. Addition of line items to an existing Purchase Request
3. Change of line items in a Purchase Request
4. Deletion of line items in a Purchase Request
5. Deletion of a Purchase Request
6. Display Purchase Requests
7. Punding of a Preinitiated Purchase Request

Enter selection:
```

Enter "5" to select "Deletion of a Purchase Request". At this point, the following first screen will appear:

## Deletion of a Purchase Request

Screen 1 of 3

Purchase Request Number: FY7121860

Amendment

Date Assigned

Branch

Initiator

COSATI

SATFOI

Procurement Activity

Type of Purchase Request

Priority

Date Prepared

Date Received (Current PR)

PR Location Code

PR Location

The first step is to enter the Purchase Request Number. It begins with "FY7121860". The next four spaces on the screen will be highlighted, indicating that you are to enter the four characters which complete the Purchase Request Number.

If you enter a Purchase Request Number for which there is no purchase request in the data base, the message, "There are no versions of the Purchase Request (PRESS RETURN)", will display.

After successfully entering the Purchase Request Number, the highest amendment and the previously entered information for this screen will appear, along with the prompt, "Is this the right Purchase Request?". If you answer "no," a clear screen one will appear and you can reenter the Purchase Request Number. If you answer "yes," you will then be prompted to hit "RETURN".



## SUMMARY

To delete a Purchase Request form:

1. Enter "5" at the Purchase Request Menu.
2. Enter the Purchase Request Number of the Purchase Request form to delete.
3. Answer "yes" to the question, "Is this the right Purchase Request?", to view the form to be deleted.
4. Step through the screens by hitting "RETURN" after viewing each screen.
5. After the remarks screen, answer "yes" to the confirmation, "Are you sure that you want this Purchase Request deleted? (Y or N)", if you really want it deleted.
6. The latest version along with the previous versions will be deleted from the database. You will automatically get a hardcopy of the latest version of the Purchase Request deleted.

## DISPLAYING A PURCHASE REQUEST

After logging in and selecting option 3 ("Entering a Purchase Request") at the Purchase Request System Menu, you will be prompted with, "For which fiscal year?". Enter the two digit year. For example, if the purchase request is for fiscal year 1986, then enter "86".

If you enter more than two digits (e.g. "1986"), the message "The data is too long. Please try again. PRESS RETURN)" will display, and you will be given an opportunity to enter the year again. If you (accidentally) enter a non-numeric character, the message, "Please enter an integer. (PRESS RETURN)" will appear.

Once the fiscal year is entered successfully, the following Purchase Request Menu will display on the screen.

```
Purchase Request Menu
*****
1. Addition of a Purchase Request
2. Addition of line items to an existing Purchase Request
3. Change of line items in a Purchase Request
4. Deletion of line items in a Purchase Request
5. Deletion of a Purchase Request
6. Display Purchase Requests
7. Funding of a Preinitiated Purchase Request

Enter selection:
```

At the Purchase Request Menu, enter "6" to select "Display Purchase Requests". The following first screen will appear:





When you hit "RETURN" in the remarks and approvers screen, you will be asked, "Do you want a hardcopy of the Purchase Request.", at which answering "yes" will produce you the hardcopy.

Whether you asked for a hardcopy or not, you will be brought back to the first screen where you can enter another Purchase Request Number of the Purchase Request to display or hit "RETURN" to return to the Purchase Request Menu.

#### SUMMARY

To display a Purchase Request:

1. Enter "6" at the Purchase Request Menu.
2. Enter the Purchase Request Number and the amendment of the Purchase Request form to be displayed.
3. Answer "yes" to the question, "Is this the right Purchase Request?", if you want to view it.
4. Press "RETURN" at the end of the current screen to view the next screen.
5. If you want a hardcopy of the Purchase Request that was just displayed, answer "yes" to the question, "Do you want a hardcopy of the Purchase Request?".

## FUNDING OF A PREINITIATED PURCHASE REQUEST

After logging in and selecting option 3 ("Entering a Purchase Request") at the Purchase Request Menu, you will be prompted with, "For which fiscal year?". Enter the two digit year for the Purchase Requests. For example, if the Purchase Request is for the fiscal year 1986, then enter "86".

If you enter more than two digits (e.g. "1986"), the message, "The data is too long. Please try again. (PRESS RETURN)", will display, and you will be given an opportunity to enter the year again. If you (accidentally) enter a non-numeric character, the message, "Error reading response. Please enter an integer. (PRESS RETURN)", will appear.

Once the fiscal year is entered successfully, the following Purchase Request Menu will display on the screen.

**Purchase Request Menu**  
\*\*\*\*\*

1. Addition of a Purchase Request
2. Addition of line items to an existing Purchase Request
3. Change of line items in a Purchase Request
4. Deletion of line items in a Purchase Request
5. Deletion of a Purchase Request
6. Display Purchase Requests
7. Funding of a Preinitiated Purchase Request

Enter selection:

Enter "7" to select "Funding of a Preinitiated Purchase Request". At this point, the following first screen will appear:

Funding of a preinitiated Purchase Request

Screen 1 of 3

Purchase Request Number: FY7121860

Amendment

Date Assigned

Branch

Initiator

COSATI

SATFOI

Procurement Activity

Type of Purchase Request

Priority

Date Prepared

Date Received (Current PR)

PR Location Code

PR Location

The first step is to enter the Purchase Request Number. It begins with "FY7121860" with the "86" representing the fiscal year 1986. The next four spaces will be highlighted indicating that you are to enter the four characters which complete the Purchase Request Number.

If you enter a Purchase Request Number for which there is no Purchase Request in the database, the message, "There are no versions of this Purchase Request. (PRESS RETURN)", will be displayed.

After successfully entering the Purchase Request Number, the highest amendment (i.e. version) of the Purchase Request is retrieved and the information is displayed on the first screen. You will be asked, "Is this the right Purchase Request?". If you answer "no", the screen will be cleared and a new first screen will be painted. You will then have the opportunity to enter the Purchase Request Number again.

If you answer "yes", all the preinitiated line items for the Purchase Request will be displayed. You will be asked, "Is one of these the item to be funded?". If you answer "no", you will be asked, "Do you want to see the line items again?", to which you can say "yes" to display them or "no" to go back to the first screen.

If you answer "yes" to funding of a preinitiated line item, you will then be asked, "What number?". You must enter the number to the left of the line item that you wish to change. If you enter a number which is not on the screen, the message, "Invalid selection. Please try again.", will flash followed by the "What number?" prompt.

Once you successfully enter the number which corresponds with the line item that you wish to fund, the line item screen will appear with the selected preinitiated line item information.

If there are funding documents for the preinitiated line item and provided that there is enough money to fund the line item, you will be prompted, "Are you sure that you want to fund this preinitiated line item?".

If you answer "no" the line item will remain a preinitiated line item. If there are more than one preinitiated line item, all the line items will be displayed again and you can select another if you wish to. Otherwise, you will be brought back to the first screen where you can enter another Purchase Request Number whose preinitiated line item you wish to fund.

If you answer "yes" to funding of the line item, the BPAC, FUND CITE, and the PROJECT fields are retrieved. That line item will now become a funded line item. It will be deleted from the preinitiated line items database and added to the funded line items database.



## SUMMARY

To fund a preinitiated line item:

1. Enter "7" at the Purchase Request Menu.
2. Enter the Purchase Request Number of the Purchase Request form whose preinitiated line item(s) you want to fund.
3. Select the line item from the preinitiated line items list to fund.
4. If there are funding documents to fund the selected line item, answer "yes" to the question, "Are you sure that you want to fund this preinitiated line item?", to actually fund it.
5. Note that a Purchase Request is classified as preinitiated until all its preinitiated line items are funded.

ADDENDUM  
HARD COPY OUTPUT DEVICE (PRINTER)

Hard copies can be produced on a variety of printers. The printer select will appear when you access the main Purchase Request System menu. This information will appear at the bottom of the Purchase Request System menu.

When you log into the system, the printer selection will be set to the default printer, which is the laser printer. You also have the capability to receive your output on the printer attached to your terminal or the central printer. It is possible for a programmer to make a fourth option available if the need arises.

To change the printer selection, access the main Purchase Request System menu.

Purchase Request System  
\*\*\*\*\*

1. Assignment of purchase request numbers
2. Receipt of a purchase request
3. Entering of a purchase request
4. Tracking of a purchase request
5. MAIL System
6. Change LOGIN password
7. Change hardcopy output device
8. Maintenance of codes

Enter selection :

Hard copy output will be produced on the Laser printer.

Enter "7" (for Hardcopy Output Device). The following menu will display:

```
PRINT DEVICE MENU
*****

1. Laser printer
2. Attached printer
3. Central printer
4. Other
5. No output

Select printer
```

Simply enter the number which corresponds to the desired printer. For example, if you wish to produce output on your attached printer, enter "2". In this case, a message will display on your screen telling you to make sure that your attached printer is on. At this point hit "RETURN" (not necessary for the other selections) and the Purchase Request System Menu will reappear, with the hardcopy output message changed to reflect your choice.

Please note that option 5 in the Print Device Menu will allow no output to be produced at all.

## MAINTENANCE OF CODES

Included in the Purchase Request System Menu is the option of maintaining the various codes which the entire Purchase request system depends on. This option which is option "8" on the main menu is primarily for the Database Administrator's use.

When this option is invoked, the Maintenance of Codes submenu is displayed:

```
Maintenance of codes
*****

1. Category of funds
2. Type document
3. Type source
4. Name of sources
5. Cost center codes
6. EEIC codes
7. PR codes

Enter selection:
```

These various codes must be maintained so that the Purchase Request system can interact with the Funding system. The Funding system allocates the monies according to the various categories of funds, type documents, sources of funds, cost center codes, and EEIC codes. The PR codes are relevant to the tracking of the Purchase Request, e.g. PKR if the Purchase Request is to go through Procurement before it is obligated.

Enter the selection corresponding to which codes you want to access. For example, if you want to access the Category of funds, enter "1" at the Maintenance of codes menu. You will be given another menu for the selection:

```
Category of funds
*****

1. Add a category
2. Change a category
3. Display categories
Enter selection:
```

You can add new categories of funds, change these categories, or display them. The numeric code is determined by the system automatically. You would enter the name of the category of funds and its abbreviated form.

The other codes in the maintenance of codes menu have the same setup as the category of funds with the exceptions of the cost center codes and the EEICs. These two types of codes have the added option of deletion since they are more apt to change from one fiscal year to the next.

Again, the maintaining of all these codes are really geared for the Database Administrator. However, if you want to know what codes are in the database, you can access the appropriate codes menu and enter the display option to display all the codes. If you do not find the code that is needed by the Purchase Request, the Database Administrator would have to be notified and that code added to the database. Otherwise, you cannot proceed with the entering of the Purchase Request.

END

DTIC

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