

# **TERMS**

## **PURCHASING** **Requisition Approvals**

# **2010**

**All data element questions should be directed to the User Support Help Desk at 377-0445.**

**All Purchasing questions should be directed to Nancy Sirko in the Purchasing Department.**

## RUMBA SIGN ON PANEL

The following panel is used to sign onto the AS400 mainframe. The value in the display field is your AS400 Terminal Id Number.

```

                                     Sign On
                                     System . . . . . : CCPS400
                                     Subsystem . . . . . : QINTER
                                     Display . . . . . : TR30S1

User . . . . . : LOCKHACA
Password . . . . . : _____
Program/procedure . . . . . : _____
Menu . . . . . : _____
Current library . . . . . : _____

                                     (C) COPYRIGHT IBM CORP. 1980, 2005

```

- \_\_ 1 Enter User Id.
- \_\_ 2 <Tab>.
- \_\_ 3 Enter password.
- \_\_ 4 Press <Enter>.

**NOTE: THERE SHOULD BE ABSOLUTELY NO SHARING OF ID'S AND PASSWORDS. IF YOUR SECURITY DOES NOT ALLOW YOU TO ENTER ON THESE PANELS, YOUR SECURITY NEEDS TO BE CHANGED THROUGH PROPER POLICY AND PROCEDURES.**

## AS400 APPLICATION MENU

This panel is used to choose the system on the AS400 mainframe that you want to select.

```

USERMENU          AS/400 Applications Menu          TR30S1
CCPS400           CCPS400                           LOCKHACA

Select one of the following:

*** Production Systems ***                          *** Other Functions ***

 1. TERMS V3R1 Production                            21. Electronic Mail
 2. ELKE Main/Tracker System                         22. Change password
 3. TextBook System Production                       23. Start your printer
 4. Cost Reporting system                            25. VTAM Remote Menu
                                                    26. Work with spool files
*** Demonstration Systems ***                       90. Sign off
41. Textbook - TRAINING
42. TERMS System - TRAINING
43. Fixed Assets/Finance/HR - TESTING

Please report problems to the
Help Desk so they can be logged
and tracked properly.

Selection
===>_____

PF3 = Exit

```

- To enter the TERMS Production system:
- \_\_ 1 Type <1> on the selection line.
  - \_\_ 2 Press <Enter>.

## SYSTEM SIGN ON

The TERMS System Sign-on Menu validates a user's access to TERMS. This menu is a starting point for access to all TERMS Series to which the district has access.

```
Panel: _____ A001. System Sign-on
District: COL Userid: LOCKHACA

Defaults:      Date      Year
             08 04 2009  2010

Authorities:   Sign-on Center: 0000      COLLIER COUNTY PUBLIC SCHOOLS
              Organization: _____
              Project:      _____
              Teacher Id:   _____

Series Options                               Local Options
A100. Application Environment                L000. Local Reporting
M000. Facilities Management                  X000. State Reporting
F000. Financial Information                  R000. Revenue Environment
H000. Human Resource Management              D000. District Activity Calendar
S000. Student Information

1=Hlp      3=Exit 4=Prpt
Please request a menu or panel.                Sys 08/04/2009 11:54:24 LOCKHACA
```

Note: You must be sure to enter the correct sign-on center on this panel.

## F000 – Financial Information Menu

This menu shows the other menus that can be accessed in the TERMS Finance System. From this menu, you can navigate your way through the Financial Information.

```
Panel: _____ F000. Financial Information      Year: 2010

Menu Options
F200. Accounts Payable
F300. Accounts Receivable
F400. Bid Management
F500. Budget Management
F600. General Ledger
F700. Project Management
F800. Purchasing

Encumbrances                               Expenditures
Db 1520 ENCUMBRANCES 1530 EXPENDITURES
Cr 2720 RESERVE FOR ENC 1101 TREAS A/C 5TH3R

1=Hlp      3=Exit 4=Prpt      12=Esc
Record displayed (view only).    Sys 08/04/2009 12:56:11 LOCKHACA
```

## F800 – Purchasing

This menu shows what panels can be accessed for Purchasing.

```

Panel: _____ F800. Purchasing Year: 2010

Requisition
801. Requisition Query
802. Requisition Query - Vendor
803. Requisition Query - Acct
804. Requisition Items
805. Requisition Accounts
806. Print Requisitions - Base
807. Print Requisitions - Acct
808. Maintain Requisitions
809. Requisition Approval - Base
810. Requisition Approval - Acct
811. Batch Approval - Base
812. Batch Approval - Acct
813. Roll Requisitions to POs
829. Requisition Log
1=Hlp 3=Exit 4=Prpt
Please request a menu or panel.

Purchase Orders
814. PO Query
815. PO Query - Vendor
816. PO Query - Acct
817. PO Items
818. PO Accounts
819. Print POs - Base
820. Print POs - Acct
821. Maintain POs
Receiving
828. Receive PO
822. Receive Items
823. Print Receiving
Travel
824. Travel Requisition
825. Travel PO

12=Esc
Sys 08/04/2009 13:01:34 LOCKHACA
  
```

### TO APPROVE REQUISITIONS:

- \_\_\_ 1 Type <F809> at the Panel line.
- \_\_\_ 2 Press <Enter>.

The F809 - Requisition Approval – Base screen will display.

```

Panel: _____ F809. Requisition Approval - Base Year: 2010

Rqst Req   Date   Ship Buyr T A 1 2 3 4 5   O   Requested   N
-----
F _____
T _____

Rqst Req   Date   Ship Buyr T A 1 2 3 4 5   Requested Bid   N

1=Hlp      3=Exit 4=Prpt 5=Refr 6=Review Req  7=Bwd 8=Fwd      11=View 12=Esc
  
```

- \_\_\_ 3 Press <Enter>. A list of all requisitions will display in the data portion of the screen.
- \_\_\_ 4 Type <P> under the 1 to limit all pending requisitions for approval level 1.
- \_\_\_ 5 Press <Enter>.

Panel: _____ F809. Requisition Approval - Base										Year: 2010					
Rqst	Req	Date	Ship	Buyr	T	A	1	2	3	4	5	O	Requested	N	
		F										G			
		T													
Rqst	Req	Date	Ship	Buyr	T	A	1	2	3	4	5		Requested	Bid	N
0261	00001	07022009	0261	KW	B	P	P	N	N	P	N		500.00		*
0261	00002	07022009	0261	KW	B	P	P	N	N	P	N		400.00		
0261	00003	07022009	0261	KW	B	P	P	N	N	P	N		100.00		
0261	00004	07022009	0261	KW	B	P	P	N	N	P	N		300.00		
0261	00005	07022009	0261	KW	N	P	P	N	N	P	N		700.00		
*Subtotal												5131.41			
+															
1=Hlp            3=Exit 4=Prpt 5=Refr 6=Review Req    7=Bwd 8=Fwd            11=View 12=Esc															

- \_\_\_ 6 Type approval code under the appropriate approval level.
  - 1 = Principal or Department Heads
  - 2 = Project Managers
  - 3 or 4 = Buyer for dollar amount of \$100.00 – \$3999.00
  - 5 = Director of Purchasing for any dollar amount over \$4000.00

Valid codes:  
 A = Approved  
 P = Pending  
 R = Rejected  
 N = No Approval needed

Note: Un-posting requisitions will require a re-approval.

Example: If there is a change in price, Purchasing will un-post, make proper changes, and the requisition will sit on the F809 screen as a (P)ending for approval from the principal or department head.

Changes in Vendor or Buyer will not require un-posting or re-approving.

- \_\_\_ 7 Press <Enter>. The message “Record Updated.” will display at the bottom of your screen.
- \_\_\_ 8 Press <F5> to refresh your screen and update your Pending Requisitions list.

**TO APPROVE REQUISITIONS BY ACCOUNT STRIP (Project Managers and Director of Purchasing ONLY):**

- \_\_ 1 Type <F810 at the Panel line.
- \_\_ 2 Press <Enter>.

The F810 – Requisition Approval – Acct screen will display.

Panel: ____	F810. Requisition Approval - Acct	Year: 2010
FND.FUNC.OBJ.CNTR.PROJECT.PGM	Rqst Req	A 1 2 3 4 5
_____	_____	
Rf FND.FUNC.OBJ.CNTR.PROJECT.PGM	Rqst Req	A 1 2 3 4 5 Requested
1=Hlp	3=Exit 4=Prpt 5=Refr 6=Review Req	7=Bwd 8=Fwd 11=View 12=Esc
Please type key element(s).		Upd

- \_\_ 3 Type Project number in the Account Strip.
- \_\_ 4 Type <P> under the level 2 to limit all pending requisitions for approval level 2.
- \_\_ 5 Press <Enter>.

Panel:	F810. Requisition Approval - Acct	Year: 2010
FND.FUNC.OBJ.CNTR.PROJECT.PGM	Rqst Req	A 1 2 3 4 5
. . . .P9424 .	_____	- - P - - -
Rf FND.FUNC.OBJ.CNTR.PROJECT.PGM	Rqst Req	A 1 2 3 4 5 Requested
100.5100.641.9420.P9424 .	9420 00051	P A P N P N 3056.00
100.5100.641.9420.P9424 .	9420 00052	P A P N P P 12224.00
100.5100.641.9420.P9424 .	9420 00053	P A P N P N 3056.00
100.5100.641.9420.P9424 .	9420 00054	P A P N P P 6112.00
100.5100.641.9420.P9424 .	9420 00055	P A P N P N 3056.00
100.5100.641.9420.P9424 .	9420 00056	P A P N P P 6112.00
100.5100.641.9420.P9424 .	9420 00057	P A P N P P 7640.00
100.5100.641.9420.P9424 .	9420 00058	P A P N P P 12224.00
100.5100.641.9420.P9424 .	9420 00059	P A P N P P 6112.00
100.5100.641.9420.P9424 .	9420 00060	P A P N P N 3056.00
100.5100.641.9420.P9424 .	9420 00061	P A P N P P 6112.00
100.5100.641.9420.P9424 .	9420 00062	P A P N P P 6112.00
	*Subtotal	74872.00
1=Hlp	3=Exit 4=Prpt 5=Refr 6=Review Req	7=Bwd 8=Fwd 11=View 12=Esc

- \_\_ 5 Type approval code under level 2.

Valid codes:  
 A = Approved  
 P = Pending  
 R = Rejected  
 N = No Approval needed

