TERMS

PURCHASING

ORDERING

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                                                             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
 *** Demonstration Systems ***                       26.  Work with spool files
 41.  Textbook - TRAINING                            90.  Sign off
 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                             Purchase Orders
     801. Requisition Query                  814. PO Query
     802. Requisition Query - Vendor         815. PO Query - Vendor
     803. Requisition Query - Acct           816. PO Query - Acct
     804. Requisition Items                  817. PO Items
     805. Requisition Accounts               818. PO Accounts
     806. Print Requisitions - Base          819. Print POs - Base
     807. Print Requisitions - Acct          820. Print POs - Acct
     808. Maintain Requisitions              821. Maintain POs
     809. Requisition Approval - Base    Receiving
     810. Requisition Approval - Acct        828. Receive PO
     811. Batch Approval - Base              822. Receive Items
     812. Batch Approval - Acct              823. Print Receiving
     813. Roll Requisitions to POs       Travel
                                             824. Travel Requisition
     829. Requisition Log                    825. Travel PO
 1=Hlp       3=Exit 4=Prpt                                              12=Esc
 Please request a menu or panel.               Sys 08/04/2009 13:01:34 LOCKHACA
```

To Enter A Requisition:

__ 1 Type <F804> at the Panel line.
__ 2 Press <Enter>.

The F804 – Requisition Items screen will display.

SAMPLE REQUISITION ITEMS PANEL

```
Panel: ____                   F804. Requisition Items               Year: 2010

 Action: 1   Rqst: _ 2_   Req: _ 3_    Rf: __


 ______________________________________________________________________________
 Vndr: _ 4_________                                               Item:
 Date: _ 5______ T: 6 S:   A:   T/C: _7_ ___ ___                 Acct:
 Ship: _ 8_
 Buyr: _ 9                                 Bid:                           12345
                                           PO:

 Seq Rf Item        Description                        Qty Unit   Unit Price
 _10 __ _ 11_______ _ 12____________________________  _13_ _14_ _ 15_____.____
                                                                          Ext
 _16 __ ___________ ________________________________  ____ ____ _________.____
                                                                          Ext
 _17 __ ___________ ________________________________  ____ ____ _________.____
                                                                          Ext



 1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg       11=View 12=Esc
 Please type key element(s).                   Upd
```

Enter the following:

1 - Action – This field tells TERMS how to process the data on this requisition.

Valid codes:

A = Add a record
D = Delete a record
C = Change a record/Inquire on a posted or rolled req
P = Post a record
U = Unpost a record
L = Print Requisition

2 - Requesting Center – Defaults to school number.

3 - Requisition Number – The number of the requisition being defined. If a number is not specified, Center sequencing defaults the next available requisition number for the center.

__ 3 **Press <Enter>.**

Note: You **MUST** press <Enter> before you continue entering numbers 4-17, or your information will not be saved.

4 - Vendor – This field requires a vendor number. If the number is not known, you can <F4> Prompt to get a list of vendors.

Note: There are additional procedures on how to handle new vendors that are not available on the <F4> prompt, and inactive vendors located in the **ADDITIONAL PROCEDURES** section of this handout.

5 - Date – The date will default to the current date.

6 - Type – This element is used to identify the type of requisition. Valid codes:

N = Normal (this will default)
B = Blanket
A = Asset Trade

Note: There are additional procedures on how to handle prepay and blanket requisitions located in the **ADDITIONAL PROCEDURES** section of this handout.

7 - T/C – Terms and Conditions – This field is used to designated the type of purchase order.

Note: This element was added for the use of entering Asset Trade Requisitions. This will default to NORM for Normal Requisitions and BLKT for Blanket Requisitions.

8 - Ship To – Use this field to define where items are to be shipped. If left blank, this will default to the sign-on center.

9 - Buyer – This field is used to specify the buyer assigned to this requisition. There is a definition of each buyer's responsibilities located on the <F1> Help screen, and this field is <F4> Prompt supported.

Valid codes:

****	=	Unassigned Requisition (used only when entering a requisition for a new vendor)
DN	=	David Nara
KW	=	Kathy Wayne
NS	=	Nancy Sirko
PR	=	Patricia Roberts

10 - Sequence Number – This field is used to uniquely identify items in a requisition. (This will default in sequential number order).

11 - Item – This element is used to identify the code used to categorize the item on the line. **This field is <F4> Prompt supported and is only used by the warehouse for a Type A – Asset Trade Requisition.**

12 - Description – This element is used to define the item being purchased. If more space is needed, press <F2> to continue adding your description.

Example: Type as much of the description on the description line as you can (30 characters). If more space is needed, press <F2> and a box with additional lines will appear.

Continue typing additional information on the available lines. **PRESS <ENTER> TO SAVE THIS DATA**. Once you press <Enter>, there will be an asterisk that displays on the screen to let people know there is a note attached to the description.

These lines will print on the Purchase Order.

13 - Quantity – Use this field to indicate the quantity of the item being requested.

14 - Unit – This field is used to specify the Unit of Measure for the item being requested. For example: Box, Each, Case, etc. This field is <F4> Prompt supported and must be filled in.

DISC will be used for a Discount, SHIP will be used for shipping, and BLKT will be used for Blankets.

15 - Unit Price – This field is used to indicate the cost per Unit of Measure being requested.

Note: Unit Price is entered with a .0000 dollar amount. You do not need to enter the decimal, but be careful when entering your numeric digits so that the correct dollar amount is recorded.

16 - Sequence Number – This field is used to add a second item to the requisition. (This will default in sequential number order).

17 - Sequence Number – This field is used to add a third item to the requisition. (This will default in sequential number order). If additional lines are needed you must first press <Enter> to save the information, then press the <F5> Refresh key and three more blank lines will display.

__ 4 Press <Enter> The message "Record Added. Next?" will display at the bottom left hand corner of your screen.

Note: IF YOU DO NOT PRESS <Enter>, YOUR INFORMATION WILL NOT BE SAVED.

TO ADD NOTES TO A REQUISITION:

__ 5 Once the requisition has been entered, you now have what is called a base record. With your cursor anywhere on the screen other then the description line, you can press the <F2> Note key to attach notes to a requisition.

Pages 1 – 98 will be used to correspond - additional procedures or communication between those approving and those entering requisitions. (These will NOT print on the Purchase Order).

Page 99 lines 1-5 will be used for quote/bid information and WILL be printed on the Purchase Order.

To Enter Account Information:

__ 6 Press <F9> to go to the F805 Requisition Accounts panel

```
Panel: ____                  F805. Requisition Accounts             Year: 2010

 Action: C   Rqst: 1234   Req: 00010   Rf: __


 Vndr: V0000014356 OFFICE DEPOT                               Item:        45.72
 Date: 08042009 T: N S: U A: P T/C: NORM ____ ____            Acct:        45.72
 Ship: 0061 GULFVIEW MIDDLE SCHOOL
 Buyr: KW   KATHY WAYNE                     Bid:                           12345
                                            PO:                            PNNPN

 Rf FND.FUNC.OBJ.CNTR.PROJECT.PGM              Requested  Debit   Credit   2  5
 __ 100.5171.510.1234.       .                      45.72 1520    2720     N  N

 __ _______________________________________ __________.__ _______ ________

__ _______________________________________ __________.__ _______ ________

                                Total           45.72
                                                                       Note
 1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg       11=View 12=Esc
 Highlighted element(s) in error.              Upd 08/04/2009 09:57:05 LOCKHACA
```

__ 7 Enter the account strip which classifies and describes the financial transaction.

Note: The account strip can be entered with no spaces and no decimals if you have the fund, function, object, center, project, and program.

Example: When 10050001539240 is entered with no spaces or decimals:

FND.FUNC.OBJ.CNTR.PROJECT.PGM
10050001539240

It will automatically convert to proper format when <Enter> is pressed:

FND.FUNC.OBJ.CNTR.PROJECT.PGM
100 .5000 .153. 9240.

Note: If the account strip is invalid, you will see error codes display on the screen directly below the Rf field.

Error Codes are:
- B = Account over budget
- C = Account closed
- D = Dimension in error
- I = Invalid data. Validation of Account was not complete.
- O = Ownership error
- * = Account does not exist

__ 8 Press <Enter>.

__ 9 Verify that account is validated and your Item dollar amount matches your Acct dollar amount.

```
Panel: ____                  F805. Requisition Accounts             Year: 2010

 Action: C   Rqst: 1234   Req: 00010   Rf: __



 Vndr: V0000014356 OFFICE DEPOT                                   Item:        45.72
 Date: 08042009 T: N S: U A: P T/C: NORM ____ ____                Acct:        45.72
 Ship: 0061 GULFVIEW MIDDLE SCHOOL
 Buyr: KW   KATHY WAYNE                         Bid:                           12345
                                                PO:                            PNNPN

 Rf FND.FUNC.OBJ.CNTR.PROJECT.PGM                  Requested  Debit   Credit   2  5
 __ 100.5171.510.1234.       .                          45.72  1520    2720     N  N

 __ _______________________________________  __________.  _______  ________

__ _______________________________________  __________.  _______  ________

                                 Total           45.72
                                                                           Note
 1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg       11=View 12=Esc
 Highlighted element(s) in error.              Upd 08/04/2009 09:57:05 LOCKHACA
```

__ 10 Type a <P> to Post on the Action line.

__ 11 Press <Enter>.

Note: The S: (status) now shows a P for Posted, and all fields on the screen change to blue. You must now Un-post (U on the Action line) to make any changes to this requisition.

To Print Requisitions (“L” Option):

__ 1 Type <F804> or <F805> at the Panel line.
__ 2 Press <Enter>.

The F805 – Requisition Accounts screen will display.

```
Panel: ____                 F805. Requisition Accounts             Year: 2010

 Action: C   Rqst: 1234   Req: 00010   Rf: __

 ________________________________________________________________________________
 Vndr: V0000014356 OFFICE DEPOT                                 Item:        45.72
 Date: 08042009 T: N S: U A: P T/C: NORM ____ ____              Acct:        45.72
 Ship: 0061 GULFVIEW MIDDLE SCHOOL
 Buyr: KW   KATHY WAYNE                     Bid:                             12345
                                            PO:                              PNNPN

 Rf FND.FUNC.OBJ.CNTR.PROJECT.PGM              Requested  Debit   Credit   2  5
 __ 100.5171.510.1234.        .               ____45.72_ 1520___ 2720____ N  N

 __ _______________________________________  __________._ _______ ________

 __ _______________________________________  __________._ _______ ________

                                  Total           45.72
                                                                        Note
 1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg       11=View 12=Esc
 Highlighted element(s) in error.           Upd 08/04/2009 09:57:05 LOCKHACA
```

Note: This feature is optional. It has been designed to allow centers to print a copy of the requisition for their record and/or to attach supporting documentation to send to the purchasing department.

__ 3 Type <L> in the Action Code field.
__ 4 Press <Enter>, the following message will display on your screen:

```
If you have access to a forms printer (TESTxxx) enter that.
   I.E. Barron Collier is TESTBCH

If you want to use your default printer, hit enter.  *Wrkstn will
default to the default printer for the workstation you are signed on to.


                 TR30PRT


PF03 to exit
```

__ 5 Type the destination you wish to use in the available space.
__ 6 Press <Enter>. The message “Req successfully printed.” will display at the bottom left hand corner of the screen.

To Print Requisitions (Verification):

__ 1 Type <F806> at the Panel line.
__ 2 Press <Enter>.

The F806 – Print Requisitions – Base screen will display.

SAMPLE CARD

```
Panel: ____                 F806. Print Requisitions - Base       Year: 2010

 Request: 001
______________________________________________________________________________
 Title:        Print Requisitions - Verify - FB051                  Destination
               Submitted from F806                                 ___________

 Controls:   C F P H S   I/E Prt: C A I U N   B
            01 A Y B C   I        Y Y Y Y Y   _

 Select: A Lin Rqst Req   Vendor      Fr-----Req-----To Ship Buyr TSA 12345 N
               xxxx xxxxx xxxxxxxxxxx mmddccyy mmddccyy xxxx xxxx xxx xxxxx x
         _ 001 1234                   07012009 07312009


 1=Hlp       3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd       10=Del 11=Run  12=Esc
 Request submitted.  Next?                      Use 08/04/2009 14:18:53 LOCKHACA
```

__ 3 Type required information in the controls and select line.
__ 4 Press <Enter> to save this card.

Note: Setting up your cards to run reports are all user defined. The criteria you use on your select line will limit what information you have print on the report.

__ 5 Press <F11> to run.

To Print Requisitions (Account Verification):

__ 1 Type <F807> at the Panel line.
__ 2 Press <Enter>.

The F807 – Print Requisition – Acct screen will display.

SAMPLE CARD

```
Panel: ____                  F807. Print Requisitions - Acct        Year: 2010

 Request: 001
________________________________________________________________________________
 Title:        Print Requisitions - Account Information             Destination
               FB052 Submitted from F807                            ___________

 Controls:   C F P H   T I/E Sequence Prt: C A I U N
           01 A Y B   4 I   614 ____      _ _ _ _ _

 Select: A Lin FND.FUNC.OBJ.CNTR.PROJECT.PGM           Rqst Req   TSA N 12345
               xxx.xxxx.xxx.xxxx.xxxxxxx.xxx           xxxx xxxxx xxx x xxxxx
         _ 001 ___.____.____1234.______.______________________________________


 1=Hlp       3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd       10=Del 11=Run  12=Esc
 Record updated. Next?                         Use 08/04/2009 13:23:58 LOCKHACA
```

__ 3 Type required information in the controls and select lines.
__ 4 Press <Enter> to save this card.

Note: This sample is set up to run a list of requisitions from center 1234 in center, fund, and func order.

Setting up your cards to run reports are all user defined. The criteria you use on your select line will limit what information you have print on the report.

__ 5 Press <F11> to run.

ADDITIONAL PROCEDURES

Adding a Vendor – In order to add a vendor and get an assigned vendor number you must do the following:

__ 1 Enter the requisition on the F804 leaving the vendor number field blank, and assigning the requisition to **** (unassigned buyer).
__ 2 Use your <F2> key to attach a note on the requisition (lines 01-98) that states this is a new vendor and documentation is in the pony.

Note: Requisitions with new vendors will be lacking a vendor code. All follow-up documentation must be received before the requisition is rolled to a purchase order.

__ 3 Enter the account information on the F805, and Post.
__ 4 Send a copy of the order form, catalog, or other reference used to find this vendor to the purchasing department via pony or fax. This copy must include name, address, phone number and fax number of the new vendor. Make sure you make a reference to the requisition # when sending in your copy.

Pre-Pay Requisitions – In order to get a requisition prepaid, you must do the following:

__ 1 Enter the requisition on the F804 using an N (Normal) requisition type. Use the <F2> Note key to attach a note that documentation is coming. Only Normal requisitions can be pre-pay.
__ 2 Type Pre-Pay at the beginning of the first description line.
__ 3 Use the description lines to note the name of the employee, hotel phone number, confirmation number, or any other pertinent information.
__ 4 Enter the account information on the F805, and Post.
__ 5 Send a signed screen print of the F804 and backup paper work to the purchasing department via pony.

Blanket Requisitions – To enter Blanket Requisitions, you must do the following:

__ 1 Enter the requisition on the F804 using a B (Blanket) requisition type.
__ 2 Use the <F2> additional description lines to enter the names of individuals who have authorization to use this P.O. Also include the dates the P.O. will be valid.
__ 3 Enter the account information on the F805 and Post.

Inactive Vendors – If the Vendor Number highlights red when entering a requisition on F804, you must do the following:

__ 1 Place your cursor on the Vendor Field.
__ 2 Press <F4> to Prompt.
__ 3 Press <Tab> to move cursor to the Status field.
__ 4 Remove the A in the Status field.
__ 5 Press <Enter>.
__ 6 Locate the vendor you are trying to use by using the Select field or <F8> to page forward.
__ 7 Place your cursor on the Vendor that you are trying to use by using the down <↓> arrow.
__ 8 Press <F11> to view the details of that vendor.

Note: This detail screen will show the address, billing address, and then will show the XREF (Cross Reference) vendor that is to be used in place of this inactive vendor.

Sample Vendor Detail Screen

Vendor	Description		
V0000000727	SCOTT FORESMAN		
Alternate Payee		Contact Name	
		X-REF V1053	
Primary		Payment	
1955 MONTREAL ROAD		PO BOX 71339	
TUCKER	GA 300845218	CHICAGO	IL 606940001
F3=Exit F5=Refr			

Note: If the XREF vendor is also inactive, you must then follow the same steps to see what vendor cross references that inactive vendor. There may be some instances where an inactive vendor will cross reference another inactive vendor up to 3 or 4 times.

__ 9 Press <F3> to Exit off of the Vendor Detail.
__ 10 Press <F3> to Exit off of the Prompt.
__ 11 Type the new vendor number that was given to you on the XREF in the Vendor field.
__ 12 Press <Enter>.