

FB051 – Print Requisitions – Verify - from F806

REPORT DESCRIPTION:

This batch process produces a listing of requisitions. The request card options allow for the program to print one line per requisition or to print all information about a requisition (accts, items, notes, etc.). The report sort sequences and page break functions allow for distribution of the report to the responsible person (school/department head, buyer, etc.).

SAMPLE REQUEST CARD:

This card will produce a report that lists all Requisitions for center 1234 for the month of January. It will show detailed information (conditions and terms, account information, items, approval information, and notes).

```

Panel: _____ F806. Print Requisitions - Base Year: 2006
Request: 001
Title: Print Requisitons - 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 -
Select: A Lin Rqst Req Vendor Fr-----Req-----To Ship Buyr TSA 12345 N
xxxx xxxxx xxxxxxxxxxxx mmddccyy mmddccyy xxxx xxxx xxx xxxxx x
_ 001 1234 01012006 01312006
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
Request submitted. Next? Use 02/16/2006 14:18:53 KREIDER
    
```

SORT SEQUENCES:

SEQ	REQS CENTER	VENDOR	BUYER	DATE	REQ NUMBER
A				X	X
B					X
C	X			X	X
D	X				X
E		X		X	X
F		X			X
G			X	X	X
H			X		X

FB051 Req C F P H S I/E Prt: C A I U N B
 REQUEST LOADED 001 01 A Y B C I Y Y Y Y Y

Lin Rqst Req Vendor Fr---Req Date--To Ship Buyr TSA 12345 N
 xxxx xxxxx xxxxxxxxxxxxxx mmdccyy mmdccyy xxxx xxxx xxx xxxxx x
 REQUEST LOADED 001 1234 01012006 01312006
 FB051 CCPS-001-2006 REQUISITION VERIFICATION KREIDER 02/17/2006 07:19 PAGE- 1
 Print Requisition - Verify - FB051
 Submitted from F806

RQST REQ	VENDOR	ABBRV	DATE	SHIP BUYR PO	TSA	ITEM TOTAL	ACCT TOTAL	BID NBR	N
1234 00117	V0000003594	TEACHERS DISCOV	01092006	1234 KW 06312568	BRA	110.00	110.00		

----- TERMS & CONDITIONS -----
 BLKT Blanket Req/PO

RF FND.FUNC.OBJ.CNTR.PROJECT.PGM	REQUESTED DEBIT	CREDIT	2-USER	5-USER
100.5104.520.1234.	110.00	1520 2720	N	N

SEQ RF ITEM	LN DESCRIPTION	QTY UNIT	UNIT PRICE	EXTENSION
001	01 BOOKS	1 BLKT	110.0000	110.00
	02 FOR FRENCH CLASSES			
	03			
	04 AUTHORIZED SIGNATURES: MARY			
	05 HOGUE, JANE DOE			
	06			
	07 EXP: 6/1/06			

----- APPROVAL -----				
1-USER	2-USER	3-USER	4-USER	5-USER
A JONESCA	N	N	A SMITHMA	N

1234 00118	V0000022245	ORCA BOOK PUBLI	01182006	1234 KW 06312873	BRA	408.94	408.94		
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----- TERMS & CONDITIONS -----
 BLKT Blanket Req/PO

RF FND.FUNC.OBJ.CNTR.PROJECT.PGM	REQUESTED DEBIT	CREDIT	2-USER	5-USER
100.6200.610.1234.	408.94	1520 2720	N	N

SEQ RF ITEM	LN DESCRIPTION	QTY UNIT	UNIT PRICE	EXTENSION
001	01 ORCA BOOKS	1 SET	.0300	.03
	02 BOOK ORDER WILL BE FAXED			
	03 EMAIL: ANDREW@ORCABOOK.COM			
	04 PHONE: 1-800-210-5277			
	05 WEB: HTTP://WWW.ORCABOOK.COM			
	06 AUTHORIZED SIGNATURES: K.T.			
	07 BRILL, V. TIPTON, GAIL KRAUSE			
	08 EXP. 6/1/06			
002	01 TEEN RELUCTANT - 60 TITLES	1 SET	268.4900	268.49

----- APPROVAL -----				
1-USER	2-USER	3-USER	4-USER	5-USER
A JONESGA	N	N	A SMITHMA	N

FB052 – Print Requisitions – Account Information - from F807

REPORT DESCRIPTION:

This batch process produces a listing Requisitions and includes the Account Strip used for them.

SAMPLE REQUEST CARD:

This Card will produce a report that lists all Requisitions created in 2006 with the Account Strip Fund = 100, Function = 5102, Object = 510 and Center = 1234.

```
Panel: _____ F807. Print Requisitions - Acct Year: 2006
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 6541 - - - - -
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
        _ 001 100.5102.510.1234.
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
Record updated. Next? Use 02/16/2006 13:23:58 KREIDER
```

SORT SEQUENCES:

Sort sequences are determined by the parameters entered in the “Sequence” field.
Valid codes to be entered are:

1 = Fund	4 = Function	7 = Project
2 = Ledger	5 = Object	8 = Program
3 = Revenue	6 = Center	

FB052 Req C F P H T I/E Sequence Prt: C A I U N
 REQUEST LOADED 001 01 A Y B 4 I 6541

Lin FND.FUNC.OBJ.CNTR.PROJECT.PGM
 XXX.XXXX.XXX.XXXX.XXXXXXXXXX.XXX
 001 100.5102.510.1234.

RQST REQ TSA N 12345
 XXXX XXXXX XXX X XXXXX

REQUEST LOADED

FB052 F807 CCPS-001-2006

REQUISITION ACCOUNTS
 Print Requisitions - Account Information
 FB052 Submitted from F807

KREIDER 02/16/2006 13:43 PAGE- 1

CNTR - 1234 GRANVILLE HIGH

CNTR.OBJ.FUNC.FND	RQST REQ	VNDR	SHIP BUYR	TSA	1	34	2	5	REQUESTED	N
1234.510.5102.100	1234 00526	0000014356	1234 DN	BRA	A	NA	N	N	600.00	*
1234.510.5102.100	1234 00589	0000001276	1234 PR	BRA	A	NA	N	N	70.00	
1234.510.5102.100	1234 00599	0000001504	1234 PR	BRA	A	NA	N	N	500.00	
1234.510.5102.100	1234 00601	0000000551	1234 KW	BRA	A	NA	N	N	500.00	*
1234.510.5102.100	1234 00652	0000016254	1234 PR	BRA	A	NA	N	N	680.00	
1234.510.5102.100	1234 00559	0000006634	1234 KW	BRA	A	NA	N	N	300.00	
1234.510.5102.100	1234 00579	0000019534	1234 KW	BRA	A	NA	N	N	200.00	*
1234.510.5102.100	1234 00681	0000000353	1234 KW	BRA	A	NA	N	N	140.00	
1234.510.5102.100	1234 00685	0000000168	1234 KW	BRA	A	NA	N	N	200.00	*
1234.510.5102.100	1234 00689	0000016254	1234 KW	BRA	A	NA	N	N	1,000.00	
1234.510.5102.100	1234 00695	0000014356	1234 KW	BPP	P	NP	N	N	800.00	*
1234.510.5102.100									4,990.00	*
1234.510.5102.									4,990.00	**
1234.510.									4,990.00	***
1234.									4,990.00	****
REQUEST 001 TOTAL									4,990.00	

FL803 – Print Requisition - from F804/F805

REPORT DESCRIPTION:

This batch submission will print a Requisition by entering “L” in the Action field at the top of the panel. This print will not look like an actual Requisition but will have all of the information on it.

Note: You can print a copy of the Requisition that looks like the Requisition form by going to the F801, F802 or F803, placing your cursor on the Requisition to be printed and pressing the F6 – Review key. When the Requisition is displayed, scroll to the bottom and click the Print Button.

SAMPLE REQUEST CARD:

By putting an “L” in the Action field and pressing enter, a copy of the Requisition will print.

Panel: ____	F804. Requisition Items	Year: 2006
Action: <u>L</u>	Rqst: <u>1234</u>	Req: <u>00833</u> Rf: ____
<hr/>		
Vndr: V0000006275 HEWLETT PACKARD	Item: 437.00	
Date: 12132005 T: N S: P A: P T/C: NORM	Acct: 437.00	
Ship: 1234 GRANVILLE MIDDLE SCHOOL		
Buyr: <u>WT</u> WILLIAM TRUEX	Bid: 12345	
	PO: PNNPP	
<hr/>		
Seq Rf Item	Description	Qty Unit Unit Price
001 ____	PD974AA#ABA HP L1955 19" TFT *	1 EA 437.0000
____	____	437.00 Ext
____	____	. 00
____	____	Ext
____	____	. 00
____	____	Ext
Total		437.00
Note		
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc		
No additional records. Upd 12/13/2005 10:03:58 KREIDER		

SORT SEQUENCES:

No sort sequence.

REQUISITION

B | DISTRICT SCHOOL BOARD OF COLLIER COUNTY
 I T | C/O Business Services Department Requisition Number: 123400833
 L O | 5775 Osceola Trail
 L | Naples, FL 34109 Date: 02/06/06 Page: 1 of 1
 ----- PH: (239) 377-0047 FX: (239) 377-0074 Instructions: Buyer: WT

V | V0000006275 | S | 2345 239-377-1234
 E | HEWLETT PACKARD | H T | GRANVILLE MIDDLE SCHOOL
 N | ATTN: ORDER ENTRY | I O | 255 PEARL STREET SOUTH
 D | 10810 FARNAM DRIVE | P |
 O |
 R | OMAHA NE 68154-0000 | NAPLES FL 34102

E-941081436 Tax Exempt NO. 21-00-011234-53C
 A 188126 (Federal) FEID 59-6001234

Quan	Unit	Item Description	Unit Price	Extd Amount
1	EA	PD974AA#ABA HP L1955 19" TFT FLAT PANEL DISPLAY **ATTN: KEVIN SABA** MONITOR FOR READING COACH/ DEAN FOR SECURITY CAMERAS ***DELIVERY INSTRUCTIONS*** DELIVERY BEFORE DECEMBER 21, 2005 OR AFTER JANUARY 4, 2006.	437.00	437.00

BID#/QUOTE#: big deal 10132838
 Total: 437.00
 ***send pink to Berym in Technology

Requisition # / Date: 1234-00833 12/13/05

RF	FUND	FUNC	OBJ	CNTR	PROJ	AMOUNT	FOR INTERNAL USE ONLY This is NOT a purchase order.
	100	7300	644	1234	P9424	437.00	