

**REQUISITION EXPRESS  
(REx)  
USER'S GUIDE**

**UNIVERSITY OF CALIFORNIA, SANTA BARBARA  
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# I. INTRODUCTION

## **ABOUT REQUISITION EXPRESS**

Information Systems and Computing developed Requisition Express (REx) under the direction of the Vice Chancellor of Administrative Services. The purpose of the program is to empower campus departments with the ability to electronically enter their requisition data, and authorize and submit it to the Purchasing Department for processing. The data is transferred electronically to the Purchase Order Tracking System (POTS). Buyers in the Purchasing Department can then negotiate and place the legal agreement with the vendor. When the agreement is completed, a purchase order is produced, and the official purchase order number is released to the vendor and the campus department. The data is electronically submitted to the Accounting Department where it is encumbered on the campus General Ledger (GLO).

## **THE REX USER**

Users of REx are employees of the University who have been authorized to have access to the information in the system. Access is granted for the performance of purchasing related job duties. Users of the system can have one of several roles. These include:

- Inquiry user may browse but not edit data.
- Preparer may enter data but not release requisition.
- Releaser approves the requisition for the department. Releaser also identifies other required administrative approvals before submitting requisition on-line to the Purchasing Department.
- Administrative Approver approves the requisition for their area of authority. In addition to administrative approvals available for split-funded orders, twenty-five (25) administrative approval selections are available including approvers from Environmental Health and Safety (EH&S), Facilities Management (FACM), Budget and Planning Office (BAPO), Transportation Services (TRAN), and Telecommunications Office (TELE).

## **ABOUT THE USERS GUIDE**

The User's Guide is designed to help the user be a productive part of the system: access appropriate screens and information, navigate through the system, successfully enter and revise data, and review and approve purchase requisitions. The Guide is divided into General Information (Chapters I - V), LVPA authorizations (Chapter VI), and On-Line Requisitions (Chapters VII - VIII).

## **HOW TO GET HELP:**

### *ESTABLISH ACCESS AND ANSWER GENERAL APPLICATION QUESTIONS*

For information on how to:

- Establish initial access to the ALLN01 application. Logon to <http://www.isc.ucsb.edu/osg/complete/complete-service-center.html> and complete the ALLN01 Access Request Form. The IS&C Security Administrator may schedule a training session with the department head/manager to provide an overview of the system. The overview includes an explanation of how a department chair/manager should designate a Department Security Administrator (DSA) as well as an overview of the responsibilities of the DSA.

After they receive a valid request form, IS&C's Security Administration will set up (1) the designated DSA's Computer Center account, (2) Complete userid, and (3) All-in-One access. An All-in-One DSA, among other duties, has the responsibility to initiate requests for additional All-in-One department users, and to administer access to functions and accounts, funds, subs, cost centers, and projects, by using the ALLN Authorization System.

A completed All-in-One Request form can be E-mailed to: [SECURITY@UCSBVM.UCSB.EDU](mailto:SECURITY@UCSBVM.UCSB.EDU), or mailed to: Terry Malosh, IS&C.

- To establish, edit or delete Low Value Purchase Authorization Numbers contact: Lisa Klock, Purchasing Department, Ext. 4073.
- For On-Line Requisitions support, please contact Lisa Klock, Purchasing Department, Ext. 4073.

### *POLICY AND PROCEDURE QUESTIONS*

For policy and procedure issues and policy consultation, contact:

- Purchasing Department: Lisa Klock, Ext. 4073.
- Accounting Department: Asger Pedersen, Ext. 3919

### *DATA DEFINITION QUESTIONS*

For data definition questions, such as data entry codes:

- On-line HELP is available for fields marked with the \* symbol. Position your cursor on the data entry portion (not the field name) and press PF1.
  - Purchasing questions: Lisa Klock, Purchasing, Ext. 4073, email: [lisa.klock@purc.ucsb.edu](mailto:lisa.klock@purc.ucsb.edu)
  - Equipment Management questions: Diana Mina, Equipment Management, Ext. 2389, email: [diana.mina@purc.ucsb.edu](mailto:diana.mina@purc.ucsb.edu).
-

## II. IMPLEMENTATION

This section introduces you to key concepts of accountability, as well as to issues such as organizational roles and emergency planning necessary for successful implementation.

### ACCOUNTABILITY

The accountability for the management of Low Value Authorization Number and On-Line Requisition transactions is delegated to each department on campus through Materiel Management. Each department decides who in their organization is responsible for processing data in the Requisition Express (REx) system. The responsibility is delegated to qualified individuals in the organization who have the necessary knowledge and sufficient authority to process transactions in REx. **This authority means that a qualified individual can refuse to process a transaction that is in violation of policy.**

Accountability is fundamental to the internal controls that underline REx. REx depends on departmental accountability because it relies on individuals to understand their responsibilities and be fully accountable for carrying them out.

Several topics are included in this section. The general principles of accountability provide a framework that may help guide your future organizational decisions; unit reorganizations, purchasing assignments, and delegations. Also included is the principle of separation of duties, which is fundamental to maintaining good internal controls and an effective accountability structure. The Individual Accountability section sets forth responsibilities that should guide individual behavior. The section on Policy Compliance delineates one mechanism to insure that accountability is maintained.

## *GENERAL PRINCIPLES OF ACCOUNTABILITY*

Following are several general principles of accountability:

- Individuals who delegate authority may only do so to the extent that this same authority has been delegated to them.
- Individuals who delegate authority are responsible for ensuring the employees to whom they delegate are qualified and are properly fulfilling their responsibilities. In this context, qualified individuals are those who:
  - 1) Are actively involved with the processing of purchasing transactions.
  - 2) Possess an adequate level of technical skills required to use REx.
  - 3) Understand policies, rules, laws, and regulations sufficiently to either ascertain compliance or seek additional assistance.
  - 4) Have been provided sufficient authority to fulfill their responsibilities.
- Each REx transaction must be reviewed on a timely basis by an accountable individual.
- Each organizational manager must officially record all delegations of accountability as well as any cancellations or changes in delegations or obtain the services of a Department Security Administrator (DSA), to maintain official record of delegations of accountability. The delegations need to be kept secure, accurate and current.
- Accountability structure and delegations must be reviewed to insure they are correct and kept current.
- Accountability structure/delegations must maintain appropriate internal financial controls. This includes the maintenance of separation of duties.

## *SEPARATION OF DUTIES*

REX features a flexible design but won't enforce that appropriate internal financial controls are established and maintained in your department. It is the responsibility of the department manager to ensure that separation of duties is achieved by establishing a departmental procedure to assign separate individuals the roles of preparer and releaser. As a consequence, departments will need to plan for the following:

- **Preparer:** The preparer is the individual responsible for entering data into REx in a manner consistent with UC and campus policy.
- **Releaser:** The releaser provides the following functions: (1) a secondary check for correctness and appropriateness; and (2) a check for prior approvals and completion of other required documents.
- **Backup Preparer/Releaser:** The backup preparer/Releaser is a trained substitute. This is important to cover absences of the primary preparer or releaser.

To maintain required financial controls and separation of duties it may be necessary for a small department to form a liaison relationship with other departments or units.

### *INDIVIDUAL ACCOUNTABILITY*

Access to REx is granted to employees for the performance of purchasing related job duties. Employees who have been granted access will be accountable to use the system consistently with University policies and procedures.

Individual accountability means:

- A logon ID is considered equivalent to a signature and an employee is responsible for all entries made under his/her logon ID.
- Updates to the system are to be in compliance with policies and procedures that govern the particular transaction to be performed.
- Computing resources are to be used only for legitimate University business that an employee has been explicitly authorized to perform as stated in his/her job description.
- It is against University policy to peruse or use University records including, but not limited to, confidential information for personal interest or advantage.
- Proper password security is to be maintained.
- Proper physical security is to be maintained by not leaving a workstation/terminal unattended while logged into University systems.
- Privacy and confidentiality of all accessible data is to be maintained.

### *POLICY COMPLIANCE*

Departments are accountable for policy compliance and full understanding of all relevant policies. Failure to comply with UCSB policies, rules, and applicable regulations is a serious breach of responsibility and may result in disciplinary action up to and including dismissal. Further, any violation of local, state, or federal laws may carry the additional consequence of prosecution under the law, where judicial action may result in specific fines or imprisonment, or both; plus the costs of litigation or the payment of damages or both; or all.

### **ORGANIZATIONAL ROLES AND RESPONSIBILITIES**

Accountability for use of the REx system is best viewed as a team effort. Individuals may be assigned to one of several roles, each one of which carries a set of responsibilities.

- Review and approve the accountability structure to ensure that it follows accepted accountability principles including separation of duties.

- Review and approve back-up plans including the assignment of back-up personnel and review official record of authority delegations on a regular basis, or whenever major changes in the accountability structure occur.
- Assign or obtain the services of a Department Security Administrator (DSA).

*DEPARTMENT HEAD OR DESIGNATED MANAGER*

- Responsible for recording all accountability delegations, cancellations, and modifications to the accountability structure.
- Monitor the effectiveness of the accountability delegations to ensure that any significant instances of noncompliance with policies and guidelines are uncovered.
- Monitor delegations and procedures to ensure they remain secure, accurate, and current.
- Ensure that appropriately skilled and knowledgeable personnel are assigned to be responsible for REx transactions.
- Ensure that the staff member preparing REx transactions has an appropriate working environment and proper equipment.
- Ensure that all departmental personnel under their authority have participated in the required training and are performing their functions in accordance with all policies, guidelines, laws, and regulations.
- Accept accountability for all REx transactions.

*PREPARER*

- Understand the purpose of the transaction.
- Ensure that he/she has prior authorization before adding, modifying, or deleting data.
- Ensure that valid account/fund numbers are entered.
- Ensure that appropriate and accurate data are entered into REx.
- Understand basic policy and other regulatory requirements.
- Resolve any questions that come to mind during the completion of the transaction or that are automatically raised via on-line edits and related error messages.
- Record any appropriate explanation of the transaction when required.
- Use the system in a manner consistent with UCSB policies and procedures.
- Make arrangements with assigned back-up preparer for absences.
- Accept accountability for all entered REx transactions under logon ID.

*RELEASER*

- Review transactions within two business days of receipt. It is strongly recommended that releasers audit transactions daily.
- Inspect notifications and/or transactions to ensure that the Preparer properly fulfilled his/her responsibility.

- Review each transaction for compliance with policy and other regulatory requirements.
- Make arrangements with assigned backup releaser for absences.
- Notify the DSA if the releaser will be absent or is absent for two or more business days so that the notifications can be activated for another qualified individual. Upon return, notify the DSA so the interim action can be reversed.
- Accept accountability for all reviewed REx transactions.

#### *BACK-UP PREPARER AND BACK-UP RELEASER*

- Receive training at a level equivalent to the primary preparer or mandatory releaser.
- Fulfill the same responsibilities as the primary preparer or mandatory releaser.
- Maintain currency of knowledge.

#### *DEPARTMENT SECURITY ADMINISTRATOR (DSA)*

- Record all accountability delegations identified by the organizational head or designee.
- Provide appropriate access for all on-line preparers.
- Update the official record of accountability delegations each time a change is required such as when an individual leaves, is hired, or their responsibilities change.
- Ensure that the official record of accountability delegations is secure from unauthorized changes.
- Maintain a current back-up copy of the official record of accountability.

#### *COMPUTER SUPPORT COORDINATOR (CSC)*

- Perform individual workstation set-up and local area network configuration and support.
- Provide first-line help in the event that workstation/network hardware, software, or printing problems exist.
- Contact Information Systems and Computing when help is needed during troubleshooting and for advice on current computing standards.

### **EMERGENCY PLANNING / BACK-UP**

It is important to have plans in place to cover emergencies and other unexpected occurrences. There is a range of situations where back-up is necessary. In anticipation of the above situations, we provide the following responses and planning considerations.

- 1) *The preparer or releaser is on vacation, unexpectedly ill, or unavailable.*

Assign or train a back-up in advance. If you are in a small department, it may be necessary to form a liaison with another unit to ensure continuity. It is important to form these relationships before problems occur.

2) *The preparer's primary workstation fails.*

Insure that more than one workstation in the preparer's work environment is configured correctly to access REx.

3) *The departmental network is unavailable.*

Depending on the estimated down time and the processing cycle deadlines, this may be a situation where it is necessary to seek help from another department.

It is recommended that preparers maintain sufficient documentation (on paper or otherwise) to enable them to re-create possible lost transactions.

### **III. SYSTEM ACCESS**

#### **DATA PRIVACY**

It is your responsibility to access and use data in accordance with the University's policy and the State of California Information Practices Act of 1977. For more specific information, refer to *Guidelines for Access to University Information Systems* in the Campus Policy and Procedures Manual.

#### **OBTAINING SYSTEM ACCESS**

To obtain access, the department chair needs to contact Terry Malosh, Information Systems and Computing; Security Administrator, Ext. 3521; email: [terry.malosh@isc.ucsb.edu](mailto:terry.malosh@isc.ucsb.edu).

#### **SYSTEM PASSWORDS -- PASSWORD SELECTION AND SECURITY**

Passwords must be 6-8 alphanumeric characters and should include at least 1 alpha and 1 numeric character. You are encouraged to create a password that is a combination of alphabetical and numeric characters; try to choose a password that is easy to remember, difficult for someone to readily guess and does not form an English language word.

Maintaining the confidentiality of passwords is an essential safeguard against misuse, intrusion, and theft. You are responsible for the use of your logon ID and password. If there is a reason to suspect the password confidentiality has been compromised, you should change the password immediately and report your suspicion to the Department Security Administrator (DSA).

Users, especially the DSA, are encouraged to change passwords every 3 to 6 months.

## IV. SYSTEM STRUCTURE

This section introduces you to the structural elements of the REx system: general usage tips, displaying data, navigation, messages, and screens.

### **ALL-IN-ONE (ALLN01) GENERAL USAGE TIPS:**

ALLN01 is a Natural Application, running under Complete, that provides many Financial System functions under a single umbrella. A direct consequence of this is the common interface for all components of the system. Here we present general usage tips which apply to the various functions that have been incorporated into the ALLN01 Application.

#### *ENTER KEY:*

The ENTER key is used to signal the computer that data entered on the screen are ready to be processed. While a pointing device such as a mouse or trackball may be used to position the cursor within a screen, the computer will not recognize that position unless the ENTER key is pressed. This is important to remember because some of the features of ALLN01 are cursor-sensitive. **Note: some connection software requires use of the "return" key in place of the "enter" key. Please check your individual software documentation.**

#### *PROGRAM FUNCTION (PF) KEYS:*

A legend to active program function keys appears at the bottom of all screens. The basic keys are uniformly used across all screens in the ALLN01 Application.

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12
help	retrn	quit				bkwrđ	frwrđ				main

Additional keys that provide specialized functions on specific screens are also available. Program function keys are also discussed in the section on navigation.

**GETTING HELP:**

Two types of help are available: screen level help and field level help.

*SCREEN LEVEL HELP:*

Help is sometimes available that describes the purpose and usage of the more difficult screens in the application. To view screen level help, position the cursor anywhere on the screen except on a field and press the "help" key (PF1).

*FIELD LEVEL HELP:*

Field labels preceded by an asterisk (\*) indicate that help is available. Normally, this help is a list of valid values for the field. To access this information, press the "help" key (PF1) with the cursor positioned on the field (not the label) desired. When the list is displayed, a particular value may be selected by positioning the cursor anywhere on that line and pressing ENTER. The value will be automatically entered into the field.

Alternatively, Help for a field may be obtained by typing a question mark (?) in the first position of the desired field.

**SCROLLING THROUGH DATA:**

Scrolling is necessary to view information that exceeds the physical size limitation of a screen or window.

#### *HORIZONTAL SCROLLING:*

Horizontal scrolling is used primarily for browsing records where the fields to be displayed exceed the available line size. The fields that cannot be contained on the first screen are relocated to other panels that can be thought of as horizontal extensions. A pair of indicators at the upper corners of the screens shows the number of additional screens that can be viewed in either direction. To view these screens, press either the "right" (PF11) or "left" (PF10) key.

#### *VERTICAL SCROLLING:*

Vertical scrolling is more widely used than horizontal scrolling. In this case, more records are available for viewing as opposed to more fields of the same records. Vertical scrolling is analogous to turning the pages of a book. To scroll forward to new records, press the "frwr" (PF8) key. To scroll backward to previously viewed records, press the "bkwr" (PF7) key.

#### *SCROLLING WINDOWS:*

A screen may have a window that contains multiple occurrences of related information; for example, the purchase requisition summary screen includes a window for displaying the line items of that requisition. Typically, a window will have numbered lines and a field above the numbers that can be used to reposition to a particular occurrence. To scroll through the occurrences within the window, press the "frwr" (PF8) or "bkwr" (PF7) keys.

If a screen has more than one window, the specific window scrolled by PF8 and PF7 depends on the position of the cursor. Place the cursor within a desired window to scroll it. To scroll all windows simultaneously, place the cursor outside all windows before pressing PF8 or PF7.

#### *DISPLAYING DATA BY MARKING FIELDS:*

Some screens allow related information to be displayed on a new screen simply by marking a designated one character field with any non-blank character; for example, "X." An example of this would be the ability to view detailed information from a higher-level summary screen. Typically, if there is related information to be viewed, a greater-than sign (>) will be in the field to mark.

#### **NAVIGATION:**

##### *APPLICATION IDENTIFICATION:*

The upper right corner of all screens contains the name of the application currently logged on.

## *MENUS:*

Navigation within ALLN01 is largely via menus. Many ALLN01 menus are dynamic depending on authorization, so a customer's view of the application may be quite different from another's. Appendix A provides a diagram of how the menus relate to each other.

All menus have a list of available selections with codes and brief description in the center of the screen. A code entry field appears in the lower left. You may type the desired code on the space provided for code field or move the cursor to the appropriate line in the center of the screen and press <ENTER>.

Most menus have a modifiable code field, "Dept," that may be changed to access functions and data for a different department if so authorized.

## *PROGRAM FUNCTION (PF) KEYS:*

The standard PF keys for navigation are "retrn" (PF2) which returns to the immediately higher-level (usually previously viewed) screen; "exit" (PF3) which exits the ALLN01 Application after receiving a confirmation response, and "main" (PF12) which returns to the main menu.

## *DIRECT COMMANDS:*

ALLN01 users who are familiar with the menu codes can type the selections for several successive menus in the proper sequence on the "Direct Command" line of any screen. The menu selections must be separated by a blank space, and the first selection entered must either be accessible on the currently displayed menu or the main menu. Using the direct command line eliminates the need to wait for each menu to be displayed before typing in a selection. Appendix B provides an outline of menu selections and the direct command to access them from the Purchase Requisition Menu. APPENDIX C provides a Cross Reference to Menu Selections.

## **BROWSING RECORDS :**

### *SELECTING RECORDS:*

Many browses within ALLN01 display records for the purpose of selecting one to be processed in some fashion; for example, to be modified or viewed in greater detail. Generally, records are selected by positioning the cursor anywhere on the desired line and pressing ENTER.

### *REPOSITIONING TO A SPECIFIC RECORD:*

Most browses may be repositioned to begin displaying records starting from any arbitrary point. Type in a key value on the line after the last record and before the direct command line. This can be any number of characters; however, more characters will generally yield the desired record more quickly.

### *MESSAGES:*

Messages are displayed in one of two locations on the screen. The most common is on the very first line of the screen. A few messages are displayed in pop-up windows to capture the attention.

One situation where it is critical to observe messages occurs when a record is being added, modified, or purged (deleted). The record is not added, modified, or purged unless a confirming message is displayed at the top of the screen. If no confirmation is given, it may be that the ENTER key needs to be pressed to complete processing the record.

### **ALL-IN-ONE SCREENS:**

Screens display information contained in the database. Three types of screens are used, and are accessible individually or as part of a bundle of related activities. For information on which security groups to authorize to enable a specific screen or bundles of activities ask your Department Security Administrator or have the DSA contact: Terry Malosh, Information Systems and Computing; Ext. 3521; email: [terry.malosh@Isc.ucsb.edu](mailto:terry.malosh@Isc.ucsb.edu).

The three types of screens in REx are:

- Menu Screens
- Pop-Up Browse/Select Help screens
- Data Entry Screens

*MENU SCREENS:*

Menu screens display available options. They typically contain a list of available Menu Codes. Each Menu Code takes you to listed function or another menu.

The Financial Systems Functions All-In-One Main Menu (displayed as Figure 1A) and the Requisition Express Main Menu (displayed as Figure 1B) are examples of the menu screen. They contain a list of function codes and a short description.

Figure 1A Financial Systems Functions All-In-One Main Menu

```
06/09/97      ***** Financial Systems Functions All-In-One *****      FSAUP017
ACMEA1              - Main Menu -                                          ALLN01

                Code      System
                ----      -
                RX      Requisition EXpress
                AP      Approvals of Requisitions

                ----      -

                Code:  _
                *Dept: PURC
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
                help  retrn quit                                          main
```

Figure 1B Requisition Express Main Menu

```
06/09/97      ***** REQUISITION EXPRESS *****      ORPRP017
ACMEA1              - Main Menu -                                          ALLN01

                Code      System
                ----      -
                PR      Purchase Requisitions
                LN      LVPA Number Requests
                RD      REX Dept Default Parameters

                ----      -

                Code:  _
                *Dept: PURC
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
                help  retrn quit                                          main
```

---

---

***NOTE: Not all the functions displayed on a menu are available to all users. If you do not have authorization for a specific function, the function code will not appear on your menu.***

---

---

*POP-UP BROWSE / SELECT HELP SCREENS:*

Pop-up screens display a browse of selections that are available to you. To open the selection, place the cursor on the applicable line and press <ENTER>. Browse screens "pop-up" to overlay the current screen and are surrounded by dotted lines. See Figure 2. All Help screens are pop-up screens.

Figure 2 Pop-Up Screen

```
Position cursor | r ENTER screen value to select
07/10/96  **** | REQUISITION EXPRESS ***** ORPRN011
ACMEA1  Browse | Purchase Requisitions by Department

Form   Dept.
Number Rqstn-ID Type   Description      Status
-----|-----|-----|-----|-----
000342 TEST01  SB   TEST EQUIPMENT  IN-PURCH
000557                SB   TEST EQUIPMENT  NEW-REDO
000610                SB   RENEW VB 43466-0 MAI IN-PURCH
000713                SB   TEST             NEW
001002                SB   ANOTHER TEST     NEW
001726 96-A02   SB   COMPUTERS        IN-PURCH
001727 96-A01   SB   HP LASERJET 4M PLUS IN-PURCH
002101                SB   TEST EQUIPMENT  NEW
002270 97-E105   VB   ON-LINE SERVICE/HOME IN-PURCH
*** End of Data ***

Dept Rqstn Form-NO: PURC  Status:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---
      help  retrn quit                               bkwrd frwrd
```

*DATA ENTRY SCREENS:*

Data Entry screens enable you to display or alter data. These screens are distinguished from the menu or pop-up screens by two fields: "\*Action" and "\*Dept." (See Appendix D for detailed information about these fields.) In Figure 3 these fields are underlined.

Figure 3 Requisition Express Header Information Screen



## V. REQUISITION EXPRESS (REX) GENERAL INFORMATION

Requisition Express (REx) is a sub-set of the ALLN01 application. Both Low Value Purchase Authorization (LVPA) and On-Line Purchase Requisition functions are available from REX.

### GENERAL INSTRUCTIONS MENU CODES:

Instructions begin at the Requisition Express Main Menu. To access the Requisition Express Main Menu, use the ALLN01 application running under Complete. From the "All-In-One" menu enter the code "RX" to get to the Requisition Express Main Menu (see Figure 1A). From the "Requisition Express" menu enter the code "PR" to get to the Purchase Requisitions Main menu (see Figure 1B).

Instructions are written to provide directions for the highest level of authority. Users with less authority may not be required to go through as many menus to get to the same screen. Directions for locating the relevant screen are printed in a diagram box with double lines around it. They will look like this:

AT MENU:	<u>Financial Systems Functions</u>	<u>Requisition Express</u>	
	<u>All-In-One Main Menu</u>	<u>Main Menu</u>	<u>Purchase Requisitions Menu</u>
ENTER:	<b>RX</b>	<b>PR</b>	<b>RQ</b>
FOR:	Requisition Express	Purchase Requisitions	Entry/Modify/Browse Purchase Requisition

(Direct Command line entry: RX PR RQ)

Your access may not require you to go through as many menus as is shown in some of the instructions. You may use the diagram box to enter direct commands on command line. To do this, find the two-digit alpha code that appears on your menu. On the command line, type a space between each two-digit alpha code, enter the code that appears on your menu and all codes (in the diagram box) that appear to the right of this code. Press the <ENTER> key. In the example above, if the first menu available to this user is the Financial Systems Function All-In-One Main Menu, you would enter these codes on the command line: RX PR RQ. The Direct Command line entry codes will be shown at the bottom of each menu screen diagram box (as above). Look at the main menu on your screen. If it is the Requisition Express Main Menu and you see the PR code on your screen, you would enter these codes on the command line: PR RQ. If the first menu available to you is the Purchase Requisition menu, you would enter the code RQ on either the code line or the command line. See Appendix C for a list of all functions and the direct command sequence to use from the Requisition Express Main Menu.

*ACTION CODE:*

You must enter an action code in the action field every time you wish to add or change data in a record. REx action codes include:

- A Add a record
- B Browse a list of values
- C Clear the screen contents
- D Display a record
- M Modify a record
- N Display the next record
- P Purge a record
- R Replicate or Copy a record

The Action codes are described completely in Appendix D: Guide to Field Names.

After you enter information in the relevant fields, insert the appropriate action code and press <ENTER>. Look in the upper left corner of the screen and read the computer's response to your instruction. The computer identifies the record by number and tells you what action took place. The computer has not added or modified the record if the message reads: "displayed successfully." The message must read "modified successfully" or "added successfully" for those actions to have occurred.

*TO SET DEFAULT PARAMETERS:*

If you have entered default parameters in the REx Dept Default Parameters screen, they will be implanted automatically in each new purchase requisition and Low Value Purchase Authorization (LVPA) number. This information may be edited later when the purchase requisition or LVPA is initiated or modified. To access the default parameter screen enter the following codes at the appropriate menu screens:

AT MENU:	<u>Financial Systems Functions</u>	
	<u>All-In-One Main Menu</u>	<u>Requisition Express Main Menu</u>
ENTER:	<b>RX</b>	<b>RD</b>
FOR:	Requisition Express	REX Dept Default Parameters

(Direct Command line entry: RX RD)

The following fields appear on your screen. (The fields printed in *italics* cannot be modified and are informational only.)  
 To set or modify default parameters, complete the modifiable fields, assign the action code, and press <ENTER>.

<b>ACTION</b>	<b>DESCRIPTION DEFAULT PARAMETERS</b>
	<p>Chose from the following options:</p> <p>A ADD A RECORD.</p> <p>C CLEAR THE SCREEN CONTENTS.</p> <p>D DISPLAY A RECORD.</p> <p>M MODIFY A RECORD.</p> <p>Detailed description of action codes can be found in Appendix D.</p>
<b>Dept Code</b>	Enter your Department code. If your department utilizes more than one department code, use the code supporting the greatest amount of the purchase.
<b>Dept Contact Name</b>	Enter the name of the person who can answer questions pertaining to the specifications of the order.
<b>Contact Phone</b>	Use the phone number for the department contact named above.
<b>Ship to Address</b>	Use the department, address, and zip + 4 that the vendor should use when shipping orders to campus.
<b>Delivery Instruction</b>	Use the campus address and zip + 4 mail code Central Receiving will use to deliver the merchandise to your department.
<i>LVPA Limit Amount</i>	This is an information field and cannot be modified.
<b>LVPA Authorized</b>	This field is used for LVPA numbers only and should list all persons with signature authorization for that number.

Figure 4 Department Default Parameters

```
07/25/96          ***** REQUISITION EXPRESS *****          ORTBP003
ACMEA            - Department Default Parameters -              ALLN01

*Action (A,C,D,M,N,P):      M *Dept-Code: PURC
                           PURCHASING OFFICE

Dept Contact Name...:      JOHN DOE _____
Contact Phone.....:       893-4670 _____
Ship to Address.....:      CENTRAL RECEIVING _____
                           UNIVERSITY OF CALIFORNIA _____
                           SANTA BARBARA, CA 93106 _____
                           _____

Delivery
Instruction: 41 AERO CAMINO _____

LVPA Limit Amount...:     2500.00
*LVPA Authorized ....:    BOB BISHO _____
(Default Users)          OSCAR WOOLFOLK _____
                           JOHN DOE _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help  retrn quit                                     main
```

Figure 4 shows the Department Default Parameter screen after the data has been entered. The LVPA limit amount can only be modified by the Purchasing Department. If you feel the amount in this field is incorrect contact, Purchasing, at X4670.

If you have the proper authorization, you may change the existing parameters at any time per the following instructions.

- From the Main Menu, use the direct command sequence "RD" to get to the department default parameter screen,
- Enter the modifications to the existing record as needed
- Enter the M (for MODIFY) action code.
- Press the <ENTER> key.

## VI. LOW VALUE PURCHASE AUTHORIZATION (LVPA)

### ***DESCRIPTION***

Policies and procedures for Low Value Purchase Authorization (LVPA) are governed by UC Business and Finance Bulletins -- BUS Series -- Business Affairs Section 43: BUS-43, Materiel Management. The authorization limit amount (either \$500 or \$2,500 per vendor per day) varies from one department to another across campus. The highest approved limit at UCSB is \$2,500. The Purchasing Department has responsibility for modifying the LVPA limit amount for campus departments. If you wish to change your limit, ask your MSO to contact Lisa Klock at x:4073.

The Low Value Purchase Authorization (LVPA) section of the ALLN01 system was designed to provide campus departments with the on-line ability to assign, modify, inactivate, or cancel low value purchase authorization numbers.

Concurrent with the administrator's acceptance of on-line access will be the acceptance of audit responsibilities. Appendix E provides the manager with an employee training checklist. A list of the audit responsibilities and a description of each follows.

### **AUDIT RESPONSIBILITIES FOR LOW VALUE PURCHASE AUTHORIZATIONS;**

1. Security It is the department's responsibility to establish procedures to insure that only authorized users can access computer accounts.
2. Documentation and record keeping. The department must maintain a written record of all low value purchases, including purchase order, receiving and invoice information. UC, State, and Federal policies govern the retention period (depending on funding source). At a minimum, records must be retained two years after payment of invoice. These records are subject to review by Materiel Management, Internal Audit, and outside agencies at any time.
3. Competitive bidding. Departments should document bidding procedures for transactions where competitive bidding is determined to be a good business decision and/or in the best interest of the University.

4. Audit Trail. We recommend that departments complete a Request for Delivery (RFD) form for each LVPA order. The RFD form provides a clear audit trail and enables the department to send written confirmation of the orders to suppliers who require it.
  
5. Prepayment of goods and services is discouraged by the University. Under certain limited circumstances, prepayment is unavoidable (e.g., for suppliers who do not have a billing system). When prepayment is required on a low value purchase, the Request for Delivery (RFD) should state that a prepayment is required and the Low Value Purchase Authorization number should be referenced.
  
6. Certificate of Insurance. When insurance coverage is required, the department must obtain the vendor's Certificate of Insurance for the period of performance. Certificates must name the Regents of the University of California as additional insured and meet all UC Policy requirements. (See Appendix F.)
  
7. Code of Ethics The department is responsible to comply with the Code of Ethics of the National Association of Educational Buyers as stated in Policy (See Appendix G)
  
8. Conflict of interest. The department is responsible to uphold UC Policies and Procedures regarding Conflict of Interest. Purchase of goods or services from any officer or employee of the University or from a near relative of any officer or employee is strictly prohibited unless there has been specific determination that such goods or services are not available either from other commercial sources or from the University's own facilities. To discuss a possible conflict of interest call Lisa Klock, Office Manager, Purchasing, Ext. 4073.
  
9. Purchase of restricted items The department is responsible to comply with all UC Policies and Procedures regarding restricted items. (See Appendix H.)
  
10. Business Affirmative Action. The department is responsible to comply with all UC Policies and Procedures regarding Business Affirmative Action. (See Appendix I, and Appendix J.)

**TO ASSIGN, MODIFY OR CANCEL LVPA NUMBER:**

To reach the operative screen enter the following Menu Codes at the applicable menu screens, or, using the direct command sequence, enter them in sequence, with a space between each entry, on the Direct Command line at the bottom of the screen.

AT MENU:	<u>Financial Systems Functions</u>	<u>Requisition Express</u>	<u>Low Value Purchase</u>
	<u>All-In-One Main Menu</u>	<u>Main Menu</u>	<u>Authorization Menu</u>
ENTER:	<b>RX</b>	<b>LN</b>	<b>LV</b>
FOR:	(Requisition Express)	(LVPA Number Requests)	(Entry/Modify LVPA Number)

(Direct Command line entry: RX LN LV)

Figure 5 shows the LVPA Maintenance screen as it appears before any data entries have been made. The default parameters will be entered for you if you have previously specified these parameters in the Default Parameters screen. (See LVPA general instructions for more information on how to set these parameters.) The status field (center right on screen) appears as "active" on the initial screen.

Figure 5 Maintain LVPA Number Screen

```

06/04/97          ***** REQUISITION EXPRESS *****          ORLVP003
ACMEA1           - Maintain LVPA Number -                       ALLN01

*Action (A,B,C,D,M,N):  - *Owner Dept: PURC      LVPA Number: _____
                        PURCHASING OFFICE

LVPA Description.: _____
LAFS Title.....: _____
*L Acct Fund S *Obj *Cntr*Ctype*Proj          LVPA Limit Amount
8 _____ - _____ - _____ - _____          2500.00_
_____
_____
_____

For Contract and Grants Authorization Period      *Status.....: ACTIVE_____
From: 06 04 1997                                To: 12 31 9999      Status Date: 06 04 1997
                        *Authorized Individuals
1_ -----
1 BOB BISHO_____
2 OSCAR WOOLFOLE_____
3 ANN MEANS_____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
confm help retrn quit                                bkwrdr frwrdr                                main
    
```

The following fields appear on your screen. (The fields printed in *italics* cannot be modified and are informational only.) Complete the fields as appropriate, assign an action code, and press <ENTER>.

<b>FIELDS</b>	<b>DESCRIPTION LVPA MAINTENANCE</b>
<b>Action Code</b>	See a detailed description of the action codes in Appendix D. Chose from the following options: <ul style="list-style-type: none"> <li>A ADD A RECORD. (Use the action code <u>C</u> (for CLEAR) first, if another LVPA is displayed.)</li> <li>B BROWSE A LIST OF VALUES</li> <li>C CLEAR THE SCREEN CONTENTS. The old record will remain unchanged and a blank record will be available to work on. After you have cleared the previous contents and keyed in the new data you should use the <u>A</u> (for ADD) action to assign a new LVPA number.</li> <li>D DISPLAY A RECORD.</li> <li>M MODIFY A RECORD.</li> <li>N DISPLAY THE NEXT RECORD</li> </ul>
<b>Owner Dept</b>	Use 4-character owner-department code assigned by Accounting or use the HELP menu.
<b>LVPA Number</b>	Leave blank if you wish to add a record. Type in the 6-digit number if you wish to modify or close an existing number.
<b>LVPA Description</b>	Type in the description you wish to record for this LVPA.
<b>L Acct Fund S</b>	This stands for Location-Account Fund Sub. It is sometimes written as "LAFS." Enter appropriate Account Fund Sub. Make sure it links to the Owner Dept Code used above.
<b>Object Code</b>	Enter the appropriate code(s). More than one object code may be entered for each LAFS. Help (PF1) will provide list of acceptable codes for this field.
<i>LVPA Limit</i>	This field is informational. Only the Purchasing Department can make changes.
<b>FROM Date</b>	If applicable, enter authorization period's start date of funding source.
<b>TO Date</b>	If applicable, enter authorization period's end date of funding source. Default is 12 31 9999.

<b>Status</b>	<p>There are three choices:</p> <ul style="list-style-type: none"> <li>• ACTIVE -- Use this to activate the LVPA.</li> <li>• CLOSED -- Use this to permanently close the LVPA</li> <li>• INACTIVE -- Use this to temporarily close the LVPA such as when a grant period has ended and a no-cost extension is expected but has not yet been received</li> </ul>
<b>Authorized</b>	This data is pre-entered from the default parameters. If necessary you may
<b>Individuals</b>	revise the authorized individuals for each individual authorization.

*TO ASSIGN NEW LVPA NUMBER*

If you have the proper authorization, you may assign a new LVPA number.

- From the REx Main Menu, use the direct command sequence "LN LV" to get to the Maintain LVPA Number screen. Or enter, in the following sequence:
- | <u>Entry</u> | <u>At (Menu)</u>                      | <u>For</u>                    |
|--------------|---------------------------------------|-------------------------------|
| RX           | ALLNØ1 Main Menu                      | Requisition Express Main Menu |
| LN           | Requisition Express Main Menu         | LVPA Main Menu                |
| LV           | Low Value Purchase Authorization Menu | Maintain LVPA Number          |
- Enter C (for CLEAR) to remove the data from the record being displayed as applicable.
  - Enter all data into the blank record.
  - Enter the A (for ADD) action code.
  - Press the <ENTER> key.
  - The system will assign an LVPA number.

*TO MODIFY (CHANGE) LVPA NUMBER*

If you have the proper authorization, you may change data for an existing LVPA number.

- From the REx Main Menu, use the direct command sequence "LN LV" to get to the Maintain LVPA Number screen. Or enter, in the following sequence:
- | <u>Entry</u> | <u>At (Menu)</u>                      | <u>For</u>                    |
|--------------|---------------------------------------|-------------------------------|
| RX           | ALLNØ1 Main Menu                      | Requisition Express Main Menu |
| LN           | Requisition Express Main Menu         | LVPA Main Menu                |
| LV           | Low Value Purchase Authorization Menu | Maintain LVPA Number          |
- Enter the D (for DISPLAY) action code and the LVPA number of the existing record you wish to modify.

- Edit data in the existing record.
- Enter the M (for MODIFY) action code
- Press the <ENTER> key.

We encourage departmental users to close an existing LVPA number and assign a new LVPA number for new fund sources. However the REx program can track which Account-fund-sub-object code was attached to any LVPA number for any period.

#### *TO DEACTIVATE OR CLOSE LVPA NUMBER*

If you have the proper authorization, you may close an existing LVPA number or make it inactive.

- From the REx Main Menu, use the direct command sequence "LN LV" to get to the Maintain LVPA Number screen. Or enter, in the following sequence:
 

<u>Entry</u>	<u>At (Menu)</u>	<u>For</u>
RX	ALLN01 Main Menu	Requisition Express Main Menu
LN	Requisition Express Main Menu	LVPA Main Menu
LV	Low Value Purchase Authorization Menu	Maintain LVPA Number
- Enter the D (for DISPLAY) action code and the LVPA number of the existing record you wish to deactivate.
- Place the cursor on the status field. Use HELP (PF1) or type either INACTIVE or CLOSED.
- Enter the M (for MODIFY) action code
- Press the <ENTER> key.

Use the Inactive status when you wish to "turn off" the LVPA number temporarily (E.g., when a grant period has ended but the no-cost extension has not yet been approved). Use the Closed status when you wish to end use of that number and archive it.

#### *TO BROWSE LVPA NUMBER*

If you have the proper authorization, you may browse the LVPA database using the following codes:

- LD Display/Browse Dept LVPA Number
- BN Browse LVPA by Number in descending order
- BE Browse LVPA by End-Date
- BA Browse LVPA by Loc-Acct-Fund-Sub

## VII. ON-LINE REQUISITIONS

### GENERAL INFORMATION:

Each campus department has ability:

- 1) To enter purchase requisitions directly into the ALLN01 application,
- 2) To obtain required campus authorizations on-line, and
- 3) To send the authorized requisition on-line to the campus Purchasing department.

The on-line system is designed to process goods and services that cannot be purchased with a Low Value Authorization (LVPA) order number.

### BUDGET AMOUNT VS TOTAL AMOUNT:

There is a great distinction between Total Amount and Budget Amount. When an order is split funded by percent the total amount and the budget amount will be the same. When an order is split funded by dollars, the budget amount will not include the dollars assigned the LAFS with the balance flag.

Total amount is the sum of the cumulative extended price for all line items. This is the total amount that will be debited for the order. There is no field in REx that shows this amount.

Budget amount is the cumulative amount that is authorized for all line items (next to the Location Account Fund Sub Object). The computer does not calculate the amount to be debited to LAFS with Balance flag. Therefore, if the order is split funded with Amount and Balance, the budget amount can be less than total amount of the order.

The computer runs a check for each line item to make sure the budget amount is greater than or equal to the extended price. However for the entire order the budget amount may be greater or less than the total amount of the order.

### FAXED INFORMATION:

Any supporting documentation faxed to the Purchasing Department must include the REx assigned Form Number.

**HEADER INFORMATION SCREEN:**

To reach the operative screen use the following menu commands, or follow the direct command sequence. (See Requisition Express (REx) General Instructions for detailed instruction on how to use these menu codes.)

AT MENU:	<u>Financial Systems Functions</u>	<u>Requisition Express</u>	
	<u>All-In-One Main Menu</u>	<u>Main Menu</u>	<u>Purchase Requisitions Menu</u>
ENTER:	<b>RX</b>	<b>PR</b>	<b>RQ</b>
FOR:	Requisition Express	Purchase Requisitions	Entry/Modify/Browse Purchase Requisition

(Direct Command line entry: RX PR RQ)

The Maintain Purchase Requisition - Header Information screen will appear. Figure 6 shows this screen as it appears before any data entries have been made.

Figure 6 Maintain Purchase Requisition - Header Information Screen

```

07/17/96          ***** REQUISITION EXPRESS *****          ORPRP010
ACMEA1          - Maintain Purchase Requisition - Header Information - ALLN01
PURCHASING OFFICE
*Action (A,B,C,D,M,N,P,R): A *Dept: PURC Form No: _____ Req-Id: _____
Description.: _____ Status: _____
Entered by.: ACMEA1 *Req Type: _____ Not to Exceed: _____ New Fab: N
Reqstn Date.: 07 17 1996 Rush.....: _____ Needed by: 12 31 9999 *Attachments: _____
Dept Contact: ANN MEANS _____ Contact Phone: 893-4670
Deliver To.: 41 AERO CAMINO _____
1 L Acct Fund S Obj          Amount          CCntr  Ctype Proj Owned-By
1
2
3
----- Suggested Vendor -----Type ----- Ship To Address -----
Vendor ID: _____ Ph: - - CENTRAL RECEIVING
*Name.: _____ UNIVERSITY OF CALIFORNIA
_____ SANTA BARBARA, CA 93106
_____
Budget: _ Requisition Notes: _ Release: _ Total Budget Amt:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
confm help retrn quit          items bkwrd frwr          main
  
```

The following fields appear on the screen. Fields printed in **BOLD** can be modified. Fields printed in *italics* cannot be modified and are informational only. Three fields must be completed before the computer will assign a form number: Description, Req Type, and Attachments. Complete the fields as appropriate, assign an action code, and press <ENTER>.

**FIELDS**

**DESCRIPTION MAINTAIN REQUISITION - HEADER SCREEN**

Chose from the following options:

- A ADD A RECORD. The computer will assign a new form number.
- B BROWSE A LIST OF VALUES. The Browse code provides a list of all records. After you browse you may move the cursor to the record you want to work on and press <ENTER>.
- C CLEAR THE SCREEN CONTENTS. The old record will remain unchanged and a blank record (except for budget and equipment information) will be available to work on. After you have cleared the previous contents and keyed in the new data you can use the A (for ADD) action to assign a new form number.
- D DISPLAY A RECORD. The Display code moves you straight to the record you requested.
- M MODIFY A RECORD.
- N DISPLAY THE NEXT RECORD
- P PURGE A RECORD. You may purge a record you are working on which has a "NEW" status. You may not purge a record after it has been approved by the releaser and has a 'IN-PURCH' status unless it has been returned and has a 'NEW-REDO' status.
- R Replicate or Copy a record. You may copy the data entered in an existing requisition to save time in duplicating data entry by Replicating that requisition, and then modifying to your current needs.

A detailed description of the action codes may be found in Appendix D.

This is a pre-printed field. Use the 4-character owner-department code that is linked by Accounting to the LAFS you will be using, or use the HELP menu.

**Form No.** The computer assigns this number automatically (after a minimum amount of data has been entered). This number is used to track your requisition through the system. The computer will later use this number (as well as the purchase order number) to track archival records. Please write the form number down and link it internally to your department tracking system.

**Dept. Req #:** This field allows the user to assign a unique number to the requisition to enable internal tracking.

**Description** This is a REQUIRED FIELD. Enter a brief (30 character maximum) description of the order. The description is used on header and summary pages and is not the same as the line item (detailed) description of the order.

<b>Status</b>	<p>This is a pre-printed field. You cannot modify it. The computer tells you the status of the form number being displayed. You can only modify requisitions with a status "NEW" or "NEW-REDO." You cannot modify requisitions with a status "IN-PURCH."</p> <p>There are five status codes:</p> <p><u>NEW</u>: The status remains new until the requisition has been approved and is released.</p> <p><u>RELEASED</u>: Requisitions with this status have been released by your department and are waiting for approver in other departments to approve the order. After all departments have approved the order it will be forwarded on-line to the Purchasing Department.</p> <p><u>PURCHASING</u>: Requisitions with this status are waiting to be approved and accepted by the Purchasing Department.</p> <p><u>IN-PURCH</u>: Requisitions with this status have been released by your department and have been reviewed and accepted by the Purchasing Department. You cannot modify a form number with this status.</p>
<b>Status (cont.)</b>	<p><u>NEW REDO</u>: Requisitions with this status have been returned by one of the approval departments. You must revise them and re-release them if you want to have the order processed. When the approving department returns the form, an email message is sent (with a detailed note about the reasons for the return) to all the staff in your department who have authority to release.</p>
<b>Entered by:</b>	<p>This is a pre-printed field. You cannot modify it.</p>
<b>Req Type</b>	<p>This is a REQUIRED FIELD. Two requisition types can be entered:</p> <ul style="list-style-type: none"> <li>• SB is used for standard purchase orders (normally one time purchases).</li> <li>• VB is used for vendor blanket orders (purchase of goods or services over a period of time).</li> </ul>
<b>Not to Exceed</b>	<p>Purchasing Department buyers use the information in this field to determine the maximum cost you have approved for the order. You may leave the field blank if you desire.</p>
<b>New Fab</b>	<p>This is a pre-printed field. This field is preset to answer "no." You may change to "Y." If you answer "Y" please complete the Equipment Purchases section on the Maintain Purchase Requisition - Line Items screen. (If you don't your requisition will be returned by Equipment Management.)</p>

<b>Reqstn Date</b>	This is a pre-printed field. The computer enters the date you begin working on the form number. Modify the date as needed.
<b>Rush</b>	If you want this order to be flagged as a "Rush" order, please enter "Y." The Rush field must be 'Y' or blank. If you identify the order as rush, please use the Requisition Notes screen to (1) tell Purchasing the date you must receive the goods or services, and (2) describe the reason for the rush. If the Purchasing Supervisor approves the requisition as a rush, the order will be expedited. The Purchasing Department will advise you if the requirement cannot be met.
<b>Needed by</b>	This is the date you want the goods to be delivered or the services to begin. The default date is 12 31 9999. You must change the date to give the buyer accurate instruction.
<b>Attachment s</b>	This is a REQUIRED FIELD. You must answer either "Y" or "N." If you answer "YES," please use the HELP (PF1) screen to identify the type of attachment you are sending. Preprinted options include: <ul style="list-style-type: none"> <li>• Contracts &amp; Grants Documents</li> <li>• Quotes</li> <li>• Sole Source</li> <li>• Blank Line. You may enter other attachments on the blank lines provided.</li> </ul> Use the Requisition Notes screen to tell the Purchasing Department buyer how you are sending it to us (FAX, campus mail, or as an email attachment).
<b>Dept Contact</b>	The data in this field is pre-printed from the default parameters, if any were entered. You can enter or modify the name the person who can answer questions about the requisition.
<b>Contact Phone</b>	The data in this field is pre-printed from the default parameters, if any were entered. You can enter or modify the phone number for the department contact named above.
<b>Deliver to</b>	The data in this field is pre-printed from the default parameters, if any were entered. Use the campus address, Central Receiving, if you require delivery of the merchandise to your department.
<b>L Acct Fund S</b>	You cannot modify the data in this field from this screen. The data in this field summarizes the information you supply from the Maintain Purchase Requisition - Line Items Screen (PF6).

<i>Object</i>	You cannot modify the data in this field from this screen. The data in this field summarizes the information you supply from the Maintain Purchase Requisition - Line Items Screen (PF6).
<i>Amount</i>	You cannot modify the data in this field from this screen. The data in this field summarizes the information you supply from the Maintain Purchase Requisition - Line Items Screen (PF6).
<i>CCntr</i>	You cannot modify the data in this field from this screen. The data in this field summarizes the information you supply from the Maintain Purchase Requisition - Line Items Screen (PF6).
<i>Ctype</i>	You cannot modify the data in this field from this screen. The data in this field summarizes the information you supply from the Maintain Purchase Requisition - Line Items Screen (PF6).
<i>Proj</i>	You cannot modify the data in this field from this screen. The data in this field summarizes the information you supply from the Maintain Purchase Requisition - Line Items Screen (PF6).
<i>Owned-By</i>	You cannot modify the data in this field from this screen. The data in this field summarizes the information you supply from the Maintain Purchase Requisition - Line Items Screen (PF6).
<b>Suggested Vendor</b>	You may enter data in three vendor fields: Vendor ID, Phone, and Name. We recommend you use the HELP (PF1) screen linked to the Accounting vendor database file. See details below under "Name."
<b>Vendor ID</b>	You may enter data in this field but, we recommend you use the HELP (PF1) screen linked to the Accounting vendor database file. See details below under "Name."
<b>Ph</b>	Enter the phone number for the vendor in this field. You may find the vendor phone by using HELP (PF1) in the Name field to access the Accounting vendor database file. Or you may enter the phone number of a vendor not currently listed in the database, to assist Purchasing in placing your order.
<i>Type</i>	The data in this field is pre-printed and is linked to the campus vendor database. You cannot modify this field.
<b>Name</b>	This field has a very useful HELP (PF1) screen that lists all currently active vendors (with address, phone, and vendor ID number) in the campus database. Or you may enter the name of a vendor not currently listed in the database, to assist Purchasing in placing your order.

<b>Ship to Address</b>	The data in this field is pre-printed from the default parameters if any were entered. Indicate "ship to" address by filling in the complete address with the zip + 4
<b>Budget</b>	To access this data, type any character on your keyboard and press the <ENTER> key. The computer will move you to the Browse Requisitions Budget Data screen. You can only modify this data from the Maintain Purchase Requisition - Line Items Screen (PF6). Detailed instructions for understanding the data on this screen are provided in Section VIII entitled "Release Requisitions."
<b>Requisition Notes</b>	To access this data, type any character on your keyboard and press the <ENTER> key. The computer will move you to the Maintain Requisition Notes screen. Use this screen to give the Purchasing Department buyer detailed instructions that don't fit in any other field.
<b>Release</b>	Only Department staff who have an authorization to release can access this screen. If you do not have approval you will get the message: "Function has not been authorized for User ID."  If you have authorization to serve as a releaser, type any character on your keyboard and press the <ENTER> key. The computer will move you to the Department Requisition Release screen. Detailed instructions for releasing orders are provided in Section VIII entitled "Releasing requisitions."
<b>Total Budget Amt</b>	You cannot modify the data in this field from this screen. The data in this field summarizes the information you supplied in the Maintain Purchase Requisition - Line Items Screen (PF6)

**BROWSE, INITIATE, OR MODIFY A RECORD:**

For the purposes of learning how to use REx we will follow form number 002315 in the exhibits. Depending on your authorization, you may browse, initiate, and/or modify a purchase requisition.

At the Requisition Express Main Menu the following choices may be available to you. If you wish to modify a record you must choose RQ.

- RQ Entry/Modify/Browse Purchase Requisition
- BD Browse by Requisition Date
- BR Browse by Dept Requisition ID
- BF Browse by Requisition Form Number
- BL Browse by Loc-Acct-Fund-Sub
- DR Department Requisition Approval Status

Use the following direct command sequence to get to the Maintain Purchase Requisition - Header Information Menu:

Financial Systems Function	Requisition Express	
<u>All-In-One Main Menu</u>	<u>Main Menu</u>	<u>Purchase Requisitions Menu</u>
<b>RX</b>	<b>PR</b>	<b>RQ</b>
(Requisition Express)	(Purchase Requisitions)	(Entry/Modify/Browse Purchase Requisition)

The Maintain Purchase Requisition - Header Information screen will appear. See Figure 6.

### LOCATE A CURRENT FORM NUMBER:

There are two ways to locate a current form number from the Maintain Purchase Requisition - Header Information screen:

- 1) Use the action code D to DISPLAY the form number. The Display code moves you straight to the record you requested.
  - *From the Main Menu, use the "RX PR RQ" direct command sequence to get the Purchase Requisition - Header Information screen. See Figure 6.*
  - *Type the form number in the field "Form No"*
  - *Enter the action code D (for DISPLAY)*
  - *Press <ENTER>.*
  
- 2) Use the action code B to BROWSE all requisitions. The Browse code provides a list of all records for your department accounting code.
  - *From the Main Menu, use the "RX PR RQ" direct command sequence to get the Purchase Requisition - Header Information screen*
  - *Enter the action code B (for BROWSE)*
  - *Press <ENTER>.*

Figure 7 Browse Purchase Requisitions by Department

```

Position cursor or ENTER screen value to select
07/25/96 ***** REQUISITION EXPRESS ***** ORPRN011
ACMEA1 Browse Purchase Requisitions by Department

Form      Dept.
Number   Rqstn-ID  Type      Description      Status
-----
002315                SB   REX GUIDE MANUAL   NEW
002352                SB   RENEW VB XXXXX-0   NEW
                *** End of Data ***

Dept Rqstn Form-NO: PURC          Status: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---
      help  retrn quit                      bkwrld frwrld

```

Figure 7 shows the pop-up browse screen. The following fields are listed: Form Number, Department Requisition Number, Type, Description, and Status. The browse is sorted in order of oldest requisition order first. You may need to scroll through multiple screens to reach the most recent requisitions. To get a modified list you may select the requisitions by status. If you know the form number you want to work on you may type that number in the field "Dept Rqstn Form-NO" on the line at the bottom of the screen or position the cursor on the form number and press enter.

**ASSIGN A FORM NUMBER:**

If you have the proper authorization, you may instruct the computer to assign a form number.

- From the Main Menu, use the direct command sequence "RX PR RQ" to get the Maintain Purchase Requisition - Header Information screen. See Figure 6.
- Enter the data in at least the three required fields: description, req type, and attachments.
- Enter the action code A (for ADD)
- Press <ENTER>.

The computer will add the record and assign the form number. Record this number and link it internally to your department tracking system. This is the number you should use to track your requisition through the system. Please reference the form number if you fax information related to this order to other departments on campus.

**PREPARE AN ORDER FOR THE RELEASER:**

If you have the proper authorization, you may prepare a purchase requisition for the releaser. Use the following direct command sequence to get to the Maintain Purchase Requisition - Header Information Menu:

Financial Systems Function	Requisition Express	
<u>All-In-One Main Menu</u>	<u>Main Menu</u>	<u>Purchase Requisitions Menu</u>
<b>RX</b>	<b>PR</b>	<b>RQ</b>
(Requisition Express)	(Purchase Requisitions)	(Entry/Modify/Browse Purchase Requisition)

The Maintain Purchase Requisition - Header Information screen will appear. See Figure 6. Complete the header information and line item screens using the detailed instructions that follow.

**COMPLETE THE HEADER INFORMATION SCREEN:**

The Header Information screen is shown in Figure 6. See the Manual section called "Header Information Screen" for a detailed description of each field. You may only modify form numbers that have a "NEW" or "NEW-REDO" status. The following fields must be completed before an order can be released:

<u>FIELDS</u>	<u>HEADER INFORMATION SCREEN</u>
<b>Action Code</b>	See a detailed description of the action codes in Appendix D. Chose from the following options: A ADD A RECORD. B BROWSE A LIST OF VALUES. C CLEAR THE SCREEN CONTENTS. D DISPLAY A RECORD. M MODIFY A RECORD. N DISPLAY THE NEXT RECORD P PURGE A RECORD.
<b>Dept Code</b>	This is a pre-printed field. Use 4-character owner-department code that is linked by Accounting to the LAFS you will be using, or use the HELP menu.

<b>Form No.</b>	<p>If you haven't already assigned a form number you must do so before the releaser can do their work.</p> <p>The computer assigns this number automatically (after three required fields: description, req type, and attachments have been completed). The form number is used to track your requisition through the system. The computer will later use this number (as well as the purchase order number) to track archival records. Please write the form number down and link it internally to your department tracking system.</p>
<b>Description</b>	<p>Enter a brief (30 character maximum) description of the order. The description is used on header and summary pages and is not the same as the line item (detailed) description of the order.</p>
<b>Req Type</b>	<p>This is a REQUIRED FIELD.</p> <ul style="list-style-type: none"> <li>• SB is used for standard purchase orders (normally one time purchases).</li> <li>• VB is used for vendor blanket orders (purchase of goods or services over a period of time with numerous invoices).</li> </ul>
<b>New Fab</b>	<p>This is a pre-printed field. This field is preset to answer "no." You may change to "Y" if you are purchasing a new fabrication. If you answer "Y" please complete the Equipment Purchases section on the Maintain Purchase Requisition - Line Items screen. (If you don't your requisition will be returned by Equipment Management.)</p>
<b>Reqstn Date</b>	<p>This is a pre-printed field. The computer enters the date you begin working on the form number. Modify the date as needed. You must enter 2 digits for month, 2 digits for day, and 4 digits for year. Here's an easy way to remember it: MO DA YEAR.</p>
<b>Needed by</b>	<p>You must enter 2 digits for month, 2 digits for day, and 4 digits for year. Here's an easy way to remember it: MO DA YEAR.</p>

<b>Rush</b>	If you want this order to be flagged as a "Rush" order please enter "Y." The Rush field must be 'Y' or blank. If you identify the order as rush, please use the Requisition:Notes screen to (1) tell Purchasing the date you must receive the goods or services, and (2) describe the reason for the rush. If the Purchasing Manager approves the requisition as a rush, the order will be expedited. The Purchasing Department will advise you if your request cannot be met.
<b>Attachments</b>	If you answer Yes, please select HELP (PF1) to identify the type of attachment you are sending. Use Requisition Notes to tell the Purchasing Department how you will be forwarding the attachments (ie: fax, email, etc.). (Please remember to print the form number on every page you forward!)
<b>Dept Contact</b>	The data in this field is pre-printed from the default parameters. Enter the name the person who can answer questions about the specifications of the requisition.
<b>Contact Phone</b>	The data in this field is pre-printed from the default parameters. Enter the phone number for the department contact named above.
<b>Deliver to</b>	The data in this field is pre-printed from the default parameters, if any were entered. Use the campus address and zip + 4.
<b>Ship to Address</b>	The data in this field is pre-printed from the default parameters. Use the department and address including zip + 4 the vendor should use when shipping orders to campus.
<b>Budget Data</b>	Detailed instructions are provided in Section VIII entitled, "Release Requisitions."
<b>Requisition Notes</b>	Detailed instructions are provided on the following pages.
<b>Release:</b>	Detailed instructions are provided in section VIII, "Release Requisitions."
<b>Line Item (PF6 )</b>	Detailed instructions are provided in the next section of this chapter.

*MAINTAIN PURCHASE REQUISITION - REQUISITION NOTES SCREEN:*

Notes, comments and explanations may be entered in this field. The data in this field is available to all campus releasers, Equipment Management, and the Purchasing buyers. Please use the field to provide details that are necessary for campus personnel, but should not be sent to the vendor. You should enter notes on this screen if any of the following is true:

- Rush is a "Yes." Identify the date the goods or services are needed; explain the need for the rush.
- Attachments is a "Yes." Tell the Purchasing buyer how you are sending the attachments. (Be sure to print the form number in the upper right corner on all pages.)
- Information that needs to be communicated to Equipment Management.

- **From the Main Menu**, use the direct command sequence "RX PR RQ". to access the Header Information screen.
- Type M (for MODIFY) in action code
- Move the cursor to the field to the right of the name Requisition Notes, type any symbol, and press <ENTER>. (Figure 21 shows this screen with an example of inventory information.)
- Enter all notes, comments, and explanations relevant to the processing of this order.
- Press <ENTER>.

Figure 21 Maintain Requisition Notes

```

Reqstn Notes 002315-001 modified successfully
08/25/97          ***** REQUISITION EXPRESS *****          ORPRP013
ACMEA            - Maintain Requisition Notes -                  ALLN01

*Action (A,C,D,M,N,P):      M  Dept: PURC  Form No: 002315
                               Page: 001 of: 001

          Purchase Requisition Notes/Comments/Text          Prt
1  -----
1  EQUIP. MGT: SEVERAL DIFFERENT EQUIPMENT_____          Y
2  ITEMS ARE BEING PURCHASED.  ITEMS 1-4 ARE_____          Y
3  SHARED BY 2 DEPTS AND WE HAVE ASSIGNED_____          Y
4  DIFFERENT CUSTODIES.  ITEM 5 ADDS VALUE TO_____          Y
5  ITEM 1.  ITEMS 6 (NEW) & 7 ARE RELATED TO_____          Y
6  FABS.  ITEM 9 IS FOR NON-INVENTORIAL_____          Y
7  SOFTWARE.  ITEM 10 IS ADD-ON TO EXISTING_____          Y
8  EQUIP.  CALL X9999 WITH QUESTIONS._____          Y
9  _____          -
10 _____          -
11 _____          -

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help retrn quit          bkwrđ frwrđ          main
    
```

*MAINTAIN PURCHASE REQUISITION - LINE ITEMS SCREEN*

*Your departmental DSA must give you authorization to maintain purchase requisitions per the following instructions:*

- From the Main Menu, use the direct command sequence "RX PR RQ" to get to the Maintain Requisition - Header Information screen.
- Press PF6 Items . The Maintain Purchase Requisition - Line Items screen will appear. Figure 8 shows this screen before data has been added.



The following fields appear on your screen. The fields printed in **BOLD** can be modified. The fields printed in *italics* cannot be modified and are informational. Six fields must be completed before the order can be released: Action, Line Item, Line Item Description, LAFS, Object, and either Amount/Balance or percentage. Complete the fields as appropriate, assign an action code, and press <ENTER>.

<u>FIELDS</u>	<u>DESCRIPTION LINE ITEM SCREEN</u>
<b>Action Code</b>	<p>See a detailed description of the action codes in Appendix D. Line items cannot be inserted. Select one of the following options:</p> <ul style="list-style-type: none"> <li>A <b>ADD A RECORD.</b> The first time you enter data in the line item screen you must use the <u>A</u> (for ADD) code. After you add a line item the computer immediately moves you to the next line item number and, carries forward the budget information from the previous line item.</li> <li>B <b>BROWSE A LIST OF VALUES.</b> Pulls up a pop-up screen that lists all line items for this form number.</li> <li>C <b>CLEAR THE SCREEN CONTENTS.</b> The line item budget data will be carried forward from the <b>FIRST LINE ITEM</b> (not from the previous line item). The remainder of the fields will be cleared.</li> <li>D <b>DISPLAY A RECORD.</b> The computer displays the line item number for the form number shown.</li> <li>M <b>MODIFY A RECORD.</b> Use this code to modify data for the line item number shown.</li> <li>N <b>DISPLAY THE NEXT RECORD.</b> When you use the <u>N</u> (for NEXT) code, the computer moves the user to the next line item number for the form number shown. If you reach the last line item number for the form number the computer will provide a message. "End of data reached."</li> <li>P <b>PURGE A RECORD.</b> The data for the line item and form number will be purged. Data for all other line item numbers will remain unchanged. <b>NOTE:</b> The computer does not re-number subsequent line items. You must manually re-number and <b>MODIFY</b> each subsequent line item.</li> </ul>
<i>Dept</i>	This is a pre-printed field. You cannot modify it from this screen.
<i>Form No.</i>	This is a pre-printed field. You cannot modify it from this screen.

<b>Line Item</b>	<p>The number that appears below the field name is the number of the line item you are looking at. To look at the information for a different line item, type the number of the line item you want to review in the space and press &lt;ENTER&gt;.</p> <p>To see a list of all the line items for this order, type <u>B</u>BROWSE in the action code and press &lt;ENTER&gt;.</p>
<b>Quantity</b>	Enter the quantity you wish to order for this line item. You can leave the field blank for unusual situations.
<b>Unit</b>	Enter the unit measurement for your quantity. Use the HELP (PF1) screen to find out which units are acceptable. If you need to enter a unit that is not listed, phone Purchasing at Extension 2555.
<b>Unit Price</b>	Enter the price for one of each of the units. The computer will calculate the extended price (quantity * Unit Price) for you and show it on the right.
<b>Taxable</b>	The default is "T" for Taxable. Change the code to "N" if tax should not be charged for this line item.
<i>Extended Price</i>	The computer calculates this for you. The formula is: quantity * Unit Price * Tax at current rate (if you flagged T in the field taxable).
<b>Line Item Desc</b>	<p>Enter the first 45 characters of the description of the line item being shown.</p> <p>While this field will only hold 45 characters you <b>can continue</b> the description by using the next field, "more line desc." Use the line item description field(s) to provide information required by the vendor. Use the Requisition Notes screen to provide information for campus personnel only.</p>

**More Line Desc** Use this section to enter the complete description/specifications to be sent to the vendor. Requisitions which refer to attachments for detailed descriptions will be returned. Use the Requisition Notes section (accessed from the Header Information Screen) to provide information to the Purchasing Buyers.

Enter any key in the field to the right of the description and press <ENTER>. The pop-up menu that appears will look like Figure 9 below:

Figure 9 Line Item Additional Description

```

Enter changes
08/27/96      ***** REQUISITION EXPRESS *****      ORPRP016
ACMEA1      - Line Item Additional Description -      ALLN01

*Action (A,C,D,M,N,P):      M Dept: PURC Form No: 002315
                          Line Item: 01 Page: 001 of: 001

                          Line Item Additional Description
                          -----
1__  PERFORMA 6300 CD-ROM COMPUTERS _____
1   16MB RAM, 1.2GB HARD DRIVE, 120 MHZ, EXTENDED
2   KEYBOARD. SCII DRIVE INTERNAL, PCI CARD. ____
3   FAX MODEM (28.8), SPECIAL SOFTWARE PACKAGE. __
4   (DELIVER ALL AT ONE TIME) _____
5   _____
6   _____
7   _____
8   _____
9   _____
10  _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9
confm help  retrn quit                          bkwrdr frwrdr

```

Note that the first 45 characters typed in Description are already shown on the screen. The first time you add data using the additional description screen you must use the code A (for ADD) Afterward use the code M (for MODIFY).

After you press PF2 to return to the line item screen there is a > symbol in the box next to the field name. The > symbol indicates that there is data in that screen.

<b>Model</b>	Enter the model number if you have one.
<b>Catalog</b>	Enter the catalog number if you have one.
<b>Line Item</b>	The following twelve fields (*L, Acct, Fund, S, Obj, Amount, Bal, %Pct,
<b>Budget Data</b>	*CCntr,*Ctype,*Proj, *Owned-By) identify information about how you will pay for this line item.

<b>L Acct Fund S</b>	<p>Type the Location Account fund Sub account (LAFS). You may use the PF1 HELP to give list of all budgets for the department code. However, the pop-up help list may list LAFS you have not been authorized to use.</p> <p>You must charge at least one budget from your department. You may split fund the requisition with other departments that also use the on-line REX system. After the releaser approves the order for your department, the computer will automatically forward the note to the other departments for their releaser. An email message will notify the releaser in the next department that a requisition is waiting to be released.</p>
<b>Object</b>	<p>Type the object code to debit. You may use the PF1 HELP to give list of all object codes that relate to the sub account you have identified. If you have questions about the proper object codes to use for the purchase of inventoried items, contact the Equipment Management department at X2389 or X4073.</p>
<b>Amount</b>	<p>There are two ways to Split fund the expense for a line item: Percent (%) or Amount/Balance. We recommend using a percentage split when possible. However, if you choose to split by Amount/Balance please type in the amount you wish to allocate next to each LAFS. If you choose to split by Amount/Balance, please flag one LAFS with a "B" for balance. This will let the Purchasing department know which LAFS can be adjusted if the final cost is not exactly the same as your projection.</p>
<b>Bal</b>	<p>Please flag one LAFS with a "B" for balance if you choose to split fund by Amount/Balance. This will let the Purchasing department know which LAFS can be adjusted if the final cost is not exactly the same as your projection. Your order may be delayed if: 1) the final amount is different from the amount you entered, and 2) you use the Amount/Balance split and do not flag one LAFS with a "B."</p>
<b>%Pct</b>	<p>We recommend using a percentage split when possible. In the percentage field, type in the percentage you wish each LAFS to pay.</p>
<b>CCntr</b>	<p>This field was created so each department could track budget information at the department level. It is not used by the Central Tracking system. If you choose to use the CCntr field your department must first set up a Ccntr for each LAFS. Contact the Accounting Department for more information on how to do this.</p>

<b>Ctype</b>	This field was created so each department could track budget information at the department level. It is not used by the Central Tracking system. If you choose to use the Ctype field your department must first set up a Ccntr for each LAFS. Contact the Accounting Department for more information on how to do this.
<b>Proj</b>	This field was created so each department could track budget information at the department level. It is not used by the Central Tracking system. If you choose to use the Proj field your department must first set up a Ccntr for each LAFS. Contact the Accounting Department for more information on how to do this.
<i>Owned-By</i>	This is an information field only. Even though there is a PF1 HELP screen, you cannot modify this field. The computer shows you which department has responsibility for the LAFS.
<b>Equipment Purchases</b>	The next eight fields are linked to the campus equipment inventory database: Trade-in, Add-On, Fabrication Id., *Property Number, *Custody Code, *Building, Room, User Code.
<b>Trade-in</b>	If you are trading in equipment owned by the University, type any symbol in this box. (It will become "Y.") You must complete the Property Number field if you trade-in equipment. When you enter the property number and press <ENTER> the computer will automatically enter the custody code information from the campus inventory database.
<b>Add-On</b>	If the equipment you are purchasing will be added onto equipment currently in the possession of the University, type any symbol in this box. (It will become "Y.") You must complete the Property Number field if you add-on equipment. When you enter the property number and press <ENTER> the computer will automatically enter the custody code information from the campus inventory database.
<b>Fabrication ID</b>	If fabrication is ongoing, enter name of the fabrication. and property number assigned to fabrication. The custody code information related to the fabrication will be entered by the system when you press <ENTER>. <p>If you do not complete this information, the Equipment Management department will return your requisition BEFORE it is forwarded to the Purchasing department.</p>

**Property Number** Use PF1 HELP to bring up a pop-up screen that will search the Equipment Management database and provide property number, custody code, bldg, room, and user Code. Or, if available, look at the property number tag on the equipment. When you enter the property number in the req field and press <ENTER> the computer will provide the custody information automatically.

If you are purchasing equipment and do not complete this information, the Equipment Management department will return your requisition BEFORE it is forwarded to the Purchasing department.

**Custody Code** This field must be completed if are purchasing new equipment. Enter the custody you want to assign and the actual fund number if federally funded in any percent all other funds are coded "oo". You must set the action code to A (for ADD) to use the PF1 HELP screen and have the computer enter the custody code from HELP to the Line item screen. See Figures 11, 12, and 13 for examples of multiple custody assignments.

If you are purchasing equipment and do not complete this information, the Equipment Management department will return your requisition BEFORE it is forwarded to the Purchasing department.

**Building Room** This field must be completed if you have checked either trade-in or add-on or are purchasing new equipment. Enter the custody you want to assign if new equipment. The building and room combination you enter must be valid in the FDX system. The FDX system is governed by the Budget and Planning Department. Contact Susanne Lascurettes if building room combination is rejected by the system.

If you are purchasing equipment and do not complete this information, the Equipment Management department will return your requisition BEFORE it is forwarded to the Purchasing department.

**User Code** This is an optional field. This field should be completed if you are purchasing new equipment. The two character field is your field to define. It can be helpful to record equipment by persons or projects on the inventory.

If you are purchasing equipment and do not complete this information, the Equipment Management department will not return your requisition BEFORE it is forwarded to the Purchasing department.

*MAINTAIN PURCHASE REQUISITION - LINE ITEMS SCREEN:*

The Browse Requisitions Line Items screen is accessed from the Line Items screen.

- **From the Maintain Purchase Requisition Header Information screen** (see Figure 6), open PF6 Items. The Line Items screen will appear. See Figure 8.
  - To view a summary of all line items use the B (for BROWSE) action code and press <ENTER>. You cannot make changes on this screen. Changes in data can only be made from the PF6 Maintain Purchase Requisition - Line Items screen. The total amount of the order is the sum of the cumulative extended price for all line items.
- To access any line item on this screen move the cursor to the line item and press <ENTER>. Figure 10 shows the line items, prices and total cost for form 002315 on the Browse Purchase Requisition Line Items screen.

Figure 10 Browse Requisition Line Items

Position cursor or ENTER screen value to select						
08/25/97		***** REQUISITION EXPRESS *****			ORPRN019	
ACMEA		- Browse Purchase Requisition Line items -			ALLN01	
Ln	Qty	Unit	Description	Unit Price	Ext. Price	
01	4.00	EA	PERFORMA 6300 CD-ROM CO	1,800.00	7,758.00	
02	5.00	EA	17" MONITORS	550.00	2,963.13	
03	2.00	EA	CANON COPIERS	2,500.00	5,387.50	
04	1.00	EA	COPIER TRADE-IN ALLOWAN	-2,500.00	-2,500.00	
05	4.00	EA	COMPUTER SOFTWARE APPLI	200.00	862.00	
06	1.00	EA	SCREWS, CABLE, NAILS, A	300.00	323.25	
07	1.00	EA	ASSORTED NUTS AND BOLTS	375.00	404.06	
08	1.00	EA	DISCOUNT LINE ITEM #1	-150.00	-161.63	
09	1.00	EA	SOFTWARE FOR IBM PC	895.00	964.36	
10	1.00	EA	INTERNAL HARD DRIVE	382.00	411.61	
*** End of Data ***						
Rqstn-ID Line Number: 002315 _				Total Amount:		<b>16412.28</b>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--						
help retrn quit				bkwrdr frwrdr		

**HOW TO SPLIT FUND AN ORDER:**

You may split fund a requisition with other departments that also use the on-line REx system. The initiating department or department to process the requisition must fund the majority of the order. If the funding is equal, either department is able to initiate the requisition. After the releaser approves the order for your department, the computer will automatically forward the requisition to the other departments for their approval. The initiating department may want to communicate to the other department(s) the requisition had been approved and released and is waiting other approval.

There are three ways to split fund the expense for an order: (1) by Percentage, (2) by exact dollar amount, and (3) Balance. We recommend using the percentage split when possible.

Figure 11 (line item 1) shows how to Split-Fund by Percentage and Figure 12 (line item 2) shows how to Split-Fund by Amount and Balance.

*PERCENT METHOD OF SPLIT FUNDING AN ORDER:*

The computer calculates the exact debit for each LAFS when you split fund a line item by percentage. If the final price for the line item differs from your projection, the computer will automatically calculate the actual expense for each LAFS using the percentage you authorize. When you use the percentage method of funding, the Total Budget amount on the header screen will be the same as the Total Amount on the Line Items screen.

- **From the Maintain Purchase Requisition Header Information screen** (see Figure 6), open PF6 Items. The Line Items screen will appear. See Figure 8.

- To view a summary of all line items use the B (for BROWSE) action code and press <ENTER>. Figure 10 shows the Browse Requisition Line Items screen. Select the line item you want to work on.

\*\*\*\*\*

**Figure 11 shows line item 1** after data has been added to split fund an order using the Percentage method.

- Enter quantity, unit, unit price, taxable, line item description, model, catalog data.
- Enter LAFS and object code for each fund source.
- Enter the percent each LAFS should pay.
- Type A (for ADD) in action code and press <ENTER>. The computer will automatically copy all Line Item Budget Data and paste it into every subsequent line item. (You must edit the budget data in subsequent line items if it should be different from the first line item.)

Figure 11 Split-Fund by Percent

```

Line Item 002315-01 modified successfully
08/21/97          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA           - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,B,C,D,M,N,P):  M  Dept: PURC  Form No: 002315

  Line Item      Quantity  *Unit      Unit Price  Taxable  Extended Price
    01            4.00    EA          1800.00    T          7758.00
Line Item Desc.: PERFORMA 6300 CD-ROM COMPUTERS
More Line Desc.: > Model: XX          Catalog: YY
-----
| 1_ *L Acct Fund S *Obj      Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By
| 1  8 661548 19900 4 9900      5818.50 - 75      - - - - - INVE
| 2  8 661555 19900 4 9900      1939.50 - 25      - - - - - PURC
| 3  - - - - - - - - - - - - - - - - - - - - - - -
-----
|          Trade-in: _      Add-On: _      Fabrication Id: SEE LINE #5
| 1_ *Property Number      *Custody Code      *Building Room:      User Code
|          _____      8 0200 00          982          EM
| 2_          _____      8 0403 00          982          PU
-----
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help retrn quit          bkwrđ frwrđ          main

```

Ten different custody codes may be entered for each line item.  
To access custody codes 3-10 enter the number in this space.

*AMOUNT AND BALANCE METHOD OF SPLIT FUNDING AN ORDER:*

You may split-fund an order by giving the exact dollar amount for all but one LAFS. Enter a B in the balance field of one LAFS. The "B" designation will apply the balance remaining (debit or credit) to that particular LAFS.

- **From the Maintain Purchase Requisition Header Information screen** (see Figure 6), open PF6 Items. The Line Items screen will appear. See Figure 8.
- To view a summary of all line items use the B (for BROWSE) action code and press <ENTER>. Figure 10 shows the Browse Requisition Line Items screen. Select the line item you want to work on.  

\*\*\*\*\*
- **Figure 12 shows line item 2** after data has been added to split fund an order using the Amount and Balance method.
- Enter quantity, unit, unit price, taxable, line item description, model, catalog data.
- Enter LAFS and object code for each fund source.
- Enter the dollar amount for each LAFS EXCEPT ONE. Leave one blank.
- Type a B in the Balance field next to LAFS that does not have a dollar amount.
- Type A (for ADD) in action code and press <ENTER>. Remember that the computer automatically carries the budget data from line item 1 forward to subsequent line items. (You must edit this data in subsequent line items if it should be different from the first line item.)

Figure 12 Split-Fund by Amount and Balance

```

Line Item 002315-02 modified successfully
08/12/97          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA           - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,B,C,D,M,N,P):  M  Dept: PURC  Form No: 002315

      Line Item      Quantity  *Unit      Unit Price  Taxable  Extended Price
      02             5.00    EA         550.00     T         2963.13
Line Item Desc.: 17" MONITORS
More Line Desc.:  _  Model: _____ Catalog: _____
-----
Line Item Budget Data -----
| 1_ *L Acct Fund S *Obj      Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By
| 1  8 661548 19900 4 9900      _____ B _____          INVE
| 2  8 661555 19900 4 9900      750.00  _ _____          PURC
| 3  _ _____ - _____ - _____ - _____ - _____
-----
Equipment Purchases -----
| Trade-in: _      Add-On: _      Fabrication Id: _____
| 1_ *Property Number *Custody Code *Building Room: User Code
| 1  _____ 8 0200 00      982          _____ EH
| 2  _____ 8 0403 00      982          _____ PU
-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
confm help  retrn quit          bkwrđ frwrđ          main
    
```

## EQUIPMENT MANAGEMENT AND CAMPUS INVENTORY

Line items showing equipment purchases have already been used as examples in the preceding sections. This section provides more detailed examples of equipment acquisitions. The system will give you an error message if you do not enter all the necessary Equipment information. You must complete the section Equipment Purchases at the bottom of the Line Items screen if any of the following examples describe your order:

- The item being purchased is inventorial. A line item is inventorial if it meets all of the following criteria: (1) not expendable, and (2) free standing, and (3) valued at market price of \$2500<sup>1</sup> or greater (including tax). Sub 4 must be used to purchase this equipment.
- The department is trading in an item that is currently on the UC inventory. See Figure 14 (line item 4).
- The department is adding on to an item that is currently on the UC inventory. See Figure 17 (line item 7) and Figure 20 (line item 10).

- The department is doing a Fabrication of an item that will be on the UC Inventory. Fabrications are constructs of [usually] scientific equipment that have not existed before. Building a computer system for office use is NOT a Fabrication. See Figure 16 (line item 6) and Figure 17 (line item 7). Low-Value Purchase Authorization (LVPA) numbers may be used in the case of Fabrications. To add these values to the inventory contact Equipment Management at X2389.

*PURCHASE NEW EQUIPMENT:*

If you are purchasing a new item that should be on the UC Inventory, you must complete the Equipment Purchases section on the Line Item screen. **The requisition will be returned to the department before Purchasing sees the requisition if the equipment purchase information is not provided on the line item screen.** The field "More Line Item Description" is available to enter a very detailed description (i.e. a computer configuration).

You only need to enter equipment information ONCE (on the first line item) if every line item will be assigned IDENTICAL custody code information. If the remaining line items will be assigned different codes, you must enter each line item coding as it changes. Please use the Requisition Notes screen (Figure 21) to provide clarification as needed.

- **From the Maintain Purchase Requisition Header Information screen** (see Figure 6), open PF6 Items. The Line Items screen will appear. See Figure 8.
  - To view a summary of all line items use the B (for BROWSE) action code and press <ENTER>. Figure 10 shows the Browse Requisition Line Items screen. Select the line item you want to work on.
- \*\*\*\*\*
- **Figure 13 shows line item 3**, after budget data and equipment inventory data has been added.
  - Enter quantity, unit, unit price, taxable, line item description, model, catalog data.
  - Enter line item budget data. Use the 9000 object code for non-computer related equipment and the 9900 object code for all computer related equipment (including printers, scanners, etc.).
  - Enter equipment purchase data. Type in the associated custody code, building, room, and user code
  - Type M (for MODIFY) in action code and press <ENTER>.

The following chart summarizes the line items, and figures, and provides a description of the purchase.

Figure	Line Item	Description
11	1	Purchase new equipment; split fund by percent
12	2	Purchase new equipment; split fund by dollars
13	3	Purchase new equipment; trade-in. See Figure 14 (line 4)
14	4	Trade-in
15	5	Software required to operate line 1 (Figure 11)
16	6	Fabrication of new equipment
17	7	Fabrication add-on to existing equipment
18	8	Discount
19	9	Software (non-inventorial)
20	10	Add-on to existing equipment

Figures 11, 12, and 13 (line items 1, 2, and 3) show different examples of purchasing new equipment.

Figure 13 Purchase New Equipment

```

08/21/96          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA1          - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,B,C,D,M,N,P):  -   Dept: PURC  Form No: 002315

  Line Item   Quantity  *Unit   Unit Price  Taxable  Extended Price
    03         2.00    EA         2500.00    T         5387.50
Line Item Desc.:  CANON COPIERS
More Line Desc.:  _ Model: _____ Catalog: _____

----- Line Item Budget Data -----
| 1_ *L Acct Fund S *Obj   Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By
| 1  8 661555 19900 4 9000   5387.50 _ 100   _____ _____ _____ PURC
| 2  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
| 3  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
----- Equipment Purchases -----
| Trade-in: _ Add-On: _ Fabrication Id: _____
| 1_ *Property Number *Custody Code *Building Room: User Code
| 1  _____ 8 0403 00 _____ 982 _____ PU
| 2  _____ 8 0403 00 _____ 982 _____ EM
-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
confm help retrn quit          bkwrđ frwrđ          main
  
```

*OBJECT CODES:*

The following table will help you to determine the proper object code.

Table Of Object Codes

<u>Sub Account</u>	<u>Object Code</u>	<u>Description</u>
4, 5, or 7	9000	Purchase of non-computer related equipment
4, 5, or 7	9300	Discount for a trade-in
4, 5, or 7	9600	Purchase of non-inventorial components of a fabrication purchased with 19900 funds
4, 5, or 7	9610	Purchase of non-inventorial components of a fabrication purchased with other than 19900 funds
4, 5, or 7	9900	Purchase of computer related equipment (may include software ONLY if it is needed to operate the hardware being purchased AND it is purchased at the same time as the hardware.)
3,5, or 7	5320	Site licenses <sup>2</sup>
3,5, or 7	7100	Maintenance contracts <sup>3</sup>
3,5, or 7	8000	Supplies & Materials - Other (not inventorial)
3,5, or 7	8085	Computer Software (not inventorial) <sup>4</sup>

*CUSTODY CODE:*

The custody code field is a combination of characters that represents the campus code (UCSB = 8), department code (4 digits), and fund (2 OR 5 digits). This field is required and enables the user to assign the equipment to the departmental inventory directly from the on-line requisition. The following table shows frequently used fund digits. If you have a new fund source that is not listed in the REx Help screen, call Diana Mina at X2389 and she will update the custody code fund table. Figure 11 (line item 1) shows an example whereby three computers will be assigned custody 8 0200 00 and one computer will be assigned custody 8 0403 00 because the funding split is 75% / 25%. This example shows the flexibility REx gives the user in determining the inventory status of equipment items. There are ten possible custody owners for every line item. This option is intended for use when multiple identical pieces of equipment are purchased on one line

item entry. HOWEVER, any individual equipment item must be in custody 100%. An equipment item cannot be split between custody codes. However, different custody codes may be assigned for up to ten identical items. (See Requisition Notes screen, Figure 21, for an example of how to communicate this to Equipment Management.) Departments wishing to share custody of one item should have an internal agreement on disposition and use of the equipment. (For more examples of the custody assignment tool see Figures 12, 13 and 21).

<u>FUND SOURCE</u>	<u>CUSTODY FUND NUMBER</u>
Federal Funds	FUND NUMBER
All Other Fund Numbers (Including 19900, 69750, 07427 )	00

*TRADE-IN:*

If you are trading in an item that is currently on the UC Inventory you must complete the Equipment Purchases section on the Maintain Purchase Requisition Line Item screen. Equipment Management uses this information to delete the equipment from the Inventory. An EIMR does NOT have to be submitted when the property number is entered on the requisition.

- **From the Maintain Purchase Requisition Header Information screen** (see Figure 6), open PF6 Items. The Line Items screen will appear. See Figure 8.
  - To view a summary of all line items use the B (for BROWSE) action code and press <ENTER>. Figure 10 shows the Browse Requisition Line Items screen. Select the line item you want to work on.
- \*\*\*\*\*
- **Figure 14 shows line item 4** after budget data and equipment inventory data has been added.
  - Enter "Y" in the field next to the words "Trade-in."
  - To enter the property number and all associated data of the equipment being traded-in follow these steps.
  - Type M (for MODIFY) in the action code.
  - Move the cursor to the space below the words "Property Number."
  - Type in the property number<sup>5</sup> of the equipment that is being traded in.
  - Type in the amount of the trade-in discount and debit object code 9300. (Make sure that the unit price of the equipment being purchased shows the amount without the trade-in discount.)
  - Type an N in the Taxable field to indicate that a trade-in is not taxable.
  - Type M (for MODIFY) in action code and press <ENTER>.

Figure 14 Trade-In

```

08/21/96          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA1          - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,B,C,D,M,N,P):  -   Dept: PURC  Form No: 002315

   Line Item   Quantity  *Unit   Unit Price  Taxable  Extended Price
      04         1.00   EA         -2500.00   N         -2500.00
Line Item Desc.: COPIER TRADE-IN ALLOWANCE
More Line Desc.:  _ Model: _____ Catalog: _____
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1_ *L Acct Fund S *Obj   Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By
| 1  8 661555 19900 4 9300  -2500.00  _ 100   _ _ _ _ _ PURC
| 2  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
| 3  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                                     Equipment Purchases
| Trade-in: Y      Add-On: _      Fabrication Id: _____
| 1_ *Property Number *Custody Code *Building Room: User Code
| 1  948001987      8 0403 00      982      _ _ _ _ _
| 2  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help retrn quit          bkwrđ frwrđ          main
  
```

*SOFTWARE PURCHASE (INVENTORIAL):*

The only time you may add the cost of software to the inventory is when the software is purchased at the same time as the hardware.

Figure 15 (line item 5) shows an example of software that is needed to operate the computer purchased on line item 1. (See Figure 11.) To include the software as part of the value of this equipment item (both must be purchased on the same requisition) you must complete the Equipment Purchases section on the Line Item screen for both line items. To link the software as part of the hardware also see Figure 21 (Requisition Notes Screen).

In this example the funding and the custody are split exactly the same as the item it supports.

Figure 15 Software Required to Operate Equipment. (Also see Figure 11)

```

Line Item 002315-05 displayed successfully
08/21/97          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA           - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,B,C,D,M,N,P):  D  Dept: PURC  Form No: 002315

      Line Item      Quantity  *Unit      Unit Price  Taxable  Extended Price
      05              4.00     EA         200.00     T         862.00
Line Item Desc.:  COMPUTER SOFTWARE APPLICATION
More Line Desc.:  _ Model: _____ Catalog: _____

----- Line Item Budget Data -----
| 1_ *L Acct Fund S *Obj      Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By |
| 1  8 661548 19900 4 9900      646.50 _ 75     _ _ _ _ _ INVE |
| 2  8 661555 19900 4 9900      215.50 _ 25     _ _ _ _ _ PURC |
| 3  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ |
----- Equipment Purchases -----
| Trade-in: _ Add-On: _ Fabrication Id: SEE LINE #1 |
| 1_ *Property Number *Custody Code *Building Room: User Code |
| 1  _ _ _ _ _ 8 0200 00 982 _ _ _ _ _ EM |
| 2  _ _ _ _ _ 8 0403 00 982 _ _ _ _ _ PU |
-----
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help retrn quit          bkwrđ frwrđ          main

```

**NEW FABRICATION:**

If you are fabricating an item that will be New to the UC Inventory you must complete the Equipment Purchases section on the Line Item screen. See the example in Figure 16 (line item 6).

**Fabrications are projects for research and development** where contract & grant funding is involved. If you wish to create a new Fabrication with State or other non-research funds, please contact Equipment Management for assistance. It can be done but it is extremely rare and requires special coding. Some aspects of Fabrications should be noted here:

- a) Fabrication purchases are usually supply items that are becoming part of the finished product and do not receive UC Property tags themselves. The first requisition of a new fabrication will be assigned a property number for the life of the Fabrication. Please refer to this property number in addition to the name of the FAB (ID) in subsequent purchases.
- b) All items that are included in a Fabrication that would normally be inventorial in themselves will receive a separate tag and be tracked on the inventory with the FAB Property number as a cross-reference.
- c) An annual report of all expenses (except for the inventorial components) must be sent to Equipment Management by June 15. The total amount will be added annually to the accumulating value of the FAB.

The following information should be included in the report: (1) property number, (2) name of each FAB, (3) cost of labor (man-hours), (4) cost of supply items including all S&E purchases (both LVPA and high value purchases), (5) source of funds, (6) purchase number and (7) date of expenditure.

- d) Object Codes. The object code for non-inventorial components of Fabrications is either 9610 (purchased with other than 19900 funds) or 9600 (purchased with 19900 funds). The object code for inventorial components of fabrications that are computer related equipment is 9900. The object code for inventorial components of fabrications that are non-computer related equipment is 9000.

- **From the Maintain Purchase Requisition Header Information screen** (see Figure 6), open PF6 Items. The Line Items screen will appear. See Figure 8.
  - To view a summary of all line items use the B (for BROWSE) action code and press <ENTER>. Figure 10 shows the Browse Requisition Line Items screen. Select the line item you want to work on.
- \*\*\*\*\*
- **Figure 16 shows line item 6**, after budget and equipment inventory data has been added.
  - Enter the Fabrication name in the "Fabrication ID" field.
  - Type in the custody code of the department that will have custody on the UC inventory.
  - Type in the building where the equipment will be stored (for the UC Inventory).
  - If known, type in the room and user code for the UC Inventory.
  - Type M (for MODIFY) in action code and press <ENTER>.

Figure 16 Creating New Fabrication With Purchase Order

```

Line Item 082315-06 modified successfully
08/25/97          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA           - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,B,C,D,M,N,P):  M  Dept: PURC  Form No: 082315

  Line Item   Quantity  *Unit   Unit Price  Taxable  Extended Price
      06         1.00   EA         300.00    T          323.25
Line Item Desc.: SCREWS, CABLE, NAILS, ASSORTED
More Line Desc.:  _  Model: (NEW FAB)          Catalog: START-UP PO
-----
Line Item Budget Data -----
| 1 *L Acct Fund S *Obj      Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By
| 1  8 661555 69750 4 9610      323.25  _  100          _          _          _          PURC
| 2  _          _          _          _          _          _          _          _          _
| 3  _          _          _          _          _          _          _          _          _
-----
Equipment Purchases -----
| Trade-in: _      Add-On: _      Fabrication Id: TOP SECRET #3 _
| 1 *Property Number *Custody Code *Building Room: User Code
| 1  _          8 0403 00          982          _          PU
| 2  _          _          _          _          _          _
-----
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help retrn quit          bkwrđ frwrđ          main

```

*FABRICATION (EQUIPMENT ALREADY ON UC INVENTORY):*

If you are adding to an already existing Fabrication, you must complete the Equipment Purchases section on the Line Item screen. See the example in Figure 17 (line 7).

- **From the Maintain Purchase Requisition Header Information screen** (see Figure 6), press PF6 Items. The Line Items screen will appear. See Figure 8.
- To view a summary of all line items use the B (for BROWSE) action code and press <ENTER>. Figure 10 shows the Browse Requisition Line Items screen. Select the line item you want to work on.  

\*\*\*\*\*
- **Figure 17 shows line item 7** after budget data and equipment inventory data has been added.
- Type in the amount of the item and debit object code 9600 for non-inventorial components for 19900 funds or object code 9610 for non-inventorial components for all other funds. For inventorial components that are computer related use object code 9900. For inventorial components that are not computer related use object code 9000.
- Enter "Y" in the field next to the words "Add-On."
- Enter the fabrication ID name and the UC Property Number assigned to the Fabrication.
- To enter the property number and all associated data of the existing fabrication, follow these steps.
- Move the cursor to the space below the words "Property Number."
- Type in the property number<sup>6</sup> of the equipment that is being modified.
- Type M (for MODIFY) in action code and press <ENTER>.

Figure 17 Fabrication (existing): Add to the Fabrication of Supply Items

```

08/21/96          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA1           - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,B,C,D,M,N,P):  _   Dept: PURC  Form No: 002315

  Line Item      Quantity  *Unit      Unit Price  Taxable  Extended Price
    07            1.00    EA_           375.00    T          404.06
Line Item Desc.: ASSORTED NUTS AND BOLTS
More Line Desc.:  _ Model: (ON-GOING FAB)  _ Catalog: _____

----- Line Item Budget Data -----
| 1_ *L Acct Fund S *Obj      Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By
| 1  8 661555 69750 4 9610      404.06  _ 100    _ _ _ _ _ PURC
| 2  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
| 3  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
----- Equipment Purchases -----
| Trade-in:  _ Add-On: Y Fabrication Id: TOP SECRET #1_
| 1_ *Property Number *Custody Code *Building Room: User Code
| 1  968001840_ 8 0403 00_ 982  _ _ _ _ _
| 2  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
confm help retrn quit          bkwrd frwrd          main

```

*DISCOUNT:*

If you are receiving a discount for an item that will be on the UC Inventory you must add an additional budget line item for the amount of the discount and use the LAFS and object code that matches the coding used to purchase the new equipment. Please use 9900 for computer hardware and related stand alone peripherals and 9000 for all other equipment. In Figure 18 (line item 8) the discount is applied, and the credit is split-funded (using the percentage method) between the same accounts that funded the purchase of the equipment. See Figure 11 (line item 1).

- From the Maintain Purchase Requisition Header Information screen (see Figure 6), press PF6 Items. The Line Items screen will appear. See Figure 8.
  - To view a summary of all line items use the B (for BROWSE) action code and press <ENTER>. Figure 10 shows the Browse Requisition Line Items screen. Select the line item you want to work on.
- \*\*\*\*\*
- **Figure 18 shows line item 8** after budget data has been added.
  - Type in the amount of the discount and debit the appropriate object code.
  - Check to make sure the budget line purchasing the equipment shows the total amount without the discount.
  - Type M (for MODIFY) in action code and press <ENTER>.

Figure 18 Discount as Line Item

```

08/21/96          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA1          - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,F,T,D,M,N,P):  - Dept: PURC Form No: 002315

  Line Item      Quantity  *Unit      Unit Price  Taxable  Extended Price
   08              1.00    EA         -150.00     T         -161.63
Line Item Desc.: DISCOUNT LINE ITEM #1
More Line Desc.:  _ Model: _____ Catalog: _____
-----|-----|-----|-----|-----|-----|-----|-----|-----|
Line Item Budget Data -----|-----|-----|-----|-----|-----|
| 1_ *L Acct Fund S *Obj      Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By
| 1  8 661548 19900 4 9900      -121.22 _ _75     _ _ _ _ _ INVE
| 2  8 661555 19900 4 9900      -40.41 _ _25     _ _ _ _ _ PURC
| 3  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
-----|-----|-----|-----|-----|-----|-----|-----|
Equipment Purchases -----|-----|-----|-----|-----|-----|
| Trade-in: _ Add-On: _ Fabrication Id: _____
| 1_ *Property Number *Custody Code *Building Room: User Code
| 1  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
| 2  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
-----|-----|-----|-----|-----|-----|-----|-----|
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
confm help retrn quit          bkwrfd frwr          main

```

*SOFTWARE PURCHASE:*

Software purchases are not inventorial. If you are purchasing software for an existing piece of equipment, please use the following procedures. (Figure 15 [line item 5] shows an exception to this rule by showing when the purchase of software could be added to the price of the equipment on the inventory.)

- **From the Maintain Purchase Requisition Header Information screen** (see Figure 6), press PF6 Items. The Line Items screen will appear. See Figure 8.
- To view a summary of all line items use the B (for BROWSE) action code and press <ENTER>. Figure 10 shows the Browse Requisition Line Items screen. Select the line item you want to work on.  

\*\*\*\*\*
- **Figure 19 shows line item 9** after budget data has been added.
- Type in the amount of the item and debit object code 8085.
- In this example the software is being purchased for an IBM and is not related to the other equipment being purchased on this order. This type is never inventorial.
- Type M (for MODIFY) in action code and press <ENTER>.

Figure 19 Non-Inventorial

```

Line Item 082315-09 modified successfully
08/25/97          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA            - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,B,C,D,M,N,P):  M  Dept: PURC  Form No: 082315

  Line Item   Quantity  *Unit   Unit Price  Taxable   Extended Price
    89         1.00    EA      895.00     T          964.36
Line Item Desc.: SOFTWARE FOR IBM PC
More Line Desc.:  _  Model: XX          Catalog: ZZ
-----
Line Item Budget Data
| 1 *L Acct Fund S *Obj   Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By |
| 1 8 661555 19900 3 8885   964.36  _  _   _   _   _   _   PURC |
| 2  _   _   _   _   _   _   _   _   _   _   _   _   _   _   _   |
| 3  _   _   _   _   _   _   _   _   _   _   _   _   _   _   _   |
-----
Equipment Purchases
Trade-in: _   Add-On: _   Fabrication Id: _
1 *Property Number *Custody Code *Building Room: User Code
1  _   _   _   _   _   _   _   _   _   _
2  _   _   _   _   _   _   _   _   _   _
-----
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help  retrn quit          bkwrd frwrd          main

```

Software

**ADD-ON TO EQUIPMENT:**

If you are adding on to an item that is currently (or soon-to-be) on the UC Inventory you must complete the Equipment Purchases section on the Line Item screen. We recommend that the cost of the add-on be over \$500. However, an add-on can be any amount if required by department needs.

**If the property number of the piece of inventorial equipment cannot be provided, please include an explanation for the add-on using the Maintain Requisition Notes screen. Without an explanation, Equipment Management may perceive the entry as an error and return the requisition to you to change both the sub account number and object code.**

- From the Maintain Purchase Requisition Header Information screen (see Figure 6), press PF6 Items. The Line Items screen will appear. See Figure 8.
  - To view a summary of all line items use the B (for BROWSE) action code and press <ENTER>. Figure 10 shows the Browse Requisition Line Items screen. Select the line item you want to work on.
- \*\*\*\*\*
- **Figure 20 shows line item 10** after budget data and equipment inventory data has been added.
  - Enter quantity, unit, unit price, taxable, line item description, model, catalog data.
  - Enter budget data.
  - Enter "Y" in the field next to the words "Add-On."
  - Enter the property number.<sup>7</sup>
  - Type M (for MODIFY) in action code and press <ENTER>.

Figure 20 Add-on to Equipment

```

Line Item 082315-10 modified successfully
08/21/97          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA          - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,B,C,D,M,N,P):  M  Dept: PURC  Form No: 082315

  Line Item      Quantity  *Unit      Unit Price  Taxable  Extended Price
    10             1.00    EA          382.00     T         411.61
Line Item Desc.: INTERNAL HARD DRIVE
More Line Desc.:  _ Model: FOR MACPERFORMA          Catalog: 12345
-----
Line Item Budget Data
-----
| 1_ *L Acct Fund S *Obj      Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By
| 1  8 661555 19900 4 9900      411.61  _ 100      _ _ _ _ _ PURC
| 2  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
| 3  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
-----
Equipment Purchases
-----
| Trade-in: _ Add-On: Y Fabrication Id: _
| 1_ *Property Number *Custody Code *Building Room: User Code
| 1  968001839      8 0403 00      982      _ _
| 2  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
-----
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
confm help retrn quit          bkwrdr frwrdr          main

```

## EXAMPLES OF HOW TO ENTER SPECIFIC TYPES OF ORDERS

In this section we present examples of how to enter data for specific situations. Remember to enter information that should be sent to the vendor on the Line Item and Line Item Additional Description screens. Information for the buyers only should be entered on the Maintain Requisition Notes Screen.

The only screen depicted in this section is the Line Item Additional Description Screen. When relevant, we list other information the department may wish to provide to the buyer on the Maintain Requisition Notes Screen.

- **From the Main Menu**, use the direct command sequence "RX PR RQ" to get to the Maintain Requisition - Header Information screen.
- Open PF6 Items . The Maintain Purchase Requisition - Line Items screen will appear.
- Move the cursor to the field "more line item description," type any character, and press enter. The Line Item Additional Description screen will appear.

### *VENDOR BLANKET ORDERS FOR MAINTENANCE AGREEMENTS*

If the maintenance agreement is for equipment, we request that you supply a proposal from the vendor. Please make a note on the Maintain Requisition Notes Screen to let the buyer know you are sending the proposal. The proposal should specify:

- a) Number and model of equipment
- b) Period of agreement
- c) Price, including other options

In the following example, the Purchasing Department wants to establish a maintenance agreement for 2 pieces of equipment (a reader printer at an annual cost of \$1,078, and a roll film transport at an annual cost of \$322). The period of the agreement will be 1/1/97 through 12/31/97. The total cost of the order is \$1,400 and it is non-taxable.

Figure 22 Maintenance Agreement

```

Enter changes
08/22/97      ***** REQUISITION EXPRESS *****   ORPRP016
ACNEA        - Line Item Additional Description -   ALLN01

*Action (A,C,D,M,N,P):      M Dept: PURC Form No: 001002
                          Line Item: 01 Page: 001 of: 001

                          Line Item Additional Description
                          -----
1  FURNISH MAINTENANCE SERVICE ON THE EQUIPMENT_
1  LISTED BELOW FOR THE UNIVERSITY OF CALIFORNIA
2  SANTA BARBARA, DEPARTMENT OF PURCHASING,____
3  FOR THE PERIOD: 1/1/97 THROUGH 12/31/98.____
4  BILLED QUARTERLY, IN ADVANCE.____
5
6  (1) MFB1100 READER PRINTER (MODEL 7540AJ;____
7  SERIAL #: 916340)____
8
9  (2) 110 ROLL FILM (MODEL 652AB;____
10 SERIAL #:5202750)____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9
confm help  retrn quit                          bkwrđ frwrđ

```

Figure 22 shows the best way to complete the Line Item Additional Description screen.

Because the following information is for the buyer (not the vendor), it should be conveyed to the buyer on the Maintain Requisition Notes Screen:

- Is the price listed an estimated expenditure (EE) or do you want to tell the vendor that the total cost is not to exceed this amount (TCNTE)?
- Will department be sending a proposal to the buyer? If so, will it be faxed or mailed?

## VIII. RELEASE REQUISITIONS Error! Bookmark not defined.

### BUDGET DATA:

You can browse the entire requisition before approving it. To view the budget data for each line item before approving the requisition

- **From the Main Menu**, use the direct command sequence "RX PR RQ" to get the Maintain Purchase Requisition - Header Information screen. See Figure 6.
- Enter B (for BROWSE) in the action code and press <ENTER>.
- Find the form number of the order you wish to approve.
- Type any symbol in the space to the right to the Budget field name.
- Press <ENTER>. The first page of the Browse Requisitions Budget Datascreen will appear. Figures 23A and 23B show the two pages of budget data for Form 002315.

\*\*\*\*\*

Budget amount is the cumulative amount that is authorized for all line items (next to the Location Account Fund Sub Object).

Figure 23A Browse Requisitions Budget Data, Page 1

```
08/22/97          ***** REQUISITION EXPRESS *****          ORPRN023
ACMEA             - Browse Requisitions Budget Data -          ALLN01
```

Owner								Budget				
Ln	Dept	L	Accnt	Fund	S	Obj	Proj	CCntr	CType	Amount	Pct	B
01	INVE	8	661548	19900	4	9900				5818.50	75	
	PURC	8	661555	19900	4	9900				1939.50	25	
02	INVE	8	661548	19900	4	9900						B
	PURC	8	661555	19900	4	9900				750.00		
03	PURC	8	661555	19900	4	9000				5387.50	100	
04	PURC	8	661555	19900	4	9300				-2500.00	100	
05	INVE	8	661548	19900	4	9900				646.50	75	
	PURC	8	661555	19900	4	9900				215.50	25	
06	PURC	8	661555	69750	4	9610				323.25	100	
07	PURC	8	661555	69750	4	9610				404.06	100	
08	INVE	8	661548	19900	4	9900				-121.22	75	

Rqstn Line Budget: 002315

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11

help retrn quit bkwrđ frwrđ

Figure 23B Browse Requisitions Budget Data page 2

```
08/22/97          ***** REQUISITION EXPRESS *****          ORPRN023
ACMEA             - Browse Requisitions Budget Data -          ALLN01
```

Owner								Budget				
Ln	Dept	L	Accnt	Fund	S	Obj	Proj	CCntr	CType	Amount	Pct	B
08	PURC	8	661555	19900	4	9900				-40.41	25	
09	PURC	8	661555	19900	3	8085				964.36		
10	PURC	8	661555	19900	4	9900				411.61	100	

\*\*\* End of Data \*\*\*

Rqstn Line Budget: 002315

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11

help retrn quit bkwrđ frwrđ

**APPROVE OR DISAPPROVE REQS INITIATED IN YOUR DEPARTMENT:**

If you have the proper authorization, you may approve the requisition, and release it to be approved by other campus departments and then forwarded to the Purchasing Department.

- **From the Main Menu**, use the direct command sequence "RX PR RQ" to get the Maintain Purchase Requisition - Header Information screen. See Figure 6.
- Enter B (for BROWSE) in the action code and press <ENTER>.
- Find the form number of the order you wish to approve.
- Type any symbol in the space to the right to the Release field name.
- Press <ENTER>. The first page of the Department Requisition Release screen will appear. See Figure 24.

\*\*\*\*\*

Figure 24 Department Requisition Release screen page 1

```

08/01/96          ***** REQUISITION EXPRESS *****      ORPRP012
ACMEA             - Department Requisition Release -          ALLN01

                               Dept: PURC  Form No: 002315

Department Certification -----
- (Y/NA) FDP Equipment Usage Assurance
- (Y)   Department Approval

                               :   :

1  Select Administrative Approvers -----
1  _ EHS--Diving Equipment--Compressors, Regulators, Tanks, Dive Computers
2  _ EHS--Radioactive Materials
3  _ EHS--Lasers (all classes), Radio Frequency and Microwave Equipment
4  _ EHS--X-Ray Machines, Cabinet Radiography, Electron Microscopes
5  _ EHS--Magnetic Resonance Imaging, Nuclear Magnetic Resonance
6  _ EHS--Fire Safety--Extinguishing Systems, Bldg Security Alarm Systems

1  Split-Funded Dept Approval ----- Split-Funded Dept Approval -----
1  INVE INVENTORY                      3
2                                     4

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
confm help  retrn quit                    bkwrđ frwrđ                      main

```

Figure 24 shows the first page of the Department Requisition Release screen. There are three main sections: Department Certification, Select Administrative Approvers, and Split-funded Dept Approval.

*DEPARTMENT CERTIFICATION:*

If you have the proper authorization, you may approve the Equipment screening certification and the FDP Equipment usage assurance. (Box 15 on the paper purchase order form is no longer required.)

- **From the Main Menu**, use the direct command sequence "RX PR RQ" to get the Maintain Purchase Requisition - Header Information screen. See Figure 6.
  - Enter B (for BROWSE) in the action code and press <ENTER>.
  - Find the form number of the order you wish to approve.
  - Type any symbol in the space to the right to the Release fieldname.
  - Press <ENTER>. The first page of the Department Requisition Release screen will appear. See Figure 24.
- \*\*\*\*\*
- **On the Department Requisition release screen:**
  - FDP (Federal Demonstration Project) Equipment Usage Assurance requires certification for agency funded projects. If you answer "yes" to this question, the department has the responsibility to retain a copy of the Principal Investigator's authorization on file. You must answer the question either "yes" or "NA."
  - You must answer the question: Department Approval "yes" or "no".



*SELECT ADMINISTRATIVE APPROVERS:*

The computer will forward the requisition to departments you identify. (Departments whose funds will also be debited will be flagged automatically by the computer.) The requisition will be routed simultaneously to all departments whose funds will also be debited for the requisition. After all funding has been approved the computer will route the requisition to all remaining departments simultaneously. Those departments include but are not limited to:

- Budget & Planning (BAOP)
- Transportation (TRAN)
- Communications (TELE)
- Environmental Health and Safety (EH&S)
- Facilities Management (FACM)

Purchasing may return your requisition to you if you fail to check the proper approving departments (e.g. EH&S for the purchase of a refrigerator).

- **From the Main Menu**, use the direct command sequence "RX PR RQ" to get the Maintain Purchase Requisition - Header Information screen. See Figure 6.
- Enter B (for BROWSE) in the action code and press <ENTER>.
- Find the form number of the order you wish to approve.
- Type any symbol in the space to the right to the Release field name.
- Press <ENTER>. The first page of the Department Requisition Release screen will appear. See Figure 24.  
\*\*\*\*\*
- **On the Department Requisition Release screen**,
- Select all Administrative Approvers who must approve the requisition before it is sent to the Purchasing Department (use the PF8 Forward key to move through the list). The Purchasing Department has been pre-selected for you. Before the order is sent to the Purchasing Department, it is the responsibility of the person who releases the order to identify (on-line) all required approvals.

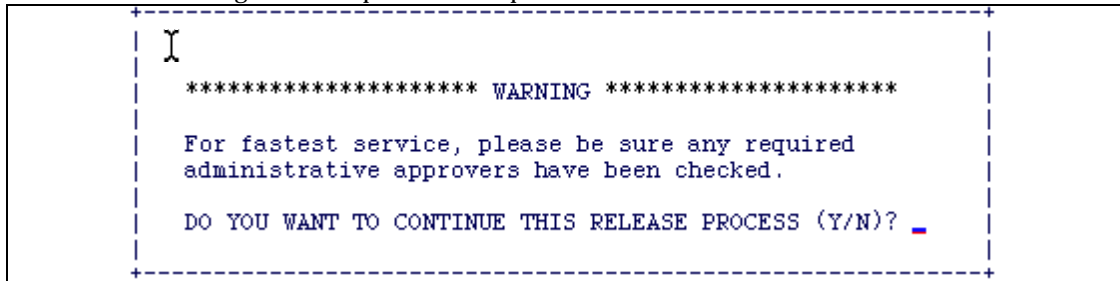
*SPLIT-FUNDED DEPT APPROVAL:*

This portion of the Department Requisition Release Screen is informational and cannot be modified. All departments whose funding will be debited by this requisition are identified. In order for the requisition to be released all departments listed must have access to REx.

*RELEASING THE ORDER:*

After you have answered the department certification questions and selected all the administrative approvers, press the <ENTER> key. The computer gives you one last chance to reconsider your decision. See Figure 25 .

Figure 25 Department Requisition Release Confirmation Screen



If you answer "Y," the computer will:

- 1) Give you a message that reads, "Purchase Requisition released successfully. Press PF2 to return."
- 2) Change the status of the form number from NEW to RELEASED. you will not be able to modify this form number after this point.

**IF THE STATUS HAS NOT CHANGED YOU MUST RELEASE AGAIN.**

- 3) Automatically send an email message to the releaser in all other departments funding the expense. The person who releases orders for those departments should follow the steps discussed in the following section.

If you receive an error message, "Approvers and/or Approver E-Mail Nicknames missing. - Requisition Not Released" it may mean that one of the line items is budgeted against a department that is not on Requisition Express. Contact the DSA of the other departments funding the order to discuss their status.

**APPROVE OR DISAPPROVE REQS INITIATED BY ANOTHER DEPARTMENT:**

If you have the proper authorization, you may approve a requisition that has been initiated by another department and is split-funded with funds you authorize.

Financial Systems Functions <u>All-In-One Main Menu</u> <b>AP</b> (Approvals of Requisitions)	Financial Systems Approvals <u>Main Menu</u> <b>PA</b> (Pending Approvals of Requisitions)	Pending Approvals of <u>Requisitions</u> <b>Select the form number</b>
--	---	--

- **From the Financial Systems Functions All-In-One Main Menu**, use the direct command sequence "AP PA" to get the Pending Approvals of requisitions screen. See Figure 26.
- Find the form number of the order you wish to approve, and select it. The Approval of Requisitions screen appears. See Figure 27.

\*\*\*\*\*

Figure 26 Pending Approvals of Requisitions Screen

```

08/02/96          ***** Financial Systems Approvals *****          FSNOP004
ACMEA              - Pending Approvals of Requisitions -              ALLN01

      Requisition
RUSH  Form No.      Description      Approving
      -----      -----      -----      Security
      -----      -----      -----      Group
      -----      -----      -----      -----
      002393        PHASE SHIFTER        APR-PUR1    08-01-1996  08-16-1996
      002394        LASER SOURCE         APR-PUR1    08-01-1996  10-14-1996
      002395        POWER DIVIDERS       APR-PUR1    08-01-1996  12-31-9999
      002397        COPIER               APR-PUR1    08-01-1996  08-09-1996
                                     *** End of Data ***

Req Form, Security Group, Dept:  _____
Direct command...:  _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit                bkwrđ frwrđ                main
  
```

Figure 27 Approvals of Requisitions Screen

```

08/02/96          ***** Financial Systems Approvals *****          FSNOP005
ACMEA              - Approval of Requisitions -              ALLN01

Requisition : 002395          Dept: ELEG          Release Date: 08-01-1996
Description : POWER DIVIDERS
Dept Contact: DIANE ONLEY          Phone: 893-3003
Vendor Name : PENSTOCK, INC
Attachments : N

1_ Quantity Unit Line Item Description      Mark to View
1  3.00 EA WILTRON K240C POWER DIVIDER      Line Item
2  3.00 EA WILTRON K240B POWER DIVIDER      Details
3

Approved (Y/N):  If N, briefly document reasons for denial below:
_____
_____
_____

Mark to View Requisition Header:  Mark to View Approval Status: 
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help retrn quit                bkwrđ frwrđ                main

To view requisition detail, type an "X" in this box and hit enter.
To view line item detail, type an "X" in these box(es) and hit enter.
  
```

**VIEW LINE ITEM DETAIL:**

Before you decide to authorize the expense you may review the following data in detail: Line item detail, requisition header, budget data and requisition notes, and approval status. See Figure 27.

- **From the Financial Systems Functions All-In-One Main Menu**, use the direct command sequence "AP PA" to get the Pending Approvals of requisitions screen. See Figure 26.
  - Find the form number of the order you wish to approve, and select it. The Approval of Requisitions screen appears. See Figure 27.
- \*\*\*\*\*
- **On the Approval of Requisitions screen**,
  - Mark space provided on the right side of the screen next to a line item and press <ENTER>. The Maintain Purchase Requisition - Line Items screen appears. See Figure 8.
  - From this screen you can move through all the line items using the D (for DISPLAY) code and entering the line item number you want to view.

*REQUISITION HEADER, BUDGET DETAIL, AND REQUISITION NOTES:*

To view the budget data and requisition notes you must first move to the requisition header screen.

- **From the Financial Systems Functions All-In-One Main Menu**, use the direct command sequence "AP PA" to get the Pending Approvals of requisitions screen. See Figure 26.
  - Find the form number of the order you wish to approve, and select it. The Approval of Requisitions screen appears. See Figure 27.
- \*\*\*\*\*
- **From the Approval of Requisitions screen**,
  - Mark the space next to the words "Mark to view Requisition Header" and the Maintain Purchase Requisition - Header Information comes up. From this screen you can move to the budget data and requisition notes screens. The computer will show the symbol > next to the field name if there is data in the field.

*APPROVE OR DISAPPROVE:*

- **From the Financial Systems Functions All-In-One Main Menu**, use the direct command sequence "AP PA" to get the Pending Approvals of requisitions screen. See Figure 26.
- Find the form number of the order you wish to approve, and select it. The Approval of Requisitions screen appears. See Figure 26.

\*\*\*\*\*

- **From the Approval of Requisitions screen,**
- Enter either "Y" or "N" next to the words "Approved (Y/N)." If you type "N.," write the reasons for the denial in the space provided. This message will be sent by email to the originating department. If you mark "N," the order will be removed from all other administrative approvers and the order will be returned to the originating department with a status "NEW-REDO." If you mark "Y," the order will be forwarded to other administrative approvers and finally to the Purchasing Department.

**APPROVAL STATUS:**

You may browse all orders that have been generated with your funds to find out their status in the system. The screen tells you the most recent approvals or disapprovals next to the name of each releasor. (It will not show the history of approvals or disapprovals for the form number.)

- **From the Financial Systems Functions All-In-One Main Menu**, use the direct command sequence "AP AS" to get the Pending Approvals of requisitions screen. See Figure 28.
- Find the form number of the order you wish to see, and select it.

Figure 28 Browse Approval Status of a Requisition

Requisition Form No.	Approving Security Group	Appr Dept	Appr Resp	Approver Name	Approval Date	Approval Time
000001	APR-DEPT	CHEM	Y	CRAVENS, MARSHA E.	08-16-1994	13:43
	APR-PUR1		Y	WOOLFOLK JR., OSCAR H.	08-17-1994	11:07
000002	APR-DEPT	CHEM	Y	CRAVENS, MARSHA E.	08-30-1994	13:46
	APR-PUR1		Y	WOOLFOLK JR., OSCAR H.	08-31-1994	11:25
000003	APR-DEPT	CHEM	Y	CRAVENS, MARSHA E.	08-30-1994	13:56
	APR-PUR1		Y	WOOLFOLK JR., OSCAR H.	08-31-1994	11:26
000004	APR-DEPT	CHEM	Y	PRITCHARD, LYNNE M.	08-16-1994	15:39
	APR-PUR1		Y	WOOLFOLK JR., OSCAR H.	08-17-1994	11:11
000005	APR-DEPT	CHEM	Y	PRITCHARD, LYNNE M.	08-17-1994	11:38
	APR-PUR1		Y	WOOLFOLK JR., OSCAR H.	08-18-1994	13:56

Req Form, Security Group, Dept: \_\_\_\_\_

Direct Command: \_\_\_\_\_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

help retrn quit bkwrdr frwrdr main

**TO CANCEL REQUISITIONS:**

Once a requisition has been released the department cannot cancel or modify it. The status changes to "released" as soon as it has been released by your department and before other approving departments approve it. If any of the approving departments do not approve the requisition, the status changes to "New Redo." Only New and New Redo requisitions can be cancelled or modified. To determine status of every requisition you may use any of the browse screens available from the PR menu.

Financial Systems Functions	Requisition Express
<u>All-In-One Main Menu</u>	<u>Main Menu</u>
<b>RX</b>	<b>PR</b>

(Requisition Express)

(Purchase Requisitions)

**TO PRINT SPECIFIED REQUISITIONS:**

You must go into the assigned Form # and command a "print screen" for each individual screen..

## IX. APPENDICES

### APPENDIX A ALLN01 MAIN MENU

Many ALLN01 menus are dynamic and vary depending on authorization, each customer's view of the application may be quite different from another's.

RX	Requisition EXpress	PR	Purchase Requisitions
		RP	Requisition Print
		LN	LVPA Number Requests
		PO	Purchase Order Browsers
		RD	REX Dept Default Parameters
		RT	REX Tables
AP	Approvals of Requisitions	PA	Pending Approvals of Requisitions
		AS	Approval Status of Requisitions
		DR	Department Requisition Approval Status
		AR	Approver Group Requisitions
		FR	Form Requisition Cross-Reference
AU	Authorizations	UA	Maintain Userid Authorizations
		UL	Browse Userid Authorizations Log
		SG	Browse Security Group Members by Group

## APPENDIX B OUTLINE OF MENU SELECTIONS

Security Group	Description
AC-BRWSE	CHART OF ACCOUNTS BROWSES
AC-DEPT	DEPT ACCOUNT PROFILE MAIN MENU
APR-DEPT	DEPARTMENTAL APPROVERS APPROVE REQUISITIONS APPROVALS MAIN MENU DEPT VIEW OF REQUISITION APPROVALS PURCHASE REQUISITION MAINTENANCE PURCHASE REQUISITION RELEASE REQUISITION EXPRESS MAIN MENU
DSA	DEPARTMENT SECURITY ADMINISTRATORS AUTH SYSTEM BROWSES FOR USERS AUTHORIZATION SYSTEM MAIN MENU AUTH SYSTEM USERID MAINTENANCE
IN-BRWSE	INVOICE BROWSE
LIEN-DEP	DEPARTMENT ACCESS TO LIENS LIEN BALANCES FOR DEPARTMENTS LIENS MAIN MENU
LVPA-DB	DEPT LVPA ACCESS - DISPLAY/BROWSE ONLY DEPT. ACCESS TO LVPA NUMBERS - DISPLAY REQUISITION EXPRESS MAIN MENU
LVPA-DU	DEPT LVPA ACCESS - UPDATE CAPABILITY DEPT. ACCESS TO LVPA NUMBERS - UPDATE REX DEPARTMENT DEFAULT PARAMETERS REQUISITION EXPRESS MAIN MENU
LVPA-PU	PURCHASING LVPA ACCESS - NO UPDATE DISPLAY/BROWSE ALL LVPA NUMBERS REQUISITION EXPRESS MAIN MENU
LVPA-PU1	PURCHASING LVPA ACCESS - WITH UPDATE UPDATE ALL DEPT LVPA NUMBER REQUESTS REX TABLES REQUISITION EXPRESS MAIN MENU
PO-BROWS	DEPT PURCHASE ORDER BROWSES : DEPARTMENTAL BROWSES OF PURCHASE ORDERS REQUISITION EXPRESS MAIN MENU
RQSB-DU	DEPT PURCHASE REQUISITION - UPDATE APPROVALS MAIN MENU DEPT VIEW OF REQUISITION APPROVALS DEPARTMENTAL BROWSES OF PURCHASE ORDERS REX DEPARTMENT DEFAULT PARAMETERS PURCHASE REQUISITION MAINTENANCE REQUISITION EXPRESS MAIN MENU

RQSB-PU	PURCHASE REQUISITION--PURCHASING DEPT : PURCHASE REQUISITION--PURCHASING DEPT REQUISITION EXPRESS MAIN MENU
RQSB-PU1	PURCHASE REQUISITION--PURCHASING DEPT AUTH SYSTEM BROWSES FOR ADMIN DEPTS AUTHORIZATION SYSTEM MAIN MENU PURCHASE REQUISITION--PURCHASING DEPT REX TABLES REQUISITION EXPRESS MAIN MENU
RQSB-RL	DEPT PURCHASE REQUISITION RELEASERS DEPARTMENTAL BROWSES OF PURCHASE ORDERS PURCHASE REQUISITION MAINTENANCE PURCHASE REQUISITION RELEASE REQUISITION EXPRESS MAIN MENU
VE-BRWSE	VENDOR FILE ACCESS - BROWSE VENDOR FILE QUERIES

## APPENDIX C CROSS REFERENCE TO MENU SELECTIONS

This cross reference may help you learn the direct command sequence.

<u>FUNCTION</u>	<u>CODE SEQUENCE</u>
Authorizations Browse Log	AU UL
Authorizations DSA maintain	AU UA
Authorizations Security Group by Group	AU SG
Authorize Requisition as second department	AP PA
Department Requisition Approval Status	RX PR DR
Dept Default Parameters	RX RD
Dept Requisition ID Browse	RX PR BR
Loc-Acct-Fund-Sub Browse	RX PR BL
LVPA Browse by Dept and End-Date	RX LN BE
LVPA Browse by Dept and Loc-Acct-Fund-Sub	RX LN BD
LVPA Browse by Loc-Acct-Fund-Sub	RX LN BA
LVPA Browse by LVPA Number	RX LN BL
LVPA Entry/Modify Number	RX LN LV
Purchase Requisition Entry/Modify/Browse	RX PR RQ
Requisition Date Browse	RX PR BD
Requisition Form Number Browse	RX PR BF

## APPENDIX D GUIDE TO THE MOST FREQUENTLY USED FIELD NAMES

ACTION FIELD 4  
ADD  
BROWSE  
CLEAR  
DISPLAY  
MODIFY  
NEXT  
REPLICATE

The "\*ACTION" field is located in the upper middle left of the screen. When we instruct you to use an action in this manual we will write out the full word and double underline the alpha character that you type in the action field. Thus, when we instruct you to type an "A" in the action field to add a record we will say, "Use the "ADD" function.

While the actions that are available may vary from one data entry screen to another, typical actions include:

- A ADD A RECORD. Use this to add a record for the first time. (If there is data on the screen you are looking at you may use "Clear" for Clear first, if another LVPA is displayed). In this manual the term ADD, refers to this command.
- B BROWSE A LIST OF VALUES. Use this command to get a list of all records available for your department code. After that browse list pops up you should move your cursor to the line you want to select and hit <ENTER>. The record you selected will appear on the screen. In this manual the term BROWSE, refers to this command.
- C CLEAR THE SCREEN CONTENTS. Use this command to clear the contents of the screen to prepare to add a new record. The old record will remain unchanged and a blank record will be available to work on. After you have cleared the previous contents and keyed in the new data you should use the A = Add a record to assign a new LVPA number. In this manual the term CLEAR refers to this command.

At the line item screen, the line item the budget data and equipment purchases data will be carried forward from the FIRST LINE ITEM (not from the previous line item). The remainder of the fields will be cleared.

4

- D DISPLAY A RECORD. Use this command to display the information about an existing record. Computer provides a list of all LVPA numbers assigned to this Department code. You can place your cursor on the line of the number you wish to review and press <ENTER>. In this manual the term DISPLAY, refers to this command.  
You may call up an existing record using the display command, then use the R (Replicate or Copy) command to copy the specifications into a new record, then modify the record as desired.
- M MODIFY A RECORD. Use this command after you have keyed in the revised data to modify an existing record. In this manual the term MODIFY, refers to this command.
- N DISPLAY THE NEXT RECORD. Use this command to display the next LVPA record assigned to the Department code. In this manual the term NEXT refers to this command.
- P PURGE A RECORD.
- R REPLICATE OR COPY A RECORD. Use this command to duplicate an existing record. This command is most frequently used for duplicating an existing purchase requisition. In this manual the term REPLICATE, refers to this command.

<i>Amount</i>	2	You cannot modify the data in this field from this screen. The data in this field summarizes the information you supply from the Maintain Purchase Requisition - Line Items Screen (PF6).
Attachments	2	This is a REQUIRED FIELD. You must answer either "Y" or "N." If you answer "YES," please use the HELP (PF1) screen to identify the type of attachment you are sending. Use the Requisition Notes screen to tell the Purchasing Department buyer how you are sending it to us (FAX or campus mail).
Authorized Individuals	1	This data is pre-printed from the default parameters. You may revise the authorized individuals if you wish.
Budget	2 and 3	To access this data, type any character on your keyboard and press the <ENTER> key. This computer will move you to the Browse Requisitions Budget Data screen. You can only modify this data from the Maintain Purchase Requisition - Line Items Screen (PF6). Detailed instructions for understanding the data on this screen are provided in the section entitled "Budget."
Budget Amount	2	See Total Budget Amount.
<i>CCntr</i>	4	You cannot modify the data in this field from this screen. The data in this field summarizes the information you supply from the Maintain Purchase Requisition - Line Items Screen (PF6).
Contact Phone	2	The data in this field is pre-printed from the default parameters. Enter the phone number for the department contact named above.
<i>Ctype</i>	4	You cannot modify the data in this field from this screen. The data in this field summarizes the information you supply from the Maintain Purchase Requisition - Line Items Screen (PF6).
Deliver to	2	The data in this field is pre-printed from the default parameters. Use the campus address Central Receiving should use to deliver the merchandise to your department.
Dept Code	4	Use 4-character owner-department code assigned by Accounting or use the HELP menu. The "*dept" field may sometimes appear on menu screens. On data entry screens it is always located to the right of the "*action" field.
Dept Contact	2	The data in this field is pre-printed from the default parameters. Enter the name the person who can answer questions about the requisition.
Description	2	This is a REQUIRED FIELD. Enter a brief (30 character maximum) description of the order. The description is used on header and summary pages and is not the same as the line item (detailed) description of the order.
LVPA Description	1	Type in the description you wish to record for this LVPA.
Entered by	2	This is a pre-printed field. You cannot modify it.
Form No.	2 and 3	The computer assigns this number automatically (after a minimum amount of data has been entered). This number is used to track your requisition through the system. The computer will later use this number (as well as the purchase order number) to track archival records. Please write the form number down and link it internally to your department tracking system. This number should also be written on all supporting documentation prior to sending it to Purchasing.
FROM Date	2	Enter authorization period's start date of funding source.
<i>L Acct Fund S</i>	4	This stands for Account Fund Sub. It is sometimes written as "LAFS." Enter appropriate Account Fund Sub. Make sure it links to the Dept Code used above.  You cannot modify the data in this field from the Header Information screen. The data in this field summarizes the information you supply from the Maintain Purchase Requisition - Line Items Screen (PF6).
<i>LVPA Limit</i>	1	<i>This field is informational Only the Purchasing Department can make changes.</i>

LVPA Number	1	Leave blank if you wish to add a record. Type in the number if you wish to modify or close an existing number.
Name (Vendor)	2	This field has a very useful HELP (PF1) screen that lists all vendors (with address, phone, and vendor ID) in the campus database. However, you may type in the vendor name and address in this field if you desire.
Needed by	2	This is the date you want the goods to be delivered or the services to begin. The default date is 12 31 9999. You must change the date to give the buyer accurate instruction.
New Fab	2	This is a pre-printed field. This field is preset to answer "no." You may change to "Y." If you answer "Y" please complete the Equipment Purchases section on the Maintain Purchase Requisition - Line Items screen. (If you don't your requisition will be returned by Equipment Management.)
Not to Exceed	2	Purchasing Department buyers use the information in this field to determine the maximum cost you have approved for the order. You may leave the field blank if you desire.
Object	4	Enter the appropriate code(s). More than one object code may be entered for each LAFS. Help (PF1) will provide list of acceptable codes for this field.  You cannot modify the data in this field from the <u>maintain requisition - header screen</u> . The data in this field summarizes the information you supply from the Maintain Purchase Requisition - Line Items Screen (PF6).
Owned-By	3	You cannot modify the data in this field from this screen. The data in this field summarizes the information you supply from the Maintain Purchase Requisition - Line Items Screen (PF6).
Owner-Dept	1	<i>The computer prints Department Code linked to the LAFS you entered. This field is informational.</i>
Ph (vendor)	2	Enter the phone number for the vendor in this field. You may find the vendor phone by using HELP (PF1) in the Name field.
Proj	4	You cannot modify the data in this field from this screen. The data in this field summarizes the information you supply from the Maintain Purchase Requisition - Line Items Screen (PF6).
Release	2	Only Department staff who have an authorization to release can access this screen. If you do not have approval you will get the message: Function has not been authorized for User ID.  If you have authorization to serve as a releaser, type any character on your keyboard and press the <ENTER> key. This computer will move you to the Department Requisition Release screen. Detailed instructions for releasing orders are provided in the section entitled "Releasing requisitions."
Req Type	2	This is a REQUIRED FIELD. Two requisition types can be entered: <ul style="list-style-type: none"> <li>• SB is used for standard purchase orders.</li> <li>• VB is used for vendor blanket orders. (use when it is a repetitive order and the period of performance is over 30 days)</li> </ul>
Req-Id	2	This field is for your records only. Enter the number your department uses to track this requisition internally.
Reqstn Date	2	This is a pre-printed field. The computer enters the date you begin working on the form number. Modify the date as needed.
Requisition Notes	2	To access this data, type any character on your keyboard and press the <ENTER> key. This computer will move you to the Maintain Requisition Notes screen. Use this screen to give the Purchasing Department buyer detailed instructions that don't fit in any other field. Detailed instructions for using this screen are provided in the section entitled "Requisition Notes."

Rush	2	If you want this order to be flagged as a "Rush" order, please enter "Y." The Rush field must be 'Y' or blank. If you identify the order as rush, please use the Requisition Notes screen to (1) tell Purchasing the date you must receive the goods or services, and (2) describe the reason for the rush. If the Purchasing Supervisor approves the requisition as a rush, the order will be expedited. The purchasing dept will advise you if the requirement cannot be met.
Ship to Address	2	The data in this field is pre-printed from the default parameters. Indicate "ship to" address by filling in the complete address including the zip + 4 mail code.
Status (LVPA)	1	There are three choices: <ul style="list-style-type: none"> <li>ACTIVE -- Use this to activate the LVPA.</li> <li>CLOSED -- Use this to permanently close the LVPA</li> <li>INACTIVE -- Use this to temporarily close the LVPA such as when a grant period has ended and a no-cost extension is expected but has not yet been received</li> </ul>
Status (requisition)	2	This is a pre-printed field. You cannot modify it. The computer tells you the status of the form number being displayed. You can only modify numbers with a status "NEW" or "NEW-REDO." You cannot modify number with a status "IN-PURCH."  If you want to duplicate a form number with an "IN-PURCH" status use the <u>D</u> (for DISPLAY) action code, then use the <u>R</u> (for REPLICATE) action code. The computer automatically assigns a new form number to the new record. The original form number will remain unchanged. There are three status codes: <u>NEW</u> : The status remains new until the form number has been approved and released. <u>IN-PURCH</u> : Forms with this status have been released. You cannot modify a form number with this status. If you try, the computer will give you message that reads, "Dept Requisition Id already exist for PO: XXXXX-0 - 00." <u>NEW REDO</u> : Form numbers with this status have been returned by one of the approval departments. You must revise them and re-release them if you want to have the order placed. When the approving department returns the form, an email message is sent (with a detailed note about the reasons for the return) to all the staff in your department given authorization to release.
Suggested Vendor	2	You may enter data in three vendor fields: Vendor ID, Phone, and Name. We recommend you use the HELP (PF1) screen linked to vendor name. See details below.
TO Date	1	Enter authorization period's end date of funding source. Default is 12 31 9999.
Total Amount	3 browse	Total Amount should match Total Budget Amount. The total amount of the order is the sum of the cumulative extended price for all line items.
Total Budget Amt	2	<b>Budget amount is the cumulative amount that is authorized for all line items (next to the Location Account Fund Sub Object).</b>  You cannot modify the data in this field from this screen. The data in this field summarizes the information you supply from the Maintain Purchase Requisition - Line Items Screen (PF6).
Type (vendor)	2	The data in this field are pre-printed and linked to the campus vendor database. You cannot modify this field.
Vendor ID	2	You may enter data in this field but, we recommend you use the HELP (PF1) screen linked to vendor name. See details below.

**APPENDIX E EMPLOYEE TRAINING CHECKLIST**

	NAME	NAME	NAME	NAME
Audit Trail				
Business Affirmative Action				
Certificate of Insurance				
Code of Ethics				
Competitive bidding				
Computer Logon Security				
Computer Password Security				
Conflict of interest				
Documentation and record keeping				
Prepayment of goods and services				
Purchase of restricted items				
Equipment Purchases				

**APPENDIX F INSURANCE COVERAGE - MINIMUM LIMITS**

**THE REGENTS OF THE UNIVERSITY OF CALIFORNIA MUST BE NAMED  
AS AN ADDITIONAL INSURED**

**AFFILIATION AND SERVICE AGREEMENTS (Limited Risk)**

**GENERAL LIABILITY:**

**Comprehensive or Commercial Form (MINIMUM LIMITS)**

(1)	Each Occurrence	\$ 500,000
(2)	Products Completed Operations Aggregate	2,000,000
(3)	Personal and Advertising Injury	500,000
(4)	General Aggregate*	2,000,000

\*(not applicable to comprehensive form)

If the above insurance is written on a claims made form, it shall continue for three years following termination of the agreement. The insurance shall provide for a retroactive date of placement prior to or coinciding with the effective date of the agreement.

**BUSINESS AUTOMOBILE LIABILITY: (MINIMUM LIMITS)**

Combined single limit, per occurrence \$500,000  
for Owned, Scheduled, Non-Owned, or Hired Automobiles

**WORKERS' COMPENSATION:** as required under California State Law

Such other insurance in such amounts which from time to time may reasonably be required by the mutual consent of the University and Service Provider against other insurable hazards relating to performance.

## **APPENDIX G NATIONAL ASSOCIATION OF EDUCATIONAL BUYERS**

### ***CODE OF ETHICS***

1. To give first consideration to the objectives and policies of my institution.
2. To strive to obtain the maximum ultimate value of each dollar of expenditure.
3. To cooperate with trade and industrial associations, governmental and private agencies engaged in the promotion and development of sound business methods.
4. To demand honest in sales representation whether offered through the medium of an oral or written statement, an advertisement, or a sample of the product.
5. To decline personal gifts or gratuities which might in any way influence the purchase of materials.
6. To grant all competitive bidders equal consideration; to regard each transaction on its own merits; to foster and promote fair, ethical, and legal trade practices.
7. To use for competitive purchasing purposes, only with consent, original ideas and designs devised by one vendor.
8. To be willing to submit to arbitration any major controversies.
9. To accord a prompt and courteous reception in so far as conditions permit to all who call on legitimate business mission.
10. To counsel and cooperate with N.A.E.B. members and to promote a spirit of unity among them.

## **APPENDIX H RESTRICTED ITEMS**

The following items may not be purchased on a LVPA:

- Animals
- Building repairs/modifications
- Charters (air, land, or sea)
- Controlled substances including narcotic and non narcotic drugs
- Employee/vendor transactions
- Equipment (Inventorial)
- Equipment rental in excess of 30 days
- Ethyl alcohol
- Firearms and explosives
- Furniture
- Hazardous materials
- Personal items
- Radioactive materials
- Refrigerators/freezers
- Respiratory protection items

## **APPENDIX I BUSINESS AFFIRMATIVE ACTION**

It is the policy of The Regents of the University of California that race, religion, sex, color, ethnicity, and national origin will not be used as criteria in its business contracting practices. Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, ethnicity, and national origin have equal access to contracts and other business opportunities within the University.

## **APPENDIX J UC BUSINESS OWNERSHIP DEFINITIONS**

Asian-Indian Americans - United States citizens whose origins are in India, Pakistan, or Bangladesh.

Asian-Pacific Americans - United States citizens whose origins are in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territory of the Pacific Islands, the Northern Mariana Islands, Laos, Cambodia, or Taiwan.

Disabled Veteran - a veteran of the military, naval, or air service of the United States with a service connected disability who is a resident of the State of California. To qualify as a veteran with a service connected disability, the person must be currently declared by the United States Veterans Administration to be 10 percent (10%) or more disabled as a result of service in the armed forces.

Disabled Veteran Business Enterprise (DVBE) - a business that is at least fifty-one percent (51%) owned by one or more disabled veterans or, in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by such individuals: and whose management and daily business operations are controlled by one or more of such individuals.

Disadvantaged Business Enterprise (DBE) - a business concern which is at least fifty-one percent (51%) owned by one or more socially and economically disadvantaged individuals or, in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by such individuals and whose management and daily business operations are controlled by one or more of such individuals.

Business owners who certify that they are members of named groups (Black Americans, Hispanic Americans, Native Americans, Asian- Pacific Americans, Asian-Indian Americans) are to be considered socially and economically disadvantaged.

Economically Disadvantaged Individuals - those socially disadvantaged individuals whose ability to compete in the free private enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged.

Native Americans - American Indians, Eskimos, Aleuts, and native Hawaiians.

Small Business Enterprise (SBE) - an independently owned and operated concern certified, or certifiable, as a small business by the Federal Small Business Administration (SBA).

(A general rule of thumb is that a concern with not more than 500 employees may be considered a small business. Size standards by Standard Industrial Classification codes may be found in the Federal Acquisition Regulations, Section 19.102. The University may rely on written representation by the vendors regarding their status.)

Socially Disadvantaged Individuals - those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as members of a group without regard to their individual qualities.

Women-Owned Business Enterprise (WBE) - a business that is at least fifty-one percent (51%) owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management.





Figure 2 Pop-Up Screen

```

Position cursor ENTER screen value to select
07/10/96 ***** REQUISITION EXPRESS ***** ORPRN011
ACMEA1 Browse Purchase Requisitions by Department

Form      Dept.
Number   Rqstn-ID  Type      Description      Status
-----
000342  TEST01      SB        TEST EQUIPMENT  IN-PURCH
000557                      SB        TEST EQUIPMENT  NEW-REDO
000610                      SB        RENEW VB 43466-0 MAI IN-PURCH
000713                      SB        TEST             NEW
001002                      SB        ANOTHER TEST    NEW
001726  96-A02      SB        COMPUTERS       IN-PURCH
001727  96-A01      SB        HP LASERJET 4M PLUS IN-PURCH
002101                      SB        TEST EQUIPMENT  NEW
002270  97-E105     VB        ON-LINE SERVICE/HOME IN-PURCH

*** End of Data ***

Dept Rqstn Form-NO: PURC _____ Status: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---
      help  retrn quit                bkwrđ frwrđ
  
```

Figure 3 Requisition Express Header Information Screen

```

07/11/96          ***** REQUISITION EXPRESS *****          ORPRP010
ACMEA1           - Maintain Purchase Requisition - Header Information - ALLN01
PURCHASING OFFICE
*Action (A,B,C,D,H,N,P,R): A *Dept: PURC Form No: _____ Req-Id: _____
Description.: _____ Status: _____
Entered by.: ACMEA1 *Req Type: _____ Not to Exceed: _____ New Fab: N
Reqstn Date.: 07 11 1996 Rush....: _ Needed by: 12 31 9999 *Attachments: _
Dept Contact: ANN MEANS _____ Contact Phone: 893-4670
Deliver To.: 41 AERO CAMINO _____
1_ L Acct Fund S Obj          Amount          CCntr Ctype Proj Owned-By
1
2
3
----- Suggested Vendor -----Type ----- Ship To Address -----
Vendor ID: _____ Ph: - - - CENTRAL RECEIVING
*Name.: _____ UNIVERSITY OF CALIFORNIA
_____ SANTA BARBARA, CA 93106
_____

Budget: _ Requisition Notes: _ Release: _ Total Budget Amt:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help  retrn quit                items bkwrđ frwrđ                main
  
```







Figure 6 Maintain Purchase Requisition - Header Information

```

07/17/96          ***** REQUISITION EXPRESS *****          ORPRP010
ACMEA1          - Maintain Purchase Requisition - Header Information -  ALLN01
PURCHASING OFFICE
*Action (A,B,C,D,M,N,P,R): A *Dept: PURC Form No: _____ Req-Id: _____
Description.: _____ Status: _____
Entered by.: ACMEA1 *Req Type: ____ Not to Exceed: _____ New Fab: N
Reqstn Date.: 07 17 1996 Rush....: _ Needed by: 12 31 9999 *Attachments: _
Dept Contact: ANN MEANS _____ Contact Phone: 893-4670
Deliver To.: 41 AERO CAMINO _____
1_ L Acct Fund S Obj          Amount          CCntr Ctype Proj Owned-By
1
2
3
----- Suggested Vendor -----Type ----- Ship To Address -----
Vendor ID: _____ Ph: - - CENTRAL RECEIVING _____
*Name.: _____ UNIVERSITY OF CALIFORNIA _____
_____ SANTA BARBARA, CA 93106 _____
_____
Budget: _ Requisition Notes: _ Release: _ Total Budget Amt:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
confm help retrn quit          items bkwrđ frwrđ          main

```

Screen

Figure 7 Browse Purchase Requisitions by Department

```

Position cursor or ENTER screen value to select
07/25/96 ***** REQUISITION EXPRESS ***** ORPRN011
ACNEA1 Browse Purchase Requisitions by Department

Form Dept.
Number Rqstn-ID Type Description Status
-----
002315 SB REX GUIDE MANUAL NEW
002352 SB RENEW VB XXXXX-0 NEW
*** End of Data ***

Dept Rqstn Form-NO: PURC Status: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---
help retrn quit bkwrđ frwrđ
    
```

Figure 8 Maintain Purchase Requisition - Line Items

```

07/18/96 ***** REQUISITION EXPRESS ***** ORPRP018
ACNEA1 - Maintain Purchase Requisition - Line Items - ALLN01

*Action (A,B,C,D,M,N,P): A Dept: PURC Form No: 002315

Line Item Quantity *Unit Unit Price Taxable Extended Price
01 _____ T
Line Item Desc.: _____
More Line Desc.: _ Model: _____ Catalog: _____
----- Line Item Budget Data -----
| 1_ *L Acct Fund S *Obj Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By
| 1 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
| 2 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
| 3 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
----- Equipment Purchases -----
| Trade-in: _ Add-On: _ Fabrication Id: _____
| 1_ *Property Number *Custody Code *Building Room: User Code
| 1 _____ - - - - - - - - - - - - - - - - - - - -
| 2 _____ - - - - - - - - - - - - - - - - - - - -
-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help retrn quit bkwrđ frwrđ main
    
```

Figure 9 Line item Additional Description

```

Enter changes
08/27/96      ***** REQUISITION EXPRESS *****      ORPRP016
ACMEA1      - Line Item Additional Description -      ALLN01

*Action (A,C,D,M,N,P):      M Dept: PURC Form No: 002315
                          Line Item: 01 Page: 001 of: 001

                          Line Item Additional Description
                          -----
1__  PERFORMA 6300 CD-ROM COMPUTERS
  1  16MB RAM, 1.2GB HARD DRIVE, 120 MHZ, EXTENDED
  2  KEYBOARD, SCII DRIVE INTERNAL, PCI CARD.
  3  FAX MODEM (28.8), SPECIAL SOFTWARE PACKAGE.
  4  (DELIVER ALL AT ONE TIME)
  5  _____
  6  _____
  7  _____
  8  _____
  9  _____
 10  _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9
confm help  retrn quit                          bkwrđ frwrđ
    
```

Figure 10 Browse Requisition Line Items

```

Position cursor or ENTER screen value to select
08/25/97      ***** REQUISITION EXPRESS *****      ORPRN019
ACMEA        - Browse Purchase Requisition Line items -      ALLN01
    
```

Ln	Qty	Unit	Description	Unit Price	Ext. Price
01	4.00	EA	PERFORMA 6300 CD-ROM CO	1,800.00	7,758.00
02	5.00	EA	17" MONITORS	550.00	2,963.13
03	2.00	EA	CANON COPIERS	2,500.00	5,387.50
04	1.00	EA	COPIER TRADE-IN ALLOWAN	-2,500.00	-2,500.00
05	4.00	EA	COMPUTER SOFTWARE APPLI	200.00	862.00
06	1.00	EA	SCREWS, CABLE, NAILS, A	300.00	323.25
07	1.00	EA	ASSORTED NUTS AND BOLTS	375.00	404.06
08	1.00	EA	DISCOUNT LINE ITEM #1	-150.00	-161.63
09	1.00	EA	SOFTWARE FOR IBM PC	895.00	964.36
10	1.00	EA	INTERNAL HARD DRIVE	382.00	411.61

```

*** End of Data ***

Rqstn-ID Line Number: 002315      Total Amount:      16412.28
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--
help retrn quit                          bkwrđ frwrđ
    
```

Figure 11 Split-Fund by Percent

```

Line Item 002315-01 modified successfully
08/21/97          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA           - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,B,C,D,M,N,P):  M  Dept: PURC  Form No: 002315

  Line Item      Quantity  *Unit      Unit Price  Taxable  Extended Price
    01             4.00    EA          1800.00    T          7758.00
Line Item Desc.: PERFORMA 6300 CD-ROM COMPUTERS
More Line Desc.: > Model: XX          Catalog: YY
-----
| Line Item Budget Data |-----|
| 1_*L Acct Fund S *Obj  Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By |
| 1  8 661548 19900 4 9900  5818.50  _  75    _    _    _    INVE |
| 2  8 661555 19900 4 9900  1939.50  _  25    _    _    _    PURC |
| 3  _    _    _    _    _    _    _    _    _    _    _    _    _    _    |
-----
| Equipment Purchases |-----|
| Trade-in: _      Add-On: _      Fabrication Id: SEE LINE #5 |
| 1_*Property Number *Custody Code *Building Room: User Code |
| 1  _    _    8 0200 00    982    _    ED |
| 2  _    _    8 0403 00    982    _    PU |
-----
Direct Command:
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help retrn quit          bkwrđ frwrđ          main

```

Ten different custody codes may be entered for each line item.  
To access custody codes 3-10 enter the number in this space.

Figure 12 Split-Fund by Amount and BalanceError! Bookmark not defined.

```

Line Item 002315-02 modified successfully
08/12/97          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA           - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,B,C,D,M,N,P):  M  Dept: PURC  Form No: 002315

      Line Item      Quantity  *Unit      Unit Price  Taxable  Extended Price
      02             5.00    EA         550.00     T         2963.13
Line Item Desc.: 17" MONITORS
More Line Desc.:  _  Model: _____ Catalog: _____
-----
Line Item Budget Data
| 1_ *L Acct Fund S *Obj      Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By
| 1  8 661548 19900 4 9900      _____ B _____ _____ _____ _____ INVE
| 2  8 661555 19900 4 9900      750.00  _ _____ _____ _____ _____ PURC
| 3  - _____ - _____ - _____ - _____ - _____ - _____
-----
Equipment Purchases
| Trade-in: _ Add-On: _ Fabrication Id: _____
| 1_ *Property Number *Custody Code *Building Room: User Code
| 1  _____ 8 0200 00 982 _____ EM
| 2  _____ 8 0403 00 982 _____ PU
-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help retrn quit                          bkwrđ frwrđ                          main
  
```

Figure 13 Purchase New Equipment

```

08/21/96          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA1           - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,B,C,D,M,N,P):  -  Dept: PURC  Form No: 002315

      Line Item      Quantity  *Unit      Unit Price  Taxable  Extended Price
      03             2.00    EA        2500.00     T         5387.50
Line Item Desc.: CANON COPIERS
More Line Desc.:  _  Model: _____ Catalog: _____
-----
Line Item Budget Data
| 1_ *L Acct Fund S *Obj      Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By
| 1  8 661555 19900 4 9000      5387.50  _ 100 _____ _____ _____ _____ PURC
| 2  - _____ - _____ - _____ - _____ - _____ - _____
| 3  - _____ - _____ - _____ - _____ - _____ - _____
-----
Equipment Purchases
| Trade-in: _ Add-On: _ Fabrication Id: _____
| 1_ *Property Number *Custody Code *Building Room: User Code
| 1  _____ 8 0403 00 982 _____ PU
| 2  _____ 8 0403 00 982 _____ EM
-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help retrn quit                          bkwrđ frwrđ                          main
  
```

Figure 14 Trade-InError! Bookmark not defined.

```

08/21/96          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA1          - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,B,C,D,M,N,P):  -   Dept: PURC  Form No: 002315

   Line Item      Quantity  *Unit      Unit Price  Taxable  Extended Price
      04             1.00    EA         -2500.00    N         -2500.00
Line Item Desc.:  COPIER TRADE-IN ALLOWANCE
More Line Desc.:  _ Model: _____ Catalog: _____

----- Line Item Budget Data -----
| 1_ *L Acct Fund S *Obj      Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By
| 1  8 661555 19900 4 9300     -2500.00  _ 100    _____ *PURC
| 2  _____
| 3  _____

----- Equipment Purchases -----
| Trade-in: Y      Add-On: _      Fabrication Id: _____
| 1_ *Property Number *Custody Code *Building Room: User Code
| 1  948001987      8 0403 00     982    _____
| 2  _____

-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help  retrn quit          bkwrđ frwrđ          main
  
```

Figure 15 Software Required to Operate Equipment. (Also see Figure 11)

```

Line Item 002315-05 displayed successfully
08/21/97          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA          - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,B,C,D,M,N,P):  D   Dept: PURC  Form No: 002315

   Line Item      Quantity  *Unit      Unit Price  Taxable  Extended Price
      05             4.00    EA         200.00     T         862.00
Line Item Desc.:  COMPUTER SOFTWARE APPLICATION
More Line Desc.:  _ Model: _____ Catalog: _____

----- Line Item Budget Data -----
| 1_ *L Acct Fund S *Obj      Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By
| 1  8 661548 19900 4 9900      646.50  _ 75    _____ INVE
| 2  8 661555 19900 4 9900      215.50  _ 25    _____ PURC
| 3  _____

----- Equipment Purchases -----
| Trade-in: _      Add-On: _      Fabrication Id: SEE LINE #1
| 1_ *Property Number *Custody Code *Building Room: User Code
| 1  _____      8 0200 00     982    _____  EI
| 2  _____      8 0403 00     982    _____  PU

-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help  retrn quit          bkwrđ frwrđ          main
  
```

Figure 16 Creating New Fabrication With Purchase Order

```

Line Item 002315-06 modified successfully
08/25/97          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA            - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,B,C,D,M,N,P):  M  Dept: PURC  Form No: 002315

  Line Item      Quantity  *Unit      Unit Price  Taxable  Extended Price
    06            1.00    EA           300.00    T           323.25
Line Item Desc.:  SCREWS, CABLE, NAILS, ASSORTED
More Line Desc.:  _ Model: (NEW FAB)          Catalog: START-UP PO
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1_*L Acct Fund S *Obj      Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By
| 1  8 661555 69750 4 9610    323.25  _ 100    _ _ _ _ _ PURC
| 2  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
| 3  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                                     Equipment Purchases
| Trade-in: _      Add-On: _      Fabrication Id: TOP SECRET #3_
| 1_*Property Number *Custody Code *Building Room: User Code
| 1  _ _ _ _ _ 8 0403 00_      982    _ _ _ _ _ PU
| 2  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help  retrn quit          bkwrđ frwrđ          main
  
```

Figure 17 Fabrication (existing) Add to the Fabrication of Supply Items

```

08/21/96          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA1           - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,B,C,D,M,N,P):  _  Dept: PURC  Form No: 002315

  Line Item      Quantity  *Unit      Unit Price  Taxable  Extended Price
    07            1.00    EA           375.00    T           404.06
Line Item Desc.:  ASSORTED NUTS AND BOLTS
More Line Desc.:  _ Model: (ON-GOING FAB)     Catalog:
-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1_*L Acct Fund S *Obj      Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By
| 1  8 661555 69750 4 9610    404.06  _ 100    _ _ _ _ _ PURC
| 2  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
| 3  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                                     Equipment Purchases
| Trade-in: _      Add-On: Y      Fabrication Id: TOP SECRET #1_
| 1_*Property Number *Custody Code *Building Room: User Code
| 1  968001840_      8 0403 00_      982    _ _ _ _ _
| 2  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help  retrn quit          bkwrđ frwrđ          main
  
```

Figure 18 Discount as Line Item

```

08/21/96          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA1           - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,B,C,D,M,N,P):  _  Dept: PURC  Form No: 002315

  Line Item      Quantity  *Unit      Unit Price  Taxable  Extended Price
   08             1.00    EA          -150.00    T          -161.63
Line Item Desc.: DISCOUNT LINE ITEM #1
More Line Desc.:  _  Model: _____ Catalog: _____

----- Line Item Budget Data -----
| 1_ *L Acct Fund S *Obj      Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By
| 1  8 661548 19900 4 9900      -121.22  _  _75    _____ INVE
| 2  8 661555 19900 4 9900      -40.41  _  _25    _____ PURC
| 3  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
----- Equipment Purchases -----
| Trade-in: _ Add-On: _ Fabrication Id: _____
| 1_ *Property Number *Custody Code *Building Room: User Code
| 1  _____ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
| 2  _____ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help  retrn quit                          bkwrđ frwrđ                          main
  
```

Figure 19 Non-Inventorial Software

```

Line Item 002315-09 modified successfully
08/25/97          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA           - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,B,C,D,M,N,P):  M  Dept: PURC  Form No: 002315

  Line Item      Quantity  *Unit      Unit Price  Taxable  Extended Price
   09             1.00    EA          895.00    T          964.36
Line Item Desc.: SOFTWARE FOR IBM PC
More Line Desc.:  _  Model: XX Catalog: ZZ

----- Line Item Budget Data -----
| 1_ *L Acct Fund S *Obj      Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By
| 1  8 661555 19900 3 8885      964.36  _  _ _ _ _ _ _ _ _ _ PURC
| 2  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
| 3  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
----- Equipment Purchases -----
| Trade-in: _ Add-On: _ Fabrication Id: _____
| 1_ *Property Number *Custody Code *Building Room: User Code
| 1  _____ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
| 2  _____ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help  retrn quit                          bkwrđ frwrđ                          main
  
```

Figure 20 Add-on to Equipment

```

Line Item 882315-18 modified successfully
08/21/97          ***** REQUISITION EXPRESS *****          ORPRP018
ACMEA           - Maintain Purchase Requisition - Line Items -          ALLN01

*Action (A,B,C,D,M,N,P):  M  Dept: PURC  Form No: 882315

      Line Item      Quantity  *Unit      Unit Price  Taxable  Extended Price
      18             1.88     EA         382.88     T         411.61
Line Item Desc.:  INTERNAL HARD DRIVE
More Line Desc.:  _  Model: FOR MACPERFORMA      Catalog: 12345
-----
Line Item Budget Data
| 1_ *L Acct Fund S *Obj      Amount Bal %Pct *CCntr*Ctype*Proj *Owned-By
| 1  8 661555 19988 4 9988      411.61  _ 188     _         _         PURC
| 2  _         _         _         _         _         _         _         _
| 3  _         _         _         _         _         _         _         _
-----
Equipment Purchases
| Trade-in: _         Add-On: Y         Fabrication Id: _
| 1_ *Property Number *Custody Code *Building Room: User Code
| 1  968881839         8 8483 88         982     _         _
| 2  _         _         _         _         _         _
-----
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help  retrn quit                          bkwrđ frwrđ                          main
  
```

Figure 21 Maintain Requisition Notes

```

Reqstn Notes 882315-881 modified successfully
08/25/97          ***** REQUISITION EXPRESS *****          ORPRP013
ACMEA           - Maintain Requisition Notes -          ALLN01

*Action (A,C,D,M,N,P):  M  Dept: PURC  Form No: 882315
                               Page: 881 of: 881

      Purchase Requisition Notes/Comments/Text          Prt
1_ -----
1  EQUIP. MGT: SEVERAL DIFFERENT EQUIPMENT          Y
2  ITEMS ARE BEING PURCHASED. ITEMS 1-4 ARE          Y
3  SHARED BY 2 DEPTS AND WE HAVE ASSIGNED          Y
4  DIFFERENT CUSTODIES. ITEM 5 ADDS VALUE TO          Y
5  ITEM 1. ITEMS 6 (NEW) & 7 ARE RELATED TO          Y
6  FABS. ITEM 9 IS FOR NON-INVENTORIAL          Y
7  SOFTWARE. ITEM 18 IS ADD-ON TO EXISTING          Y
8  EQUIP. CALL X9999 WITH QUESTIONS.          Y
9  _____          -
10 _____          -
11 _____          -

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit                          bkwrđ frwrđ                          main
  
```

Figure 22 Maintenance Agreement

```
Enter changes
08/22/97 ***** REQUISITION EXPRESS ***** ORPRP016
ACMEA - Line Item Additional Description - ALLN01

*Action (A,C,D,M,N,P): M Dept: PURC Form No: 001002
Line Item: 01 Page: 001 of: 001

Line Item Additional Description
-----
1 FURNISH MAINTENANCE SERVICE ON THE EQUIPMENT
1 LISTED BELOW FOR THE UNIVERSITY OF CALIFORNIA
2 SANTA BARBARA, DEPARTMENT OF PURCHASING,
3 FOR THE PERIOD: 1/1/97 THROUGH 12/31/98.
4 BILLED QUARTERLY, IN ADVANCE.
5
6 (1) HFB1100 READER PRINTER (MODEL 7540AJ;
7 SERIAL #: 916340)
8
9 (2) 110 ROLL FILM (MODEL 652AB;
10 SERIAL #:5282750)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9
confm help retrn quit bkwrđ frwrđ
```

Figure 23A Browse Requisitions Budget data page 1Error! Bookmark not defined.

Owner									Budget			
Ln	Dept	L	Accnt	Fund	S	Obj	Proj	CCntr	CType	Amount	Pct	B
01	INVE	8	661548	19900	4	9900				5818.50	75	
	PURC	8	661555	19900	4	9900				1939.50	25	
02	INVE	8	661548	19900	4	9900						B
	PURC	8	661555	19900	4	9900				750.00		
03	PURC	8	661555	19900	4	9000				5387.50	100	
04	PURC	8	661555	19900	4	9300				-2500.00	100	
05	INVE	8	661548	19900	4	9900				646.50	75	
	PURC	8	661555	19900	4	9900				215.50	25	
06	PURC	8	661555	69750	4	9610				323.25	100	
07	PURC	8	661555	69750	4	9610				404.06	100	
08	INVE	8	661548	19900	4	9900				-121.22	75	
Rqstn Line Budget: 002315												
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11												
help retrn quit							bkwrđ frwrđ					

Figure 23B Browse Requisitions Budget data page 2

Owner									Budget			
Ln	Dept	L	Accnt	Fund	S	Obj	Proj	CCntr	CType	Amount	Pct	B
08	PURC	8	661555	19900	4	9900				-40.41	25	
09	PURC	8	661555	19900	3	8085				964.36		
10	PURC	8	661555	19900	4	9900				411.61	100	
*** End of Data ***												
Rqstn Line Budget: 002315												
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11												
help retrn quit							bkwrđ frwrđ					

Figure 24 Department Requisition Release screen page 1 **Error! Bookmark not defined.**

```

08/01/96          ***** REQUISITION EXPRESS *****          ORPRP012
ACMEA             - Department Requisition Release -             ALLN01

                               Dept: PURC  Form No: 002315

Department Certification -----
- (Y/NA) FDP Equipment Usage Assurance
- (Y)   Department Approval

:

1  Select Administrative Approvers -----
1  _ EHS--Diving Equipment--Compressors, Regulators, Tanks, Dive Computers
2  _ EHS--Radioactive Materials
3  _ EHS--Lasers (all classes), Radio Frequency and Microwave Equipment
4  _ EHS--X-Ray Machines, Cabinet Radiography, Electron Microscopes
5  _ EHS--Magnetic Resonance Imaging, Nuclear Magnetic Resonance
6  _ EHS--Fire Safety--Extinguishing Systems, Bldg Security Alarm Systems

1  Split-Funded Dept Approval ----- Split-Funded Dept Approval -----
1  INVE INVENTORY                      3
2                                     4

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
confm help  retrn quit                    bkwrd frwr                        main

```

Figure 25 Department Requisition Release Confirmation Screen **Error! Bookmark not defined.**

```

+-----+
|  I  |
| ***** WARNING ***** |
| For fastest service, please be sure any required |
| administrative approvers have been checked. |
| DO YOU WANT TO CONTINUE THIS RELEASE PROCESS (Y/N)? _ |
+-----+

```

Figure 26 Pending Approvals of Requisitions Screen

08/02/96		***** Financial Systems Approvals *****			FSNOP004	
ACNEA		- Pending Approvals of Requisitions -			ALLN01	
RUSH	Requisition Form No.	Description	Approving Security Group	Release Date	Date Needed	
	002393	PHASE SHIFTER	APR-PUR1	08-01-1996	08-16-1996	
	002394	LASER SOURCE	APR-PUR1	08-01-1996	10-14-1996	
	002395	POWER DIVIDERS	APR-PUR1	08-01-1996	12-31-9999	
	002397	COPIER	APR-PUR1	08-01-1996	08-09-1996	
*** End of Data ***						
Req Form, Security Group, Dept: _____						
Direct command...: _____						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
help		retrn quit		bkwrđ frwrđ		main

Figure 27 Approvals of Requisitions Screen

```
08/02/96          ***** Financial Systems Approvals *****      FSNOP005
ACMEA              - Approval of Requisitions -                      ALLN01

Requisition : 002395      Dept: ELEG      Release Date: 08-01-1996
Description : POWER DIVIDERS
Dept Contact: DIANE ONLEY      Phone: 893-3003
Vendor Name : PENSTOCK, INC
Attachments : N

Mark to View
Line Item
Details
1_ Quantity Unit Line Item Description
1  3.00      EA  WILTRON K240C POWER DIVIDER
2  3.00      EA  WILTRON K240B POWER DIVIDER
3

Approved (Y/N): _ If N, briefly document reasons for denial below:
_____
_____
_____

Mark to View Requisition Header: _ Mark to View Approval Status: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
confm help retrn quit          bkwrđ frwrđ          main

To view requisition detail, type an "X" in this box and hit enter.
To view line item detail, type an "X" in these box(es) and hit enter
```

