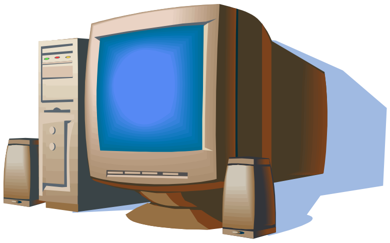

IFAS 7i

Req to Check

Session 1: Purchase Requisitions

Participant's Manual

This document is published by the Harris County Information Technology Center,
Education & Career Development Division

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Table of Contents

Req to Check Process Flow

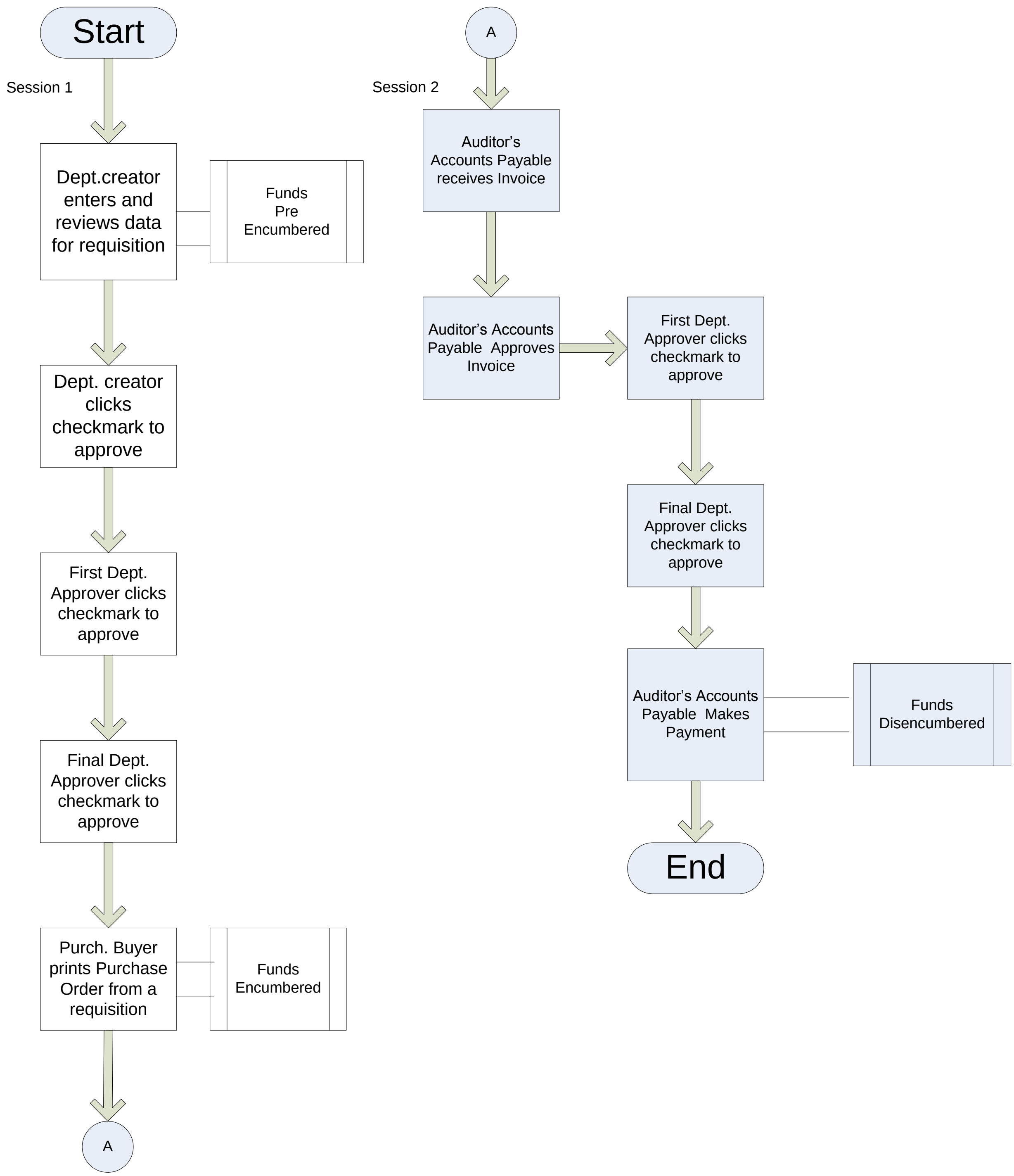


Figure 1: Req to Check Process Flow

Overview

Welcome

Introduction

This is a guide for personnel who are to become proficient in using the 7i Purchase Requisition screen and the Purchase Order Addendum screen. These screens are found in the IFAS Purchasing Module and the Workflow module.

Objectives

After completing this session, the participant will be able to:

- Create purchase requisitions in the IFAS system.
- Describe the PO cancellation procedure.
- Create an addendum to an open purchase order.
- Create a requisition with accounts split by percentages.
- Explain the workflow process.

Special Note

For more information, go to www.justifas.net

Requirements

Introduction

This section outlines the requirements for processing a purchase order.

Responsibilities

It is the clerk's responsibility to

- ensure that the items are associated with the right account coding
- complete the comments field for all rejections
- complete the requisitions in a timely manner

Requirements

Users must have Internet Explorer 7 and you must turn off the Google bar if you have it open. Also, allow popups by selecting Tools in the menu bar, choose Popup blocker and check Turn off Popup blocker.

Part 1: Purchasing Requisitions

Navigating to POCSHR

Introduction This section outlines procedures for navigating to the the Purchase Requisition module.

Insight Logon to Insight.

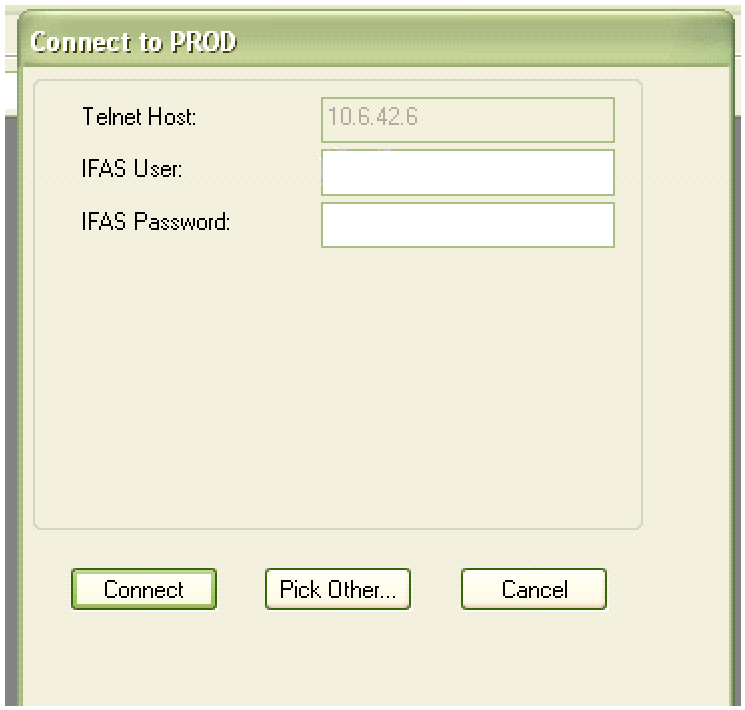


Fig.2 Source screen

Expanding the Directory Tree

Introduction

This section explains how to expand the directory tree to display the purchase requisition screen.

Accessing Purchase Requisitions with the IFAS directory tree

The following steps outline the procedures to use when accessing requisitions by way of the IFAS Directory tree, the POCSHR mask.

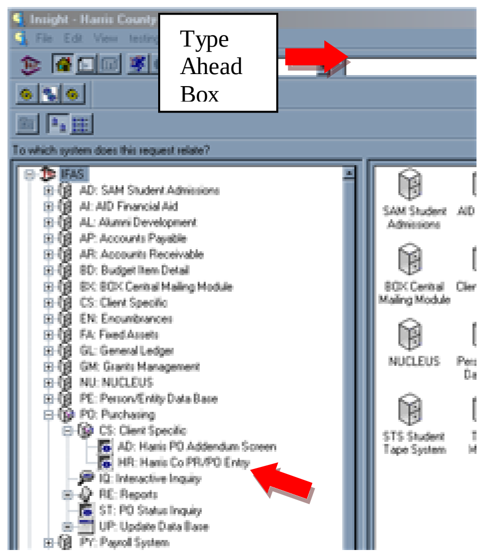
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>If not logged on, do so. The directory tree is displayed.</td></tr>
<tr><td>2.</td><td>Click plus signs to expand the choices for:
IFAS
PO - Purchasing
CS - Client Specific
After clicking the items, a minus sign appears in place of the plus sign. Then, double-click HR: Harris Co PR/PO Entry.


Fig 3 Directory Tree</td></tr>
<tr><td>3.</td><td>You may also type in the mask, POCSHR in the Type Ahead box, the field above the tree.</td></tr>
</table>

Continued on next page

Expanding the IFAS Directory Tree continued

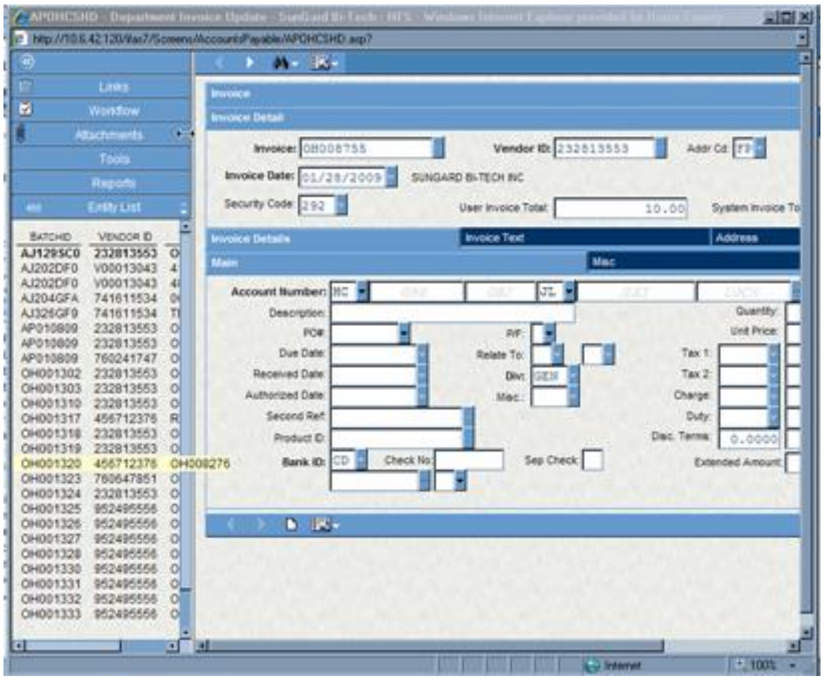
Accessing Purchase Requisitions with the IFAS directory tree (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4.</td><td>Double-clicking HR – Harris Dept. PR/PO Entry leads you to the purchase requisition screen with a sidebar to the left. Click the double arrow at the top of the sidebar to open the left side of the screen. See below.</td></tr>
<tr><td></td><td>

Fig. 4 Opening Screen from Directory Tree (POCSHR) Access</td></tr>
</table>

Continued on next page

Accessing Purchase Requisitions with the IFAS directory tree (continued)

Step	Action
5.	After clicking the double arrow in the left hand corner, the following screen displays.  **Fig. 5 The Requisition screen with Entity List** **Note:** You can also use the scroll bar or drag open the side bar to see more information.
	The options in this sidebar are: • Links – not used at this time • Workflow – sequence of approvals and rejections • Attachments – for example, scanned image files • Tools- not available at this time • Reports – not used at this time • Entity list – listing of records

The Purchase Requisition WFTA Mask

Introduction

This section introduces the Task list for approvals.

The Initial screen

Log into IFAS. The IFAS directory tree displays.

Step	Action
1.	Find Workflow Task List. (mask WFTA)
2.	Double-click WFTA.

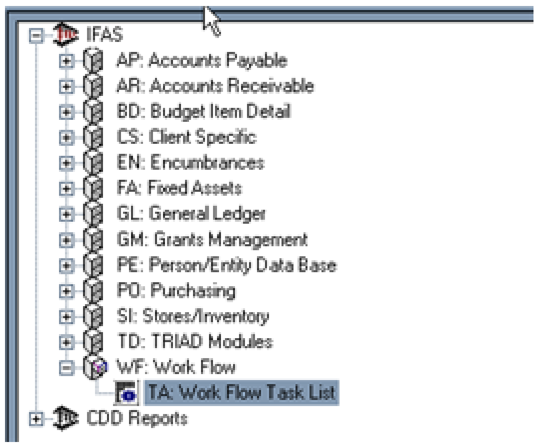


Fig 6 Directory tree

3.	Log on by using the following screen.

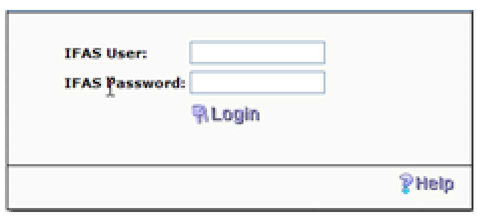


Fig. 7 Login to WFTA

The Purchase Requisition WFTA Mask (continued)

Listing of requisitions to approve

The following screen displays. Here, you may approve or reject all or some of the pending tasks by checking the check boxes. The highlighted requisition (yellow) is summarized on the right. Any requisition that you have already viewed is in blue.

Note the green checkmark and red X at the bottom of the list on the left.

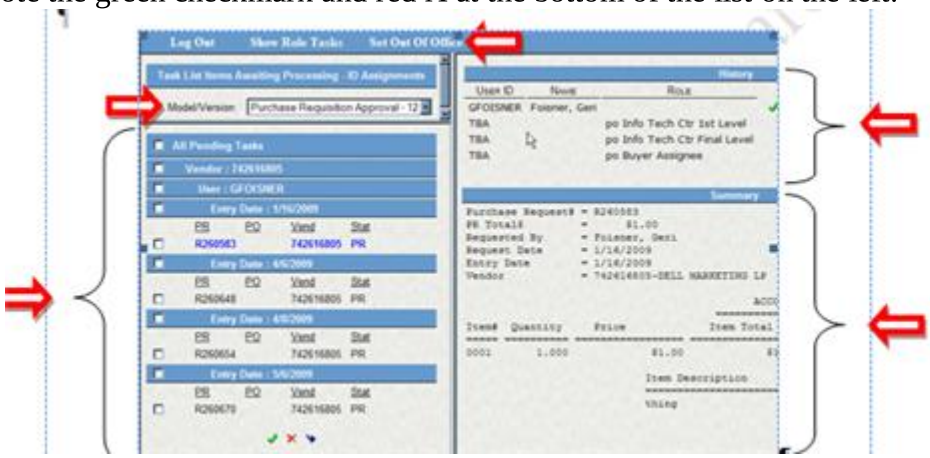


Fig 8 Task Items Awaiting Processing

The Purchase Requisition Approval 12

Components of screen

- The Model/Version that identifies “Purchase Requisition Approval - 12”.
- Options for approval/rejection and all tasks waiting for approval on the left of the screen, below the Model/Version field
- The workflow history at the top right
- The individual requisition summary on the right below the history section

Be sure that the Model/Version is set on Purchase Requisition Approval -12. This field is under the **Task List Items Awaiting Processing – ID Assignments** label. You may have to scroll down to expose the name in the field. Note the checkmark and the X at the bottom of the task list. These are for approving and rejecting the requisition.

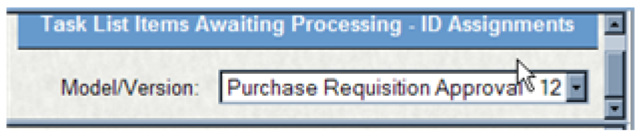


Fig 9 The Model/Version Field

On the right of the screen, you see a History and Summary of the requisition. You cannot edit the requisition or create a new one from this screen.

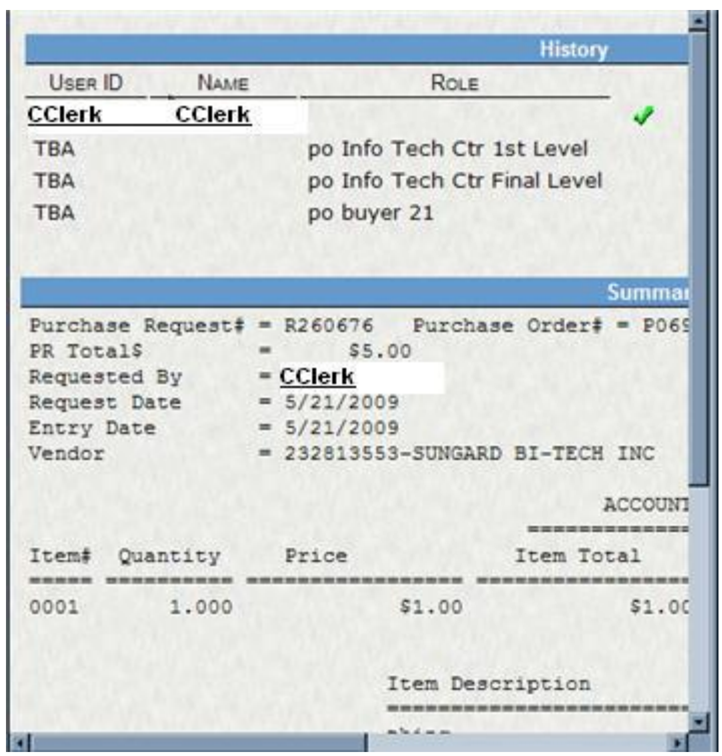


Fig 10 History and Summary of a Requisition

Check Your Knowledge 1

1. True or False
   a. You should turn off the Google bar when working in the requisition screen.
   b. You can see a summary of the requisition on the Workflow screen.
   c. You cannot create a purchase requisition from the POCSHR mask.
   d. The workflow screen displays the current requisition in blue.

2. What is your new favorite website?

3. If you could be an IFAS Subsystem, what would it be?

4. How would you approve a requisition from the WFTA mask?

Check Your Knowledge 1

Answers

1. a. true
   b. true
   c. false
   d. false

2. www.justifas.net

3. Any IFAS subsystem is my favorite.
4. Highlight the requisition in light yellow by clicking on it. Click the check box on the left. Go to the bottom of the requisition list and click the green checkmark to approve the requisition.

Part 2: The POCSHR Screen

Overview

Introduction

This section describes the data entry for Purchasing Requisitions. You must have all required fields populated.

Processes

The initial process for creating a requisition in the 7i version of IFAS is entering data. Basically, you collect the information about the requisition and then enter the information into data fields.

Next is a sequence of reviews and approvals called **Workflow.** After the final departmental approval, the requisition is sent to a purchasing coordinator and then to the buyer who approves or rejects it.

If a purchase order must be cancelled, notification must be sent to the Purchasing Department. The address is **pocancel@hctx.net** and include relevant information.

If additional items are needed for an open purchase order, an **Addendum** is created. Split accounts are also possible.

If the requisition must be deleted, the final departmental approver can do this up until the requisition leaves departmental approvals.

Column arrangement

You can move the position of columns, to make data entry faster, if you wish.

Screen Review

7i Requisition Screen

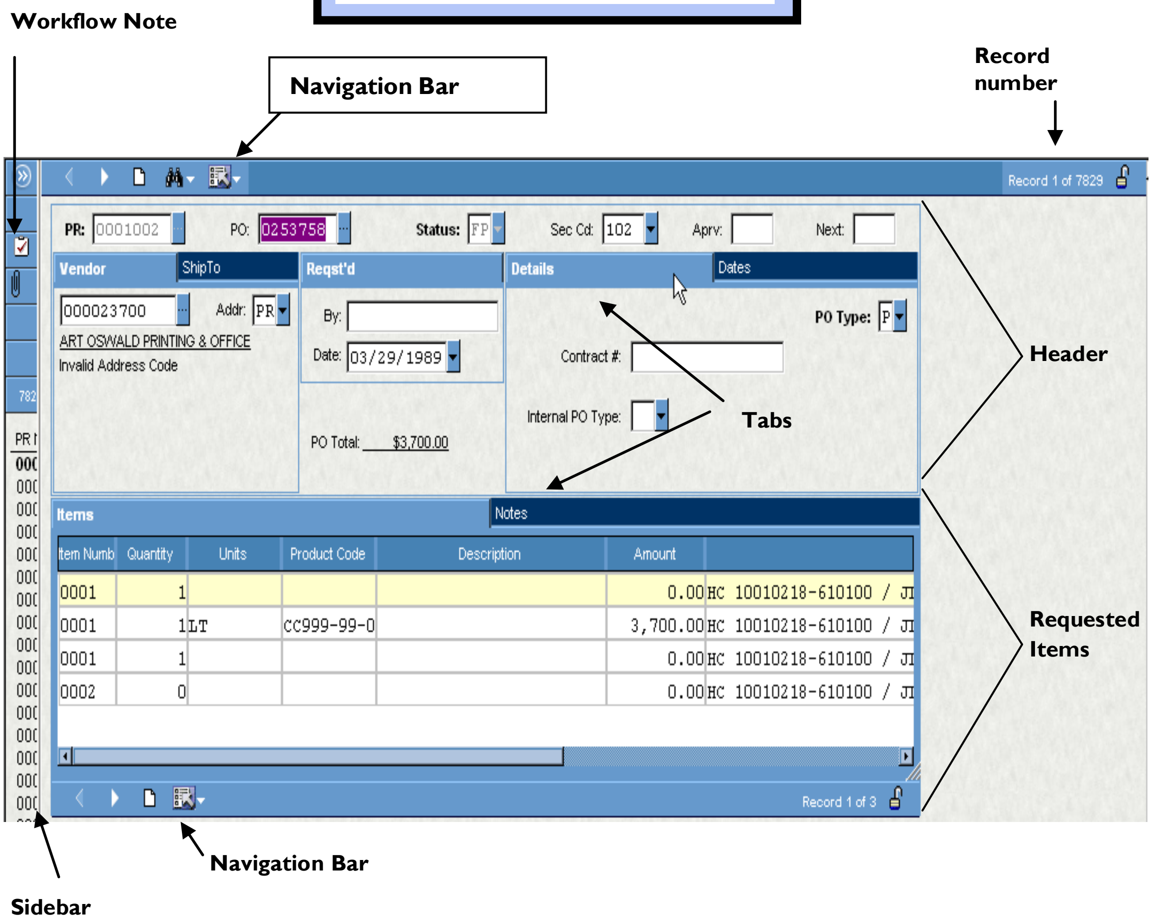
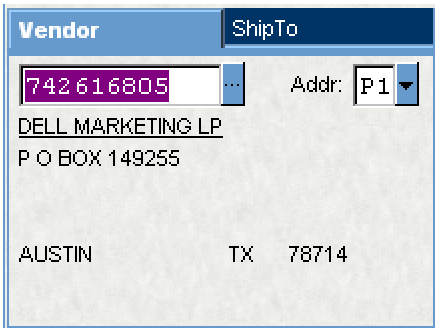
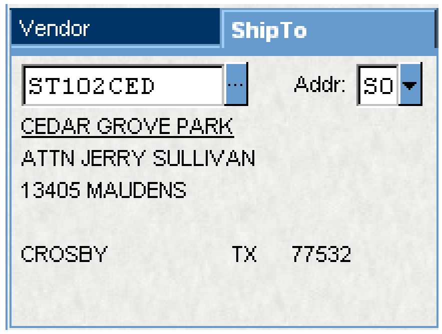


Fig 11 Screen Components

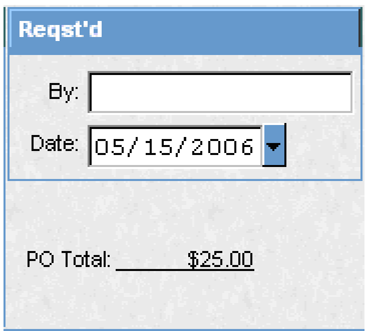
Vendor



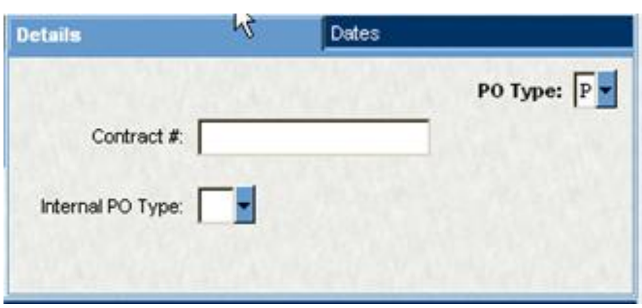
Ship to



Requested by



Details



Dates

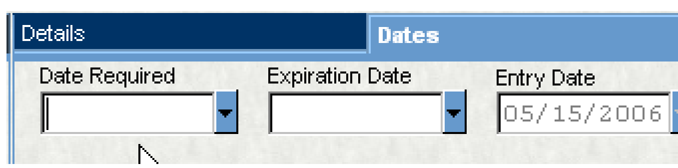


Fig 12 Screen Areas

Lookup Function

Lookup

Lookup is a search of a database of records. It is available when you see an ellipsis (…) on a drop down-box. See Figure 13.

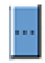


Fig 13 Ellipsis

When you click the ellipsis, choosing **Lookup** will open a Data Lookup dialog box. See Figure 14.

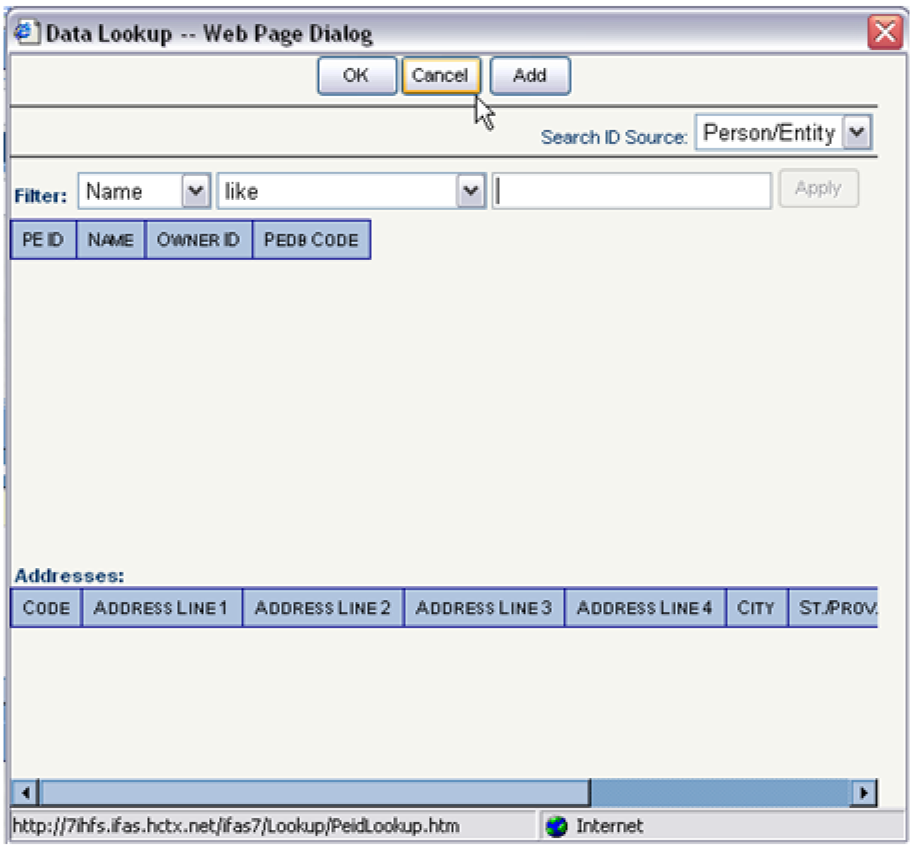


Fig 14 Data Lookup Window

Lookups are specific to the field you are in; that is, for the Vendor field, the Lookup will search vendor names or PEIDs.

Note: Only PO addresses are used.

Navigation

Navigation Navigation is done with arrows and tabs. See Appendix A for more detail about the icons.

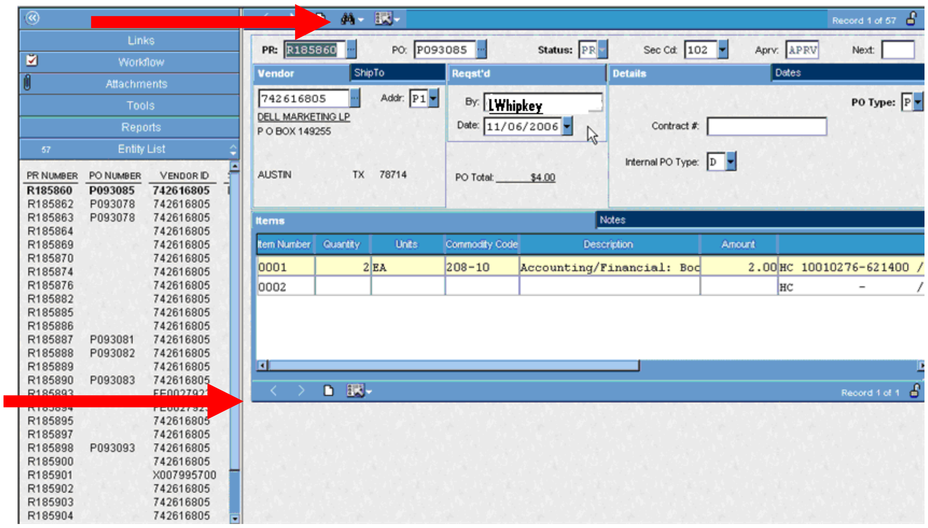


Fig 15 Navigation Bars

There is a navigation bar in two locations: one at the top of the screen for the header and the other at the bottom of the screen for the items requested area.

Copy and Paste You may copy and paste an item on to or another line, or into another requisition by using the copy/paste functions in the Options icon.

Paging Back and forward arrows are used to page through the requisition items.

Search Function and Grid List

Introduction

You can search with a wildcard and display the results with comprehensive information. This avoids your having to look through all of the items listed in the Entity List. You can search on any field on any tab for a purchase request or PO by opening the binoculars and selecting Search/Find.

Grid Listing

When you enter search criteria under the binoculars Find/Search function, the resulting list of requisitions appears in the entity list. Rather than going through all of the requisitions one at a time, you can choose "Show Grid" under the Options icon.

This grid takes all header information and lists it in columns for each requisition that the search yielded. To close, select "Hide Grid" under the Options icon. Completing a search will lessen the number of requisitions that you see.

Note: By default, the system displays all Entity list requisitions when you first open the grid.

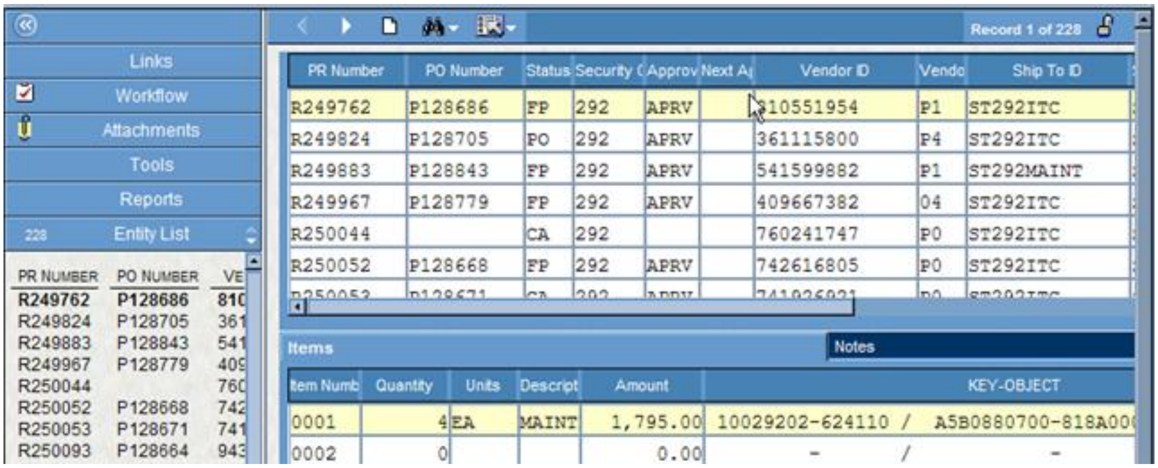


Fig 16 Grid option

Sidebar Functions

Introduction

You can open the sidebar by clicking the double arrow at the top or dragging the right border to the right.

Entity List

This list of purchase requisitions and purchase orders appears in the side bar on the first screen after you login to POCSHR (requisition) or POCSAD (addendum). It includes all entities (purchase requisitions and purchase orders) that you have security to access. Select the one you want to work on by clicking it.

You can also sort this list by number, ascending or descending, and by other criteria using the Options Icon.

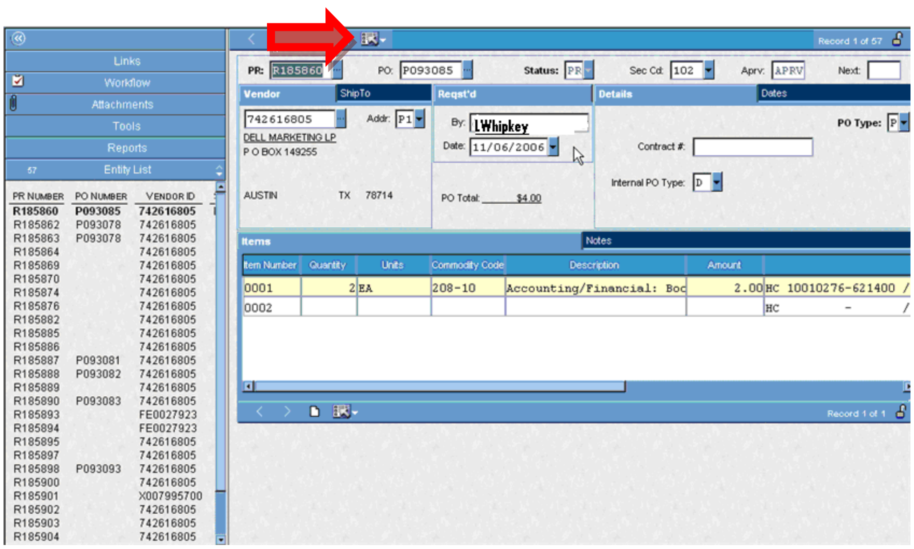


Fig. 17 Options icon

Copying Items

You may copy and paste an item on to another line or into another requisition by using the copy/paste functions in the Options icon.

Selecting a PR

When in the POCSHR screen, only requisitions that do not have a PO# with it may be updated.

Continued on next page

Sidebar Functions, continued

Workflow

In POCSHR, workflow refers to two things: the *option* on the side bar and the *process* of approving the requisition. The area opens where the workflow approvals are displayed.

When you use Workflow for the first time, you must click the Enable button displayed in the Sidebar.

The workflow process puts personnel in a specific order for approving requisitions which you can see in the History section of the screen.

Note: Contact ITC Help Desk (713-755-6624) for problems with approvals.

Let's say there are three users with the WF102SECA approval level: John is #1, the primary approver. Susan is #2 and James is #3. Any of them can approve a requisition, but it will appear on John's **"Purchase Document records waiting my approval**" list because he is the first in the sequence. Susan and James will be able to see that requisition in their "**Purchase Document records waiting Role approval**" lists.

Continued on next page.

Workflow (continued)

In Figure 18 below, there are 10 documents in the "**…waiting my approval**" list. The user who is logged on can approve or reject them. Below that list, you can see that WF102SECA roles are needed to approve R185604 and R185615. Anyone in the WF102SECA role in department 102 can *approve* these requisitions by opening the document and clicking the green checkmark. After that approval, the requisition moves to the next approval level and the process repeats.

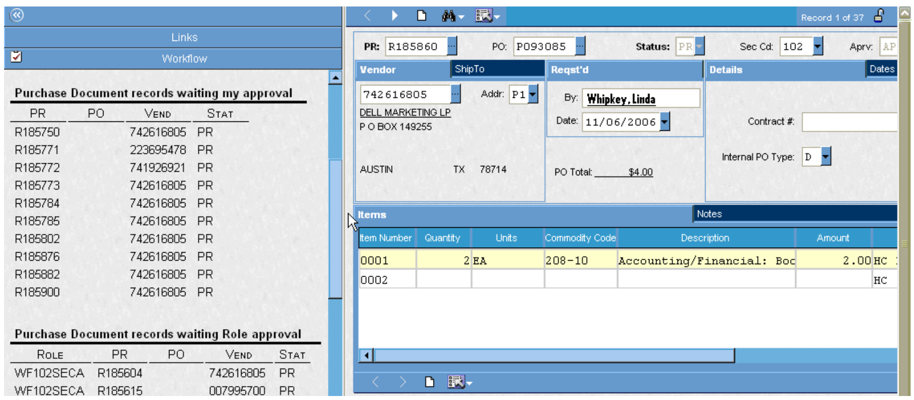


Fig 18 Workflow Option

Continued on next page

Sidebar Functions, Continued

Workflow (continued)

Purchase Document action list after hitting the Refresh button

Workflow is a path that a requisition follows as it is reviewed and approved. It is also a communication tool. When you create a requisition and press Enter, press the Refresh button. In Figure 19 below, you see the creator of the requisition listed under the **Purchase Document** list. This is the action list that shows what happens to the requisition.

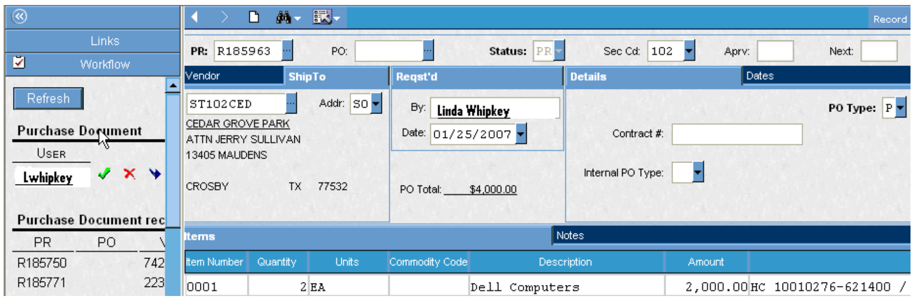


Figure 19 Beginning of the Workflow Process

There are four icons that represent actions: the green checkmark for approvals; the red X for rejections; the blue arrow, and the white hand. ***The blue arrow and white hand icons are not available for use.*** When the green checkmark and the X icons are in color, you can take action. Action starts with the creator of the requisition (the first name on the list) releasing it to the first approver by clicking the green checkmark. In the above example, Lwhipkey is the creator and can release it to the first approver by clicking the checkmark.

Note: Never reject a requisition that you created.

Continued on next page

Sidebar Functions, Continued

Workflow (continued)

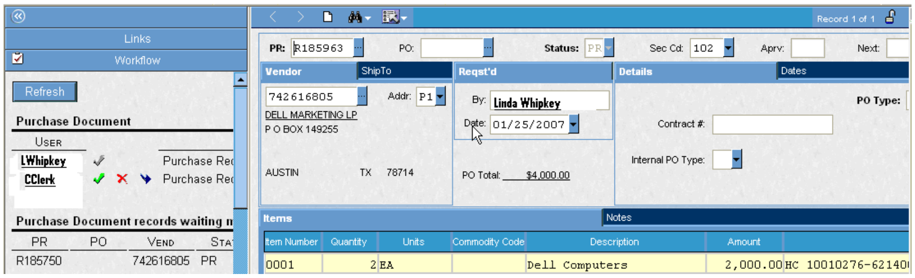


Fig 20 First Approver

In Fig. 20, CClerk can now approve or reject the document. If CClerk is not available, another person in CClerk's role can approve or reject the document. After the buyer's approval is completed, <u>the creator receives an e-mail to signify that the requisition has been approved by the buyer</u>. If the requisition has been rejected or changed at any point, it goes back to the creator's list of requisitions that need approval. After release (approval), it follows the same workflow path as before.

When the icons are in color, you have the authority to approve or reject. Click the green checkmark to approve after reviewing the requisition.

Check Your Knowledge 2

1. What two icons represent actions when approving or rejecting a requisition?

2. Explain the difference between these two phrases that appear on your 7i Purchase Requisition screens:
    a. "…waiting my approval"
    b. "…waiting my role approval".

3. If a first approver does not take action on a requisition, what happens to assure that it is processed?

4. What is the function of an Ellipsis on a drop down box?

5. Who cancels Purchase Orders?

Check Your Knowledge 2
Answers

1. A red X for rejection and a green checkmark for approval.

2. a. "…waiting my approval" – you are the first person listed in a role. You are now able and encouraged to review and approve/reject the requisition

   b. "…waiting my role approval" – You are not the first person listed in a role. When you click the record, you will see the workflow approval, "Pending" for the first person in the role. The checkmark is green. This means you have the same ability to approve/reject the records as the first person in the role.

3. If the first approver does not process the requisition, anyone in that role may.

4. The Ellipsis on a drop down box allows you to access a Lookup. This is a search of a database of records. Lookups are specific to the field you are in; that is, the Vendor field Lookup will search vendor names or PEIDs.

5. Only the Purchasing Department cancels Purchase orders.

Part 3: The Workflow Process and Hands on Practice

Requisitions

Introduction

Watch the instructor's example for a simple requisition.

Note: **Do not use the copy option for header information.**

You may copy **item** details by selecting the item and using the option icon on the bottom navigation bar; then, paste by using the option icon on the new requisition's bottom navigation bar.

JL side

Before you begin for the **first time**, you will need to activate the JL key field, so that you can see it. Do that by going to the last item in the key object field, tab over to orgkey/object code field, and click the down arrow. In the drop down list, select JL side.

Note: You can "hover" the mouse pointer over an account code to get its description. With coding appearing in individual fields, move your arrow beyond the last digit in the code. The description will appear in a white box. In addition, a hand icon appears when you are over a column title. This allows you to move the columns.

Work Order Field

Often the work order field will be visible. Since we do not use this option, it can be hidden. Do that by going to the last item in the Key Object field. Click the down arrow. In the drop down list, click work order to take the check mark away. This will hide the Work Order field.

Procedures for Data Entry

Step	Action
1.	PR # *: Select Seed to insert the next number for the requisition.
2.	Status: defaults.
3.	PO: This will be populated automatically after the PR is printed by the buyer.
4.	Sec. Code *: The code specific to the department making the req. This field will default.
5.	Apprv: blank; populates after the buyer approves the requisition.
6.	Next: blank; not used.
7.	Vendor *: Use the vendor code or use the Lookup function. Be sure to use the PO address code.
8.	Ship to *: Use the Lookup selection in the drop down menu.
9.	Requested: This tab is populated by the system.
10.	PO Type *: Defaults to P. use C for Contract only if present. **(blanket is not used)**
11.	Internal PO type: Only use to enter D for Disaster.
12.	Dates: This tab can be filled out if needed, for example the date needed or the expiration date of a contract.

*Required Field

Requisitions Continued

Data Entry - Items Requested

Item descriptions are required. In the description field, write specific information about the item. Enter Quantity, Units, and Amount. Then, enter GL and JL codes. To do this, you can either type them or go to a Look up dialog box. Place your cursor in the field being searched and use the ellipsis drop down box next to org/object code field for this. Make the selection. When you enter the org and obj code and then press Enter, Figure 21 displays. Press Enter again and the record saves with the complete account coding.

The Notes tab allows you to communicate information about the requisition or its components.

The FA field is to designate the item a Fixed Asset. Change the N to Y if the item is a fixed asset.

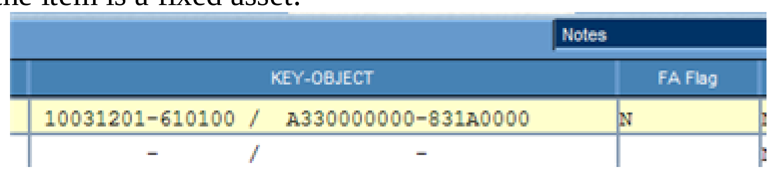


Fig. 21 Fixed Asset Flag

Note the FA Tab

After a user has entered a new requisition and then continues to enter a second (or more requisitions), the line item information (as well as other header information) will default into the new requisition.

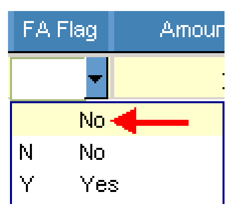


Fig 22 Drop Down list from FA Flag

If there is an N or Y in the FA field, the letter carries over to the new requisition. Users should always confirm that the FA field is blank when a new requisition is created. The N and Y are used for situations where the user needs to override the object code default.

Approving Requisitions

Approving Process

After you press Enter to save the requisition, the Workflow process begins. Open the Workflow option and Refresh the screen. The Refresh cycle can take up to 2-3 minutes.
When you see a green check by your name, click it to approve and start processing the data.

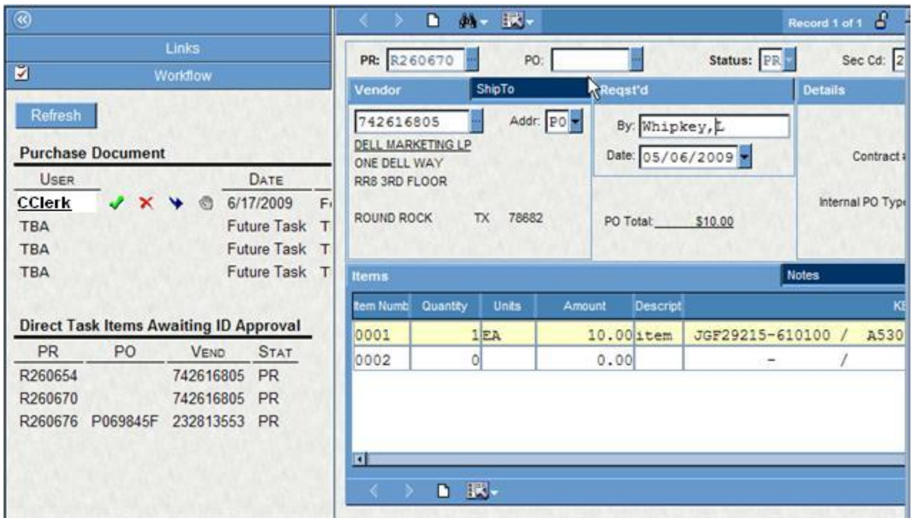


Fig 23 Requisition ready for approval

If you see a yellow message in the upper navigation bar, simply press Enter again. The system will continue.

As a requisition creator, you click the green checkmark to release it to the first approver. Before releasing it, be sure that all the data you have entered is correct.

Note: If the creator is also the first approver, once he/she releases it, a second checkmark will be automatically listed in grey. A comment will be added to the right hand column that reads, “User already processed.” This is the case with many creators.

Approvers can release the requisition by clicking the green check next to his/her name. Approvers are given the opportunity to insert comments about the requisition. These comments should be relevant, since they cannot be edited or deleted. After clicking the green checkmark, it turns to grey. The workflow moves to the next assigned approver.

Continued on next page

Approving Process (continued)

When the requisition is approved, it moves to the next level of approval. Once the department gives the final level approval, workflow sends the requisition to the purchasing coordinator. It is then transferred by the purchasing coordinator to the buyer. Once the buyer approves the requisition, an e-mail is sent to the creator to inform him that the requisition has been fully approved. Workflow is complete. The buyer then prints the requisition to create a PO.

Errors

After pressing Enter, you may get a message in red at the top of the screen. If a red X precedes it, you must change the field that is referenced; for example, you may have to add data into a field that was left blank. Sometimes, however, the system will give you an error that you cannot fix. Then you may press ESC or go out of the screen and re-enter it. You will lose your work.

If you click a requisition in the sidebar, you may see a message preceded by a yellow dot that says to try the POCSAD screen. This means that you are attempting to access an addendum. Go out of POCSHR and open POCSAD. The requisition number should be listed there. Remember, addendums always have a PO number in the PO column.

Encumbrances

Important Note: Funds are pre-encumbered after you save. You can enter zero in either the quantity or cost (amount) fields if you wish to enter the basic information without encumbering any amount. The Purchase Order Total will read "0." If the requisition is deleted (only by the final approver), the pre-encumbrance is also deleted.

You will see your requisition on PO Status (POST) immediately.

Rejecting Requisitions

Rejections

Click the red X by your name to reject the requisition or addendum. After rejection, the corresponding requisition appears in the creator's list of approvals needed. The creator makes the changes needed, clicks the green checkmark, and it "flows" through the normal workflow sequence again.

Note: Never reject a requisition that you created. You should never reject your own changes.

Note: Do not make a change and reject at the same time.

Note: Only the final approver can delete a requisition, if necessary.

If a change is made to the requisition by any of the approvers, the requisition then goes to the creator's "need my approval" list.

Continued on the next page

Modifying Requisitions

Introduction

This section gives the general outline of modifying a requisition.

Changes to Requisitions

When you must change the data on the requisition, always enter an explanation in the comments box that appears after you click the green checkmark.

The creator always receives the requisition after a change and, after his/her release, it will continue through the same workflow sequence.

As always, enter data accurately.

Deleting an Item

To delete a line item, highlight it and click the Options icon on the bottom navigation bar. Select, "Delete Record."

Deleting a Requisition

Introduction

This section discusses how the final approver can delete a requisition.

Deleting a Requisition

Only the final approver can delete a requisition.

To delete a requisition, click the Options icon on the top navigation bar and select, "Delete Record." You will be asked to confirm the delete as seen below.

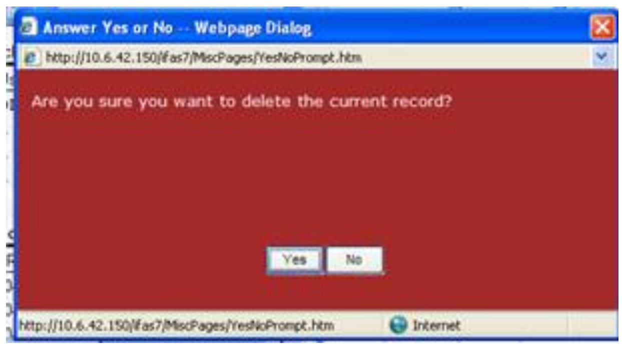


Fig. 24 Confirmation of the delete

Roles

Introduction This section describes the approval structure.

Role Approvers Each approval role includes a list of names. The first person in the role is the name that appears in workflow. The creator launches the requisition into workflow. Each time the invoice is approved or rejected, the action is recorded in the Workflow history. When the **green checkmark** and **red X** in color, you may approve or reject (the arrow and the hand are not in use). Workflow history will reflect the name of the person that performed the action. If you are the creator and in the first role, your workflow approval will be automatically given if no changes have been made since your original approval.

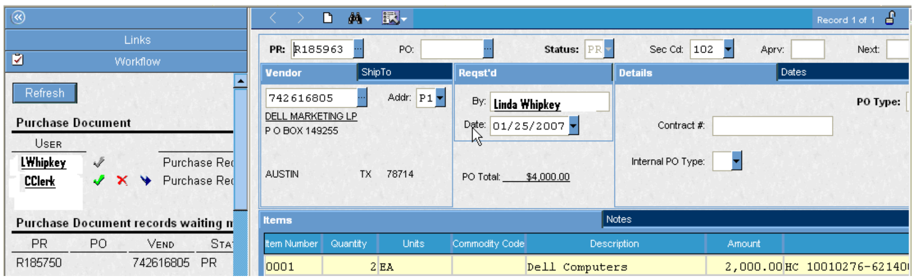


Fig 25 The First Approver

In Figure 25, LWhipkey is logged in. You see that she was the creator of R185963. After approving and refreshing the screen, she sees the name of the first approver in the first approval role, CClerk. Because LWhipkey is in the first approval role, she can access the action buttons; that is, they are in color on *her* screen. She can either approve or reject the requisition. After approving in the place of CClerk, LWhipkey refreshes the screen to show the following figure.

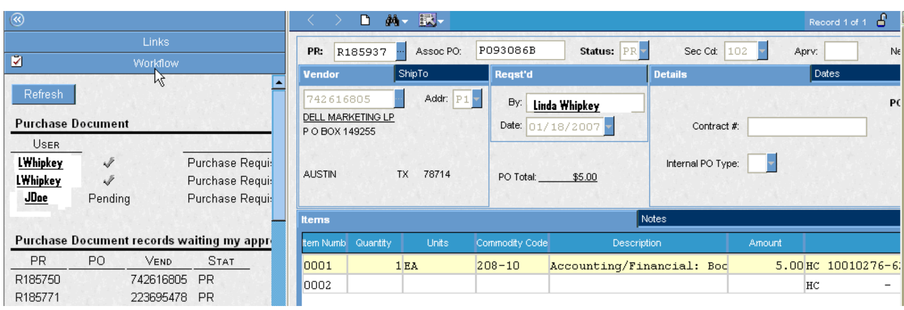


Figure 26 Pending approval by second level

Figure 26 shows that LWhipkey released the requisition as creator and approved it as the first approver. Cclerk is not listed as an approver because Lwhipkey gave the first approval. In the second approval role, Jdoe appears because he is the first person in the second approval role.

Purchasing Coordinator

Introduction

This section describes the role of the purchasing coordinator.

Role of the coordinator

After the final department approver gives his/her approval by checking the green checkmark, the Purchasing Coordinator is responsible for passing the requisition to the buyer. The coordinator <u>does not approve</u> the requisition. He/she only directs it to the proper buyer.

NOTE: Addendums are not forwarded to the purchasing coordinator. Addendums are routed to the buyer on the original PO.

The Buyer

Introduction

This section describes the role of the buyer.

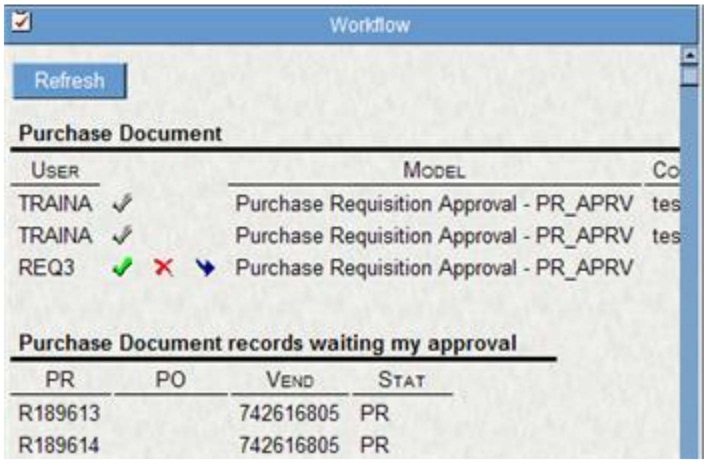
The buyer

When the buyer approves the requisition through workflow, the creator receives an e-mail to inform him/her of the approval.

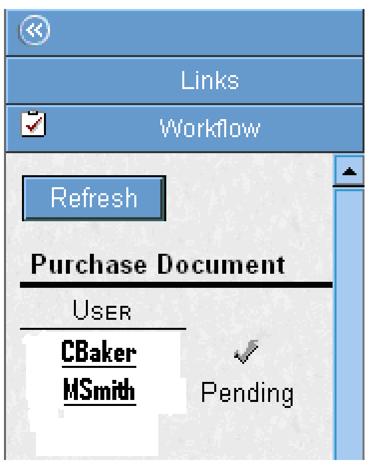
The buyer assigns a PO number to the requisition by printing the PO and this number will appear on the requisition. If after one day following the approval, you go to POST and don't see the PO number, contact the buyer.

Check Your Knowledge 3

Workflow I: Interpret the following workflow. Tell what is happening at each step.



Workflow II: Who is the first approver in the following example?



Check Your Knowledge 3

Answers

1. The creator is TrainA. He also is at the first level of approval. Since he is the creator, the requisition is approved by him automatically and his name appears for the second time. The second level approver is Req3. He may approve or reject the requisition.

2. MSmith is the first approver.

Practicing with the POCSHR Screen

Logon to your computer and go to the training site (http://7itrain.ifas.hctx.net/Ifas7/home)

Navigate to the POCSHR screen.

Each participant will create a req. Use the Session 1 Lab Exercises for reference and the instructor's directions.

Check Your Knowledge 4

True or False?

1. There are only 2 screens used for Purchase Requisitions/Addendums.
2. The tabs in dark blue are active.
3. The Entity List displays all Requisitions and Purchase Orders that you have clearance to access on the list provided by the search.

Multiple Choice

1. As a User, you must be able to:

   A. show proficiency in using 7i
   B. describe the procedure for cancelling a purchase order
   C. be aware of the steps in the Workflow process
   D. All of these

2. In Workflow, you are the first approver of the requisition if you:

   A. created it
   B. are designated in the first approval role and gave the workflow approval
   C. are the first person to navigate to the requisition

3. Your department is finished processing a requisition when:

   A. the creator enters **S** in the Action field
   B. the creator sends it to purchasing
   C. the buyer approves it and assigns it a PO number
   D. the final approver approves the requisition

Fill in the blank

1. The mask for purchase requisitions is: __

Explain the Workflow process: ___________________________

Check Your Knowledge 4 Answers

True or False

1. True
2. False
3. True

Multiple Choice

1. D
2. B
3. D

Fill in the Blank.

1. POCSHR
2. Workflow incorporates the requisition creator, and approvers. Approvers review requisitions for any errors and can reject the requisition. The creator receives an e-mail giving the status of the requisition when it has been approved by the buyer.

Part 4: Requisitions with Split Accounts and Deleting a Line Item

Split Accounts

Introduction

Watch the instructor's input for a requisition with a split account.

Creating a Requisition With a Split Account

Split the account by percent by using the Lookup box on the right of the Key Object field. Click this box. See Fig. 27 and 28 below.

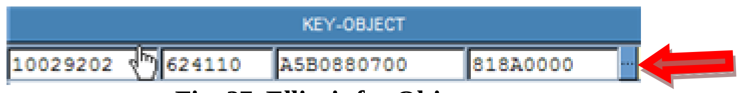


Fig. 27 Ellipsis for Object

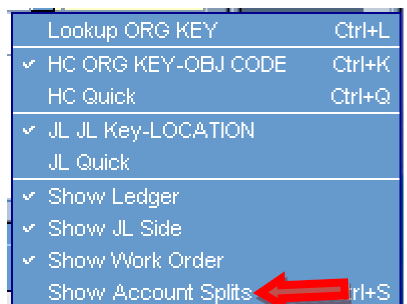


Fig. 28 Drop Down List from Ellipsis

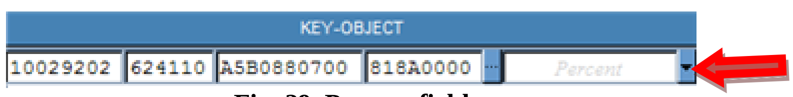


Fig. 29 Percent field

Choose, "Show account splits" (Fig.28). Then, click the drop-down box on the right of the coding (Fig. 29) and, unless advised otherwise, choose **Split by Percentages** (see Fig 30).

Fig 30 Split by Percentage

Place the cursor in the Percent field. Type the percentage for your first account code. See Fig. 31.

Continued on next page

Split Accounts, Continued

Creating a Requisition with a Split Account (continued)

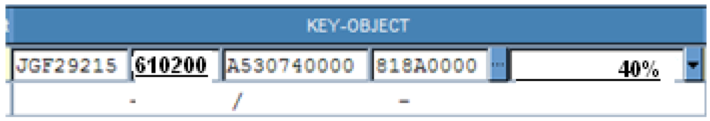


Fig 31 Percent Indicated

To add another (or remaining) account split, move your cursor to the drop-down box again and select New Account Split (Fig 32).

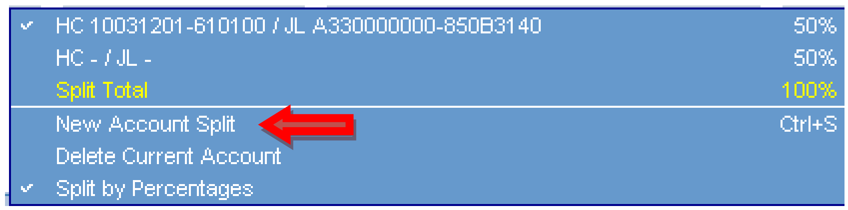


Fig 32 New Account Split

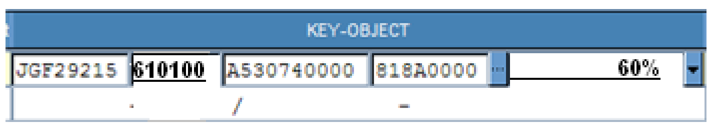


Fig 33 Percentage Indicated

Enter the account coding for the second account and specify the percentage as above. You are now ready to **save** the requisition for the workflow sequence to begin.

Note: The percentages must add up to 100%.

Deleting a Line Item

Deleting a line item

Highlight the item by clicking in the item number field. To delete the highlighted line item, press Delete Record on the Item options drop down list. A dialog box will ask you to confirm the delete, by asking if you want to delete the current record. This does not mean to delete the entire requisition, only the line item you highlighted. Click **Yes** to delete the line item.

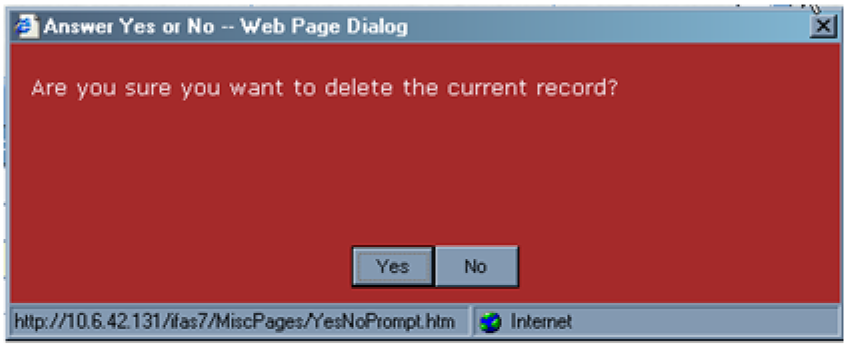


Fig 34 Confirmation of Deletion

Note: The Item option box is located at the bottom of the screen.

Important: Only the final approver has rights to delete the entire requisition.

Practice

Delete one item from your requisition.

Part 5: The POCSAD Screen

Overview

Introduction

This section introduces the POCSAD screen.

Definition

You may make an addendum to any open Purchase Order by accessing the POCSAD screen. An addendum allows you to:

- Increase amounts
- Decrease amounts
- Change account coding

If the PO is **FP or CA,** it cannot be edited.

NOTE: Addendums are not forwarded to the purchasing coordinator. Addendums are routed to the buyer on the original PO.

Screen Review

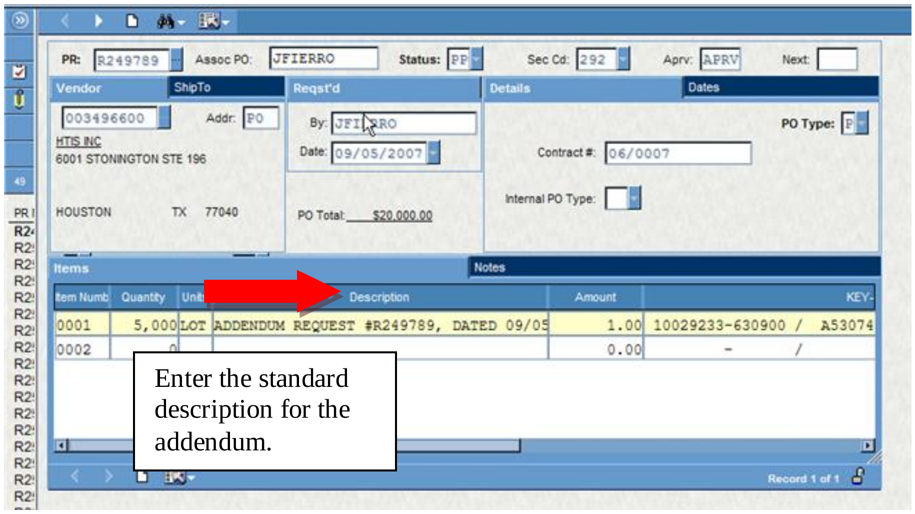


Fig 35 Description of Addendum

Addendums

Procedures

For adding an addendum to an open Purchase Order, follow these steps.

Step	Action
1	Enter the addendum screen with POCSAD in the command line or use the directory tree.
2	Choose new document. Click the Lookup box to assign a number (seed) for PR. In the Associated PO field, enter the **associated PO number** with a letter (A, B, C…) as a suffix.
3	Press Tab. **Note**: if the PO is not open, you will get an error asking you to contact Purchasing so that they can re-open it.
4	The open PO information appears. Add the item information for the addendum. You cannot edit the header. In the **item description field**, type the following standard. Requisition #R ______, date XX/XX/XX, to (increase or decrease) _______(detailed description)_____________
5	Review
6	Save by pressing Enter. **Note:** Once you save item information, you can no longer change it. You must delete the item and add a new one.
7	If the data is correct, the program displays the Record Accepted message at the top bar. If a yellow ball appears, press Enter again. If a red X appears you may make the change, press Enter and continue, or you may press ESC. If you press ESC you may lose your work and will have to start again.
8	The approval sequence is the same as any PR.

Change requisitions or addendums

If an approver makes changes to a requisition or adds/deletes a line item, and then rejects the requisition/addendum, the creator may check the green checkmark without making any changes to the requisition/addendum. If the rejector does not make any changes, the originator must make a change and get "Record Accept" before checking the green check mark.

Note: You **cannot** update an addendum – you must **add a line item or delete a line item** (this constitutes a change for an addendum).

Changing Account Coding in Addendums

Introduction

This section describes how to prepare an addendum to change an incorrect account coding.

Procedures

The Purchasing Department will process account coding changes to printed purchase orders with an addendum requisition. If you find that a purchase order is coded incorrectly, please take the following steps. Numbers in Fig. 36 represent the steps listed here.

Step	Action
1.	Create an addendum by entering POCSAD.
2.	In the first line, type ADDENDUM # R _______(requisition number), DATED (today's date), TO INCREASE OR DECREASE P.O. BY $ (amount.)
3.	Type the incorrect coding in the "Key Object" column in the first line.
4.	In the second line, type: TO CORRECT CODING BY $(amount.)
5.	Type the correct coding in the second line Key-Object column. Note the change in the Key-Object coding in Fig 36 below.

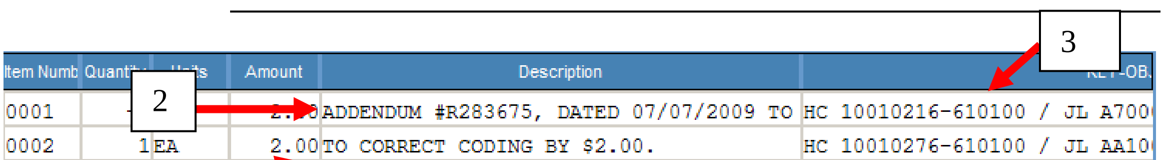


Fig 36 Steps for Addendum

4 5

Encumbrance

The Purchasing Department will process this addendum and print it to make the encumbrance change. The Purchase Order will not be mailed to the vendor.

Deleting An Addendum

Introduction

This section describes how to delete an addendum.

Deleting an Addendum

Only the final approver can delete an addendum. To do so, choose "Delete Record" under the Options icon in the top navigation bar. You will be asked to confirm the delete. Selecting yes will delete the addendum.

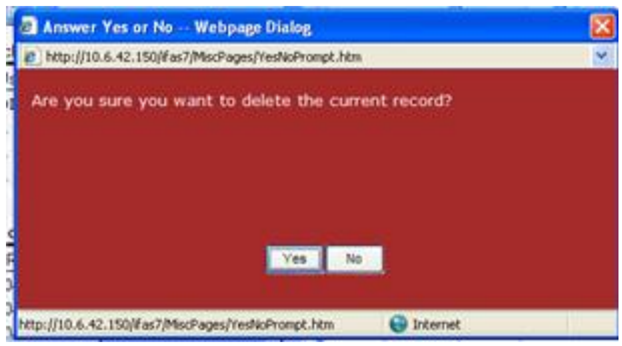


Fig 37 Confirmation of the deletion

Practicing Account Split and Addendum

Practice

1. Complete an account split by percentages.
2. Enter the Addendum screen, POCSAD, and enter an open PO number with a suffix. Edit the items requested and enter the standard verbiage for the item description.

Check Your Knowledge 5

Match the term on the left to the category on the right. You may have more than one category for a term. The category must be related to the term in some way.

1____ A

2____ Autoseed

3____ Open PO

4____ Percentage

5____ Associated PO

6____ Cannot edit header

7____ Reject/Approve

8____ Shows PRs and POs you can access

9____ Item description must have a standard format

10____ R185201B

11____ Roles

A. Workflow

B. Addendum

C. POCSHR

D. Split Account

E. Entity List

F. E-mail

G. Suffix for Addendum

Check Your Knowledge 5
Answers

1_G B_ A

2_C, B_ Autoseed

3_B_ Open PO

4_D_ Percentage

5_B_ Associated PO

6_B_ Cannot edit header

7_A, B C_ Reject/Approve

8_E_ Shows PRs and POs you can access

9_B_ Item description must have a standard format

10_B_ R185201B

11_A_ Roles

A. Workflow

B. Addendum

C. POCSHR

D. Split Account

E. Entity List

F. E-mail

G. Suffix for an addendum

Important Notes

General Rules

- If you cannot find your requisition/addendum, do a search on the appropriate screen (POCSHR for requisitions and POCSAD for addendums) to find out its current status. Use the binoculars to search.
- If you get a message regarding "Restricted Access" when trying to update a requisition/addendum, you will need to contact the ITC Help Desk – they will reset the access and you will be able to continue processing.

Rejections

- The creator can **never reject** his/her own requisition/addendum

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Changes

- You **cannot update** an addendum – you must add a line item or delete a line item (this constitutes a change on an addendum).
- If an addendum or requisition is rejected by an approver and the approver has not made any changes, it will go back to the creator and the creator:
  - **must** make a change; Ex. enter a dot after a code
  - save it
  - must receive either the "Record Accept" or "Record Deleted" message.
  - click the green checkmark in workflow.
- If an approver makes changes to a requisition or add/deletes a line item to an addendum and then rejects or approves the requisition/addendum it will go back to the creator – the creator may click the green checkmark without making any changes.
- If your requisition/addendum has a "PR" status and is not pending anyone's approval in workflow, a change will need to be made to relaunch it into workflow. The requisition will then go back to the creator for approval.