

Harris County Purchasing Department IFAS 7i Requisition

User Guide

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Purchase Requisition Procedures

Overview

Introduction The following information gives guidelines for using the new IFAS 7i purchase requisition, explains how to create requisitions and addendums, how to change and delete requisitions, and describes department approval of requisitions.

In this chapter This chapter contains the following topics.

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Guidelines for IFAS 7i Purchase Requisitions

Introduction The following information is guidelines for the IFAS 7i program concerning purchase requisitions.

Copying requisition items You can copy item information from an existing requisition or purchase order to a new requisition.

Encumbered requisitions The purchase requisition will encumber immediately after you press Enter and receive the Record Accepted message even if you exit the requisition or begin working on another requisition. As long as you have entered item information and pressed Enter, the amount is encumbered.

Requisition changes by an approver You must complete the following sequence if you are a department approver, you add or change item information, and you press Enter.

- Click the green Check mark when you see the Record Accepted message, even if you have not completed all the changes to the requisition
- Complete the changes you want to make and press Enter again
- Click the Refresh button
- Click the green Check mark if it appears again

Note: If you do not click the green Check mark the first time it appears, your name might not appear in the Workflow history.

Requisition creator and approver If you are a primary department approver and you create and submit a requisition, the program shows a check beside your name with the message, User Already Processed.

Workflow routing The program completes the following processes for approvals, rejections, and changes.

- Sends the requisition back to the creator's queue if the requisition is rejected
- Sends the requisition back to the creator if a change is made to the requisition
- Issues an email to the requisition creator when the buyer completes the approval

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Guidelines for IFAS 7i Purchase Requisitions, Continued

Comments added when submitting a requisition

Any comments entered when submitting a requisition will always remain with the requisition. Please keep comments appropriate. Anyone who opens the requisition can see the comments, and they cannot be changed.

Warning messages

If there are any warnings associated with the requisition information, the program displays a message in the Req Status Message bar providing the warning information. Note the warning information and press Enter again to continue. After each warning, you must continue to press Enter until you receive the record accepted message.

Red X messages

If you receive a red X message with system code in the message, read the message, and press the Esc button. This should make the screen available again. If not, you must exit the screen you are working on, go back to the IFAS tree, and click the icon to launch the module again. None of the previous information you entered is saved.

PO addendums

Each purchase order can only have one addendum associated to it at a time. If the addendum is with the buyer but not yet approved, contact the buyer and request that he send the addendum back to the department. If a second addendum is needed, you must wait until the existing addendum is printed and part of the purchase order. You cannot change information on an addendum. You can only add or delete line items.

Deleting requisitions

Only final department approvers can delete a requisition. See the section titled *Deleting a Requisition* for details on deleting a record.

Requisitions no longer needed

If you begin a requisition on the new 7i screen, and later decide that the requisition is not needed, you must delete the record. See the section titled *Deleting a Requisition* for more information.

Changing item information on an addendum

Once you save item information on an addendum, you can no longer change it. You must delete the item and add a new one.

Continued on next page

Guidelines for IFAS 7i Purchase Requisitions, Continued

Approve or reject requisitions using the Workflow Task List

Using the Workflow Task List, you can approve or reject requisitions individually or by a group. You can approve or reject by group by the following group titles.

- All Pending Tasks
- Vendor
- User
- Entry Date

Note: As the creator of a requisition, you must never reject a requisition that you created.

Task list items awaiting processing in the Workflow Task List

In the Workflow Task List, the Task List Items Awaiting Processing option in the sidebar allows you to choose a Model/Version of the program depending on the task you need to work.

Example: Purchase Requisition Approval

PO line item payments

You must confirm that invoice payments are made to the correct purchase requisition number and line item number on the Misc tab to properly report encumbrances.

Full or partial invoices

You must confirm that the full or partial option is correct for the invoice payment on the Main tab to provide the correct status for the requisition, addendum, or purchase order.

Purchasing guidelines

Refer to the Purchasing Manual located on the Harris County Intranet for detailed information.

<http://www.hctx.net/CmpDocuments/33/Documents/PurchasingManual.pdf>

Receiving

Receiving is not required for invoice processing. However, receiving provides accurate information that aids the IFAS system in applying the correct status to the purchase order and invoice process, such as automatic full or partial status to the purchase order.

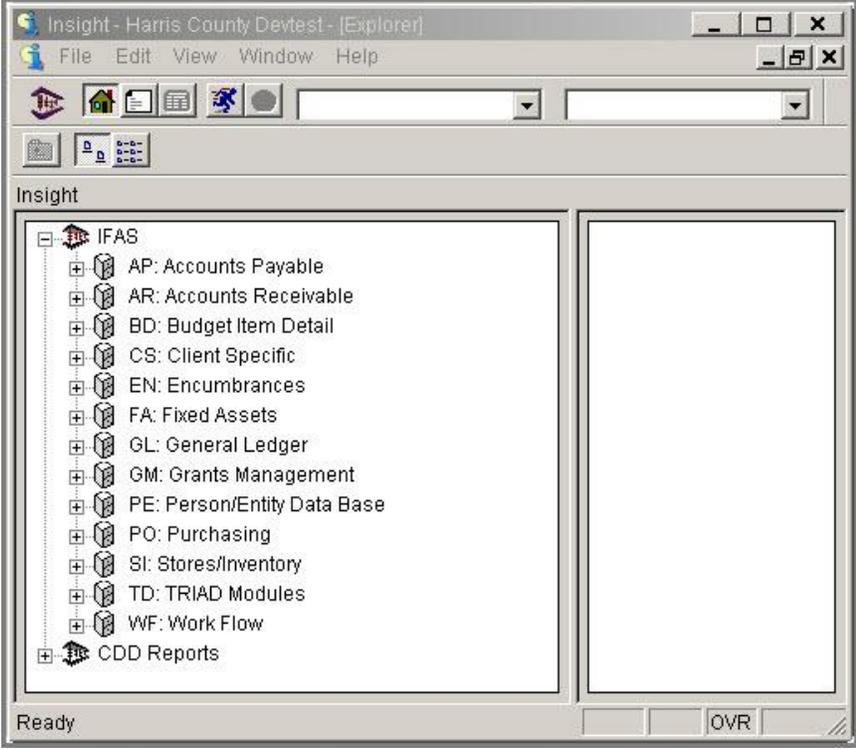
Creating a Purchase Requisition

Introduction

The following information explains how to begin creating a purchase requisition in IFAS 7i.

Create requisition

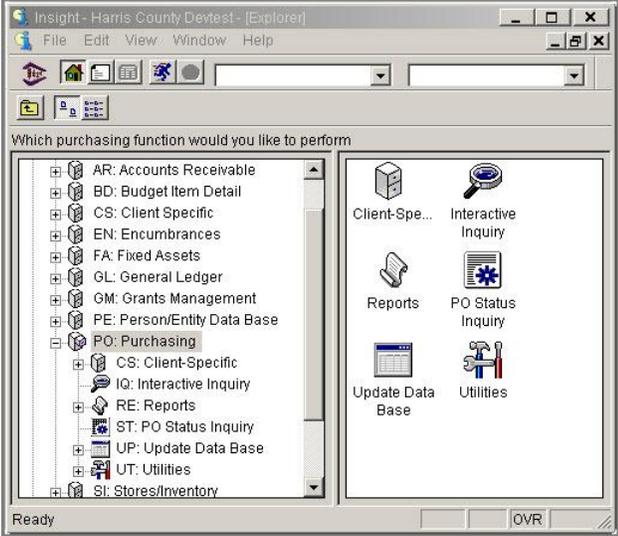
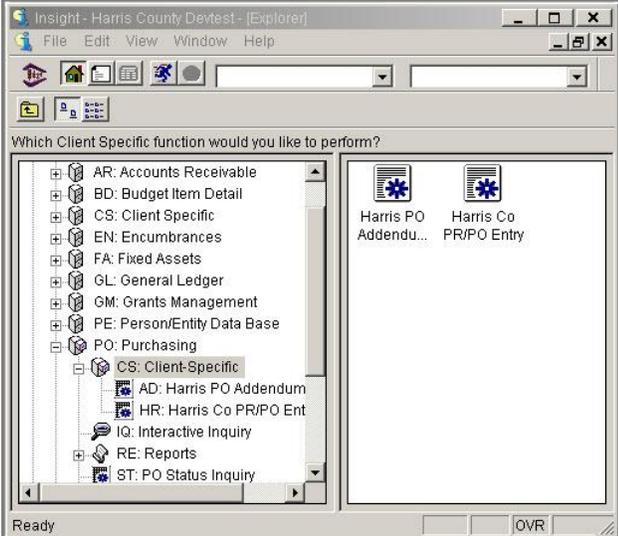
Use the following steps to create a purchase requisition in IFAS 7i.

| Step | Action |
|------|---|
| 1 | <p data-bbox="548 638 1112 674">Log into IFAS. The following screen opens.</p>  |

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Creating a Purchase Requisition, Continued

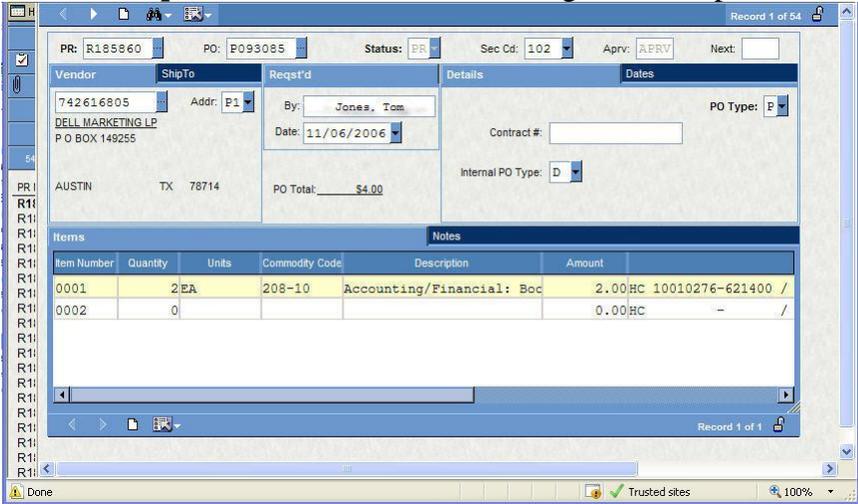
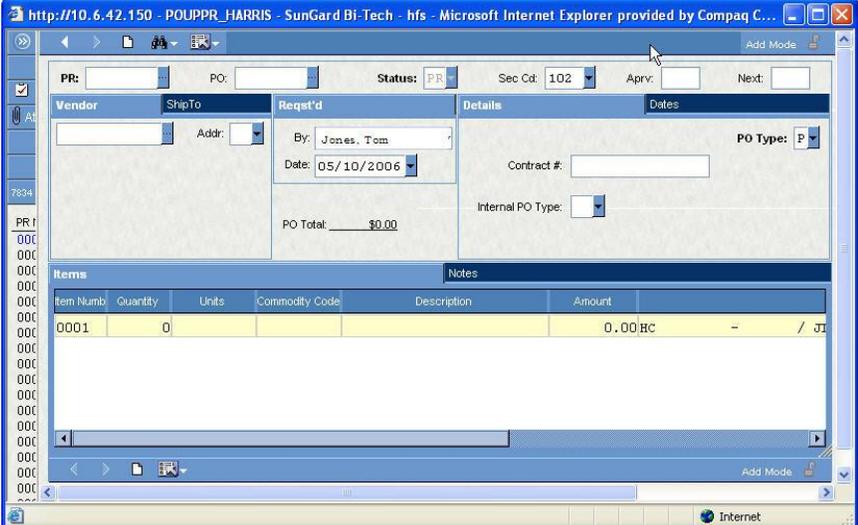
Create requisition (continued)

| Step | Action |
|------|---|
| 2 | <p>Click the <+> beside the PO: Purchasing icon. The following screen shows the expanded list.</p>  |
| 3 | <p>Click the <+> beside the CS: Client-Specific icon. The following screen shows the expanded list.</p>  |

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Creating a Purchase Requisition, Continued

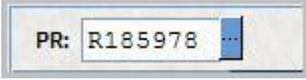
Create requisition (continued)

| Step | Action |
|------|---|
| 4 | <p>Double-click the HR: Harris Co PR/PO Entry icon to launch the IFAS 7i Requisition window. The following window opens.</p>  |
| 5 | <p>Click the New Record icon in the Navigation bar to open a blank screen for a new requisition. The following screen opens.</p>  |

Continued on next page

Creating a Purchase Requisition, Continued

Create requisition (continued)

| Step | Action |
|------|--|
| 6 |  <p>Click the Ellipsis button beside the PR field in the upper, left hand corner, and choose the Auto (PR Seed) option. The program automatically populates the field with a new requisition number.</p>  |
| 7 | Go to the next section titled <i>Entering Vendor & Ship-To Info</i> to continue creating a requisition. |

Entering Vendor & Ship-To Info

Introduction The following information is a continuation of the procedure for creating a requisition and explains how to enter the vendor and ship-to information on the requisition form.

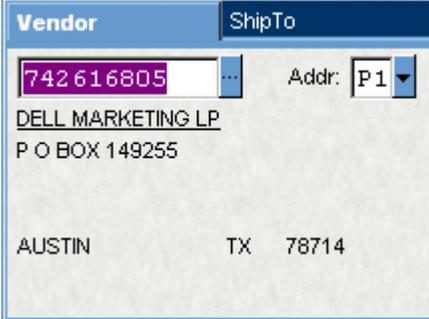
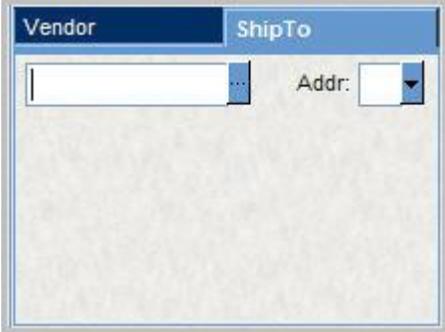
Enter vendor and ship-to info Use the following steps to enter the vendor and ship-to information on the requisition form.

| Step | Action |
|------|--|
| 1 | <p>Click the Vendor tab in the far left frame of the requisition form. The following image shows the Vendor tab and fields.</p>  <p>Note: The light color tab is the active tab.</p> |

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Entering Vendor & Ship-To Info, Continued

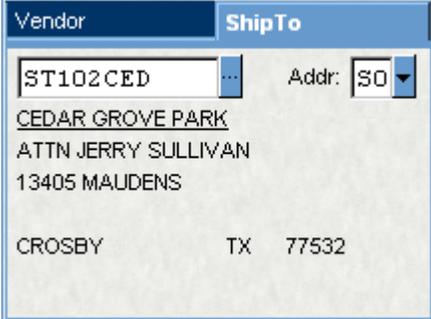
Enter vendor and ship-to info (continued)

| Step | Action |
|------|---|
| 2 | <p>Enter the vendor number in the Vendor field, or click the Ellipsis button beside the Vendor field to access the Lookup feature. The program populates the vendor address in this field.</p>  <p>Note: Go to the section titled <i>Using the Lookup Feature</i> in the <i>Navigation</i> chapter for instructions on using the Data Lookup feature.</p> <p>Note: If the address code is incorrect, click the down arrow beside the Addr: field for more options.</p> |
| 3 | <p>Click the ShipTo tab. The following image shows the ShipTo tab and fields.</p>  |

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Entering Vendor & Ship-To Info, Continued

Enter vendor and ship-to info (continued)

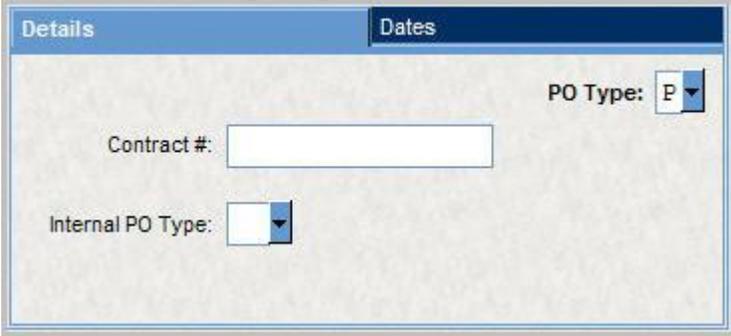
| Step | Action |
|------|--|
| 4 | <p>Enter the ship-to number in the ShipTo field, or click the Ellipsis button beside the ShipTo field to access the Lookup feature. The program populates the vendor address in this field.</p>  <p>Note: Go to the section titled <i>Using the Lookup Feature</i> in the <i>Navigation</i> chapter for instructions on using the Data Lookup feature.</p> <p>Note: If the address code is incorrect, click the down arrow beside the Addr: field for more options.</p> |
| 5 | <p>Press Enter to save the requisition number and header information on the requisition.</p> <p>Note: If you leave out the requisition number, the vendor, or ship-to information, you will receive a red X message in the Req Status Message bar when you press Enter. You must add the missing information and press Enter again.</p> |
| 6 | <p>Go to the next section titled <i>Entering Details and Date Info</i> to continue creating a requisition.</p> |

Entering Details & Date Info

Introduction The following information continues the procedure for creating a requisition in IFAS 7i and explains how to enter the Details and Date information on the requisition form.

Internal PO type Leave the Internal PO Type field blank. The disaster option is the only option in this field, and is only used for requisitions with County declared disaster coding. You will be notified if disaster coding is to be used.

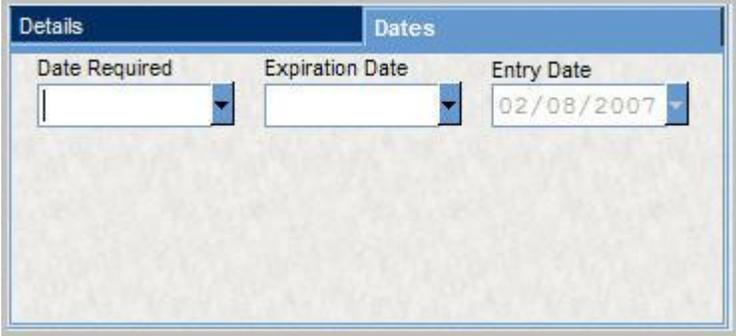
Enter details and date info Use the following steps to enter detail and date information on the requisition form.

| Step | Action |
|------|---|
| 1 | <p>Click on the Details tab in the far right frame of the requisition form. The following image shows the Details tab and fields.</p>  |
| 2 | <p>Choose the PO type from the drop-down list in the upper, right-hand corner.</p> <p>Note: Choose P for regular purchase orders or C for contract.</p> |
| 3 | <p>Enter the contract number in the Contract # field if this is an advertised job. Leave blank if not.</p> <p>Example: 05/0001</p> |

Continued on next page

Entering Details & Date Info, Continued

Enter details and date info (continued)

| Step | Action |
|------|--|
| 4 | <p>Click on the Dates tab in the far right frame of the requisition form. The following image shows the Dates tab and fields.</p>  <p>The screenshot shows a window with two tabs: 'Details' and 'Dates'. The 'Dates' tab is active. It contains three date fields: 'Date Required', 'Expiration Date', and 'Entry Date'. The 'Entry Date' field is populated with '02/08/2007'.</p> |
| 5 | <p>Enter a date in the Date Required field if necessary.</p> <p>Note: The Entry Date field is a default field and is automatically populated.</p> |
| 6 | <p>Go to the next section titled <i>Entering Items on the Requisition</i> to continue creating a requisition.</p> |

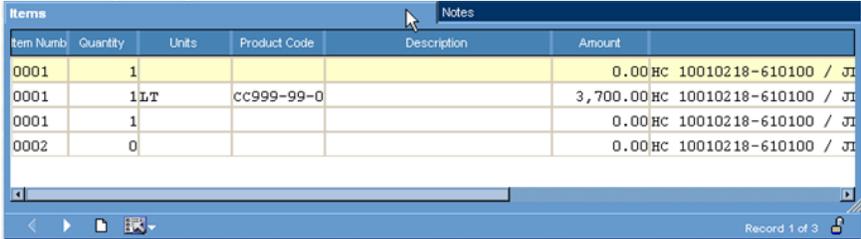
Entering Items on the Requisition

Introduction The following information continues the procedure for creating a requisition in IFAS 7i and explains how to enter items on the requisition form.

Changing the field order You can change the order of the fields in the Items tab by dragging a field to another location for customized date entry.

Description specifications for Fixed Asset items In order that the Fixed Asset module populates correctly, you must describe what you are purchasing with the first 25 characters of your description.
Example: Computer, Dell Optiplex with monitor, etc.

Enter items Use the following steps to enter the items you want to purchase on the requisition form.

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------|---|------------|--------------|-------------|--------------|-------------|--------|------|---|--|--|--|------|------|---|----|------------|--|----------|------|---|--|--|--|------|------|---|--|--|--|------|
| 1 | <p>Click the Items tab in the lower frame of the requisition form. The following image shows the Items tab and fields.</p>  <table border="1" data-bbox="548 1079 1409 1318"> <thead> <tr> <th>Item Numbr</th> <th>Quantity</th> <th>Units</th> <th>Product Code</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>1</td> <td></td> <td></td> <td></td> <td>0.00</td> </tr> <tr> <td>0001</td> <td>1</td> <td>LT</td> <td>cc999-99-0</td> <td></td> <td>3,700.00</td> </tr> <tr> <td>0001</td> <td>1</td> <td></td> <td></td> <td></td> <td>0.00</td> </tr> <tr> <td>0002</td> <td>0</td> <td></td> <td></td> <td></td> <td>0.00</td> </tr> </tbody> </table> | Item Numbr | Quantity | Units | Product Code | Description | Amount | 0001 | 1 | | | | 0.00 | 0001 | 1 | LT | cc999-99-0 | | 3,700.00 | 0001 | 1 | | | | 0.00 | 0002 | 0 | | | | 0.00 |
| Item Numbr | Quantity | Units | Product Code | Description | Amount | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0001 | 1 | | | | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0001 | 1 | LT | cc999-99-0 | | 3,700.00 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0001 | 1 | | | | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0002 | 0 | | | | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Entering Items on the Requisition, Continued

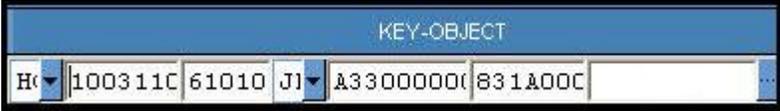
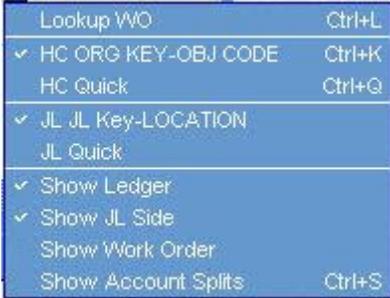
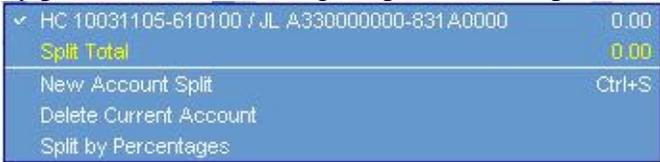
Enter items (continued)

| Step | Action |
|------|---|
| 2 | <p>Click in each of the following fields to enter information.</p> <ul style="list-style-type: none"> • Quantity (enter quantity) • Units (enter or choose from the drop-down list) • Description (enter a description of the item, you must tab out of this field) • Amount (enter the amount) • Key/Object <ul style="list-style-type: none"> – Ledger (HC defaults, other defaults set per security) – ORG (enter Org Key, or click the Ellipsis button in this field to access the Lookup feature) – OBJ (enter object, or click the Ellipsis button in this field to access the Lookup feature) – JLKY (enter the JL code if there is no default, or choose JL from the drop-down list) – LOCN (enter location code if not defaulted) • FA flag (the item is flagged if the object code has the Fixed Asset flag default, or choose from drop-down list if you want to track as a department asset) <p>Note: Click the Ellipsis button on the right side of the Key-Object field, and choose the JL ledger option from the drop-down menu. Uncheck the JL ledger option from the drop-down menu to hide this option.</p> |
| 3 | <p>Go to one of the two following sections titled <i>Splitting Accounts for Items Ordered</i> or <i>Adding Notes</i> to continue the procedure for creating a requisition.</p> |

Splitting Accounts for Items Ordered

Introduction The following information continues the procedure for creating a requisition in IFAS 7i and explains how to split accounts for items ordered.

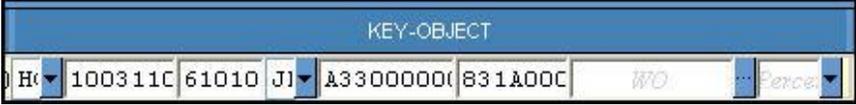
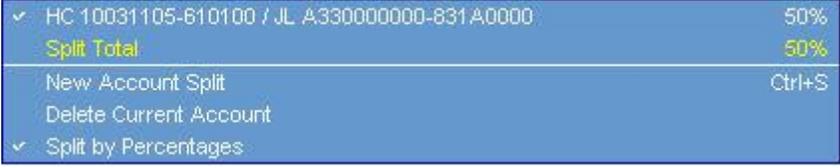
Split accounts Use the following steps to split accounts for items ordered.

| Step | Action |
|------|---|
| 1 | <p>Click anywhere in the Key-Object field. The following image shows the Ellipsis button.</p>  <p>The screenshot shows a blue header bar labeled 'KEY-OBJECT'. Below it is a grid of input fields. The first field contains 'HC', the second '100311C', the third '61010', and the fourth 'JL'. To the right of these fields is a large field containing 'A33000000' and '831A000'. A small blue ellipsis button is located at the far right of this large field.</p> |
| 2 | <p>Click the Ellipsis button in the far right side of the Key-Object field. The following drop-down list opens.</p>  <p>The screenshot shows a blue drop-down menu with the following items: 'Lookup W/O' (Ctrl+L), '✓ HC ORG KEY-OBJ CODE' (Ctrl+K), 'HC Quick' (Ctrl+Q), '✓ JL JL Key-LOCATION', 'JL Quick', '✓ Show Ledger', '✓ Show JL Side', 'Show Work Order', and 'Show Account Splits' (Ctrl+S).</p> |
| 3 | <p>Choose the Show Account Splits option from the drop-down list. The program displays another field that allows you to choose to split by amount or percentage.</p>  <p>The screenshot shows the 'KEY-OBJECT' field with the same grid as in step 1. The large field now contains 'A33000000', '831A000', and 'WO'. A new field labeled 'Amount' is visible at the far right, with a dropdown arrow.</p> |
| 4 | <p>Click the down Arrow to the right of the Key-Object field to split by percent. The following drop-down list opens.</p>  <p>The screenshot shows a blue drop-down menu with the following items: '✓ HC 10031105-610100 / JL A330000000-831A0000' (0.00), 'Split Total' (0.00), 'New Account Split' (Ctrl+S), 'Delete Current Account', and 'Split by Percentages'.</p> <p>Note: Unless advised otherwise, always split by percentage.</p> |

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Splitting Accounts for Items Ordered, Continued

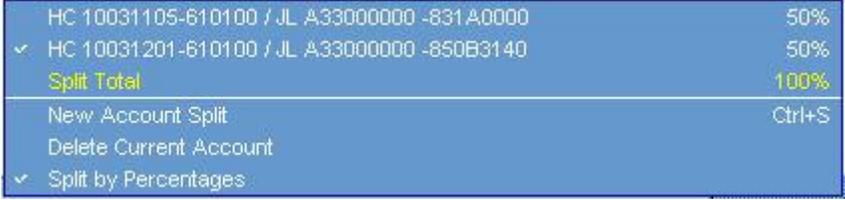
Split accounts (continued)

| Step | Action |
|------|--|
| 5 | <p>Choose the Split by Percentages option from the drop-down list. The field name changes to Percent.</p>  <p>The screenshot shows a 'KEY-OBJECT' header with a dropdown menu open. The menu items are: 'HC 100311C 61010 JI A33000000 831A000 WO' (selected), 'Percent', 'New Account Split', 'Delete Current Account', and 'Split by Percentages'.</p> |
| 6 | <p>Enter the percentage in the Percent field that you want to use for the first account.</p> |
| 7 | <p>Click the down Arrow beside the Percent field to enter the next account number. A drop-down list opens.</p>  <p>The screenshot shows a dropdown list with the following items: 'HC 10031105-610100 / JL A330000000-831A0000 50%', 'Split Total 50%', 'New Account Split Ctrl+S', 'Delete Current Account', and 'Split by Percentages'.</p> <p>Note: The first account number and percentage appear as the first item in the drop-down list.</p> |
| 8 | <p>Choose the New Account Split option. The Key-Object field is blank again to allow you to enter the next account number.</p>  <p>The screenshot shows the 'KEY-OBJECT' header with a dropdown menu open. The menu items are: 'HC', 'ORG', 'OBJ', 'JI', 'JLKY', 'LOCN', 'WO', and 'Percent'.</p> |
| 9 | <p>Enter the next account number in the Key-Object field and the percentage in the Percent field.</p> |

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Splitting Accounts for Items Ordered, Continued

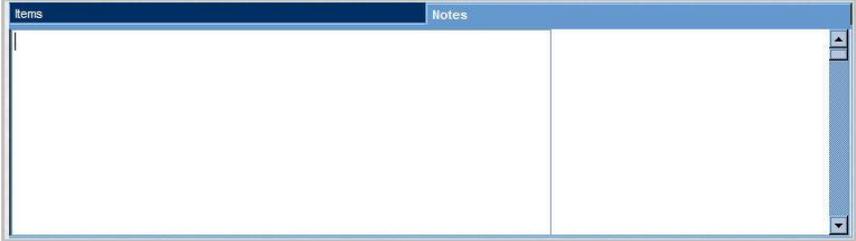
Split accounts (continued)

| Step | Action | | | | | | | | | | | | |
|---|--|--|-----|---|-----|--------------------|-------------|-------------------|--------|------------------------|--|------------------------|--|
| 10 | <p>Repeat steps 6 through 9 to add more account numbers and percentages until you add all accounts.</p> <p>Note: The Split Total must equal 100% for percentages or the total amount of the Extended Amount field, if you are entering amounts.</p>  <table border="1" data-bbox="548 709 1393 909"> <tbody> <tr> <td>HC 10031105-610100 / JL A33000000 -831.A0000</td> <td>50%</td> </tr> <tr> <td>✓ HC 10031201-610100 / JL A33000000 -850B3140</td> <td>50%</td> </tr> <tr> <td>Split Total</td> <td>100%</td> </tr> <tr> <td>New Account Split</td> <td>Ctrl+S</td> </tr> <tr> <td>Delete Current Account</td> <td></td> </tr> <tr> <td>✓ Split by Percentages</td> <td></td> </tr> </tbody> </table> | HC 10031105-610100 / JL A33000000 -831.A0000 | 50% | ✓ HC 10031201-610100 / JL A33000000 -850B3140 | 50% | Split Total | 100% | New Account Split | Ctrl+S | Delete Current Account | | ✓ Split by Percentages | |
| HC 10031105-610100 / JL A33000000 -831.A0000 | 50% | | | | | | | | | | | | |
| ✓ HC 10031201-610100 / JL A33000000 -850B3140 | 50% | | | | | | | | | | | | |
| Split Total | 100% | | | | | | | | | | | | |
| New Account Split | Ctrl+S | | | | | | | | | | | | |
| Delete Current Account | | | | | | | | | | | | | |
| ✓ Split by Percentages | | | | | | | | | | | | | |
| 11 | Press Enter to save. | | | | | | | | | | | | |
| 12 | Go to the next section titled <i>Adding Notes</i> to continue the procedure for creating a requisition. | | | | | | | | | | | | |

Adding Notes

Introduction The following information continues the procedure for creating a requisition in IFAS 7i and explains how to add a note for an item.

Add a note Use the following steps to add a note for an item. You can change the notes as often as needed.

| Step | Action |
|------|---|
| 1 | <p>Click the Notes tab to enter notes concerning items. The following image shows the Notes tab and field.</p>  <p>Note: Notes to the buyers concerning the requisition are preferred in the Comments section of the Workflow tab in the sidebar menu.</p> |
| 2 | Click inside the Notes field and enter text. You can change notes at any time and as often as necessary. |
| 3 | <p>Press Enter when you finish adding the notes. The program displays the message Record Accepted in the Req Status Message bar, which means the program accepted the information you entered on the requisition screen.</p> <p>Note: If there are any problems with the requisition information, the program also displays the message in the Navigation bar.</p> |
| 4 | <p>Go to the next section titled <i>Submitting a Requisition for Approval</i> to complete the requisition creation procedure.</p> <p>Note: To submit the requisition for approval, you must activate the approval process in Workflow.</p> |

Submitting Requisitions for Approval

Introduction The following information explains how to submit a requisition for approval in IFAS 7i through Workflow. Workflow is the IFAS 7i feature that moves the requisition through the department approval sequence for your department and the Purchasing Department.

Before you begin Before you begin, you must press Enter after entering all the required information on the requisition screen and receive the Record Accepted message in the Navigation bar.

Workflow routing The program completes the following actions for approvals, rejections, and changes.

- Sends the requisition back to the creator's queue if the requisition is rejected
- Sends the requisition back to the creator if a change is made to the requisition
- Issues an email to the requisition creator when the buyer completes the approval

Note: As the creator of a requisition, you must never reject a requisition that you created.

Requisition changes by an approver You must complete the following sequence if you are a department approver, you add or change item information, and you press Enter.

- Click the green Check mark when you see the Record Accepted message, even if you have not completed all the changes to the requisition
- Complete the changes you want to make and press Enter again
- Click the Refresh button
- Click the green Check mark if it appears again

Note: If you do not click the green Check mark the first time it appears, your name might not appear in the Workflow history as the creator of these changes.

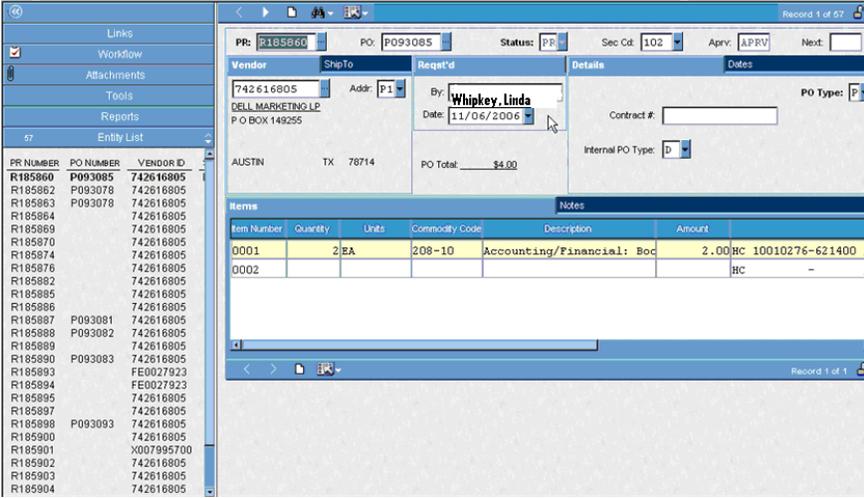
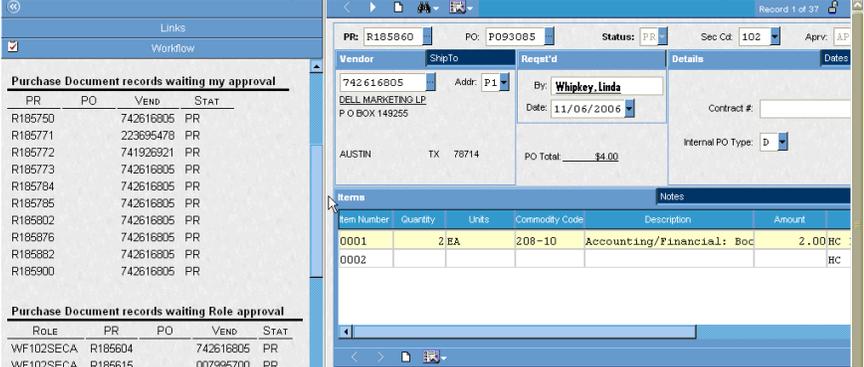
Requisition creator and approver If you are a primary department approver and you create and submit a requisition, the program shows a check beside your name with the message, User Already Processed.

Continued on next page

Submitting Requisitions for Approval, Continued

Submit requisition

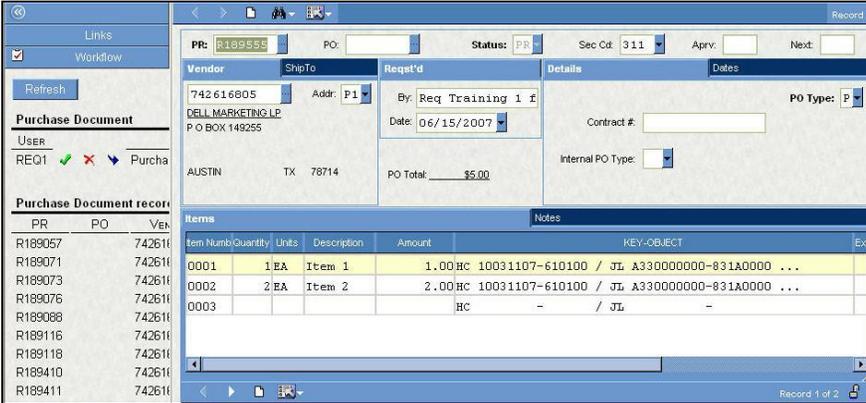
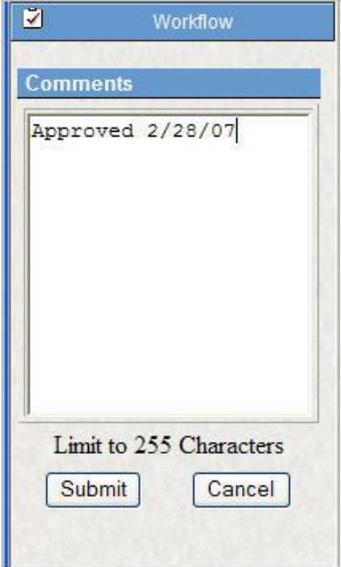
Use the following steps to submit a requisition you have created.

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------|--|-----------|-----------|-----------|---------|---------|-----------|-----------|---------|-----------|-----------|---------|-----------|---------|-----------|-----------|---------|---------|-----------|---------|----|-----------|-----------|--|-----------|---------|-----------|-----------|---------|---------|-----------|---------|----|-----------|-----------|--|-----------|---------|-----------|-----------|---------|---------|-----------|---------|----|-----------|---------|---------|-----------|---------|-----------|---------|---------|-----------|----|-----------|---------|-----------|-----------|----|-----------|---------|---------|-----------|---------|--|-----------|---------|------------|--|---------|--|-----------|---------|--|-----------|---------|--|-----------|
| 1 | <p>Click the double-arrow circle in the far left corner of the screen to expand the sidebar menu and access the Workflow option.</p>  <p>The screenshot shows a software interface with a sidebar on the left containing options like 'Links', 'Workflow', 'Attachments', 'Tools', 'Reports', and 'Entity List'. The 'Workflow' option is selected. The main area displays requisition details for PR: R185860, PO: P093085, Status: PR, Sec Cdt: 102, and Vendor: DELL MARKETING LP. A table of items is visible at the bottom.</p> <table border="1" data-bbox="548 714 860 1060"> <thead> <tr> <th>PR NUMBER</th> <th>PO NUMBER</th> <th>VENDOR ID</th> </tr> </thead> <tbody> <tr><td>R185860</td><td>P093085</td><td>742616805</td></tr> <tr><td>R185862</td><td>P093078</td><td>742616805</td></tr> <tr><td>R185863</td><td>P093078</td><td>742616805</td></tr> <tr><td>R185864</td><td></td><td>742616805</td></tr> <tr><td>R185869</td><td></td><td>742616805</td></tr> <tr><td>R185870</td><td></td><td>742616805</td></tr> <tr><td>R185874</td><td></td><td>742616805</td></tr> <tr><td>R185876</td><td></td><td>742616805</td></tr> <tr><td>R185882</td><td></td><td>742616805</td></tr> <tr><td>R185885</td><td></td><td>742616805</td></tr> <tr><td>R185886</td><td></td><td>742616805</td></tr> <tr><td>R185887</td><td>P093081</td><td>742616805</td></tr> <tr><td>R185888</td><td>P093082</td><td>742616805</td></tr> <tr><td>R185889</td><td></td><td>742616805</td></tr> <tr><td>R185890</td><td>P093083</td><td>742616805</td></tr> <tr><td>R185893</td><td>FE0027923</td><td></td></tr> <tr><td>R185894</td><td>FE0027923</td><td></td></tr> <tr><td>R185895</td><td></td><td>742616805</td></tr> <tr><td>R185897</td><td></td><td>742616805</td></tr> <tr><td>R185898</td><td>P093093</td><td>742616805</td></tr> <tr><td>R185900</td><td></td><td>742616805</td></tr> <tr><td>R185901</td><td>X007995700</td><td></td></tr> <tr><td>R185902</td><td></td><td>742616805</td></tr> <tr><td>R185903</td><td></td><td>742616805</td></tr> <tr><td>R185904</td><td></td><td>742616805</td></tr> </tbody> </table> | PR NUMBER | PO NUMBER | VENDOR ID | R185860 | P093085 | 742616805 | R185862 | P093078 | 742616805 | R185863 | P093078 | 742616805 | R185864 | | 742616805 | R185869 | | 742616805 | R185870 | | 742616805 | R185874 | | 742616805 | R185876 | | 742616805 | R185882 | | 742616805 | R185885 | | 742616805 | R185886 | | 742616805 | R185887 | P093081 | 742616805 | R185888 | P093082 | 742616805 | R185889 | | 742616805 | R185890 | P093083 | 742616805 | R185893 | FE0027923 | | R185894 | FE0027923 | | R185895 | | 742616805 | R185897 | | 742616805 | R185898 | P093093 | 742616805 | R185900 | | 742616805 | R185901 | X007995700 | | R185902 | | 742616805 | R185903 | | 742616805 | R185904 | | 742616805 |
| PR NUMBER | PO NUMBER | VENDOR ID | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185860 | P093085 | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185862 | P093078 | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185863 | P093078 | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185864 | | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185869 | | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185870 | | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185874 | | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185876 | | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185882 | | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185885 | | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185886 | | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185887 | P093081 | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185888 | P093082 | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185889 | | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185890 | P093083 | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185893 | FE0027923 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185894 | FE0027923 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185895 | | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185897 | | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185898 | P093093 | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185900 | | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185901 | X007995700 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185902 | | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185903 | | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185904 | | 742616805 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>Click the Workflow option. The Workflow tab view expands.</p>  <p>The screenshot shows the same interface as above, but the 'Workflow' sidebar option is expanded to show a list of 'Purchase Document records waiting my approval' and 'Purchase Document records waiting Role approval'.</p> <table border="1" data-bbox="548 1228 860 1501"> <thead> <tr> <th>PR</th> <th>PO</th> <th>Vend</th> <th>STAT</th> </tr> </thead> <tbody> <tr><td>R185760</td><td></td><td>742616805</td><td>PR</td></tr> <tr><td>R185771</td><td>223695478</td><td></td><td>PR</td></tr> <tr><td>R185772</td><td>741926921</td><td></td><td>PR</td></tr> <tr><td>R185773</td><td>742616805</td><td></td><td>PR</td></tr> <tr><td>R185784</td><td>742616805</td><td></td><td>PR</td></tr> <tr><td>R185785</td><td>742616805</td><td></td><td>PR</td></tr> <tr><td>R185802</td><td>742616805</td><td></td><td>PR</td></tr> <tr><td>R185876</td><td>742616805</td><td></td><td>PR</td></tr> <tr><td>R185882</td><td>742616805</td><td></td><td>PR</td></tr> <tr><td>R185900</td><td>742616805</td><td></td><td>PR</td></tr> </tbody> </table> <table border="1" data-bbox="548 1438 860 1501"> <thead> <tr> <th>ROLE</th> <th>PR</th> <th>PO</th> <th>Vend</th> <th>STAT</th> </tr> </thead> <tbody> <tr><td>WF102SECA</td><td>R185804</td><td></td><td>742616805</td><td>PR</td></tr> <tr><td>WF102SECA</td><td>R185615</td><td></td><td>007995700</td><td>PR</td></tr> </tbody> </table> | PR | PO | Vend | STAT | R185760 | | 742616805 | PR | R185771 | 223695478 | | PR | R185772 | 741926921 | | PR | R185773 | 742616805 | | PR | R185784 | 742616805 | | PR | R185785 | 742616805 | | PR | R185802 | 742616805 | | PR | R185876 | 742616805 | | PR | R185882 | 742616805 | | PR | R185900 | 742616805 | | PR | ROLE | PR | PO | Vend | STAT | WF102SECA | R185804 | | 742616805 | PR | WF102SECA | R185615 | | 007995700 | PR | | | | | | | | | | | | | | | | | | | |
| PR | PO | Vend | STAT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185760 | | 742616805 | PR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185771 | 223695478 | | PR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185772 | 741926921 | | PR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185773 | 742616805 | | PR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185784 | 742616805 | | PR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185785 | 742616805 | | PR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185802 | 742616805 | | PR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185876 | 742616805 | | PR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185882 | 742616805 | | PR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R185900 | 742616805 | | PR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ROLE | PR | PO | Vend | STAT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WF102SECA | R185804 | | 742616805 | PR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WF102SECA | R185615 | | 007995700 | PR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Submitting Requisitions for Approval, Continued

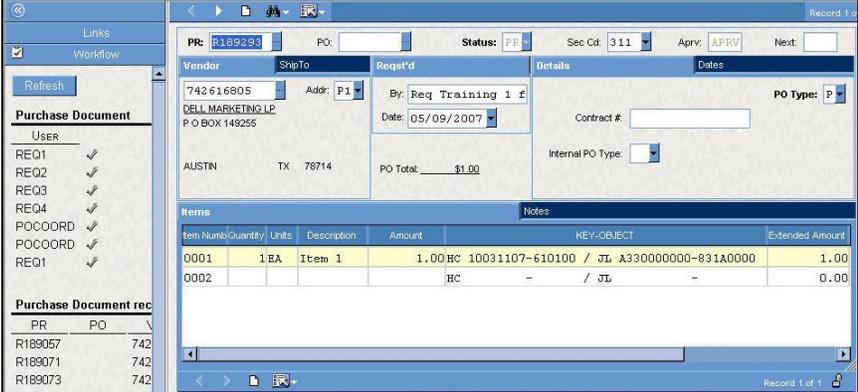
Submit requisition (continued)

| Step | Action |
|------|--|
| 3 | <p>Click the Refresh button until your name appears with the green Check mark beside your name.</p>  <p>Note: The wait could take two to three minutes.</p> |
| 4 | <p>Click the green Check mark to submit the requisition. The Comments window opens.</p>  |

Continued on next page

Submitting Requisitions for Approval, Continued

Submit requisition (continued)

| Step | Action |
|------|---|
| 5 | <p>Enter your comments in the Comments window.</p> <p>Note: Any comments entered at this time will always remain with the requisition. Please keep comments appropriate. Anyone who opens the requisition can see the comments, and they cannot be changed.</p> |
| 6 | <p>Click the Submit button to submit the requisition for approval. The requisition moves on to all department approvers and to the Purchasing buyer through Workflow.</p>  <p>Note: The program issues an email to the requisition creator when the buyer completes the final approval, but the purchase order requisition only becomes a PO when the requisition is printed by the Buyer.</p> <p>Note: The current status of a requisition is noted in the Status field on the Requisition screen. If the status of your requisition shows PR in the Status field, even if you have received notice that your requisition is approved, this means that your requisition is not printed and is not a PO yet.</p> |

Creating an Addendum to a Purchase Order

Introduction The following information explains how to create an addendum to a purchase order.

Before you begin You cannot create an addendum to a purchase order if the purchase order is fully paid or cancelled.

PO addendums Each purchase order can only have one addendum associated to it at a time. If the addendum is with the buyer but not yet approved, contact the buyer and request that he send the addendum back to the department. If a second addendum is needed, you must wait until the existing addendum is printed and part of the purchase order. You cannot change information on an addendum. You can only add or delete line items.

Addendums to lower a PO If you create an addendum to lower the amount of a purchase order, you must include each account code on a separate line item. You cannot split account items that are negative amounts.

Addendums with associated PO numbers Once you create an addendum, Workflow shows the addendum with the associated purchase order number in the list.

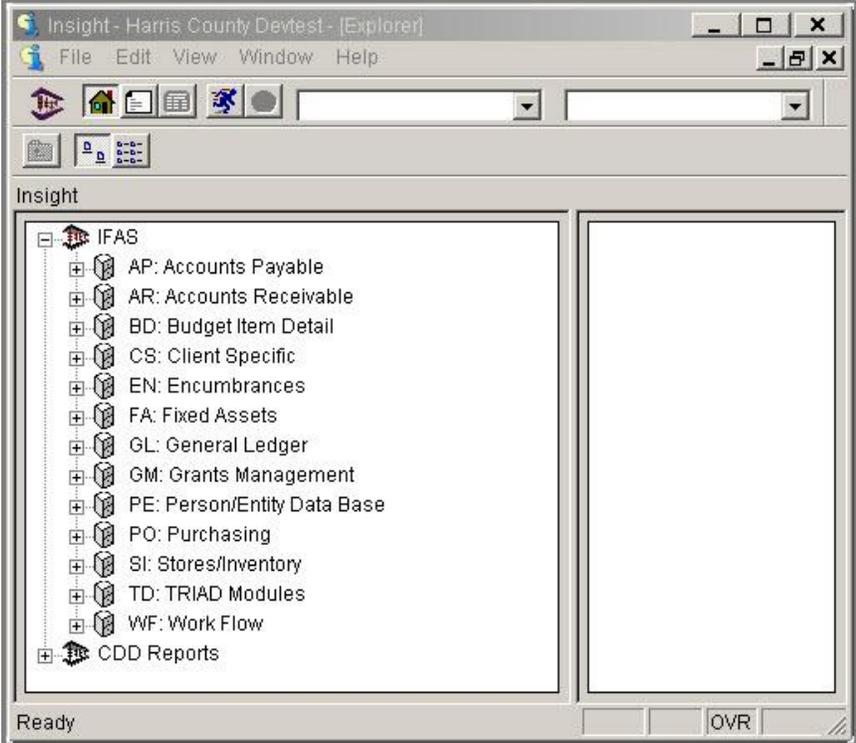
Changing item information on an addendum Once you save item information on an addendum, you can no longer change it. You must delete the item and add a new one.

Continued on next page

Creating an Addendum to a Purchase Order, Continued

Create addendum

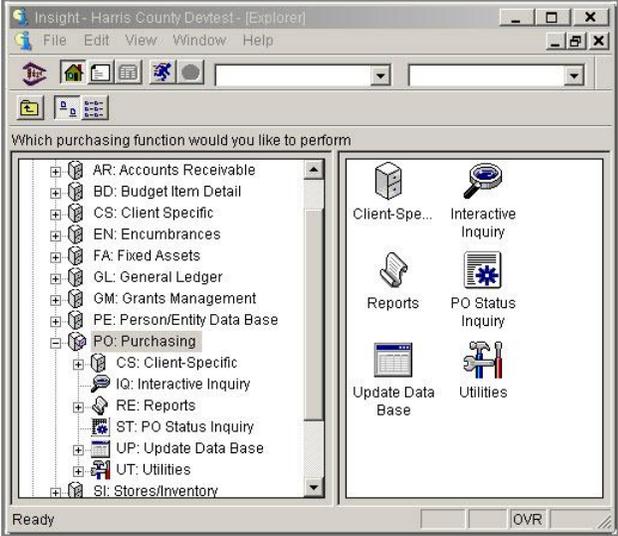
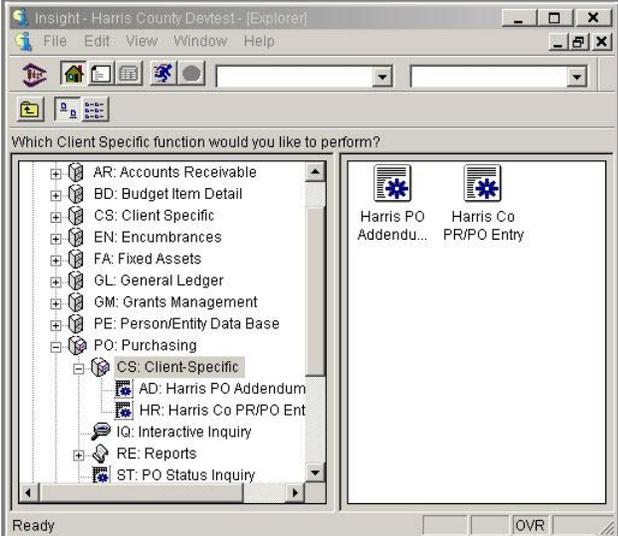
Use the following steps to create an addendum requisition.

| Step | Action |
|------|--|
| 1 | <p>Log into IFAS. The following screen opens.</p>  |

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Creating an Addendum to a Purchase Order, Continued

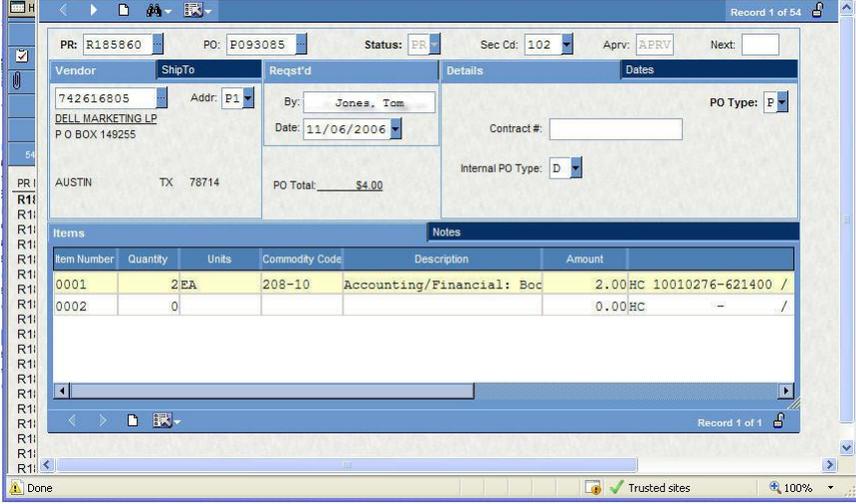
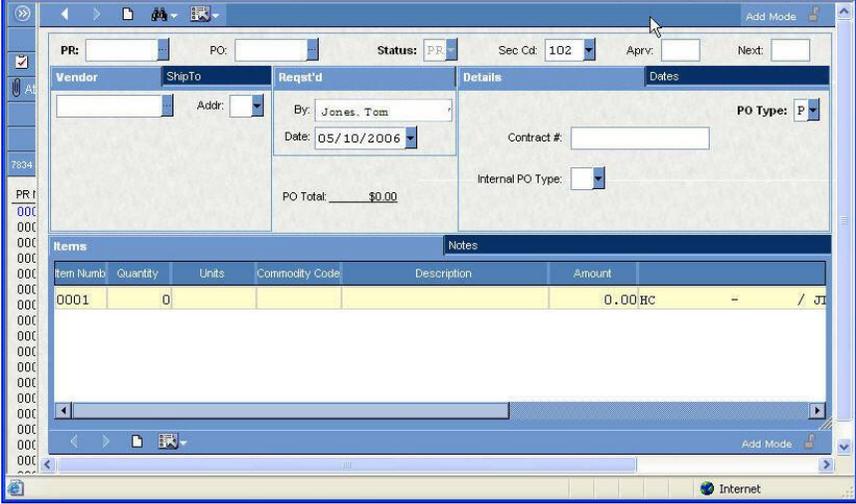
Create addendum (continued)

| Step | Action |
|------|---|
| 2 | <p>Click the <+> beside the PO: Purchasing icon. The following screen shows the expanded list.</p>  |
| 3 | <p>Click the <+> beside the CS: Client-Specific icon. The following screen shows the expanded list.</p>  |

Continued on next page

Creating an Addendum to a Purchase Order, Continued

Create addendum (continued)

| Step | Action |
|------|---|
| 4 | <p>Click the AD: Harris PO Addendum Screen icon to launch the Addendum window. The following window opens.</p>  |
| 5 | <p>Click the New Record icon in the Navigation bar to open a blank screen for an addendum. The following window opens.</p>  |

Continued on next page

Creating an Addendum to a Purchase Order, Continued

Create addendum (continued)

| Step | Action |
|------|--|
| 6 |  <p>Click the Ellipsis button beside the PR field in the upper, left-hand corner, and choose the Auto (PR Seed) option. The program automatically populates the field with a new requisition number.</p>  |
| 7 | <p>Enter the associated purchase order number in the PO field with a letter suffix, such as A, B, C..., and press the Tab key. The program populates the purchase order information.</p> <p>Note: You cannot edit the header information of the purchase order.</p> |
| 8 | <p>Click the Items tab to enter the item information for this addendum.</p> |
| 9 | <p>Enter items for this addendum.</p> |
| 10 | <p>Enter the following standard information in the Description field of each item you add.</p> <p>Example: Addendum #R _____, date mm/dd/yy, to (increase or decrease). Enter a detailed description of the item.</p> |
| 11 | <p>Press the Tab key to exit the Description field.</p> |
| 12 | <p>Press Enter to save the item information.</p> <p>Note: Once you save item information, you can no longer change it. You must delete the item and add a new one.</p> |
| 13 | <p>Repeat steps 8 through 12 to enter more items.</p> |

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Creating an Addendum to a Purchase Order, Continued

Create addendum (continued)

| Step | Action |
|------|---|
| 14 | <p>Press the Enter key when you finish adding all the item information. The program displays the message Record Accepted in the Req Status Message bar, which means the program accepted the information you entered on the requisition screen.</p> <p>Note: If there are any problems with the item information, the program also displays the message in the Req Status Message bar.</p> |
| 15 | <p>Go to the section titled <i>Submitting a Requisition for Approval</i> to complete the requisition procedure.</p> <p>Note: To submit the requisition for approval, you must activate the approval process in Workflow.</p> |

Changing Account Coding on Open Purchase Order

Introduction The following information explains how to change account coding on an open purchase order.

Change account coding Use the following steps to change account coding on an open purchase order.

| Step | Action |
|------|--|
| 1 | Use steps 1 through 10 of the previous procedure titled <i>Creating an Addendum to a Purchase Order</i> to begin this procedure. |
| 2 | Enter the following information in the Description field of the first line item. Required Text: Addendum #R_____, date mm/dd/yy, to decrease the P.O. by \$_____. Note: This wording is required by the Purchasing Agent. |
| 3 | Enter a negative amount in the Amount field of the first line item. |
| 4 | Enter the incorrect coding in the Key Object field of the first line item. |
| 5 | Press Enter to display another line. |
| 6 | Enter the following information in the Description field of the second line. Required Text: To correct coding by \$_____. Note: This wording is required by the Purchasing Agent. |
| 7 | Enter the positive amount in the Amount field of the second line item. |
| 8 | Enter the correct coding in the Key Object field of the second line item. |
| 9 | Press Enter when you finish adding all the item information. The program displays the message Record Accepted in the Req Status Message bar, which means the program accepted the information you entered on the requisition screen. |

Deleting a Requisition

Introduction

The following information explains how to delete a requisition.

Delete record authority

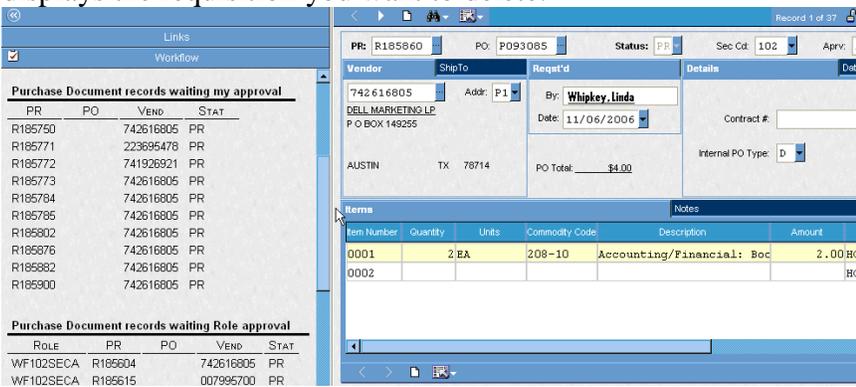
Only those in your department with requisition final-approval authority are able to delete a record.

Reject a requisition

As the creator of a requisition, you must never reject a requisition that you created.

Delete a requisition

Use the following steps to delete a requisition.

| Step | Action |
|------|--|
| 1 | <p>Choose the requisition number from the Entity list. The program displays the requisition you want to delete.</p>  <p>The screenshot shows a software interface with two main panels. The left panel, titled 'Purchase Document records waiting my approval', contains a table with columns PR, PO, VEND, and STAT. It lists several requisition records, including R185750 through R185900. Below this is another section titled 'Purchase Document records waiting Role approval' with columns ROLE, PR, PO, VEND, and STAT, listing records like WF102SECA. The right panel shows a detailed view of a requisition for 'DELL MARKETING LP' with a PO number of P093085. It includes fields for Vendor, ShipTo, Reqt'd, By (Whitley, Linda), Date (11/06/2006), and PO Total (\$4.00). A 'Items' table at the bottom of the right panel shows item numbers 0001 and 0002 with their respective quantities and descriptions.</p> |

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Deleting a Requisition, Continued

Delete a requisition (continued)

| Step | Action |
|------|--|
| 2 | <p>Click the Option icon in the Navigation bar. The following drop-down menu opens.</p>  <p>The screenshot shows a blue-themed drop-down menu. The 'Paste Record' option is highlighted in yellow. The 'Delete Record' option has the keyboard shortcut 'Ctrl+D' next to it. Other options include 'Show Grid' (Ctrl+G), 'Sort Order', 'Undo Changes', 'Undo All', 'Copy Record', 'Close Window', 'Settings...', 'Help', and 'CDD Reports'.</p> |
| 3 | <p>Click the Delete Record menu option. A message window opens with the following message. Are you sure you want to delete the current record?</p> |
| 4 | <p>Click Yes. The program displays the Record Deleted message in the Req Status Message bar.</p> |

Canceling a Purchase Order

Introduction

The following information describes the process for canceling a purchase order.

Process description

The process for canceling a purchase order is a two-stage process.

| Stage | Description |
|-------|---|
| 1 | Send an email to the Purchasing Department at pocancel@hctx.net to request that they cancel the purchase order. Please include the purchase order numbers that you want to cancel. |
| 2 | The Purchasing Department will cancel the purchase order and notify you by email that the cancellation is complete by the next business day, workload permitting. |

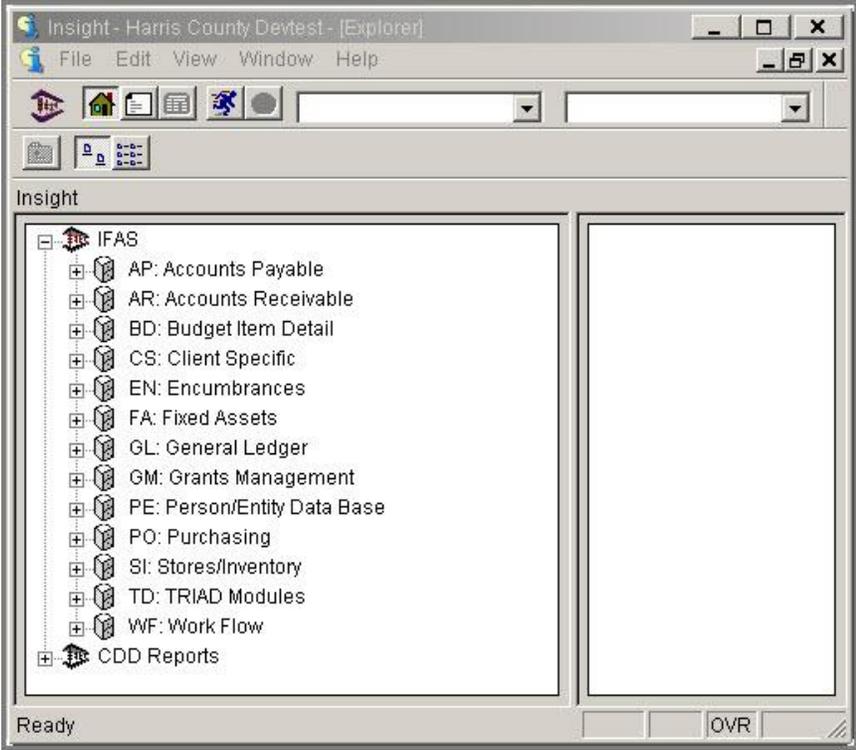
Just to Approve or Reject Requisitions

Introduction

The following information explains how to just approve or reject a requisition in IFAS using the web browser.

Approve or reject requisitions

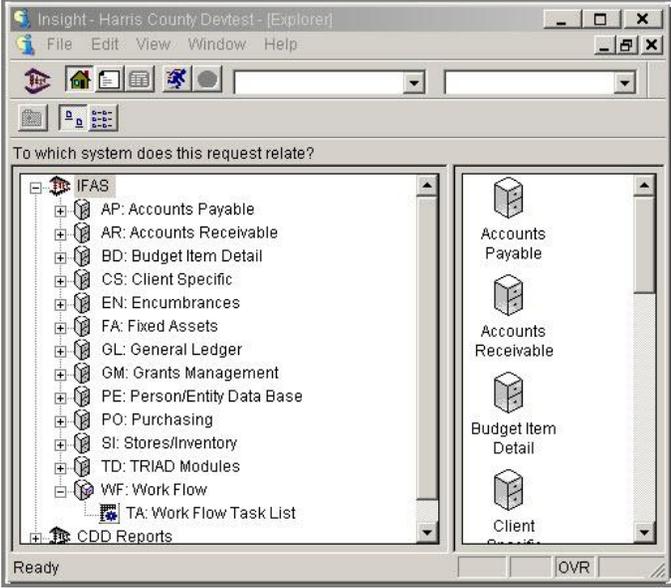
Use the following steps to approve or reject a requisition.

| Step | Action |
|------|---|
| 1 | <p data-bbox="548 674 1112 705">Log into IFAS. The following screen opens.</p>  |

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Just to Approve or Reject Requisitions, Continued

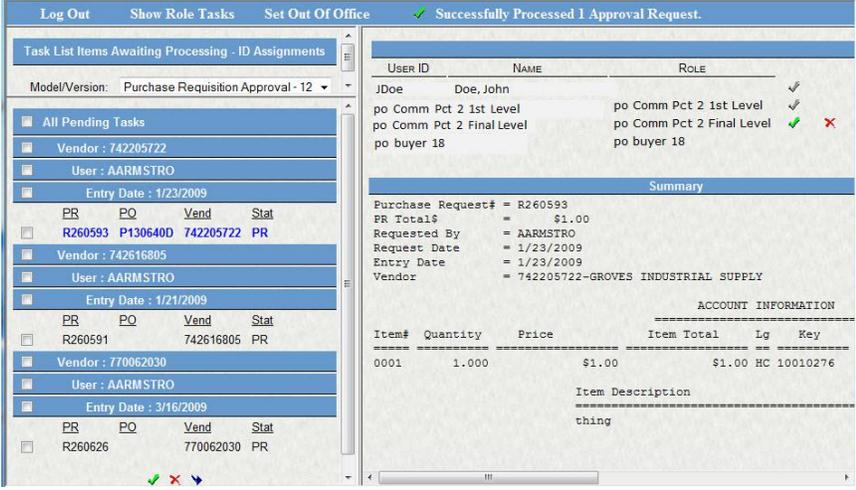
Approve or reject requisitions (continued)

| Step | Action |
|------|---|
| 2 | <p>Click the <+> beside the WF: Work Flow icon. The following screen shows the expanded list.</p>  |
| 3 | <p>Click the <+> beside the TA: Work Flow Task List icon to launch the Login window. The following window opens.</p>  |

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Just to Approve or Reject Requisitions, Continued

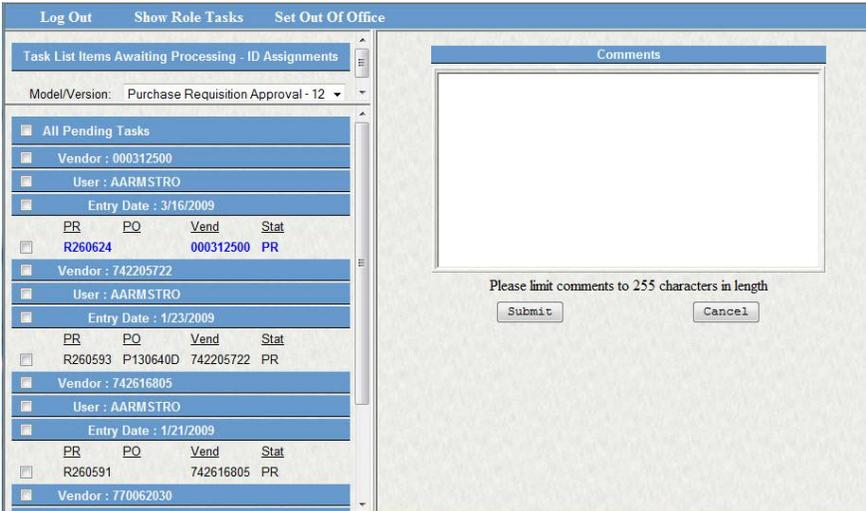
Approve or reject requisitions (continued)

| Step | Action |
|------|---|
| 4 | <p>Enter your regular IFAS user ID and password and click the Login icon. The Task List window opens.</p>  <p>The screenshot shows the 'Task List Items Awaiting Processing - ID Assignments' window. The 'Model/Version' dropdown is set to 'Purchase Requisition Approval - 12'. The sidebar lists several pending tasks with columns for PR, PO, Vend, and Stat. The main area displays a summary for Purchase Request# R260593, including details like 'FR Total\$ = \$1.00', 'Requested By = AARMSTRO', and 'Request Date = 1/23/2009'. Below the summary is an 'ACCOUNT INFORMATION' table with columns for Item#, Quantity, Price, Item Total, Lg, and Key. The table shows one item with a quantity of 1.000 and a price of \$1.00.</p> |
| 5 | <p>Choose the Purchase Requisition Approval option from the drop-down menu in the Model/Version field in the sidebar to access the requisition.</p> |
| 6 | <p>Review the requisition.</p> |

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Just to Approve or Reject Requisitions, Continued

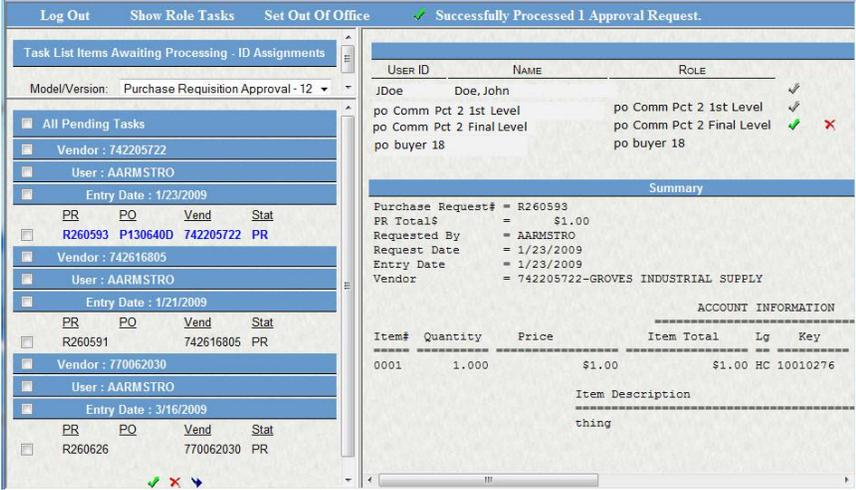
Approve or reject requisitions (continued)

| Step | Action |
|------|--|
| 7 | <p>Click the box beside the requisition you want to approve or reject. You can approve or reject requisitions individually or by group. Then, click the Green Check to approve or Red X to reject the requisition. The Comments window opens.</p>  <p>The screenshot shows a software interface with a top navigation bar containing 'Log Out', 'Show Role Tasks', and 'Set Out Of Office'. Below this is a section titled 'Task List Items Awaiting Processing - ID Assignments' with a dropdown menu set to 'Purchase Requisition Approval - 12'. The main area displays a list of tasks under the heading 'All Pending Tasks'. Each task entry includes a vendor ID, user name, and entry date. A table below each entry shows columns for 'PR', 'PQ', 'Vend', and 'Stat'. The first task is for Vendor: 000312500, User: AARMSTRO, Entry Date: 3/16/2009, with a PR value of R260624 and a Stat of PR. The second task is for Vendor: 742205722, User: AARMSTRO, Entry Date: 1/23/2009, with PR values R260593 and P130640D, and a Stat of PR. The third task is for Vendor: 742616805, User: AARMSTRO, Entry Date: 1/21/2009, with a PR value of R260591 and a Stat of PR. To the right of the task list is a 'Comments' window with a text area and a 'Submit' button. A note below the text area reads 'Please limit comments to 255 characters in length'.</p> |

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Just to Approve or Reject Requisitions, Continued

Approve or reject requisitions(continued)

| Step | Action |
|------|---|
| 8 | <p>Enter text in the Comments window and click the Submit button to complete the procedure. The Successfully Processed 1 Approval Request message appears in the Status Message bar.</p>  <p>Note: The requisition number no longer appears in the sidebar.</p> |