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INTRODUCTION

Purchase requisitions at Appalachian State University must follow certain rules to verify that goods are necessary for the University to function and that there are funds available to pay for those goods. University policy requires the account providing funding for the proposed purchase have adequate budget balance available (BBA) in the appropriate budget pool. University policy also requires the approval of the University employee administratively responsible for the SL. Deans, Vice Chancellors, and other administrative personnel have been given the opportunity to be added as additional approvers to their SL accounts for which they are administratively responsible.

Persons defined to FRS as having access to a particular five digit SL account will be given the authority to create purchase requisitions on behalf of their department. These individuals will do this by signing on to FRS, opening an online session, and creating the requisition documents. The system requires data to be entered in a SCT prescribed manner and, while simple, it will take some getting used to. The system also requires users to enter the data using terms and units of measure that are understandable by the Purchasing system as well as the vendor who will receive the order.

Persons creating requisitions for SL accounts requiring BBA must use Requisition type **PR**, have value based security to access that SL, and must have BBA in place to complete the requisition.

Persons creating requisitions for a SL account not requiring BBA must have the authorization code of those SLs entered on the PO AUTH screen for the SL accounts identified. These users must use requisition type **DR** and, of course, would have to know the authorization code of those persons authorized to create requisitions for the SL. This authorization code must be entered in the **Auth ID 1:** field on **Screen 250**. Without this information the system will not allow the first screen (250) to be completed. This requisition type notifies the Purchasing Department this is a department that is not required to have BBA.

Detailed instructions on opening a FRS online session and the coding that is required is attached.

FRS ON-LINE REQUISITIONING

Only requisitions that are to be transferred to a purchase order should be entered on-line.

DO NOT ENTER Small Order procedure orders - payments are processed on the Check Request Purchase forms.

DO NOT ENTER any requisitions that are paid from the requisition such as utility bills, memberships, subscriptions, etc. that are processed through the Controller's Office.

DO NOT ENTER any requisition that should be processed on the Small Check Request Procedure. This covers any requisition for less than $1500.00 with an invoice attached to the requisition - that you do not have a confirmation purchase order number for the order.

After signing onto the FRS system, please follow these steps:

1. In the screen field, enter **Screen 030** Open/Close FA Session and press **enter**.

2. The cursor will be flashing in the first field in the body of the screen. Enter the appropriate data into the following fields:

   Session Reference: Enter an abbreviation for your department (three alpha characters) and the number in sequence from your beginning number. (Example: PUR001). You will only use one batch number a day, as batches can be opened, closed, and re-opened during the same day. These batches are processed each night, therefore, you must begin with a new batch number the next time you wish to enter on-line requisitions.

   Session Date: System date will be assigned.
   NOTE: Date can be entered during entering blanket requisitions and you need date to read 0701XXXX (no spaces or dashes).

   Session Status: Type the letter **O for OPEN or C for CLOSE**.

   Description: Type **Req** and press **enter**. The remaining fields do not need to be filled in.
   Press CTRL and L to go back to screen field.
   NOTE: As you fill each field, the cursor will automatically move to the next field. If a field is not completely filled, you must Tab to move to the next field. **DO NOT** hit Enter until you have filled in all the fields.

3. In the screen field, enter **Screen 250** Requisition Header Maintenance and press **enter.**

4. In the PR: (required field) enter RO (zero) and press **enter** and the system will assign a Requisition number for this document.

5. Tab to Vend: and enter the vendor number. If you don't know the vendor name, skip this field.
   NOTE: You may use the vendor search feature to retrieve the vendor number by keying in one or more letters of the vendor's name. If an exact match is found, the vendor number will appear in the appropriate field on screen 250. If more than one possible match is found, the system will take you to screen 202 so you can choose the proper vendor number from a list. Once you have chosen the appropriate vendor, the system will return you to screen 250 with the vendor number filled in on the action line. The vendor name and first line of the vendor address will be displayed in the upper right hand corner of screen 250.

   If no match is found, please contact Donna Eller, Purchasing Agent at ext. 4027 or April Smith at ext. 2081 to create a new vendor.

6. Tab to Req Type: and enter appropriate code (press F2 for definition of code if needed). Codes that are in the system are:

   PR - Purchase Requisition **BO - Blanket Order**
   DR - Department Requisition (Reserved Usage - please see page 1)

   NOTE: The BO is for blanket orders that are issued in one fiscal year to be ordered and encumbered in the next fiscal year. You must always enter the beginning date on the header for these PO types. But you do not need to enter an ending date as there have been problems with entering ending dates.

   Blanket orders cannot be entered on the system until after June 1 of each year. You will receive a memo or e-mail from me when you can begin entering blanket orders with a start date of July 1.

7. Tab to Buyer/Phone: Enter BARBAR

8. Tab to Start Date: If this is a requisition type BO you MUST enter a start date here.

9. Tab to Quote Ref: and, if you have received a written quote from this vendor, enter the quote number here. If this is a “term contract” order, enter the term contract number here.

10. Tab to Account No. and enter account number using the following instructions:

NOTE: If you are assigning the account number(s) on each detail item, skip to line 11.

ACCOUNT	Type in account number, without hyphens.
ONLY ONE ACCOUNT	Type in the account number. TAB to the PCT field and key in "100." (be sure to use the decimal point). The system will distribute the entire order to this account and object code.
MULTIPLE ACCOUNTS	**Percent and fixed dollar split:** One of the accounts must have "100." in the PCT field. **The fixed dollar amounts must be entered first, then the balance will go to the account with "100.".** Percentage split: You can use any combination of percentages (up to four) but they must total 100%.
PERCENT	If only one account use "100." If more than one account, you must enter a corresponding percent and/or dollar amount (but not both on the same line). The percents and/or dollar amounts must be numeric and with a decimal point. The accounts with dollars will be paid first, then the remaining balance will be applied to the account with the "100." If splitting the order by percentages - the percentages must equal 100%.
AMOUNT	Enter the appropriate dollar amount using a decimal point.

NOTE: In entering multiple accounts, you must remember the amount you enter is exactly what will be paid from that account. If you have two account numbers and you want $50.00 paid from the first account number and 100% paid from the second account number, the $50.00 is exactly what will be paid from that one account - not $50.00 plus $3.00 tax. Your $3.00 tax would be paid from the account showing the 100% which means anything after the $50.00 from the first account is to be paid out of the second account. This is an important item that you must keep in mind.

Press enter. The cursor should be in the screen field; enter your next screen.

11. In the screen field, enter **Screen 251** Requisition Header - Shipping and Text and press **enter**.

12. Tab to Deliver-to Address. For most items, the Deliver to will be Central Receiving with an ATTN: line for the name of the person requesting the merchandise and the department name on the next line. Tab to the first line marked ADDR line and enter code **000412** for this address to appear. If this order is to be delivered to another location, enter the complete address here.

    a. Press **enter.** At this point, tab down to DELIVER TO and on the **ATTN** line key in the person's name originating the request and tab down to the next address line and enter the department name.

    NOTE: You must always enter the persons name requesting the merchandise on the second line of the "Deliver To" address and the department name on the third line of the "Deliver To" address (when using the coded address). If using an address that is located off the ASU campus, use the **contact** field on screen 250 to enter the person originating the request name and department name (all on one line).

13. Tab to Requisition Text Codes: If you wish to use one of the established standard texts, key in the corresponding code (i.e., "001") into the first field to the right of the words "Requisition Text Codes". Up to three standard texts may be used on one requisition. Codes that are in the system are:

    001 - Confirmation - Do Not Duplicate
    002 - Prepay

14. Tab to Requisition Text: In addition to the standard requisition text codes stored in the system, you can key in any message you want to appear in this field.

    To enter text for internal use only, type an exclamation point (!) in the first position. The system will not print the text on that line.

15. Press **enter**. The cursor should be in the screen field, enter your next screen.

    NOTE: You may tab through any field which has a default if you wish to accept the default value. The system will display all corresponding text for any codes and take the cursor to the top of the screen in the screen field.

16. In the screen field, enter **Screen 25L** PR Multi-Line Item Create/Modify or **Screen 254** Requisition Line Item Create/Modify and press **enter**. Screen 254 should be used when there is only 1 item on your requisition or for an item with a long description. Screen 25L can be used for multiple lines on a requisition.

17. Tab to quantity and enter quantity with a decimal (the decimal MUST be entered).

18. Tab to UOM (Unit of Measure) (press F2 for unit of measure table). Also see attached Unit of Measure table, however, this table will not be updated with additions/deletions, therefore, refer to your table on-line for questions.

    NOTE: The word "LOT" cannot be used as a unit of measure. All items ordered MUST be itemized on the requisition. The Unit of Measure and Unit Price on a requisition must match the items listed on the invoice for the order.

19. Tab to Unit Price and enter amount (the decimal MUST be entered).

20. If a discount applies to this line item Tab to Trade Disc field and enter amount of discount with decimal (again the decimal MUST be entered). The system applies the trade discount to the unit price when calculating the extended price. For example, if the unit price is entered as $100 and the trade discount is entered as 10% (10.), the system adjusts the unit price to $90 when the extended price is calculated.

21. Tab to UPO field. For most requisitions, this field will be left blank. This field is used to delete a line or to indicate that it is only text. Codes most commonly used in the system are:

    X - Drop this line item from the document. Use this entry only when you have made a data entry error on a line item. USE ONLY IF THE REQUISITION HAS NOT BEEN TRAILERED!!

    D - Delete line item. USE ONLY IF THE REQUISITION HAS NOT BEEN TRAILERED!!

    N - No Charge. You must enter quantity, UOM, and description.

    T - Text. This line item is text ONLY to be printed on the requisition. Erase UOM.

    ! - Text. This line item is text for internal use only and will NOT be printed on the requisition.

22. Tab to Description: and enter description of item(s).

NOTE: Shipping Charges must be entered as a line item.

23. Tab to Account No.: If the items on the requisition are all being charged to the same account number, then enter the account number on screen 250 and skip this field. If there are multiple lines on the requisition and they are to be charged to different account numbers, they must be entered on the 25L or 254 screens. Each line on the requisition must have an account number listed if the lines are to be paid from different accounts. Please remember, you cannot combine an academic account, overhead receipts account, trust account, or capital improvement account on the same requisition.

    NOTE: IF you enter an account number on screen 250, the system will not allow you to enter an account number on the detail screens (25L or 254). So if you have multiple account numbers for multiple lines on a requisition DO NOT enter an account number on screen 250!

24. Tab to Tax Code: The tax codes set up are:

    AI - 7% Sales Tax
    AH - 6.5% Sales Tax
    AC - 6% Sales Tax
    NA - Not Subject to sales tax - labor, etc.
    Any other % sales tax must be entered as a line item on the requisition

25. After entering all line items, press **enter**.

26. Note the extended price has been calculated for each line item. Check to make sure this appears to be correct. If you forgot to enter the decimal point in quantity your extended price will be wrong and you can make your corrections now.

27. Attachments to an on-line requisition.

    MUST be hand-carried, mailed, or faxed to Purchasing the same day they are entered into the system on-line. ALL FAXED ATTACHMENTS must have the on-line requisition number on the fax cover sheet.

    ALL ATTACHMENTS (hand-carried, mailed, or faxed) must have the on-line requisition number written on the attachment in the upper right hand corner.

28. On **PREPAY** requisitions you must enter in the Requisition Text Code code 002 to signify this is a prepaid requisition. PREPAY will print on the purchase order form when the requisition is transferred to a purchase order. ALL ORDER FORMS FOR PREPAY REQUISITIONS MUST BE COMPLETELY FILLED OUT BY THE DEPARTMENT. All order forms must be hand-carried, mailed, or faxed to Purchasing the same day they are entered into the system on-line. All order forms must have the on-line requisition number written in the upper right hand corner of the form.

29. In the screen field, enter **Screen 256** Requisition Trailer and press **enter**.
    This is the final screen or "Trailer" for creating a requisition. It must be used to complete any requisition keyed into the system. If any changes are made to a requisition after it has been "trailered", this screen must be re-entered to finalize those changes.

30. Verify that all totals displayed are accurate, the correct number of detail line items have been entered, and that the appropriate account distribution is displayed on the screen.

    NOTE: If the totals, account distribution or number of detail line items are incorrect, return to the header (250) screen or the line item screen (254 or 25L) and correct the errors. Return to screen 256 and begin step 30 again.

31. Look for the message "Document Has Been Accepted" to appear on the bottom of the screen. If so, you have completed this requisition and it has now been encumbered against your account number(s).

    NOTE: You must enter a budget transfer through the budget office to transfer funds into the account number(s) to cover the amount of the requisition if you do not have sufficient funds in the account to cover this purchase. The Purchasing system checks every requisition for BBA (budget balance available) and WILL NOT allow a purchase order to be printed until there are sufficient funds in the account number to cover the purchase.

32. To print your requisition on a blank sheet of paper, in the screen field, enter **Screen 259** Requisition On-Line Print and press **enter**.

33. Tab to PR: field and enter your requisition number and press **enter**. Information about your requisition will be displayed on the screen.

    a. Tab to Print PR: and enter **Y** for Yes.

    b. Tab to Printer Code: and enter 00 (zero).

    c. Tab to Print Century: and enter **N** for No.

    d. Tab to Print Alignment Form: and enter **N** for No and press **enter**.

    e. Press **enter** again to start printer.

34. After entering all requisitions for the day, in the screen field, enter **Screen 030** and press **enter**. Tab down to Session Status and enter a **C** to close this session and press **enter**. In the screen field, enter **SO** to sign out of FRS.

35. Deleting A Line Item From An Existing Requisition

Lines may be deleted from a requisition up to the point of transfer, in other words, the day you enter the requisition on-line. You CANNOT go back and make any changes the next day to a requisition. After a requisition has been transferred, any changes to the requisition must be made on the purchase order (see the REFERENCE FIELD on the requisition header screen for the purchase order number).

36. To delete a line item from a requisition, go to **Screen 250** and press **enter.**

    a. In the PR: field, enter the requisition number beginning with the R and press **enter** and your requisition information will be displayed.

    b. Enter **Screen 254 (or 25L)** and tab to the line item you want deleted. Tab to the UPO code on that line item and **enter D**.

37. Go to **Screen 256** to trailer the change. The change will not be processed unless you trailer this requisition after making the change. Verify that the correct number of lines and correct amount is showing on screen 256 after making your change.

38. Deleting an Entire Requisition

An entire requisition may be deleted up to the point of transfer, again, the same day you enter the requisition on-line. You CANNOT go back and delete a requisition the next day. After a requisition has been transferred, if you find you no longer desire to make the purchase, notify Purchasing IMMEDIATELY to stop the requisition before a purchase order is processed. If not, you will need to cancel the purchase order (see the REFERENCE FIELD on the requisition header screen for the purchase order number).

39. To delete an entire requisition, enter **Screen 253** in the screen field and press **enter.**

    a. In the PR: field, enter the requisition number beginning with the R and press **enter** and your requisition information will be displayed.

    b. Tab to the “Delete Lines” field and enter **“Y”** and press **enter.**

    c. The system will automatically take you to screen 256, and you will receive an information message at the top of the screen that all lines have been deleted.

40. SEARCHING FOR EXISTING REQUISITIONS

This screen is an optional aid of the approval process. Operators who grant or deny approval on Screen 252 will want to see a list of requisitions requiring their approval on Screen 282 first.

Anyone who is authorized to approve requisitions can access Screen 282, Document List, to view a list of the requisitions awaiting approval (print screen may be helpful). Security codes prevent operators from viewing information about requisitions that are not within their domain.

a. Enter **Screen 282** and press **enter**

b. Doc Type: should be coded **1** for requisitions.

c. Tab to Needing My Approval Only (Y): and enter **Y** and press **enter**

41. PROCEDURES TO APPROVE AN ON-LINE PURCHASE REQUISITION

There is no email or notice of requisitions awaiting your approval. This will have to become a part of your daily routine. If you are away from the office, your designee will need access to your FRS Operator Number and Password to approve requisitions for you.

42. Sign on to FRS production.

43. Go to **Screen 214** and enter Document type as **1**, Previous Posting as **B**, and Previously Reviewed as **A** + Press Enter.

44. The screen will then show all requisitions awaiting your approval. A print screen of all documents awaiting approval might be helpful.

45. Enter **Screen 254** and enter the number of the requisition to be reviewed in Document, then press enter. This screen will show the items being ordered. The account number(s) paying for the proposed purchase may be reflected on screen 254 on the line item or you may have to go to screen 250 if the proposed purchase is being charged on the header. If the department name is not recognizable from the account number you can go to screen 19 and enter the first six digits of the account number to find the department's name and any BBA data.

46. Once you know all information go to **Screen 252** and enter the requisition number in PR. This screen will then reflect all required approvals for the requisition and any action these approvers have taken. Tab to the Post position beside your APPROVAL ID and enter either **Y** for Approved, **N** for Not Approved, or **P** to place the requisition in a Pending status. If you have comments about the requisition, enter these comments on the two lines provided.

47. Repeat steps 45 - 46 for each requisition.

GENERAL KEYBOARD INSTRUCTIONS

ON-LINE HELP

On-line help is available anytime you are logged into the system. On-line help consists of informative screens for each field. The screen provides you, the user, with information such as the name of the field, the length of the field, and the purpose of the screen. In most cases, it also gives you the codes that are needed to complete this field. You can access on-line help by simply pressing the **F2 key** on your keyboard. The help screen will appear (without losing your current document or place) and will tell you at the bottom of the screen how many pages are in this help screen. You can see the next pages by pressing RETURN OR ENTER. To exit anytime from help, you can press the **F4 key**.

CONTROL/EDIT KEY CODES

F1/PF1	Access on-line reference system
F2/PF2	On-line Help
F4/PF4	Return from help to the screen
CTRL H	“Moves” the cursor back one field
CTRL J	“Jumps” the cursor to the next line
CTRL L	Returns the cursor to the top of the page
CTRL N	Insert text
CTRL R	Overstrike
CTRL U	Erase the contents of a field
CTRL Y/C	Interrupt/break process