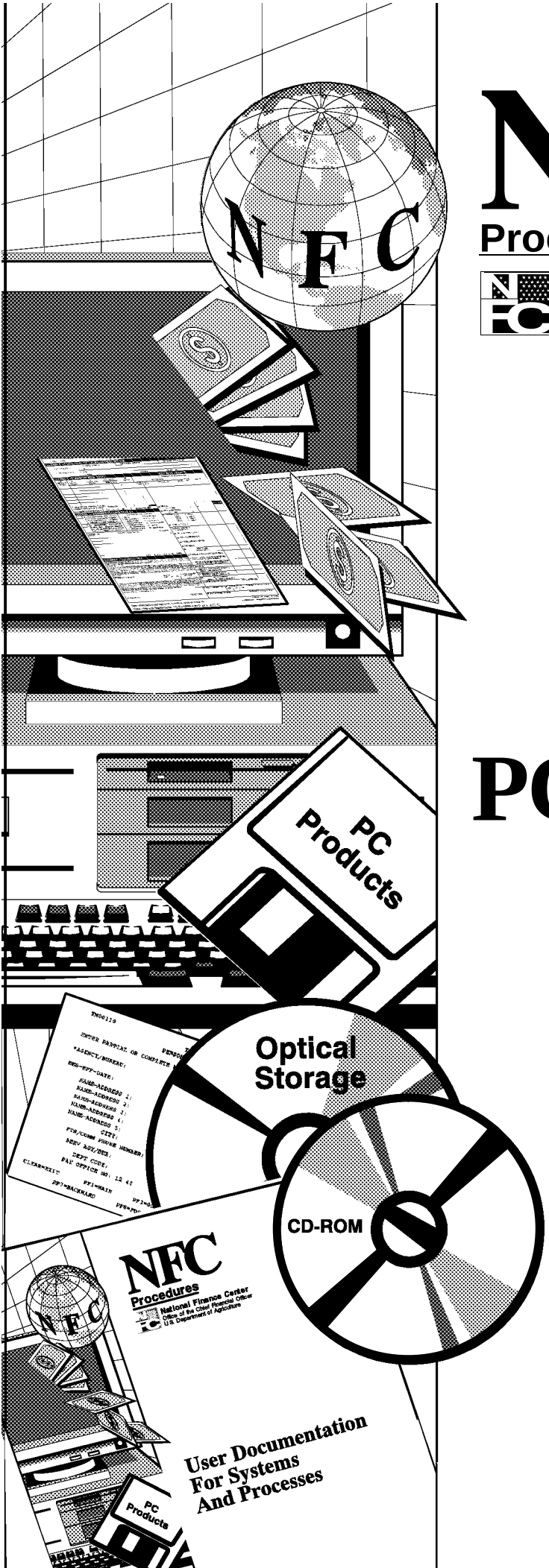

NFC
Procedures

National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

Updated June 2002

PC- PRCH

TITLE VI
System Access Manual

CHAPTER 7
Procurement And Other Payments

SECTION 2
PC Purchase Order System (PC-PRCH)

Latest Update Information

This update incorporates information that was previously issued in PC-PRCH Revision 4, dated September 5, 1997, and all bulletins issued since that time until the present.

Listed below is a summary of the changes to the PC-PRCH procedure:

Description of Change	Page
Added information concerning the PC-PRCH procedure and software available on the Internet at the NFC home page, and how to order a printed copy if you do not have Internet access.	v
Added information on Procedures Updates and removed reference to revisions and amendments.	v, vi
Added downloading to the general information under Software Installation	v
Added reference to the Heading Index being part of the procedure.	v
Added e-mail addresses for the Customer Support Branch, Purchase Order Section, and Directives and Analysis Branch.	vi
Added information on downloading PC-PRCH software from the NFC Web site and requesting PC-PRCH diskettes from NFC.	5
FFIS agencies should use Sub code DA for all types of purchase orders when correcting the vendor's name/address, consignee's name/address, estimated freight, and F.O.B. point/date.	21
FFIS agencies are required to enter the Vendor Code (VID) in the Adr2 field.	22
Removed statement that the payment start date must be within the past month or next three months.	28
The payment start date for Type 42 purchase orders may be any date. The front-end edit has been replaced with a warning message.	28
Added new edit and message. The payment state date for Type 42 purchase orders must agree with the fiscal year indicated in the 7th position of the purchase order number.	28
Type 40 purchase orders for $2,500 or less do not require receiving reports.	38

Deletions in the text are identified by "*** ***"; other changes are identified by "▶◀".

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About This Procedure

This procedure provides instructions for installing, accessing, and operating the PC Purchase Order System (PC-PRCH). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

▶ This procedure and PC-PRCH software are available on the Internet at the NFC home page. (See **Software Installation** under **Introduction** for more information on downloading software.) You will need to use Adobe Acrobat to view the procedure. The Web version of the procedure is the official version of the procedure. The procedure on the Web will always be the most complete, accurate, and up-to-date version of the procedure because the Web allows real-time updating. The Table of Contents, Heading Index entries, and help references within the text of the Web procedure are hyperlinked to the corresponding text.

Revisions and amendments to a procedure have been replaced by Procedure *Updates*. Changes to the procedure will be identified by "▶◀" and deleted information will be identified by "******". We have also added a Latest Update Information section at the beginning of the procedure which will provide a summary of the updated information.

Customers will be notified of updates to the procedure by means of the NFC Bulletin. (NFC Bulletins are also available at the NFC home page.) Bulletins will continue to be the primary means of communicating all procedural changes and informing you of processing problems and needed corrections. NFC will update the Web version of the procedure concurrently with the issuance of the bulletin.

To view and/or print this procedure, go to the NFC home page (*www.nfc.usda.gov*) and click the **Pubs & Forms** icon at the top of the page. At the Pubs & Forms page left-hand menu, under Publications Catalog, click **List by Acronym/Name** or **List by Title/Chapter** and search for PC-PRCH or Title 6, Chapter 7, Section 2 on the list provided.

If you prefer a printed copy and are unable to print from the Web, you can request a printed copy by submitting Form AD-1083, Request For Action For Procedures/Reports, to the address or fax number printed on the form. This form is available on our NFC Web page. At the Pubs & Forms page left-hand menu, under Forms, click **Pubs Order Forms** and choose AD-1083 from the list provided. ◀

How The Procedure Is Organized

This procedure is divided into several primary sections and most primary sections are also divided into subsections or function areas. See the Table of Contents or Heading Index for a complete list.

Introduction includes general information as follows:

System Overview describes what the system is used for and provides related background information and the equipment needed to operate PC-PRCH.

Software Installation provides information for the ▶downloading◀ and installation or updating of PC-PRCH software.

System Access provides access security information, defines access levels, provides instructions for signing on and off the system, and how to save backup files.

Operating Features provides specific description of operating features that apply to the system.

Access Levels (i.e., 1, 2, etc.) gives complete step-by-step instructions for each access level. Instructions for the main menu, submenus, and options are provided under separate headings. All options on a submenu are covered before going to the next option on the main menu. The menu and option screens are presented as figures within the text.

Exhibits include illustrations such as examples of forms, reports, and screens, or other graphic information.

Appendixes contain reference information, such as code lists, accounting charts, tables, or excerpts from other documents.

▶**Heading Index** is an alphabetic list of all headings and appropriate page numbers for a quick reference tool. ◀

What Conventions Are Used

To select a function, option, or from a list, move the cursor by using the [↑], [↓], [→], and [←] keys until the appropriate item is highlighted and press [Enter]. Or, when at a function or option menu, in many cases you may key in the first letter of the function or option name (e.g., ***E*** for Enter Purchase Orders, ***A*** for Add an Order).

This procedure uses the following visual aids:

□ Page numbering is consecutive and is shown at the bottom of each page from **About this Procedure** through **Appendixes**.

*** ***

□ Messages displayed by the system are printed in *italics*. Example: The message *Above order being marked for deletion* is displayed.

□ For date fields, "(mmddyyyy)" you should key in the 8-position date in month/day/year order, using leading zeros for single-digit months and days. Example: Key in January 08, 2002, as ***01082002***.

□ Data that is system generated or that you must key in exactly as shown is printed in ***bold italics***. Example: Key in ***32***.

□ Emphasized text within a paragraph is printed in **bold**. Example: A **subtotal** of each column and a **grand total** are calculated.

□ Figure, exhibit, and appendix references link figures, exhibits, and appendixes with the text. These references are printed in a bold font as shown here. Example: The PC-PRCH Banner Screen (**Figure 6**) is displayed.

□ References to sections within the procedure are printed in bold. Example: See **Adding An Order** under **Enter Purchase Orders**.

□ Keyboard references are printed in brackets. Example: Press [Enter]. Press [F6].

□ Optional actions at the end of a processing function are preceded by square bullets. Example:

- To exit the system, press [F9].

□ Important extra information is identified as a note or caution. Examples: **Note:** Enter only one code. **Caution:** Do not enter line item description to precede stored data.

□ Field specifications are printed in italics. Example: **Enter Order Number** *(required, alphanumeric, max. of 12 positions).* Key in the purchase order number.

Note: If the field specifications state a maximum number of positions, you may enter any number of positions up to the maximum amount. If you do not enter the maximum number of positions, press [Enter] to move to the next field.

Who To Contact For Help

For questions about the system (including help with unusual conditions or obtaining access authority), contact ▶ Customer Support personnel at **504-255-5230** or via e-mail at *customer.support@usda.gov.* ◀

However, if you experience a DOS error at any time while using this software refer to **Appendix A**, **List of DOS Error Numbers**, prior to contacting Customer Support personnel.

For questions about processing, contact the Purchase Order Section at **504-255-4724,** ▶ **1-800-421-0323** or via e-mail at *prch@usda.gov.* ◀

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322** or ▶ via e-mail at *nfc.dab@usda.gov.* ◀

Introduction

System Overview

The PC Purchase Order System (PC-PRCH) is a menu driven personal computer program of the U.S. Department of Agriculture (USDA). PC-PRCH is a front-end software system used to prepare and create a transmit file of purchase order obligations or receiving reports for electronic transmission to the Purchase Order System (PRCH) at the National Finance Center (NFC).

PRCH is an automated data processing system which provides a complete procurement system for the purchase of goods and services from commercial or Government supply sources.

PC-PRCH and PRCH process payments to vendors in accordance with the Prompt Payment Act, giving full control to the procurement office to determine not only the terms of the payment, but also the timeframe.

This system is equipped with many front-end edits to reduce the entry of invalid data.

The Purchase Order, Form AD-838, is used to procure goods and services from commercial supply sources. The AD-838 purchase order requirements in the NFC procedure Title II, Chapter 5, Section 1, Purchase Order System, should be used as a guide to input valid AD-838 data on the screens in PC-PRCH.

PC-PRCH has 10 tables that are used to validate purchase order data keyed in by the users. They are: Accounting; Consignee Address; Standard Description; SF-281 Codes; Budget Object; Fund Codes; State/Zip Codes; SUB Codes; Seller Address; and Country Codes.

The initial Accounting Codes table built into PC-PRCH during installation contains no entries. The Accounting Codes table must be customized by adding your agency's valid accounting codes before you attempt to add purchase order data.

The SF-281 Codes, Budget Object, Fund Codes, State/Zip Codes, SUB Codes, and Country Codes tables already have valid codes provided by PC-PRCH and may be updated or changed by authorized access levels.

Access Levels (Overview)

PC-PRCH provides five levels of access (1, 2, 3, O, and R). A broad outline of access levels for using PC-PRCH is defined below:

1 The agency designates a PC-PRCH Security Officer (Access Level 3) to install the software and maintain PC-PRCH (including the system edit tables). This individual should have a working knowledge of DOS Version 3.0 or above.

2 The PC-PRCH Security Officer (Access Level 3) establishes user ID's with proper access levels.

3 Procurement personnel enter purchase orders and receipts (Access Levels 1, 2, 3, O, and R).

4 Procurement personnel print purchase orders for approval (Access Levels 1, 2, 3, and O).

5 Procurement personnel select purchase orders or receipts and prepare an XMIT diskette file to transmit the data to NFC using 3780 Remote Job Entry (RJE) or equivalent hardware/software communications equipment (Access Levels 2, 3, O, and R).

6 The agency receives a Proof of Transmission from NFC when the transmission has been accepted.

Equipment

The following equipment is needed to operate PC-PRCH:

- An IBM compatible PC with a minimum of 512K Random Access Memory (RAM) available.
- Diskette(s). The number of diskettes depends on the floppy-disk drive size (i.e., 3-1/2 or 5-1/4 inch). **Note:** If data entry and transmission are performed on different PC's, the two PC's must have compatible floppy-disk drives.
- One hard-disk drive.
- A monochrome or color monitor.
- An impact printer connected to the PC operable with a DOS print command for use with the preprinted Form AD-838.

  OR

  A Hewlett Packard Laser Jet compatible printer is recommended if you want to print a facsimile AD-838 that replicates the official Departmental AD-838, Purchase Order.

  Note: The page length must be set to the standard 66 lines per page.
- A 3780 RJE connection or equivalent (i.e., 3270 TSO file transfer, SIM XFER, etc.) to batch transmit PRCH data to NFC. **Note:** The floppy-disk drive of the transmission PC must be compatible with the format of the transmission diskette (i.e., the diskette that holds the data to be transmitted).

PC-PRCH files are transmitted through a communication connection that the agency establishes with NFC.

Forms

If you are using a nonlaser printer, you will generate printed obligation data entered in PC-PRCH on the 5-part Form AD-838-5PE, Purchase Order. The 5 parts are Issuing Office Copy (yellow), Seller's Original (white), Receipt Copy (green), Property Copy (gold), and Agency Use Copy (blue). (See **Exhibit 1** for a sample of Form AD-838-5PE (Rev. 7/90).)

If you are using a laser printer, you can generate a 3-part facsimile purchase order form to replicate the official Departmental AD-838, Purchase Order. The 3 parts are: Issuing Office Copy, Seller's Original, and Receipt Copy. (See **Exhibits 2, 3,** and **4** for a sample of each part.) The Issuing Office Copy is the same as the Agency Use Copy of the 5-part form, and the Receipt Copy is the same as the Property Copy of the 5-part form. Reproduce as needed. For more information about printing the AD-838, see **Print Order(s)** or **Laser Print Order(s)** under **Access Level 1.**

Record Retention Requirements

Agency offices using PC-PRCH to enter purchase order transactions are the official recordkeepers of the paper copies of transmitted transactions.

These agency offices must follow the record retention schedules published by the General Services Administration (GSA) in the General Records Schedule (GRS)-3. In accordance with the GRS, paper copies of transmitted transactions are disposed of based on the following plan.

Retaining Certified Obligation Records. Orders of more than $25,000 and all construction contracts exceeding $2,000 should be retained for 6 years and 3 months after final payment. Orders of $25,000 or less and construction contracts of $2,000 or less should be retained for 3 years after final payment. Close the file at the end of the fiscal year; retain it for 3 years and then destroy it, except when actions are pending and files shall be brought forward to the next fiscal year for destruction therewith.

Retaining Certified Receiving Report Records. Receiving reports should be retained for the same time periods and monetary values as explained above in Retaining Certified Obligation Records.

Software Installation

▶Obtaining PC-PRCH Software

PC-PRCH software can be downloaded from the NFC home page (*www.nfc.usda.gov*) via the Internet. Download is the preferred method of obtaining the software. However, NFC will continue to supply software on diskettes when specifically requested by the agency.

Note: When software is upgraded and a new version of PC-PRCH is released, security officers should ensure that the new version is installed. NFC does not support prior versions of PC-PRCH.

Downloading PC-PRCH Software. You must have a PC-PRCH Download Center user ID and password from NFC to download software. If you do not have a PC-PRCH Download Center user ID and password, you may complete and submit Form AD-1128, Request for Electronic Downloading Of Software From NFC, according to the instructions on the form. (See Step 3 below.) This form and instructions for downloading the software are available on our Download Center page. Instructions for downloading are provided below.

1 Go to the NFC home page at *www.nfc.usda.gov.*

2 Click the **Download Center** icon at the top of the page.

3 At the Download Center page, click the **Request a Download ID** button to print an AD-1128 to request a PC-PRCH user ID and password. Submit the completed AD-1 128 to the address or fax number provided on the form.

4 At the Download Center page, click on **Need Help** to review downloading instructions and click on **click here** for special instructions for the downloading and installation of PC software. **Note:** You will also be sent software downloading instructions with your Download Center user ID and password for PC-PRCH.

5 After reviewing the instructions, click **Download Center** to return to the Download Center page.

6 At the Download Center page, enter your user ID and password in the fields provided and click the **Login** button.

7 Complete the downloading and installation steps to install the PC-PRCH software.

Receiving PC-PRCH on Diskette. Agency locations that prefer to obtain PC-PRCH software by diskette must complete and submit Form AD-1083, Request For Action For Procedures/Reports, to the address or fax number on the form. This form is available at our NFC Web site. At the Pubs & Forms page left-hand menu, under Forms, click **Pubs Order Forms** and choose AD-1083 from the list provided. ◀

Preparing For Installation

The values for files and buffers must be set before installing PC-PRCH software. The value for files must be 75 or greater, and the recommended value for buffers must be 30 or greater. However, buffers may be modified according to machine specific requirements. Refer to **Steps 3** through **5** for information about how to create or modify the Config. Sys file. **Note:** The PC-PRCH software installation or update procedure can modify these files and save a backup copy of the previous file.

Note: To install PC-PRCH software, you must have Access Level 3 authority. Installation instructions may vary depending on your PC hardware and its operating software. The instructions in this section are typical for most PC's.

Individuals with Access Level 3 authority should contact their Information Resources Management (IRM) Specialist or PC-PRCH Security Officer about modifying files and buffers when encountering installation problems or contact Customer Support personnel at **504-255-5230** .

Follow the steps below to prepare for the installation of PC-PRCH.

Step 1. Turn on your computer and monitor.

Step 2. Display the DOS hard-disk drive prompt in accordance with instructions for your equipment.

For the purpose of this procedure, the hard-disk drive and its prompt are referred to as drive C and the C> prompt. If your hard drive is identified differently, use your hard-disk drive identifier in place of the C>prompt.

The floppy-disk drive and its prompt are referred to as drive A and the A>prompt. If your floppy drive is identified differently, use your floppy-disk drive identifier in place of the A>prompt.

Step 3. Check the root directory for a file named Config.Sys. At the C> prompt, key in ***Type Config.Sys*** and press [Enter]. (See **Figure 1**.)

```
C:\> Type Config.Sys
```

Figure 1. Type Config.Sys Screen

- If the message *File Not Found* is displayed, go to **Step 4** to create the file.

- If the Config.Sys file (See **Figure 2.**) is displayed, go to **Step 5.**

```
Files=75
Buffers=30
```

Figure 2. Config.Sys File Screen

Step 4. To create the Config.Sys file without the PC-PRCH software assistance, use any text editor.

Step 5. At the displayed Config.Sys file, determine the following:

- If the value for Files= is equal to or greater than 75 and the value for Buffers= is equal to or greater than 30, go to **Installing Or Updating The Software, Step 1.**

- If the Config.Sys file does not include the Files= and Buffers= statements, go back to **Step 4** to create the file.

- If the file exists but the value for Files= is less than 75, or the value for Buffers= is less than 30, modify the file using the assistance of the PC-PRCH software discussed under **Installing Or Updating The Software, Step 3** (first installation) and **Step 4** (subsequent/partial installation).

Installing Or Updating The Software. Follow the steps below to install or update the PC-PRCH software.

Step 1. At the C> prompt, insert the first PC-PRCH diskette into your PC's floppy-disk drive (or external-disk).

Step 2. At the C> prompt key in ***A:*** and press [Enter]. C> prompt changes to A>prompt.

Step 3. At the A> prompt, key in ***INSTALL*** and press [Enter]. If your PC system is monochrome, key in ***INSTALL (space) -m*** and press [Enter].

The word *INSTALL* is displayed. A few moments later the followed message is displayed *Getting Custom Information...One Moment Please.* The Installation Main Menu (**Figure 3**) is displayed with four installation options. These options are: Install PC-PRCH, Update PC-PRCH, Get A New Copy Of A File, and Finished.

- To Install PC-PRCH go to **Step 4** to continue.

Caution: The install option overwrites existing PRCH data in your files. Therefore, if you want to retain PRCH data entered in an earlier version of the software, use the Update PC-PRCH option (**Step 5**).

- To Update PC-PRCH go to **Step 5** to continue.

- To Get A New Copy Of A File go to **Step 6** to continue.

- To complete the installation or update, select Finished and go to **Step 7.**

Note: As an option is selected, a pop-up is displayed describing the function. For example, when Install PC-PRCH is selected the message, *Install Everything* is displayed.

During the installation process, use the function keys displayed at the bottom of the installation screen as follows:

Key	Functions
[F1]	Used to display information for assistance during installation.
[F2]	Used to exit to DOS and then return to the Installation Main Menu.
[F3]	Used to display information about your computer system. This information may be needed should you contact Customer Support for installation assistance.
[Ctrl]+[X]	Used to abort during the installation process. A message is displayed to confirm quitting. The installation will terminate and you will return to the DOS prompt. **Caution:** To end the installation process properly, use the Finished option.

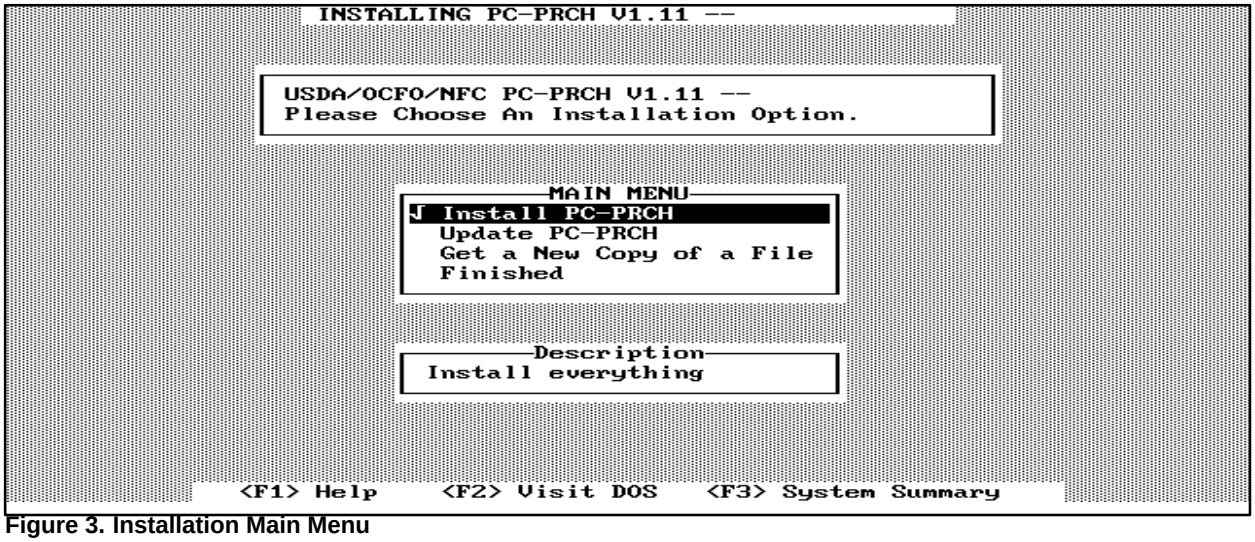


Figure 3. Installation Main Menu

Step 4. For first time installation, at the Installation Main Menu, select Install PC-PRCH. The Installing Files and Progress Indicator pop-ups are displayed with the files that are being loaded. The message *Please insert the PC-PRCH 1.11 2 disk into drive A. Press a key to continue,* will appear when it is time to insert the next diskette. Continue this process until all diskettes have been loaded. Loading is complete when the Installing Files and Progress Indicator are completely darkened. The Installation Main Menu is automatically displayed. Go to **Step 7** to complete the installation.

Note: To interrupt the install process, press any key. The message *Do You Wish To Stop Installing? Y for Yes, N for No, [Ctrl X] for quit.* To confirm this action, key in ***Y, N*** or press [Ctrl X]. Continue by following the instructions displayed on the screen.

Step 5. To update the software, at the Installation Main Menu select Update PC-PRCH. The Installing Files and Progress Indicator pop-ups are displayed with the files that are being loaded. The message *Please insert the PC-PRCH 1.11 2 disk into drive A. Press a key to continue,* will appear when it is time to insert the next diskette. Continue this process until all diskettes have been loaded. Loading is complete when the Installing Files and Progress Indicator are completely darkened. The Installation Main Menu is automatically displayed. Go to **Step 7** to complete the update.

Step 6. To get a new copy of a file, at the Installation Main Menu, select Get A New Copy Of A File**.** To get a single file, key in the name of the file and press [Enter]. The Installation Main Menu is displayed.

Step 7. To complete the installation or update, at the Installation Main Menu, select Finished. The Install System File screen (**Figure 4**) is displayed with the message *HOW SHALL WE HANDLE IT? Changes could be necessary to the following system file(s). Autoexec.Bat, Config.Sys.* Select one of the three options. Each option is explained below:

1 Go Ahead And Modify. To create or modify your files, select this option and press [Enter]. The computer boot drive is displayed. Press [Enter] to select the default drive.

OR

Key in the correct boot drive and press [Enter].

The default Autoexec.Bat file is displayed. Press [Enter] to select the default path.

OR

Key in a new path and press [Enter].

The default path for the Config.Sys file is displayed. Press [Enter] to select the default path.

OR

Key in a new path and press [Enter]. The file(s) that was modified and the backup copy of the file that was created is displayed.

Press any key to continue. The message *Please Remember to Reboot Your Computer...Press a Key to Continue* is displayed. Press any key and the A> prompt is displayed. Go to **Step 8** to continue.

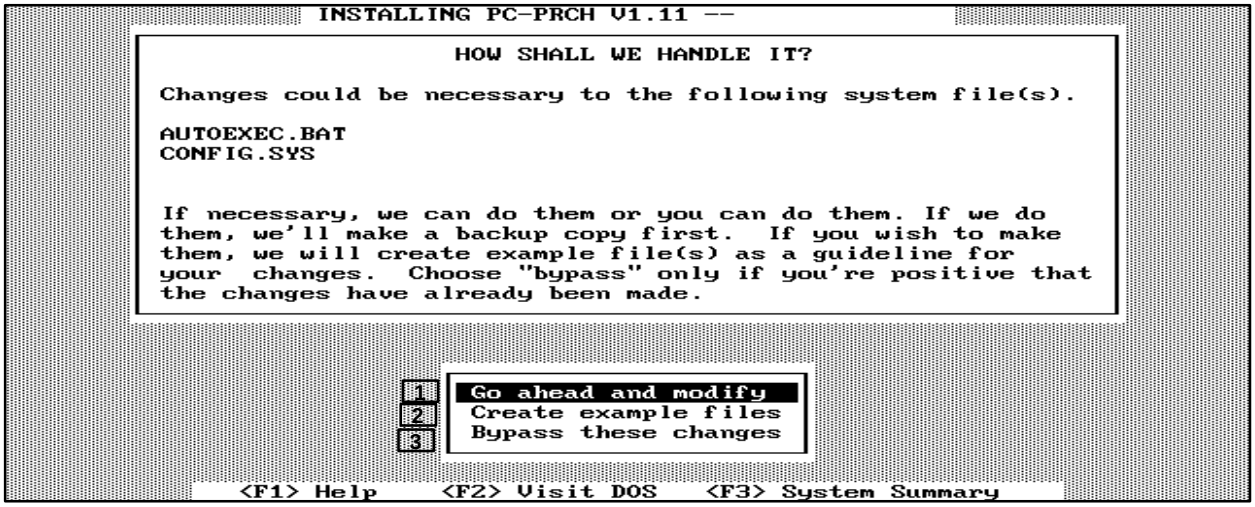


Figure 4. Install System File Screen

[2] **Create Example Files**. To create example files, select this option and press [Enter]. The computer boot drive is displayed. Press [Enter] to select the default drive.

OR

Key in the correct boot drive and press [Enter].

The default Autoexec.Bat file is displayed. Press [Enter] to select the default path.

OR

Key in a new path and press [Enter].

The default path for the Config.Sys file is displayed. Press [Enter] to select the default path.

OR

Key in a new path and press [Enter].

The message *Important Notice* is displayed with an example of the modified file(s). Following this message is a screen displaying the files which did not require modifying. Press [Enter] to display information about the software. Press [Enter] to display the A>prompt. Go to **Step 8** to continue.

[3] **Bypass These Changes.** To bypass changes to the files or if your files are valid, select this option and press [Enter]. The message *No Changes Were Necessary to Autoexec.Bat or Config.Sys...Press a Key to Continue* is displayed. Press any key. Press any key again to display the A>prompt. Go to **Step 8** to continue.

If your files need to be created or modified, return to **Step 4 or 5** under **Preparing For Installation**.

Step 8. Remove the PC-PRCH diskette from your PC's floppy-disk drive (or external-disk). Reboot your PC. The installation/update process is completed. This process created a subdirectory named PRCH on the fixed disk. The PC-PRCH software is copied to that subdirectory.

For further instructions on accessing the system after installation, see **System Access.**

System Access

This section provides access security information, defines access levels, and gives specific sign-on and sign-off/file backup instructions for PC-PRCH.

Security And Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1. To access PC-PRCH you must have authorized security clearance.

Access Levels

PC-PRCH provides five levels of access (1, 2, 3, O, and R). These access levels are defined below:

Access Level 1, Data Entry. Permits the user to (1) add, view, change, delete, restore, and print Type 40, 41, 42, 43, and 45 purchase orders and Type 40 receipts, and (2) restore or repair PC-PRCH files and delete obsolete files.

Note: Use the purchase order and receipt requirements in the PRCH procedure (Title II, Chapter 5, Section 1) as a guide for entering purchase order data. Samples of reports and completed AD-838's are also provided in that procedure.

Access Level 2, File Transmission And Table Maintenance. Permits the user to perform the same functions as Access Level 1, and also permits the user to (1) select orders or receipts for transmission to NFC, (2) create the transmit files, and (3) maintain the PC-PRCH tables which are used to validate purchase order data entry.

Access Level 3, Installer And Security Officer. Permits the user to perform the same functions as Access Level 2, and also permits users to (1) install PC-PRCH software, (2) establish and control PC-PRCH user ID's and passwords, and (3) provide guidance to users.

The PC-PRCH Security Officer is responsible for safeguarding the PC-PRCH software at the agency location and acts as liaison between the PC-PRCH users and NFC. In addition, the agency security officer (or assigned communications officer) is responsible for establishing transmission capabilities. For more information about computer security, see Title VI, Chapter 1, Section 1, Security Access Procedures.

Access Level O, Obligations Data Entry And File Transmission. Permits the user to (1) add, view, change, delete, restore, transmit, and print obligation data for Type 40, 41, 42, 43, and 45 purchase orders, and (2) restore or repair PC-PRCH obligations files, and delete obsolete obligations files.

Access Level R, Receipts Data Entry And File Transmission. Permits the user to (1) add, view, change, delete, restore, transmit, and print receipt data for Type 40 receipts, and (2) restore or repair PC-PRCH receipt files and delete obsolete receipt files.

Sign-On

To sign on after PC-PRCH is installed on your PC, display the C> prompt, key in ***PRCH***, and press [Enter]. The NFC Banner Screen is displayed (**Figure 5**), press any key to continue. The PC-PRCH Banner Screen (**Figure 6**) is displayed.

Respond to the prompts as follows:

[1] **Enter User ID** *(required, alphanumeric, max. of 7 positions)***.** Key in your assigned PC-PRCH user ID (e.g., NF999) and press [Enter].

[2] **Enter Password** *(required, alphanumeric, max. of 7 positions)***.** Key in your password and press [Enter]. Your password is not displayed on the screen.

The applicable PC-PRCH Main Menu screen is displayed according to the user's access authority. Each access level's main menu screen is displayed and explained in the appropriate Access Level section of this procedure. For more information about access level authority see **System Access**, **Access Levels.**

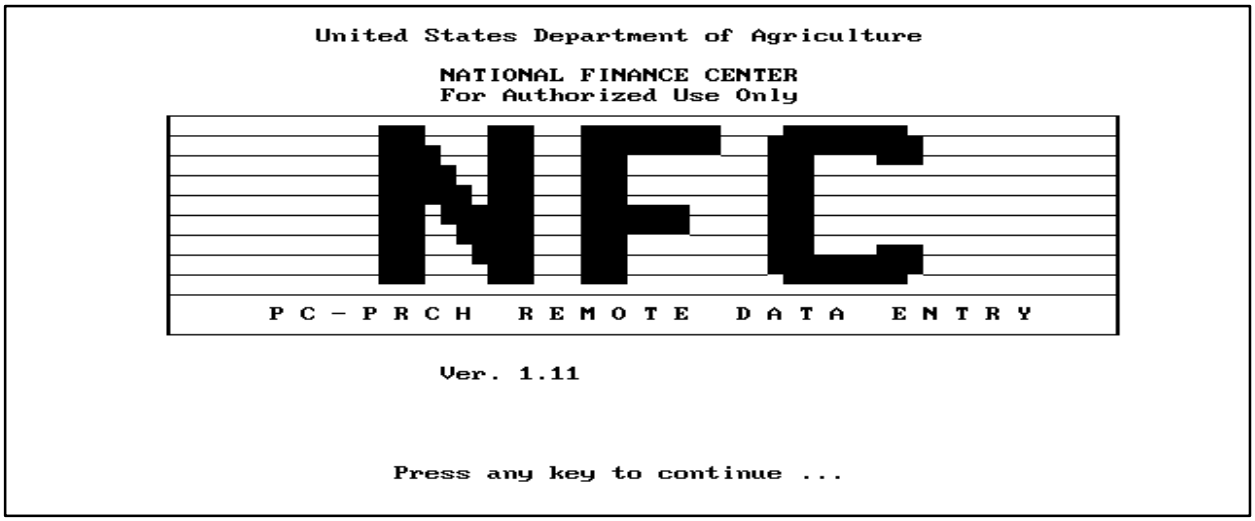


Figure 5. NFC Banner Screen

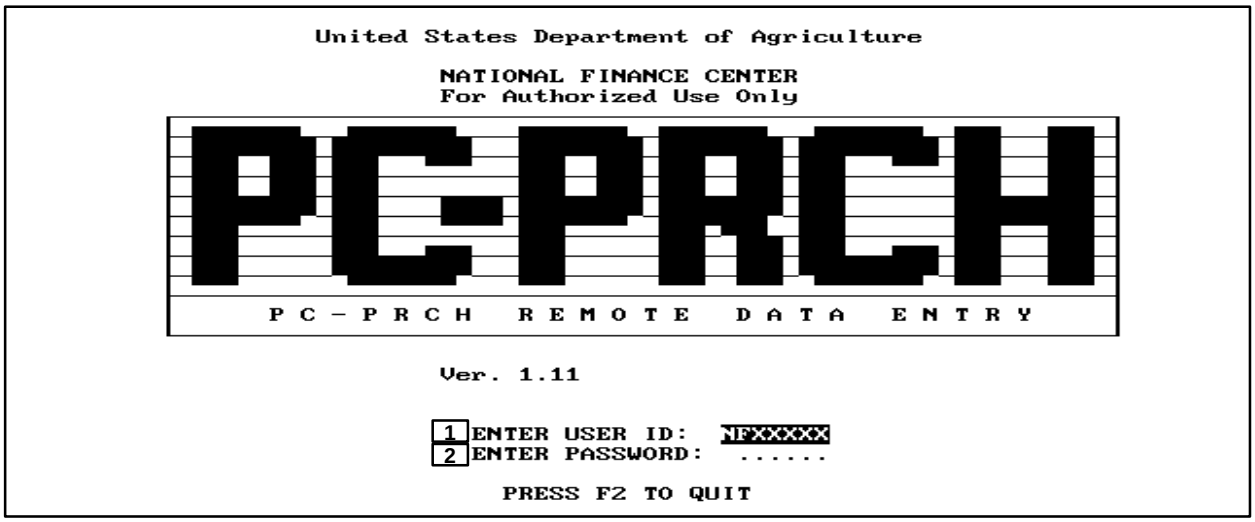


Figure 6. PC-PRCH Banner Screen

Sign-Off/File Backup

To exit PC-PRCH at the banner screen, press [F2]. To exit at the main menu, select Quit or key in ***Q.*** The message *Are You Sure You Want To Quit PC-PRCH?...OK Cancel* is displayed.

To return to the main menu, select *Cancel*.

OR

To continue the quit function, or begin the backup of files process select *OK*. The message *Make Backup Of Files?...OK Cancel* is displayed. (See **Figure 7.**)

Note: When PC-PRCH is used several times in a day, one backup on last use each day should be sufficient.

To exit without backup of the files, select *Cancel*.

OR

To backup files, select *OK*. The message *Place Floppy Disk #1 In Drive A: ... OK Cancel* is displayed. Insert a diskette in the drive of your PC, and select *OK*. The system assigns a backup number and date stamps the file. The confirmation message *Backup Successfully Completed* is displayed.

Note: An error message is displayed if the diskette drive was not set up correctly for the PC. Press any key to continue. To update your disk drive, sign on again, select Transmit File, then select Xmit Info. For more information, see **Transmit File**, **Xmit Info (Drive Destination For Transmit File)** under **Access Level 2**.

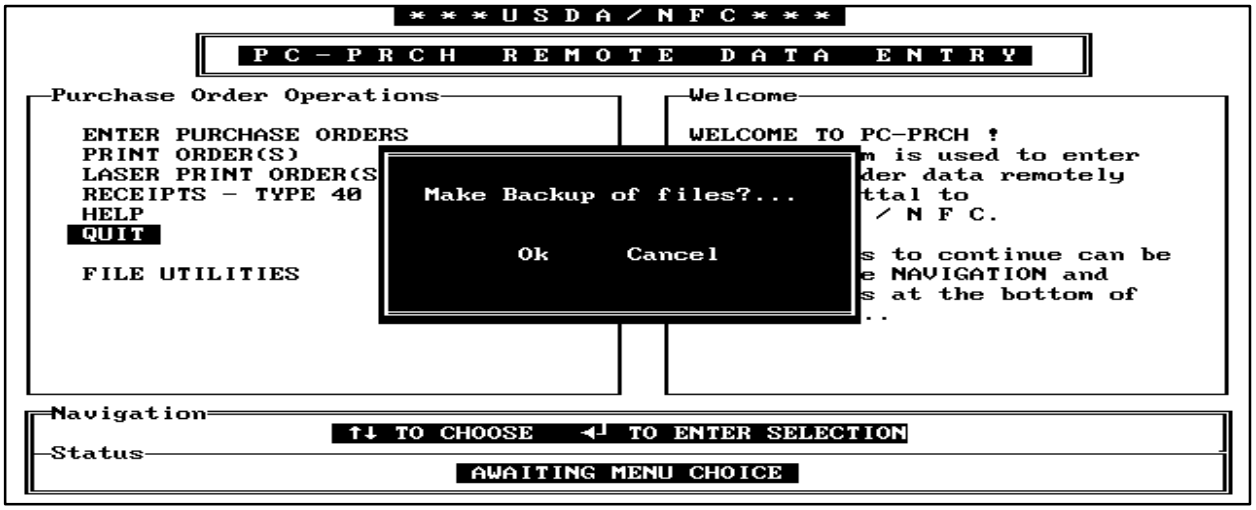


Figure 7. Make Backup Message

Operating Features

This section describes the system's operating features.

Type Of Screens

PC-PRCH uses pop-ups and pull-down menus. These pop-ups and menus overlay other screens; that is, you can still see the screen where you selected the pop-up or pull-down menu.

Menu Screens are used to display available options and/or functions. After accessing PC-PRCH, the appropriate access level main menu screen is displayed with a list of operations options on the left side of the screen.

Help Screens are available at the main menu. Select Help and press [Enter] or key in ***H.*** The General Help screen is displayed.

Pull-Down Menus provide a list of options at a given point in a process.

Data Pop-Ups provide a list of valid choices for a given field. You can use the point and shoot technique described below in selecting the appropriate item. To exit a pop-up without making a selection, press [Esc].

Help Pop-Ups provide help text in completing an entry field.

Message Pop-Ups provide messages to guide the user through a process.

Pop-Up Calculator provides for manual calculations. Some computations are automatically computed within the system. However, to perform manual calculations, you can use the pop-up calculator **(Figure 8**). This pop-up calculator is available from any place within PC-PRCH and can be used to perform calculations for pasting into a numeric field by using the point and shoot technique.

To use the calculator, follow the instruction below:

- **To display and activate** the calculator press [Shift]+[?].
- **To reset or clear** the calculator of prior figures, press [C].
- **To erase** the current entry without clearing the subtotal, press [E].
- **To add** numbers, key in the number and press [=] after each number to display the total.
- **To subtract** numbers, key in the first number and press [-]. Key in the second number and press [=] to display the total.
- **To multiply** numbers, key in the number and press [*]. Key in the second number and press [=] to display the total.
- **To divide** numbers, key in the dividend and press [/]. Key in the divisor and press [=] to display the total.
- **To insert** a total on the screen after it is displayed in the add, subtract, multiply, or divide function, press [Ctrl]+[P] to shoot the calculated total into the field.
- **To return** to the initial screen, press [Esc].

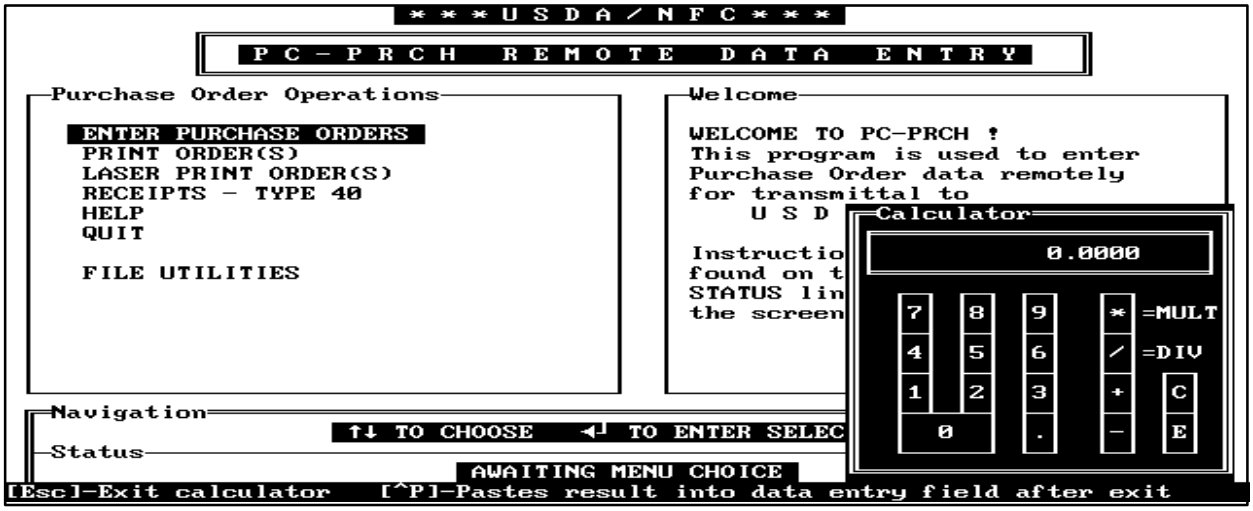


Figure 8. Pop-up Calculator

Menu Bars

The menu bar at the top of a screen displays the options or functions that are available at that screen based on your access level. The menu bar is displayed on all Table Maintenance screens.

Point And Shoot

This feature is used to view and select valid choices for a field. After the choices are displayed in a pop-up, use the [↑] and [↓] keys to highlight or point to the appropriate data or item. Press [Enter] to shoot it back to the field. **Note:** This feature is available for many fields in the Enter Purchase Order option.

System Edits

PC-PRCH edits certain data elements to ensure accuracy. If an error occurs or if required data is omitted, an edit error message is displayed in a pop-up. Errors should be corrected before creating the transmit file.

Function Keys

Your keyboard includes:

- Program function keys ([PA], [PF], [F], etc.), used to execute functions and display specific screens in the system
- Other function keys ([Enter], [Clear], etc.)

For instructions on your equipment usage for these keys, see the manufacturer's operating guide.

See the bottom of each screen for specific function key assignments and descriptions. Descriptions of the PC-PRCH special function keys are provided below:

Key	Functions
Enter	Used to **enter** data into the system after you have keyed it in at a screen or used to move to the **next field**.
↑	Used to move the cursor to a **previous field or line**.
↓	Used to move the cursor to the **next field or line**.
→	Used to scroll forward to the **next record** or to **move the cursor to the right**.
←	Used to scroll backward to the **previous record** or to **move the cursor to the left**.
Ctrl + ←	Used to move the cursor **up one line**.
Ctrl + →	Used to move the cursor **down one line**.
PgDn	Used to move to the **next section** of data on the screen.
PgUp	Used to move to the **previous section** of data on the screen.
Home	Used to move the cursor to the **beginning of the current field**.
End	Used to move the cursor from its current position to the **end of the current field.**
Ins	Used to **insert** characters that you inadvertently omit.
Ctrl + A	Used to move the cursor to the **beginning of the field**.
Ctrl + F	Used to move the cursor to the **beginning of the next field**.
Ctrl + W	Used to **save** data.
Esc	Used to **exit** the current function (except during software installation).
Shift + ?	Used to **display the calculator**.
Ctrl + P	Used to **print or paste a total** from the calculator to a numeric field.

[Space Bar] Used to **delete data** that is keyed in certain fields.

Note: You can normally delete the incorrect data by using the [Space Bar]. However, some of the fields in this system are edited to prevent use of the space bar. To correct these errors, use another form of deleting data as described below.

[Del] Used to **delete characters** while moving the cursor backward and to **flag records for deletion**.

[Ctrl] + [G] Used to **delete a single character** displayed at the cursor.

[Ctrl] + [T] Used to **delete data to the right** of the cursor.

[Ctrl] + [Y] Used to **delete all data right** of the cursor.

[Ctrl] + [U] Used to **restore the original contents** of a field if you enter new data by pressing [Enter].

PC-PRCH Access Level 1

This access level allows the user to add, edit, delete, browse, or print AD-838 order and receipt report data; and perform general system maintenance.

Main Menu for Access Level 1

After you sign on to PC-PRCH, the appropriate main menu for Access Level 1 **(Figure 9**) is displayed listing the available operation options.

For Access Level 1, these operation options are Enter Purchase Orders, Print Order(s), Laser Print Order(s), Receipts-Type 40, Help, Quit, and File Utilities.

Note: Since each operation option usually has more than one access level, we have listed all of the applicable Access Levels in parentheses behind the operations option heading..

Following is a brief description of each operation option:

Enter Purchase Orders (Access Levels 1, 2, 3, and O). Used to add, view, change, or delete/restore AD-838 data.

Print Order(s) (Access Levels 1, 2, 3, and O). Used to print AD-838 data or modify the printer configuration. This option is used mainly by nonlaser printer users.

Laser Print Order(s) (Access Levels 1, 2, 3, and O). Used to print a facsimile AD-838 Issuing Office Copy, Seller's Original, and Receipt Copy that replicates the official Departmental AD-838, Purchase Order. A laser printer is required to generate these facsimile forms.

Receipts - Type 40 (Access Levels 1, 2, 3, and R). Used to add, view, change, or delete/restore Type 40 receiving report data.

Help (Access Levels 1, 2, 3, O, and R). Used to display general help information about how screens are set-up. See **Operating Features** under **Introduction**, for more information.

Quit (Access Levels 1, 2, 3, O, and R). Used to exit the system and make backup files. See **System Access, Sign-Off/File Backup** under **Introduction** for more information.

File Utilities (Access Levels 1, 2, 3, O, and R). Used to delete transmitted data, restore from backup diskette, reindex the files, purge/clear deleted orders and receipts, or speed the performance of the software.

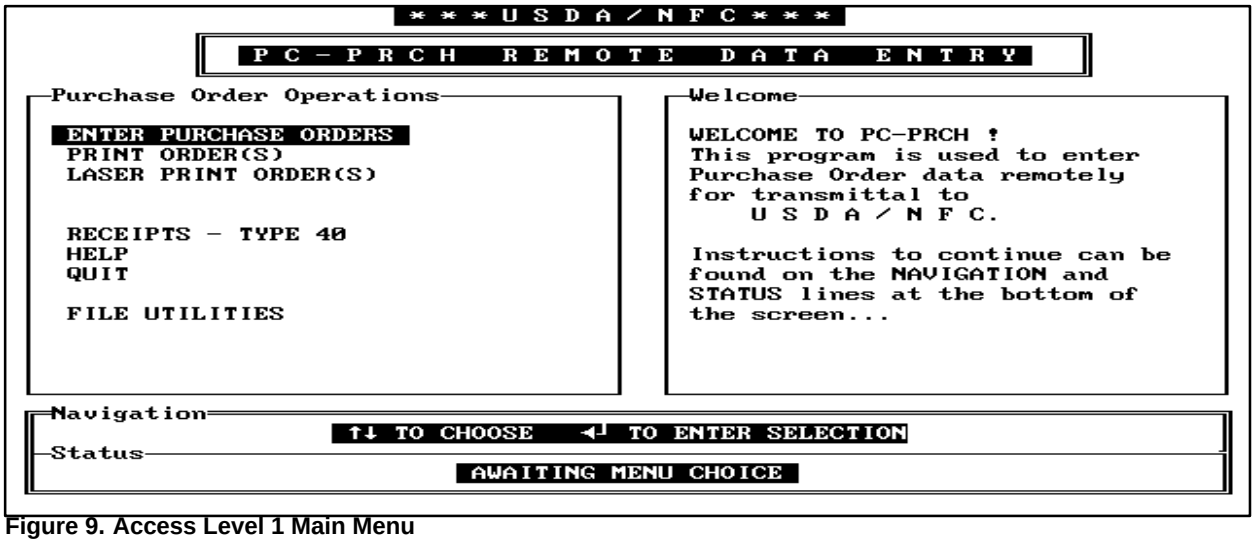


Figure 9. Access Level 1 Main Menu

Enter Purchase Orders (Access Levels 1, 2, 3, And O)

Enter Purchase Orders is the first operation option on the main menu and it is used to add, view, change, or delete/ restore AD-838 data.

Note: To select an option, move to the applicable option and press [Enter] or press the first letter of the menu option (e.g. [P] for Print Orders). The following pages provide instructions for selecting and using each option.

Select Enter Purchase Orders or key in ***E***. The Enter Purchase Order Access Menu (**Figure 10**) is displayed showing a list of functions on the right side of the screen.

Below is a brief description of each function:

Add An Order. Used to add a new AD-838.

View An Order. Used to view an AD-838 previously added.

Change An Order. Used to edit an AD-838 previously added.

Delete/Restore Order. Used to flag an order for deletion or to recover a record that was previously flagged for deletion prior to the use of the File Utilities, Purge Deleted Orders function.

Exit. Used to exit the function menu and return to the Main Menu.

Following are instructions for using these functions:

Adding An Order (Types 40, 41, 42, 43, And 45). At the Enter Purchase Order Access Menu screen, select Add An Order or press ***A***. The Enter Order Number field of the AD-838 is displayed at the bottom of the screen.

Caution: The initial Accounting Code Table that is built into PC-PRCH during installation contains no entries. The Accounting Code Table must be customized for your agency by adding your agency's valid accounting codes. Other table entries must also be completed prior to entering an AD-838. (See **Maintain Tables** under **Access Level 2**).

Use the Purchase Order System procedure (Title II, Chapter 5, Section 1) as a guide to enter valid data.

Complete the fields as follows:

[1] **Enter Order Number** *(required,alphanumeric, max. of 12 positions)***.** Key in the purchase order number which consist of the order type (40, 41, 42, 43, or 45), the ordering office number (GSA FEDSTRIP requisitioner number), fiscal year (1 position), and agency assigned control number (not exceeding 5 positions). For example, 40-XXXX-2-12345. **Note:** (1) Be sure to key in a numeric zero and not an alpha O. (2) The data entered in the first 7 characters are retained once keyed in. If system generated data is not correct, use the [←] key to backspace to the data that needs to be correct and key in new data over the existing data.

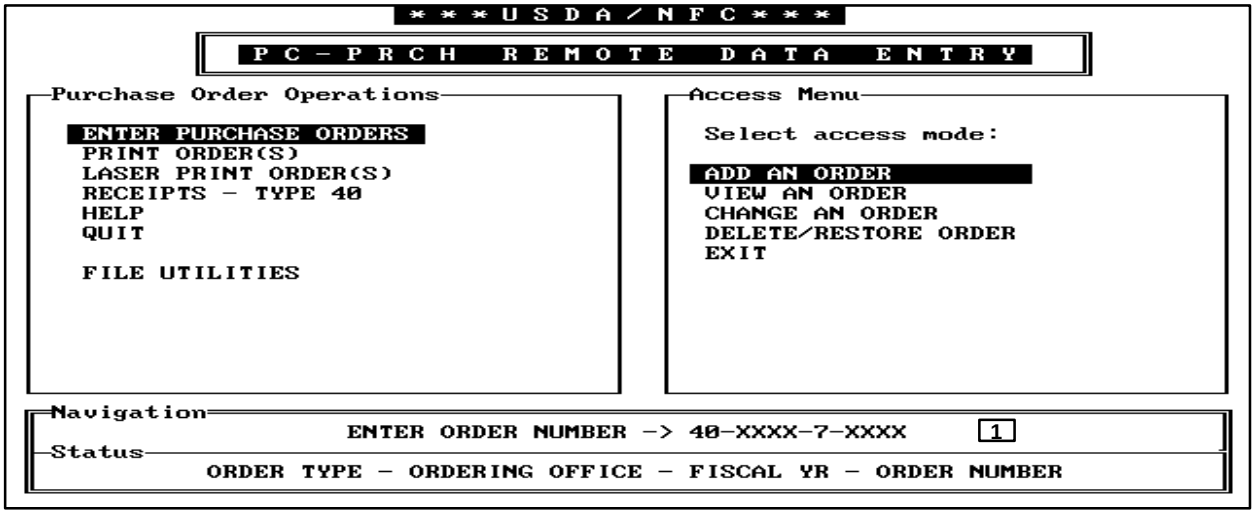


Figure 10. Enter Purchase Order Access Menu

```
                          U S D A / N F C                          ORDER:
                  PURCHASE ORDER OBLIGATIONS - DATA ENTRY          40XXXX7-XX
  FOR  AGENCY  USE  ONLY                AGENCY  COMMENTS
     [2]                                          [3]

RECEIVING     CONTRACT      ORDER    SF-281  UNIT  FUND          ORDER[10]  [11] SUB
OFFICE NO      NUMBER       DATE      CODE   CODE  CODE          NUMBER
  [4]          [5]        [6] 06/24/1997 [7]  [8]   [9]     40-XXXX-7 - XX     00

TYPE PURCHASE[12] SELLER'S IDENT NO        [14] FORM  1099    TAXPAYER'S IDENT NO
       P              [13]                        N                 [15]

  SELLER'S NAME & ADDRESS          SHIP TO -->     CONSIGNEE NAME & ADDRESS

NAME  [16]                                  NAME  [23]
ADR1  [17]                                  ADR1  [24]
ADR2  [18]                                  ADR2  [25]
CITY  [19]                                  CITY  [26]
STATE [20]   ZIP[21]      -                 STATE [27]  ZIP [28]   -
PHONE (  [22]  )      -                     PHONE (  [29]  )      -
  Navigation
                        ENTER REMARKS FOR AGENCY USE
  Status
                   ↑=BACK FLD   ◄┘=FWD FLD   Esc=BYPASS
```

Figure 11. Purchase Order Obligations - Data Entry (Obligation Header) Screen

The cursor moves to the Purchase Order Obligations-Data Entry screen (**Figure 11**).

- The fiscal year (position 7 of the order number) must equal the current fiscal year unless funds for the prior fiscal year have been restored, or F = future fiscal year will be keyed in the For Agency Use Only field and the order is keyed in beginning August 1.

- Beginning August 1, you can input orders for the next fiscal year. To be consistent with the fiscal year shown in the order number, be sure to date the order October 1 or later. Also, verify that ***F*** (future fiscal year) is keyed in the For Agency Use Only field.

- The purchase order type (40, 41, etc.), ordering office/requisitioner number, and fiscal year (positions 1 through 7) used at the beginning of a session is retained and carried forward to the next order entered. If the data is not the same for the order you are currently entering, key in the new data over the existing data.

- The system edits on the order number entered. If it was previously used, the message *Record exists - Can't Add Duplicate* is displayed. Press any key to continue.

- To reuse an order number, or to enter an amendment to an existing order, go to the main menu. Select Enter Purchase Orders. At the Access Menu (**Figure 10**), select Delete/Restore Order. Delete the order in accordance with the instructions discussed in **Deleting An Order**. Return to the main menu and select File Utilities. At the Utility Menu, select Purge Deleted Orders. See **File Utilities, Purging Deleted Orders** in this section.

Purchase Order Obligations - Data Entry Screen (Obligation Header)

[2] **For Agency Use Only** *(optional, alphanumeric, max. of 20 positions).* Key in the requisitioner identification, ***F*** (to enter an order for a future fiscal year beginning August 1), or other data used by your agency. **Note:** This information does not print on the Seller's Original**.**

[3] **Agency Comments** *(optional, alphanumeric, max. of 20 positions).* Key in notes that pertain to the order. **Note:** This information prints on the Seller's Original.

[4] **Receiving Office No** *(required, alphanumeric, max. of 7 positions)***.** Key in the receiving office number (*4 positions*) and other alphanumeric data *(3 positions*). The first 4 positions must match the last 4 positions of the GSA FEDSTRIP Requisitioner number. If position 5 is *M* (multiple receiving offices), a 2-position number must follow. Key in leading zeros when necessary. For example, "4216M2" key in ***4216M02***.

[5] **Contract Number** *(required,alphanumeric, max. of 20 positions)***.** Key in the contract number, ***OM*** (open market), or ***none***.

Note: The data entered in the **Order Date, Fund Code**, and **Type Purchase** fields are retained once keyed in. To confirm the displayed data, press [Enter] or key in the new data over the existing data. The new data will be picked up on subsequent orders entered for the remainder of the program execution.

[6] **Order Date** *(required, numeric, 8 positions)***.** Current date is system generated on the first purchase order obligation. If correct, press [Enter] or key in the order date (mmddyyyy). **Note:** It must be the date the order was placed and not the date the order was prepared. The date must be no later than the current date and be the fiscal year shown in the order number..

7 **SF-281 Code** *(required, alphanumeric, 2 positions)***.** Key in the code that describes the method of procurement and type of business. If you do not know the code, press [Enter] to display the SF-281 Code pop-up (**Figure 12**). Point and shoot the applicable code to the field. If Forest Service (FS), the cursor moves to the Unit Code field. For other agencies the cursor moves to the Fund Code field. **Note:** See Appendix D in Title II, Chapter 5, Section 1, for a complete explanation of these codes.

8 **Unit Code** *(no-entry)***.** Used by FS only. Key in the unit code.

9 **Fund Code** *(required,, alphanumeric, 2 positions)*. If not system generated or correct, key in the NFC assigned fund code. If you do not know the code, press [Enter] to display the Fund Code pop-up (**Figure 13**). Point and shoot the applicable code to the field.

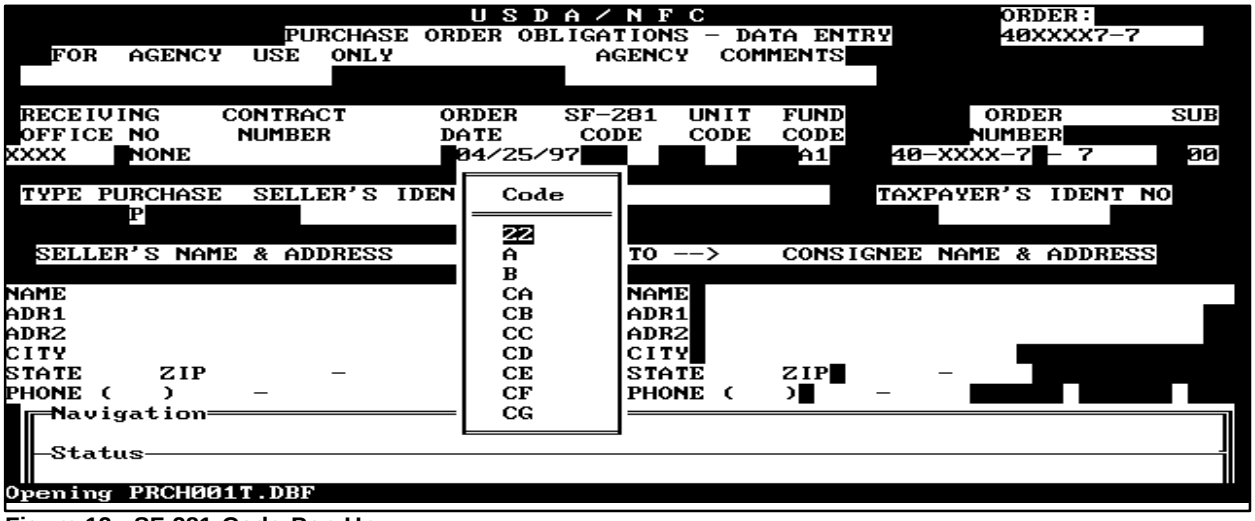


Figure 12. SF-281 Code Pop-Up

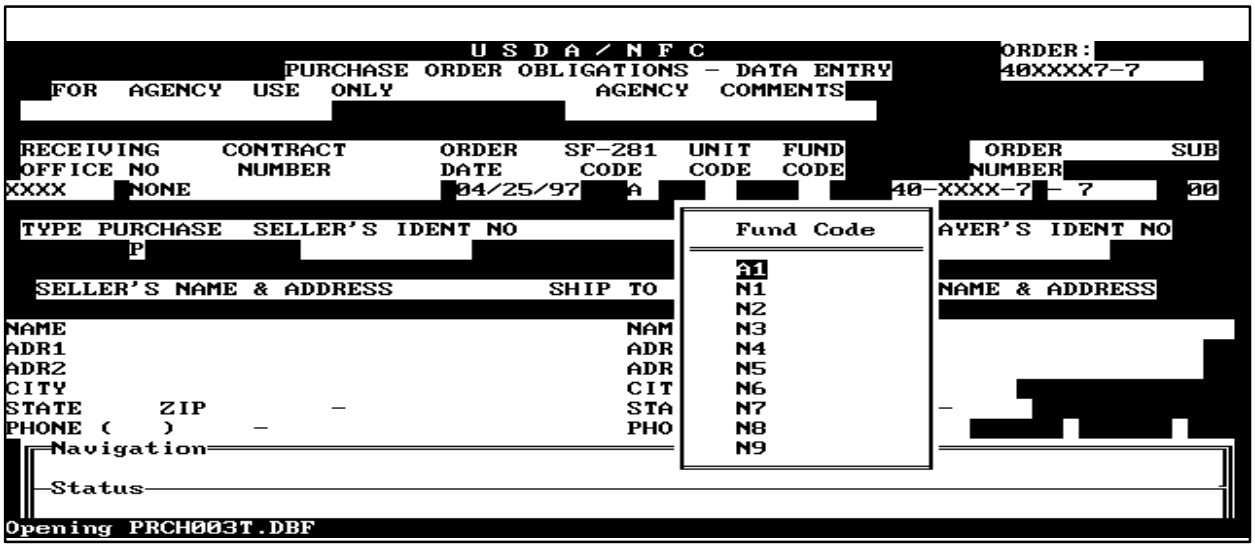


Figure 13. Fund Code Pop-Up

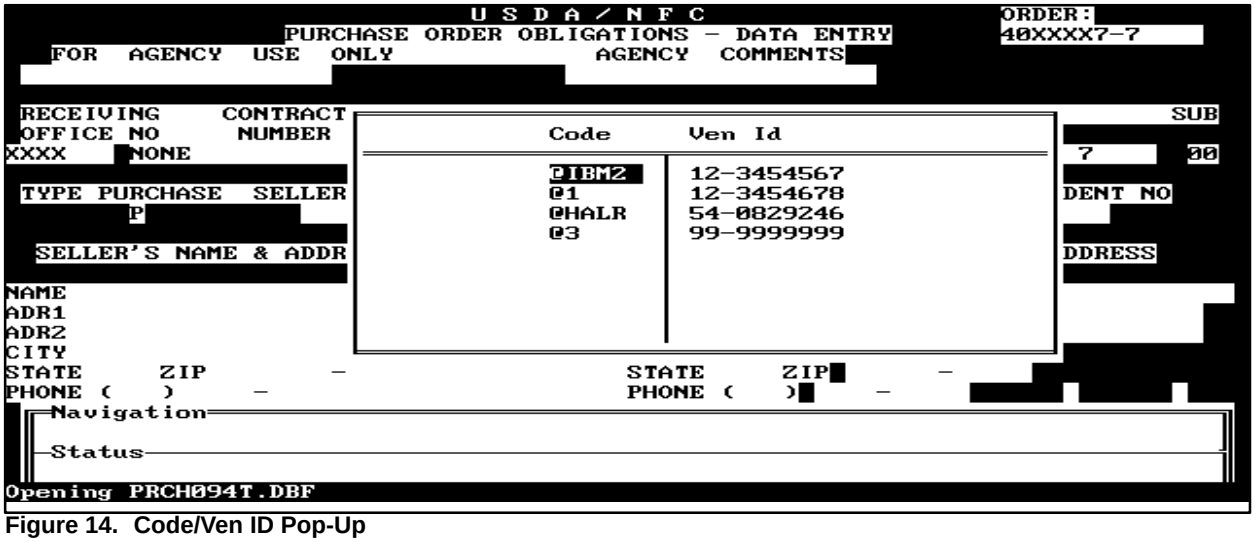


Figure 14. Code/Ven ID Pop-Up

10 **Order Number.** *(no-entry).* This field is system generated from the data entered in the Enter Order Number field.

11 **Sub** *(conditional, alphanumeric, 2 positions).* This field is system generated to display *00*. To confirm press [Enter] or key in the 1 or 2 position special condition code identified in the SUB Codes table.

▶**Note:** Foundation Financial Information System (FFIS) agencies should use Sub code **DA** for all types of purchase orders when correcting the vendor's name and/or address, consignee's name and/or address, estimated freight, F.O.B. point, or F.O.B. date. Non-FFIS agencies should continue to use Sub code **Z** to change this information for Types 40, 41, and 43 purchase orders.◀

- To amend the order, key in a 1- or 2-position alphanumeric value. **Note:** Edits are turned off beginning after the entry of the amendment 2-position numeric value.

- To complete entry of an amendment, the initial purchase order record must have been established in the Purchase Order System. If the original obligation was prepared on the same PC as the amendment, the original must be deleted and purged from the PC. See **Deleting an Order** for more information.

12 **Type Purchase** *(required, alpha, 1 position).* This field is system generated to display *P* (purchase order). To confirm press [Enter] or key in ***D*** to code delivery order.

13 **Seller's Ident No.** *(required, alphanumeric, 11 positions).* Key in the vendor's taxpayer identification number (TIN) or the Seller Address default code. If you do not know the Seller Address code, press [Enter] to display the Code/Ven ID pop-up (**Figure 14**). Point and shoot the code to the field. To enter a TIN not in the table, key in the TIN in the correct format, the table will pop-up, press [Esc] to move to the next field.

Notes: (1) Valid formats for the TIN are the employer identification number (EIN) formatted 00-0000000 or the social security number (SSN) formatted 000-00-0000. Include the dashes in the indicated format. (2) This data and any corrections should be recorded in the Maintain Tables option, Seller Address table. More than one seller address can be stored in the table by assigning a different 5-position alphanumeric code in the table.

14 **Form 1099** *(required, alpha, 1 position).* This field is system generated to display ***N*** (No), which indicates Form 1099 reporting to the Internal Revenue Service (IRS) is not required. To confirm the N, press [Enter]. To request Form 1099 reporting to IRS, key in ***Y*** (Yes). **Note:** For details concerning the Form 1099 tax reporting process, see Title II, Chapter 5, Section 1.

15 **Taxpayer's Ident. No** *(required, numeric, 11 positions)***.** Key in the TIN.

Notes: (1) Valid formats for the TIN are the EIN formatted 00-0000000 or the SSN formatted 000-00-0000. Include the dashes in the indicated format. (2) This information is used for Form 1099 tax reporting and for compliance with the Debt Collection Improvement Act (DCIA). Be sure to have a completed Form W-9, see Appendix C in Title II, Chapter 5, Section 1, and retain a file copy of the W-9 for use in verifying the payee's TIN should future business be transacted with the same vendor.

Seller's Name & Address

Note: (1) If you keyed in the stored Seller's Ident No., the following data is system generated: Seller's Name, Adr1, Adr2, City, State, ZIP, and Phone. (2) If you used stored data and the data in the Seller's Name & Address fields

are incorrect, you must correct the Seller Addresses table in Maintain Tables. Return to this screen in the Change An Order function to incorporate the correct data. (See Changing an Order).

16 **Name** *(required, alphanumeric, max. of 34 positions)*. If not system generated, key in the seller's name.

17 **Adr1** *(required, alphanumeric, max. of 32 positions)*. If not system generated, key in the seller's first line address.

18 **Adr2** *(optional, alphanumeric, max. of 32 positions)*. If not system generated, key in the seller's second line address or for ▶ FFIS agencies enter the 11-character Vendor Code (VID) (example: VID123456789 A) or for non-FFIS agencies enter the 9-digit Vendor Express ID number (example: VXP123456789).

Note: FFIS agencies are required to establish the VID in the FFIS Vendor Reference Table (VEND) prior to the order being transmitted to NFC. ◀

Reminder: The DCIA requires vendors to receive payment electronically unless the vendor certifies that an account at a financial institution is not available. When contracting for goods or services with a new vendor, the agency is required to obtain necessary banking information for enrollment in the Vendor Express program. Agencies should refer to the Vendor Express procedure, Title II, Chapter 1, Section 2.

19 **City** *(required, alphanumeric, max. of 20 positions)*. If not system generated, key in the seller's city.

20 **State** *(required, alphanumeric, 2 positions)*. If not system generated, key in the seller's state code.

21 **ZIP** *(required, numeric, max. of 9 positions)*. If not system generated, key in the seller's ZIP Code.

22 **Phone** *(required, numeric, 10 positions)*. If not system generated, key in the seller's telephone number.

Ship To - Consignee Name & Address

23 **Name** *(required, alphanumeric, max. of 34 positions)*. To system generate the data in the Name, Adr 1, Adr 2, City, State, ZIP, and Phone fields, key in the Consignee Name or Address code. If you do not know the code, press [Enter] to display the Code/Cons Name pop-up (**Figure 15**). Point and shoot the applicable code to this field. The cursor moves to the Purchase Order Line Item Information screen (**Figure 16**).

If the data in the Code/Cons Name table is not applicable or you do not want to include the data in the Consignee Address table, key in the data, the table will pop-up, then press [Esc] to continue.

24 **Adr1** *(required, alphanumeric, max. of 32 positions)***.** If not system generated, key in the consignee's first line address.

25 **Adr2** *(optional, alphanumeric, max. of 32 positions)***.** If not system generated, key in the consignee's second line address.

26 **City** *(required, alphanumeric, max. of 20 positions)*. If not system generated, key in the consignee's state location.

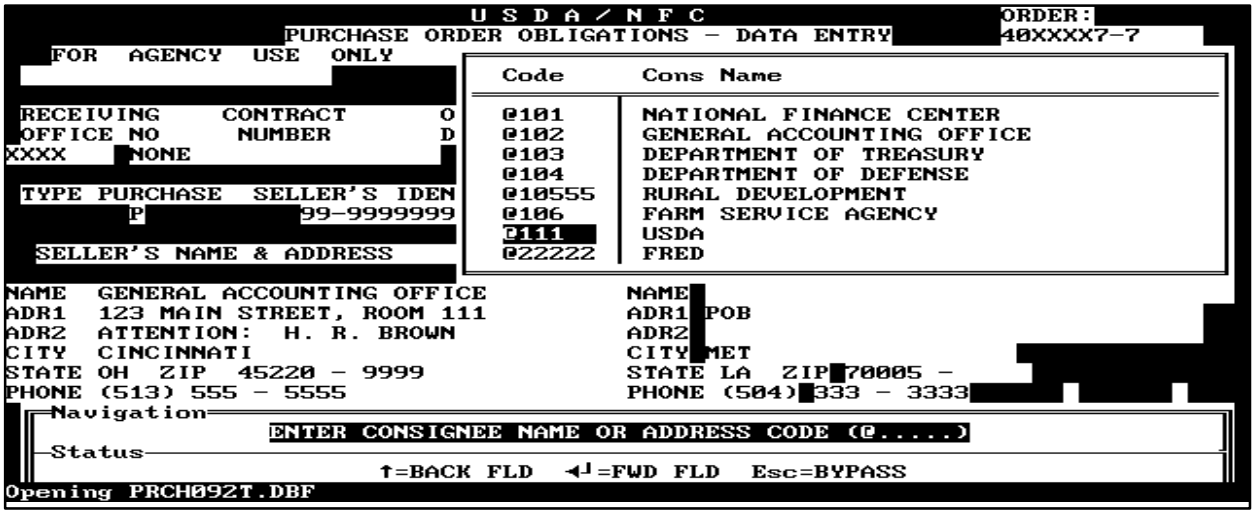


Figure 15. Code/Consignee Name Pop-Up

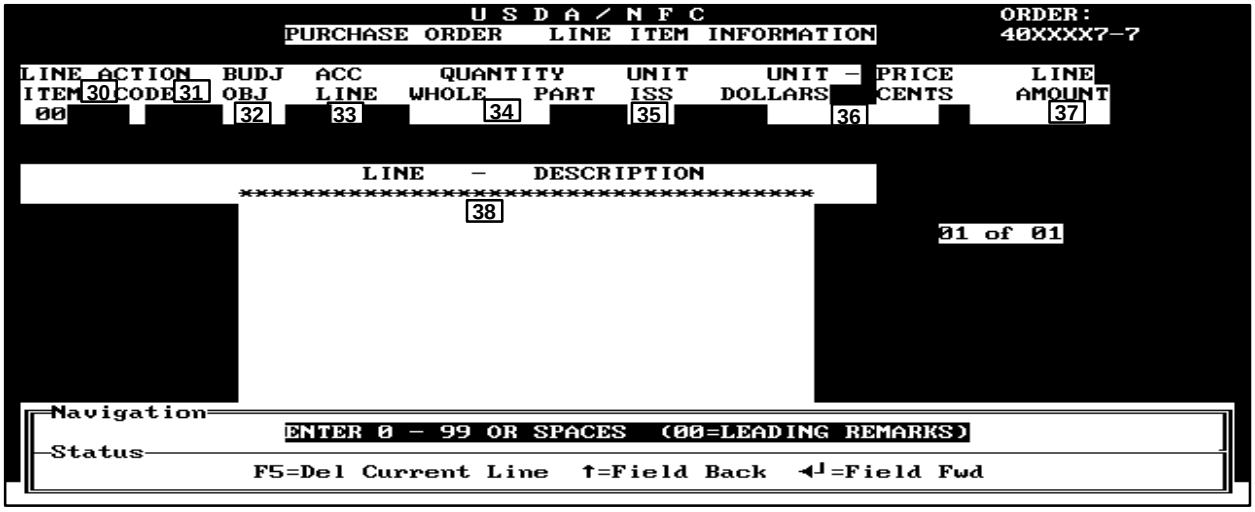


Figure 16. Purchase Order Line Item Information (Line Items & Descriptions) Screen

27 **State** *(required, alphanumeric, 2 positions)***.** If not system generated, key in the consignee's state location.

28 **ZIP** *(required, numeric, max. of 9 positions)***.** If not system generated, key in the consignee's ZIP Code.

29 **Phone** *(required, numeric, 10 positions)***.** If not system generated, key in the consignee's telephone number.

The cursor moves to the Purchase Order Line Item Information screen (**Figure 16**).

Purchase Order Line Item Information Screen (Line Items & Description)

30 **Line Item** *(required, numeric, 2 positions)*. This field is system generated to display 00. Key in the line item number for each type of goods or services procured (01 through 99).

- To amend the order (when the Sub field is not 00), key in the same line item number that is indicated on the initial order of the item to be changed or add a new line item number for the item to be added.

- To type leading comments on the AD-838 or comments that relate to a cancellation, press [Enter] at the displayed *00* and the cursor moves to the Line Description field. Key in the message and press [Ctrl W] to save the data, or to use stored data press [Alt G] to display the Enter The Desired Description Code pop-up. Key in the applicable code in the @ field. If the code is not in the table, the Standard Description Code (previously established in Maintain Tables, STD Description) pop-up is displayed. Point and Shoot the appropriate code to the field. To move back to the Line Item field, press [F3].

- To key in more than one line item, press [F8]. This action moves the cursor back to the Line Item field and the line item number changes to the next line item number. Press [Enter].

- To delete a line item while working in the document, press [F9] to search for the line item to be deleted. Press [F3] to get to the Line Item field, then press [F5]. An asterisk (*) next to the Line Item number marks the item for deletion. Press [F10] to get to the next screen. The line items will automatically re-number.

- To key in an action code with no line item number, press the [Space Bar] in the Line Item field to delete the displayed number.

- To key in an action code associated with a line item, key in the same line item number keyed for the articles and/or services entered in the Line Item field.

- To key in an action code not associated with a line item, press the [Space Bar] in the Line Item field to delete the displayed line item number and move the cursor to the Action Code field.

31 **Action Code** *(conditional, alpha, 1 position)*. Key in the action code that identifies amounts added to or deducted from the subtotal. If the field is not required, press [Enter].

- If the action code is required and is associated with a line item, key in the same line item number for the articles and/or services entered in the Line Item field.

- If the action code is required and not associated with a line item, press the [Space Bar] in the Line Item field to delete the displayed line item number and move the cursor to the action code field.

32 **Budj Obj** *(required, numeric, 4 positions)*. Key in the budget object classification code. If you do not know the code, press [Enter] to display the Object Class pop-up (**Figure 17**). Point and shoot the applicable code to the field. **Note:** See the Budget Object Classification Codes procedure, Title V, Chapter 3, for a description of these codes.

33 **Acc Line** *(required, alphanumeric, 2 positions)*. Key in the number of the accounting line that corresponds to the Accounting Classification section of the order (i.e., 01, 02, etc.). If the accounting is distributed, key in ***X*** and press [Enter] to move to the next field. Do not exceed 99 accounting lines for each order.

34 **Quantity - Whole and Part** *(required, numeric, whole number max. of 5 positions and part max. of 3 positions)*. Key in the quantity using a decimal if needed.

35 **Unit Iss** *(required, alpha, max. of 3 positions)*. Key in the unit of measurement. For example, ***EA***, ***DZ***, ***YR***, ***JOB***, etc.

36 **Unit Price - Dollars and Cents** *(required, numeric, dollar amount max. of 6 positions and cents amount max. of 4 positions)*. Key in the unit price using a decimal if needed.

37 **Line Amount** *(optional, numeric, dollar amount max. of 6 positions and cents amount max. of 2 positions)*. Key in the amount of the extended value of the item (quantity *x* unit price) using a decimal if needed.

The system automatically calculates the quantity *x* unit price. When an incorrect total is keyed in, the mathematical computation is shown at the bottom of the screen. To paste the total displayed at the bottom of the screen, press [Ctrl P]. If the pop-up calculator (**Figure 8**) is needed, see **Operating Features, Pop-Up Calculator**.

Note: If your entry is not Line Item 01, press [F4] to get to the Line Description field.

38 **Line Description** *(required, alphanumeric, max. of 36 positions per line)*. Key in a description of the line item. Press [Ctrl W] to save data.

Press [F10] to move the cursor to the Terms & Totals screen (**Figure 18**).

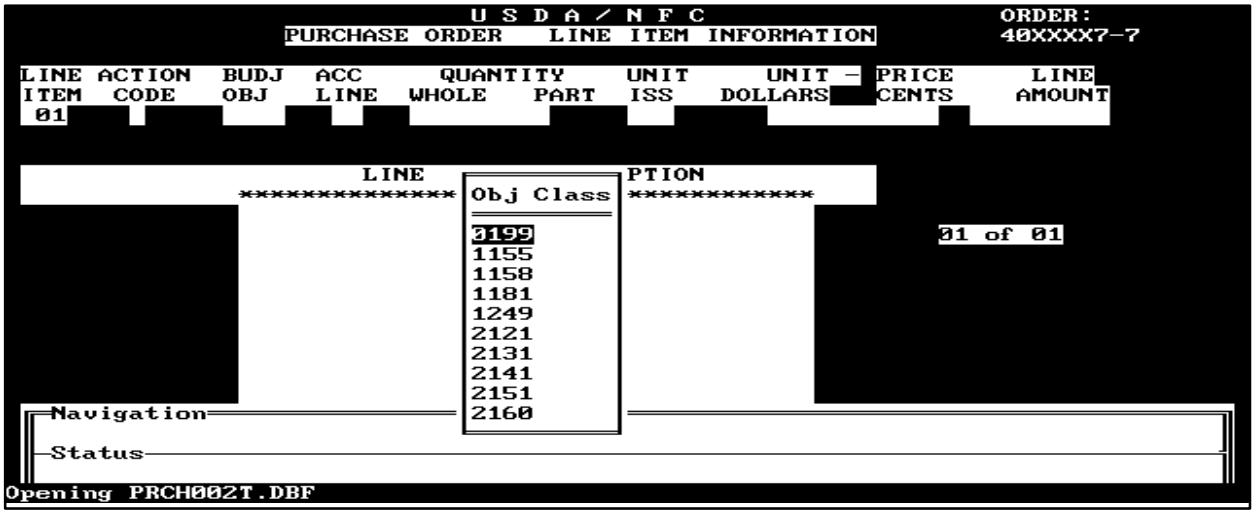


Figure 17. Object Class Pop-Up

```
                          U S D A / N F C                          ORDER:
                PURCHASE ORDER OBLIGATIONS - DATA ENTRY            40XXXX7-7
                            TERMS  &  TOTALS

DISCOUN 40 VERIFICATION

NET 39 COMMODITY     SUB        ESTIMATED                          SHIP
DAYS    CODE 41     TOTAL        FREIGHT        TOTAL              VIA
30          O        42           43             44                 45

F.O.B. 46                F.O.B. 47              RATE   DAY   RATE   DAY   RATE   DAY
POINT                    DATE                    1     1     2      2     3      3
                                                48    49

  ISSUING OFFICE NAME  &  ADDRESS            ORDERED BY  (NAME  &  TITLE)
NAME  50                                  NAME  56
ADDR1 51                                  TITLE  57
ADDR2 52                                  PHONE NO  58          (    )-
CITY  53
STATE 54          ZIP  55    -
 Navigation
                          ENTER DAYS FOR NET PAYMENT
 Status
                  ↑=BACK FLD   ↵=FWD FLD   Esc=BYPASS
```

Figure 18. Terms & Totals Screen

- To use stored data, press [Alt+G] to display the Enter The Desired Description Code pop-up. Key in the applicable code in the @ field to display data. If the code is not in the table, the Standard Description code (previously established in Maintain Tables, STD Description) pop-up is displayed. Point and Shoot the appropriate code to the field. Verify displayed data. If required, press [F4] then key in new data over the displayed data. Press [Ctrl W] to save data and [F10] to display the next screen.

Caution: Do not enter line item description to precede stored data. This action results in automatic deletion of line item data that you keyed in.

- To delete data on one line, press [Ctrl Y].

- To delete to the right of the data, press [Ctrl T].

- To scroll within the field, press [↑], [↓], [→], [←], [Pg Up], or [Pg Dn].

- To save data, press [Ctrl W]. To move out of the field, press [Esc].

- To add more line description while working in a document, press [F4] after the line item of the current line item has been keyed in as described in Line Item.

- To key in leading or trailing comments required on an order, use this field. Leading comments are discussed under Line Item. Trailing comments are added as descriptive text for the last item line. If added as a supplement to an earlier line item, the comments will print following that line.

Terms & Totals Screen

39 **Net Days** *(required, numeric, max. of 2 positions).* This field is system generated to display 30 days. To confirm press [Enter] or key in new data over existing data. If the days are over 60, the cursor moves to the Discount Verification field. **Note:** If codes M, D, P, or C will be entered in the Commodity Code field, verify displayed Net Days 30 and if applicable, change net days as described in Appendix G of Title II, Chapter 5, Section 1.

40 **Discount Verification** *(conditional,alpha, 1 position)*. If the number in the Net Days field is over 60, key in ***Y***. If 60 days or less, this field is skipped.

41 **Commodity Code** *(required, alpha, 1 position)*. This field is system generated. To confirm the displayed *O* press [Enter] or key in the new data over the existing data. Valid codes are ***M, D, P, C, O*** and ***X.*** (See Appendix G in Title II, Chapter 5, Section 1 for a complete description of these codes.)

Caution: A separate order must be issued for each different code. Also, when applicable, be sure the net payment terms in the Net Days field indicate 7 for code M, 10 for code D or P, 14 for code C, or 30 and over for code O.

42 **Sub Total** *(no-entry)* This field is system generated. To confirm the displayed cumulative total of all line amounts press [Enter].

43 **Estimated Freight** *(conditional, numeric, max. of 7 positions)*. Key in the estimated cost of the freight charge. If the freight charge should not be paid, key in ***None*** or leave blank by pressing [Enter].

44 **Total** *(no-entry)*. This field is system generated. To confirm the displayed amount (sub-total plus estimated freight) press [Enter].

45 **Ship Via** *(conditional, alphanumeric, max. of 22 positions)*. If you entered data in Estimated Freight, key in the method of shipment. For example, parcel post, motor freight, or railway express. If you did not enter data in the Estimated Freight field, press [Enter] to leave blank. If you entered ***F*** in the Action Code field, key in method of shipment here.

46 **F.O.B. Point** *(required, alpha, 14 positions)*. If the freight charge is payable by the seller, key in ***D*** (destination). If the freight is payable by the agency, key in ***O*** (origin).

47 **F.O.B. Date** *(required, alphanumeric, 18 positions)*. Key in the date delivery or completion of services is expected.

48 **Rate 1, Rate 2, Rate 3** *(optional, numeric, max. of 4 positions)*. Key in the exact terms (in order of largest to smallest) of discount in each rate field (i.e., key in ***2*** to reflect 2%).

Note: Time discounts are not valid for Type 42 orders.

49 **Day 1, Day 2, Day 3** *(optional, numeric, 2 positions)*. Key in the exact number of days (in order of smallest to largest) in which the discount percentage rate applies. For example, key in ***10*** to reflect 10 days.

Issuing Office Name & Address

Note: All of the fields under **Issuing Office Name & Address** are retained once keyed in. To confirm the displayed data, press [Enter] or key in the new data over the existing data.

50 **Name** *(required, alphanumeric, max. of 34 positions)*. If not system generated or correct, key in the issuing office name.

51 **Addr1** *(required, alphanumeric, max. of 31 positions)*. If not system generated or correct, key in the issuing office first line of the address.

52 **Addr2** *(optional, alphanumeric, max. of 32 positions)*. If not system generated or correct, key in the second line of the address.

53 **City** *(required, alphanumeric, max. of 20 positions)*. If not system generated or correct, key in the issuing office city.

54 **State** *(required, alphanumeric, 2 positions)*. If not system generated or correct, key in the issuing office state.

55 **ZIP** *(required,numeric, max. of 9 positions*). If not system generated or correct, key in the issuing office ZIP Code.

Ordered By (Name & Title)

56 **Name** *(required, alphanumeric, max. of 25 positions)*. Key in the name of the procurement official authorized to sign the order.

Note: The **Title** and **Phone No.** fields are retained once keyed in. To confirm the displayed data, press [Enter] or key in the new data over the existing data.

57 **Title** *(required, alphanumeric, max. of 25 positions)*. If not system generated or correct, key in the title.

58 **Phone No** *(required, numeric, 10 positions)*. If not system generated or correct, key in phone number.

The Purchase Order Obligation-Accounting screen (**Figure 19**) is displayed.

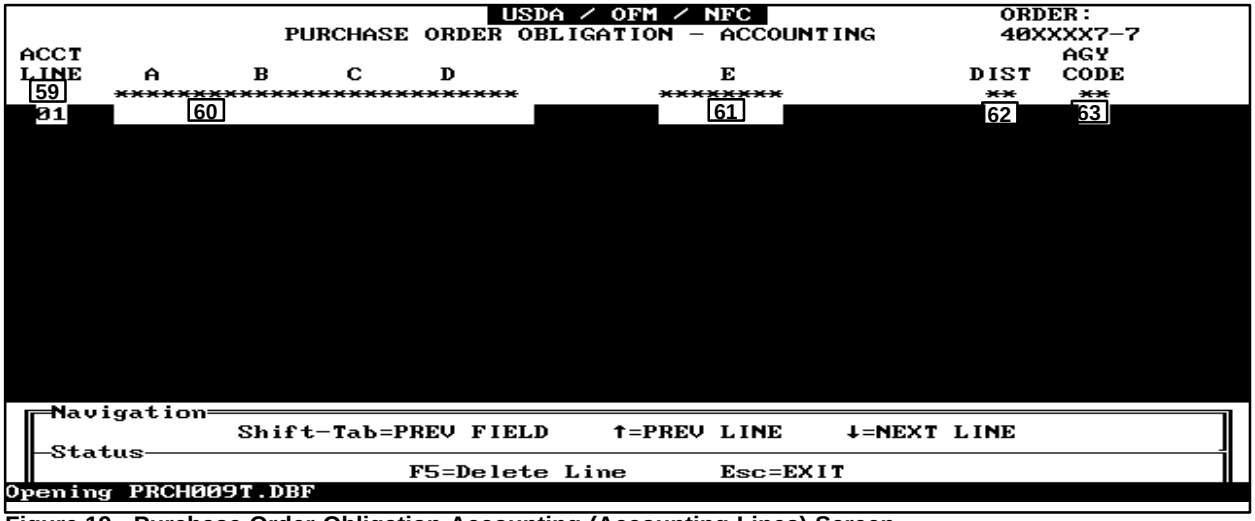


Figure 19. Purchase Order Obligation-Accounting (Accounting Lines) Screen

Purchase Order Obligation-Accounting Screen (Accounting Lines)

59 **Acct Line** *(no-entry)*. This field is system generated from the Acc Line field on the Line Item Information screen. To confirm the data press [Enter] or key in over existing data.

60 **A B C D** *(required, alphanumeric, max. of 27 positions)*. Key in the agency determined accounting classification code previously entered in the Accounting table.

61 **E** *(optional, alphanumeric, max. of 8 positions)*. Key in the 6-position management code, if needed, and when required the 1-position prior year indicator code.

Note: When using a prior year accounting classification code, the following warning message will appear at the bottom of the screen. *Accounting class year (position 1) not equal or 1 year prior to purchase order number (position 7)*. Press [Enter] to continue.

Note: Each accounting classification record can have a maximum of 35 alphanumeric characters. Column identifiers (i.e., A, B, C, D, and E) are provided as a guide for entering the accounting classification code.

- If the accounting code fails to match the accounting table search, the Accounting pop-up (**Figure 20**) is displayed. You can also display the accounting codes in the table for a specific fiscal year, by keying in the first digit of the fiscal year (FY) in the accounting field (e.g., 2 for FY02). Press [Enter]. Point and shoot the applicable code to the A, B, C, D, or E field.

- To identify data that is not a part of the accounting code (such as a Document Control Number (DCN) used in a Fund Control System or a Vehicle Identification Number (VIN) used by the Soil Conservation Service), enter the accounting length in the Set Fiscal table prior to the entry of accounting data. If your agency does not append DCN's or VIN's to accounting, do not use the Set Fiscal feature.

- To enter orders for a future FY beginning August 1, you must first create the applicable FY accounting described in the Maintain Tables option, Accounting function, Mass Change sub-function. Be sure to key in ***F*** in the For Agency Use Only field.

62 **Dist** *(conditional, numeric, 2 positions)*. If you keyed in *X* in the Acc Line field on the Line Item Information screen (**Figure 16**), key in the percent (whole numbers, e.g., ***5*** to indicate 5% distribution and ***95*** to indicate 95% distribution). The total of accounting lines marked *X* must be 100%. If no data is applicable, press [Enter] to move to the next field.

63 **Agy Code** *(optional, alphanumeric, 2 positions)*. To use this field for multi-agency procurement, key in the agency code or press [Enter] to move to the Acct Line field or the end of the screen.

Press [F10] to display the Access Menu, the 41-Type Information Only Screen (**Figure 21**), or the Type 42 Information Only Screen (**Figure 22**).

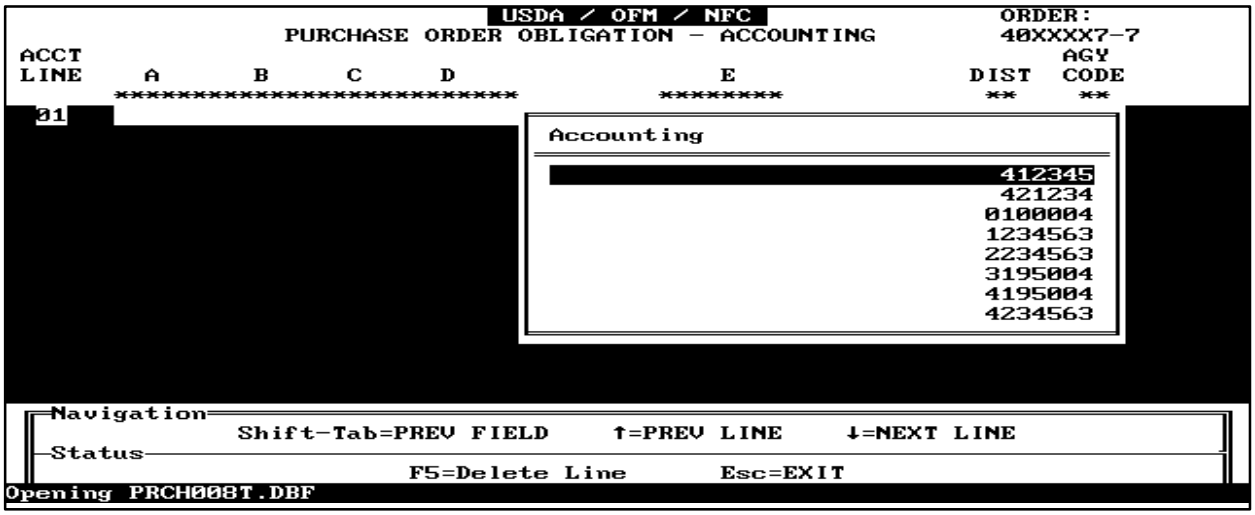


Figure 20. Accounting Pop-Up

```
                    U S D A / N F C                          ORDER:
                41 - TYPE INFORMATION ONLY                   41XXXX7-7

SUBSCRIPTION NO                          SUBSCRIPTION ENDING DATE
      64                                          /65/

 Navigation
                ENTER SUBSCRIPTION NUMBER AND ENDING DATE
 Status
Opening PRCH35D0.DBF
```

Figure 21. 41 - Type Information Only Screen

```
                    U S D A / N F C                          ORDER:
                                                             42XXXX7-7
                TYPE 42 INFORMATION ONLY
   PAYMENT
 START DATE          PAY CYCLE        NO OF PAYMENTS        AMT EACH
    66                  67                 68                  69
   /  /                                                       0.00

 Navigation
                ENTER PAYMENT STARTING DATE
 Status
                ↑=BACK FLD   ↵=FWD FLD   Esc=Bypass
Opening PRCH36D0.DBF
```

Figure 22. Type 42 Information Only Screen

41-Type Information Only Screen

[64] **Subscription No.** *(optional, alphanumeric, max. of 20 positions)*. Key in the subscription number. If a subscription number is not available, key in ***None, NA*** or leave blank.

[65] **Subscription Ending Date** *(required, numeric, 8 positions)*. Key in the subscription ending date (mmddyyyy). The Access Menu screen appears.

Note: Type 41 orders with a P in the Sub block have a ceiling of $2,500. If you transmit the data, orders that exceed $2,500 are held in NFC suspense until Purchase Order Section personnel review and verify the order.

Type 42 Information Only Screen

[66] **Payment Start Date** *(required, numeric, 8 positions)*. Key in the date (mmddyyyy) the payment starts. **

- ▶If you enter a date that is not within the past month or the next three months, the following warning message is displayed: *Start date not within past mo. or > 3 months.* Click [OK] to validate the date and continue entering the Type 42 information. Click [Cancel] to return to the Payment Start Date field for correction.

- If you enter a date that is from a prior FY, the following message is displayed: *Type 42 PO pos 7 disagrees with start date*. Click [OK] to return to the Payment Start Date field for correction. The payment start date must agree with the FY indicated in position 7 of the purchase order number. ◀

[67] **Pay Cycle** *(required, alpha, 2 positions)*. Key in the code that describes when payment should be made. Valid entries are:

MO (monthly)	***BM*** (bimonthly)
BW (biweekly)	***WK*** (weekly)

AN (annual) ***SM*** (semimonthly)
SA (semiannual) ***TA*** (triannual)
QT (quarterly)

68 **No. of Payments** *(required, numeric, max. of 2 positions).* Key in the number of automatic payments in the cycle.

69 **Amt Each** *(required, numeric, max. of 8 positions).* Key in the amount of each payment in the automatic pay cycle.

- To add another order, return to **Adding An Order (Types 40,41,42,43, and 45).**

- To view, change, delete, or restore an order, follow the instructions for **Viewing An Order**, **Changing An Order**, **Deleting An Order**, or **Restoring An Order.**

Note: The Print Order(s) and Laser Print Order(s) options, Print Select (Several) and Laser Print Select (Several) functions identifies errors that are not corrected during data entry. (See **Printing Several Orders** under **Print Orders(s)** and **Laser Printing Several Orders** under **Laser Print Order(s)** for more information on identifying errors).

Viewing An Order. At the Enter Purchase Order Access Menu (**Figure 10**), select View An Order or key in ***V.*** The Enter Order Number field is displayed at the bottom of the screen. **Note:** If the first 7 characters are system generated and are not correct, use the ⇦ key to backspace to the data that needs to be corrected and key in new data over the existing data.

Key in the order number, or press [Enter] at the Enter Order Number field, then any key to display a list of previously entered orders (**Figure 23**). Use the ⇧ and ⇩ keys to locate the appropriate order number and press [Enter]. The Screen Menu (**Figure 24**) is displayed on the right side of the screen. To select the applicable screen, use the ⇧ and ⇩ keys and press [Enter]. To view the next screen, press [Enter]. To return to the Screen Menu, press [F10].

Changing An Order. This feature is used to modify an order before it is transmitted to NFC. **Note:** To amend an order already transmitted, prepare an amendment.

At the Enter Purchase Order Access Menu, select Change An Order or key in ***C***. The Enter Order Number field is displayed at the bottom of the screen. **Note:** If the first 7 characters are system generated and are not correct, use the ⇦ key to backspace to the data that needs to be corrected and key in new data over the existing data.

Key in the order number, or press [Enter] at the Enter Order Number field, then any key to display a list of previously entered orders. Use the ⇧ and ⇩ keys to locate the appropriate order number and press [Enter]. The Screen Menu is displayed on the right side of the screen. To select the applicable screen, use the ⇧ and ⇩ keys and press [Enter].

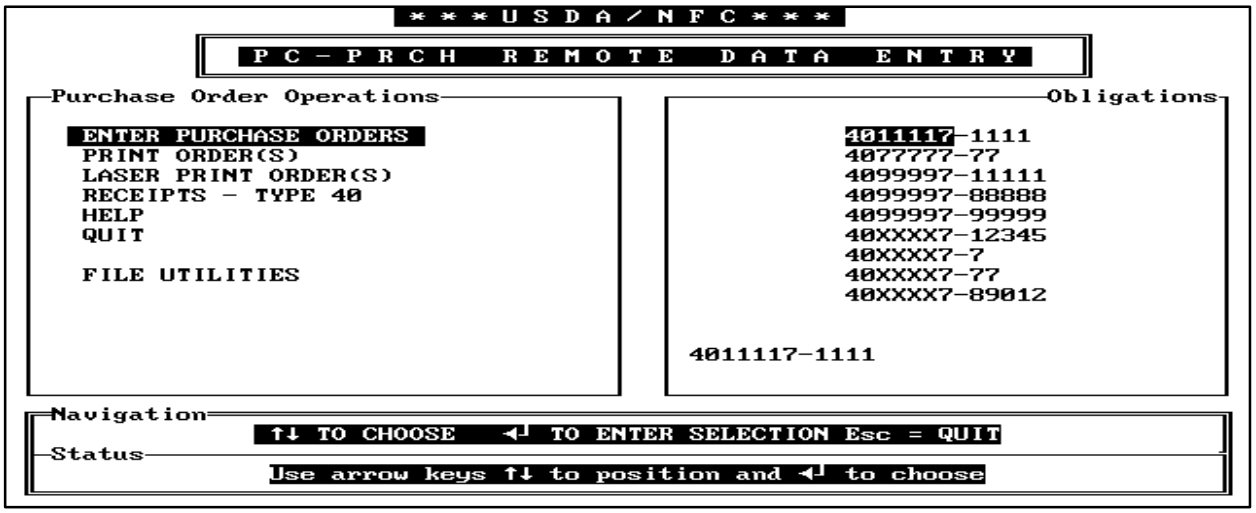


Figure 23. Previously Entered Orders Screen

```
***USDA/NFC***
PC-PRCH  REMOTE  DATA  ENTRY

Purchase Order Operations                 Screen Menu

 ENTER PURCHASE ORDERS                     Select Screen:
 PRINT ORDER(S)
 LASER PRINT ORDER(S)                     OBLIGATION HEADER
 RECEIPTS - TYPE 40                       LINE ITEMS & DESCRIPTIONS
 HELP                                     TERMS AND TOTALS
 QUIT                                     ACCOUNTING LINES
                                          41-TYPE INFORMATION
 FILE UTILITIES                           42-TYPE INFORMATION
                                          EXIT

Navigation
                    ↑↓ TO CHOOSE    ◄┘ TO ENTER SELECTION
Status
                    AWAITING MENU CHOICE
```

Figure 24. Screen Menu

• To correct data on the **Purchase Order Obligations-Data Entry screen (Obligation Header)** (**Figure 11**), press [Enter] to move to the applicable field. Key in the new data over the existing data. To return to a previous field, use the [↑] key. To move to the end of the screen, continue to press [Enter] or [Esc]. To display the next screen, press [Enter] at the last field. To display the Screen Menu, press [F10].

• To correct data on the **Purchase Order Line Item Information screen (Line Items & Descriptions)** (**Figure 16**), press [F3] to move to the Line Item field.

Note: The keys listed at the bottom of the screen are used to quickly find the line item number to be corrected.

- To move the cursor under the applicable field, press [Enter]. Key in the new data over the existing data. After all corrections are made, press [Esc] to exit the screen. Errors are displayed at the bottom of the screen. If there are no errors, press [F10] to display the Screen Menu or [Enter] to display the next screen.

- To add a line item, press [End] to locate the last item of the order. Press [F8], then [F3]. Key in the next line item number and press [Enter]. Key in data in each field. Press [F4]. Key in data on the Line Description screen. To display data stored in the Standard Description table, press [Alt G], then enter the description code in the @ field. Press [Ctrl W] to save the data. Press [F10], any key, then [Enter] to display the Terms and Totals screen.

- The cost of additional line items or the deletion of line items are automatically included on the Terms & Totals screen (**Figure 18**). To validate the additional value of the order, press [Enter] to move to the Sub- Total and Total fields.

- To delete a line item, press [F9] to search for the line item to be deleted. Press [F3] to get to the Line Item field, then press [F5]. An asterisk (*) next to the Line Item number marks the item for deletion. The line items will automatically re-number. Press [F10], any key, then [Enter] to move to the Terms and Totals screen. To validate the decreased value of the order, press [Enter] to move to the Sub-Total and Total fields.

- To correct data in the Line Description field (**Figure 16**), press [F4] to move to the beginning of the description line.

- To locate the description field line when multiple line item descriptions exist, press [F9]. The Enter Line Number to Search For field is displayed. Key in the line number to display the screen and press [F4] to move the cursor to the description line.

- If line descriptions must be added or blank lines inserted between data, use the [Space Bar]. After description lines are added, press [Ctrl W] to save the data.

Press [F10] to display the Screen Menu.

• To correct data on the **Terms & Totals screen** (**Figure 18**), press [Enter] to move to the applicable field. Key in the new data over the existing data. The Sub Total and Total fields are system generated. To confirm the displayed data, press [Enter].

- To edit the rest of the data on the screen, press [Esc]. If there are errors, an error message(s) is displayed. If there are no errors, press [Enter] to move to the Accounting screen or press [F10] to display the Screen Menu.

• To correct data on the **Purchase Order Obligation-Accounting screen (Accounting Lines)** (**Figure 19**), press [Enter]. You will be positioned in the Acct Line field. Press [Enter] to move to the A B C D field. Key in

the accounting code or key in the first digit of the FY. Press [Enter] and any key. The Accounting pop-up screen (**Figure 20**) listing valid accounting data is displayed. Point and shoot the applicable accounting code to the A B C D field. The cursor moves to the next field.

- To change multiple lines of accounting on the Accounting screen, press [Enter]. You will be positioned in the Acct Line field. Use the [→] and [←] keys to select the applicable field. Key in the new data over the existing data. Press [Enter] to move to the bottom of the screen or press [Esc].
- To add a line of accounting on the Accounting screen, press [Enter] to move to the Acct Line field. Press [Enter] to the next accounting line. Key in the next accounting line number and the accounting data in the applicable fields. Press [Enter].
- To delete a line of accounting, press [Enter] to move to the Acct Line field. Use the [↑] and [↓] keys to select the applicable accounting line. Press [F5].

To exit the Change An Order function, press [Esc] then [F10]. The Screen Menu is displayed. Select Exit to return to the Access Menu.

• To correct data on the **41 - Type Information Only screen** (**Figure 21**), press [Enter] to move to the applicable field. Key in the new data over the existing data. Press [Enter] until you are in the last field. To display the Access Menu, press [Enter]. To display the Screen Menu, press [F10].

• To correct data on the **Type 42 Information Only screen** (**Figure 22**), press [Enter] to move to the applicable field. Key in the new data over the existing data. Press [Enter] until you are in the last field. To display the Access Menu, press [Enter]. To display the Screen Menu, press [F10].

Deleting An Order. At the Enter Purchase Order Access Menu (**Figure 10**) select Delete/Restore Order or key in ***D***. The Enter Order Number field is displayed at the bottom of the screen.

• To view and select an order to delete from a list of previously entered orders (**Figure 23**), press [Enter] at the Enter Order Number field and then any key. Use the [↑] and [↓] keys to select the order number you want to delete and press [Enter]. To confirm the delete action, the order number and the word *Deleted* is displayed at the bottom of this list. To return to the Access Menu, press [Esc].

• To delete an order without activating the list of orders, key in the order number in the Enter Order Number field and press [Enter]. The Obligation Data Entry screen is displayed with the message *Above Order Being Marked For Deletion*. Press any key to return to the Access Menu. To remove an order flagged for deletion, see **File Utilities,** **Purging Deleted Orders** under **Access Level 2** for instructions.

Restoring An Order. At the Access Menu, select Delete/Restore Order or key in ***D***. The Enter Order Number field is displayed. **Caution:** To restore an order, ensure that it was marked *DELETED*. This will prevent deleting an order in error since the restore procedure is opposite from the deleting procedure.

• To view and select one order to restore from a list of previously entered orders, press [Enter] at the Enter Order Number field, then any key. Use the [↑] and [↓] keys to select the order number you want to restore. When you select the order number, ensure that it is marked *Deleted*. Press [Enter]. The word deleted is removed and the order is restored. To return to the Access Menu, press [Esc].

• To restore an order without activating the list of orders, key in the order number in the Enter Order Number field and press [Enter]. The Purchase Order Obligation screen is displayed with the word *Deleted* in the upper left corner of the screen. The message, *Above Order Being Restored* is displayed at the bottom of the screen. Press any key to return to the Access Menu.

Print Order(s) (Access Levels 1, 2, 3, And O)

Print Order(s) is an operating option on the main menu used to test the nonlaser printer alignment, print several orders on the preprinted Form AD-838-5PE, quickly print one order on the preprinted Form AD-838-5PE, and setup the nonlaser printer.

Note: The 5-part AD-838 are: Issuing Office Copy (yellow), Seller's Original (white), Receipt Copy (green), Property Copy (gold), Agency Use Copy (blue).

Select Print Order(s) or key in ***P***. The Print Menu (**Figure 25**) is displayed with a list of functions on the right side of the screen.

Below is a brief description of each function:

Test Printer Alignment. Used to test the Form AD-838 alignment of the printer. A dummy document should be used.

Print Select (Several). Used to view order numbers that have been entered in the system. It also provides statistics relating to each order. For example, you can print one or several orders, identify deleted orders, orders that contain errors, orders that were previously printed, and orders that were previously transmitted. **Note:** The print process is inoperable when orders have been deleted or transmitted.

Quick Print (One Order). Used to print one specific order.

Setup Printer. Used to change the setup of the printer to print AD-838 data from hard drive onto a diskette. This print option is provided to be used when the PC equipment is not connected to a printer.

Exit. Used to exit the Print Menu and return to the Main Menu.

To select a function, move the cursor to the applicable option and press [Enter] or key in the first letter of the menu option (e.g., [T] for Test Printer Alignment).

Following are instructions for using these functions:

Testing The Printer Alignment. Load the printer with Form AD-838-5PE. At the Print Menu screen, select Test Printer Alignment or key in ***T***.

- If you are printing to a diskette, you are using a PC that is not connected to a printer and [F] was keyed in during the Setup Printer function. At the status line, the message *Insert Blank Formatted Diskette in Drive A: Press any key to continue* is displayed. Insert the diskette and press any key. The message *Print Dummy AD-838 to Test Printer Alignment? (Y/N), AD-838 Form Should Be Loaded In Printer* is displayed. Key in ***Y*** (Yes) to copy the dummy AD-838 to the diskette, or key in ***N*** (No) if you do not want to copy the test print. This file on the diskette is named ORDER.PRN. To print the orders, take the diskette to a PC that is connected to a printer loaded with the Forms AD-838-5PE.

- If you are printing from the hard-disk, you are using a PC that is connected to a printer and [P] was keyed in during the Setup Printer function. The test print will print onto the Form AD-838-5PE, Purchase Order, previously loaded in the printer.

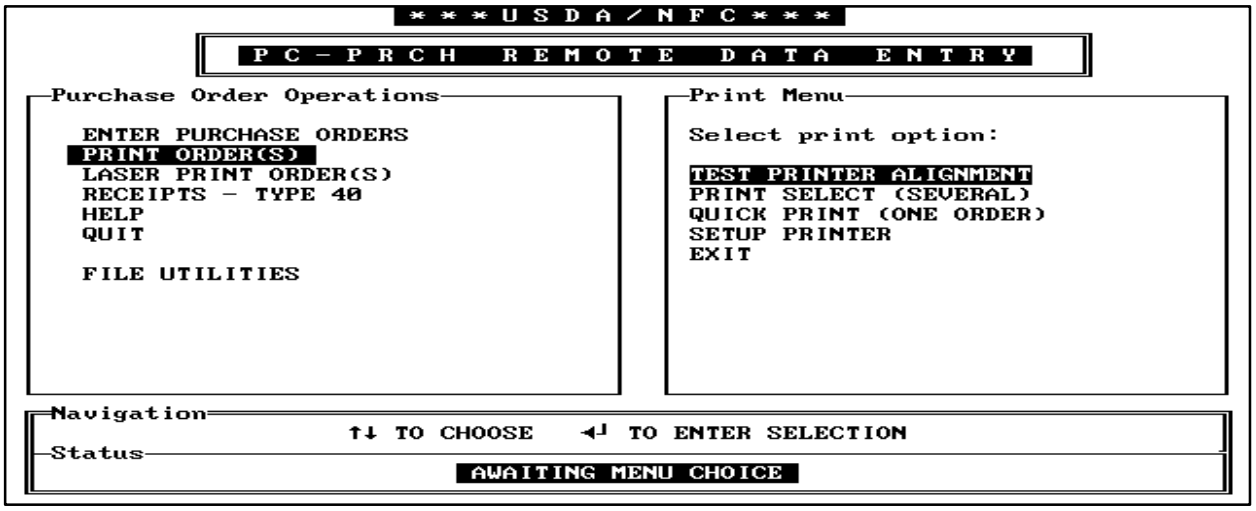


Figure 25. Print Menu

Printing Several Orders. Load the printer with Form AD-838-5PE. At the Print Menu, select Print Select (Several) or key in ***P***. The Purchase Order Print Selection screen (**Figure 26**) with ? in the SEL column is displayed with the following code selections at the bottom of the screen.

Y = Select
R = Select Rest
N = Ignore
X = Ignore Rest

- To view all of the orders, use the [↑], [↓], [Pg Up] or [Pg Dn] keys.

- To select the purchase order(s) you want to print, key in ***Y***, ***R***, ***N*** or ***X*** in the SEL column.

The delete (DEL) column on the Purchase Order- Print Selection screen flags the order by use of the ***** (asterisk). The orders marked delete will be excluded during the transmission process. To reuse deleted order numbers, delete orders marked DEL on this screen. See **Purging Deleted Orders**, **File Utilities** under **Access Level 2** for instructions on how to remove orders flagged for deletion on the PC.

The Error column displays a code that identifies the purchase order screen that contain errors. The code and screen description are:

Code	Screen Description
A1	Obligation-Data Entry
B1	Line Item Information
B2	Line Description
C1	Terms & Totals
D1	Obligation Accounting
G1	Type 42 Information
I1	41-Type Information
.. (*two dots*)	No errors

Note: Orders with errors will print. The printed order will indicate the word *Error* in the Ordered By block. To correct errors, see **Enter Purchase Orders, Changing An Order** under **Access Level 1**.

The Printed and Xmitted columns indicate ***Y*** (Yes) or ***N*** (No). The *Y* indicates that the order was printed or transmitted. The *N* indicates that the order was not printed or transmitted.

Note: The *N* flag will not change to *Y* when an order that contains an error was printed. You must correct the order, then print. The flag will change to *Y* when the order was successfully entered and printed.

To print the selected order(s), press [Esc] then any key.

- If you are printing to a diskette, you are using a PC that is not connected to a printer and [F] was keyed in during the Setup Printer function. After you press [Esc] and any key, the message *Insert Blank Formatted Diskette In Drive A: Press Any Key To Continue* is displayed. Insert the formatted diskette and press any key. A Printing Order pop-up is displayed briefly indicating the orders being copied to the diskette. When the selected orders are copied, you will return to the Print Menu. This file on the diskette is named ORDER.PRN.

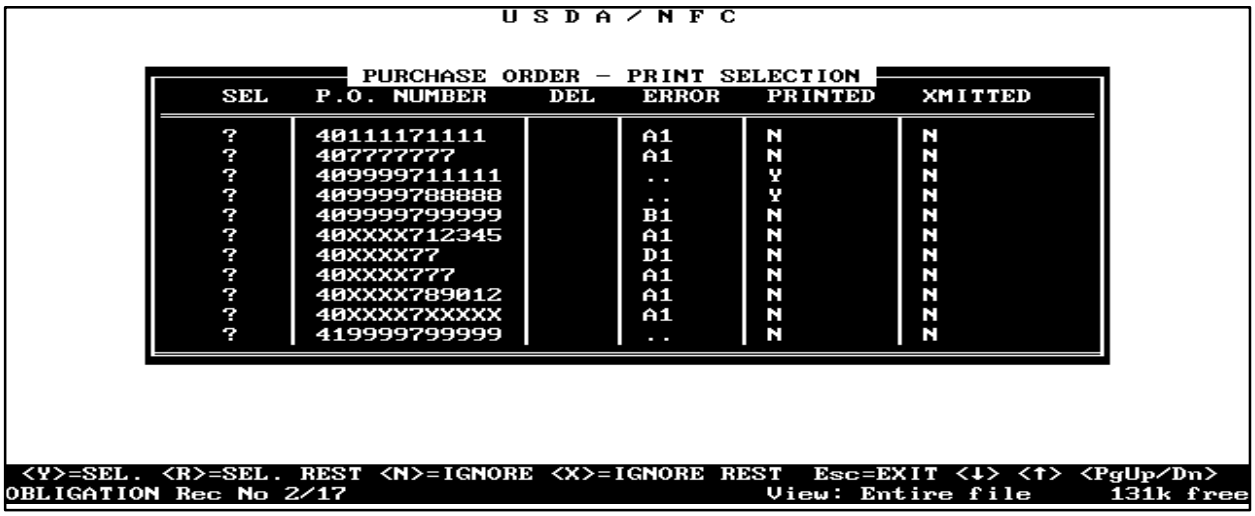


Figure 26. Purchase Order Print Selection Screen

To print the orders, take the diskette to a PC that is connected to a printer loaded with the Forms AD-838-5PE. Insert the diskette in Drive A. Exit to DOS, using the DOS program installed in that PC. At the C prompt, key in, ***TYPE A:ORDER.PRN>PRN*** and press [Enter].

- If you are printing from the hard-disk, you are using a PC that is connected to a printer and [P] was keyed in during the Setup Printer function. After you press [Esc] and any key, the selected orders will be printed in the passes specified in the Setup Printer function onto the Form AD-838-5PE, Purchase Order, previously loaded in the printer. The Print Menu is displayed after the selected orders are printed.

Note: Printing orders onto a Form AD-838 that have been saved on hard-disk can be printed through the printer or through a diskette to a printer. The printer must be setup in accordance with the Setup Printer function. For more information, see **Setting Up The Printer**.

After you remove the error free printed orders from the printer, the procurement officer must sign the AD-838 in Block 31e, Authorized Signature, and make agency distribution. Do not send a copy of the order to NFC.

Caution: Before the seller's original Form AD-838-5PE is mailed to the seller on Types 43 and 45 orders, be sure to write/type the agency billing address in the billing instructions block of the seller's original order and cross out NFC's address. The invoice will then go directly to the agency office responsible for preparing the Form AD 838-B, Invoice - Receipt Certification, or Form AD-838D, BPA-Invoice- Receipt-Certification, which are submitted by the agency to the NFC for payment processing. This will help to ensure that payments are made on time to avoid interest penalties.

Printing One Order. Load the printer with Form AD-838-5PE. At the Print Menu, select Quick Print (One Order) or key in ***Q***.

- If you are printing to a diskette, you are using a PC that is not connected to a printer and [F] was keyed in during the Setup Printer function. The message *Insert Blank Formatted Diskette In Drive A: Press Any Key To Continue* is displayed. Insert the formatted diskette and press any key. The Enter Order Number field is displayed on the status line. Key in the order number you want printed. The order number is displayed briefly on the screen. When the selected order is copied, you will return to the Print Menu. This file on the diskette is named ORDER.PRN.

To print the orders, take the diskette to a PC that is connected to a printer loaded with the Forms AD-838-5PE. Insert the diskette in Drive A. Exit to DOS, using the DOS program installed in that PC. At the C prompt, key in, ***TYPE A:ORDER.PRN>PRN*** and press [Enter].

- If you are printing from the hard-disk, you are using a PC that is connected to a printer and [P] was keyed in during the Setup Printer function. The Enter Order Number field is displayed on the status line of the screen. Key in the order number you want printed. The order will be printed in the passes specified in the Setup Printer function onto the Form AD-838-5PE, Purchase Order, previously loaded in the printer. The Print Menu is displayed after the selected order is printed.

Note: Printing orders onto a Form AD-838 that have been saved on hard-disk can be printed through the printer or through a diskette to a printer. The printer must be setup in accordance with the Setup Printer function. For more information, see **Setting Up The Printer**.

After you remove the error free printed order from the printer, the procurement officer must sign the AD-838 in Block 31e, Authorized Signature, and make agency distribution. Do not send a copy of the order to NFC.

Caution: Before the seller's original Form AD-838-5PE is mailed to the seller on Type 43 and 45 orders, be sure to write/type the agency billing address in the billing instructions block of the seller's original order and cross out NFC's address. The invoice will then go directly to the agency office responsible for preparing the Form AD 838-B, Invoice - Receipt Certification, or Form AD-838D, BPA-Invoice-Receipt-Certification, which are submitted by the agency to NFC for payment processing. This will help to ensure that payments are made on time to avoid interest penalty.

Setting Up The Printer. At the Print Menu, select Setup Printer or key in ***S***. The Print Setup screen (**Figure 27**) is displayed with the current print information.

If the displayed information is correct, key in ***N*** (No) in the Do You Wish to Change (Y/N) field. The Print Menu is displayed.

OR

To change the displayed information, key in ***Y*** (Yes) in the Do You Wish to Change (Y/N) field.

- Key in the appropriate number in the 2 position, New # Of Passes field.

- Key in ***P*** for printer or ***F*** for floppy (diskette) in the 1 position, To Printer Or Floppy field. A message con-

firming the AD-838 passes, and the to printer or floppy diskette is displayed with the question *Is this Ok? (Y/N)*. Respond by keying in ***Y*** (Yes) or ***N*** (No). If ***Y*** is keyed in, the system will return you to the Print Menu. If ***N*** is keyed in, the system will display the fields again.

Note: Five parts of the Form AD-838-5PE in a printer requires one pass. If your printer will not print on five parts, more passes are required.

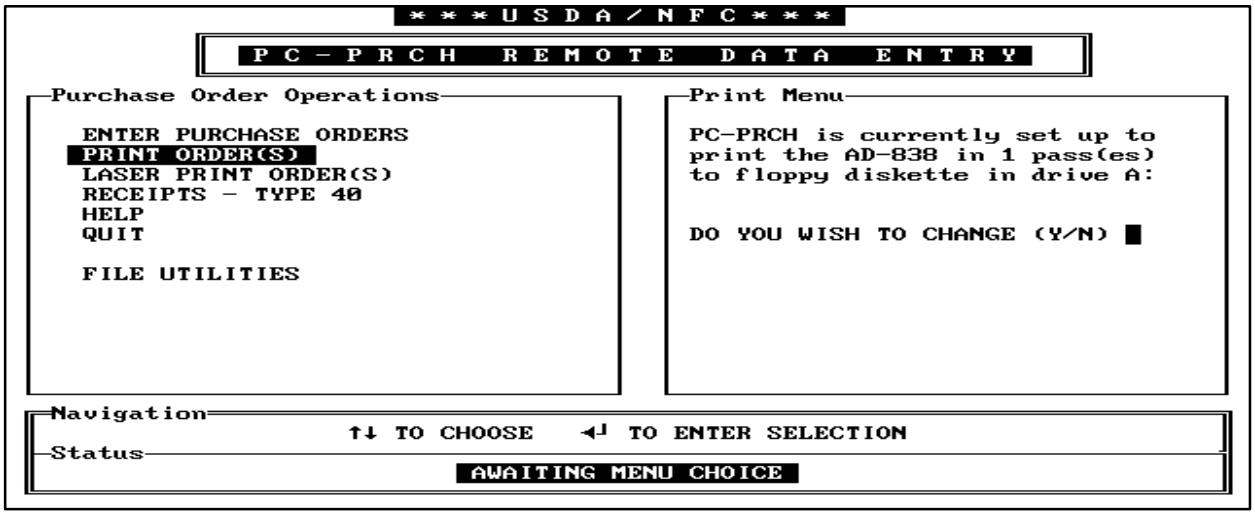


Figure 27. Print Setup Screen

Laser Print Order(s) (Access Levels 1, 2, 3, And O)

Laser Print Order(s) is an operating option on the main menu used to print several or one order on a laser printer. This option generates a 3-part facsimile Form AD-838. **Note:** The 3-parts are: Issuing Office Copy, Seller's Original, and Receipt Copy. When there is a need, Receipt Copy can be reproduced and used as a property copy. The Issuing Office Copy can be reproduced and used as an Agency Use Copy.

Select Laser Print Order(s) or key in ***L***. The software will load the print fonts. The Laser Print Menu (**Figure 28**) is displayed with a list of functions.

Below is a brief description of each function:

Laser Print Select (Several). Used to view order numbers that have been entered in the system. It also provides information relating to each order. For example, you can print one or several orders, identify deleted orders, orders that contain errors, orders that were previously printed, and orders that were previously transmitted.

Laser Quick Print (One Order). Used to print one specific order.

Exit. Used to exit the Print menu and return to the Main Menu.

To select a function, move the cursor to the applicable option and press [Enter].

Following are instructions for using these functions:

Laser Printing Several Orders. At the Print Menu select Laser Print Select (Several). The Purchase Order Print Selection screen (**Figure 26**) with *?* in the SEL column is displayed with the following code selections at the bottom of the screen.

Y = Select
R = Select Rest
N = Ignore
X = Ignore Rest

- To view all of the orders, use the [↑], [↓], [Pg Up] or [Pg Dn] keys.

- To select the purchase order(s) you want to print, key in ***Y***, ***R***, ***N*** or ***X*** in the SEL column.

The delete (DEL) column on the Purchase Order- Print Selection screen flags the order by use of the ***** (asterisk). The orders marked delete will be excluded during the transmission process. To reuse deleted order numbers, delete orders marked DEL on this screen. See **Purging Deleted Orders**, **File Utilities** under **Access Level 2** for instructions on how to remove orders flagged for deletion on the PC.

The Error column displays a code that identifies the purchase order screen that contain errors. The code and screen description are:

Code	Screen Description
A1	Obligation-Data Entry
B1	Line Item Information
B2	Line Description
C1	Terms & Totals
D1	Obligation Accounting
G1	Type 42 Information
I1	41-Type Information
.. (*two dots*)	No errors

```
                              U S D A / N F C
                 P C - P R C H     R E M O T E     D A T A     E N T R Y
 Purchase Order Operations                    Print Menu
     ENTER PURCHASE ORDERS                    Select Print Option:
     PRINT ORDER(S)
     LASER PRINT ORDER(S)                     LASER PRINT SELECT (SEVERAL)
     RECEIPTS - TYPE 40                       LASER QUICK PRINT (ONE ORDER)
     HELP                                     EXIT
     QUIT
     TRANSMIT FILE
     FILE UTILITIES
     MAINTAIN TABLES
     ASSIGN ID/PASSWORD
 Navigation
 Status                    ↑↓ TO CHOOSE   ↵ TO ENTER SELECTION
                              AWAITING MENU CHOICE
```

Figure 28. Laser Print Menu

Note: Orders with errors will print. The printed order will indicate the word *Error* in the Ordered By block. To correct errors, see **Enter Purchase Orders, Changing An Order** under **Access Level 1**.

The Printed and Xmitted columns indicate ***Y*** (Yes) or ***N*** (No). The *Y* indicates that the order was printed or transmitted. The *N* indicates that the order was not printed or transmitted.

Note: The *N* flag will not change to *Y* when an order that contains an error was printed. You must correct the order, then print. The flag will change to *Y* when the order was successfully entered and printed.

- To print the selected order(s), press [Esc] then any key. After the orders are printed, you will return to the Print Menu.

Note: If the order is error free, the Print Selection screen (**Figure 26**) will reflect *Y* (Yes) in the printed column. If the order contains errors, the *Y* flag will not be set and the order cannot be transmitted until the order is corrected and reprinted.

After you remove the error free printed order from the printer, the procurement officer must sign the AD-838 in Block 31e, Authorized Signature, and make agency distribution. Do not send a copy of the order to NFC.

Caution: Before the seller's original Form AD-838 is mailed to the seller on Type 43 and 45 orders, be sure to write/type the agency billing address in the billing instructions block of the seller's original order and cross out NFC's address. The invoice will then go directly to the agency office responsible for preparing the Form AD 838-B, Invoice - Receipt Certification, or Form AD-838D, BPA-Invoice-Receipt-Certification, which are submitted by the agency to NFC for payment processing. This will help to ensure that payments are made on time to avoid interest penalties.

Laser Printing One Order. At the Print Menu, select Laser Quick Print (One Order). The Enter Order Number field will be displayed on the status line of the screen. Key in the order number. The Print Menu is displayed after the selected order is printed.

Note: If the order is error free, the Purchase Order Print Selection screen (**Figure 26**) will reflect *Y* (Yes) in the printed column. If the order contains errors, the *Y* flag will not be set and the order cannot be transmitted until the order is corrected and reprinted.

After you remove the error free printed order from the printer, the procurement officer must sign the AD-838 in Block 31e, Authorized Signature, and make agency distribution. Do not send a copy of the order to NFC.

Caution: Before the seller's original Form AD-838-5PE is mailed to the seller on Type 43 and 45 orders, be sure to write/type the agency billing address in the billing instructions block of the seller's original order and cross out NFC's address. The invoice will then go directly to the agency office responsible for preparing the Form AD 838-B, Invoice - Receipt Certification, or Form AD-838D, BPA-Invoice-Receipt-Certification, which are submitted by the agency to NFC for payment processing. This will help to ensure that payments are made on time to avoid interest penalty.

Receipts - Type 40 (Access Levels 1, 2, 3, And R)

Receipts-Type 40 is an operations option on the main menu used to enter receiving report data applicable to Type 40 orders which require a receipt prior to payment of a seller's invoice.

Note: Type 40 orders for ▶ $2,500 or less do not require receiving reports unless chosen for statistical sampling. Type 40 orders over $2,500 ◀ will be processed for payment as soon as the vendor's invoice and agency's receiving report are received at NFC.

Select Receipts-Type 40, or key in ***R***. The Receipts Access Menu (**Figure 29**) is displayed showing a list of functions on the right side of the screen.

Below is a brief description of each function:

Add A Receipt. Used to add a new receipt.

View A Receipt. Used to look at a previously entered receipt.

Change A Receipt. Used to edit a previously entered receipt.

Delete/Restore A Receipt. Used to delete a previously entered receipt and to recover one that was previously deleted prior to the use of File Utilities, Clear Deleted Receipts function.

Exit. Used to exit the Receipts-Type 40 and return to the Main Menu.

Following are instructions for using these functions:

Adding A Receipt. At the Access Menu, select the Add A Receipt option or key in ***A***. The Enter Order Number field is displayed at the bottom of the screen.

Complete the fields as follows:

1 **Enter Order Number** *(required, alphanumeric, max. of 12 positions)*. Key in the purchase order number (after the preprinted 40). This number consists of purchase order type 40, ordering office number, FY, and control number.

The cursor moves to the Purchase Order Receiving Report-Header Info/Entry screen **(Figure 30)**.

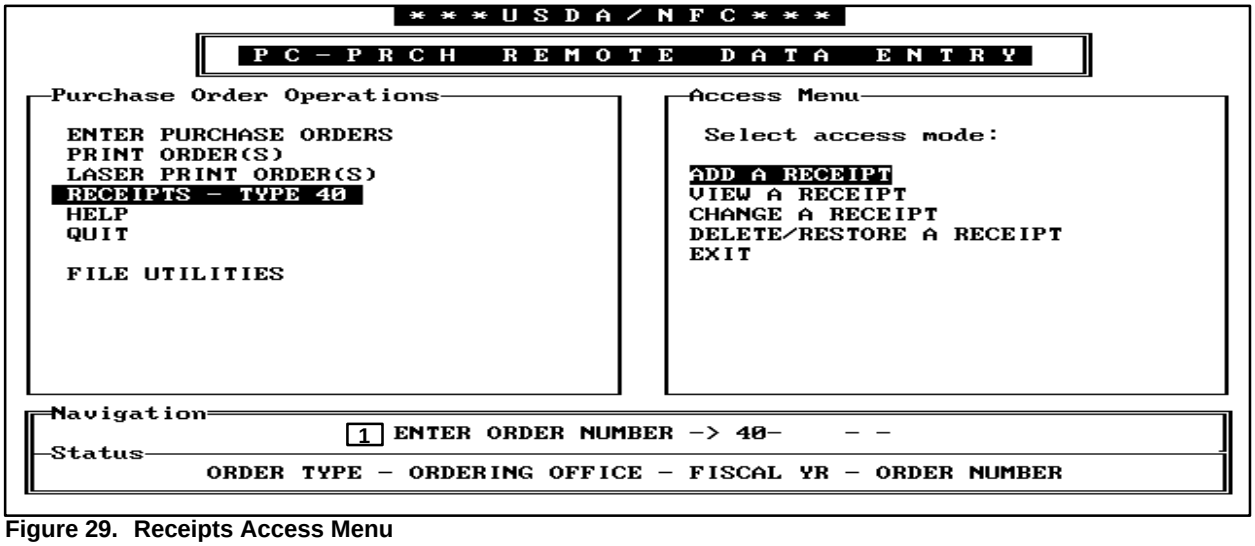


Figure 29. Receipts Access Menu

```
                    * * * U S D A / N F C   * * *

        PURCHASE ORDER RECEIVING REPORT - HEADER INFO / ENTRY
P/O NUMBER:  40-XXXX-7-XX                [2] REC OFFICE: [4]
RCVD/ACCPT. DATE:[3]/  /     (MM DD YYYY)TYPE SHIPMENT:
          PURCHASE ORDER RECEIVING REPORT - ITEM INFO / ENTRY
LINE    QUANTITY          LINE    QUANTITY          LINE    QUANTITY
ITEM    WHOLE PART        ITEM    WHOLE PART        ITEM    WHOLE PART
** [5]  *****.*** [6]     **      *****.***         **      *****.***
Navigation
Status
          F5=Del This Receipt  ↑=Field Back  ↵=Field Fwd  Esc=End Edit
```

Figure 30. Purchase Order Receiving Report-Header Info/Entry Screen

Purchase Order Receiving Report-Header Info/Entry Screen

[2] **Rec Office** *(required, alphanumeric, max. of 7 positions)*. Key in the 4- or 7-position multi-receiving office identification.

[3] **Rcvd/Accpt. Date** *(required, numeric, 8 positions)*. To confirm the displayed date press [Enter] or key in the new date (mmddyyyy) over the existing date. This date indicates when the goods or services were received, inspected, and accepted.

Note: This date must not be greater than the current date or prior to the order date. It must be the actual date of receipt/acceptance. If the receipt/acceptance date is not accurate, interest penalties in accordance with the Prompt Payment Act may be incurred.

[4] **Type Shipment** *(required, alpha, 1 position)*. Key in ***P*** for partial or ***C*** for complete**.**

P is used for partial when a single receiving office has received less than the entire order (including amendments) and when multiple receiving offices submits a receipt. When P is keyed in, the cursor moves to the Line Item field.

C is used for complete shipment or the last/remainder of the order when partials were previously reported. When C is keyed in, the cursor moves to the lower right corner of the screen.

Note: The C is not used for a shipment considered complete and received by multiple receiving offices. Use P for this type of receipt.

- To edit the header info, press [F3].
- To edit the item info, press [F4].
- To display the Receipts Access Menu, press [F10].

Purchase Order Receiving Report-Item Info/Entry

[5] **Line Item** *(required, numeric, 2 positions)*. Key in the line item number (01-99). This screen allows 33 line item entries. After the 33rd line item has been keyed in, another page is displayed for the entry of line item beginning with number 34, etc.

Note: In identifying the items received, ensure that the line item number on the order and the line item entered match. This must be a perfect match.

[6] **Quantity Whole/Part** *(required, numeric, max. of 5 positions for whole number and max. of 3 positions for part)*. Key in the amount of the quantity. If the quantity received covers only a decimal part of an item, key in a decimal point then the numerical value. Always count the items received in the same unit of issue shown on the order. If the unit of issue received is different than the unit of issue shown on the order, convert quantity received to unit of issue indicated on the order. For example, 3 dozen plants ordered but only 6 were received. Key in ***.5*** in the Quantity Whole/Part field.

If you pressed [Enter] without keying data in this field, the message, *Zero Quantity Invalid -- Replaced with '1'* is displayed. If you agree that the one (1) quantity is correct, press any key, or use the [↑] key to return to the field and key in the appropriate quantity received for that line item.

- To return to the Receipts Access Menu, press [Esc], any key, then [F10].
- To make changes to a receipt prior to final entry, press [Esc] and any key. To select the fields you want to correct, key in [F3] to Edit Header or [F4] to Edit Items.

- If you select [F3], the cursor moves to the Rec Office field. To reach a different field, press [Enter]. Key in new data over the existing data. Press [Enter] to move to the end of the screen.

- If you select [F4], you will be positioned in the first Line Item field. To reach a different line item, press [Enter] or use the arrow keys to move about the screen. Key in the new data over the existing data and press [Esc], then any key. Press [F10] to display the Access Menu.

- To make a copy of the receiving report, press the screen print key that is applicable for your PC.

Note: Once final entry is complete, changes must be made through the Change A Receipt function listed on the Access Menu. For more information, see **Changing A Receipt**.

Viewing A Receipt. At the Receipts Access Menu (**Figure 29**), select View A Receipt or key in ***V***. The Enter Order Number field is displayed at the bottom of the screen. Key in the order number (after the preprinted 40), **OR** press [Enter] if you do not know the order number. A list of previously entered receipts (**Figure 31**) are displayed on the the right side of the screen. To display one of the receiving reports, use the [↑] or [↓] keys to find the appropriate receipt and press [Enter]. The Purchase Order Receiving Report-Header Info/Entry screen (**Figure 30**) is displayed.

Note: When more than 33 line items are listed, use the [↑] or [↓] or [PgUp] or [PgDn] keys to display the next screen.

- To return to the Access Menu, press [F10].

Changing A Receipt. At the Access Menu, select Change A Receipt or key in ***C***. The Enter Order Number field is displayed at the bottom of the screen. Key in the order number (after the displayed 40) **OR** press [Enter] if you do not know the order number. A list of previously entered receipts are displayed on the right side of the screen. To display one of the receiving reports, use the [↑] or [↓] keys to find the appropriate receipt and press [Enter]. The Purchase Order Receiving Report-Header Info/Entry screen (**Figure 30**) is displayed.

- To correct the **Receiving Report Header Info/Entry screen**, press [F3]. The cursor moves to the Rec Office field. To reach a different field, press [Enter]. Key in the changes or additions. Press [Enter] to move to the end of the screen.

- To correct the **Receiving Report-Item Info/Entry fields**, press [F4]. The cursor moves to the first line item field. To reach a different line item, press [Ctrl] and [←] to move up a line; [Ctrl] and [→] to move down a line, [↑] to move back a line, or press [Enter] to move across the screen. If more than 33 lines have been entered, press [Esc] to position the cursor at the end of the screen. [PgUp] and [PgDn] to locate the items.

- To change a line item, key over the existing data and press [Enter].

- To add a line item, press [Enter] to position the cursor in the next available line item field. Key in the line item number and quantity received. To continue, press [Enter].

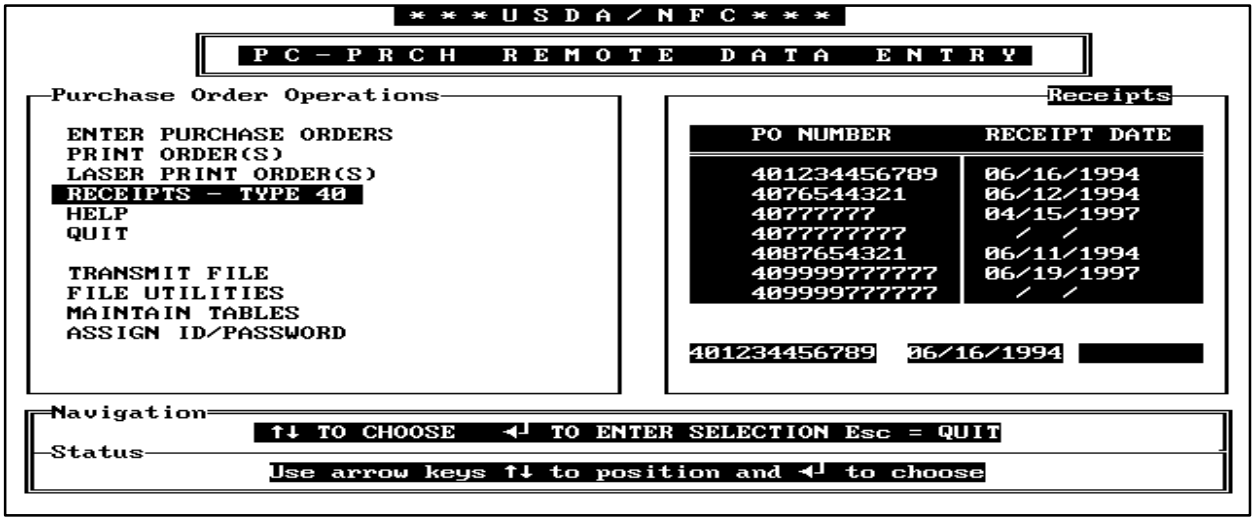


Figure 31. Previously Entered Receipts Screen

- To delete a line item, position the cursor in the Line Item field that you want to delete and press [F5]. The item is now flagged for deletion. An asterisk (*) is shown on the screen next to the Line Item field. (See **Figure 32**). **Note:** If the order is viewed after the item has been deleted, it will not appear on the screen.

- To end the Change A Receipt session, press [Esc], any key, then [F10]. The Receipts Access Menu is displayed.

Deleting A Receipt. At the Access Menu, select Delete/ Restore A Receipt option or key in ***D***. The Enter Order Number field is displayed at the bottom of the screen. Key in the order number you want to delete (after the displayed 40) **OR** press [Enter] if you do not know the order number. A list of previously entered receipts are displayed on the right side of the screen. Use the [↑] or [↓] keys to find the appropriate receipt and press [Enter]. To confirm the delete action, the order number and the word *Deleted* is displayed at the bottom of the receipts list. (See **Figure 33**.) To return to the Receipts Access Menu, press [Esc].

Restoring A Receipt. At the Access Menu, select Delete/ Restore A Receipt or key in ***D***. The Enter Order Number field is displayed at the bottom of the screen. Key in the order number you want to restore (after the displayed 40) **OR** press [Enter] if you do not know the order number. A list of previously entered receipts are displayed on the right side of the screen. Use the [↑] or [↓] keys to find the appropriate deleted receipt you want to restore. Before restoring a receipt, ensure that it is marked *DELETED*. Press [Enter] to restore the receipt and the word *DELETED* is removed. To return to the Receipts Access Menu, press [Esc].

```
                    * * * U S D A / N F C   * * *

          PURCHASE ORDER RECEIVING REPORT - HEADER INFO / ENTRY
     P/O NUMBER:  40-7777-7-7                  REC OFFICE: 4444
     RCVD/ACCPT. DATE:04/15/1997 (MM DD YYYY)TYPE SHIPMENT:  P
            PURCHASE ORDER RECEIVING REPORT - ITEM INFO / ENTRY
   LINE    QUANTITY          LINE    QUANTITY          LINE    QUANTITY
   ITEM    WHOLE PART        ITEM    WHOLE PART        ITEM    WHOLE PART
   **      *****.***         **      *****.***         **      *****.***
*  01          2.000                       .                         .
                .                           .                         .
                .                           .                         .
                .                           .                         .
                .                           .                         .
                .                           .                         .
                .                           .                         .
                .                           .                         .
                .                           .                         .
                .                           .                         .
                .                           .                         .
 Navigation
            Ctrl+← = Line Up    PgUp    PgDn    Ctrl+→ = Line Down
 Status
            F5=Del This Item     ↑=Field Back  ◄┘=Field Fwd  Esc=END EDIT
```

Figure 32. Line Item Deletion Screen

```
                    * * * U S D A / N F C * * *

              P C - P R C H   R E M O T E   D A T A   E N T R Y

 Purchase Order Operations                                  Receipts

  ENTER PURCHASE ORDERS                  PO NUMBER        RECEIPT DATE
  PRINT ORDER(S)                       401234456789       06/16/1994
  LASER PRINT ORDER(S)                 4076544321         06/12/1994
  RECEIPTS - TYPE 40                   40777777           04/15/1997
  HELP                                 4077777777           /   /
  QUIT                                 4087654321         06/11/1994
                                       409999777777       06/19/1997
  TRANSMIT FILE                        409999777777         /   /
  FILE UTILITIES
  MAINTAIN TABLES
  ASSIGN ID/PASSWORD

                                       40777777     04/15/1997  DELETED

 Navigation
            ↑↓ TO CHOOSE   ◄┘ TO ENTER SELECTION Esc = QUIT
 Status
            Use arrow keys ↑↓ to position and ◄┘ to choose
```

Figure 33. Receipts Deleted Screen

File Utilities (Access Levels 1, 2, 3, O, And R)

File Utilities is an operation option on the main menu used to restore or repair files in the PC-PRCH system and to delete obsolete data to reduce data file loads and storage.

Note: Each access level has a different Utility Menu. This section will only cover the three utilities accessible to Access Level 1. Check the other access levels for their additional utilities functions.

Select File Utilities or key in ***F***. The Access Level 1 Utility Menu (**Figure 34**) is displayed with a list of utility functions on the right side of the screen.

Below is a brief description of each function:

Index File Repair. Used to fix damaged index files without resorting to restoration from backup (which usually causes loss of some data). **Note:** Damaged index files appear in subtle ways, usually by finding incorrect matches. For example, a request to access a purchase order retrieves the wrong order, or data on entry screens is mismatched. This function completely rebuilds all data files and table indexes.

Purge Deleted Orders. Used to remove orders marked deleted on the Purchase Orders Deleted screen.

Clear Deleted Receipts. Used to remove receipt records that were marked deleted on the Receipts Deleted screen.

Exit. Used to exit the Utility Menu and return to the Main Menu.

Following are instructions for using these functions:

Repairing Index Files. At the Utility Menu, select Index File Repair or key in ***I***. The message *Rebuilding Index Files, Wait...This May Take Some Time* is displayed at the bottom of the screen. This could run as long as 7 to 10 minutes depending on the size of the accounting table. When the indexes are rebuilt, *Awaiting Menu Choice* is displayed in the status line.

Purging Deleted Orders. At the Utility Menu, select Purge Deleted Orders or key in ***P***. If deleted orders are located in the system, the message *Removing Deleted Orders, Wait...This May Take Some Time* is displayed. When the purge is complete, *Awaiting Menu Choice* is displayed in the status line.

Clearing Deleted Receipts. At the Utility Menu, select Clear Deleted Receipts or key in ***C***. If deleted receipts are located in the system, the message *Removing Deleted Receipts,Wait...This May Take Some Time* is displayed. When the clearing is complete, *Awaiting Menu Choice* is displayed in the status line.

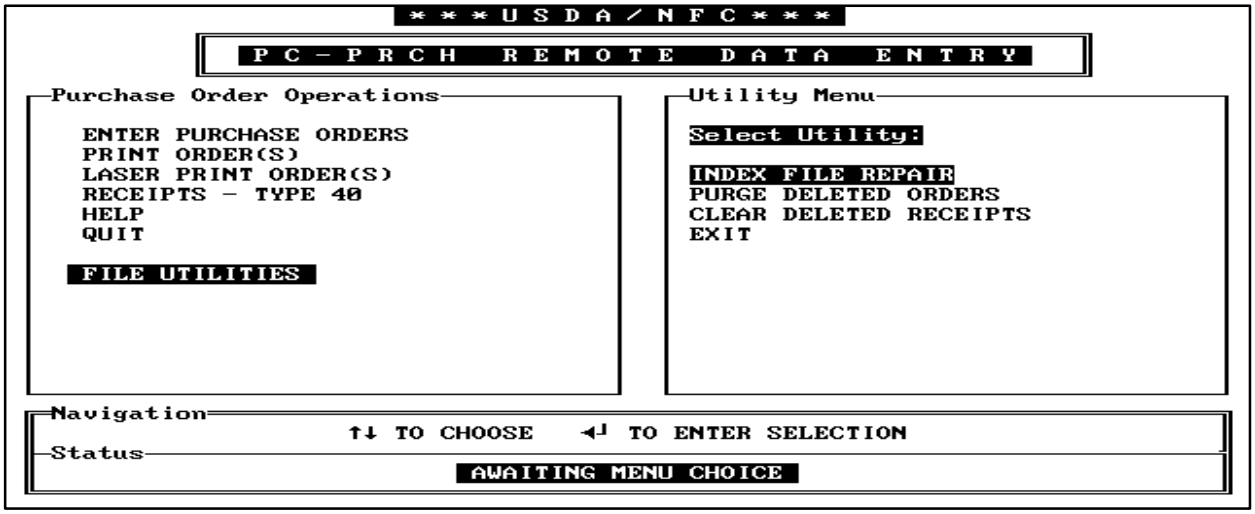


Figure 34. Access Level 1 Utility Menu

PC-PRCH Access Level 2

This access level allows the user to create transmit file(s) and maintain tables.

Main Menu For Access Level 2

After you sign-on to PC-PRCH, the appropriate main menu for Access Level 2 (**Figure 35**) is displayed listing the available operation options. Access Level 2 has all of the same operation options as Level 1; plus, the authority to transmit files, additional functions under File Utilities, and maintaining tables.

For Access Level 2, these operation options are Enter Purchase Orders, Print Order(s), Laser Print Order(s), Receipts-Type 40, Help, Quit, Transmit File, File Utilities, and Maintain Tables.

Note: Since each operation option usually has more than one access level, we have listed all of the applicable Access Levels in parentheses behind the operations option heading.

Following is a brief description of each operation option:

Enter Purchase Orders (Access Levels 1, 2, 3, and O). Used to add, view, change, or delete/restore AD-838 data. See **Enter Purchase Orders** under **Access Level 1** for more information.

Print Order(s) (Access Levels 1, 2, 3, and O). Used to print AD-838 data or modify the printer configuration. This option is used mainly by nonlaser printer users. See **Enter Purchase Orders** under **Access Level 1** for more information.

Laser Print Order(s) (Access Levels 1, 2, 3, and O). Used to print a facsimile AD-838 Issuing Office Copy, Seller's Original, and Receipt Copy that replicates the official Departmental AD-838, Purchase Order. A laser printer is required to generate these facsimile forms. See **Enter Purchase Orders** under **Access Level 1** for more information.

Receipts - Type 40 (Access Levels 1, 2, 3, and R). Used to add, view, change, or delete/restore Type 40 receiving report data. See **Enter Purchase Orders** under **Access Level 1** for more information.

Help (Access Levels 1, 2, 3, O, and R). Used to display general help information about how screens are set-up. See **Operating Features** under **Introduction** for more information.

Quit (Access Levels 1, 2, 3, O, and R). Used to exit the system and make backup files. See **System Access, Sign-Off/File Backup** under **Introduction** for more information.

Transmit FIle (Access Levels 2, 3, O, and R). Used to prepare a transmit file of orders or receipts, build a test transmit file, change the transmit password/counter, or to clean the transmit files.

File Utilities (Access Levels 1, 2, 3, O, and R). Used to delete transmitted data, restore from backup diskette, reindex the files, purge/clear deleted orders and receipts, or speed the performance of the software. See **File Utilities** under **Access Level 1** for additional information.

Maintain Tables (Access Levels 2 and 3). Used to maintain system tables that provide data validation for the Enter Purchase Orders option.

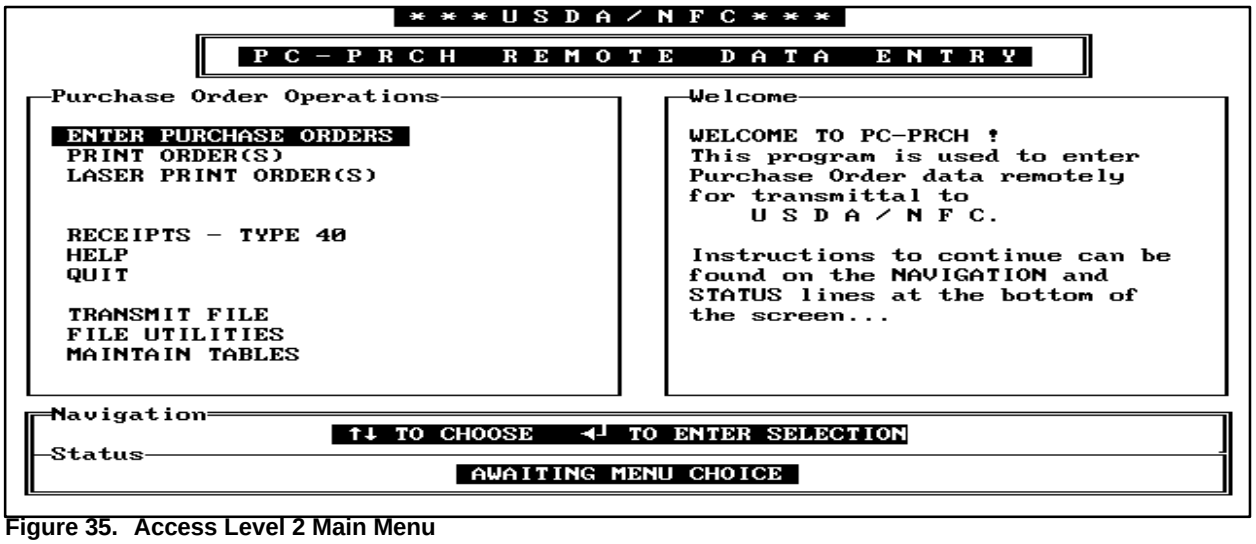


Figure 35. Access Level 2 Main Menu

Transmit File (Access Levels 2, 3, O, And R)

Transmit File is an operations option on the main menu used to select orders or receipts for transmission to NFC. The actual transmission of data is accomplished through 3780 RJE or equivalent hardware/software. If additional instructions are needed, contact Customer Support personnel at **504-255-5230** .

Note: To select an option, move to the applicable option and press [Enter] or press the first letter of the menu option (e.g. [P] for Print Orders). The following pages provide instructions for selecting and using each option.

Select Transmit File or key in ***T***. The Transmit Menu (**Figure 36**) is displayed with a list of transmittal functions on the right side of the screen.

Below is a brief description of each function.

Orders. Used to select purchase orders for transmission to NFC.

Receipts. Used to select receiving reports for transmission to NFC.

Prepare Xmit File. Used to update transmission, user identification, and password.

Create Test Xmit File. Used to create a test file of transmission data.

Xmit Info. Used by the security officer to identify confirmation destination (RJE Terminal ID) and submitting location (Requisitioner Number).

Clean Xmit Files. Used to delete files on a diskette that are no longer needed.

Exit. Used to exit the transmit menu and return to the main menu.

Following are instructions for using these functions:

Orders (creating transmit files). At the Transmit Menu select Orders or key in ***O***. The Purchase Order - Xmit Selection screen (**Figure 37**) is displayed with the following code selections at the bottom of the screen.

Y = Select
R = Select Rest
N = Ignore
X = Ignore Rest

```
***USDA/NFC***
PC-PRCH  REMOTE  DATA  ENTRY
Purchase Order Operations
   ENTER PURCHASE ORDERS
   PRINT ORDER(S)
   LASER PRINT ORDER(S)
   RECEIPTS - TYPE 40
   HELP
   QUIT
   TRANSMIT FILE
   FILE UTILITIES
   MAINTAIN TABLES
Transmit Menu
Select transmit option:
ORDERS
RECEIPTS
PREPARE XMIT FILE
CREATE TEST XMIT FILE
XMIT INFO
CLEAN XMIT FILES
EXIT
Navigation
↑↓ TO CHOOSE   ◄┘ TO ENTER SELECTION
Status
AWAITING MENU CHOICE
```

Figure 36. Transmit Menu

```
USDA/NFC                                   BATCH NO: 0062
PURCHASE ORDER - XMIT SELECTION
SEL   P.O. NUMBER     DEL   ERROR   PRINTED   XMITTED
?     40111171111           A1      N         N
?     407777777             A1      N         N
?     409999711111          ..      Y         N
?     409999788888          ..      Y         N
?     409999799999          B1      N         N
?     40XXXX712345          A1      N         N
?     40XXXX77              D1      N         N
?     40XXXX777             A1      N         N
?     40XXXX789012          A1      N         N
?     40XXXX7XXXXX          A1      N         N
?     419999799999          ..      N         N
<Y>=SEL. <R>=SEL. REST <N>=IGNORE <X>=IGNORE REST  Esc=EXIT <↓> <↑> <PgUp/Dn>
OBLIGATION Rec No 2/17                  View: Entire file      136k free
```

Figure 37. Purchase Order - Xmit Selection Screen

- To view all of the orders, use the [↑], [↓], [Pg Up] or [Pg Dn] keys.

- To select the purchase order(s) you want to transmit, key in ***Y***, ***R***, ***N*** or ***X*** in the SEL column.

The delete (DEL) column on the Purchase Order- Xmit screen flags the order by use of the ***** (asterisk). The orders marked delete will be excluded during the transmission process. To reuse deleted order numbers, delete orders marked DEL on this screen. See **Purging Deleted Orders**, **File Utilities** under **Access Level 1** for instructions on how to remove orders flagged for deletion on the PC.

The Error column displays a code that identifies the purchase order screen that contain errors. The code and screen description are:

Code	Screen Description
A1	Obligation-Data Entry
B1	Line Item Information
B2	Line Description
C1	Terms & Totals
D1	Obligation Accounting
G1	Type 42 Information
I1	41-Type Information
.. (*two dots*)	No errors

The Printed and Xmitted columns indicate ***Y*** (Yes) or ***N*** (No). The *Y* indicates that the order was printed or transmitted. The *N* indicates that the order was not printed or transmitted.

Note: Orders that contain errors, or were not printed are excluded from the transmission process. If those orders are marked in the selection process, the message *Order Not Printed or Error - Can't Select for XMIT* is displayed. To transmit unprinted orders, exit to the Print Order(s) option to print the order before continuing the transmission.

- To transmit the selected order(s), press [Esc].

Receipts (creating transmit files). At the Transmit Menu select Receipts or key in ***R***. The Purchase Order Receipts - Transmit Selection screen (**Figure 38**) is displayed with ? in the SEL column and with the following code selections at the bottom of the screen.

Y = Select
R = Select Rest
N = Ignore
X = Ignore Rest

- To view all of the receipts, use the [↑], [↓], [Pg Up] or [Pg Dn] keys.

- To select the receipt(s) you want to transmit, key in ***Y***, ***R***, ***N*** or ***X*** in the SEL column.

The delete (DEL) column on the Purchase Order Receipts - Transmit screen flags the receipts by use of the ***** (asterisk). The receipts marked delete will be excluded during the transmission process. To reuse deleted order numbers, delete orders marked DEL on this screen. See **Purging Deleted Orders**, **File Utilities** under **Access Level 1** for instructions on how to remove orders flagged for deletion on the PC.

```
                                U S D A / N F C                    BATCH NO: 0062

                    PURCHASE ORDER RECEIPTS - TRANSMIT SELECTION
   SEL    P.O. NUMBER     DATE        DEL    ERROR    XMITTED
   ?      401234456789    06/16/94                     N
   ?      4076544321      06/12/94                     Y
   ?      40777777        04/15/97                     Y
   ?      4077777777        /   /          *           N
   ?      407777777777    04/15/97   *                Y
   ?      4087654321      06/11/94                     Y
   ?      409999999999      /   /          *           N
   ?      40BEAT400001      /   /          *           N
   ?      40C999999999      /   /          *           N

 <Y>=SEL. <R>=SEL. REST <N>=IGNORE <X>=IGNORE REST  Esc=EXIT <↓> <↑> <PgUp/Dn>
RECEIPTS Rec No 3/9                                View: Entire file      135k free
```

Figure 38. Purchase Order Receipts - Transmit Selection Screen

The Error column flags the receipt by use of the * (asterisk). If you select a receipt marked in the error column the message *Receipt In Error - Can't Select For Xmit* is displayed.

The Xmitted columns indicate ***Y*** (Yes) or ***N*** (No). The *Y* indicates that the receipt was transmitted. The *N* indicates that the receipt was not transmitted.

- To transmit the selected receipt(s), press [Esc].

Preparing Xmit File. At the Transmit Menu select Prepare Xmit File or key in ***P***. The Preparing For Update Xmit Info screen (**Figure 39**) is displayed.

Complete the fields as follows:

[1] **NFC User ID.** *(required, alphanumeric, max. of 6 positions).* Key in your NFC mainframe identification.

[2] **Password.** *(required, alphanumeric, max. of 8 positions).* Key in your NFC mainframe password. (Your password is not displayed on the screen.)

[3] **New Password.** *(conditional, alphanumeric, max. of 8 positions).* Key in your new NFC mainframe password when you wish to change your password or when your current password has expired.

The message *Accept NFC user information?...Ok Cancel* is displayed. To confirm that the data entered is correct and to construct the orders selected for transmission into the transmit file, select OK. If the data entered is incorrect, select Cancel or key in ***C*** to repeat the process.

When prompted, place the labeled transmit diskette in Drive A and press any key to create the file onto the diskette. When prompted, remove the diskette from Drive A. Record the file name and the transmit batch number indicated at the bottom of the screen onto the diskette. Press any key to continue. The cursor moves to the Transmit Menu.

Note: Since problems in transmission can occur, save the transmission diskette until you receive the confirmation report. If you experience problems, repeat the transmission process.

Caution: If a transmission sequence error message is displayed, contact Customer Support personnel at **504-255-5230** to obtain the current transmission number. Reset as described under **Xmit Info (Drive Destination for Transmit File)**.

Creating Test Xmit File. At the Transmit Menu select Create Test XMIT File or key in ***C***. The Update Xmit Info screen is displayed. Instructions for using this function are the same as those found under **Preparing Xmit File**.

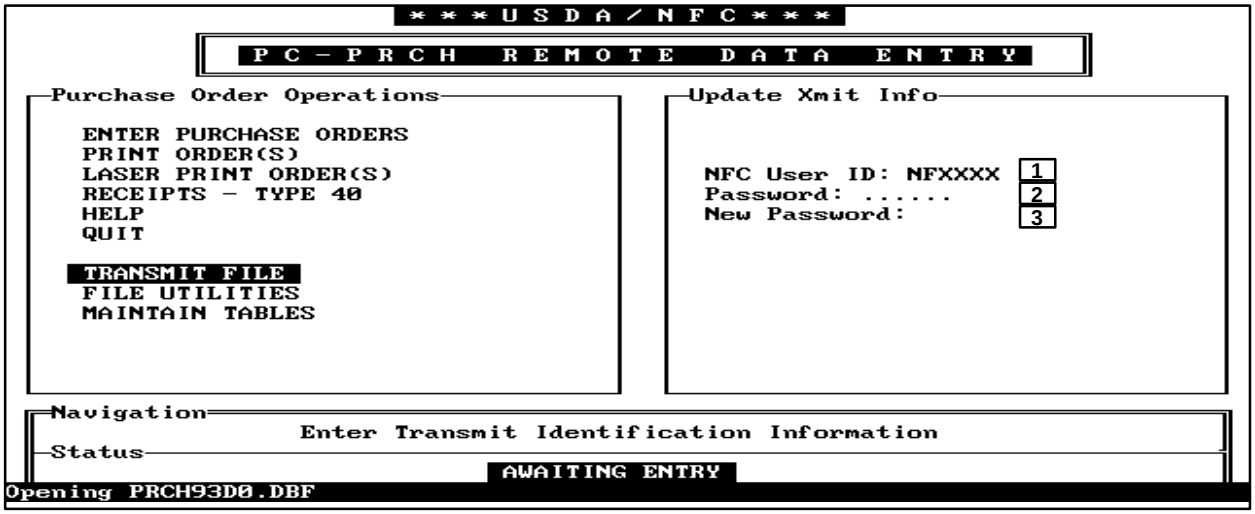


Figure 39. Preparing For Update Xmit Info Screen

Xmit Info (Drive Destination For Transmit File). At the Transmit Menu select Xmit Info or key in ***X***. The Update Xmit Info screen (**Figure 40**) is displayed on the right side of the screen.

Complete the fields as follows:

[1] **RJE Terminal ID.** *(required, alphanumeric, max. of 16 positions).* Key in the RJE terminal identification. **Note:** This is the printer or remote terminal number where confirmation of transmission will be received.

[2] **Requisitioner Number.** *(required, alphanumeric, max. of 4 positions).* Key in the agency requisitioner number to identify the submitting location.

Note: If you need additional information, contact Customer Support personnel at **504-255-5230** .

[3] **Transmit Number for Next Transmission.** *(required, numeric, max. of 3 positions).*This number is system generated beginning with 1 and automatically advancing. It always displays the next transmission number and can be reset if required. To reset, key in the transmit number over the existing data.

[4] **Floppy Drive.** *(required, alphanumeric, 1 position).* Key in the drive designation of the PC to be used in the transmission, print, accounting, and quit processes.

The message *<Y> To Confirm <N> To Re-enter* is displayed at the bottom of the screen. To confirm that the data keyed in the preceding fields is correct, key in ***Y***(Yes)**,** then press [Enter] and the Transmit Menu is displayed. Key in ***N***(No) if the information is not correct and to repeat the process.

Caution: To reset the transmission counter to a lower number for any reason, the File Utilities, Delete Xmitted Orders function should not be selected again until the counter has been reset to its previous higher value. When transmission number 999 is reached, the system will reset to number 1. Do not reset this number at the beginning of the FY.

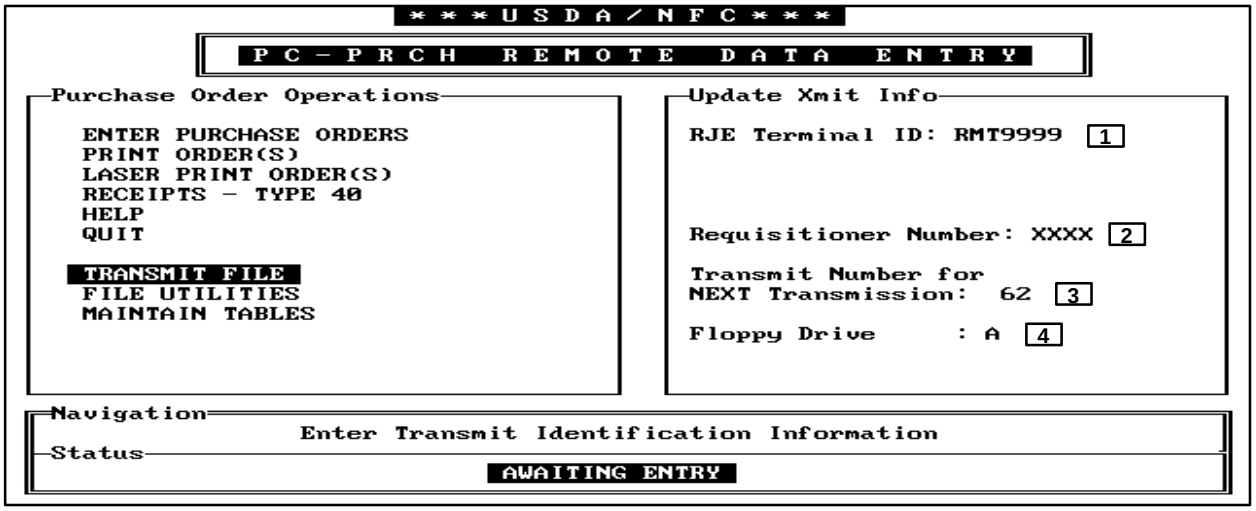


Figure 40. Update Xmit Info Screen

Cleaning Xmit Files. At the Transmit Menu, select Clean Xmit Files. The Clean Xmit pop-up (**Figure 41**) is displayed with the message *Enter a File Name OR Skeleton to Delete...* A:XMIT????.DAT. Key in the file name or skeleton to delete and press [Enter]. If the file name was keyed in wrong, the message *No Files Found* is displayed. Press any key to continue. Repeat the process. If the correct file name was keyed in, the file name will display. (See **Figure 42.**) Press the [Space Bar] or [Enter] to tag the file for deletion. Press [Esc] to delete the tagged files on the diskette and to exit the task. To confirm this action, the message *Erasing A:XMIT????.DAT* flashes on the screen.

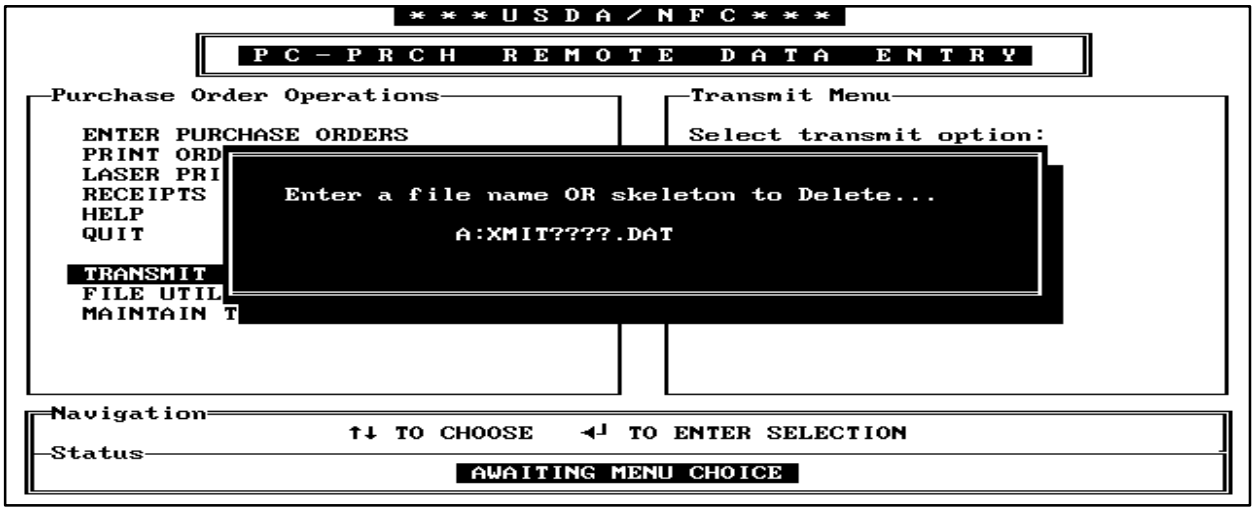


Figure 41. Clean Xmit Pop-Up

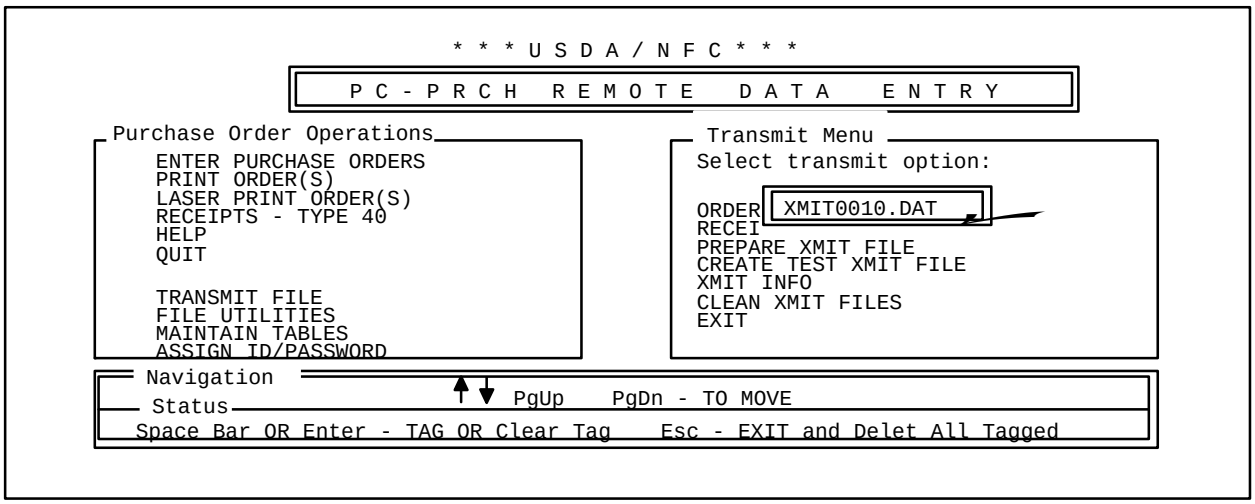


Figure 42. Clean Xmit Tag Screen

Files Utilities (Access Levels 2, 3, O, And R)

File Utilities is an operation option on the main menu used to restore or repair files in the PC-PRCH system and to delete obsolete data to reduce data file loads.

Note: To select an option, move to the applicable option and press [Enter] or press the first letter of the menu option (e.g. [P] for Print Orders). The following pages provide instructions for selecting and using each option.

Select File Utilities. The Utility Menu for Access Level 2 (**Figure 43**) is displayed with a list of utility functions on the right side of the screen.

Note: Each access level has a different Utility Menu. This section will cover the three additional functions that Access Level 1 does not have.

Below is a brief description of each function:

Delete Xmitted Orders. Used to delete orders that have been transmitted to NFC.

Restore from Backup Disk. Used to recover data in files that were damaged through intentional or unintentional abend. **Note:** Data entered since last backup is permanently lost.

Index File Repair. Used to fix damaged index files without resorting to restoration from backup (which usually causes loss of some data). See **File Utilities** under **Access Level 1** for more information. **Note:** Damaged index files appear in subtle ways, usually by finding incorrect matches. For example, a request to access a purchase order retrieves the wrong order, or data on entry screens is mismatched. This function completely rebuilds all data file and table indexes.

Purge Deleted Orders. Used to remove orders marked deleted on the Enter Purchase Orders, Delete Order screen. See **File Utilities** under **Access Level 1** for more information.

Wipe-out Xmitted Receipts. Used to delete receipts that have been transmitted to NFC.

Clear Deleted Receipts. Used to remove receipt records that were marked deleted on the Receipts Type 40, Delete A Receipt screen. See **File Utilities** under **Access Level 1** for more information.

Following are instructions for using these functions:

Deleting Xmitted Orders. At the Utility Menu select Delete Xmitted Orders or key in ***D***. The message *Orders Transmitted Through Batch XXXX Will be Deleted. Do You Wish to Continue? (Y/N)* is displayed. Key in ***N*** (No) to discontinue the task or key in ***Y*** (Yes) to continue the task. This function will remove orders that were transmitted two transmissions earlier. For instance, if your XMIT Counter is now at 20, transmission 1 through 17 will be deleted. The message *Orders Transmitted Prior to Batch XXXX Were Deleted* confirms the action. If no orders were located in the system, the message *No Orders Transmitted Prior to Last Batch Were Found* is displayed. To return to the Utility Menu, press any key.

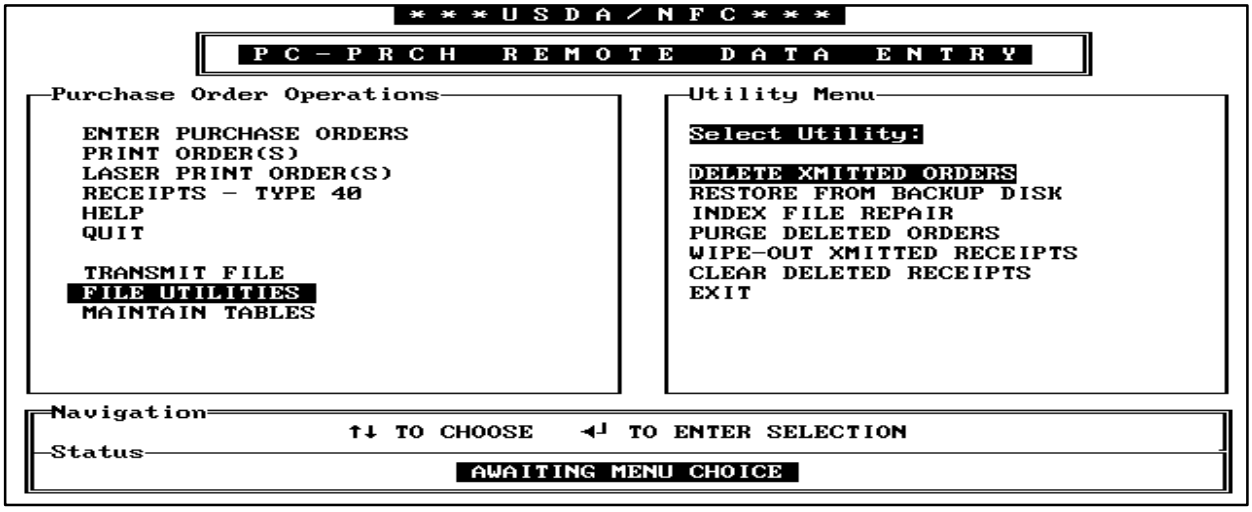


Figure 43. Access Level 2 Utility Menu

Restoring From Backup Disk. At the Utility Menu select Restore From Backup Disk or key in ***R***. The message *Place Floppy Disk # XX in Drive A: Ok Cancel* is displayed. To continue the process, select Ok. To cancel the task, select Cancel. If you selected Ok the system will copy information onto the diskette that you inserted, rebuild the index files, and return to the Utility Menu.

Note: To prevent attempts to restore from an outdated diskette, backup diskettes must be date-stamped during the backup process. The backup facility is capable of distributing the backed-up files over a number of diskettes when necessary. Therefore, more than one backup diskette may be necessary for file recovery.

Deleting Xmitted Receipts. At the Utility Menu select Wipe-Out Xmitted Receipts or key in ***W***. The message *Receipts Transmitted Through Batch XXXX Will Be Deleted. Do You Wish to Continue? (Y/N)* is displayed. Key in ***N*** (No) to discontinue the task or ***Y*** (Yes) to continue the task. This function will remove receipts that were transmitted two (2) transmissions earlier. For instance, if your XMIT Counter is now at 20, transmission 1 through 17 will be deleted. The message *Receipts Transmitted Prior to Batch XXXX Were Deleted* confirms the action. If no receipts were located in the system, the message *No Receipts Transmitted Prior To Last Batch Were Found* is displayed. To return to the Utility Menu, press any key.

Maintain Tables (Access Levels 2 And 3)

Maintain Tables is an operation option on the main menu used to update the PC-PRCH tables. Eleven tables are used to validate purchase order data keyed in by the users.

Note: To select an option, move to the applicable option and press [Enter] or press the first letter of the menu option (e.g. [P] for Print Orders). The following pages provide instructions for selecting and using each option.

Select Maintain Tables or key in ***M***. The Tables Menu (**Figure 44**) is displayed with a list of tables on the right side of the screen.

Notes: (1) The initial Accounting Codes table built into PC-PRCH during installation contains no entries. The Accounting Codes table must be customized by adding your agency's valid accounting codes.

(2) If you attempt to add purchase order data before your agency's accounting codes are entered, the message *Accounting Table is Empty* is displayed. Press any key to continue.

(3) The SF-281 Codes, Budget Object, Fund Codes, State/ZIP Codes, SUB Codes, and Country Codes tables already have valid codes provided by the system and may be updated or changed by individuals with Access Levels 2 and 3 authority.

At the Tables Menu, use the [↑] and [↓] keys to select the appropriate maintenance table. The applicable screen of the selected table is displayed with a menu bar at the top. (See **Figure 45** for an example of the menu bar.)

The following pages provide instructions for selecting and using each table.

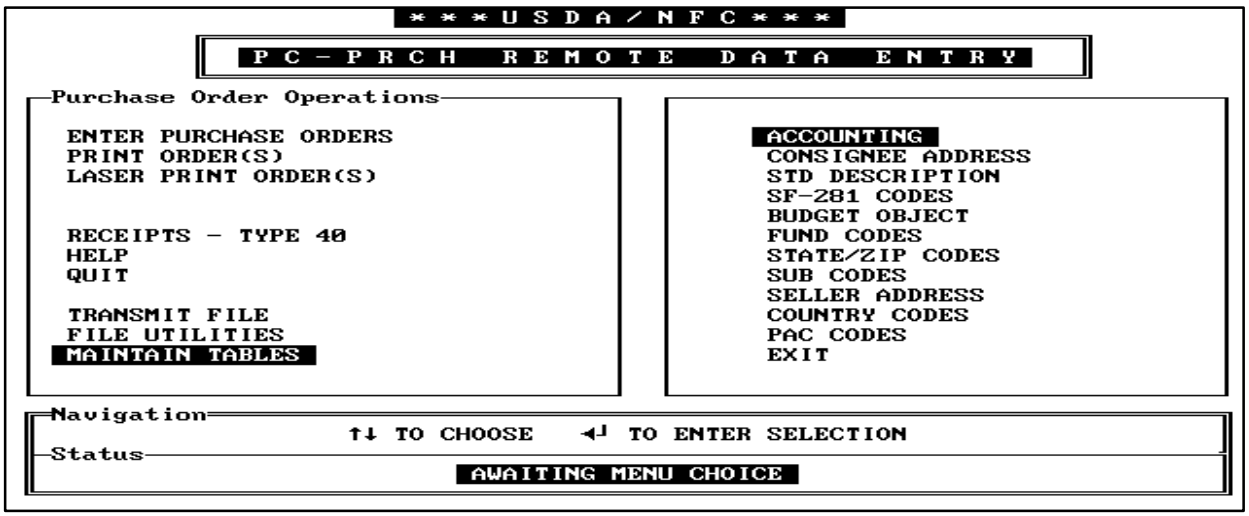


Figure 44. Tables Menu

Accounting

The Accounting Tables are used to enter, change, view, locate, print, mass change or delete accounting codes, and set the FY.

Select Accounting and the Accounting Codes screen (**Figure 45**) is displayed with a menu bar at the top.

Below is a brief description of each function:

Add. Used to add new accounting codes.

Edit. Used to change accounting codes.

Browse. Used to view and/or delete accounting codes.

Find. Used to locate and/or delete accounting codes.

Print. Used to print the Accounting Codes table.

Mass Chg. Used to make mass changes to accounting codes.

Pack. Used to permanently remove accounting codes previously marked for deletion.

Set Fiscal. Used to set FY's and length of accounting codes. **Note:** There must be valid accounting in the table before the Set Fiscal function can be invoked. It allows the user to enter one code for two FY's. For example, agencies using a Fund Control System can enter the Document Control Number (DCN), or the Soil Conservation Service can enter a Vehicle Identification Number (VIN). To ensure accurate validation of its accounting codes entered for purchase orders, agencies must first enter the applicable FY and their accounting classification code length in this table. If you count the length or the number of positions in your accounting code, do not include the appended data.

Following are instructions for using these functions:

Adding An Accounting Code. At the Accounting Codes menu bar, select Add or key in *A*. The cursor is under Column 1. Each accounting classification code can have a maximum of 35 alphanumeric characters. Column indicators (i.e., 1, 5, 10, 15, 20, 25, 30, and 35) are provided as a guide when keying in accounting records. Key in the accounting code under the applicable column(s) and press [Enter]. The message *Add This Record To The File...Ok Cancel* is displayed. To add the accounting record to the table, select Ok. To cancel the add, select Cancel.

If you try to add a duplicate accounting code, the message *This Record Already Exists. Try Another Key Value* is displayed. Press any key to continue.

Editing An Accounting Code. At the Accounting Codes menu bar, move the cursor to Edit. Use the [↑] and [↓] keys to locate the accounting code you want to change and press [Enter]. Key in the new data over the existing data and press [Enter]. The message *Write The Changes To Disk...Ok Cancel* is displayed. To edit, select Ok. To cancel the edit, select Cancel.

Browsing Accounting Codes. At the Accounting Codes menu bar select Browse or key in *B*. The Accounting pop-up appears listing the established accounting codes. Use the [↑] and [↓] keys to locate the appropriate accounting code and press [Enter].

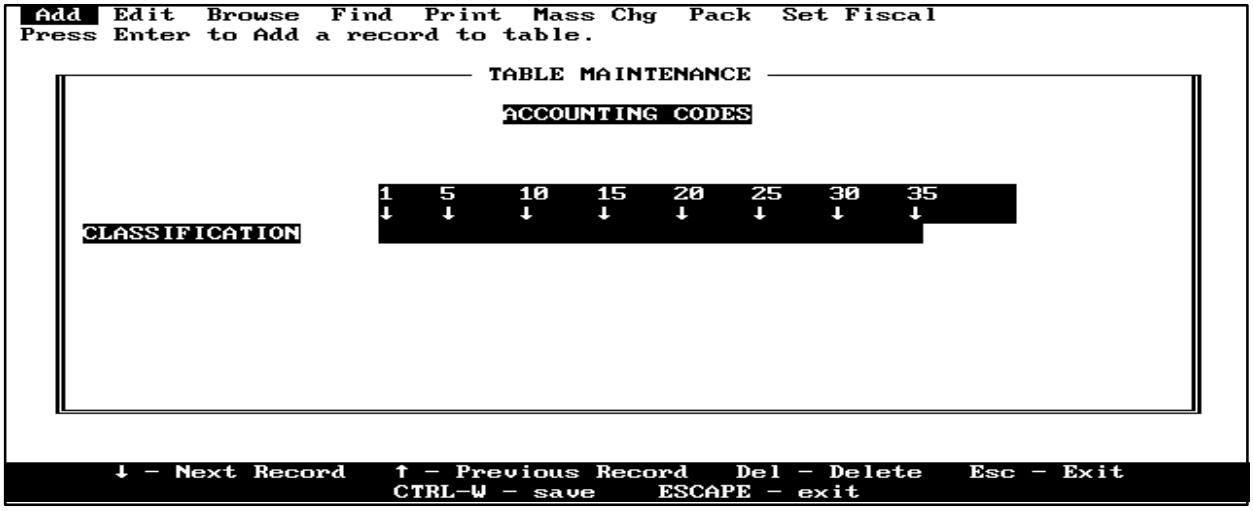


Figure 45. Accounting Codes Screen

- To delete the code, press [Del] at the displayed record. The message *Mark This Record For Deletion...Ok Cancel* is displayed. To delete, select Ok. The message *<Deleted>* is displayed at the bottom of the screen. To reactivate a deleted code prior to the Pack function, press [Del] a second time. The *<Deleted>* is removed from the bottom of the screen. To cancel the delete, select Cancel.

Finding An Accounting Code. At the Accounting Codes menu bar, select Find or key in ***F***. (This function is helpful when dealing with very lengthy tables.) The Search For prompt is displayed. Key in the accounting code to be located and press [Enter]. If the accounting code entered is not found in the table, the message *XXXXXX Not Found In Accounting* is displayed. Press any key to continue.

Note: Instructions for deleting an accounting code under the Find function are the same as those found under **Browsing Accounting Codes**.

Printing The Accounting Code Table. At the Accounting Codes menu bar, select Print or key in ***P***. The Report Settings Menu is displayed with two options.

Select Print The Report if the destination of the report was previously set up.

Note: Destination Of Report should be selected first if printing destination has not been previously set to print to screen, printer, or file, or if you want to change the destination of the report.

Select Destination Of Report to set up or change the destination. The Select Destination pop-up is displayed with three options.

- Select Screen to display the report on the PC screen. To activate the Print function, at the Report Settings Menu, select Print The Report. A *Processing Complete* pop-up message is displayed, press any key. The report appears on the screen. Press [Esc] to exit.
- Select Printer to print the report on the printer. To activate the Print function, at the Report Settings Menu, select Print The Report. The message *Set Printer To The Top Of The Page* is displayed. Press any key to continue. Press [Esc] to exit.
- Select File to print the report to a file. The message *Send The Output To File...* is displayed. Key in the name of the file and press [Enter]. This file will be created in the PRCH subdirectory. To activate the Print function, at the Report Setting Menu, select Print The Report. Press [Esc] to exit.

To stop printing the report once the print option has been activated, press [Esc]. The Select A Command screen is displayed. Select one of the three options (Resume The Report, Back Up 1 Page and Resume, or Cancel The Report). Press [Esc] to exit.

Mass Changing Accounting Codes. At the Accounting Codes menu bar, select Mass Chg. The Mass Change Accounting screen (**Figure 46**) is displayed with a menu bar at the top.

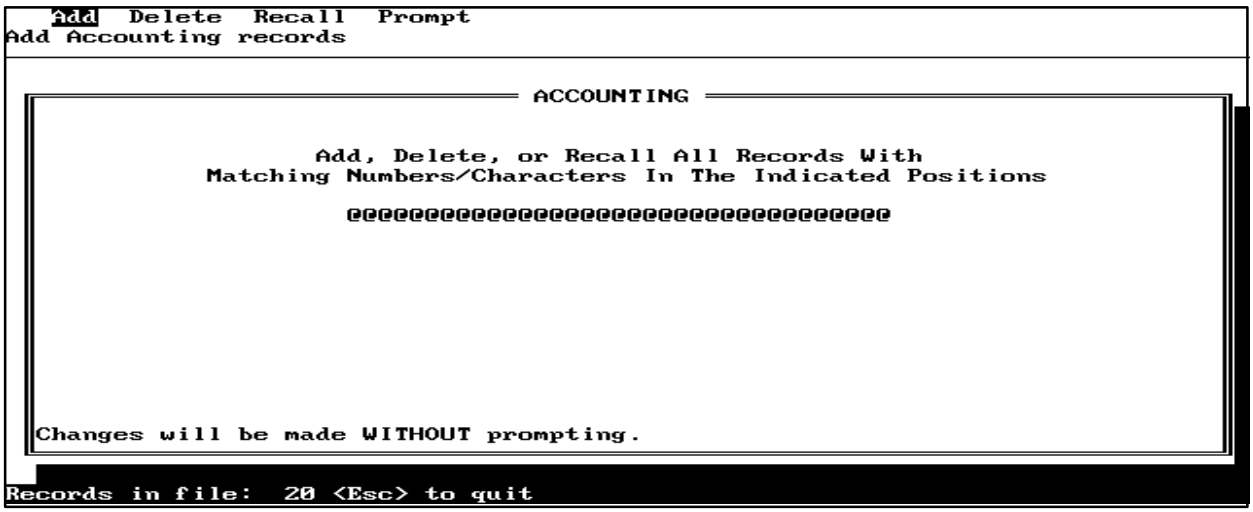
Below is a brief description of each function:

Add. Used to make mass additions to the Accounting Codes table.

Delete. Used to delete accounting codes from the Accounting Codes table.

Recall. Used to recall deleted accounting codes from the Accounting Codes table.

Prompt. Used to indicate prompt or no prompt for each change to the Accounting Codes table.


Add Delete Recall Prompt
Add Accounting records
ACCOUNTING
Add, Delete, or Recall All Records With
Matching Numbers/Characters In The Indicated Positions
@@@

Following are instructions for using these functions:

Mass Change - Adding Accounting Codes. At the Mass Chg Accounting menu bar select Add.

- To make a single accounting code addition to the FY, key in the complete prior FY accounting code in the Add, Delete, Or Recall All Records With Matching Numbers/Characters In The Indicated Positions field and press [Enter]. The Add Records With These Numbers/Characters In The Indicated Positions field is displayed. Key in the complete new FY accounting code and press [Enter]. With the exception of the FY position, these numbers/characters must match those entered in the Add, Delete, or Recall All Records With Matching Numbers/Characters In The Indicated Positions field.

- To make a mass new FY addition, key in the number of the accounting code representing the prior FY in the Add, Delete, or Recall All Records With Matching Numbers/Characters In The Indicated Positions field and press [Enter]. (For example, to add all accounting codes existing for FY 02 to FY 01, key in ***1*** in the FY position of the accounting record. Press [Enter]. Do not key in the complete accounting code for mass additions.)

- To establish all existing accounting codes for the new FY, key in the number of the accounting code representing the new FY in the Add Records With These Numbers/Characters In The Indicated Positions field and press [Enter]. (For example, to establish FY 02 records, key in ***2*** in the FY position. Press [Enter]. All existing accounts for FY 01 will be established for FY 02.)

If the With Prompting mode was selected, a pop-up with the message *Make The Indicated Addition?...Ok Cancel* is displayed. Review the displayed accounting codes under the **Adding** and **For** fields. To add the accounting code to the table, select Ok.. To cancel the add, select Cancel. The message *Net Change To File Was XX Records* is displayed. Press any key to continue.

If the Without Prompting mode was selected, the pop-up with the message *Net Change To File Was XX Records* is displayed. If accounting codes do not match, a pop-up with the message *No Records Found* is displayed. Press any key to continue.

- To add the selected accounting codes and rebuild the index files, press [Esc] until the main menu is displayed. Select File Utilities from the main menu and Index File Repair from the Utility Menu.

Mass Change - Deleting Accounting Codes. At the Mass Chg menu bar, select Delete.

- To delete a single accounting code, key in the complete accounting code number/character in the Add, Delete, or Recall All Records With Matching Numbers/Characters in the Indicated Positions field and press [Enter].

- To make a mass deletion, key in the first number of the accounting code representing the FY in the Add, Delete, or Recall All Records With Matching Numbers/Characters In The Indicated Positions field and press [Enter]. (For example, to delete all accounting codes existing for FY 01, key in ***1*** in the FY position and press [Enter].)

If the With Prompting mode was selected, a pop-up with the message *Make The Indicated Deletion?...Ok Cancel* is displayed. Review the accounting code displayed under the Deleting field. To delete the record, select Ok. To cancel the delete, select Cancel. The message *Net Change To File Was (X) Records* is displayed. Press any key to continue.

If the Without Prompting mode was selected, the pop-up with the message *Net Change To File was (X) Records* is displayed. Press any key to continue.

- To delete the selected accounting codes and rebuild the index files, press [Esc] until the main menu is displayed. Select File Utilities from the main menu and Index File Repair from the Utility Menu.

Mass Change - Recalling Accounting Codes. **Caution:** This function should be used only before the index files are rebuilt as discussed in the Add and Delete functions. If the index files have not been rebuilt, at the Mass Chg menu bar, select Recall. You will be positioned in the accounting code field.

- To recall a single accounting code, key in the complete accounting code in the Add, Delete, or Recall All Records With Matching Numbers/Characters In The Indicated Positions field and press [Enter].

- To recall a mass deletion, key in the first number of the accounting code representing the FY in the Add, Delete, or Recall All Records With Matching Numbers/Characters in the Indicated Positions field and press [Enter]. (For example, to restore all accounting codes existing for FY 01, key in ***1*** in the FY position and press [Enter].)

If the With Prompting mode was selected, a pop-up with the message *Make The Indicated Recall?....Ok Cancel* is displayed. Review the accounting code record displayed under the Recalling field. To recall the accounting record select Ok. The *Net Change to File was XX Records* is displayed. To cancel the recall, select Cancel. Press any key to continue.

If the Without Prompting mode was selected, only the pop-up with the message *Net Change To File was XX Records* is displayed. Press any key to continue.

Mass Change - Prompting Accounting Codes. At the Mass Chg menu bar, select Prompt. The message *Changes will be made with prompting* **or** *Changes will be made without prompting* is displayed at the bottom of the screen. Press [Enter] to select the with or without prompting, and press [Esc] to return to the Accounting Codes screen.

Packing Accounting Codes. At the Accounting Codes menu bar, select Pack. The message *Remove All Records Marked For Deletion...Ok Cancel* is displayed. To delete all codes, select Ok. To cancel the pack, select Cancel.

Setting Fiscal Data On Accounting Codes. At the Accounting Codes menu bar, select Set Fiscal. The Valid Accounting Length screen (**Figure 47**) is displayed with a menu bar.

Below is a brief description of each function:

Edit. Used to add, change, or delete the accounting length.

Print. Used to print the Valid Accounting Length table.

Following are instruction for using each function:

Editing The Set Fiscal Record. At the Valid Accounting Length menu bar, select Edit. The cursor is in the Fiscal Year One field.

- To add or modify the Fiscal Year One field, press [Enter] until you are in the Fiscal Year One Accounting Length field. Key in the FY that has the longest validation length or the prior FY accounting classification code length or press [Enter] to skip.

- To add or modify the Fiscal Year Two field [↓] and press [Enter] until you are in the Fiscal Year Two Accounting Length field and key in the FY that has the shorter validation length or the current FY accounting classification code length and press [Enter].

The message *Write The Changes To Disk...Ok Cancel* is displayed. To confirm the change, select Ok. To cancel the change, select Cancel.

Warning: If the accounting length field shows a value in the table, validation of the accounting shown on the purchase order will be made only against that value. If the accounting length fields are left blank, an automatic 27 position validation will take place.

- To delete the Set Fiscal record, key in new data over the displayed data or press [Del] and then [Enter].

Printing The Set Fiscal Record. At the Valid Accounting Length menu bar, select Print. The Report Settings Menu is displayed.

Select Print The Report if the destination of the report was previously set up. The message *Set printer to the top of the page* is displayed. Press any key to continue.

Select Destination Of Report to set up or change its destination. The Select Destination menu is displayed. **Note:** Instructions for printing the Set Fiscal record are the same as those found under **Printing the Accounting Code Table**.

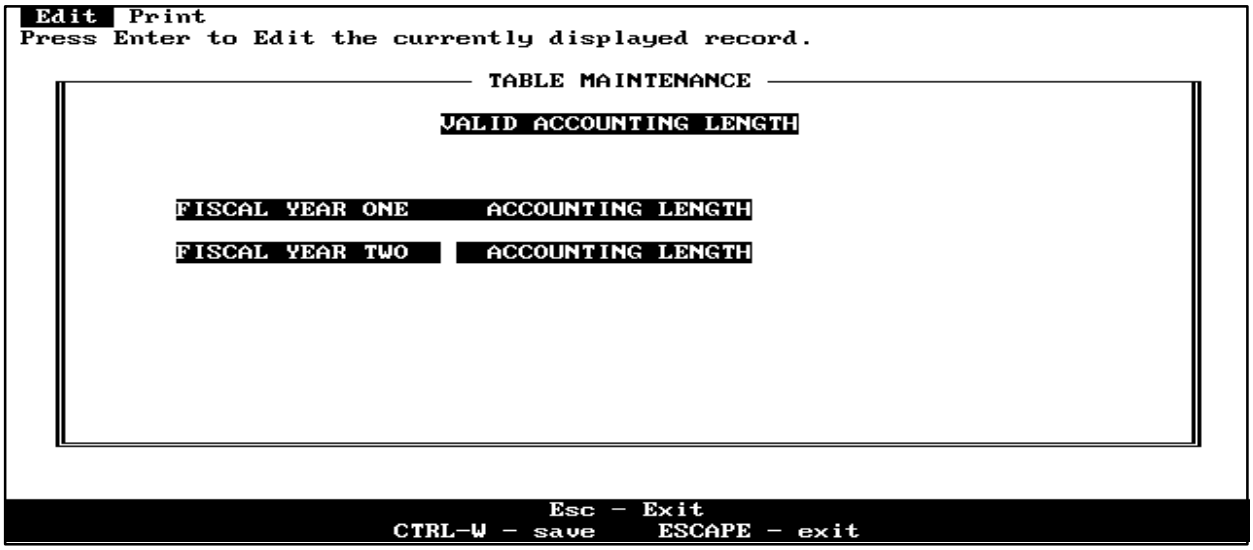


Figure 47. Valid Accounting Length (Fiscal Year) Screen

Consignee Address

The Consignee Address is used to enter, change, view, locate, print, or delete consignee addresses/identification data.

Select Consignee Address and the Consignee Addresses screen (**Figure 48**) is displayed with a menu bar at the top.

Below is a brief description of each function:

Add. Used to add a new Consignee Address code.

Edit. Used to change a Consignee Address code and/or its description.

Browse. Used to view and/or delete a Consignee Address code.

Find. Used to locate and/or delete a Consignee Address code.

Print. Used to print the Consignee Address code table.

Pack. Used to permanently remove default address codes previously marked for deletion.

Following are instructions for using these functions:

Adding A Consignee Address. At the Consignee Addresses menu bar, select Add or key in *A*. The cursor is positioned in the Address Code field. Key in the consignee unique 5-position alphanumeric code. Key in the 4-position FEDSTRIP No. Key in the Consignee name, address, and telephone number. Press [Enter]. The message *Add This Record To The File...Ok Cancel* is displayed. To add the consignee address to the table, select Ok. To cancel the add, select Cancel.

If you try to add a duplicate code, the message *This Record Already Exists* is displayed. Press any key to continue.

Editing A Consignee Address Code. At the Consignee Addresses menu bar move the cursor to Edit. Use the [↓] keys to locate the consignee address code you want to change and press [Enter]. Key in the new data over the existing data and press [Enter]. The message *Write The Changes To Disk...Ok Cancel* is displayed. To edit, select Ok. To cancel the edit, select Cancel.

Browsing Consignee Addresses. At the Consignee Addresses menu bar, select Browse or key in ***B***. A screen listing consignee address codes, FEDSTRIP numbers and consignee names is displayed. Use the [↓] keys to locate the consignee address code or FEDSTRIP Number you want to view and press [Enter].

- To delete the record, press [Del]. The message *Mark This Record For Deletion...Ok Cancel* is displayed. To delete, select Ok. The message<*Deleted*> is displayed at the bottom of the screen. To reactivate a deleted record prior to the Pack function, press [Del] a second time. The message <*Deleted*> is removed. To cancel the delete, select Cancel.

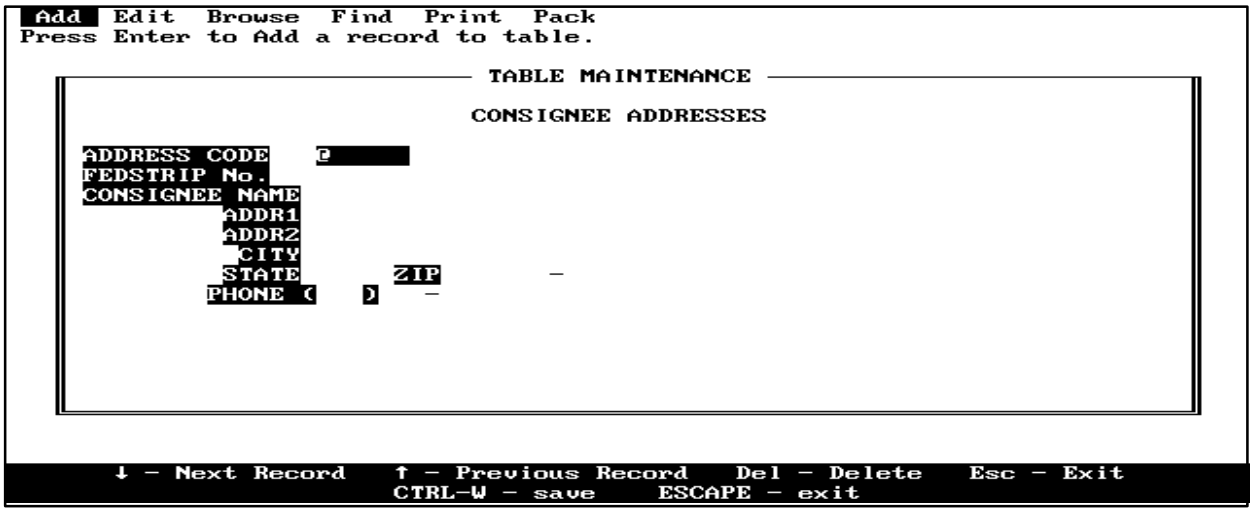


Figure 48. Consignee Addresses Screen

Finding A Consignee Address. At the Consignee Addresses menu bar, select Find or key in ***F***. (This function is helpful when dealing with very lengthy tables.) A pull-down menu is displayed with Consignee/Issuing Office and FEDSTRIP Number. Select the field you want to search by. The Search For prompt is displayed. Key in the Consignee/Issuing Office code or FEDSTRIP Number which ever is applicable. If the code entered is not found in the table, the message *@XXXXX Not Found In Consignee* is displayed. Press any key to continue.

Note: Instructions for deleting a consignee address code under the Find function are the same as those found under **Browsing Consignee Addresses**.

Printing The Consignee Addresses. At the Consignee Addresses menu bar, select Print or key in ***P***. The Report Settings Menu is displayed with two options.

Select Print The Report if the destination of the report was previously set up.

Note: Destination Of Report should be selected first if printing destination has not been previously set to print to screen, printer, or file, or if you want to change the destination of the report.

Select Destination Of Report to set up or change the destination. The Select Destination pop-up is displayed with three options.

- Select Screen to display the report on the PC screen. To activate the Print function, at the Report Settings Menu, select Print The Report. A *Processing Complete* pop-up message is displayed, press any key. The report appears on the screen. Press [Esc] to exit.

- Select Printer to print the report on the printer. To activate the Print function, at the Report Settings Menu, select Print The Report. The message *Set Printer To The Top Of The Page* is displayed. Press any key to continue. Press [Esc] to exit.

- Select File to print the report to a file. The message *Send The Output To File...* is displayed. Key in the name of the file and press [Enter]. This file will be created in the PRCH subdirectory. To activate the Print function, at the Report Setting Menu, select Print The Report. Press [Esc] to exit.

To stop printing the report once the print option has been activated, press [Esc]. The Select a Command screen is displayed. Select one of the three options (Resume The Report, Back Up 1 Page and Resume, or Cancel The Report). Press [Esc] to exit.

Packing The Consignee Addresses. At the Consignee Addresses menu bar, select Pack. The message *Remove All Records Marked For Deletion...Ok Cancel* is displayed. To delete all codes, select Ok. To cancel the pack, select Cancel.

Std Description

The Std Description is used to enter, change, view, locate, print, or delete standard descriptions.

Select Std Description and the Standard Descriptions screen (**Figure 49**) is displayed with a menu bar at the top.

Below is a brief description of each function:

Add. Used to add a new standard description code.

Edit. Used to change a standard description code and/or its description.

Browse. Used to view and/or delete a standard description.

Find. Used to locate and/or delete a standard description.

Print. Used to print the Standard Description table.

Pack. Used to permanently remove standard description codes previously marked for deletion.

Following are instructions for using these functions:

Adding A Standard Description. At the Standard Descriptions menu bar, select Add or key in *A*. The cursor is positioned at the Code field. Key in the unique 5-position alphanumeric description code. The cursor is positioned at the Description field. Key in the description and press [Ctrl W]. The message *Add This Record To The File...Ok Cancel* is displayed. To add the standard description to the table, select Ok. To cancel the add, select Cancel.

If you try to add a duplicate code, the message *This Record Already Exists*. *Try Another Key Value* is displayed. Press any key to continue.

Editing A Standard Description. At the Standard Descriptions menu bar, move to Edit. Use the [↑] and [↓] keys to locate the record you want to change and press [Enter]. Key in the new data over the existing data and press [Enter]. The message *Write The Changes To Disk...Ok Cancel* is displayed. To edit, select Ok. To cancel the edit, select Cancel.

Browsing Standard Descriptions. At the Standard Descriptions function menu bar, select Browse or key in ***B***. The Canned Des pop-up listing all codes is displayed. Use the [↑] and [↓] keys to locate the appropriate code and press [Enter]. The standard description record is displayed.

- To delete the code, at the standard description record, press [Del]. The message *Mark This Record For Deletion...Ok Cancel* is displayed. To delete, select Ok. The message *<Deleted>* is displayed at the bottom of the screen. To reactivate a deleted record prior to the Pack function, press [Del] a second time. The message *<Deleted>* is removed. To cancel the delete, select Cancel.

Finding A Standard Description. At the Standard Descriptions menu bar, select Find or key in ***F***. (This function is helpful when dealing with very lengthy tables.) The Search For prompt is displayed. Key in the applicable code to be located. If the code entered is not found in the table, the message *@XXXXX Not Found in Canned Des* is displayed. Press any key to continue.

```
 Add  Edit  Browse  Find  Print  Pack
Press Enter to Edit the currently displayed record.

                    TABLE MAINTENANCE
                    STANDARD DESCRIPTIONS
 CODE    @CONF

      CONFIRMING ORDER - DO NOT DUPLICATE

      ↓ - Next Record    ↑ - Previous Record    Del - Delete    Esc - Exit
CANNED_DES Rec No 3/4                          View: Entire file      131k free
```

Figure 49. Standard Descriptions Screen

Note: Instructions for deleting a standard description under the Find function are the same as those found under **Browsing Standard Descriptions**.

Printing The Standard Description Code Table. At the Standard Description menu bar, select Print or key in ***P***. The Report Settings Menu is displayed with two options.

Select Print The Report if the destination of the report was previously set up.

Note: Destination Of Report should be selected first if printing destination has not been previously set to print to screen, printer, or file, or if you want to change the destination of the report.

Select Destination Of Report to set up or change the destination. The Select Destination pop-up is displayed with three options.

- Select Screen to display the report on the PC screen. To activate the Print function, at the Report Settings Menu, select Print The Report. A *Processing Complete* pop-up message is displayed, press any key. The report appears on the screen. Press [Esc] to exit.

- Select Printer to print the report on the printer. To activate the Print function, at the Report Settings Menu, select Print The Report. The message *Set Printer To The Top Of The Page* is displayed. Press any key to continue. Press [Esc] to exit.

- Select *File* to print the report to a file. The message *Send The Output To File...* is displayed. Key in the name of the file and press [Enter]. This file will be created in the PRCH subdirectory. To activate the Print function, at the Report Setting Menu, select Print The Report. Press [Esc] to exit.

To stop printing the report once the print option has been activated, press [Esc]. The Select a Command screen is displayed. Select one of the three options (Resume The Report, Back Up 1 Page and Resume, or Cancel The Report). Press [Esc] to exit.

Packing Standard Description Codes. At the Standard Descriptions menu bar, select Pack. The message *Remove All Records Marked For Deletion...Ok Cancel* is displayed. To delete all codes, select Ok. To cancel the pack, select Cancel.

SF-281 Codes

The SF-281 Codes is used to enter, change, view, locate, print, or delete SF-281 codes.

Select SF-281 Codes and the SF-281 Codes screen (**Figure 50**) is displayed with a menu bar at the top.

Below is a brief description of each function:

Add. Used to add a new SF-281 code.

Edit. Used to change a SF-281 code and/or its description.

Browse. Used to view and/or delete a SF-281 code.

Find. Used to locate and/or delete a SF-281 code.

Print. Used to print the SF-281 table.

Pack. Used to permanently remove SF-281 codes previously marked for deletion.

Following are instructions for using these functions:

Adding A SF-281 Code. At the SF-281 Codes menu bar, select Add or key in *A*. Key in the 2-position code in the SF-281 Code field. The message *Add This Record To The File...Ok Cancel* screen is displayed. To add the SF-281 code to the table, select Ok. To cancel the add, select Cancel.

If you try to add a duplicate code, the message *This Record Already Exists*. *Try Another Key Value* is displayed. Press any key to continue.

Editing A SF-281 Code. At the SF-281 Codes menu bar, move the cursor to Edit. Use the [↑] and [↓] keys to locate the code you want to change and press [Enter]. Key in the new data over the existing data and press [Enter]. The message *Write The Changes To Disk...Ok Cancel* is displayed. To edit, select Ok. To cancel the edit, select Cancel.

Browsing SF-281 Codes. At the SF-281 Codes menu bar, select Browse or key in ***B***. The SF-281 Codes pop-up listing all records is displayed. Use the [↑] and [↓] keys to locate the code you want to view and press [Enter].

- To delete a code, press [Del]. The message *Mark This Record For Deletion...Ok Cancel*. To delete, select Ok. The message *<Deleted>* is displayed at the bottom of the screen. To reactivate a deleted record prior to the Pack function, press [Del] a second time. The message *<Deleted>* is removed from the bottom of the screen. To cancel the delete, select Cancel.

Finding A SF-281 Code. At the SF-281 Codes menu bar, select Find or key in ***F***. (This function is helpful when dealing with very lengthy tables.) The Search For prompt is displayed. Key in the applicable code to be located. If the code entered is not found in the table, the message *XX Not Found in SF-281* is displayed. Press any key to continue.

Note: Instructions for deleting a SF-281 code under the Find function are the same as those found under **Browsing SF-281 Codes**.

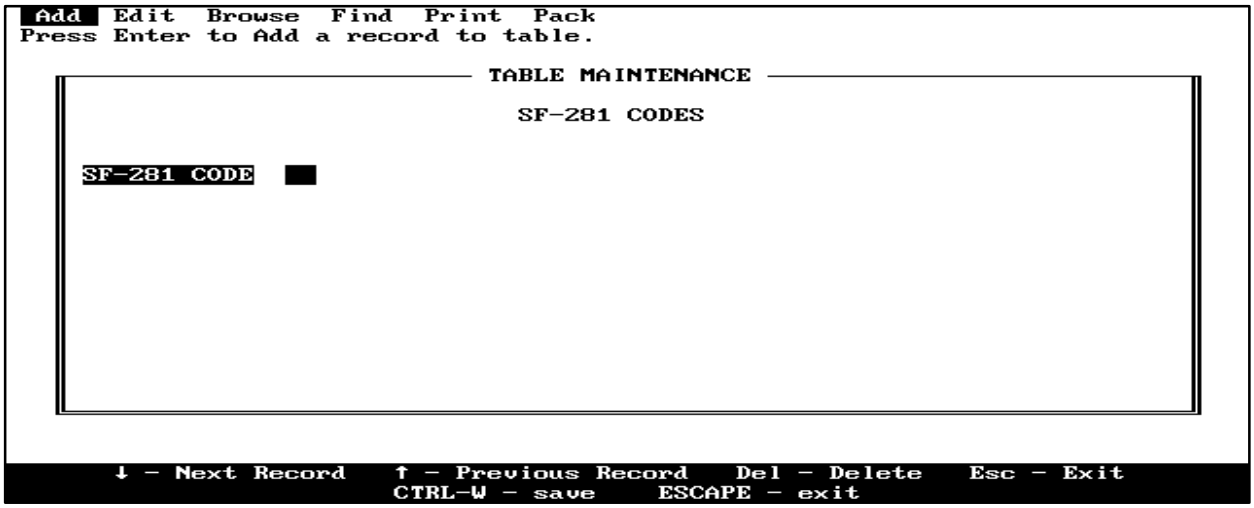


Figure 50. SF-281 Codes Screen

Printing The SF-281 Codes Table. At the SF-281 Codes menu bar, select Print or key in ***P***. The Report Settings Menu is displayed with two options.

Select Print The Report if the destination of the report was previously set up.

Note: Destination Of Report should be selected first if printing destination has not been previously set to print to screen, printer, or file, or if you want to change the destination of the report.

Select Destination Of Report to set up or change the destination. The Select Destination pop-up is displayed with three options.

- Select Screen to display the report on the PC screen. To activate the Print function, at the Report Settings Menu, select Print The Report. A *Processing Complete* pop-up message is displayed, press any key. The report appears on the screen. Press [Esc] to exit.
- Select Printer to print the report on the printer. To activate the Print function, at the Report Settings Menu, select Print The Report. The message *Set Printer To The Top Of The Page* is displayed. Press any key to continue. Press [Esc] to exit.
- Select *File* to print the report to a file. The message *Send The Output To File...* is displayed. Key in the name of the file and press [Enter]. This file will be created in the PRCH subdirectory. To activate the Print function, at the Report Setting Menu, select Print The Report. Press [Esc] to exit.

To stop printing the report once the print option has been activated, press [Esc]. The Select a Command screen is displayed. Select one of the three options (Resume The Report, Back Up 1 Page and Resume, or Cancel The Report). Press [Esc] to exit.

Packing SF-281 Codes. At the SF-281 Codes menu bar, select Pack. The message *Remove All Records Marked For Deletion...Ok Cancel* is displayed. To delete all codes, select Ok. To cancel the pack, select Cancel.

Budget Object

Budget Object is used to enter, change, view, locate, print, or delete budget object classification codes.

Select Budget Object and the Budget Object Codes screen (**Figure 51**) is displayed with a menu bar at the top.

Below is a brief description of each function:

Add. Used to add a new budget object code.

Edit. Used to change a budget object code.

Browse. Used to view and/or delete a budget object code.

Find. Used to locate and/or delete a budget object code.

Print. Used to print the Budget Object Codes table.

Pack. Used to permanently remove budget object codes previously marked for deletion.

Following are instructions for using these functions:

Adding A Budget Object Code. At the Budget Object Codes menu bar, select Add or key in ***A***. Key in the 4-position alphanumeric Object Code in the Object Code field. The message *Add This Record To The File...Ok Cancel* is displayed. To add the budget object code to the table, select Ok. To cancel the add, select Cancel.

If you try to add a duplicate code, the message *This Record Already Exists. Try Another Key Value* is displayed. Press any key to continue.

Editing A Budget Object Code. At the Budget Object Codes menu bar, move the cursor to Edit. Use the [↑] and [↓] keys to locate the code you want to edit and press [Enter]. Key in the new data over the existing data and press [Enter]. The message *Write The Changes To Disk...Ok Cancel* is displayed. To edit, select Ok. To cancel the edit, select Cancel.

Browsing Budget Object Codes. At the Budget Object Codes menu bar, select Browse or key in ***B***. The Budget Obj pop-up appears listing the established budget object class records. Use the [↑] and [↓] keys to locate the code you want to view and press [Enter].

- To delete a code, press [Del]. The message *Mark This Record For Deletion...Ok Cancel* is displayed. To delete, select Ok. The message *<Deleted>* is displayed at the bottom of the screen. To reactivate a deleted record prior to the Pack function, press [Del] a second time. The message *<Deleted>* is removed. To cancel the delete, select Cancel.

Finding A Budget Object Code. At the Budget Object Codes menu bar, select Find or key in ***F***. (This function is helpful when dealing with very lengthy tables.) The Search For prompt is displayed. Key in the budget object code. If the code entered is not found in the table, the message *XXXX Not Found In Budget Obj* is displayed. Press any key to continue.

Note: Instructions for deleting a budget code under the Find function are the same as those found under **Browsing Budget Object Codes.**

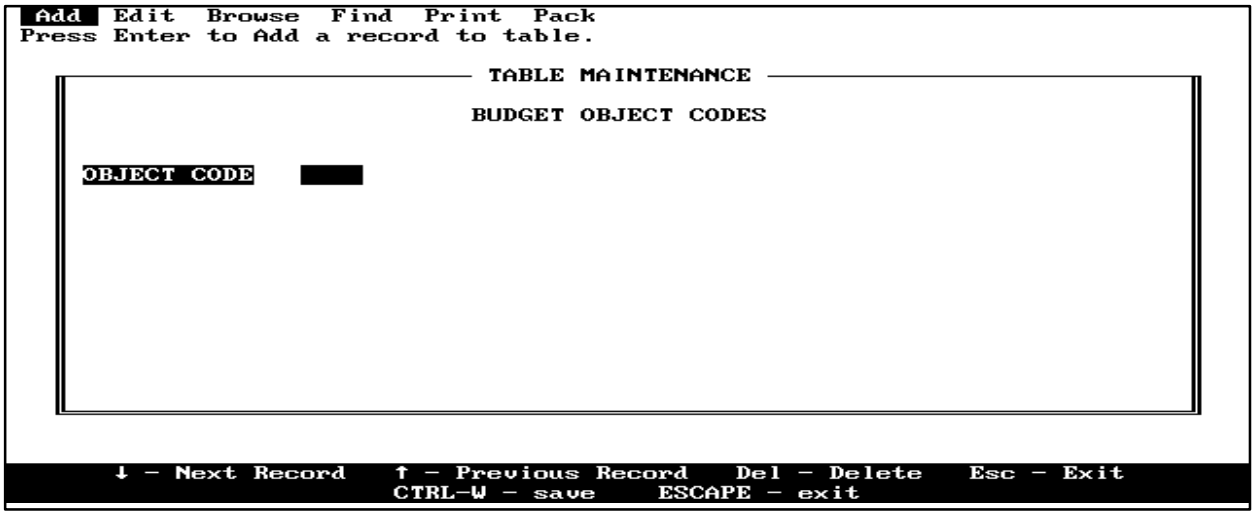


Figure 51. Budget Object Codes Screen

Printing The Budget Object Codes Table. At the Budget Object Codes function menu bar, select Print or key in ***P***. The Report Settings Menu is displayed with two options.

Select Print The Report if the destination of the report was previously set up.

Note: Destination Of Report should be selected first if printing destination has not been previously set to print to screen, printer, or file, or if you want to change the destination of the report.

Select Destination Of Report to set up or change the destination. The Select Destination pop-up is displayed with three options.

- Select Screen to display the report on the PC screen. To activate the Print function, at the Report Settings Menu, select Print The Report. A *Processing Complete* pop-up message is displayed, press any key. The report appears on the screen. Press [Esc] to exit.

- Select Printer to print the report on the printer. To activate the Print function, at the Report Settings Menu, select Print The Report. The message *Set Printer To The Top Of The Page* is displayed. Press any key to continue. Press [Esc] to exit.

- Select *File* to print the report to a file. The message *Send The Output To File...* is displayed. Key in the name of the file and press [Enter]. This file will be created in the PRCH subdirectory. To activate the Print function, at the Report Setting Menu, select Print The Report. Press [Esc] to exit.

To stop printing the report once the print option has been activated, press [Esc]. The Select a Command screen is displayed. Select one of the three options (Resume The Report, Back Up 1 Page and Resume, or Cancel The Report). Press [Esc] to exit.

Packing Budget Object Codes. At the Budget Object Codes menu bar, select Pack. The message *Remove All Records Marked For Deletion...Ok Cancel* is displayed. To delete all codes, select Ok. To cancel the pack, select Cancel.

Fund Codes

Fund Codes is used to enter, change, view, locate, print, or delete fund codes.

Select Fund Codes and the Fund Codes screen (**Figure 52**) is displayed with a menu bar at the top.

Below is a brief description of each function:

Add. Used to add a new fund code.

Edit. Used to change a fund code.

Browse. Used to view and/or delete a fund code.

Find. Used to locate and/or delete a fund code.

Print. Used to print the Fund Codes table.

Pack. Used to permanently remove fund codes previously marked for deletion.

Following are instructions for using these functions:

Adding A Fund Code. At the Fund Codes menu bar, select Add or key in *A*. Key in the 2-position alphanumeric code in the Fund Code field. The message *Add This Record To The File...Ok Cancel* screen is displayed. To add the fund code to the table, select Ok. To cancel the add, select Cancel.

If you try to add a duplicate code, the message *This Record Already Exists*. *Try Another Key Value* is displayed. Press any key to continue.

Editing A Fund Code. At the Fund Codes menu bar, move the cursor to Edit. Use the [↑] and [↓] keys to locate the code you want to edit and press [Enter]. Key in the new data over the existing data and press [Enter]. The message *Write The Changes To Disk...Ok Cancel* is displayed. To edit, select Ok. To cancel the edit, select Cancel.

Browsing Fund Codes. At the Fund Codes menu bar, select Browse or key in ***B***. The Fund Code pop-up listing all fund code records is displayed. Use the [↑] and [↓] keys to locate the code you want to view and press [Enter].

- To delete a code, press [Del]. The message *Mark This Record For Deletion...Ok Cancel* is displayed. To delete, select Ok. The message *<Deleted>* is displayed at the bottom of the screen. To reactivate a deleted record, prior to the Pack function, press [Del] a second time. The message *<Deleted>* is removed. To cancel the delete, select Cancel.

Finding A Fund Code. At the Fund Codes menu bar, select Find or key in ***F***. (This function is helpful when dealing with very lengthy tables.) The Search For prompt is displayed. Key in the 2-position alphanumeric fund code in the Fund Code field. If the code entered is not found in the table, the message *XX Not Found in Fund* is displayed. Press any key to continue.

Note: Instructions for deleting a fund code under the Find function are the same as those found under **Browsing Fund Codes**.

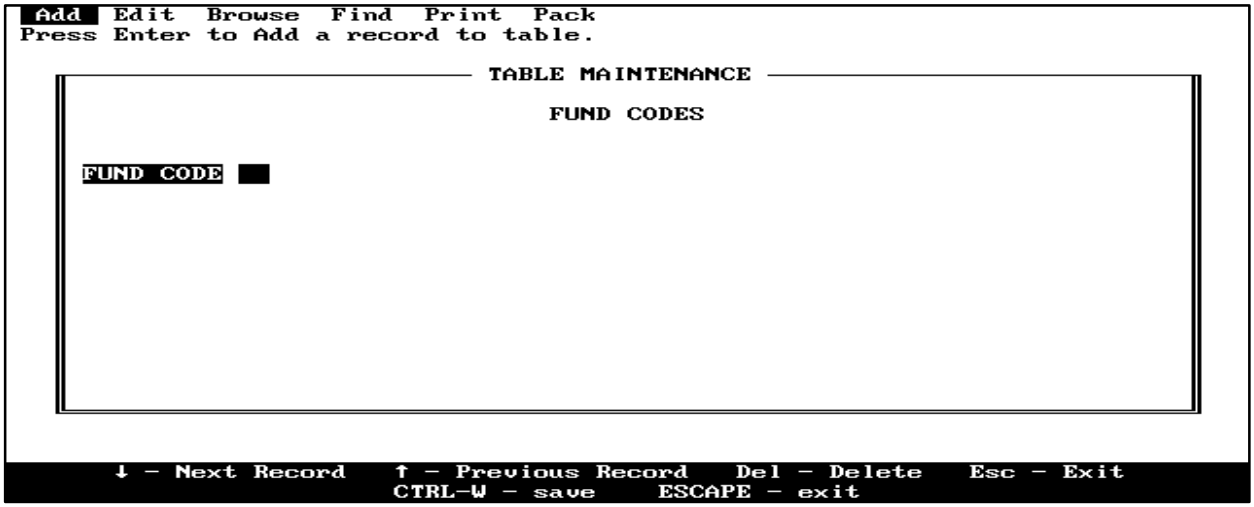


Figure 52. Fund Codes Screen

Printing The Fund Codes Table. At the Fund Codes menu bar, select Print or key in ***P***. The Report Settings Menu is displayed with two options.

Select Print The Report if the destination of the report was previously set up.

Note: Destination Of Report should be selected first if printing destination has not been previously set to print to screen, printer, or file, or if you want to change the destination of the report.

Select Destination Of Report to set up or change the destination. The Select Destination pop-up is displayed with three options.

- Select Screen to display the report on the PC screen. To activate the Print function, at the Report Settings Menu, select Print The Report. A *Processing Complete* pop-up message is displayed, press any key. The report appears on the screen. Press [Esc] to exit.
- Select Printer to print the report on the printer. To activate the Print function, at the Report Settings Menu, select Print The Report. The message *Set Printer To The Top Of The Page* is displayed. Press any key to continue. Press [Esc] to exit.
- Select *File* to print the report to a file. The message *Send The Output To File...* is displayed. Key in the name of the file and press [Enter]. This file will be created in the PRCH subdirectory. To activate the Print function, at the Report Setting Menu, select Print The Report. Press [Esc] to exit.

To stop printing the report once the print option has been activated, press [Esc]. The Select a Command screen is displayed. Select one of the three options (Resume The Report, Back Up 1 Page and Resume, or Cancel The Report). Press [Esc] to exit.

Packing Fund Codes. At the Fund Codes menu bar, select Pack. The message *Remove All Records Marked For Deletion...Ok Cancel* is displayed. To delete all codes, select Ok. To cancel the pack, select Cancel.

State/ZIP Codes

State/ZIP Codes is used to enter, change, view, locate, print, or delete State and ZIP Codes.

Select State/ZIP Codes and the State/ZIP Codes screen (**Figure 53**) is displayed with a menu bar at the top.

Below is a brief description of each function:

Add. Used to add a new State/ZIP Code.

Edit. Used to change a State/ZIP Code.

Browse. Used to view and/or delete a State/ZIP Code.

Find. Used to locate and/or delete a State/ZIP Code.

Print. Used to print the State/ZIP Codes table.

Pack. Used to permanently remove State/ZIP Codes previously marked for deletion.

Following are instructions for using these functions:

Adding A State/ZIP Code. At the State/ZIP Codes menu bar, select Add or key in ***A***. The cursor is positioned in the State field. Key in the 2-position alpha state abbreviation. If the state code already exists, the message *This record already exists. Try another key value* is displayed. Press any key to continue. Key in the first 3-positions of the ZIP Code in the Low ZIP and High ZIP fields. The message *Add This Record To The File...Ok Cancel* screen is displayed. To add the State/ZIP Code range to the table, select Ok. To cancel the add, select Cancel.

Editing A State/ZIP Code. At the State/ZIP Codes menu bar, move the cursor to Edit. Use the [↑] and [↓] keys to locate the code you want to edit and press [Enter]. Key in the new data over the existing data. The message *Write The Changes To Disk...Ok Cancel* is displayed. To edit, select Ok. To cancel the edit, select Cancel.

Browsing State/ZIP Codes. At the State/ZIP Codes menu bar, select Browse or key in ***B***. The State/Zip pop-up appears listing all State/ZIP Code records. Use the [↑] and [↓] keys to locate the code you want to view and press [Enter].

- To delete a code, press [Del]. The message *Mark This Record For Deletion...Ok Cancel* is displayed. To delete, select Ok. The message *<Deleted>* is displayed at the bottom of the screen. To reactivate a deleted record prior to the Pack function, press [Del] a second time. The message *<Deleted>* is removed. To cancel the delete, select Cancel.

Finding A State/ZIP Code. At the State/ZIP Codes menu bar, select Find or key in ***F***. (This function is helpful when dealing with very lengthy tables.) The Search For prompt is displayed. Key in the 2-position State abbreviation in the State Abbreviation field. If the code entered is not found in the table, the message *XX Not Found in State ZIP* is displayed. Press any key to continue.

Note: Instructions for deleting a State/ZIP code under the Find function are the same as those found under **Browsing State/ZIP Codes**.

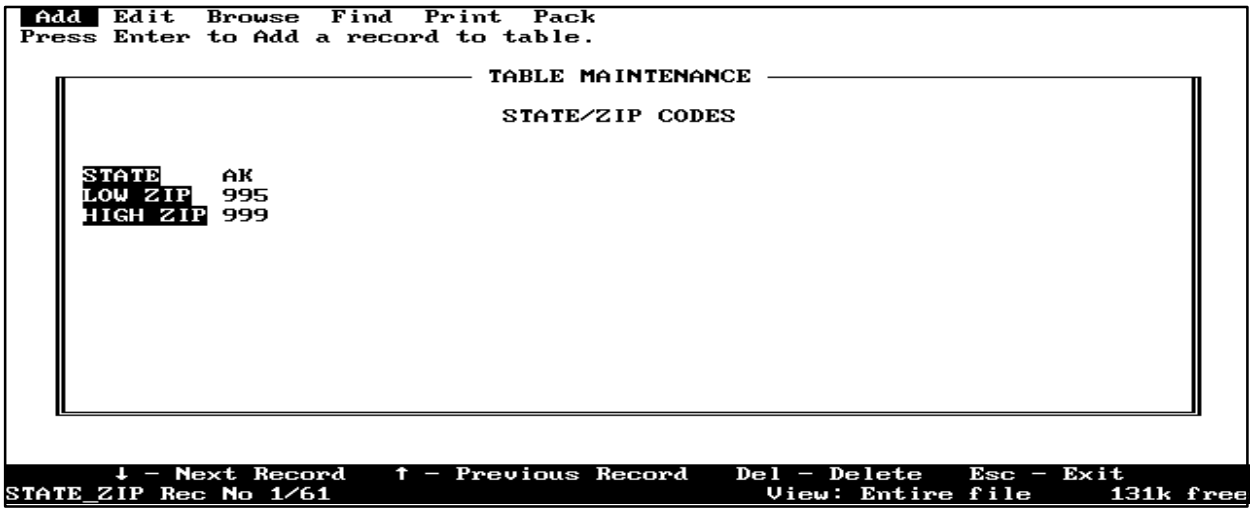


Figure 53. State/ZIP Codes Screen

Printing The State/ZIP Codes Table. At the State/ZIP Codes menu bar, select Print or key in ***P.*** The Report Settings Menu is displayed with two options.

Select Print The Report if the destination of the report was previously set up.

Note: Destination Of Report should be selected first if printing destination has not been previously set to print to screen, printer, or file, or if you want to change the destination of the report.

Select Destination Of Report to set up or change the destination. The Select Destination pop-up is displayed with three options.

- Select Screen to display the report on the PC screen. To activate the Print function, at the Report Settings Menu, select Print The Report. A *Processing Complete* pop-up message is displayed, press any key. The report appears on the screen. Press [Esc] to exit.

- Select Printer to print the report on the printer. To activate the Print function, at the Report Settings Menu, select Print The Report. The message *Set Printer To The Top Of The Page* is displayed. Press any key to continue. Press [Esc] to exit.

- Select File to print the report to a file. The message *Send The Output To File...* is displayed. Key in the name of the file and press [Enter]. This file will be created in the PRCH subdirectory. To activate the Print function, at the Report Setting Menu, select Print The Report. Press [Esc] to exit.

To stop printing the report once the print option has been activated, press [Esc]. The Select a Command screen is displayed. Select one of the three options (Resume The Report, Back Up 1 Page and Resume, or Cancel The Report). Press [Esc] to exit.

Packing State/ZIP Codes. At the State/ZIP Codes menu bar, select Pack. The message *Remove All Records Marked For Deletion...Ok Cancel* is displayed. To delete all codes, select Ok. To cancel the pack, select Cancel.

SUB Codes

SUB Codes is used to enter, change, view, locate, print, or delete SUB codes.

Select SUB Codes and the SUB Codes screen (**Figure 54**) is displayed with a menu bar at the top.

Below is a brief description of each function:

Add. Used to add a new SUB code.

Edit. Used to change a SUB code.

Browse. Used to view and/or delete a SUB code.

Find. Used to locate and/or delete a SUB code.

Print. Used to print the SUB Codes table.

Pack. Used to permanently remove SUB codes previously marked for deletion.

Following are instructions for using these functions:

Adding A SUB Code. At the SUB Codes menu bar, select Add or key in ***A.*** The cursor is positioned in the SUB Code field. Key in the 1 or 2-position code in the Sub Code field. The message *Add This Record To The File...Ok Cancel* screen is displayed. To add the SUB code to the table, select Ok. To cancel the add, select *Cancel.*

If you try to add a duplicate code, the message *This Record Already Exists. Try Another Key Value* is displayed. Press any key to continue.

Editing A SUB Code. At the SUB Codes menu bar, move the cursor to Edit. Use the [↑] and [↓] keys to locate the code you want to edit and press [Enter]. Key in the new data over the existing data and press [Enter]. The message *Write The Changes To Disk...Ok* Cancel is displayed. To edit, select Ok. To cancel the edit, select *Cancel.*

Browsing SUB Codes. At the SUB Codes menu bar, select Browse or key in ***B***. The SUB Codes pop-up is displayed listing all SUB codes. Use the [↑] and [↓] keys to locate the code you want to view and press [Enter].

- To delete a code, press [Del]. The message *Mark This Record For Deletion...Ok* Cancel is displayed. To delete, select Ok. The message *<Deleted>* is displayed at the bottom of the screen. To reactivate a deleted record prior to the Pack function, press [Del] a second time. The *<Deleted>* is removed. To cancel the delete, select *Cancel.*

Finding A SUB Code. At the SUB Codes menu bar, select Find or key in ***F.*** (This function is helpful when dealing with very lengthy tables.) The Search For prompt is displayed. Key in the SUB code. If the code entered is not found in the table, the message *XX Not Found in SUB Codes* is displayed. Press any key to continue.

Note: Instructions for deleting a SUB code under the Find function are the same as those found under **Browsing SUB Codes**.

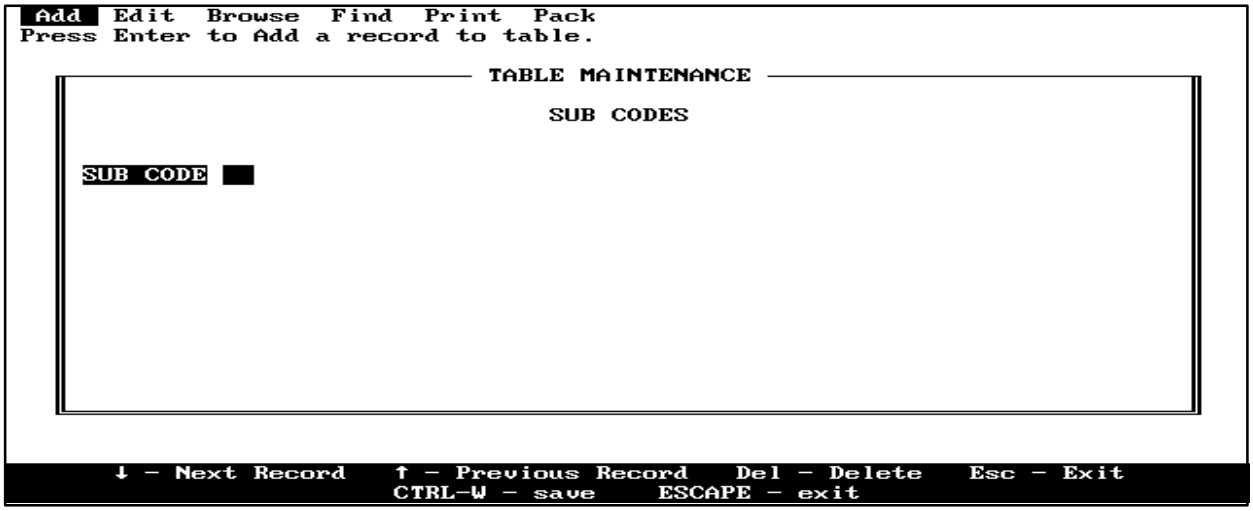


Figure 54. SUB Codes Screen

Printing The SUB Codes Table. At the SUB Codes menu bar, select Print or key in ***P***. The Report Settings Menu is displayed with two options.

Select Print The Report if the destination of the report was previously set up.

Note: Destination Of Report should be selected first if printing destination has not been previously set to print to screen, printer, or file, or if you want to change the destination of the report.

Select Destination Of Report to set up or change the destination. The Select Destination pop-up is displayed with three options.

- Select Screen to display the report on the PC screen. To activate the Print function, at the Report Settings Menu, select Print The Report. A *Processing Complete* pop-up message is displayed, press any key. The report appears on the screen. Press [Esc] to exit.

- Select Printer to print the report on the printer. To activate the Print function, at the Report Settings Menu, select Print The Report. The message *Set Printer To The Top Of The Page* is displayed. Press any key to continue. Press [Esc] to exit.

- Select File to print the report to a file. The message *Send The Output To File...* is displayed. Key in the name of the file and press [Enter]. This file will be created in the PRCH subdirectory. To activate the Print function, at the Report Setting Menu, select Print The Report. Press [Esc] to exit.

To stop printing the report once the print option has been activated, press [Esc]. The Select a Command screen is displayed. Select one of the three options (Resume The Report, Back Up 1 Page and Resume, or Cancel The Report). Press [Esc] to exit.

Packing SUB Codes. At the SUB Codes menu bar, select Pack. The message *Remove All Records Marked For Deletion...Ok Cancel* is displayed. To delete all codes, select Ok. To cancel the pack, select Cancel.

Seller Address

Seller Address is used to enter, change, view, locate, print, or delete seller address/identification data including multiple addresses for a single vendor.

Select Seller Address and the Seller Addresses screen (**Figure 55**) is displayed with a menu bar at the top.

Below is a brief description of each function:

Add. Used to add a new Seller Address code.

Edit. Used to change a Seller Address code and/or its description.

Browse. Used to view and/or delete a Seller Address code.

Find. Used to locate and/or delete a Seller Address code.

Print. Used to print the Seller Addresses code table.

Pack. Used to permanently remove Seller Address codes previously marked for deletion.

Following are instructions for using these functions:

Adding A Seller Address Code. At the Seller Addresses menu bar, select Add or key in ***A***. Key in the Seller's unique 5-position alphanumeric code in the Seller Code field. Key in the Vendor Express 9-digit number (VXPXXXXXXXXX) when applicable. Key in the Seller ID, Seller Name, Addr1, Addr2, City, State (or country code)**,** ZIP, and Phone in the appropriate fields**.** If you do not know the state or country code, press [Enter] in the State field and the State/ZIP pop-up appears. Point and shoot the appropriate state abbreviation to the field. For the country code, press [Esc] at the State/ZIP pop-up and the Country Abbreviation pop-up appears. Point and shoot the appropriate country code to the State field. The message *Add This Record To The File...Ok Cancel* is displayed. To add the Seller Address to the table, select Ok. To cancel the add, select Cancel. **Note:** When using a country code, press [Enter] to bypass the ZIP field.

- To add multiple addresses for the same seller, assign a different 5-position alphanumeric code.

- When adding a foreign seller address, follow the instructions under Adding A Seller Address Code until you are in the City field.

Editing A Seller Address Code. At the Seller Addresses menu bar, move the cursor to Edit. Use the [↑] and [↓] keys to locate the code you want to edit and press [Enter]. Key in the new data over the existing data and press [Enter]. The message *Write The Changes To Disk...Ok Cancel* is displayed. To edit, select Ok. To cancel the edit, select Cancel.

Browsing The Seller Address Table. At the Seller Addresses menu bar, select Browse or key in ***B***. The Seller pop-up appears listing all seller address codes, vendor ID's, Vendor Express Numbers, and Vendor Names is displayed. Use the [↑] and [↓] keys to locate the code you want to view and press [Enter].

- To delete a record, press [Del]. The message *Mark This Record For Deletion...Ok Cancel* is displayed. To delete, select Ok. The message *<Deleted>* is displayed at the bottom of the screen. To reactivate a deleted record prior to the Pack function, press [Del] a second time. The <Deleted> mark is removed. To cancel the delete, select Cancel.

```
 Add  Edit  Browse  Find  Print  Pack
Press Enter to Edit the currently displayed record.

                    TABLE MAINTENANCE

                    SELLER ADDRESSES

SELLER CODE      01
VENDOR EXPRESS   VXP123456789
SELLER ID        12-3454678

SELLER NAME      ABC CORP
        ADDR1    1234 MAIN STREET
        ADDR2    SUITE 1000
         CITY    NEW ORLEANS
        STATE    LA    ZIP   70100-0000
        PHONE    (504)555-5555

   ↓ - Next Record   ↑ - Previous Record   Del - Delete   Esc - Exit
                 CTRL-W - save     ESCAPE - exit
```

Figure 55. Seller Addresses Screen

Finding A Seller Address Code. At the Seller Addresses menu bar, select Find or key in ***F***. (This function is helpful when dealing with very lengthy tables.) A pull-down menu with Seller Code or Seller ID is displayed. You can search either field. Select the appropriate search field. The Search For prompt is displayed. Key in the Seller Code or the Seller ID. If the code entered is not found in the table, the message *@XXXXX Not Found In Seller* is displayed. Press any key to continue.

Note: Instructions for deleting a seller address code under the Find function are the same as those found under **Browsing Seller Addresses****.**

Printing The Seller Address Table. At the Seller Addresses menu bar, select Print or key in ***P***. The Report Settings Menu is displayed with two options.

Select Print The Report if the destination of the report was previously set up.

Note: Destination Of Report should be selected first if printing destination has not been previously set to print to screen, printer, or file, or if you want to change the destination of the report.

Select Destination Of Report to set up or change the destination. The Select Destination pop-up is displayed with three options.

- Select Screen to display the report on the PC screen. To activate the Print function, at the Report Settings Menu, select Print The Report. A *Processing Complete* pop-up message is displayed, press any key. The report appears on the screen. Press [Esc] to exit.

- Select Printer to print the report on the printer. To activate the Print function, at the Report Settings Menu, select Print The Report. The message *Set Printer To The Top Of The Page* is displayed. Press any key to continue. Press [Esc] to exit.

- Select File to print the report to a file. The message *Send The Output To File...* is displayed. Key in the name of the file and press [Enter]. This file will be created in the PRCH subdirectory. To activate the Print function, at the Report Setting Menu, select Print The Report. Press [Esc] to exit.

To stop printing the report once the print option has been activated, press [Esc]. The Select a Command screen is displayed. Select one of the three options (Resume The Report, Back Up 1 Page and Resume, or Cancel The Report). Press [Esc] to exit.

Packing The Seller Address Table. At the Seller Addresses menu bar, select Pack. The message *Remove All Records Marked For Deletion...Ok Cancel* is displayed. To delete all codes, select Ok. To cancel the pack, select Cancel.

Country Codes

The Country Codes is used to enter, change, view, locate, print, or delete Country codes.

Select Country Codes and the Country Codes screen (**Figure 56**) is displayed with a menu bar at the top.

Below is a brief description of each function:

Add. Used to add a new country code.

Edit. Used to change a country code.

Browse. Used to view and/or delete a country code.

Find. Used to locate and/or delete a country code.

Print. Used to print the country codes table.

Pack. Used to permanently remove country codes previously marked for deletion.

Following are instructions for using these functions:

Adding A Country Code. At the Country Codes menu bar, select Add or key in ***A.*** Key in the 2-position code in the Country field. Key identifying information in the Description field. The message *Add This Record To The File...Ok Cancel* is displayed. To add the Country code to the table, select Ok. To cancel the add, select Cancel.

If you try to add a duplicate code, the message *This Record Already Exists. Try Another Key Value* is displayed. Press any key to continue.

Editing A Country Code. At the Country Codes menu bar, move the cursor to Edit. Use the [↑] and [↓] keys to locate the code you want to edit and press [Enter]. Key in the new data over the existing data and press [Enter]. The message *Write The Changes To Disk...Ok Cancel* is displayed. To edit, select Ok. To cancel the edit, select Cancel.

Browsing Country Codes. At the Country Codes menu bar, select Browse or key in ***B***. The Countries pop-up screen listing all records is displayed. Use the [↑] and [↓] keys to locate the code you want to view and press [Enter].

- To delete a code, press [Del]. The message *Mark This Record For Deletion...Ok Cancel* is displayed. To delete, select Ok. The message <*Deleted*> is displayed at the bottom of the screen. To reactivate a deleted record prior to the Pack function, press [Del] a second time. The <Deleted> is removed. To cancel the delete, select Cancel.

Finding A Country Code. At the Country Codes menu bar, select Find or key in ***F***. (This function is helpful when dealing with very lengthy tables.) The Search For prompt is displayed. Key in the code to be located. If the code entered is not found in the table, the message *XX Not Found in Countries* is displayed. Press any key to continue.

Note: Instructions for deleting a country code under the Find function are the same as those found under **Browsing Country Codes**.

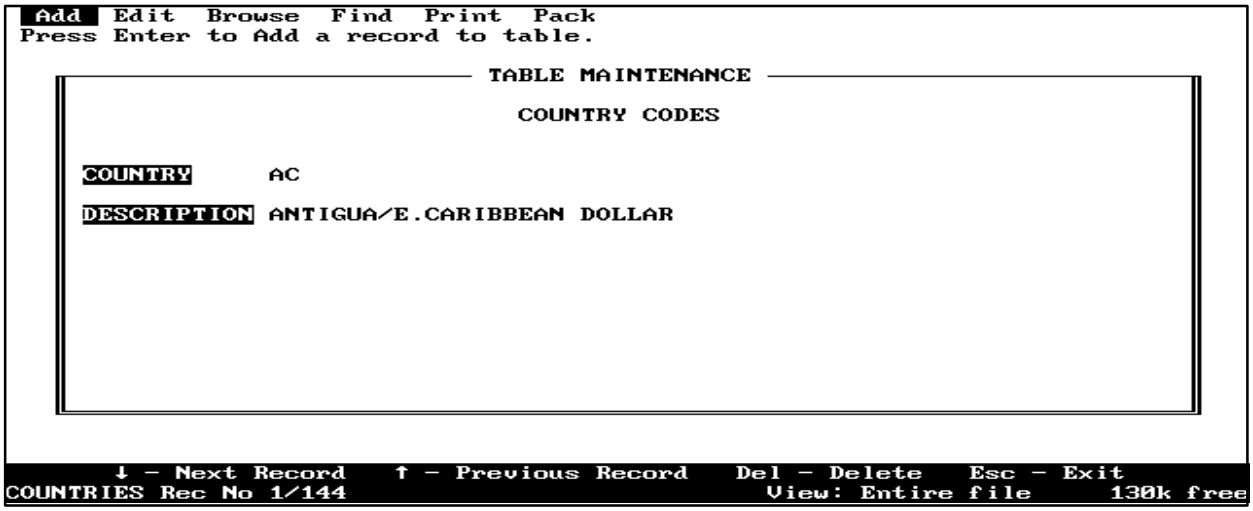


Figure 56. Country Codes Screen

Printing The Country Codes Table. At the Country Codes function menu bar, select Print or key in ***P***. The Report Settings Menu is displayed with two options.

Select Print The Report if the destination of the report was previously set up.

Note: Destination Of Report should be selected first if printing destination has not been previously set to print to screen, printer, or file, or if you want to change the destination of the report.

Select Destination Of Report to set up or change the destination. The Select Destination pop-up is displayed with three options.

- Select Screen to display the report on the PC screen. To activate the Print function, at the Report Settings Menu, select Print The Report. A *Processing Complete* pop-up message is displayed, press any key. The report appears on the screen. Press [Esc] to exit.
- Select Printer to print the report on the printer. To activate the Print function, at the Report Settings Menu, select Print The Report. The message *Set Printer To The Top Of The Page* is displayed. Press any key to continue. Press [Esc] to exit.
- Select File to print the report to a file. The message *Send The Output To File...* is displayed. Key in the name of the file and press [Enter]. This file will be created in the PRCH subdirectory. To activate the Print function, at the Report Setting Menu, select Print The Report. Press [Esc] to exit.

To stop printing the report once the print option has been activated, press [Esc]. The Select a Command screen is displayed. Select one of the three options (Resume The Report, Back Up 1 Page and Resume, or Cancel The Report). Press [Esc] to exit.

Packing Country Codes. At the Country Codes menu bar, select Pack. The message *Remove All Records Marked For Deletion...Ok Cancel* is displayed. To delete all codes, select Ok. To cancel the pack, select Cancel.

PC-PRCH Access Level 3

This access level allows the user to assign User ID's.

Main Menu For Access Level 3

After you sign on to PC-PRCH, the appropriate main menu for Access Level 3 (**Figure 57**) is displayed listing the available operation options. Access Level 3 has all of the same operation options as Access Level 2; plus, the authority to assign user IDs and an additional function under File Utilities.

For Access Level 3, the operation options are Enter Purchase Orders, Print Order(s), Laser Print Order(s), Receipts-Type 40, Help, Quit, Transmit File, File Utilities, Maintain Tables, and Assign ID/Password.

Note: Since each operation option usually has more than one access level, we have listed all of the applicable Access Levels in parentheses behind the operation option heading.

Following is a brief description of each operation option:

Enter Purchase Orders (Access Levels 1, 2, 3, and O). Used to add, view, change, or delete/restore AD-838 data. See **Enter Purchase Orders** under **Access Level 1** for more information.

Print Order(s) (Access Levels 1, 2, 3, and O). Used to print AD-838 data or modify the printer configuration. This option is used mainly by non-laser printer users. See **Print Orders** under **Access Level 1** for more information.

Laser Print Order(s) (Access Levels 1, 2, 3, and O). Used to print a facsimile AD-838 Issuing Office Copy, Seller's Original, and Receipt Copy that replicates the official Departmental AD-838, Purchase Order. A laser printer is required to generate these facsimile forms. See **Laser Print Orders** under **Access Level 1** for more information.

Receipts - Type 40 (Access Levels 1, 2, 3, and R). Used to add, view, change, or delete/restore Type 40 receiving report data. See **Receipts-Type 40** under **Access Level 1** for more information.

Help (Access Levels 1, 2, 3, O, and R). Used to display general help information about how screens are set-up. See **Operating Features** under **Introduction** for more information.

Quit (Access Levels 1, 2, 3, O, and R). Used to exit the system and make backup files. See **System Access, Sign-Off/File Backup** under **Introduction** for more information.

Transmit FIle. (Access Levels 2, 3, O, and R) Used to prepare a transmit file of orders or receipts, build a test transmit file, change the transmit password/counter, or to clean the transmit files. See **Transmit Files** under **Access Level 2** for more information.

File Utilities (Access Levels 1, 2, 3, O and R). Used to delete transmitted data, restore from backup diskette, reindex the files, purge/clear deleted orders and receipts, or speed the performance of the software. See **File Utilities** under **Access Level 1**, and **Access Level 2** for more information.

Maintain Tables (Access Levels 2 and 3). Used to maintain system tables that provide data validation for the Enter Purchase orders option. See **Maintain Tables** under **Access Level 2** for more information.

Assign ID/Password (Access Level 3). Used by the security officer to establish, edit, view, delete, or print user ID, password, and access level entries.

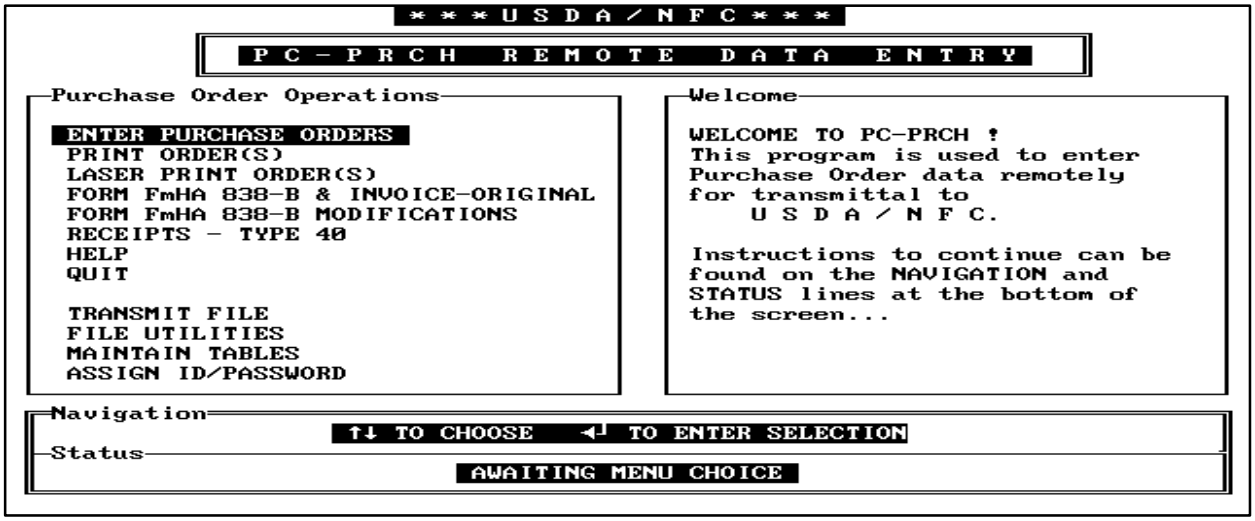


Figure 57. Access Level 6 Main Menu

File Utilities (Access Levels 3, O And R)

File Utilities is an operations option on the main menu used to restore or repair files in the PC-PRCH system and to delete obsolete data to reduce data file loads.

Note: To select an option, move to the applicable option and press [Enter] or press the first letter of the menu option (e.g. [P] for Print Orders). The following pages provide instructions for selecting and using each option.

Select File Utilities. The Utility Menu for Access Level 3 (**Figure 58**) is displayed with a list of utility functions on the right side of the screen.

Note: Each access level has a different Utility Menu. This section will cover the one additional function (Specify Open Files) that Access Levels 1 and 2 do not have.

Below is a brief description of each function:

Delete Xmitted Orders. Used to delete orders that have been transmitted to NFC. (See **File Utilities,** **Deleting Xmitted Orders** under **Access Level 2**.)

Restore from Backup Disk. Used to recover data in files that were damaged through intentional or unintentional abend. (See **File Utilities,** **Restoring From Backup Disk** under **Access Level 2**.)

Index File Repair. Used to fix damaged index files without resorting to restoration from backup (which usually causes loss of some data). (See **File Utilities,** **Repairing Index Files** under **Access Level 1**.)

Purge Deleted Orders. Used to remove orders marked deleted on the Enter Purchase Orders, Delete Order screen. (See **File Utilities,** **Purging Deleted Orders** under **Access Level 1**.)

Wipe-out Xmitted Receipts. Used to delete receipts that have been transmitted to NFC. (See **File Utilities,** **Deleting Xmitted Receipts** under **Access Level 2**.)

Clear Deleted Receipts. Used to remove receipt records that were marked deleted on the Receipts Type 40, Delete A Receipt screen. (See **File Utilities,** **Clearing Deleted Receipts** under **Access Level 1.**)

Specify Open Files. Used to speed up the operation of the software by altering its configuration.

Following are instructions for using the Specify Open Files function:

Specifying Open Files. At the Utility Menu screen, select Specify Open Files or key in ***S***. The Specifying Open Files pop-up (**Figure 59**) is displayed with the message *Open All Files At Startup?... Yes, No, or Cancel.*

Select *Yes* to change the configuration of the software. The message *Please Wait Setting Up to Open All Files at Startup* is displayed. The software is configured to open all files at startup. **Note:** This change requires an additional 20k of available memory at the DOS prompt and increases the performance of the software during the data entry processes.

Select *No* to return the system to the original configuration. The message *Please Wait Setting Up To Not Open All Files At Startup* is displayed.

Select Cancel to cancel the task.

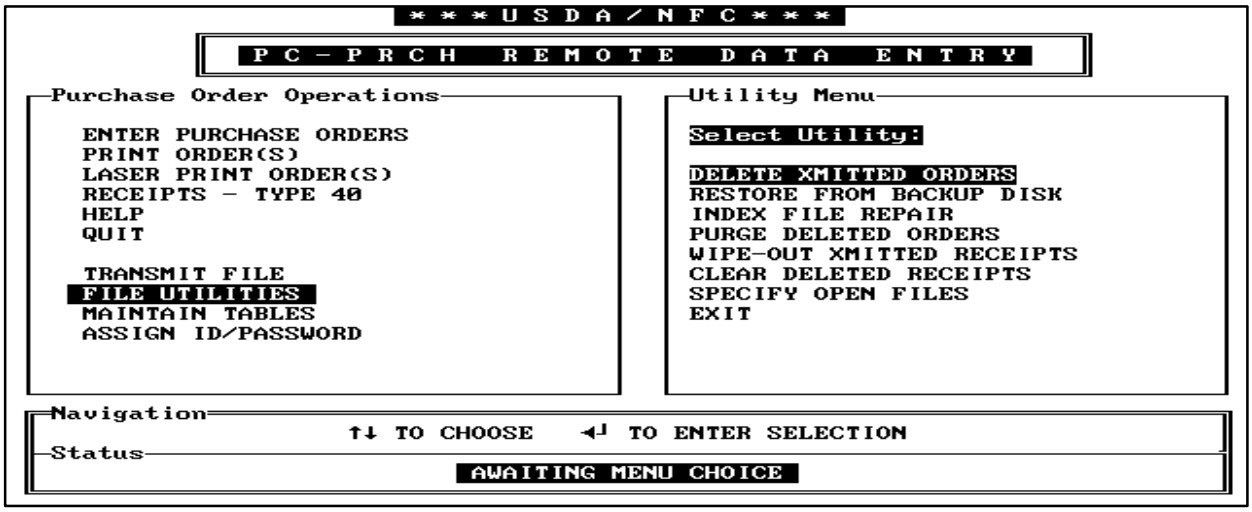


Figure 58. Access Level 3 Utility Menu

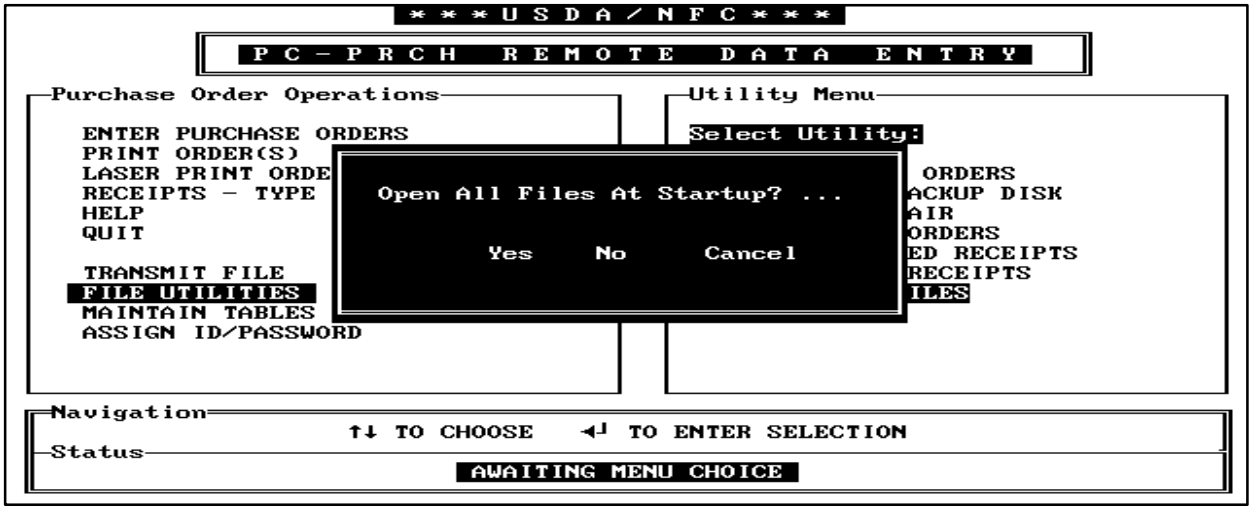


Figure 59. Specifying Open Files Pop-Up

Assign ID/Password (Access Level 3)

Assign ID/Password is an operation option on the main menu used to enter, change, view, locate, print, and delete user ID's and/or passwords for accessing PC-PRCH.

Select Assign ID/Password or key in ***A***. The Access/User ID Table screen (**Figure 60**) is displayed with a menu bar at the top.

Below is a brief description of each function:

Add. Used to add a new user ID, password, name, and access level to the Access/User ID Table.

Edit. Used to change a user ID, password, name, or access level.

Browse. Used to view and/or delete a user ID, password, name, and access level.

Find. Used to locate and/or delete a user ID, password, name and access level.

Print. Used to print the Access/User ID Table.

Pack. Used to permanently remove all deleted records from the Access/User ID Table.

Following are instructions for using these functions:

Adding An Assign ID/Password. At the Access/User ID Table menu bar, select Add or key in ***A***.

Complete the fields as follows:

1 **User ID** *(required, alphanumeric, max. of 7 positions)*. Key in the PC-PRCH user ID.

2 **Last Name** *(optional, alphanumeric, max. of 20 positions)*. Key in the user's last name.

3 **First Name** *(optional, alphanumeric, max. of 20 positions)*. Key in the user's first name.

4 **Access Level** *(required, alphanumeric, 1 position)*. Key in the user's access level.

Note: Valid access levels are 1, 2, 3, O, and R.

5 **Password** *(required, alphanumeric, max. of 8 positions)*. Key in the PC-PRCH password. The password must be greater than 3 positions. (The user password is not displayed on the screen.)

The message *Add This Record to the File...Ok Cancel* is displayed. To add the record to the table, select Ok. To cancel the add, select Cancel.

If you try to add a duplicate record, the message *This Record Already Exists. Try Another Key Value* is displayed. Press any key to continue.

Editing An Assign ID/Password. At the Access/User ID Table function menu bar, move the cursor to Edit. Use the [↑] and [↓] keys to locate the record you want to change and press [Enter]. Key in the new data over the existing data.

After making all changes, the message *Write The Changes to Disk...Ok Cancel* is displayed. To edit, select Ok. To cancel the edit, select Cancel.

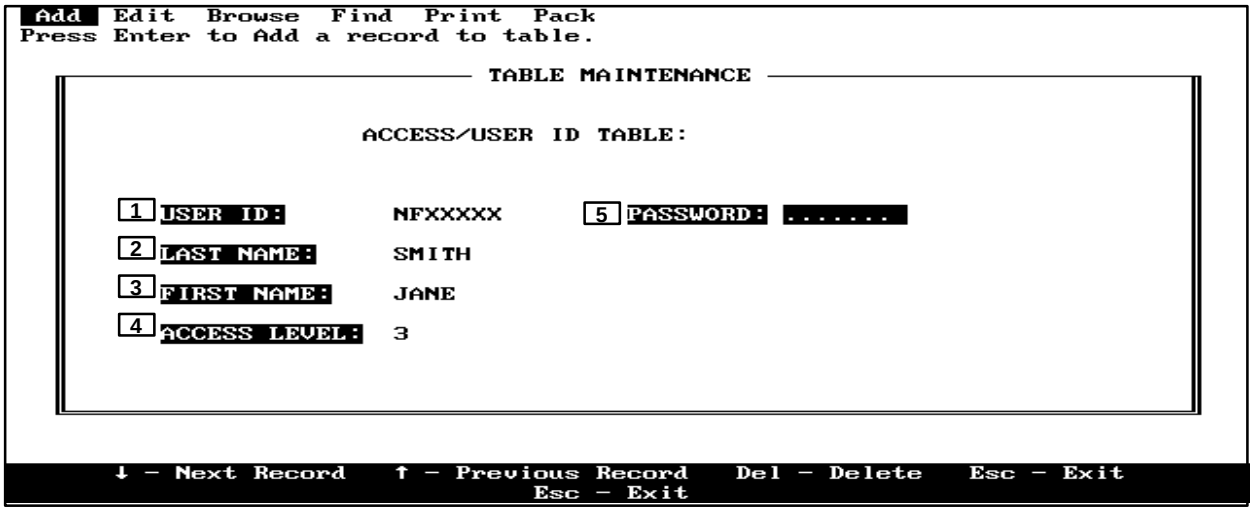


Figure 60. Access/User ID Table Screen

Browsing An Assign ID/Password. At the Access/User ID Table menu bar, select Browse or key in ***B***. The SYS table is displayed listing PC-PRCH users. Use the [↑], [↓], [PgUp], and [PgDn] keys to locate the record you want to view and press [Enter].

• To delete a record, press [Del]. The message *Mark This Record for Deletion...Ok Cancel* is displayed. To delete the record, select Ok. The message <*Deleted*> is displayed at the bottom of the screen. To reactivate a deleted record prior to the Pack function, press [Del] a second time. The <D*eleted*> is removed. To cancel the delete marking, select Cancel.

Finding The Assign ID/Password. At the Access/User ID Table menu bar, select Find or key in ***F***. The Search For prompt is displayed. Key in the record to be located. If the record is not found, the message *XXXXX Not Found In SYS* is displayed. Press any key to continue.

Note: Instructions for deleting a record under the Find function are the same as those found under ***Browsing An Assign ID/Password.***

Printing The Assign ID/Password Table. At the Access/User ID Table menu bar, select Print or key in ***P***. The Report Settings Menu is displayed with two options.

Select Print The Report if the destination of the report was previously set up.

Note: Destination Of Report should be selected first if printing destination has not been previously set to print to screen, printer, or file, or if you want to change the destination of the report.

Select Destination Of Report to set up or change the destination. The Select Destination pop-up is displayed with three options.

- Select Screen to display the report on the PC screen. To activate the Print function, at the Report Settings Menu, select Print the Report. A *Processing Complete* pop-up message is displayed, press any key. The report appears on the screen. Press [Esc] to exit.

- Select Printer to print the report on the printer. To activate the Print function, at the Report Settings Menu, select *Print the Report*. The message *Set Printer To The Top Of The Page* is displayed. Press any key to continue. Press [Esc] to exit.

- Select File to print the report to a file. The message *Send The Output To File...* is displayed. Key in the name of the file and press [Enter]. This file will be created in the PRCH subdirectory. To activate the Print function, at the Report Setting Menu, select Print the Report. Press [Esc] to exit.

To stop printing the report once the print option has been activated, press [Esc]. The Select a Command screen is displayed. Select one of the three options (Resume The Report, Back Up 1 Page and Resume, or Cancel The Report). Press [Esc] to exit.

Packing The Assign ID/Password. At the Access/User ID Table menu bar, select Pack. The message *Remove All Records Marked For Deletion...Ok Cancel* is displayed. To delete all records, select Ok. To cancel the function, select Cancel.

PC-PRCH Access Levels O and R

Access Level O *allows the user to add, view, change, delete, restore, and print obligations, and restore, repair, and delete obligation files.*

Access Level R *allows the user to add, view, change, delete, restore, and print receipts, and restore, repair, and delete receipt files.*

Main Menu For Access Levels O And R

Access Level O permits the user to add, view, change, delete, restore, print and transmit obligation data for Type 40, 41, 42, 43, and 45 purchase orders. Access Level O can also restore or repair obligation files and delete obsolete obligation files.

Access Level R permits the user to add, view, change, delete, restore, and transmit receipt data. Access Level R can also restore or repair receipt files and delete obsolete receipt files.

After you sign on to PC-PRCH, the appropriate main menu for Access Level O (**Figure 61**) or Access Level R (**Figure 62**) is displayed listing the available operation options.

For Access Level O, these operation options are Enter Purchase Orders, Print Order(s), Laser Print Order(s), Help, Quit, Transmit Files, and File Utilities.

For Access Level R, these operation options are Receipts-Type 40, Help, Quit, Transmit Files, and File Utilities.

Note: Since each operation option usually has more than one access level, we have listed all of the applicable Access Levels in parentheses behind the operations option heading.

Following is a brief description of each operation option:

Enter Purchase Orders (Access Levels 1, 2, 3, and O). Used to add, view, change, or delete/restore AD-838 data. See **Enter Purchase Orders** under **Access Level 1** for more information.

```
*** U S D A / N F C ***
P C - P R C H   R E M O T E   D A T A   E N T R Y
Purchase Order Operations
 ENTER PURCHASE ORDERS
 PRINT ORDER(S)
 LASER PRINT ORDER(S)

 HELP
 QUIT

 TRANSMIT FILE
 FILE UTILITIES

Welcome
WELCOME TO PC-PRCH !
This program is used to enter
Purchase Order data remotely
for transmittal to
    U S D A / N F C.

Instructions to continue can be
found on the NAVIGATION and
STATUS lines at the bottom of
the screen...

Navigation
↑↓ TO CHOOSE   ◄┘ TO ENTER SELECTION
Status
AWAITING MENU CHOICE
```

Figure 61. Access Level O Main Menu

```
*** U S D A / N F C ***
P C - P R C H   R E M O T E   D A T A   E N T R Y
Purchase Order Operations

 RECEIPTS - TYPE 40
 HELP
 QUIT

 TRANSMIT FILE
 FILE UTILITIES

Welcome
WELCOME TO PC-PRCH !
This program is used to enter
Purchase Order data remotely
for transmittal to
    U S D A / N F C.

Instructions to continue can be
found on the NAVIGATION and
STATUS lines at the bottom of
the screen...

Navigation
↑↓ TO CHOOSE   ◄┘ TO ENTER SELECTION
Status
AWAITING MENU CHOICE
```

Figure 62. Access Level R Main Menu

Print Order(s) (Access Levels 1, 2, 3, and O). Used to print AD-838 data or modify the printer configuration. This option is used mainly by non-laser printer users. See **Print Orders** under **Access Level 1** for more information.

Laser Print Order(s) (Access Levels 1, 2, 3, and O). Used to print a facsimile AD-838 Issuing Office Copy, Seller's Original, and Receipt Copy that replicates the official Departmental AD-838, Purchase Order. A laser printer is required to generate these facsimile forms. See **Laser Print Orders** under **Access Level 1** for more information.

Receipts - Type 40 (Access Levels 1, 2, 3, and R). Used to add, view, change, or delete/restore Type 40 receiving report data. See **Receipts-Type 40** under **Access Level 1** for more information.

Help (Access Levels 1, 2, 3, O, and R). Used to display general help information about how screens are set-up. See **Operating Features** under **Introduction**, for more information.

Quit (Access Levels 1, 2, 3, O, and R). Used to exit the system and make backup files. See **System Access**, **Sign-Off/File Backup** under **Introduction** for more information.

Transmit File (Access Levels 2, 3, O, and R). Used to prepare a transmit file of orders or receipts, build a test transmit file, change the transmit password/counter, or to clean the transmit files. See **Transmit Files** under **Access Level 2** for more information.

File Utilities (Access Levels 1, 2, 3, O, and R). Used to delete transmitted data, restore from backup diskette, reindex the files, purge/clear deleted orders and receipts, or speed the performance of the software. See **File Utilities** under **Access Level 1**, and **Access Level 2** for more information.

Exhibits

Exhibit 1

Sample PC-PRCH Issuing Office Copy Form AD-838-5PE (Rev. 7/90), Purchase Order (nonlaser printer)

FOR AGENCY USE ONLY

UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

1 PAGE NO. OF	2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER	4 ORDER DATE	5 SF—381	6 UNIT CODE	7 FUND CODE	8 ORDER NUMBER	9 SUB.

8a TYPE PURCHASE (Check one)
☐ PURCHASE ORDER ☐ DELIVERY ORDER

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)

11 SHIP TO ▶ Consignee, Address, Zip Code, and Place of Inspection and Acceptance

PHONE (A/C & No.) Check One ▶ FTS ▶ COMM ▶

12 LINE ITEM	13 ACT CODE	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 253(c)( ).

21 F.O.B. POINT	22 DISCOUNT AND/OR NET PAYMENT TERMS	22a TYPE COMMODITY/ PAYMENT CODE ▶	Sub-Total ▶	25
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	24 SHIP VIA	26 ESTIMATED FREIGHT	TOTAL ▶	27

28 ACC LINE	29 ACCOUNTING CLASSIFICATION A	B	C	D	E	30 DISTRIBUTION	31 AMOUNT
—2	—6	—10	—5 —3	—4	—1 —4 —1 —2	—2	

31a ISSUING OFFICE NAME AND ADDRESS

31b ORDERED BY (Name and Title)

31c COMMERCIAL PHONE (Area Code and Number)

31d FTS PHONE NO.

31e AUTHORIZED SIGNATURE

ISSUING OFFICE COPY

FORM AD-838-5PE (Rev. 7/90)

Exhibit 2

Sample PC-PRCH Issuing Office Copy Form AD-838-5PE, Purchase Order (laser printer)

FOR AGENCY USE ONLY

UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

1 PAGE NO.	2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER	4 ORDER DATE	5 SF-281	6 UNIT CODE	7 FUND CODE	8 ORDER NUMBER	9 SUB.
1 OF 1	XXXX	OM	11/01/94	EB		NC	40-XXXX-5-1	00

9a TYPE PURCHASE (Check one): [P] PURCHASE ORDER [ ] DELIVERY ORDER — 12-4565454 — N

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)
SAMPLE CO.
22 EAST ST.
VXP123456789
ANYWHERE, LA 70160-1212
(504) 121-4567

11 SHIP TO >
Consignee, Address, Zip Code, and Place of Inspection and Acceptance
USDA, OFM, NATIONAL FINANCE CENTER
13800 OLD GENTILLY RD.
NEW ORLEANS, LA 70129 - 2238
PHONE (A/C & No.) (504) 255-1234 Check One > FTS > [ ] COMM > [ ]

12 LINE ITEM	13 ACT CODE	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		Lamp, Projector, ELH#5120	2670	01	1000	EA	12.341	12341 00

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)( ).

21 F.O.B. POINT: DESTINATION
22 DISCOUNT AND/OR NET PAYMENT TERMS: 2.00 10 0.00 0 0.00 0 30
22a TYPE COMMODITY/PAYMENT CODE > O
Sub-Total > 25: 12341 00
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date): NOVEMBER 30, 1994
24 SHIP VIA
26 ESTIMATED FREIGHT
TOTAL > 27: 12341 00

28 ACC LINE	29 ACCOUNTING CLASSIFICATION A	B	C	D	E	30 DISTRIBUTION	31 AMOUNT
- 2	5	10	5 3	4 1	4 1 2	2	
01	51234	5					

31a ISSUING OFFICE NAME AND ADDRESS
USDA, OFM, NATIONAL FINANCE CENTER
P.O. BOX 60000
NEW ORLEANS, LA - 70160 0001

31b ORDERED BY (Name and Title): MARY SMITH — PROCUREMENT AGENT
31c COMMERCIAL PHONE (Area Code and Number): (222) 222-2222
31d FTS PHONE NO.
31e AUTHORIZED SIGNATURE: Mary Smith

ISSUING OFFICE COPY

PC-PRCH FORM AD-838-5PE (Rev. 7/90)

Exhibit 3

Sample PC-PRCH Seller's Original Form AD-838 - 5PE, Purchase Order (laser printer)

UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, AND PAPERS RELATING TO THIS ORDER V V

PAGE NO.	CONTRACT NUMBER	ORDER DATE	ORDER NUMBER	SUB.
1 OF 1	OM	11/01/94	40-XXXX-5-1	00

TYPE PURCHASE (Check one)	SELLER'S IDENT. NO.	FORM 1099	TAXPAYER'S IDENT. NO.
P PURCHASE ORDER (See Reverse) ☐ DELIVERY ORDER	12-4565454	N NO ☐ YES >	123-45-6789

TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)
SAMPLE CO.
22 EAST ST.
VXP123456789
ANYWHERE, LA 70160-1212
(504) 121-4567

SHIP TO >

Consignee, Address, Zip Code, and Place of Inspection and Acceptance
USDA, OFM, NATIONAL FINANCE CENTER
13800 OLD GENTILLY RD.
NEW ORLEANS, LA 70129 - 2238
(504) 255-1234

LINE ITEM	ACT CODE	DESCRIPTION	QUANTITY	UNIT ISSUE	UNIT PRICE	AMOUNT
01		Lamp, Projector, ELH#5120	1000	EA	12.341	12341 00

SELLER'S ORIGINAL

THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)( ).

F.O.B. POINT	DISCOUNT AND/OR NET PAYMENT TERMS	TOTAL >	12341 00
DESTINATION	2.00 10 0.00 0 0.00 0 30		
DELIVER TO F.O.B. POINT ON OR BEFORE (Date) NOVEMBER 30, 1994	SHIP VIA		

DO NOT SHIP ORDER TO THIS ADDRESS (Ship to Consignee Address Above)

BILLING INSTRUCTIONS:
No Billing Will Be Submitted in Advance Of Shipment
Furnish Invoice With Our ORDER NUMBER To:
U.S. DEPARTMENT OF AGRICULTURE
Office of Finance and Management
National Finance Center
P.O. Box 60075
New Orleans, Louisiana 70160
FAILURE TO SHOW OUR PURCHASE ORDER NUMBER ON INVOICE WILL DELAY PAYMENT
FREIGHT CHARGE OVER $100 REQUIRES BILL OF LADING
IF AVAILABLE, INCLUDE YOUR NINE POSITION DUNS NUMBER ON EACH INVOICE

ISSUING OFFICE NAME AND ADDRESS	ORDERED BY (Name and Title)
USDA, OFM, NATIONAL FINANCE CENTER P.O. BOX 60000 NEW ORLEANS, LA - 70160 0001	MARY SMITH PROCUREMENT AGENT COMMERCIAL PHONE (Area Code and Number) (222) 222-2222 AUTHORIZED SIGNATURE Mary Smith

SELLER'S ORIGINAL

PC-PRCH FORM AD-838-5PE (Rev. 7/90)

Exhibit 4

Sample PC-PRCH Receipt Copy 1/Property Copy Form AD-838 - 5PE, Purchase Order (laser printer)

FOR AGENCY USE ONLY

UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

1 PAGE NO.	2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER	4 ORDER DATE	5 SF-281	6 UNIT CODE	7 FUND CODE	8 ORDER NUMBER	9 SUB.
1 OF 1	XXXX	OM	11/01/94	EB		NC	40-XXXX-5-1	00

9a TYPE PURCHASE (Check one)
[P] PURCHASE ORDER [ ] DELIVERY ORDER

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)
SAMPLE CO.
22 EAST ST.
VXP123456789
ANYWHERE, LA 70160-1212
(504) 121-4567

11 SHIP TO >

Consignee, Address, Zip Code, and Place of Inspection and Acceptance
USDA, OFM, NATIONAL FINANCE CENTER
13800 OLD GENTILLY RD.
NEW ORLEANS, LA 70129 - 2238
PHONE (A/C & No.) (504) 255-1234 Check One > FTS > COMM >

12 LINE ITEM	13 QUANT. REC'D	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		Lamp, Projector, ELH#5120	2670	01	1000	EA	12.341	12341 00

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)( ).

21 F.O.B. POINT	22 DISCOUNT AND/OR NET PAYMENT TERMS	22a TYPE COMMODITY/ PAYMENT CODE		25
DESTINATION	2.00 10 0.00 0 0.00 0 30	> O	Sub-Total >	12341 00
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	**24 SHIP VIA**	**26 ESTIMATED FREIGHT**		**27**
NOVEMBER 30, 1994			TOTAL >	12341 00

ACC LINE — FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

ACC LINE	A (2–5)	B (6–10)	C (11–15)	D (16–19)	E (20–23)	DISTRIBUTION (24–25)	AMOUNT
01	51234	5					

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.

31b ORDERED BY (Name and Title)
MARY SMITH PROCUREMENT AGENT

32 SIGNATURE AND TITLE

31c COMMERCIAL PHONE (Area Code and Number) (222) 222-2222

31d FTS PHONE NO.

33 RECEIPT DATE | 34 TYPE SHIPMT | 35 RECEIVING OFFICE PHONE (A/C & No.) | FTS | COMM

31e AUTHORIZED SIGNATURE Mary Smith

RECEIPT COPY 1

PC-PRCH FORM AD-838-5PE (Rev. 7/90)

Appendixes

Appendix A

List Of DOS Error Numbers

Error Number	Description
1	Invalid function number
2	File not found
3	Path not found
4	Too many open files (no handles left)
5	Access denied
6	Invalid handle
7	Memory control blocks destroyed
8	Insufficient memory
9	Invalid memory block address
10	Invalid environment
11	Invalid format
12	Invalid access code
13	Invalid data
14	Reserved
15	Invalid drive was specified
16	Attempt to remove the current directory
17	Not same device
18	No more files
19	Attempt to write on write-protected
20	Unknown unit
21	Drive not ready
22	Unknown command
23	Data error (CRC)
24	Bad request structure length
25	Seek error
26	Unknown media type
27	Sector not found
28	Printer out of paper
29	Write fault
30	Read fault
31	General failure
32	Sharing violation
33	Lock violation
34	Invalid disk change
35	FCB available

Error Number	Description
36	Sharing buffer overflow
37-49	Reserved
50	Network request not supported
51	Remote computer not listening
52	Duplicate name on network
53	Network name not found
54	Network busy
55	Network device no longer exists
56	Network BIOS command limit exceeded
57	Network adapter hardware error
58	Incorrect response from network
59	Unexpected network error
60	Incompatible remote adapter
61	Print queue full
62	Not enough space for print file
63	Print file deleted (not enough space)
64	Network name deleted
65	Access denied
66	Network device type incorrect
67	Network name not found
68	Network name limit exceeded
69	Network BIOS session limit exceeded
70	Temporarily paused
71	Network request not accepted
72	Print or disk redirection paused
73-79	Reserved
80	File already exists
81	Reserved
82	Cannot make directory entry
83	Fail on INT 24H
84	Too many redirections
85	Duplicate redirection
86	Invalid password
87	Invalid parameter
88	Network device fault

Appendix B

Seller's Original Purchase Order Terms And Conditions (attach to laser-printed facsimile seller's original)

PURCHASE ORDER TERMS AND CONDITIONS

If "Purchase Order" is checked in Block 9a on Form AD-838, the following clauses are incorporated by reference with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. (If "Delivery Order" is checked, the order is subject to the terms and conditions of the contract under which it was placed.) If any clause referenced below has been superseded, or changed as a result of an authorized deviation, its replacement or the text of the deviation will be shown in the body of the purchase order or in an attachment. Otherwise, the clause text shall be as it appears in the referenced regulation for the date shown. The derivation of these clauses is the Federal Acquisition Regulation (48 CFR Chapter 1) and the Agriculture Acquisition Regulation (48 CFR Chapter 4). Some of the following clauses are limited in their applicability to the order by the conditions shown in a parenthetic remark after the clause date. This list of clauses may be supplemented by the contracting officer.

GENERAL. The following clauses apply to all purchase orders:

52.203-1 Officials Not to Benefit (APR 1984)
52.203-3 Gratuities (APR 1984) (NA to personal services.)
52.203-5 Covenant Against Contingent Fees (APR 1984)
52.203-6 Restrictions on Subcontractor Sales to Govt (JUL 1985)
52.203-7 Anti-Kickback Procedures (OCT 1988)
52.222-3 Convict Labor (APR 1984) (Unless precluded by FAR 22.2)
52.225-13 Restrictions on Contracting With Sanctioned Persons (MAY 1989)
52.232-1 Payments (APR 1984) (NA to personal services.)
52.232-8 Discounts for Prompt Payment (APR 1989)
52.232-11 Extras (APR 1984)
52.232-25 Prompt Payment (APR 1989)
52.233-1 Disputes (APR 1984)
52.233-3 Protest After Award (AUG 1989)
52.246-1 Contractor Inspection Requirements (APR 1984)

Additional clauses that apply when applicable:

52.204-3 Taxpayer Identification (SEP 1989) (Applicable if Block 9c is marked "Yes".)
52.212-9 Variation in Quantity (APR 1984) (Variations, if any, will be stated in the text of the order.)
52.213-2 Invoices (APR 1984) (Applicable when advance payments are authorized for subscriptions and other pubs.)
52.219-8 Utilization of Small Business Concerns and Small Disadvantaged Business Concerns (FEB 1990) (Applicable to orders over $10,000 except personal services.)
52.222-4 Contract Work Hours and Safety Standards Act - Overtime Compensation - General (MAR 1986) (Applicable to orders over $2,500 unless precluded by FAR 22.3)
52.222-26 Equal Opportunity (APR 1984) (Applicable if an order, or aggregate orders in a year, exceeds $10,000.)
52.222-35 Affirmative Action for Special Disabled and Vietnam Era Veterans (APR 1984) (Orders of $10,000 or more.)
52.222-36 Affirmative Action for Handicapped Workers (APR 1984) (Applicable to orders over $2,500.)
52.222-37 Employment Reports on Special Disabled Veterans and Vets of the Viet Nam Era (JAN 1988) (Orders of $10,000 or more.)
52.223-6 Drug-Free Workplace (JUL 1990) (Applicable to orders within individuals.)
52.227-19 Commercial Computer Software-Restricted Rights (JUN 1987) (Applicable to orders for commercial software.)
52.232-23 Assignment of Claims (JAN 1986) (May be applicable to orders over $1,000.)

EQUIPMENT AND SUPPLIES. Additional clauses applicable to the purchase of equipment and supplies:

52.210-5 New Material (APR 1984)
52.222-20 Walsh-Healey Public Contracts Act (APR 1984) (Applicable to orders over $10,000 unless exempt by statute or regulation.)
52.225-3 Buy American Act - Supplies (JAN 1989)
52.243-1 Changes - Fixed Price (APR 1984)
52.247-34 F.O.B. Destination (APR 1984)
52.247-35 F.O.B. Destination within Consignee's Premises (APR 1984) (Applicable if "inside delivery" is specified.)
52.249-1 Termination for Convenience of the Government (Fixed Price) (Short Form) (APR 1984)

SERVICES. Additonal clauses applicable to purchase of services:

52.222-40 Service Contract Act of 1965, as Amended Contracts of $2,500 or Less (MAY 1989)
52.222-41 Service Contract Act of 1965, as Amended (MAY 1989) (Applicable to orders over $2,500 for services subject to the Act.)
52.222-42 Statement of Equivalent Rates for Federal Hires (MAY 1989) (If applicable, rates shown in text of order.)
52.222-44 Fair Labor Standards Act and Service Contract Act-Price Adjustment (MAY 1989)
52.243-1 Changes - Fixed Price (AUG 1987), Alternate I (APR 1984)
52.249-4 Termination for Convenience of the Government (Services) (Short Form) (APR 1984)
52.249-5 Termination for Convenience of the Government (APR 1984) (For Educational and Other Non-Profit Inst.)

PERSONAL SERVICES. Substitute the following if personal services:

52.249-12 Termination (Personal Services) (APR 1984)
52.232-3 Payments Under Personal Services Contracts (APR 1984)

Appendix C

Purchase Order Error Codes Displayed On The Purchase Order Print Selection Screen (Figure 26)

The error column on the Purchase Order Print Selection Screen, Figure 26, displays a code that identifies the appropriate purchase order screen that contain errors. The code and screen description are:

Code	Screen Description
A1	Obligation-Data Entry
B1	Line Item Information
B2	Line Description
C1	Terms & Totals
D1	Obligation Accounting
G1	Type 42 Information
I1	41-Type Information
.. (*two dots*)	No errors

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