

NFC PROCEDURES

U.S. Department of Agriculture • Office of Finance and Management • National Finance Center December 1993

PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

Title VI
SYSTEMS ACCESS MANUAL
Chapter 7
PROCUREMENT AND OTHER PAYMENTS
Section 1
PURCHASE ORDER ONLINE
DATA ENTRY AND INQUIRY

Initial Publication	May 1987
Amendment 1	August 1987
Amendment 2	November 1987
Amendment 3	December 1993

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

CHAPTER 7

TABLE OF CONTENTS

NFC SYSTEMS ACCESS PROCEDURES MANUAL
 PROCUREMENT AND OTHER PAYMENTS
 PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

CHAPTER 7

TABLE OF CONTENTS

CHAPTER 7 - Procurement and Other Payments	PAGE NUMBER
Section 1 - Purchase Order Online Data Entry and Inquiry	
▶ 1. Introduction	1 ◀
2. Remote Terminal Use	2
A. Security	2
B. Equipment	2
1. Departmental Network (DEPNET)	2
2. Use of Control Keys	2
a. Master	3
b. Directional	3
c. Program Function (PF) Key Assignments	4
C. NFC Systems Access	6
▶ 1. Logon	6
2. Procedures for Signon to Access the Purchase Order Online <u>Data Entry</u> Program	8 ◀
3. Special Features of the Online Data Entry Obligation Program	20
A. Using Help Screens	20
B. General Information	20
C. Functions Applicable to Batched AD-838 Orders in Data Pool	20
1. Supervisory Tasks	20
(a) To Verify Batched Records	21
(b) To Delete Batched Orders	25
2. To Scan (SCN) or Look at Batched Orders	26
3. To Add Orders by Extending (EXT) a Batch	27
4. To Correct or Update (PF3) Data On Orders	28
5. To add Line Items and Accounting Lines	29
6. To Insert an AD-838 Screen	29
7. To Delete (PF4) Data on Orders	30
(1) To Delete Lines of Data	30
(2) To Delete the Entire Order	32
8. To Restore (PF12) a Previously Deleted Record	33

NFC SYSTEMS ACCESS PROCEDURES MANUAL
 PROCUREMENT AND OTHER PAYMENTS
 PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

TABLE OF CONTENTS (Cont'd)

	PAGE NUMBER
D. To Print Obligation Data Onto Form AD-838, Purchase Order	33
E. To Check Print Job Status	38
F. Printing the AD-838	38
4. Procedures for Signon to Access the Purchase Order Online <u>Inquiry</u> Program and Special Features of This Program	39
A. Access Procedures	39
B. Special Features	41
5. Procedures for Signon to Access the Purchase Order Online Data Entry <u>Receiving Report</u> Program	42
6. Logoff Procedure	43
7. Producing Screen Prints	44
8. Contact at NFC	44
9. Disposition of Records	44.1

EXHIBITS

Online Data Entry Program

1 Sample AD-838, Purchase Order (Type 40 or 43)	45
2 Sample AD-838, Purchase Order (Type 41)	46
3 Sample AD-838, Purchase Order (Type 42)	47
4 Format 0100, Purchase Order Obligations-Data Entry (Screen Display and Instructions)	49
5 Format 0105, 41-Type Information Only (Screen Display and Instructions)	59
6 Format 0106, 42-Type Information Only (Screen Display and Instructions)	63
7 Format 0101, Purchase Order Line Item Description (Screen Display and Instructions)	67
8 Format 0102, Purchase Order Line Item Information (Screen Display and Instructions)	71
9 Format 0103, Purchase Order Terms and Totals (Screen Display and Instructions)	77
10 Format 0104, Purchase Order Obligation Accounting (Screen Display and Instructions)	85

TABLE OF CONTENTS (Cont'd)

	PAGE NUMBER
<u>Online Inquiry Program</u>	
11 Sample Screen P001, Purchase Orders on File Type-42	91
12 Sample Screen P010, Purchase Order Obligation Details	93
13 Sample Screen P011, Purchase Order Receipt Details	96
14 Sample Screen P012, Purchase Order Detail Amendments	97
15 Sample Screen P015, Purchase Order Invoice Details	99
15 Sample Screen P016, Purchase Order Invoice Summary	99
16 Sample Screen P020, Purchase Order Accounting Summary	103
16 Sample Screen P021, Purchase Order Accounting Totals	103
17 Sample Screen P025, Purchase Order/Invoice History Inquiry	106
18 Format 0391, Purchase Order - Data Entry, Receiving Report - Header Info (Screen Display and Instructions)	107
19 Format 0392, Purchase Order - Data Entry, Receiving Report - Item Info (Screen Display and Instructions)	112

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

CHAPTER 7

NFC SYSTEMS ACCESS PROCEDURES MANUAL
CHAPTER 7 - PROCUREMENT AND OTHER PAYMENTS
SECTION 1 - PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

1. INTRODUCTION

Purchase Order Online Data Entry and Inquiry is a National Finance Center (NFC) menu driven software program. The online data entry program provides agencies with direct entry to obligate and record purchase order (AD-838) data through the use of remote computer terminals. The online inquiry program provides agencies with the capability to query into the obligation, receipt, and invoice records of purchase order data stored at NFC. This is accomplished through the Customer Information Control System (CICS) and Keyfast (or CICS/Keyfast) software packages.

CICS is an online, multi-application, data communication interface between an operating system and user application programs with operator interface through use of menus. This method is used to inquire into the NFC administrative payment applications for retrieval of information regarding transactions processed. Through CICS the user will access Keyfast and enter AD-838 obligation and receiving report data to a CRT (cathode-ray tube) video display format of the purchase order.

The AD-838 requirements described in NFC procedure Title II, Chapter 5, Section 1, Purchase Orders, are still applicable and should be used by the procurement office as a guide to input AD-838 data on the purchase order screen format. As users enter data to the AD-838 screen format, the CICS/Keyfast program will file this data in a batch. The batch record is stored at NFC in a Data Pool. As purchase order obligation and receipt information are entered, the system will edit each field of data. These front-end edits provide feedback on incorrect data entry and permit immediate correction prior to processing. If the user needs "HELP" to enter a field of data, use the command "(?)" within the field to reach a help screen for a display of instructions. The documents are entered and accumulated by the agencies until the end of the day when they are batched, printed and then verified by the user for processing at NFC.

Users may print purchase order data onto a pinfeed preprinted purchase order form (AD-838) for external distribution to the vendor and agency use by following printer output instructions described in paragraph 2D on page 33 of this procedure. The current pinfeed preprinted Form AD-838 consists of ten parts, however, we are developing a five-part pinfeed form. Users will be notified when the five-part purchase order form (AD-838) is ready for distribution.

- ▶ Hard-copy documents of the AD-838 obligation (NFC copy) and the AD-838 receipt copies should not be forwarded to the NFC after the data is electronically transmitted to the NFC.

The disposition requirements for these records are described in paragraph 9 on page 44.1 of this procedure.

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

- ▶ Users can correct AD-838 obligation and receipt documents previously accepted by the system anytime during the day while still in the Data Pool. Batch selection by NFC for an extract process is limited to batches verified by the agency user with "supervisor mode" permission. NFC will extract the data from the "DATA POOL" to the jobstream application target files. The Purchase Order (PRCH) program will use this data to run the PRCH job. After the documents pass all edits and are validated, the data is updated in the PRCH System for subsequent payment processing. Errors that occur after the PRCH program is run will be corrected at NFC and reprocessed.

This procedure provides detailed, step-by-step instructions for the user to gain access (logon); enter obligation data (including amendments), and change or delete this data; print onto the pinfeed preprinted purchase order form (AD-838); enter receiving report data, and change or delete this data; inquire into the AD-838 files stored at NFC; and terminate the CICS/Keyfast session (logoff).

2. REMOTE TERMINAL USE

A. Security

The purchase order files are established by individual user agencies and may be accessed by authorized personnel through the use of User Identification Numbers and Passwords established by NFC. Agencies are restricted to access only data records which are identified to a specific application and transaction. Security protects entries against accidental damages, or hides values from unauthorized viewing and printing. Agencies are responsible for maintaining internal security controls and ensuring that no security violations occur. For specific information regarding computer security, refer to NFC procedure, Title VI, Chapter 1, Section 2, Security Access Procedures.

B. Equipment

1. Departmental Network (DEPNET)

Departmental Network (DEPNET) Password holders may gain entry into this program by first connecting to the Departmental Network (DEPNET). This process is different for each type of equipment used and the user must establish the procedure individually at the time of developing NFC Systems Access capabilities. Agencies may refer to NFC procedure, Title VI, Chapter 1, Section 1, NFC/Agency Liaison Procedure, for specific information.

2. Use of Control Keys

The data entry keys and instructions used throughout this procedure execute basic standard computer functions. To adapt

these keys and instructions to a specific piece of equipment, users must substitute control keys which perform the corresponding functions. For detailed instructions on equipment usage, refer to the appropriate manufacturer's Operating Guide. Due to key variations, only the following functions are listed.

a. Master

Master Keys are used in the overall operation of an access system program.

1. Enter - Used to send the data entered on the screen to the main computer system; it also locks the keyboard in the interim.
2. Space Bar - Places a blank in the current position of the field and advances the cursor one position.
3. Reset - Used to restore keyboard operations.
4. Print - Generates an output of the data on the screen to an assigned printer.
5. Clear - The "Clear" key ends the current session and brings up the request for the next task.
6. HOME - Moves the cursor from current location to the first character position of the first entry field.
7. CURSOR - A blinking or steady underline or enclosure character which indicates the position on the screen where the next data character will be entered.
8. Cursor Blink - Used to steady or blink cursor.

b. Directional

Directional keys move the cursor. The cursor is the flashing underline character indicating its current position on the screen. On the majority of systems, when

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

the key is held down, the cursor moves continuously until the key is released.

1. ↑ - Moves the cursor one line up each time it is pressed.
2. ↓ - Moves the cursor one line down each time it is pressed.
3. → - Moves the cursor one position to the right each time it is pressed.
4. ← - Moves the cursor one position to the left each time it is pressed.
5. →| - TAB KEY - Moves cursor forward from entry field to entry field.
6. |← - BACK TAB KEY - Moves the cursor backwards from entry field to entry field.
7. Help - Entering a (?) into the function field and pressing the Enter key, the user will obtain a display of various types of messages that will provide information or instructions to the user regarding some entry to be made or action to be taken in a particular field.

c. Program Function (PF) Key Assignments

PF keys are located on the display device keyboard. These keys pass signals to a program calling for a particular display operation. They are commonly used to execute routine functions related to a program. Identified by two alpha characters, such as PF (Program Function), they are customarily located across the top of the keyboard or in a separate area to one side of the keyboard. In addition, they are displayed on the bottom line of the screen when they are applicable to the specific task in view.

- (1) The PF keys applicable to perform the DATA ENTRY operation through CICS/Keyfast are described below:

PF1 Key - Top/Batch - Displays the first record of the batch. It is also used to obtain the PF - Key Menu screen.

- PF3 Key - Update - Opens a previously entered field to display record that needs to be updated or changed.
 - PF4 Key - Delete - Deletes the current record only.
 - PF5 Key - System Help - Displays user help screen for system instructions.
 - PF6 Key - Skip Page - Move from the current screen format to the next screen format in extend mode only.
 - PF7 Key - Page Backward - Page back to prior screen record.
 - PF11 Key - Bottom/Batch - Positions on the next record to be processed in extend mode only.
 - PF12 Key - Restore Record - Reactivates a deleted record.
- (2) The PF keys to perform the INQUIRY operation through CICS are described below.
- PF1 Key - Used to obtain the PRCH Menu screen (list of choices on a screen) within the application. Select one of the choices shown.
 - PF7 Key - Previous Page - Used to view the prior or previous page within a record.
 - PF8 Key - Next Page/Next Invoice - Used to view the next page of the screen or next invoice following the one currently within view.
 - PF9 Key - Vendor Information/Obligation Details/Accounting Totals - Used to connect a purchase order inquiry screen to another without typing the task identification number in the command line (top line of screen) and the purchase order number in the Purchase Order Number field when the order was previously identified in the obligation, receipt, amendment, accounting totals, or accounting summary records.

NFC SYSTEMS ACCESS PROCEDURES MANUAL
 PROCUREMENT AND OTHER PAYMENTS
 PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

PF10 Key - Receipt Details - Used to connect to the receiving report data of a purchase order previously identified in the obligation or amendment records.

PF11 Key - Amendments - Used to connect records previously identified in the obligation or receipt records.

C. NFC Systems Access

Authorized users may gain access into the Purchase Order Online Data Entry and Inquiry Programs by following the instructions beginning in Step 1, below.

Users must first connect to the Departmental Network (DEPNET). This process is different for each type of equipment used and the user must establish the procedure individually at the time of developing NFC System Access capabilities. (For specific information, you can refer to the detailed NFC procedure, Title VI, Chapter 2, Section 1, Remote Terminal Usage.) Once connected with DEPNET, use the following procedure to access the system:

1. Logon

Step 1

CRT Prompt

The first DEPNET Menu screen will be displayed.

Next to *Destination* prompt.

Operator's Response

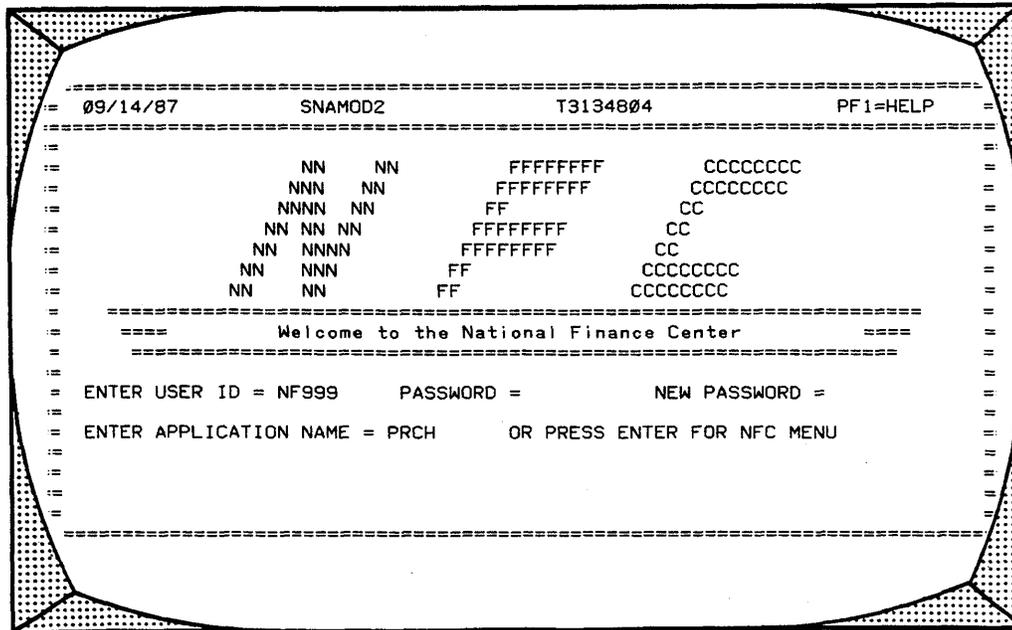
Type "NFC."
Press the Enter key.

Step 2

The second DEPNET Menu screen will be displayed, with the cursor flashing at the prompt "RETURN TO CALL." Press the ENTER key.

Upon accessing the "NFC Destination," a welcome screen (see illustration below) will be displayed. This indicates that the user has connected and is online with the NFC.

CRT SCREEN EXHIBIT



NFC SYSTEMS ACCESS PROCEDURES MANUAL
 PROCUREMENT AND OTHER PAYMENTS
 PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

2. Procedures for Signon to Access the Purchase Order Online Data Entry Program

When the NFC Welcome screen (shown on page 7) is displayed, the user has successfully connected into the NFC System. The steps described below should be followed to Access the Online Data Entry Program.

Step 1

<u>CRT Prompt</u>	<u>Operator's Response</u>
ENTER USER ID =	Type your User ID (e.g., NF999). Use your Tab key to move forward to the next field (Password).
PASSWORD =	Type your current six-eight position alphanumeric confidential password. Your password is not displayed on the screen.
NEW PASSWORD =	Tab to the next field when your current password has expired, and the system requests a new one or when you desire to change it before the expiration date. If this is not applicable, tab to the Enter Application Name field.
ENTER APPLICATION NAME =	Type PRCH, and press the Enter key.

Step 2

CRT Prompt

Operator's Response

Wait for a logon/signon in progress message. This message lets you know that the system is searching for the PRCH application. When located, the Purchase Order (PRCH) Remote Inquiry Signon (PORO) screen will be displayed. This screen is illustrated below.

CRT SCREEN EXHIBIT

```
PORO
NATIONAL FINANCE CENTER
PURCHASE ORDER (PRCH) REMOTE INQUIRY SIGNON
DATE: 09/14/87
TIME: 03:19 PM

ENTER YOUR AGENCY CODE: ..

CLEAR = EXIT      ENTER = PROCESS
```

NFC SYSTEMS ACCESS PROCEDURES MANUAL
 PROCUREMENT AND OTHER PAYMENTS
 PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

Step 3

CRT Prompt

ENTER YOUR AGENCY
 CODE:

Operator's Response

Type your 2-digit agency code and
 press Enter. You will view the
 Purchase Order (PRCH) Menu (PORM)
 screen illustrated below:

CRT SCREEN EXHIBIT

PORM	NATIONAL FINANCE CENTER PURCHASE ORDER (PRCH) MENU	DATE: 09/14/87 TIME: 10:06 AM
<u>TASK ID</u>	<u>TITLE</u>	
01	PURCHASE ORDERS ON FILE TYPE-42	
10	OBLIGATIONS INQUIRY	
11	RECEIPTS INQUIRY	
12	AMENDMENTS INQUIRY	
15	INVOICE STATUS INQUIRY	
16	PURCHASE ORDER INVOICE SUMMARY	
20	ACCOUNTING SUMMARY INQUIRY	
21	PURCHASE ORDER ACCOUNTING TOTALS	
25	PURCHASE ORDER/INVOICE HISTORY INQUIRY	
30	OBLIGATION (KEYFAST) REMOTE BATCH PRINT	
KE	KEYFAST DATA ENTRY	
ENTER DESIRED TASK ID:		
CLEAR = EXIT, ENTER = OBTAIN REQUESTED TASK ID		

At this point, you may elect to access the Purchase Order Data Entry Program or the Inquiry Program. If you choose to access the Inquiry Program, turn to paragraph 4 on page 39. If you choose to access the Data Entry Program, proceed to Step 4, below.

Step 4

CRT Prompt

Operator's Response

ENTER DESIRED
TASK ID:

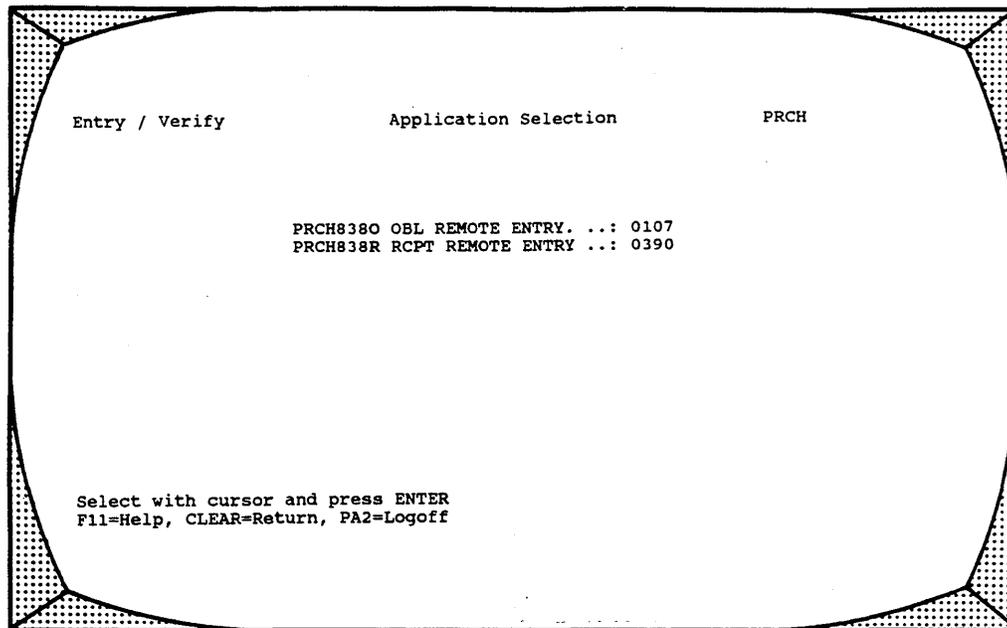
Key in KE. Press [Enter].
The Application Selection
menu is displayed.

The Application Selection menu displays 2 options. A brief description of each option is listed below.

PRCH8380 Obl Remote Entry. ...: 0107 is used to enter or view
Purchase Order 838 Obligation data.

PRCH838R Rcpt Remote Entry ...: 0390 is used to enter or view
Purchase Order 838 Receipt data.

To display Help, press [PF11].
To return to the previous screen, press [Clear].
To logoff, press [PA2].



To select an option, place the cursor next to the option and press [Enter]. The Function Selection menu is displayed. The functions are listed below with a brief description:

Directory. Displays a list of the batches created with the selected application (format), starting with the page for the batch that was created last. Batches can be selected for processing. Key in the required function in front of the batch. You can page and search in the batch. To start the directory with a specific batch, key in the batch number.

Create. Creates/opens a new batch. The batch is assigned a number, name and description. The name and description can be modified, a password can be assigned. The batch and its records are stored in the data pool. Batch processing can be terminated and the batch extended at any time.

Extend. Opens a batch for further processing. The batch is positioned on the next record to be processed. The format that is defined next to the application line is used.

```
Entry / Verify                Function Selection

                                -- Parameter ---
Directory .....: _____
Create .....: _____
Extend .....: _____
Verify .....: _____
Browse .....: _____
Maintain .....: _____

Select with cursor and press ENTER
F11=Help, CLEAR=Return, PA2=Logoff
```

Verify. Opens a batch for verification and is positioned on the next record to be processed. The data for the fields to be verified must be entered. The data is then verified against the entry data. Any differences are displayed and must be corrected. If the data is correct, the record is marked as verified in the data pool. After the last record has been verified, the batch is closed and marked as verified.

Browse. Opens the batch at the first record. You can browse through and search the batch, insert, modify, and delete records. The required definitions are prompted.

Maintain. Displays batch definitions/attributes. The definitions/attributes (status, name, description, password, etc.) can be modified.

To select a function:

Place the cursor next to the function and press [Enter].
If Directory is selected, the Directory screen is displayed.
Otherwise, the Batch Selection screen is displayed.

or

Key in the batch number next to the function and press [Enter].
If Directory is selected, the Directory screen is displayed.
If Create is selected, the Batch Selection screen is displayed.
If Extend, Verify, or Browse are selected, the Data Entry Obligations PF-Key Menu is displayed for Type 107 or the Purchase Orders Data Entry Receiving Report Menu is displayed for Type 390.
If Maintain is selected, the Maintain menu is displayed.

To display Help, press [PF11].
To return to the previous screen, press [Clear].
To logoff, press [PA2].

Directory

Directory is an option on the Function Selection menu. It is used to display a list of the batches created with the selected application (format), starting with the page for the batch that was created last. Batches can be selected for processing. Key in the required function in front of the batch. You can page and search in the batch. To start the directory with a specific batch, key in the batch number.

To select this option, key in the batch number or place the cursor next to the option and press [Enter]. The Directory screen is displayed listing 8 functions. Create, Extend, Verify, Browse, and Maintain operate as explained under Function Selection. Re-key, Load, and Extract require special authorization.

To display the top of the batch, press [PF1].

To display the bottom of the batch, press [PF2].

To display Help, press [PF5].

To page backward through a batch, press [PF7].

To page forward through the batch, press [PF8].

To search through the batch, press [PF9], the Search Pop-up is displayed.

To return to the previous screen, press [Clear].

Entry / Verify		Directory		PRCH / 0107		
Function: C=Create, R=Re-key,		E=Extend, M=Maintain,	V=Verify, L=Load,	B=Browse, X=Extract	User	Created
Func- tion No.	Sta- tus	Name	Description	Balanced	Records	Date Time
=== 123	E	PRCH8380	PRCH8380 OBL REMOTE ENTRY	F926	1	11/01 14:38
=== 138	E	PRCH8380	PRCH8380 OBL REMOTE ENTRY	FA41	0	11/02 15:34
=== 139	E	PRCH8380	PRCH8380 OBL REMOTE ENTRY	FA41	0	11/02 15:36
=== 141	EE	PRCH8380	PRCH8380 OBL REMOTE ENTRY	FA41	1	11/02 15:45

Mark batch with function and press ENTER
 F1=Top, F2=Bottom, F7=Backward, F8=Forward, F9=Search, F5=Help, CLEAR=Return

Searching For A Batch

The Search function is available at the Directory screen. It allows the user to search for a particular record within a batch using key identifiers. You may search on Status, Name, Description, or User. You may key in exact matches or use wildcards to approximate entries.

To select this function, at the Directory screen, press [PF9]. The Search Pop-up is displayed.

To search for a batch, key in the search argument(s) and press [Enter]. The screen is updated to display the first record that matches the search argument(s).

Entry / Verify		Directory		PRCH / 0255		
Function: C=Create,		E=Extend,	V=Verify,	B=Browse,		
R=Re-key,		M=Maintain,	L=Load,	X=Extract		
Func-	Sta-	Description	User	Balanced	Created	
tion No.	tus	Name		Records	Date Time	
==	48	E	PRCH8380	PRCH8380 OBL REMOTE ENTRY	F462	1 07/29 11:06
==	49	E	**	Key in your search arguments *****		3 07/30 9:15
==	50	E	*			* 2 08/02 15:09
==	51	E	*	Status	**	* 2 08/03 10:13
==	70	E	*	Name	*****	* 1 09/22 13:06
==	89	E	*	Description ..	*****	* 2 10/15 9:52
			*	User	****	*
			*			*
			*	Wildcards:		*
			*	* = one or more characters		*
			*	+ = any character		*
			*			*
			*	***** CLEAR=Return **		*

Mark batch with function and press ENTER
 F1=Top, F2=Bottom, F7=Backward, F8=Forward, F9=Search, F11=Help, CLEAR=Return
 KF061I Bottom - no forward paging possible

Creating A Batch

Create is a function on the Function Selection menu. It is used to create/open a new batch. The batch is assigned a number, name and description. The name and description can be modified, a password can be assigned. The batch and its records are stored in the data pool. Batch processing can be terminated and the batch extended at any time.

To select this option, place the cursor next to the option and press [Enter]. The Batch Selection screen is displayed.

or

Key in the batch number next to the option and press [Enter]. The Data Entry Obligations PF-Key Menu is displayed for Type 107 or the Purchase Orders Data Entry Receiving Report Menu is displayed for Type 390.

To display Help, press [PF11].

To return to the previous screen, press [Clear].

To logoff, press [PA2].

Selecting A Batch

The Batch Selection screen is displayed when a function other than Directory is selected from the Function Selection menu using the cursor without a batch number. It is used to select a batch.

Respond to the prompts as follows (some data may be system generated):

Batch number (not shown for create function). Key in the batch number.

Batch name. Key in the batch name.

Description. Key in the batch description.

Application password. Key in the application password if applicable.

Batch password. Key in the batch password if applicable.

When all required values are entered press [Enter].

or

Press [Enter] without keying any data. The Directory screen is displayed listing the available batches. Key an X next to the desired batch and press [Enter].

The Data Entry Obligation PF-Key Menu is displayed for Type 107 or the Purchase Orders Data Entry Receiving Report Menu is displayed for Type 390.

To display Help, press [PF11].

To return to the previous screen, press [Clear].

To logoff, press [PA2].

The Purchase Orders Data Entry Obligations PF - Key Menu screen (see sample screen, below) is used to view available options within the program.

CRT SCREEN EXHIBIT

```
=== - Batch ... 0030 - Record .. 00001 - *** First record ***
      P U R C H A S E   O R D E R S
      D A T A   E N T R Y   O B L I G A T I O N S
      P F - K E Y M E N U                                PRCH8380

      PF - KEYS

PF1 = TOP/BATCH
PF2 = ACCEPT (VERIFY ONLY)
PF3 = UPDATE
PF4 = DELETE
PF5 = SYSTEM HELP KEY
PF6 = SKIP PAGE

PF7 = PAGE BACKWARD
PF8 = SELECT - FIND VALUE
PF9 = FIND
PF10 = ADD
PF11 = BOTTOM/BATCH
PF12 = RESTORE RECORD

      SCREEN NAME & NUMBERS

100 = OBLIGATION HEADER
101 = LINE ITEM DESCRIPTIONS
102 = LINE ITEMS
103 = TERMS & TOTALS

104 = ACCOUNTING LINES
105 = 41-TYPE INFORMATION
106 = 42-TYPE INFORMATION
107 = MENU SCREEN

IF 'NEW' BATCH -- HIT ENTER KEY TO CONTINUE
IF 'EXT' BATCH -- HIT PF6 KEY TO ENTER NEW DATA
IF 'EXT' BATCH -- HIT PF7 KEY TO LOOK AT DATA PREVIOUSLY ENTERED
```

The PF KEYS shown on the menu screen (shown above) consist of frequently used functions and was developed for the user to execute common commands through use of Program Function (PF) keys. Paragraph 2B2c(1) on page 4 of this procedure provides a detailed description of program function (PF) keys that are applicable for your use within this program.

The SCREEN NAME AND NUMBERS list available data entry screen choices. The numeric commands are used to access specific screens when required. The user will select and enter

NFC SYSTEMS ACCESS PROCEDURES MANUAL
 PROCUREMENT AND OTHER PAYMENTS
 PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

the screen number to immediately reach a desired screen.

Press the Enter key to obtain the Purchase Order Obligations - Data Entry screen format. There are seven available AD-838 formatted screens. These screens are Format 0100, 0101, 0102, 0103, 0104, 0105, and 0106. They are shown below and on the following pages 17, 18, and 19.

CRT SCREEN EXHIBIT

```

===          - Batch ... 0030 - Record .. 00002 - Format: 0100 - User ID: 1010
              PURCHASE ORDER OBLIGATIONS - DATA ENTRY
FOR AGENCY USE ONLY          AGENCY COMMENTS

RECEIVING CONTRACT ORDER SF-281 UNIT FUND ORDER SUB
OFFICE NO  NUMBER  DATE  CODE  CODE  CODE  NUMBER

TYPE PURCHASE SELLER'S IDENT NO  FORM 1099  TAXPAYER'S IDENT NO

SELLER'S NAME & ADDRESS          SHIP TO -->  CONSIGNEE NAME & ADDRESS
NAME                               NAME
ADR1                               ADR1
ADR2                               ADR2
CITY                               CITY
STATE ZIP - -                     STATE ZIP - -
PHONE - - - -                     PHONE - - - - FTS COMM

CLEAR = CLOSE BATCH              ENTER = CONTINUE
PF1-TOP/BATCH PF2-ACC PF3-UPDT PF4-DEL PF5-SYS HELP PF6-SKP PG PF7-PG BWD
PF8-SEL FIND-VALUE/PF9 PF9-FIND PF10-ADD PF11-BOTTOM/BATCH PF12-RESTORE REC
    
```


NFC SYSTEMS ACCESS PROCEDURES MANUAL
 PROCUREMENT AND OTHER PAYMENTS
 PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

CRT SCREEN EXHIBIT

```

===      - Batch ... 0030 - Record .. 00002 - Format: 0103 - User ID: 7000
PURCHASE ORDER OBLIGATIONS - DATA ENTRY
TERMS & TOTALS

DISCOUNT VERIFICATION

NET COMMODITY SUB ESTIMATED SHIP
DAYS CODE TOTAL FREIGHT TOTAL VIA

F.O.B F.O.B RATE DAY RATE DAY RATE DAY
POINT DATE 1 1 2 2 3 3

ISSUING OFFICE NAME & ADDRESS ORDERED BY (NAME & TITLE)
NAME NAME
ADDRESS1 TITLE
ADDRESS2 COMMERCIAL PHONE NO
CITY STATE FTS PHONE NO
ZIP

CLEAR = CLOSE BATCH ENTER = CONTINUE
PF1-TOP/BATCH PF2-ACC PF3-UPDT PF4-DEL PF5-SYS HLP PF6-SKP PG PF7-PG BWD
PF8-SEL FIND-VALUE/PF9 PF9-FIND PF10-ADD PF11-BOTTOM/BATCH PF12-RESTORE REC
    
```

CRT SCREEN EXHIBIT

```

===      - Batch ... 0030 - Record .. 00002 - Format: 0104 - User ID: 7000
PURCHASE ORDER OBLIGATION ACCOUNTING

ACCT FS AGY END
LINE A B C D OVRD E DIST CODE IND
***** *

. 01
. 02
. 03
. 04
. 05
. 06
. 07
. 08
. 09
. 10
. 11
. 12
. 13
. 14
. 15

CLEAR = CLOSE BATCH ENTER = CONTINUE
PF1-TOP/BATCH PF2-ACC PF3-UPDT PF4-DEL PF5-SYS HELP PF6-SKP PG PF7-PG BWD
PF8-SEL FIND-VALUE/PF9 PF9-FIND PF10-ADD PF11-BOTTOM/BATCH PF12-RESTORE REC
    
```

CRT SCREEN EXHIBIT

```
==== - Batch ... 0030 - Record .. 00002 - Format: 0105 - User ID: ...  
41-TYPE INFORMATION ONLY  
SUBSCRIPTION NO                SUBSCRIPTION ENDING DATE
```



```
PF1-TOP/BATCH  PF2-ACC  PF3-UPDT  PF4-DEL  PF5-SYS HELP  PF6-SKP PG  PF7-PG BWD  
PF8-SEL FIND-VALUE/PF9  PF9-FIND  PF10-ADD  PF11-BOTTOM/BATCH  PF12-RESTORE REC
```

CRT SCREEN EXHIBIT

```
==== - Batch ... 0030 - Record .. 00002 - Format: 0106 - User ID: ...  
42-TYPE INFORMATION ONLY  
START DATE      -      PAY CYCLE  NO OF PAYMENTS  AMT EACH
```



```
PF1-TOP/BATCH  PF2-ACC  PF3-UPDT  PF4-DEL  PF5-SYS HELP  PF6-SKP PG  PF7-PG BWD  
PF8-SEL FIND-VALUE/PF9  PF9-FIND  PF10-ADD  PF11-BOTTOM/BATCH  PF12-RESTORE REC
```

CHAPTER 7
SYSTEMS ACCESS MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

Extending A Batch

Extend is a function on the Function Selection menu. It is used to open a batch for further processing. The batch is positioned on the next record to be processed. The format that is defined next to the application line is used.

To select this option, place the cursor next to the option and press [Enter]. The Batch Selection screen is displayed.

or

Key in the batch number next to the option and press [Enter]. The Data Entry Obligations PF-Key Menu is displayed for Type 107 or the Purchase Orders Data Entry Receiving Report Menu is displayed for Type 390.

Follow the instructions starting at page 15 to continue. When the batch is closed, the Batch Information screen is displayed.

To display Help, press [PF5].

To return to the previous screen, press [Clear].

To logoff, press [PA2].

The screenshot shows a terminal window with a dotted border. The text is as follows:

```
Entry                               Batch Information                       PRCH8380

Batch number .....: 0029
No. active records .: 00005
Description .....: PRCH8380 OBLIG DATA ENTRY

F5=Help, CLEAR=Return, PA2=Logoff
```

Verifying A Batch

Verify is a function on the Function Selection menu. It is used to open a batch for verification and is positioned on the next record to be processed. The data for the fields to be verified must be entered. The data is then verified against the entry data. Any differences are displayed and must be corrected. If the data is correct, the record is marked as verified in the data pool. After the last record has been verified, the batch is closed and marked as verified.

To select this option, place the cursor next to the option and press [Enter]. The Batch Selection screen is displayed.

or

Key in the batch number next to the option and press [Enter]. The Data Entry Obligations PF-Key Menu is displayed for Type 107 or the Purchase Orders Data Entry Receiving Report Menu is displayed for Type 390.

When the batch is closed, the Batch Information screen is displayed.

To display Help, press [PF5].
To return to the previous screen, press [Clear].
To logoff, press [PA2].

Browsing A Batch

Browse is a function on the Function Selection menu. It is used to open the batch at the first record. You can browse through and search the batch, insert, modify, and delete records. The required definitions are prompted.

To select this option, place the cursor next to the option and press [Enter]. The Batch Selection screen is displayed.

or

Key in the batch number next to the option and press [Enter]. The Data Entry Obligations PF-Key Menu is displayed for Type 107 or the Purchase Orders Data Entry Receiving Report Menu is displayed for Type 390.

When the batch is closed, the Batch Information screen is displayed.

To display Help, press [PF5].
To return to the previous screen, press [Clear].
To logoff, press [PA2].

Maintaining A Batch

Maintain is a function on the Function Selection menu. It is used to display batch definitions/attributes. The definitions/attributes (status, name, description, password, etc.) can be modified.

To select this function, place the cursor next to the function and press [Enter]. The Batch Selection screen is displayed.

or

Key in the batch number next to the function and press [Enter]. The Maintain menu is displayed listing 2 options:

Maintain. Is used to modify the name, description, subpool, and password of the batch.

Information. Is used to view information and statistics for the batch.

To select one or both functions, key an X next to the option(s) and press [Enter]. If Maintain is selected, the Maintain screen is displayed. If Information is selected, the Information screen is displayed.

To display Help, press [PF11].

To return to the previous screen, press [Clear].

```
Entry / Verify                Maintain                120

                                Maintain .....: _
                                Information .....: _

Select with cursor, for several functions mark with X and press ENTER
F11=Help, CLEAR=Return
```

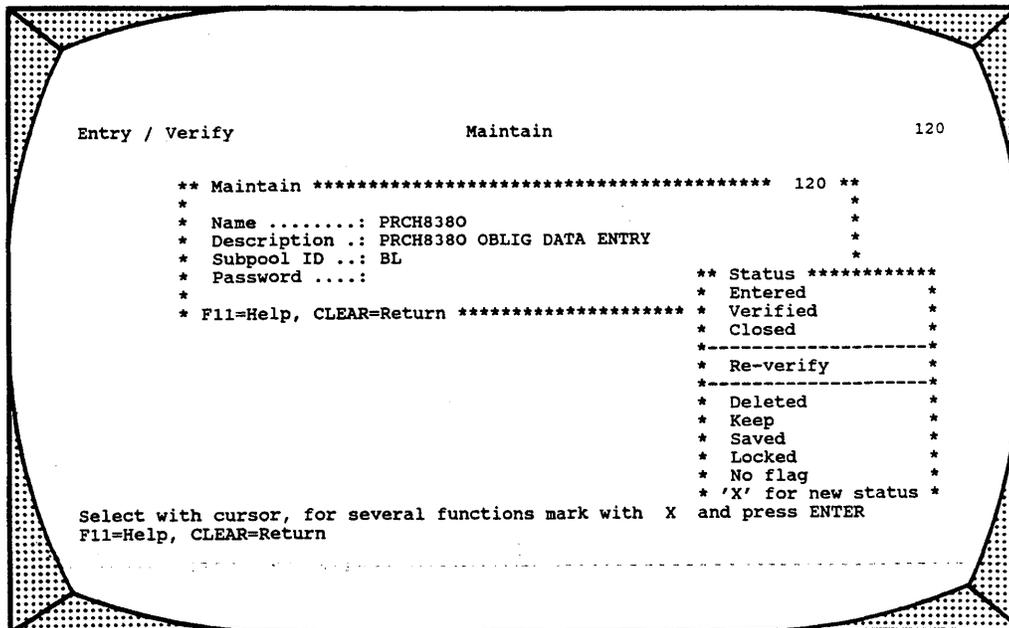
Maintain

Maintain is an option on the Maintain menu. It is used to modify the name, description, subpool, and password of the batch.

The Maintain screen is displayed when Maintain is selected at the Maintain menu. To select the function to modify the batch, key an X next to the function(s) and press [Enter]. The screen updates to show the new status.

To display Help, press [PF11].

To return to the previous screen, press [Clear].



Information

Information is an option on the Maintain menu. It is used to view information and statistics for the batch.

The Information Screen is displayed when Information is selected at the Maintain menu. No data entry is allowed.

To display Help, press [PF11].

To return to the previous screen, press [Clear].

Administrator - Batch		Information	120
Status	entered		
Name	PRCH8380		
Description	PRCH8380 OBLIG DATA ENTRY		
Application	0253	Records - active ..:	1
Subpool	BL	- verified ..:	0
Record length	400	- deleted ..:	0
No. of extensions	2	- ignored ..:	0
Statistics			
User ID	Entry	Verify	Last Maintenance Function
Terminal ID	F462		Function
Created	5E1B		Date
.....- date ..:	10/29/93		Time
.....- time ..:	15:57:21		User ID
Last update	10/29/93		
.....- date ..:	10/29/93		
.....- time ..:	16:02:42		
Total active time	00:05:04	00:00:00	
Number of keystrokes	26	0	
Number of errors detected:	0	0	
F11=Help, CLEAR=Return			

SYSTEMS ACCESS MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE ENTRY AND INQUIRY

CHAPTER 7

(reserved)

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

You are now ready to enter data elements described in Exhibits 4 through 10 beginning on page 49 of this procedure. These exhibits provide you with a step by step guide of data elements that must be placed in each field for each of the seven screens used to enter a purchase order.

3. Special Features of the Online Data Entry Obligation Program

A. Using Help Screens

- (1) As data elements are entered, the user may seek assistance in each field by placing a question (?) mark in the specific field. The screen will change to a HELP screen available for that particular data entry field.
- (2) If the user requires system help, place a question (?) mark in the system queue or command line (first line at top of screen) to obtain a System Help screen.

B. General Information

When all data elements are completely filled on a screen, press the Enter key. Before the data is accepted, it is edited in accordance with programmed edits built into the system. If the field contents comply with the edits, the data is accepted. If the field contents do not comply, a message is displayed on the first line of the screen and the field in question is identified by the cursor. Data must be corrected before it will be accepted by the program. VALID DATA MUST BE KEYED IN BEFORE ENTRY MAY CONTINUE.

C. Functions Applicable to Batched AD-838 Orders In Data Pool

1. Supervisory Tasks

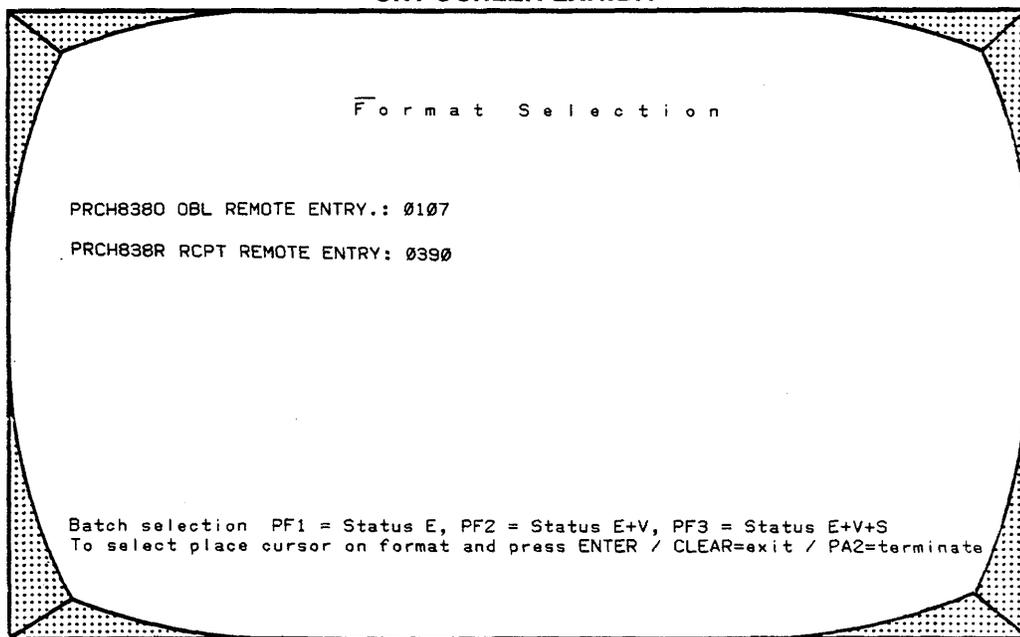
When all data entry batches are complete, you are ready to release the AD-838's in data pool to a verify status. Only supervisory personnel, and their designees are authorized to execute this function. In addition, you may execute a batch delete function.

The verify function is described in (a) on page 21 and the delete function is described in (b) on page 25.

(a) To Verify Batched Records

(1) Starting with the Format Selection screen (see sample screen, below),

CRT SCREEN EXHIBIT



press the PF1 key as indicated on the bottom line of the screen. Disregard the rest of the information on that line. You have now accessed the Verify Batch Selection screen (see sample screen on the following page.)

CRT SCREEN EXHIBIT

Status	No.	Name	Description	Sub-User	Pool Id	Fmt.	No.	Rcds.	Date	Time
0006 E	NF301191	PRCH8380	OBLIG FLD ENTRY	D1	0007	0303	19	10/07/86	13:39:51	

To select place cursor on batch and press ENTER / CLEAR=exit / PA2=terminate

- (2) Select the batch number from the list of batches by placing the cursor on the desired batch number.

Press the Enter key to view the Entry Task screen shown on page 23.

CRT SCREEN EXHIBIT

Entry Task

Format number ...: 0107
Format password :
Batch number ...: 0006
Batch password :
Function: ADM . Scan data: _____ Field: _____
Generation: NO
Batch name: NF999195

PF: 1=SCN, 2=EXT, 3=NEW, 4=ADM, 5=RUN
enter required values ENTER=continue / CLEAR=return/PA2=end

- (3) Press the PF4 key or tab to the Function field. Type ADM.
- (4) Press the Enter key to obtain the Function Selection screen (see sample screen on the following page).

CRT SCREEN EXHIBIT

Batch Administration	Function Selection Screen
Batch No.: 0006	Subpool ID.: D1
	User ID:
Functions	
- INF Batch information	- DEL Delete a batch
- LOK Lock a batch	- UNL Unlock a batch
- KEP Keep a batch	- SAV Reset batch status - Save
- ENT Reset batch status - Entry	- VER Reset batch status - Verify
- RET Reactivate a batch	- PRO Reset batch status - Process
- REC Recover a batch	- REV Reverify a batch
- ? Help screen for all functions	
- Return to previous screen	
Select function with cursor and press ENTER / CLEAR=return	
KFS531 Batch status is VERIFIED	

- (5) Tab (across screen) and place the cursor next to the function "VER Reset batch status - Verify."
- (6) Press the Enter key. A message on the last line of this screen will confirm that action taken was successful.
- (7) Press the Clear key to end session or reach the Format Selection screen to perform another function.

The verified batch will be selected by NFC for an extract process and placed in the daily processing jobstream for the PRCH application.

(b) To Delete Batched Orders

- (1) Starting with the Format Selection screen (illustrated on page 21), press the PF1 key. You will view the Verify Batch Selection screen (shown on page 22) to select the batch number from the list of batches. Place cursor on the desired batch number.
- (2) Press Enter to view the Entry Task screen, press the PF4 key or tab to the Function field, and type ADM (see sample screen on page 23).
- (3) Press Enter to obtain the Function Selection screen (see sample screen on page 24).
- (4) Place the cursor next to the function "DEL Delete a batch"
- (5) Press the Enter key to view the delete screen shown below.

CRT SCREEN EXHIBIT

```
Batch Administration                                Delete Screen
Batch No.: 0012      Subpool ID.: D1                User ID .....
                                     Delete confirmation
- Cancel delete                                     - Confirm delete

? Help screen for all functions
Select function with cursor and press ENTER / CLEAR=return
```

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

- (6) Press the enter key. The function Selection screen will come up with a message (highlighted at the bottom of the screen) to confirm that action taken was successful.
- (7) Press the Clear key to end session or reach the Format Selection screen to perform another function.

NOTE: Deleting a batch does not free up the purchase order numbers. You must first delete the purchase order record if you intend to reuse the order number. (See paragraph 7(d)(2), page 32.)

2. To Scan (SCN) or Look at Batched Orders

Users may look at previously entered purchase orders anytime while in data pool.

- (a) Starting with the Format Selection screen, press the PF1 key. You will view the Verify Batch Selection screen (illustrated on page 22) to choose the batch number from the list of batches. Place the cursor on the desired batch number.
- (b) Press Enter to view the Entry Task screen, illustrated on page 23.
- (c) If you want to look at a particular order, tab to the function field, type SCN. The cursor will automatically move to the Scan Data field. Enter the purchase order number in this field (do not space or use dashes between the order number).

Tab to the Field prompt. Type ORDERNO (do not space between these letters).

- (d) If you do not want to scan on a particular order, press the PF1 key instead of typing SCN in the function field described in (c), above. The Data Entry Obligations PF - Key Menu will come up. Press Enter to view the AD-838 records. If you entered a purchase order number in the Scan Data field, you will view the obligation screen of that order.

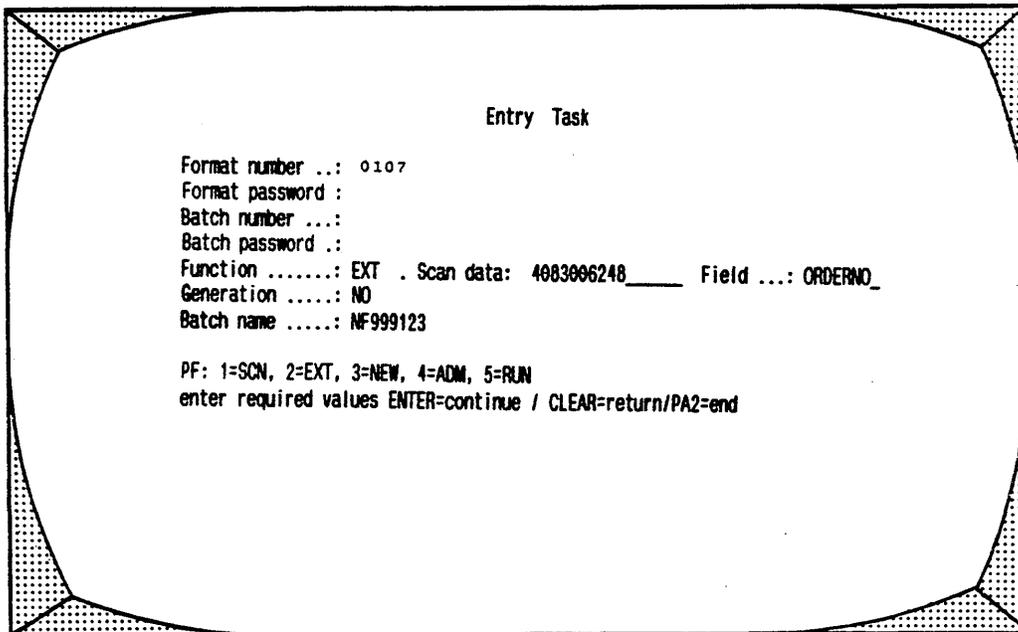
- (e) Press the clear key to end session or reach the Format Selection screen to perform another function.

NOTE: Records that have been deleted will be flagged "deleted record" on the top line of the screen.

3. To Add Orders By Extending (EXT) a Batch

- (a) Starting with the Format Selection screen, press the PF1 key. You will view the Verify Batch Selection screen (illustrated on page 22) to select the batch number from the list of batches. Place the cursor on the desired batch number.
- (b) Press Enter to view the Entry Task screen. Press the PF2 key or tab to the Function field, type EXT. (See sample screen, below.)

CRT SCREEN EXHIBIT



NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

- (c) Press Enter. The Data Entry Obligations PF - Key Menu will come up. Press the PF6 key to reach the Obligation screen to enter new data into an existing batch. Refer to Exhibits 4 through 10 beginning on page 49 for obligation data entry guidelines and Exhibits 18 through 19 beginning on page 107 for receiving report data entry guidelines.
4. To Correct or Update (PF3) Data On Orders
- (a) If you are not presently working in a batch, start with the Format Selection Screen (illustrated on page 21), press the PF1 key to view the Verify Batch Selection screen (illustrated on page 22) and choose the batch number from the list of batches. Place the cursor on the desired batch number and proceed to step (b), below.

If you are currently working in a batch, start with step (c), below.
 - (b) Press Enter to view the Entry Task screen, illustrated on page 23. Press PF1 or tab to the function field, type SCN to view the Data Entry Obligations PF - Key Menu.
 - (c) Find the order by pressing the Enter key to advance or page back (PF7) until you reach the desired document.
 - (d) Begin with the first screen of the order.
 - (e) Press PF3 at each screen (including those that require no correction) and press Enter until you reach the screen you wish to update.
 - (f) If a correction is necessary, tab to the field that requires correction and overwrite with new data. Repeat as required.
 - (g) Press Enter.
 - (h) A message "previous record updated" (top line of the next record) confirms action.

5. To Add Line Items and Accounting Lines

- (a) At the desired screen, press PF3 to obtain the update mode (top line of screen).
- (b) Press Home and in that position (===), type ADD XXXX(screen format number, 0101, 0102, or 0104).
- (c) Press Enter. You will view a new blank screen with the message "record will be added" on the top line.
- (d) Type data in the fields. Press Enter. A message "record is added before displayed record" (top line of screen on the original screen) confirms action.

NOTE: Remember to update (PF3) all screens, even those that do not require change of data. Also, when adding line items be sure to adjust the Terms & Totals screen to reflect the cost of any added line items made to the Line Item screen.

6. To Insert an AD-838 Screen

This function is used when you must insert a screen (between screens) that was previously omitted in the data entry process of the initial entry of the order.

- (a) Get into your batch by using PF1=SCN or PF2=EXT in the function field of the Entry Task screen as described in paragraphs 2 and 3 on pages 26 and 27.
- (b) Press PF1 to view the Data Entry Obligations PF - Key Menu and the top of the batch.
- (c) Find the order by paging forward (Enter key) or back (PF7 key) until you reach the desired AD-838. Refer to function keys based on the mode you are in.
- (d) Screens are added in front of the screen you are viewing. Press Home and type ADD XXXX (screen

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

format number). You will obtain the message "record will be added" (top line of the new screen).

- (e) Type data in the fields. Press Enter.
- (f) A message "record is added before displayed record" (top line of your original record) confirms action.
- (g) Press Enter to reach the screen you were working in prior to the insert function, press Clear to end session or to reach the Format Selection screen to perform another function.

7. To Delete (PF4) Data on Orders

- (a) If you are not presently working in a batch, start with the Format Selection Screen (illustrated on page 21), press the PF1 key. You will view the Verify Batch Selection screen (illustrated on page 22) to choose the batch number from the list of batches. Place the cursor on the desired batch number and proceed to step (b), below.

If you are currently working in a batch, start with step (d) below. (Note: Perform this function in format sequence order.)

- (b) Press Enter to view the Entry Task screen, illustrated on page 23.
- (c) Press PF1 to view the Data Entry Obligations PF - Key Menu and the top of the batch.
- (d) Press Enter to move forward or page back (PF7) until you reach the desired order.

(1) To Delete Lines of Data

- (a) To delete one line, move the line item you want to delete to the top of the first line of the screen by typing +X(number of the lines you want to remain). (For example, to delete the

last line of a five line screen, type +4 at the command line.)

- (1) Press Enter. Press PF4 to delete the record and advance to the next screen. A message on your next screen "Record deleted" confirms action.

Repeat the preceding on all affected line item and accounting screens.

- (2) When the deletion is made that affects the total of the order (Terms & Totals screen), page back to the Obligation screen, and starting with this screen, press the PF3 key to update each screen. Press Enter.
- (3) When you reach the Terms & Totals screen, correct the Sub Total and Total to balance with the line amounts. Press Enter. A message on your next or Accounting screen "Previous record updated" confirms action.

Press Enter to reach next order or press Clear to exit program.

- (b) To delete more than one line, move the line items you want to delete to the top of the page of the first line of screen by typing +X(number of the lines you want to delete). (For example, to delete lines four and five of five lines of data, you must move 4 to the top of the screen by typing +3 on the command line.) Press Enter. The screen now shows only the lines (04 and 05) to be deleted. Type DEL 2 on the command line. Press Enter. Press PF4 to delete the record and advance to next screen. A message on

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

your next screen "Record deleted" confirms action.

Repeat the preceding on all affected line item and Accounting screens.

NOTE: To delete odd lines of data, use the procedure in paragraph 7(d)(1)(a) on page 30, and delete one line at a time. For example, lines one and five of five lines of data.

- (c) Page back to the Obligation screen, press PF3 (update mode) on all screens. When you reach the Terms & Totals screen, correct the Sub Total and Total fields to balance with the line amounts on the Line Item screen.

Press Enter to advance to the Accounting Line screen. Press PF3. Press Enter to reach the next order or press Clear to exit program.

(2) To Delete the Entire Order

- (a) Begin with the Obligation screen.
- (b) Press PF4 to delete screen.
- (c) At the line item and accounting screens (Description, Line Item, and Accounting), type DEL 15. Press Enter. At the Terms & Totals screen, press PF4.
- (d) A message "Deleted record" on the top line of each screen confirms action. The order is now flagged as a deleted record to be removed during transmission of the batch.
- (e) Press Enter to reach the next order or press Clear to exit program.

8. To Restore (PF12) a Previously Deleted Record
 - (a) Search for the deleted record you wish to reactivate by paging forward (Enter key) or back (PF7). Restore records in screen format order.
 - (b) Press PF12 at the obligation, and (when applicable) 41 or 42 Type Information screens, and the Terms & Totals screen. Press Enter.
 - (c) At the line item screens (Description, Line Item, and Accounting), enter RET 15. Press Enter.
 - (d) A message "Record is reactivated" on the top line of the next screen confirms action.
 - (e) Press Enter to advance to next order or press Clear to exit program.

D. To Print Obligation Data Onto Form AD-838, Purchase Order

Data entered in the Keyfast online data entry obligation program may be printed from the CRT display monitor to the preprinted pinfeed AD-838, Purchase Order, for external output. You have two print options. These are (1) print a complete batch of AD-838's, and (2) print specific purchase orders within a batch. The pinfeed form (AD-838) must be loaded into the printer prior to executing the print program.

The print program is accessed by the following two methods.

- (1) If you are not working in the Keyfast program, signon to the Purchase Order Online Inquiry Program as described in paragraph 4A beginning on page 39 and proceed to Step (2)(d) on the following page.
- (2) If you are presently working in the Keyfast program (after completion of online data entry obligations of purchase orders) follow the instructions beginning with (a), below.
 - (a) Press the clear key until you view the Keyfast Terminated screen.
 - (b) Type PO00 over KEYF. Press the Enter key to view the Purchase Order (PRCH) Remote Inquiry Signon (PORO) screen.

Press the Enter key. An * (asterisk) next to the Batch Number/Name indicates batch was selected for printing. The message "Print Selection Successful" will appear at bottom of screen.

Press Function Key PF10 to submit the print job. You will now view the Purchase Order (PRCH) Routing Information (P032), shown below.

CRT SCREEN EXHIBIT

```
P032          NATIONAL FINANCE CENTER          DATE: 10/29/86
              PURCHASE ORDER (PRCH) ROUTING INFORMATION  TIME: 00:40 PM

              ENTER USER ID FOLLOWED BY AN ALPHA: NF124A
              ENTER DESTINATION OF REMOTE PRINTER: U251.

CLEAR = EXIT   PF1 = PRCH MENU   ENTER = PROCESS   PF12 = CANCEL PRINT
```

- (f) Type your User ID and any alpha in the specified field. This alpha is simply to identify one job from another. Type the destination of your remote printer in the designated field.

Press the Enter key to view the Obligations (Keyfast) Remote Batch Print (P030) screen. (See sample screen on the following page.)

- (g) Ensure receipt of the following message on Task P030, "Remote Obligation Print Submitted--Look for job name NFXXXA." The Job Name consist of your user ID and the

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

E. To Check Print Job Status

When a print job has been submitted, you may request the status of the job in the following manner.

- (1) Signoff the Keyfast program by following the logoff instructions described in paragraph 5 on page 42.
- (2) Signon TSO as described below:
 - (a) Enter TSO on the NFC Welcome screen illustrated on page 7. Press the Enter key.
 - (b) When prompted, type your User ID (e.g., NF999). Press the Enter key.
 - (c) When prompted, type your top secret password. Press the Enter key. Wait for READY message.
 - (d) Type ST, your User ID, and the alpha used to identify your job in the print program as described in paragraph D(2)f on page 35, e.g., ST NFXXA.
 - (e) Press the Enter key. You will receive a message that indicates the status of the job, e.g., JOB NFXXA (JOB 03281 AWAITING EXECUTION, READY).

If the message "JOB NAME (JOBID) ON OUTPUT QUEUE" is displayed, the job is waiting to be printed at an online or remote printer.

If the message "JOB NOT FOUND" is displayed, the job has executed and printed. It is, therefore, no longer in the queue.

NOTE: If it is necessary to cancel a job before or while it is executing or while it is in the output queue, the following command should be entered at the ready prompt:

CANCEL JOBNAME(JOB NUMBER) PURGE
EXAMPLE: CANCEL NFXXA(JXXXX) PURGE

F. Printing the AD-838

- (1) Enter TSO at the NFC Welcome Screen.
- (2) When prompted, enter your User ID and password. Wait for READY message.

- (3) Enter VPS to display the VPS Control Primary Menu screen which contains a list of options.
 - (4) To print, enter the online printer number (U---). In the "OPTION" prompt, enter "5" (START THE PRINTER). Press Enter.
 - (5) You will be prompted to load the (AD-838) purchase order form onto the printer.
 - (6) The printer will begin printing and the status on your screen will indicate that your job is in FORMWAIT.
 - (7) At the printer you will be advised to MOUNT FORM W838 for your job number.
 - (8) Mount form and start the job at the printer.
 - (9) Exit VPS either by pressing PA1 or selecting the EXIT option on the VPS Control Primary Menu screen.
 - (10) At the READY prompt, Logoff.
4. Procedures for Signon to Access the Purchase Order Online Inquiry Program and Special Features of This Program
- A. Access Procedures
- Follow instructions listed in paragraph 2C1, Steps 1 and 2 on pages 6 and 7 and paragraph 2C2, Steps 1 through 3 on pages 8 through 11. After accessing the Purchase Order (PRCH) Remote Inquiry Signon (PORO) screen illustrated on the next page, continue with the instructions beginning on the following page.

CRT SCREEN EXHIBIT

PORØ

NATIONAL FINANCE CENTER
PURCHASE ORDER (PRCH) REMOTE INQUIRY SIGNON

DATE: 05/15/87
TIME: 03:44 PM

ENTER YOUR AGENCY CODE: ..

CLEAR = EXIT ENTER = PROCESS

Type your 2-digit agency code in the Enter Your Agency Code field of Screen PORØ. Press the Enter key to obtain the PORM, Purchase Order (PRCH) Menu. This menu is a list of tasks that are available to users within the PRCH Online Data Entry and Inquiry program. (See screen display on the following page.)

CRT SCREEN EXHIBIT

```
PORM                                NATIONAL FINANCE CENTER                                DATE: 09/14/87
                                PURCHASE ORDER (PRCH) MENU                                TIME: 10:06 AM

TASK ID      TITLE
-----
 01          PURCHASE ORDERS ON FILE TYPE-42
 10          OBLIGATIONS INQUIRY
 11          RECEIPTS INQUIRY
 12          AMENDMENTS INQUIRY
 15          INVOICE STATUS INQUIRY
 16          PURCHASE ORDER INVOICE SUMMARY
 20          ACCOUNTING SUMMARY INQUIRY
 21          PURCHASE ORDER ACCOUNTING TOTALS
 25          PURCHASE ORDER/INVOICE HISTORY INQUIRY
 30          OBLIGATION (KEYFAST) REMOTE BATCH PRINT
 KE          KEYFAST DATA ENTRY

                                ENTER DESIRED TASK ID:
                                CLEAR = EXIT, ENTER = OBTAIN REQUESTED TASK ID
```

From this menu of available tasks, select the task desired and type the Task Identification Number (shown in the Task ID column of the screen) in the Enter Desired Task ID field of the PORM, Purchase Order Menu, screen. (See sample screen, above.) Press the Enter key to view the inquiry screen that you selected. If you selected Task 30, refer to paragraph 2C3D on page 33. If you selected Task KE, refer to paragraph 2C2, step 4 on page 11.

You are now ready to enter data elements described in Exhibits 11 through 17 beginning on page 91 of this procedure.

B. Special Features

1. When the PORM Menu screen is desired after changing from one task to another, move cursor to upper left

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

corner of screen and enter PORM or use PF1 function key. (See paragraph 2B2c(2) on page 5 for a description of program function (PF) keys applicable to this program.)

2. When users know the task identification number, the user may change from one application task to a different application task by pressing "HOME" and overtyping the 4-position alphanumeric code applicable for the desired task.
3. If a different task identification (ID) is desired, move the cursor-movement key (→ or ←) to the task ID position, upper left corner of screen.

▶ 5. Procedures for Signon to Access the Purchase Order Online Data Entry Receiving Report Program

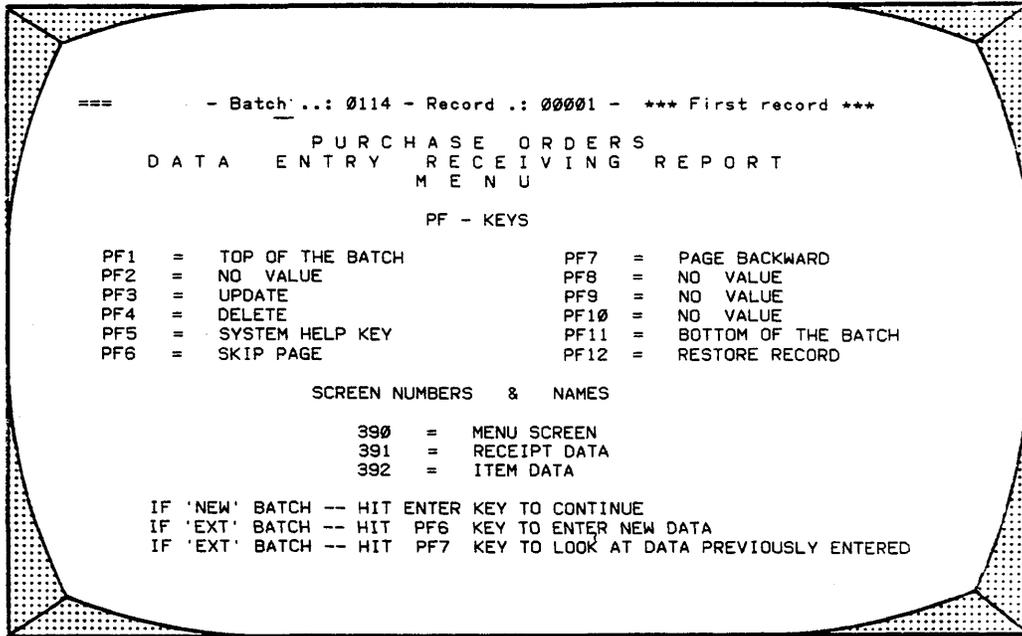
Receiving report documentation (for Type 40 orders in excess of \$1,000 and those orders specially coded under \$1,000 previously entered in the Keyfast online data entry obligation program) can be entered online by executing the Receiving Report Program.

A. Access Procedures

Follow instructions listed in paragraph 2C1, Steps 1 and 2 on pages 6 and 7 including paragraph 2C2, Steps 1 through 5 on pages 8 through 13.

After accessing the Format Selection screen (see sample screen on page 13), select PRCH838R RCPT REMOTE ENTRY: 0390, and follow the Entry Task screen instructions on page 14. The Purchase Orders Data Entry Receiving Report Menu shown on the next page will be displayed.

CRT SCREEN EXHIBIT



This menu is used to view available options within the program.

The PF keys shown on the menu screen consist of frequently used functions and were developed to execute common commands. Paragraph 2B2c(1) on page 4 of this procedure provides a detailed description of program function (PF) keys.

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

The Screen Numbers and Names list available data entry screen choices. The numeric commands are used to access specific screens when required. The user will select and enter the screen number to immediately reach a desired screen.

Press the Enter key to obtain the Receiving Report Header record (Format 0391). A sample of this screen is shown below.

CRT SCREEN EXHIBIT

```
== - Batch ..: 0087 - Record .: 00001 - *** First record ***  
  
PURCHASE ORDER - DATA ENTRY  
RECEIVING REPORT - HEADER INFO  
  
P/O NUMBER: 40 - - - REC OFFICE:  
  
RCVD DATE: (MM DD YY) TYPE SHIPMENT:  
  
  
CLEAR = CLOSE BATCH ENTER = CONTINUE  
PF1-TOP OF THE BATCH PF3-UPDATE PF4-DELETE PF5-SYSTEM HELP PF6-SKIP PAGE  
PF7-PAGE BACKWARD PF11-BOTTOM OF THE BATCH PF12-RESTORE RECORD
```


NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

You are now ready to enter data elements described in Exhibits 18 through 19 beginning on page 107 of this procedure. These exhibits provide you with a step by step guide of data elements that must be placed in each field for each of the two screens used to enter receiving report documentation in the system.

6. Logoff Procedure

CRT Prompt

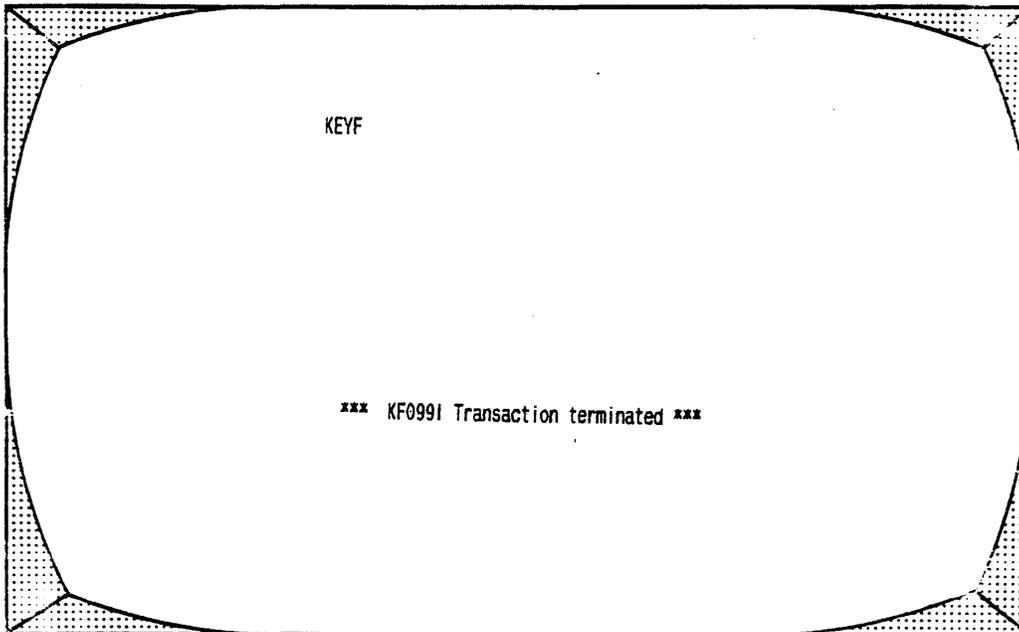
Operator's Response

Step 1

(Existing Screen Displayed)

To signoff the CICS/Keyfast Programs, press the Clear key until you reach the Transaction Terminated screen illustrated below.

CRT SCREEN EXHIBIT



Step 2

To logoff or exit use of the program, enter BYE in the field indicated by the cursor. This command (BYE) may be overtyped on the existing data or clear screen. Type BYE. Press the Enter key.

Step 3

After entering "BYE", thereby signing out of CICS/Keyfast, depress the key that interrupts the DEPNET session; e.g., "PF9," "PF12," "TEST REQ" or "SYS REQ" depending on the key designated at the user's site. The DEPNET Menu Screen will be displayed.

Step 4

Move the cursor to the asterisk which indicates *Disconnect CALL.*

Depress the "ENTER" Key. The user is disconnected from DEPNET.

7. Producing Screen Prints

Hard copy screen prints of the displays shown in this procedure may be made as indicated below:

To produce a hard copy of any CRT screen displayed on the terminal, press the "PRINT" key or the key that performs the screen print function on your terminal. This action will cause the screen to print on the online printer.

To remove the hard copy from the printer, perform a form feed operation (see equipment manufacture's manual for the correct procedure).

8. Contact at NFC

Any questions concerning electronic access of the Purchase Order Online Data Entry and Inquiry Program should be directed to the NFC Information Center, Financial Information Branch: (FTS) 680-5230 or (Commercial) 504-255-5230. Written communication should be addressed to the Information Center, Financial Information Branch and mailed to: USDA - National Finance Center, ATTN: Information Center, P.O. Box 60,000, New Orleans, LA 70160.

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

Any questions concerning this procedure should be referred to the Directives and Analysis Branch: (FTS) 680-5322 or (Commercial) 504-255-5322. Written communication should be addressed to the Directives and Analysis Branch and mailed to: USDA - National Finance Center ATTN: Directives and Analysis Branch, P.O. Box 60,000, New Orleans, LA 70160.

9. Disposition of Records

In compliance with the General Services Administration's record retention schedules published in General Records Schedule (GRS)-3 and the General Accounting Office audit requirements, the appropriate supporting obligation and receipt documentation electronically transmitted to the NFC must be maintained by agencies and disposed of based on the following plan.

- (a) Destroy obligation records for Types 40 and 43 transactions when all appropriate data is successfully transmitted to the NFC.
- (b) Retain certified obligation records for Types 41 and 42 transactions of more than \$10,000 and all construction contracts exceeding \$2,000 for 6 years and 3 months after final payment.
- (c) Retain certified obligation records for Types 41 and 42 transactions of \$10,000 or less and construction contracts under \$2,000 for 3 years after final payment. (Close file at the end of the fiscal year, retain 3 years and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith.)
- (d) Retain certified receiving report records for Types 40 and 43 transactions for the same time period and monetary value explained in (b) and (c), above.

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

CHAPTER 7

EXHIBITS
(ONLINE DATA ENTRY PROGRAM)

NFC SYSTEMS ACCESS PROCEDURES MANUAL
 PROCUREMENT AND OTHER PAYMENTS
 PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

CHAPTER 7
 EXHIBIT 1

SAMPLE AD-838, PURCHASE ORDER (TYPE 40 OR 43)

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.	
10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)	11 Ship TO		12 TO: (Buyer's Name, Address, City, State, Zip Code, and Phone No.)						
15	16	17	18	19	20	21	22	23	
24	25	26	27	28	29	30	31	32	
33	34	35	36	37	38	39	40	41	
42	43	44	45	46	47	48	49	50	
51	52	53	54	55	56	57	58	59	
60	61	62	63	64	65	66	67	68	
69	70	71	72	73	74	75	76	77	
78	79	80	81	82	83	84	85	86	
87	88	89	90	91	92	93	94	95	
96	97	98	99	100	101	102	103	104	
20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)			22 DISCOUNT AND/OR NET PAYMENT TERMS 2% 10 days net 30		23a TYPE COMMODITY/ PAYMENT CODE ▶ (51)		25 Sub-Total ▶ (52)		
21 F.O.B. POINT (56)			24 SHIP VIA (55)		26 ESTIMATED FREIGHT (53)		27 TOTAL ▶ (54)		
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date) (57)			29 ACCOUNTING CLASSIFICATION		30 DISTRIBUTION		31 AMOUNT		
28 ACC LINE	A	B	C	D	E	F	G	H	
70	71				73	74	76	77	
31a ISSUING OFFICE NAME AND ADDRESS (60-63)			31b ORDERED BY (Name and Title) (66-67)			31c COMMERCIAL PHONE (Area Code and Number) (68)		31d FTS PHONE NO. (69)	
31e AUTHORIZED SIGNATURE (64-65)									

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

SAMPLE AD-838, PURCHASE ORDER (TYPE 41)

12 LINE ITEM		13 ACT CODE	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
37	38		39						
40	41		SUB. NUMBER: 31	42	43	44	45	46	47
			SUB. ENDING DATE: 32						48
									49
			58 58A 58B	59 59A 59B					
20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(a)		21 F.O.B. POINT		22 \$AMOUNT AND/OR NET PAYMENT TERMS		22a TYPE COMMODITY/PAYMENT CODE P		23	
		56		2% 10 days net 30		51		Sub-Total ▶ 52	
23 DELIVER TO F.O.B. POINT OR DELIVER (Date)		24 SHIP VIA		25		26 ESTIMATED FREIGHT		27	
		57		55		53		TOTAL ▶ 54	
28 ACC LINE	28 ACCOUNTING CLASSIFICATION					30 DISTRIBUTION		31 AMOUNT	
70	A	B	C	D	E	1	2	3	4
	71					73	74	75	76
									77
31a ISSUING OFFICE NAME AND ADDRESS					31b ORDERED BY (Name and Title)				
60					66				
61					67				
62					31c COMMERCIAL PHONE (Area Code and Number)				
63					68				
					31d FTS PHONE NO.				
					69				
64					31e AUTHORIZED SIGNATURE				
					65				

NFC SYSTEMS ACCESS PROCEDURES MANUAL
 PROCUREMENT AND OTHER PAYMENTS
 PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

CHAPTER 7
 EXHIBIT 3

SAMPLE AD-838, PURCHASE ORDER (TYPE 42)

12 LINE ITEM		13 ACT CODE	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
37	38		39 START DATE:						
40	41		PAY CYCLE:		42	43	44	45	46
			NO. OF PAYMENTS:					47	48
			AMOUNT EACH:						49
			58 58A 58B						
			59 59A 59B						
						50			
21 F.O.B. POINT			22 DISCOUNT AND/OR NET PAYMENT TERMS	22a TYPE COMMODITY/PAYMENT CODE		23		24	
56			2% 10 days net 30	51		Sub-Total		52	
23 DELIVER TO F.O.B. POINT OR BEFORE (Date)			24 SHIP VIA	25 ESTIMATED FREIGHT		26		27	
57			55	53		TOTAL		54	
28 ACCOUNTING CLASSIFICATION			29 DISTRIBUTION			30 AMOUNT			
70	71					73	74	76	77
31a ISSUING OFFICE NAME AND ADDRESS				31b ORDERED BY (Name and Title)				31c COMMERCIAL PHONE (Area Code and Number)	
60				66				67	
61				68				69	
62				31e AUTHORIZED SIGNATURE					
63				64				65	

CHAPTER 7

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

CHAPTER 7
EXHIBIT 4
PAGE 1 OF 9

FORMAT 0100, PURCHASE ORDER OBLIGATIONS - DATA ENTRY
(SCREEN DISPLAY AND INSTRUCTIONS)

FORMAT 0100, PURCHASE ORDER OBLIGATIONS - DATA ENTRY (SCREEN DISPLAY)

CRT SCREEN EXHIBIT

```

====
- Batch ...: 0169 - Record ..: 00002 - Format: 0100 - User ID:
PURCHASE ORDER OBLIGATIONS - DATA ENTRY
FOR AGENCY USE ONLY          AGENCY COMMENTS FUTURE FIELD
                                (1)          (2)
RECEIVING CONTRACT ORDER SF-281 UNIT FUND ORDER SUB
OFFICE NO  NUMBER DATE  CODE CODE CODE NUMBER 000
                                (3)
TYPE PURCHASE SELLER'S IDENT NO FORM 1099 TAXPAYER'S IDENT NO
                                N
SELLER'S NAME & ADDRESS SHIP TO --> CONSIGNEE NAME & ADDRESS
NAME ADR1 ADR2 CITY STATE ZIP PHONE FTS COMM
CLEAR = CLOSE BATCH ENTER = CONTINUE
PF1-TOP OF THE BATCH PF3-UPDATE PF4-DELETE PF5-SYSTEM HELP PF6-SKIP PAGE
PF7-PAGE BACKWARD PF11-BOTTOM OF THE BATCH PF12-RESTORE RECORD
  
```

FORMAT 0100, PURCHASE ORDER OBLIGATIONS - DATA ENTRY (INSTRUCTIONS)

USER INTERACTION WITH CRT SCREEN

The Purchase Order Obligations - Data Entry screen (shown on the opposite page) is used to enter an AD-838 record, and (when applicable) to obligate agency funds. The circled numbers below represents data that is input from the corresponding circled numbers in the sample AD-838 Exhibit 1 on page 45. (The AD-838 must be prepared in accordance with instructions provided in the NFC Purchase Orders procedure Title II, Voucher and Invoice Payments Manual, Chapter 5, Section 1). The cursor will advance to the next fixed data field after each entry is made or use the forward tab key to continue to next field. This key is also used to skip a field that requires no data. If additional information is needed in the data fields, refer to the NFC Purchase Orders procedure or enter a ? in the field to get a user help screen. Once you seek use of a Help screen in a field, the cursor will only stop at edited fields from that point on. To continue to stop at all fields, press the clear key to continue to record data and the PF3 function key to stop at all remaining fields. Also, see NOTE on page 9 of this exhibit.

FIXED DATA FIELDS OPERATOR DATA ENTRY INSTRUCTIONS

- ① **FOR AGENCY USE ONLY:** Enter requisitioner or other data (up to 20 positions) for use only by your agency. This data will not print on the "Seller's Original" part of the AD-838.
- ② **AGENCY COMMENTS:** Record notes (up to 17 positions) that pertain to the order. Until the AD-838 is revised, this information will print on the "Seller's Original" part of the form.
- ②A **FUTURE FIELD:** Enter F when you will use the next fiscal year accounting classification code in Item 71 or Item 73 on page 87 (Exhibit 10). To be consistent with the fiscal year shown in Item 1 above, and the accounting in Item 71 or 73 on page 87, be sure to date order (Item 5), page 53) October 1, or later. This field will be open on August 1 and will be closed after the new fiscal year conversion.
- ③ **RECEIVING OFFICE NO:** Enter a minimum of 4 positions for the receiving office number and a maximum of 7-positions that include other alphanumeric data (AD-838, Block 2). The first four positions must match the last four positions of your GSA Fedstrip Requisitioner number. If less than 7 positions, skip. If the 5th position is "M" (multiple receiving offices), a 2-position number must follow. Enter lead zeros when necessary. For example, "4216M 2" enter "4216M02." If you entered 4 positions, tab to Item 4 on the next page.

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

FORMAT 0100, PURCHASE ORDER OBLIGATIONS - DATA ENTRY (SCREEN DISPLAY)

CRT SCREEN EXHIBIT

```

=== - Batch ..: 0169 - Record ..: 00002 - Format: 0100 - User ID:
PURCHASE ORDER OBLIGATIONS - DATA ENTRY
FOR AGENCY USE ONLY AGENCY COMMENTS FUTURE FIELD

RECEIVING CONTRACT ORDER SF-281 UNIT FUND ORDER SUB
OFFICE NO NUMBER DATE CODE CODE CODE CODE NUMBER 10
(4) 000000 (5) (6) (7) (8) 00

TYPE PURCHASE SELLER'S IDENT NO FORM 1099 TAXPAYER'S IDENT NO
(11) N

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

NAME
ADR1
ADR2
CITY
STATE ZIP - - FTS COMM
PHONE - - - - -

CLEAR = CLOSE BATCH ENTER = CONTINUE
PF1-TOP OF THE BATCH PF3-UPDATE PF4-DELETE PF5-SYSTEM HELP PF6-SKIP PAGE
PF7-PAGE BACKWARD PF11-BOTTOM OF THE BATCH PF12-RESTORE RECORD
  
```

FORMAT 0100, PURCHASE ORDER OBLIGATIONS - DATA ENTRY (INSTRUCTIONS)

USER INTERACTION WITH CRT SCREEN

4	CONTRACT NUMBER:	This is a 15-position field. Enter a contract number, OM (open market), or NONE when a contract number or OM does not apply (AD-838, Block 3).
5	ORDER DATE:	Enter the date of the order in month/day/year sequence. Each segment of this field consists of two digits (AD-838, Block 4). This date must not exceed the current date and must be consistent with the fiscal year shown in the order number and the accounting shown in Item 71 or Item 73 on page 87. See <u>NOTE</u> , below.
6	SF-281 CODE:	Enter the 2-character code that indicates method of procurement and type of business (AD-838, Block 5). See <u>NOTE</u> , below.
7	UNIT CODE:	Used by Forest Service (FS) only. If not FS, leave blank. When FS, enter the 2-digit unit code (AD-838, Block 6).
8	FUND CODE:	Enter your 2-position alpha or alphanumeric NFC assigned fund code (AD-838, Block 7). See <u>NOTE</u> , below.
9	ORDER NUMBER:	Enter the order number (AD-838, Block 8). The first two positions must equal 40, 41, 42, or 43. If order number begins with "41" including a P in the next field (indicating no billing is expected from vendor) or "42", be sure this data entry function is performed by an official who will not also sign the order. If the order number consists of less than 12 positions, tab to the next field. See <u>NOTE</u> , below. Only the ordering office and fiscal year are DUP fields.
10	SUB:	If the printed "00" is not appropriate, overtype with the special condition one or two-position alphanumeric code (AD-838, Block 9). If correct, tab to next field. To accomplish an AMENDMENT to an order, the record must exist in the system. See <u>NOTE</u> , below.
11	TYPE PURCHASE:	Enter P for purchase order or D for delivery order (AD-838, Block 9a).

NOTE: This is a DUP (Duplicate) field. The data entered in the first order of the batch will automatically print on subsequent screens you use in that batch. When this automatic data is not correct, tab back and overtype appropriate data in this field.

FORMAT 0100, PURCHASE ORDER OBLIGATIONS - DATA ENTRY (SCREEN DISPLAY)

CRT SCREEN EXHIBIT

```

=== - Batch ...: 0169 - Record .: 00002 - Format: 0100 - User ID:
PURCHASE ORDER OBLIGATIONS - DATA ENTRY
FOR AGENCY USE ONLY AGENCY COMMENTS FUTURE FIELD

RECEIVING CONTRACT ORDER SF-281 UNIT FUND ORDER SUB
OFFICE NO NUMBER DATE CODE CODE CODE NUMBER NUMBER 00

TYPE PURCHASE SELLER'S IDENT NO FORM 1099 TAXPAYER'S IDENT NO
(12) (13) N (14)

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

(15) NAME
(16) ADR1
(17) ADR2
(18) CITY
(19) STATE (20) ZIP (21) FTS COMM
PHONE

CLEAR = CLOSE BATCH ENTER = CONTINUE
PF1-TOP OF THE BATCH PF3-UPDATE PF4-DELETE PF5-SYSTEM HELP PF6-SKIP PAGE
PF7-PAGE BACKWARD PF11-BOTTOM OF THE BATCH PF12-RESTORE RECORD
  
```

FORMAT 0100, PURCHASE ORDER OBLIGATIONS - DATA ENTRY (INSTRUCTIONS)

USER INTERACTION WITH CRT SCREEN

- ▲ (12) SELLER'S IDENT NO: Enter the 11-position (including dashes) Dun & Bradstreet (DUNS) Number (formatted as 00-000-0000) or the Employer Identification Number (EIN) (formatted as 00-0000000), or the Social Security Number (SSN) (formatted as 000-00-0000). The dashes must be typed on the screen (AD-838, Block 9b). This number must be obtained from the vendor. NOTE: Effective 1/1/88, this will be a must enter field. Prior to this date, information in this field will be monitored by the NFC.
- (13) FORM 1099: The N automatically shown on your screen is appropriate when no information will be entered in circled no. (14), below. If correct, tab to the next field. If not correct, overtype Y to indicate data will be shown in (14), below. (See AD-838, Block 9c.) This is a DUP (Duplicate) field. The Code N or Y entered in the first order of the batch will print on subsequent screens you use in that batch.
- (14) TAXPAYER'S IDENT. NO: Enter the not to exceed 11-position (including dashes) Social Security Number (SSN) or Employer Identification Number (EIN) when the Form 1099 Block 9c is marked Y (Yes). When entering the SSN insert two hyphens; i.e., 000-00-0000. When entering the EIN, one hyphen is used; i.e., 00-0000000 (AD-838, Block 9d).
- SELLER'S NAME & ADDRESS (See AD-838, Block 10.)
- (15) NAME: Enter alpha name of the seller (a maximum of 34 positions).
- (16) ADR1: Enter alphanumeric street or post office box number and name of street (a maximum of 34 positions) of the seller named in (15), above.
- (17) ADR2: Use this line to enter alphanumeric data when additional address data is needed (a maximum of 24 positions).
- (18) CITY: Enter city (a maximum of 20 alpha positions).
- (19) STATE: Enter state abbreviation (2 positions).
- (20) ZIP: Enter numeric zip code (a maximum of 9 positions).
- (21) PHONE: Enter 10 position telephone number of seller (area code and local number).

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

FORMAT 0100, PURCHASE ORDER OBLIGATIONS - DATA ENTRY (SCREEN DISPLAY)

CRT SCREEN EXHIBIT

```

===
- Batch ..: 0169 - Record ..: 00002 - Format: 0100 - User ID:
PURCHASE ORDER OBLIGATIONS - DATA ENTRY
FOR AGENCY USE ONLY AGENCY COMMENTS FUTURE FIELD
RECEIVING CONTRACT ORDER SF-281 UNIT FUND ORDER SUB
OFFICE NO NUMBER DATE CODE CODE CODE NUMBER NUMBER 00
TYPE PURCHASE SELLER'S IDENT NO FORM 1099 TAXPAYER'S IDENT NO
N
SELLER'S NAME & ADDRESS SHIP TO --> CONSIGNEE NAME & ADDRESS
NAME (22) NAME (22)
ADR1 (23) ADR1 (23)
ADR2 (24) ADR2 (24)
CITY (25) CITY (25)
STATE (26) STATE (26) ZIP (27) ZIP (27)
PHONE (28) PHONE (28) FT (29) COMM (30)
CLEAR = CLOSE BATCH ENTER = CONTINUE
PF1-TOP OF THE BATCH PF3-UPDATE PF4-DELETE PF5-SYSTEM HELP PF6-SKIP PAGE
PF7-PAGE BACKWARD PF11-BOTTOM OF THE BATCH PF12-RESTORE RECORD
  
```

FORMAT 0100, PURCHASE ORDER OBLIGATIONS - DATA ENTRY (INSTRUCTIONS)

USER INTERACTION WITH CRT SCREEN

SHIP TO CONSIGNEE NAME AND ADDRESS (See AD-838, Block 11.)

- (22) NAME: Enter alpha name of agency (32 positions) that will receive the goods or services.
- (23) ADDR1: Enter alphanumeric street or post office box number and name of street (a maximum of 32 positions) of the consignee named in (22), above.
- (24) ADDR2: Use this line to enter alphanumeric data when additional address data is needed (a maximum of 24 positions).
- (25) CITY: Enter city (a maximum of 20 alpha positions).
- (26) STATE: Enter state abbreviation (2 positions).
- (27) ZIP: Enter numeric zip code (a maximum of 9 positions).
- (28) PHONE: Enter FTS or commercial telephone number of the consignee (10 positions).
- (29) FTS: Enter X when the telephone number in (28), above, is a FTS number.
- (30) COMM: Enter X when the telephone number in (28), above, is a commercial number.

Press the ENTER key to advance to Screen 0101. (See Exhibit 7, page 67.) This screen will be viewed only if you entered 40 or 43 in the Order Number field. If you entered 41 in the Order Number field, you will advance to screen 0105. (See Exhibit 5, page 59.) If you entered 42 in the Order Number field, you will advance to Screen 0106. (See Exhibit 6, page 63.)

NOTE: You will not advance to the next screen when data matched to programmed information in the system does not agree. If this occurs, an error message will be displayed in the command line (top line of screen) and the cursor will move to the incorrectly entered data field. If you do not understand the edit message, enter a ? in the field that needs correction. This command will provide you with a user help screen that displays a message regarding entry to be made or action to be taken in that field. After data is entered or new data is typed over the incorrect data, press the Enter key.

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

CHAPTER 7
EXHIBIT 5
PAGE 1 OF 3

FORMAT 0105, 41-TYPE INFORMATION ONLY
(SCREEN DISPLAY AND INSTRUCTIONS)

FORMAT 0105, 41-TYPE INFORMATION ONLY (SCREEN DISPLAY)

CRT SCREEN EXHIBIT

```
=== - Batch ...: 0030 - Record .: 00002 - Format: 0105 - User ID: 1012
41-TYPE INFORMATION ONLY
SUBSCRIPTION NO          SUBSCRIPTION ENDING DATE
(31)
(32)

PF1-TOP/BATCH PF2-ACC PF3-UPDT PF4-DEL PF5-SYS HELP PF6-SKP PG PF7-PG BWD
PF8-SEL FIND-VALUE/PF9 PF9-FIND PF10-ADD PF11-BOTTOM/BATCH PF12-RESTORE REC
```

FORMAT 0105, 41-TYPE INFORMATION ONLY (INSTRUCTIONS)

USER INTERACTION WITH CRT SCREEN

Format 0105, 41-Type Information Only, screen (shown on the opposite page) is used to enter data applicable to the Type 41 purchase order. After data entered on Screen Number 0105 is accepted by the system, the program will automatically advance to Format 0101 for additional data. Fixed data fields and operator instructions are shown below. The circled numbers represents data that is input from the corresponding circled numbers shown in the sample AD-838 Exhibit 2 on page 46 of this procedure.

FIXED DATA FIELDS

OPERATOR DATA ENTRY INSTRUCTIONS

① SUBSCRIPTION NO: Enter the maximum 20-position alphanumeric subscription number (Block 14 of the AD-838). If a subscription number is not available, enter "NONE" or "NA."

② SUBSCRIPTION ENDING DATE: Enter 6-position ending date (month/day/year) of subscription (Block 14 of the AD-838).

Press the ENTER key to advance to Screen 0101, Line Item Description. If Screen 0101 does not come up within view, an error message will be displayed in the command line (top line of screen) and the cursor will move to the incorrectly entered data field. If you do not understand the edit message, enter a ? in the field that needs correction. This command will provide you with a user help screen that displays a message regarding entry to be made or action to be taken in that field. After data is entered or new data is typed over the incorrect data, press the Enter key to advance to Screen 0101, Line Item Description.

CAUTION:

Be sure that the same official entering the order does not also sign the order.

CHAPTER 7

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

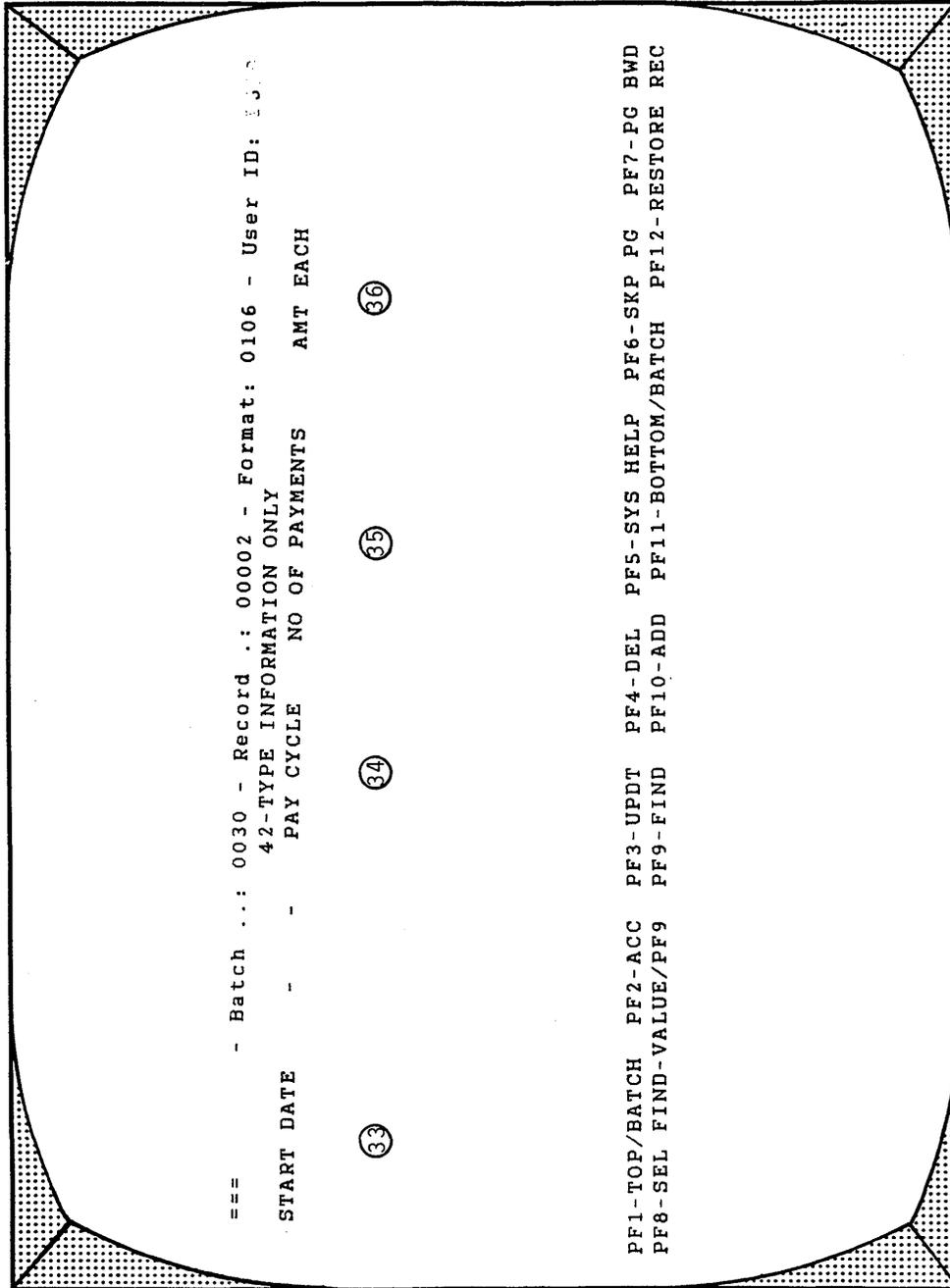
NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

CHAPTER 7
EXHIBIT 6
PAGE 1 OF 3

FORMAT 0106, 42-TYPE INFORMATION ONLY
(SCREEN DISPLAY AND INSTRUCTIONS)

FORMAT 0106, 42-TYPE INFORMATION ONLY (SCREEN DISPLAY)

CRT SCREEN EXHIBIT



FORMAT 0106, 42-TYPE INFORMATION ONLY (INSTRUCTIONS)

USER INTERACTION WITH CRT SCREEN

Format 0106, 42-Type Information Only, screen (shown on the opposite page) is used to enter data applicable to the Type 42 purchase order. After data is accepted from Screen Number 0100 (see Exhibit 4 on page 49), the program will automatically advance to Format 0101 for additional data. Fixed data fields and operator instructions are shown below. The circled numbers represents data that is input from the corresponding circled numbers shown in the sample AD-838 Exhibit 3 on page 47 of this procedure.

FIXED DATA FIELDS OPERATOR DATA ENTRY INSTRUCTIONS

- ③③ START DATE: Enter the 6-position (month/day/year) payment start date (Block 14 of the AD-838).
- ③④ PAY CYCLE: Enter the 2-position alpha code (Block 14 of the AD-838) that describes frequency of payments. For example, MO (monthly); BW (bi-weekly).
- ③⑤ NO. OF PAYMENTS: Enter the 2-position numeric number of payments (Block 14 of the AD-838) that covers the automatic payment cycle.
- ③⑥ AMT. EACH: Enter the maximum 9-position numeric amount to be paid (Block 14 of the AD-838) during each automatic payment.

Press the Enter key to advance to Screen 0101, Line Item Description. If Screen 0101 does not come up within view, an error message will be displayed in the command line (top line of screen) and the cursor will move to the incorrectly entered data field. If you do not understand the edit message, enter a ? in the field that needs correction. This command will provide you with a user help screen that displays a message regarding entry to be made or action to be taken in that field. After data is entered or new data is typed over the incorrect data, press the Enter key to advance to Screen 0101, Line Item Description.

▲ CAUTION: Be sure that the same official entering the order does not also sign the order. ▼

CHAPTER 7

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

CHAPTER 7
EXHIBIT 7
PAGE 1 OF 3

FORMAT 0101, PURCHASE ORDER LINE ITEM DESCRIPTION
(SCREEN DISPLAY AND INSTRUCTIONS)

NFC SYSTEMS ACCESS PROCEDURES MANUAL
 PROCUREMENT AND OTHER PAYMENTS
 PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

FORMAT 0101, PURCHASE ORDER LINE ITEM DESCRIPTION
 (SCREEN DISPLAY)

CRT SCREEN EXHIBIT

```

===
- Batch ..: 0030 - Record .: 00002 - Format: 0101 - User ID: 1000
PURCHASE ORDER LINE ITEM DESCRIPTION
LINE ACTION LINE - DESCRIPTION
ITEM CODE *****# *****# *****#
(37) . . . . . (38) . . . . . (39) . . . . .
* * * * *
CLEAR = CLOSE BATCH ENTER = CONTINUE
PF1-TOP/BATCH PF2-ACC PF3-UPDT PF4-DEL PF5-SYS HELP PF6-SKP PG PF7-PG BWD
PF8-SEL FIND-VALUE/PF9 PF9-FIND PF10-ADD PF11-BOTTOM/BATCH PF12-RESTORE REC
  
```

FORMAT 0101, PURCHASE ORDER LINE ITEM DESCRIPTION (INSTRUCTIONS)

USER INTERACTION WITH CRT SCREEN

Use Screen Format 0101, Line Item Description (shown on the opposite page) to continue entry of the AD-838 after data from Screens 0100, and 0105 or 0106 (when applicable), are accepted by the system. Fixed data fields and operator instructions are shown below. The circled numbers represents data that is input from the corresponding circled numbers shown in the sample AD-838 Exhibit 1 on page 45 of this procedure.

FIXED DATA FIELDS

OPERATOR DATA ENTRY INSTRUCTIONS

- ③⑦ **LINE ITEM:** Enter the 2-position line item number (AD-838, Column 12) from 01 through 99 that corresponds to the items described in ③⑨, below, and ④①, page 73. When the action code entered in item ③⑧ applies to all line items, enter "00" in this field.
- ③⑧ **ACTION CODE:** Enter the 1-position action code that identifies amounts that are added or deducted from the subtotal (AD838, Column 13). Be sure to include "00" in item ③⑦, when this code applies to all line items, otherwise, use the appropriate line item number.

- ③⑨ **LINE - DESCRIPTION:** Enter complete description of articles or services including stock or catalog number. Include special information for which a specific field is not provided on a screen format. (See AD-838, Column 14.)

Press the Enter key to advance to Screen 0102, Line Item Information. The system will edit all entries. If Screen 0102 does not come up within view, an error message will be displayed on the command line (top line of screen) and the cursor will move to the incorrectly entered data field. If you do not understand the edit message, enter a ? in the field that needs correction. This command will provide you with a user help screen that displays a message to the user regarding entry to be made or action to be taken in that field. After data is entered or new data is typed over the incorrect data, press the Enter key to advance to Screen 0102, Line Item Information.

NOTE: If you need to add additional data before you are ready to advance to Screen 0102, use the PF6 function key to skip to a blank AD-838 format until you reach a blank Screen 0101. Add the additional data to this new screen. Press the Enter key to advance to next screen (Format 0102) to continue entry of the order.

CHAPTER 7

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

CHAPTER 7
EXHIBIT 8
PAGE 1 OF 5

FORMAT 0102, PURCHASE ORDER LINE ITEM INFORMATION
(SCREEN DISPLAY AND INSTRUCTIONS)

FORMAT 0102, PURCHASE ORDER LINE ITEM INFORMATION (INSTRUCTIONS)

USER INTERACTION WITH CRT SCREEN

Use Screen Format 0102, Line Items (shown on the opposite page), to continue entry of the AD-838 after data from Screens 0100, and 0105 or 0106 (when applicable), and 0101, are accepted by the system. Fixed data fields and operator instructions are shown below. The circled numbers represents data that is input from the corresponding circled numbers shown in the sample AD-838 Exhibit 1 on page 45 of this procedure.

FIXED DATA FIELDS

OPERATOR DATA ENTRY INSTRUCTIONS

- ④① LINE ITEM: Enter the 2-position line item number from 01 through 99 (AD-838, Column 12). If the action code entered in item ④①, below, applies to all line items, enter "00" in this field.
- ④① ACTION CODE: Enter the 1-position action code that identifies amounts that are added to or deducted from the subtotal. (AD-838, Column 13). Be sure to include "00" in item ④①, when this code applies to all line items, otherwise, use the appropriate line item number.
- ④② BUDJ OBJ: Enter the 4-position numeric budget object code (AD-838, Column 15) that is determined by data entered in ③⑨ on page 69.
- ④③ ACCT LINE: Enter the number (2-positions) of the accounting line or use X (1-position) when the accounting will be distributed (AD-838, column 16).
- ④④ QUANTITY/WHOLE: Enter a maximum of 5-positions of whole number data (AD-838, Column 17). For example, a quantity of 50½ dozens = 50.25. The whole number, 50, is entered in this column and the .25 is entered as 25 in ④⑤, described below. Start entering data in the first position of this field.
- ④⑤ QUANTITY/PART: Enter a maximum of 3-positions to indicate the decimal part of the whole number (AD-838, Column 17). Refer to the example described in circled item ④④, above. If the whole number does not include a decimal, skip.
- ④⑥ UNIT ISS: Enter the maximum 3-position alpha unit of measurement (AD-838, Column 18).

FORMAT 0102, PURCHASE ORDER LINE ITEM INFORMATION (SCREEN DISPLAY)

CRT SCREEN EXHIBIT

```

===
- Batch ...: 0030 - Record .: 00002 - Format: 0102 - User ID: 1112
PURCHASE ORDER LINE ITEM INFORMATION
LINE ACTION BUDJ ACC QUANTITY UNIT UNIT - PRICE LINE
ITEM CODE OBJ LINE WHOLE PART ISS DOLLARS CENTS AMOUNT
(47) . . . . . (48) . . . . . (49)
. . . . .
. . . . .

CLEAR = CLOSE BATCH
PF1-TOP/BATCH PF2-ACC PF3-UPDT PF4-DEL PF5-SYS HELP PF6-SKP PG PF7-PG BWD
PF8-SEL FIND-VALUE/PF9 PF9-FIND PF10-ADD PF11-BOTTOM/BATCH PF12-RESTORE REC
ENTER = CONTINUE
  
```

FORMAT 0102, PURCHASE ORDER LINE ITEM INFORMATION (INSTRUCTIONS)

USER INTERACTION WITH CRT SCREEN

- (47) UNIT PRICE/DOLLARS: Enter the maximum 6-position numeric dollar amount (AD-838, Column 19). Start entering dollars in the first position of field.
- (48) UNIT PRICE/CENTS: Enter the maximum 4-position cents (AD-838, Column 19). If no cents, skip.
- (49) LINE AMOUNT: Enter the amount (up to 8 positions) of the extended value of the item. Do not use a decimal between dollars and cents. The system will automatically consider the last two digits of the amount as cents (AD-838, Column 20).
- The cursor will automatically move to the next line item of the screen. The operator will repeat instructions described in circled items (47) through (49) until all line items are entered for the specific AD-838.
- Press the Enter key to advance to Screen 0103, Terms and Totals. The system will edit all entries. If Screen 0103 does not come up within view, an error message will be displayed on the command line (top line of screen) and the cursor will move to the incorrectly entered data field. If you do not understand the edit message, enter a ? in the field that needs correction. This command will provide you with a user help screen that displays a message to the user regarding entry to be made or action to be taken in that field. After data is entered or new data is typed over the incorrect data, press the Enter key to advance to Screen 0103, Terms and Totals.
- NOTE: If you need to add additional line items before you are ready to advance to the next screen (0103), use the PF6 function key to skip to a blank AD-838 format until you reach a blank Screen 0102. Add the additional data to this new screen. Press the Enter key to advance to next screen (Format 0103) to continue entry of the order.

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

CHAPTER 7
EXHIBIT 9
PAGE 1 OF 7

FORMAT 0103, PURCHASE ORDER TERMS AND TOTALS
(SCREEN DISPLAY AND INSTRUCTIONS)

FORMAT 0103, PURCHASE ORDER TERMS AND TOTALS (SCREEN DISPLAY)

CRT SCREEN EXHIBIT

```

===
- Batch ...: 0169 - Record ..: 00002 - Format: 0103 - User ID:
PURCHASE ORDER OBLIGATIONS - DATA ENTRY
TERMS & TOTALS

DISCOUNT VERIFICATION
(50) NET COMMODITY SUB ESTIMATED SHIP
DAYS CODE TOTAL FREIGHT (53) TOTAL VIA
30 (50A) 0 (51) (52) F.O.B DATE RATE DAY RATE DAY DAY
POINT (50A) 0 (51) (52) DATE 1 1 2 2 3 3
(50) (50A) 0 (51) (52) F.O.B DATE 1 1 2 2 3 3
(50) (50A) 0 (51) (52) F.O.B DATE 1 1 2 2 3 3

ISSUING OFFICE NAME & ADDRESS ORDERED BY (NAME & TITLE)
NAME TITLE
ADDRESS1 COMMERCIAL PHONE NO - -
ADDRESS2 FTS PHONE NO - -
CITY STATE
ZIP

CLEAR = CLOSE BATCH ENTER = CONTINUE
PF1-TOP OF THE BATCH PF3-UPDATE PF4-DELETE PF5-SYSTEM HELP PF6-SKIP PAGE
PF7-PAGE BACKWARD PF11-BOTTOM OF THE BATCH PF12-RESTORE RECORD
  
```

FORMAT 0103, PURCHASE ORDER TERMS AND TOTALS (INSTRUCTIONS)

USER INTERACTION WITH CRT SCREEN

Use Screen Format 0103, Terms and Totals, (shown on the opposite page) to continue entry of the AD-838 after data from Screens 0100, and 0105 or 0106 (when applicable), and 0101, and 0102, are accepted by the system. Fixed data fields and operator instructions are shown below. The circled numbers below represents data that is input from the corresponding circled numbers shown in the sample AD-838, Exhibit 1 on page 45 of this procedure.

FIXED DATA FIELDS

OPERATOR DATA ENTRY INSTRUCTIONS

- ▲ (50) DISCOUNT VERIFICATION: Enter Y (1-position) when net days shown in (50A), below, are over 60 days. When the net days in (50A) are 60 days or less, skip this field.
- (50A) NET DAYS: If 30 shown on your screen is correct, tab to next field. If not correct, overtype to identify appropriate net payment terms (2-positions). (See AD-838, Block 22.) See NOTE, below.
- (51) COMMODITY CODE: If 0 shown on your screen is correct, tab to next field. If not correct, overtype with the appropriate 1-position alpha type commodity/payment code (AD-838, Block 22a). See NOTE, below.
- (52) SUB TOTAL: Enter the cumulative total of all line amounts (a maximum of 9-positions of numeric entry). Type data starting in the first position of the field. The system will automatically consider the last two digits of the amount as cents. (See AD-838, Block 25.)
- (53) ESTIMATED FREIGHT: Enter a maximum of 6-positions of numeric data or skip if this field is blank (AD-838, Block 26). No decimal is needed between dollars and cents.
- (54) TOTAL: Enter the total of the order (Sub-Total plus Estimated Freight) for a maximum of 9-positions of numeric data. No decimal is required between dollars and cents. The system will automatically consider the last two digits of the amount as cents. (See AD-838, Block 27.)
- ▲ NOTE: This is a DUP (DUPLICATE) field. The data entered on the first order of the batch will automatically print on subsequent screens you use in that batch. When this automatic data is not correct, tab back and overtype appropriate data in this field.

NFC SYSTEMS ACCESS PROCEDURES MANUAL
 PROCUREMENT AND OTHER PAYMENTS
 PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

FORMAT 0103, PURCHASE ORDER TERMS AND TOTALS (SCREEN DISPLAY)

CRT SCREEN EXHIBIT

```

===
- Batch ..: 0169 - Record ..: 00002 - Format: 0103 - User ID: ----
PURCHASE ORDER OBLIGATIONS - DATA ENTRY
TERMS & TOTALS

DISCOUNT VERIFICATION

NET COMMODITY SUB ESTIMATED SHIP
  DAYS CODE TOTAL FREIGHT VIA
  30 0
F.O.B DATE F.O.B DATE RATE DAY RATE DAY DAY
POINT (56) DATE (57) (58) 1 (59) 2 (59A) 3 (59B)

ISSUING OFFICE NAME & ADDRESS ORDERED BY (NAME & TITLE)
NAME (60)
ADDRESS1 (61)
ADDRESS2 (62)
CITY (63)
STATE
ZIP

CLEAR = CLOSE BATCH ENTER = CONTINUE
PF1-TOP OF THE BATCH PF3-UPDATE PF4-DELETE PF5-SYSTEM HELP PF6-SKIP PAGE
PF7-PAGE BACKWARD PF11-BOTTOM OF THE BATCH PF12-RESTORE RECORD
  
```

FORMAT 0103, PURCHASE ORDER TERMS AND TOTALS (INSTRUCTIONS)

USER INTERACTION WITH CRT SCREEN

55	SHIP VIA:	When data is entered in 53 on page 79, type the desired method of shipping: such as, parcel post, motor freight, or railway express, otherwise, skip. (See AD-838, Block 24.)
56	F.O.B. POINT:	When seller will pay the transportation cost, enter "Destination." When the Government will pay the transportation charge (see circled item 53, page 79), enter "Origin." (AD-838, Block 21).
57	F.O.B. DATE:	Enter date (month, day, year) delivery is expected or date of completion of services (AD-838, Block 23).
58	RATE-1: RATE-2: RATE-3:	Enter the exact terms of discount including the whole percent and decimal percent in each rate field as appropriate. For example, enter 2.00 to reflect 2% (AD-838, Block 22).
59	DAY-1: DAY-2: DAY-3:	Enter the exact number of days in which the rate in 58, 58A or 58B applies. For example, 2.00 - 10 to reflect 2% 10 days (AD-838, Block 22).
	ISSUING OFFICE NAME AND ADDRESS	(See AD-838, Block 31a.)
60	NAME:	Enter name of issuing office. See NOTE on page 83.
61	ADDRESS1:	Enter alphanumeric street or post office box number and name of street (a maximum of 35 positions). See NOTE on page 83.
62	ADDRESS2:	Use this line to enter alphanumeric data when additional address information is needed (a maximum of 24 positions). See NOTE on page 83.
63	CITY:	Enter city (a maximum of 20 alpha positions). See NOTE on page 83.

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

FORMAT 0103, PURCHASE ORDER TERM AND TOTALS (SCREEN DISPLAY)

CRT SCREEN EXHIBIT

```

=== - Batch ...: 0169 - Record ..: 00002 - Format: 0103 - User ID:
PURCHASE ORDER OBLIGATIONS - DATA ENTRY
TERMS & TOTALS

DISCOUNT VERIFICATION

NET COMMODITY SUB ESTIMATED SHIP
DAYS CODE TOTAL FREIGHT VIA
30 0

F.O.B F.O.B RATE DAY RATE DAY DAY
POINT DATE DATE 1 2 3 1 2 3

ISSUING OFFICE NAME & ADDRESS ORDERED BY (NAME & TITLE)
NAME (66)
ADDRESS1 (67)
ADDRESS2 COMMERCIAL PHONE NO (68) - -
CITY FTS PHONE NO (69)
STATE (65)

CLEAR = CLOSE BATCH ENTER = CONTINUE
PF1-TOP OF THE BATCH PF3-UPDATE PF4-DELETE PF5-SYSTEM HELP PF6-SKIP PAGE
PF7-PAGE BACKWARD PF11-BOTTOM OF THE BATCH PF12-RESTORE RECORD
  
```

FORMAT 0103, PURCHASE ORDER TERMS AND TOTALS (INSTRUCTIONS)

USER INTERACTION WITH CRT SCREEN

- 64 STATE: Enter state abbreviation (2 positions). See NOTE, below.
- 65 ZIP: Enter numeric 9-position zip code. See NOTE, below.
- ORDERED BY (NAME AND TITLE)
- 66 NAME: Enter name of procurement agent who will sign the order (AD-838, Block 31b).
- 67 TITLE: Enter title of agent named in 66, above. (See AD-838, Block 31b.) See NOTE, below.
- 68 COMMERCIAL PHONE NO: Enter the area code and local commercial telephone number of the official named in 67, above. (See AD-838, Block 31c.) See NOTE, below.
- 69 FTS PHONE NO: Enter the FTS telephone number of the official named in 67, above. (See AD-838, Block 31d.) See NOTE, below.
- Press the Enter key to advance to Screen 0104, Obligation Accounting. The system will edit all entries. If Screen 0104 does not come up within view, an error message will be displayed on the command line (top line of screen) and the cursor will move to the incorrectly entered data field. If you do not understand the edit message, enter a ? in the field that needs correction. This command will provide you with a user help screen that displays a message to the user regarding entry to be made or action to be taken in that field. After data is entered or new data is typed over the incorrect data, press the Enter key to advance to Screen 0104, Obligation Accounting.
- NOTE: This is a DUP (DUPLICATE) field. The data entered on the first order of the batch will automatically print on subsequent screens you use in that batch. When this automatic data is not correct, tab back and overwrite appropriate data in this field.

CHAPTER 7

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

FORMAT 0104, PURCHASE ORDER OBLIGATION ACCOUNTING
(SCREEN DISPLAY AND INSTRUCTIONS)

FORMAT 0104, PURCHASE ORDER OBLIGATION ACCOUNTING (INSTRUCTIONS)

USER INTERACTION WITH CRT SCREEN

Use Screen Format 0104, (shown on the opposite page), to enter accounting data after data from Screens 0100 and 0105 or 0106 (when applicable), and 0101, 0102 and 0103, are accepted by the system. Fixed data fields and operator instructions are shown below. The circled numbers represents data that is input from the circled numbers shown in the sample AD-838 Exhibit 1 on page 45.

FIXED DATA FIELDS

OPERATOR DATA ENTRY INSTRUCTIONS

- 70 ACCT LINE: Enter the 2-digit accounting line number (AD-838, Column 28) that corresponds to the accounting line field of Screen 0102 (see circled number 43 on page 73).
- 71 A B C D: Enter accounting classification code in accordance with prescribed format (AD-838, Column 29A). If this is a future fiscal year code, See 2A on page 51 (Exhibit 4).
- 72 FS OVRD: Used by Forest Service (FS) to change region and unit codes. If not FS, skip.
- 73 E: When circled 71, above, does not apply, type your 6-position agency-assigned management code in accordance with prescribed format (AD-838, Column 29E).
- 74 E*: Enter 1-position prior year code, when applicable (AD-838, Column 29E).
- 75 01-15: Used by NFC only.
- 76 DIST: When an "X" is shown in the Accounting Line field (see circled number 43 on page 73), enter the percentage (whole numbers, 2-positions) of distribution for each line of accounting (AD-838, Column 30). For example, enter 05 to indicate 5%. The percentages must total 100 percent. If no data is applicable, tab to the next field. (See AD-838, Column 30.)
- 77 AGY CODE: Enter the 2-digit agency code, when applicable. This is used only by certain agencies for multi-agency procurement. If not applicable, skip.
- 78 END IND: Enter "X" in this field after the last accounting line has been entered.

FORMAT 0104, PURCHASE ORDER OBLIGATION ACCOUNTING (SCREEN DISPLAY)

CRT SCREEN EXHIBIT

```

===
- Batch ..: 0030 - Record ..: 00002 - Format: 0104 - User ID: F610
PURCHASE ORDER OBLIGATION ACCOUNTING
ACCT LINE A B C D OVRD E ***** *
AGY END IND
DIST CODE IND
** ** **
01
02
03
04
05
06
07
08
09
10
11
12
13
14
15

CLEAR = CLOSE BATCH ENTER = CONTINUE
PF1-TOP/BATCH PF3-UPDT PF4-DEL PF5-SYS HELP PF6-SKP PG PF7-PG BWD
PF11-BOTTOM/BATCH PF12-RESTORE REC
  
```

FORMAT 0104, PURCHASE ORDER OBLIGATION ACCOUNTING (INSTRUCTIONS)

USER INTERACTION WITH CRT SCREEN

If you need additional lines, use the PF6 function key to obtain a blank Screen 0104. Add the additional data and press the Enter key to file the document in the batch. The system will edit all entries. If a new blank Screen Number 0100 does not come up within view, an error message will be displayed on the command line (top line of screen) and the cursor will move to the incorrectly entered data field. If you do not understand the edit message, enter a ? in the field. This command will provide you with a user help screen that displays a message regarding action to be taken in that field. After data is entered or new data typed over the incorrect data, press the Enter key to obtain the new Screen 0100 to enter additional purchase orders, print data on the preprinted pinfeed AD-838 using instructions described in paragraph 2C3D on page 33, or logoff the system using instructions outlined in paragraph 6 on page 43 of this procedure. When all purchase orders are entered, the supervisor or designee verifies the data as described in paragraph 2C3C1(a) beginning on page 20. If data previously entered requires a change, or if you need to look up previously entered AD-838's, refer to the Table of Contents to select the appropriate function page number.

CHAPTER 7

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

CHAPTER 7

EXHIBITS
(ONLINE INQUIRY PROGRAM)

SAMPLE SCREEN P001, PURCHASE ORDERS ON FILE TYPE-42

CRT SCREEN EXHIBIT

PO01	PURCHASE ORDERS ON FILE TYPE-42	DATE: 07/09/86
		TIME: 00:58 PM
	PURCHASE ORDER NUMBER: 42 - XXXX - 6 - 05555	
START DATE:	10 / 31 / 85	COMPLETION CODE:
NEXT PAY DATE:	07 / 31 / 86	
PAYMENT CYCLE:	MO	
TOTAL NUMBER OF PAYMENTS:	12	
TOTAL NUMBER OF PAYMENTS MADE:	09	
AMOUNT OF EACH PAYMENTS:	\$ 0000378.00	
TOTAL AMOUNT PAID TO DATE:	\$ 0003402.00	

CLEAR = EXIT, PF1 = PRCH MENU, ENTER = INQUIRE, PF3 = UPDT, PF4 = DELETE

USER INTERACTION WITH CRT SCREEN

<u>CRT PROMPT</u>	<u>OPERATOR'S RESPONSE</u>
PURCHASE ORDER NUMBER:	Type order number.
	Press the Enter key to obtain a screen display of the Type 42 cyclic payment information record.
	NOTE: The PF3 (Update) and PF4 (Delete) function keys are for NFC use only.

CHAPTER 7

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

SAMPLE SCREEN P010 PURCHASE ORDER OBLIGATION DETAILS
SAMPLE SCREEN P013, PURCHASE ORDER OBLIGATION DETAILS ADDRESS

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

SAMPLE SCREEN P010, PURCHASE ORDER OBLIGATION DETAILS
CRT SCREEN EXHIBIT

```

PO10                                PURCHASE ORDER                                DATE: 06/27/86
                                PURCHASE ORDER OBLIGATION DETAILS                TIME: 03:24 PM

P/O NUMBER: 43 - XXXX - 6 - 2      STATUS: ACTIVE
P/O SUB: 00 SUB CNT: 00            ORDER DATE: 10/01/85      REC OFC: 56A2 00
BATCH SEQ NUMBER: 5283H6317 - 008 DISCOUNT TERMS:          AGENCY: 11
OBLIG REGISTER: 640264             .00 % 00 DAYS            STATION: 0902
ORIG OBLIG AMT: $16,429.21         .00 % 00 DAYS            UNIT: 02
CURR OBLIG AMT: $16,429.21         .00 % 00 DAYS            COMM: O FUND: TU
FREIGHT: $3.00                     NET 30 DAYS              FSS: 1 SF281: AK
                                ENTRY DATE: 10/24/85     TOL AMT: 0000000

LINE OBJ AC QUANTITY UNIT          UNIT LINE ACTION ACTION CODE
ITEM CL LN ORDERED ISSUE          PRICE AMOUNT CODE AMOUNT
01 2614 01 7,704.000 GL           $ .8510 $6,556.10 C $481.03
02 2614 01 11,245.000 GL          $ .8780 $9,873.11 C $1,122.30

LINE AMT CREDIT VOL DISC NON MER TRADE DISC FRT EXCISE
16,429.21 1,603.33 .00 .00 .00 .00 .00 .00 .00
LINE AMOUNT & ACTION CODE TOTAL: $14,825.88

CLEAR = EXIT PF1 = PRCH MENU PF9 = VENDOR INFO PF11 = AMENDMENTS
ENTER = INQUIRE PF8 = NEXT PAGE PF10 = RECEIPT DETAILS

```

USER INTERACTION WITH CRT SCREEN

<u>CRT PROMPT</u>	<u>OPERATOR'S RESPONSE</u>
P/O NUMBER:	Type order number beginning with 40, 41, 42, or 43. Press the Enter key to obtain a display of the obligation details of the order. Press the PF8 function key to view the second screen of the obligation details of the order. Press the PF9 function key to view the vendor name and address file when the order number entered is Type 42 or Type 41 with a "P" in Block 9 (Sub) of the AD-838. See page 3 of this exhibit to view a sample screen of P013, Purchase Order Obligation Details Address. Press the PF10 function key to view receiving reports (Task ID P011) on file for the order. Press the PF11 function key to view amendments (Task ID P012) on file for the order.

SAMPLE SCREEN P013 PURCHASE ORDER OBLIGATION DETAILS ADDRESS
CRT SCREEN EXHIBIT

P013	PURCHASE ORDER PURCHASE ORDER OBLIGATION DETAILS ADDRESS	DATE: 07/01/86 TIME: 01:53 PM
	PO NUMBER: 42 6 05555	
VENDOR NAME:	AES DATA CORP	
ADDRESS LINE 1:	1665 N FT MYERS DR	
LINE 2:	ATTN JEFF QUINLIN	
CITY:	ARLINGTON	STATE: VA ZIP CODE: 22209
ADDRESS FOUND	CLEAR = EXIT, ENTER = RETURN TO P010	

USER INTERACTION WITH CRT SCREEN

Access to this screen is obtained only when an inquiry is made on a Type 42 or Type 41 with a "P" in Block 9 (Sub) of the purchase order using Task ID P010. (See sample screen on page 2 of this exhibit.)

Press the Enter key to return to the Task P010 screen.

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

SAMPLE SCREEN P011, PURCHASE ORDER RECEIPT DETAILS

CRT SCREEN EXHIBIT

LINE ITEM	ACTION CODE	RECEIVING OFFICE	DATE RECEIVED	GOODS TYPE SHIP	AMOUNT RECEIVED	RECEIPT BATCH-SEQ	REGISTER NUMBER
01		56A2	10/01/85	P	\$230.73	5296N3848-001	640317
01	C	56A2	10/01/85	P	\$30.43	5296N3848-001	640317
01		56A2	10/09/85	P	\$241.60	5291N3444-015	640417
01		56A2	10/16/85	P	\$314.08	5297N3912-008	640901
01		56A2	10/24/85	P	\$688.47	5304N4365-014	640901
01		56A2	11/08/85	P	\$362.40	5323N5873-018	640956
01	C	56A2	11/08/85	P	\$48.10	5323N5873-018	640956
01		56A2	11/20/85	P	\$483.20	5336N6685-008	641203
01	C	56A2	11/20/85	P	\$64.22	5336N6685-008	641203
01		56A2	12/18/85	P	\$380.52	6002N8548-003	642292
01	C	56A2	12/18/85	P	\$50.44	6002N8548-003	642292
01		56A2	01/09/86	P	\$295.96	6022N0020-016	643183
01	C	56A2	01/09/86	P	\$39.26	6022N0020-016	643183

CLEAR = EXIT, PF1 = PRCH MENU, ENTER = INQUIRE, PF8 = NEXT PAGE,
PF9 = OBLIGATION DETAILS, PF11 = AMENDMENTS

USER INTERACTION WITH CRT SCREEN

<u>CRT PROMPT</u>	<u>OPERATOR'S RESPONSE</u>
PO NUMBER:	Type order number beginning with 40 or 43.
	Press the Enter key to obtain a display of the receiving reports.
	Press the PF8 function key to view the second screen of the receipt details of the order.
	Press the PF9 function key to view the obligation details (Task P010) on file for the order.
	Press the PF11 function key to view the amendments (Task P012) on file for the order.

CHAPTER 7

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

CHAPTER 7
EXHIBIT 15
PAGE 1 OF 3

SAMPLE SCREEN P015, PURCHASE ORDER INVOICE DETAILS
SAMPLE SCREEN P016, PURCHASE ORDER INVOICE SUMMARY

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

SAMPLE SCREEN P015, PURCHASE ORDER INVOICE DETAILS

CRT SCREEN EXHIBIT

```

P015                PURCHASE ORDER INVOICE DETAILS                DATE: 06/27/86
                                                                TIME: 03:08 PM
PO NUMBER: 43 - XXXX - 6 - 2    REPORT TYPE: INVDET    SUMMARY REFERENCE: 002
                                PO STATUS:             ACTIVE
INVOICE NUMBER: 14857
INVOICE DATE:                  10/09/85
BATCH AND SEQUENCE:           5291N3444-015
DATE RECEIVED:                10/11/85
DATE ENTERED:                 10/22/85
PROCESS DATE:                 11/01/85
                                V E N D O R
                                MOBIL OIL CORP
                                P O BOX 196
                                PARK FALLS
DISCOUNT TERMS:              WI 54552
                                0.00% 00 DAYS
                                0.00% 00 DAYS
                                0.00% 00 DAYS
SCHEDULE NUMBER:              025309    NET 30 DAYS
INVOICE STATUS:               PAID      FUND CODE: TU    GOVERNMENT CODE:
RELEASE CODE:                 OPERATOR CODE: 32
EXCISE TAX                    $0.00 OTHER TAX                    $0.00 FREIGHT                    $0.00
TRADE IN                      $0.00 CREDIT                      $0.00
INVOICED AMT                  $648.84 AMOUNT PAID                $648.84
***** DIFFERENCE AMOUNT AND REASON *****

                                *** MORE DATA AVAILABLE ***
CLEAR=EXIT, PF1=PRCH MENU, PF3=UPDATE, PF8=NEXT INVOICE, ENTER=INQUIRE
  
```

USER INTERACTION WITH CRT SCREEN

<u>CRT PROMPT</u>	<u>OPERATOR'S RESPONSE</u>
P/O NUMBER:	Type order number beginning with 40, 41, 42, or 43. Press the Enter key to obtain a display of the invoice details. Press the PF8 function key to view subsequent invoices within an order. Type P016 or SUM in the Task ID field of the screen or,
REPORT TYPE:	INVSUM to obtain the Purchase Order Invoice Summary screen shown on page 3 of this exhibit.
SUMMARY REFERENCE:	Type the number of the invoice to obtain the details of a particular invoice. If no summary reference is identified, you will access the first invoice of the record. Press the Enter key.

SAMPLE SCREEN P016, PURCHASE ORDER INVOICE SUMMARY

CRT SCREEN EXHIBIT

REF)	VENDOR NAME	FREIGHT	CREDIT	INVOICE NO	BATCH-SEQ	SCHD NO
001)	FLAMBEAU OIL CO		15194		5296N3848-001	025313
001)					\$804.59	\$804.59
002)	MOBIL OIL CORP		14857		5291N3444-015	025309
002)					\$648.84	\$648.84
003)	FLAMBEAU OIL CO		14905		5297N3912-008	025325
003)					\$891.92	\$891.92
004)	FLAMBEAU OIL CO		14598		5304N4365-014	025325
004)					\$688.47	\$688.47
005)	MOBIL OIL CORP		43711		5323N5873-018	025341
005)					\$841.19	\$841.19
006)	FLAMBEAU OIL CO		43790		5336N6685-008	025354
006)					\$1022.53	\$1022.53
007)	FLAMBEAU OIL CO		45394		6002N8548-003	026013
007)					\$933.87	\$933.87
008)	FAMBEAU OIL CO		43328		6022N0020-016	026040
008)					\$695.77	\$695.77

CLEAR=EXIT, PF1=PRCH MENU, PF8=NEXT INVOICES, ENTER=INQUIRE

USER INTERACTION WITH CRT SCREEN

<u>CRT PROMPT</u>	<u>OPERATOR'S RESPONSE</u>
P/O NUMBER:	Type order number beginning with 40, 41, 42, or 43. Press the Enter key to obtain a display of the invoices for the order. Press the PF8 function key to view the second screen of the invoice summary.
REPORT TYPE:	Type DET to obtain the invoice detail record shown on page 2 of this exhibit.
SUMMARY REFERENCE:	Type the number of the invoice (3-digit field). For example, to access the second invoice, type 002. Press the Enter key.

CHAPTER 7

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

SAMPLE SCREEN P020, PURCHASE ORDER ACCOUNTING SUMMARY

SAMPLE SCREEN P021, PURCHASE ORDER ACCOUNTING TOTALS

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

SAMPLE SCREEN P020, PURCHASE ORDER ACCOUNTING SUMMARY

CRT SCREEN EXHIBIT

PO20	PURCHASE ORDER		DATE: 06/27/86
PAGE: 01	ACCOUNTING SUMMARY		TIME: 03:34 PM
ENTER P/O NUMBER: 43 - XXXX - 6 - 2		P/O STATUS: ACTIVE	
FUND CODE: TU	UNIT CODE: 02	ACCT STATION: 0902	
LINE-NO	AMOUNT	OBJ AG	ACCOUNTING CLASS
&ACT-CD		CLA	DIST REF
** *	*****	**** **	***** ** **
01	\$1,220.75	2614 11	627090297901601
01	\$5,335.35	2614 11	627090297901601
01 C	\$481.03	2614 11	627090297901601
02	\$705.01	2614 11	627090297901601
02	\$9,168.10	2614 11	627090297901601
02 C	\$1,122.30	2614 11	627090297901601
			UNDLVRD ORDER
			ACCT PAY-PAID
			ACCT PAY-PAID
			UNDLVRD ORDER
			ACCT PAY-PAID
			ACCT PAY-PAID

NO MORE RECORDS TO INQUIRE
CLEAR = EXIT PF1 = MENU PF7 = PREV PG PF8 = NEXT PG PF9 = ACCT TOTALS

USER INTERACTION WITH CRT SCREEN

<u>CRT PROMPT</u>	<u>OPERATOR'S RESPONSE</u>
PO NUMBER:	Type order number beginning with 40, 41, 42, or 43.
	Press the Enter key to obtain a display of the accounting summary.
	Press the PF8 function key to view the next screen.
	Press the PF7 function key to view the previous page of the record.
	Press the PF9 function key to view the accounting totals. (See sample P021 screen on page 3 of this exhibit.)

SAMPLE SCREEN P025, PURCHASE ORDER/INVOICE HISTORY INQUIRY

CRT SCREEN EXHIBIT

```
PO25                PURCHASE ORDER                DATE: 06/27/86
                   PURCHASE ORDER/INVOICE HISTORY INQUIRY  TIME: 03:41 PM

PURCHASE ORDER NUMBER: 43 - XXXX - 6 - 2                AGENCY:
ACCT STAT:                FINAL OBLIG:                FINAL FREIGHT:
BATCH:                ORIG OBLIG:                TOT PAID AMT:
ORDER DATE: /                SF37: (                ) COMMODITY CD:
AMENDMENT MADE:                DISCOUNT:

SEQ NO:                INVOICE:
NAME:
TOTAL PAID AMOUNT:
TOTAL FREIGHT AMOUNT:
TOTAL INTEREST PAID:
BATCH NUMBER:
INVOICE DATE:
SCHEDULE NUMBER:                DATE PAID:
GOODS REC:                INVOICE REC:
RELEASE CODE:                EXCEPTION:
ASSIGNMENT:                DISCOUNT TAKEN:

PURCHASE ORDER NUMBER NOT FOUND
CLEAR = EXIT, PF1 = PRCH MENU, ENTER = INQUIRE, PF8 = NEXT PAGE
```

USER INTERACTION WITH CRT SCREEN

<u>CRT PROMPT</u>	<u>OPERATOR'S RESPONSE</u>
PURCHASE ORDER NUMBER:	Type the order number beginning with 40, 41, 42, or 43. Press the Enter key to obtain a history display of the order. Press the PF8 function key to view the next page of the history record.
NOTE:	This inquiry is obtained only on an order that migrates to history within the last six months. Contact the NFC for information relating to orders prior to this time.

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

CHAPTER 7

EXHIBITS
ONLINE RECEIVING REPORT PROGRAM
(TYPE 40 PURCHASE ORDERS)

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

CHAPTER 7
EXHIBIT 18
PAGE 1 OF 5

FORMAT 0391, PURCHASE ORDER - DATA ENTRY
RECEIVING REPORT - HEADER INFO
(SCREEN DISPLAY AND INSTRUCTIONS)

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

FORMAT 0391, PURCHASE ORDER - DATA ENTRY,
RECEIVING REPORT - HEADER INFO

CRT SCREEN EXHIBIT

```
====
- Batch ...: 0116 - Record ..: 00002 - Format: 0391 - User ID:
PURCHASE ORDER - DATA ENTRY
RECEIVING REPORT - HEADER INFO

P/O NUMBER: 40 - - - (1) REC OFFICE: (2)
RCVD DATE: (3) <MM DD YY> TYPE SHIPMENT:

CLEAR = CLOSE BATCH ENTER = CONTINUE
PF1-TOP OF THE BATCH PF3-UPDATE PF4-DELETE PF5-SYSTEM HELP PF6-SKIP PAGE
PF7-PAGE BACKWARD PF11-BOTTOM OF THE BATCH PF12-RESTORE RECORD
```

FORMAT 0391, PURCHASE ORDER - DATA ENTRY
RECEIVING REPORT, HEADER INFO

USER INTERACTION WITH CRT SCREEN

Use Screen Format 0391 (shown on the opposite page), Purchase Order - Data Entry, Receiving Report - Header Info, to enter the purchase order receiving report data that is applicable for the Type 40 purchase order that requires a receipt record prior to payment of the vendor's invoice. Before you enter a receipt record use the Inquiry Online Program to ensure that one has not previously been recorded. The circled numbers below correspond to the sample screen on the opposite page.

FIXED DATA FIELDS

① P/O NUMBER: 40 -

OPERATOR DATA ENTRY INSTRUCTIONS

Type the ordering office (last four positions of your GSA Fedstrip Requisitioner Number), fiscal year, and the 5-position control number of purchase order number indicated in Block 8 of the AD-838 and Item ⑨ of Exhibit 4, page 52. The first two positions must equal 40. As you can see from the screen print on the opposite page, number 40, is preprinted on your screen.

② REC OFFICE:

Type the four to seven-position receiving office number indicated in Block 2 of the AD-838 and Item ③ of Exhibit 4, page 51. If you type less than seven positions in this field, tab to the next field (RCVD DATE:) of your screen.

③ RCVD DATE:

Type the date goods or services were received, inspected, and accepted in MM-DD-YY (Month-Day-Year) format using the later date. This date can not be greater than the current date.

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

FORMAT 0391, PURCHASE ORDER - DATA ENTRY,
RECEIVING REPORT - HEADER INFO

CRT SCREEN EXHIBIT

```
====
- Batch ...: 0116 - Record ..: 00002 - Format: 0391 - User ID:
PURCHASE ORDER - DATA ENTRY
RECEIVING REPORT - HEADER INFO

P/O NUMBER: 40 - - - REC OFFICE:
RCVD DATE: <MM DD YY> TYPE SHIPMENT: 4

CLEAR = CLOSE BATCH ENTER = CONTINUE
PF1-TOP OF THE BATCH PF3-UPDATE PF4-DELETE PF5-SYSTEM HELP PF6-SKIP PAGE
PF7-PAGE BACKWARD PF11-BOTTOM OF THE BATCH PF12-RESTORE RECORD
```

USER INTERACTION WITH CRT SCREEN

FIXED DATA FIELDS

OPERATOR DATA ENTRY INSTRUCTIONS

④ TYPE SHIPMENT:

Type P for Partial when a single receiving office will record receipt of less than the entire order (including amendments).

Type P for Partial when a multiple receiving office will record receipt of less than or the entire order.

Type C for Complete to record receipt of the total order or the last or remainder of the order when partials were previously reported.

NOTE: The "C" is NOT used to record receipt of a shipment considered complete and received by multiple receiving offices.

After you type P or C, press the Enter key.

If you entered "C", you will get a new Receiving Report - Header Info screen to record more receiving report data.

If you entered "P", you will get the Receiving Report - Item Info screen. Guidelines to enter data on this screen are shown in Exhibit 19, page 113.

NOTE: You will not advance to another screen when data entered does not match obligation information in the system. If a mismatch occurs, an error message will be displayed on the command line (top line of screen) and the cursor will move to the data field incorrectly entered. After correction is made, press the Enter key.

CHAPTER 7

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

CHAPTER 7
EXHIBIT 19
PAGE 1 OF 5

FORMAT 0392, PURCHASE ORDER - DATA ENTRY
RECEIVING REPORT - ITEM INFO
(SCREEN DISPLAY AND INSTRUCTIONS)

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROCUREMENT AND OTHER PAYMENTS
PURCHASE ORDER ONLINE DATA ENTRY AND INQUIRY

FORMAT 0392, PURCHASE ORDER - DATA ENTRY,
RECEIVING REPORT - ITEM INFO

CRT SCREEN EXHIBIT

```

=== - Batch ...: 0116 - Record .: 00002 - Format: 0392 - User ID:

PURCHASE ORDER - DATA ENTRY
RECEIVING REPORT - ITEM INFO

LINE QUANTITY PART LINE QUANTITY PART
ITEM WHOLE PART ITEM WHOLE PART
** ***** ** *****
(1) . . . . .
(2) . . . . .

ENTER (Y) IF YOU REQUIRE A NEW PAGE:
PF1-TOP/BATCH PF3-UPDT PF4-DEL PF5-SYS HELP PF6-SKP PG PF7-PG BMD
CLEAR-CLOSE BATCH PF11-BOTTOM/BATCH PF12-RESTORE REC
  
```

FORMAT 0392, PURCHASE ORDER - DATA ENTRY
RECEIVING REPORT, ITEM INFO

USER INTERACTION WITH CRT SCREEN

Use Screen Format 0392 (shown on the opposite page), Purchase Order - Data Entry, Receiving Report - Item Info, to record the items received when you entered P in the Type Shipment field of the Receiving Report - Header Info screen (Format 0391). The circled numbers below correspond to the sample screen on the opposite page.

FIXED DATA FIELDS

① LINE ITEM:

OPERATOR DATA ENTRY INSTRUCTIONS

Type the 2-position line item number that corresponds to the line item number in Column 12 of the AD-838 and Item ④ of Exhibit 8, page 72.

NOTE: Make sure the line item number on the AD-838 and the line item number you enter on this screen match for the items received. This must be a perfect match.

② QUANTITY/WHOLE:

Type a maximum of 5-positions of whole number data of the quantity received. Always count the items received in the same unit of issue ordered. If unit of issue received is different from that shown on the order, convert quantity received to unit of issue shown on the AD-838. For example, 3 dozen plants ordered but only 6 were received. Type 5 in Item ③ on page 116.

If this field does not contain a whole number, tab to the next field (Quantity/Part).

USER INTERACTION WITH CRT SCREEN

FIXED DATA FIELDS

OPERATOR DATA ENTRY INSTRUCTIONS

③ QUANTITY/PART:

Type a maximum of 3-positions to indicate the decimal part of the whole number, if any, entered in Item ② on page 114. If the whole number does not include a decimal, tab (across the screen) to type the next item.

If the whole number does not include a decimal, tab to the next field or press the Enter key to obtain a new Receiving Report - Header Info screen to continue entry of receipt data or when you need additional item lines, go to Item ④, below, to obtain a new blank screen.

After all line items are entered, press the Enter key.

④ ENTER (Y) IF YOU REQUIRE A NEW PAGE:

Type Y at the completion of each page to obtain a new blank screen to continue entry of Line Items starting with number 34, etc.

If a new Receiving Report - Header Info screen does not come up, an error message will be displayed on the command line (top line of screen) and the cursor will move to the incorrectly entered data field.

After you have completed entry of all receipt data, the supervisor or designee verifies the data as described in paragraph 2C3I(a) beginning on page 20. If data previously entered requires a change, or if you need to look up previously entered receiving reports, refer to the Table of Contents to select the appropriate function page number.

