



NFC

Procedures

National Finance Center
Office of the Chief Financial Officer
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Purchase Order Remote Inquiry (PRCHINQ)

TITLE VI
Systems Access Manual

CHAPTER 7
Procurement And Other Payments

SECTION 8
PRCHINQ
Purchase Order Remote Inquiry

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About This Procedure

This procedure provides instructions for accessing and operating the Purchase Order Remote Inquiry (PRCHINQ). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

System Overview describes what the system is used for and provides related background information.

System Access provides access security information and instructions for accessing the system.

Operating Features describes the system's design and how to use its operating features.

Purchase Order (PRCH) Menu gives instructions for selecting options from the system's primary selection screen.

Instructions for each **submenu** and **option** are provided under a separate heading. All options on a submenu are covered before going to the next option on the main menu. The menu and option screens are presented as figures within the text.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids:

□ Messages displayed by the system are printed in *italics*. Example: The message *Delete Successful* is displayed.

□ Field specifications are also printed in italics. Example: **P/O Number** (*alphanumeric field, max. of*

12 positions). Key in the purchase order number for a Type 40, 41, 42, 43, or 45 order.

□ For date fields, "(mmddy)" means month/day/year order, using leading zeros for single-digit months and days.

□ Data that is system generated or that you must key in exactly as shown is printed in ***bold italics***. Example: Key in ***PRCHINQ*** and press [Enter].

□ Emphasized text within a paragraph is printed in **bold**. Example: **There are five columns of accounting data: Amount Description, Undelivered, Accrued, In Suspense, and Paid.**

□ Figure references link figures with the text. These references are printed in a bold font as shown here. Example: The Purchase Order (PRCH) Menu (**Figure 5**) is displayed.

□ References to sections within the procedure are printed in bold as shown here. Example: See instructions under **Receipts Inquiry (PO11)**.

□ Keyboard references are printed in brackets. Example: Press [Enter]. Press [PF3].

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

- To exit PRCHINQ, press [Clear].

□ Important extra information is identified as a note. Example: ¶**Note:** Vendor information for advance payment Type 41 orders with a P in Block 9 (Sub) of the AD-838 is also displayed on this screen.¶

Who To Contact For Help

For questions about the system (including help with unusual conditions or obtaining access authority), contact Information Center personnel at **504-255-5230**.

For questions about processing, contact the Purchase Order Section at **504-255-4PCH (504-255-4724)**.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

Title VI
Chapter 7
Section 8

**Systems Access Manual
Procurement and Other Payments
Purchase Order Remote Inquiry**

(reserved)

**Systems Access Manual
Procurement and Other Payments
Purchase Order Remote Inquiry**

Title VI
Chapter 7
Section 8

Table Of Contents

	Page
About This Procedure	i
System Overview	1
System Capabilities	1
Responsibilities	1
System Access	3
Security And Remote Terminal Usage	3
Sign-On	3
Sign-Off	4
Operating Features	5
System Design	5
System Edits	5
Function Keys	5
Purchase Order (PRCH) Menu	7
Purchase Orders On File Type-42 (PO01)	8
Obligations Inquiry (PO10)	9
Viewing Vendor Information	10
Receipts Inquiry (PO11)	12
Amendments Inquiry (PO12)	13
Invoice Status Inquiry (PO15)	15
Purchase Order Invoice Summary (PO16)	17
BPA Invoice Inquiry (PO17)	18
Viewing Paid Invoice Details	19
BPA Invoice Summary (PO19)	20
Accounting Summary Inquiry (PO20)	21
Purchase Order Accounting Totals (PO21)	22
Critical Invoice Suspense Inquiry (PO22)	23
Purchase Order/Invoice History Inquiry (PO25)	25
Transmitting Office Data (PO70)	27

(reserved)

**Systems Access Manual
Procurement and Other Payments
Purchase Order Remote Inquiry**

Title VI
Chapter 7
Section 8

System Overview

The Purchase Order Remote Inquiry System (PRCHINQ) is an online menu-driven, data base inquiry system of the U.S. Department of Agriculture (USDA). PRCHINQ is used to view PRCH master records (Form AD-838, Purchase Order, data).

System Capabilities

PRCHINQ performs functions and interfaces with other systems as follows:

- Allows the inquiry into the obligation, receipt, and invoice records of purchase order data stored at NFC.
- Interfaces with NFC Administrative Payments applications for retrieval of information regarding transactions processed.

Responsibilities

Listed below are the responsibilities of the primary organizations involved in data processing and system maintenance for PRCHINQ.

The National Finance Center (NFC):

- Develops and maintains PRCHINQ software.
- Responds to agency reports of discrepancies between agency records and data stored in PRCHINQ.

The Agency:

- Verifies the accuracy of transaction data.
- Notifies NFC of any discrepancies between agency records and data stored in PRCH.

Title VI
Chapter 7
Section 8

**Systems Access Manual
Procurement and Other Payments
Purchase Order Remote Inquiry**

(reserved)

System Access

This section provides access security information and gives specific sign-on/sign-off instructions.

Security And Remote Terminal Usage

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

To access PRCHINQ, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Sign-On

To sign on, connect to your telecommunications network to display the NFC banner screen (Figure 1) on

your terminal. Then respond to the prompts as follows:

1 Enter User ID (required, alphanumeric field; max. of 8 positions). Key in your assigned user ID (e.g., NF999). Press [Tab].

2 Password (required, alphanumeric field; 6 to 8 positions). Key in your password. Your password is not displayed on the screen. Press [Tab].

3 New Password (alphanumeric field; 6 to 8 positions). If your current password expires, key in a new password. Press [Tab]. You may change your password any time but not more than once a day.

4 Enter Application Name (required, alphanumeric field; max. of 9 positions). Key in PRCHINQ and press [Enter]. The Purchase Order (PRCH) Remote Inquiry Signon screen (Figure 3) is displayed, except when NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (Figure 2) is displayed. Press [Enter] again to display the main menu.

```

=====
== 03/24/95      SNAMOD2      T3138E0D      PF1=HELP ==
=====
==              NN  NN      FFFFFFFF      CCCCCCCC ==
==              NNN NN      FFFFFFFF      CCCCCCCC ==
==              NNNN NN      FF              CC              ==
==              NN NN NN      FFFFFFFF      CC              ==
==              NN NNNN      FFFFFFFF      CC              ==
==              NN NN      FF              CCCCCCCC      ==
==              NN NN      FF              CCCCCCCC      ==
=====
==              National Finance Center
==              Office of Finance and Management
==              United States Department of Agriculture
=====
==              For Authorized Use Only
=====
== ENTER USER ID = NF999 1 PASSWORD = 2 NEW PASSWORD = 3
==
== ENTER APPLICATION NAME = PRCHINQ 4 OR PRESS ENTER FOR NFC MENU
=====

```

Figure 1. NFC Banner Screen

```

=====
== 03/24/95      SNAMOD2      NFC MENU      T3138E0D      10:49:06 CT ==
=====
== SELECT ONE:
=====
== 1. PAYROLL/PERSONNEL SYSTEMS
== 2. FINANCIAL INFORMATION SYSTEMS
== 3. PROPERTY MANAGEMENT INFORMATION SYSTEMS
== 4. ADMINISTRATIVE INFORMATION SYSTEMS
== 5. DEVELOPMENT SYSTEMS <NFC ONLY>
== 6. DATA BASE TEST SYSTEMS <NFC ONLY>
== 7. MISSION ASSIGNMENT TRACKING SYSTEM <GAO ONLY>
== 8. DIRECTIVES BULLETIN BOARD
== ENTER APPLICATION NAME OR SELECTION NUMBER ==>PRCHINQ      PF11 = EXIT
=====
==              MESSAGE BOARD
=====

```

Figure 2. NFC Menu

Systems Access Manual Procurement and Other Payments Purchase Order Remote Inquiry

Note: When signing on, before you display the system's main menu, you may select Option 8, Directives Bulletin Board, on the NFC Menu to view additional messages related to administrative payments systems. See Title VI, Systems Access Manual, Bulletin 94-1, Directives Bulletin Board, dated January 24, 1994. 

PRCHINQ is accessible through the NFC Menu by selecting Option 4, Administrative Information Systems, then selecting Option 2. PRCHINQ is also available through MULTSESS as option 49.

At the Purchase Order (PRCH) Remote Inquiry Signon screen (**Figure 3**), respond to the prompt as follows:

1 Enter Your Agency Code (*required, alphanumeric field; 2 positions*). Key in your agency code and press [Enter]. The Purchase Order (PRCH) Menu (**Figure 5**) is displayed.

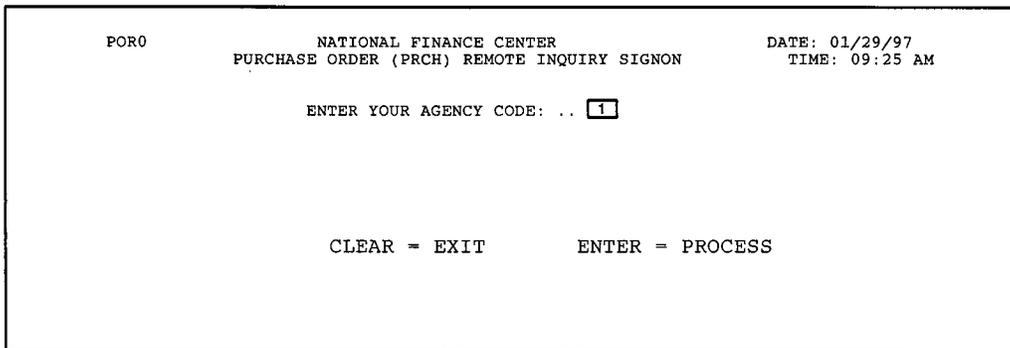
Instructions for using PRCHINQ begin on page 7.

Sign-Off

To exit PRCHINQ, press [Clear] at any screen. The *CSSF Logoff/Or Enter Task ID* prompt (**Figure 4**) is displayed. Press [Clear]. Key in *bye* and press [Enter].

The NFC Menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

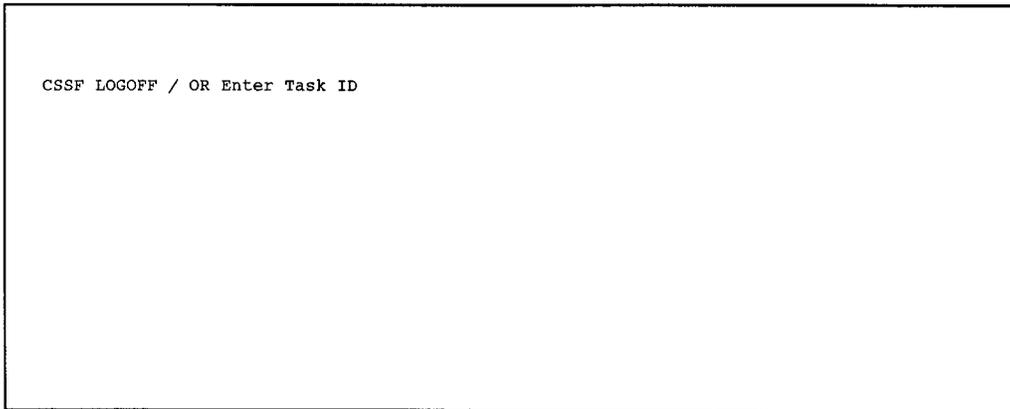


```
PORO                NATIONAL FINANCE CENTER                DATE: 01/29/97
                    PURCHASE ORDER (PRCH) REMOTE INQUIRY SIGNON          TIME: 09:25 AM

                    ENTER YOUR AGENCY CODE: .. 1

                    CLEAR = EXIT                ENTER = PROCESS
```

Figure 3. Purchase Order (PRCH) Remote Inquiry Signon screen



```
CSSF LOGOFF / OR Enter Task ID
```

Figure 4. CSSF Logoff/ Or Enter Task ID prompt

**Systems Access Manual
Procurement and Other Payments
Purchase Order Remote Inquiry**

Title VI
Chapter 7
Section 8

Operating Features

This section describes the system's design and operating features.

System Design

PRCHINQ is a menu-driven system. PRCHINQ is designed for inquiry purposes and requires the entry of key data only. The key data is identified by the symbol (●). After key data is entered, the system retrieves all data for the existing record.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed at the bottom of the screen. All errors must be corrected before you are allowed to continue.

Function Keys

Your keyboard includes :

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

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

The special functions of these keys in PRCHINQ are displayed at the bottom of each screen. Descriptions are provided below:

Key Functions

-  Used to return to the PRCH Menu screen.
-  Used to add a record. **For NFC use only.**
-  Used to update a record. **For NFC use only.**

-  Used to delete a record. **For NFC use only.**
-  Used to view the paid invoice summary.
-  Used to display the previous record stored if multiple records exist for the same purchase order.
-  Used to display the next record stored if multiple records exist for the same purchase order.
-  Used to display specific data; i.e., vendor information, obligation details, paid details, invoice details, accounting totals, or accounting summary, during the view of a purchase order.
-  Used to display the receipt details for a selected purchase order.
-  Used to display the amendment details for a selected purchase order.
-  Used to display the next applicable screen from the PRCH Menu or to display data for a new record on the inquiry screen.
-  Used to exit the system.
-  Used to move the cursor from field to field.
-  Used to move the cursor up from line to line.
-  Used to move the cursor down from line to line.
-  Used to move the cursor to the right from position to position within a field.
-  Used to move the cursor to the left from position to position within a field.

Title VI
Chapter 7
Section 8

**Systems Access Manual
Procurement and Other Payments
Purchase Order Remote Inquiry**

(reserved)

Purchase Order (PRCH) Menu

After you have accessed PRCHINQ, the Purchase Order (PRCH) Menu (Figure 5) is displayed listing the available inquiry options (tasks).

Below is a brief description of each option:

01. Purchase Orders On File Type-42. Used to view the cyclical payment details of a Type 42 purchase order.

10. Obligations Inquiry. Used to view the obligation details of Type 40, 41, 42, 43, and 45 orders. Also used to view vendor information for Types 42 and 45 by pressing [PF9] to display the Purchase Order Obligations Detail Address (P013) screen (Figure 8).

11. Receipts Inquiry. Used to view the receipt details for Type 40 and 43 orders.

12. Amendments Inquiry. Used to view the amendment details for Type 40, 41, 42, 43, and 45 orders.

15. Invoice Status Inquiry. Used to view the invoice details of Type 40, 41, 42, and 43 orders. **Note:** Vendor information for advance payment Type 41 orders with a P in Block 9 (Sub) of the AD-838 is also displayed on this screen.

16. Purchase Order Invoice Summary. Used to view a list of invoices for Type 40, 41, 42, and 43 orders.

17. BPA Invoice Inquiry. Used to view the invoice and accounting details for Type 45 orders. Also used to view paid details by pressing [PF9] to display the Blanket Purchase Order Paid Detail (P018) screen (Figure 14).

19. BPA Invoice Summary. Used to view a summary of all paid invoices for Type 45 orders.

20. Accounting Summary Inquiry. Used to view the accounting summaries for Type 40, 41, 42, 43, and 45 (stored accounting only) orders.

21. Purchase Order Accounting Totals. Used to view the accounting totals for Type 40, 41, 42, 43 and 45 (stored accounting only) orders.

22. Critical Invoice Suspense Inquiry. Used to view a list of Type 40 invoices over \$5,000 that are held in suspense awaiting a receiving report. The invoices displayed are at risk for payment of interest penalties in accordance with the terms of the Prompt Payment Act.

25. Purchase Order/Invoice History Inquiry. Used to view Type 40, 41, 42, and 43 orders that have migrated to history within the last 6 months. **Note:** For information about orders migrated to history prior to this time, and history records for Type 45 orders, call the Purchase Order Section at 504-255-4PCH (504-255-4724).

70. Transmitting Office Data. Used to add, update, delete or view transmitting office data.

To select an option on the PRCH Menu, key in the task ID number at the Enter Desired Task ID prompt and press [Enter].

The screen for the selected option is displayed.

- To exit to PRCHINQ, press [Clear].

Instructions follow for using the system options.

PORM	NATIONAL FINANCE CENTER PURCHASE ORDER (PRCH) MENU	DATE: 01/29/97 TIME: 09:26 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	
17	BPA INVOICE INQUIRY	
19	BPA INVOICE SUMMARY	
20	ACCOUNTING SUMMARY INQUIRY	
21	PURCHASE ORDER ACCOUNTING TOTALS	
22	CRITICAL INVOICE SUSPENSE INQUIRY	
25	PURCHASE ORDER/INVOICE HISTORY INQUIRY	
70	TRANSMITTING OFFICE DATA	
ENTER DESIRED TASK ID:		
CLEAR = EXIT, ENTER = OBTAIN REQUESTED TASK ID		

Figure 5. Purchase Order (PRCH) Menu screen

Systems Access Manual Procurement and Other Payments Purchase Order Remote Inquiry

Purchase Orders On File Type-42 (PO01)

Purchase Orders On File Type-42 is Option 01 on the PRCH Menu (Figure 5). It is used to view the cyclic payment details of a Type 42 order.

To select this option, key in **01** at the Enter Desired Task ID prompt on the PRCH Menu screen; or at most other PRCH screens, key in **PO01** in the Option field. Press [Enter].

The Purchase Orders On File Type-42 screen (Figure 6) is displayed with **42** at the Purchase Order Number prompt. Amount. The key (●) field is P/O Number.

The fields on the Purchase Orders On File Type-42 screen are listed below with an explanation of each:

1 P/O Number (●, alphanumeric field, max. of 12 positions). Key in the remainder of the purchase order number after the preprinted **42**, the ordering office number, fiscal year, and control number. Press [Enter]. The cyclical payment details for the selected purchase order number are displayed.

2 Payment Start Date. The date the payments are scheduled to begin.

3 Next Pay Date. The next payment schedule date.

4 Payment Cycle. The frequency of payments in a cycle, i.e.:

MO=Monthly
 BW=Biweekly

AN=Annual
 SA=Semiannual
 QT=Quarterly
 BM=Bimonthly
 MO=Monthly
 WK=Weekly
 SM=Semimonthly
 TA=Triannual

5 Total Number Of Payments. The total number of scheduled payments that covers the automatic payment cycle.

6 Total Number Of Payments Made. The total number of payments made against this purchase order.

7 Amount Of Each Payment. The amount of each scheduled payment.

8 Total Amount Paid To Date. The total amount paid against this purchase order.

9 Completion Code. Percentage of completion for this purchase order.

After viewing the current screen you may perform one of the following functions as described below:

- To view another order, key in the new order number over the existing number and press [Enter].
- To update the record, press [PF3]. For NFC use only.
- To delete the record, press [PF4]. For NFC use only.
- To display the PRCH Menu (Figure 5), press [PF1].
- To exit to PRCHINQ, press [Clear].

PO01	PURCHASE ORDERS ON FILE TYPE-42	DATE: 01/29/97
		TIME: 09:26 AM
PURCHASE ORDER NUMBER:	42 - 1 - -	
PAYMENT START DATE:	/ 2 /	COMPLETION CODE: 9
NEXT PAY DATE:	/ 3 /	
PAYMENT CYCLE:	4	
TOTAL NUMBER OF PAYMENTS:	5	
TOTAL NUMBER OF PAYMENTS MADE:	6	
AMOUNT OF EACH PAYMENTS:	\$ 7	
TOTAL AMOUNT PAID TO DATE:	\$ 8	
CLEAR = EXIT, PF1 = PRCH MENU, ENTER = INQUIRE, PF3 = UPDT, PF4 = DELETE		

Figure 6. Purchase Orders On File Type-42 screen

Obligations Inquiry (PO10)

Obligations Inquiry is Option 10 on the PRCH Menu (Figure 5) and is used to view the obligation details of Type 40, 41, 42, 43, and 45 orders. It is also used to view vendor information for Types 42 and 45.

To select this option, key in **10** at the Enter Desired Task ID prompt on the PRCH Menu screen; or at most other PRCH screens, key in **PO10** in the Option field. Press [Enter].

The Purchase Order Obligation Details screen (Figure 7) is displayed. Respond to the prompt as follows:

- 1** P/O Number (●, alphanumeric field, max. of 12 positions). Key in the purchase order number for a Type 40, 41, 42, 43, or 45 order. Press [Enter]. The obligation details for the selected order are displayed.
- 2** P/O Sub. The code used to indicate a special condition related to the purchase order. For Sub-Identifiers or specific installment designations, see External Title II, Chapter 5, Section 1, Purchase Order System.
- 3** Sub Cnt. The number of amendments associated with the purchase order.
- 4** Batch Seq Number. The batch sequence number that contains the purchase order.
- 5** Oblig Register. The payment register number.
- 6** Original Obligation Amt. The original amount of the purchase order.
- 7** Curr Oblig Amt. The current obligation amount of the purchase order.

- 8** Freight. The freight charges associated with this purchase order.
- 9** Contract No. The contract number used by the contracting office. *OM* represents Open Market.
- 10** Status. The status of the purchase order.
- 11** Order Date. The actual date on the original purchase order.
- 12** Discount Terms. The discount amount associated with this purchase order.
- 13** Entry Date. The date the order was entered in to the system.
- 14** Rec Ofc. The receiving office number.
- 15** Agency. The agency code.
- 16** Station. The accounting station code used for this purchase order.
- 17** Unit (For Forest Service only). The unit code used with this accounting.
- 18** Comm. The code used to indicate the type of commodity. For a list of codes, see External Title II, Chapter 5, Section 1, Purchase Order System.
- 19** FSS. Used to indicate a federal schedule contract (1=Contract, 0=Open Market).
- 20** Fund. The fund code used for this purchase order.
- 21** SF281. The SF-281 code used to indicate the method of procurement and type of business. For a list of codes, see External Title II, Chapter 5, Section 1, Purchase Order System.

PO10		PURCHASE ORDER				PURCHASE ORDER OBLIGATION DETAILS				DATE: 01/29/97					
										TIME: 09:27 AM					
P/O NUMBER:	-	[1]		CONTRACT NO:		[9]		STATUS:		[10]					
P/O SUB:	[2]	SUB CNT:		ORDER DATE:		[11]		REC OFC:		[14]					
BATCH SEQ NUMBER:	[4]	DISCOUNT TERMS:		%		[12]		AGENCY:		[15]					
OBLIG REGISTER:	[5]	DAYS		%		[12]		STATION:		[16]					
ORIG OBLIG AMT:	[6]	DAYS		%		[12]		UNIT:		[17]					
CURR OBLIG AMT:	[7]	DAYS		NET		[13]		COMM:		[18]					
FREIGHT:	[8]	DAYS		ENTRY DATE:		[13]		FSS:		[19]					
LINE	OBJ	AC	QUANTITY	UNIT	UNIT	LINE	ACTION	TOL AMT:		[22]					
[23]	[24]	[25]	[26]	[27]	PRICE	AMOUNT	CODE	FUND:		[20]					
								SF281:		[21]					
LINE AMT	CREDIT	VOL	DISC	NON MER	TRADE	DISC	FRT	EXCISE							
[32]	[33]	[34]	[35]	[35]	[36]	[37]	[38]	[39]							
LINE AMOUNT & ACTION CODE TOTAL: [40]															
CLEAR = EXIT				PF1 = PRCH MENU				PF9 = VENDOR INFO				PF11 = AMENDMENTS			
ENTER = INQUIRE				PF8 = NEXT PAGE				PF10 = RECEIPT DETAILS							

Figure 7. Purchase Order Obligation Details screen

Systems Access Manual Procurement and Other Payments Purchase Order Remote Inquiry

- 22 Tol Amt.** The total amount of the order.
- 23 Line Item.** The number of the line item.
- 24 Object Cl.** The object classification code used for this line item.
- 25 Ac Ln.** The accounting line number.
- 26 Quantity Ordered.** The quantity ordered per line item per order.
- 27 Unit Issue.** The unit of measurement, e.g., EA=Each.
- 28 Unit Price.** The unit price.
- 29 Line Amount.** The extended amount of the line item (quantity x unit price).
- 30 Action Code.** The code used to identify the amounts that are added or deducted from the line amount.
 C=Credit
 D=Line Item Discount
 E=Excise Tax
 F=Freight
 N=Non-Merchandise
 T=Trade-In
 V=Volume Discount
 X=Line Item Cancellation.
- 31 Action Code Amount.** The amount that has been added to or deducted from the line amount.
- 32 Line Amt.** The total line amount.
- 33 Credit.** The credit amount.
- 34 Vol Disc.** The volume discount amount.
- 35 Non Mer.** The non-merchandise amount.
- 36 Trade.** The trade-in amount.
- 37 Disc.** The discount amount.
- 38 Frt.** The freight amount.
- 39 Excise.** The excise tax amount.
- 40 Line Amount & Action Code Total.** The total of the line item amount and the total action code amounts.
 - To view another order, key in the new order number over the existing number and press [Enter].
 - To view the next screen of details, press [PF8].
 - To view the receipt details for the selected order, press [PF10]. The Purchase Order Receipt Details screen (**Figure 9**) is displayed. See instructions under **Receipts Inquiry (PO11)**.
 - To view vendor information, press [PF9]. The Purchase Order Obligation Details Address screen (**Figure 8**) is displayed. See instructions under **Viewing Vendor Information**.
 - To view any amendments for the selected order, press [PF11]. The Purchase Order Detail Amendments screen (**Figure 10**) is displayed. See instructions under **Amendments Inquiry (PO12)**.
 - To display the PRCH Menu (**Figure 5**), press [PF1].
 - To exit PRCHINQ, press [Clear].

PO13	PURCHASE ORDER PURCHASE ORDER OBLIGATION DETAILS ADDRESS	DATE: 01/29/97 TIME: 09:27 AM
	PO NUMBER: <input style="width: 20px;" type="text" value="1"/>	
VENDOR NAME:	<input style="width: 20px;" type="text" value="2"/>	00 00
ADDRESS LINE 1:	<input style="width: 20px;" type="text" value="3"/>	
LINE 2:	<input style="width: 20px;" type="text" value="4"/>	
CITY:	<input style="width: 20px;" type="text" value="5"/>	STATE: <input style="width: 20px;" type="text" value="6"/> ZIP CODE: <input style="width: 20px;" type="text" value="7"/>
ASSIGNMENT ADDRESS CLEAR = EXIT, ENTER = RETURN TO PO10		

Figure 8. Purchase Order Obligation Details Address screen

Systems Access Manual
Procurement and Other Payments
Purchase Order Remote Inquiry

Title VI
Chapter 7
Section 8

Viewing Vendor Information. To view vendor information for Types 42 or 45, at the Purchase Order Obligation Details screen (**Figure 7**), press [PF9]. The Purchase Order Obligation Details Address screen (**Figure 8**) is displayed. **Note:** To view vendor information for Type 41, Advance Payment (P in Block 9 (Sub) of the AD-838), the Purchase Order Invoice Details screen (**Figure 11**) is displayed. See instructions under **Invoice Status Inquiry (PO15)**.

Below with an explanation of each:

- 1 P/O Number.** The purchase order number beginning with (40, 41, 42, 43, and 45), the ordering office number, fiscal year, and control number.
- 2 Vendor Name.** The name of the vendor (seller) on the purchase order.
- 3 Address Line 1.** The first line of the vendor's address.
- 4 Address Line 2.** The second line of the vendor's address.
- 5 City.** The vendor's city.
- 6 State.** The vendor's state.
- 7 ZIP Code.** The vendor's ZIP Code.
 - To display the Purchase Order Obligation Details screen (**Figure 7**), press [Enter].
 - To exit PRCHINQ, press [Clear].

Systems Access Manual Procurement and Other Payments Purchase Order Remote Inquiry

Receipts Inquiry (PO11)

Receipts Inquiry is Option 11 on the PRCH Menu (Figure 5) and is used to view the receipt details for Type 40 and 43 orders.

To select this option, key in **11** at the Enter Desired Task ID prompt on the PRCH Menu screen; or at most other PRCH screens, key in **PO11** in the Option field. Press [Enter].

The Purchase Order Receipt Details screen (Figure 9) is displayed. Respond to the prompt as follows:

1 **PO Number** (➤, alphanumeric field, max. of 12 positions). Key in the purchase order number for a Type 40 or 43 order. Press [Enter].

The receipt details for the selected purchase order number are displayed.

2 **Fund Code**. The fund code used for this accounting.

3 **Line Item**. The line item number.

4 **Act Code**. The action code related to the line item.

5 **Rcvg Office**. The receiving office number.

6 **Date Goods Received**. The date the goods or services were received, inspected, and accepted.

7 **Transmit Date**. The date of transmission.

8 **Type Ship**. The type of shipment of goods ordered, e.g., P=Partial delivery, C=Complete.

9 **Received**. The receipt amount.

10 **Receipt Batch-Seq**. The batch-sequence number that contains the receipt.

11 **Register Number**. The register number used for control purposes.

- To view another order, key in the new order number over the existing number and press [Enter].

- To view the next page of the receipt details, press [PF8].

- To view obligation details of the selected order, press [PF9]. The Purchase Order Obligation Details screen (Figure 7) is displayed. See instructions under **Obligations Inquiry (PO10)**.

- To view any amendments for the selected order, press [PF11]. The Purchase Order Detail Amendments screen (Figure 10) is displayed. See instructions under **Amendments Inquiry (PO12)**.

- To display the PRCH Menu (Figure 5), press [PF1].

- To exit PRCHINQ, press [Clear].

PO11	PURCHASE ORDER	DATE: 01/29/97					
PAGE: 00	PURCHASE ORDER RECEIPT DETAILS	TIME: 09:28 AM					
PO NUMBER: - - -	1	FUND CODE: 2					
LINE ACT	RCVG	DATE GOODS	TRANSMIT	TYPE		RECEIPT	REGISTER
ITEM CODE	OFFICE	RECEIVED	DATE	SHIP	RECEIVED	BATCH-SEQ	NUMBER
3 4	5	6	7	8	9	10	11
CLEAR = EXIT, PF1 = PRCH MENU, ENTER = INQUIRE, PF8 = NEXT PAGE, PF9 = OBLIGATION DETAILS, PF11 = AMENDMENTS							

Figure 9. Purchase Order Receipt Details screen

**Systems Access Manual
Procurement and Other Payments
Purchase Order Remote Inquiry**

Title VI
Chapter 7
Section 8

Amendments Inquiry (PO12)

Amendments Inquiry is Option 12 on the PRCH Menu (Figure 5) and is used to view the amendment details for Type 40, 41, 42, 43, and 45 orders.

To select this option, key in **12** at the Enter Desired Task ID prompt on the PRCH Menu screen; or at most other PRCH screens, key in **PO12** in the Option field. Press [Enter].

The Purchase Order Detail Amendments screen (Figure 10) is displayed. Respond to the prompt as follows:

1 P.O. Number (•, alphanumeric field, max. of 12 positions). Key in the purchase order number for a Type 40, 41, 42, 43, or 45 order. Press [Enter].

The amendment record for the selected order is displayed.

- 2 Status.** The status of the purchase order.
- 3 Transmission Date.** The date the amendment was transmitted.
- 4 Rec Office.** The receiving office number.
- 5 FS.** Used to indicate a federal schedule contract (1=Contract, 0=Open Market).
- 6 Date Ord.** The date the purchase order was amended.
- 7 SF 281.** The SF 281 number used to indicate the method of procurement and type of business. For a list of codes, see External Title II, Chapter 5, Section 1, Purchase Order System.

8 Unit (For Forest Service only). The unit code.

9 Fund Code. The fund code used with this accounting.

10 Sub No. The number of the amendment if numeric or is a special amendment code such as CN, DL, etc.

11 Acct Stat. The accounting station code.

12 Ag. The agency code.

13 Batch and Sequence No. The batch and sequence number that contains the amendment.

Discounts (Up to 3 discount terms may be entered—Pct/Days)

14 Net (Original/Current). The original and current (amended) net term associated with the purchase order.

15 Pct (Original/Current). The original and current (amended) percentage associated with the net term.

16 Days (Original/Current). The original and current (amended) days associated with the net term.

17 Estimated Freight (Original/Current). The original and current (amended) estimated freight charge for the purchase order.

18 Obligated Amount (Original/Current). The original and current (amended) obligated amount for the purchase order.

PO12	PURCHASE ORDER										DATE: 01/29/97
	PURCHASE ORDER DETAIL AMENDMENTS										TIME: 09:31 AM
	P. O. NUMBER: - 1 - -										
STATUS	TRANSMISSION	REC	F	DATE	SF	UNIT	FUND	SUB	ACCT	AG	BATCH AND
	DATE	OFFICE	S	ORD.	281		CODE	NO.	STAT		SEQUENCE NO.
2	3	4	5	6	7	8	9	10	11	12	13
ORIGINAL	NET	DISCOUNTS				ESTIMATED		OBLIGATED			
CURRENT	14	PCT	DAYS	PCT	DAYS	PCT	DAYS	FREIGHT		AMOUNT	
		15	16					17		18	
CLEAR = EXIT, PF1 = PRCH MENU, ENTER = INQUIRE, PF8 = NEXT PAGE, PF9 = OBLIGATION DETAILS, PF10 = RECEIPT DETAILS											

Figure 10. Purchase Order Detail Amendments screen

**Systems Access Manual
Procurement and Other Payments
Purchase Order Remote Inquiry**

After viewing the current screen, you may perform one of the following functions as described below:

- To view another order, key in the new order number over the existing number and press [Enter].
- To view the next screen of detail amendments, press [PF8].
- To view obligation details of the selected order, press [PF9]. The Purchase Order Obligation Details screen (**Figure 7**) is displayed. See instructions under **Obligations Inquiry (PO10)**.
- To view the receipt details for the selected order, press [PF10]. The Purchase Order Receipt Details screen (**Figure 9**) is displayed. See instructions under **Receipts Inquiry (PO11)**.
- To display the PRCH Menu (**Figure 5**), press [PF1].
- To exit PRCHINQ, press [Clear].

**Systems Access Manual
Procurement and Other Payments
Purchase Order Remote Inquiry**

Title VI
Chapter 7
Section 8

Invoice Status Inquiry (PO15)

Invoice Status Inquiry is Option 15 on the PRCH Menu (Figure 5) and is used to view the invoice details of Type 40, 41, 42, and 43 orders.

To select this option, key in **15** at the Enter Desired Task ID prompt on the PRCH Menu screen; or at most other PRCH screens, key in **PO15** in the Option field. Press [Enter].

The Purchase Order Invoice Details screen (Figure 11) is displayed. Respond to the prompts as follows:

1 PO Number (☛, alphanumeric field, max. of 12 positions). Key in the purchase order number for a Type 40, 41, 42, or 43 order. To view the first invoice for the order, press [Enter]. To view a specific invoice, key in the invoice reference number in the Summary Reference field as described in 3.

2 Report Type (☛, optional, alpha field, up to 6 positions). To view the Purchase Order Invoice Summary screen (PO16) (Figure 12), key in **INVSUM** or **SUM**. To view a list of invoices beginning with the first invoice for the order, press [Enter]. To view a specific invoice, key in the invoice reference number in the Summary Reference field as described in 3. The selected invoice will display on the Invoice Summary screen (Figure 12).

3 To view invoice details (P015) for a specific invoice after P016 is displayed, key in **INVDET** or **DET** in the Report Type field of P016. To view the first invoice for the order, press [Enter]. To view a specific invoice, key in the invoice reference number

in the Summary Reference field of P016 as described in 3.

4 Summary Reference (☛, optional, numeric field, 3 positions). To specify the invoice, key in the invoice reference number. For example, to view the second invoice, key in **002**. Press [Enter].

5 Invoice Number. The invoice number related to the selected purchase order number.

6 PO Status. The status of the purchase order e.g., PAID.

7 Invoice Date. The date on the invoice.

8 Batch And Sequence. The batch and sequence number that contains the invoice.

9 Date Received. The date the invoice was received at NFC.

10 Date Entered. The date the invoice was entered in the system.

11 NFC Process Date. The date the invoice was processed in the system.

12 Date Released To Treasury. The date the invoice was released to Treasury (displayed for paid invoices).

13 Schedule Number. The schedule number (displayed for paid invoices).

14 Invoice Status. The status of the invoice. e.g., Awaiting Receiving Report.

15 Release Code. The code used to indicate the release of the invoice for payment.

PO15		PURCHASE ORDER INVOICE DETAILS		DATE: 01/29/97	
				TIME: 09:31 AM	
PO NUMBER: -	1	REPORT TYPE: 2	SUMMARY REFERENCE: 3		
INVOICE NUMBER:	4	PO STATUS: 5			
INVOICE DATE:	6	V E N D O R			
BATCH AND SEQUENCE:	7				
DATE RECEIVED:	8				
DATE ENTERED:	9				
NFC PROCESS DATE:	10				
DATE RELEASED TO TREASURY	11	DISCOUNT TERMS: 21			
SCHEDULE NUMBER	12	NET	DAYS	DAYS	
INVOICE STATUS:	13	FUND CODE: 22	GOVERNMENT CODE: 23		
RELEASE CODE:	14	OPERATOR CODE: 24			
EXCISE TAX	15	OTHER TAX	18	FREIGHT	25
TRADE IN	16	CREDIT	19		
INVOICED AMT	17	AMOUNT PAID	20		
***** DIFFERENCE AMOUNT AND REASON *****					
26					
CLEAR=EXIT, PF1=PRCH MENU, PF3=UPDATE, PF8=NEXT INVOICE, ENTER=INQUIRE					

Figure 11. Purchase Order Invoice Details screen

Systems Access Manual Procurement and Other Payments Purchase Order Remote Inquiry

16 Excise Tax. The amount of excise tax associated with this invoice.

17 Trade In. The amount of trade-in allowance associated with this invoice.

18 Invoiced Amt. The total amount of the invoice.

19 Other Tax. The amount of taxes associated with this invoice.

20 Credit. The credit amount associated with this invoice.

21 Amount Paid. The total invoice amount paid against this invoice.

22 Discount Terms. The discount terms associated with this invoice.

23 Fund Code. The fund code used for this accounting.

24 Government Code. The code used to indicate if the vendor is a Government entity.

25 Operator Code. An internal system code.

26 Freight. The freight charges associated with this invoice.

27 Difference Amount And Reason. The difference between the invoiced amount and the paid amount, including the reason for the difference.

After viewing the current screen, you may perform one of the following functions as described below:

- To view another order, key in the new order number over the existing number and press [Enter].
- To view subsequent invoices in the order, press [PF8].
- To update, press [PF3]. **Note:** For NFC use only.
- To display the PRCH Menu (**Figure 5**), press [PF1].
- To exit PRCHINQ, press [Clear].

**Systems Access Manual
Procurement and Other Payments
Purchase Order Remote Inquiry**

Title VI
Chapter 7
Section 8

Purchase Order Invoice Summary
(PO16)

Purchase Order Invoice Summary is Option 16 on the PRCH Menu (Figure 5) and is used to view a list of invoices for Type 40, 41, 42, and 43 orders.

To select this option, key in *16* at the Enter Desired Task ID prompt on the PRCH Menu screen; or at most other PRCH screens, key in *PO16* in the Option field. Press [Enter].

The Purchase Order Invoice Summary screen (Figure 12) is displayed. Respond to the prompts as follows:

1 **PO Number** (☛, alphanumeric field, max. of 12 positions). Key in the purchase order number for a Type 40, 41, 42, or 43 order. To view paid invoices beginning with the first invoice for the order, press [Enter]. To view a specific invoice, key in the invoice reference number in the Summary Reference field as described in **3**.

2 **Report Type** (☛, optional, alpha field, up to 6 positions). For the Invoice Summary report, leave blank. To view the Invoice Details report, key in *INVDET* or *DET*. The Purchase Order Invoice Details screen (Figure 11) is displayed showing the selected invoice. To view the first invoice details for the order, press [Enter]. See **Invoice Status Inquiry (PO15)**. To specify an invoice, key in the invoice reference number in the Summary Reference field as described in **3**.

3 **Summary Reference** (☛, optional, numeric field, 3 positions). To specify the invoice, key in the invoice reference number. For example, to view the second invoice, key in *002*. Press [Enter].

4 **P/O Status**. The status of the purchase order e.g., PAID.

5 **Ref**. The invoice reference number.

6 **Vendor Name**. The vendor's name.

7 **Invoice No.** The invoice number related to the selected purchase order number.

8 **Batch/Seq.** The batch/sequence number that contains the invoice.

9 **Schedule No.** The payment schedule number.

10 **Freight**. The freight charges associated with this invoice.

11 **Credit**. The credit amount associated with this invoice.

12 **Trade In**. The amount of trade-in allowance associated with this invoice.

13 **Invoice Amt.** The total amount of the invoice.

14 **Amt Paid**. The total invoice amount paid against this invoice.

- To view another order, key in the new order number over the existing number and press [Enter].
- To view the next invoice in the order, press [PF8].
- To display the PRCH Menu (Figure 5), press [PF1].
- To exit PRCHINQ, press [Clear].

PO16	PURCHASE ORDER INVOICE SUMMARY	DATE: 01/29/97
		TIME: 09:31 AM
PO NUMBER: -	- 1 - -	SUMMARY REFERENCE: 000 3
	REPORT TYPE: 2	
5 REF)	PO STATUS: 4	
REF)	VENDOR NAME 6	INVOICE NO 7
	FREIGHT 10	BATCH-SEQ 8
	CREDIT 11	SCHD NO 9
	TRADE-IN 12	INVOICE AMT 13
	AMT PAID 14	
CLEAR=EXIT, PF1=PRCH MENU, PF8=NEXT INVOICES, ENTER=INQUIRE		

Figure 12. Purchase Order Invoice Summary screen

Systems Access Manual Procurement and Other Payments Purchase Order Remote Inquiry

BPA Invoice Inquiry (PO17)

BPA Invoice Inquiry is Option 17 on the PRCH Menu (Figure 5) and is used to view the invoice details for Type 45 orders.

To select this option, key in 17 at the Enter Desired Task ID prompt on the PRCH Menu screen; or at most other PRCH screens, key in PO17 in the Option field. Press [Enter].

The Blanket Purchase Orders Paid Invoices screen (Figure 13) is displayed. Respond to the prompts as follows:

1 PO Number (☛, alphanumeric field, max. of 12 positions). Key in the purchase order number for a Type 45 order. To view the first invoice for the order, press [Enter]. To view a specific invoice, key in the Reference Number as described in 2.

2 Reference Number (numeric field, max. of 3 positions). To access a specific invoice, e.g., the first invoice against this purchase order would be 001, key in the invoice reference number and press [Enter].

Details for the selected invoice are displayed. The information on this screen is generated from the AD-838D, BPA--Invoice-Receipt Certification.

3 Invoice Number. The invoice number related to the selected purchase order number.

4 Agency Recd Inv. The date the agency received the invoice from the vendor.

5 Batch And Sequence. The batch/sequence number that contains the invoice.

6 Goods Received. The date the goods or services were received and accepted or the date the service period ended.

7 Schedule Number. The payment schedule number.

8 NFC Received. The date the invoice was received at NFC.

9 Date Processed. The date the invoice was processed in the system.

10 Release Code. The code used to indicate the release of the invoice for payment.

11 Operator Code. An internal system code.

12 Invoiced Amount. The total invoiced amount.

13 Seller ID. The seller's identification number.

14 Seller Flag. Used to indicate if the Seller's ID is the Taxpayer's Payer's ID or Employee ID number.

15 Discount Terms. The discount terms associated with this purchase order.

16 Interest Paid. The amount of interest paid on this invoice.

17 Total Paid. The total amount paid against the invoice.

18 Date Paid. The date the invoice was paid.

19 Report Type. The associated report. INVDET represents Invoice Details.

```

PO17          ** BLANKET PURCHASE ORDERS **      DATE: 01/29/97
              **   PAID INVOICES   **          TIME: 09:32 AM

PO NUMBER:    -      [ 1 ]          REFERENCE NUMBER: [ 2 ]
AGENCY RECD INV: [ 4 ]          INVOICE NUMBER:       [ 3 ]
GOODS RECEIVED: [ 6 ]          BATCH AND SEQUENCE: [ 5 ]
NFC RECEIVED:  [ 8 ]          SCHEDULE NUMBER:   [ 7 ]
DATE PROCESSED: [ 9 ]
RELEASE CODE:  [ 10 ]
OPERATOR CODE: [ 11 ]
INVOICED AMOUNT: [ 12 ]
SELLER ID:     [ 13 ]
SELLER FLAG:   [ 14 ]
INTEREST PAID: [ 16 ]
TOTAL PAID:    [ 17 ]
DATE PAID:     [ 18 ]
REPORT TYPE:   [ 19 ]

              == V E N D O R   I N F O ==

DISCOUNT TERMS: [ 15 ]          DAYS
                                  DAYS
                                  DAYS
NET      DAYS

***** RESPONSES *****
CLEAR = EXIT      PF1 = MENU      PF7 = PREV INVOICE    PF8 = NEXT INVOICE
PF6 = INVOICE-SUMMARY  PF9 = PAID-DETAILS    ENTER = INQUIRE
  
```

Figure 13. Blanket Pruchase Orders Paid Invoice screen

Systems Access Manual Procurement and Other Payments Purchase Order Remote Inquiry

BPA Invoice Summary (PO19)

BPA Invoice Summary is Option 19 on the PRCH Menu (Figure 5) and is used to view a summary of paid invoices for Type 45 orders.

To select this option, key in **19** at the Enter Desired Task ID prompt on the PRCH Menu screen; or at most other PRCH screens, key in **PO19** in the Option field. Press [Enter].

The Blanket Purchase Orders Paid Invoice Summary screen (Figure 15) is displayed. Respond to the prompt as follows:

1 **PO Number** (●, alphanumeric field, max. of 12 positions). Key in the purchase order number for a Type 45 order. Press [Enter].

The summary of paid invoices for the selected order is displayed.

To view the details for a specific invoice, tab to the invoice and complete the Sel (Select) column as follows:

2 **SEL** (●, alphanumeric field, 1 position). Key in S. Press [PF9]. The Blanket Purchase Orders Paid Invoices screen (Figure 13) is displayed.

3 **Invoice Number**. The invoice number for the displayed data.

4 **Ref-Number**. The reference number.

5 **Batch-Seq**. The batch-sequence number that contains the invoice.

6 **Vendor Name**. The vendor's name.

7 **Invoice Amt**. The invoice amount.

8 **Sched No**. The invoice payment schedule number.

9 **Paid Amt**. The amount paid against the invoice.

10 **Total**. The total number of invoices.

11 **Total Amt Invoice**. The total invoiced amount for this purchase order.

12 **Tot Amt Paid**. The total amount paid on this purchase order.

- To view the next page, press [PF8].

- To view the invoice details, press [PF9]. The Blanket Purchase Orders Paid Invoices screen (Figure 13) is displayed. See instructions under **BPA Invoice Inquiry (PO17)**.

- To view the summary of paid invoices for another order, key in the new order number over the existing number and press [Enter].

- To display the PRCH Menu (Figure 5), press [PF1].

- To exit PRCHINQ, press [Clear].

PO19	BLANKET PURCHASE ORDERS PAID INVOICE SUMMARY				DATE: 01/29/97
					TIME: 09:32 AM
PO NUMBER: -	1	-			
SEL	INVOICE NUMBER	BATCH-SEQ	VENDOR NAME	INVOICE AMT	SCHED NO
	REF-NUMBER		INVOICE AMT		PAID AMT
2	3	4	5	6	8
	7	9			
TOTAL:	10	TOTAL AMT INVOICED:	11	TOTAL AMT PAID:	12
*** NO PAID INVOICES FOUND ***					
***** END OF DATA *****					
***** RESPONSES *****					
CLEAR= EXIT PF1= MENU PF8= NEXT-PAGE PF9= INV-DETAILS ENTER= INQUIRE					

Figure 15. Blanket Pruchase Orders Paid Invoice Summary screen

**Systems Access Manual
Procurement and Other Payments
Purchase Order Remote Inquiry**

Title VI
Chapter 7
Section 8

Accounting Summary Inquiry (PO20)

Accounting Summary Inquiry is Option 20 on the PRCH Menu (Figure 5) and is used to view the accounting summaries for Type 40, 41, 42, 43, and 45 orders. **Note:** Accounting information for Type 45 orders will be displayed only when the order contains stored accounting.

To select this option, key in 20 at the Enter Desired Task ID prompt on the PRCH Menu screen; or at most other PRCH screens, key in PO20 in the Option field. Press [Enter].

The Purchase Order Accounting Summary screen (Figure 16) is displayed. Respond to the prompt as follows:

1 Enter P/O Number (•, alphanumeric field, max. of 12 positions). Key in the purchase order number for a Type 40, 41, 42, 43, or 45 order. Press [Enter]. **Note:** Accounting information for Type 45 orders will be displayed only when the order contains stored accounting.

The accounting summary for the selected order is displayed.

- 2 P/O Status.** The status of the purchase order.
- 3 Fund Code.** The fund code used with this accounting.
- 4 Unit Code** (For Forest Service only). The unit code used with this accounting.

- 5 Acct Station.** The accounting station code.
- 6 Line No & Act Cd.** The accounting line number and action code.
- 7 Amount.** The line amount.
- 8 Obj Cla.** The object classification code.
- 9 Ag.** The agency code.
- 10 Accounting Class.** The accounting classification code.
- 11 Dist%.** The percentage of accounting distribution for this line item.
- 12 Ref.** The accounting reference number.
- 13 Status.** The line status, e.g., accrued liability. Type 45 orders always reflect undelivered order.
 - To view another order, key in the new order number over the existing number and press [Enter].
 - To view the previous page of the summary, press [PF7].
 - To view the next page of the summary, press [PF8].
 - To view the accounting totals, press [PF9]. The Purchase Orders Accounting Totals screen (Figure 17) is displayed. See instructions under **Purchase Order Accounting Totals (PO21)**.
 - To display the PRCH Menu (Figure 5), press [PF1].
 - To exit PRCHINQ, press [Clear].

PO20 PAGE: 00	PURCHASE ORDER ACCOUNTING SUMMARY	DATE: 01/29/97 TIME: 09:33 AM
ENTER P/O NUMBER: - 1 - -	P/O STATUS: 2	
FUND CODE: 3	UNIT CODE: 4	ACCT STATION: 5
LINE-NO AMOUNT OBJ AG ACCOUNTING CLASS DIST REF STATUS &ACT-CD		
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *		
6 7 8 9 10 11 12 13		
CLEAR = EXIT PF1 = MENU PF7 = PREV PG PF8 = NEXT PG PF9 = ACCT TOTALS		

Figure 16. Purchase Order Accounting Summary screen

Systems Access Manual
Procurement and Other Payments
Purchase Order Remote Inquiry

Purchase Order Accounting Totals
 (PO21)

Purchase Order Accounting Totals is Option 21 on the PRCH Menu (Figure 5) and is used to view the accounting totals for Type 40, 41, 42, 43, and 45 orders. **Note:** Accounting information for Type 45 orders will be displayed only when the order contains stored accounting.

To select this option, key in 21 at the Enter Desired Task ID prompt on the PRCH Menu screen; or at most other PRCH screens, key in PO21 in the Option field. Press [Enter].

The Purchase Order Accounting Totals screen (Figure 17) is displayed. Respond to the prompt as follows:

1 P/O Number (●, alphanumeric field, max. of 12 positions). Key in the purchase order number for a Type 40, 41, 42, 43, or 45 order. Press [Enter]. **Note:** Accounting information for Type 45 orders will be displayed only when the order contains stored accounting.

The accounting totals for the selected order are displayed.

2 Fund Code. The fund code for this accounting.

3 Unit Code. The unit code for this accounting.

4 Acct Station. The accounting station code used for this purchase order.

There are five columns of accounting data: Amount Description, Undelivered, Accrued, In Suspense, and Paid. Each column has the following totals:

5 Line Amount. The line amount for this purchase order.

6 Credit. The credit amount on this purchase order.

7 Volume Discount. Discounts applied to this purchase order based on the volume ordered.

8 Non Merchandise. The non-merchandise amount paid on this purchase order.

9 Trade In. The trade-in allowance applied to this purchase order.

10 Discount. The discount amount applied to this purchase order.

11 Freight. The freight charge applied to this purchase order.

12 Federal Exc. The federal excise tax applied to this purchase order.

13 Interest Pd. The interest paid on this purchase order.

14 Grand Total. The total amount paid on this purchase order.

After viewing the current screen, you may perform one of the following functions as described below:

- To view another order, key in the new order number over the existing number and press [Enter].

- To view the accounting summary, press [PF9]. The Purchase Orders Accounting Summary screen (Figure 16) is displayed. See instructions under Accounting Summary Inquiry (PO20).

- To display the PRCH Menu (Figure 5), press [PF1].

- To exit PRCHINQ, press Clear.

PO21	PURCHASE ORDER ACCOUNTING TOTALS	DATE: 01/29/97 TIME: 09:33 AM
P/O NUMBER: - 1 - -		
FUND CODE: 2	UNIT CODE: 3	ACCT STATION: 4
AMOUNT	DESC	UNDELIVERED ACCRUED IN SUSPENSE PAID
LINE AMOUNT		5
CREDIT		6
VOL DISCOUNT		7
NON MRCHNDSE		8
TRADE IN		9
DISCOUNT		10
FREIGHT		11
FEDERAL EXC		12
INTEREST PD		13
GRAND TOTAL		14
CLEAR = EXIT PF1 = MENU ENTER = INQUIRE PF9 = ACCT SUMMARY		

Figure 17. Purchase Order Accounting Totals screen

**Systems Access Manual
Procurement and Other Payments
Purchase Order Remote Inquiry**

Title VI
Chapter 7
Section 8

Critical Invoice Suspense Inquiry
(PO22)

Critical Invoice Suspense Inquiry is Option 22 on the PRCH Menu (Figure 5). This option is used to view invoices over \$5,000 that have been in suspense at NFC for at least 20 days awaiting a receiving report. The invoices on this screen are at risk for payment of interest penalties in accordance with the terms of the Prompt Payment Act. Agencies can use this screen to monitor receiving activity to ensure that receiving reports are submitted timely for these critical invoices.

Other sources that identify invoices at NFC awaiting receiving reports include (1) the memorandum PRCH40-91, Unpaid Invoice - Agency Receiving Report Required, sent to the receiving/procurement offices and (2) Report A7-01, AD-838 Invoices in Suspense Awaiting Receiving Reports, distributed monthly to agency accounting stations and procurement offices.

Note: Agencies reviewing this screen should immediately forward the required receiving report to NFC. If your agency is a PC or Online PRCH user, immediately transmit the partial or completed receiving report to NFC. If your agency is not a PC or Online PRCH user, fax (do not mail) the receiving report to the Purchase Order Section at 504-255-6136. Dial 504-255-6130 to confirm receipt of your document at NFC. If you need special assistance, contact the Purchase Order Section at 504-255-4PCH (504-255-4724). Fax and inquiry telephone numbers are printed at the bottom of the Critical Invoice Suspense Inquiry screen for your convenience. If your agency does not have access to

PC or Online PRCH or fax facilities, respond immediately by forwarding the receiving report to NFC.

To select this option, key in 22 at the Enter Desired Task ID prompt on the PRCH Menu screen; or at most other PRCH screens, key in PO22 in the Option field. Press [Enter].

The Critical Invoice Suspense Inquiry screen (Figure 18) is displayed. Respond to the prompts as follows:

- 1 Agency (required, numeric field; 2 positions). Key in the agency code.
 - 2 Agency Loc (required, alphanumeric field; 4 positions). Key in the agency FEDSTRIP requisition number.
 - 3 Range (optional, numeric field; max. of 16 positions). If you desire data for a specific range of invoices, key in the dollar amounts. Press [Enter].
- The suspended invoices for the selected FEDSTRIP requisition are displayed.
- 4 Receiving Office No. The receiving office number.
 - 5 Purchase Order No. The purchase order number beginning with (40), the ordering office number, fiscal year, and control number.
 - 6 Payee Name. The name of the person or entity receiving the payment.
 - 7 Invoice No. The invoice number.
 - 8 Invoice Date. The date on the invoice.

PO22	CRITICAL INVOICE SUSPENSE INQUIRY	DATE: 01/29/97						
TOT RECS:	TYPE 40 @ 20 DAYS	TIME: 09:34 AM						
REC NUMB:	AWAITING A RECEIVING REPORT							
AGENCY: 1	AGENCY LOC: 2	RANGE: 3						
RECEIVING OFFICE NO:	4							
PURCHASE ORDER NO:	5							
PAYEE NAME:	6							
INVOICE NO:	7							
INVOICE DATE:	8							
DATE INV REC:	9							
DISCOUNTS:	10							
NET TERMS:	11							
INV AMOUNT:	12							
RECEIVING OFFICE:	13							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">*NFC PRCH ORDR INQ NO:</td> <td style="width: 50%;">*NFC FAX FACILITY FOR PRIORITY PRCH</td> </tr> <tr> <td>*FTS OR COMM (504) 255-4724</td> <td>*FTS OR COMM (504) 255-6136</td> </tr> <tr> <td colspan="2" style="text-align: center;">PF1=MENU PF6-SUMMARY PF7-PREV INV PF8-NEXT INV ENTER=INQUIRE CLEAR=EXIT</td> </tr> </table>			*NFC PRCH ORDR INQ NO:	*NFC FAX FACILITY FOR PRIORITY PRCH	*FTS OR COMM (504) 255-4724	*FTS OR COMM (504) 255-6136	PF1=MENU PF6-SUMMARY PF7-PREV INV PF8-NEXT INV ENTER=INQUIRE CLEAR=EXIT	
*NFC PRCH ORDR INQ NO:	*NFC FAX FACILITY FOR PRIORITY PRCH							
*FTS OR COMM (504) 255-4724	*FTS OR COMM (504) 255-6136							
PF1=MENU PF6-SUMMARY PF7-PREV INV PF8-NEXT INV ENTER=INQUIRE CLEAR=EXIT								

Figure 18. Critical Invoice Suspense Inquiry

Systems Access Manual
Procurement and Other Payments
Purchase Order Remote Inquiry

9 **Date Inv Rec.** The date the invoice was received at NFC.

10 **Discounts.** The discounts applied to the invoice.

11 **Net Terms.** The net terms associated with the discount.

12 **Inv Amount.** The invoiced amount.

13 **Receiving Office.** The receiving office.

After viewing the current screen, you may perform one of the following functions as described below:

- To view summary data, press [PF6].
- To view the previous invoice, press [PF7].
- To view the next invoice, press [PF8].
- To exit PRCHINQ, press Clear.

Systems Access Manual
Procurement and Other Payments
Purchase Order Remote Inquiry

Title VI
Chapter 7
Section 8

Purchase Order/Invoice History Inquiry (PO25)

Purchase Order/Invoice History Inquiry is Option 25 on the PRCH Menu (Figure 5). This option is used to view Type 40, 41, 42, and 43 orders that have migrated to history within the last 6 months. It contains obligation, receiving report, and payment data for a selected purchase order.

Note: For history records prior to the last 6 months, and history records for Type 45 orders, contact the Purchase Order Section at 504-255-4PCH (504-255-4724).

To select this option, key in 25 at the Enter Desired Task ID prompt on the PRCH Menu screen; or at most other PRCH screens, key in PO25 in the Option field. Press [Enter].

The Purchase Order/Invoice History Inquiry screen (Figure 19) is displayed. Respond to the prompt as follows:

1 Purchase Order Number (•, alphanumeric field, max. of 12 positions). Key in the purchase order number for a Type 40, 41, 42, 43, or 45 order. Press [Enter].

The history record for the selected order is displayed.

2 Acct Stat. The accounting station code used for this purchase order.

3 Batch. The batch number that contains the purchase order.

4 Order Date. The actual date on the original purchase order.

5 Amendments. Indicates if amendments have been made to the original purchase order.

6 Final Oblig. The final obligated amount of this purchase order.

7 Orig Oblig. The original obligated amount of this purchase order.

8 SF37. The SF37 code used on this purchase order.

9 Discount. The discounts associated with this purchase order, e.g., Net 30.

10 Agency. The agency code.

11 Final Freight. The final freight charges on this purchase order.

12 Tot Paid Amt. The total amount paid on this purchase order.

13 Commodity Cd. The commodity code associated with this purchase order. For a list of codes, see External Title II, Chapter 5, Section 1, Purchase Order System.

14 Seq No. The sequence number for the displayed data.

15 Invoice. The invoice number for the displayed data.

16 Name. The vendor's name.

17 Total Paid Amount. The total amount paid against the invoice.

```

PURCHASE ORDER/INVOICE HISTORY INQUIRY                                TIME: 09:34 AM
PURCHASE ORDER NUMBER: - [6] - [1]
[2] ACCT STAT:                FINAL OBLIG [6]
[3] BATCH:                    ORIG OBLIG [7]
[4] ORDER DATE: /            SF37 [8] (
[5] AMENDMENT MADE:          DISCOUNT [9] ) COMMODITY CD: [13]
                                AGENCY: [10]
                                FINAL FREIGHT: [11]
                                TOT PAID AMT: [12]
SEQ NO: [14]    INVOICE: [15]
[16] NAME:
[17] TOTAL PAID AMOUNT:
[18] TOTAL FREIGHT AMOUNT:
[19] TOTAL INTEREST PAID:
[20] BATCH NUMBER:
[21] INVOICE DATE:
[22] SCHEDULE NUMBER:        DATE PAID [23]
[24] GOODS REC:              INVOICE REC [25]
[26] RELEASE CODE:           EXCEPTION: [27]
[28] ASSIGNMENT:             DISCOUNT TAKEN: [29]

CLEAR = EXIT, PF1 = PRCH MENU, ENTER = INQUIRE, PF8 = NEXT PAGE
    
```

Figure 19. Purchase Order/Invoice History Inquiry screen

**Systems Access Manual
Procurement and Other Payments
Purchase Order Remote Inquiry**

Title VI
Chapter 7
Section 8

Transmitting Office Data (PO70)

Transmitting Office Data is Option 70 on the PRCH Menu (Figure 5). This option is used to add, update, delete, or view transmitting office data.

To select this option, key in **70** at the Enter Desired Task ID prompt on the PRCH Menu screen; or at most other PRCH screens, key in **PO70** in the Option field. Press [Enter].

The Transmit Office Data screen (Figure 20) is displayed. Respond to the prompt as follows:

1 **Location Code** (☛, required, alphanumeric field; max. of 4 positions). Key in agency requisition/procurement office number.

2 **Agency Code** (☛, required, alphanumeric field; 2 positions). Key in the agency code. Press [Enter]. The remaining fields on the screen are listed below with an explanation of each:

3 **Contact Person**. The name of the contact person regarding the transmission.

4 **Telephone**. The contact person's telephone number.

5 **Ext**. The telephone's extension.

6 **FTS**. Indicates if the telephone number is a Federal Telephone System number.

7 **Comm**. Indicates if the telephone number is a commercial number.

8 **Transmission Counter**. The number of the last transmission.

After viewing the current screen, you may perform one of the following functions as described below:

- To display the PRCH Menu (Figure 5), press [PF1].
- To add a record, press [PF2]. **For NFC use only.**
- To update a record, press [PF3]. **For NFC use only.**
- To delete a record, press [PF4]. **For NFC use only.**
- To cancel a request, press [PF12].
- To exit PRCHINQ, press [Clear].

PO70	PURCHASE ORDER UPDATE OR VIEW TABLES TRANSMITTING OFFICE DATA	DATE: 01/29/97 TIME: 09:35 AM
LOCATION CODE:	☛ 1	
AGENCY CODE:	☛ 2	
CONTACT PERSON:	☛ 3	
TELEPHONE: ()	☛ 4 -	EXT. ☛ 5 FTS ☛ 6 COMM ☛ 7
TRANSMISSION COUNTER:	☛ 8	
ENTER LOCATION CODE TO INQUIRE		
PF1= PRCH MENU	PF2 = ADD RECORD	PF3 = UPDATE RECORD
ENTER = INQUIRY	PF12 = CANCEL	PF4 = DELETE RECORD
		CLEAR = EXIT

Figure 20. Update Or View TablesTransmitting Office Data screen

Title VI
Chapter 7
Section 8

**Systems Access Manual
Procurement and Other Payments
Purchase Order Remote Inquiry**

(reserved)