

# TSR PROCESSING

## *EASY STEPS*

1. Link to the 2100 screen.	14. If accounting distribution is single or percentage, enter specification information.  Or  If accounting distribution is multiple, enter accounting information, press F10 (save) and enter specification information.
2. Enter BPO #.	
3. Press F7 (select vendor). This will advance you to the 2349 screen.	
4. Tab to vendor, type an "S" and press F6 to return. This will return you back to the 2100 screen.	15. Press F10 (save). This will advance you to commodity line 2. If you are requesting another commodity, repeat steps 9 through 14.  Or  If you are not requesting more commodities, clear back to the 2100 screen.
5. Enter document type.	
6. Enter due date.	
7. If accounting distribution is single or percentage, enter accounting information.  Or  If accounting distribution is multiple, change distribution method to an "M".	16. Press F8 (select terms). This will advance you to the 2126 screen.
8. Press F10 (save). If no errors exist, this will advance you to the 2110 screen.	17. Press F4 (block function), type "FTSR1" and press F4 (block function) again. Fill out as much information as possible.
9. Press F2 (select commodity). This will advance you to the 2348 screen.	18. Press F10 (save).
10. Tab to commodity, type an "S" and press F6 (return). This will return you back to the 2110 screen.	19. Clear back to the 2100 screen.
11. Enter quantity.	20. Type "Note" in LINK TO field and press F9 (link). This will advance you to the 9100 screen.
12. Check U/M.	21. Type in match type and any other necessary information.
13. Enter unit cost.	22. Press F10 (save).
	23. Clear back to the 2100 screen.
	24. Verify data entry (ex.: contact name and no., accounting information, etc.) is correct.
	25. Soft post TSR.