TSR USER GUIDE Direct Purchase Orders And Purchase Order Change Orders



JULY 2010

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ADPICS – TSR PROCESS - DP

DoIT Training Department

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Telephone Service Request (TSR) Process

Effective July 1, 2010, a new Telephone Service Request, (TSR) process will be in effect. There are two manuals to assist you in this new process. Direct Purchase Order Processing and Requisition / Purchase Order Processing. Both of these manuals also include Change Orders.

The following pages will reflect the new procedures needed to accomplish this process.

In the past, DoIT created Purchase Order for agencies upon submission of a requisition to the 060T1 ADPICS mailbox. DoIT was responsible for printing and sending the Purchase Order to the appropriate vendor.

The new process will give agencies the ability to create their own purchase orders. The suggested and preferred method is using the Direct Purchase Order instead of the use of Requisitions to Purchase Orders. A Direct Purchase Order completely bypasses the requisition process. Agencies can, however, can continue to create Requisitions and Purchase Orders. It should be noted that changes to these documents are timely and cumbersome. For this reason, we suggest the Direct Purchase order method.

Once the agency creates the TSR Purchase Order or Purchase Order Change Order, the documents should go through an Agency internal approval path. After the Agency approval path is complete, the TSR Purchase Order or Purchase Order Change Order will be directed to DoIT for final approval. DoIT will be the final poster.

If there is an issue with your request, the TSR Purchase Order or Purchase Order Change Order will always be rejected back to the Initiator. DoIT Telecommunications Department will enter information in the note pad of the Purchase Order or Change Order to ensure that the initiator will be able to make the necessary corrections. After corrections are made, the initiator will submit the document back into the approval process.

It is the Agency's responsibility to monitor their Purchase Order or Change Orders to determine if the document has been posted. You can monitor on the ADPICS 2340, 2360, 9230 or 2410 screens.



Things you need to know before creating a TSR after July 1, 2010

Decide within your agency if the Agency Telecommunication Coordinators or your procurement department will be creating the Purchase Orders.

If the Telecommunication Coordinators will be creating the purchase orders, security must be obtained. Currently, some Telecommunication Coordinators (TCs) have only the capability to create requisitions. You must see your FMIS Security Officer to have your security modified. If you do not know who that is, contact the DoIT Service Desk for assistance or go to

http://doit.maryland.gov/support/Pages/ASMSecurityForms.aspx for a complete listing of Agency Security Officers and Coordinators.

Agencies are responsible for maintaining their own internal approval paths for TSR's. Previous TSR approval paths will not necessarily be valid.

No specific Doc Type is necessary for TSR processing.

Agencies are responsible for printing out the purchase order and submitting to correct vendor. Vendor contact and faxing information will be available on each of the DoIT Telecommunications BPO's websites.

Existing Blanket Purchase Orders have all been expired and new Blanket Purchase Orders have been created. Refer to the crosswalk at the end of this manual and also on our website (link below). http://doit.maryland.gov/contracts/Pages/TelecommContracts.aspx

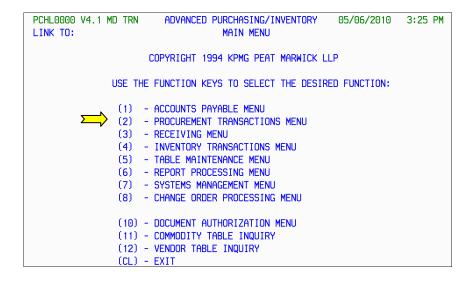
There are several way of processing a TSR. Location and Agency drives which process you will use. Some agencies may utilize all of the processes. Refer to our e Learning module on the DoIT website for further clarification. The link to the training website is http://asm.dbm.state.md.us/training/. Call the Service Desk for a logon ID and password.

ADPICS - TSR PROCESS - DP

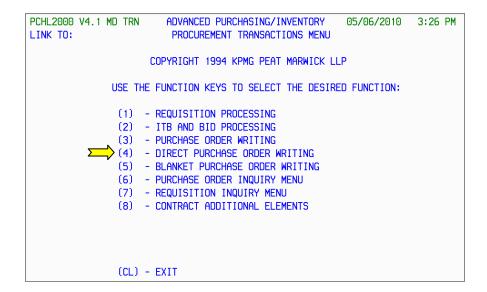
DoIT Training Department

Direct Purchase Orders

After logging into FMIS from the ADPICS Main Menu either link to the 2360 screen or press F2 to advance you to the Procurement Transaction menu.



Press F4 to advance to the 2360 Direct Purchase Order Writing screen.



Direct Purchase Order - BPO ID

```
PCHL2360 V4.1 MD TRN
                       ADVANCED PURCHASING/INVENTORY
                                                     05/12/2010
                                                                 6:24 PM
LINK TO:
                           DIRECT PURCHASE ORDER
                                                  GRAPHICAL PRINT: Y (Y/N)
PRINTER ID: NEOP
                                VENDOR CHG: Y NOTE: N PRINT SWITCH: R (R/C)
PURCHASE ORDER: ROOPO400022 DEPT: ROO INTF TYPE: DP CREATE: 05/12/10
PURCHASING TYPE: DP MATCH TYPE: AB EFF DATE: 05/07/2010 UPDATE: 05/12/10
ACTION IND : N WAREHOUSE: BUYER: FILTER IND:
                                                          POST:
CONTRACT AMOUNT:
                            REMAINING BAL:
                                                         STATUS: NOPT
           : 1161337624 VERIZON
VENDOR
                                                         EXPEDITOR :
ADDRESS
             : PO BOX 101956
                                                         TRACK CODE:
                                                         DATE:
                                      ST: GA ZIP: 30392
          CITY: ATLANTA
DELIVER TO NAME: SERVICE DESK
                                        BPO ID : 060B0400001⟨,
ADDRESS
            : 45 CALVERT ST
                                                     EXPR DATE:
                SECOND FLOOR
                                                     FOB POINT: DEST
          CITY: ANNAPOLIS
                                       ST: MD ZIP: 21401
BILL TO NAME :
                                       BILL TO ADDRESS CODE:
                                                                 QUOTE: N
DIST METHOD: S DELIVERY DATE: 12/25/2010 DISC TERMS: NET
                                                               SUBCONTR: N
SF AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3
                                                              PERCENT
01 R00 10
               10015
                           0808
F1-HELP F2-COPY
                   F3-DELETE F4-OTHER KEYS F5-NEXT F6-VIEW DOC F7-SELECT VEN
F8-SEL TERMS F9-LINK F10-SAVE F11-VIEW ACCT F12-PRINT
```

When you create your Direct Purchase Order, you will need to choose the correct BPO for the good or services you are requesting.

A listing of current BPO's are at the end of this manual and also on the DoIT website. Visit our website at - doit.maryland.gov for additional information. Website information is most current.

Enter your BPO and press F10 SAVE to pull your information forward.

NOTE:

Direct Purchase Order Interface Types

```
PCHL2360 V4.1 MD TRN
                       ADVANCED PURCHASING/INVENTORY
                                                      05/12/2010
                                                                  6:24 PM
                                                   GRAPHICAL PRINT: Y (Y/N)
LINK TO:
                           DIRECT PURCHASE ORDER
PRINTER ID: NEOP
                                VENDOR CHG: Y NOTE: N PRINT SWITCH: R (R/C)
PURCHASE ORDER: ROOPO400022 DEPT: ROO INTF TYPE: DP CATE: 05/12/10
PURCHASING TYPE: DP MATCH TYPE: AB EFF DATE: 05/07/2010 UPDATE: 05/12/10
ACTION IND : N
                   WAREHOUSE: BUYER: FILTER IND:
                                                           POST:
CONTRACT AMOUNT:
                             REMAINING BAL:
                                                          STATUS: NOPT
VENDOR
            : 1161337624 VERIZON
                                                          EXPEDITOR :
ADDRESS
             : PO BOX 101956
                                                          TRACK CODE:
                                                          DATE:
          CITY: ATLANTA
                                        ST: GA ZIP: 30392
DELIVER TO NAME: SERVICE DESK
                                              BPO ID: 060B0400001
ADDRESS
             : 45 CALVERT ST
                                                      EXPR DATE:
                SECOND FLOOR
                                                      FOB POINT: DEST
          CITY: ANNAPOLIS
                                        ST: MD ZIP: 21401
BILL TO NAME :
                                        BILL TO ADDRESS CODE:
                                                                  QUOTE: N
DIST METHOD: S DELIVERY DATE: 12/25/2010 DISC TERMS: NET
                                                               SUBCONTR: N
SF AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3
                                                                PERCENT
01 R00 10
               10015
                           0808
F1-HELP F2-COPY
                   F3-DELETE F4-OTHER KEYS F5-NEXT F6-VIEW DOC F7-SELECT VEN
F8-SEL TERMS F9-LINK F10-SAVE F11-VIEW ACCT F12-PRINT
                                                         ENTER-INQ CL-EXIT
```

The previously established document types for TSR processing that were used with the requisition documents are not valid with Direct Purchase (DP) Orders. Your agency will possibly need to establish new approval paths for your TSR DP's to follow. They may, however, already have a DP order approval paths established.

This information MUST be discussed with someone in your agency that creates approval paths.

You do not have to worry about including DoIT within your agency approval paths. A commodity approval path has been established for all purchase orders and direct purchase orders.

It is important to note there may be TSR approval paths that are internal to your agency currently established. These were for requisitions only and will not work with the Direct Purchase Order processing.

NOTE:

Direct Purchase Order Processing

```
PCHL2360 V4.1 MD TRN
                        ADVANCED PURCHASING/INVENTORY
                                                         05/12/2010 6:39 PM
LINK TO:
                            DIRECT PURCHASE ORDER
                                                     GRAPHICAL PRINT: Y (Y/N)
PRINTER ID: NEOP
                                  VENDOR CHG: Y NOTE: N PRINT SWITCH: R (R/C)
PURCHASE ORDER : R00P0400022 DEPT: R00 INTF TYPE : DP CREATE: 05/12/10
PURCHASING TYPE: DP MATCH TYPE: AB EFF DATE: 05/07/2010 UPDATE: 05/12/10 ACTION IND : N WAREHOUSE: BUYER: RB13 FILTER IND: POST:
CONTRACT AMOUNT:
                               REMAINING BAL:
                                                             STATUS: NOPT
             : 1161337624 VERIZON
VENDOR
                                                             EXPEDITOR :
ADDRESS
               : PO BOX 101956
                                                             TRACK CODE:
                                                             DATE:
          CITY: ATLANTA
                                          ST: GA ZIP: 30392
DELIVER TO NAME: SERVICE DESK
                                               BPO ID: 060B0400001
ADDRESS
              : 45 CALVERT ST
                                                         EXPR DATE:
                 SECOND FLOOR
                                                         FOB POINT: DEST
           CITY: ANNAPOLIS
                                          ST: MD ZIP: 21401
BILL TO NAME :
                                          BILL TO ADDRESS CODE:
                                                                      QUOTE: N
DIST METHOD: S DELIVERY DATE: 12/25/2010 TERMS: NET
                                                                   SUBCONTR: N
SF AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3
                                                                    PERCENT
                            0808
               10015
01 R00 10
F1-HELP F2-COPY
                    F3-DELETE F4-OTHER KEYS F5-NEXT F6-VIEW DOC F7-SELECT VEN
F8-SEL TERMS F9-LINK F10-SAVE F11-VIEW ACCT F12-PRINT ENTER-INQ CL-EXIT
```

The following information will need to be entered on your Direct Purchase Order header 2360 screen:

Enter the appropriate Buyer Code if necessary.

Enter the appropriate Delivery Date.

Enter the appropriate accounting information.

Press F10 to Save.

Direct Purchase Order Processing Match Type

```
PCHL2360 V4.1 MD TRN
                           ADVANCED PURCHASING/INVENTORY
                                                            GRAPHICAL PRINT: Y (Y/N)
LINK TO:
                               DIRECT PURCHASE ORDER
PRINTER ID: NEOP
                                      VENDOR CHG: Y NOTE: Y PRINT SWITCH: R (R/C)
PURCHASE ORDER: R00P0400022 DEPT: R00 INTF TYPE: DP CREATE: 05/12/10
PURCHASING TYPE: DF MATCH TYPE: AB EFF DATE: 05/07/2010 UPDATE: 05/13/10
ACTION IND : N WAREHOUSE: BUYER: RB13 FILTER IND: POST:
                            50.00 REMAINING BAL:
CONTRACT AMOUNT:
                                                             50.00 STATUS: NOPT
                : 1161337624 VERIZON
                                                                    EXPEDITOR :
ADDRESS
                : PO BOX 101956
                                                                    TRACK CODE:
                                                                    DATE :
                                                ST: GA ZIP: 30392
           CITY: ATLANTA
DELIVER TO NAME: SERVICE DESK
                                                      BPO ID: 060B0400001
ADDRESS
                : 45 CALVERT ST
                                                                EXPR DATE:
                  SECOND FLOOR
                                                               FOB POINT: DEST
            CITY: ANNAPOLIS
                                               ST: MD ZIP: 21401
BILL TO NAME :
                                               BILL TO ADDRESS CODE:
                                                                              QUOTE: N
DIST METHOD: S DELIVERY DATE: 12/25/2010 DISC TERMS: NET
                                                                          SUBCONTR: N
SF AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3
                                                                           PERCENT
01 R00 10
                 10015
                                NANA
F1-HELP F2-COPY
                      F3-DELETE F4-OTHER KEYS F5-NEXT F6-VIEW DOC F7-SELECT VEN
F8-SEL TERMS F9-LINK F10-SAVE F11-VIEW ACCT F12-PRINT ENTER-INQ CL-EXIT
INQUIRY SUCCESSFUL, TRANSACTION READY FOR UPDATE
```

For both Purchase Orders and Direct Purchase Order documents, a valid Match Type must be entered. Check with your procurement and accounting departments to determine which match type you should use. For this example we are using AB, which is a progressive payment match type. NOTE: This is for our example only – please realize this will most likely change at your agency.

The match type is important because it determines how payments can be made and also determines when a voucher will be created so the bill can be paid. Some match types require receiving reports and some do not. If your agency does not use receiving reports, then you want to make sure you do not choose a match type that requires one.

Additional Match Type information can be obtained on the 1310 screen in ADPICS

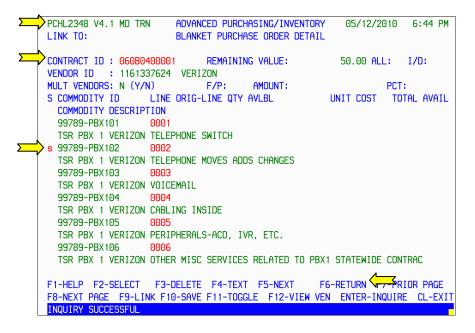
After entering your Match Type press F10-SAVE to save this information to your document.

Selecting the Commodity

```
PCHL2365 V4.1 MD TRN
                         ADVANCED PURCHASING/INVENTORY
                                                         05/12/2010 6:41 PM
                      DIRECT PURCHASE ORDER DETAIL ENTRY
LINK TO:
PURCHASE ORDER: R00P0400022
                                LINE NO.: 001 BUYER: RB13
                                                                   WHSE:
 COMMODITY
                                                             BPO LINE NO:
PART NO
QUANTITY :
PURCHASE U/M :
BLOCK FUNCTION:
                               STATE TAX:
                                               LOCAL TAX :
                      UNIT COST: 0.0000 TOTAL COST:
                                                                        0.00
                     (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO
                                                     BLOCK 001 OF 001
SPEC IDS:
F1-F2-SEL COMM F3-DELETE F4-OTHER KEYS F5-NEXT F6-VIEW DOC F7-PRIOR BLK
F8-NEXT BLK
                     F9-LINK F10-SAVE
                                            F11-BLOCK FUNC
                                                                F12-LINE ACNTG
ENTER-INQUIRE
                     CL-EXIT
 PLEASE ENTER DETAILS FOR DIRECT PO LINE
```

The system advances you to the 2365 Direct Purchase Order Detail Entry screen once a Purchase Order ID has been established. The cursor should be blinking on the commodity field. Press F2 – SEL COMM to select the appropriate commodity from the BPO you choose.

Selecting the Commodity - continued



The system advances you to the **2348 Blanket Purchase Order Detail screen**. Tab to the commodity line item you which to choose and tag the line item with the letter **S**.

Press F6-RETURN to return this line item back to your direct purchase order.

Be sure that the screen shows 2348 Blanket Purchase Order Details screen. If it does not, chances are the BPO was not entered on the header screen for the Direct Purchase Order. Your commodities MUST be selected from the 2348 screen. If you have guestions, contact the Service Desk.

NOTE:

Selecting the Commodity - continued

```
PCHL2365 V4.1 MD TRN
                       ADVANCED PURCHASING/INVENTORY
                                                       05/12/2010
                                                                   6:49 PM
LINK TO:
                    DIRECT PURCHASE ORDER DETAIL ENTRY
PURCHASE ORDER: R00P0400022
                              LINE NO.: 001 BUYER: RB13
COMMODITY
          : 99789-PBX102
                                 TELE MAC-MOVE ADD CHANGE BPO LINE NO: 0002
PART NO
                      1.00 STATE TAX :
                                               LOCAL TAX :
PURCHASE U/M : EA UNIT COST: 50.0000 TOTAL COST:
                                                                     50.00
                    (SPEC ID TO COPY, ISRT, DLET, DUP)
BLOCK FUNCTION:
SPECIFICATION INFO
                                                   BLOCK 001 OF 001
REQUESTING THE FOLLOWING TELEPHONE CHANGES:
MOVE DONALD DUCK'S LINE 410 836-4701 TO JACK V6 (X4972) AND
MOVE 410 836-4972 TO WHERE 410 836-4701 IS AND ADD MINNIE MOUSE
TO THIS EXT. 4701.
F1-HELP F2-SEL PART F3-DELETE F4-OTHER KEYS F5-NEXT F6-VIEW DOC F7-PRIOR BLK
F8-NEXT BLK
                   F9-LINK F10-SAVE
                                          F11-VIEW ACNTG
                                                              F12-LINE ACNTG
ENTER-INQUIRE
                   CL-EXIT
```

Enter the appropriate Quantity, U/M and Unit Cost for the item. Specific instructions should be noted in the Specifications Info section. Press F10 to SAVE your entry.

```
PCHL2365 V4.1 MD TRN
                     ADVANCED PURCHASING/INVENTORY
                                                       05/12/2010 6:50 PM
                    DIRECT PURCHASE ORDER DETAIL ENTRY
LINK TO:
PURCHASE ORDER: R00P0400022
                              LINE NO.: 002 BUYER: RB13
                                                                 WHSE:
COMMODITY
                                                           BPO LINE NO:
           : 🖃
PART NO
QUANTITY
                                               LOCAL TAX :
                              STATE TAX :
PURCHASE U/M : BLOCK FUNCTION:
                     UNIT COST: 0.0000 TOTAL COST:
                                                                      0.00
                     (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO
                                                    BLOCK 001 OF 001
```

Once F10 SAVE is pressed, the system advances you to line number 002. Enter additional requests, if necessary and press F10 to SAVE your entry. If there are no additional requests, then press Esc to return to the 2360 Direct Purchase Order header screen.

Direct Purchase Order Specification/Terms

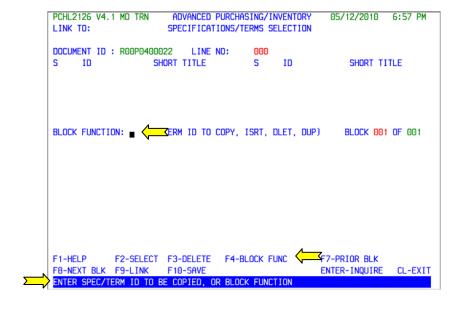
```
PCHL2360 V4.1 MD TRN
                       ADVANCED PURCHASING/INVENTORY
                                                     05/12/2010 6:53 PM
 LINK TO:
                          DIRECT PURCHASE ORDER
                                                GRAPHICAL PRINT: Y (Y/N)
 PRINTER ID: NEOP
                               VENDOR CHG: Y NOTE: N PRINT SWITCH: R (R/C)
 PURCHASE ORDER: R00P0400022 DEPT: R00 INTF TYPE: DP CREATE: 05/12/10
 PURCHASING TYPE: DP MATCH TYPE: AB EFF DATE: 05/07/2010 UPDATE: 05/12/10
 ACTION IND : N WAREHOUSE: BUYER: RB13 FILTER IND: POST:
                    50.00 REMAINING BAL:
 CONTRACT AMOUNT:
                                                   50.00 STATUS: NOPT
 VENDOR
          : 1161337624 VERIZON
                                                         EXPEDITOR :
              : PO BOX 101956
 ADDRESS
                                                         TRACK CODE:
                                                         DATE:
          CITY: ATLANTA
                                        ST: GA ZIP: 30392
                                       BPO ID: 060B0400001
 DELIVER TO NAME: SERVICE DESK
 ADDRESS
              : 45 CALVERT ST
                                                     EXPR DATE:
                SECOND FLOOR
                                                     FOB POINT: DEST
          CITY: ANNAPOLIS
                                       ST: MD ZIP: 21401
 BILL TO NAME :
                                       BILL TO ADDRESS CODE:
                                                                 QUOTE: N
 DIST METHOD: S DELIVERY DATE: 12/25/2010 DISC TERMS: NET
                                                              SUBCONTR: N
 SF AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3
                                                               PERCENT
 01 R00 10
               10015
                           0808
 F1-HELP F2-COPY
                   F3-DELETE F4-OTHER KEYS F5-NEXT F6-VIEW DOC F7-SELECT VEN
F8-SEL TERMS F9-LINK F10-SAVE F11-VIEW ACCT F12-PRINT ENTER-INQ CL-EXIT
```

Specific Terms must be added to your document before Posting or placing into an approval path. From the Header page, press F8-SEL TERMS.

Direct Purchase Order Specification/Terms - continued

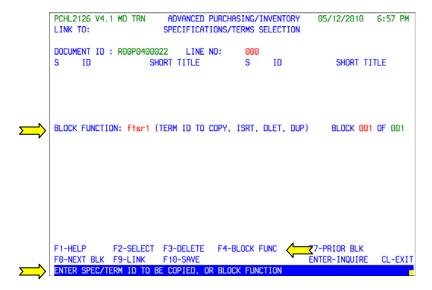
```
PCHL2126 V4.1 MD TRN
                       ADVANCED PURCHASING/INVENTORY
                                                       05/12/2010 6:56 PM
LINK TO:
                       SPECIFICATIONS/TERMS SELECTION
DOCUMENT ID : R00P0400022 LINE NO:
                   SHORT TITLE
                                             ID
                                                           SHORT TITLE
BLOCK FUNCTION:
                     (TERM ID TO COPY, ISRT, DLET, DUP)
                                                          BLOCK 001 OF 001
F1-HELP
            F2-SELECT F3-DELETE F4-BLOCK FUNC
                                                     F7-PRIOR BLK
F8-NEXT BLK F9-LINK F10-SAVE
                                                     ENTER-INQUIRE CL-EXIT
```

The system takes you to the 2126 Specifications/Terms Selection screen. You will need to insert a predefined set of terms into your document.

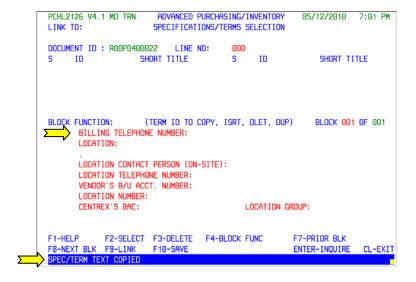


Press F4-BLOCK FUNC to move your cursor to the Block Function field.

Direct Purchase Order Specification/Terms - continued



Enter the name of the predefined (or saved) set of terms in the Block Function field. The name of this term is **ftsr1**. Press F4-BLOCK FUNC again to bring the file forward.



Direct Purchase Order Specification/Terms - continued

```
ADVANCED PURCHASING/INVENTORY
PCHL2126 V4.1 MD TRN
                                                     05/12/2010 7:03 PM
                      SPECIFICATIONS/TERMS SELECTION
LINK TO:
DOCUMENT ID : R00P0400022 LINE NO:
                 SHORT TITLE
                                           ID
                                                         SHORT TITLE
                   (TERM ID TO COPY, ISRT, DLET, DUP)
BLOCK FUNCTION:
                                                        BLOCK 001 OF 001
      BILLING TELEPHONE NUMBER: 410-XXX-XXXX
      LOCATION:
                  NORTH POLE
      LOCATION CONTACT PERSON (ON-SITE): TC COORDINATOR
      LOCATION TELEPHONE NUMBER: 410-XXX-XXXX
      VENDOR'S B/U ACCT. NUMBER:
      LOCATION NUMBER:
      CENTREX'S BAC:
                                        LOCATION GROUP:
         F2-SELECT F3-DELETE F4-BLOCK FUNC
                                                   F7-PRIOR BLK
F1-HELP
F8-NEXT BLK F9-LINK F10-SAVE
                                                   ENTER-INQUIRE CL-EXIT
RECORD REPLACED
```

Enter the appropriate information and press F10-SAVE when complete. Press Escape to return to the Direct Purchase Order header screen.

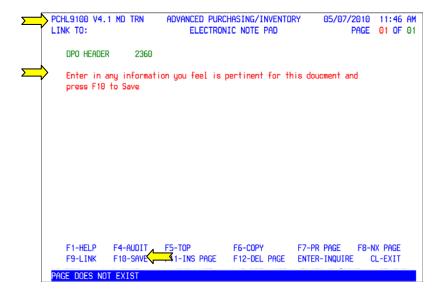
Adding a Note to Your Direct Purchase Order

```
PCHL2360 V4.1 MD TRN
                        ADVANCED PURCHASING/INVENTORY
                                                       05/13/2010
                                                                   4:03 PM
LINK TO: note
                           DIRECT PURCHASE ORDER
                                                    GRAPHICAL PRINT: Y (Y/N)
                                              🖒 NOTE: N PRINT SWITCH: R (R/C)
PRINTER ID: NEOP
                                 VENDOR CHG
                                           INTE TYPE : DP CREATE: 05/12/10
PURCHASE ORDER: R00P0400022 DEPT: R00
PURCHASING TYPE: DP MATCH TYPE: AB EFF DATE: 05/07/2010 UPDATE: 05/13/10
ACTION IND
           : N WAREHOUSE:
                                  BUYER: RB13 FILTER IND:
                                                             POST:
CONTRACT AMOUNT:
                        50.00 REMAINING BAL:
                                                     50.00 STATUS: NOPT
VENDOR
             : 1161337624 VERIZON
                                                           EXPEDITOR :
ADDRESS
              : PO BOX 101956
                                                           TRACK CODE:
                                                           DATE :
          CITY: ATLANTA
                                          ST: GA ZIP: 30392
DELIVER TO NAME: SERVICE DESK
                                                BPO ID: 060B0400001
                                                       EXPR DATE:
ADDRESS
              : 45 CALVERT ST
                SECOND FLOOR
                                                       FOB POINT: DEST
          CITY: ANNAPOLIS
                                         ST: MD ZIP: 21401
BILL TO NAME :
                                         BILL TO ADDRESS CODE:
                                                                    QUOTE: N
DIST METHOD: S DELIVERY DATE: 12/25/2010 DISC TERMS: NET
                                                                 SUBCONTR: N
SF AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3
                                                                  PERCENT
01 R00 10
               10015
                           0808
F1-HELP F2-COPY
                    F3-DELETE F4-OTHER KEYS F5-NEXT F6-VIEW DOC F7-SELECT VEN
F8-SEL TERMS F9-LINK F10-SAVE F11-VIEW ACCT F12-PRINT ENTER-INQ CL-EXIT
INQUIRY SUCCESSFUL, TRANSACTION READY FOR UPDATE
```

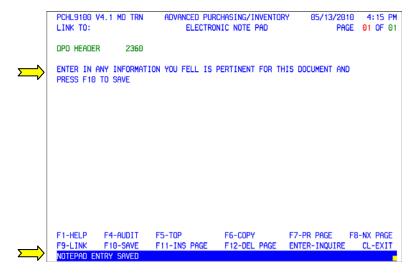
You have the ability to attach a note to your document. It can assist you in keeping track of specific items related to the TSR document. If a document has a note attached to it, it will display the letter Y in the NOTE PAD field.

From the header page, press your Home key to move your cursor to the LINK TO field. Enter the word note and press F9-LINK to advance to the Electronic NOTE PAD 9100 screen.

Adding a Note to Your Direct Purchase Order - continued



From the 9100 screen enter in any information you feel in pertinent for this document and press F10-SAVE when complete.



Once F10-SAVE is pressed, your note pad entry changes to all upper case letters and the message NOTEPAD ENTRY SAVED appears at the bottom of your screen. Press Escape to return to the Direct Purchase order header screen.

Adding a Note to Your Direct Purchase Order - continued

```
PCHL2360 V4.1 MD TRN
                       ADVANCED PURCHASING/INVENTORY
                                                       05/13/2010 4:30 PM
LINK TO:
                           DIRECT PURCHASE ORDER
                                                    GRAPHICAL PRINT: Y (Y/N)
                                              NOTE: Y PRINT SWITCH: R (R/C)
PRINTER ID: NEOP
                                 VENDOR CHG
                                          INTF TYPE : DP CREATE: 05/12/10
PURCHASE ORDER: R00P0400022 DEPT: R00
PURCHASING TYPE: DP MATCH TYPE: AB EFF DATE: 05/07/2010 UPDATE: 05/13/10
ACTION IND : N WAREHOUSE:
                                 BUYER: RB13 FILTER IND:
                                                            POST:
CONTRACT AMOUNT:
                        50.00 REMAINING BAL:
                                                     50.00 STATUS: NOPT
           : 1161337624 VERIZON
VENDOR
                                                           EXPEDITOR :
ADDRESS
              : PO BOX 101956
                                                           TRACK CODE:
                                                           DATE :
          CITY: ATLANTA
                                       ST: GA ZIP: 30392
                                         BPO ID: 060B0400001
DELIVER TO NAME: SERVICE DESK
             : 45 CALVERT ST
                                                       EXPR DATE:
ADDRESS
                SECOND FLOOR
                                                       FOB POINT: DEST
          CITY: ANNAPOLIS
                                         ST: MD ZIP: 21401
BILL TO NAME : BILL TO ADDRESS CODE:
DIST METHOD: S DELIVERY DATE: 12/25/2010 DISC TERMS: NET
                                         BILL TO ADDRESS CODE:
                                                                   QUOTE: N
                                                                 SUBCONTR: N
SF AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3
                                                                 PERCENT
01 R00 10
               10015
                           0808
F1-HELP F2-COPY
                   F3-DELETE F4-OTHER KEYS F5-NEXT F6-VIEW DOC F7-SELECT VEN
F8-SEL TERMS F9-LINK F10-SAVE F11-VIEW ACCT F12-PRINT ENTER-INQ CL-EXIT
```

Once the note pad has been saved, the NOTE PAD field will display the letter Y for 'Yes, there is a note attached to this document.' You can read the note pad at anytime, just by linking to the 9100 screen or by placing the word NOTE in the LINK TO field and pressing F9-LINK.

Direct Purchase Order Additional Elements

```
PCHL2360 V4.1 MD TRN
                      ADVANCED PURCHASING/INVENTORY
                                                     05/13/2010 5:00 PM
                          DIRECT PURCHASE ORDER
LINK TO:
                                                 GRAPHICAL PRINT: Y (Y/N)
PRINTER ID: NEOP
                               VENDOR CHG: Y NOTE: Y PRINT SWITCH: R (R/C)
PURCHASE ORDER: ROOPO400022 DEPT: ROO INTF TYPE: DP CREATE: 05/12/10
PURCHASING TYPE: DP MATCH TYPE: AB EFF DATE: 05/07/2010 UPDATE: 05/13/10
ACTION IND : N WAREHOUSE: BUYER: RB13 FILTER IND: POST:
                       50.00 REMAINING BAL:
CONTRACT AMOUNT:
                                                   50.00 STATUS: NOPT
           : 1161337624 VERIZON
                                                        EXPEDITOR :
ADDRESS
             : PO BOX 101956
                                                         TRACK CODE:
                                                        DATE :
         CITY: ATLANTA
                                       ST: GA ZIP: 30392
                                      BPO ID : 060B0400001
DELIVER TO NAME: SERVICE DESK
ADDRESS
             : 45 CALVERT ST
                                                     EXPR DATE:
                                                     FOB POINT: DEST
               SECOND FLOOR
          CITY: ANNAPOLIS
                                       ST: MD ZIP: 21401
BILL TO NAME :
                                       BILL TO ADDRESS CODE:
                                                                 QUOTE: N
DIST METHOD: S DELIVERY DATE: 12/25/2010 DISC TERMS: NET
                                                              SUBCONTR: N
SF AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3
                                                              PERCENT
01 R00 10
              10015
                          0808
F1-H F2-ADD ELE F3-DELETE F4-OTHER KEYS F5-NEXT F6-VIEW DOC F7-VEN LST
             F9-LINK F10-SAVE F11-SEL ACCT F12-SEL SUB ENTER-INQ CL-EXIT
```

Before the purchase order can be posted, the additional elements screen must be populated. This is procurement information pertaining to the way in which the contract was actually procured.

From the Purchase Order Header 2360 screen, press F2-ADD ELE to advance to the 2356 screen.

If you do not have F2-ADD ELE appearing on your header screen, press F4-OTHER to change the functionality of your function keys.

ADPICS - TSR PROCESS - DP

DoIT Training Department

Direct Purchase Order Additional Elements - continued

```
ADVANCED PURCHASING/INVENTORY
PCHL2356 V4.1 MD TRN
                                                                 05/13/2010
LINK TO:
                          PURCHASE ORDER ADDITIONAL ELEMENTS
PURCHASE ORDER ID: R00P0400022
                                                AMOUNT :
                                                                     50.00
VENDOR NO
                   1161337624
                                         VER170N
LOCATION
PROCUREMENT METHODS: R
CATEGORY OF WORK
ITS
NON VISUAL ACCESS: N
AWARD AUTHORITY: DIT
MBE WAIVER: N MBE WAIVER %: 0.00 MBE GOAL %:
RECYCLED CONTENT-PRE:
                            POST:
                                          COMMITMENT $:
                                                                     0.00
DESC: MAC
NUMBER OF SOLICITATIONS
                                   NUMBER OF BIDS
          SB:
                                    TOT: 000 SB: 000 MBE: 000
PREFERENCES
            SB: REV PROD:
RECYCLED:
                                ENERGY SAV: SUI:
                                                        CSW:
                                                                BUI:
F1-HELP
             F5-NEXT
                            F9-LINK
                                            F10-SAVE
                                                              ENTER-INQ
                                                                               CL-EXIT
RECORD SAVED
```

The above Additional Elements 2356 Screen is an example of the correct information that needs to be filled out when you create either a PO or a DPO.

- 1. Procurement Method = R (Release)
- 2. Category of Work = ITS (Information Technology Services)
- 3. Non Visual Access = N (No)
- 4. Award Authority = DIT (Department of Information Technology)
- 5. Hiring Services = N (No)
- 6. Description

Press F10-SAVE when the ADDITIONAL ELEMENTS SCREEN has been completed.

Press Escape to return back to the Purchase Order/Contract Header screen.

Purchase Order Posting

```
PCHL2360 V4.1 MD TRN
                        ADVANCED PURCHASING/INVENTORY
                                                         06/15/2010
LINK TO:
                            DIRECT PURCHASE ORDER
                                                      GRAPHICAL PRINT: Y (Y/N)
PRINTER ID: NEOP
                                  VENDOR CHG: Y NOTE: Y PRINT SWITCH: R (R/C)
PURCHASE ORDER: R00P0400022 DEPT: R00
                                            INTF TYPE : DP
                                                             CREATE: 06/15/10
PURCHASING TYPE: DP
                      MATCH TYPE: AB
                                       EFF DATE: 05/07/2010 UPDATE: 06/15/10
             : p CHAREHOUSE:
ACTION IND
                                   BUYER: RB13 FILTER IND:
                                                               POST:
CONTRACT AMOUNT:
                        120.00 REMAINING BAL:
                                                      120.00 STATUS: NOPT
              : 1161337624 VERIZON
VENDOR
                                                             EXPEDITOR :
ADDRESS
               : PO BOX 101956
                                                             TRACK CODE :
                                                             DATE :
           CITY: ATLANTA
                                           ST: GA ZIP: 30392
DELIVER TO NAME: SERVICE DESK
                                                 BPO ID : 060B0400001
               : 45 CALVERT ST
                                                         EXPR DATE:
ADDRESS
                SECOND FLOOR
                                                         FOB POINT: DEST
           CITY: ANNAPOLIS
                                          ST: MD ZIP: 21401
BILL TO NAME
                                          BILL TO ADDRESS CODE:
                                                                      QUOTE: N
DIST METHOD: S
                DELIVERY DATE: 12/25/2010 DISC TERMS: NET
                                                                   SUBCONTR: N
SF AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3
                                                                   PERCENT
                            0808
01 R00 10
                10015
F1-HELP F2-COPY
                    F3-DELETE F4-OTHER KEYS F5-NEXT F6-VIEW DOC F7-SELECT VEN
F8-SEL TERMS F9-LINK F10-SAVE T1-VIEW ACCT F12-PRINT
                                                            ENTER-INQ CL-EXIT
```

Your document is now ready to Post, or place into the Approval path depending on your Agency. A good habit to get into before posting is to check the F6-VW DOC, F8-SEL TERMS and F11-VW ACCT. This is a way of verifying the information you are requesting to order is accurate and the accounting information you are using is correct.

After you have double checked these areas, tab to the ACTION IND and type over the N with the letter P for Post and press F10-SAVE.

ADPICS - TSR PROCESS - DP

DoIT Training Department

Purchase Order Tracking

```
PCHL2340 V4.1 MD TRN
                         ADVANCED PURCHASING/INVENTORY
                                                         05/12/2010
                                                                      9:40 AM
LINK TO:
                           PURCHASE ORDER/CONTRACT
PRINTER ID: NEOP
                            PRINT SWITCH: R (R/C) GRAPHICAL PRINT: Y (Y/N)
PO/CONTRACT ID : R00P0400017
                                BLANKET PO ID : 060B0400001
                                                              CALL NO:
PURCHASING TYPE: PO REQUISITION ID: ROORO400005
ACTION INDICATOR: A D ID:
                                                     LINE: 000 BUYER: RB13
                                                     AWARD:
                                                                 VEND CHG: Y
                                                         EFF DATE : 05/06/2010
                          50.00 INTERFACE TYPE: PO
CONTRACT AMOUNT :
REMAINING VALUE :
                          50.00 MATCH TYPE : AB
                                                        WAREHOUSE :
               : 1161337624
VENDOR ID
                                DEPARTMENT
                                              : R00
                                                           STATUS: APPR
VENDOR NAME
               : VERIZON
                                                           CREATE: 05/07/10
ADDRESS
               : PO BOX 101956
                                                           UPDATE: 05/12/10
                                                           POST
            CITY: ATLANTA
                                            ST: GA ZIP: 30392
DELIVER TO NAME : TRAINING DEPARTMENT
ADDRESS
                : 45 CALVERT ST
                  SECOND FLOOR
            CITY: ANNAPOLIS
                                            ST: MD ZIP: 21401
BILL TO NAME
                                            BILL TO ADDRESS CODE:
DELIVERY DATE
              : 05/20/2010 F.O.B. POINT : DEST
                                                           SUBCONTRACTOR: N
EXPIRATION DATE: 05/05/2020 DISCOUNT TERMS: NET
                                                           NOTE PAD
TRACK DATE:
                      FILTER IND: EXPEDITOR:
                                                           TRACK CODE
F1-HELP F2-ADD ELE F3-DELETE F4-OTHER KEYS F5-NEXT
                                                        F6-VIEW DOC F7-SEL VEN
F8-SEL TERMS F9-LINK F10-SAVE F11-VIEW ACCT F12-PRINT
                                                        ENTER-INQUIRE CL-EXIT
PURCHASE ORDER IS SUBMITTED FOR APPROVAL PROCESSING
```

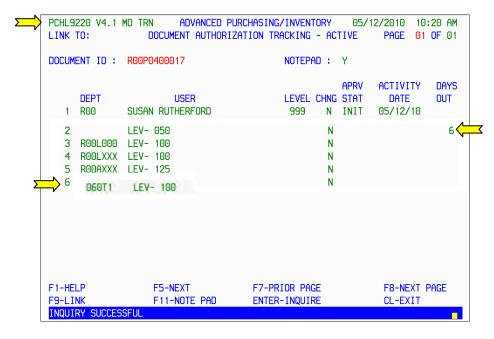
Regardless if you choose to create a Direct Purchase Order or a Purchase Order, the tracking of your PO is the same.

Your TSR document will be going through your Agency's approval path and then moving to the DoIT commodity approval path. You will need to monitor your document so you know when it has been final approved (posted). Once final approved, your Agency can print the purchase order and send to the specified vendor. Refer to the DoIT website for specific contact information for the TSR vendors.

ADPICS - TSR PROCESS - DP

DoIT Training Department

Direct Purchase Order Tracking - continued



The ADPICS 9220 Document Authorization Tracking – Active screen will display the exact location your document is residing. This screen displays how many days the document has been in each mailbox.

DoIT will be the last stop, or final approval for the document.



You can also monitor your purchase order to see when it has posed by using the 2455 Purchase Orders By Department screen.

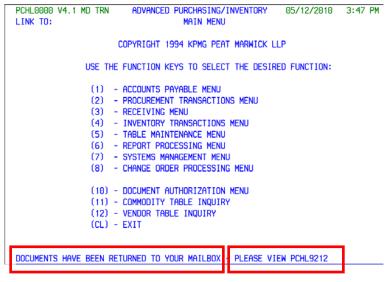
Enter the department that was used to create your Purchase Order in the Department Field.

The date range defaults to the past 30 days. You can change this if you choose.

Press Enter to inquire on all the purchase orders in the specified department created within the designated date range.

If the Purchase Order has been posted, it will be displayed as POST under the STATUS column.

Direct Purchase Order Rejected Back to Agency

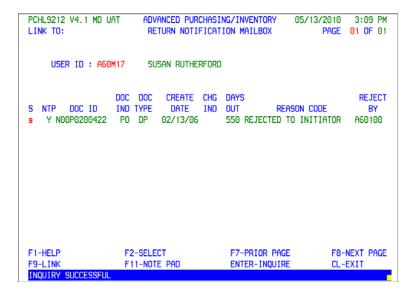


Occasionally a document will be rejected back to the agency. If a document has been rejected, it will appear on your ADPICS Main Menu page at the bottom of the screen. The message also notifies you of the page to link to.



All documents rejected by DoIT will be rejected to the initiator of the document.

Return Notification Mailbox



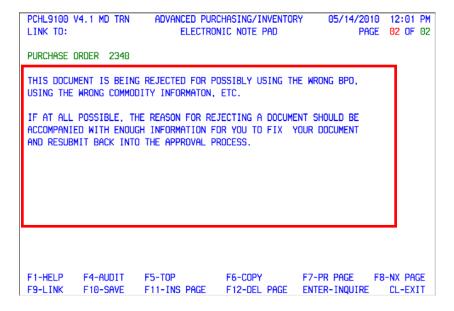
From the 9212 Return Notification Mailbox screen you can select a document to view by tabbing to the document and tagging it with the letter S in the select column and pressing F2-SELECT.

Direct Purchase Order Rejected Back to Agency Note Pad Info

```
PCHL2360 V4.1 MD TRN ADVANCED PURCHASING/INVENTORY 05/14/2010 10:30 AM
LINK TO: note DIRECT PURCHASE ORDER GRAPHICAL PRINT: Y (Y/N)
PRINTER ID: NEOP VENDOR CHO. V NOTE: W
PRINTER ID: NEOP VENDOR CHG: Y NOTE: Y SWITCH: R (R/C)
PURCHASE ORDER: ROOPO400022 DEPT: ROO INTE TYPE: DP CREATE: 05/12/10
PURCHASING TYPE: DP MATCH TYPE: AB EFF DATE: 05/07/2010 UPDATE: 05/13/10
ACTION IND : N WAREHOUSE: BUYER: RB13 FILTER IND:
CONTRACT AMOUNT: 50.00 REMAINING BAL:
                                                     50.00 STATUS: NOPT
       : 1161337624 VERIZON
VENDOR
                                                           EXPEDITOR :
ADDRESS
              : PO BOX 101956
                                                           TRACK CODE:
                              ST: GA ZIP: 30392
                                                           DATE:
         CITY: ATLANTA
                                        BPO ID: 060B0400001
DELIVER TO NAME: SERVICE DESK
            : 45 CALVERT ST
SECOND FLOOR
ADDRESS
                                                       EXPR DATE:
                                                       FOB POINT: DEST
          CITY: ANNAPOLIS
                                        ST: MD ZIP: 21401
BILL TO NAME :
                                         BILL TO ADDRESS CODE:
                                                                   QUOTE: N
DIST METHOD: S DELIVERY DATE: 12/25/2010 DISC TERMS: NET
                                                                 SUBCONTR: N
SF AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3
                                                                 PERCENT
           10015
                           0808
01 R00 10
F1-HELP F2-COPY F3-DELETE F4-OTHER KEYS F5-NEXT F6-VIEW DOC F7-SELECT VEN
F8-SEL TERMS F9-LINK F10-SAVE F11-VIEW ACCT F12-PRINT ENTER-INQ CL-EXIT
```

When documents are rejected back to the Agency, link to the NOTE PAD to find out the reason why. At the LINK TO field type in the word NOTE and press F9-LINK.

Purchase Order Rejected - Note Pad



The reason a document has been rejected should be in the Note Pad of your document.

Resubmit Direct Purchase Order Back Into Approval Process

```
ADVANCED PURCHASING/INVENTORY
PCHL2340 V4.1 MD TRN
                                                      05/12/2010 9:40 AM
LINK TO:
                          PURCHASE ORDER/CONTRACT
PRINTER ID: NEOP
                          PRINT SWITCH: R (R/C)
                                                GRAPHICAL PRINT: Y (Y/N)
PO/CONTRACT ID : R00P0400017 BLANKET PO ID : 060B0400001
                                                           CALL NO:
PURCHASING TYPE : PO REQUISITION ID: ROORO400005
                                                  LINE: 000 BUYER: RB13
                                                   AWARD:
ACTION INDICATOR: A BID ID
                                                              VEND CHG: Y
                    50.00 INTERFACE TYPE: PO
                                                      EFF DATE : 05/06/2010
CONTRACT AMOUNT :
REMAINING VALUE :
                         50.00 MATCH TYPE : AB
                                                      WAREHOUSE :
            : 1161337624
VENDOR ID
                            DEPARTMENT
                                          : R00
                                                        STATUS: APPR
VENDOR NAME
              : VERIZON
                                                        CREATE: 05/07/10
ADDRESS
              : PO BOX 101956
                                                        UPDATE: 05/12/10
                                                        POST
           CITY: ATLANTA
                                         ST: GA ZIP: 30392
DELIVER TO NAME : TRAINING DEPARTMENT
               : 45 CALVERT ST
ADDRESS
                SECOND FLOOR
           CITY: ANNAPOLIS
                                         ST: MD ZIP: 21401
BILL TO NAME
                                         BILL TO ADDRESS CODE:
DELIVERY DATE : 05/20/2010 F.O.B. POINT : DEST
                                                        SUBCONTRACTOR: N
EXPIRATION DATE: 05/05/2020 DISCOUNT TERMS: NET
                                                        NOTE PAD
TRACK DATE:
                     FILTER IND: EXPEDITOR:
                                                        TRACK CODE
F1-HELP F2-ADD ELE F3-DELETE F4-OTHER KEYS F5-NEXT
                                                     F6-VIEW DOC F7-SEL VEN
F8-SEL TERMS F9-LINK F10-SAVE F11-VIEW ACCT F12-PRINT ENTER-INQUIRE CL-EXIT
PURCHASE ORDER IS SUBMITTED FOR APPROVAL PROCESSING
```

After the requested changes have been made, repost your document placing it back in the approval process.

```
PCHL2455 V4.1 MD TRN
                        ADVANCED PURCHASING/INVENTORY
                                                        05/12/2010
LINK TO:
                        PURCHASE ORDERS BY DEPARTMENT
DEPARTMENT : ROO
                         TRAINING DEPARTMENT
FROM DATE : 04/12/2010 TO DATE
                                   : 05/12/2010 CREATE/DELIVERY IND: C
                               CREATE DATE
                                                         CONTRACT AMOUNT
           PO ID
                                               STATUS
                                               POST 🗲
        R00P0400017
                        PΩ
                                05/07/10
                                                                  50.00
```

Track your document either on the 2455 screen or the 9230 screens.



Once final approved, your Agency can print the purchase order and send to the specified vendor. Refer to the DoIT website for specific contact information for the TSR vendors.

BPO CROSS-OVER FOR TSR's

Old BPO Number:	New BPO Number:	Type of BPO
060B0400001	060B1400047	PBX I
060B9800006	060B1400006	Long Distance
060B9800008	060B1400008	PBX II
060B9800034	060B1400047	PBX I
060B9800040	060B1400040	Call Center
060B9800041	no change	Local Access
060B9800046	060B1400046	Toll Free

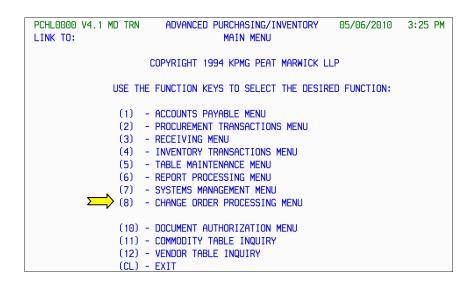
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Commodity Add Change Order	11
Document Cancellation	20

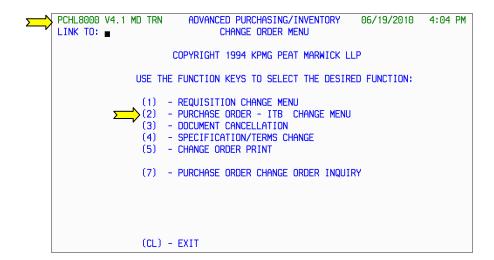
Purchase & Direct Purchase Order Change Orders

This User Guide will address both Purchase Orders and Direct Purchase Orders. Going forward in this User Guide, both types of Purchase Orders will be referred to as just 'Purchase Orders' and where there are differences in processing, it will be noted.

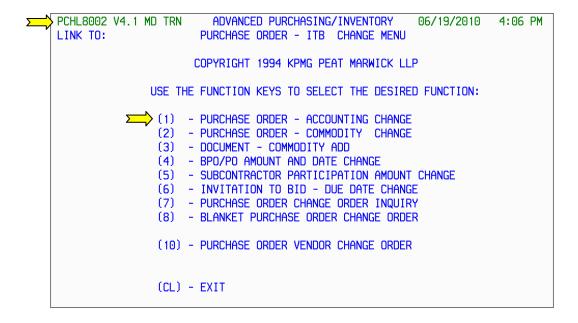
After logging into FMIS from the ADPICS Main Menu either link to the particular Change Order Screen you want to create or press F8 – Change Order Processing Menu to advance to the 8000 Change Order Menu screen.



Press F2 to advance to Purchase Order – ITB Change Menu.



Purchase Order Change Orders - Accounting Change



From the 8002 Purchase Order – ITB Change Menu, press F1 to advance to the Purchase Order – Accounting Change 8300 screen.

Purchase Order Change Orders – Accounting Change - continued

```
HL8300 V4.1 MD TRN
                            ADVANCED PURCHASING/INVENTORY
                                                                05/15/2010
LINK TO:
                         PURCHASE ORDER ACCOUNTING CHANGE
                                                                       MORE ACCTG : N
                               DOC REF : 000 DOC TYPE: 03 YEAR-END CO (Y/N): N
 NANGE ORDER ID
TPICE CHASE ORDER ID: r00p0400022
                                  ACTION IND: N INTE TYP: C3 EFF DATE: LINE NO: 0000 R-EAR-END LIQ EFF DATE:
                  : r00p0400022
COMMODITY/PART NO:
FILTER IND:
                  ACCTG TOTAL:
SF AGY YR INDEX PCA
                               AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3
                                                                             AMOUNT
                         OBJ
F1-HELP
            F3-DELETE
                         F4-ACCTG
                                                    F5-NEXT
                                                                       F8-SEL TERMS
                         F11-CHANGE APPR YEAR
```

The Purchase Order Accounting Change screen (8300) allows the user to create a Change Order that modifies the accounting distribution of a posted Purchase Order.

DOC REF: You will always enter "000" in this field.

PURCHASE ORDER ID: Enter the purchase order ID number of the purchase order you want to change.

REQUISITION ID: Enter the ID of the requisition associated with the purchase order. **If the purchase order is a direct purchase order, enter the purchase order ID in this field.**

LINE NO: Enter the line number of the purchase order or requisition detail line associated with the purchase order you want to change.

If the accounting distribution method is "S" (single) or "P" (percentage), you will always enter "000". Three zeros "000" indicate that the accounting changes apply to the entire document.

If the accounting distribution method is "M" (multiple), you will enter the line number assigned to the detail entry record that you want to change.

Press **F10-SAVE** to bring forward the purchase order information.

Purchase Order Change Orders – Accounting Change - continued

```
PCHL8300 V4.1 MD TRN ADVANCED PURCHASING/INVENTORY 05/15/2010 2:21 PM LINK TO: PURCHASE ORDER ACCOUNTING CHANGE

CHANGE ORDER ID: C0000836 DOC REF: 000 DOC TYPE: 03 YEAR-END CO (Y/N): N PURCHASE ORDER ID: R00P0400022 ACTION IND: N INTF TYP: C3 EFF DATE: 05/07/2010 REQUISITION ID: LINE NO: 000 YEAR-END LIQ EFF DATE: C00M0DITY/PART NO: FILTER IND: ACCTG TOTAL: 1000.00 SF AGY YR INDEX PCA 0BJ A0BJ GRANT/PH PROJ/PH AGI AG2 AG3 AMOUNT 02 R00 10 11015 0808 1000.00

D2 R00 10 10015 0808 F1-CHANGE APPR YEAR ENTER-INQUIRE CL-EXIT ACCTG RETRIEVED FOR PO REQUISITION LINE, READY FOR UPDATE
```

Once your doucment is saved, a Change Order ID is assigned to your document. The system brings forward all the accounting information from the original Purchase Order.

Make your appropriate accounting change and press F10-SAVE to save your changes

The screen displays the purchase order accounting lines that were entered for the requisition or direct purchase order. Notice that each accounting line is repeated. If you press **Tab** to move through the screen, you will notice that the first time the accounting line is displayed the information is protected. Changes are made on the second line displayed. This enables you to easily see what changes were made.

Notice the **MORE ACCTG** field in the upper right corner of the screen. If this field displays "Y" (yes), the accounting distribution method is "M" (multiple) and more than six accounting lines have been entered for this requisition detail entry.

If the **MORE ACCTG** field displays "Y", press **F4-ACCTG** to view the additional accounting information. When F4-ACCTG is pressed, the system transfers to the Accounting Change Order Accounting Detail (8301) screen.

Notice that the suffix of the changed accounting line changed to "**02**" when the change request was saved. Whenever you change the accounting distribution, the system assigns the next sequential suffix. This enables the system to liquidate the encumbrance established by suffix "01", and create a new encumbrance for suffix "02".

NOTE:

Purchase Order Change Orders – Accounting Change - continued

```
ADVANCED PURCHASING/INVENTORY PURCHASE ORDER ACCOUNTING CHANGE
PCHL8300 V4.1 MD TRN
                                                                                               05/15/2010 2:24 PM
LINK TO:
                                                                                                           MORE ACCTG : N
CHANGE ORDER ID : C0000036 DOC REF : 000 DOC TYPE: 03 YEAR-END CO (Y/N): N PURCHASE ORDER ID: R00P0400022 ACTION IND: PARTY TYP: C3 EFF DATE: 05/07/2010 REQUISITION ID : LINE NO : 000 YEAR-END LIQ EFF DATE:
COMMODITY/PART NO:
FILTER IND: ACCTG TOTAL: 100.00

SF AGY YR INDEX PCA 0BJ A0BJ GRANT/PH PROJ/PH AGI AG2 AG3

02 R00 10 11015 0808

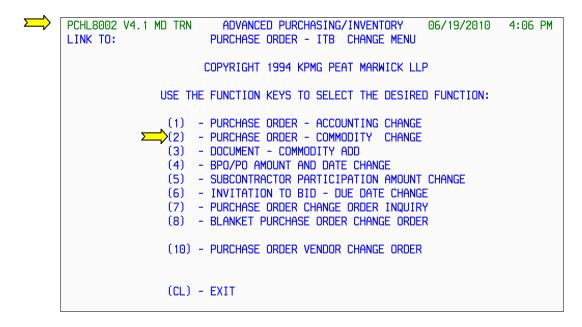
01 R00 10 10015 0808
                                                                                                                   AMOUNT
                                                                                                                        100.00
F1-HELP
                                      F4-ACCTG
                                                                             F5-NEXT
                                                                                                           F8-SEL TERMS
                  F3-DELETE
                                      FII-CHANGE APPR YEAR
CHANGE ORDER POSTED
```

Once your changes have been made, change the Action IND to P for Post and press F10-SAVE.

Remember – changes made by the change order do not take effect until after the change order is posted. Change order will be posted after it has gone through the Agency approval path. DoIT will not have to approve accounting change orders.

NOTE:

Purchase Order Change Orders - Commodity Change



From the 8002 Purchase Order – ITB Change Menu, press F2 to advance to the Purchase Order – Commodity Change 8400 screen.

```
PCHL8400 V4.1 MD TRN
                           ADVANCED PURCHASING/INVENTORY
                                                             05/15/2010
                                                                           1:16 PM
                        PURCHASE ORDER COMMODITY CHANGE
LINK TO:
CHANGE ORDER ID :
                                 DOC REF: 000 DOC TYPE
PURCHASE ORDER ID: r00p0400022
                                                     EFF DATE:
                                    FILTER IND:
REQUISITION ID : r00p0400022 LINE NO: 001
                                                  TYPE : C4
                          0LD
                                                     NEW
COMMODITY ID:
PART NO
QUANTITY
                            0.00
                                                      0.00
UNIT COST
STATE TAX
                     LOCAL TAX :
DISCOUNT
                                                          MORE ACCOUNTING: N
                           SIZE:
EST. TOTAL
SF AGY YR INDEX PCA
                              AOBJ GRANT/PH PROJ/PH OLD AMOUNT
                        OBJ
                                                                      NEW AMOUNT
                                                           F5-NEXT
F1-HFIP
                F2-SEL COM
                                E3-DELETE
                                              F4-ACCTG
                                                                        F7-SEL PART
F8-SEL TERMS
                                              ENTER-INQUIRE
                                F10-SAVE
                                                                        CI - FXIT
```

The Purchase Order Commodity Change screen is used to change the commodity information originally entered on the Purchase Order Detail Entry screens.

DOC REF: You will always enter "000" in this field.

PURCHASE ORDER ID: Enter the ID number of the purchase order you want to change.

REQUISITION ID: Enter the ID of the requisition associated with the purchase order. If the purchase order is a direct purchase order, enter the purchase order ID in this field.

LINE NO: Enter the line number of the purchase order or requisition detail line associated with the purchase order you want to change.

Press **F10-SAVE** to bring forward the purchase order information.

```
PCHL8400 V4.1 MD TRN
                             ADVANCED PURCHASING/INVENTORY
                                                                     05/15/2010
                           PURCHASE ORDER COMMODITY CHANGE
CHANGE ORDER ID
                   : C0000835
                                     DOC REF: 000 DOC TYPE
                                                                 : 04 ACTION IND: N
PURCHASE ORDER ID: ROOP0400022
                                                           EFF DATE:
                  : ROOPO400022 LINE NO: 001 INTF
                                                          TYPE
REQUISITION ID
                                                           NEW
                  99789-PBX102
PART NO QUANTITY
                                1.00
UNIT COST
STATE TAX
                            50.0000
                       LOCAL TAX :
SIZE: EA
DISCOUNT
                                                          ΕA
                                                                 MORE ACCOUNTING:
EST. TOTAL
                                                                               NEW AMOUNT
SF AGY YR INDEX
02 R00 IO
                                  AOBJ GRANT/PH PROJ/PH
                                                              OLD
                                                                   AMOUNT
                  11015
                                                                       50.00
                                  0808
FI-HELP
F8-SEL TERMS
                 F2-SEL COM
F9-LINK
                                   F3-DELETE
F10-SAVE
                                                    F4-ACCTG F
ENTER-INQUIRE
                                                                                F7-SEL PART
CL-EXIT
```

Once your doucment is saved, a Change Order ID is assigned to your document. The system brings forward all the commodity information from the original Purchase Order.

Commodity ID, Quantity, Order Size and Unit Cost can be changed for any line on the purchase order. For AB match type – Progressive Payment – the quantity must remain as 1.

You can cancel an existing purchase order detail entry using this screen. However, if you want to add a line to a posted purchase order, access the Document Change Order Commodity Add (8450) screen.

If the accounting distribution method associated with the purchase order is "M" (multiple), the amount allocated to each existing accounting distribution line can also be changed using this screen.

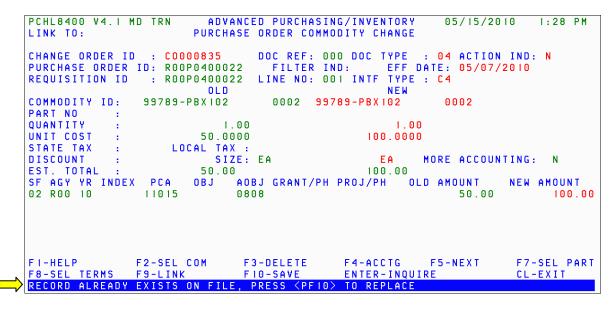
To change the commodity information on this screen, type over any displayed information that is not protected. This information is located under the **NEW** or right side of the screen. If necessary, a new amount should be entered to reflect the change. Press **F10** to Save.

ADPICS – TSR PROCESS – Purchase Order Change Orders Order Change Orders

Purchase Order Change Orders – Commodity Change - continued

```
PCHL8400 V4.1 MD TRN
                                                                             1:25 PM
                            ADVANCED PURCHASING/INVENTORY
                                                               05/15/2010
LINK TO:
                         PURCHASE ORDER COMMODITY CHANGE
                                   DOC REF: 000 DOC TYPE : 04 ACTION IND FILTER IND: EFF DATE: 05/07/2010
                  : C0000835
CHANGE ORDER ID
                                                           : 04 ACTION IND: N
PURCHASE ORDER ID: ROOPO400022
                                   LINE NO: 001 INTF TYPE : C4
REQUISITION ID : ROOPO400022
                           OLD
                                                      NEW
                  99789-PBX102
                                     0002 99789-PBX102
COMMODITY ID:
                                                               0002
PART NO
QUANTITY
                          50.0000
                                                    100.00
UNIT COST
                     LOCAL TAX :
STATE TAX
DISCOUNT
                            SIZE: EA
                                                     EΑ
                                                            MORE ACCOUNTING: N
                          50.00
                                                   100.00
EST. TOTAL
SF AGY YR INDEX PCA
02 R00 10 11015
                         OBJ AOBJ GRANT/PH PROJ/PH OLD AMOUNT
                                                                         NEW AMOUNT
                 11015
                                                                         100.00
                                0808
                                                                 50.00
                                 F3-DELETE
                                                F4-ACCTG
                                                                          F7-SEL PART
F1-HELP
                F2-SEL COM
                                                             F5-NEXT
F8-SEL TERMS
                F9-LINK
                                                ENTER-INQUIRE
                                                                          CL-EXIT
                                 F10-SAVE
NEW AMOUNT NOT NUMERIC
```

If you forget to enter in the new amount, the system will prompt you. Once amount is entered, press **F10-SAVE** to save your change order.



Note the message at the bottom of the screen. Press **F10-SAVE** again to replace and save your change order.

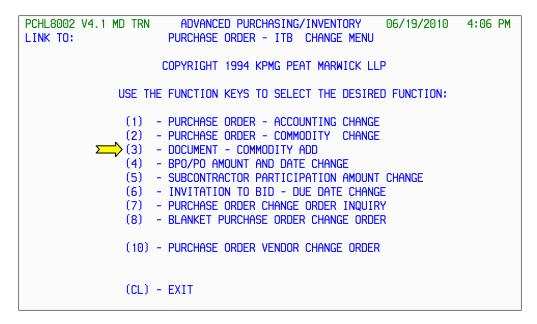
```
PCHL8400 V4.1 MD TRN
                              ADVANCED PURCHASING/INVENTORY
                                                                     05/15/2010
                                                                                     1:54 PM
LINK TO:
                           PURCHASE ORDER COMMODITY CHANGE
CHANGE ORDER ID : C0000835
PURCHASE ORDER ID: R00P0400022
                                      DOC REF: 000 DOC TYPE : 04 ACTION IND: A
                                        FILTER IND:
                                                           EFF DATE: 05/07/2010
PURCHASE ORDER ID: R00P0400022 FILTER IND: EFF DATE: REQUISITION ID : R00P0400022 LINE NO: 001 INTF TYPE : C4
                             OLD
                                                           NEW
                  99789-PBX102
COMMODITY ID:
                                        0002 99789-PBX102
                                                                     0002
PART NO QUANTITY
                                1.00
                                                             1 00
                            50.0000
                                                        100.0000
UNIT COST
STATE TAX
                       LOCAL TAX :
DISCOUNT
                               SIZE: EA
                                                          EΑ
                                                                 MORE ACCOUNTING:
                            50.00
EST. TOTAL :
SF AGY YR INDEX PCA
02 R00 10 11015
                                                        100.00
                                  AOBJ GRANT/PH PROJ/PH
                                                              OLD AMOUNT
                                                                                NEW AMOUNT
                           OBJ
                   11015
                                  0808
                                                                       50.00
                                                                                       100.00
                                                    F4-ACCTG
F1-HELP
                                                                  F5-NEXT
                                                                                 F7-SEL PART
                  F2-SEL COM
                                   F3-DELETE
F8-SEL TERMS
                  F9-LINK
                                                    ENTER-INQUIRE
                                    F10-SAVE
                                                                                 CL-EXIT
CHANGE ORDER SUBMITTED FOR APPROVAL PROCESSING
```

Once your changes have been made, change the Action IND to P for Post and press F10-SAVE.

Your change order will be going through your Agency's approval path and then moving to the DoIT commodity approval path.

Remember – changes made by the change order do not take effect until after the change order is posted. Change order will be posted after it has gone through the Agency approval path and the DoIT commodity approval path. DoIT will be the final poster of your document.

Purchase Order Change Orders - Commodity Add



From the 8002 Purchase Order – ITB Change Menu, press F1 to advance to the Document – Commodity Add 8450 screen.

Purchase Order Change Orders - Commodity Add

```
TRN ADVANCED PURCHASING/INVENTORY 05
Document change order commodity add header
PCHL8450 V4.1 MD TRN
 LINK TO:
            CHANGE ORDER ID
                                                              DOC TYPE:
           DOCUMENT ID
                                       : r00p0400022
                                                              NOTE PAD: N
            DOCUMENT INDICATOR
                                                              EFF DATE:
            (REQ/POC)
            DOCUMENT REFERENCE NO :
                                                              FILTER IND:
           DOC REF
                                        : 000
                                                              STATUS
                                                              CREATE
            ACTION IND
                                        : N
                                                              UPDATE
                                                              POST
            INTERFACE TYPE
                                                        F5-NEXT
ENTER-INQUIRE
 F1-HELP
                           F3-DELETE
F11-VIEW ACCTNG
                                                                                   F6-VIEW DOC
 F9-LINK
              F10-SAVE
```

The Document Change Order Commodity Add Header (8450) screen is used to add another detail line to posted Requisitions or posted Purchase Orders.

DOCUMENT ID: Enter the document id that corresponds with the Purchase Order you want to add a line to.

DOCUMENT INDICATOR: Enter the document type you want to add a line to: REQ (Requisition) or POC (Purchase Order).

DOC REF: You will always enter "000" in this field.

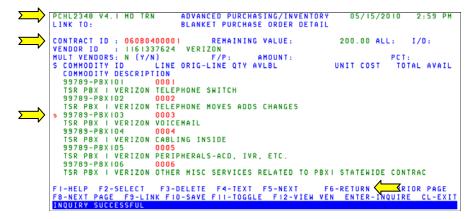
Press **F10-SAVE** to save the information and transfer to the Document Change Order Commodity Add Detail (8455) **accounting** screen.

```
PCHL8455 V4.1
                                    ADVANCED PURCHASING/INVENTORY 05
DOCUMENT CHANGE ORDER COMMODITY ADD DETAIL
                                                                                                   05/15/2010
        LINK TO:
       CHANGE ORDER ID : C0000838 LINE NO : PURCHASE ORDER ID: R00P0400022 REQUISITION ID: COMMODITY : PART NO :
                                                                                                    BUYER: RB13
                                                                                                          BPO LINE NO:
        QUANTITY
                                                         STATE TAX :
                                                                                        LOCAL TAX :
       PURCHASE U/M: UNIT COS
ACCOUNTING INFORMATION-
SF AGY YR INDEX PCA OBJ
                                    UNIT COST:
                                                                                EST. TOTAL COST:
                                                                                                                           0.00
                                                      AOBJ GRANT/PH PROJ/PH AGI AG2 AG3
                                                                                                                       AMOUNT
             MORE ACCOUNTING: N
                                               CURRENT DETAIL ACCOUNTING AMOUNT:
        FI-HE F2-SEL COMM F3-DELETE F4-ACCTG F5-NEXT F6-VIEW DOC F7-SEL PART
F9-LINK F10-SAVE F11-VIEW ACCTING F12-VIEW SPECS TER-INQUIRE CL-EX
PLEASE ENTER DETAILS FOR CHANGE ORDER LINE
```

To add a commodity to this change order press F2-SEL COMM.

Entering data on this screen is very similar to entering data onto a requisition or direct purchase order when the multiple distribution method is used. Screen 8455 has two screen formats that you will use. Initially, you are transferred to the accounting format where the accounting information is entered. Once you enter the required information, you are transferred to the specification format where you can enter specification data. The **F12** key allows you to toggle between the two formats.

.



The system takes you to the Blanket Purchase Order Detail screen of the BPO you are ordering from. Locate a commodity that you want to add to your purchase order. If the commodity you are looking for is not displayed on the screen, use the **F8-NEXT** and **F7-PRIOR** function keys to scroll through the pages.

Be sure that the screen shows 2348 Blanket Purchase Order Details screen. If it does not, chances are you have entered the wrong Purchase Order number. If you have questions, contact the Service Desk.

When you locate the commodity you want to request, press **Tab** until the cursor is positioned to the left of the commodity name.

Type an "S" next to the commodity name to select it.

NOTE:

Press **F6-RETURN** to transfer the selected commodity to the Commodity Add Detail (8455) accounting screen.

```
ADVANCED PURCHASING/INVENTORY
PCHL8455 V4.1
                            DOCUMENT CHANGE ORDER COMMODITY ADD DETAIL
 LINK TO:
CHANGE ORDER ID : C0000838
PURCHASE ORDER ID: R00P0400022
COMMODITY : 99789-PBX103
                                                 REQUISITION ID:
                                                    VOICE MAIL PBX1
                                                                                                BPO LINE NO: 0003
PART NO
PURCHASE U/M: EA UNIT COST: 20.00 CARRELL TAX : ACCOUNTING INFORMATION-
SF AGY YR INDEX DOA --
                                                                               LOCAL TAX :
                                                                       EST. TOTAL COST:
                                                                                                               20.00
 SF AGY YR INDEX PCA OBJ
01 R00 10 10015
                                             AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3
                                                                                                            AMOUNT
     MORE ACCOUNTING: N
                                      CURRENT DETAIL ACCOUNTING AMOUNT:
FI-HELP F2-SEL COMM F3-DELETE F4-ACCTG F5-NEXT F6-VIEW DOC F7-SEL PART
F9-LINK FIO-SAVE I-VIEW ACCTING FI2-VIEW SPECS ENTER-INQUIRE CL-EXIT
NO AMOUNT CORRESPONDING TO ACCTG INFO, RECORD NOT UPDATED
```

The commodity you choose is returned back to your change order document. You will need to enter the quantity, purchase U/M and unit cost.

AMOUNT: Enter the amount for each line of accounting. The total for all lines must equal the EST. TOTAL COST or the Change Order will not post. You will receive the above error message if you do not have the amount filled in on the accounting line.

Press **F10-SAVE** to save the commodity information to your change order.

```
ADVANCED PURCHASING/INVENTORY
PCHL8455 V4.1 MD TRN
                                                                 05/15/2010
                   DOCUMENT CHANGE ORDER COMMODITY ADD DETAIL
LINK TO:
CHANGE ORDER ID
                  : C0000838
                                                    : 001
                                                                   BUYER: RB13
                                    LINE NO
PURCHASE ORDER ID: ROOPO400022 REQUISITION ID:
              : 99789-PBX103
                                        VOICE MAIL PBX1
                                                                      BPO LINE NO: 0003
COMMODITY
PART NO
QUANTITY
                           1.00
                                     STATE TAX :
                                                           LOCAL TAX :
PURCHASE U/M : EA UNIT COST:
                                             20.0000 EST. TOTAL COST:
                                                                                    20.00
SPEC ID : BLOCK FUNCTION:
                         (SPEC ID TO COPY, ISRT, DLET, DUP)
    SPECIFICATION INFO
                                                             BLOCK 001 OF 001
     Need voice mail set up for extension 2233. Employee's name is
     Donald Duck
FI-HELP F2-SEL COMM F3-DELETE F4-OTHER F5-NEXT F6-VIEW DOC F7-PRIOR BLK
F8-NEXT BLK F9-LINK FI0-SAVE ← I-VW ACCT F12-LN ACCT ENTER-INQ CL-EXIT
```

Once **F10-SAVE** is pressed, the system transfers you to the specification side of the screen. Enter the specification information for this commodity and press **F10-SAVE** to save the information to your change order.

Entering data on this screen is very similar to entering data onto a requisition or direct purchase order when the multiple distribution method is used. Screen 8455 has two screen formats that you will use. Initially, you are transferred to the accounting format where the accounting information is entered. Once you enter the required information, you are transferred to the specification format where you can enter specification data. The F12 key allows you to toggle between the two formats.

```
ADVANCED PURCHASING/INVENTORY
                                                         05/15/2010
PCHL8455 V4.1
LINK TO:
                  DOCUMENT CHANGE ORDER COMMODITY ADD DETAIL
                                             : 002
CHANGE ORDER ID : C0000838
                               LINE NO
                                                         BUYER: RB13
PURCHASE ORDER ID: ROOPO400022 REQUISITION ID:
                                                             BPO LINE NO:
COMMODITY
PART NO
QUANTITY
                              STATE TAX :
                                                  LOCAL TAX :
PURCHASE U/M:
                 UNIT COST:
                                             EST. TOTAL COST:
                                                                        0.00
ACCOUNTING INFORMATION-
SF AGY YR INDEX PCA
                     OBJ
                            AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3
                                                                     AMOUNT
   MORE ACCOUNTING: N
                        CURRENT DETAIL ACCOUNTING AMOUNT:
FI-HELP F2-SEL COMM F3-DELETE F4-ACCTG F5-NEXT F6-VIEW DOC F7-SEL PART
                                                                      CL-EXIT
F9-LINK
        F10-SAVE F11-VIEW ACCTING
                                     F12-VIEW SPECS
                                                      ENTER-INQUIRE
RECORD SAVED
```

When **F10-SAVE** is pressed the system automatically transfers you to a new screen allow for additional commodities to be added. Press the ESCAPE or CL-EXIT key if there are no additional commodities to add.

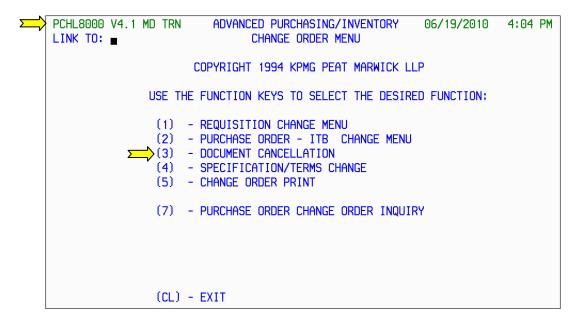
```
PCHL8450 V4.1 MD TRN
                          ADVANCED PURCHASING/INVENTORY
LINK TO:
                   DOCUMENT CHANGE ORDER COMMODITY ADD HEADER
         CHANGE ORDER ID
                                 : C0000838
                                                      DOC TYPE: PO
         DOCUMENT ID
                                  : R00P0400022
                                                      NOTE PAD: N
         DOCUMENT INDICATOR
                                  : POC
                                                      EFF DATE: 05/07/2010
         (REQ/POC)
         DOCUMENT REFERENCE NO :
                                                      FILTER IND:
         DOC REF
                                  : 000
                                                      STATUS
                                                             : NOPT
                                                     CREATE : 05/15/10
UPDATE : 05/15/10
         ACTION IND
                                  : p 🔼
                                                      POST
         INTERFACE TYPE
                                  : C3
F1-HELP
                       F3-DELETE
                                                F5-NEXT
                                                                        F6-VIEW DOC
F9-LINK
           F10-SAVE
                        1-VIEW ACCTNG
                                                ENTER-INQUIRE
                                                                        CL-EXIT
INQUIRY SUCCESSFUL
```

The system returns you to the 8450 screen. Tab to the ACTION IND and type over the N with the letter P for Post and press **F10-SAVE**.

```
ADVANCED PURCHASING/INVENTORY
PCHL8450 V4.1 MD TRN
                  DOCUMENT CHANGE ORDER COMMODITY ADD HEADER
LINK TO:
         CHANGE ORDER ID
                                 : C0000838
                                                     DOC TYPE: PO
         DOCUMENT ID
                                 : R00P0400022
                                                     NOTE PAD: N
         DOCUMENT INDICATOR
                                 : POC
                                                     EFF DATE: 05/07/2010
         (REQ/POC)
         DOCUMENT REFERENCE NO
                                                     FILTER IND:
         DOC REF
                                 : 000
                                                     STATUS
                                                            : 05/15/10
                                                     CREATE
         ACTION IND
                                                     UPDATE : 05/15/10
                                                     POST
                                                             : 05/15/10
         INTERFACE TYPE
                                 : C3
F1-HELP
                       F3-DELETE
                                                F5-NEXT
                                                                      F6-VIEW DOC
F9-LINK
           F10-SAVE
                      F11-VIEW ACCING
                                                ENTER-INQUIRE
                                                                       CL-EXIT
CHANGE ORDER POSTED
```

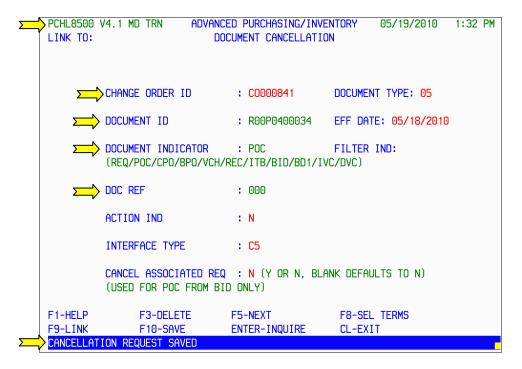
Remember – changes made by the change order do not take effect until after the change order is posted. Change order will be posted after it has gone through the Agency approval path and the DoIT commodity approval path. DoIT will be the final poster of your document.

Purchase Order Change Orders - Document Cancellation



From the 8000 Change Order Menu, press F3 to advance to the Document Cancellation 8500 screen.

Purchase Order Change Orders - Document Cancellation - continued



The Document Cancellation (8500) screen is used to cancel posted documents. This screen cancels a posted requisitions, solicitations, bids, purchase orders, invoices, receiving reports or vouchers.

When a document is canceled, all accounting related to the document is liquidated. For example, if you cancel a posted purchase order, the system will liquidate the encumbrance created by that purchase order.

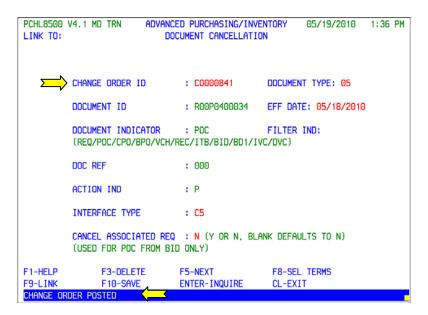
DOCUMENT ID: Enter the ID of the document you want to cancel

DOCUMENT INDICATOR: Enter the indicator that defines the type of document you are canceling.

DOC REF: Enter "000" in this field.

Press **F10-SAVE** to save the information.

Purchase Order Change Orders - Document Cancellation - continued



Remember – changes made by the change order do not take effect until after the change order is posted. Change order will be posted after it has gone through the Agency approval path and the DoIT commodity approval path. DoIT will be the final poster of your document.