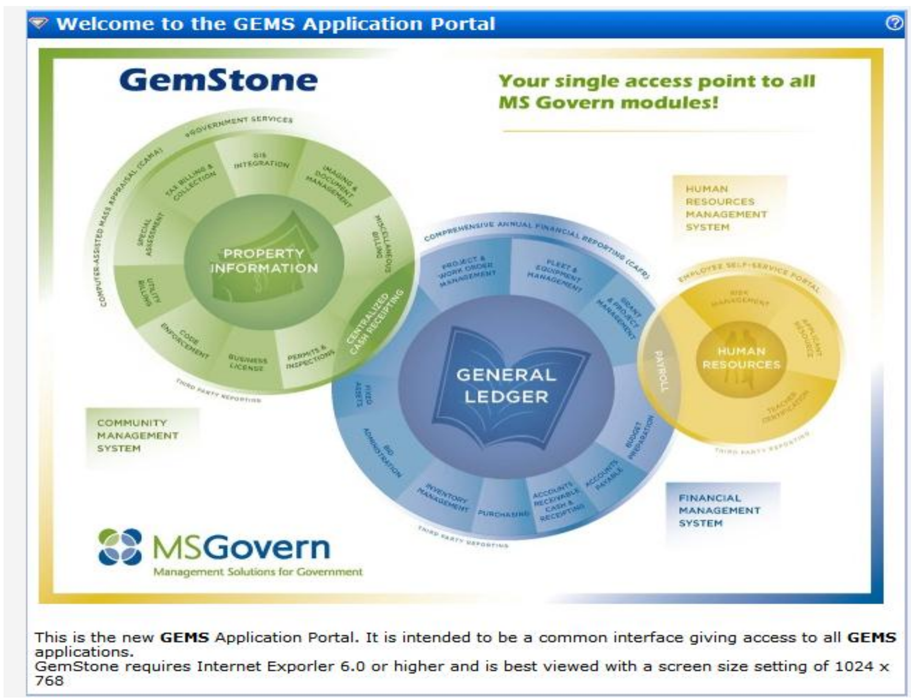
MSGovern

Management Solutions for Government



TRAINING MANUAL

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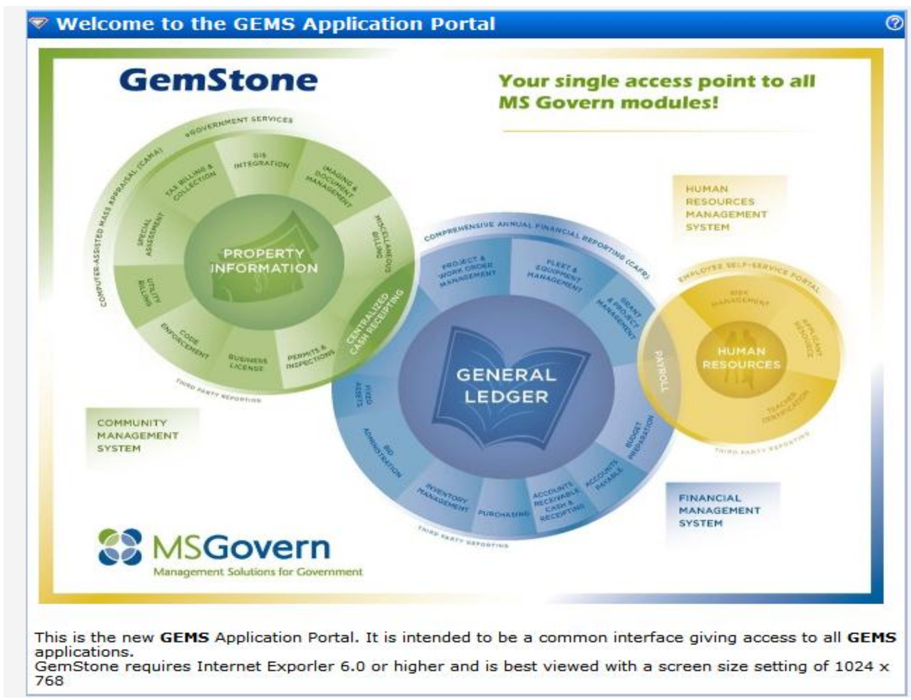
A DIVISION OF HARRIS COMPUTERS



NAVIGATING AND USING GEMSTONE

A training manual to support Shelby County Government Finance and Purchasing Departments

Revised June 29, 2011

UNIT 1: GEMSTONE AND THE BROWSER INTERFACE

INTRODUCTION

The GemStone Universal Portal is your technology answer to a cluttered desktop. This organizational tool provides a gateway to all MS Govern Systems and third party modules. You log in only once and you have access to all of your modules.

Note

You **must** use GemStone to access FMS 6.5, HRMS 6.4 or RMS 6.3.

GemStone includes the following features:

- System/Module Tabs

After only one login, you have single screen access to all of your MS Govern Systems.

- Tasks

Add and summarize tasks.

- Calendar

View days with an event or task scheduled at a glance. Select the day to show a detailed description.

- Announcements

Issue announcements to groups of users or all users.

- Featured Documents

Link, categorize, download, view and use any document.

- QuickLinks

Add custom links to any web page.

PROCESS: ACCESSING GEMSTONE AND THE BROWSER INTERFACE

This section shows you how to access GemStone and use the Browser Interface. You'll also become familiar with navigation techniques, including keyboard shortcuts that help speed data entry by giving you quick access to information.

The basic steps required to access GemStone and navigate through the Browser Interface are summarized in the following table. These steps are described in greater detail after the table.

Step
1. Access GemStone.
2. Navigate the Browser Interface.
3. Use toolbar icons.
4. Access workflows.
5. Navigate through MS Govern's screens.
6. Use the search feature.
7. Access user data.
8. Use the drill up/drill down feature.
9. Exit the System.

ACCESS GEMSTONE

Your system administrator supplies the URL for GemStone. Add it to your favorites or create a shortcut on your desktop for quick and easy access.

Access GemStone through Microsoft Internet Explorer (IE). The GemStone Login Screen displays.

Note

GemStone requires IE version 5.5 or higher. MS Govern recommends IE 6.0 or higher.

Figure 1: GemStone Login Screen

1. In the "Account Login" section, enter your email address as set up by your system administrator.

2. Enter your password in the "Password" field.

3. Click the **Sign In** button or press **<ENTER>**. The Home Screen displays.

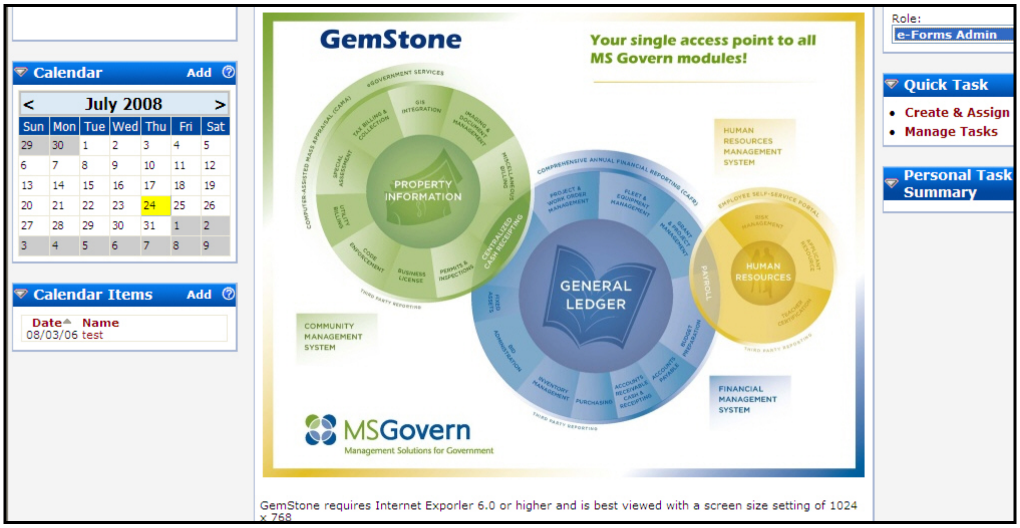


Figure 2: Home Screen

Select a System

Tabs for the following MS Govern Systems display: Financial Management (FMS), Human Resources Management (HRMS) and Revenue Management (RMS). Your system administrator determines the order in which these tabs display. To access a MS Govern System, select the appropriate tab. See Figure 3 below.

The FMS, HRMS, and RMS tabs have drop-down menus. These menus give direct access to specific ISPECs within the MS Govern System. GemStone is delivered with a default set, or master set, of menu (ISPEC) options that consist of all ISPECs you commonly use.

When you log in to GemStone, your profile in the MS Govern FMS, HRMS and RMS Systems is matched with the master set of menu items. If you do not have access to a particular ISPEC in the master list, it won't display in your drop-down menu. So, while the master set of menu items may contain many selections, only the ISPECs for which you are authorized actually display.

Note

If your organization does not use all three MS Govern Systems, only the System(s) you use display as GemStone tabs.

You can customize GemStone by adding your own tabs. GemStone Online Help explains how to add more tabs.

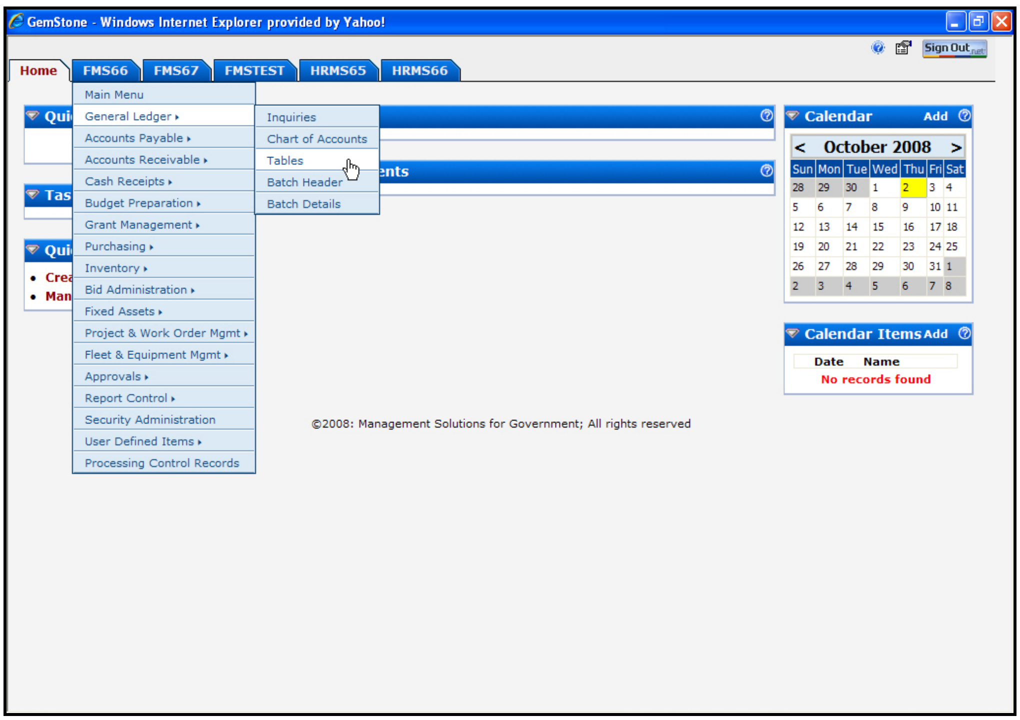


Figure 3: System tabs in GemStone

As you hover over a tab with your mouse, a drop-down menu for that System displays. In Figure 3, we hovered over the **FMS** tab and then selected the General Ledger module from the FMS drop-down menu. The General Ledger Main Menu (GLMEN) displays.

Note

You can have more than one MS Govern System or module open at the same time; simply select the appropriate tab to access.

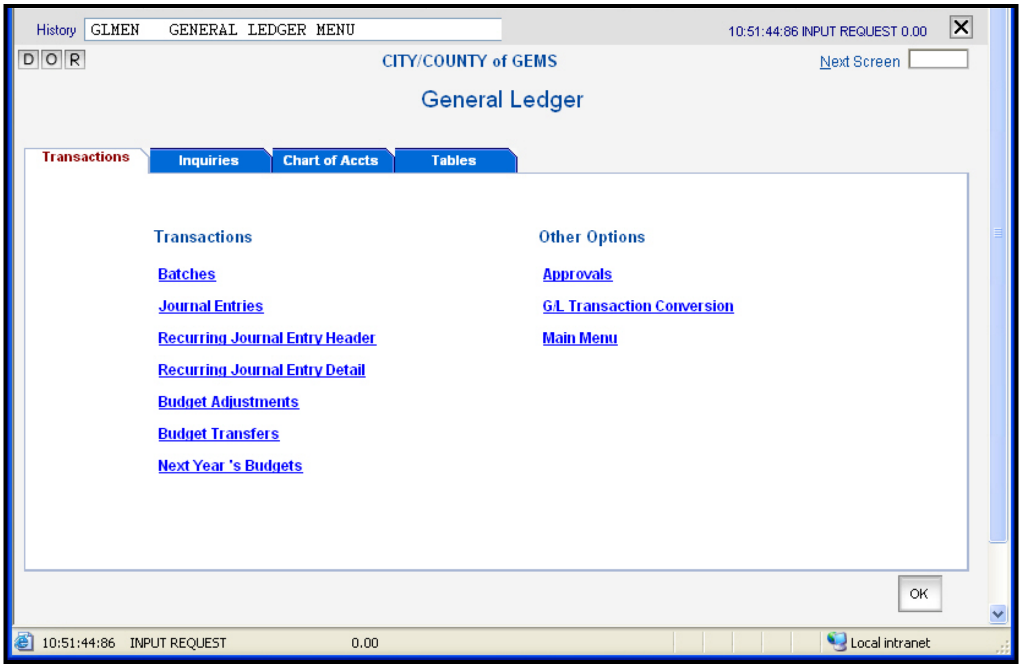


Figure 4: Go directly to an module's main menu

Tip

Also called a screen name, an **ISPEC name** is a five-character code the System uses to refer to a screen. The ISPEC name is found by looking at the five-letter code in the title bar at the top of the screen.

In the figure below, the ISPEC name is **GLADI**.

You may navigate from screen to screen without returning to a menu by entering the ISPEC name in the "Next Screen" field of any screen and pressing **<ENTER>**.

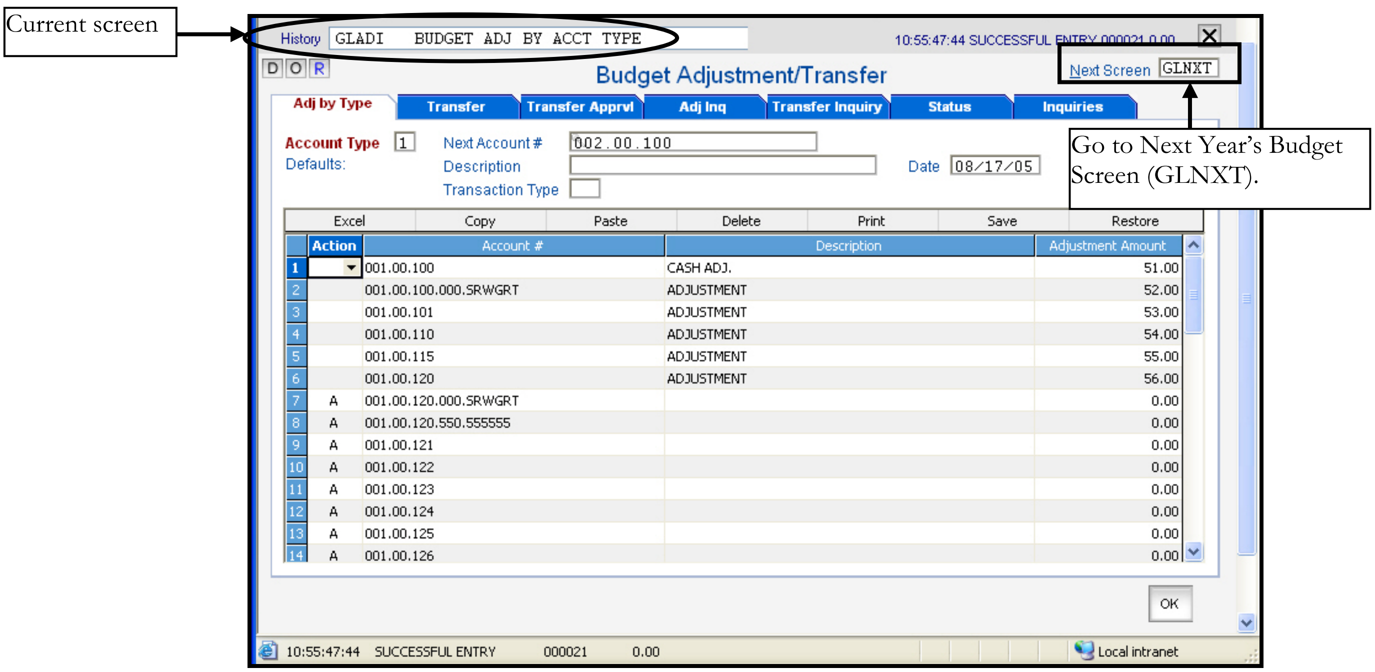


Figure 5: Enter the ISPEC in the "Next Screen" field

NAVIGATE THE BROWSER INTERFACE

MS Govern Systems have the same interface with the following features:

- A standard navigation bar across the top.
- Visually pleasing, non-distracting icon buttons.
- Minimal color.
- Keystroke shortcuts for all icon buttons.
- Built-in workflows.
- Integrated search capabilities.
- Screen-specific MS Govern Online Help files.
- Quick report initiation.
- Streamlined report distribution with Enterprise Output Manager (EOM) (formerly known as DEPCON).
- Built-in calculator and calendar.
- Convenient history list box.
- Tabbed screens to increase ease of navigation.
- Key information flows between screens.

For instructions on using MS Govern's screens, continue with the processes included in this manual.

Browser Interface Frame

The sections of the Browser Interface frame include:

- **IE Title bar –** The standard Internet Explorer (IE) title bar displays the name of the Web site you accessed; in this case, GemStone.
- **IE Toolbar –** This displays IE's standard menu (File, Tools, Help) and toolbar (Back, Refresh, Print) options.
- **GemStone Tabs –** Tabs display at the top of the screen. These tabs represent the Systems to which you have access. You can also add your own customized tabs.
- **Browser Interface (BI) toolbar –**These icons provide navigation, reporting and help options in the MS Govern System. The "Use Toolbar Icons" section below describes each option.

- **Application Frame –** This frame contains the MS Govern application screen.
- **IE Status bar –** The status bar displays System messages such as SUCCESSFUL ISPEC NAVIGATION, INPUT REQUEST or SUCCESSFUL ENTRY.

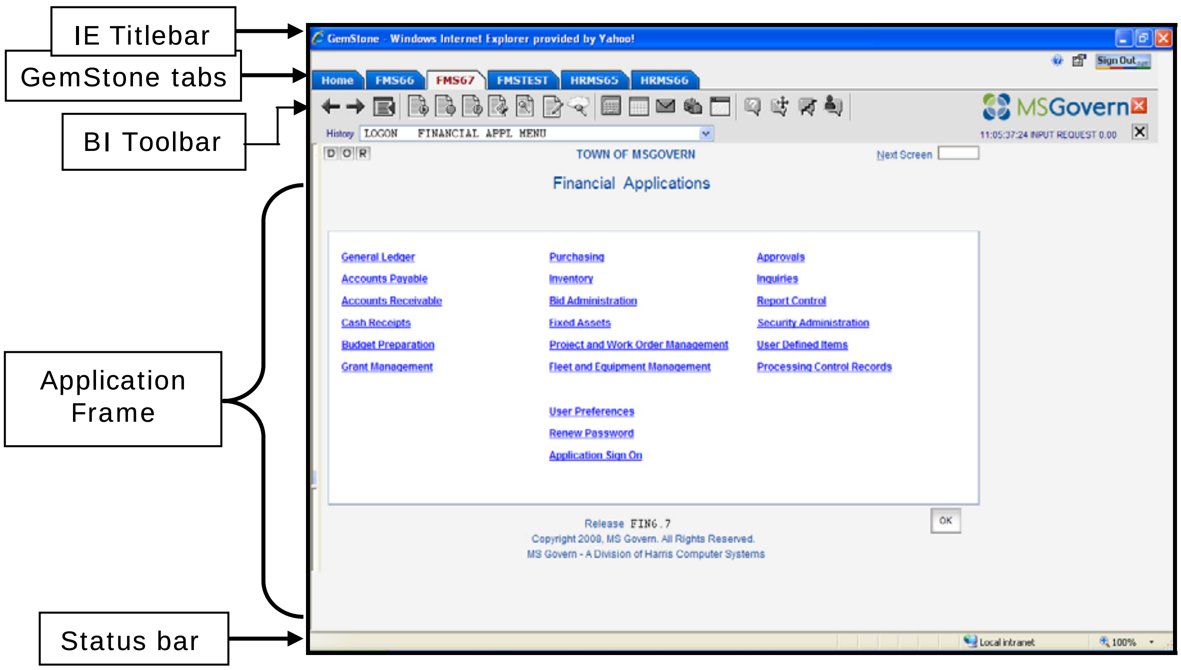


Figure 6: Browser Interface frame

Setting Your Browser for Best Visibility

If you have to scroll to see the maintenance bar or the **OK** button on a screen, you may have to change your display settings to 1024 x 768.

For most users, MS Govern recommends that you maximize the Browser Interface window. With the Browser Interface window maximized, you can view an entire module screen without scrolling down to get to the maintenance bar or **OK** button.

USE TOOLBAR ICONS

The MS Govern Browser Interface toolbar contains easy-to-use icons to help you navigate through the MS Govern System.

The top section of the toolbar is divided into four sub-sections. The icons are color-coded and grouped by function, as shown in the figure below:

Figure 7: Browser Interface toolbar

For easy identification, a pop-up bubble displays the icon name and keyboard shortcut option as your mouse hovers over the icon.

The following tables display icons, keyboard shortcuts, icon names and descriptions of their functions for each of the four groups of icons. Following the table, these toolbar features are described in more detail.

Note

Instructions for combination keys display as follows: Press **<ALT R>**. The plus (+) is implied and not written. To execute the command, hold down the first key while you press the second key. For example, press and hold down **<ALT>** while you press **R**.

Navigational Icons (blue)

Button	Shortcut	Name	Description
	<ALT P>	Previous Screen	Navigate back through the screens you previously accessed, one at a time.
	<ALT X>	Next Screen	Navigate forward to the next screen active in history.
	<ALT GM>	Previous Menu	Navigate back to the last menu you accessed.
History 			The History drop-down list box retains the names of the last 50 screens you accessed.

History List Box

To return to a recently viewed screen, open the drop-down list box to select a screen. When you exit the MS Govern module, the history list clears.

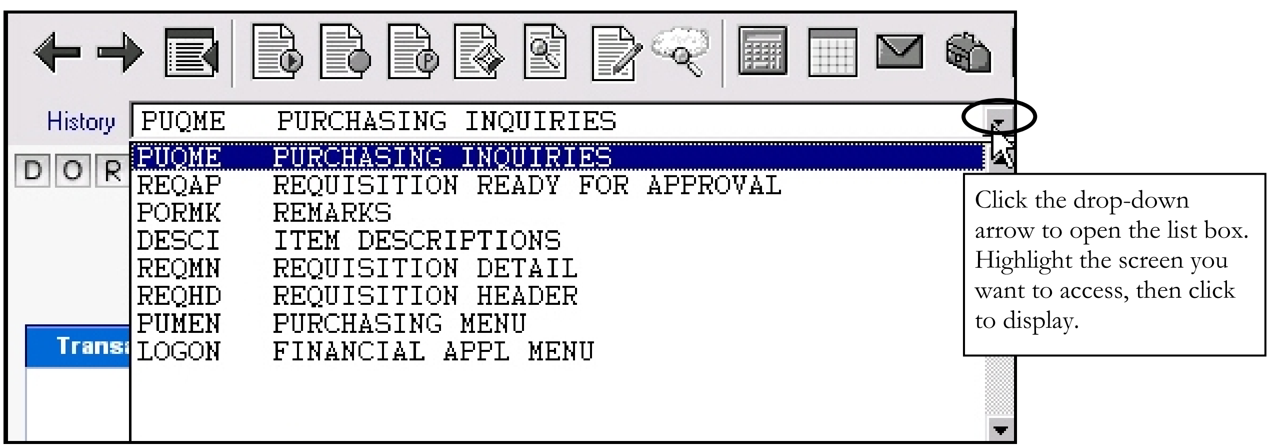


Figure 8: The “History” list box

Reporting Icons (yellow)

Button	Shortcut	Name	Description
	<ALT R>	Report Initiation - Interactive	Run reports interactively through a pop-up dialog box.
	<ALT GI>	Report Initiation – Online	Create and distribute reports using MS Govern's latest enhancements. This replaces the old Report Initiation Screen (RPINT).
	<ALT GB>	Print Preview	Choose different combinations to display and filter report output.
	<ALT O>	Report Output Control (ROC)	View or redistribute reports you previously ran.
	<ALT GQV>	QuickView	Query data contained in your MS Govern System.
	<ALT GQR>	QuickReport	Create and run financial reports.
	<ALT GV>	SkyView	Create and run custom reports. **Note:** If you do not have this module, this button may be gray and will not function.

Activity Icons (red)

Button	Shortcut	Name	Description
	<ALT GC>	Calculator	Perform calculations independently or automatically place values in fields.
	<ALT GA>	Calendar	Automatically place dates in the appropriate fields.
	<ALT GE>	Email	Send an email without losing your place on the module screen.
	<ALT G>	Toolbox	Access all Browser Interface functions.
	<ALT W>	New Window	Open a new window to access more than one screen within the same System.

Resource Icons (green)

Button	Shortcut	Name	Description
	<ALT S>	Screen Help	Access the MS Govern Online Help file for the module *screen* you are currently viewing.
	<ALT GH>	System Help	Access the MS Govern Online Help files for the *System* you are currently working in.
	<ALT GT>	Workflow Steps	Access a step-by-step guide through all processes. The Workflow frame displays to the left of the module screen.
	<ALT GG>	Customer Corner	Access the Customer Corner section of the MS Govern web site.
Status Line  			While processing transactions, the System displays messages about completed entries or errors on the status line. The status line displays on the upper right-hand side of the Browser Interface toolbar, just under the MS Govern logo. It functions much like the Internet Explorer status bar.

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QUICK TIPS

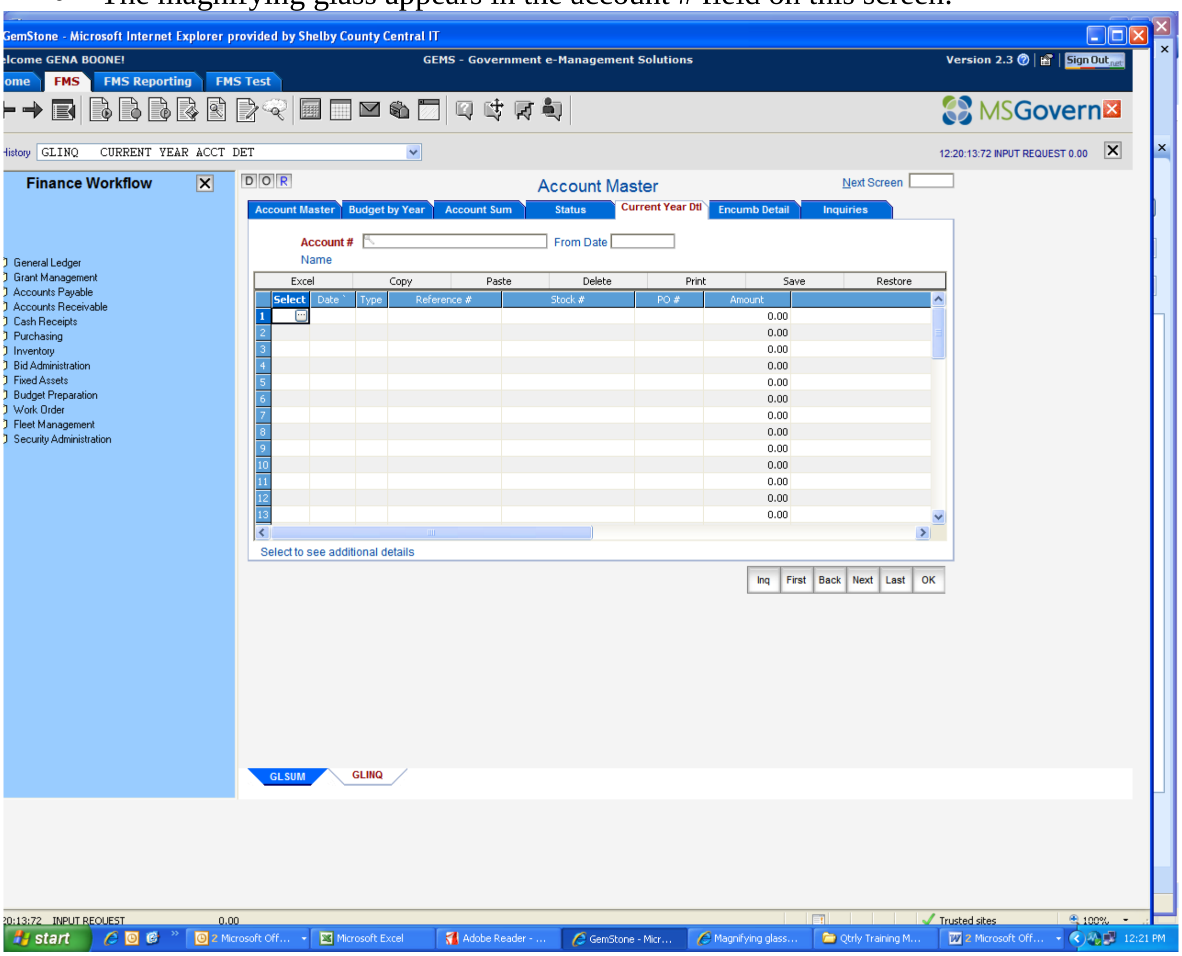
QUICK TIPS

Magnifying Glass

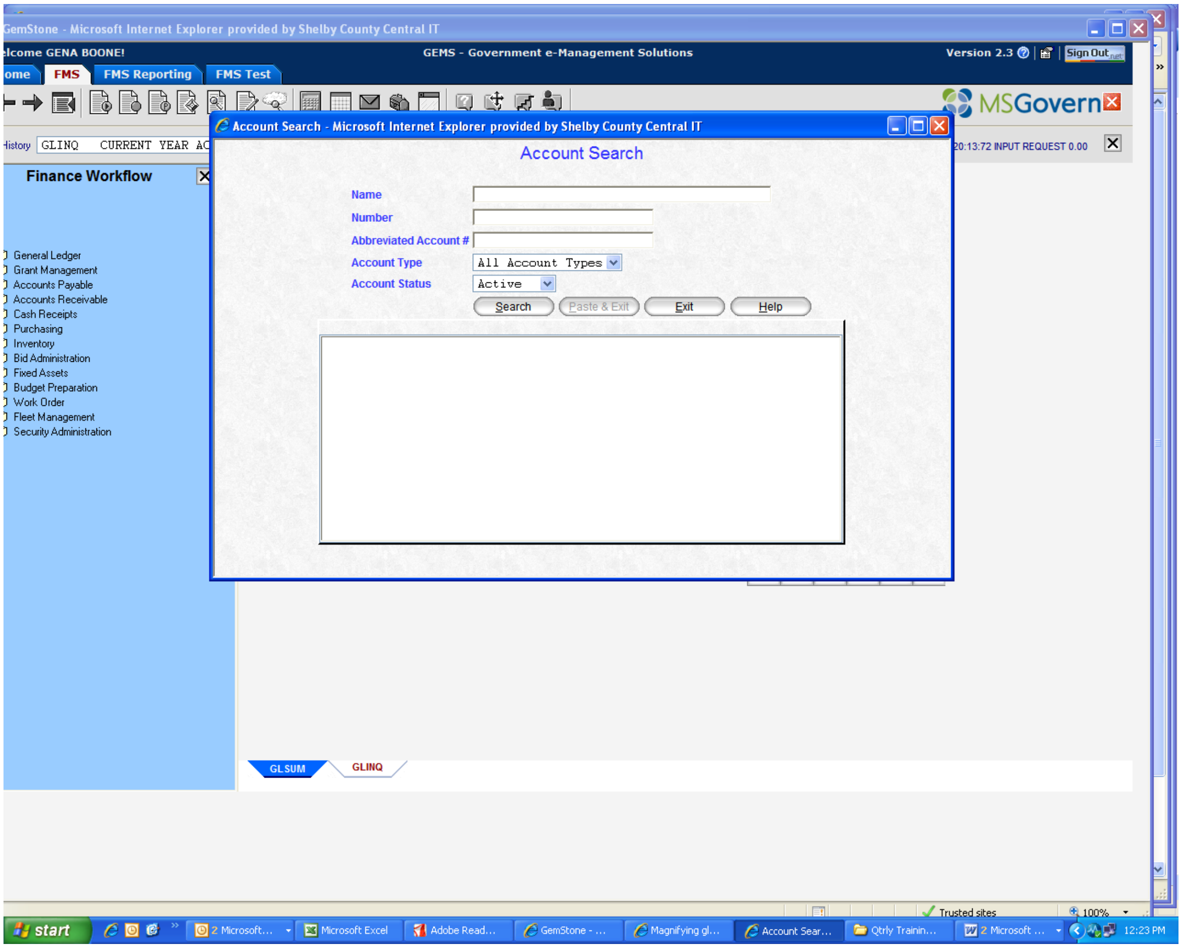
- Anywhere that you see this feature in GemStone, it means that you may use it as a tool to search for account names, account numbers, vendor numbers, etc.
- This icon can be found on several inquiry screens including **GLSUM, GLINQ, VNINQ, and PUINQ** to name a few.
- Just double-click the icon and enter your search criteria.

Exhibit: GLINQ

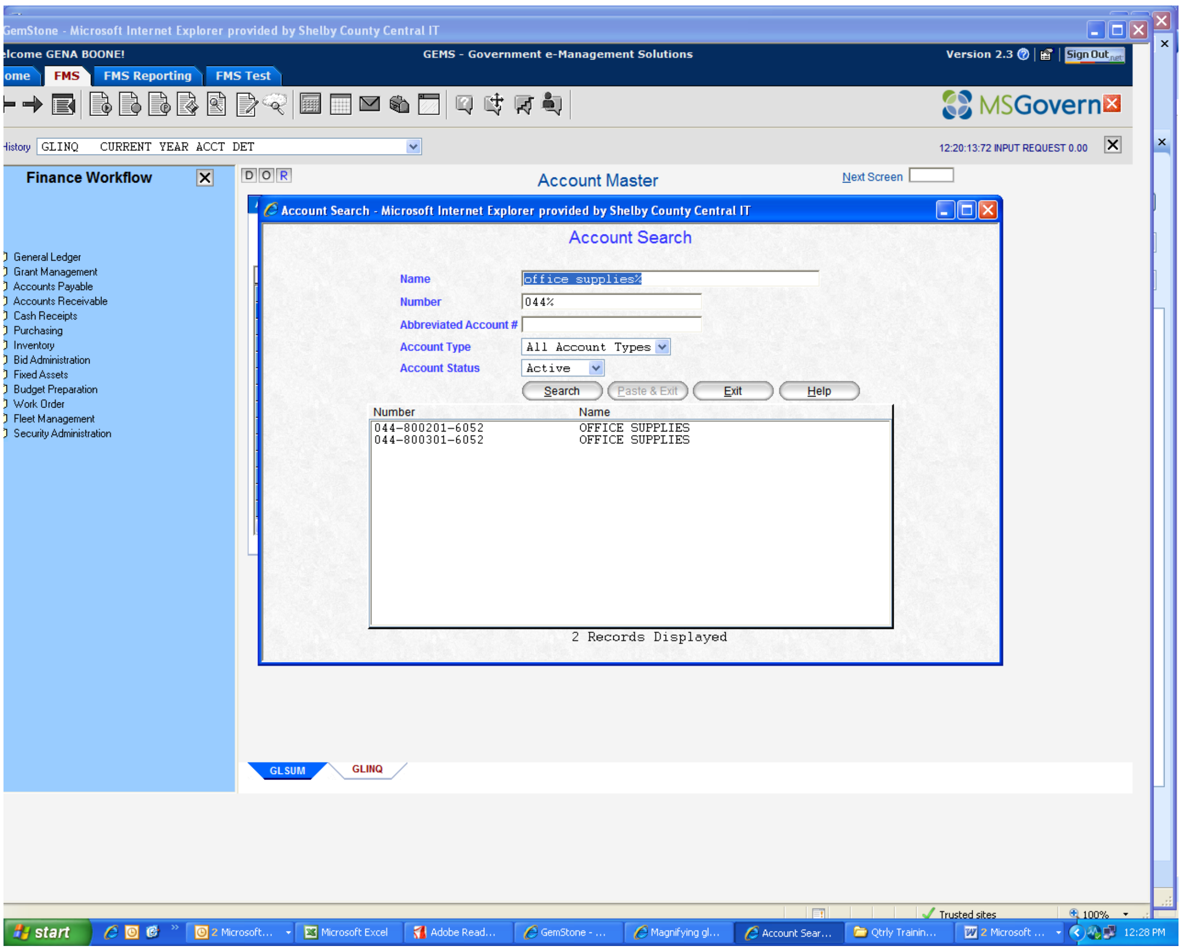
- The magnifying glass appears in the account # field on this screen.



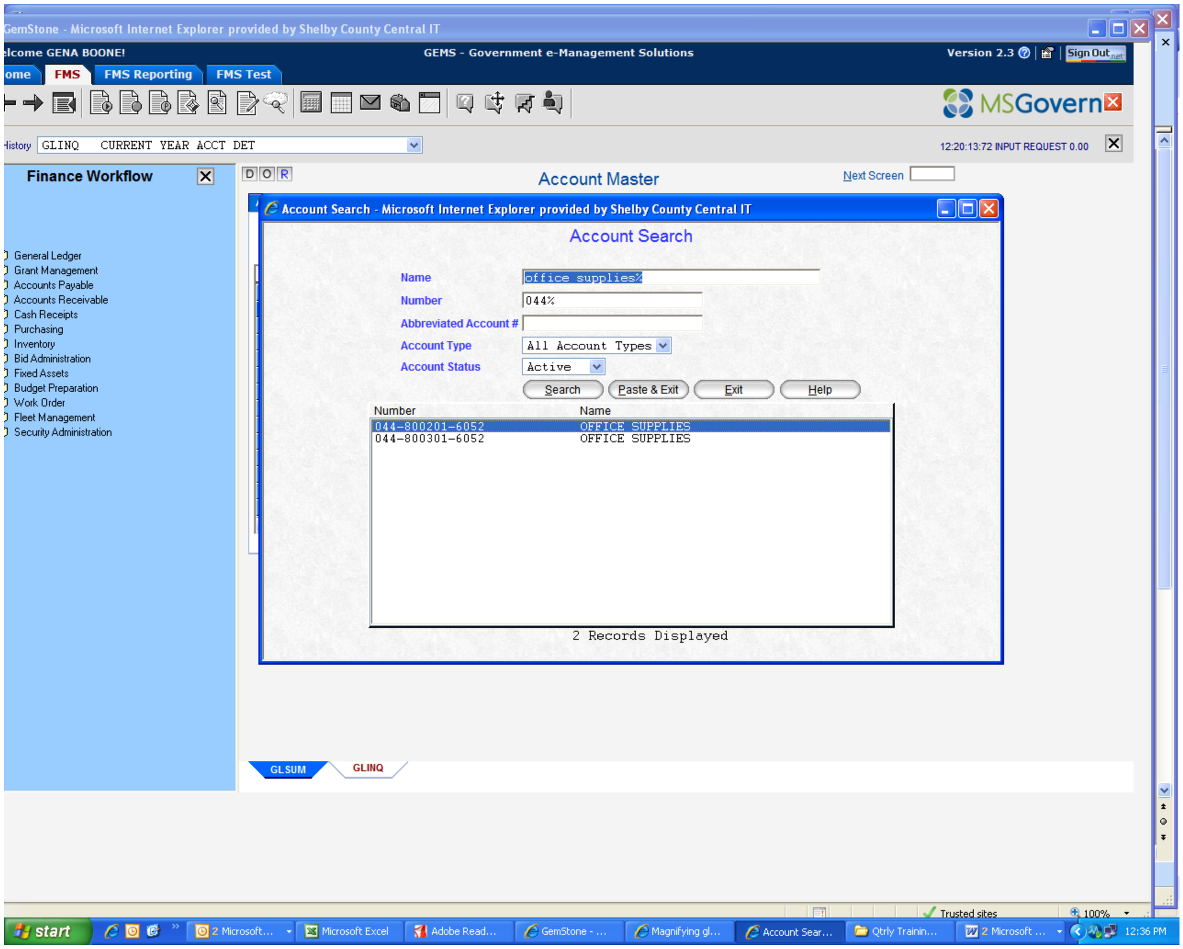
- Once you double-click the magnifying glass, the Account Search screen appears.



- Enter the information you know or would like to search by.
- In this example, the user wanted to look up the account number for office supplies for Fund 044.
- Office supplies was typed in the name field.
- 044% was type in the number field. 044 represents the fund. % serves as a wild card feature since the rest of the account number was unknown.
- Click on search. All items fitting into the criteria entered are displayed.



- Once you find the item you are looking for, you may select it and then click paste & exit.



- The item you selected will appear on your original inquiry screen.
- Once you hit enter or ok, the data for that item will be displayed on the inquiry screen.

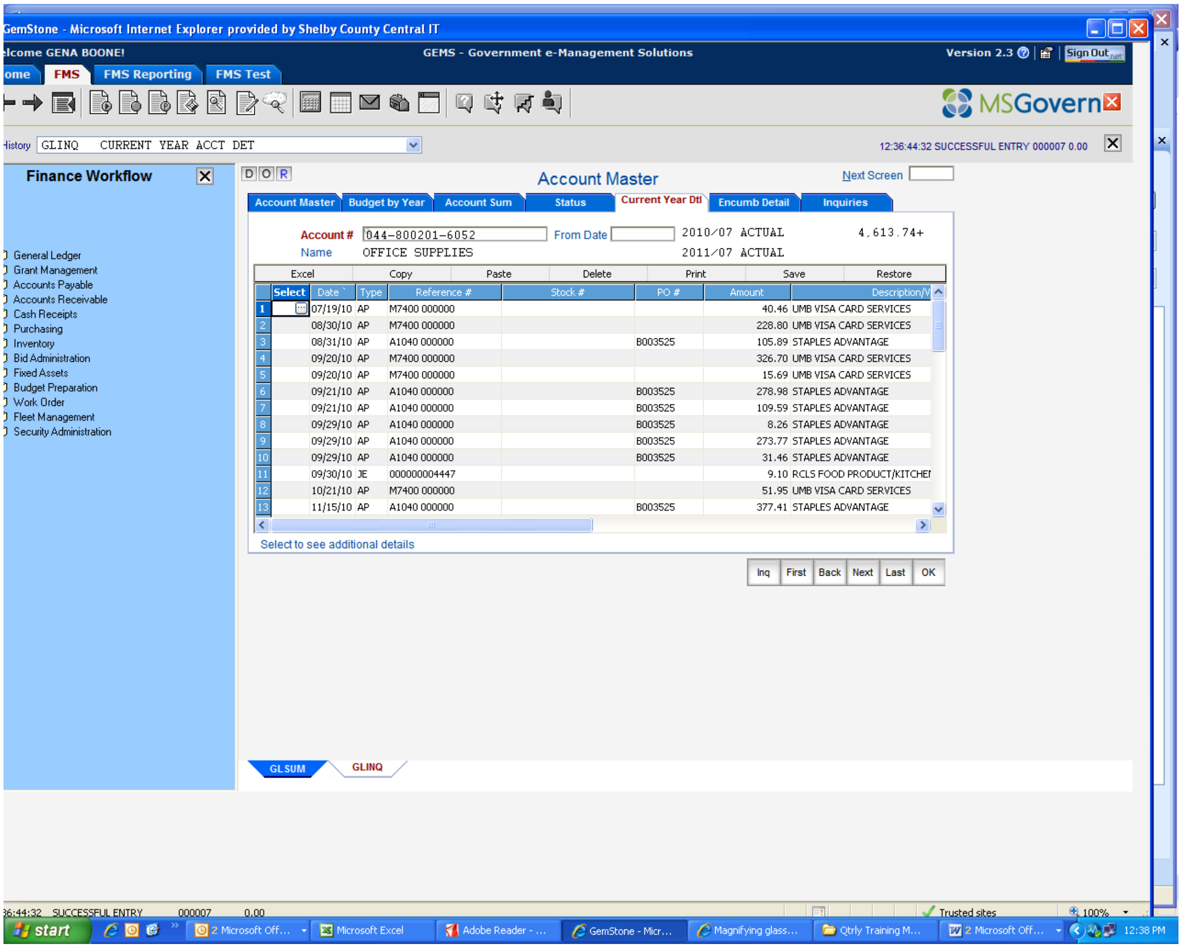
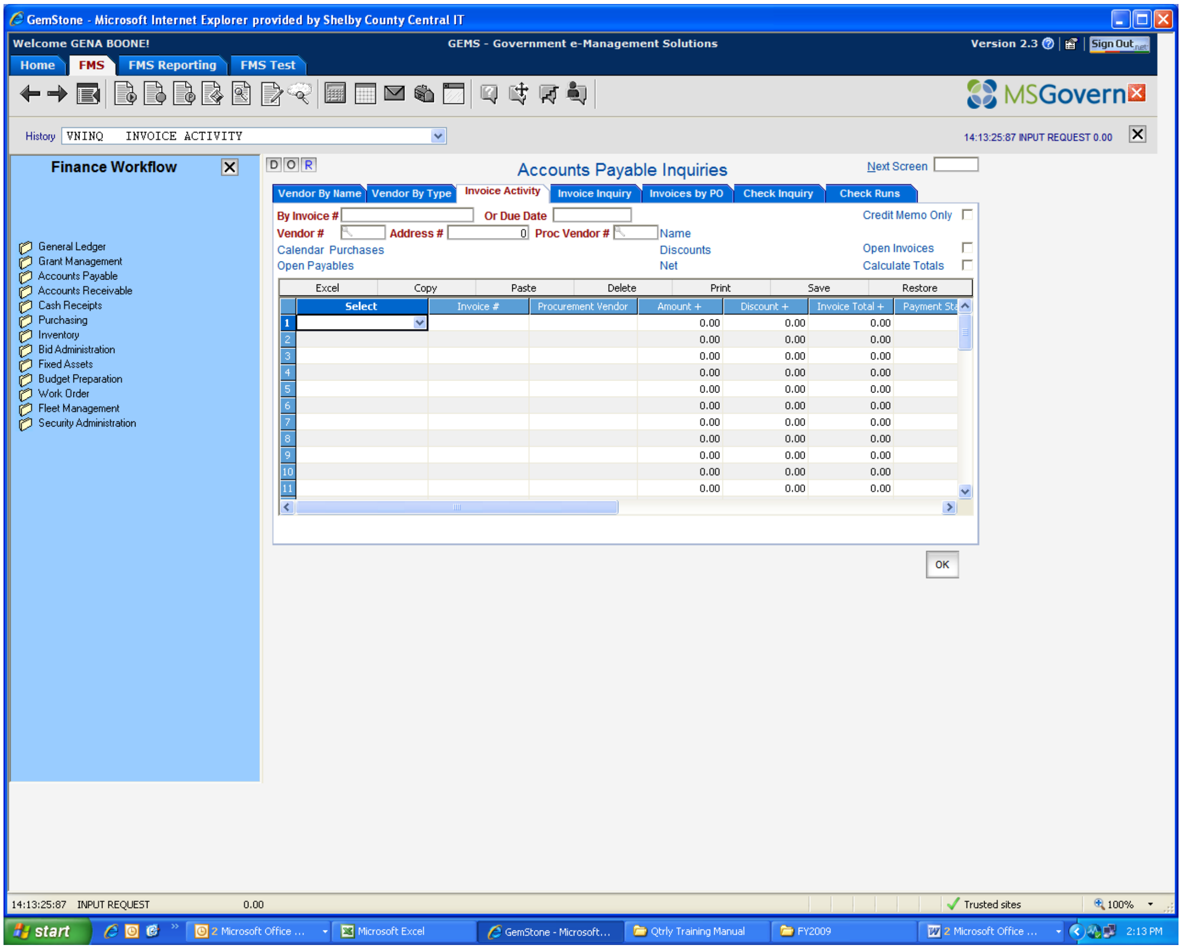
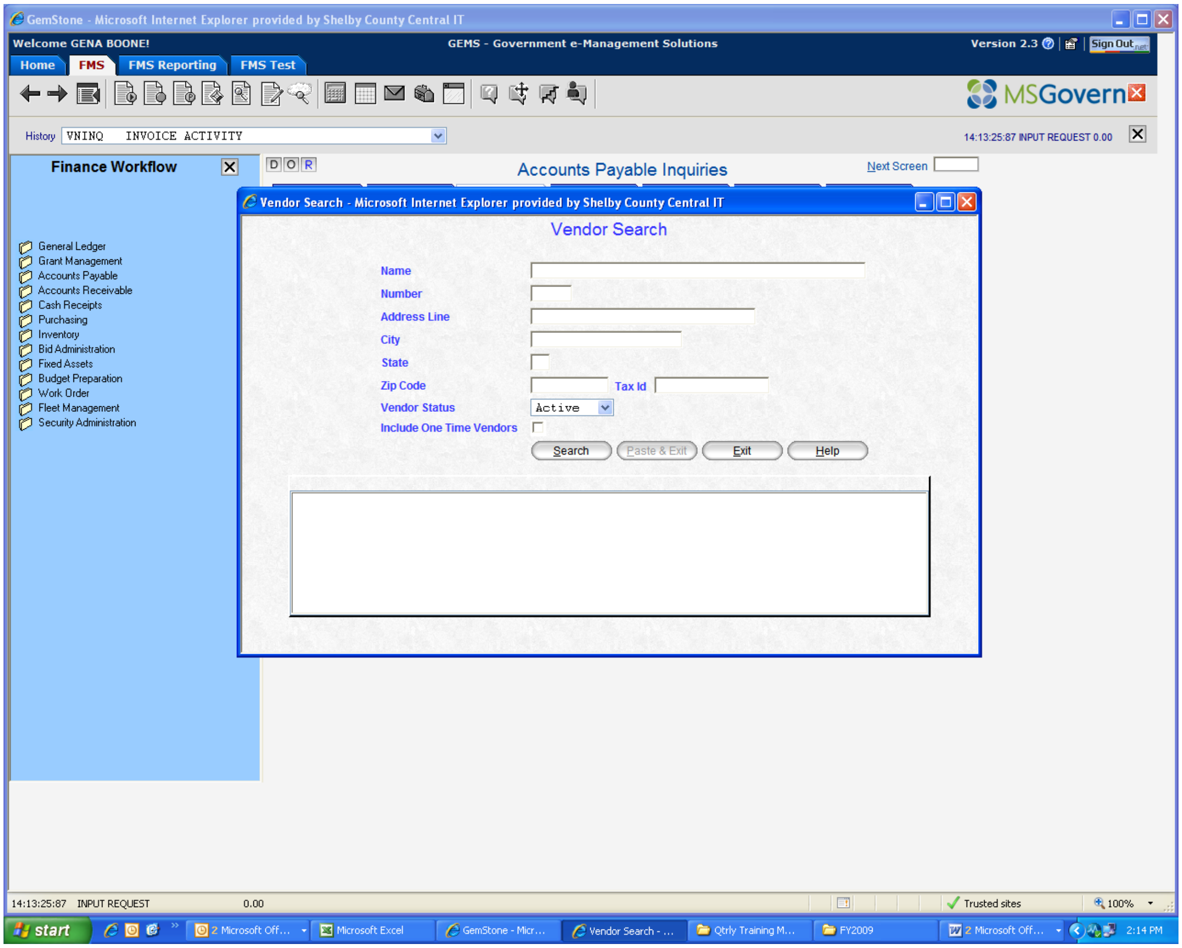


Exhibit 2: VNINQ

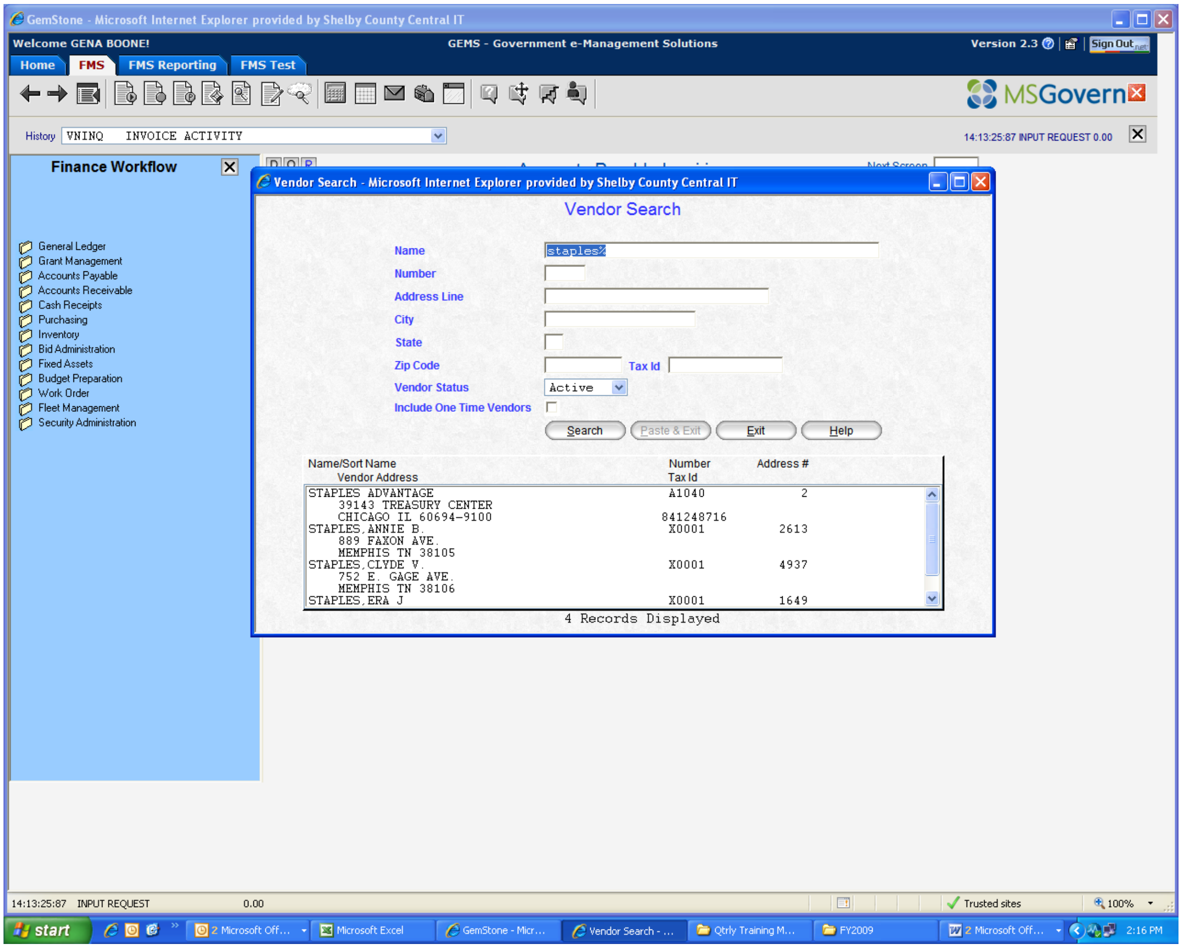
- The magnifying glass appears in the vendor # field on this screen.



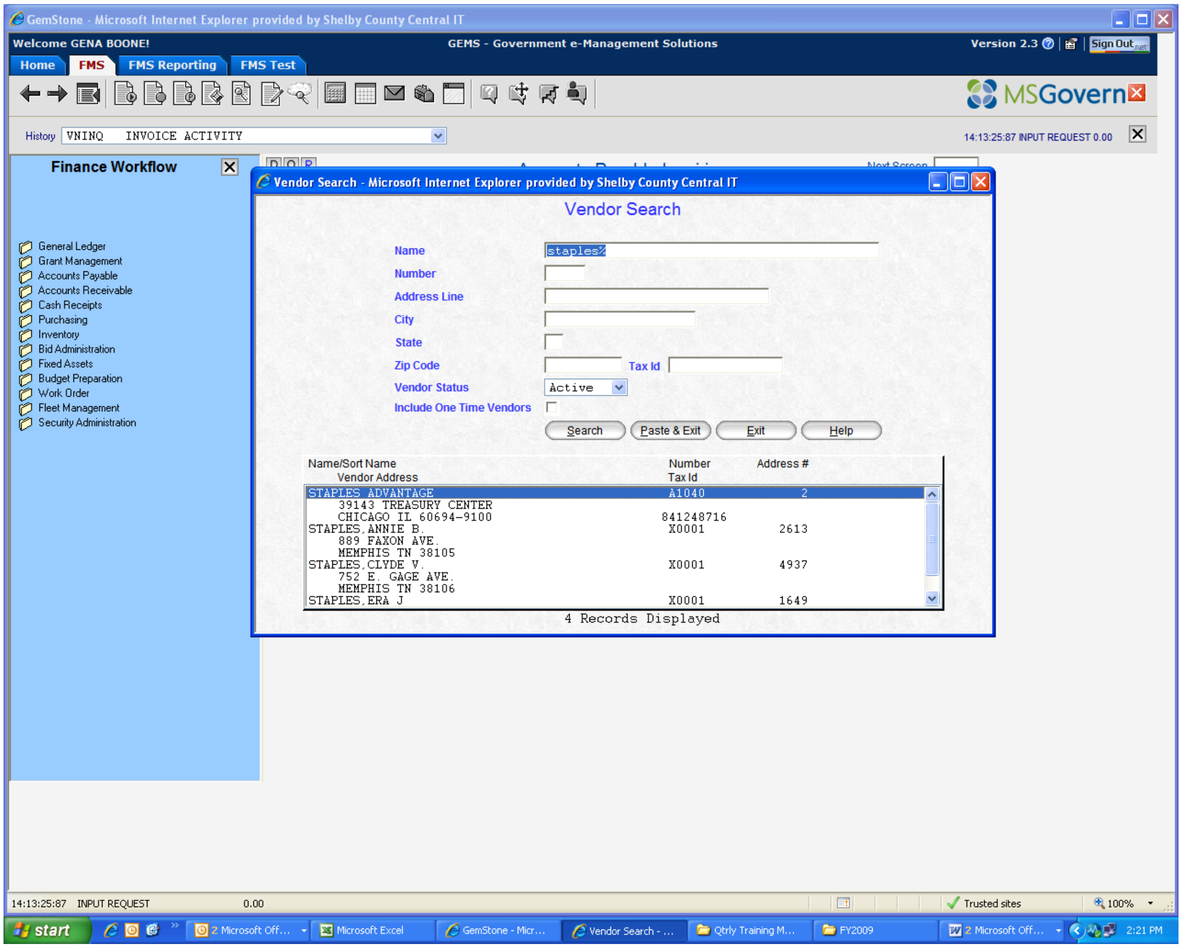
- Once you double-click the magnifying glass, the Vendor Search screen appears.



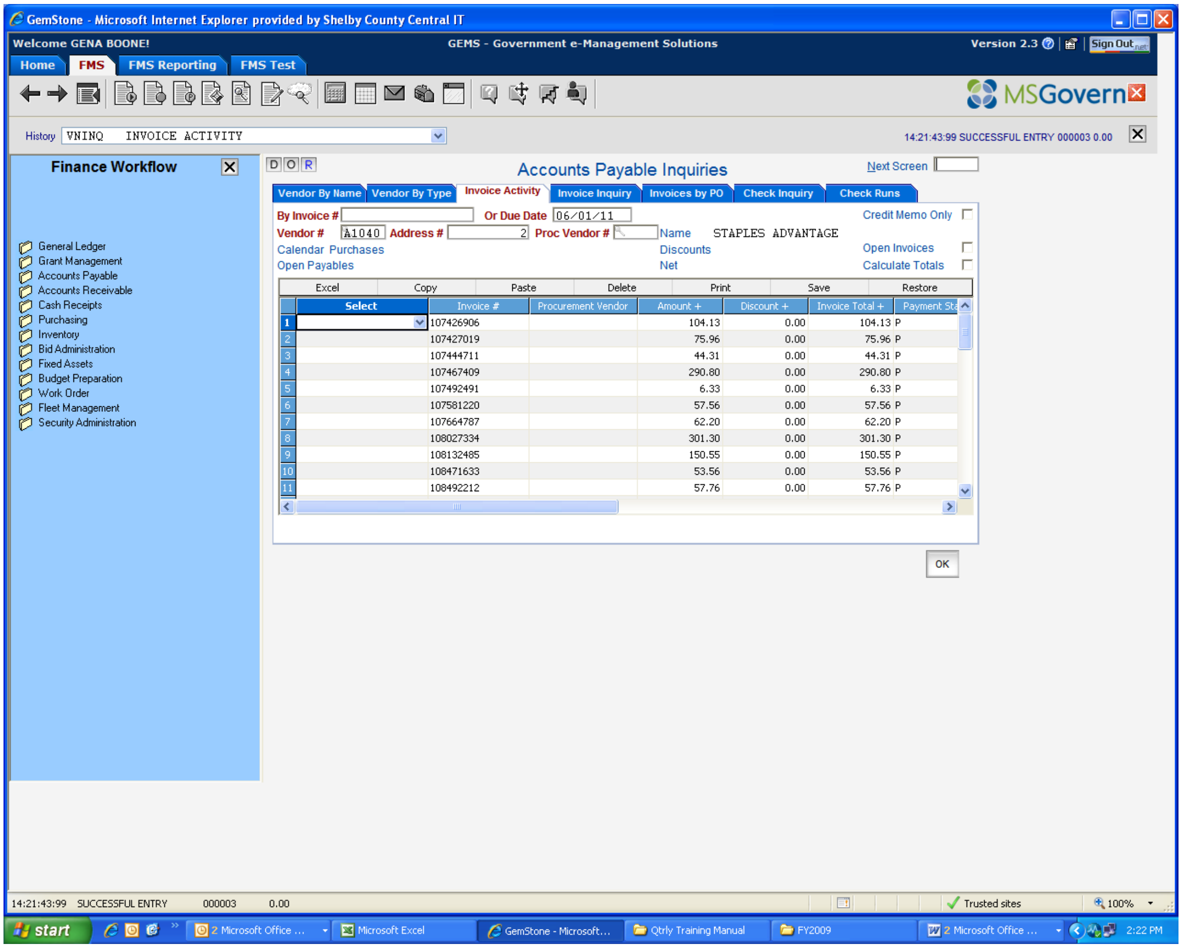
- Enter the information you know or would like to search by.
- In this example, the user wanted to look up the vendor number for Staples Advantage.
- Staples% was typed in the name field.
- Click on search. All items fitting into the criteria entered are displayed.



- Once you find the item you are looking for, you may select it and then click paste & exit



- The item you selected will appear on your original inquiry screen.
- Once you hit enter or ok, the data for that item will be displayed on the inquiry screen



%
Percent Sign

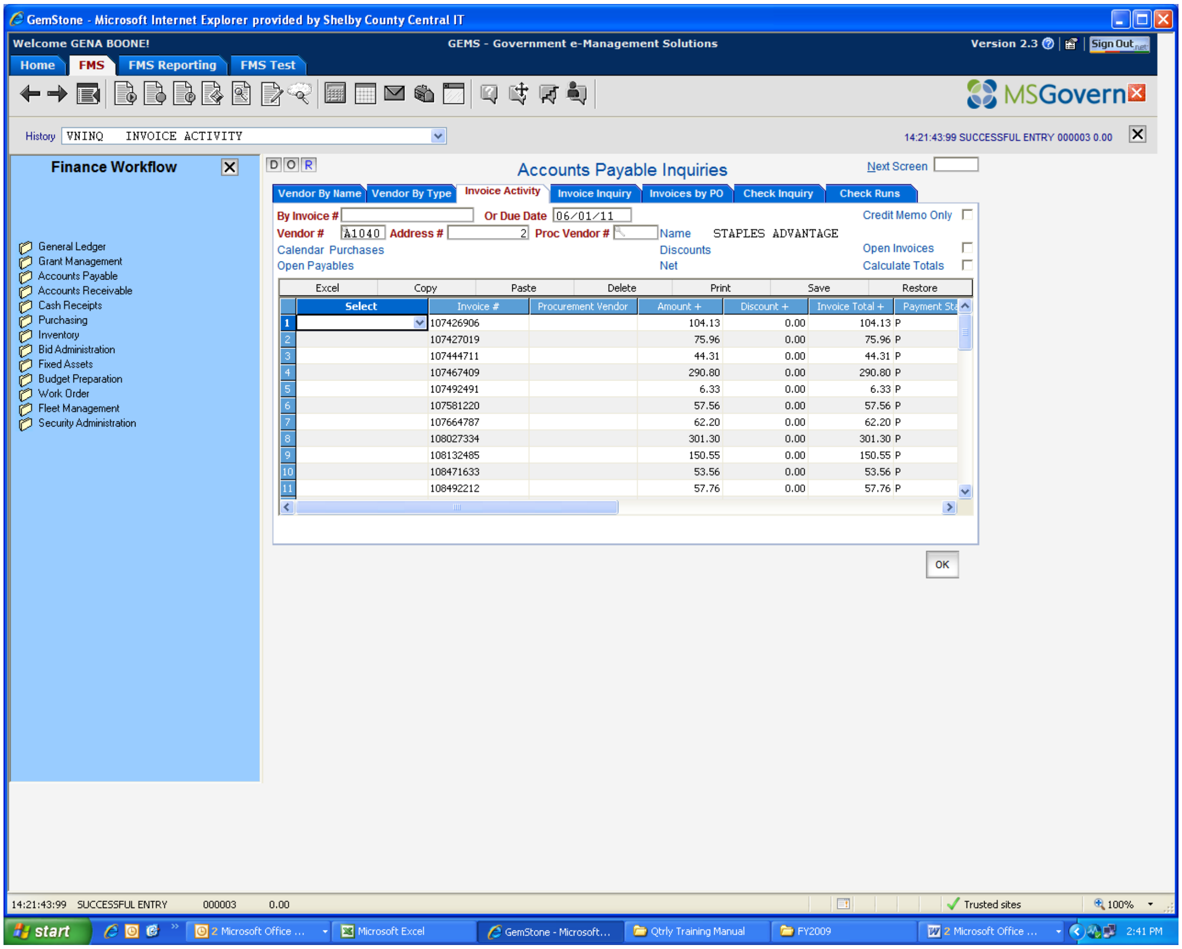
- The percent sign can be used as a wildcard feature when using the search tools mentioned above.
- Use the percent sign in place of characters you are unsure about.
- In Exhibit 1 above, the user was unsure about the complete account number, but knew the Fund number 044. Thus the user typed in 044% and all office supplies account numbers for Fund 044 were returned.
- In Exhibit 2 above, the user was unsure about the complete name of the vendor Staples Advantage, but knew that Staples was in the name. Thus the user typed in Staples%, and all vendors beginning with Staples were returned.

Excel, Copy and Print Features

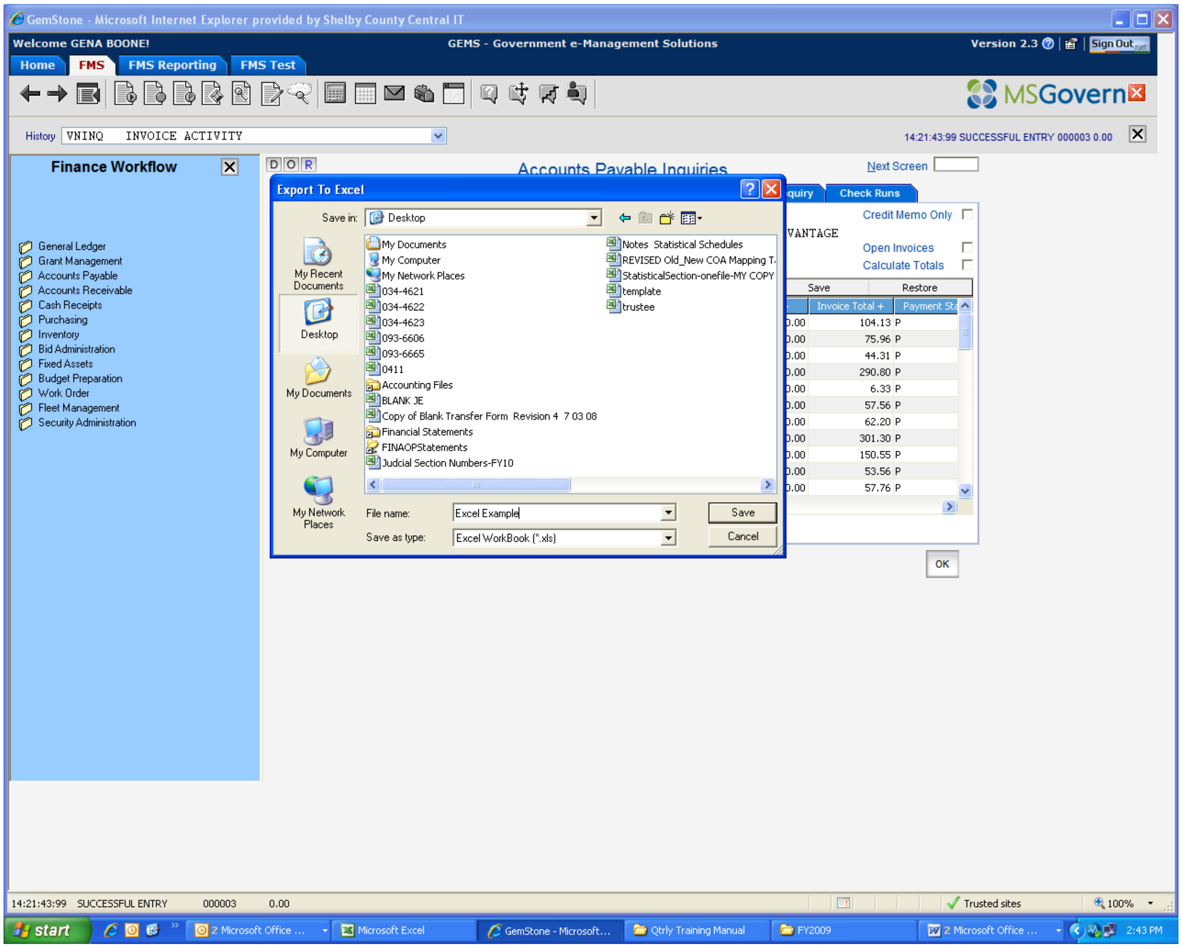
- The Excel, Copy, and Print Features can be found on many several inquiry screens including **GLSUM, GLINQ, VNINQ, and PUINQ** to name a few.

Exhibit 1: Excel Feature

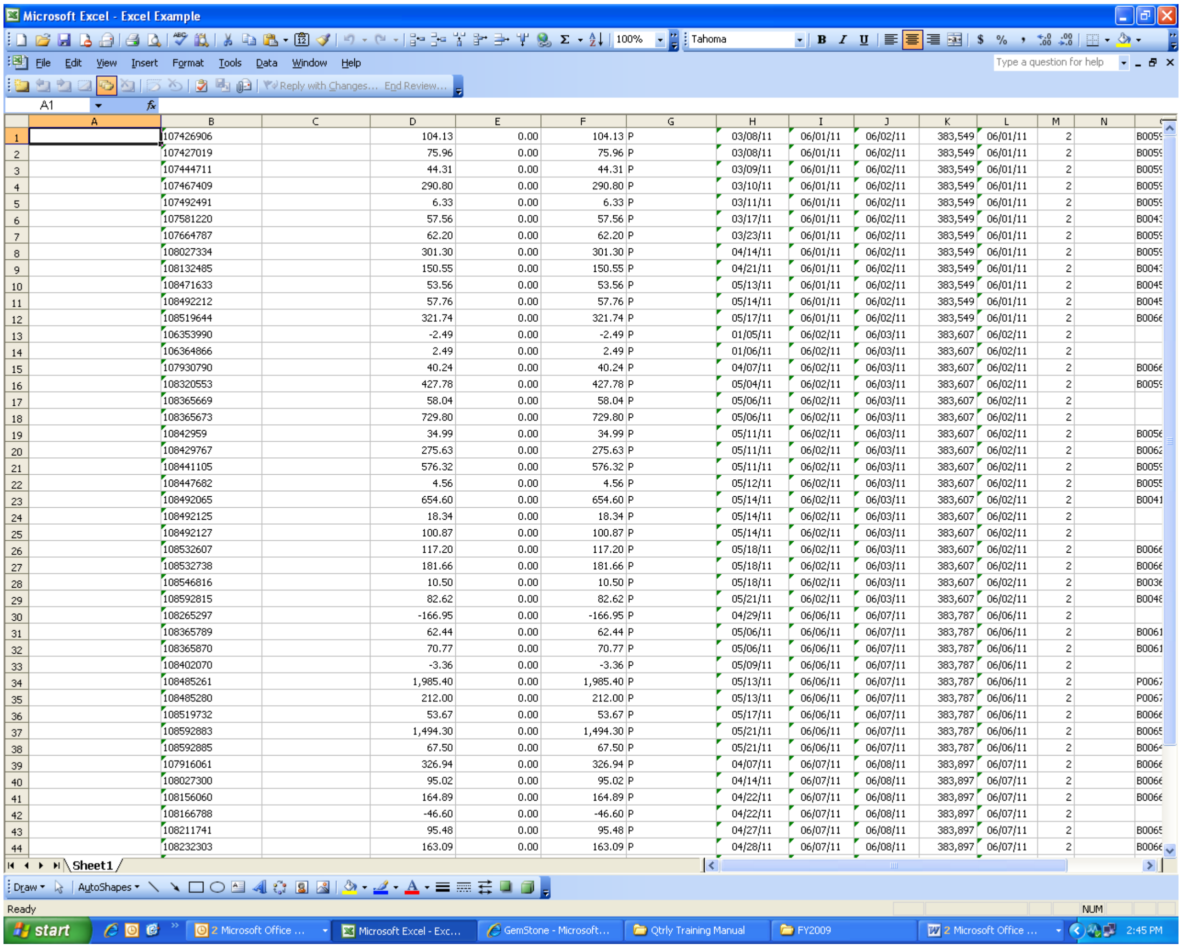
- The Excel feature allows you to send information directly from the inquiry screen to an Excel workbook



- Click on the Excel tab in the screen you are viewing.
- You will be asked to name the file and choose the location you wish to save the file
- In this exhibit, the file was named Excel Example and saved to the Desktop



- Once you have named the file and saved it, you can retrieve the Excel file.

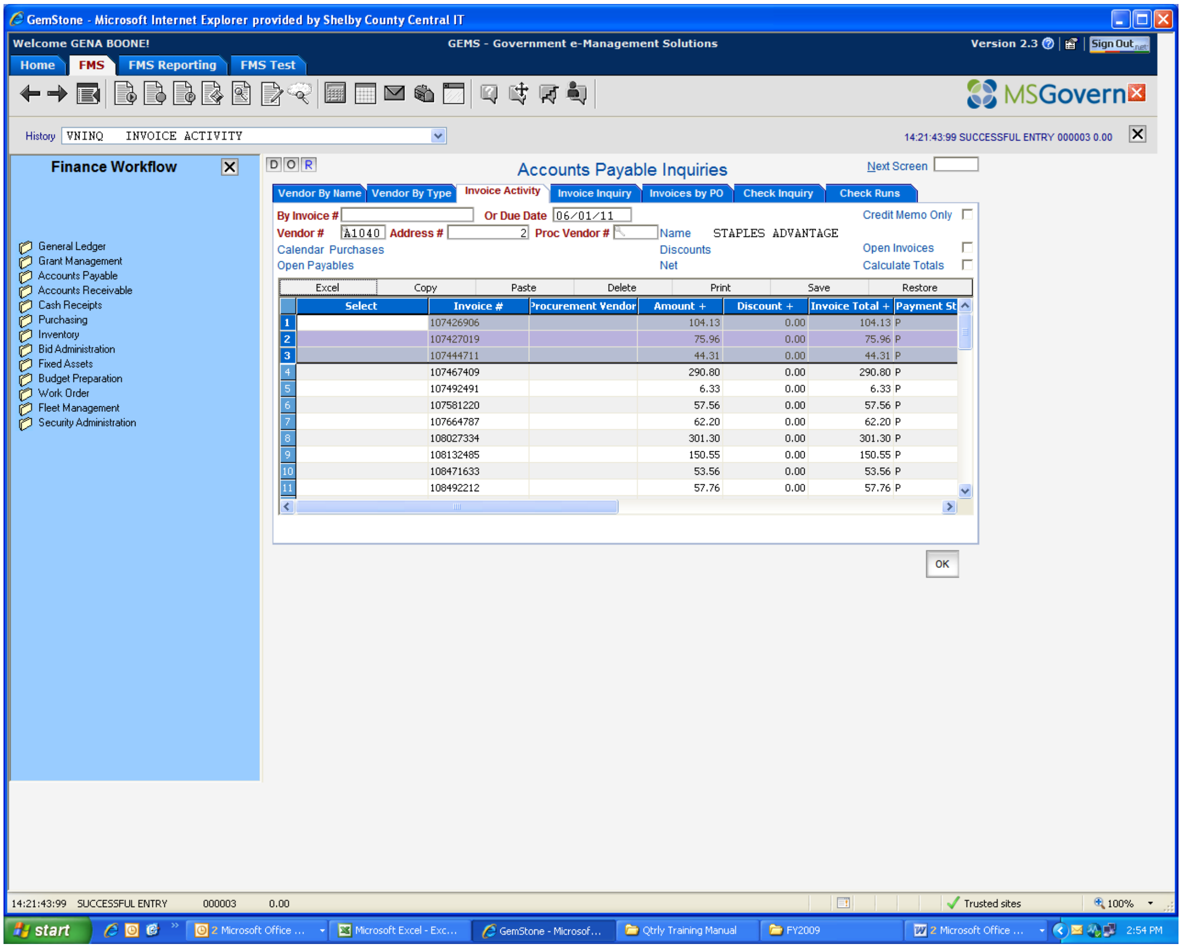


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1		107426906		104.13	0.00	104.13	P	03/08/11	06/01/11	06/02/11	383,549	06/01/11	2		B005
2		107427019		75.96	0.00	75.96	P	03/08/11	06/01/11	06/02/11	383,549	06/01/11	2		B005
3		107444711		44.31	0.00	44.31	P	03/09/11	06/01/11	06/02/11	383,549	06/01/11	2		B005
4		107467409		290.80	0.00	290.80	P	03/10/11	06/01/11	06/02/11	383,549	06/01/11	2		B005
5		107492491		6.33	0.00	6.33	P	03/11/11	06/01/11	06/02/11	383,549	06/01/11	2		B005
6		107581220		57.56	0.00	57.56	P	03/17/11	06/01/11	06/02/11	383,549	06/01/11	2		B004
7		107664787		62.20	0.00	62.20	P	03/23/11	06/01/11	06/02/11	383,549	06/01/11	2		B005
8		108027334		301.30	0.00	301.30	P	04/14/11	06/01/11	06/02/11	383,549	06/01/11	2		B005
9		108132485		150.55	0.00	150.55	P	04/21/11	06/01/11	06/02/11	383,549	06/01/11	2		B004
10		108471633		53.56	0.00	53.56	P	05/13/11	06/01/11	06/02/11	383,549	06/01/11	2		B004
11		108492212		57.76	0.00	57.76	P	05/14/11	06/01/11	06/02/11	383,549	06/01/11	2		B004
12		108519644		321.74	0.00	321.74	P	05/17/11	06/01/11	06/02/11	383,549	06/01/11	2		B006
13		106353990		-2.49	0.00	-2.49	P	01/05/11	06/02/11	06/03/11	383,607	06/02/11	2		
14		106364866		2.49	0.00	2.49	P	01/06/11	06/02/11	06/03/11	383,607	06/02/11	2		
15		107930790		40.24	0.00	40.24	P	04/07/11	06/02/11	06/03/11	383,607	06/02/11	2		B006
16		108320553		427.78	0.00	427.78	P	05/04/11	06/02/11	06/03/11	383,607	06/02/11	2		B005
17		108365669		58.04	0.00	58.04	P	05/06/11	06/02/11	06/03/11	383,607	06/02/11	2		
18		108365673		729.80	0.00	729.80	P	05/06/11	06/02/11	06/03/11	383,607	06/02/11	2		
19		10842959		34.99	0.00	34.99	P	05/11/11	06/02/11	06/03/11	383,607	06/02/11	2		B005
20		108429767		275.63	0.00	275.63	P	05/11/11	06/02/11	06/03/11	383,607	06/02/11	2		B006
21		108441105		576.32	0.00	576.32	P	05/11/11	06/02/11	06/03/11	383,607	06/02/11	2		B005
22		108447682		4.56	0.00	4.56	P	05/12/11	06/02/11	06/03/11	383,607	06/02/11	2		B005
23		108492065		654.60	0.00	654.60	P	05/14/11	06/02/11	06/03/11	383,607	06/02/11	2		B0041
24		108492125		18.34	0.00	18.34	P	05/14/11	06/02/11	06/03/11	383,607	06/02/11	2		
25		108492127		100.87	0.00	100.87	P	05/14/11	06/02/11	06/03/11	383,607	06/02/11	2		
26		108532607		117.20	0.00	117.20	P	05/18/11	06/02/11	06/03/11	383,607	06/02/11	2		B006
27		108532738		181.66	0.00	181.66	P	05/18/11	06/02/11	06/03/11	383,607	06/02/11	2		B006
28		108546816		10.50	0.00	10.50	P	05/18/11	06/02/11	06/03/11	383,607	06/02/11	2		B003
29		108592815		82.62	0.00	82.62	P	05/21/11	06/02/11	06/03/11	383,607	06/02/11	2		B004
30		108265297		-166.95	0.00	-166.95	P	04/29/11	06/06/11	06/07/11	383,787	06/06/11	2		
31		108365789		62.44	0.00	62.44	P	05/06/11	06/06/11	06/07/11	383,787	06/06/11	2		B0061
32		108365870		70.77	0.00	70.77	P	05/06/11	06/06/11	06/07/11	383,787	06/06/11	2		B0061
33		108402070		-3.36	0.00	-3.36	P	05/09/11	06/06/11	06/07/11	383,787	06/06/11	2		
34		108485261		1,985.40	0.00	1,985.40	P	05/13/11	06/06/11	06/07/11	383,787	06/06/11	2		P006
35		108485280		212.00	0.00	212.00	P	05/13/11	06/06/11	06/07/11	383,787	06/06/11	2		P006
36		108519732		53.67	0.00	53.67	P	05/17/11	06/06/11	06/07/11	383,787	06/06/11	2		B006
37		108592883		1,494.30	0.00	1,494.30	P	05/21/11	06/06/11	06/07/11	383,787	06/06/11	2		B006
38		108592885		67.50	0.00	67.50	P	05/21/11	06/06/11	06/07/11	383,787	06/06/11	2		B006
39		107916061		326.94	0.00	326.94	P	04/07/11	06/07/11	06/08/11	383,897	06/07/11	2		B006
40		108027300		95.02	0.00	95.02	P	04/14/11	06/07/11	06/08/11	383,897	06/07/11	2		B006
41		108156060		164.89	0.00	164.89	P	04/22/11	06/07/11	06/08/11	383,897	06/07/11	2		B006
42		108166788		-46.60	0.00	-46.60	P	04/22/11	06/07/11	06/08/11	383,897	06/07/11	2		
43		108211741		95.48	0.00	95.48	P	04/27/11	06/07/11	06/08/11	383,897	06/07/11	2		B006
44		108232303		163.09	0.00	163.09	P	04/28/11	06/07/11	06/08/11	383,897	06/07/11	2		B006

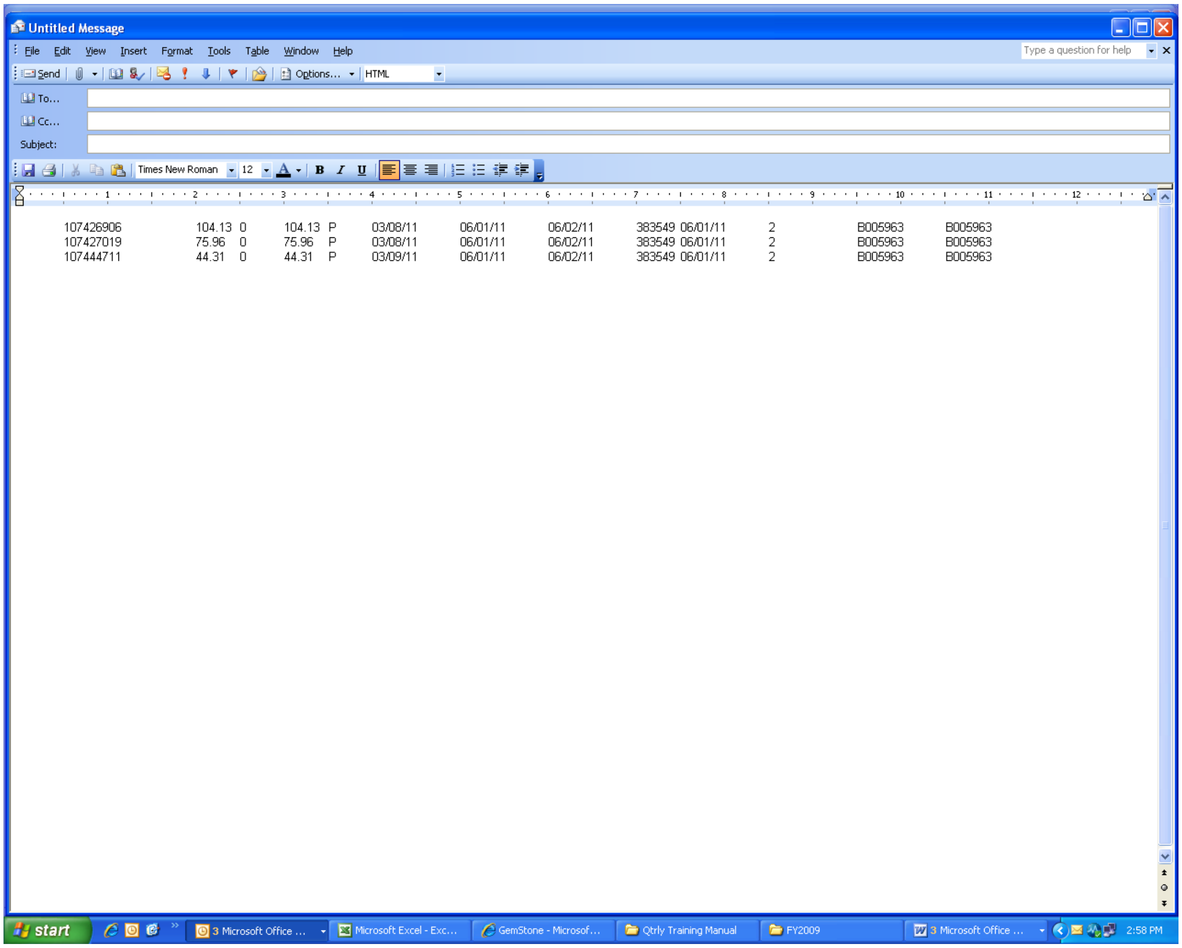
- Now that the data is in Excel, you may use tools available in the program to make the data suitable for your needs.

Exhibit 2: Copy Feature

- The copy feature allows you to select specific data from the inquiry screen you are viewing and copy it to other programs such as Excel, Word, or Outlook.



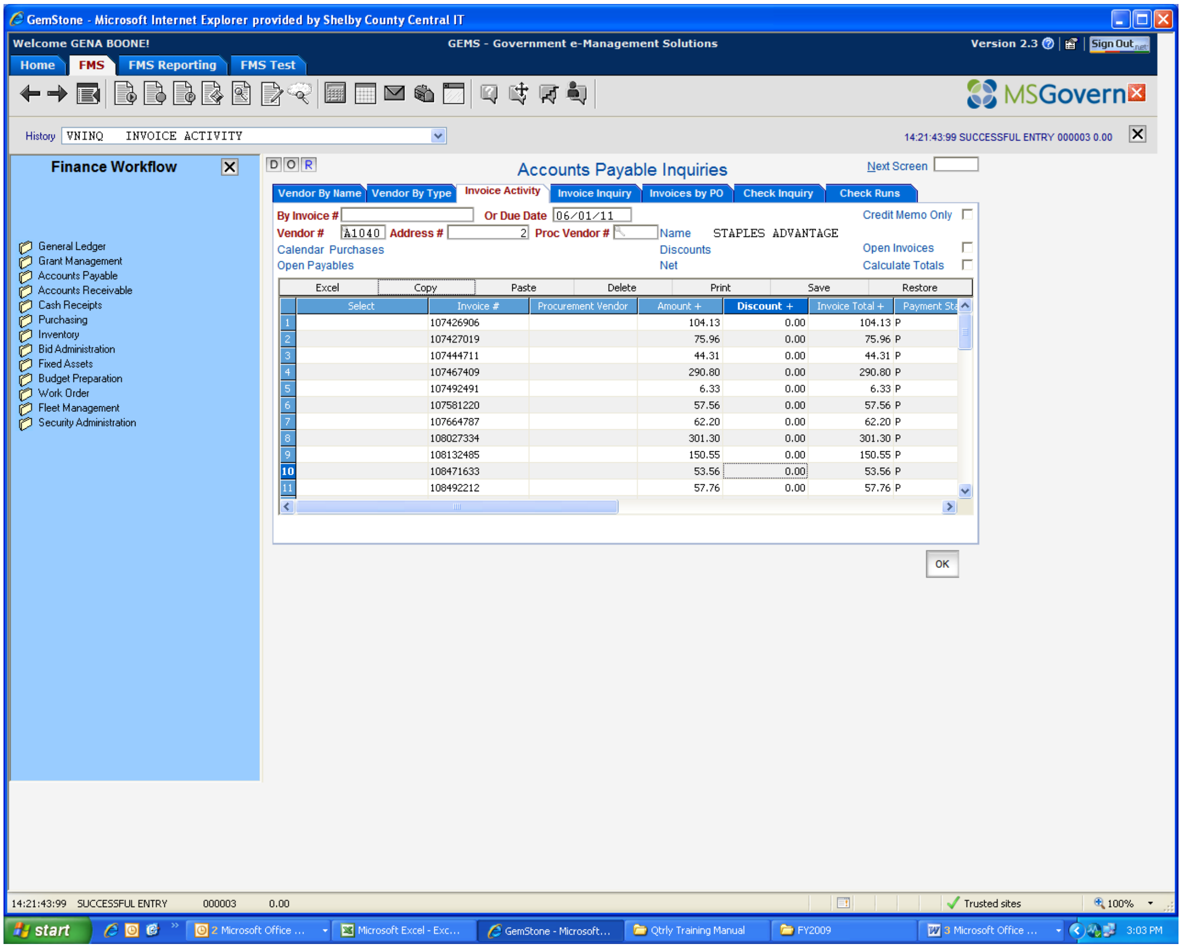
- Using your mouse, highlight the data you wish to copy.
- Then click the copy tab.
- Open the program/document that you wish to copy the data to.
- In this example, the user chose to copy the data to an Outlook e-mail.



- Now the information that was being viewed in VNINQ can be e-mailed.

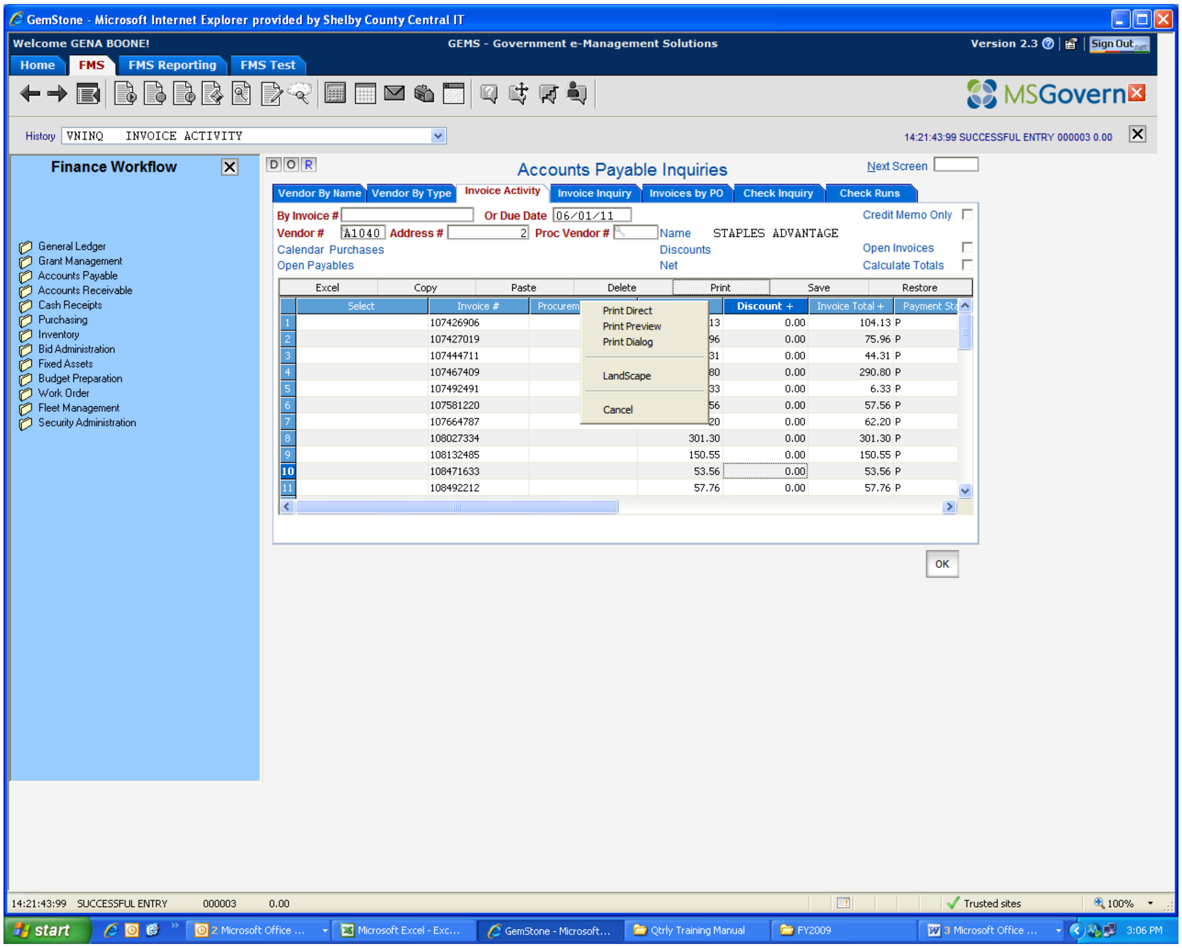
Exhibit 3: Print Feature

- The print feature allows you to print directly from the inquiry screen that you are viewing.



	Select	Invoice #	Procurement Vendor	Amount +	Discount +	Invoice Total +	Payment St
1		107426906		104.13	0.00	104.13	P
2		107427019		75.96	0.00	75.96	P
3		107444711		44.31	0.00	44.31	P
4		107467409		290.80	0.00	290.80	P
5		107492491		6.33	0.00	6.33	P
6		107581220		57.56	0.00	57.56	P
7		107664787		62.20	0.00	62.20	P
8		108027334		301.30	0.00	301.30	P
9		108132485		150.55	0.00	150.55	P
10		108471633		53.56	0.00	53.56	P
11		108492212		57.76	0.00	57.76	P

- Select the print tab in the screen you are viewing.



- You are given the options to print directly, print preview, and to change the orientation to portrait or landscape.

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E-FORMS

USING E-FORMS

The e-Forms application makes it easy for users to quickly complete the necessary form online to request a new account or add an existing account to a Fund/Section.

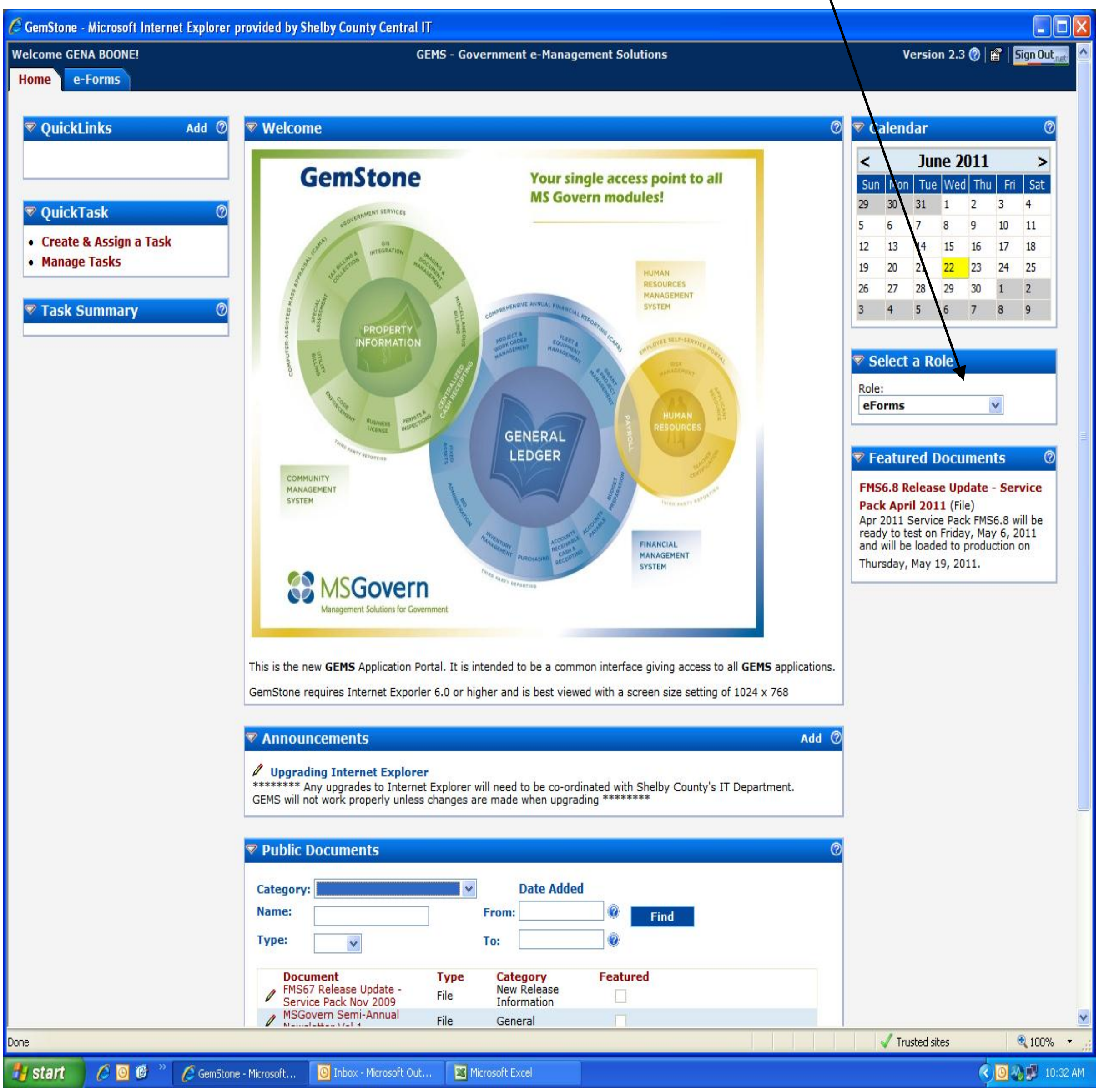
Requesting a new account means that you are asking to setup a four-digit account that does not currently exist in the chart of accounts.

Adding an existing account means that you are requesting an existing four-digit account to be added to an existing Fund/Section.

Exhibit 1: REQUESTING A NEW ACCOUNT

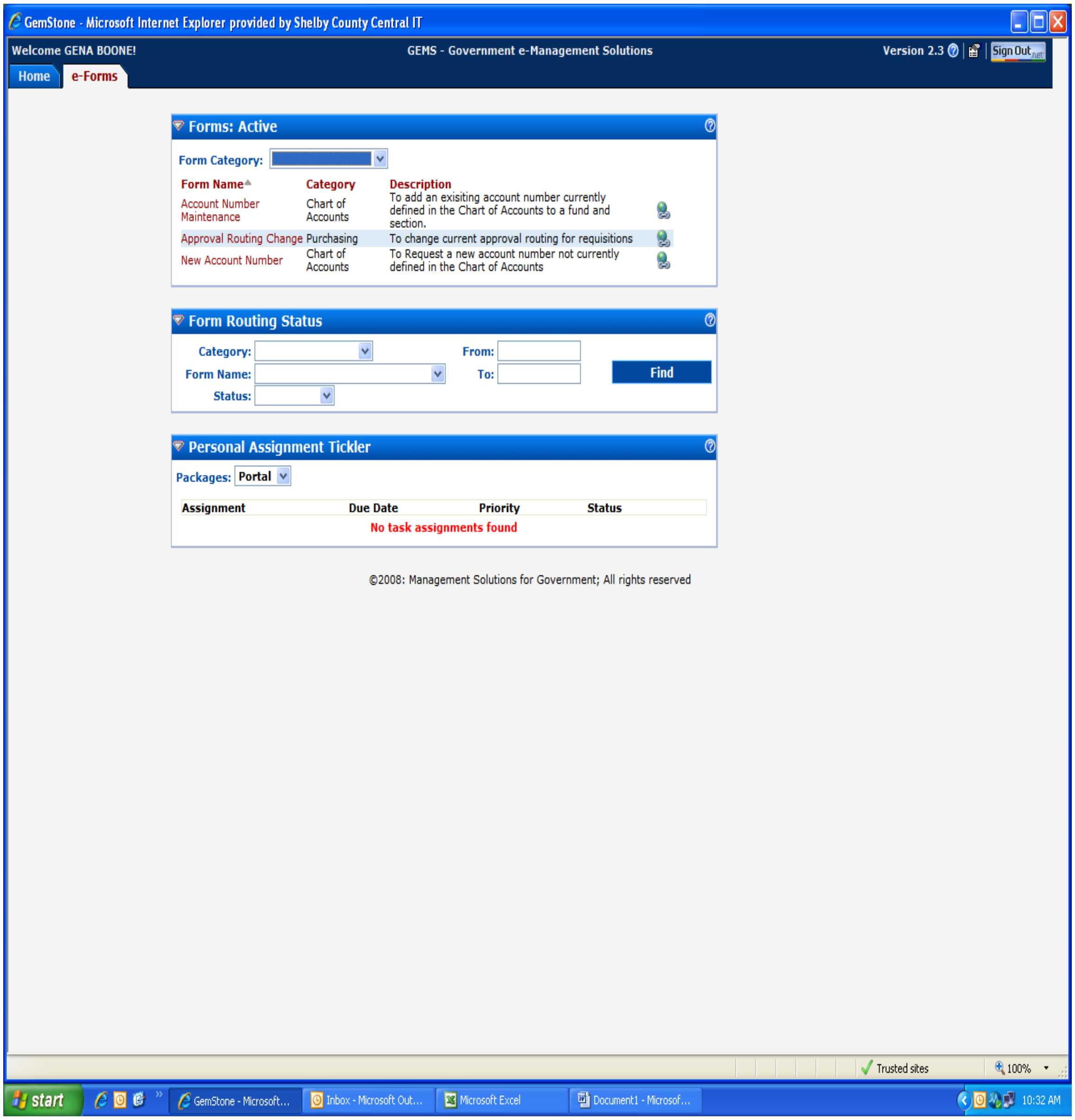
Step 1: Submitting Your Request

- From the GemStone Home Screen, select e-Forms as your "Role".
- Select the e-Forms tab.

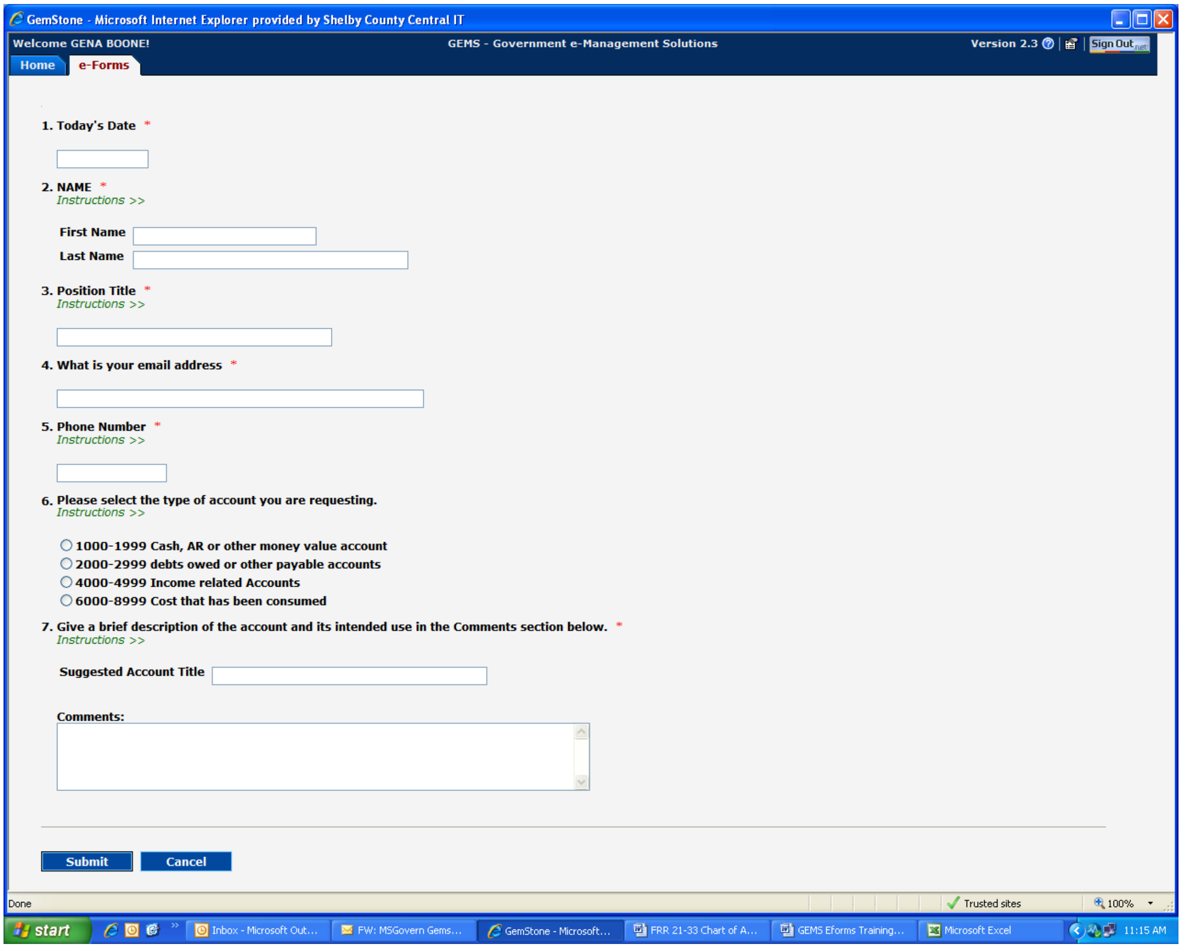


3-2

- If you would like to request a new four-digit account number to be added to the chart of accounts, select the form name “New Account Number”.



- Complete the required information (marked with an asterisk).
- Suggest an account title, and give a brief description of the intended use of the account in the comment field.



- Click "submit" to send your request to the Finance Department.

Step 2: Check the Form's Routing Status

Once an e-Form has been submitted, you may check on the status of the request.

- In the Form Routing Status Section, select category "Chart of Accounts".
- Select form name "New Account Number".
- You may narrow your search by inputting dates in the "from" and "to" fields .
- Click on "Find".
- Your submitted requests should be displayed.
- Status **"Routing"-**form is still being routed through the approval process
  Status **"Completed"-**routing is complete and account is setup
  Status **"Cancelled"-**form has been denied during the routing process

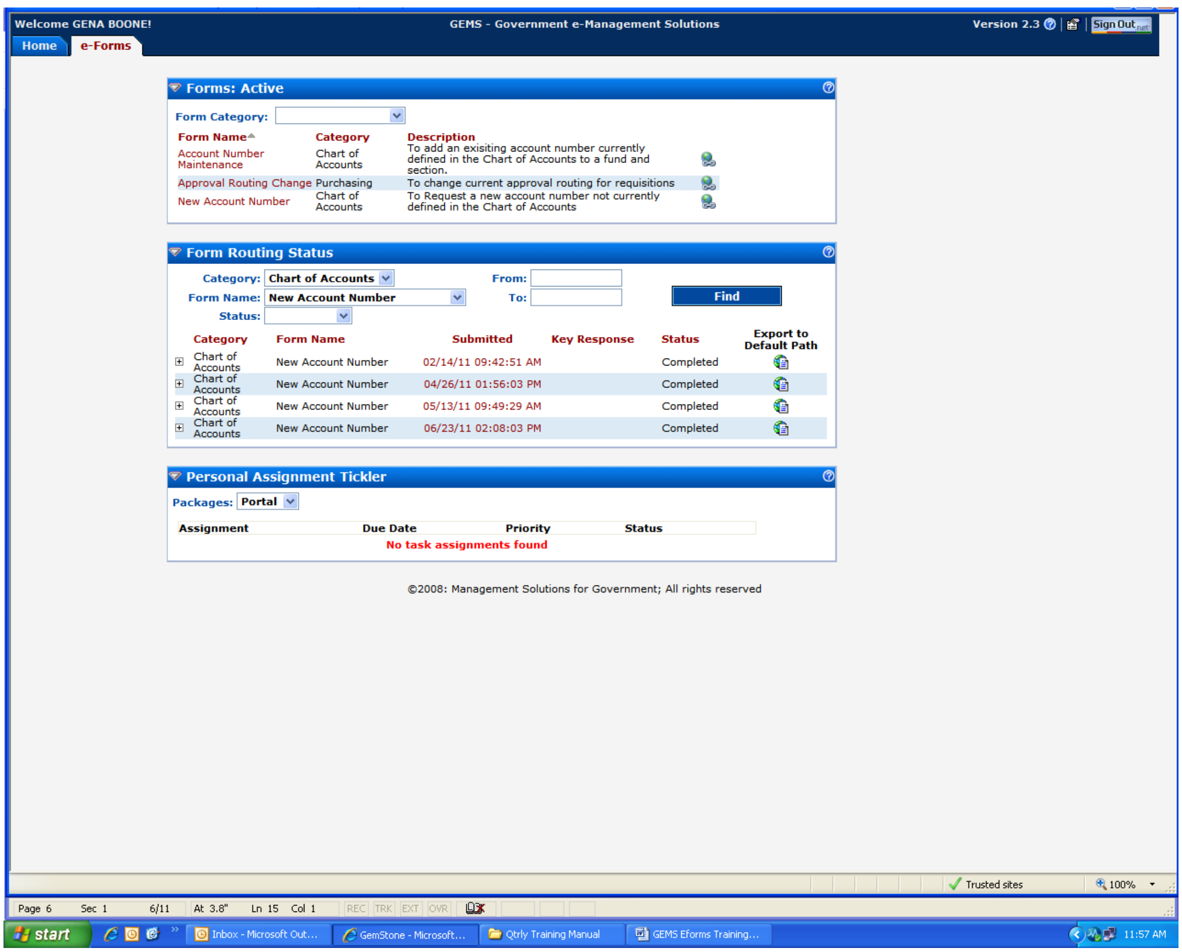
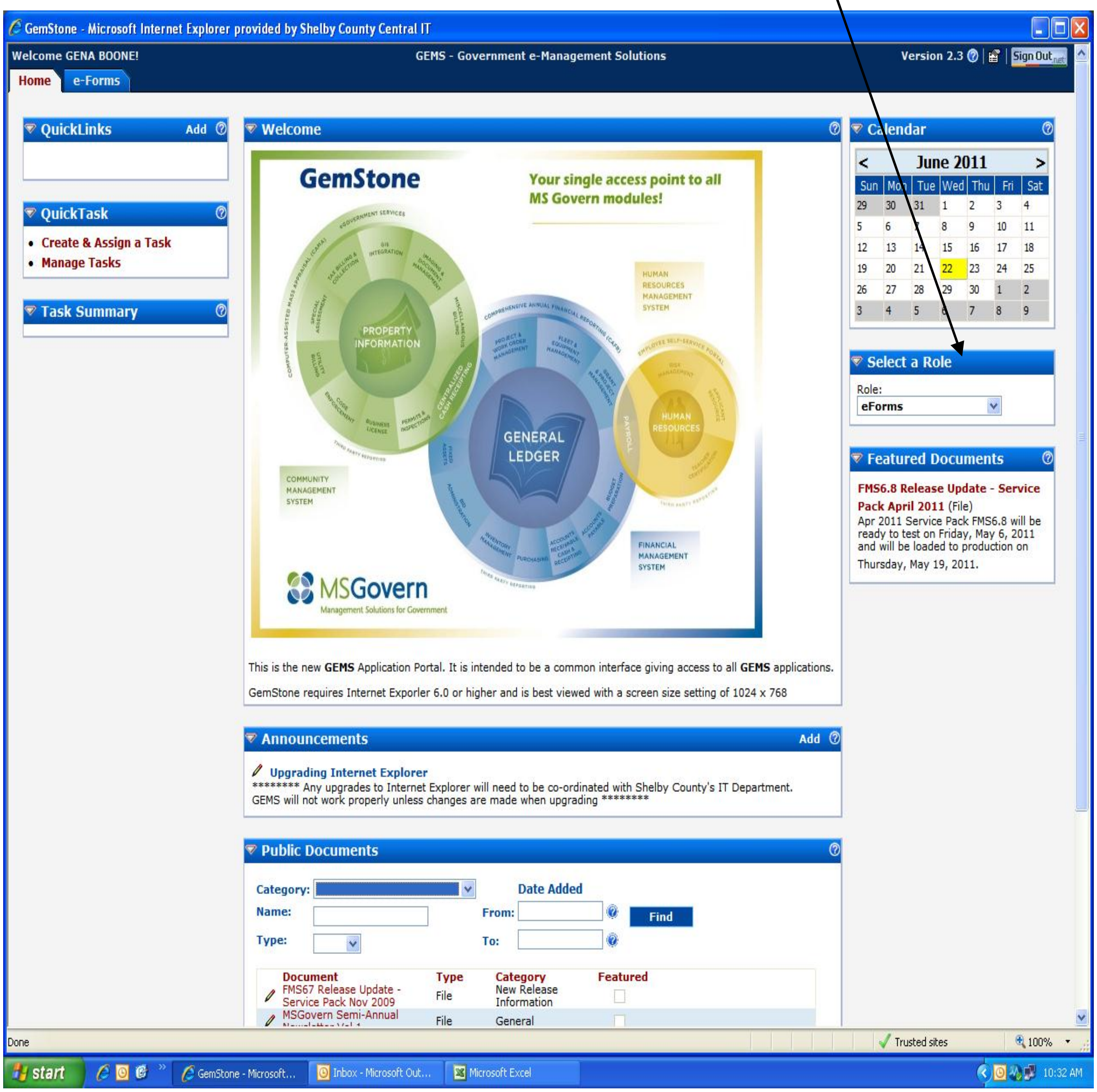


Exhibit 2: REQUESTING TO ADD AN EXISTING ACCOUNT TO AN EXISTING FUND/ORG

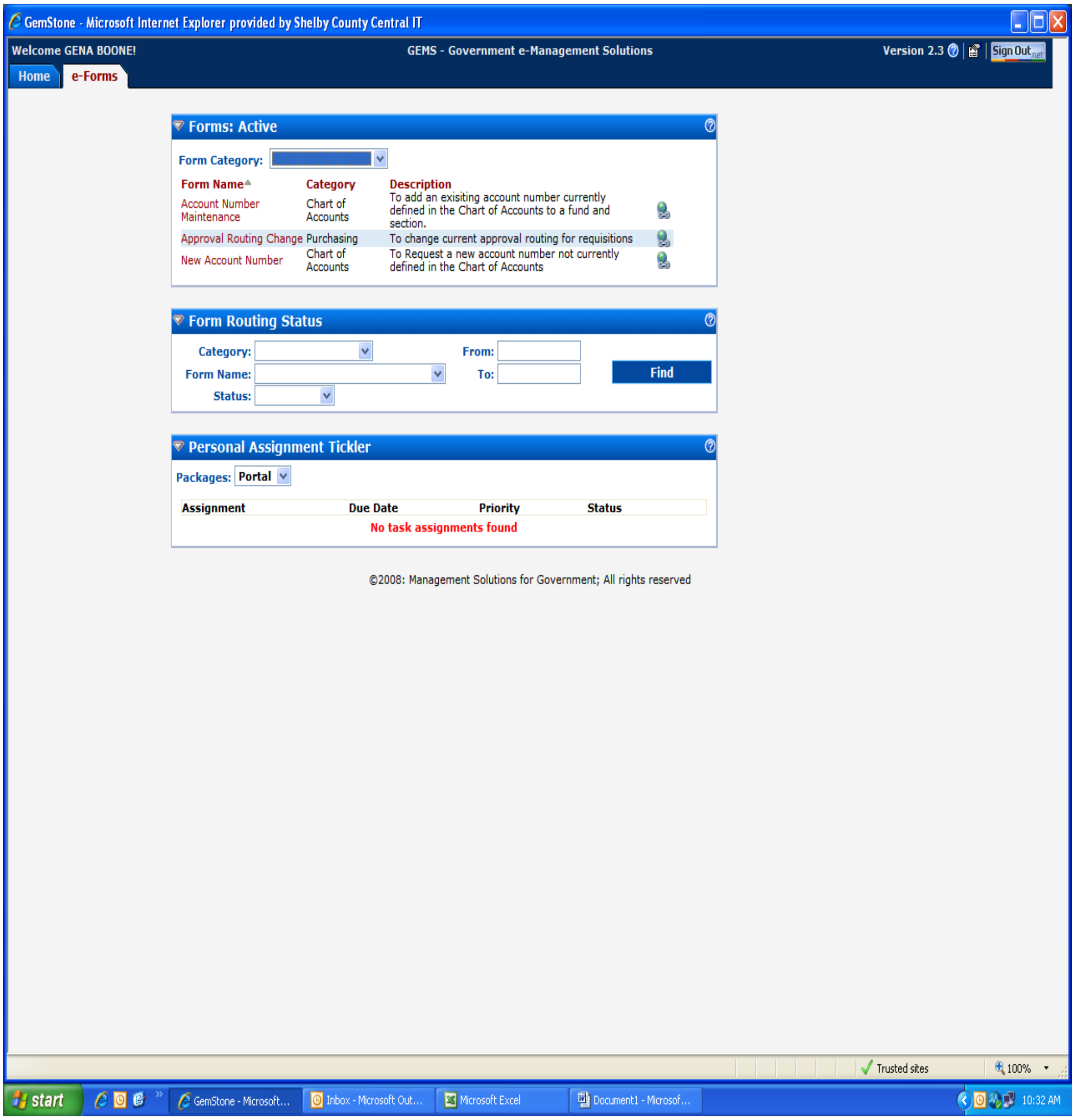
Step 1: Submitting Your Request

- From the GemStone Home Screen, select e-Forms as your "Role".
- Select the e-Forms tab.

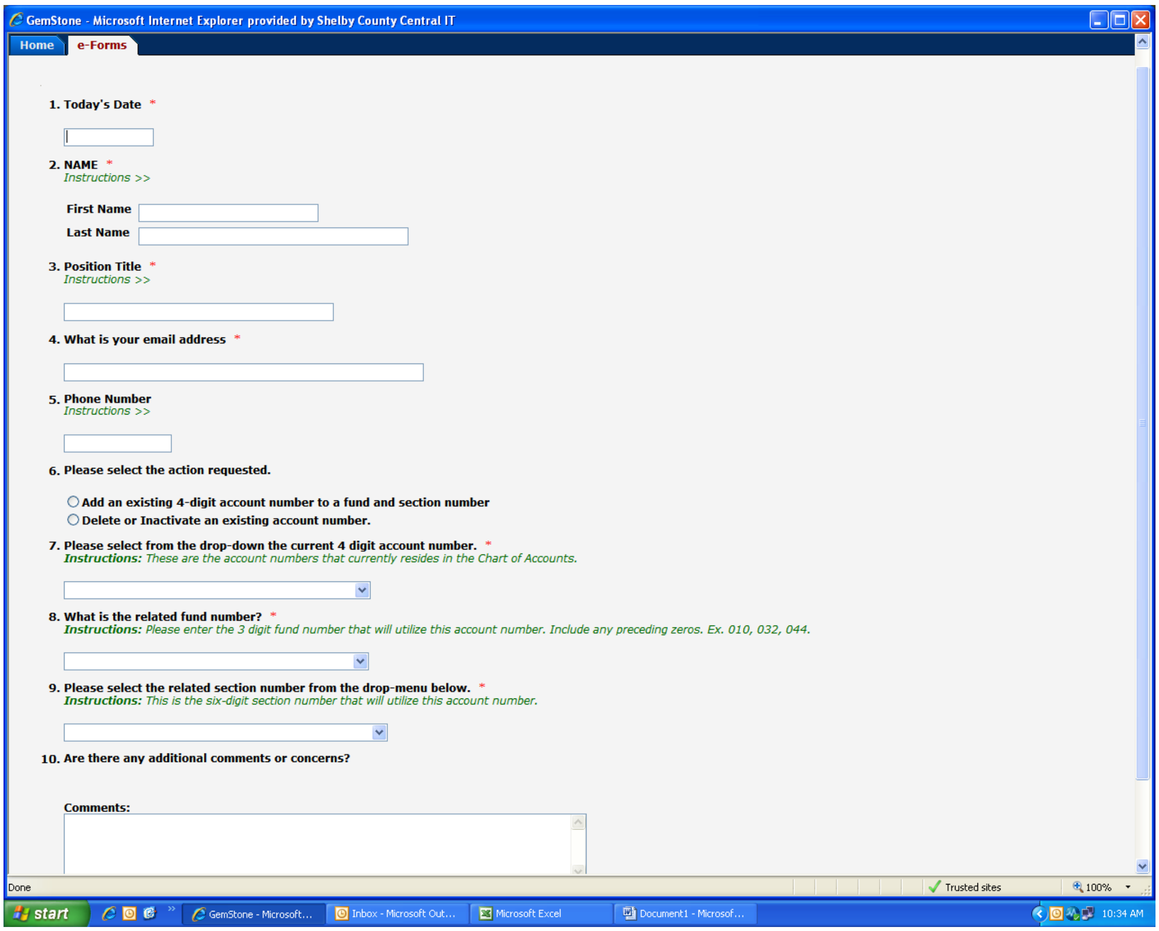


3-6

- If you would like to add an existing account number to an existing Fund\Section select the form name "Account Number Maintenance".



- Complete the required information (marked with an asterisk).
- The drop down feature will assist you in finding the account/fund/section.
- Give a brief description of what the account will be used for in the comment field.
- Submit



You can check the routing status by following Step 2 on page 5.

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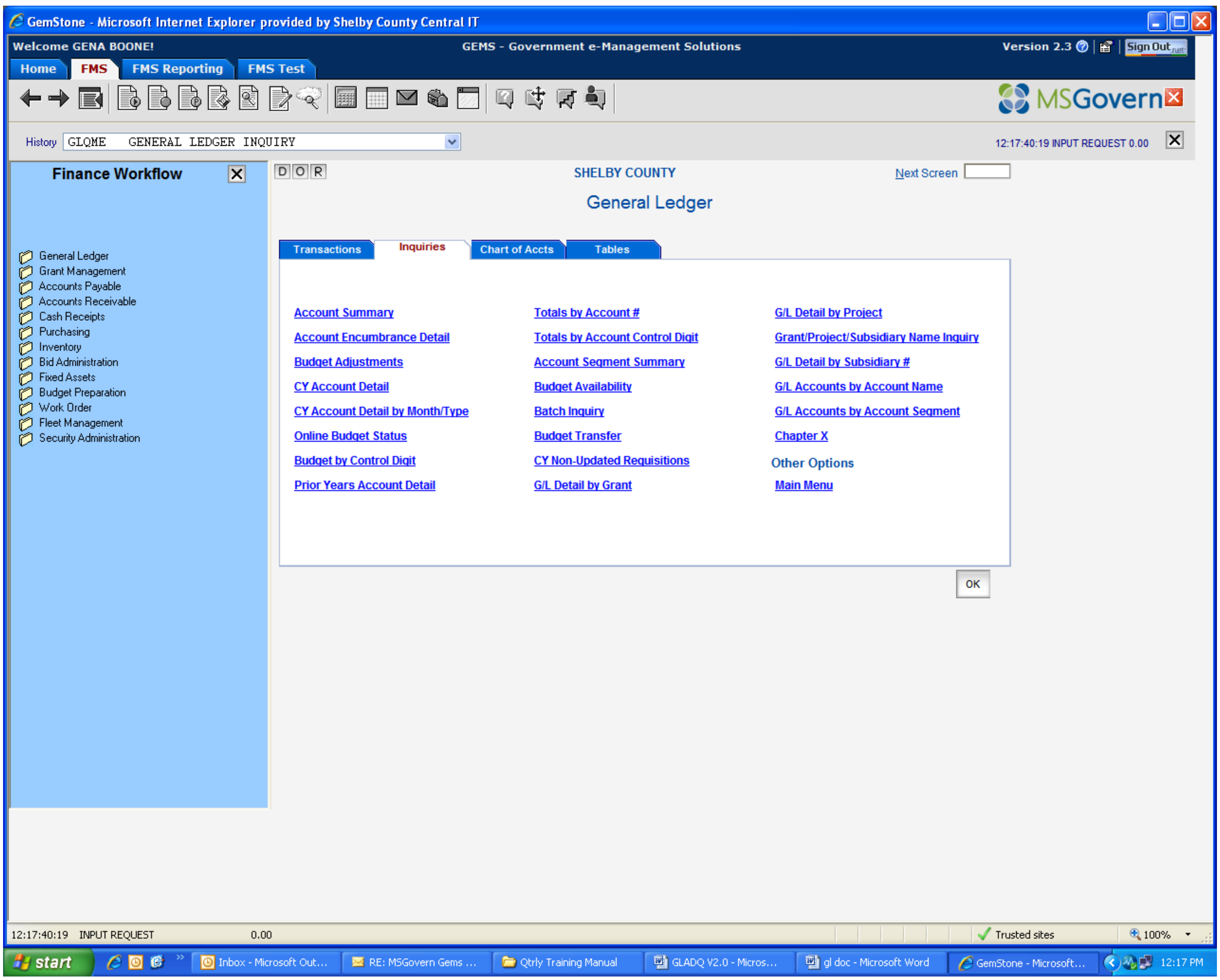
GENERAL LEDGER AND ACCOUNTING INQUIRIES

GLQME

General Ledger Inquiries Menu

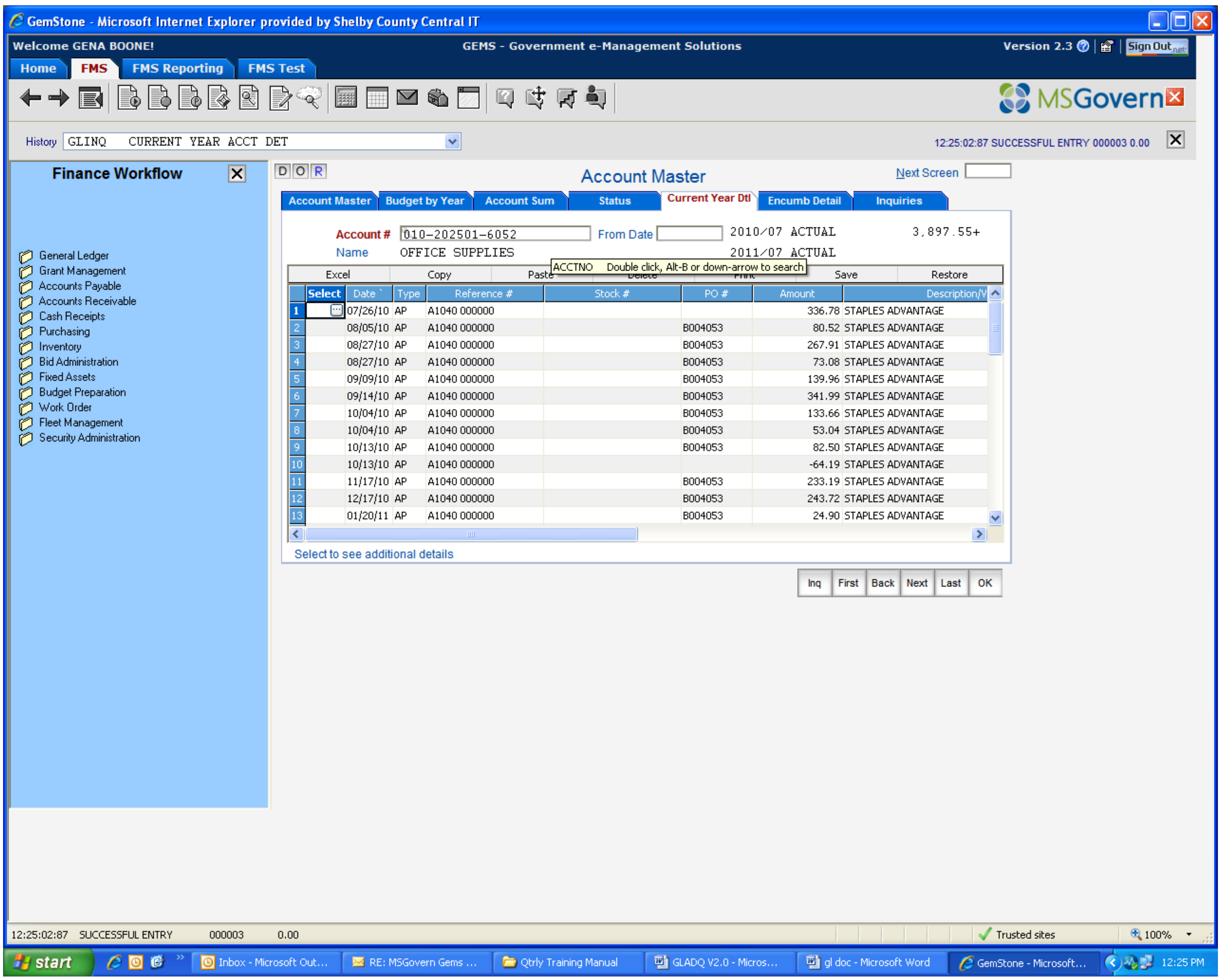
Use this menu to make inquiries on your accounts and transactions in MS Govern's General Ledger, Grant Management and Budget Preparation modules.



GLINQ

Current Year Account Detail Screen

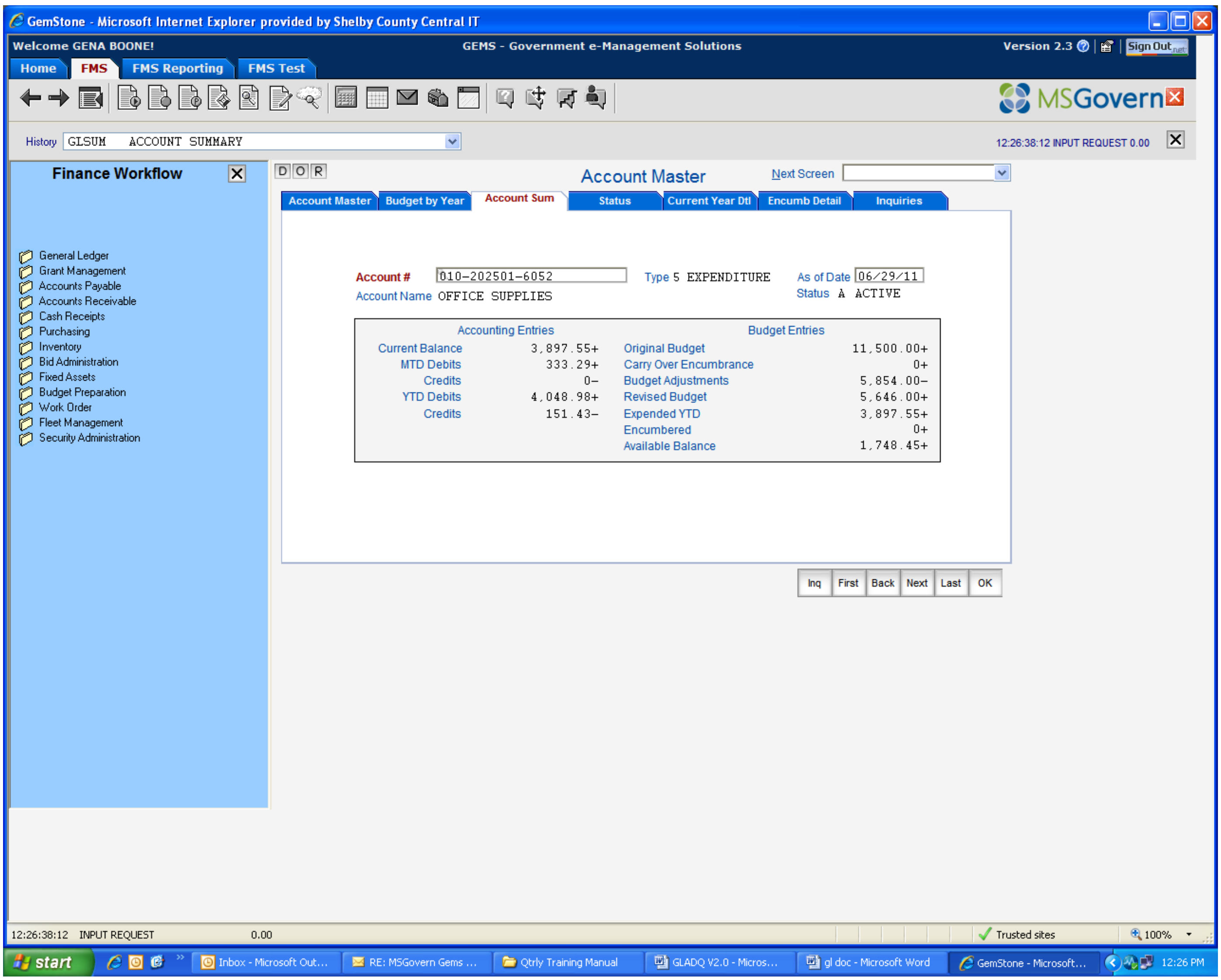
Use this screen to view the current year's transactions for a particular account. This screen also has a drill-down feature that allows some users to directly inquire on journal entries that originate in the MS Govern General Ledger, Accounts Payable, Accounts Receivable, and Cash Receipts modules.



GLSUM

Account Summary Screen

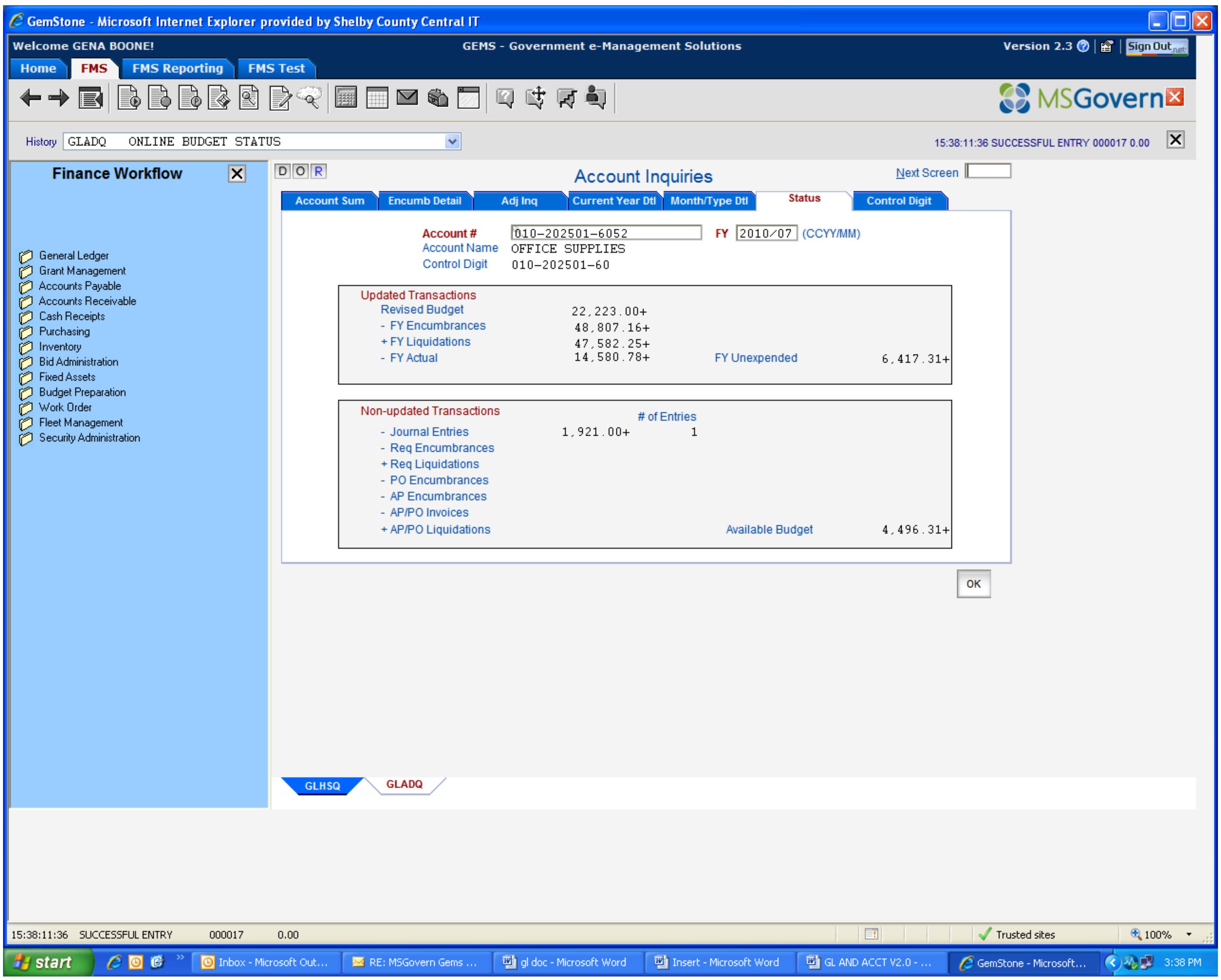
Use this screen to view summary account information for a particular account, including accounting and budgeting entries, up to the “as of date” indicated.



GLADQ

Online Budget Status Screen

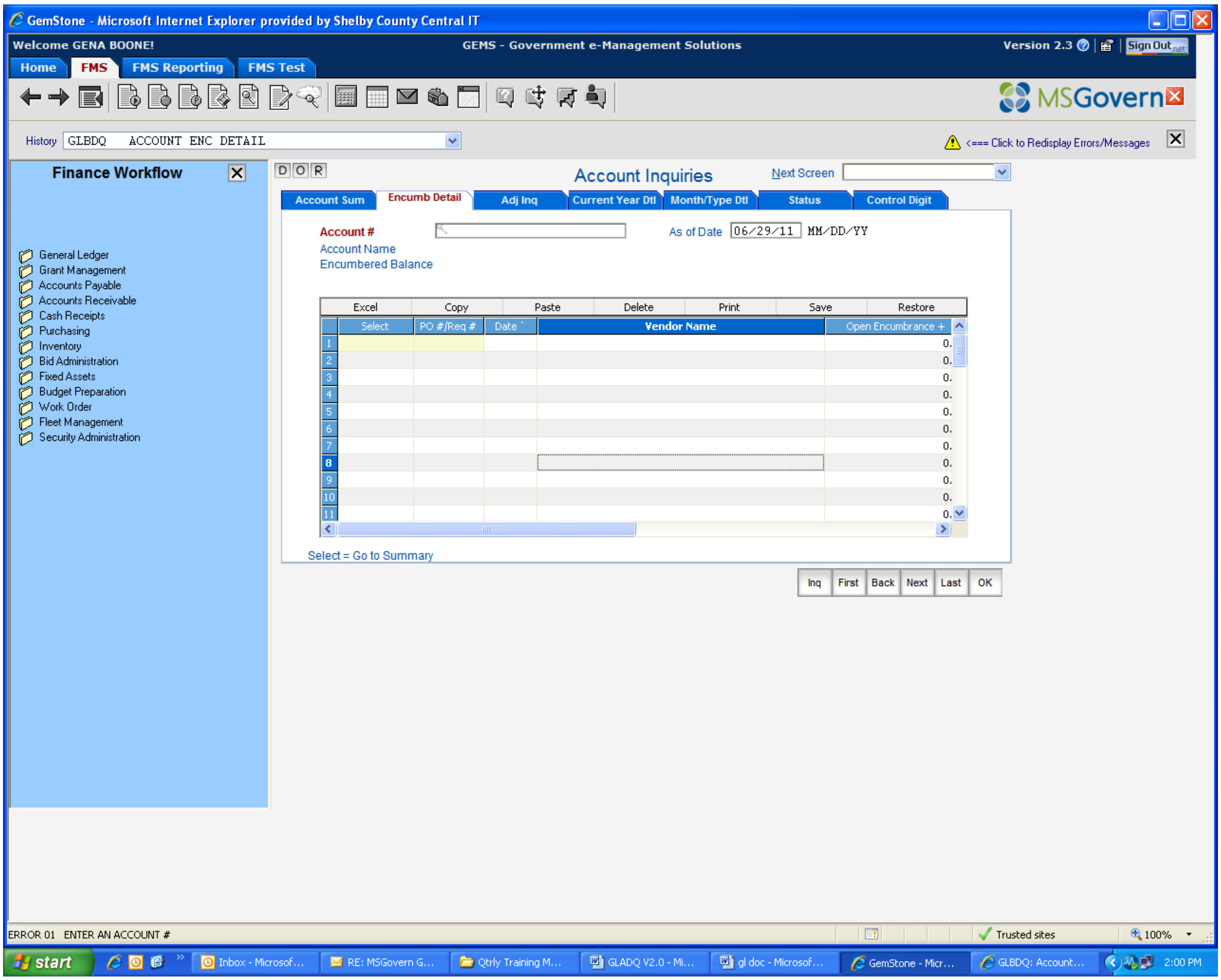
Use this screen to inquire on the budget status of revenue accounts and expenditure accounts by control digit, including non-updated transactions. This screen does not display asset, liability or equity accounts.



GLBDQ

Account Encumbrance Detail Screen

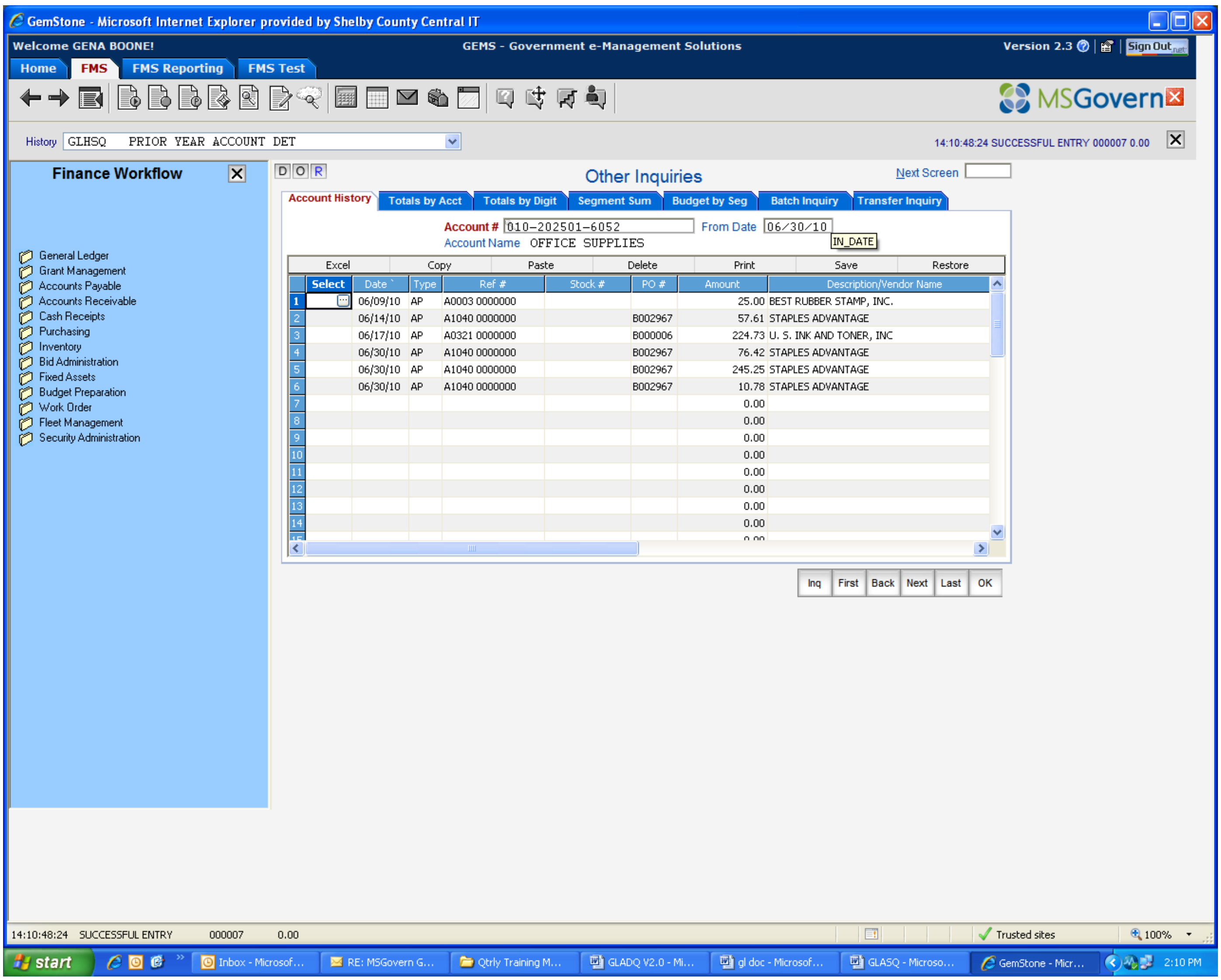
Use this screen to view encumbrance information and other account data for a particular account.



GLHSQ

Prior Years Account Detail Screen

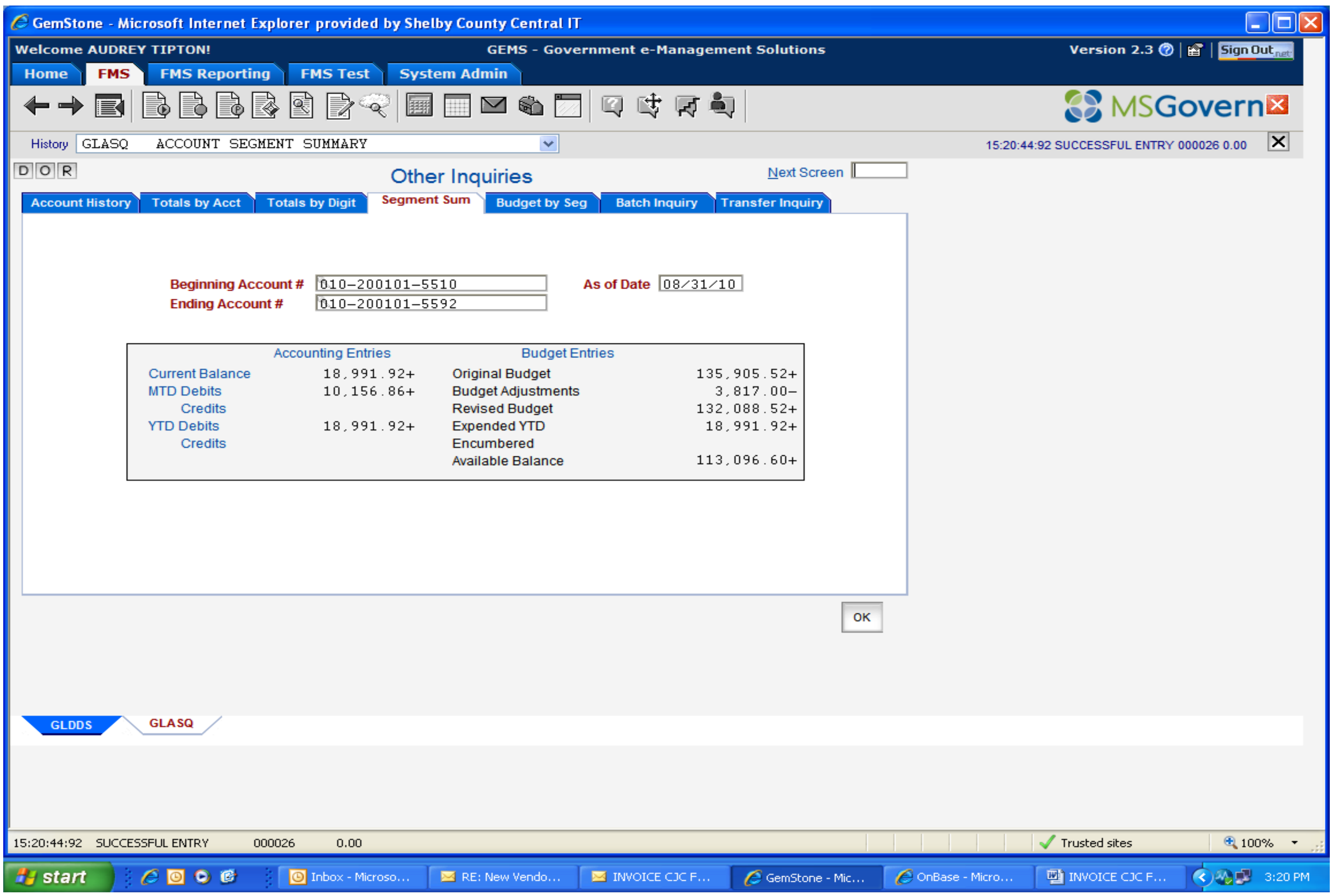
Use this screen to view prior year transactions for a particular account. This screen also has a drill-down feature that allows some users to directly inquire on journal entries originating in the MS Govern General Ledger, Accounts Payable, Accounts Receivable and Cash Receipts Modules.



GLASQ

Account Segment Summary

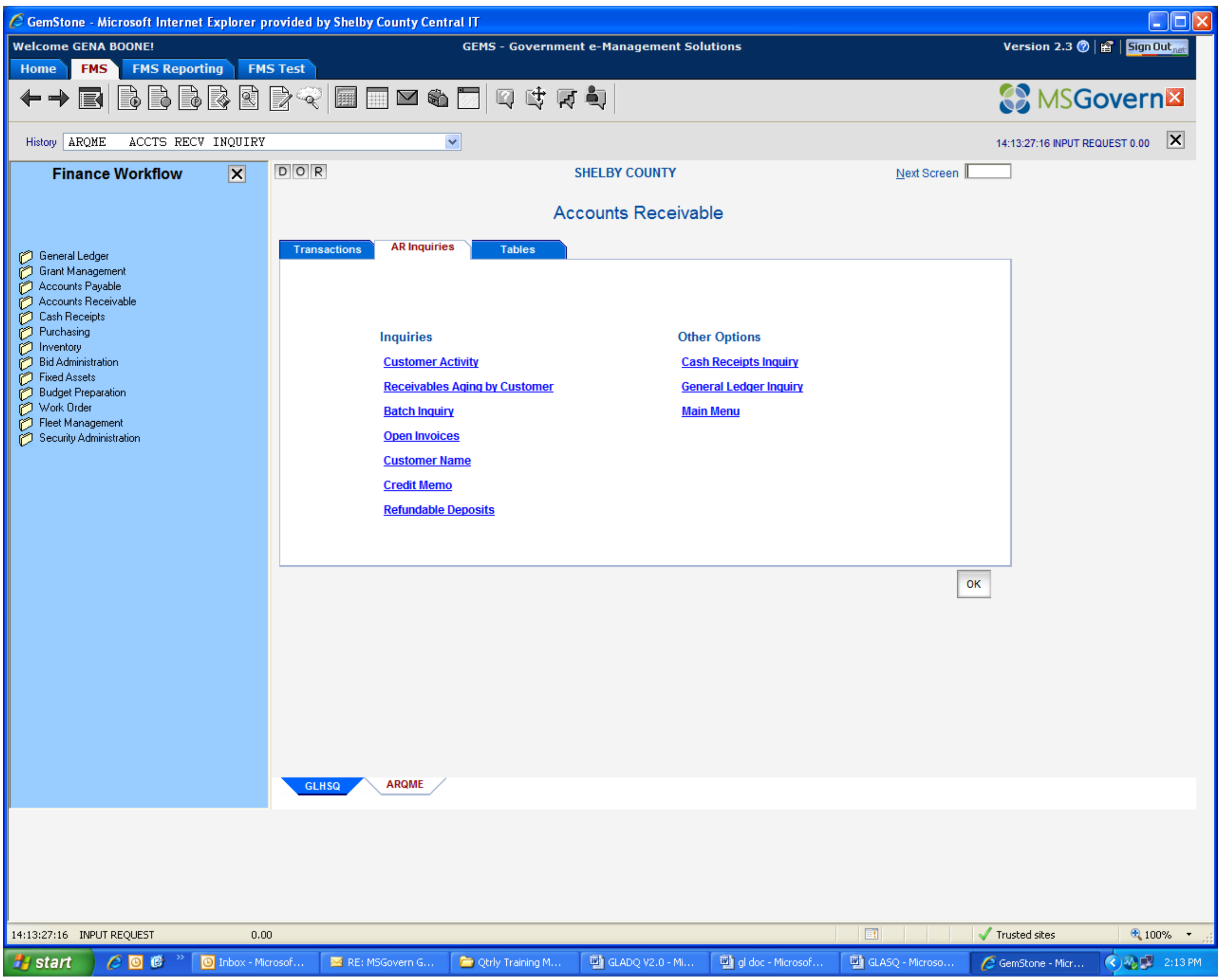
Use this screen to view the summary account information for a range of accounts including accounting and budgeting entries, up to the "as of date" indicated within a fund.



ARQME

Accounts Receivable Inquiry

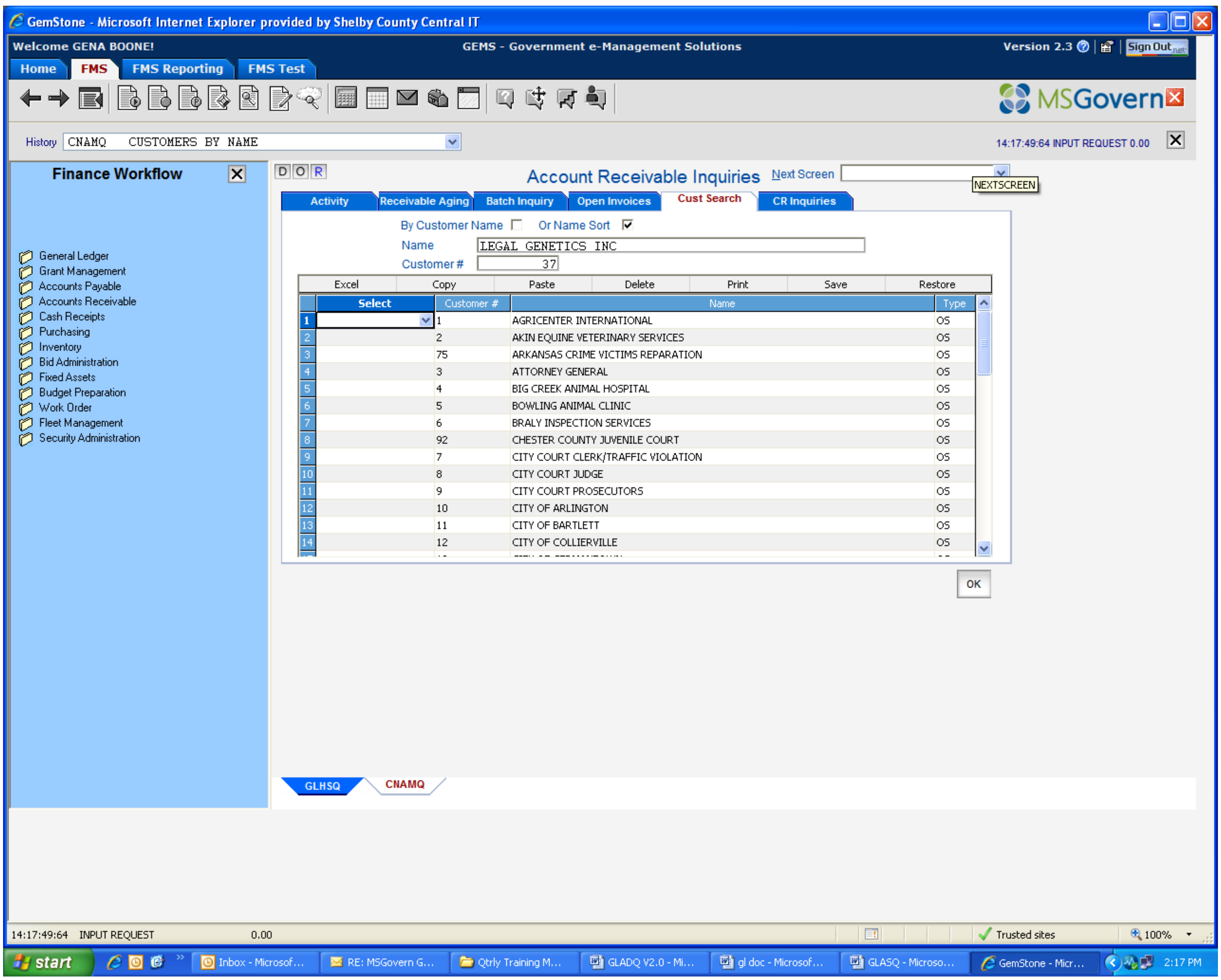
Use this menu to access Accounts Receivable inquiry screens.



CNAMQ

Customers by Name Screen

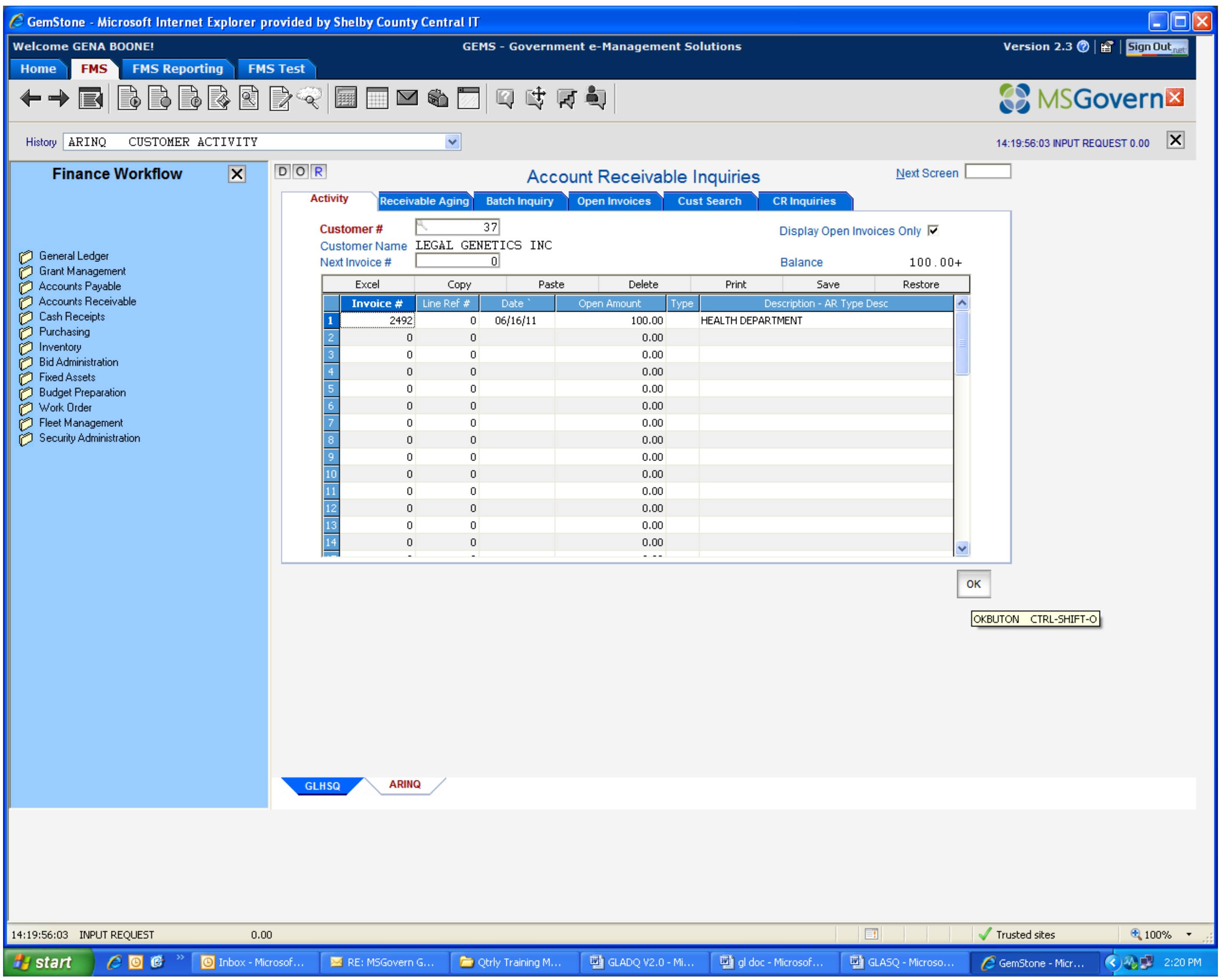
Use this screen to view customers by either the account name or the "Name Sort" field as specified on the Customers Screen (CUST). You can also select a specific customer and go directly to another screen for detailed information.



ARINQ

Customer Activity Screen

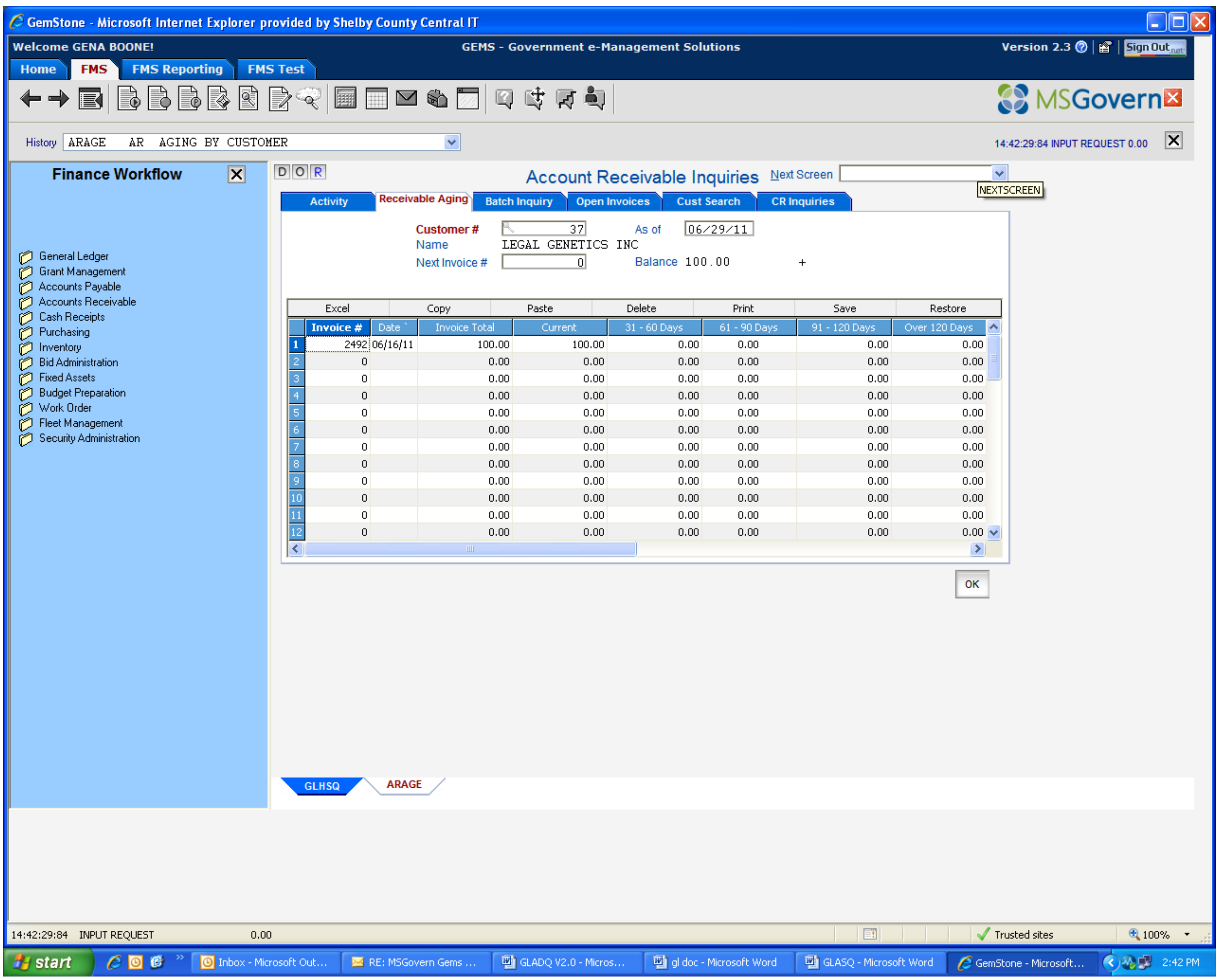
Use this screen to inquire on invoice and payment activity information for a specific customer. Only invoices already processed by the AR Invoice Edit Report(AR Edit) display on this screen.



ARAGE

Receivables Aging by Customer Screen

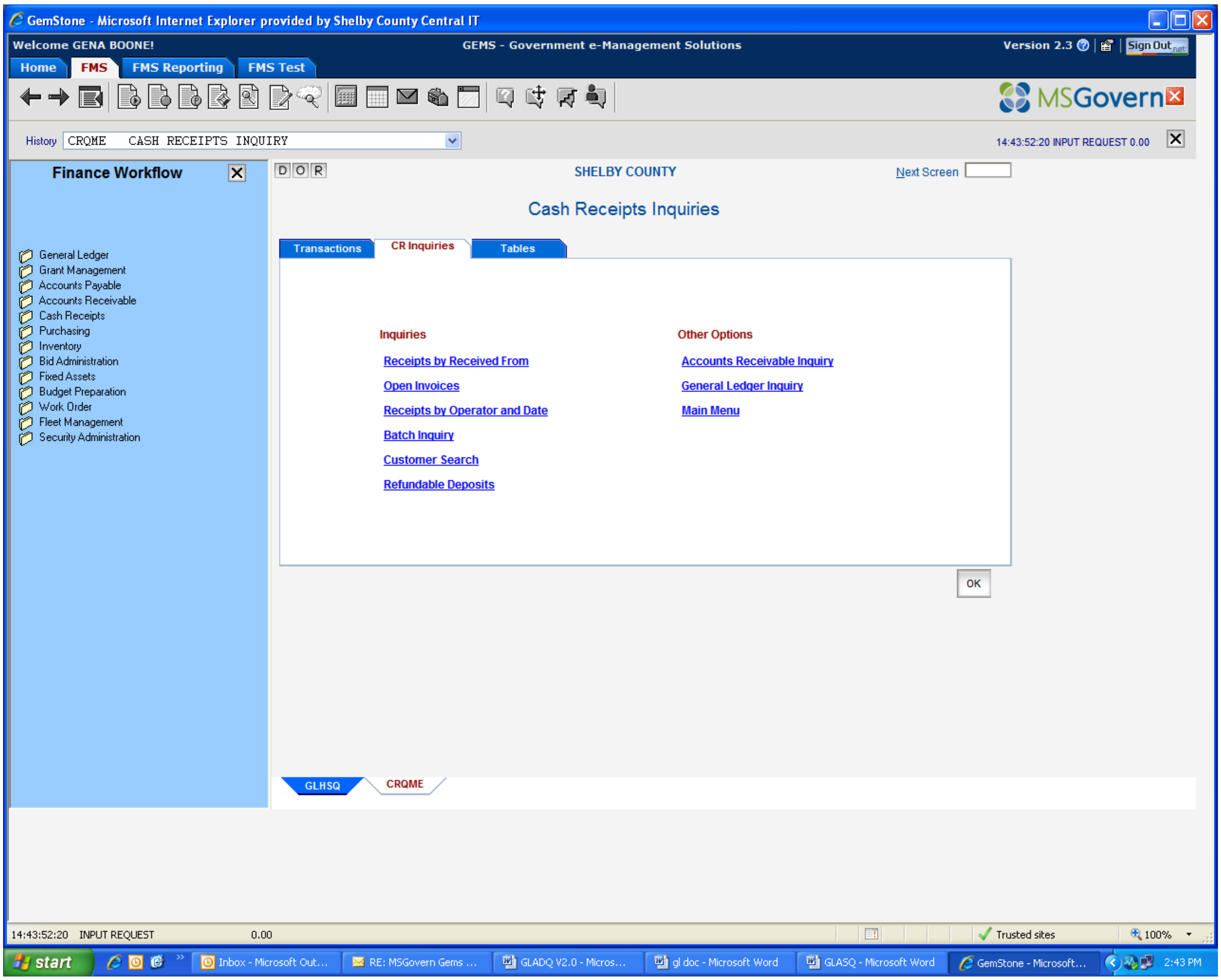
Use this screen to view a customer's aged accounts receivable as of (on or before) the due date you enter. This screen lists the specified customer with amounts due shown in current, 31-60, 61-90, 91-120 and over 120-day columns. Totals for each column are included.



CRQME

Cash Receipts Inquiry Menu

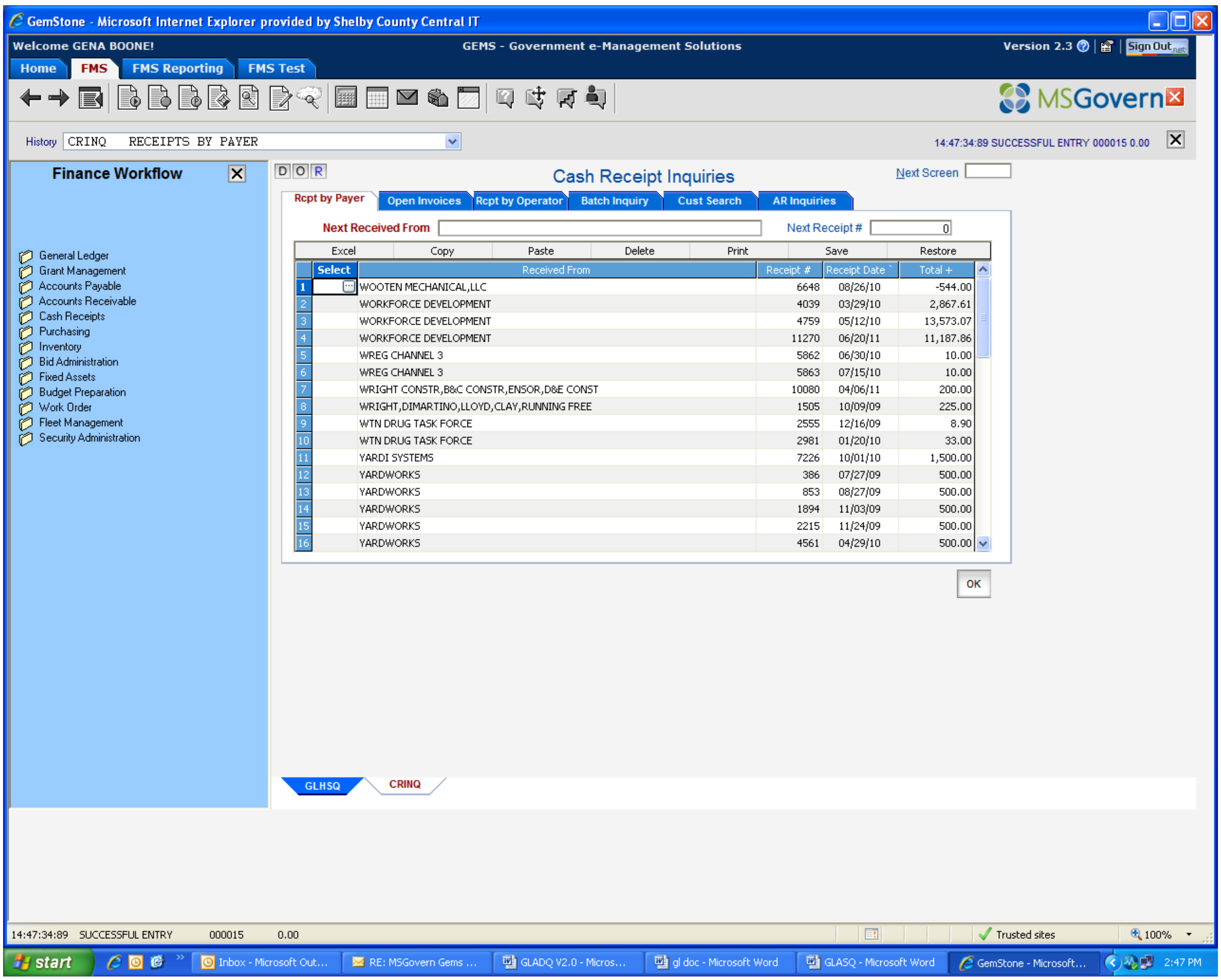
Use this menu to access Cash Receipts inquiry screens.



CRINQ

Receipts by Payer

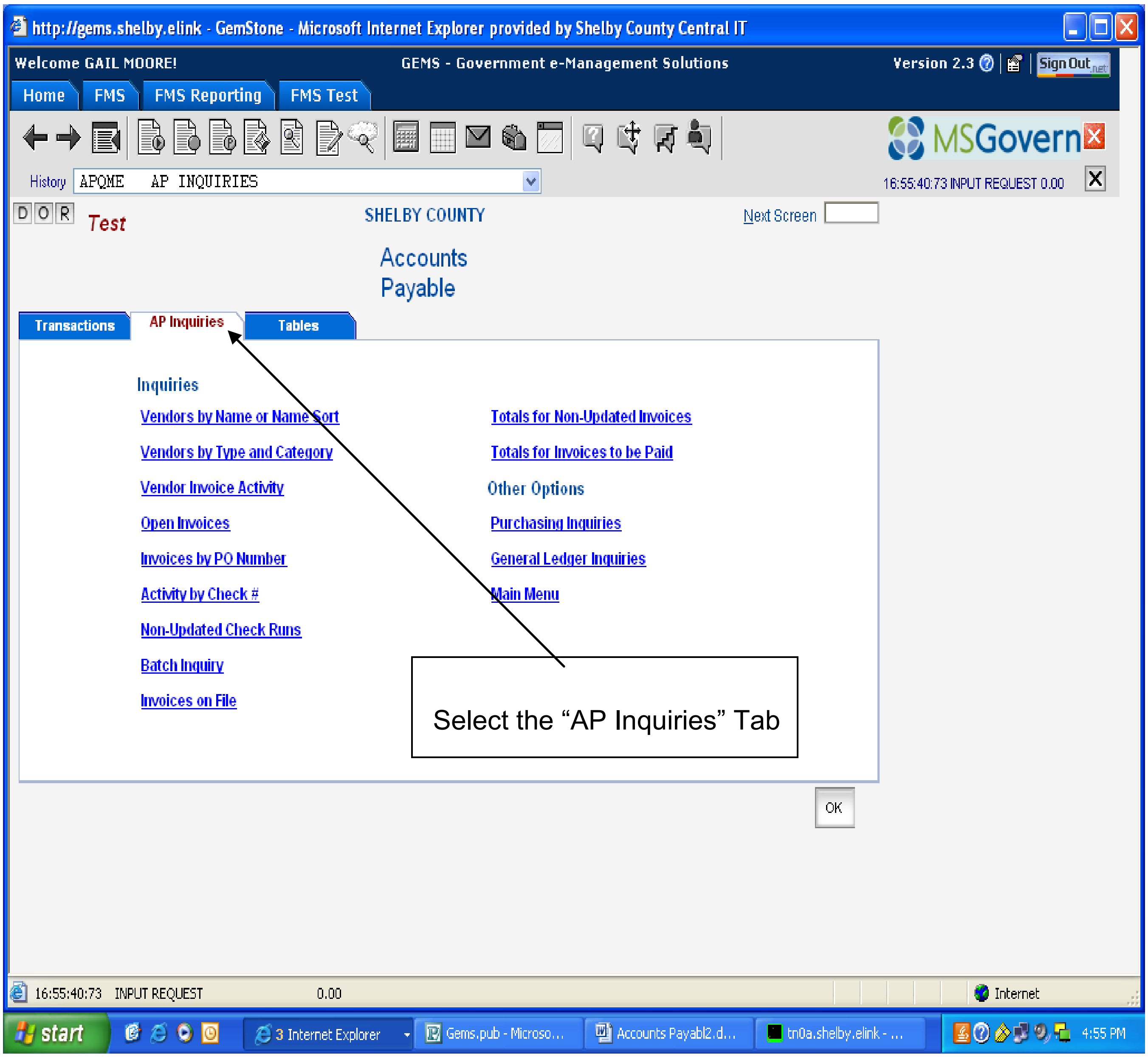
Use this screen to inquire on receipts. This screen's inquiry is based on the entry in the "Received From" field on the Receipts Screen (CRMNT).



ACCOUNTS PAYABLE INQUIRIES

APQME
Accounts Payables Inquiry

This menu lists the available inquiry screens within the Accounts Payable module.



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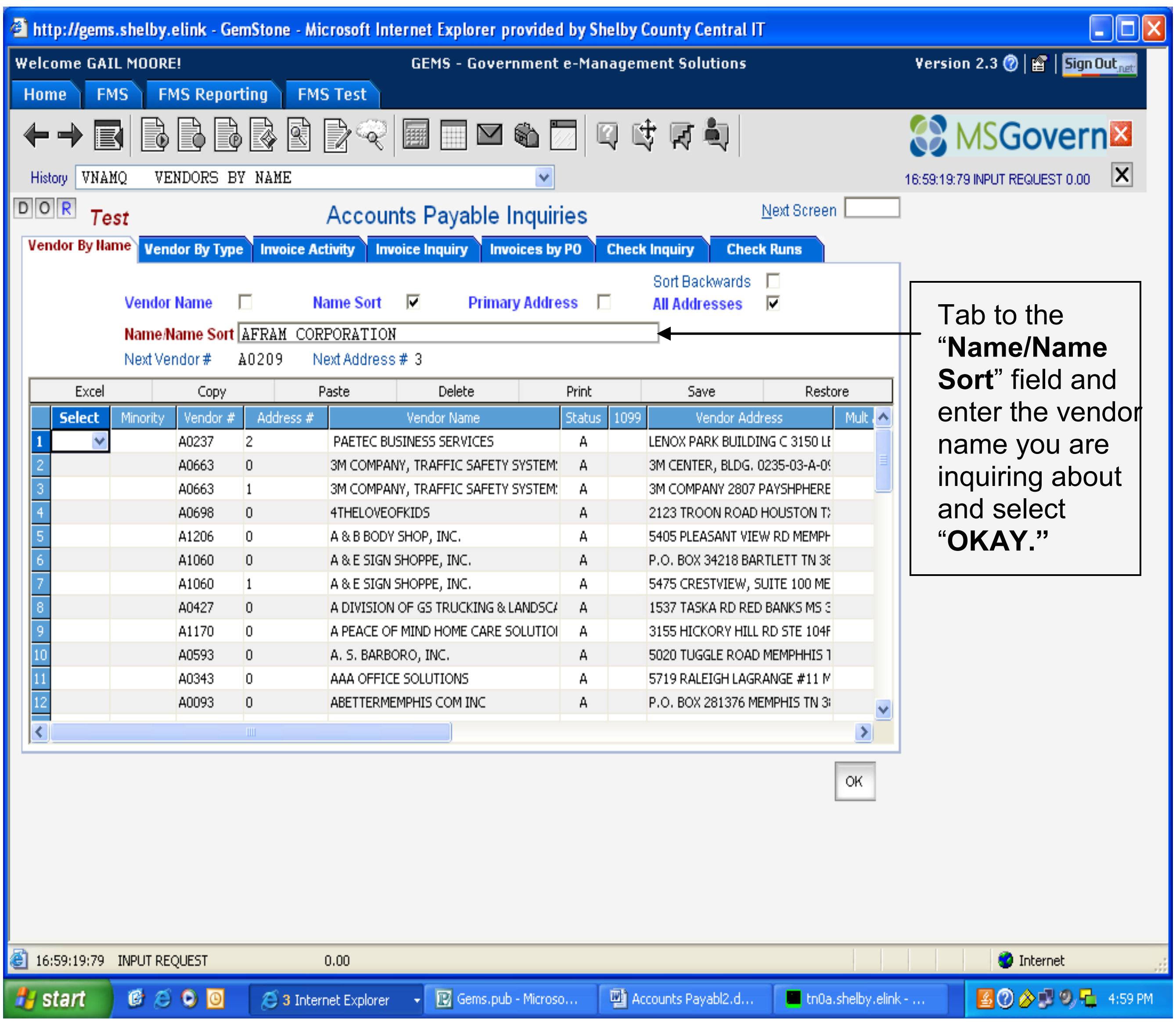
VNAMQ

Vendors by Name Screen

Use this screen to list your vendors alphabetically by name or name sort. This screen also displays the vendor's primary address or all addresses, depending on how your organization has set up the Accounts Payable Controls Screen (APCTL) in your **MS Govern** Accounts Payable application.

You can also select a vendor from this screen for further inquiry or to perform a transaction.



Tab to the "**Name/Name Sort**" field and enter the vendor name you are inquiring about and select "**OKAY.**"

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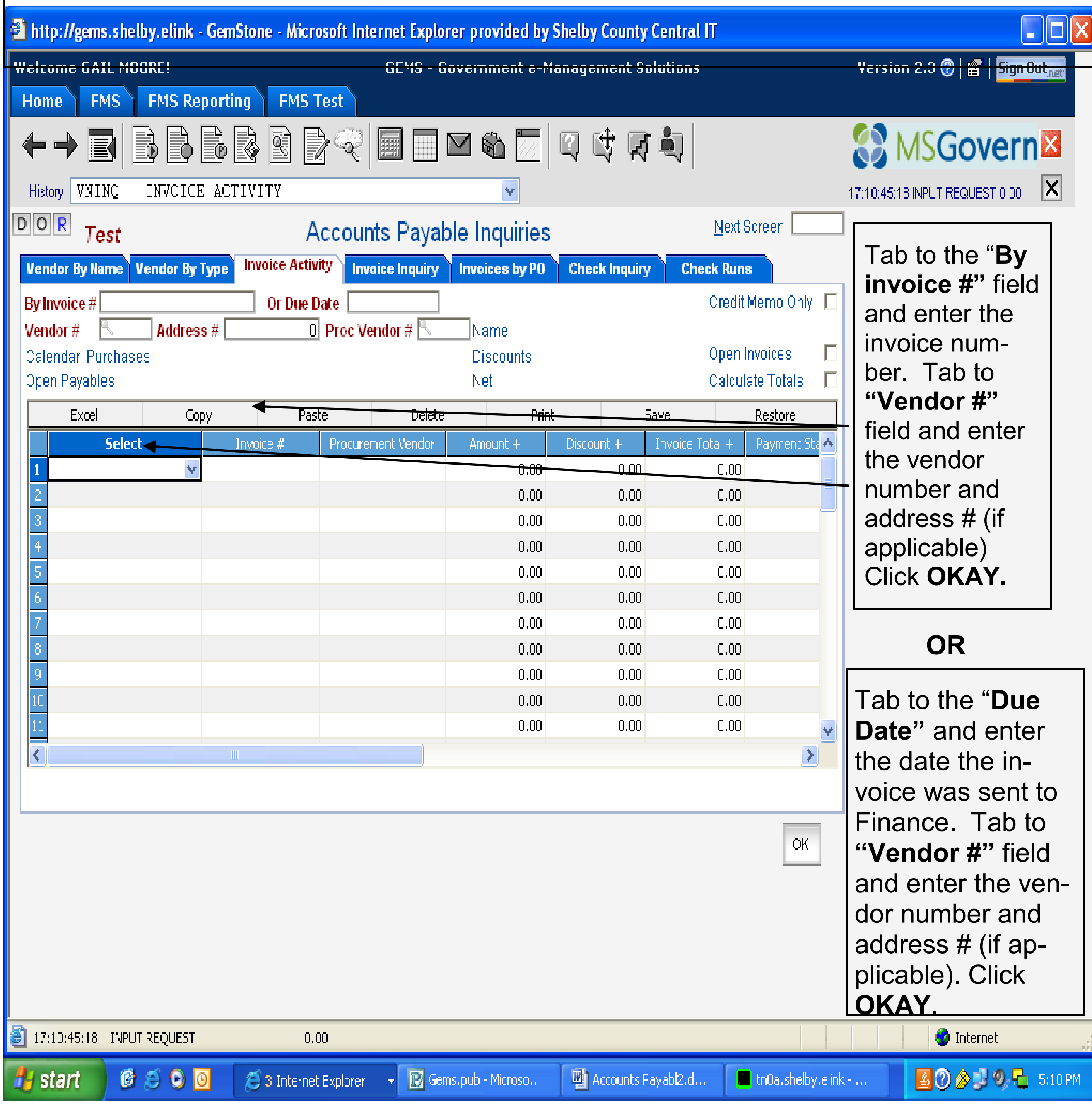
VNINQ

Invoice Activity by Vendor Number Screen

Use this screen to view invoice activity for a vendor. The screen lets you view invoice activity in two ways:

- By vendor address and due date
- By vendor address and invoice number



Tab to the “**By invoice #**” field and enter the invoice number. Tab to “**Vendor #**” field and enter the vendor number and address # (if applicable) Click **OKAY.**

OR

Tab to the “**Due Date**” and enter the date the invoice was sent to Finance. Tab to “**Vendor #**” field and enter the vendor number and address # (if applicable). Click **OKAY.**

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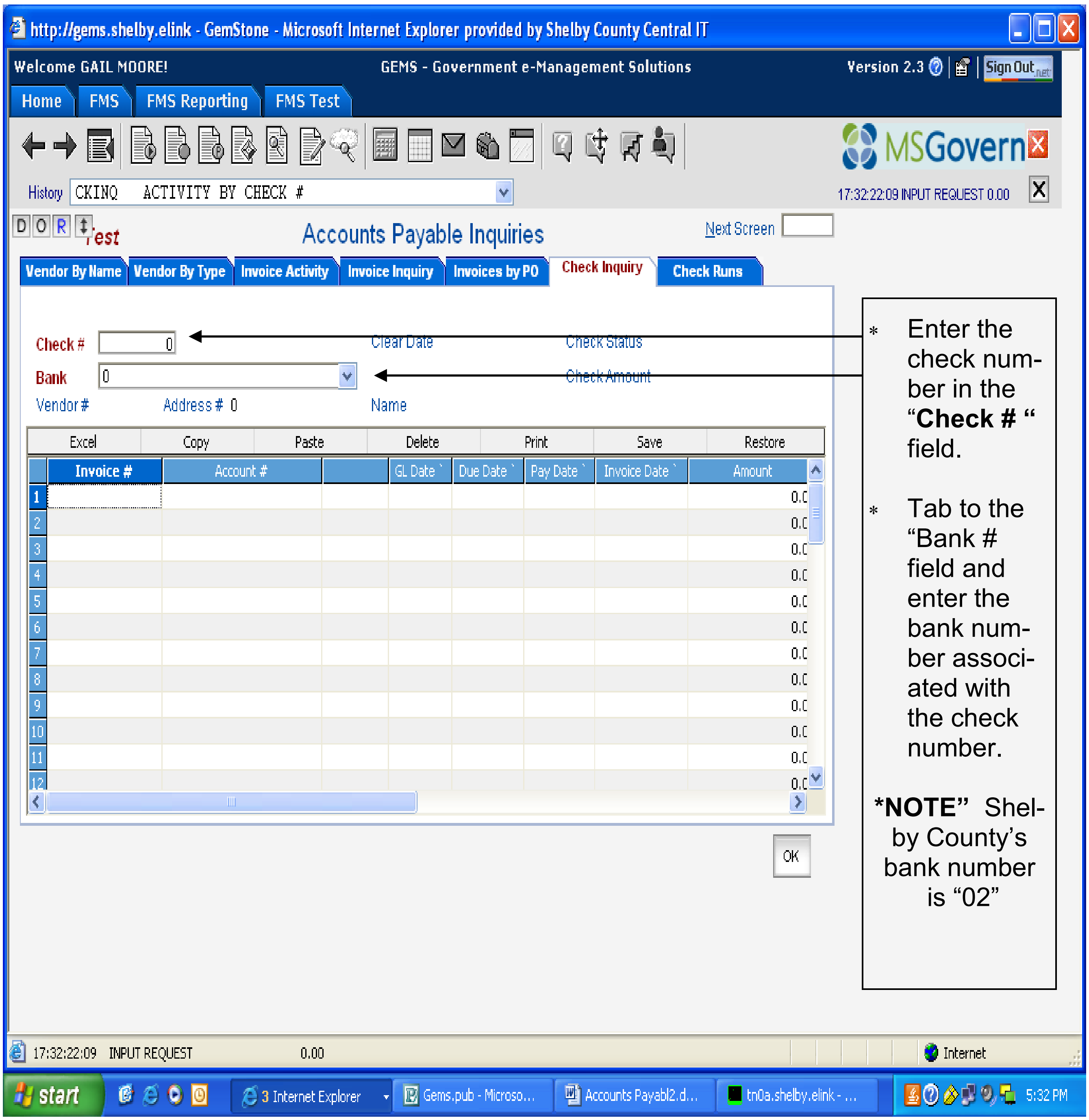
CKINQ

Activity by Check Number Screen

Use this screen to view detailed information for each line of each invoice that was paid by the check number you enter.



* Enter the check number in the "**Check #** " field.

* Tab to the "Bank # field and enter the bank number associated with the check number.

***NOTE"** Shelby County's bank number is "02"

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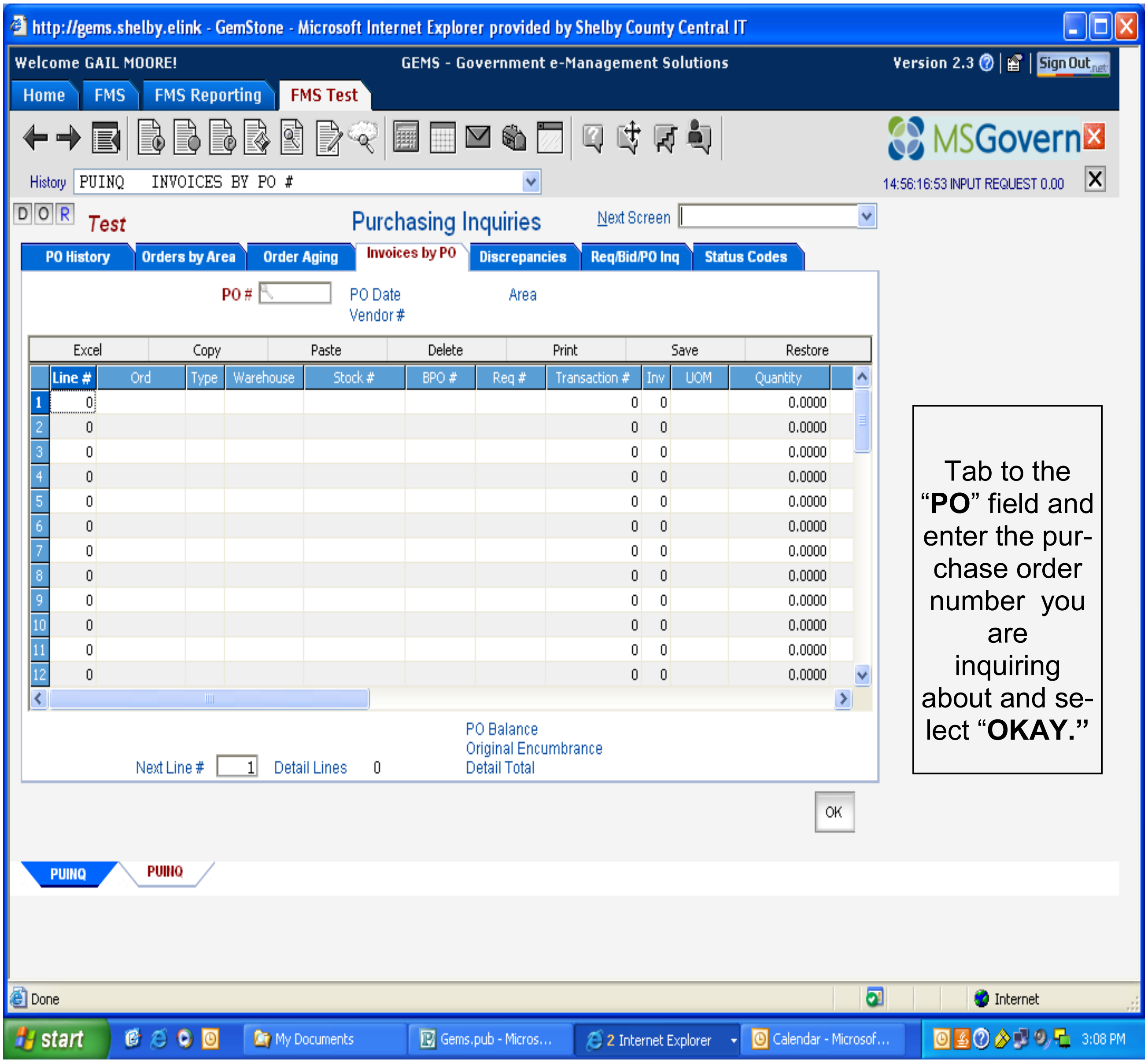
PUINQ

Activity by Check Number Screen

Use this screen to review invoiced purchase orders.



Tab to the "**PO**" field and enter the purchase order number you are inquiring about and select "**OKAY.**"

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PURCHASE REQUISITIONS, APPROVALS & VENDORS

INTRODUCTION TO PURCHASING PROCESSING

INTRODUCTION

The MS Govern Purchasing Process Manual is intended to provide you with the skills and knowledge necessary to complete the processes within the Purchasing module.

CONVENTIONS

For ease of reference, we use the following standard conventions:
• Field names are enclosed in quotes. For example: The "Select" field.
• Keyboard keys are bold-faced and in brackets. For example: Press the **<ENTER>** key.
• Data that you must type in or select with the mouse is bold-faced. For example: Enter **GLACC**. Click the **OK** button.
• Tabbing between fields is implied, rather than specified in the procedures.
• A scrolling field determines what information displays at the top of the list on screens that list multiple records. If the list has more records than can fit on a single screen, the system fills the scrolling filed with the information that displays at the top of the list the next time you press **<ENTER>**.
To have your list begin with a particular account number, name, or other data used to label a record, enter the appropriate information in the scrolling field and press **<ENTER>**. If you leave a scrolling field blank, the list begins with the first record associated with that screen.
• Instructions for combination keys display as follows: Press **<CTRL S>**. The plus (+) is implied and not written. To execute the command, you must hold down the first key while you press the second key. For example, press and hold down **<CTRL>** while pressing **S**.

TIPS

Here are some general computer tips you should follow as you work through the module:
• Put the **<CAPS LOCK>** key on. In the MS Govern System you should always type in all capital letters, as many fields require all capitalization.
• Remember to **<TAB>** between fields. Do not press **<ENTER>** or click the **OK** button until specifically instructed to do so, or the information will be submitted to the system.
• If a command option in the maintenance bar is highlighted, you can press **<ENTER>** to transmit the information instead of clicking the button.

However, pressing **<ENTER>** does not transmit the data you entered unless the Add button is highlighted. In other words, if you performed an inquiry and then pressed **<ENTER>**, the system sends another inquiry.

Notes, Tips, and Stops – Notes, tips, and stop boxes are sprinkled throughout the units. These boxes provide you with important cautions, tips, or reminders that you should be aware of as you use MS Govern modules.

PROCESS: REQUISITIONING ITEMS

A **requisition** is a transaction for initiating a vendor order that is converted to a purchase order.

Step	**Screen/Report**
1. Enter header information for the requisition.	Requisition Headers Screen (REQHD)
2. Enter detail line information for the requisition.	Requisition Detail Screen (REQMN or grid version REQML)
3. Review and approve budget exceptions for the requisition.	Budget Exceptions Approval Screen (PUBAP)
4. Approve or disapprove the requisition	Requisition Approvals Screen (PURAP)
5. Encumber funds for the requisition.	Approved Requisitions Report (APPREQ)

.

Step 1: Enter Header Information for the Requisition

Use the Requisition Header Screen (REQHD) to enter general information for a requisition. After you complete the header information, you will enter detail line information on the Requisition Detail Screen (REQMN or grid version REQML).

To enter requisition header information, complete the following steps:

1. From the Purchasing Transactions Menu (PUMEN), select **Requisition Header**. The Requisition Header Screen (REQHD) displays.

2. The requisition number is a sequential number that is automatically assigned by the system and displayed in the “Req #” field. The requisition can be a user defined number, but it must start with R.

3. In the “Operator” field, enter your authorization code. Authorization codes are defined on the Authorization Codes Screen (AUTH). For security reasons, when recalling a record, this field displays only spaces.

4. In the “Area” field, enter or select from the list box, the code for the area to which you are assigned. Areas are defined on the Areas Screen (PUARE) and help to define the source and destination of a requisition.

5. In the “Reserved PO #” field, enter the reserved purchase order number, if applicable. Reserved purchase order numbers are set aside via the Purchase Order Reserve Report (PORESERV).

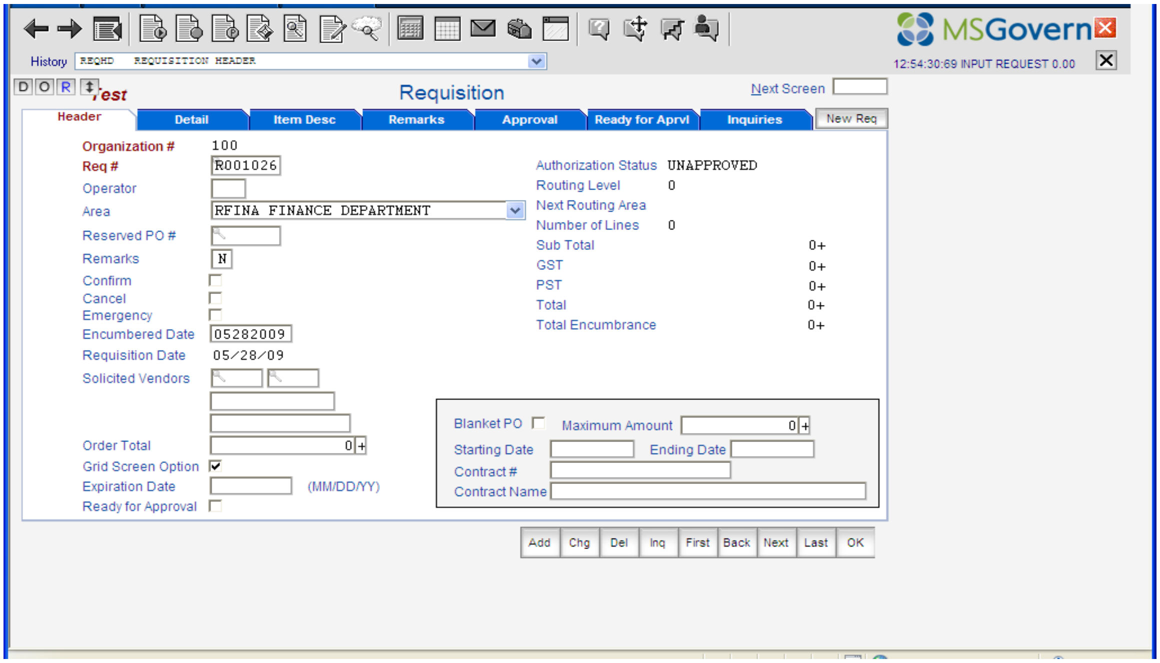
   If you enter a reserved purchase order number here, it is referenced by the Convert Requisitions to PO Report (POREPORT), which converts the requisition to the specified reserved purchase order number instead of using the next available sequential purchase order number.

6. The “Remarks” field indicates if remarks have previously been entered for the requisition. It also allows you to enter or review remarks by accessing the Remarks screen. Valid entries in this field are:

Valid Entry	**Explanation**
N	N displays in this field if there are not yet any remarks entered for the requisition.
Y	Y displays in this field if previous remarks have been entered for the requisition.
X	Enter **X** in this field and press **<ENTER>** to access the Remarks Screen (PORMK). See Exhibit 1 at the end of this unit for a detailed description of PORMK.

7. The “Confirm” check box only applies to requisitions that are converted into purchase orders (i.e., stock replenishment, non-stock, miscellaneous, or capital requisitions). Mark this check box if you want a confirmation message printed on the converted purchase order. The confirmation message reads, “Confirmation: Do Not Duplicate.” You might use this feature if you gave a vendor a purchase order number after you converted the requisition to an approved purchase order, but before you printed the purchase order.

8. Mark the “Emergency” check box if you want to give this requisition emergency status. The emergency status is reflected on the Bid Worksheet Screen (BIWKS) and indicates that the buyer should act immediately.



9. The "Requisition Date" field is the date of the requisition and defaults to today's date.

10. Mark the "Grid Screen Option" check box if you want the system to display the Requisition Detail Grid Screen (REQML) for entering requisition detail lines. Clear this field if you want to view the standard Requisition Detail Screen (REQMN) for entering requisition detail lines.

11. In the "Expiration Date" field, enter the expiration date, if any, for the purchase order. This date is carried forward from the requisition or the bid, to the PO, and it is verified at invoicing. It does not carry forward from the requisition, through the bid, to the PO, since multiple requisitions can be combined on one bid. The system does not know which expiration date to use.

12. Mark the "Ready for Approval" check box if all the detail lines for this requisition have been entered and it is ready for approval. This field applies only to systems using the e-mail notification feature, which notifies designated supervisors that there are requisitions waiting to be approved.

    If you have a number of requisitions that need to be marked "ready for approval," use the Purchase Orders/Requisitions Ready for Approval Screen (REQAP) instead. On REQAP, you can view a summary of all of your outstanding requisitions on one screen, where you can mark some or all of them as ready for approval.

The remaining fields, shown on the right side of the screen, are pre-filled by the system as follows:

REQHD Field	**Displays**
Authorization Status	This field displays the status of the requisition. The default for this field is unapproved. If your organization uses the approval routing feature for requisitions, this field displays one of the following: • Unapproved if the requisition has not been fully approved or disapproved • Approved when the requisition has been fully approved. • Disapproved if the requisition has been disapproved any where in the approval route. After the requisition is encumbered, the status displayed matches the detail lines' lowest status (i.e. one line is 3, one line 4, one line is 7; the header displays Requisition Encumbered).
Routing Level	
Next Routing Area	After you press <ENTER>, this field displays the next area that needs to approve this requisition before it can be processed when you run The area that initiates the requisition must approve it first before it follows the remainder of the approval route..
Number Of Lines	This field displays the number of detail lines for the requisition that have been entered on the Requisition Detail Screen (REQMN/REQML).
Sub Total	This field displays the total of all detail lines for the requisition, excluding tax.
Total	This field displays the total dollar amount for the requisition, including tax.
Total Encumbrance	This field displays the total encumbrance. This is the dollar amount of items ordered, plus any taxes, minus any rebates.

The next six fields relate to Blanket Purchase Orders.

13. Mark the "Blanket PO" check box if you want to convert this requisition to a

blanket purchase order.

14. In the "Maximum Amt" field, enter the maximum amount for the blanket purchase order. This is a required field for a blanket PO.

15. In the "Starting Date" field, enter the starting date for the blanket purchase order. This is a required field for a blanket PO.

16. In the "Ending Date" field, enter the ending date for the blanket purchase order. This is a required field for a blanket PO.

17. In the "Contract #" field, enter the contract number for the blanket purchase order, if applicable. This optional field is for documentation purposes only.

18. In the "Cont. Name" field, enter the contract name for the blanket purchase order, if applicable. This optional field is for documentation purposes only.

19. Click the **Add** button to add the requisition header. The Requisition Detail Screen (REQMN/REQML) displays.

Step 2: Enter Detail Line Information for the Requisition

Use the Requisition Detail Screen (REQMN/REQML) to enter and maintain a requisition's detail line items. If you marked the "Grid Screen Option" check box on REQHD, you will use the grid version of the detail screen, REQML, to enter your detail line items. If you do not mark the check box, REQMN will display instead.

Buyers may be assigned to requisition line items based on the area indicated on the Requisition Header Screen (REQHD), or they may be assigned to handle a requisition based on the commodity codes on the requisition. If no commodity code/buyer code reference exists, and a stock or catalog item is requested, the buyer is assigned based on the item. If more than one buyer handles a specific commodity, the first buyer is assigned. You can override this automatic buyer assignment by entering a valid buyer code.

To enter detail line information for a requisition, complete the steps below.

1. If you are entering detail line information for a requisition header that you just added, the Requisition Detail Screen (REQMN/REQML) should automatically display. You can also access REQMN by selecting the **Requisition Detail** screen from the Purchasing Transactions Menu (PUMEN). When REQHD displays, recall the desired record by entering the requisition number and select the **Req Detail** tab.

2. The requisition number is pre-filled in the "Req #" field when you access this screen from REQHD or from the Requisition Summary Screen (REQSU).

3. Leave the "Budget Auth" field blank when you first enter the requisition detail. You will need to enter the appropriate budget authorization code if you receive an over-budget message (after you click the **OK** button) and still want to authorize the requisition.

4. In the "Chg Auth" field, enter your authorization code if you are changing a detail line after one approval, but before full approval.

5. Mark the "Ready for Approval" check box if all the detail lines for this requisition have been entered and are ready to be approved. You must also click in the "Apply Auth" field of *at least one* of the detail lines. When you click the **OK**

   button to enter the requisition detail, all of the detail lines will be flagged in the system as "ready for approval".

   Note that this field applies only to systems using the e-mail notification feature, this notifies designated supervisors that there are requisitions waiting to be approved. If your organization uses the e-mail notification feature, and you do not mark this check box, either here or on the REQHD screen, you can return to mark it when the requisition is ready to be approved. Or, if you have a number of requisitions that need to be marked "ready for approval," use the Purchase Orders/Requisitions Ready for Approval Screen (REQAP) instead. On REQAP, you can view a summary of all of your outstanding requisitions on one screen, where you can mark some or all of them as ready for approval.

   Instructions for data-filling the REQAP screen appear in Exhibit 4 of this unit.

6. If a value was entered in the Blanket Purchase Order "Contract #" field on REQHD, the value entered appears in the "Contract #" field on REQML. The contract name appears next to the contract number, if a value for the name was entered on REQHD.

7. The original encumbrance reserved when the requisition was entered into the system is displayed in the "Total Encumbrance" field. This is the dollar amount of items ordered, plus any taxes, minus any rebates.

8. The field "Detail Total" displays the total dollar amount of this requisition, after you click the **OK** button.

9. The field "Detail Lines" displays the total number of line items in this requisition, after you click the **OK** button.

Default Fields (Optional)

Defaults for certain line item fields may be entered in the Defaults section of the screen. Any defaults you set here will be applied to all the line items you enter on this requisition. However, for any given line item, if a particular default value does not apply, you can override the default by entering a different value in the appropriate field of the line item.

10. In the default "Account" field, enter a default account number for this requisition.

11. In the default "Commodity Code" field, enter a default commodity code.

12. In the default "Ship Date" field, enter a default ship date.

13. From the default "Bill To" list box, select a default bill-to address as defined on the Ship-To/Bill-To Addresses Screen (SHPBL).

14. From the default "Tax Code" field, select a default tax code for this requisition.

15. From the default "Ship To" list box, select a default ship-to address as defined on SHPBL.

16. In the default "Buyer" field, select a default buyer for this requisition.

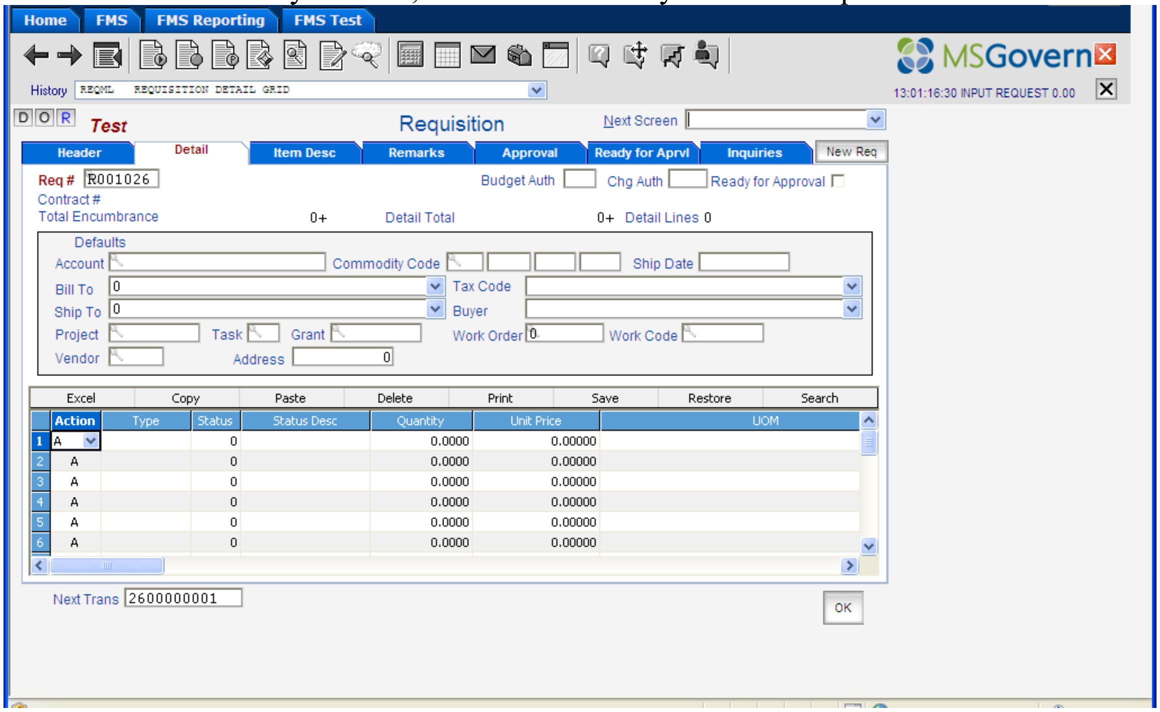


Figure 1-2: Requisition Detail Screen (REQML) completed through Defaults Section

17. In the default “Project,” “Task,” “Grant,” “Work Order,” and “Work Code” fields, you may enter defaults, if desired. (Ignore these fields if you do not use the MS Govern Grant Administration or the MS Govern Project/Fleet/Work Order Management modules.) To look up project, grant, or other work information, click the focus icon (magnifying glass) inside the desired field to bring up a searchable list.

18. In the default “Vendor” and “Address” fields, enter a default vendor number and default address code for that vendor.

Line Item (Grid) Fields:

19. From the “Action” field list box, select **Add** to add the detail line information, **Change** to change the detail line information, or **Delete** to delete the detail line information. If you try to change an item description on this screen and do not have the “Allow Changes Without Updating Catalog” box marked on the Catalog Numbers Screen (INCTN), you receive an error message.

20. In the “Type” field, enter or select the type of item you are ordering.

C	Capital Item
S	Stock Item
R	Stock Replenishment
N	Non-stock Item
M	Miscellaneous Item

21. The status code that represents the requisition line’s current status displays in the “Status” field. If the requisition has not reached a status of 2, you can make changes to an individual line if you marked the “Allow Req Changes During Approval Process” check box on the Authorization Codes Screen (AUTH).

22. A description of the detail line’s current status displays in the “Status Desc” field.

23. In the “Quantity” field, enter the quantity of the item. This is a required field for all types of requisitions, except M (miscellaneous).

24. The “Unit Price” field is only required for type M and N, miscellaneous and nonstock. This field contains a total amount for the line.

25. In the “UOM” field, enter the unit of measure for the item. This is a required field when the “Type” field contains N (non- stock) or C (capital). If the type is R (stock replenishment), this field will fill from the “Receipt Ratio/UOM” field

on the Stock Master Screen (ITEMS).

26. In the “Dist Cd” field, enter the distribution code for the item. This optional field allows you to distribute item details to specified accounts, thereby creating multiple accounts and GL entries. To associate the requisition amount on this line with a particular distribution code, enter that code here. Distribution codes are defined on the Account Distribution Header Screen (APALH) and the account numbers that are distributed to are defined on the Account Distribution Detail Screen (APALL).

27. Mark the “Apply Auth” field if you receive an over-budget message but still want to authorize this particular detail line. You will also need to enter an authorization code in the Budget Auth field at the top of the screen.

28. In the “Description” field, enter the description of the item. This is a required field if the “Type” field entry is C (capital), N (non-stock), or M (miscellaneous).

29. If your description requires additional space, enter the additional text in the “Description 2” field.

30. In the “S/L” field, enter the type of description for the item. The system defaults to S.

    S Prints the top line of text entered. If this field is left blank for stock and catalog items, the system enters the “Known By” description from ITEMS. This option applies to all non-inventory items.

    L Takes you to the Items Description Screen (DESCI), where you can enter a longer description than allowed on REQML. You must enter L here, and then click the “Long Desc” field, to open DESCI. See Exhibit 2 at the end of this unit for a detailed description of DESCI.

31. The “Item Desc S/L/E” field applies only to stock and catalog items.

32. Mark the “Long Desc” field only if you entered **L** in the “S/L” field. DESCI displays in a new window.

33. In the “Account #” field, enter the general ledger account number to which the detail line is charged.

    To select an account number from the G/L Accounts by Account Segment Screen (GLFDQ), type a question mark (?) in this field.

34. In the “Deliver To” field, enter the location to where the purchase order is being delivered. This location displays on the Receiving Screen (RECPT/RECPL). If you leave this field blank you will receive an error message and have “Enforce Deliver To” marked on the Purchasing Controls Screen (PUCTL).

35. The system fills the “Ship Date” field by taking today’s date and adding the lead time for the vendor or for the item.

36. In the “Ship Via” field, enter the means of shipment. This information is not validated against another screen.

37. In the “Vendor” field, enter a vendor number. This is a required field for all types of requisitions, except S (stock). If you do not know the vendor number, you can use the “Vendor Name” field to perform a vendor search.

38. In the “Address #” field, enter the vendor's address number. A zero (0) in this field represents the vendor’s primary address. If you do not want to use the vendor’s primary address, select the appropriate vendor address as part of a vendor search.

39. In the “Vendor Name” field, enter the vendor name. This field can be used for selecting a vendor, if you do not know the vendor number.

    You are required to use this field for a vendor search if the “Vendor #” field is left blank, unless the item is an S (stock) item.

    To search for a vendor, enter **?** in this field. When you have finished entering all other information on this screen and click the **OK** button, the Vendors by Name Screen (VNAMQ) displays. You can select your vendor on VNAMQ.

40. The “Enc” field indicates whether funds should be encumbered for this item. This field is pre-filled with Y, indicating the encumbrance of funds.

41. Commodity code information should be entered in the “Class,” “Item,” “Group,” and “Detail” fields, as applicable. When you click the **OK** button, the system displays the corresponding description in the “Commodity Description” field.

42. From the “Ship To” field, select a ship-to address from the list box as defined on SHPBL.

43. From the “Bill To” field, select a bill-to address from the list box as defined on SHPBL.

44. In the “Terms” field, enter or select from the list box, the payment terms for this vendor. This field is informational only and is not carried over to invoicing unless the terms are associated with this vendor.

45. The “Cont Name” field displays the contract name for a blanket purchase order if entered on the header screen (REQHD).

46. In the “Requester” field, enter the name of the individual who initiated the requisition.

47. The number of the purchase order associated with this requisition is displayed in the “PO #” field.

48. The transaction number entered in the “Next Trans” field is system generated. It can be used after you have entered submitted your data to recall this particular transaction.

49. The transaction number entered in the “Next Trans” field is system generated. It displays the last transaction entered. When you press <ENTER>, the current detail line is cleared and you may enter another detail line.

Note

Once you have submitted your detail lines, you may return to this requisition and recall a detail line by entering its transaction number in the “Next Trans” field.

50. Click the **OK** button to add the detail line information you have entered.

Tip

If, after entering detail information on this screen, you want to enter header information for a *different* requisition, click the **New Req** button to display a blank header (REQHD). Otherwise, if you select the **Req Header** tab from REQMN/REQML, the system displays REQHD with the last header record you added.

If you are finished entering requisition information, you can exit this screen by entering either an **X** or an ISPEC name in the “Next Screen” field and pressing <ENTER>.

Step 4: Approve or Disapprove the Requisition

Use the Requisition Approvals Screen (PURAP) to approve or disapprove requisitions. If your organization is using the approval routing feature, the requisitions displayed meet the criteria established on the Approval Routing Screen (PURTI) and have been routed to this area for approval. Upon approval by the current area, the requisition is then forwarded to the next Area that has been defined. If the requisition is disapproved anywhere in the route, the requisition returns to the area that created it and the approval process starts over again.

This screen displays the requisitions that need to be approved for the Area you enter. You may approve or disapprove all the requisitions displayed on the screen at once, or approve or disapprove them individually.

When a requisition is entered on the Requisition Header Screen (REQHD) and the Requisition Detail Screen (REQMN/REQML), the first approval must be made by the Area that entered the requisition, unless the requisition is an over budget transaction. If it is an over budget transaction, the first approval must be made on the Budget Exceptions Approval Screen (PUBAP) before the Area that created the requisition can approve it. An error message is displayed at the bottom of this screen if any transactions listed are waiting over budget approval.

Note

Unapproved requisitions can be quickly found by using the scrolling fields contained in PURAP. Requisitions can be viewed by the requisition headers or details.

To approve or disapprove a requisition, complete the following steps:

1. From the Purchasing Transactions Menu (PUMEN), select **Approvals**. The system displays the Approvals Transactions Menu (APPMN).

2. Select **Requisitions**. The system displays the Requisition Approvals Screen (PURAP).

3. In the “Area” field, enter or select from the drop down menu, the code of the area for which you want to view all non-updated requisitions. The system will display all requisitions.

4. The “Next Req #” field is a scrolling field. Enter a specific requisition number if you want to begin the list with that requisition.

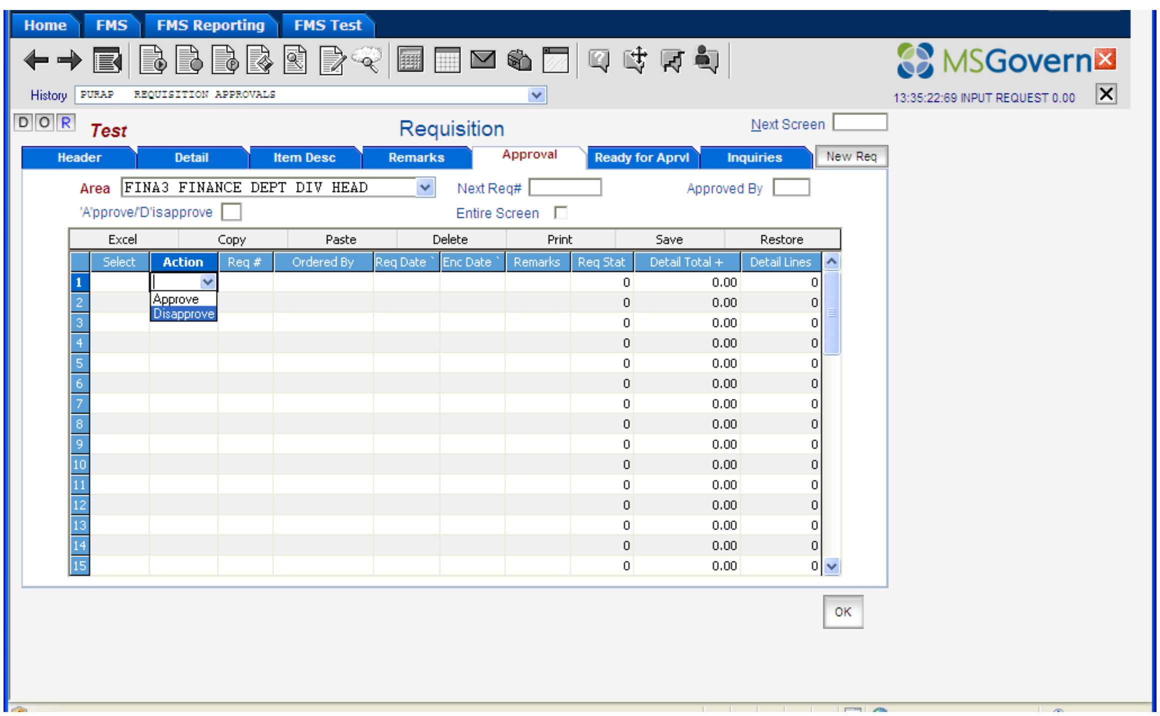


Figure 1-5: Approving a requisition on the Requisition Approvals Screen (PURAP)

5. In the "Approved By" field, enter your authorization code in this field if you want to approve or disapprove requisitions. If the Purchasing approval routing system is set up to require areas by authorization your authorization code must be assigned to the area entered above on the Areas by Authorization Screen (PURTA).

6. Use the "'A'pprove/'D'isapprove" field near the top of the screen to approve or disapprove *all* displayed requisitions.

   Enter **A** to approve the requisitions. An approved requisition may not be changed.

   Enter **D** to disapprove the requisitions. A disapproved requisition cannot be filled or converted, but can be altered and approved later.

   Then mark the "Entire Screen" check box.

7. For any requisition shown, you can use the "Select" field to view additional information about that requisition.

- **Header** – takes you to the Requisition Header Screen (REQHD).
- **Detail** – takes you to the Requisition Detail Screen (REQMN/REQML).
- **Summary** – takes you to the Requisition Summary Screen (REQSU) or the Purchase Order Summary Screen (PURSU).

8. To approve or disapprove individual requisitions, use each requisition's "Action" field.

   Select **Approve** to approve the specific requisition. An approved requisition may not be changed.

   Select **Disapprove** to disapprove the requisition. A disapproved requisition cannot be filled or converted, but it can be altered and approved later.

   The following fields are filled by the system after you select an area and click the **OK** button.

Field	**The System Displays**
Req #	Displays the requisition number.
Ord By	Displays the name of the person who initiated the requisition.
Req Date	Displays the date the requisition was created.
Enc Date	Displays the requisition’s encumbrance date.
Rmk	Displays remark status: Y = Remarks exist N = No remarks exist
Req Stat	Displays the current status of the requisition. Blank = Unapproved 1 = Disapproved 2 = Approved The “Req Status” field must display a 2 if you want to encumber the requisitions.
Detail Lines	Displays the number of detail lines in the requisition.
Detail Total	Displays the total dollar amount of the detail lines.

EXHIBITS

Exhibits for Remarks, Long Line-Item Descriptions, Multiple Accounts for a Line, Using REQAP, and Using REQMN

Exhibit 1: Add, View or Maintain Remarks

Use the Remarks Screen (PORMK) to assign remarks to a requisition, purchase order (PO), blanket PO or bid.

Note

This step is optional.

To add, view or maintain remarks, complete the following steps:

1. From the Purchasing Transactions Menu (PUMEN), select **Remarks**. The Remarks Screen (PORMK) displays. Or, you can mark the “Remarks” field on the Purchase Order Header Screen (POSHD), the Requisition Header Screen (REQHD) or the Blanket PO Header Screen (BPOHD).

2. In the “Req #/PO # BPO #//Bid #” field, enter the number of the order for which you want to enter or review remarks.

3. In the “Remark Code” field, select a remark code from the list box. **This field is required.** Define remark codes on the Remark Codes Screen (PUREM) in the MS Govern Purchasing/Inventory module. **Remark codes** represent text. If you are adding remarks, the system uses the code you enter here as a default for the individual line entries below.

4. In the “Next Line #” field, enter the next remark line you want displayed at the top of the list when you press <ENTER>.

5. From the “Action” field list box, select the appropriate field code. Valid entries include:

A/C/D Code	Description
A or Add	Add a new line item.
C or Change	Change the information on this line. **Note:** You cannot change the line number, but you can change the code, “Prt” field and/or remarks.
D or Delete	Delete this line item.

6. In the “Line” field, enter the line number for the line of remarks. MS Govern suggests that you number lines in increments of 10. This lets you insert new lines later in between existing lines. The system displays the lines sequentially after you press <ENTER>.

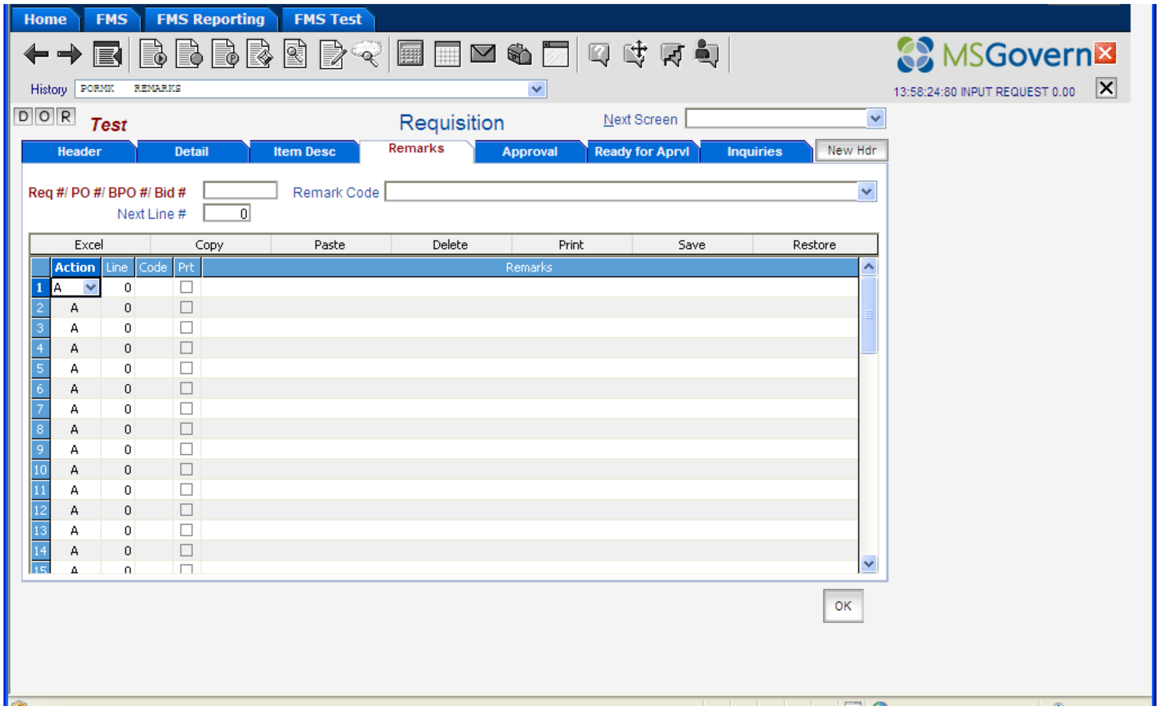


Figure 1-7: Entering remarks on the Remarks Screen (PORMK)

7. In the “Code” field, enter a remark code. You must first define this code on PUREM.

8. Mark the “Prt” field if you want to print remarks on the purchase order after you close the bid and print the purchase order.

9. In the “Remarks” field, enter remarks for this remark code. If you entered a remark code in the “Code” field, the system automatically displays the text defined for that code from PUREM.

10. Click the **OK** button to add, view or maintain remarks for this document.

Exhibit 2: Add, View or Maintain Line Item Description

Use the Item Descriptions Screen (DESCI) to enter detailed descriptions for transactions.

Note

There is no “Action” field on this screen. Click the **Inq** button to recall an existing record. Click the **Chg** button to add or update a record.

To add, view or maintain line item description, complete the following steps:

1. When you add a transaction, enter L (long description) in the “S/L” field of the Requisition Detail Screen (REQML), then click in the “Long Desc” field. The Item Descriptions Screen (DESCI) displays. When you maintain transactions, display the transaction you want to maintain and select the **Item Descriptions** tab to display DESCI.

2. In the “REQ/PO/BPO #/Bid #” field, enter the order number. If you are entering a transaction, the system pre-fills this field.

3. In the “Trans #” field, enter the line item transaction number. If you are entering a transaction, the system pre-fills this field.

4. In the “Description” field, enter the item description. Any text you enter automatically wraps to the next line. You can enter up to 999 lines of text.

   For stock items, the system pre-fills the contents of the “Description” field on ITEMS.

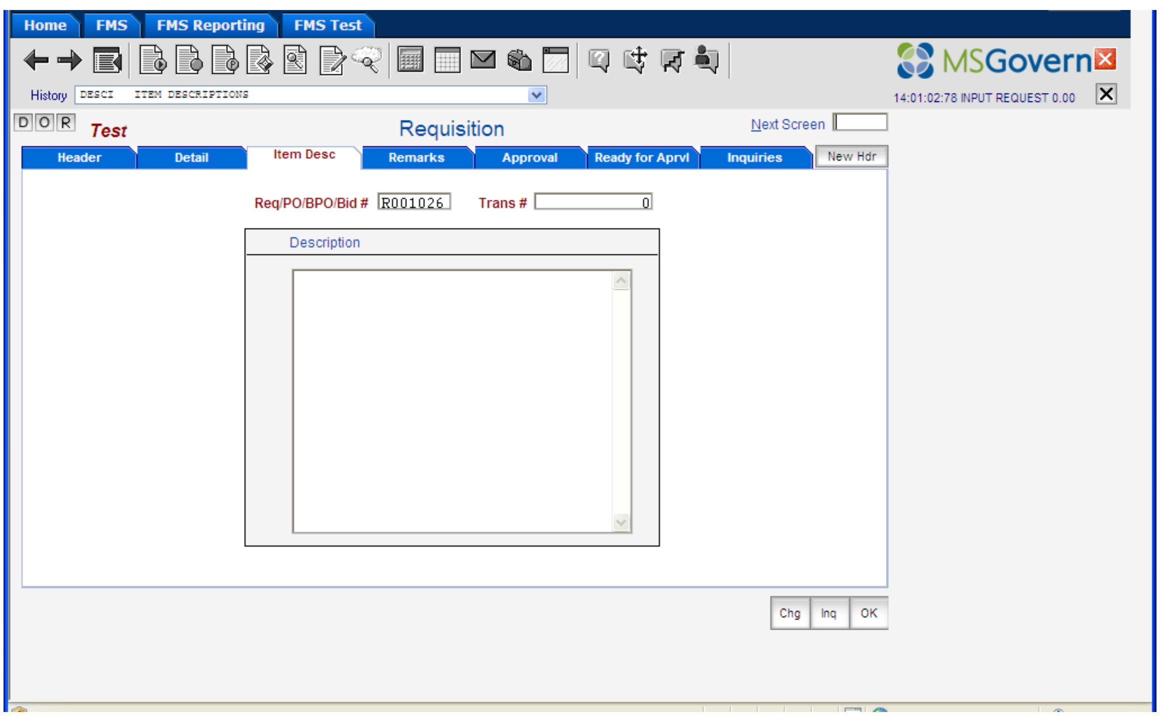


Figure 1-8: Item Description Screen (DESCI)

5. Click the **Chg** button to add the description of this item.

6. Repeat steps 2-5 to enter descriptions for additional items.

Exhibit 3: Use the Purchase Orders/Requisitions Ready for Approval Screen (REQAP)

The Purchase Orders/Requisitions Ready for Approval Screen (REQAP) is used with the purchase order/requisition e-mail notification feature. With the e-mail notification feature, designated supervisors are automatically notified by e-mail when there are POs or requisitions waiting to be approved. Your organization must use approval routing in order to use this feature. Detailed instructions for setting up email notification can be found in the set up manual's appendix.

If your organization uses the e-mail notification feature, and you are entering requisition data on the Requisition Header Screen (REQHD) or the Requisition Detail Screen (REQMN/REQML), and the requisition is ready to be approved, you can check the "Ready for Approval" check box on either REQHD or REQMN/REQML. This generates a request to the MS Govern system to send an email notification to the appropriate supervisor. This also applies to purchase orders and the Purchase Order Header Screen (POSHD) and Detail Screen (PURMN/PURML).

An alternate way to generate this e-mail is to use the Purchase Orders/Requisitions Ready for Approval Screen (REQAP). On REQAP, you can view a summary of all of your outstanding purchase orders or requisitions on one screen, where you can easily mark some or all of them as ready for approval. REQAP is particularly useful when you have many POs or requisitions that need to be marked as "ready for approval".

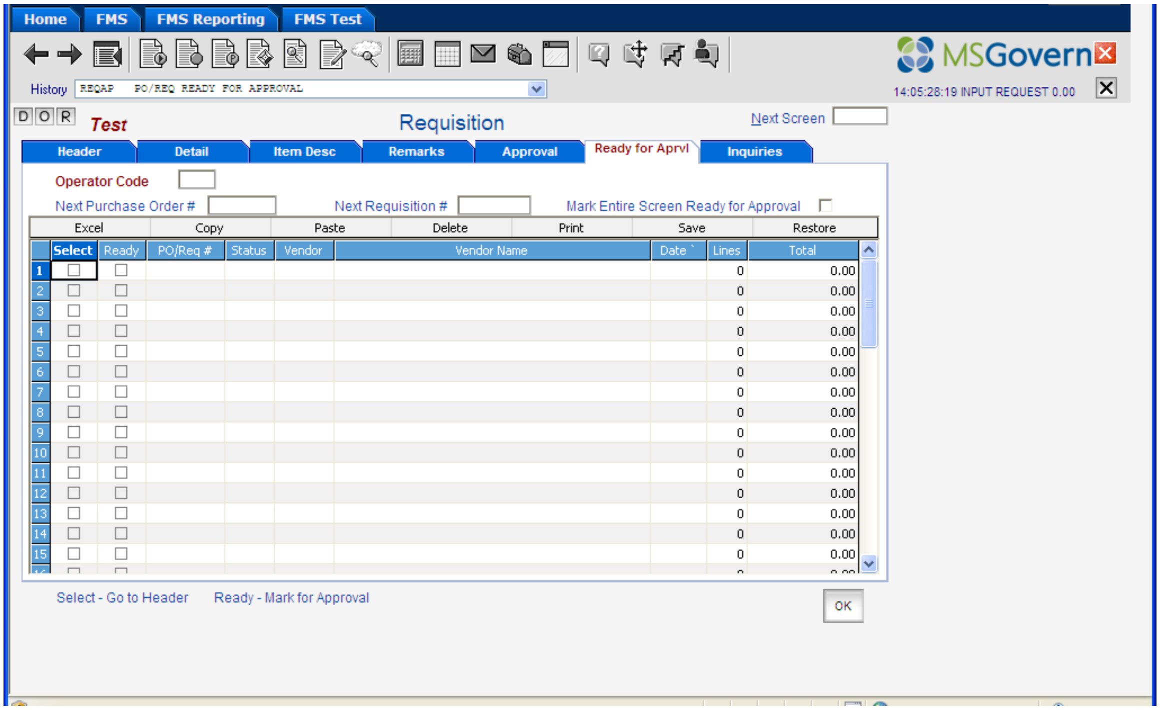


Figure 1-10: Purchase Orders/Requisitions Ready for Approval Screen (REQAP)

To view unapproved requisitions and mark them as ready for approval:

1. From any Financial screen, enter **REQAP** in the “Next Screen” field. Or, if you are working in a requisition screen, and you have the requisition tabs displayed, click on the tab **Req Ready Apprvl**. The Purchase Orders/Requisitions Ready for Approval Screen (REQAP) displays.

2. In the “Operator Code” field, enter a three-character operator code. Only POs or requisitions entered by this operator are displayed.

3. In the “Next Requisition #” or “Next Purchase Order #” field, enter the requisition or purchase order number from which you wish to start the display when you next press **Enter** or click the **OK** button. To start the display from the first requisition or PO entry, enter zero.
4. Mark the “Mark Entire Screen Ready for Approval” check box if you want all POs or requisitions displayed on the screen to be marked “ready for approval”.

5. To review header information for a PO or requisition, mark the “Select” check box, and then click the **OK** button. The Purchase Order Header Screen (POSHD) or the Requisition Header Screen (REQHD) displays.

6. If you are marking some of the requisitions or POs as “ready for approval,” but not all of them, mark the “Ready” check box in front of each PO or requisition

that is ready for approval.

7. The following fields are pre-filled by the system:

Field Description

PO/Req # The purchase order or requisition number assigned to the selected operator.

Status The PO or requisition status.
Vendor The solicited vendor code and vendor name.

Date The PO or requisition date.

Lines The number of lines in the PO or requisition.

Total The total for the PO or requisition.

8. Click the **OK** button to transmit the data you entered. E-mail notification will be generated and sent to the approving supervisor(s) for the requisitions you marked as "ready".

Note

Each approving supervisor may have specific times set up for receiving e-mail notifications. The MS Govern system will not deliver e-mail notifications to a supervisor until it reaches that supervisor's delivery time frame.

Exhibit 4: Use REQMN to Enter Requisition Detail Information

To enter detail line information for a requisition using the Requisition Detail Screen (REQMN), complete the following steps:

1. If you are entering detail line information for a requisition header that you just added, the Requisition Detail Screen (REQMN) should automatically display. You can also access REQMN by selecting **Requisition Detail** from the Purchasing Transactions Menu (PUMEN). When REQHD displays, recall the desired record by entering the requisition number and select the **Req Detail** tab.

2. The requisition number is pre-filled in the “Req #” field when you access this screen from REQHD or from the Requisition Summary Screen (REQSU).

3. The status code that represents the requisition line’s current status displays in the “Status” field. If the requisition has not reached a status of 2, you can make changes to an individual line if you marked the “Allow Req Changes During Approval Process” check box on the Authorization Codes Screen (AUTH).

4. Leave the “Budget Auth” field blank when you first enter a detail line. An authorization code is only required if you receive an over-budget message.

5. In the “Chg Auth” field, enter your authorization code if you are changing a detail line after one approval, but before full approval.

6. Mark the “Ready for Approval” check box if all the detail lines for this requisition have been entered. You must also enter a **C** in the “A/C/D” field of at least one detail line.

Note that this field applies to systems using the e-mail notification feature, which notifies designated supervisors that there are requisitions waiting to be approved. If your organization uses the e-mail notification feature, and you do not mark this check box, either here or on the REQHD screen, you can return to mark it when the requisition is ready to be approved. Or, if you have a number of requisitions that need to be marked “ready for approval,” use the Purchase Orders/Requisitions Ready for Approval Screen (REQAP) instead. On REQAP, you can view a summary of all of your outstanding requisitions on one screen, where you can mark some or all of them as ready for approval (See Exhibit 4).

7. In the “A/C/D” field, enter **A** to add the detail line information, **C** to change the detail line information, or **D** to delete the detail line information. If you try to change an item description on this screen and do not have the “Allow Changes

Without Updating Catalog" box marked on the Catalog Numbers Screen(INCTN), you receive an error message.

8. From the "Type" list box, select the type of item you are ordering.

Capital	Capital Item
Stock	Stock Item
Non-Stock	Non-stock Item
Misc	Miscellaneous Item

9. In the "Quantity" field, enter the quantity of the item. This is a required field for all types of requisitions, except **Misc**.

10. The "Unit Price" field is only required for type **Misc** and **Non-stock**. This field contains a total amount for the line.

11. In the "UOM" field, enter the unit of measure for the item. This is a required field when the "Type" field contains **Non-stock** or **Capital**.

12. The "Stock #" field is only required for replenishment requisitions. You can leave this field blank if you want to do a stock search on the Stock by Name Screen (SSRCH).

13. The "Whse" field is only required for replenishment requisitions.

14. Leave the "App Auth" field blank when you first enter a detail line. An authorization code is only required if you receive an over-budget message.

15. In the "Description" field, enter the description of the item. This is a required field if the "Type" field entry is **Capital**, **Non-stock** or **Misc**.

16. In the "Dist Cd" field, enter the distribution code for the item. This optional field allows you to distribute item details to specified accounts, thereby creating multiple accounts and GL entries. To associate the requisition amount on this line with a particular distribution code, enter that code here. Distribution codes are defined on the Account Distribution Header Screen (APALH) and the account numbers that are distributed to are defined on the Account Distribution Detail Screen (APALL).

17. In the "S/L" field, enter the type of description for the item. The system defaults to S.

S Prints the top line of text entered. If this field is left blank for stock and catalog items, the system enters the "Known By" description from ITEMS. This option applies to all non-inventory items.

L Takes you to the Items Description Screen (DESCI) to enter longer than the top line available on this screen. (See Exhibit 2 for details).

18. In the "Account #" field, enter the general ledger account number to which the detail line is charged.

For stock replenishment items, this field displays the inventory clearing account as the default entry.

You can type a question mark (**?**) here to select an account number from the G/L Accounts by Account Segment Screen (GLFDQ).

If you want to maintain multiple accounts of this item, recall the item, type **MULTIPLE** in the "Next Screen" field and **<ENTER>**.

If the item is charged to a single account, but you want to charge it to multiple accounts, follow these steps:

a. Recall the item.

b. Type **C** in the "A/C/D" field.

c. Type **MULTIPLE** in this field and **<ENTER>**.

d. Type **ACTEN** in the "Next Screen" field.

The Multiple Accounts Screen (ACTEN) displays so that you can charge the item across multiple accounts. (See Exhibit 3 for details).

19. For catalog orders, enter the code for the catalog in the "Catalog" field. Define catalog codes on the Catalogs Screen (INCAT). When you <ENTER>, the system displays the Catalog Ordering Screen (INCTO), where you can select catalog items.

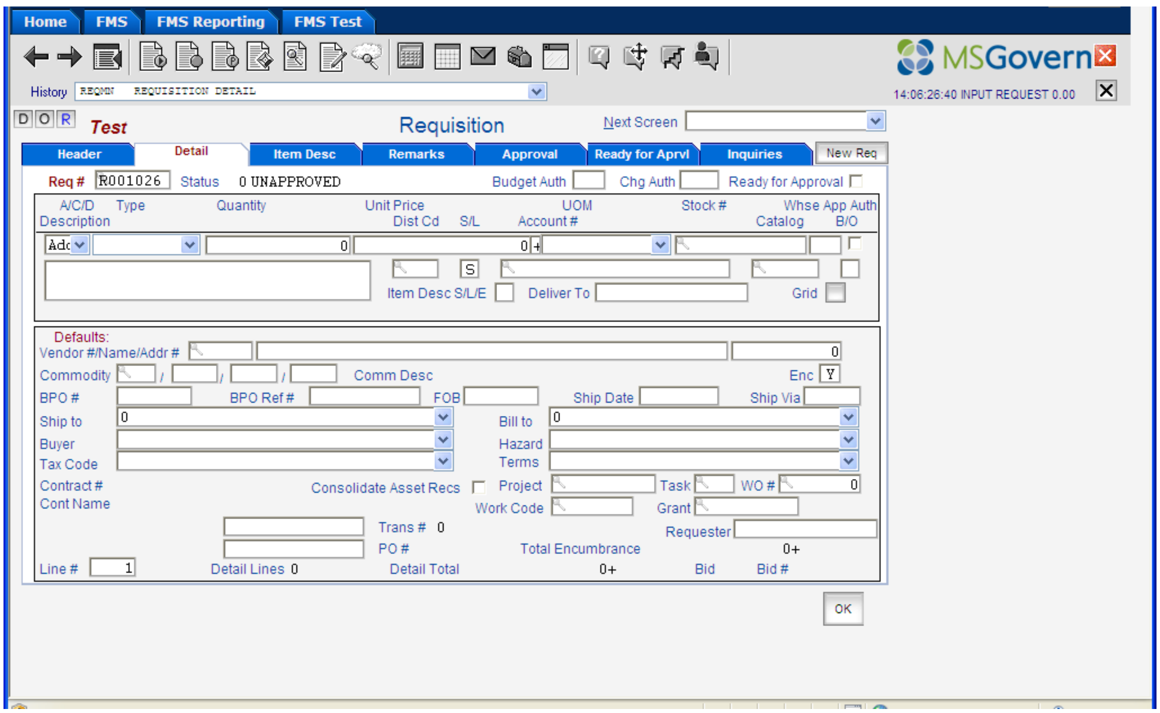
Note: You must use order type **Non-stock** for catalog orders.

20. The "B/O" field only applies to stock and replenishment items.

21. The "Item Description S/L/E" field applies only to stock and catalog items.

22. In the “Deliver To” field, enter the location to where the purchase order is being

delivered. This location displays on the Receiving Screen (RECPT/RECPL). If you leave this field blank you will receive an error message and have “Enforce Deliver To” marked on the Purchasing Controls Screen (PUCTL).
To split the requisition between multiple delivery locations, enter **MULTIPLE** in this field. When you <ENTER>, the Deliver To Screen (PUDLV) displays.



The following default option fields apply to all detail lines for the requisition.

23. In the “Vendor #” field, enter a vendor number. This is a required field for all types of requisitions, except stock items. If you do not know the vendor number, you can use the “Vendor Name” field, to the right, to perform a vendor search.

24. In the “Vendor Name” field, enter the vendor name. This field can be used for selecting a vendor. You are required to use this field for a vendor search if the “Vendor #” field is left blank, unless the item is a stock item.

To search for a vendor, enter **?** in this field. When you have finished entering all other information on this screen and click the **OK** button, the Vendors by Name Screen (VNAMQ) displays. You can select your vendor on VNAMQ.

25. In the “Addr #” field, enter the vendor’s address number. A zero (0) in this field

represents the vendor's primary address. If you do not want to use the vendor's primary address, select the appropriate vendor address as part of a vendor search.

HINTS

Here are some hints that may help you as you requisition items:
• When entering requisition detail (REQMN/REQML), if you do not know the general ledger account number to which you want to charge this detail line, enter **?** in the "Account #" field. Then when you have finished entering all required information on REQMN/REQML, click the **OK** button, and the G/L Accounts by Account Segment Screen (GLFDQ) displays, from which you can select your account number.
• When entering requisition detail (REQMN/REQML) for a capital, non-stock, miscellaneous, or stock replenishment line, if you do not know the vendor from which you wish to request this order, enter **?** in the "Vendor Name" field. Then when you have finished entering all of the required information on REQMN/REQML, click the **OK** button, and the Vendors by Name Screen (VNAMQ) displays, from which you can select your vendor.

SUMMARY

In this unit you learned how to requisition items. Key points are listed below:
• Requisitioning items is used to request that goods or services be ordered from a vendor.
• A requisition is a transaction used for initiating a vendor order that is converted to a purchase order.
• You may approve or disapprove all the requisitions displayed on the Requisition Approvals Screen (PURAP) all at once, or approve or disapprove them individually.
• Unapproved requisitions can be quickly found by using the scrolling fields contained on PURAP. Requisitions can be viewed by the requisition headers or details.
• The encumbrance is the amount you reserve from an expenditure account in expectation of future payment.