

Chapter 2 Procedures

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**Function
Overview**

This section describes the key events to establish, maintain and inquire order database records in AGPS.

There is a large number of orders which need fast turn around in AGPS. A special fast order entry transaction is provided to simplify and accelerate the order entry process. The fast order entry is provided via the OFST Table.

The OFST table will serve as a "working table" for entering and creating direct orders (i.e., orders without requisitions and solicitations). Certain types of these orders may not be printable; The real intent of this record is to expedite entering of the order record into AGPS and to create the necessary records so the vendor can be paid. There are several basic steps to creating an order in OFST.

First, the user must assure that the vendor is in the AGPS databases. An order CANNOT be entered into AGPS unless the vendor resides in the AGPS Vendor database.

Second, using the Order Fast Entry transaction (OFST), the user should enter the required information. The OFST transaction is limited to one vendor.

When all data elements have been entered to the user's satisfaction and the OFST record is successfully added, the order will be ready for further processing via the OFST screen. The user simply changes the OFST Status Code. The program will automatically create an order in the Order database, update the Vendor, Commodity and Agency databases and update the OQTY and OAMT tables for payment purposes.

The following tables are created as part of entering the order through OFST:

- Order Header Table (ORDR)
- Order Line Table (OLIN)
- Order Accounting Table (OACG)
- Approval Table (PAPV) (if approvals are applicable)

The following tables are updated as a part of creating the order in OFST and processing the order with Status Code **440**.

- Commodity Header Table (COMM)
- Commodity Unit of Measure Table (CUOM)
- Agency Purchase Summary Table (ASUM)
- Agency Commodity History Table (AHST)
- Vendor Header Table (VEND)
- Vendor Award Detail Table (VAWD)

The user may enter orders directly into the Order database without using the OFST transaction for order document types that are not releases against contracts. This can be done using the order header transaction (ORD4), order line transaction (OLI4) and order accounting transaction (OACG).

Orders may be individually entered directly into the Order database. The process begins by creating an order header record ORD4.

Orders lines may be individually entered directly into the Order database. The process begins by creating an order line record OLI4.

To encumber funds, accounting distributions must be added to the Order Accounting Table OACG.

If a particular purchase order does not require encumbrance, the Acct Rqd (accounting required) indicator on the ORD4/OFST screen must be changed to N.

The order is ready to process after the header (ORD4), lines (OLI4) and accounting record(s) (OACG) are built, as explained above. To further process the order, the user must set the ORD4 Status Code.

During the above processes certain approvals may be automatically added to the Approval Table (PAPV). In addition, the user may directly enter (add) approvals to the PAPV table. Before the order can be processed past Status Code **429**, all approval records in the PAPV Table must be approved or canceled. See Section 13, Electronic Approvals processing for detailed description of the approval process.

Following are the details of the procedures to enter orders and to update the databases.

1 ADD/CHANGE ORDER RECORDS

1.1 Add Order Header Records

Overview The AGPS user is provided the capability to add individual order header records directly into the order database for orders other than contract release order document types. This is accomplished by use of the ORD4 screen.

- Inputs**
- Required order title
 - Required order document type
 - Required fiscal year
 - Required confirming order indicator
 - Required vendor number
 - Required bill-to agency/sub-agency
 - Required ship-to agency/sub-agency
 - Required contact person and phone
 - Required class/sub-class
 - Required delivery terms
 - Required purchasing agency
 - Required requisitioning agency
 - Required buyer code
 - Required receipt date if confirming order

- Outputs**
- Updated ORDR Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine if a requirement may be processed directly in the order database. If the requirement is on a contract, OFST must be used.
AGCY 4: AGCY	Purchasing Agency must be a valid and active agency in the AGCY Table. Requisitioning Agency must be a valid and active agency in the AGCY Table. Bill-To Agency must be a valid and active agency in the AGCY Table. Ship-To Agency must be a valid and active agency in the AGCY Table.
AGCY 4: AADR	Bill-To Sub-Agency , combined with bill-to agency, must be a valid and active sub-agency in the AADR Table. Ship-To Sub-Agency , combined with ship-to agency, must be a valid and active sub-agency in the AADR Table.
AGCY 4: ABUY	Buyer Code , combined with purchasing agency must be a valid buyer code record in the ABUY Table.
INST 4: BTAB	Document Type must be a valid entry in BTAB Table DO (Document Type - Order).
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
COMM 4: COM2	Class/Sub-Class must be a valid and active commodity record in the COMM Table.
VEND 4: VEND	Vendor Number must be a valid and active vendor record in the VEND Table.
	2. Add order header records in AGPS.
ORDR 4: ORD4	a. If you are not in the ORD4 screen, type ORD4 in the Function Line and press RETURN/ENTER. b. Type CLEAR in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and ADD inserted in the Function Line. c. Using Tab Key, move to Order Number field and type N or NEXT . d. Using Tab Key, move to Order Title field and type desired order title line 1. If the document type is an LDO (Low Dollar Order), or the

Cross-ReferenceSteps

- Confirm field is Y or R, the system generated invoice number will be created from the order title, up to a maximum of 12 characters in accounting. If line 1 is insufficient, move to line 2 and continue title.
- e. Using Tab Key, move to Document Type field and type desired document type. See Section 15 Miscellaneous Processing, Status Codes And Document Types for detail discussion of direct order document types.
 - f. Using Tab Key, move to Fiscal Year field and type desired budget fiscal year.
 - g. Using Tab Key, move to Conf Ordr field and type desired confirming order indicator. Allowed entries are **Y**, **N**, or **R**.
 - h. Using Tab Key, move to Vendor Number field and type desired vendor number.
 - i. Using Tab Key, move to Bill-To Agency field and type desired bill-to agency number.
 - j. Using Tab Key, move to Bill-To Sub-Agency field and type desired bill-to sub-agency number.
 - k. Using Tab Key, move to Ship-To Agency field and type desired ship-to agency number.
 - l. Using Tab Key, move to Ship-To Sub-Agency field and type desired ship-to sub-agency number.
 - m. Using Tab Key, move to Contact Person field and type desired contact person name.
 - n. Using Tab Key, move to PH field and type desired phone number for contact person.
 - o. Using Tab Key, move to Commodity field and type desired commodity class/sub-class.
 - p. Using Tab Key, move to Delivery Terms field and type desired delivery terms.

Cross-ReferenceSteps

- q. Using Tab Key, move to Days ARO field and type desired days after receipt of order. Should agree with delivery terms text. Must be blank if weeks ARO is greater than spaces.
- r. Using Tab Key, move to Weeks ARO field and type desired weeks after receipt of order. Should agree with delivery terms text. Must be blank if days ARO is greater than spaces.
- s. Using Tab Key, move to Purchasing Agency field and type desired purchasing agency.
- t. Using Tab Key, move to Requisition Agency field and type desired requisitioning agency.
- u. Using Tab Key, move to Buyer Code field and type desired buyer code.
- v. Using Tab Key, move to Receipt Date field and type desired receipt date. Receipt date required for LDO document types and confirming orders only.
- w. Using Tab Key, move to Periodic Payment field and type desired periodic payment indicator.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

Cross-Reference

Steps

IF ...	THEN ...
Preparing for further processing	Type status code = 405
To build order approvals	Type status code = 425 or > 405 and < 496
To encumber order and build OAMT and OQTY records on-line (if LDO, builds OAMT/OQTY)	Type status code = 435
To print order on-line and build OAMT and OQTY except for LDO order document type	Type status code = 440
To print order in batch (overnight) and build OAMT and OQTY records except for LDO order document type	Type status code = 450
To manually close an order that will not be received, invoiced or paid through the purchasing system, such as orders issued for non-ISIS agencies. Can not be used if order was encumbered in accounting.	Type status code = 490
To cancel the order	Type status code = 496 - 499 If encumbered, type 497. If not encumbered, type 496. NOTE: Order must be less than 450 to cancel. Else, a CNX type order change must be processed.

- c. Using the TAB key, move to Acct Rqd field and type desired indicator.

If ...	Then ...
The order is required to be encumbered in the accounting system	Type Acct Rqd = Y

Cross-Reference

Steps

If ...	Then ...
The order <u>is not</u> required to be encumbered in the accounting system	Type Acct Rqd = N

- d. Using Tab Key, move to Document Type field and type desired document type. See Section 15 Miscellaneous Processing, Status Codes And Document Types for detail discussion of direct order document types. Can't change if order line(s) (OLIN's) exist.
- e. Using Tab Key, move to FY Roll field and type desired fiscal year rollover indicator. Allowable entries are **Y** or **N**.
- f. Using Tab Key, move to Agency Req Number field and type desired agency requisition number.
- g. Using Tab Key, move to Fiscal Year field and type desired budget fiscal year.
- h. Using Tab Key, move to Conf Ord field and type desired confirming order indicator. Allowed entries are **Y**, **N**, or **R**.
- i. Using Tab Key, move to Print Flag field and type desired print flag indicator. Allowed entries are **Y** or **N**.
- j. Using Tab Key, move to Vendor Number field and type desired vendor number.
- k. Using Tab Key, move to Bill-To Agency field and type desired bill-to agency number.
- l. Using Tab Key, move to Bill-To Sub-Agency field and type desired bill-to sub-agency number.
- m. Using Tab Key, move to Ship-To Agency field and type desired ship-to agency number.
- n. Using Tab Key, move to Ship-To Sub-Agency field and type desired ship-to sub-agency number.
- o. Using Tab Key, move to Contact Person field and type desired contact person name.

Cross-ReferenceSteps

- p. Using Tab Key, move to PH field and type desired phone number for contact person.
- q. Using Tab Key, move to Date Quote Recvd field and type desired date quote for order award was received.
- r. Using Tab Key, move to Commodity field and type desired commodity class/sub-class.
- s. Using Tab Key, move to Discount Terms field and type desired discount terms.
- t. Using Tab Key, move to Pct field and type desired discount percent in accordance with discount terms text.
- u. Using Tab Key, move to Days field and type desired discount percent days in accordance with discount terms text.
- v. Using Tab Key, move to Net field and type desired discount net days in accordance with discount terms text.
- w. Using Tab Key, move to Delivery Terms field and type desired delivery terms.
- x. Using Tab Key, move to Days ARO field and type desired days after receipt of order. Should agree with delivery terms text. Must be blank if weeks ARO is greater than spaces.
- y. Using Tab Key, move to Weeks ARO field and type desired weeks after receipt of order. Should agree with delivery terms text. Must be blank if days ARO is greater than spaces.
- z. Using Tab Key, move to Purchasing Agency field and type desired purchasing agency.
- aa. Using Tab Key, move to Fax field and type desired fax order indicator. Allowable entries are **Y** or **N**.
- ab. Using Tab Key, move to Requisition Agency field and type desired requisitioning agency.
- ac. Using Tab Key, move to Buyer Code field and type desired buyer code.

Cross-Reference

Steps

- ad. Using Tab Key, move to Whim field and type desired whim approval indicator.
- ae. Using Tab Key, move to T-Number field and type desired T-Number.
- af. Using Tab Key, move to Receipt Date field and type desired receipt date. Receipt date required for LDO document types and confirming orders only.
- ag. Using Tab Key, move to Periodic Payment field and type **Y** if order is to be processed for periodic payment.
- ah. Using Tab Key, move to Frequency field and type desired frequency of periodic payment if periodic payment is **Y**.
- ai. Using Tab Key, move to Day to Pay field and type desired day to pay if frequency greater than spaces and periodic payment is **Y**.

If frequency...	Then day to pay...
Bi-Weekly (B)	Type MO (Monday) and FR (Friday)
Semi-monthly (S) Not available at this time.	Type first two positions as 01 or 15 and last two as 16 or 28 or LA (for last day of the month)
Monthly (M)	Type first two positions as 01 , 28 or LA (for last day of the month)

- aj. Using Tab Key, move to Begin Pay Date field and type desired begin date of periodic payment processing if periodic payment is **Y**.
- ak. Using Tab Key, move to End Pay Date field and type desired ending date of periodic payment processing if periodic payment is **Y**.
- al. Using Tab Key, move to Auto Batch Pay field and type desired automatic batch payment indicator. Allowable entries are **Y** or **N**.

<u>Cross-Reference</u>	<u>Steps</u>
	<p>4. Press RETURN/ENTER.</p> <p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</p>
	<p>5. Change order header records in AGPS on ORD2.</p>
ORDR 4: ORD2	<p>a. If you are not in the ORD2 screen, type ORD2 in the Function Line and press RETURN/ENTER.</p> <p>b. Type INQUIRE in the Function Line.</p> <p>c. Using Tab Key, move to Order Number field and type desired order number.</p> <p>d. Press RETURN/ENTER. Requested order header record should be displayed.</p>
	<p>6. Type CHANGE in the Function Line.</p> <p>a. Using Tab Key, move to FOB Point field and type desired point where the deliver-to agency accepts the ordered items. Will default to 'Destination' if not entered.</p> <p>b. Press RETURN/ENTER.</p> <p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</p>
	<p>7. Change Archive Order Indicator on ORD5.</p>
ORDR 4: ORD5	<p>a. If you are not in the ORD5 screen, type ORD5 in the Function Line and press RETURN/ENTER.</p> <p>b. Type INQUIRE in the Function Line.</p> <p>c. Using Tab Key, move to Order Number field and type desired order number.</p> <p>d. Press RETURN/ENTER. Requested order header record should be displayed.</p>

Cross-ReferenceSteps

8. Type **CHANGE** in the Function Line.
 - a. Using Tab Key, move to Archive Order field and type desired point where the deliver-to agency accepts the ordered items. Will default to 'Destination' if not entered.
 - b. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.3 Delete Order Header Records

Overview

This chapter has been intentionally omitted since orders are established at 405 and can no longer be deleted.

1.4 Inquire Order Header Records

Overview The AGPS user is provided the capability to inquire individual order header records in the order database. This is accomplished by use of the ORD4 screen.

Inputs • Required order number

Outputs • Display of requested ORDR Table record

Completing The Procedure

Cross-Reference

Steps

1. Determine order record to be inquired.

ORDR 4: ORD4 **Order Number** must be a valid record in the ORDR Table.

INST 4: BAAT User must have access in the BAAT Table for the purchasing agency records to process inquiry with this screen.

2. Inquire order header records in AGPS.

ORDR 4: ORD4 a. If you are not in the ORD4 screen, type **ORD4** in the Function Line and press RETURN/ENTER.

b. Type **INQUIRE** in the Function Line.

c. Using Tab Key, move to Order Number field and type desired order number.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested order header record.

1.5 Add Fast Order Entry Record(s)

Overview The AGPS user is provided the capability to add all required order records (ORDR/OLIN/OACG) directly into the order database with a single screen. This is accomplished by use of the OFST screen.

- Inputs**
- Required order title
 - Required order document type
 - Required fiscal year
 - Required vendor number
 - Required requisitioning agency
 - Required purchasing agency
 - Required buyer code
 - Required delivery terms
 - Required bill-to agency/sub-agency
 - Required ship-to agency/sub-agency
 - Required date quote received
 - Required confirming order indicator
 - Required receipt date if order is confirming or LDO
 - Required order line number
 - Required commodity number
 - Required order quantity
 - Required order unit price
 - Required order unit of measure
 - Required order accounting distribution number
 - Required accounting method (proportional/from-to line)

- Required accounting distribution codes
- Updated ORDR, OLIN and OACG Table

Outputs

**Completing
The Procedure**

Cross-Reference

Steps

1. Determine if a requirement may be processed directly in the order database with the fast order entry screen.

AGCY 4: AGCY

Purchasing Agency must be a valid and active agency in the AGCY Table.

Requisitioning Agency must be a valid and active agency in the AGCY Table.

Bill-To Agency must be a valid and active agency in the AGCY Table.

Ship-To Agency must be a valid and active agency in the AGCY Table.

AGCY 4: ABUY

Buyer, combined with purchase agency, must be a valid and active buyer code record in the ABUY Table.

AGCY 4: AADR

Bill-To Sub-Agency, combined with bill-to agency, must be a valid and active sub-agency in the AADR Table.

Ship-To Sub-Agency, combined with ship-to agency, must be a valid and active sub-agency in the AADR Table.

INST 4: BTAB

Document Type must be a valid entry in BTAB Table DO (Document Type - Order).

Unit of Measure must be a valid entry in BTAB Table UM (Unit Of Measure).

INST 4: BAAT

User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.

COMM 4: COM2

Commodity must be a valid and active commodity record in the COMM Table.

VEND 4: VEND

Vendor Number must be a valid and active vendor record in the VEND Table.

INTF 4: OWLK

Accounting Distribution Object/Sub-Object must be equal OWLK table record for the executive agency of the requisitioning agency if the executive agency AGCY Table record has Reports to Central = Y and Dept Financial NOT equal CNTRL.

ORDER PROCESSING

PROCEDURES

1.5 Add Fast Order Entry Record(s)

<u>Cross-Reference</u>	<u>Steps</u>
INTF 4: XWLK	Accounting Distribution other than Object/Sub-Object must be equal XWLK table record for the executive agency of the requisitioning agency if the executive agency AGCY Table record has Reports to Central = Y and Dept Financial NOT equal CNTRL.
	2. Add fast order entry records in AGPS.
OFST 4: OFST	a. If you are not in the OFST screen, type OFST in the Function Line and press RETURN/ENTER.
	b. Type CLEAR in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and ADD inserted in the Function Line.
HEADER RECORD:	c. Using the TAB Key, move to Order Number field and type NEXT .
	d. Using the TAB Key, move to Order Title field and type desired order title line 1. If the document type is an LDO (Low Dollar Order), or the Confirm field is Y or R, the system generated invoice number will be created from the order title, up to a maximum of 12 characters in accounting.
	e. Using the TAB Key, move to Doc Type field and type desired document type. See Section 15 Miscellaneous Processing, Status Codes And Document Types for detail discussion of direct order document types.
	f. Using the TAB Key, move to FY field and type desired budget fiscal year.
	g. Using the TAB Key, move to Vendor Number field and type desired vendor number.
	h. Using the TAB Key, move to Req Agency field and type desired requisitioning agency.
	i. Using the TAB Key, move to Purch Agency field and type desired purchasing agency.
	j. Using the TAB Key, move to Buyer field and type desired buyer code.
	k. Using the TAB Key, move to Contract field and type desired contract. Required if order document type is for contract release order or BPC.

Cross-ReferenceSteps

- | | | |
|--------------------|----|--|
| | l. | Using the TAB Key, move to Days ARO field and type desired days after receipt of order. Must be blank if weeks ARO is greater than spaces. |
| | m. | Using the TAB Key, move to Weeks ARO field and type desired weeks after receipt of order. Must be blank if days ARO is greater than spaces. |
| | n. | Using the TAB Key, move to T-Number field and type desired T-Number. Used for processing BAPV orders. Must be a valid t-number of a valid contract for the order line commodity number(s). |
| | o. | Using the TAB Key, move to Bill-To (Agency) field and type desired bill-to agency number. |
| | p. | Using the TAB Key, move to Bill-To (Sub-Agency) field and type desired bill-to sub-agency number. |
| | q. | Using the TAB Key, move to Ship-To (Agency) field and type desired ship-to agency number. |
| | r. | Using the TAB Key, move to Ship-To (Sub-Agency) field and type desired ship-to sub-agency number. |
| | s. | Using the TAB Key, move to Quote Date field and type desired date quote for order award was received. |
| | t. | Using the TAB Key, move to Confirm field and type desired confirming order indicator. Allowed entries are Y , N , or R . |
| | u. | Using Tab Key, move to Receipt Date field and type desired receipt date. Receipt date required for LDO document types and confirming orders only. |
| ORDER LINE RECORD: | v. | Using the TAB Key, move to Line field and type desired order line number. |
| | w. | Using the TAB Key, move to Comm field and type desired commodity number. |

Cross-ReferenceSteps

If ...	Then ...
Order doc type is SPU	Commodity must be flagged as a prison enterprises item
Order doc type is STU	Commodity must be flagged as state use item
Order doc type is DCI	Commodity must be flagged as inventory center item

- x. Using the TAB Key, move to Qty field and type desired commodity quantity ordered.
- y. Using the TAB Key, move to U/M field and type desired commodity unit of measure ordered.
- x. Using the TAB Key, move to Price field and type desired commodity unit price ordered.
- z. Using the TAB Key, move to Days field and type desired days after receipt of order. If release order, days will default from contract. Should agree with delivery terms text. Must be blank if Weeks ARO is greater than spaces.
- aa. Using the TAB Key, move to Weeks field and type desired weeks after receipt of order. If release order, weeks will default from contract. Should agree with delivery terms text. Must be blank if Days ARO is greater than spaces.
- ab. Using the TAB Key, move to CAT# field and type desired catalog number if DISC% is greater than spaces.
- ac. Using the TAB Key, move to CAT\$ field and type desired catalog price if DISC% is greater than spaces.
- ad. Using the TAB Key, move to Contract field and type desired contract if different from contract number entered in header.
- ae. Using the TAB Key, move to KLIN field and type desired contract line number if contract is greater than spaces.

Cross-ReferenceSteps

- ORDER ACCOUNTING LINE:
- af. Using the TAB Key, move to Acct Dist field and type desired accounting distribution line number.
 - ag. Using the TAB Key, move to From Line field and type desired beginning order line number to be funded by this record. Must be blank if amount is greater than spaces.
 - ah. Using the TAB Key, move to To Line field and type desired ending order line number to be funded by this record. Must be blank if amount is greater than spaces.
 - ai. Using the TAB Key, move to Amount field and type desired funding amount to be funded by this record. Must be blank if from/to item is greater than spaces.
3. Press RETURN/ENTER.
- NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display accounting distribution field labels based on the paying agency's AGCY Table record Department Financial. If accounting distribution records were set up on AACG, they will be defaulted into the order accounting line on an add.
- a. Using the TAB Key, move to labeled accounting distribution entry field and type desired code in accordance with the field label.
4. Press RETURN/ENTER.
- NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.6 Change Fast Order Entry Record(s)

Overview The AGPS user is provided the capability to change all required order records (ORDR/OLIN/OACG) directly in the order database with a single screen. This is accomplished by use of the OFST screen.

- Inputs**
- Required order number
 - Required commodity item number
 - Required accounting line number
 - Required changes to header
 - Required changes to commodity item
 - Required changes to accounting line

Outputs

- Updated ORDR, OLIN and OACG Table

Completing The Procedure

Cross-Reference

Steps

1. Determine if fast order entry order record to be changed and the changes to be made to the record(s). If the FOB Point is other than destination, refer to 1.2 Change Order Header Records to change the FOB Point. Note that some values may not be changed if order line records exist for that order number.

AGCY 4: AGCY

Purchasing Agency must be a valid and active agency in the AGCY Table.

Requisitioning Agency must be a valid and active agency in the AGCY Table.

Bill-To Agency must be a valid and active agency in the AGCY Table.

Ship-To Agency must be a valid and active agency in the AGCY Table.

AGCY 4: ABUY

Buyer, combined with purchase agency, must be a valid and active buyer code record in the ABUY Table.

AGCY 4: AADR

Bill-To Sub-Agency, combined with bill-to agency, must be a valid and active sub-agency in the AADR Table.

<u>Cross-Reference</u>	<u>Steps</u>
	Ship-To Sub-Agency , combined with ship-to agency, must be a valid and active sub-agency in the AADR Table.
INST 4: BTAB	Document Type must be a valid entry in BTAB Table DO (Document Type - Order). Unit of Measure must be a valid entry in BTAB Table UM (Unit Of Measure). Order/Item Status must be a valid entry in BTAB Table SO (Status Code - Order). Accounting Line Status must be a valid entry in BTAB Table RG (Req Accounting Status Code).
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
COMM 4: COM2	Commodity must be a valid and active commodity record in the COMM Table.
VEND 4: VEND	Vendor Number must be a valid and active vendor record in the VEND Table.
INTF 4: OWLK	Accounting Distribution Object/Sub-Object must be equal OWLK table record for the executive agency of the requisitioning agency if the executive agency AGCY Table record has Reports to Central = Y and Dept Financial NOT equal CNTRL.
INTF 4: XWLK	Accounting Distribution other than Object/Sub-Object must be equal XWLK table record for the executive agency of the requisitioning agency if the executive agency AGCY Table record has Reports to Central = Y and Dept Financial NOT equal CNTRL.
ORDR 4: ORD4	Order Number must be a valid and active record in the ORDR Table.
ORDR 4: OLI4	Order Line Number must be a valid and active record in the OLIN Table.
	2. Change fast order entry records in AGPS.
OFST 4: OFST	a. If you are not in the OFST screen, type OFST in the Function Line and press RETURN/ENTER. b. Type INQUIRE in the Function Line

Cross-Reference

Steps

- c. Using the TAB Key, move to Order Number field and type desired order number.
 - d. Using the TAB Key, move to Line field and type desired order line item number.
 - e. Using the TAB Key, move to Acct Dist field and type desired accounting distribution line number.
 - f. Press RETURN/ENTER. Requested order header record, commodity item record and accounting line record should be displayed.
3. Type **CHANGE** in the Function Line.

ORDER HEADER:

- a. Using the TAB Key, move to Order Title field and type desired order title line 1. If the document type is an LDO (Low Dollar Order), or the Confirm field is Y or R, the system generated invoice number will be created from the order title, up to a maximum of 12 characters in accounting.
- b. Using the TAB Key, move to Status Code field and type desired status code.

IF ...	THEN ...
Set up for supervisor review	Type status code = 401
Set up for buyer review	Type status code = 402
Preparing for further processing	Type status code = 405
To build order approvals	Type status code = 425 or > 405 and < 496
To encumber order and build OAMT and OQTY records on-line (if LDO, builds OAMT/OQTY)	Type status code = 435
To print order on-line and build OAMT and OQTY except for LDO, and DCI order document type	Type status code = 440
To process inventory center item order information to the inventory center for DCI order document type	Type status code = 445

Cross-Reference

Steps

IF ...	THEN ...
To print order in batch (overnight) and build OAMT and OQTY records except for LDO, and DCI order document type	Type status code = 450
To cancel the order	Type status code = 496 - 499 If encumbered, type 497. If not encumbered, type 496. NOTE: Order must be less than 450 to cancel. Else, a CNX type order change must be processed.

- c. Using the TAB Key, move to Doc Type field and type desired document type. See Section 15 Miscellaneous Processing, Status Codes And Document Types for detail discussion of direct order document types.
- d. Using the TAB Key, move to FY field and type desired budget fiscal year.
- e. Using the TAB Key, move to Per Pay field and type desired periodic payment indicator. Allowable entries are **Y** or **N**.
- f. Using the TAB Key, move to FY Roll field and type desired fiscal year rollover indicator. Allowable entries are **Y** or **N**.
- g. Using the TAB Key, move to Vendor Number field and type desired vendor number.
- h. Using the TAB Key, move to Req Agency field and type desired requisitioning agency.
- i. Using the TAB Key, move to Purch Agency field and type desired purchasing agency.

<u>Cross-Reference</u>	<u>Steps</u>
	j. Using the TAB Key, move to Buyer field and type desired buyer code.
	k. Using the TAB Key, move to Contract field and type desired contract if order document type requires a contract number.
	l. Using the TAB Key, move to Discount % field and type desired prompt payment discount percentage.
	m. Using the TAB Key, move to Discount Days field and type desired number of days prompt payment discount will be honored.
	n. Using the TAB Key, move to Days ARO field and type desired days after receipt of order. Must be blank if weeks ARO is greater than spaces.
	o. Using the TAB Key, move to Weeks ARO field and type desired weeks after receipt of order. Must be blank if days ARO is greater than spaces.
	p. Using the TAB Key, move to T-Number field and type desired T-Number. Used for processing BAPV orders. Must be a valid t-number of a valid contract for the order line commodity number(s).
	q. Using the TAB Key, move to Bill-To (Agency) field and type desired bill-to agency number.
	r. Using the TAB Key, move to Bill-To (Sub-Agency) field and type desired bill-to sub-agency number.
	s. Using the TAB Key, move to Ship-To (Agency) field and type desired ship-to agency number.
	t. Using the TAB Key, move to Ship-To (Sub-Agency) field and type desired ship-to sub-agency number.
	u. Using the TAB Key, move to Ref # field and type desired agency requisition number.
	v. Using the TAB Key, move to Quote Date field and type desired date quote for order award was received.
	w. Using the TAB Key, move to Print field and type desired order print indicator. Allowable entries are Y or N .
	x. Using the TAB Key, move to Confirm field and type desired confirming order indicator. Allowable entries are Y , N , or R .

Cross-Reference

Steps

- y. Using the TAB Key, move to Whim field and type desired whim approval indicator. Allowed entries are **P**, purchasing and **R**, requisitioning.
- z. Using the TAB key, move to Acct Rqd field and type desired indicator.

If ...	Then ...
The order is required to be encumbered in the accounting system	Type Acct Rqd = Y
The order <u>is not</u> required to be encumbered in the accounting system	Type Acct Rqd = N

- aa. Using Tab Key, move to Receipt Date field and type desired receipt date. Receipt date required for LDO document types and confirming orders only.
- ab. Using the TAB Key, move to Contact field and type desired contact person name.
- ac. Using the TAB Key, move to Phone field and type desired phone number for contact person.

ORDER LINE RECORD:

- ad. Using the TAB Key, move to Stat field and type desired commodity item status code.

If ...	Then ...
Canceling order line	Type status code = 496-499
Re-activating order line	Type status code = 405

- ae. Using the TAB Key, move to Comm field and type desired commodity number.

Cross-Reference

Steps

If ...	Then ...
Order doc type is SPU	Commodity must be flagged as person enterprises item
Order doc type is STU	Commodity must be flagged as state use item
Order doc type is DCI	Commodity must be flagged as inventory center item

- af. Using the TAB Key, move to Fill/Kill field and type desired indicator. This is used to indicate on inventory center item orders if the inventory center will be permitted to back-order the item to fulfill the order from inventory. Allowable entries are **F** or **K**.
- ag. Using the TAB Key, move to No-Cost field and type desired commodity no-cost indicator. This is used to indicate if the commodity item is a no-cost item. Allowable entries are **Y** or **N**.
- ah. Using the TAB Key, move to Qty field and type desired commodity quantity ordered.
- ai. Using the TAB Key, move to Unit field and type desired commodity unit of measure ordered.
- aj. Using the TAB Key, move to Price field and type desired commodity unit price ordered.
- ak. Using the TAB Key, move to Days field and type desired days after receipt of order. Days will default from header. Contract release orders will not allow any changes. Should agree with delivery terms text. Must be blank if Weeks ARO are greater than spaces.
- al. Using the TAB Key, move to Weeks field and type desired weeks after receipt of order. Weeks will default from header. Contract release orders will not allow any changes. Should agree with delivery terms text. Must be blank if Days ARO are greater than spaces.
- am. Using the TAB Key, move to CAT# field and type desired catalog number if DISC% is greater than spaces.

Cross-Reference

Steps

- an. Using the TAB Key, move to CAT\$ field and type desired catalog price if DISC% is greater than spaces.
 - ao. Using the TAB Key, move to Desc1 field and type desired commodity description change. If line two is to be changed, move to Desc2 and continue. Only two lines of description may be changed and resulting OMOD will contain only the two lines entered in OFST for that commodity.
 - ap. Using the TAB Key, move to Ship-To (Agency) field and type desired ship-to agency number if different from header.
 - aq. Using the TAB Key, move to Ship-To (Sub-Agency) field and type desired ship-to sub-agency number if different from header.
 - ar. Using the TAB Key, move to Contract field and type desired contract if different from contract number entered in header.
 - as. Using the TAB Key, move to KLIN field and type desired contract line number if Contract is greater than spaces.
 - ORDER ACCOUNTING LINE at. Using the TAB Key, move to From Item field and type desired beginning order line number to be funded by this record. Must be blank if amount is greater than spaces.
 - au. Using the TAB Key, move to Item field and type desired ending order line number to be funded by this record. Must be blank if amount is greater than spaces.
 - av. Using the TAB Key, move to Agency field and type desired "paying agency" number for encumbrance processing to accounting.
 - aw. Using the TAB Key, move to Amount field and type desired funding amount to be funded by this record. Must be blank if from/to item is greater than spaces.
 - ax. Using the TAB Key, move to labeled accounting distribution entry field and type desired code in accordance with the field label.
 - 4. Press RETURN/ENTER.
- NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.7 Inquire Fast Order Entry Record(s)

Overview The AGPS user is provided the capability to inquire all order records (ORDR/OLIN/OACG) in the order database with a single screen. This is accomplished by use of the OFST screen.

- Inputs**
- Required order number
 - Required commodity item number
 - Required accounting line number
 - Required commodity line scroll
 - Required accounting line scroll

- Outputs**
- Display of requested ORDR, OLIN, OACG Table records

**Completing
The Procedure**

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine fast order entry order record(s) to be inquired.
ORDR 4: ORD4	Order Number must be a valid record in the ORDR Table.
ORDR 4: OLI4	Order Line Number must be a valid record in the OLIN Table.
ORDR 4: OACG	Order Accounting Line must be a valid record in the OACG Table.
INST 4: BAAT	User must have access in the BAAT Table for the purchasing agency records to process inquiry with this screen.
	2. Inquire fast order entry records in AGPS.
ORDR 4: OFST	a. If you are not in the OFST screen, type OFST in the Function Line and press RETURN/ENTER.
	b. Type INQUIRE in the Function Line
	c. Using Tab Key, move to Order Number field and type desired order number.

Cross-Reference

Steps

- d. Using Tab Key, move to Commodity Line Scroll field and type desired scroll action of commodity item.

If ...	Then ...
Scroll up one commodity item line	Type scroll action = U
Scroll down one commodity item line	Type scroll action = D
Scroll to first commodity item line in OLIN Table for that order	Type scroll action = T
Scroll to last commodity item line in OLIN Table for that order	Type scroll action = B

- e. If user wants to inquire a specific commodity item line, using Tab Key, move to the commodity line scroll field and key a space, then move to Line field and type desired order line item number.

- f. Using Tab Key, move to Accounting Dist Scroll field and type desired scroll action of accounting line.

If ...	Then ...
Scroll up one accounting line	Type scroll action = U
Scroll down one accounting line	Type scroll action = D
Scroll to first accounting line in OACG Table for that order	Type scroll action = T
Scroll to last accounting line in OACG Table for that order	Type scroll action = B

- g. If user wants to inquire a specific accounting line, using Tab Key, move to accounting dist scroll field and key a space, then move to To Line field and type desired accounting distribution line number.

Cross-ReferenceSteps

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested order header, commodity line and accounting line records.

1.8 Maintain Order Performance Bond Data

Overview The AGPS user is provided the capability to enter and maintain order performance bond data for an order header in AGPS. This is accomplished by use of the ORD3 screen.

- Inputs**
- Required order number
 - Required bond information

- Outputs**
- Updated ORDR Table

Completing The Procedure

Cross-Reference

Steps

1. Determine an order's performance bond requirement.
ORDR 4: ORD4 **Order Number** must be a valid and active record in the ORDR Table.
INST 4: BAAT User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
INST 4: BTAB Bond Code must be a valid entry in BTAB Table BC (Bond Code).
Bond Type must be a valid entry in BTAB Table BN (Bond Type Code).
2. Enter/Maintain performance bond date in AGPS.
ORDR 4: ORD3
 - a. If you are not in the ORD3 screen, type **ORD3** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line
 - c. Using Tab Key, move to Order Number field and type desired order number.
 - d. Press RETURN/ENTER. Requested order header record should be displayed.
3. Type CHANGE in the Function Line.
 - a. Using the TAB key, move to Bond Code field and type the desired bond code.

Cross-ReferenceSteps

- b. Using the TAB key, move to Percent field and type desired bond percentage. Required if bond code is **2** or **3**.
 - c. Using the TAB key, move to Amount Required field and type desired bond amount. Required if bond code is **2** or **3**. Amount must be equal to order amount times bond percentage.
 - d. Using the TAB key, move to Bond Due Days field and type desired number of days after award bond is to be posted by the vendor.
 - e. Using the TAB key, move to Retainage field and type desired percentage of order amount to be retained. Required if bond code is **3**.
 - f. Using the TAB key, move to Date Required field and type date bond must be posted. Required if bond code is **2** or **3**.
 - g. Using the TAB key, move to Date Received field and type date bond was received. Required if bond code is **2**.
 - h. Using the TAB key, move to Date Expires field and type date bond expires. Required if bond code is **2**.
 - i. Using the TAB key, move to Date Returned field and type date bond was returned. Required if bond code is **4**.
 - j. Using the TAB key, move to Bond/Check Number field and type desired bond or check number. Required if bond code is **2**.
 - k. Using the TAB key, move to the Amount Received field and type amount of bond received. Required if bond code is **2**.
 - l. Using the TAB key, move to Date to Treasury field and type desired date bond processed to treasury. Required if bond code is **2**.
 - m. Using the TAB key, move to Bond Company/Bank field and type desired bond company or bank name. Required if bond code is **2**.
 - n. Using the TAB key, move to Bond Type field and type desired bond type. Required if bond code is **2** or **3**.
4. Press RETURN/ENTER.

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.9 Add Order Notes

Overview The AGPS user is provided the capability to add notes relating to a specific order in AGPS. Notes may pertain to processing, delivery instruction , packaging, vendor performance, etc. Notes do not print on any document. This is accomplished by use of the ONTE screen.

- Inputs**
- Required order number
 - Required notes text

- Outputs**
- Update of ONTE Table

**Completing
The Procedure**

Cross-Reference

Steps

ORDR 4: ONTE

1. Determine the order for which notes will be added and the text to be entered into order notes.
2. Add ONTE record into AGPS.
 - a. If you are not in the ONTE screen, type **ONTE** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using Tab Key, move to Order Number field and type desired order number.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

- a. Type **C (CHANGE)** in the Function Line.
- b. Using Tab Key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

Cross-ReferenceSteps

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

1.10 Change Order Notes

Overview The AGPS user is provided the capability to maintain notes relating to a specific order in AGPS. Notes may pertain to processing, delivery instruction , packaging, vendor performance, etc. This is accomplished by use of the ONTE screen.

- Inputs**
- Required order number
 - Required changes to notes text

- Outputs**
- Update of ONTE Table

**Completing
The Procedure**

Cross-Reference

Steps

ORDR 4: ONTE

1. Determine the order number for which the user will change notes text and the required change to text.
2. Change ONTE record in AGPS.
 - a. If you are not in the ONTE screen, type **ONTE** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using Tab Key, move to Order Number field and type desired order number.
 - d. Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

 - a. Type **C (CHANGE)** in the Function Line.

Cross-ReferenceSteps

- b. Using Tab Key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

1.11 Delete/Insert Order Notes

Overview The AGPS user is provided the capability to delete and/or insert text lines of notes relating to a specific order in AGPS. Notes may pertain to processing, delivery instruction, packaging, vendor performance, etc. This is accomplished by use of the ONTE screen.

- Inputs**
- Required order number
 - Required text line action code
 - Required text action
 - Required change to text

- Outputs**
- Update of ONTE Table

**Completing
The Procedure**Cross-ReferenceSteps

- | | |
|--------------|---|
| ORDR 4: ONTE | <ol style="list-style-type: none"> 1. Determine the order number for which the user will delete/insert notes text and the required change to text. 2. Delete/Insert text lines in ONTE records. <ol style="list-style-type: none"> a. If you are not in the ONTE screen, type ONTE in the Function Line and press RETURN/ENTER. b. Type G (GET) in the Function Line. c. Using Tab Key, move to Order Number field and type desired order number. d. Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information. 3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text. |
|--------------|---|

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

- a. Type **C (CHANGE)** in the Function Line.

Cross-ReferenceSteps

- b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.
- c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) or, if inserting text, insert the text line number after which text is to be inserted.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

- a. If inserting text, type **C (CHANGE)** in the function line.
- b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.
- c. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPEC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

1.12 Inquire Order Notes

Overview The AGPS user is provided the capability to inquire text lines of notes relating to a specific order in AGPS. This is accomplished by use of the ONTE screen.

- Inputs**
- Required order number
 - Required text action

- Outputs**
- Display of requested ONTE Table text lines

**Completing
The Procedure**

Cross-Reference

Steps

- | | |
|--------------|--|
| ORDR 4: ONTE | <ol style="list-style-type: none">1. Determine the order number for which the user will inquire text.2. Inquire ONTE record text.<ol style="list-style-type: none">a. If you are not in the ONTE screen, type ONTE in the Function Line and press RETURN/ENTER.b. Type G (GET) in the Function Line.c. Using Tab Key, move to Order Number field and type desired order number.d. Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.3. Press RETURN/ENTER. |
|--------------|--|

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

1.13 Schedule Periodic Payments

Overview The AGPS user is provided the capability to schedule periodic payments in AGPS. This is accomplished by use of the ORD4 and OLI4 screens.

- Inputs**
- Required periodic payment indicator
 - Required frequency indicator
 - Required day to pay
 - Required begin pay date
 - Required end pay date
 - Required auto batch pay indicator
 - Required periodic payment amount

- Outputs**
- Updated ORDR Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine order record to schedule periodic payments.
ORDR 4: ORD4	Order Number must be a valid and active record in the ORDR Table.
ORDR 4: OLI4	Order Line number must be a valid commodity line for the order number in the OLIN Table.
INST 4: BTAB	Frequency must be a valid code in BTAB Table FR (Payment Frequency Code).
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
	2. Enter periodic payment data in AGPS.
ORDR 4: ORD4	a. If you are not in the ORD4 screen, type ORD4 in the Function Line and press RETURN/ENTER.

Cross-Reference

Steps

- b. Type **INQUIRE** in the Function Line.
 - c. Using Tab Key, move to Order Number field and type desired order number.
 - d. Press RETURN/ENTER. Requested order header record should be displayed.
3. Type **CHANGE** in the Function Line.
- a. Using Tab Key, move to Periodic Payment field and type **Y** if order is to be processed for periodic payment.
 - b. Using Tab Key, move to Frequency field and type desired frequency of periodic payment if periodic payment is **Y**.
 - c. Using Tab Key, move to Day to Pay field and type desired day to pay if frequency greater than spaces and periodic payment is **Y**.

If Frequency...	Then Day To Pay...
Bi-weekly (B)	Type MO (Monday) and FR (Friday)
Semi-monthly (S) Not available at this time.	Type first two positions as 01 or 15 and last two as 16 or 28 or LA (for last day of the month)
Monthly (M)	Type first two positions as 01 , 28 or LA (for last day of the month)

- d. Using Tab Key, move to Begin Pay Date field and type desired begin date of periodic payment processing if periodic payment is **Y**. **Begin Pay Date must be a valid date for the entered day to pay.**
- e. Using Tab Key, move to End Pay Date field and type desired ending date of periodic payment processing if periodic payment is **Y**.
- f. Using Tab Key, move to Auto Batch Pay field and type desired indicator. Allowable entries are **Y** or **N**. User must have payment (OPAY) authorization in the BAAT Table for the paying agency to enter **Y** in this field.

<u>Cross-Reference</u>	<u>Steps</u>
	<p>4. Press RETURN/ENTER.</p> <p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</p>
	<p>5. Enter periodic payment amount in AGPS.</p>
ORDR 4: OLI4	<p>a. If you are not in the OLI4 screen, type OLI4 in the Function Line and press RETURN/ENTER.</p> <p>b. Type INQUIRE in the Function Line.</p> <p>c. Using the TAB key, move to Order Number field and type desired order number.</p> <p>d. Using the TAB key, move to Line Number field and type desired order line number.</p> <p>e. Press RETURN/ENTER. Requested order line record should be displayed.</p> <p>f. Type CHANGE in the Function Line.</p> <p>g. Using the TAB key, move to Periodic Pay Amt field and type desired periodic payment amount.</p>
	<p>6. Press RETURN/ENTER.</p> <p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</p>

2 ADD/CHANGE ORDER LINE RECORDS

2.1 Add Order Line Number Table

Overview The AGPS user is provided the capability to add individual order lines for an existing order in AGPS. This is accomplished by use of the OLI4 screen.

- Inputs**
- Required order number
 - Required order line number
 - Required commodity number
 - Required order quantity
 - Required inventory item number if stock request/replenishment
 - Required order unit of measure
 - Required order unit price

Outputs

- Updated OLIN Table

**Completing
The Procedure**

Cross-Reference

Steps

1. Determine order line commodities to be added and the order to be added to.

AGCY 4: AGCY **Delivery Agency** must be a valid and active agency in the AGCY Table.

AGCY 4: AADR **Delivery Sub-Agency**, combined with delivery agency, must be a valid and active sub-agency in the AADR Table.

INST 4: BTAB **Unit of Measure** must be a valid entry in BTAB Table UM (Unit Of Measure).
Order Line Status must be a valid entry in BTAB Table SO (Status Code - Order).

INST 4: BAAT User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.

Cross-Reference

Steps

COMM 4: COM2

Commodity must be a valid and active commodity record in the COMM Table.

2. Add OLIN Table data into AGPS.

ORDR 4: OLI4

- a. If the user is not in the OLI4 screen, type **OLI4** in the Function Line and press RETURN/ENTER.
- b. Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and **ADD** inserted in the Function Line.
- c. Using the TAB key, move to Order Number field and type desired order number.
- d. Using the TAB key, move to Line Number field and type desired line number.
- e. Using the TAB key, move to Commodity Number field and type desired commodity number.

If ...	Then ...
Order document is SPU	Commodity must be flagged as a prison enterprises item
Order doc type is STU	Commodity must be flagged as a state use item
Order doc type is DCI	Commodity must be flagged as a inventory center item

- f. Using the TAB key, move to Order Quantity field and type desired ordered quantity.
- g. Using the TAB key, move to Unit of Measure field and type desired ordered unit of measure.
- h. Using the TAB key, move to Unit Price field and type desired ordered unit price for that commodity.

Cross-ReferenceSteps

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.2 Change Order Line Number Table

Overview The AGPS user is provided the capability to change individual order lines for an existing order in AGPS. This is accomplished by use of the OLI4 screen.

- Inputs**
- Required order number
 - Required order line number
 - Required change(s) to order commodity line data

Outputs

- Updated OLIN Table

Completing The Procedure

Cross-Reference

Steps

1. Determine order line to be changed and the order number.

AGCY 4: AGCY **Delivery Agency** must be a valid and active agency in the AGCY Table.

AGCY 4: AADR **Delivery Sub-Agency**, combined with delivery agency, must be a valid and active sub-agency in the AADR Table.

INST 4: BTAB **Unit of Measure** must be a valid entry in BTAB Table UM (Unit Of Measure).
Order Line Status must be a valid entry in BTAB Table SO (Status Code - Order).

INST 4: BAAT User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen. User must have Movable Property Override Authority to process a change to the movable property indicator.

COMM 4: COM2 **Commodity** must be a valid and active commodity record in the COMM Table.

ORDR 4: ORD4 **Order Number** must be a valid and active record in the ORDR Table.

ORDR 4: OLI4 **Order Line Number** must be a valid and active record in the OLIN Table.

2. Change OLIN Table data in AGPS.

Cross-Reference

Steps

ORDR 4: OLI4

- a. If the user is not in the OLI4 screen, type **OLI4** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key, move to Order Number field and type desired order number.
 - d. Using the TAB key, move to Line Number field and type desired line number.
 - e. Press RETURN/ENTER. Requested order commodity line record should be displayed.
3. Type **CHANGE** in the Function Line.
- a. Using the TAB key, move to Status Code field and type desired status code.

If ...	Then ...
Canceling commodity line	Type status = 496-499
Re-activating order line	Type status code = 405

- b. Using the TAB key, move to Commodity Code field and type desired commodity number.
- c. Using the TAB key, move to Order Quantity field and type desired ordered quantity.
- d. Using the TAB Key, move to No Cost field and type desired commodity no cost indicator. This is used to indicate if the commodity item is a no cost item. Allowable entries are **Y** or **N**.
- e. Using the TAB key, move to Movable Property field and type desired movable property indicator. Allowable entries are **Y** or **N**.

Cross-ReferenceSteps

- f. Using the TAB key, move to Unit of Measure field and type desired unit of measure.
 - g. Using the TAB key, move to Unit Price field and type desired ordered unit price for that commodity.
 - h. Using the TAB key, move to Brand Name field and type desired brand name.
 - i. Using the TAB key, move to Model field and type desired model.
 - j. Using the TAB key, move to Periodic Pay Amt field and type desired periodic payment amount for the order line on an order flagged for periodic payment.
 - k. Using the TAB key, move to Copy Line field and type desired copy line indicator. Allowable entries are **Y** or **N**. Y indicates that the line will be copied if the order is copied at a later date.
 - l. Using the TAB key, move to Delivery Agency field and type desired delivery agency.
 - m. Using the TAB key, move to Delivery Sub-Agency field and type desired delivery sub-agency.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.3 Inquire Order Line Number Table

Overview The AGPS user is provided the capability to inquire individual order lines for an existing order in AGPS. This is accomplished by use of the OLI4 screen.

- Inputs**
- Required order number
 - Required order line number

- Outputs**
- Display of the requested OLIN Table record

Completing The Procedure

Cross-Reference

Steps

- | | | |
|--------------|----|---|
| | 1. | Determine order line to be inquired. |
| ORDR 4: ORD4 | | Order Number must be a valid and active record in the ORDR Table. |
| ORDR 4: OLI4 | | Order Line Number must be a valid record in the OLIN Table. |
| INST 4: BAAT | | User must have access authority in the BAAT Table for the purchasing agency records to process this screen. |
| | 2. | Inquire OLIN Table data in AGPS. |
| ORDR 4: OLI4 | a. | If the user is not in the OLI4 screen, type OLI4 in the Function Line and press RETURN/ENTER. |
| | b. | Type INQUIRE in the Function Line. |
| | c. | Using the TAB key, move to Order Number field and type desired order number. |
| | d. | Using the TAB key, move to Line Number field and type desired line number. |
| | 3. | Press RETURN/ENTER. |
| | | NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested order line record. |

2.4 Add Order Vendor Text Table

Overview The AGPS user is provided the capability to add vendor text regarding a specific order line in AGPS. Information may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OVTX screen.

- Inputs**
- Required order number
 - Required order line number
 - Required vendor text

- Outputs**
- Updated OVTX Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the order line for which vendor text will be added and the text to be entered into order vendor text.
2. Add OVTX record into AGPS.
 - a. If you are not in the OVTX screen, type **OVTX** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using Tab Key, move to Order Number field and type desired order number.
 - d. Using Tab Key, move to Order Line field and type desired order line number.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

 - a. Type **C (CHANGE)** in the Function Line.

Cross-ReferenceSteps

- b. Using Tab Key, move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

2.5 Change Order Vendor Text Table

Overview The AGPS user is provided the capability to change vendor text regarding a specific order line in AGPS. Information may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OVTX screen.

- Inputs**
- Required order number
 - Required order line number
 - Required changes to vendor text

- Outputs**
- Updated OVTX Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the order line for which vendor text will be changed and the text to be entered into order vendor text.
2. Change OVTX record into AGPS.
 - a. If you are not in the OVTX screen, type **OVTX** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using Tab Key, move to Order Number field and type desired order number.
 - d. Using Tab Key, move to Order Line field and type desired order line number.
 - e. Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

Cross-ReferenceSteps

- a. Type **C (CHANGE)** in the Function Line.
 - b. Using Tab Key, move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

2.6 Delete/Insert Order Vendor Text Table

Overview The AGPS user is provided the capability to delete/insert lines of text for vendor text regarding a specific order line in AGPS. Information may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OVTX screen.

- Inputs**
- Required order number
 - Required order line number
 - Required text line action code
 - Required changes to vendor text

- Outputs**
- Updated OVTX Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the order line number for which the user will delete/insert line text and the required change to text.
2. Delete/Insert text lines in OVTX records.
 - a. If you are not in the OVTX screen, type **OVTX** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using Tab Key, move to Order Number field and type desired order number.
 - d. Using Tab Key, move to Order Line field and type desired order line number.
 - e. Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

- a. Type **C (CHANGE)** in the Function Line.
 - b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.
 - c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) or, if inserting text, insert the text line number after which text is to be inserted.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

- a. If inserting text, type **C (CHANGE)** in the function line.
- b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.
- c. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines

Cross-ReferenceSteps

and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

2.7 Inquire Order Vendor Text Table

Overview The AGPS user is provided the capability to inquire vendor text regarding a specific order line in AGPS. Information may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OVTX screen.

- Inputs**
- Required order number
 - Required order line number

- Outputs**
- Updated OVTX Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the order line for which vendor text will be inquired.
2. Inquire OVTX record into AGPS.
 - a. If you are not in the OVTX screen, type **OVTX** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using Tab Key, move to Order Number field and type desired order number.
 - d. Using Tab Key, move to Order Line field and type desired order line number.
 - e. Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

2.8 Add Order Commodity Description Changes Table

Overview The AGPS user is provided the capability to add specification text changes regarding a specific order line in AGPS. Text may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OMOD screen.

- Inputs**
- Required order number
 - Required order line number
 - Required specification text

- Outputs**
- Updated OMOD Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the order line for which commodity specification text will be added and the text to be entered into order commodity specification text.
2. Add OMOD record into AGPS.

ORDR 4: OMOD

- a. If you are not in the OMOD screen, type **OMOD** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using Tab Key, move to Order Number field and type desired order number.
 - d. Using Tab Key, move to Order Line field and type desired order line number.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

- a. Type **C (CHANGE)** in the Function Line.

Cross-ReferenceSteps

- b. Using Tab Key, move to the first text or null (.) line text type field. Type the desired text type. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
 - c. Using Tab Key, move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.9 Change Order Commodity Description Changes Table

Overview The AGPS user is provided the capability to change commodity specification text regarding a specific order line in AGPS. Information may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OMOD screen.

- Inputs**
- Required order number
 - Required order line number
 - Required changes to commodity specification text

- Outputs**
- Updated OMOD Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the order line for which commodity specification text will be changed and the text to be entered into order commodity specification text.
2. Change OMOD record into AGPS.

ORDR 4: OMOD

- a. If you are not in the OMOD screen, type **OMOD** in the Function Line and press RETURN/ENTER.
- b. Type **G (GET)** in the Function Line.
- c. Using Tab Key, move to Order Number field and type desired order number.
- d. Using Tab Key, move to Order Line field and type desired order line number.
- e. Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

Cross-ReferenceSteps

- a. Type **C (CHANGE)** in the Function Line.
 - b. Using Tab Key, move to the first text or null (.) line text type field. Type the desired text type. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
 - c. Using Tab Key, move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.10 Delete/Insert Order Commodity Description Changes Table

Overview The AGPS user is provided the capability to delete/insert lines of text for commodity specification text regarding a specific order line in AGPS. Information may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OMOD screen.

- Inputs**
- Required order number
 - Required order line number
 - Required text line action code
 - Required changes to commodity specification text

- Outputs**
- Updated OMOD Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the order line number for which the user will delete/insert line text and the required change to text.
2. Delete/Insert text lines in OMOD records.
 - a. If you are not in the OMOD screen, type **OMOD** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using Tab Key, move to Order Number field and type desired order number.
 - d. Using Tab Key, move to Order Line field and type desired order line number.
 - e. Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

2.10 Delete/Insert Order Commodity Description Changes TableCross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

- a. Type **C (CHANGE)** in the Function Line and press RETURN/ENTER.
 - b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.
 - c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) or, if inserting text, insert the text line number after which text is to be inserted.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

- a. If inserting text, type **C (CHANGE)** in the function line.
- b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.
- c. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines

2.10 Delete/Insert Order Commodity Description Changes TableCross-ReferenceSteps

and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

2.11 Inquire Order Commodity Description Changes Table

Overview The AGPS user is provided the capability to inquire commodity specification text regarding a specific order line in AGPS. Information may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OMOD screen.

- Inputs**
- Required order number
 - Required order line number

- Outputs**
- Updated OMOD Table

Completing The Procedure

Cross-Reference

Steps

- | | |
|--------------|--|
| ORDR 4: OMOD | <ol style="list-style-type: none">1. Determine the order line for which commodity specification text will be inquired.2. Inquire OMOD record into AGPS.<ol style="list-style-type: none">a. If you are not in the OMOD screen, type OMOD in the Function Line and press RETURN/ENTER.b. Type G (GET) in the Function Line.c. Using Tab Key, move to Order Number field and type desired order number.d. Using Tab Key, move to Order Line field and type desired order line number.e. Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen. |
|--------------|--|

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

3 ADD/CHANGE ORDER ACCOUNTING DISTRIBUTION RECORDS

3.1 Add Order Accounting Distribution Table

Overview The AGPS user is provided the capability to add individual order accounting distribution lines for an existing order in AGPS. This is accomplished by use of the OACG screen. If accounting distribution records were set up on AACG, they will be defaulted into OACG on an add.

- Inputs**
- Required order number
 - Required order accounting distribution line number
 - Required accounting method (proportional or from/to line)
 - Required order accounting distribution

- Outputs**
- Updated OACG Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	<p>1. Determine order accounting distribution line(s) to be added and the order to be added to.</p> <p>NOTE: If this is not the first active accounting line, you cannot mix accounting methods, i.e., first record cannot be from/to line and the next one proportional (line amount).</p>
ORDR 4: ORD4	Order Number must be key to a valid and active order record in ORDR Table.
AGCY 4: AGCY	Paying Agency must be key to a valid and active record in the AGCY Table. User must be authorized in accounting to specify another agency as the paying agency.
INST 4: BTAB	Action Code must be a valid entry in BTAB AC (Action Code).
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.

<u>Cross-Reference</u>	<u>Steps</u>
INTF 4: OWLK	Accounting Distribution Object/Sub-Object must be equal OWLK table record for the executive agency of the requisitioning agency if the executive agency AGCY Table record has Reports to Central = Y and Dept Financial NOT equal CNTRL.
INTF 4: XWLK	Accounting Distribution other than Object/Sub-Object must be equal XWLK table record for the executive agency of the requisitioning agency if the executive agency AGCY Table record has Reports to Central = Y and Dept Financial NOT equal CNTRL.
	2. Add OACG Table data into AGPS.
ORDR 4: OACG	<ol style="list-style-type: none">a. If the user is not in the OACG screen, type OACG in the Function Line and press RETURN/ENTER.b. Type CLEAR in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and ADD inserted in the Function Line.c. Using the TAB key, move to Order Number field and type desired order number.d. Using the TAB key, move to Account Dist Number field and type desired order accounting distribution line number.e. Using the TAB key, move to Line Amount field and type desired line amount. If From/To Line are greater than spaces, this field must be blank.f. Using the TAB key, move to From Line field and type desired order line number. If Amount field is greater than spaces, this field must be blank. Entry must be less than To Line. If record is not first active record, entry cannot equal or be in range of lines of any other active record.g. Using the TAB key, move to To Line field and type desired order line number. If Amount field is greater than spaces, this field must be blank. Entry must be greater than From Line. If record is not first active record, entry cannot equal or be in range of lines of any other active record.
	3. Press RETURN/ENTER.

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display accounting distribution field labels based on the paying agency's AGCY Table record Department Financial. If accounting distribution records were set up on AACG, they will be defaulted into OACG on an add.

a. Using the TAB key, move to labeled Accounting Distribution Data Entry field and type desired accounting distribution code. If label is not present for data entry field, entry is not required and should not be permitted (field should be protected from entry).

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.2 Change Order Accounting Distribution Table

Overview The AGPS user is provided the capability to change individual order accounting distribution lines for an existing order in AGPS. This is accomplished by use of the OACG screen.

- Inputs**
- Required order number
 - Required order accounting distribution line number
 - Required changes accounting method (proportional or from/to line)
 - Required changes to order accounting distribution

Outputs

- Updated OACG Table

Completing The Procedure

Cross-Reference

Steps

1. Determine changes to order accounting distribution line(s) and line(s) to be changed.

NOTE: If this is not the first active accounting line, you cannot mix accounting methods, i.e., first record cannot be from/to line and the next one proportional (line amount).

ORDR 4: ORD4 **Order Number** must be key to a valid and active order record in ORDR Table.

AGCY 4: AGCY **Paying Agency** must be key to a valid and active record in the AGCY Table. User must be authorized in accounting to specify another agency as the paying agency.

ORDR 4: OACG **Account Distribution Number** must be key to a valid and active order accounting distribution record in OACG Table.

INST 4: BTAB **Action Code** must be a valid entry in BTAB AC (Action Code).

INST 4: BAAT User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.

INTF 4: OWLK Accounting Distribution Object/Sub-Object must be equal OWLK table record for the executive agency of the requisitioning agency if the executive agency

Cross-Reference

Steps

- AGCY Table record has Reports to Central = Y and Dept Financial NOT equal CNTRL.
- INTF 4: XWLK Accounting Distribution other than Object/Sub-Object must be equal XWLK table record for the executive agency of the requisitioning agency if the executive agency AGCY Table record has Reports to Central = Y and Dept Financial NOT equal CNTRL.
2. Change OACG Table data in AGPS.
- ORDR 4: OACG
- a. If the user is not in the OACG screen, type **OACG** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key, move to Order Number field and type desired order number.
 - d. Using the TAB key, move to Account Dist Number field and type desired order accounting distribution line number.
 - e. Press RETURN/ENTER. Requested order accounting distribution record should be displayed.
3. Type **CHANGE** in the function line.
- a. Using the TAB key, move to Paying Agency field and type desired agency number to be used for encumbrance processing to accounting.
 - b. Using the TAB key, move to Status Code field and type desired status code.

IF ...	THEN ...
Activating to prepare for encumbrance	Type status code = 1
Inactivating and current status is 0 or 1	Type status code = 5
Activating to prepare for encumbrance after failure and current status is 4	Type status code = 1
Inactivating after failure and current status is 4	Type status code = 5

Cross-Reference

Steps

IF ...	THEN ...
Activating to complete cancellation of encumbrance after failure and current status is 7	Type status code = 6

- c. Using the TAB key, move to Line Amount field and type desired line amount. If From/To Line are greater than spaces, this field must be blank.
- d. Using the TAB key, move to From Line field and type desired order line number. If Amount field is greater than spaces, this field must be blank. Entry must be less than To Line. If record is not first active record, entry cannot equal or be in range of lines of any other active record.
- e. Using the TAB key, move to To Line field and type desired order line number. If Amount field is greater than spaces, this field must be blank. Entry must be greater than From Line. If record is not first active record, entry cannot equal or be in range of lines of any other active record.
- f. Using the TAB key, move to labeled Accounting Distribution Data Entry field and type desired accounting distribution code. If label is not present for data entry field, entry is not required and should not be permitted (field should be protected from entry).

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.3 Delete Order Accounting Distribution Table

Overview The AGPS user is provided the capability to delete individual order accounting distribution lines for an existing order in AGPS. This is accomplished by use of the OACG screen. Record status must be 0.

- Inputs**
- Required order number
 - Required order accounting distribution line number

- Outputs**
- Updated OACG Table

Completing The Procedure

Cross-Reference

Steps

- | | | |
|--------------|----|---|
| | 1. | Determine order accounting distribution line(s) to be deleted. |
| ORDR 4: ORD4 | | Order Number must be key to a valid and active order record in ORDR Table. |
| ORDR 4: OACG | | Account Distribution Number must be key to a valid and active order accounting distribution record in OACG Table. |
| INST 4: BAAT | | User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen. |
| | 2. | Delete OACG Table data in AGPS. |
| ORDR 4: OACG | a. | If the user is not in the OACG screen, type OACG in the Function Line and press RETURN/ENTER. |
| | b. | Type INQUIRE in the Function Line. |
| | c. | Using the TAB key, move to Order Number field and type desired order number. |
| | d. | Using the TAB key, move to Account Dist Number field and type desired order accounting distribution line number. |
| | e. | Press RETURN/ENTER. Requested order accounting distribution record should be displayed. |
| | 3. | Type DELETE in the function line. |

Cross-ReferenceSteps

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.4 Inquire Order Accounting Distribution Table

Overview The AGPS user is provided the capability to inquire individual order accounting distribution lines for an existing order in AGPS. This is accomplished by use of the OACG screen.

- Inputs**
- Required order number
 - Required order accounting distribution line number

- Outputs**
- Display of requested OACG Table record

Completing The Procedure

Cross-Reference

Steps

- | | | |
|--------------|----|--|
| | 1. | Determine order accounting distribution line(s) to be inquired. |
| ORDR 4: ORD4 | | Order Number must be key to a valid and active order record in ORDR Table. |
| ORDR 4: OACG | | Account Distribution Number must be key to a valid and active order accounting distribution record in OACG Table. |
| INST 4: BAAT | | User must have access authority in the BAAT Table for the purchasing agency records to process this screen. |
| | 2. | Inquire OACG Table data in AGPS. |
| ORDR 4: OACG | a. | If the user is not in the OACG screen, type OACG in the Function Line and press RETURN/ENTER. |
| | b. | Type INQUIRE in the Function Line. |
| | c. | Using the TAB key, move to Order Number field and type desired order number. |
| | d. | Using the TAB key, move to Account Dist Number field and type desired order accounting distribution line number. |
| | 3. | Press RETURN/ENTER. |

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.

4 ADD/CHANGE ORDER APPROVAL RECORDS

4.1 Order Approval Processing

Overview

The AGPS user is provided the capability to add/change and/or approve order approval records. The system is designed to automatically create all required order approvals when an add and/or change is processed for the order header and/or order line record(s). The user also has the capability to directly enter (add) any additional approvals deemed necessary for processing of the order document. This is accomplished by use of the ORD4, OLI4, OFST and PAPV screens.

Inputs

- Required order number
- Required processing screen
- Required conditions to invoke an approval
- Required input data for a manual approval

Outputs

- Updated PHLD/PAPV Table

Completing The Procedure

Cross-Reference

Steps

1. Perform normal order processing.
2. Add/Change Order Header Table record approvals.
 - a. Add ORD4/OFST, using procedures of 1.1 Add Order Header Table/1.5 Add Fast Order Entry Record(s) above, order header purchasing agency and/or whim indicator.
 - b. Change ORD4/OFST, using procedures of 1.2 Change Order Header Table/1.6 Change Fast Order Entry Record(s) above, order header purchasing agency and/or whim indicator.
3. Add/Change Order Line Table record approvals.
 - a. Add, using procedures of 2.1 Add Order Line Table above/1.5 Add Fast Order Entry Record(s) above, commodity order line record.

Cross-Reference

Steps

- b. Change, using procedures of 2.2 Change Order Line Table/1.6 Change Fast Order Entry Record(s) above, order line quantity from/unit of measure/unit price.

- 4. Change , using procedures of 1.2 Change Order Header Table/1.6 Change Fast Order Entry Record(s) above, order status to greater than 405.

NOTE: On successful change of order header status greater than 405, all required order header/line approvals will be moved to the PAPV Table for processing. See Section 13, Electronic Approvals Processing.

- 5. Direct entry of an order approval record(s). See Section 13, Electronics Approval Processing, Chapter 2, 4 ADD/CHANGE MANUAL APPROVAL RECORDS.

5 ENCUMBER ORDERS

5.1 Process Encumbrance To Accounting

Overview The AGPS user is provided the capability to encumber orders on-line. The system is designed to automatically create all required accounting transactions required for encumbrance, process to accounting and return any responses to the encumbrance process from accounting. This is accomplished by use of the ORD4/OFST screens. **If the order is for next fiscal year encumbrance, the user would print the order without an encumbrance. The encumbrance would be held by the system until the next fiscal year accounting period is open.**

- Inputs**
- Required order number
 - Required processing screen
 - Required status code to process encumbrance

- Outputs**
- Updated ORDR/OACG Table

**Completing
The Procedure**

Cross-Reference

Steps

1. Determine orders ready for encumbrance. Normally status will be 429 - Approvals Complete.
2. Encumber Order Header Table record.
 - a. Change ORD4/OFST, using procedures of 1.2 Change Order Header Table/1.6 Change Fast Order Entry Record(s) above, order header status to **435**.

NOTE: On successful change of order header status to 435, the accounting transaction will be processed (encumbered), OACG status will be changed to 3 and order status will be changed to 436.

5.2 Process Encumbrance Cancellation To Accounting

Overview The AGPS user is provided the capability to cancel an encumbrance on-line. The system is designed to automatically create all required accounting transactions required for canceling the encumbrance, process to accounting and return any responses to the encumbrance cancellation process from accounting. This is accomplished by use of the ORD4/OFST screens.

Inputs

- Required order number
- Required processing screen
- Required status code to process encumbrance cancellation

Outputs

- Updated ORDR/OACG Table

Completing The Procedure

Cross-Reference

Steps

1. Determine order encumbrance to be canceled in accounting.
2. Cancel Order Header Table encumbrance record.
 - a. Change ORD4/OFST, using procedures of 1.2 Change Order Header Table/1.6 Change Fast Order Entry Record(s) above, order header status to **497**.

NOTE: On successful change of order header status to 497, the accounting transaction will be processed (cancel encumbrance), OACG status will be changed to 6 and upon successful processing in accounting order status will be changed to 498 and the OACG status will be changed to 9.

Cross-ReferenceSteps

- b. Using the TAB key, move to FY field and type the desired fiscal year for which the new order will be funded.

NOTE: If the fiscal year is changed, the order accounting distribution data on the new order will need to be verified that it is valid for the specified fiscal year.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

If a warning condition exists, AGPS will display the appropriate warning messages at the bottom of the transaction screen. These messages apply to the new order. Corrective action may need to be taken.

After successfully copying an order, the new order number will be displayed on ORD2 in the New/Old Order Nbr field.

5. Using the procedures of 1.2 Change Order Header Records, process any required changes to the new order header table.
6. Using the procedures of 2.2 Change Order Line Number Table, process any required changes to the order line(s).
7. Using the procedures of 3.2 Change Order Accounting Distribution Table, process any changes to the accounting distribution(s).

7 PROCESS BLANKET ORDERS

7.1 Add Blanket Orders

Overview The AGPS user is provided the capability to add blanket orders directly to the order database. This is accomplished by use of the OFST screen.

Inputs • Required blanket order information

Outputs • Updated ORDR/OLIN/OACG Table

Completing The Procedure

Cross-Reference

Steps

1. Determine blanket order requirement(s) and the contract/line number to be used if applicable.

KONT 4: KONT

Contract must be key to a valid and active contract record in the KONT Table. If document type is BPC, contract must also be a valid entry in BTAB Table CK (Authorized Contract & T-Number).

KONT 4: KLI2

KLIN must be key to a valid and active contract LINE record in the KLIN Table.

NOTE: If contract/contract line is being used, in addition to the contract/line ordering status being active, current date must be within contract/line begin and end ordering dates.

INST 4: BTAB

T-Number must be key to a valid entry in BTAB Table TV (T-Number - Multi-Vendor Blanket) and CK if document type is BPV.

2. Add blanket Order Header Table record.

ORDR 4: OFST

- a. Add order header using procedures of 1.5 Add Fast Order Entry Record(s) above using document type **BPA, BPC, BPM, or BPV**. If BPC, use desired Contract number. If BPV, use desired T-Number.

BPA - Blanket Purchase - Agreement
BPC - Blanket Purchase - Contract
BPM - Blanket Purchase - Multiple Vendor
BPV - Blanket Purchase - Multiple Contract & Vendor

Cross-Reference

Steps

NOTE: If blanket order document type is BPM or BPV, the vendor must be miscellaneous vendor (999999999 99). Because of this a BPM or BPV will process as a pre-encumbrance in Accounting. Funds will not be encumbered until payment is processed.

b. If document type is BPC, using the TAB key, move to Contract field and enter desired contract number.

c. If document type is BPV, using the TAB key, move to T-Num field and enter desired T-Number.

NOTE: If blanket order document type is BPC or BPV, the order header Order Amount may be entered on ADD with or without order line records present.

3. Add blanket Order Line Table record.

ORDR 4: OFST

a. Add order line using procedures of 1.5 Add Fast Order Entry Record(s) above. This is a required step for BPA and BPM type blanket orders.

b. If BPC, using the TAB key, move to KLIN field and enter desired Contract Line (KLIN) number for the referenced contract.

c. If BPV, the order line number, combined with the commodity number, must be key to a valid and active KLIN record for a contract within the referenced T-Number contract group.

NOTE: Order line records may also be added by batch (over night) process for a BPC or BPV type blanket order. See 7.2 Change Blanket Orders. If this process is to be used DO NOT ADD ORDER LINES AT THIS TIME.

4. Add blanket Order Accounting Distribution Table record.

ORDR 4: OFST

a. Add order accounting distribution table record using procedures of 1.5 Add Fast Order Entry Record(s) above.

<u>Cross-Reference</u>	<u>Steps</u>
ORDR 4: OFST	Item Number must be key to a valid and active blanket order line record in the OLIN Table.
ORDR 4: OFST	Line Number must be key to a valid and active blanket order accounting distribution record in the OACG Table.
	2. Change blanket Order Header Table record.
ORDR 4: OFST	<ul style="list-style-type: none">a. Change order header using procedures of 1.6 Change Fast Order Entry Record(s) above. If BPC, use desired Contract number. If BPV, use desired T-Number.b. If document type is BPC, using the TAB key, move to Contract field and enter desired contract number.c. If document type is BPV, using the TAB key, move to T-Num field and enter desired t-number.d. If the document type is BPC or BPV and the batch order line ADD process is to be used, change the order header status to 410. This will activate a batch program BO6Y during the nightly processing cycle and create order line records for all valid and active contract line records (KLIN) for the referenced contract number of BPC orders, or; create order line records for all valid and active contract line records (KLIN) of valid and active contracts within the T-Number group of the referenced t-number of BPV orders.
	NOTE: This order line ADD process will build order lines on a direct line for line relationship with the contract line, i.e., order line 00001 will be equal to contract line 00001 of eligible contract(s). For BPV blanket orders the first eligible contract line 00001 encountered will be used to create order line 00001, contract line 00002 for order line 00002, etc.
	3. Change blanket Order Line Table record.
ORDR 4: OFST	<ul style="list-style-type: none">a. Change order line using procedures of 1.6 Change Fast Order Entry Record(s) above. If BPC , use desired Contract Line (KLIN) number.b. If BPC, using the TAB key, move to KLIN field and enter desired Contract Line (KLIN) number for the referenced contract.c. If BPV, the order line number, combined with the commodity number, must be key to a valid KLIN record for a contract within the referenced T-Number.

Cross-Reference

Steps

ORDR 4: OFST

4. Change blanket Order Accounting Distribution Table record.
 - a. Change order accounting distribution table record using procedures of 1.6 Change Fast Order Entry Record(s) above.

7.3 Inquire Blanket Orders

Overview The AGPS user is provided the capability to inquire blanket orders in the order database. This is accomplished by use of the OFST screen.

- Inputs**
- Required order number
 - Required order line number
 - Required order accounting distribution number

Outputs • Display of requested ORDR/OLIN/OACG Table record(s)

Completing The Procedure

Cross-Reference

Steps

- | | |
|--------------|---|
| ORDR 4: OFST | 1. Determine blanket order to be inquired. |
| ORDR 4: OFST | Order Number must be key to a valid blanket order record in the ORDR Table. |
| ORDR 4: OFST | Item Number must be key to a valid blanket order line record in the OLIN Table. |
| ORDR 4: OFST | Line Number must be key to a valid blanket order accounting distribution record in the OACG Table. |
| ORDR 4: OFST | 2. Inquire blanket Order Header Table record. |
| ORDR 4: OFST | a. Inquire order header using procedures of 1.7 Inquire Fast Order Entry Record(s) above using desired blanket order number. |
| ORDR 4: OFST | 3. Inquire blanket Order Line Table record. |
| ORDR 4: OFST | a. Inquire order line using procedures of 1.7 Inquire Fast Order Entry Record(s) above and desired order line number. |
| ORDR 4: OFST | 4. Inquire blanket Order Accounting Distribution Table record. |
| ORDR 4: OFST | a. Inquire order accounting distribution table record using procedures of 1.7 Inquire Fast Order Entry Record(s) above and desired order accounting distribution line number. |

8 PROCESS CONTRACT RELEASE ORDERS

8.1 Add Contract Release Orders

Overview The AGPS user is provided the capability to add contract release order document types directly to the order database. This is accomplished by use of the OFST screen.

Inputs • Required contract release order information

Outputs • Updated ORDR/OLIN/OACG Table

Completing The Procedure

Cross-Reference Steps

1. Determine contract release order requirement(s) and the contract/line number to be used.

Order Document Type must be valid in BTAB Table DO (Document Type-Order).

KONT 4: KONT **Contract** must be key to a valid and active contract record in the KONT Table.

KONT 4: KLI2 **KLIN** must be key to a valid and active contract Line record in the KLIN Table.

NOTE: In addition to the contract/line ordering status being active, current date must be within contract/line begin and end ordering dates.

2. Add contract release Order Header Table record.

ORDR 4: OFST a. Add order header using procedures of 1.5 Add Fast Order Entry Record(s) above using desired Contract number.

If...	Then...
Release against a statewide or agency contract	Document Type must be CRO
Release against a state use (sheltered workshop) contract	Document Type must be STU

Cross-Reference

Steps

If...	Then...
Release against State Prison Enterprises contract	Document Type must be SPU
Release against a contract for item to be financed through LEAF or 3rd Party.	Document Type must be CER

3. Add contract release Order Line Table record.

ORDR 4: OFST

a. Add order line using procedures of 1.5 Add Fast Order Entry Record(s) above using desired Contract Line (KLIN) number.

4. Add contract release Order Accounting Distribution Table record.

ORDR 4: OFST

a. Add order accounting distribution table record using procedures of 1.5 Add Fast Order Entry Record(s) above.

8.2 Change Contract Release Orders

Overview The AGPS user is provided the capability to change contract release orders in the order database. This is accomplished by use of the OFST screen.

- Inputs**
- Required order number
 - Required order line number
 - Required order accounting distribution number
 - Required change to order header
 - Required change to order line
 - Required change to order accounting distribution

- Outputs**
- Updated ORDR/OLIN/OACG Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine change to contract release order requirement(s) and the contract/line number to be used if applicable.
KONT 4: KONT	Contract must be key to a valid and active contract record in the KONT Table.
KONT 4: KLI2	KLIN must be key to a valid and active contract Line record in the KLIN Table.
	NOTE: In addition to the contract/line ordering status being active, current date must be within contract/line begin and end ordering dates.
ORDR 4: OFST	Order Number must be key to a valid and active contract release order record in the ORDR Table.
ORDR 4: OFST	Line Number must be key to a valid and active contract release order line record in the OLIN Table.
ORDR 4: OFST	Acct Dist Number must be key to a valid and active contract release order accounting distribution record in the OACG Table.
	2. Change contract release Order Header Table record.

<u>Cross-Reference</u>	<u>Steps</u>
ORDR 4: OFST	<ol style="list-style-type: none">a. Change order header using procedures of 1.6 Change Fast Order Entry Record(s) above using desired Contract number.3. Change contract release Order Line Table record.
ORDR 4: OFST	<ol style="list-style-type: none">a. Change order line using procedures of 1.6 Change Fast Order Entry Record(s) above using desired Contract Line (KLIN) number.4. Change contract release Order Accounting Distribution Table record.
ORDR 4: OFST	<ol style="list-style-type: none">a. Change order accounting distribution table record using procedures of 1.6 Change Fast Order Entry Record(s) above.

8.3 Inquire Contract Release Orders

Overview The AGPS user is provided the capability to inquire contract release orders in the order database. This is accomplished by use of the OFST screen.

- Inputs**
- Required order number
 - Required order line number
 - Required order accounting distribution number

Outputs • Display of requested ORDR/OLIN/OACG Table record(s)

Completing The Procedure

Cross-Reference

Steps

- | | | |
|--------------|----|--|
| | 1. | Determine contract release order to be inquired. |
| ORDR 4: OFST | | Order Number must be key to a valid contract release order record in the ORDR Table. |
| ORDR 4: OFST | | Line Number must be key to a valid contract release order line record in the OLIN Table. |
| ORDR 4: OFST | | Acct Dist Number must be key to a valid contract release order accounting distribution record in the OACG Table. |
| | 2. | Inquire contract release Order Header Table record. |
| ORDR 4: OFST | a. | Inquire order header using procedures of 1.7 Inquire Fast Order Entry Record(s) above using desired contract release order number. |
| | 3. | Inquire contract release Order Line Table record. |
| ORDR 4: OFST | a. | Inquire order line using procedures of 1.7 Inquire Fast Order Entry Record(s) above and desired order line number. |
| | 4. | Inquire contract release Order Accounting Distribution Table record. |
| ORDR 4: OFST | a. | Inquire order accounting distribution table record using procedures of 1.7 Inquire Fast Order Entry Record(s) above and desired order accounting distribution line number. |

9 PROCESS INVENTORY CENTER ITEM ORDERS

9.1 Add Inventory Center Item Orders

Inventory Control Sub-System not in use.

Overview The AGPS user is provided the capability to add inventory center item orders directly to the order database. This is accomplished by use of the OFST screen.

Inputs • Required inventory center item order information

Outputs • Updated ORDR/OLIN/OACG Table

**Completing
The Procedure**

Cross-Reference

Steps

-
1. Determine inventory center item order requirement(s).

COMM 4: COM2 **Commodity Number** must be key to a valid and active commodity record in the COMM Table flagged as an Inventory Center Item.

COMM 4: CAIN **Commodity Number** must be key to a valid record on the CAIN Table.

Warehouse Code must be a valid AFS Warehouse Code.
 2. Add inventory center item Order Header Table record.

ORDR 4: OFST a. Add order header using procedures of 1.5 Add Fast Order Entry Record(s) above using document type **DCI**.

DCI - Inventory Center Item (Order Entry)
 3. Add inventory center item Order Line Table record.

ORDR 4: OFST a. Add order line using procedures of 1.5 Add Fast Order Entry Record(s) above.
 4. Add inventory center item Order Accounting Distribution Table record.

ORDR 4: OFST a. Add order accounting distribution table record using procedures of 1.5 Add Fast Order Entry Record(s) above.

9.2 Change Inventory Center Item Orders
Inventory Control Sub-System not in use.

Overview The AGPS user is provided the capability to change inventory center item orders in the order database. This is accomplished by the use of the OFST screen.

- Inputs**
- Required order number
 - Required order line number
 - Required order accounting distribution number
 - Required change to order header
 - Required change to order line
 - Required change to order accounting distribution

Outputs

- Updated ORDR/OLIN/OACG Table

**Completing
The Procedure**

Cross-Reference

Steps

-
1. Determine change to inventory center item order requirement(s).

ORDR 4: OFST **Order Number** must be key to a valid and active inventory center item order record in the ORDR Table.

ORDR 4: OFST **Line Number** must be key to a valid and active inventory center item order line record in the OLIN Table.

ORDR 4: OFST **Acct Dist Number** must be key to a valid and active inventory center item order accounting distribution record in the OACG Table.
 2. Change inventory center item Order Header Table record.

ORDR 4: OFST a. Change order header using procedures of 1.6 Change Fast Order Entry Record(s) above.
 3. Change inventory center item Order Line Table record.

ORDR 4: OFST a. Change order line using procedures of 1.6 Change Fast Order Entry Record(s) above.

Cross-Reference

Steps

ORDR 4: OFST

4. Change inventory center item Order Accounting Distribution Table record.
 - a. Change order accounting distribution table record using procedures of 1.6 Change Fast Order Entry Record(s) above.

9.3 Inquire Inventory Center Item Orders
Inventory Control Sub-System not in use.

Overview The AGPS user is provided the capability to inquire inventory center item orders in the order database. This is accomplished by use of the OFST screen.

- Inputs**
- Required order number
 - Required order line number
 - Required order accounting distribution number

- Outputs**
- Display of requested ORDR/OLIN/OACG Table record(s)

**Completing
The Procedure**

Cross-Reference

Steps

- | | | |
|--------------|----|--|
| | 1. | Determine inventory center item order to be inquired. |
| ORDR 4: OFST | | Order Number must be key to a valid inventory center item order record in the ORDR Table. |
| ORDR 4: OFST | | Line Number must be key to a valid inventory center item order line record in the OLIN Table. |
| ORDR 4: OFST | | Acct Dist Number must be key to a valid inventory center item order accounting distribution record in the OACG Table. |
| | 2. | Inquire inventory center item Order Header Table record. |
| ORDR 4: OFST | a. | Inquire order header using procedures of 1.7 Inquire Fast Order Entry Record(s) above using desired inventory center item order number. |
| | 3. | Inquire inventory center item Order Line Table record. |
| ORDR 4: OFST | a. | Inquire order line using procedures of 1.7 Inquire Fast Order Entry Record(s) above and desired order line number. |
| | 4. | Inquire inventory center item Order Accounting Distribution Table record. |
| ORDR 4: OFST | a. | Inquire order accounting distribution table record using procedures of 1.7 Inquire Fast Order Entry Record(s) above and desired order accounting distribution line number. |

10. PRINT ORDERS

10.1 How To Print Orders

Overview The AGPS user is provided the capability to identify orders for printing in AGPS. This is accomplished by the use of the ORD4/OFST screen.

- Inputs**
- Required order number
 - Required status code

- Outputs**
- Updated ORDR Table
 - Printed order document(s)

**Completing
The Procedure**

Cross-Reference

Steps

1. Determine orders to be printed.
2. Print orders in AGPS.
 - a. Change order header status using procedures of 1.2 Change Order Header Table above. Or,
 - b. Change order header status using procedures of 1.6 Change Fast Order Entry Record(s) above.

ORDR 4: ORD4

ORDR 4: OFST

440 - Print order on-line to remote printer.

NOTE: If the CONFIRM field is Y or R, status code 440 must be used to print the order. Status 450 does not build the receipt, invoice, and payment records.

450 - Print order during nightly batch order print if remote printer not available.

NOTE: Nightly batch order print program will determine those orders that will result in printed order documents.

If SDOC LaPAC Post field is Y, a 440 or 450 status will post award information to LaPAC.

11 PROCESSING ORDERS TO BE FINANCED

11.1 Create Order for LEAF/3rd Party Financing

Overview The AGPS user is provided the capability to add an order in AGPS that will be financed through the LEAF program or a 3rd party vendor. This is accomplished by the use of the OFST screen.

- Inputs**
- Required order header data
 - Required order line data
 - Required order accounting data

- Outputs**
- Updated ORDR, OLIN, OACG and PAPV Tables

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Identify the commodity to be ordered that will be financed. If the commodity must be competitively bid, see Section 6, 14.1 Create Requisition for LEAF/3rd Party Financing.
ORD4: OFST	2. Using procedures of 1.5 Add Fast Order Entry Record(s), add an order header, order line(s) data, and order accounting data if applicable.
AGCY 4: AGCY	a. Purchasing Agency must be a Type 3 agency (State Purchasing) in the AGCY Table.
	b. Order document type must be CER if the item is on contract, and EPO if the item is not on contract.
	c. The Accounting Required field must be marked appropriately. This field determines whether or not the order will be encumbered. If the order is not to be encumbered, this field should be marked N , and accounting is not required.
	3. The Leaf or 3rd Party Financing contract number and the number of payment periods must be entered on ORD5 prior to printing the order.
ORD4: ORD5	a. If you are not in the ORD5 screen, type ORD5 in the Function Line and press RETURN/ENTER.

<u>Cross-Reference</u>	<u>Steps</u>
	<ul style="list-style-type: none">b. Type INQUIRE in the Function Line.c. Using Tab Key, move to Order Number field and type desired order number.d. Press RETURN/ENTER. Requested order header record should be displayed.
	4. Type CHANGE in the Function Line. <ul style="list-style-type: none">a. Using Tab Key, move to Finance Contract # field and type LEAF or 3rd Party Finance contract number.b. Using Tab Key, move to No. Payment Periods field and type the desired number of payment periods which indicates the total number of payments to be made for the term of financing. i.e. 36 for a 3 year financing term to be paid monthly.
	5. Press RETURN/ENTER. NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.
	6. Using procedures of 4.1 Order Approval Processing, change order status to 425 and process required approvals for order. The order will build an 'FN' approval to State Purchasing.
	7. Using procedures of 5.1 Process Encumbrance to Accounting, if the accounting required field is Y , change status code to 435 to encumber order.
	8. Using procedures of 11.1 How to Print Orders, change status code to 440/450 to print order.

11.2 Create Order for Repayment of Financed Equipment

Overview The AGPS user is provided the capability to add an order in AGPS that will set up periodic payments, with or without an automatic payment process, to repay financed equipment. These orders are also designated as recurring orders to be continued each fiscal year. This is accomplished by the use of the OFST screen.

- Inputs**
- Required order header data
 - Required order line data
 - Required order accounting distribution data

- Outputs**
- Updated ORDR, OLIN and OACG Tables

Completing The Procedure

Cross-Reference

Steps

- | | |
|------------|---|
| ORD4: OFST | <ol style="list-style-type: none">1. Identify the requirement for an order to repay financed equipment.2. Using procedures of 1.5 Add Fast Order Entry Record(s), add an order header, order line and order accounting distribution data.<ol style="list-style-type: none">a. Order document type must be FRP for repayment of equipment financed through a 3rd party.b. Order document type must be LPR for repayment of the LEAF Program through AFS. The Purchasing Agency must be a Type 3 agency (State Purchasing) or a Type 7 agency (LEAF agency).c. The quantity on the line will be the number of periods encumbered on the ORD5 screen.3. The Number of Payment Periods must be entered on ORD5. |
| ORD4: ORD5 | <ol style="list-style-type: none">a. If you are not in the ORD5 screen, type ORD5 in the Function Line and press RETURN/ENTER.b. Type INQUIRE in the Function Line.c. Using Tab Key, move to Order Number field and type desired order number. |

<u>Cross-Reference</u>	<u>Steps</u>
	<ol style="list-style-type: none">d. Press RETURN/ENTER. Requested order header record should be displayed.
	<ol style="list-style-type: none">4. Type CHANGE in the Function Line.<ol style="list-style-type: none">a. Using Tab Key, move to No. Payment Periods field and type the desired number of payment periods which indicates the total number of payments to be made for the term of financing, i.e. 36 for a 3 year financing term to be paid monthly.
	<ol style="list-style-type: none">5. Press RETURN/ENTER. NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.
	<ol style="list-style-type: none">6. Using procedures of 1.13 Schedule Periodic Payments, the user has the capability to set up periodic payments with or without an automatic payment process.
	<ol style="list-style-type: none">7. Using procedures of 4.1 Order Approval Processing, change order status to 425 and process required approvals for order.
	<ol style="list-style-type: none">8. Using procedures of 5.1 Process Encumbrance to Accounting, change status code 435 to encumber order.
	<ol style="list-style-type: none">9. Using procedures of 11.1 How to Print Orders, change status code to 440/450 to print order.

11.3 Process Early Buyout of Financed Equipment

Overview The AGPS user is provided the capability to add an order change record in AGPS for the purpose of processing an early buyout of financed equipment. This is accomplished by use of the OCHG, OCLN, OCMD, and OCAC screens.

Inputs • Required OCHG, OCLN, OCMD, and OCAC fields

Outputs • Updated OCHG, OCLN, OCMD, and OCAC

Completing The Procedure

Cross-Reference

Steps

1. Identify the requirement for an early buyout of financed equipment. This will require a change order to be issued. Determine the order to be changed, and the order change number to be processed.

ORDR 4: ORD4 **Order Number** must be key to a valid and active order record in the ORDR Table with a status code of 441 or greater and less than 496.

INST 4: BTAB **Change Type Code** must be a valid entry in BTAB Table DC (Document Type - Change).

INST 4: BAAT User must have access and maintenance authority for referenced order record's purchasing agency in the BAAT Table to process this screen.

2. Add order change header data in AGPS.
 - a. Following the procedures of Section 9, Order Change Processing, add an order change header.
3. Add order change line data in AGPS.
 - a. Following the procedures of Section 9, Order Change Processing, add an order change line to reduce the balance of the order by the unpaid amount.
 - b. Following the procedures of Section 9, Order Change Processing, add an order change line to increase the order by the amount of the buyout.
4. Add commodity description changes in AGPS, if necessary.

Cross-ReferenceSteps

-
- a. Following the procedures of Section 9, Order Change Processing, add change order commodity description changes if necessary.
5. Add order change order accounting distribution data in AGPS.
 - a. Following the procedures of Section 9, Order Change Processing, add an order change order accounting distribution line to decrease the amount for the OCLN that was reduced.
 - b. Following the procedures of Section 9, Order Change Processing, add an order change order accounting distribution line to create the amount for the OCLN that was added.

12 INQUIRE ORDER RECORDS

12.1 Inquire Order Database Records

Overview The AGPS user may have the need to view order(s) by various key(s) using various inquiry screens providing the requested information in the desired format. The user is provided order database inquiry screens for viewing order information.

- Inputs**
- Required inquiry key(s)
 - Required inquiry screen

- Outputs**
- Display of requested order database records

Completing The Procedure

Cross-Reference

Steps

INST 4: BAAT

1. Determine order information to be inquired and the inquiry screen to be used.

User must have access authority in the BAAT Table for the purchasing agency records to process this screen(s).
2. Inquire orders records in AGPS.
 - a. If you are not in the desired screen, type desired inquiry screen identifier in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using Tab Key, move to required key field(s) and type desired key(s).
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested data.

The following inquiry screens are provided for inquiry of Order Database record(s).

ORDER PROCESSING

PROCEDURES

12.1 Inquire Order Database Records

<u>Cross-Reference</u>	<u>Steps</u>
ORDR 4: OABC	OABC - Order By Agency And Buyer Code: This screen is for inquiry of order header records by the purchasing agency and the buyer code. Key(s) is purchasing agency, buyer code and order number.
ORDR 4: OABT	OABT - Order Number by Agency Bill To Table: This screen is for inquiry of order numbers by the bill to agency/bill to sub-agency. Key(s) is bill to agency, bill to sub-agency and order number.
ORDR 4: OANO	OANO - Order By Agency Number: This screen is for inquiry of order header records by the purchasing agency. Key(s) is purchasing agency and order number.
ORDR 4: OAPY	OAPY - Order By Autobatch Indicator: This screen is for inquiry of order records by paying agency that have been set up with autobatch payments. Key(s) is paying agency, autobatch pay indicator, create date, and order number.
ORDR 4: OARN	OARN - Order By Agency Requisition Number: This screen is for inquiry of order header records by the purchasing agency and agency requisition number. Key(s) is purchasing agency, agency requisition number and order number.
ORDR 4: OASH	OASH - Order Number by Agency Ship To Table: This screen is for inquiry of order numbers by the ship to agency/ship to sub-agency. Key(s) is ship to agency, ship to sub-agency and order number.
ORDR 4: OAST	OAST - Orders By Agency And Status Code: This screen is for inquiry of order header records by the agency and ORDR status code. Key(s) is agency, order status and order number.
ORDR 4: OBST	OBST - Order By Purchasing Agency, Buyer And Status Code: This screen is for inquiry of order header records by the purchasing agency, buyer and status code. Key(s) is purchasing agency, buyer code, status and order number.
ORDR 4: OCMM	OCMM - Order By Purchasing Agency, Buyer And Status Code: This screen is for inquiry of order header records by the purchasing agency, buyer and status code. Key(s) is purchasing agency, buyer code, status and order number.
ORDR 4: ODAN	ODAN - Order by Document Type And Requisition Agency: Provides the user with the ability to INQUIRE the Order database by document type and requisition agency and order number. The screen will display a list of orders for the requested key(s). Key is document type requisition agency and order number.

<u>Cross-Reference</u>	<u>Steps</u>	
ORDR 4: ODOT	ODOT -	Order by Purchase Agency, Document Type And Award Date: Provides the user with the ability to INQUIRE the Order database by purchasing agency, document type, award date and order number. The screen will display a list of orders for the requested key(s). Key is purchase agency, document type, award date and order number.
ORDR 4: OITM	OITM -	Order By Item Number: This screen is for inquiry of order header/line records by the commodity item number. Key(s) is order line commodity number, order number and line number.
ORDR 4: OKAN	OKAN -	Order By Contract And Requisitioning Agency: This screen is for inquiry of order header records by contract number and requisitioning agency. Key(s) is contract number, requisitioning agency and order number.
ORDR 4: OLCN	OLCN -	Order Lines by Contract Number: This screen is for inquiry of order line records by contract number. Key(s) is contract number, order number and order line.
ORDR 4: OLIN	OLIN -	Order Line Number Table #1: This screen is for inquiry of order line records by order number and order line number. Key(s) is order number and line number.
ORDR 4: OLI5	OLI5 -	Order Line Number Table #5: This screen is for inquiry of order line record AFS Inventory Reject reason codes by order number and order line number. Key(s) is order number and line number.
ORDR 4: OLI6	OLI6 -	Order Line Number Table #6: This screen is for inquiry of all order line record's AFS Inventory Reject reason codes by order number and order line number. Key(s) is order number and line number.
ORDR 4: ORDR	ORDR -	Order Header Table #1: This screen is for inquiry of order bill-to, ship-to and delivery terms detail information. Key(s) is order number.
ORDR 4: ORD2	ORD2 -	Order Header Table #2: This screen is for inquiry of order detail information. Key(s) is order number.
ORDR 4: ORNO	ORNO -	Order By Requisition Number: This screen is for inquiry of order header records by requisition number. Key(s) is requisition number and order number.
ORDR 4: OSTA	OSTA -	Order By Status Code: This screen is for inquiry of order header records by status code. Key(s) is status code and order number.

<u>Cross-Reference</u>	<u>Steps</u>
ORDR 4: OTLE	OTLE - Order By Title: This screen is for inquiry of order header records by title. Key(s) is order title and order number.
ORDR 4: OVNO	OVNO - Order By Vendor Number Table: This screen is for inquiry of order header records by vendor number. Key(s) is vendor number and order number.