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## **REQUISITION PROCESSING**

## **DOCUMENTS**

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**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
(Purchasing) Agency	6	Unprotected. Key. If left blank, the system will start the requisition list with the first purchasing agency in the database. If specified the system will return the list for the agency specified.
Purchasing Agency Title	35	Protected. The title of purchasing agency.
Buyer Code	3	Unprotected. Key. If left blank the system will start the requisition list with the first buyer for the purchasing agency specified. If input the system will return the list for the buyer code specified.
Buyer Name	35	Protected. The name of the buyer as provided in the Agency Buyer table.
Requisition (Number)	10	Unprotected. Key. If left blank the system will start the requisition list with the first requisition for the agency and buyer specified. If input the system will return the list starting at the requisition specified.
(Requisition) Title	40	Protected. The title of the requisition as provided from the Requisition table.

**RACG**

**Requisition Accounting Distribution Table**

```

ENTER FUNCTION: ..... TRANS: RACG
REQUISITION ACCOUNTING DISTRIBUTION TABLE
KEY IS REQUISITION NUMBER, LINE NUMBER, AND CHANGE NUMBER
REQUISITION NUMBER..: ..... :
ACCOUNT DIST NUMBER.: .. CHANGE NUMBER..: .. FY.:
PAYING AGENCY.....: ..... :
STATUS CODE.....: ..... :
STATUS CHANGE DATE..: ..... DT SENT TO ACTG: ..... AT.:
ACTION CODE.....: ..... :
AMOUNT.: ..... FROM LINE: ..... TO LINE: ..... GFS BATCH #: .....
CHG PRE-ENC: NET PRE-ENC: AWARDED:
LABEL #1 : ..... LABEL #2 : .....
LABEL #3 : ..... LABEL #4 : .....
LABEL #5 : ..... LABEL #6 : .....
LABEL #7 : ..... REASON CODES
LABEL #8 : ..... 1 : .....
LABEL #9 : ..... 2 : .....
LABEL #10 : ..... 3 : .....
USERID LAST CHANGE...: DATE LAST CHANGED...:
4 : .....

```

**Purpose**

The purpose of the Requisition Accounting Distribution Table is to provide the ability to add, change, or delete an accounting distribution record. This record provides the interface with the accounting system to allow for pre-encumbrance of funds in the accounting system. The action code input identifies the type of transaction that is processed in the accounting system. This pre-encumbrance record later becomes the source for encumbrance of funds to support an order.

**Screen**

**Characteristics**

Add, Change, Delete and Inquire Requisition Accounting Distribution Table

**Procedure**

**Cross-Reference**

Chapter 2 Requisition Processing;

- 3.1 Add Requisition Accounting Distribution Table
- 3.2 Change Requisition Accounting Distribution Table
- 3.3 Delete Requisition Accounting Distribution Table
- 3.4 Inquire Requisition Accounting Distribution Table

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Required. the requisition number for which the accounting record is to be added, changed, or deleted.
Requisition Title	40	Protected. The title of the requisition number input as provided from the RQSN Table.
Account Dist Number	2	Unprotected. Key. Required. A sequential number as specified by the user to indicate a line of accounting distribution.
Change Number	2	Unprotected. Key. Required. A sequential number as specified by the user to indicate the next change to a line number previously input. For an initial creation of a line number, the change number must be '00'. For action code other than 'C', the change number must be greater than '00'.
FY	2	Protected. Displayed fiscal year of the entered requisition number.
Paying Agency	6	Unprotected. Required. Indicates the agency number to be used as the "paying agency" for pre-encumbrance processing to accounting. If left blank, will default requisitioning agency from the RQSN Table. If requisitioning agency reports to FACS, the paying agency must equal the first three positions of the requisitioning agency.
Paying Agency Title	35	Protected. The title of the paying agency number input as provided from the AGCY Table.
Status Code	1	Unprotected. Required. A status code of '0' is used to add a new record. When satisfied with the record it can be changed to '1' for ready to process to accounting. Other status codes are generally generated by the system as a result of processing. System edits prevent status code '1' on multiple records for the same accounting line for the same requisition simultaneously.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table RG (Accounting Status Code).

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Status Change Date	8	Protected. The date the status code was last changed,
Dt Sent To Actg	8	Protected. Date this record was processed to accounting.
At (Accounting Sys)	5	Protected. Maintained by the system. Identifies the accounting system (GFS) that the record was last in interface with.
Action Code	1	Unprotected. Required. Must be a valid code in BTAB Table AC (Action Code).
Action Code Title	30	Protected. An interpretation of the action code from BTAB Table AC.
Amount	9.2	Unprotected. Required when 'change number' is greater than '00'. System will default to total estimated amount for From/To line range when change number is '00'. When processing a change action if 'increase (I)' or 'reduce (R)' the line amount will be the action amount and must be entered by the user.
From Line	5	Unprotected. Required for line accounting distribution. User will input the beginning requisition line number.
To Line	5	Unprotected. Required for line accounting distribution. User will input the ending requisition line number.
GFS Batch #	6	Protected. System assigned GFS Batch Number.
Chg Pre-Enc	(s)9.2	Protected. Line amount of RACG change displayed on the base record RACG (Change Number = '00') when a change is processed.
Net Pre-Enc	(s)9.2	Protected. Calculated by the system; Original Pre-Encumbrance + Change Pre-Encumbrance.
Awarded	(s)9.2	Protected. Display of the amount awarded against this pre-encumbrance.
Actg Dist Field Labels	10x10	Protected. Interpreted labels from the BLBL Accounting Labels Table. Key to BLBL record is Department Financial of the Bill-To-Agency of the RACG record. If Key is not found, the labels will default to 'CNTRL' format of BLBL Table.
Dist Data Entry Fld 1-8	8x8	Unprotected. Entry may be made only if the field has a label. User will enter data as indicated by the field label, or may be defaulted from AACG.
Dist Data Entry Fld 9	15	Unprotected. Entry may be made only if the field has a label. User will enter data as indicated by the field label, or may be defaulted from AACG.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Dist Data Entry Fld 10	20	Unprotected. Entry may be made only if the field has a label. User will enter data as indicated by the field label, or may be defaulted from AACG.
Reason Codes (1-4)	4x6	Protected. Maintained by the system. If interface with accounting results in 'failed accounting process', the reason codes for failure are displayed.
Reason Code Title	4x30	Protected. Interpreted title of the reason code from BTAB Table RE (Reason Code).
Userid Last Change	8	Protected. The USERID of the person making the last change to the record.
Date Last Changed	8	Protected. The date the last change was made.

**RAC2**

**Requisition Accounting Distribution Table #2**

```

ENTER FUNCTION: ..... TRANS: RAC2
REQUISITION ACCOUNTING DISTRIBUTION TABLE #2
KEY IS REQUISITION NUMBER, LINE NUMBER, AND CHANGE NUMBER

REQUISITION NUMBER...: ..... :
ACCOUNT DIST NUMBER.: ..      CHANGE NUMBER...: ..

          AGENCY                                CENTRAL
LABEL #1  :                                     LABEL #1  :
LABEL #2  :                                     LABEL #2  :
LABEL #3  :                                     LABEL #3  :
LABEL #4  :                                     LABEL #4  :
LABEL #5  :                                     LABEL #5  :
LABEL #6  :                                     LABEL #6  :
LABEL #7  :                                     LABEL #7  :
LABEL #8  :                                     LABEL #8  :
LABEL #9  :                                     LABEL #9  :
LABEL #10 :                                     LABEL #10 :
LINE AMT:                                     CHG PRE-ENC:      NET PRE-ENC:

```

**Purpose**                      The purpose of the Requisition Accounting Distribution Table #2 is to provide an inquiry screen for the user with a detail record of an RACG record with corresponding cross-walk to Central Accounting codes. This is an inquiry screen only.

**Screen Characteristics**      Inquire Requisition Accounting Distribution Table

**Procedure Cross-Reference**    Chapter 2 Requisition Processing;  
    16.1 How To Inquire Requisition Records

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. If left blank, will display the requisition number of the first record in the RACG Table.
Requisition Title 1	40	Protected. Inferred title line 1 of the referenced requisition number.
Account Dist Number	2	Unprotected. Key. If left blank, will display the accounting line number of the first record in the RACG Table for the referenced requisition number.
Change Number	2	Unprotected. Key. If left blank, will display the first change for the accounting line number of the first record in the RACG Table for the referenced requisition number.
Agency (Field Labels)	10x10	Protected. Inferred labels from the applicable BLBL Table (Accounting Distribution Label) record keyed by the Department Financial of the Paying Agency's AGCY Table record.
Agency (Acct Dist Field Data (Fields 1-8))	8x8	Protected. Inferred field data from the inquired OACG Table record.
Agency (Acct Dist Field Data (Field 9))	15	Protected. Inferred field data from the inquired OACG Table record.
Agency (Acct Dist Field Data (Field 10))	20	Protected. Inferred field data from the inquired OACG Table record.
Central (Field Labels)	10x10	Protected. Inferred labels from the applicable BLBL Table (Accounting Distribution Label) record keyed by the Department Financial of the Paying Agency's AGCY Table record.
Central (Acct Dist Field Data (Fields 1-8))	8x8	Protected. Inferred field data from the inquired OACG Table record's related XWLK Table matching record.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Central (Acct Dist Field Data (Field 9))	15	Protected. Inferred field data from the inquired OACG Table record's related XWLK Table matching record.
Central (Acct Dist Field Data (Field 10))	20	Protected. Inferred field data from the inquired OACG Table record's related XWLK Table matching record.
Line Amt	9.2	Protected. Inferred line amount of the inquired RACG Table record. For changes to the accounting line (Change Number > 00) this is the amount of increase or decrease of the original pre-encumbered amount.
Chg Pre-Enc	9.2	Protected. Inferred changed line amount of the inquired RACG Table record. If applicable, displayed only of base accounting line (Change Number = 00); Sum of all changes to pre-encumbrance amount for that base accounting distribution record.
Net Pre-Enc	9.2	Protected. Inferred net line amount (line amount - change pre-encumbrance) of the inquired RACG Table record. If applicable, displayed only of base accounting line (Change Number = 00).



**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Agency Number	6	Unprotected. Key. May be blank. Specifies the requisitioning agency for which a list is to be generated. If left blank, the system will start with the first agency number in the database.
Agency Title	35	Protected. The title of the requisitioning agency.
Requisition (Number)	10	Unprotected. Key. If left blank the system will start the requisition list with the first requisition for the requisitioning agency specified. If input the system will return the list starting at the number specified.
(Requisition) Title	40	Protected. The title of the requisition as provided from the Requisition table.

**RAPS**

**Requisitions By Department Purchasing Agency, Buyer Code and Status**

```
ENTER FUNCTION: ..... TRANS: RAPS
REQUISITIONS BY DEPARTMENT PURCHASING AGENCY, BUYER CODE, DATE:
AND STATUS TIME:
KEY IS DEPT PUR AGCY, BUYER CD, STATUS, REQ AGCY AND REQ # TERM:

DEPT PURCH AGCY: ..... :
BUYER CODE.....: ... :
```

STAT	AGENCY	REQ REQUISITION	TITLE
...	.....	.....	
...	.....	.....	
...	.....	.....	
...	.....	.....	
...	.....	.....	
...	.....	.....	
...	.....	.....	
...	.....	.....	
...	.....	.....	
...	.....	.....	
...	.....	.....	
...	.....	.....	
...	.....	.....	
...	.....	.....	
...	.....	.....	

**Purpose** The purpose of the Requisitions by Department Purchasing Agency, Buyer Code, and Status table is to provide the user with a list of requisitions and their titles for the department purchasing agency and buyer code specified. Access is granted only to those requisitions for which the user has security access.

**Screen Characteristics** Inquire Requisition Header Table

**Procedure Cross-Reference** Chapter 2 Requisition Processing;  
16.1 How To Inquire Requisition Records

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Dept Purch Agcy	6	Unprotected. Key. The department purchasing agency number on AGCY who is responsible for the purchasing functions of the requisitioning agency. If left blank, the system will start the requisition list with the first department purchasing agency in the database. If specified the system will return the list for the agency specified.
Department Purchasing Agency Title	35	Protected. The name of the department purchasing agency as provided in the AGCY Table.
Buyer Code	3	Unprotected. Key. Must be a valid buyer code in the ABUY Table for the department purchasing agency number specified. If left blank the system will start the requisition list with the first buyer for the department purchasing agency specified. If input the system will return the list for the buyer code specified.
Buyer Name	35	Protected. The name of the buyer as provided in the Agency Buyer table.
Stat	3	Unprotected. Key. The inferred status code of the displayed requisition record. If left blank on inquiry, the system will return with the first status code in the database for the requested agency and buyer code.
Req Agency	6	Unprotected. Key. The requisitioning agency number for which a list of requisitions is to be generated. If left blank on inquiry, the system will return with the first requisition in the database for the requested agency, buyer code, and status.
Requisition (Number)	10	Unprotected. Key. If left blank the system will start the requisition list with the first requisition for the department purchasing agency, buyer code, status, and requisitioning agency specified. If input the system will return the list starting at the requisition specified.
(Requisition) Title	40	Protected. The title of the requisition as provided from the Requisition table.



**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Agency Number	6	Unprotected. Key. If left blank the system will generate the requisition list starting with the first requisitioning agency in the database. If specified the system will return the list for the agency specified.
Agency Number Title	35	Protected. The title of the requisitioning agency.
Agency Req Number	10	Unprotected. Key. If left blank, the system will start with the first agency requisition number for the specified agency. If specified the system will return the list for the agency requisition number specified.
Requisition (Number)	10	Unprotected. If left blank the system will start with the first requisition number for the agency and agency requisition number specified. If input the system will return the list starting at the requisition number specified.
(Requisition) Title	40	Protected. The title of the requisition as provided from the Requisition table.

**RAST**

**Requisition By Agency And Status Code**

ENTER FUNCTION: .....		TRANS: RAST	
REQUISITIONS BY AGENCY AND STATUS CODE		DATE:	
KEY IS REQUISITIONING AGENCY, STATUS CODE, AND REQ NUMBER		TIME:	
		TERM:	
REQUISITIONING AGENCY...: ..... :			
REQUISITION STATUS.....: ... :			
REQUISITION			
NUMBER	REQUISITION TITLE	CONTACT/PHONE	
.....		-	-
.....		-	-
.....		-	-
.....		-	-
.....		-	-

**Purpose** The purpose of the Requisition by Agency and Status Code table is to provide the user with a list of system generated requisition numbers for the requisitioning agency number and status code. Access is granted only to those requisitions for which the user has security access.

**Screen Characteristics** Inquire Requisition Header Table

**Procedure Cross-Reference** Chapter 2 Requisition Processing;  
16.1 How To Inquire Requisition Records

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisitioning Agency	6	Unprotected. Key. If left blank the system will generate the requisition list starting with the first requisitioning agency in the database. If specified the system will return the list for the agency specified.
Requisitioning Agency Title	40	Protected. The title of the requisitioning agency.
Status Code	3	Unprotected. Key. If left blank the system will start the requisition list with the lowest status code for the requisitioning agency specified. If input the system will return the list starting at the status code specified.
Status Code Title	30	Protected. Interpretation of the listed status code from BTAB Table SR (Requisition Status).
Requisition Number	10	Unprotected. Key. If left blank the system will start the list with the first requisition number for the requisitioning agency and status code specified. If input the system will return the list starting at the requisition number specified.
Requisition Title	40	Protected. Inferred requisition title lines 1 &2 from the RQSN Table for the listed requisition number.
Contact	25	Protected. Inferred requisition delivery point of contact from the RQSN Table for the listed requisition number.
Phone	14	Protected. Inferred requisition delivery point of contact phone number from the RQSN Table for the listed requisition number.

**RBST**

**Requisition By Purchasing Agency, Buyer And Status Code**

```

ENTER FUNCTION: ..... TRANS: RBST
REQUISITIONS BY PURCHASING AGENCY, BUYER AND STATUS CODE TABLE
KEY IS PURCHASING AGENCY NUMBER, BUYER CODE, REQ STATUS CODE AND REQ NUMBER

PURCHASING AGENCY.....: ..... :
BUYER CODE.....: ... :

STATUS   REQUISITION                               TITLE                               CHANGE DATE
...       .....
...       .....
...       .....
...       .....
...       .....
...       .....
...       .....
...       .....
...       .....
...       .....
...       .....
...       .....
...       .....
...       .....
...       .....

```

**Purpose**                    The purpose of the Requisition by Purchasing Agency, Buyer and Status Code table is to provide the user with a list of requisitions and their titles, status codes, and change dates for the purchasing agency and buyer code specified. Access is granted only to those requisitions for which the user has security access.

**Screen Characteristics**            Inquire Requisition Header Table

**Procedure Cross-Reference**        Chapter 2 Requisition Processing;  
    16.1 How To Inquire Requisition Records

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Purchasing Agency	6	Unprotected. Key. If left blank the system will start the requisition list with the first purchasing agency in the database. If input the system will return the list for the agency specified.
Purchasing Agency Title	35	Protected. The title of the Purchasing Agency.
Buyer Code	3	Unprotected. Key. If left blank the system will start the requisition list with the first buyer for the purchasing agency specified. If input the system will return the list for the buyer code specified.
Buyer Name	35	Protected. The name of the buyer as provided in the Agency Buyer table.
Stat	3	Unprotected. Key. If left blank the system will start the requisition list with the smallest status code for the purchasing agency and buyer code specified. If input the system will return the list starting at the status code specified.
RQSN (Number)	10	Unprotected. Key. If left blank the system will start the list with the first requisition number for the status code, buyer code, and agency specified. If input the system will return the list starting at the requisition number specified.
(Requisition Number) Title	40	Protected. The title of the requisition as provided from the Requisition table.
Chg Date	8	Protected. The date the requisition was last changed.

**RBUS**

**Requisition By Purchasing Agency, Buying Unit and Status Table**

```

ENTER FUNCTION: ..... TRANS: RBUS
REQUISITIONS BY PURCHASING AGENCY, BUYING UNIT AND STATUS TABLE
KEY IS PURCHASING AGENCY NUMBER, BUYER UNIT, STATUS AND REQ NUMBER

PURCHASING AGENCY.....: ..... :
BUYER UNIT.....: ..... :

```

STATUS	REQUISITION	TITLE	CHANGE DATE
...	.....		
...	.....		
...	.....		
...	.....		
...	.....		
...	.....		
...	.....		
...	.....		
...	.....		
...	.....		
...	.....		
...	.....		
...	.....		
...	.....		
...	.....		

**Purpose**                      The purpose of the Requisition by Purchasing Agency, Buying Unit and Status Table is to provide the user with a list of requisitions and their titles, status codes, and change dates for the purchasing agency and buyer unit specified. Access is granted only to those requisitions for which the user has security access.

**Screen Characteristics**      Inquire Requisition Header Table

**Procedure Cross-Reference**    Chapter 2 Requisition Processing;  
    16.1 How To Inquire Requisition Records

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Purchasing Agency	6	Unprotected. Key. If left blank the system will start the requisition list with the first purchasing agency in the database. If input the system will return the list for the agency specified.
Purchasing Agency Title	35	Protected. The title of the Purchasing Agency.
Buyer Unit	4	Unprotected. Key. If left blank the system will start the requisition list with the first buyer unit for the purchasing agency specified. If input the system will return the list for the buyer unit specified.
Buyer Unit Name	35	Protected. The name of the buyer unit as provided in BTAB Table AB (Agency Buying Unit) from the buying unit code for the buyer from the ABUY table record of the requisition buyer.
Status	3	Unprotected. Key. If left blank the system will start the requisition list with the smallest status code for the purchasing agency and buyer code specified. If input the system will return the list starting at the status code specified.
Requisition	10	Unprotected. Key. If left blank the system will start the list with the first requisition number for the status code, buyer code, and agency specified. If input the system will return the list starting at the requisition number specified.
(Requisition) Title	40	Protected. The title of the requisition as provided from the Requisition table.
Change Date	8	Protected. The date the requisition was last changed.



**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Commodity Number	11	Unprotected. Key. If left blank the system will start with the first commodity number in the database. If input the system will return the requisition list for the commodity number specified.
(Commodity) Description	40	Protected. The first line of description from the Commodity Specification Text file.
Requisition (Number)	10	Unprotected. Key. If left blank the system will start the requisition list with the first requisition for the commodity specified. If input the system will return the list starting at the requisition specified.
(Requisition) Line (Number)	5	Protected. The first requisition line number for the commodity and requisition number specified. If input the system will return the list starting at the line number specified.
Quantity	6.3	Protected. The 'From' quantity as specified in the requisition line.
Unit (of Measure)	5	Protected. The unit of measure as specified in the requisition line.
Est. Unit Price	7.5	Protected. The estimated unit price as specified in the requisition line.
Unit Price	7.5	Protected. The awarded unit price as provided from the requisition line.

**RCPY**

**Requisition Copy Screen**

```

ENTER FUNCTION: ..... TRANS: RCPY
REQUISITION COPY SCREEN
KEY IS REQUISITION NUMBER

REQUISITION NUMBER.: ..... FY: .. COPIED TO REQ NBR:
FILE NUMBER.....: WAREHOUSE CODE:
TITLE LINE 1.....:
TITLE LINE 2.....:
STATUS CODE.....: ... : CHG DTE:
DOCUMENT TYPE.....: : ACCT RQD:
PURCHASING AGCY.....: :
REQUISITIONING AGCY: :
BILL TO CONTACT.....:
BILL TO PHONE.....: - - - CLASS/SUB-CLASS:
SHIP TO AGCY/SUB.....: - - :
BILL TO AGCY/SUB.....: - - :
DELIVERY DAYS ARO...: WEEKS ARO: DATE:
SHIP TO CONTACT.....:
SHIP TO PHONE.....: - - - ENTERID: DATE:
SET-ASIDE CODE.....: RESP ORGN: BS ACCT:
WHIM.....: PRE-ENC STAT: DEL BLDG/RM:

```

**Purpose**

The purpose of the Requisition Copy Screen is to provide the user with the ability to copy prior requisition information. Security is based on the requisitioning and purchasing agencies and access is granted only to those requisitions for which the user has security access.

**Screen**

**Characteristics**

Change and Inquire Requisition Copy Screen

**Procedure**

**Cross-Reference**

Chapter 2 Requisition Processing;  
6.1 Copying a Requisition Document

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Required. If coping a prior requisition then number must be entered. If left blank on inquiry, the system will return the first requisition number in the database.
File Number	8	Protected. The file number from the RQS2 record.
Warehouse Code	4	Protected. Warehouse Code from the RQS4 record.
FY	2	Unprotected. Indicates the budget fiscal year for the new requisition created from the copy process.
Copied to Req Nbr	10	Protected. After successfully copying the requisition, will display the requisition number that was created for the new requisition.
Title Line 1	40	Protected. Title Line 1 from the RQS4 record.
Title Line 2	40	Protected. Title Line 2 from the RQS4 record.
Status Code	3	Unprotected. Required if a requisition is being copied. This is the only status code that can be used on this screen.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
(Status) Chg Dt	8	Protected. The date the status code was changed.
Document Type	3	Protected. Document Type from the RQS4 record.
Document Type Title	30	Protected. An interpretation of the document type from BTAB Table DR (Document Type - Requisition).
Acct Rqd	1	Protected. Indicates if a requisition is required to be encumbered in accounting.
Purchasing Agcy	6	Protected. The agency number of the agency performing the purchase function for the requisitioning agency from the RQS4 record.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Purchasing Agency Name	35	Protected. The agency name as provided from Name the Agency table.
Requisitioning Agcy	6	Protected. The agency number for which this requisition is being created from the RQS4 record.
Requisitioning Agency Name	35	Protected. The name of the requisitioning agency as provided from Agency table.
Bill-To Contact	35	Protected. Name of contact person for the requisition from the RQS4 record.
Bill-To Phone	14	Protected. Phone number of contact person. Includes area code, exchange, number, and extension from the RQS4 record.
Class/Sub-Class	5	Protected. Class/sub-Class of the first line (RLI2) created for this requisition from the RQS4 record.
Ship-To Agcy	6	Protected. The delivery agency to which the requisition items will be delivered. If delivery will be to multiple agencies then Group Code or Region Code may be more appropriate, inferred from the RQS4 record.
Ship-To Sub(-Agency)	6	Protected. The delivery sub-agency number to which the requisition items will be delivered from the RQS4 record. If delivery agency is a Group or Region then this field must be blank.
Ship-To Agency/Sub-Agency Name	35	Protected. The name of the delivery agency as provided from the Agency table.
Bill To - Agcy	6	Protected. The agency to which the invoice is to be sent. Field must be blank if document type is encumbrance document from the RQS4 record.
Bill To - Sub(-Agency)	6	Protected. The sub-agency number to which the invoice is to be sent from the RQS4 record.
Bill To - Agency/Sub-Agency Name	35	Protected. The name of the Bill To agency as provided from the Agency table.
Delivery Days ARO	3	Protected. The number of days after receipt of order that the vendor should deliver requested items from the RQS4 record.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Weeks ARO	3	Protected. The number of weeks after receipt of order that the vendor should deliver requested items from the RQS4 record.
Date	8	Protected. The date the vendor should deliver requested items from the RQS4 record.
Ship-To Contact	30	Protected. Name or point of contact for delivery from the RQS4 record.
Ship-To Phone	14	Protected. Phone number of the delivery contact from the RQS4 record.
EnterID	8	Protected. User ID of person making input.
Date	8	Protected. Date the input was created.
Set-Aside Code	2	Protected. Displays the Set-Aside Code from the RQS4 record.
Resp Orgn	4	Protected. This is the organization responsible for the replenishment request from the RQS4 record.
BS Acct	4	Protected. This is the balance sheet account number from the RQS4 record.
Whim	1	Protected. Used to indicate if this record may require an approval not covered by any prior approval from the RQS4 record.
Pre-Enc Stat	1	Protected. Display of the requisition pre-encumbrance status from the RQSN header record.
Del Bldg/Rm	10	Protected. This is the deliver to building and room number from the RQS4 record.

**RDOT**

**Requisition By Purchase Agency, Document Type and Date to Purchase**

```
ENTER FUNCTION: ..... TRANS: RDOT
REQUISITIONS BY PURCHASE AGENCY, DOCUMENT TYPE AND DATE TO PURCHASE
KEY IS PURCHASE AGENCY, DOCUMENT TYPE, DATE TO PURCHASE AND REQUISITION NUMBER
PURCHASE AGENCY.....: ..... :
DOCUMENT TYPE.....: ... :
DATE TO PURCHASE.....: .....

  REQ      SL AW    BYR   ESTIMATED STAT REQ
NUMBER     CD CD    CD    AMOUNT      CD  AGENCY   PARTIAL TITLE
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
```

**Purpose**                      The purpose of the Requisition by Purchase Agency, Document Type and Date to Purchase Table is to provide the user with a list of requisitions, document type and date to purchase. Access is granted only to those requisitions for which the user has security access.

**Screen Characteristics**      Inquire Requisition Header Table

**Procedure Cross-Reference**      Chapter 2 Requisition Processing;  
16.1 How To Inquire Requisition Records

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Purchase Agency	6	Unprotected. Key. If left blank on inquiry, the system will start the requisition list with the first purchasing agency in the database. If input the system will return the list for the agency specified.
Purchase Agency Title	35	Protected. The title of the Purchasing Agency.
Document Type	3	Unprotected. Key. If left blank on inquiry, system will return with the first document type in the database for the specified purchasing agency.
Document Type Title	35	Protected. Interpretation of document type from BTAB Table DT (Document Type).
Date to Purchase	10	Unprotected. Key. Used to indicate the date the requisition was processed to purchasing. If left blank on inquiry, system will return with the first date in the system for the specified purchasing agency and document type. Format is CCYY MM DD.
Req Number	10	Unprotected. Key. If left blank on inquiry, system will return the first requisition number in the database for the specified purchase agency, document type and date to purchasing.
SL CD	1	Protected. Inferred solicitation code of the listed requisition number from the RQSN record.
AW CD	1	Protected. Inferred award code of the listed requisition number from the RQSN record.
Estimated Amount	9.2	Protected. Display of the listed requisition's estimated amount from the RQSN record.
Stat CD	3	Protected. Inferred status code of the listed requisition number from the RQSN record.
Req Agency	6	Protected. Inferred requisition agency of the listed requisition number from the RQSN record.
Partial Title	34	Protected. Display of the leading characters of the requisition's Title Line 1 from the RQSN record.

**RFLN Requisitions By File Number**

```
ENTER FUNCTION: ..... TRANS: RFLN
REQUISITION SUMMARY OF AWARDS BY FILE NUMBER SCREEN
KEY IS FILE NUMBER AND REQUISITION NUMBER

FILE NUMBER .....: .....
REQUISITION NUMBER.: ..... REQ STATUS: ... AGCY REQ #: .....
REQ AGENCY .....: .....
SOLICITATION NUMBER: ..... SOL STATUS: ... BID OPEN DATE: .....
BUYER CODE.....: .....
BUYER PHONE.....: ..... MASTER CLASS/SUB-CLASS: ... ..
SCROLL ACTION.....: .

      AWARD #      TYPE  STAT      NO OF      VENDOR      AWARD AMOUNT
      .....      ...   ...      .....      .....      .....
      .....      ...   ...      .....      .....      .....
      .....      ...   ...      .....      .....      .....
      .....      ...   ...      .....      .....      .....
      .....      ...   ...      .....      .....      .....
      .....      ...   ...      .....      .....      .....
      .....      ...   ...      .....      .....      .....
```

**Purpose** The purpose of the Requisitions by File Number Screen is to provide the user with the capability to inquire on file number and see multiple awarded documents simultaneously with a single transaction screen. Access is granted only to those requisitions for which the user has security access.

**Screen Characteristics** Inquire RQSN Table.

**Procedure Cross-Reference** Chapter 2 Requisition Processing;  
16.1 How to inquire Requisition Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
File #	8	Unprotected. Key. Required. Specifies the File Number of the Requisition a user wishes to inquire.
Requisition Number	10	Unprotected. Key. Required. Specifies the requisition number to which a user wishes to inquire. If left blank, will default to first requisition associated with File Number.
Req Stat	3	Protected. An interpretation of the status code from BTAB SR (Status Code - Requisition).
Agcy Req #	10	Protected. Inferred Agency Requisition Number for the requisition number.
Req Agency	6	Protected. Inferred Requisition Agency for the requisition number.
Req Agency Name	35	Protected. An interpretation of the Requisition agency name from the AGCY Table.
Solicitation Number	10	Protected. Inferred from requisition attached.
Sol Status	3	Protected. An interpretation of the status code from BTAB SB (Status Code - Solicitation).
Bid Open Date	8	Protected. Inferred from the solicitation number.
Buyer Code	3	Protected. Inferred buyer code from the requisition number.
Buyer Name	35	Protected. An interpretation of the buyer code from ABUY record.
Buyer Phone Number	3/3/4/4	Protected. Inferred buyer phone number from the requisition.
Master Class/Sub-Class	3/2	Protected. The commodity code class/sub-class of the awarded document.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Scroll Action	1	Unprotected. Required. If left blank, will default to 'T'. If entered, must be a valid scroll action code. Valid codes are:  T - Top B - Bottom U - Page Up D - Page Down R - Relative
Award #	7x10	Protected(except for first detail line). The award number (Order or Contract) of the award document.
Type	7x3	Protected. Inferred document type from the awarded document number. (Order or Contract)
Stat	7x3	Protected. Inferred document status from the awarded document number. (Order or Contract)
No of Lines	7x3	Protected. The number of lines from the awarded document header. (Order or Contract)
Vendor Number	7x11	Protected. Inferred from awarded document.
Award Amount	7x9.2	Protected. Inferred from awarded document.



**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
(Commodity) Item Number	6	Unprotected. Key. If left blank the system will start the requisition list for the first commodity item in the database. If input the requisition list will be returned for the commodity item specified.
Commodity Item Description	40	Protected. The first line from the Commodity Specification Text file for the commodity item.
Requisition (Number)	10	Unprotected. Key. If left blank the system will start the requisition list with the first requisition for the commodity item specified. If input the system will return the list starting at the requisition number specified.
(Requisition) Line (Number)	5	Unprotected. Key. If left blank the system will start the requisition list with the first line number for the commodity item and requisition specified. If input the system will return the list starting at the line number specified.
Quantity	6.3	Protected. The 'From' quantity as specified on the requisition line.
Unit (of Measure)	5	Protected. The unit of measure as specified on the requisition line.
Agency (Number)	6	Protected. The deliver to agency as specified on the requisition line.
Status Code	3	Protected. The status code of the requisition line.

**RLCN**

**Requisition Lines By Contract Number**

```
ENTER FUNCTION: ..... TRANS: RLCN
REQUISITION LINES BY CONTRACT NUMBER
KEY IS CONTRACT NUMBER, REQUISITION NUMBER, AND REQ LINE
CONTRACT NUMBER: ..... :
CONTRACT STATUS:          ORD STAT:          EXP DATE: .....
REQUISITION PURCH BUYER RQSN REQ LINE CONT
NUMBER        AGENCY CODE STATUS LINE STATUS LINE EXTENDED AMOUNT
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
```

**Purpose** The purpose of the Requisition Lines By Contract Number is to provide the user with the capability inquire requisition lines by contract number. Access is granted to those users with proper security.

**Screen Characteristics** Inquire Requisition Line Table

**Procedure Cross-Reference** Chapter 2 Requisition Processing;  
16.1 How to Inquire Requisition Records

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Display of the system date.
Time	8	Protected. Display of the system time.
Term	8	Protected. Display of the system assigned terminal ID.
Contract Number	10	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will return the first contract number in the database. If entered and valid, the system will return with that contract number.
Contract Title	40	Protected. Display of the inferred contract title from the KONT Table for the displayed contract number.
Contract Status	3	Protected. Display of the inferred contract status from the KONT Table for the displayed contract number.
Ord Stat	3	Protected. Display of the inferred contract ordering status from the KONT Table for the displayed contract number.
Exp Date	8	Protected. Display of the inferred contract expiration date from the KONT Table for the displayed contract number (revised contract end date if present, else contract end date).
Requisition Number	10	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will return the first requisition number in the database for the displayed contract number. If entered and valid, the system will return the listing starting with that requisition number.
Purch Agency	6	Protected. Display of the inferred purchasing agency code from the RQSN Table for the displayed requisition number.
Buyer Code	3	Protected. Display of the inferred buyer code from the RQSN Table for the displayed requisition number.
RQSN Status	3	Protected. Display of the inferred RQSN status from the RQSN Table for the displayed requisition number.
Req Line	5	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will return the first requisition line number in the database for the displayed requisition number. If entered and valid, the system will return the listing starting with that requisition line number.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Line Status	3	Protected. Display of the inferred line status from the RLIN Table for the displayed requisition line number.
Cont Line	5	Protected. Display of the inferred contract line number from the RLIN Table for the displayed requisition line number.
Extended Amount	9.2	Protected. Display of the inferred requisition line extended amount from the RLIN Table for the displayed requisition line number.

**RLIM**

**Multiple Requisition Line Entry Table**

```

ENTER FUNCTION: ..... TRANS: RLIM
MULTIPLE REQUISITION LINE ENTRY TABLE
KEY IS REQUISITION NUMBER AND LINE NUMBER
REQUISITION NO.....: ..... :
DATE:
TIME:
TERM:

LINE   COMMODITY   FROM QTY   TO QTY   U/M   EST U/P   STAT DEL AGY
DESC                                     ESTIMATED AMT   SUB AGY
.....
.....
.....
.....

```

**Purpose**

The purpose of the Multiple Requisition Line Table is to provide the user with the capability to add, change, or inquire multiple requisition lines with a single screen. Add, change or inquiry access is granted only to those requisitions for which the user has security access.

**Screen**

**Characteristics**

Add, Change and Inquire Requisition Line Table

**Procedure**

**Cross-Reference**

Chapter 2 Requisition Processing;

- 2.1 Add Requisition Line Table
- 2.2 Change Requisition Line Table
- 2.3 Inquire Requisition Line Table

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Required. Specifies the requisition number to which a line number is to be added, changed, or inquired. May be left blank on inquiry.
Requisition Title	40	Protected. The title of the requisition as provided from the Requisition table.
Line Number	5	Unprotected. Key. Required. Assigned by the user on adds as the next sequential line number for this requisition.
Commodity Number	11	Protected (first five). Required. Commodity class, sub-class, and item number of the item being requested. Items may be requested at the item number level only.
From Qty	6.3	Unprotected. Required. Must be greater than zero on add or change.
To Qty	6.3	Unprotected. Optional. May be input on Open Market Requisitions. If input must be greater than zero.
U/M	5	Unprotected. Required. Must be valid unit of measure for requested commodity item.
Est U/P	7.5	Unprotected. Required. User's estimate of the price of the requested commodity. May be zero or negative.
Stat	3	Unprotected. Required. Status code of the requisition line. If left blank on add the system will default to 105.
Del Agy	6	Unprotected. If left blank system will default to master delivery agency specified on requisition.
Commodity Description	40	Protected. First two lines of the Commodity Specification Text record for this commodity number.
Est Amount	9.2	Protected. Calculated by the system as 'From Quantity' times 'Estimated Unit Price'.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Sub Agy	6	Unprotected. If left blank system will default to master delivery sub-agency as specified on requisition.

**RLIN Requisition Line Table #1**

```
ENTER FUNCTION: ..... TRANS: RLIN

REQUISITION LINE TABLE #1
KEY IS REQUISITION NUMBER AND LINE NUMBER

REQUISITION: .....
TITLE.....:

GROUP   LINE NBR           STATUS  QUANTITY  UNIT    EST UNIT PRICE
.....
COMMODITY NO:           :

.....
COMMODITY NO:           :

.....
COMMODITY NO:           :
```

**Purpose** The purpose of the Requisition Line Table #1 is to provide the user with a list of line numbers for a given requisition. Displayed for each line number is the commodity code, status, quantity, unit of measure, estimated unit price, and commodity specification text. Access is granted only to those requisitions for which the user has security access.

**Screen Characteristics** Inquire Requisition Line Table

**Procedure Cross-Reference** Chapter 2 Requisition Processing;  
16.1 How To Inquire Requisition Records

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Requisition (Number)	10	Unprotected. Key. If left blank the system will start the requisition line number list with the first requisition number in the database. If input the system will return the list for the requisition number specified.
(Requisition) Title	40	Protected. The title of the requisition as provided from the Requisition table.
Group	2	Protected. Inferred line bid grouping number for listed requisition line.
Line (Number)	5	Unprotected. Key. If left blank the system will start with the first line number for the requisition specified. If input the system will return the list for the requisition line number specified.
Commodity (Code)	11	Protected. Displays the class, sub-class, and item number of the commodity from the specified line number.
Status (Code)	3	Protected. Displays the status code of the requisition line.
Quantity	6.3	Protected. Displays the 'From' quantity of the requisition line.
Unit (of Measure)	5	Protected. Displays the unit of measure from the requisition line.
Est Unit Price	7.5	Protected. Displays the estimated unit price from the requisition line.
Commodity (Code)	11	Protected. Displays the class, sub-class, and item number of the commodity from the specified line number.
Commodity Description	40x2	Protected. Displays the first two lines of the Commodity Specification Text record for commodity number.

**RLI2 Requisition Line Table #2**

```
ENTER FUNCTION: ..... TRANS: RLI2
REQUISITION LINE TABLE #2
KEY IS REQUISITION NUMBER AND LINE NUMBER

REQUISITION NUMBER.: ..... :
LINE NUMBER.....: ..... SOL LINE NUMBER.:
STATUS CODE.....: ... :
STATUS CHG DTE.....: USER LST CHG: DATE LAST CHG:
COMMODITY NUMBER...: ... . ..... :
INVENTORY ITEM NBR.: ...
QUANTITY.....: FROM ..... TO ..... NO COST ITEM?: .
UNIT OF MEASURE.....: ..... :
EST UNIT PRICE.....: ..... EST AMOUNT.....:
DELIVERY AGENCY.....: ..... :
DELIVERY SUB-AGY...: ..... : SAVE RMOD?:..
DAYS ARO.....: ... WEEKS ARO: ...
CATALOG ITEM/IND...: ..... . DISCOUNT: % CAT PRICE: .....
NET UNIT PRICE.....: ..... EXTENDED AMOUNT.....:
CONTRACT NUMBER.....: ..... :
CONT LINE NUMBER...: ..... MODS EXIST: . SPECS EXISTS: . COPY LINE:.
VENDOR NUMBER.....: ..... . . . :
```

**Purpose** The purpose of the Requisition Line Table #2 is to provide the user with the capability to add requisition lines or change or inquire existing lines. Access is granted only to those requisitions for which the user has security access.

**Screen Characteristics** Add, Change, and Inquire Requisition Line Table

**Procedure Cross-Reference** Chapter 2 Requisition Processing;

- 2.1 Add Requisition Line Table
- 2.2 Change Requisition Line Table
- 2.3 Inquire Requisition Line Table

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Required. Specifies the requisition number to which a line number is to be added, changed, or deleted. May be left blank on inquiry.
Requisition Title	40	Protected. The title of the requisition as provided from the Requisition table.
Line Number	5	Unprotected. Key. Required. Assigned by the user on adds as the next sequential line number for this requisition.
Sol Line Number	5	Protected. Automatically updated by the system when a requisition is attached to a solicitation.
Status Code	3	Unprotected. Required. Status code of the requisition line. If left blank on add the system will default to 105.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Status Chg Dte	8	Protected. Date the status code was last changed.
User Id Last Change	8	Protected. User ID used to make the last record change.
Date Last Change	8	Protected. Date of last change to this requisition line record.
Commodity Number	11	Unprotected. Required. Commodity class, sub-class, and item number of the item being requested. Items may be requested at the item number level or at the class or sub-class level.
Commodity Description	40x2	Protected. First two lines of the Commodity Specification Text record for this commodity number.
Inventory Item Nbr	3	Protected. Item number from the inventory system.
Quantity - From	6.3	Unprotected. Required. Must be greater than zero on add or change.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Quantity - To	6.3	Unprotected. Optional. May be input on Open Market Requisitions. If input must be greater than zero.
No Cost Item?	1	Unprotected. Used to indicate if commodity being purchased is no cost. Defaults to <b>N</b> on Add. Allowed entries are <b>Y</b> and <b>N</b> .
Unit of Measure	5	Unprotected. Required. Must be valid unit of measure from BTAB Table UM (Unit of Measure), or for requested contract line. If contract line is a discount from catalog price, the unit of measure may be different from the contract line unit of measure
Unit of Measure Title	30	Protected. An interpretation of the unit of measure code from BTAB Table UM (Unit of Measure).
Est Unit Price	7.5	Unprotected. Required. User's estimate of the price of the requested commodity. May be zero or negative.
Est Amount	9.2	Protected. Calculated by the system as 'From Quantity' times 'Estimated Unit Price'.
Delivery Agency	6	Unprotected. If left blank system will default to master delivery agency specified on requisition.
Delivery Agency Title	35	Protected. The title of the agency as provided from the Agency table.
Delivery Sub-Agy	6	Unprotected. If left blank system will default to master delivery sub-agency as specified on requisition.
Delivery Sub-Agency Title	35	Protected. The title of the sub-agency as Title provided from the Agency Address table.
Save RMOD?	1	Unprotected. Required if the commodity code is changed after an RMOD is established. Valid entries are 'N' or 'Y'. If 'Y', the modified description will be saved for the changed to commodity code.
Days ARO	3	Unprotected. Required for add, unless you are processing a contract release order. Used to indicate the number of days for delivery after receipt of order by the specified vendor. Should be zero if Weeks ARO is greater than zero. Release orders, days default from contract and do not need to be entered.
Weeks ARO	3	Unprotected. Required for add, unless you are processing a contract release order. Used to indicate the number of weeks for delivery after receipt of order by specified vendor. Should be zero if Days ARO is greater than zero. Release orders, weeks

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
		default from contract and do not need to be entered.
Catalog Item/Ind	10/1	Unprotected. May be left blank. The catalog item is a series of numbers used by the vendor to identify a specific catalog item. The one position indicator (A-Z) will identify a different tier pricing for the catalog item, if applicable. The user may enter the required indicator to select the correct tier pricing if relative to the purchase. If entered, catalog price must also be entered. Indicator may be left blank.
Discount %	3.2	Protected. Displayed by system when commodity item has been contracted as discount from catalog.
Cat Price	7.5	Unprotected. May be left blank. When input then catalog number must also be input.
Net Unit Price	7.5	Protected. Displayed by system when item has been awarded.
Extended Amount	9.2	Protected. Displayed by system when commodity item has been awarded. Calculated as 'From Quantity' times 'Net Unit Price'.
Contract Number	10	Unprotected. Optional. If input then contract line number must also be input.
Contract Title	40	Protected. The title of the contract as provided from Contract table.
Cont Line Number	5	Unprotected. Optional. If input then contract number must also be input.
Mods Exist	1	Protected. Indicator maintained by the system to indicate presence of RMOD text records for this requisition line; Y (Yes) or space.
Specs Exists	1	Protected. Indicator maintained by the system to indicate presence of a text reference number associated with the commodities COM2/CATX record; Y (Yes) or N (No).
Copy Line	1	Unprotected. Used to indicate if the line is to be copied during the Requisition Copy process. Valid entries are Y or N. Default is Y.
Vendor Number	11	Unprotected. Automatically displayed by the system when commodity has been awarded. If requisition is a contract release requisition (REL), the vendor number will display from the contract line.
Vendor Name	30	Protected. The name of the vendor as provided from Vendor database.

**RLI3 Requisition Line Table #3**

```
ENTER FUNCTION: ..... TRANS: RLI3
REQUISITION LINE TABLE #3
KEY IS REQUISITION NUMBER AND LINE NUMBER

REQUISITION NUMBER.: ..... :
REQ LINE NO.....: ..... SOL LINE NO.....:
COMMODITY NUMBER...: ..... :
STATUS CODE.....: ..... :
STATUS CHANGE DATE.: ..... RE-AWARD: .
PRICE SHEET STYLE...: ..... :
BID TABULATION TYPE.: ..... :
BID EVALUATION TYPE.: ..... :
BYPASS INDICATOR...: ..... TOTAL AWARD AMT.:
TAX AMOUNT.....: ..... SMP REQD: . GRP IND: .. DESC LIT: .
AWD CONT/ORDER NO..: ..... LINE NO.....:
VENDOR NO.....: ..... :
ALTERNATE BID CODE.: ..... AWARD DATE.....:
MOVEABLE PROP. FLAG.: . RCDS IN PROGRESS: IN PROG AWARD:
USER ID LAST CHANGE: ..... DATE LAST CHANGE:
```

**Purpose** The purpose of the Requisition Line Table #3 is to provide the user with the capability to inquire or change displayed fields associated with the requisition line. Access is granted only to those requisitions for which the user has security access.

**Screen Characteristics** Change and Inquire Requisition Line Table

**Procedure Cross-Reference** Chapter 2 Requisition Processing;

- 2.12 Change Requisition Line Movable Property Indicator
- 2.13 Inquire Requisition Line Movable Property Indicator
- 11.2 Buyer Review

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Required. Specifies the requisition number to which a change or inquiry is to be made to the requisition line. If left blank the system will return an inquiry screen starting with the first requisition number in the database.
Requisition Title	40	Protected. The title of the requisition as provided from the Requisition table.
Req Line No	5	Unprotected. Key. Required. Specifies the Line number to be changed or inquired. If left blank on inquiry the system will return the first line number for the requisition number specified.
Sol Line No	5	Protected. Automatically displayed for those requisition lines which have been attached to a solicitation.
Commodity Number	11	Protected. Automatically displayed for the requisition line.
Commodity Description	40	Protected. First two lines of the Commodity Specification Text record for this commodity number.
Status Code	3	Protected. Status code of the requisition line.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Status Change Date	8	Protected. Date the status code was last changed.
Re-award	1	Protected. Indicates if line has been re-awarded through the un-award/re-award process.
Price Sheet Style	1	Unprotected. Must be 1, 2, 3, 4, or blank.

1 = Vertical Header Set 1  
2 = Vertical Header Set 2

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
		3 = Horizontal Header Set 1 4 = Horizontal Header Set 2
Price Sheet Style Description	30	Protected. An interpretation of the price sheet style code from BTAB Table PS (Price Sheet Type).
Bid Tabulation Type	1	Unprotected. Must be a valid code from BTAB Table TB (Bid Tabulation Type) or blank.
Bid Tabulation Type Description	30	Protected. An interpretation of the bid tabulation type code from BTAB Table TB (Bid Tabulation Type).
Bid Evaluation Type	1	Unprotected. Must be a valid code from BTAB Table ET (Evaluation Type) or blank.
Bid Evaluation Type Description	30	Protected. An interpretation of the bid evaluation type from BTAB Table ET (Evaluation Type).
Bypass Indicator	1	Unprotected. Must be 'Y', 'N', or blank.
Total Award Amt	9.2	Protected. Total awarded amount(s) of RVEN records with award flag = 'Y' that relate to this RLIN.
Tax Amount	9.2	Protected. If applicable, this field represents the total tax amount.
Sample Reqd	1	Unprotected. If left blank, system will default to >N=. If entered, must be >Y= or >N=.
Grouping Ind	2	Unprotected. May be left blank. Grouping indicator is determined by the user and may be any code assigned to a group of common commodities for purposes of bid tabulation and evaluation as a group.
Desc Literature Reqd	1	Unprotected. If left blank, system will default to >N=. If entered, must be >Y= or >N=.
Awd Cont/ Order No	10	Protected. Order automatically displayed by the system as a result of the contract or order award process.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Line No	5	Protected. The line number of the contract or order for this requisition line item.
Vendor No	9	Protected. The vendor number to which the contract or order was awarded.
Vendor Name	30	Protected. The name of the vendor as provided from the Vendor file.
Alternate Bid Code	2	Protected. The alternate bid code submitted by the vendor if any.
Award Date	8	Protected. The date the contract or order was awarded for this requisition line.
Movable Property Flag	1	Unprotected. Must be 'Y' or 'N'. Can only be maintained before pre-encumbrance. Can only be changed to 'N' by authorized user (in BAAT), when the requisition line amount is equal or greater that the movable property threshold amount in BINS. If left blank, will default based on the movable property indicator from the COMM record and the movable property value from the BINS Table.
Movable Prop. RCD in Progress	1	Protected. The number of movable property records in progress.
In Progress Awarded	1	Protected. The number of movable property records in progress awarded.
User ID Last Change	8	Protected. The user ID of the person making the last change to this record.
Date Last Changed	8	Protected. The date this record was last changed.

**RLI4 Requisition Line Table #4**

```
ENTER FUNCTION: ..... TRANS: RLI4
REQUISITION LINE TABLE #4
KEY IS REQUISITION NUMBER AND LINE NUMBER

REQUISITION NUMBER.: ..... :
LINE NUMBER.....: ..... SOL LINE NUMBER.:
STATUS CODE.....: :
COMMODITY NUMBER...: :
INVENTORY ITEM NBR.: :
QUANTITY.....: FROM TO
UNIT OF MEASURE....: :
EST UNIT PRICE.....: EST AMOUNT.....:
NET UNIT PRICE.....: EXTENDED AMOUNT...:
CONTRACT NUMBER....: CONT LINE NUMBER.....:
VENDOR NUMBER.....: :
REASON CODES:
1: :
2: :
3: :
4: :
```

**Purpose** The purpose of the Requisition Line Table #4 is to provide the user with the capability to inquire inventory reject reason codes for an existing line. Access is granted only to those requisitions for which the user has security access.

**Screen Characteristics** Inquire Requisition Line Table

**Procedure Cross-Reference** Chapter 2 Requisition Processing;  
16.1 How to Inquire Requisition Records

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Specifies the requisition number for which inquiry action is being performed. May be left blank on inquiry.
Requisition Title	40	Protected. The title of the requisition as provided from the Requisition table.
Line Number	5	Unprotected. Key. Specifies the requisition line number to be inquired. May be left blank on inquiry.
Sol Line Number	5	Protected. Inferred solicitation line number for a requisition line attached to a solicitation. Automatically updated by the system when a requisition is attached to a solicitation.
Status Code	3	Protected. Inferred status code of the requisition line.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Commodity Number	11	Protected. Inferred commodity class, sub-class, and item number of the item being requested.
Commodity Description	40	Protected. First line of the Commodity Specification Text record for this commodity number.
Inventory Item Nbr	3	Protected. Item number from the inventory system.
Quantity - From	6.3	Protected. Inferred from quantity of the requisition line.
Quantity - To	6.3	Protected. Inferred to quantity of the requisition line.
Unit of Measure	5	Protected. Inferred unit of measure of the requisition line.
Unit of Measure Title	30	Protected. An interpretation of the unit of measure code from BTAB Table UM (Unit of Measure).

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Est Unit Price	7.5	Protected. Inferred unit price of the requisition line.
Est Amount	9.2	Protected. Calculated by the system as 'From Quantity' times 'Estimated Unit Price'.
Net Unit Price	7.5	Protected. Displayed by system when item has been awarded.
Extended Amount	9.2	Protected. Displayed by system when commodity item has been awarded. Calculated as 'From Quantity' times 'Net Unit Price'.
Contract Number	10	Protected. Inferred contract number of the requisition line.
Contract Title	40	Protected. The title of the contract as provided from Contract table.
Cont Line Number	5	Protected. Inferred contract line number of the requisition line.
Vendor Number	11	Protected. Automatically displayed by the system when commodity has been awarded.
Vendor Name	30	Protected. The name of the vendor as provided from Vendor database.
Reason Codes (1-4)	5	Protected. Inferred GFS Inventory reject reason codes. Will be displayed on stock replenishment request requisitions that have resulted in an update error within the GFS INVN database.
Reason Code Description (1-4)	30	Protected. Interpretation of reject reason codes from BTAB Table 'RE'.

**RLI5 Requisition Line Table #5**

```
ENTER FUNCTION: ..... TRANS: RLI5
REQUISITION LINE TABLE #5
KEY IS REQUISITION NUMBER AND LINE NUMBER
REQUISITION: .....
TITLE.....:

-----GFS ERROR CODES-----
LINE   COMMODITY   STATUS   1       2       3       4
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
```

**Purpose** The purpose of the Requisition Line Table #5 is to provide the user with the capability to inquire inventory reject reason codes for all lines on a requisition. Access is granted only to those requisitions for which the user has security access.

**Screen Characteristics** Inquire Requisition Line Table

**Procedure Cross-Reference** Chapter 2 Requisition Processing;  
16.1 How to Inquire Requisition Records

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition	10	Unprotected. Key. Specifies the requisition number for which inquiry action is being performed. May be left blank on inquiry.
Title	40	Protected. The title of the requisition as provided from the Requisition table.
Line	5	Unprotected. Key. Specifies the requisition line number to be inquired. May be left blank on inquiry.
Commodity	11	Protected. Inferred commodity class, sub-class, and item number of the item being requested.
Status	3	Protected. Inferred status code of the requisition line.
GFS Error Codes (1-4)	5	Protected. Inferred GFS Inventory reject reason codes. Will be displayed on stock replenishment request requisitions that have resulted in an update error within the GFS INVN database.



**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Required. Specifies the requisition number for which text will be generated or viewed.
Requisition Line	5	Unprotected. Key. Required. Specifies the requisition line number for which text will be generated or viewed.
Req Line Status	3	Protected. The status code of the requisition line.
Requisition Line Status Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	40	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

**RLT2 THIS SCREEN NO LONGER AVAILABLE**

```

ENTER FUNCTION: ..... TRANS: RLT2
REQUISITION LINE TEXT TABLE #2
KEY IS REQUISITION NUMBER AND REQUISITION LINE
REQUISITION NUMBER.: ..... :
REQUISITION LINE...: .....
REQN LINE STATUS...: ..... :
SCROLL ACTION.....: . LINE NUMBER: .... LINE TOTAL:

ACT          -----1-----2-----3-----4
..
..
..
..
..
..
..
..
..
..

```

**Purpose** The purpose of the Requisition Line Text Table #2 is to provide the user with the ability to insert or delete lines of text from the Requisition Line Text Table #1 (RLTX). Access to text in this table can only be achieved by leafing from RLTX. When appropriate action has been indicated, the system will automatically return to RLTX upon depressing enter key to process the indicated action.

**Screen Characteristics** Delete/Insert text lines in Requisition Line Text Table

**Procedure Cross-Reference** Chapter 2 Requisition Processing;  
2.6 Delete/Insert Requisition Line Text

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Protected. Key. Specifies the requisition number for which text will be changed.
Requisition Line	5	Protected. Key. Specifies the requisition line number for which text will be changed.
Req Line Status	3	Protected. The status code of the requisition line.
Requisition Line Status Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Scroll Action	1	Protected. The scroll action code carried forward from the RLTX screen.
Line Number	4	Protected. The line number field carried forward from the RLTX screen.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Act(ion Code)	2	Unprotected. 'I' indicates insertion which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	40	Protected. A display of text carried forward from the RLTX screen. Any change action will cause the screen to return to RLTX with the appropriate action taken.

**RMOD Requisition Commodity Changes Table**

```

ENTER FUNCTION: ..... TRANS: RMOD
REQUISITION COMMODITY CHANGES TABLE
KEY IS REQUISITION NUMBER AND REQUISITION LINE

REQUISITION NUMBER.: ..... :
REQUISITION LINE...: .....
REQN LINE STATUS...: ..... :
TEXT ACTION.....: . LINE NUMBER: .... LINE TOTAL: BASIC TEXT CHGD:

TYPE -----1-----2-----3-----4
. ....
. ....
. ....
. ....
. ....
. ....
. ....
. ....
. ....

```

**Purpose** The purpose of the Requisition Commodity Changes Table is to allow the user to make changes to the commodity specification for a given requisition line. These modifications will be used by the system in place of commodity specifications for any further processing of this requisition line. Access to this screen is granted only to those requisitions for which the user has security access.

**Screen Characteristics** Add, Change, Delete/Insert and Inquire Requisition Commodity Changes

**Procedure Cross-Reference** Chapter 2 Requisition Processing:  
2.8 Add Requisition Line Commodity Changes  
2.9 Change Requisition Line Commodity Changes  
2.10 Delete/Insert Requisition Line Commodity Changes  
2.11 Inquire Requisition Line Commodity Changes

**Field Completion**

## REQUISITION PROCESSING

## DOCUMENTS

### RMOD: Requisition Commodity Changes Table

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Required. Specifies the requisition number for which commodity specifications will be changed or viewed.
Requisition Title	40	Protected. The requisition title as provided from the Requisition table.
Requisition Line	5	Unprotected. Key. Required. Specifies the requisition line number for which commodity specifications will be changed or viewed.
Reqn Line Status	3	Protected. The status code of the requisition line.
Requisition Line Status Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:  T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Basic Text Chgd	1	Protected. Indicates if basic commodity text was changed by use of RMOD; Y (Yes).
Type	1	Unprotected. Required. Describes the type of commodity description lines:  A - Class description B - Sub-class description

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
		C - Item description D - Extended description E - Packaging and shipping F - Buyer notes G-Z - As determined by the user.
Text Line	40	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

**RMO2**

**THIS SCREEN NO LONGER AVAILABLE**

```

ENTER FUNCTION: ..... TRANS: RMO2
REQUISITION COMMODITY CHANGES TABLE #2
KEY IS REQUISITION NUMBER AND REQUISITION LINE

REQUISITION NUMBER.: ..... :
REQUISITION LINE...: .....
REQN LINE STATUS...: ..... :
SCROLL ACTION.....: LINE NUMBER: LINE TOTAL:

ACT   TYPE   -----1-----2-----3-----4
..
..
..
..
..
..
..
..
..
..

```

**Purpose**

The purpose of the Requisition Commodity Changes Table #2 is to provide the user with the ability to insert or delete lines of text from the Requisition Commodity Changes Table (RMO2). Access to text in this table can only be achieved by leaving from RMOD. When appropriate action has been indicated, the system will automatically return to RMOD when enter key is depressed to process the indicated action.

**Screen**

**Characteristics**

Delete/Insert text lines in Requisition Commodity Changes

**Procedure**

**Cross-Reference**

Chapter 2 Requisition Processing;  
2.10 Delete/Insert Requisition Line Commodity Changes

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Protected. Key. Specifies the requisition number for which text will be changed.
Requisition Line	5	Protected. Key. Specifies the requisition line number for which text will be changed.
Reqn Line Status	3	Protected. The status code of the requisition line.
Requisition Line Status Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Scroll Action	1	Protected. The scroll action code carried forward from the RMOD screen.
Line Number	4	Protected. The line number field carried forward from the RMOD screen.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Act(ion Code)	2	Unprotected. 'I' indicates insertion which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Type	1	Protected. Indicates type of specification text line. Carried forward from RMOD screen.
Text Line	40	Protected. A display of text carried forward from the RLTX screen. Any change action will cause the screen to return to RLTX with the appropriate action taken.



**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Required. Specifies the requisition number for which text will be generated or viewed.
Title Line 1	40	Protected. The requisition title as provided from the Requisition table.
Maintaining Agency	6	Protected. The requisitioning agency as provided from the Requisition table.
Maintaining Agency Title	35	Protected. The name of the requisitioning agency as provided from the Agency table.
Status Code	3	Protected. The status code of the requisition.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:  T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	70	Unprotected. Free form text line at the users discretion. A '!' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '!' to a space.

**RNT2**

**THIS SCREEN NO LONGER AVAILABLE**

```

ENTER FUNCTION: ..... TRANS: RNT2
REQUISITION NOTES TABLE #2 : KEY IS REQUISITION NUMBER
REQUISITION NUMBER.: .....
TITLE LINE 1.....:
MAINTAINING AGENCY.:      :
STATUS CODE.....:      :
SCROLL ACTION.....:      LINE NUMBER:      LINE TOTAL:
ACT      -----1-----2-----3-----4-----5-----6-----7
..
..
..
..
..
..
..
..
..
..

```

**Purpose**

The purpose of the Requisition Notes Table #2 is to provide the user with the ability to insert or delete lines of text from the Requisition Notes Table #1 (RNTE). Access to text in this table can only be achieved by leafing from RNTE. When appropriate action has been indicated, the system will automatically return to RNTE upon depressing enter key to process the indicated action.

**Screen**

**Characteristics** Delete/Insert text lines in Requisition Notes

**Procedure**

**Cross-Reference** Chapter 2 Requisition Processing;

1.8 Delete/Insert Requisition Notes Table

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Protected. Key. Specifies the requisition number for which text will be changed or deleted.
Title Line 1	40	Protected. The requisition title as provided from the Requisition table.
Maintaining Agency	6	Protected. The requisitioning agency as provided from the Requisition table.
Maintaining Agency Title	35	Protected. The name of the requisitioning agency as provided from the Agency table.
Status Code	3	Protected. The status code of the requisition.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Scroll Action	1	Protected. The scroll action code carried forward from the RNTE screen.
Line Number	4	Protected. The line number from RNTE.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Act(ion Code)	2	Unprotected. 'I' indicates insertion which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	40	Protected. A display of text carried forward from the RNTE screen. Any change action will cause the screen to return to RNTE with the appropriate action taken.



**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Requisition (Number)	10	Unprotected. Key. If left blank the system will start the requisition list with the first requisition number in the database. If input the system will return the list starting at the requisition number specified.
Status (Code)	3	Protected. Current status of the requisition.
Changed Date	8	Protected. Date the requisition was last changed.
Buyer	3	Protected. Buyer code as provided from the Requisition table.
Title	40	Protected. The title of the requisition as provided from the Requisition table.

**RQS2 Requisition Header Table #2**

```
ENTER FUNCTION: ..... TRANS: RQS2
REQUISITION HEADER TABLE #2
KEY IS REQUISITION NUMBER
REQUISITION NUMBER.: ..... FY: SOLICITATION NUMBER:
TITLE LINE 1.....: .....
TITLE LINE 2.....: .....
STATUS CODE.....: ... : CHG DTE:
DATE TO PURCHASING.: ..... DATE ASSIGNED BUYER.....:
PURCHASING AGENCY...: ..... :
BUYING UNIT.....: ..... :
BUYER.....: ..... :
DOCUMENT TYPE.....: ..... :
AWARD CODE.....: .. :
SOLICITATION CODE...: .. :
FILE NUMBER.....: ..... DESIGNATOR: .
SPEC INTEREST CODE.: . ONE TIME INTEREST CODE: . WHIM.: .
T-NUMBER.....: ..... :
CONF ORDR.....: ..... :
PART/FINAL AWD IND.: ..... AWARD DATES - FIRST: LAST:
ENCUMBERED AMOUNT...: ..... AWARD AMOUNT.....: ..
```

**Purpose** The purpose of the Requisition Header Table #2 is to provide the user with the ability to change selected fields associated with the requisition header record. This screen is used primarily by the purchasing agency to update requisitions which have been released to purchasing. Security is based on the purchasing agency and access is granted only to those requisitions for which the user has security access.

**Screen Characteristics** Change Requisition Header Table

**Procedure Cross-Reference** Chapter 2 Requisition Processing;  
4.1 Requisition Approval Processing  
11.1 Supervisor Review  
11.2 Buyer Review

- 11.3 Add a State Purchasing File Number
- 11.4 Change a State Purchasing File Number/Designator
- 11.5 Delete a State Purchasing File Number
- 11.6 Whim Approval - Purchasing
- 12.1 How To Return A Requisition For Re-Work

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Required. The requisition number to which a change will be made. If left blank on inquiry, the system will return the first requisition number in the database.
FY	2	Protected. Fiscal Year applicable to this requirement.
Solicitation Number	10	Protected. Inferred from SRQN.
Title Line 1	40	Unprotected. Must not be blank. Provides the first of two title lines of the requisition. May be changed by the user.
Title Line 2	40	Unprotected. May be blank. Provides the second of two title lines of the requisition. May be changed by the user.
Status Code	3	Unprotected. Required. Status codes will be changed to allow further processing of the requisition through the system. Status code must be 200 or greater to process this screen.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Chg Date	8	Protected. Date the status code was last changed.
Date To Purchasing	8	Protected. Date the requisition was released by the requestor to the purchasing agency.
Date Assigned Buyer	8	Protected. Date the buyer was assigned or changed.
Purchasing Agency	6	Unprotected. The Purchasing Agency from the RQS4 record. The agency number of the agency performing the purchase function for the requisitioning agency.
Purchasing Agency Name	35	Protected. The name of the purchasing agency provided from the Agency table.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Buying Unit	4	Protected. From ABUY based on Buyer Code.
Buying Unit Title	30	Protected. An interpretation of the buying unit code from BTAB Table AB (Agency Buying Unit).
Buyer	3	Unprotected. Required. Must be assigned prior to attaching requisition to solicitation.
Buyer Name	35	Protected. Name of the buyer as provided from Agency Buyer table.
Document Type	3	Protected. Document Type from the RQS4 record.
Document Type Title	30	Protected. An interpretation of the document type code from BTAB Table DR (Document Type - Requisition)
Award Code	2	Unprotected. Required. If changed, must be valid combination for document type specified.
Award Code Title	30	Protected. An interpretation of the obligation code from BTAB Table OC (Award Codes).
Solicitation Code	2	Unprotected. Required. If changed, must be valid combination for document type specified.
Solicitation Code Title	30	Protected. An interpretation of the procurement code from BTAB Table PR (Solicitation Codes).
File Number	8	Unprotected. The State Purchasing File Number, if any, assigned to this requisition.
Designator	1	Unprotected. Optional. A State Purchasing user may use this field when building the File Number to designate the last position of the File Number, or, to modify the last position of a File Number already assigned to the requisition.
Spec Interest Code	1	Unprotected. Required. Must be 'Y' or 'N'. Used to indicate if requisition should appear on the Special Interest Report.
One Time Interest Code	1	Unprotected. Required. Must by 'Y' or 'N'. Used to indicate if requisition should appear only on the next Special Interest Report.
Whim	1	Unprotected. Optional entry. Used to indicate if this record may require an approval not covered by any prior approval.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
T-Number	5	Unprotected. Optional. If input, must be valid entry in BTAB Table TA (T-Numbers).
T-Number Title	30	Protected. Inferred interpretation of the T-Number code from BTAB Table TA.
Conf Ord	1	Protected. 'Y' or 'N'. Prints Confirming order on PO if 'Y'
Partial/Final Awd Ind	1	Protected. Updated by the system based on award status from solicitation.
Award Dates - First	8	Protected. Date requisition was first awarded.
Award Dates - Last	8	Protected. Date requisition was last awarded.
Encumbered Amount	9.2	Protected. Dollar amount encumbered for this requisition.
Award Amount	9.2	Protected. Dollar amount awarded to this requisition.

**RQS3 Requisition Header Table #3**

```
ENTER FUNCTION: ..... TRANS: RQS3
REQUISITION HEADER TABLE #3
KEY IS REQUISITION NUMBER
REQUISITION NUMBER.: .....
TITLE 1.....:
STATUS CODE.....: ... :
STATUS CHANGE DATE.:          USER ID LST CHG:      DATE LAST CHG:
DOCUMENT TYPE.....:          :
NATURE OF PURCHASE.: .. :
PRIORITY CODE.....: . :
DEG OF DIFFICULTY..: ... SCHEDULE    REVISED    ACTUAL    VARIANCE
ASSIGN TO BUYER....:          .....
ASSIGN SOLICITATION:          .....
ISSUE BID.....:
OPEN BID DATE.....:
OPEN BID TIME.....:
BEGIN EVALUATION...:
AWARD.....:
CAUSE CODE.....: ... :
# DAYS AHEAD/BEHIND:          NO PO/CONTRACTS CREATED....:
```

**Purpose** The purpose of the Requisition Header Table #3 is to provide the user with the ability to change selected fields associated with the requisition header record. This screen is used primarily by the purchasing agency to produce and maintain a requisition processing schedule. Security is based on the purchasing agency and access is granted only to those requisitions for which the user has security access.

**Screen**  
**Characteristics** Change Requisition Header Table

**Procedure**  
**Cross-Reference** Chapter 2 Requisition Processing,  
11.1 Supervisor Review  
11.2 Buyer Review

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Required. The requisition number to which a change will be made. If left blank on inquiry, the system will return the first requisition number in the database.
Title 1	40	Protected. The first title line of the requisition as provided from the Requisition table.
Status Code	3	Unprotected. Required. If status code is changed it can only be changed to 235 for scheduling. Once the schedule has been set, no more changes to the schedule will be allowed. Revisions to schedule dates may be made without changing the status code.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Status Change Date	8	Protected. The date the status code was last changed.
User ID Lst Chg	8	Protected. The user ID of the person making the last change.
Date Last Chg	8	Protected. The date the last change was made.
Document Type	3	Protected. Specifies the type document being processed as provided from the Requisition table.
Document Type Title	30	Protected. An interpretation of the document type code from BTAB Table DR (Document Type - Requisition).
Nature of Purchase	2	Unprotected. Required for scheduling status code 235. Describes the purchase in terms of commodity, service or other and whether it is simple, routine, or complex. Used by the system to determine the standard number of days to apply to the schedule.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Nature of Purchase Title	30	Protected. An interpretation of the nature of purchase code from BTAB Table NP (Nature of Purchase).
Priority Code	1	Unprotected. Required for scheduling status code 235. Describes the priority to be applied to processing the requisition. Used by the system to adjust the standard number of days for scheduling.
Priority Code Title	30	Protected. An interpretation of the priority code from BTAB Table PI (Priority Code).
Deg Of Difficulty	1.1	Unprotected. Required for scheduling status code 235. Used as a multiplication factor to the standard number of days for scheduling. Values greater than one will increase the number of days and values less the one will decrease the number of days.
Assign to Buyer - Schedule	8	Protected. Schedule automatically calculated by the system based on Nature of Purchase, Priority, and Degree of Difficulty.
Assign to Buyer - Revised	8	Unprotected. Optional. May be used to adjust the schedule once the schedule has been set.
Assign to Buyer - Actual	8	Protected. Automatically displayed by system Actual when buyer code is actually assigned.
Assign to Buyer - Variance	4	Protected. Automatically calculated by the system as the difference between the scheduled (or revised) date and the actual date.
Assign Solicitation - Schedule	8	Protected. Automatically calculated by the system based on Nature of Purchase, Priority, and Degree of Difficulty.
Assign Solicitation - Revised	8	Unprotected. Optional. May be used to adjust the schedule once the schedule has been set.
Assign Solicitation - Actual	8	Protected. Automatically displayed by system when solicitation is actually assigned.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Assign Solicitation - Variance	4	Protected. Automatically calculated by the system as the difference between the scheduled (or revised) date and the actual date.
Issue Bid - Schedule	8	Protected. Automatically calculated by the system based on Nature of Purchase, Priority, and Degree of Difficulty during the Solicitation scheduling phase.
Issue Bid - Revised	8	Protected. Displays revised issue bid date Revised (if any) after the requisition has been through the Solicitation scheduling phase.
Issue Bid – Actual	8	Protected. Automatically displayed by system when bid issue is actually assigned.
Issue Bid - Variance	4	Protected. Automatically calculated by the system as the difference between the scheduled (or revised) date and the actual date.
Open Bid Date - Schedule	8	Protected. Automatically calculated by the system based on Nature of Purchase, Priority, and Degree of Difficulty during the Solicitation scheduling phase.
Open Bid Date - Revised	8	Protected. Displays revised open bid date Revised (if any) after the requisition has been through the Solicitation scheduling phase.
Open Bid Date - Actual	8	Protected. Automatically displayed by the system when open bid date is actually assigned.
Open Bid Date- Variance	4	Protected. Automatically calculated by the system as the difference between the scheduled (or revised) date and the actual date.
Open Bid Time - Schedule	8	Protected. Automatically displayed by the system after the requisition has been through the Solicitation scheduling phase.
Open Bid Time - Revised	8	Protected. Displays revised open bid time Revised (if any) after the requisition has been through the Solicitation scheduling phase.
Open Bid Time - Actual	8	Protected. Automatically displayed by the system when open bid time is actually assigned.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Begin Evaluation - Schedule	8	Protected. Automatically calculated by the system based on Nature of Purchase, Priority, and Degree of Difficulty during the Solicitation scheduling phase.
Begin Evaluation - Revised	8	Protected. Displays revised begin evaluation (if any) after the requisition has been through the Solicitation scheduling phase.
Begin Evaluation - Actual	8	Protected. Automatically displayed by the system when begin evaluation has actually been assigned.
Begin Evaluation - Variance	4	Protected. Automatically calculated by the system as the difference between the scheduled (or revised) date and the actual date.
Award – Schedule	8	Protected. Automatically calculated by the system based on Nature of Purchase, Priority, and Degree of Difficulty during the Solicitation scheduling phase.
Award - Revised	8	Protected. Displays revised award date (if any) after the requisition has been through the Solicitation scheduling phase.
Award - Actual	8	Protected. Automatically displayed by system when award date has actually been assigned.
Award - Variance	4	Protected. Automatically calculated by the system as the difference between the scheduled (or revised) date and the actual date.
Cause Code	3	Unprotected. Optional. May be left blank. Used to describe the reason for being behind or ahead of schedule.
Cause Code Title	30	Protected. An interpretation of the cause code from BTAB Table CU (Cause Code).
# Days Ahead/Behind	3	Protected. Calculated by the system as the sum of all variances displayed.
No PO/Contracts Created	4	Protected. Display of the number of purchase orders or contracts resulting from this requisition.

**RQS4 Requisition Header Table #4**

```

ENTER FUNCTION: ..... TRANS: RQS4
REQUISITION HEADER TABLE #4
KEY IS REQUISITION NUMBER

REQUISITION NUMBER.: ..... FY: .. AGCY REQ NO: .....
FILE NUMBER.....: ..... WAREHOUSE CODE:
TITLE LINE 1.....: .....
TITLE LINE 2.....: .....
STATUS CODE.....: ..... CHG DTE:
DOCUMENT TYPE.....: ..... ACCT RQD: .
PURCHASING AGCY.....: .....
REQUISITIONING AGCY: .....
BILL TO CONTACT.....: .....
BILL TO PHONE.....: ..... - ..... - ..... CLASS/SUB-CLASS: ... ..
SHIP TO AGCY/SUB.....: ..... - ..... :
BILL TO AGCY/SUB.....: ..... - ..... :
DELIVERY DAYS ARO...: ..... WEEKS ARO: ... DATE: .....
SHIP TO CONTACT.....: .....
SHIP TO PHONE.....: ..... - ..... - ..... ENTERID: DATE:
SET-ASIDE CODE.....: .. RESP ORGN: BS ACCT:
WHIM.....: . PRE-ENC STAT: DEL BLDG/RM:
    
```

**Purpose** The purpose of the Requisition Header Table #4 is to provide the user with the ability to add or change requisition header information. The primary function of RQS4 to add new requisitions to the system by the user. This screen may also be used to monitor the status of requisitions under the control of the user to move them along through the requisition processing cycle. Security is based on the requisitioning and purchasing agencies and access is granted only to those requisitions for which the user has security access.

**Screen Characteristics** Add, Change, Delete and Inquire Requisition Header Table

**Procedure Cross-Reference** Chapter 2 Requisition Processing;

- 1.1 Add Requisition Header Table
- 1.2 Change Requisition header Table
- 1.3 Delete Requisition Header Table
- 1.4 Inquire Requisition Header Table

- 1.5 Add/Change Requisition Recommended Vendors/Geo Bid Codes
- 1.10 Attach Requisition Specifications
- 4.1 Requisition Approval Processing
- 5.1 Post Pre-Encumbrance
- 5.3 Backout Pre-Encumbrance
- 6.1 Copying a Requisition Document
- 7.1 Create Contract Release Order Requisition Documents
- 8.1 Create Contract Initiation Requisition Documents
- 9.1 How To Send Requisition Documents To Purchasing
- 10.1 Processing Returned Requisitions
- 13.1 How to Use Requisition Shopping
- 14.1 Create Requisition for LEAF/3rd Party Financing
- 15.1 Process Requisition for Printing Contract Purchase

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Required. If adding a new requisition then number must be 'NEXT'. If left blank on inquiry, the system will return the first requisition number in the database.
File Number	8	Protected. The file number from the RQS2 record.
Warehouse Code	4	Protected. The Warehouse Code from the inventory system.
FY	2	Unprotected. Required on add. Specifies the budget fiscal year to which funds will be allocated for this requisition.
Agcy Req No	10	Unprotected. Optional. Entered at the users discretion in any format desired for an agency requisition number.
Title Line 1	40	Unprotected. Required. Should be used to describe the general nature of the requisition.
Title Line 2	40	Unprotected. Optional. May be left blank. Used when title exceeds 40 characters of title line 1 or at the discretion of the user.
Status Code	3	Unprotected. Required. If left blank on add, system will default to 100. Status code must be changed to allow further processing of the requisition through the system.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
(Status) Chg Dt	8	Protected. The date the status code was changed.
Document Type	3	Unprotected. Required. Must be valid for procurement obligation code combinations.
Document Type Title	30	Protected. An interpretation of the document type from BTAB Table DR (Document Type - Requisition).

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Acct Rqd	1	Unprotected. Valid entries are Y or N. Default is Y. Used to indicate whether or not a requisition is required to be encumbered in accounting.
Purchasing Agcy	6	Unprotected. Required entry. The agency number of the agency performing the purchase function for the requisitioning agency.
Purchasing Agency Name	35	Protected. The agency name as provided from Name the Agency table.
Requisitioning Agcy	6	Unprotected. Required. The agency number for which this requisition is being created.
Requisitioning Agency Name	35	Protected. The name of the requisitioning agency as provided from Agency table.
Bill-To Contact	35	Unprotected. Not Required. Name of contact person for the requisition.
Bill-To Phone	14	Unprotected. Not Required. Phone number of contact person. Includes area code, exchange, number, and extension.
Class/Sub-Class	5	Unprotected. Not required. Will use the first line (RLI2) created for this requisition. The primary class/sub-class of the requisition. By specifying the class/sub-class here at the header level does not limit the user to only this class/sub-class at the line level.
Ship-To Agcy	6	Unprotected. Required. The delivery agency to which the requisition items will be delivered. If delivery will be to multiple agencies then Group Code or Region Code may be more appropriate.
Ship-To Sub(-Agency)	6	Unprotected. The delivery sub-agency number to which the requisition items will be delivered. If delivery agency is a Group or Region then this field must be blank.
Ship-To Agency/Sub-Agency Name	35	Protected. The name of the delivery agency as provided from the Agency table.
Bill To - Agcy	6	Unprotected. Required for documents other than contract initiation requests. The agency to which the invoice is to be sent.
Bill To - Sub(-Agency)	6	Unprotected. Required for documents other than contract initiation requests. The sub-agency number to which the invoice is to be sent.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Bill To - Agency/Sub-Agency Name	35	Protected. The name of the Bill To agency as provided from the Agency table.
Delivery Days ARO	3	Unprotected. Optional. The number of days after receipt of order that the vendor should deliver requested items. If Delivery Weeks ARO or Delivery Date is specified then this field should be blank.
Weeks ARO	3	Unprotected. Optional. The number of weeks after receipt of order that the vendor should deliver requested items. If Delivery Days ARO or Delivery Date is specified then this field should be blank.
Date	8	Unprotected. Optional. The date the vendor should deliver requested items. If Delivery Days ARO or Delivery Weeks ARO are specified then this field should be blank.
Ship-To Contact	35	Unprotected. Optional. Name or point of contact for delivery.
Ship-To Phone	14	Unprotected. Optional. Phone number of the delivery contact. Includes area code, exchange, number, and extension.
EnterID	8	Protected. User ID of person making input.
Date	8	Protected. Date the input was created.
Set-Aside Code	2	Unprotected. Optional. If the requisition has a requisition line with a designated Set-Aside code present on the CASA table(commodity by agency set-aside), it will be displayed on RQS4 and cannot be changed. If the requisition has no requisition lines with a designated Set-Aside present on CASA, then the Set-Aside code can be changed.
Resp Orgn	4	Protected. The organization responsible for a stock replenishment request.
BS Acct	4	Protected. The balance sheet account number for a stock replenishment request.
Whim	1	Unprotected. Optional entry. Used to indicate if this record may require an approval not covered by any prior approval. Entry must be <b>P</b> (purchasing agency) or <b>R</b> (requisition agency).
Pre-Enc Stat	1	Protected. Display of the requisition pre-encumbrance status from the RQSN header record.
Del Bldg/Rm	10	Protected. The Warehouse deliver to building and room number for stock replenishment requests.

**RQS5 Requisition Header Table #5**

```

ENTER FUNCTION: ..... TRANS: RQS5
REQUISITION HEADER TABLE #5
KEY IS REQUISITION NUMBER

REQUISITION NUMBER.: .....
TITLE LINE 1.....:
PURCHASING AGENCY...: ..... :
DOCUMENT TYPE.....: .. :
COMPLETION CODE.....: .. :
GEO BID CODE(S).....: ... : ... : ... : ... : ... : ... : ... : ...
ESTIMATED AMOUNT...: TOTAL DISTRIBUTION %...:
AGENCY TAX RATE....: TAX EXEMPT NO.....:
REQN RETURNED.....: NO OF LINES.....:
OLD REQN NUMBER....: NEW REQN NUMBER.....: .....
RECOMMENDED VNDR 1.: ..... :
RECOMMENDED VNDR 2.: ..... :
RECOMMENDED VNDR 3.: ..... :
PRINTING CONT VEND.: .....
JOB NO.....: ..... DATE: ..... EST. DEL. DATE: .....
SALESPERSON.....: ..... PH: ... - ... - .....
USERID LAST CHANGED: ..... DATE LAST CHANGED.....:
    
```

**Purpose** The purpose of the Requisition Header Table #5 is to provide the user with the ability to modify selected fields in the requisition header. Its primary function is to allow the input of the geographic bid code, information pertaining to agency taxes, cross reference old or new requisition numbers when changes occur, the recommending of vendors for solicitation, or the input of printing contract information. Access to this screen is granted only to those requisitions for which the user has security access.

**Screen Characteristics** Change Requisition Header Table

**Procedure Cross-Reference** Chapter 2 Requisition Processing,

- 1.5 Add/Change Requisition Recommended Vendors/Geo Bid Codes
- 15.3 Prepare Order to Printing Contract Vendor

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Required. The requisition number to which a change will be made. If left blank on inquiry, the system will return the first requisition number in the database.
Title Line 1	40	Protected. The first title line of the requisition as provided from the Requisition table.
Purchasing Agency	6	Protected. The Purchasing Agency from the RQS4 record.
Purchasing Agency Name	35	Protected. The name of the purchasing agency provided from the Agency table.
Document Type	3	Protected. The Document Type from the RQS4 record.
Document Type Title	30	Protected. An interpretation of the document type from BTAB Table DR (Document Type - Requisition).
Completion Code	2	Unprotected. Optional. Field is generally left blank to be populated by other processes of the system.
Completion Code Title	30	Protected. An interpretation of the completion code from BTAB Table CP (Completion Code).
Geo Bid Code(s)	3x8	Unprotected. Required for OMR, EQP and CIx document types where State Purchasing is the Purchasing Agency. The geographic bid region(s) applicable to this requisition. If input must be valid code in BTAB Table GC (Geo Bid Code).
Estimated Amount	9.2	Protected. The estimated value of the requisition as calculated from the sum of the individual line items.
Total Distribution %	3	Protected. The percentage of the estimated amount which has been pre-encumbered by an accounting distribution record.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Agency Tax Rate	2.2	Protected. The tax rate chargeable to the agency, if applicable.
Tax Exempt No	10	Protected. The tax exempt number for the agency, if applicable.
Reqn Returned	8	Protected. The date the requisition was returned to the user by the purchasing agency if applicable.
No Of Lines	5	Protected. The total number of lines associated with this requisition. Value is automatically increased by one by the system each time a new line item is added.
Old Reqn Number	10	Unprotected. Optional. If it becomes necessary to cancel an old requisition and create a new one, this field provides the facility to record that old number for cross reference purposes.
New Reqn Number	10	Unprotected. Optional. If this is an old requisition number which has been canceled and a new requisition has been created, this field provides the facility to record that new number for cross reference purposes.
Recommended Vndr 1	11	Unprotected. Optional. A valid vendor number to which the user would like a solicitation be made to for this requisition.
Recommended Vendor 1 Name	30	Protected. The name of the vendor as provided from the Vendor table.
Recommended Vndr 2	11	Unprotected. Optional. A valid vendor number to which the user would like a solicitation be made to for this requisition.
Recommended Vendor 2 Name	30	Protected. The name of the vendor as provided from the Vendor table.
Recommended Vndr 3	11	Unprotected. Optional. A valid vendor number to which the user would like a solicitation be made to for this requisition.
Recommended Vendor 3 Name	30	Protected. The name of the vendor as provided from the Vendor table.
Printing Cont Vend	11	Protected. The vendor number from the printing contract being used.
Printing Cont Vend Name	30	Protected. The name of the printing contract vendor, inferred from the VEND table.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Job No.	10	Unprotected. The job number assigned to the work order by the vendor.
Date	8	Unprotected. The date work order is entered by printing contract vendor.
Est. Del. Date	8	Unprotected. The estimated delivery date of the goods ordered from the printing contract vendor.
Salesperson	30	Unprotected. The name of the contact/salesperson for the printing contract vendor.
Phone No.	3/3/4/4	Unprotected. The phone number of the contact/salesperson for the printing contract vendor.
Userid Last Change	8	Protected. The user ID of the person making the last change.
Date Last Changed	8	Protected. The date the last change was made.

**RSHP Requisition Shopping Table**

ENTER FUNCTION: .....					TRANS: RSHP	DATE:
REQUISITION SHOPPING TABLE						TIME:
KEY IS COMMODITY DESCRIPTION AND COMMODITY NUMBER						TERM:
REQUISITION.: .....						
DESCRIPTION.: .....						COMMODITY
LAST UOM	LAST UNIT PRICE	BUYER CODE	SOURCE	QUANTITY		RLIN ADDED
.....	9999999.99999			999999.999		
DESCRIPTION.: .....						COMMODITY
LAST UOM	LAST UNIT PRICE	BUYER CODE	SOURCE	QUANTITY		RLIN ADDED
.....	9999999.99999			999999.999		
DESCRIPTION.: .....						COMMODITY
LAST UOM	LAST UNIT PRICE	BUYER CODE	SOURCE	QUANTITY		RLIN ADDED
.....	9999999.99999			999999.999		
DESCRIPTION.: .....						COMMODITY
LAST UOM	LAST UNIT PRICE	BUYER CODE	SOURCE	QUANTITY		RLIN ADDED
.....	9999999.99999			999999.999		

**Purpose** The purpose of the Requisition Shopping Table is to provide the user with a list of commodities for "shopping" against a shopping requisition (document type = SHP). This transaction provides for add off multiple commodities to a requisition regardless of commodity status (open market/contract). Access is granted only to those requisitions for which the user has security access.

**Screen Characteristics** Inquire Commodity Table and update RLIN Table

**Procedure Cross-Reference** Chapter 2 Requisition Processing;  
13.1 How To Use Requisition Shopping

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition	10	Unprotected. Required for ADD only. Must be a valid SHP document type requisition with status equal 101.
Description	2x40	Unprotected. Required for INQUIRE. First two lines of commodity description.
Commodity	11	Unprotected. Required for ADD. If left blank on inquiry, system will return with commodity code related to displayed description.
Last UOM	5	Unprotected. Required for ADD. If left blank on inquiry, system will display last purchase unit of measure if present in the commodity database.
Last Unit Price	7.5	Unprotected. Required for ADD. If left blank on inquiry, system will display last purchase unit price if present in the commodity database. Entry must be numeric.
Buyer Code	3	Protected. Display of the assigned commodity buyer from the commodity database.
Source	2	Protected. Display of the commodity source code from the commodity table.
Quantity	6.3	Unprotected. Required for ADD. If input the entry must be numeric with no more than three places to right of decimal.
RLIN Added	1	Protected. Set by the system. Will display Y if RLIN added for referenced requisition.



**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Status Code	3	Unprotected. Key. If left blank the system will start the requisition list with the smallest status code in the database. If input the system will return the list starting at the status code specified.
Status Code Title	30	Protected. The title of the status code as provided from BTAB Table SR (Status Code - Requisition).
Type	3	Protected. The requisition document type from the RQSN Table for the displayed requisition number.
Buyer	3	Protected. The buyer code from the RQSN Table for the displayed requisition number.
Req #	10	Unprotected. Key. If left blank the system will start the list with the first requisition number for the status code specified. If input the system will return the list starting at the requisition number specified.
File #	8	Protected. The file number from the RQSN Table for the displayed requisition number.
(Requisition Number) Title	40	Protected. The title of the requisition as provided from the Requisition table.
Chg Date	8	Protected. The date the requisition was last changed.

**RSUM Requisition Summary Table**

```

ENTER FUNCTION: ..... TRANS: RSUM
REQUISITION SUMMARY OF AWARDS SCREEN
KEY IS REQUISITION NUMBER
REQUISITION NUMBER.: ..... : .....
REQ STATUS.....: ... FILE #.: ..... AGCY REQ #.: .....
REQ AGENCY.....: ..... : .....
SOLICITATION NUMBER: ..... SOL STATUS: ... BID OPEN DATE: .....
BUYER CODE.....: ... : .....
BUYER PHONE.....: ..... MASTER CLASS/SUB-CLASS: ... ..
SCROLL ACTION.....: .

      AWARD #      TYPE  STAT      NO OF      VENDOR      AWARD AMOUNT
      .....      ...   ...      .....      .....      .....
      .....      ...   ...      .....      .....      .....
      .....      ...   ...      .....      .....      .....
      .....      ...   ...      .....      .....      .....
      .....      ...   ...      .....      .....      .....
      .....      ...   ...      .....      .....      .....
      .....      ...   ...      .....      .....      .....
      .....      ...   ...      .....      .....      .....

```

**Purpose** The purpose of the Requisition Summary Table is to provide the user with the capability to inquire multiple awarded documents for a requisition simultaneously with a single transaction screen. Access is granted only to those requisitions for which the user has security access.

**Screen Characteristics** Inquire RSUM Table.

**Procedure Cross-Reference** Chapter 2 Requisition Processing;  
16.1 How to Inquire Requisition Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Required. Specifies the requisition number to which a user wishes to inquire.
Requisition Title	40	Protected. The title of the requisition as provided from the Requisition Table.
Req Status	3	Protected. An interpretation of the status code from BTAB SR (Status Code - Requisition).
File #	8	Protected. The State Purchasing File Number of the Requisition from the RQSN Table.
Agcy Req #	10	Protected. Inferred Agency Requisition Number for the requisition number.
Req Agency	6	Protected. Inferred Requisition Agency for the requisition number.
Req Agency Name	35	Protected. An interpretation of the Requisition agency name from the AGCY Table.
Solicitation Number	10	Protected. Inferred from requisition attached.
Sol Status	3	Protected. An interpretation of the status code from BTAB SB (Status Code - Solicitation).
Bid Open Date	8	Protected. Inferred bid open date from the solicitation number.
Buyer Code	3	Protected. Inferred buyer code from the requisition number.
Buyer Name	35	Protected. An interpretation of the buyer code from ABUY record.
Buyer Phone Number	3/3/4/4	Protected. Inferred buyer phone number from the requisition.
Master Class/Sub-Class	3/2	Protected. The commodity code class/sub-class of the awarded document.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Scroll Action	1	Unprotected. Required. If left blank, will default to 'T'. If entered, must be a valid text action code. Valid codes are:  T - Top B - Bottom U - Page Up D - Page Down R - Relative
Award #	7x10	Protected(except for first detail line). The award number (Order or Contract) on the Award Document.
Type	7x3	Protected. Inferred document type from the awarded document number. (Order or Contract)
Stat	7x3	Protected. Inferred document status from the awarded document number. (Order or Contract)
No of Lines	7x3	Protected. The number of lines from the awarded document header. (Order or Contract)
Vendor Number	7x11	Protected. Inferred from awarded document.
Award Amount	7x9.2	Protected. Inferred from awarded document.



**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Req Title Line 1	40	Unprotected. Key. Optional. If left blank, the system will return a list of requisitions starting with the first title in the database. If input, the list will start at the next nearest title specified.
Requisition (Number)	10	Unprotected. Key. Optional. If left blank the system will start the list with the first requisition number for the title specified. If input the system will return the list starting at the requisition number specified.
Status (Code)	3	Protected. The status code of the requisition as provided from the Requisition table.
Status Code Title	30	Protected. The title of the status code as provided from BTAB Table SR (Status Code - Requisition).
Change Date	8	Protected. The date the status code was last changed.



**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Required. The number of the requisition for which text will be changed.
Requisition Title	40	Protected. The title of the requisition as provided from the Requisition table.
Status Code	3	Protected. The current status of the solicitation as provided from the Solicitation table.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
From Text Ref	6	Unprotected. Key. Required. The reference number from the text file which has been designated for this requisition through the RTXT screen.
To Text Ref	6	Unprotected. Key. Must be blank for 'GET' Function. The reference number to the text file which has been designated for this requisition through the RTXT screen. Text references within the from/to text references constitute the text range to be used for this requisition.
Copy Text (Y/N)	1	Unprotected. Indicator equals 'Y', copy the text from the requisition number and text reference number listed. Default is 'N'.
From Req #	10	Unprotected. The requisition number that the Text is to be copied from.
Text Ref	5	Unprotected. The text reference from the requisition that is to be copied.
Title	70	Protected. The title of the text reference as provided from the Text table.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Text Action	1	Unprotected. Required. Must be a valid text action code. Valid codes are:  T - Top B - Bottom U - Page Up D - Page Down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action <b>R</b> to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Basic Text Chgd	1	Protected. Indicates if the basic text from TXLN has been changed.
Text Line	9x70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

**RTX2**

**THIS SCREEN NO LONGER AVAILABLE**

```

ENTER FUNCTION: ..... TRANS: RTX2
REQUISITION TEXT LINE CHANGES TABLE #2
KEY IS REQUISITION NUMBER AND REQUISITION TEXT REFERENCE
REQUISITION NUMBER.:
STATUS CODE.....:
FROM TEXT REF.....: TO TEXT REF:
TITLE:
SCROLL ACTION.....: LINE NUMBER: LINE TOTAL:
ACT -----1-----2-----3-----4-----5-----6-----7
..
..
..
..
..
..
..
..
..
..

```

**Purpose**

The purpose of the Requisition Text Line Changes Table #2 is to provide the user with the ability to insert or delete lines of text from the Requisition Text Line Changes (RTXL) table. Access to this table can only be achieved by leafing from RTXL. When appropriate action has been indicated, the system will automatically return to RTXL when enter key is depressed to process the indicated action.

**Screen**

**Characteristics**

Delete/Insert RTXL Table text lines.

**Procedure**

**Cross-Reference**

Chapter 2 Requisition Processing,  
1.10 Attach Requisition Specifications

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Protected. Key. The number of the requisition for which text will be changed.
Requisition Title	40	Protected. The title of the requisition as provided from the Requisition table.
Status Code	3	Protected. The current status of the requisition as provided from the Requisition table.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
From Text Ref	6	Protected. The reference number from the text file which has been designated for this requisition through the RTXT screen.
To Text Ref	6	Protected. The to reference number from the text file which has been designated for this requisition through the RTXT screen.
Title	70	Protected. The title of the text reference as provided from the Text table.
Scroll Action	1	Protected. The scroll action code carried forward from the RTXL screen.
Line Number	4	Protected. The line number field carried forward from the RTXL screen.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Act(ion Code)	9x2	Unprotected. <b>I</b> indicates insertion which will occur after the line. <b>D</b> is used to indicate delete. <b>D</b> followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	9x70	Protected. A display of text carried forward from the RTXL screen. Any change action will cause the screen to return to RTXL with the appropriate action taken.

**RTXT                      Requisition Text Key Ranges**

```
ENTER FUNCTION: ..... TRANS: RTXT
REQUISITION TEXT KEY RANGES TABLE
KEY IS REQUISITION NUMBER, TEXT FROM AND TEXT TO
REQUISITION NUMBER.: ..... :
STATUS.....: ..... :
DATE:
TIME:
TERM:

PRINT  TEXT FROM          TEXT TITLES          TEXT
      TO
.      .....              .....              .....
.      .....              .....              .....
.      .....              .....              .....
.      .....              .....              .....
```

**Purpose**                      The purpose of the Requisition Text Key Ranges table is to provide the user with the ability to add, delete, and inquire the text key range records for specific requisitions. The text key ranges specified by this screen will be output as part of the requisition listed specifications. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has access.

**Screen**  
**Characteristics**            Add, Delete and Inquire RTXT Table.

**Procedure**  
**Cross-Reference**            Chapter 2 Requisition Processing,  
1.10 Attach Requisition Specifications

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Required. The number of the requisition for which text ranges will be specified.
Requisition Title	40	Protected. The title of the requisition as provided from the Requisition table.
Status Code	3	Protected. The current status of the requisition as provided from the Requisition table.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Print	1	Unprotected. If blank, defaults to "N". "Y" indicates text is to print on award document.
Text From	6	Unprotected. Key. Required. A text file reference specifying the starting point of the range. Referenced text will be printed on the requisition as part of the Specifications.
Text Titles	70	Protected. An interpretation of `TEXT FROM' and/or `TEXT TO' references as recorded in TEXT files.
Text To	6	Unprotected. Key. Optional. A text file reference specifying the ending point of the range. If left blank only the 'From' reference will be printed. Otherwise, the entire range will be printed as part of the Specifications.



**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation (Number)	10	Unprotected. Key. Optional. If left blank the system will begin with the first solicitation in the database. If input the system will return the list starting with the solicitation number specified.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation Document table.
Status Code	3	Protected. The status of the solicitation as provided from the Solicitation Document table.
Status Code Title	30	Protected. An interpretation the status code from BTAB Table SB (Status Code - Solicitation).
Sol Line	5	Unprotected. Key. Optional. The solicitation line number assigned to the requisition line through the solicitation process. If input the system will begin the list with the first line number in the database for the solicitation specified. If input the system will return the list beginning with the line number specified.
Vendor (Number)	11	Unprotected. Key. The number of the vendor who submitted a bid for the solicitation line number. If left blank the system will start the list with the first vendor number in the database for the solicitation number and solicitation line specified. If input the system will return the list starting with the vendor specified.
Requisition (Number)	10	Protected. The requisition number associated with the solicitation line.
Req Line	5	Protected. The requisition line number associated with the solicitation line.
Award	1	Protected. The award flag, if applicable, for the solicitation line.
Unit Price	6.5	Protected. The unit price bid by the vendor for this line if applicable.
% Off Cat	3.2	Protected. The percent off catalog bid by the vendor for this line if applicable.

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