

**ADVANTAGE
Requisition (RX)
Documents
Character Based
Instructional Booklet**

**Distributed by
Financial Services
Arizona State University
Spring 2008**



Contents

RX Documents in Character Based ADVANTAGE

Requisition (RX) Document Preparation	3
Including Additional Description on an RX.....	10
Modifying an RX	12
Canceling an RX.....	17

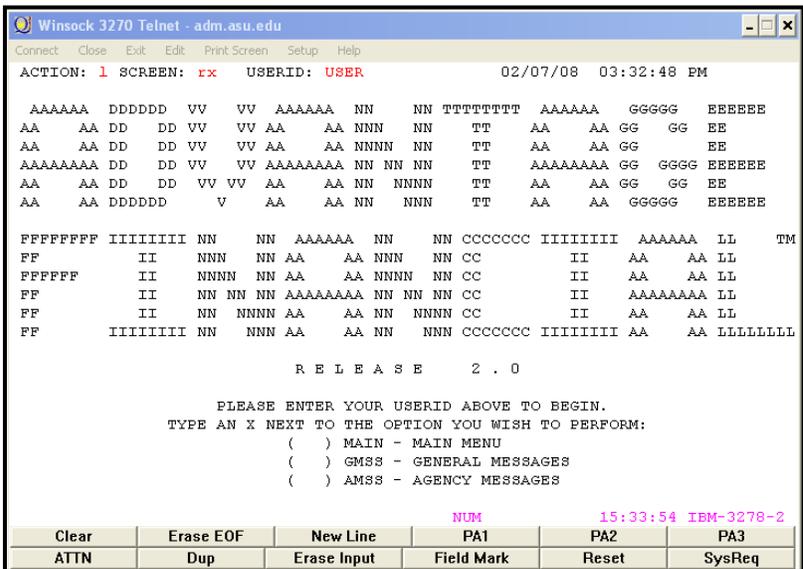
RX Document Preparation

Before starting an RX, you need the following information:

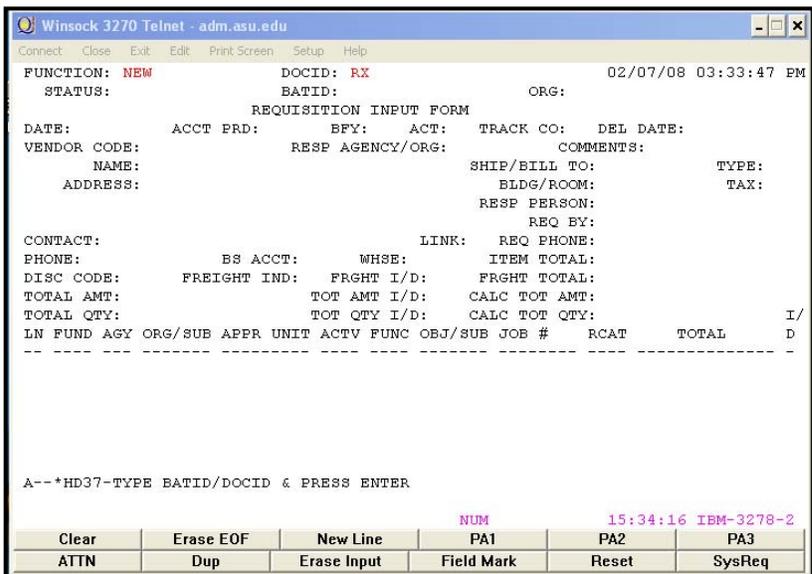
- A valid vendor code from the VNAS or VEN2 table for the off-campus vendor from whom you are buying these goods and/or services. If there is no vendor code on-line, you must add the vendor with a VE document before the RX can be processed. If you would like Purchasing to select the vendor for you, you may type 999999999 as the vendor code for Best Vendor.
- The agency/org (account) that is paying for these goods and/or services.
- The unit cost and quantity of each item and/or service you wish to purchase.
- The amount of freight charges, if there will be freight on this order.
- The object/sub-object and commodity codes.

Starting an RX Document in Character Based ADVANTAGE

- Type **L** in the **ACTION** field.
- Type **RX** in the **SCREEN** field.
- Press the **ENTER** key.



- A blank RX document will appear.



Creating a unique document number for the transaction

- Ensure that **NEW** appears in the **FUNCTION** field.
- Tab to the field after the **DOCID (RX)**.
- Type your three-character **AGENCY CODE** (e.g., WV1).
- Type the three-character **AGENCY CODE** again followed by the # (WV1#) in the second field for automatic numbering.
- Press the **ENTER** key.

Winsoc 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

FUNCTION: **NEW** DOCID: **RX wv1 wv1#** 02/07/08 03:33:47 PM
 STATUS: BATID: ORG:

REQUISITION INPUT FORM

DATE: ACCT PRD: BFY: ACT: TRACK CO: DEL DATE:
 VENDOR CODE: RESP AGENCY/ORG: COMMENTS:
 NAME: SHIP/BILL TO: TYPE:
 ADDRESS: BLDG/ROOM: TAX:
 RESP PERSON:
 REQ BY:

CONTACT: LINK: REQ PHONE:
 PHONE: BS ACCT: WHSE: ITEM TOTAL:
 DISC CODE: FREIGHT IND: FRGHT I/D: FRGHT TOTAL:
 TOTAL AMT: TOT AMT I/D: CALC TOT AMT:
 TOTAL QTY: TOT QTY I/D: CALC TOT QTY: I/
 LN FUND AGY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB JOB # RCAT TOTAL D

A--*HD37-TYPE BATID/DOCID & PRESS ENTER

NUM 15:34:47 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

- A unique document number will appear (e.g. WV102000160).

Winsoc 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

FUNCTION: **RX WV1 WV102000160** 02/12/08 03:11:12 PM
 STATUS: BATID: ORG:

REQUISITION INPUT FORM

DATE: ACCT PRD: BFY: ACT: TRACK CO: DEL DATE:
 VENDOR CODE: RESP AGENCY/ORG: COMMENTS:
 NAME: SHIP/BILL TO: TYPE:
 ADDRESS: BLDG/ROOM: TAX:
 RESP PERSON:
 REQ BY:

CONTACT: LINK: REQ PHONE:
 PHONE: BS ACCT: WHSE: ITEM TOTAL:
 DISC CODE: FREIGHT IND: FRGHT I/D: FRGHT TOTAL:
 TOTAL AMT: TOT AMT I/D: CALC TOT AMT:
 TOTAL QTY: TOT QTY I/D: CALC TOT QTY: I/
 LN FUND AGY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB JOB # RCAT TOTAL D

NUM 15:11:46 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

Preparing an RX / Entering Data

```

Winsock 3270 Telnet - adm.asu.edu
Connect  Close  Exit  Edit  Print Screen  Setup  Help
FUNCTION:          DOCID: RX   WV1  WV102000160   02/07/08 04:32:41 PM
STATUS:           BATID:          ORG:
                    REQUISITION INPUT FORM
DATE:             ACCT PRD:          BFY:   ACT:   TRACK CO:  DEL DATE: 02 28 08
VENDOR CODE:     391433142         RESP AGENCY/ORG: wv1 1003  COMMENTS:
NAME:            ADDRESS:          SHIP/BILL TO:  rec ap   TYPE:
                    BLDG/ROOM: 0405 mus185 TAX:
                    RESP PERSON: bksl bea sharpe
                    REQ BY:      Robert Clef
CONTACT:         LINK:             REQ PHONE: 480-965-3371
PHONE:          BS ACCT:          WHSE:       ITEM TOTAL:
DISC CODE:      FREIGHT IND:      FRGHT I/D:  FRGHT TOTAL:
TOTAL AMT:      TOT AMT I/D:      CALC TOT AMT:
TOTAL QTY:      TOT QTY I/D:      CALC TOT QTY:
LN  FUND  AGY  ORG/SUB  APPR  UNIT  ACTV  FUNC  OBJ/SUB  JOB #  RCAT  TOTAL  D
-----
01   wv1  1003                7810 57
                    NUM  16:34:42 IBM-3278-2
Clear  Erase EOF  New Line  PA1  PA2  PA3
ATTN  Dup  Erase Input  Field Mark  Reset  SysReq
    
```

Entering Header Information

Enter data in the following fields only (**bolded fields are required**):

- DATE:** System Generated at the time the document is processed.
- DEL DATE:** Type a realistic date you would like goods delivered. The date must not be prior to today and not after June 30 of the current fiscal year. Remember, it may take the buyers a few days to complete their part of the process, so allow enough time.
- VENDOR CODE:** Type a valid vendor code (from VNAS or VEN2 table). If you do not know the code, you may use the Find Code feature to select one.
If you want Purchasing to select the supplier for you, type **999999999** to specify Best Vendor.
- RESP AGENCY/ORG:** Type the Agency/Org to be charged for the goods/services.
- COMMENTS:** Required when this requisition is for a Blanket order: Type **BLANKET**. Otherwise leave blank or see next page for additional comment options.
- SHIP/BILL TO:** Type **REC** (for Receiving) / **AP** (for Accounts Payable)
- BLDG / ROOM:** Type the mail code, building, and room number where the goods will be delivered.
NOTE: The mail code is where the Purchase Order copy will be mailed.
- RESP PERSON:** Type the 4-character Advantage userid, one space, and the name of the person completing this document.
- REQ BY:** Type the name of the person requesting the goods or services.
- REQ PHONE:** Type your full phone number, including area code.
- ITEM TOTAL:** LEAVE BLANK. Calculated by Advantage during the Edit process.

Entering Freight and Accounting Information: see next page

Entering Freight and Accounting Information

FREIGHT IND:	Type the letter D (charges to be applied by line).
FRGHT TOTAL:	Type the total amount of the freight charges for this order.
TOTAL AMT:	Type the total amount of all commodity lines before taxes and freight .
LN:	Type a number to distinguish this accounting line from all others on this document. Start with 01 .
AGY:	Type the Agency code to which this item is being charged.
ORG / SUB:	Type the Org code to which this item is being charged / Suborg code if applicable.
FUNC:	Type the Function code (Reporting Category) if applicable.
OBJ / SUB:	Type the first 6 digits of the commodity code being ordered.
TOTAL:	LEAVE BLANK. Calculated by Advantage during the Edit process.
I/D:	Used only for modifications. Enter the letter I for increase or D for decrease.

Press the **ENTER** key to get to the Commodity Information Screen.

Note: When all the items are charged to the same agency/org, suborg and function (reporting category), and when the object/subobject codes are the same for all commodity lines, one accounting line is used. Otherwise, separate accounting lines are required to reflect all the different accounting information.

RX COMMENTS Field Options

When filling out an RX there are several options for the COMMENTS field. Each option indicates a specific message to Purchasing pertaining to the processing of the RX.

<u>Type in the RX COMMENTS Field:</u>	<u>When:</u>
Leave Blank	This is an initiating order.
Blanket	The RX is to request the creation of a blanket order.
Confirming	The department has placed a verbal order with the vendor. Purchasing will note "Do not Duplicate" on the Purchase Order.
Check with Order	The department has notified the buyer that merchandise was received. The <i>original</i> invoice is forwarded to Purchasing with a screen print of the RX.
Rush	This is a PRIORITY request. The buyer will contact the department to determine if the Purchase order needs to be faxed to the vendor or if a phone order should be initiated.

Entering Commodity Information

```

Winsock 3270 Telnet - adm.asu.edu
Connect  Close  Exit  Edit  Print Screen  Setup  Help
FUNCTION:          DOCID: RX   WV1  WV102000160   02/07/08 04:34:27 PM
STATUS:          BATID:          ORG:          000-000 OF 000
01- LINE NUMBER: 001  COMMODITY CODE: 781057   ITEM CODE:
REF ACCT LN: 01          TEXT:
QUANTITY: 1.00          I/D:          UNIT: each
UNIT COST: 18000.00    I/D:          LINE AMT:
DISC CODE:          DISC AMT:          I/D:
LN TAX CODE:          TAX AMT:
FREIGHT AMT:          FREIGHT AMT:          I/D:
TOTAL COST:
-----
DESCRIPTION: grand piano
MANUFACTURERS NAME:
MANUFACTURERS NUMBER:

NUM 16:35:30 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
ATTN Dup Erase Input Field Mark Reset SysReq
    
```

Enter data in the following fields only (bolded fields are required):

Press the **ENTER** key to leaf from the Freight and Accounting Information View to the Commodity Information View.

- LINE NUMBER:** Type a number to distinguish this commodity line from all others on this document. Start with **001**.
- COMMODITY CODE:** Type a valid commodity code (from the **CODX** or **COMM** table).
- REF ACCT LN:** Type the line number (e.g., 01) of the accounting line this commodity line is going to reference.
- QUANTITY:** Type the quantity required with 2 decimal places.
- UNIT:** Type a valid code (from the **UNIT** table).
- UNIT COST :** Type the cost per unit including decimal points.
- TEXT:** Type the letter **Y** (for yes) if additional text is being added to this commodity line. See page 10 for instructions on adding additional text.
- TAX AMT:** LEAVE BLANK. Calculated by Advantage during the Edit process.
- FREIGHT AMT:** LEAVE BLANK. Calculated by Advantage during the Edit process.
- TOTAL COST:** LEAVE BLANK. Calculated by Advantage during the Edit process.

DESCRIPTION: If this is a blanket order, type a description of the services being ordered in the following format: **FY##** (e.g., 99, 00) **blanket for** [insert description of services here].

Otherwise, type a description of the goods or service requested (60 characters long).

MANUFACTURERS NAME: Type the manufacturers name for this item, if applicable.

MANUFACTURERS NUMBER: Type the vendor's catalog number for this item, if applicable.

Editing, Approving, Running & Closing an RX

- Press the **HOME** key.
- **Editing** the document: type **ED** (for edit) in the **FUNCTION** field and press the **ENTER** Key.
- The **F7** key will also edit the document.
- The screen will refresh with messages related to the edit process (these messages appear at the bottom of your screen).
- When the Edit Process is complete on an RX document, the appropriate tax for the vendor is added to the document and the line Total Cost is displayed.

```

Winsock 327 Telnet - adm.asu.edu
Connect Close Edit Print Screen Setup Help
FUNCTION: ed          DOCID: RX   WV1  WV102000160   02/12/08 01:30:35 PM
STATUS: PEND1       BATID:          ORG:
REQUISITION INPUT FORM
DATE: ACCT PRD:      BFY: ACT: E TRACK CO: DEL DATE: 02 28 08
VENDOR CODE: 391433142  RESP AGENCY/ORG: WV1 1003 COMMENTS:
NAME: MUSIC DESIGN INC  SHIP/BILL TO: REC AP TYPE:
ADDRESS: 4650 N PORT WASHINGTON RD  BLDG/ROOM: 0405 MUS185 TAX: T1
MILWAUKEE WI 53212  RESP PERSON: BKS1 BEA SHARP
CONTACT: JURGEN GOBRING  LINK: Y REQ PHONE: 480-965-3371
PHONE: 2507542440  BS ACCT:  WHSE: ITEM TOTAL: 19,778.00
DISC CODE: FREIGHT IND: D FRGHT I/D: FRGHT TOTAL: 500.00
TOTAL AMT: 18,000.00  TOT AMT I/D: CALC TOT AMT: 18,000.00
TOTAL QTY: TOT QTY I/D: CALC TOT QTY:
LN FUND AGY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB JOB # RCAT TOTAL I/
D
-----
01 1150 WV1 1003 WV11003A 7810 57 19,778.00
-----
H--A413W-VENDOR NOT A SMALL BUSINESS H--*S401-READY FOR APPROVAL 1
NUM 13:31:42 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
ATTN Dup Erase Input Field Mark Reset SysReq
    
```

- Press the **HOME** Key.
- The document status needs to be **PEND1** to approve.
- **Approving** the document: type **A+** (for approve) in the **FUNCTION** field and press the **ENTER** key.
- The **F12** key will also approve the document.

```

Winsock 3270 Telnet - adm.asu.edu
Connect Close Exit Print Screen Setup Help
FUNCTION: a+         DOCID: RX   WV1  WV102000160   02/12/08 01:31:30 PM
STATUS: PEND1       BATID:          ORG:
REQUISITION INPUT FORM
DATE: ACCT PRD:      BFY: ACT: E TRACK CO: DEL DATE: 02 28 08
VENDOR CODE: 391433142  RESP AGENCY/ORG: WV1 1003 COMMENTS:
NAME: MUSIC DESIGN INC  SHIP/BILL TO: REC AP TYPE:
ADDRESS: 4650 N PORT WASHINGTON RD  BLDG/ROOM: 0405 MUS185 TAX: T1
MILWAUKEE WI 53212  RESP PERSON: BKS1 BEA SHARP
CONTACT: JURGEN GOBRING  LINK: Y REQ PHONE: 480-965-3371
PHONE: 2507542440  BS ACCT:  WHSE: ITEM TOTAL: 19,778.00
DISC CODE: FREIGHT IND: D FRGHT I/D: FRGHT TOTAL: 500.00
TOTAL AMT: 18,000.00  TOT AMT I/D: CALC TOT AMT: 18,000.00
TOTAL QTY: TOT QTY I/D: CALC TOT QTY:
LN FUND AGY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB JOB # RCAT TOTAL I/
D
-----
01 1150 WV1 1003 WV11003A 7810 57 19,778.00
-----
H--A413W-VENDOR NOT A SMALL BUSINESS H--*S401-READY FOR APPROVAL 1
NUM 13:32:21 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
ATTN Dup Erase Input Field Mark Reset SysReq
    
```

Editing, Approving, Running & Closing an RX

- Press the **HOME** Key.
- The document status needs to be **SCHED** to run.
- **Running** the document: type **R** (for run) in the **FUNCTION** field and press the ENTER Key.
- The **F8** key will also run the document.
- The document status will change to **ACCEPT**.

```

Winsock 3270 Telnet - adm.asu.edu
Connect  Close  Exit  Edit  Print Screen  Setup  Help
FUNCTION: R          DOCID: RX   WV1  WV102000160   02/12/08 01:32:05 PM
STATUS: SCHED      BATID:          ORG:
REQUISITION INPUT FORM
DATE:          ACCT PRD:          BFY:          ACT: E TRACK CO:          DEL DATE: 02 28 08
VENDOR CODE: 391433142  RESP AGENCY/ORG: WV1 1003  COMMENTS:
NAME: MUSIC DESIGN INC          SHIP/BILL TO: REC AP          TYPE:
ADDRESS: 4650 N PORT WASHINGTON RD  BLDG/ROOM: 0405 MUS185 TAX: T1
MILWAUKEE          WI 53212          RESP PERSON: BKS1 BEA SHARP
CONTACT: JURGEN GOERING          LINK: Y REQ PHONE: 480-965-3371
PHONE: 2507542440  BS ACCT:          WHSE:          ITEM TOTAL:          19,778.00
DISC CODE:          FREIGHT IND: D FRGHT I/D:          FRGHT TOTAL:          500.00
TOTAL AMT:          18,000.00  TOT AMT I/D:          CALC TOT AMT:          18,000.00
TOTAL QTY:          TOT QTY I/D:          CALC TOT QTY:
LN FUND AGY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB JOB #          RCAT          TOTAL          I/
-----
01 1150 WV1 1003          WV11003A          7810 57          19,778.00

A--*8001-APPROVAL 1 APPLIED          A--*HS60-DOCUMENT MARKED FOR READ ONLY

NUM          13:37:12 IBM-3278-2
Clear          Erase EOF          New Line          PA1          PA2          PA3
ATTN          Dup          Erase Input          Field Mark          Reset          SysReq
    
```

- Press the **HOME** Key.
- **Closing** the document: type **E** (for exit) in the **FUNCTION** field and press the ENTER Key.
- The **F3** key will also close the document (status should be Accept).

```

Winsock 3270 Telnet - adm.asu.edu
Connect  Close  Exit  Edit  Print Screen  Setup  Help
FUNCTION:          DOCID: RX   WV1  WV102000160   02/12/08 01:37:04 PM
STATUS: ACCEPT  BATID:          ORG:
REQUISITION INPUT FORM
DATE:          ACCT PRD:          BFY:          ACT: E TRACK CO:          DEL DATE: 02 28 08
VENDOR CODE: 391433142  RESP AGENCY/ORG: WV1 1003  COMMENTS:
NAME: MUSIC DESIGN INC          SHIP/BILL TO: REC AP          TYPE:
ADDRESS: 4650 N PORT WASHINGTON RD  BLDG/ROOM: 0405 MUS185 TAX: T1
MILWAUKEE          WI 53212          RESP PERSON: BKS1 BEA SHARP
CONTACT: JURGEN GOERING          LINK: Y REQ PHONE: 480-965-3371
PHONE: 2507542440  BS ACCT:          WHSE:          ITEM TOTAL:          19,778.00
DISC CODE:          FREIGHT IND: D FRGHT I/D:          FRGHT TOTAL:          500.00
TOTAL AMT:          18,000.00  TOT AMT I/D:          CALC TOT AMT:          18,000.00
TOTAL QTY:          TOT QTY I/D:          CALC TOT QTY:
LN FUND AGY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB JOB #          RCAT          TOTAL          I/
-----
01 1150 WV1 1003          WV11003A          7810 57          19,778.00

A--*HF20-DOCUMENT ACCEPTED          A--*HF01-WARNING MSGS; PLEASE REVIEW
H--A413W-VENDOR NOT A SMALL BUSINESS

NUM          13:37:39 IBM-3278-2
Clear          Erase EOF          New Line          PA1          PA2          PA3
ATTN          Dup          Erase Input          Field Mark          Reset          SysReq
    
```

If you have not received the hard copy of the PC (Purchase Order) within seven to ten days, check the RQST table to see if the RX had been turned into a Purchase Order. If the Purchase Order has not been written, call the buyer to see if there is an issue. If the RX does not appear on the RQST table, check the Suspense file to see if the document is still on Suspense. If it is, retrieve the document and check to see why it did not process.

RX Document with Additional Description

If the description of the goods or services being ordered is longer than the description field on a particular commodity line of the RX, additional description can be used.

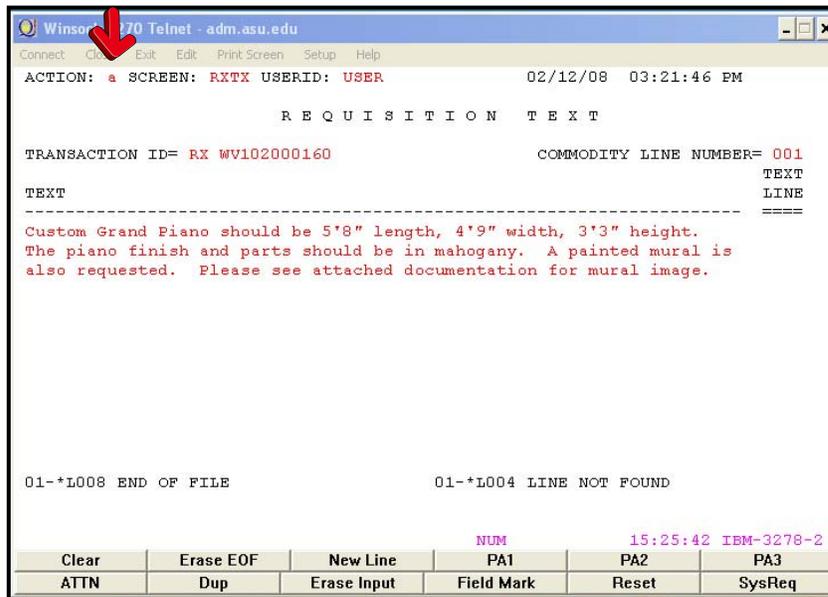
The following example is used to illustrate the process for adding additional description to an RX:

- To add Additional Description to a particular commodity line, begin on the **commodity information page**.
- In the **TEXT** field type the letter **Y** (for yes).
- Tab to the **Function** field, type the word **"text"** and press the **ENTER** key.

- The **Requisition Text (RXTX)** window will appear with a blank screen.
- Verify the **TRANSACTION ID** field contains the desired RX document number to which the additional description will be attached.
- Verify that the **Commodity Line number** is the desired commodity line from the RX to which the additional description will be attached.

RX Document with Additional Description

- Complete the screen according to the following directions.
- In the **ACTION** field, type the letter **A** (for add).
- Tab to the **TEXT** box and enter the additional text for this commodity line, **skipping the TEXT LINE field (off to the right)**.



```
Winsock 3270 Telnet - adm.asu.edu
Connect Close Exit Edit Print Screen Setup Help
ACTION: a SCREEN: RXTX USERID: USER 02/12/08 03:21:46 PM

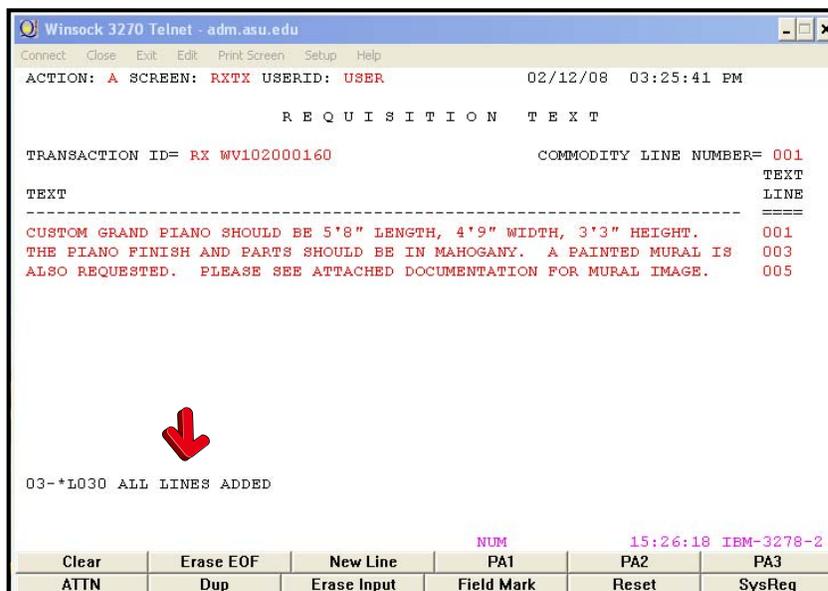
      R E Q U I S I T I O N   T E X T

TRANSACTION ID= RX WV102000160          COMMODITY LINE NUMBER= 001
TEXT                                     TEXT LINE
-----
Custom Grand Piano should be 5'8" length, 4'9" width, 3'3" height.
The piano finish and parts should be in mahogany. A painted mural is
also requested. Please see attached documentation for mural image.

01-*L008 END OF FILE                      01-*L004 LINE NOT FOUND

NUM 15:25:42 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
ATTN Dup Erase Input Field Mark Reset SysReq
```

- Press the **ENTER** key once all the additional text has been entered.
- The screen will refresh showing the added text. Confirm the **"ALL LINES ADDED"** message at the bottom of the screen.
- Tab to the **ACTION** field and enter **E** (for exit) to return to the RX document.
- Perform the edit process.



```
Winsock 3270 Telnet - adm.asu.edu
Connect Close Exit Edit Print Screen Setup Help
ACTION: A SCREEN: RXTX USERID: USER 02/12/08 03:25:41 PM

      R E Q U I S I T I O N   T E X T

TRANSACTION ID= RX WV102000160          COMMODITY LINE NUMBER= 001
TEXT                                     TEXT LINE
-----
CUSTOM GRAND PIANO SHOULD BE 5'8" LENGTH, 4'9" WIDTH, 3'3" HEIGHT. 001
THE PIANO FINISH AND PARTS SHOULD BE IN MAHOGANY. A PAINTED MURAL IS 003
ALSO REQUESTED. PLEASE SEE ATTACHED DOCUMENTATION FOR MURAL IMAGE. 005

03-*L030 ALL LINES ADDED

NUM 15:26:18 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
ATTN Dup Erase Input Field Mark Reset SysReq
```

Modifying an RX Document

To make changes to an order after the RX document has been accepted into Advantage, an RX modification is processed on-line.

Before modifying an RX, the following steps need to be taken to obtain the necessary information from the Requisition Open Tables. (Refer to the directions in the Advantage Open Tables booklet.)

- Obtain the original RX document number.
- Ensure that the document is still open, i.e., the RX hasn't been turned into a PC.
- Obtain the vendor code, including address indicator if applicable, from the original document.
- Determine which accounting line(s) are to be increased or decreased.
- Determine which commodity line(s) are to be increased or decreased.
- Determine the change in quantity or unit cost for each commodity line.

The following example is used to illustrate the process for completing an RX modification:

An RX was entered a few days ago to Music Surplus for some musical instruments for the Music Department. Today you found out that the Music Department only needs 3 of the 5 clarinets that were originally ordered on the RX. You will need to do a modification to change quantity of the clarinets. There is \$15.00 of freight on the original order. The freight is also decreasing by \$5.00.

Starting an RX Document Modification in Character Based ADVANTAGE

- Type **L** in the **ACTION** field.
- Type **RX** in the **SCREEN** field.
- Press the **ENTER** key.

```

Winsock 3270 Telnet - adm.asu.edu
Connect  Close  Exit  Edit  Print Screen  Setup  Help
ACTION:  L  SCREEN:  rx  USERID:  USER          02/07/08  03:32:48 PM

AAAAAA DDDDDD VV  VV AAAAAA NN  NN TTTTTTTT AAAAAA GGGGG  EEEEE
AA  AA DD  DD VV  VV AA  AA NNN  NN  TT  AA  AA GG  GG  EE
AA  AA DD  DD VV  VV AA  AA NNNN NN  TT  AA  AA GG  GG  EE
AAAAAAA DD  DD VV  VV AAAAAA NN NN NN  TT  AAAAAA GG  GGGG EEEEE
AA  AA DD  DD VV VV AA  AA NN  NNNN TT  AA  AA GG  GG  EE
AA  AA DDDDD  V  AA  AA NN  NNN  TT  AA  AA GGGGG  EEEEE

FFFFFFFF IIIIIIII NN  NN AAAAAA NN  NN CCCCCC IIIIIIII AAAAAA LL  TM
FF          II  NNNN NN AA  AA NNN  NN CC  II  AA  AA LL
FFFFFFFF    II  NNNN NN AA  AA NNNN NN CC  II  AA  AA LL
FF          II  NN NN NN AAAAAA NN NN NN CC  II  AAAAAA LL
FF          II  NN NNNN AA  AA NN  NNNN CC  II  AA  AA LL
FF          IIIIIIII NN  NNN AA  AA NN  NNN CCCCCC IIIIIIII AA  AA LLLLLL

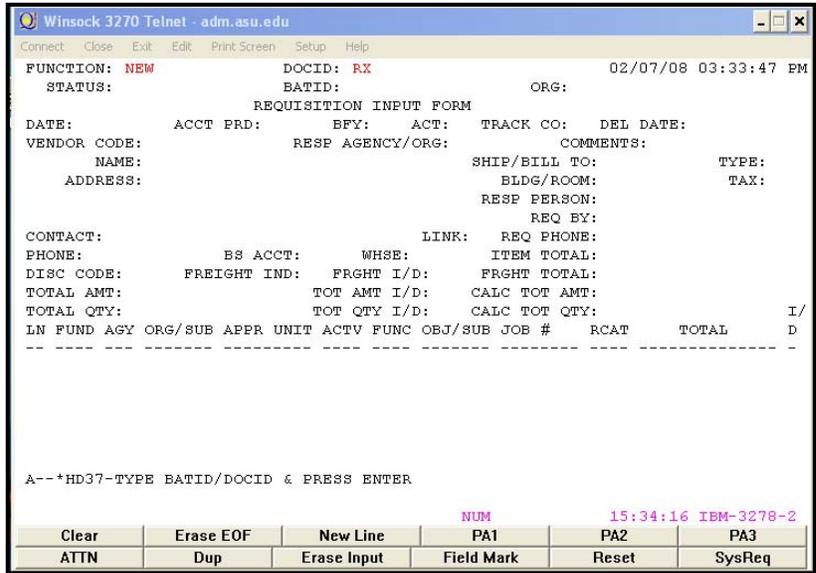
          R E L E A S E      2 . 0

          PLEASE ENTER YOUR USERID ABOVE TO BEGIN.
          TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:
          ( ) MAIN - MAIN MENU
          ( ) GMSS - GENERAL MESSAGES
          ( ) AMSS - AGENCY MESSAGES

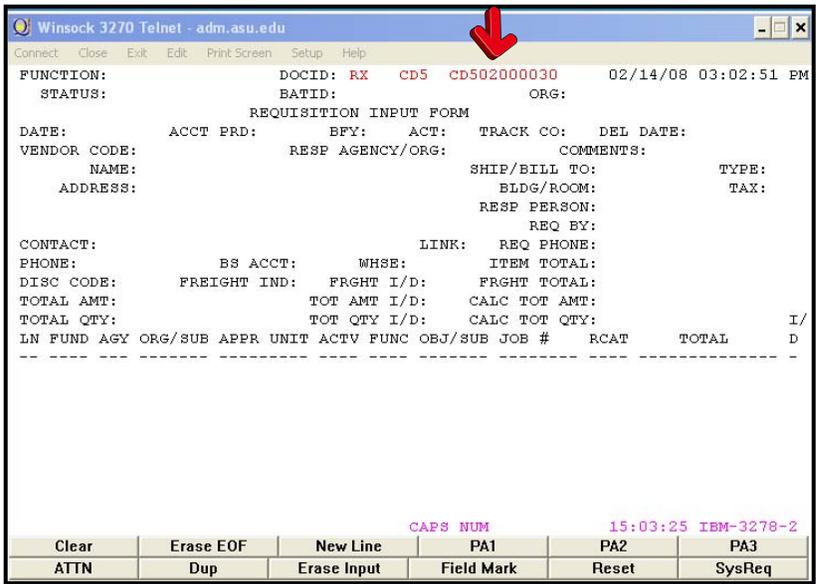
                                NUM          15:33:54  IBM-3278-2
Clear  Erase EOF  New Line  PA1  PA2  PA3
ATTN  Dup  Erase Input  Field Mark  Reset  SysReq
    
```

Starting an RX Document Modification in Character Based ADVANTAGE

- A Blank RX document will appear.



- Ensure that **NEW** appears in the **FUNCTION** field.
- Tab to the field after the **DOCID (RX)**.
- Type your three-character **AGENCY CODE** (e.g., CD5) from the original RX.
- Type the original **RX NUMBER** (e.g. CD502000030) being modified.
- Press the **ENTER** key.



Entering Header, Freight and Accounting Information

```

Winsock 3270 Telnet - adm.asu.edu
Connect Close Exit Edit Print Screen Setup Help
FUNCTION: DOCID: RX CD5 CD502000030 02/14/08 02:36:10 PM
STATUS: BATID: ORG:
REQUISITION INPUT FORM
DATE: ACCT PRD: BFY: ACT: m TRACK CO: Y DEL DATE:
VENDOR CODE: 076385514 RESP AGENCY/ORG: COMMENTS:
NAME: SHIP/BILL TO: TYPE:
ADDRESS: BLDG/ROOM: TAX:
RESP PERSON:
REQ BY:
CONTACT: LINK: REQ PHONE:
PHONE: BS ACCT: WHSE: ITEM TOTAL:
DISC CODE: FREIGHT IND: D FRGHT I/D: D FRGHT TOTAL: 5.00
TOTAL AMT: 2400.00 TOT AMT I/D: D CALC TOT AMT:
TOTAL QTY: TOT QTY I/D: CALC TOT QTY:
LN FUND AGY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB JOB # RCAT TOTAL I/
-----
02 D
    
```

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

Enter data in the following fields only:

- ACT:** Type the letter **M** (for modification).
- TRACK CO:** Type the letter **Y** (for yes).
- VENDOR CODE:** Type the vendor code from the original RX, including suffix if applicable.
- LN:** Type the **accounting** line number you wish to modify, e.g., **02**.
- I/D:** Type the letter **I** if you are increasing this accounting line or **D** if you are decreasing it.

Only enter data in the following fields if there was shipping on the original document.

- FREIGHT IND:** Type the letter **D** (charges to be applied by line).
- FREIGHT I/D:** Type the letter **I** if you are increasing this line or **D** if you are decreasing it.
- FRGHT TOTAL:** Type the amount of the change in the freight charges.
OR
Type 0.00 if the original freight charges will not be changed.
- TOTAL AMT:** Type the total amount of all commodity lines on this modification document before taxes and/or freight.
- TOT AMT I/D:** Type the letter **I** if you are increasing the amount or **D** if you are decreasing it.

Entering Commodity Information

```

Winsock 3270 Telnet - adm.asu.edu
Connect Close Exit Edit Print Screen Setup Help
FUNCTION: DOCID: RX CD5 CD502000030 02/14/08 03:00:22 PM
STATUS: BATID: ORG: 000-000 OF 000
01- LINE NUMBER: 002 COMMODITY CODE: ITEM CODE:
REF ACCT LN: TEXT:
QUANTITY: 2.00 I/D: D UNIT:
UNIT COST: I/D: LINE AMT:
DISC CODE: DISC AMT: I/D:
LN TAX CODE: TAX AMT:
FREIGHT AMT: I/D:
TOTAL COST: -----
DESCRIPTION:
MANUFACTURERS NAME:
MANUFACTURERS NUMBER:

CAPS NUM 15:01:23 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
ATTN Dup Erase Input Field Mark Reset SysReq
    
```

Enter data in the following fields only:

LINE NUMBER: Type the commodity line number you wish to modify, e.g., **002**.

QUANTITY: Type the **change** in the quantity ordered on this line (with 2 decimal places).

I/D: Type the letter **I** if you are increasing this accounting line or **D** if you are decreasing it.

OR

LINE NUMBER: Type the commodity line number you wish to modify, e.g., **002**.

UNIT COST: Type the **change** in Unit Cost of this line (with 2 decimal places).

I/D: Type the letter **I** if you are increasing this accounting line or **D** if you are decreasing it.

Completing the RX Document Modification

- Perform the Edit process.
- Information from the original RX document will be supplied.
- Approve and Run the document.

Winsock 3270 Telnet - adm.asu.edu

FUNCTION: ED DOCID: RX CD5 CD502000030 02/14/08 03:01:17 PM
 STATUS: PEND1 BATID: ORG:

REQUISITION INPUT FORM

DATE: ACCT PRD: BFY: ACT: M TRACK CO: Y DEL DATE:
 VENDOR CODE: 076385514 RESP AGENCY/ORG: COMMENTS:
 NAME: BOB MARIN SHIP/BILL TO: TYPE:
 ADDRESS: MUSIC SURPLUS BLDG/ROOM: TAX:
 9201 N 29TH AVE RESP PERSON:
 PHOENIX AZ 85051 REQ BY:

CONTACT: LINK: Y REQ PHONE:
 PHONE: BS ACCT: WHSE: ITEM TOTAL: -2,581.91
 DISC CODE: FREIGHT IND: D FRGHT I/D: D FRGHT TOTAL: 5.00
 TOTAL AMT: 2,400.00 TOT AMT I/D: D CALC TOT AMT: 2,400.00
 TOTAL QTY: TOT QTY I/D: CALC TOT QTY: I/D

LN	FUND	AGY	ORG/SUB	APPR	UNIT	ACTV	FUNC	OBJ/SUB	JOB #	RCAT	TOTAL	I/D
02	5110	CD5	1001		CD51001C			7325	57		2,581.91	D

H--A413W- H--S916W-ORQC LINE FRT AMTS ADJUSTED
 H--*S401-READY FOR APPROVAL 1 CAPS NUM 15:01:49 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

Winsock 3270 Telnet - adm.asu.edu

FUNCTION: ED DOCID: RX CD5 CD502000030 02/14/08 03:01:41 PM
 STATUS: PEND1 BATID: ORG: 001-001 OF 001

01- LINE NUMBER: 002 COMMODITY CODE: ITEM CODE:
 REF ACCT LN: 02 TEXT:
 QUANTITY: 2.000 I/D: D UNIT: 2,400.00
 UNIT COST: 0.000000 I/D: LINE AMT: 2,400.00
 DISC CODE: DISC AMT: I/D:
 LN TAX CODE: TAX AMT: -180.00
 FREIGHT AMT: 1.91 I/D: D
 TOTAL COST: 2,581.91

DESCRIPTION:
 MANUFACTURERS NAME:
 MANUFACTURERS NUMBER:

01-S433W-ACCT LN OBJ NOT = OBJ ON COMT 01-C705W-ACCT LN SOBJ NOT = SOBJ COMT

CAPS NUM 15:02:12 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

Canceling an RX Document

Before canceling an RX that has been accepted into Advantage, the following steps need to be taken to obtain the necessary information from the **Requisition Open Tables**. (Refer to the directions in the *Advantage Open Tables booklet*.)

- ◆ Obtain the original **RX document number**.
- ◆ Obtain the **vendor code, including address indicator if applicable**, used on the RX document.
- ◆ Check the **Document History Open Tables** to make sure that the RX has not yet been turned into a PC.

The following example is used to illustrate the process for completing an RX cancellation:

An RX was entered a few days ago to Music Surplus for some musical instruments for the Music Department. Today your supervisor told you that the items are no longer needed at this time. You will need to cancel the original RX.

Starting an RX Document Cancellation in Character Based ADVANTAGE

- Type **L** in the **ACTION** field.
- Type **RX** in the **SCREEN** field.
- Press the **ENTER** key.

```
Winsock 3270 Telnet - adm.asu.edu
Connect Close Exit Edit Print Screen Setup Help
ACTION: L SCREEN: rx USERID: USER 02/07/08 03:32:48 PM
AAAAAA DDDDDD VV VV AAAAAA NN NN TTTTTTTT AAAAAA GGGGG EEEEE
AA AA DD DD VV VV AA AA NNN NN TT AA AA GG GG EE
AA AA DD DD VV VV AA AA NNN NN TT AA AA GG EE
AAAAAAAA DD DD VV VV AAAAAA NN NN NN TT AAAAAA GG GGGG EEEEE
AA AA DD DD VV VV AA AA NN NNN TT AA AA GG GG EE
AA AA DDDDD V AA AA NN NNN TT AA AA GGGGG EEEEE

FFFFFFFF IIIIIIII NN NN AAAAAA NN NN CCCCCC IIIIIIII AAAAAA LL TM
FF II NNN NN AA AA NNN NN CC II AA AA LL
FFFFFF II NNNN NN AA AA NNNN NN CC II AA AA LL
FF II NN NN NN AAAAAA NN NN NN CC II AAAAAA LL
FF II NN NNNN AA AA NN NNNN CC II AA AA LL
FF IIIIIIII NN NNN AA AA NN NNN CCCCCC IIIIIIII AA AA LLLLLL

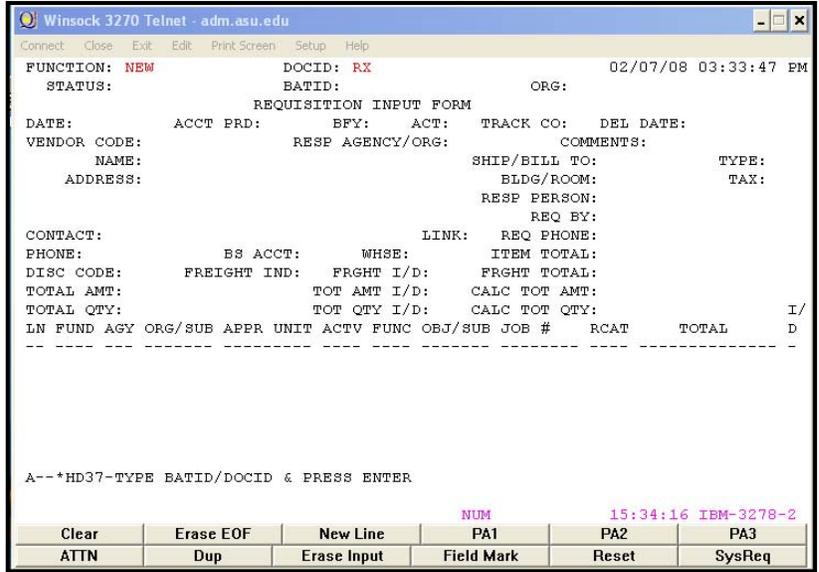
R E L E A S E 2 . 0

PLEASE ENTER YOUR USERID ABOVE TO BEGIN.
TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:
( ) MAIN - MAIN MENU
( ) GMSS - GENERAL MESSAGES
( ) AMSS - AGENCY MESSAGES

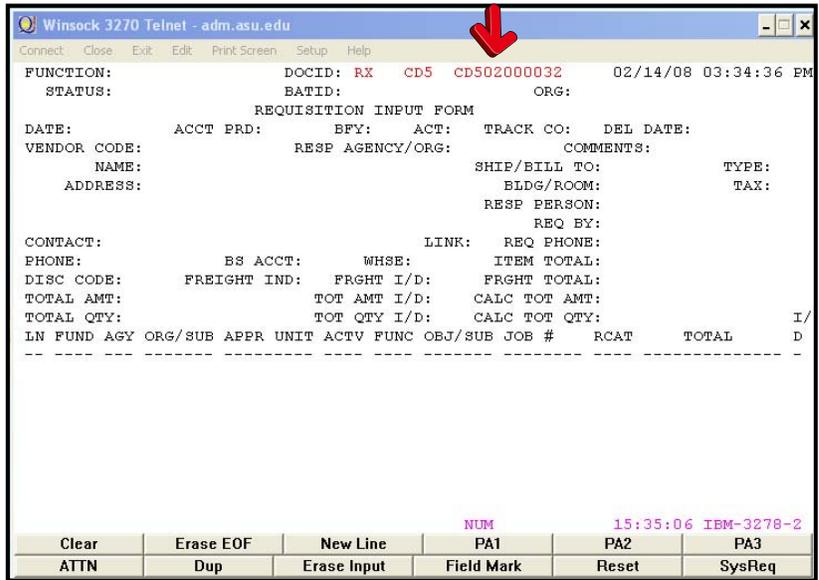
NUM 15:33:54 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
ATTN Dup Erase Input Field Mark Reset SysReq
```

Starting an RX Document Cancelation in Character Based ADVANTAGE

- A Blank RX document will appear.



- Ensure that **NEW** appears in the **FUNCTION** field.
- Tab to the field after the **DOCID** (RX).
- Type your three-character **AGENCY CODE** (e.g., CD5) from the original RX.
- Type the original **RX NUMBER** (e.g. CD502000032) being canceled.
- Press the ENTER key.



Completing an RX Document Cancelation in Character Based ADVANTAGE

```

Winsock 3270 Telnet - adm.asu.edu
Connect Close Exit Edit Print Screen Setup Help
FUNCTION: DOCID: RX CD5 CD502000032 02/14/08 03:34:36 PM
STATUS: BATID: ORG:
REQUISITION INPUT FORM
DATE: ACCT PRD: BFY: ACT: X TRACK CO: DEL DATE:
VENDOR CODE: 076385514 RESP AGENCY/ORG: COMMENTS:
NAME: SHIP/BILL TO: TYPE:
ADDRESS: BLDG/ROOM: TAX:
RESP PERSON:
REQ BY:
CONTACT: LINK: REQ PHONE:
PHONE: BS ACCT: WHSE: ITEM TOTAL:
DISC CODE: FREIGHT IND: FRGHT I/D: FRGHT TOTAL:
TOTAL AMT: TOT AMT I/D: CALC TOT AMT:
TOTAL QTY: TOT QTY I/D: CALC TOT QTY:
LN FUND AGY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB JOB # RCAT TOTAL I/
-----
Clear Erase EOF New Line PA1 PA2 PA3
ATTN Dup Erase Input Field Mark Reset SysReq
NUM 15:35:27 IBM-3278-2
    
```

Enter data in the following fields only:

ACT: Type the letter X (for cancelation).

VENDOR CODE: Type the vendor code from the original RX, including suffix if applicable.

- Perform the Edit process.
- Information from the original RX document will be supplied.
- Approve and Run the document.

```

Winsock 3270 Telnet - adm.asu.edu
Connect Close Exit Edit Print Screen Setup Help
FUNCTION: DOCID: RX CD5 CD502000032 02/14/08 03:35:15 PM
STATUS: PEND1 BATID: ORG:
REQUISITION INPUT FORM
DATE: ACCT PRD: BFY: ACT: X TRACK CO: DEL DATE:
VENDOR CODE: 076385514 RESP AGENCY/ORG: COMMENTS:
NAME: BOB MARIN SHIP/BILL TO: TYPE:
ADDRESS: %MUSIC SURPLUS BLDG/ROOM: TAX:
9201 N 29TH AVE RESP PERSON:
PHOENIX AZ 85051 REQ BY:
CONTACT: LINK: Y REQ PHONE:
PHONE: BS ACCT: WHSE: ITEM TOTAL: -28,517.50
DISC CODE: FREIGHT IND: FRGHT I/D: FRGHT TOTAL:
TOTAL AMT: TOT AMT I/D: CALC TOT AMT:
TOTAL QTY: TOT QTY I/D: CALC TOT QTY:
LN FUND AGY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB JOB # RCAT TOTAL I/
-----
H--A413W- H--*8401-READY FOR APPROVAL 1
NUM 15:35:46 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
ATTN Dup Erase Input Field Mark Reset SysReq
    
```