# ADVANTAGE Requisition (RX) Documents Character Based Instructional Booklet

Distributed by Financial Services Arizona State University Spring 2008



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# **RX Documents in Character Based ADVANTAGE**

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## **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.

🔮 Winsock 3270 Telnet - adm.asu.edu								
Connect Close E	Connect Close Exit Edit Print Screen Setup Help							
ACTION: 1 S	ACTION: 1 SCREEN: rx USERID: USER 02/07/08 03:32:48 PM							
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AA AA DD	DD VV VV	AA AA NNN	NN TT A	LA AA GG	GG EE			
AA AA DD	DD VV VV	AA AA NNNN	NN TT A	la aa gg	EE			
AAAAAAA DD	DD VV VV	AAAAAAAA NN NN	NN TT A	LAAAAAAA GG G	GGG EEEEE			
AA AA DD	DD VV VV	AA AANN N	NNN TT A	la aa gg	GG EE			
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FF	II NNN M	IN AA AA NNN	NN CC	II AA	AA LL			
FFFFFF	II NNNN M	IN AA AA NNN	N NN CC	II AA	AA LL			
FF	II NN NN M	IN AAAAAAAA NN	NN NN CC	II AAAA	AAAA LL			
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	( ) AMSS - AGENCY MESSAGES							
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Clear	Erase EOF	New Line	PA1	PA2	PA3			
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq			

• A blank RX document will appear.

Connect Close Exit Edit PintScreen Setup Help         FUNCTION: NEW       DOCID: RX       02/07/08 03:33:4'         STATUS:       BATID:       ORG:         REQUISITION INPUT FORM       DATE:       ACCT FRD:       BFY: ACT:       TRACK CO:       DEL DATE:         DATE:       ACCT FRD:       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:         DISC CODE:       FREIGHT IND:       FREMT TOTAL:         TOTAL AMT:       TOT AMT I/D:       CALC TOT AMT:         TOTAL QTY:       TOT QTY I/D:       CALC TOT QTY:         IN FUND AGY ORG/SUE APPE UNITA ACTOY FUNC OBL/SUE JOB #       RCAT       TOTAL	7 PM
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	D
A*HD37-TYPE BATID/DOCID & PRESS ENTER	
Clear Frase FOF New Line Po1 Po2 Po3	
ATTN Dun Frase Input Field Mark Reset SysReg	8-2

- 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.

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Connect Close Ex	dt Edit Print Screen	i Setup Help			
FUNCTION: NE	W	DOCID: RX t	ov1 wv1#	02/07/0	8 03:33:47 PM
STATUS:		BATID:	OF	kG:	
	RE	QUISITION INP	JT FORM		
DATE:	ACCT PRD:	BFY:	ACT: TRACK C	CO: DEL DATE	:
VENDOR CODE:		RESP AGENCY,	ORG:	COMMENTS:	
NAME :			SHIP/BII	L TO:	TYPE:
ADDRESS:			BLDG/	ROOM:	TAX:
			RESP PE	ERSON:	
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CONTACT:			LINK: REQ E	PHONE:	
PHONE:	BS AC	CT: WHSE	ITEM I	OTAL:	
DISC CODE:	FREIGHT I	ND: FRGHT I,	D: FRGHT I	OTAL:	
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A*HD37-TYP	E BATID/DOCID	& PRESS ENTE	3		
			NUM	15:34:4	7 IBM-3278-2
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ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

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

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Connect Close Ex	dt Edit Print Screen	Setup Help			
FUNCTION:		DOCID: RX	WV1 WV102000.	160 02/12/0	8 03:11:12 PM
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ADDRESS:			BLD	G/ROOM:	TAX:
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CONTACT:			LINK: REQ	PHONE:	
PHONE:	BS ACC	CT: WHS	E: ITEM	TOTAL:	
DISC CODE:	FREIGHT II	ND: FRGHT	I/D: FRGHT	TOTAL:	
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	E 505	1	NUM	15:11:4	6 IBM-3278-2
Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

# Preparing an RX / Entering Data



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 <b>999999999</b> 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 <b>BLANKET</b> . Otherwise leave blank or see next page for additional comment options.							
SHIP/BILL TO:	Type <b>REC</b> (for Receiving) / <b>AP</b> (for Accounts Payable)							
BLDG / ROOM:	Type the mail code, building, and room number where the goods will be delivered. <b>NOTE</b> : 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 <b>D</b> (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 <b>01.</b>							
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.

Type in the RX COMMENTS Field:	When:
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.as	u.edu	Help				<u>-     ×</u>
FUNCTION: STATUS: 01- LINE NUM REF ACCT QUANT UNIT C DISC C	MBER: 001 7 LN: 01 7 LTY: 1.00 COST: 18000. CODE:	DOCID: BATID: COMMODITY	RX CODE: I/D: I/D:	WV1 WV102 781057 LINE DISC	000160 ORG: AMT: AMT:	02/07/0 0 ITEM CODE: TEXT: UNIT:	8 04:34:27 PM 00-000 oF 000 each I/D:
DESCRIPT MANUFACI	CION: grand CURERS NAME:	piano		FREIGHT TOTAL	AMT: AMT: COST:		I/D: 
MANUFACT	UKEKS NUMBE	к:		NUTM		16-35-3	О твм-3278-2
Clear	Erase EOF	Nev	/ Line	PA1		PA2	PA3
ATTN	Dup	Erase	Input	Field Ma	ark	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
   Type the manufacturers name for this item, if applicable.
- MANUFACTURERS Type the vendor's catalog number for this item, if applicable.

NAME:

NUMBER:

- 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.

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Connect Close	Edit Print Screen	i Setup Help			الم المالي
FUNCTION: ed STATUS: PE	ND1	DOCID: RX W BATID: OUISITION INPU	VI WV10200016 OP	0 02/12/0 .G:	8 01:30:35 PM
DATE: VENDOR CODE: NAME: ADDRESS: CONTACT: JUR PHONE: 25075 DISC CODE: TOTAL AMT: TOTAL AMT: LN FUND AGY	ACCT PRD: 391433142 MUSIC DESIGN 4650 N PORT 1 MILWAUKEE GEN GOERING 42440 BS AC FREIGHT I 18,000.00 ORG/SUB APPR	BFY: RESP AGENCY/ INC WASHINGTON RD WI 5321 CT: WHSE: ND: D FRGHT I/ TOT AMT I/ TOT AMT I/ UNIT ACTV FUNC	ACT: E TRACK C ORG: WV1 1003 SHIP/BII BLDG/ RESP FE 2 RESP FE 2 RE	CO: DEL DATE COMMENTS: LI TO: REC AF ROOM: 0405 MU INSON: BKS1 BE CO BY: ROBERT HONE: 480-965 OTAL: 15 OTAL: 15 OTAL: 18 QTY: ROBERT CAT	:: 02 28 08 TYPE: (S185 TAX: T1 A SHAPP CLEF -3371 0,778.00 500.00 -,000.00 I/ TOTAL D
01 1150 WV1	1003 WV110	OJA LL BUSINESS	7810 57 H*\$401-READ	Y FOR APPROVA	19,778.00
	5 505	1	NUM	13:31:4	2 IBM-3278-2
Clear	Erase EOF	New Line	PA1	PAZ	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.

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Connect Close Exit	Print Screen	Setup Help			
FUNCTION: a+ STATUS: PENI	<b>1</b>	DOCID: RX W BATID:	IV1 WV10200016 OR	0 02/12/ G:	08 01:31:30 PM
DATE: VENDOR CODE: NAME: P ADDRESS: 4 CONTACT: JURG PHONE: 2507542 DISC CODE: TOTAL AMT: TOTAL QTY: IN FUND AGY OF	RE ACCT PRD: 391433142 MUSIC DESIGN 4650 N PORT 1 4TLWAUKEE EN GOERING 2440 BS AC FREIGHT I 18,000.00 RG/SUB APPR	QUISITION INPU BFY: RESE AGENCY/ INC WASHINGTON RD WI 5321 CT: WHSE: ND: D FRGHT I/ TOT AMT I/ TOT AMT I/ TOT QTY I/ UNIT ACTY FUNC	IT FORM ACT: E TRACK C ORG: WV1 1003 SHIP/BIL BLDG/ RESP PE 2 RE LINK: Y REQ P ITEM T D: FRGHT T D: CALC TOT 0: CALC TOT 0: CALC TOT	O: DEL DAT COMMENTS: L TO: REC AP ROOM: 0405 BKS1 B RSON: BKS1 B Q EY: ROBERT HONE: 480-96 OTAL: 1 OTAL: 1 QTY: 1 RCAT	E: 02 28 08 TYPE: US185 TAX: T1 EA SHARP CLEF 5-3371 9,778.00 500.00 8,000.00 I/ TOTAL D
01 1150 WV1 10	) <mark>03</mark> WV110	 03a	7810 57		19,778.00
HA413W-VENDO	DR NOT A SMA	LL BUSINESS	H*\$401-READ NUM	Y FOR APPROV 13:32:	AL 1 21 IBM-3278-2
ATTN		Erase Input	Field Mark	Reset	SvsRea

- 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.

<b>Winsock 3270</b>	Telnet - adm.asu.e	du			_ 🗆 🗙
Connect Close Ex	Print Screen	n Setup Help			
FUNCTION: r	5	DOCID: RX	WV1 WV1020001	60 02/12/0	8 01:32:05 PM
STATUS: SCI	HED	BATID:	OI	RG:	
	RE	QUISITION INF	PUT 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/BII	LL TO: REC AP	TYPE:
ADDRESS:	4650 N PORT	WASHINGTON RI	) BLDG,	/ROOM: 0405 MU	18185 TAX: T1
			RESP PH	ERSON: BKS1 BE	A SHARP
	MILWAUKEE	WI 532	212 RI	EQ BY: ROBERT	CLEF
CONTACT: JUR	GEN GOERING		LINK: Y REQ H	PHONE: 480-965	-3371
PHONE: 250754	42440 BS AC	CT: WHSE	C: ITEM S	FOTAL: 19	,778.00
DISC CODE:	FREIGHT I	ND: D FRGHT I	E/D: FRGHT	FOTAL:	500.00
TOTAL AMT:	18,000.00	TOT AMT I	CALC TO:	гамт: 18	,000.00
TOTAL QTY:		TOT QTY I	CALC TO:	F QTY:	I/
LN FUND AGY	ORG/SUB APPR	UNIT ACTV FUI	NC OBJ/SUB JOB \$	# RCAT	TOTAL D
01 1150 WV1 :	1003 WV110	03A	7810 57		19,778.00
A*S001-APPI	ROVAL 1 APPLI	ED	A*HS60-DOCI	JMENT MARKED F 13:37:1	OR READ ONLY
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).

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Connect Close Ex	it Edit Print Screen	Setup Help			
FUNCTION:		DOCID: RX W	V1 WV10200016	0 02/12/0	8 01:37:04 PM
STATUS: AC	CPT	BATID:	OF	.G:	
	RE	QUISITION INPU	T FORM		
DATE:	ACCT PRD:	BFY:	ACT: E TRACK C	O: DEL DATE	: 02 28 08
VENDOR CODE:	391433142	RESP AGENCY/	ORG: WV1 1003	COMMENTS:	
NAME :	MUSIC DESIGN	INC	SHIP/BII	L TO: REC AP	TYPE:
ADDRESS:	4650 N PORT 1	WASHINGTON RD	BLDG/	ROOM: 0405 MU	18185 TAX: T1
			RESP PE	RSON: BKS1 BE	A SHARP
	MILWAUKEE	WI 5321	2 RE	Q BY: ROBERT	CLEF
CONTACT: JUR	GEN GOERING		LINK: Y REQ F	HONE: 480-965	-3371
PHONE: 25075	42440 BS AC	CT: WHSE:	ITEM I	OTAL: 19	,778.00
DISC CODE:	FREIGHT I	ND: D FRGHT I/	D: FRGHT I	OTAL:	500.00
TOTAL AMT:	18,000.00	TOT AMT I/	D: CALC TOI	AMT: 18	,000.00
TOTAL QTY:		TOT QTY I/	D: CALC TOI	QTY:	I/
IN FUND AGY	ORG/SUB APPR	UNIT ACTV FUNC	OBJ/SUB JOB #	RCAT	TOTAL D
01 1150 WV1	1003 WV110	 DЗА	7810 57		19,778.00
A*HP20-DOC	UMENT ACCEPTE	D	A*HP01-WARN	ING MSGS; PLE	ASE REVIEW
HA413W-VEN	DOR NOT A SMA	LL BUSINESS			
	F F0F		NUM	13:37:3	9 IBM-3278-2
Clear	Erase EUF	New Line	PAI	PAZ	PAJ
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.

<b>Winsock 3270</b>	lnet - adm.asu.	edu						_ <b>X</b>
Connect Close B	Edit Print Scree	en Setup	Help					
FUNCTION: te STATUS:	ext	DOCID: BATID:	RX	WV1	WV102	000160 ORG:	02/12/0 0	8 03:19:51 PM 00-010 of 000
01- LINE NUM	IBER: 001 Co	OMMODITY	CODE:	781	057		ITEM CODE:	
REF ACCI	' LN: U1		T/D.				TEXT:	Y
UNTE C	(ITY: 1.00 (OSM: 19000 0)	<b>.</b>	1/D: T/D:		TTMP	۸M <b>M</b> .	UNIT:	eacn
	ODE:		1/0.		DISC	ΔMT ·		т/п•
LN TAX C	ODE:				TAX	AMT:		1, 5.
				F	REIGHT	AMT :		I/D:
						-		
					TOTAL	COST:		
DESCRIPT	'ION: grand p:	lano						
MANUFACI	URERS NAME:							
PANOPACI	OKEKS NOMBER	•						
					NUM		15:21:3	5 IBM-3278-2
Clear	Erase EOF	New	/ Line		PA1		PA2	PA3
ATTN	Dup	Erase	Input		Field Ma	ark	Reset	SysReq

- 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.

🔘 Winsock 3270	Telnet - adm.asu.e	du			<u>-</u>
Connect Close E	kit Edit Print Screen	Setup Help			
ACTION: 8 SC	REEN: RXTX US	ERID: USER	02/1	2/08 03:21:4	6 PM
		REQUISI	TION TE	ХТ	
TRANSACTION	ID= RX WV1020	00160	COM	MODITY LINE N	UMBER= <mark>001</mark> TEXT
TEXT					LINE
01-*L008 END	OF FILE		01-*L004 LINE	NOT FOUND	
			NUM	15:22:2	9 IBM-3278-2
Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

- 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).

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Connect Close E	xit Edit Print Screen	Setup Help			
ACTION: a SC	CREEN: RXTX USI	ERID: USER	02/1	2/08 03:21:	46 PM
	1	REQUISI	TION TE	ХТ	
TRANSACTION	ID- RX WV10200	00160	COM	MODITY LINE	NUMBER= 001 TEXT LINE
also request	ted. Please s	ee attached do	ocumentation fo	or mural imag	je.
01-*1008 ENG	) OF FILE		01-*L004 LINE	15:25:	42 IBM-3278-2
01-*1008 ENI Clear	OF FILE	New Line	01-*L004 LINE NUM PA1	15:25: PA2	42 IBM-3278-2 PA3

- 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.

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Connect Close E	kit Edit Print Screen	Setup Help			
ACTION: A SC	REEN: RXTX US	ERID: USER	02/12	2/08 03:25:4	41 PM
	:	REQUISI	TION TES	ст	
TRANSACTION	ID= RX WV1020	00160	COM	NODITY LINE	NUMBER= 001 TEXT
TEXT					LINE
CUSEOM CRANE	BTANO SHOULD	DE 510" TENCE	A'9" MTDMN	212" NETCH	001
THE PLANO FI	NTSH AND PART	S SHOULD BE IN	MAHOGANY, A F	DATNUED MURA	. тя 001
ALSO REQUEST	ED. PLEASE S	EE ATTACHED DO	CIMENTATION FOR	R MURAL TMAG	B. 005
03-*L030 ALI	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

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.

Q Winsock 3270	) Telnet - adm.asu.	edu			_ 🗆 🗙
Connect Close F	ixit Edit Print Scre	an Setup Help			
ACTION: 1 S	CREEN: rx U	SERID: USER	02/0	7/08 03:32:4	8 PM
AAAAAA DD	DDDD VV VV	AAAAAA NN	NN TTTTTTTT	AAAAAA GGGG	G EEEEE
AA AA DD	DD VV VV	AA AA NNN	NN TT A	la aa gg	GG EE
AA AA DD	DD VV VV	AA AA NNNN	NN TT A	la aa gg	EE
AAAAAAAA DD	DD VV VV	AAAAAAAA NN NN	NN TT A	LAAAAAAA GG G	GGG EEEEE
AA AA DD	DD VV VV	AA AA NN N	NNN TT A	LA AA GG	GG EE
AA AA DD:	DDDD V	AA AA NN	NNN TT A	la aa gggg	G EEEEEE
FFFFFFFF II	IIIIII NN	NN AAAAAA NN	NN CCCCCCC	IIIIIIII AAA	AAA LL TM
FF	II NNN	NN AA AA NNN	NN CC	II AA	AA LL
FFFFFF	II NNNN	NN AA AA NNN	N NN CC	II AA	AA LL
FF	II NN NN	NN AAAAAAAA NN	NN NN CC		AAAA LL
FF TT	LL NN NN.	NN AA AA NN	NNNN CC	II AA	AA LL
F.F. TT	LILLI NN N.	NN AA AA NN	NNN CCCCCCC	IIIIIIII AA	АА ЦЦЦЦЦЦЦЦ
		ה ס ד ס א ס	<b>v</b> 2 0		
		КБББАО	E 2.0		
	PLEA	SE ENTER YOUR H	SEPTD ABOVE TO	BEGIN.	
	TYPE AN X	NEXT TO THE OP	TTON YOU MISH	TO PERFORM:	
		( ) MATN -	MATN MENU	10 1010 01011	
		( ) GMSS -	GENERAL MESSA	GES	
		( ) AMSS -	AGENCY MESSAG	ES	
		. ,			
			NUM	15:33:5	4 IBM-3278-2
Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

• A Blank RX document will appear.

🔘 Winsock 3270	Telnet - adm.asu.e	du			_ 🗆 🗙
Connect Close Ex	kit Edit Print Screen	Setup Help			
FUNCTION: NE	TAJ	DOCID: RX		02/07/0	B 03:33:47 PM
STATUS:		BATID:	OI	RG:	
	RE	QUISITION INPU	T FORM		
DATE:	ACCT PRD:	BFY:	ACT: TRACK (	CO: DEL DATE	:
VENDOR CODE:		RESP AGENCY/	ORG:	COMMENTS:	
NAME :			SHIP/BI	LL TO:	TYPE:
ADDRESS:			BLDG,	ROOM:	TAX:
			RESP PI	ERSON:	
			RI	EQ BY:	
CONTACT:	<b>DA</b> 1 <b>A</b>	am. muam.	LINK: REQ I	PHONE:	
PHONE:	BS AC	CT: WHSE: ND: EDCHELT	D. RDCHR	POTAL:	
DISC CODE:	FKEIGHT I	ND: FROMT I/	D: FRGHT	POTAL:	
TOTAL AMT:		TOT ANT I/	D: CALC TO.	r AMT: POTV	т/
LN FUND AGY	OBG/SUB APPR	UNTT ACTV FUNC	OBJ/SUB JOB 1	н онн. Н всат и	ቸርምልኬ ከ
A*HD37-TYP	E BATID/DOCID	& PRESS ENTER	L .		
		1	NUM	15:34:1	6 IBM-3278-2
Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

- 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.

Q Winsock 3270	Telnet - adm.asu.e	du			_ <b>_</b> ×
FUNCTION: STATUS:	it Edit PrintScreen	DOCID: RX C BATID:	D5 CD50200003	0 02/14/0	8 03:02:51 PM
1997.010.0101.0209	RE	QUISITION INPU	T FORM		
DATE: VENDOR CODE:	ACCT PRD:	BFY: RESP AGENCY/	ACT: TRACK ( ORG:	O: DEL DATE COMMENTS:	:
NAME :			SHIP/BII	L TO:	TYPE:
ADDRESS:			BLDG/	ROOM:	TAX:
			RESP PE	RSON:	
			RE	Q BY:	
CONTACT:			LINK: REQ H	PHONE:	
PHONE:	BS AC	CT: WHSE:	ITEM 7	OTAL:	
DISC CODE:	FREIGHT I	ND: FRGHT I/	D: FRGHT 7	OTAL:	
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
			CAPS NUM	15:03:2	5 IBM-3278-2
Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dun	Erase Input	Field Mark	Reset	SvsRea

# Entering Header, Freight and Accounting Information



#### Enter data in the following fields only:

ACT:	Type the letter <b>M</b> (for modification).
TRACK CO:	Type the letter <b>Y</b> (for yes).
VENDOR CODE:	Type the vendor code from the original RX, including suffix if applicable.
LN:	Type the <b>accounting</b> line number you wish to modify, e.g., <b>02</b> .
I/D:	Type the letter ${\bf I}$ if you are increasing this accounting line or ${\bf D}$ if you are decreasing it.
Only enter data in the fo	bllowing fields if there was shipping on the original document.
FREIGHT IND:	Type the letter <b>D</b> (charges to be applied by line).
FREIGHT I/D:	Type the letter <b>I</b> if you are increasing this line or <b>D</b> 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 <b>I</b> if you are increasing the amount or <b>D</b> if you are decreasing it.

## **Entering Commodity Information**

<b>Winsock 3270</b>	Telnet - adm.asu.ed	u			_ <b>_</b> ×
Connect Close Ex	kit Edit Print-Screen	Setup Help			
FUNCTION: STATUS:		DOCID: RX BATID:	CD5 CD50200003 OF	0 02/14/0 RG: 0	8 03:00:22 PM 00-000 of 000
01- LINE NUM REF ACCI	IBER: 002 CON LN:	MODITY CODE:		ITEM CODE: TEXT:	
QUANT	TTY: 2.00	I/D:	D	UNIT:	
UNIT C	OST:	I/D:	LINE AMT:	1	
DISC C	ODE:		DISC AMT:	1	I/D:
LN TAX C	ODE:		TAX AMT:	:	
			FREIGHT AMT:	:	I/D:
			TOTAL COST:	1	
DESCRIPT	ION:				
MANUFACT	URERS NAME:				
MANUFACT	URERS NUMBER:				
	E 505		CAPS NUM	15:01:2	3 IBM-3278-2
Clear	Erase EUF	New Line	PA1	PAZ	PA3
AITN	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.ORType the commodity line number you wish to modify, e.g., 002.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.

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

<b>Q</b> Winsock 3270	Telnet - adm.asu.e	du			_ <b>_</b> ×			
Connect Close Ex	it Edit Print Screen	Setup Help						
FUNCTION: ED		DOCID: RX	CD5 CD50200003	02/14/0	8 03:01:17 PM			
STATUS: PE	ND1	BATID:	OF	RG:				
	RE	QUISITION INP	UT FORM					
DATE:	ACCT PRD:	BFY:	ACT: M TRACK C	CO: Y DEL DATE	:			
VENDOR CODE:	076385514	RESP AGENCY.	ORG:	COMMENTS:				
NAME :	BOB MARIN		SHIP/BII	L TO:	TYPE:			
ADDRESS:	%MUSIC SURPL	US	BLDG/	ROOM:	TAX:			
	9201 N 29TH .	AVE	RESP PE	ERSON:				
	PHOENIX	AZ 850.	51 RE	EQ BY:				
CONTACT:			LINK: Y REQ E	PHONE:				
PHONE:	BS AC	CT: WHSE	ITEM 1	FOTAL: -2	,581.91			
DISC CODE:	FREIGHT I	ND: D FRGHT I	D: D FRGHT T	TOTAL:	5.00			
TOTAL AMT:	2,400.00	TOT AMT I.	D: D CALC TO	FAMT: 2	,400.00			
TOTAL QTY:		TOT QTY I.	D: CALC TOT	T QTY:	I/			
LN FUND AGY	ORG/SUB APPR	UNIT ACTV FUN	C OBJ/SUB JOB #	f RCAT	TOTAL D			
02 5110 CD5	1001 CD510	01C	7325 57		2,581.91 D			
HA413W- H3916W-ORQC LINE FRT AMTS ADJUSTED								
H*\$401-REA	H*S401-READY FOR APPROVAL 1							
Clear	Erase EOF	New Line	PA1	PA2	PA3			
ATTN	Dup	Erase Input	Field Mark	Reset	SvsReg			

<b>Q</b> Winsock 3270	Telnet - adm.asu.e	du			_ 🗆 X
Connect Close Ex	dt Edit Print Scree	n Setup Help			
FUNCTION: STATUS: PE 01- LINE NUM REF ACCT QUANT UNIT C DISC C LN TAX C	ND1 BER: 002 CC LN: 02 ITY: 2 OST: 0. ODE: ODE:	DOCID: RX BATID: MMMODITY CODE: 000000 I/D:	D LINE AMT: DISC AMT: TAX AMT: FREIGHT AMT:	0 02/14/08 G: 00 ITEM CODE: TEXT: UNIT: 2,400.0 -180.0	3 03:01:41 PM D1-001 OF 001 D0 I/D: D0 91 I/D: D
DESCRIPT MANUFACT MANUFACT 01-S433W-ACC	ION: URERS NAME: URERS NUMBER: T LN OBJ NOT	= OBJ ON COMT	01-c705W-ACCT	2,001.: LN SOBJ NOT =	= SOBJ COMT
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 cancelation:

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 Cancelation in Character Based ADVANTAGE

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

<b>Winsock 3</b>	270 Te	elnet	- adm	.asu.e	edu													_	□ ×
Connect Close	e Exit	Edit	Prin	it Scree	n	Setup	He	elp											
ACTION: 1	SCR	EEN:	rx	U	SER	ID:	USE	SR				02	/0'	7/08	03	3:32:	48 PI	м	_
AAAAA	DDDD	DD	vv	vv	A	AAAA	A	NN		NN	TT:	FTTTTTT	-	ممممه	A	GGG	3GG	EEEEE	Ξ
AA AA	DD	DD	VV	vv	AA		AA	NN:	N	NN	[	TT	A.	4	AA	GG	GG	EE	
AA AA	DD	DD	VV	vv	AA		AA	NN:	NN	NN	[	TT	A	4	AA	GG		EE	_
ААААААА	DD	DD	vv		AA	AAAA	AA	NN	NN	NN		TT	A.	AAAAA '	AA 	GG	GGGG	EEEEE	2
	DDDD	DD			AA	• •	AA >>	NN	N.	NNN	 -	TT	A.	<i>d</i>	AA 、、	GG	GG	EE	
AA AA	םםםם.	עע	· ·	ŕ	AA	• •	AA	MN		NNN		T.T.	A.	- <u>-</u>	AA	996	999	CCEEE1	5
FFFFFFFF	TTTT	тттт	NN	1	IN	AAA	مم ا		NN		NN	cccccc	c :	гтттт	ттт	E AA		LL	тм
FF	I	I	NNN		NN	AA		Å I	NNN		NN	cc	· .	 II		AA	A	A LL	
FFFFFF	I	I	NNN	IN I	IN	AA	1	AA I	NNN	N	NN	CC		II		AA	A	A LL	
FF	I	I	NN	NN I	NN	AAAA	A.A.A	AA I	NN 🗄	NN	NN	CC		II		AA.	مممم	A LL	
FF	I	I	NN	NNI	NN	AA	2	AA I	NN	NN	INN	CC		II		AA	A	A LL	
FF	IIII	IIII	NN	NI	NN	AA	1	AA I	NN	Ν	INN	cccccc	c :	IIIII	III	E AA	A	A LLLLI	LLLL
						RΕ	г	Ε,	A S	Е		2.0							
			-		~					~~~									
			E DR A	LEA:	SE ND	ENTE.	к з о п	200.	K U	SER	TD.	ABOVE	TO	BEGI	N.	DM.			
		ΤΥ	PE A	IN X	ME	XT T	0 1 \ \	PHE 4 A T	OP.	TIC	лч : т.м.	NENU MENU	н	FO PE	RFC	JRM:			
						2	) r ) 6	SMS:	9 -	GE	NEI NEI	PAL MES	841	ES.					
	( ) AMSS - AGENCY MESSAGES																		
	NUM 15:33:54 IBM-3278-2																		
Clear		Er	ase E	0F		Ne	ew I	Line				PA1			PA2	2		PA3	
ATTN			Dup		<u> </u>	Eras	e Ir	nput			Fie	ld Mark		F	les	et		SysReq	

• A Blank RX document will appear.

🔘 Winsock 3270	Telnet - adm.asu.e	du			_ 🗆 🗙
Connect Close Ex	kit Edit Print Screen	Setup Help			
FUNCTION: NE	TOJ	DOCID: RX		02/07/08	3 03:33:47 PM
STATUS:		BATID:	OF	lG:	
	RE	QUISITION INPU	T FORM		
DATE:	ACCT PRD:	BFY:	ACT: TRACK C	O: DEL DATE:	
VENDOR CODE:		RESP AGENCY/	ORG:	COMMENTS:	
NAME :			SHIP/BII	L TO:	TYPE:
ADDRESS:			BLDG/	ROOM:	TAX:
			RESP PE	RSON:	
			RE	Q BY:	
CONTACT:			LINK: REQ E	PHONE:	
PHONE:	BS AC	CT: WHSE:	ITEM I	OTAL:	
DISC CODE:	FREIGHT I	ND: FRGHT I/	D: FRGHT I	OTAL:	
TOTAL AMT:		TOT AMT I/	D: CALC TOI	AMT:	
TOTAL QTY:		TOT QTY I/	D: CALC TOI	QTY:	I/
LN FUND AGY	ORG/SUB APPR	UNIT ACTV FUNC	OBJ/SUB JOB #	f RCAT 7	D DATOT
a*hd37-typ	E BATID/DOCID	& PRESS ENTER			
			NUM	15:34:10	5 IBM-3278-2
Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

- 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.

🔘 Winsock 3270	Telnet - adm.asu.eo	lu			>
Connect Close Ex	it Edit Print Screen	Setup Help			
FUNCTION:		DOCID: RX	CD5 CD50200	0032 02/14/	08 03:34:36 PI
STATUS:	DF(	DATID: UITSTUTON IN	DIM RODM	ORG:	
DATE:	ACCT PRD:	BEV:	ACT: TRAC	K CO: DEL DAT	E .
VENDOR CODE:	ACCI IND.	RESP AGENC	Y/ORG:	COMMENTS:	<b>-</b> .
NAME :			SHIP/	BILL TO:	TYPE:
ADDRESS:			BI	DG/ROOM:	TAX:
			RESE	PERSON:	
				REQ BY:	
CONTACT:			LINK: RE	Q PHONE:	
PHONE:	BS ACC	CT: WHS	E: ITE	M TOTAL:	
DISC CODE:	FREIGHT I	ND: FRGHT	I/D: FRGH	IT 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 1	JNIT ACTV FU	NC OBJ/SUB JO	)B # RCAT	TOTAL D
			NUM	15:35:	06 IBM-3278-2
Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

## Completing an RX Document Cancelation in Character Based ADVANTAGE

<b>O</b> Winsock 3270	Telnet - adm.asu.ec	lu			_ <b>_</b> ×
Connect Close Ex	kit Edit Print Screen	Setup Help			
FUNCTION:		DOCID: RX	CD5 CD50200003	2 02/14/08	3 03:34:36 PM
STATUS:	•	BATID:	OF	G:	
	REG	QUISITION IN	PUT FORM		
DATE:	ACCT PRD:	BFY:	аст: 🗴 🍊 ск с	O: DEL DATE:	:
VENDOR CODE:	076385514	RESP AGENC	Y/ORG:	COMMENTS:	
NAME :			SHIP/BII	L TO:	TYPE:
ADDRESS:			BLDG/	ROOM:	TAX:
			RESP PE	RSON:	
			RE	Q BY:	
CONTACT:			LINK: REQ F	HONE:	
PHONE:	BS ACC	CT: WHS	E: ITEM I	OTAL:	
DISC CODE:	FREIGHT II	ND: FRGHT	I/D: FRGHT I	OTAL:	
TOTAL AMT:		TOT AMT :	I/D: CALC TOI	AMT:	
TOTAL QTY:		TOT QTY :	I/D: CALC TOI	QTY:	I/
LN FUND AGY	ORG/SUB APPR 1	JNIT ACTV FU	NC OBJ∕SUB JOB #	RCAT 1	D DATOT
			NUM	15:35:27	7 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:

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.

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Connect Close Exit Edit Prin	t Screen Setup Help			
FUNCTION:	DOCID: RX	CD5 CD502000	032 02/14/0	8 03:35:15 PM
STATUS: PEND1	BATID:		ORG:	
	REQUISITION	INPUT FORM		
DATE: ACCT F	RD: BFY:	ACT: X TRACK	CO: DEL DATE	:
VENDOR CODE: 07638551	4 RESP AGE	NCY/ORG:	COMMENTS:	
NAME: BOB MARI	N	SHIP/B	ILL TO:	TYPE:
ADDRESS: %MUSIC S	URPLUS	BLD	G/ROOM:	TAX:
9201 N 2	9TH AVE	RESP	PERSON:	
PHOENIX	AZ	85051	REQ BY:	
CONTACT:		LINK: Y REQ	PHONE:	
PHONE: E	S ACCT: W	HSE: ITEM	TOTAL: -28	,517.50
DISC CODE: FREIG	HT IND: FRGH	T I/D: FRGHT	TOTAL:	
TOTAL AMT:	TOT AM	T I/D: CALC T	OT AMT:	
TOTAL QTY:	TOT QT	Y I/D: CALC T	OT QTY:	I/
LN FUND AGY ORG/SUB A	PPR UNIT ACTV	FUNC OBJ/SUB JOB	# RCAT	TOTAL D
HA413W-		H*\$401-RE	ADY FOR APPROVA	L 1 6 TBM-2278-2
Clear Frase F	OF New Lin	e PA1	PA2	PA3
ATTN Dup	Eraca Inn	et Eigld Mark	Depat	0