

LIS

**AUTOMATED PROCUREMENT SYSTEM
(APS) CHANGE ORDERS**



USER GUIDE

SEPTEMBER 1995

REVISION DATE : MAY 1996

PREFACE

This information is intended for the use of Federal Aviation Administration (FAA) personnel who have authorized access to the Logistics And Inventory System (LIS) and interest in or need for involvement in the Automated Procurement System Change Order process.

IMPLEMENTATION DATE : SEPTEMBER 1995

REVISION DATE : MAY 1996

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1.0 SCOPE

This user guide contains information to assist users of the LIS Automated Procurement System (APS) in accessing and using options within the system which allow for the online entry and maintenance of change order data.

2.0 OVERVIEW

Recent modifications and enhancements to the LIS Automated Procurement System now provide IMs a means to enter and maintain change order data online in APS. An option has been added to the **PURCHASE REQUEST / PURCHASE ORDER MENU - PRC030**, (Pg. 5) for IMs to enter change order data to modify and update purchase order/delivery order (PO/DO) data previously received electronically from the Procurement Acquisition System (PAS) or manually entered to APS. Options have also been added to **PRC030**, (Pg. 5) so that IMs can quickly and easily enter data for those change orders which cancel a purchase order/delivery order (PO/DO) in its entirety or cancel a PO/DO line item(s).

With these enhancements, IMs for the present time must manually enter the change order data to APS from the hard copy change order received from AMQ. The present design of the change order process within PAS will not facilitate the electronic transfer and automated upload of change order data into APS at this time.

This is basically due to change orders being entered into PAS in a word processing mode and the use of free form text in PAS as opposed to structured data fields. Future plans include an online interface and the automated upload of change order data into APS with the implementation of the ACQUIRE system in AMQ.

3.0 PROCESSING CHANGE ORDER DATA

3.1 ACCESSING OPTIONS FOR CHANGE ORDER DATA ENTRY

Options for processing change order data are on the **PURCHASE REQUEST / PURCHASE ORDER MENU**. To access the **PURCHASE REQUEST / PURCHASE ORDER MENU** select OPTION < 3 > on the **LIS - PROCUREMENT MAIN MENU** - PRC001 (see below) and press **[ENTER]**.

```

09/11/95                LIS - PROCUREMENT                PRC001
                        ** MAIN MENU **

    1 - AUTOMATED REQUIREMENTS MENU
    2 - DRAFT PURCHASE REQUEST MENU
    3 - PURCHASE REQUEST / PURCHASE ORDER MENU
    4 - INQUIRIES MENU
    5 - TABLE MAINTENANCE MENU
    6 - MANAGEMENT SUMMARY MENU
    7 - APPROVE/COORDINATE PR (SUPERVISOR)
    8 - F&E FUNDS CONTROL MENU
   29 - FASTPATH
   99 - EXIT TO INVENTORY MANAGEMENT MENU

                        ENTER OPTION:  3_

OPTION 1 - 8   ENTER ITEM MANAGER: 4S
    
```

FIGURE 1
LIS - PROCUREMENT MAIN MENU, PRC001

3.2 EXPLANATION OF OPTIONS FOR PROCESSING CHANGE ORDER DATA

Three options appear on the **PURCHASE REQUEST/PURCHASE ORDER MENU - PRC030**, (Pg. 5) for processing change order data.

3.2.1 OPTION <12>, PROCESS CHANGE ORDERS

OPTION <12> is used to enter change order data to update or modify PO/DO data presently in the system.

3.2.2 OPTION <13>, PO LINE ITEM CANCELLATION (CHG. ORD)

OPTION <13> provides a quick and easy method to enter change order data canceling only one or selected line items of a multiple line item PO/DO.

3.2.3 OPTION <14>, PO CANCELLATION (CHG. ORD)

OPTION <14> provides a quick and easy method to enter change order data which cancels a PO/DO in its entirety (i.e., cancels the PO/DO and all associated line items). The IM must select this option to process change order data canceling a single line item PO/DO.

PURCHASE REQUEST/PURCHASE ORDER MENU

```

09/11/95                LIS - PROCUREMENT                PRC030
                ** PURCHASE REQUEST / PURCHASE ORDER MENU **

1-INQUIRE PURCHASE REQUEST                7-ADD PURCHASE ORDER INFORMATION
2-PRINT PURCHASE REQUEST                8-INQUIRE PURCHASE ORDER INFO.
                                           9-PRINT PURCHASE ORDER INFO.

3-REQUEST FOR PR CANCELLATION
4-REQUEST FOR PR LINE ITEM CANCEL *10-PURCHASE ORDER EXCEPTIONS
                                           *11-INFORMATION NOTICES
5-PR/PO CROSS REFERENCE                12-PROCESS CHANGE ORDERS
6-PO/PR CROSS REFERENCE                13-PO LI CANCELLATION (CHG. ORD)
                                           14-PO CANCELLATION (CHG. ORD)
                                           99-EXIT PRC MAIN MENU

                                ENTER OPTION:  ___

OPTION 1,2,3,4,5,7                ENTER PR NBR      :  ___  _____
OPTION 7                            ENTER PR LINE     :  _____
OPTION 6,7,8,9,10,12,13,14        ENTER PO NBR      :  ___  _  _____
OPTION 12,13,14                    ENTER CHG. NBR    :  _____
OPTION 12 (OPTIONAL)              ENTER PO LINE     :  _____
    
```

FIGURE 2
PURCHASE REQUEST/PURCHASE ORDER MENU, PRC030

4.0 USING OPTION <12> TO ENTER CHANGE ORDER DATA

4.1 GENERAL INFORMATION

The screens and process for entering change order data look and work very similar to the process in place in the system today to add purchase order information (OPTION <7>, **PURCHASE REQUEST/PURCHASE ORDER MENU**). On selection of this option, the system will bring up a series of three screens with the most current data presently in the system for the PO/DO for you to enter or modify with data from the change order in hand.

Upon selection of OPTION <12>, the ENTER PO NBR and ENTER CHG. NBR on Screen **PRC030**, (Pg. 5) are required data entry fields. If you press **[ENTER]** without entering the PO number and change order number in these fields, the system will alert you by out putting the message:

REQUIRED FIELDS MUST BE ENTERED FOR OPTION SELECTED

The ENTER PO LINE field is an optional data entry field. If this field is left blank, the system will bring up the first non-canceled line item of the PO/DO for you to begin entry and modification of data. If you have entered a PO/DO line item number in this field, the system will take you directly to this line item to begin the process. This feature allows you to go directly to the first line item of the PO/DO requiring change rather than having to scroll through a number of screens of a multiple line item PO/DO that do not need any change information added.

4.2 POP-UP WINDOW

A pop-up window, **PRC030**, (Pg. 8) may appear first. The current change order number you are entering, the last change order number entered to the system and the question, DO YOU WISH TO CONTINUE? (Y/N):_, will display in the window. This window serves as a soft edit to alert you that a more recent change has been entered to the system. Answering "NO (N) " to the question and pressing **[ENTER]** will return you to the **PURCHASE REQUEST / PURCHASE ORDER MENU**. - **PRC030**, (Pg. 5)

For a "YES (Y)" answer, processing will continue as outlined in the following paragraphs.

PURCHASE REQUEST / PURCHASE ORDER MENU

```

09/11/95                LIS - PROCUREMENT                PRC030
                **  PURCHASE REQUEST / PURCHASE ORDER MENU  **

1 - INQUIRE PURCHASE REQUEST                7 - ADD PURCHASE ORDER INFORMATION
2 - PRINT PURCHASE REQUEST                  8 - INQUIRE PURCHASE ORDER INFO.
                                           9 - PRINT PURCHASE ORDER INFO.

3 - REQUEST FOR PR CANCELLATION
4 - REQUEST FOR PR LINE ITEM CANCEL  10 - PURCHASE ORDER EXCEPTIONS
5 - PR/PO CRO  *****
6 - PO/PR CRO  *                * * * C A U T I O N * * *                * ORD)
                                           * HG ORD)
*                *                *                *                *
*  YOU ARE ENTERING CHANGE NUMBER.....:  001  *
*                *                *                *                *
*  THE LAST CHANGE NUMBER ENTERED.....:  002  *
*                *                *                *                *
*  DO YOU WISH TO CONTINUE? (Y/N).....:    Y  *
*****

OPTION 1,2
OPTION 7
OPTION 6,7
OPTION 12,
OPTION 12 (OPTIONAL)                ENTER PO LINE:
    
```

FIGURE 3
POP-UP WINDOW, PRC030

4.3 PROCESS CHANGE ORDER INFORMATION, SCREEN PRC302A

The next screen to appear will be the **PROCESS CHANGE ORDER INFORMATION - PRC302A** (Pg. 10). The PO/DO number and the change number being entered will appear at the top, right side of the screen. Current PO/DO header data will display in the upper half of this screen and PO/DO line item detail data in the lower half for you to enter or modify data from the change order in hand. The line item number of the line item detail data being displayed appears in the middle of the screen. The header data will continue to display on this screen for each additional line item brought up of a multiple line item PO/DO. However, any changes to the header data must be made while on the first non-canceled line item of the PO/DO. Otherwise, all data fields on this screen are modifiable with the exception of the AVG. U/C field which is system generated.

NOTE : For this process, the system will not display any data or screens for line items previously canceled.

PROCESS CHANGE ORDER INFORMATION

```

09/11/95                LIS - PROCUREMENT                PRC302A
**  PROCESS CHANGE ORDER INFORMATION FOR: 95 P 26970 CHG.: 001  **

PO DATE    CONTRACT NBR    CONTRACTOR                TYPE (P/D)
021295     DTFA02-94D94042  SENTRY MANUFACTURING COMPANY    D

PLACE OF INSPECTION        DEL. DATE    DISC. TERM
DESTINATION                012995      NET 30

CLAUSES                    TOTAL AMOUNT    NBR ITEMS
11-36-43-55                1536.88        1
*****
***** PO LINE ITEM 1 *****
NSN          QTY      UI      U/P          LINE AMOUNT
5840 01 309 4740      4  EA          384.2200      1536.88

DESCRIPTION                PART NBR
KYB, DATA ENTRY          83.47500MHZ

SETUP CHRG    MISC CHRG    PACKING CHRG    DISC %        AVG U/C
0.00          0.00          0.00            384.2200

ENTER OPTION:  ___  OR PRESS ENTER TO CONTINUE
19 - EXIT TO PR/PO MENU    99 - EXIT TO MAIN MENU
    
```

FIGURE 4
PROCESS CHANGE ORDER INFORMATION, PRC302A

After making all changes on this screen and upon first pressing the **[ENTER]** key, the system will ask you to verify the changes made by answering the following question displayed at the top of the screen :

" IS ALL DATA CORRECT? (Y/N):_ "

A "NO (N)" answer will allow you to make corrections or continue processing on this screen. A "YES (Y)" answer will bring up the next screen in the series; i.e., **PRC302B**, (Pg. 12).

NOTE : By entering either OPTION <19>, EXIT TO PR / PO MENU, or OPTION <99>, EXIT TO MAIN MENU, on this screen will exit you to the respective menu and the system will not be updated with change order data entered to this point.

For change orders which add line item(s), data for these line items may be added to the system by increasing the number in the NBR ITEMS field (while on the first non-canceled line item) by one (1). The TOTAL AMOUNT field must be increased by the LINE AMOUNT of the line item being added. The system will allow you to add only one (1) line item at a time. If the change order adds more than one line item, you must repeat this process for each additional line item, one at a time.

The system will then automatically bring up additional series of the three screens **PRC302A**, (Pg. 10), **PRC302B**, (Pg. 12) and **PRC302C**, (Pg. 14). For each added line item, you will need to enter the line item detail on **PRC302A**, (Pg. 10), PR and SSC consignee data on **PRC302B**, (Pg. 12) and accounting data on **PRC302C**, (Pg. 14).

4.4 CHANGE ORDER PROCESS MULTIPLE PR/SSC, SCREEN PRC302B

The next screen in the series to appear is the MULTIPLE PR/SSC (shown below). The PO/DO number, line item number and the change number being entered will appear at the top, right side of the screen. This screen will display current PR and SSC consignee data in the system for you to modify with data from the change order in hand. All data fields on this screen are modifiable and you may also add additional PR and SSC consignee data which may appear on the change order for the line item displayed.

MULTIPLE PR / SSC

| | | | | | | |
|--|-------------------|--------|-------|---------|-------|----------|
| 09/11/95 | LIS - PROCUREMENT | | | | | PRC302B |
| ** CHANGE ORDER PROCESS MULTIPLE PR/SSC FOR :95 P 26970 001 CHG :001 ** | | | | | | |
| | PR NBR | LINE # | F/P | SSC | LOC | QUANTITY |
| | 95 50082 | __1 | F | YN65236 | YY | _____4 |
| | _____ | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ | _____ |
| ENTER OPTION: ___ OR PRESS ENTER TO CONTINUE | | | | | | |
| 1 - EXIT TO NEXT SCREEN 19 - EXIT TO PR/PO MENU 99 - EXIT TO PRC MAIN MENU | | | | | | |

FIGURE 5
CHANGE ORDER PROCESS MULTIPLE PR/SSC, PRC302B

After making all changes on this screen and upon first pressing the **[ENTER]** key, the system will ask you to verify the changes made by answering the following question displayed at the top of the screen: "IS ALL DATA CORRECT? (Y/N):_". A "NO (N)" answer will allow you to make corrections or continue processing on this screen. A "YES (Y)" answer will bring up the next screen in the series; i.e., **PRC302C**, (Pg. 14).

NOTE : By entering either OPTION <19>, EXIT TO PR/PO MENU, or OPTION <99>, EXIT TO PRC MAIN MENU, on this screen will exit you to the respective menu and the system will not be updated with change order data entered to this point.

The MULTIPLE PR/SSC screen may at times be a multiple page screen. Each page of this screen will allow entry of up to 15 lines of PR/SSC consignee data. Anytime consignee data has been entered on the last line of a page, the system will automatically bring up a new page for you to enter additional PR/SSC data. System edits require at least that the first line of PR/SSC data be completed for each new page. If you have no additional data to enter on a new page, you may go (exit) to the next screen in the series, **PRC302C**, (Pg. 14) by taking (entering) OPTION <1>, EXIT TO NEXT SCREEN. Note that OPTION <1> should be taken only on a blank page; i.e., a page where no additional PR/SSC data has been entered. Otherwise, if OPTION <1> is taken on a page where PR/SSC data has been entered, data on this page may not be entered to the system.

4.5 CHANGE ORDER PROCESS ACCOUNT INFORMATION, SCREEN PRC302C

The screen below, ACCOUNT INFO. is next in the series which will appear. The PO / DO number, line item number and the change number being entered will appear at the top, right side of the screen. This screen will display current accounting data in the system for you to modify with data from the change order in hand. All data fields on this screen are modifiable and you may also add additional accounting data which may appear on the change order for the line item displayed.

```

09/11/95                LIS - PROCUREMENT                PRC302C
** CHANGE ORDER PROCESS ACCOUNT INFO FOR: 95 P 26970 001 CHG: 001 **
AGY  APP  APP  ALLOC
RGN  CODE  LIM  CODE  COST  PROG  OBJ  SYSTEM DATA
1A  501_  0_   440  60651_  312_  2654  P_____
A/N: _____ W/O: _____ J/O: _____ AMOUNT: _____1536.88
_____
A/N: _____ W/O: _____ J/O: _____ AMOUNT: _____
_____
A/N: _____ W/O: _____ J/O: _____ AMOUNT: _____
_____
A/N: _____ W/O: _____ J/O: _____ AMOUNT: _____
_____
A/N: _____ W/O: _____ J/O: _____ AMOUNT: _____
PRESS ENTER TO CONTINUE OR ENTER PO LINE NBR: ____
OR ENTER OPTION: ____
19 - EXIT TO PR/PO MENU          99 - EXIT TO PRC MAIN MENU
    
```

FIGURE 6
CHANGE ORDER PROCESS ACCOUNT INFORMATION, PRC302C

After making all changes on this screen and upon first pressing the **[ENTER]** key, the system will ask you to verify the changes made by answering the following question displayed at the top of the screen: "IS ALL DATA CORRECT? (Y/N):_". A "NO (N)" answer will allow you to make corrections or continue processing on this screen. For a "YES (Y)" answer, processing will continue as outlined below.

NOTE : By entering either OPTION <19>, EXIT TO PR/PO MENU, or OPTION <99>, EXIT TO PRC MAIN MENU, on this screen will exit you to the respective menu and the system will not be updated with change order data entered to this point.

For multiple line item PO/DOs, the system will bring up the same series of screens **PRC302A**, (Pg. 10) **PRC302B**, (Pg. 12) and **PRC302C**, (Pg. 14) for each line item of the PO/DO with the exception of previously canceled line items. If the ENTER PO LINE NBR field on screen **PRC302C**, (Pg. 14) is left blank, the system will bring up each line item in sequence or, if this is the last line item of the PO/DO, the system will begin processing of the change order data you have entered to this point. If a line item number is entered in the ENTER PO LINE NBR field prior to pressing **[ENTER]** the first time, the system will take you directly to this line item next to enter change order data. This feature will allow you to by-pass those line items of a multiple line item PO/DO which do not require entry of any change order data.

However, when using this feature and after all change data from the hard copy change order has been entered to the system, you must remember to go the last screen **PRC302C**, (Pg. 14) of the last line item of the PO/DO, press **[ENTER]**, answer "YES (Y)" to the question, "IS ALL DATA CORRECT?", then press **[ENTER]** again. Otherwise, the system will not be updated with change order data which you have entered.

4.6 EDIT AND EXCEPTION PROCESS

Once all data for a change order has been entered, the system will then edit all data associated with the PO/DO for any mismatched or out of balance conditions. This edit process will work the same as it does today for PO/DO data passed electronically from PAS for upload into APS or entered manually to APS. Any mismatched or out of balance conditions found will result in either an information notice or exception being generated for review and/or processing by the IM.

4.7 UPDATE OF LIS FILES AND RECORDS

After all true exceptions (information notices do not have to be worked before hand) have been worked, the system will then update the APS files with latest information entered by the IM. This will provide the IM with the latest look of the purchase order or delivery order at any given time when inquiring PO/DO data.

Also at this time, the system will automatically update :

- funds data for changes affecting the accounting classification or an increase or decrease in funds,
- due-in data for any changes affecting quantities on stock buys,
- requisition status as required for any increase or decrease in quantities for direct ships or repairs for the field.

5.0 USING OPTION <13> TO ENTER CHANGE ORDER DATA CANCELING SELECTED LINE ITEM(S) OF A PO/DO

5.1 GENERAL INFORMATION

Upon selection of OPTION <13>, the ENTER PO NBR and ENTER CHG. NBR on **PRC030**, (Pg. 5) are required data entry fields. If you press **[ENTER]** without entering the PO number and change order number in these fields, the system will alert you by out putting the message:

REQUIRED FIELDS MUST BE ENTERED FOR OPTION SELECTED

5.2 POP-UP WINDOW

Again, the pop-up window, **PRC030**, (Pg. 8), may appear first. The current change order number you are entering, the last change order number entered to the system and the question, DO YOU WISH TO CONTINUE? (Y/N):_, will display in the window. This window serves as a soft edit to alert you that a more recent change has been entered to the system. Answering "NO (N) " to the question and pressing **[ENTER]** will return you to the PURCHASE REQUEST / PURCHASE ORDER MENU. For a "YES (Y)" answer, processing will continue as outlined in the following paragraphs.

5.3 PROCESS CHANGE ORDER - PO/DO LINE ITEM CANCELLATION

The **PROCESS CHANGE ORDER - PO/DO LINE ITEM CANCELLATION**, **PRC313A** (Pg. 20) will appear next. The PO/DO number and change number being entered will appear at the top right of the screen. Pertinent PO/DO header information, i.e., PO DATE, TYPE, CONTRACT NBR, CONTRACTOR, TOTAL AMOUNT and NBR ITEMS (line items) will appear in the upper portion of this screen. Pertinent line item detail data along with the line item number will appear in the lower portion of the screen for all line items associated with the PO/DO. As shown in **PRC313A**, (Pg. 20), a "C" will appear in the SEL field to denote any line item(s) canceled by a previous change order.

PROCESS CHANGE ORDER - PO/DO LI CANCELLATION

```

09/11/95                LIS - PROCUREMENT                PRC313A
** PROCESS CHANGE ORDER - PO/DO LI CANCELLATION FOR: 95 P 26970 CHG: 002 **
PO DATE      : 021295                TYPE (P/D): D
CONTRACT NBR: DTFA02-94D94042        CONTRACTOR: SENTRY MANUFACTURING COMPANY
TOTAL AMOUNT:      2727.66            NBR ITEMS: 3
SEL ITEM  NSN                DESCRIPTION            QUANTITY  LINE AMOUNT  FINAL COST
-   001  5960 01 234 5678 ETUBE                1          1575.00  _____
C   002  6110 01 311 2660 VOLTAGE REGUL        1              0.00  _____
X   003  5840 01 309 4740 KYB, DATA ENT        3          1152.66  _____
-
-
** END **

ENTER 'X' ON SEL FIELD TO CANCEL PO/DO LINE ITEMS
ENTER FINAL COST AND PRESS ENTER TO CONTINUE PROCESSING OR

ENTER OPTION:  __
19 - EXIT TO PR/PO MENU    99 - EXIT TO PRC MAIN MENU
    
```

FIGURE 7

PROCESS CHANGE ORDER - PO/DO LINE ITEM CANCELLATION, PRC313A

To enter change order data canceling a line item or selected line items, enter an "X" in the SEL field for each canceled line item and the final cost to the Government for each canceled line item in the corresponding FINAL COST field. The hard copy change order will show the final cost. You must enter an amount in the FINAL COST field for each line item selected or the system will output the following error message: MUST ENTER DOLLAR AMOUNT OR 0 IF NO COST TO THE GOVERNMENT.

After pressing **[ENTER]** the first time, the system will ask you to verify the data being entered by answering the following question displayed at the top of the screen: "IS ALL DATA CORRECT? (Y/N):_". A "NO (N)" answer will allow you to make corrections or continue entering data on this screen. For a "YES (Y)" answer, processing will continue as outlined below.

The **PROCESS CHANGE ORDER - PO/DO LINE ITEM CANCELLATION**

Screen, **PRC313A** (Pg. 20) may at times be a multiple page screen. Each page of this screen has space to display detail information for up to 9 PO/DO line items. If the PO/DO contains more than 9 line items, the word "MORE" will appear in the bottom right hand portion of the screen. After verifying that all information on the current page is correct and pressing **[ENTER]** the second time, the system will automatically continue bringing up additional pages of this screen as necessary until data for all line items have been displayed for the user to select any items that may have been canceled by the change order in hand. Processing on each additional page that may appear will be the same as described above.

NOTE : By entering either OPTION <19>, EXIT TO PR/PO MENU, or OPTION <99>, EXIT TO PRC MAIN MENU, on this screen will exit you to the respective menu and the system will not be updated with change order cancellation data entered to this point.

5.4 PO/DO LINE ITEM CANCELLATION ACCOUNT INFORMATION - SCREEN PRC313B

If any of the line items selected for cancellation on the **PRC313A**, (Pg. 20) contain multiple accounting data and the final cost to the Government is greater than 0 (zero), then the **PO/DO LINE ITEM CANCELLATION ACCOUNT INFO. - PRC313B**, (Pg. 23) will appear next for you to enter the amount associated with each accounting string. A separate **PRC313B**, (Pg. 23) will appear for each line item selected which meets the above conditions. Note however that this screen will only appear if one or more of the line items selected on **PRC313A**, (Pg. 20) meet these conditions.

The PO/DO number, line item number and change number being entered will appear at the top right of this screen. The FINAL COST which was entered on the **PRC313A**, (Pg. 20) for each respective line item will appear at the lower right of the screen. Current accounting data in the system for the line item will also appear on this screen with a data entry field for you to enter the amount associated with each accounting string. The hard copy change order should show the amount for each accounting string. You must enter either a dollar amount or 0 (zero) in the AMOUNT field for each accounting sting and the totals of all amounts entered must equal the amount in the FINAL COST field. Otherwise, the system will output a message notifying you of the error.

You may also change the amount the system entered in the FINAL COST field from the **PRC313A**, (Pg. 20) if necessary.

After entering the appropriate amounts and pressing **[ENTER]** the first time, the system will ask you to verify the data being entered by answering the following question displayed at the top of the screen: "IS ALL DATA CORRECT? (Y/N):_".

A "NO (N)" answer will allow you to make corrections or continue processing on this screen. For a "YES (Y)" answer, processing will continue as outlined below.

PO / DO LINE ITEM CANCELLATION ACCOUNT INFORMATION

| | | | | | | | | | |
|---|------|-------------------|--------|----------------------------|-----------|--------|---------|-------------|--------------|
| 09/11/95 | | LIS - PROCUREMENT | | | | | PRC313B | | |
| ** PO/DO LI CANCELLATION ACCOUNT INFO FOR: 95 P 26970 003 CHG: 002 ** | | | | | | | | | |
| AGY | APP | APP | COST | | AGREEMENT | WORK | ORD | JOB | ORD |
| RGN | CODE | LIM | CENTER | PROG | OBJ | NUMBER | NUMBER | NUMBER | AMOUNT |
| 1A | 501 | 0 | 60651 | 312 | 2649 | | | | 50.00 |
| 1A | 582A | 0 | 60651 | 2B0400 | 2649 | | 30314 | | <u>50.00</u> |
| | | | | | | | | FINAL COST: | 100.00 |
| ENTER ACCOUNT AMOUNT(S) AND PRESS ENTER TO CONTINUE PROCESSING OR | | | | | | | | | |
| ENTER OPTION: ___ | | | | | | | | | |
| 19 - EXIT TO PR/PO MENU | | | | 99 - EXIT TO PRC MAIN MENU | | | | | |

FIGURE 8

PO/DO LINE ITEM CANCELLATION ACCOUNT INFORMATION, PRC313B

The system will bring up additional **PRC313B**, (Pg. 23) screens for each line item selected which meets the conditions previously described. Processing on these screens will be the same as described above.

NOTE : By entering either OPTION <19>, EXIT TO PR/PO MENU, or OPTION <99>, EXIT TO PRC MAIN MENU, on this screen will exit you to the respective menu and the system will not be updated with change order cancellation data entered to this point.

5.5 COMPLETION OF THE PO/DO LINE ITEM CANCELLATION PROCESS

Once all data has been entered on **PRC313A**, (Pg. 20) and Screen(s) **PRC313B**, (Pg. 23) if required, verified and the **[ENTER]** key pressed the second time, the system will return to **PRC313A**, (Pg. 20) and output a message to notify you that processing is complete. The system will display at this time the FINAL COST(s) entered for each line item canceled and the new TOTAL AMOUNT for the PO/DO considering the FINAL COST(s) entered. After pressing the **[ENTER]** key again, the system will return to the **PRC030**, (Pg. 5).

5.6 UPDATE OF LIS FILES AND RECORDS

Upon completion of entry of the change order data for PO/DO line item cancellations, the system will then automatically update :

- funds data,
- due-in data for any cancellations for stock buys
- requisition status for cancellation of direct ships or repairs for the field.

Also, upon inquiry of PO/DOs with change order Line Item cancellation data entered, the system will display updated data and alert you of the canceled line items by outputting the following message:

LINE ITEM HAS BEEN CANCELED

6.0 USING OPTION <14> TO ENTER CHANGE ORDER DATA CANCELING A PO/DO IN ITS ENTIRETY

6.1 GENERAL INFORMATION

Upon selection of OPTION <14>, the ENTER PO NBR and ENTER CHG. NBR on **PRC030**, (Pg. 5) are required data entry fields. If you press **[ENTER]** without entering the PO number and change order number in these fields, the system will alert you by out putting the message:

REQUIRED FIELDS MUST BE ENTERED FOR OPTION SELECTED

6.2 POP-UP WINDOW

Again, the pop-up window **PRC030**, (Pg. 8) may appear first. The current change order number you are entering, the last change order number entered to the system and the question, DO YOU WISH TO CONTINUE? (Y/N):_, will display in the window. This window serves as a soft edit to alert you that a more recent change has been entered to the system. Answering "NO (N) " to the question and pressing **[ENTER]** will return you to the PURCHASE REQUEST / PURCHASE ORDER MENU. For a "YES (Y)" answer, processing will continue as outlined in the following paragraphs.

6.3 PROCESS CHANGE ORDER - PO/DO CANCELLATION, SCREEN PRC312A

The PROCESS CHANGE ORDER - PO/DO CANCELLATION, Screen **PRC312A**, (Pg. 28) will appear next. The PO/DO number and change number being entered will appear at the top right of the screen. Pertinent PO/DO header information, i.e., PO DATE, TYPE, CONTRACT NBR, CONTRACTOR, TOTAL AMOUNT and NBR ITEMS (line items) will appear in the upper portion of this screen. Pertinent line item detail data along with the line item number will appear in the lower portion of the screen for all line items associated with the PO/DO. As shown in **PRC312A**, (Pg. 28), a "C" will display to the left of any line item(s) canceled by a previous change order.

To process change order data canceling a PO/DO in its entirety, enter the final cost to the Government in the FINAL COST field for each line item shown on the screen and press **[ENTER]**. The hard copy change order will show the final cost for each line item. You must enter an amount in the FINAL COST field for each line item (except any line items canceled by a previous change order) or the system will output the following error message: MUST ENTER DOLLAR AMOUNT OR 0 IF NO COST TO THE GOVERNMENT. After pressing **[ENTER]** the first time, the system will ask you to verify the data being entered by answering the following question displayed at the top of the screen: "IS ALL DATA CORRECT? (Y/N):_". A "NO (N)" answer will allow you to make corrections or continue entering data on this screen. For a "YES (Y)" answer, processing will continue as outlined below.

PROCESS CHANGE ORDER - PO/DO CANCELLATION

```

09/11/95                LIS - PROCUREMENT                PRC312A
** PROCESS CHANGE ORDER - PO/DO CANCELLATION FOR: 95 P 26970 CHG: 002 **

PO DATE      : 021295                TYPE (P/D): D
CONTRACT NBR: DTFA02-94D94042        CONTRACTOR: SENTRY MANUFACTURING COMPANY
TOTAL AMOUNT:          2727.66        NBR ITEMS : 3

ITEM  NSN                DESCRIPTION  QUANTITY  LINE AMOUNT  FINAL COST
001   5960 01 234 5678    ETUBE           1          1575.00      0
C     002  6110 01 311 2660 VOLTAGE REGUL   1              0.00      0
      003  5840 01 309 4740 KYB, DATA ENT   3          1152.66    100.00

** END **

ENTER FINAL COST AND PRESS ENTER TO CONTINUE PROCESSING OR
ENTER OPTION:  ___
19 - EXIT TO PR/PO MENU   99 - EXIT TO PRC MAIN MENU
    
```

FIGURE 9

PROCESS CHANGE ORDER - PO/DO CANCELLATION, PRC312A

The **PROCESS CHANGE ORDER - PO/DO CANCELLATION** Screen may at times be a multiple page screen. Each page of this screen has space to display detail information for up to 9 PO/DO line items. If the PO/DO contains more than 9 line items, the word "MORE" will appear in the bottom right hand portion of the screen.

After verifying that all information on the current page is correct and pressing **[ENTER]** the second time, the system will automatically continue bringing up additional pages of this screen as necessary until data for all line items have been displayed for the user to enter FINAL COST information for all line items. Processing on each additional page that may appear will be the same as described above.

Note that taking (entering) either OPTION <19>, EXIT TO PR/PO MENU, or OPTION <99>, EXIT TO PRC MAIN MENU, on this screen will exit you to the respective menu and the system will not be updated with change order cancellation data entered to this point.

6.4 PO/DO CANCELLATION ACCOUNT INFO, SCREEN PRC312B

If any of the line items on the **PRC312A**, (Pg. 28) Screen contain multiple accounting data and the final cost to the Government is greater than 0 (zero), then the **PO / DO CANCELLATION ACCOUNT INFO.**, below will appear next for you to enter the amount associated with each accounting string. A separate PRC312B screen will appear for each line item which meets the above conditions. Note however that this screen will only appear if one or more of the line items on the **PRC312A**, (Pg. 28) meet these conditions.

PO/DO CANCELLATION ACCOUNT INFORMATION

| AGY | APP | APP | COST | | AGREEMENT | WORK ORD | JOB ORD | | |
|---|------|-----|--------|-------------------------|-----------|----------|---------|--------------|----------------------------|
| RGN | CODE | LIM | CENTER | PROG | OBJ | NUMBER | NUMBER | NUMBER | |
| 1A | 501 | 0 | 60651 | 312 | 2649 | | | 50.00 | |
| 1A | 582A | 0 | 60651 | 2B0400 | 2649 | | 30314 | <u>50.00</u> | |
| FINAL COST: | | | | | | | | 100.00 | |
| ENTER ACCOUNT AMOUNT(S) AND PRESS ENTER TO CONTINUE PROCESSING OR | | | | | | | | | |
| ENTER OPTION: __ | | | | | | | | | |
| | | | | 19 - EXIT TO PR/PO MENU | | | | | 99 - EXIT TO PRC MAIN MENU |

FIGURE 10
PO/DO CANCELLATION ACCOUNT INFORMATION, PRC312B

The PO/DO number, line item number and change number being entered will appear at the top right of this screen.

The FINAL COST which was entered on the **PRC312A** (Pg. 28) for the respective line item will appear at the lower right of the screen. Current accounting data in the system for the line item will also appear on this screen with a data entry field for you to enter the amount associated with each accounting string. The hard copy change order should show the amount for each accounting string. You must enter either a dollar amount or 0 (zero) in the AMOUNT field for each accounting sting and the totals of all amounts entered must equal the amount in the FINAL COST field. Otherwise, the system will output a message notifying you of the error. You may also change the amount the system entered in the FINAL COST field from the **PRC312A**, (Pg. 28) screen if necessary.

After entering the appropriate amounts and pressing **[ENTER]** the first time, the system will ask you to verify the data being entered by answering the following question displayed at the top of the screen: "IS ALL DATA CORRECT? (Y/N):_". A "NO (N)" answer will allow you to make corrections or continue processing on this screen. For a "YES (Y)" answer, processing will continue as outlined below.

The system will bring up additional **PRC312B**, (Pg. 30) screens for each line item which meets the conditions previously described. Processing on these screens will be the same as described above.

NOTE : By entering either OPTION <19>, EXIT TO PR/PO MENU, or OPTION <99>, EXIT TO PRC MAIN MENU, on this screen will exit you to the respective menu and the system will not be updated with change order cancellation data entered to this point.

6.5 COMPLETION OF THE PO/DO CANCELLATION PROCESS

Once all data has been entered on Screen **PRC312A**, (Pg. 28) and Screen(s) **PRC312B**, (Pg. 30) if required, verified and the **[ENTER]** key pressed the second time, the system will return to Screen **PRC312A**, (Pg. 28) and output a message to notify you that processing is complete. The system will display at this time the FINAL COST(s) entered for each line item and the new TOTAL AMOUNT for the PO/DO considering the FINAL COST(s) entered. After pressing the **[ENTER]** key again, the system will return to the **PRC030**, (Pg. 5).

6.6 UPDATE OF LIS FILES AND RECORDS

Upon completion of entry of the change order data for PO/DO cancellations, the system will then automatically update 1) funds data, 2) due-in data for any cancellations for stock buys and 3) requisition status for cancellation of direct ships or repairs for the field. Also, upon inquiry of PO/DOs with change order PO/DO cancellation data entered, the system will display updated data for the PO/DO and alert you of the cancellation by outputting the following message:

PO HAS BEEN CANCELED



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