

TERMS

PURCHASING INQUIRY

All data element questions should be directed to the User Support Help Desk at 377-0445.

All Purchasing questions should be directed to David Nara in the Purchasing Department.

RUMBA SIGN ON PANEL

The following panel is used to sign onto the AS400 mainframe. The value in the display field is your AS400 Terminal Id Number.

Sign On	
System	: CCPS400
Subsystem	: QINTER
Display	: TR30S1
User	PRIESS
Password	
Program/procedure	
Menu	
Current library	

- __ 1 Enter User Id.
- __ 2 <Tab>.
- __ 3 Enter password.
- __ 4 Press <Enter>.

NOTE: THERE SHOULD BE ABSOLUTELY NO SHARING OF ID'S AND PASSWORDS. IF YOUR SECURITY DOES NOT ALLOW YOU TO ENTER ON THESE PANELS, YOUR SECURITY NEEDS TO BE CHANGED THROUGH PROPER POLICY AND PROCEDURES.

AS400 APPLICATION MENU

This panel is used to choose the system on the AS400 mainframe that you want to select.

USERMENU	AS/400 Applications Menu	TR30S1
CCPS400		PRIESS
Select one of the following:		
*** Production Systems ***		
*** Other Functions ***		
1. TERMS V3R1 Production		
2. ELKE Main/Tracker System		
3. TextBook System Production		
4. Cost Reporting system		
23. Start your printer		
*** Demonstration Systems ***		
25. VTAM Remote Menu		
41. Textbook - TRAINING		
26. Work with spool files		
42. TERMS System - TRAINING		
90. Sign off		
43. Fixed Assets/Finance/HR - TESTING		
Please report problems to the Help Desk so they can be logged and tracked properly.		
Selection		
====>_____		
PF3 = Exit		

To enter the TERMS Production system:

- __ 1 Type <1> on the selection line.
- __ 2 Press <Enter>.

SYSTEM SIGN ON

The TERMS System Sign-on Menu validates a user's access to TERMS. This menu is a starting point for access to all TERMS Series to which the district has access.

Panel:	A001. System Sign-on		
District:	COL	Userid:	PRIESS
Defaults:	Date	Year	
	<u>07 10 2019</u>	<u>2020</u>	
Authorities:	Sign-on Center:	0000	COLLIER COUNTY PUBLIC SCHOOLS
	Organization:	_____	
	Project:	_____	
	Teacher Id:	_____	
Series Options	Local Options		
A100. Application Environment	L000. Local Reporting		
M000. Facilities Management	X000. State Reporting		
F000. Financial Information	R000. Revenue Environment		
H000. Human Resource Management	D000. District Activity Calendar		
S000. Student Information			
1=Hlp	3=Exit	4=Prpt	

F000 – FINANCIAL INFORMATION MENU

This menu shows the other menus that can be accessed in the TERMS Finance System. From this menu, you can navigate your way through the Financial Information.

Panel:	F000. Financial Information		Year: 2020
Menu Options			
F200. Accounts Payable			
F300. Accounts Receivable			
F400. Bid Management			
F500. Budget Management			
F600. General Ledger			
F700. Project Management			
F800. Purchasing			
Encumbrances		Expenditures	
Db 1520	ENCUMBRANCES	1530	EXPENDITURES
Cr <u>2720</u>	RESERVE FOR ENC	1101	TREAS A/C 5TH3R
1=Hlp	3=Exit	4=Prpt	12=Esc

F800 – PURCHASING

This menu shows what panels can be accessed for Purchasing.

Panel: _____	F800. Purchasing	Year: 2020
Requisition	Purchase Orders	
801. Requisition Query	814. PO Query	
802. Requisition Query - Vendor	815. PO Query - Vendor	
803. Requisition Query - Acct	816. PO Query - Acct	
804. Requisition Items	817. PO Items	
805. Requisition Accounts	818. PO Accounts	
806. Print Requisitions - Base	819. Print POs - Base	
807. Print Requisitions - Acct	820. Print POs - Acct	
808. Maintain Requisitions	821. Maintain POs	
809. Requisition Approval - Base	Receiving	
810. Requisition Approval - Acct	828. Receive PO	
811. Batch Approval - Base	822. Receive Items	
812. Batch Approval - Acct	823. Print Receiving	
813. Roll Requisitions to POs	Travel	
	824. Travel Requisition	
829. Requisition Log	825. Travel PO	
1=Hlp		12=Esc
3=Exit 4=Prpt		

TO QUERY A REQUISITION:

- __ 1 Type <F801> at the Panel line.
- __ 2 Press <Enter>.

The F801 – Requisition Query screen will display.

Panel: _____	F801. Requisition Query	Year: 2020
Rqst Req	Date	Ship Buyr PO
_____	F	_____
	T	_____
Rqst Req	Date	Ship Buyr PO
_____	_____	_____
1=Hlp	3=Exit 4=Prpt 5=Refr F6 Review Req	7=Bwd 8=Fwd 11=View 12=Esc

- __ 3 Press <Enter> to get a list of all requisitions.

Note: You can limit your search by typing selection information on the query lines.

There is also generic selection available for the requisition number and the request center.

- __ 4 Press <F7> or <F8> to page forward and backward through the list.

To View The Detail Of A Requisition (This can be done from any query screen)

- ___ 5 Place the cursor on the line you wish to view by using the down <↓> arrow.
- ___ 6 Press <F11> to view the detail of the requisition.

TO QUERY A REQUISITION BY VENDOR:

- ___ 1 Type <F802> at the Panel line.
- ___ 2 Press <Enter>.

The F802 – Requisition Query – Vendor will display.

Panel:		F802. Requisition Query - Vendor						Year: 2020				
Vendor	Rqst	Req	Date	Ship	Buyr	PO	T	S	A	O	Requested	N
			F									
			T									
Vendor	Rqst	Req	Date	Ship	Buyr	PO	T	S	A	O	Requested	N

1=Hlp
3=Exit
4=Prpt
5=Refr
F6 Review Req
7=Bwd
8=Fwd
11=View
12=Esc

- __ 3 Press <Enter> to get a list of all requisitions.

Note: You can limit your search by typing selection information on the query lines.

There is also generic selection available for the vendor number, requisition number or request center.

Example: Typing a vendor number on the Vendor line, and pressing enter, will give you a list of all requisitions for that vendor.

- __ 4 Press <F7> or <F8> to page forward and backward through the list.

To View The Details Of A Requisition (This can be done from any query screen)

- ___ 5 Place the cursor on the line you wish to view by using the down <↓> arrow.
- ___ 6 Press <F11> to view the detail of the requisition.

TO QUERY A REQUISITION BY THE ACCOUNT STRIP:

- ___ 1 Type <F803> at the Panel line.
- ___ 2 Press <Enter>.

The F803 – Requisition Query – Acct screen will display.

Panel:		F803. Requisition Query - Acct				Year: 2020		
P	FND.FUNC.OBJ.CNTR.PROJECT.PGM	Rqst	Req	T	S	A	O	Requested N
-	.	.	.	.	.	.	.	.
FND.FUNC.OBJ.CNTR.PROJECT.PGM		Rqst	Req	T	S	A	12345	Requested N
1=Hlp 3=Exit 4=Prpt 5=Refr F6 Review Req 7=Bwd 8=Fwd 11=View 12=Esc								

- ___ 3 Press <Enter> to get a list of all requisitions.

Note: You can limit your search by typing selection information on the query lines.

There is also generic selection available for the requisition number and the request center.

Example: If you type the account strip on the query line and press <Enter>, a list of requisitions for that account will display.

- ___ 4 Press <F7> or <F8> to page forward and backward through the list.

To View The Details Of A Requisition (This can be done from any query screen)

- ___ 5 Place the cursor on the line you wish to view by using the down <↓> arrow.
- ___ 6 Press <F11> to view the detail of the requisition.

TO QUERY REQUISITION APPROVALS:

- ___ 1 Type <F809> at the Panel line.
- ___ 2 Press <Enter>.

The F809 - Requisition Approval – Base screen will display.

Panel: F809. Requisition Approval - Base															Year: 2020	
Rqst	Req	Date	Ship	Buyr	T	A	1	2	3	4	5	O	Requested	N		
___	___	F	___	___	___	___	___	___	___	___	___	___	___	___		
___	___	T	___	___	___	___	___	___	___	___	___	___	___	___		
Rqst	Req	Date	Ship	Buyr	T	A	1	2	3	4	5		Requested	Bid	N	
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Review Req 7=Bwd 8=Fwd 11=View 12=Esc																

- ___ 3 Press <Enter>. A list of all requisitions will display in the data portion of the screen.

Panel: F809. Requisition Approval - Base															Year: 2020	
Rqst	Req	Date	Ship	Buyr	T	A	1	2	3	4	5	O	Requested	N		
___	___	F	___	___	___	___	___	___	___	___	___	T	G	___		
___	___	___	___	___	___	___	___	___	___	___	___	___	___	___		
Rqst	Req	Date	Ship	Buyr	T	A	1	2	3	4	5		Requested	Bid	N	
0051	00003	07242019	0051	DN	N	A	A	N	N	N	N		1050.00	___		
0392	00001	07192019	0392	****	N	A	A	N	N	N	N		89.99	___	*	
Total												1139.99				
1=Hlp =Exit 4=Prpt 5=Refr F6 Review Req 7=Bwd 8=Fwd 11=View 12=Esc																

- ___ 4 You will be able to see approval codes under 1, 2, 3, 4 and 5.

- 1 = Principal or Department Heads
- 2 = Project Managers
- 3 or 4 = Buyer for dollar amount of \$100.00 – \$3999.00
- 5 = Director of Purchasing for any dollar amount over \$4000.00

Valid codes:

- A = Approved
- P = Pending
- R = Rejected
- N = No Approval needed

Note: Un-posting requisitions will require a re-approval.

Example: If there is a change in price, Purchasing will un-post, make proper changes, and the requisition will sit on the F809 screen as a (P)ending approval from the principal or department head.

Changes in Vendor or Buyer will not require un-posting or re-approving.

TO QUERY A PURCHASE ORDER:

- ___ 1 Type <F814> at the Panel line.
- ___ 2 Press <Enter>.

The F814 – PO Query screen will display.

Panel:		F814. PO Query						Year: 2020	
PO	Date	Ship	Buyr	Rqst	TSRP	O	Amount	N	
_____	F _____					— Issd _____		—	
	T _____					— Curr _____			
PO	Date	Ship	Buyr	Rqst	TSRP	Inv	Issued	Current %Rm N	
1=Hlp	3=Exit	4=Prpt	5=Refr	7=Bwd	8=Fwd	11=View	12=Esc		

- ___ 3 Press <Enter>. A list of all purchase orders will display.

Note: You can limit your search by typing selection information on the query lines.

There is also generic selection available for the vendor number, P.O. number, and request center.

Example: If you wanted to see a list of all P.O. numbers 20020000 - 20029999, you would type <2002*> in the P.O. query field and press <Enter>. A list of requisitions from 20020000 - 20029999 would display in the data portion of your screen.

- ___ 4 Press <F7> or <F8> to page forward and backward through the list.

To View The Details Of A PO: (This can be done from any query screen)

- ___ 5 Place the cursor on the line you wish to view by using the down <↓> arrow.
- ___ 6 Press <F11> to view the detail of the PO.

TO QUERY PURCHASE ORDERS BY VENDOR:

- ___ 1 Type <F815> at the Panel line.
- ___ 2 Press <Enter>.

The F815 – PO Query – Vendor screen will display.

F815. PO Query - Vendor							Year: 2020		
Vendor	PO	Date	Buyr	Rqst	TSRI	O	Issd	Amount	N
		F				-		.	-
		T					Curr	.	-
Vendor	PO	Date	Buyr	Rqst	TSRI	Issued	Current	%Rm	N

1=Hlp

3=Exit 4=Prpt 5=Refr

7=Bwd 8=Fwd

11=View 12=Esc

- __3 Press <Enter>. A list of all purchase orders will display.

Note: You can limit your search by typing selection information on the query lines.

Example: if you type the Vendor number on the query line, and press <Enter>, a list of PO's for that vendor will display.

- 4 Press <F7> or <F8> to page forward and backward through the list.

To View The Details Of A PO: (This can be done from any query screen)

- 5 Place the cursor on the line you wish to view by using the down $\downarrow$ arrow.
- 6 Press $\langle F11 \rangle$ to view the detail of the PO.

TO QUERY PURCHASE ORDERS BY ACCOUNT STRIP:

- ___ 1 Type <F816> at the Panel line.
- ___ 2 Press <Enter>.

The F816 – PO Query – Acct screen will display.

F816. PO Query - Acct					Year: 2020	
P	FND.FUNC.OBJ.CNTR.PROJECT.PGM	PO	TS	O	Amount	N
—	—			—	Issd	.
					Curr	
	FND.FUNC.OBJ.CNTR.PROJECT.PGM	PO	TS		Issued	Current N
1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc						

- ___ 3 Press <Enter>. A list of all purchase orders will display.

Note: You can limit your search by typing selection information on the query lines.

Example: If you type an object number under the OBJ on the query line, and press <Enter>, a list of PO's for that object will display.

- ___ 4 Press <F7> or <F8> to page forward and backward through the list.

To View The Details Of A PO: (This can be done from any query screen)

- ___ 5 Place the cursor on the line you wish to view by using the down <↓> arrow.
- ___ 6 Press <F11> to view the detail of the PO.

TO VIEW VENDOR INFORMATION:

- ___ 1 Type <A206> at the Panel line.
- ___ 2 Press <Enter>.

The A206 – Vendor screen will display.

A206. Vendor				Year: 2020
Vendor:				
Name:	Description	Abbreviation		
	Alternate Payee	Fingerprints		
Address:	Primary	Payment		
Contact:	Name	Phone (ac/no/ext)		
Federal:	EIN/SSN	Name	1099	Cntl F/S Frn
Misc:	Fax(ac/no)	St	Aff	Pri Schl Days-1-Pct Days-2-Pct
				.
1=Hlp 3=Exit 4=Prpt 7=Bwd 8=Fwd 9=Npg 10=Del 11=View 12=Esc				

- ___ 3 Type the vendor number in the Vendor field.

Note: This field is <F4> Prompt supported.

Remember that all vendors start with a “V”, all employees start with an “E”, and all merchants start with an “M”, etc.

- ___ 4 Press <Enter>. The Vendor information will display on your screen.

A206. Vendor				Year: 2020
Panel: Vendor: V0000014356				
Name:	Description	Abbreviation		
	OFFICE DEPOT	OFFICE DEPOT		
	Alternate Payee	Fingerprints DUNS Nbr/ Ext		
	OFFICE DEPOT FILE #91587			
Address:	Primary	Payment		
	ACCT #24813102	PO BOX 633301		
	2925 W CORPORATE LKS BLVD			
	WESTON FL 333310000	CINCINNATI OH 452630000		
Contact:	Name	Phone (ac/no/ext) FIPS DF MMY		
	CHRISTINE M KELLY 954-914-5575	888 260 8800 *		
Federal:	EIN/SSN	Name	1099	Cntl F/S Frn
	E 59-2663954	OFFICE DEPOT INC	7	OFFI
Misc:	Fax(ac/no)	T C E AR St	Aff	Pri Schl Days-1-Pct Days-2-Pct
	561 438 1080	A		Y . .
1=Hlp 2=Nte 3=Exit 4=Prpt 7=Bwd 8=Fwd 9=Npg 10=Del 11=View 12=Esc				

TO VIEW PO BALANCES:

- ___ 1 Type <F201> at the Panel line.
- ___ 2 Press <Enter>.

The F201 Invoice Query screen will display.

Panel:		F201. Invoice Query				Year: 2020		
P Vendor	Invoice	Inv Date	PO	TSLC	Tran Nbr	T	Batch	N
V		F	20290340					
		T						
Vendor	Invoice	Inv Date	PO	TSL C	Amount	Check N		
V0000000028	406250590	06252019	20290340	SCP 4	138.44	000021728C		
						10062019		
V0000000028	407290543	07292019	20290340	SCP 4	393.38	000022651C		
						10272019		
V0000000028	407300515	07302019	20290340	SCP 4	22.32	000022651C		
						10272019		
V0000000028	408020528	08022019	20290340	SCP 4	188.70	000022492C		
						10202019		
V0000000028	408020585	08022019	20290340	SCP 4	9.99	000022986C		
						10022019		
V0000000028	408040704	08042019	20290340	SCP 4	3.47	000022986C		
						10022019		
*Subtotal					756.30			
						+		
1=Hlp	3=Exit	4=Prpt	5=Refr	7=Bwd	8=Fwd	11=View	12=Esc	

Note: This query will allow you to research what invoices have been paid and the date the AP check was cut. You will also be able to determine the remaining dollar amount of open blanket PO's.

To view the details of an invoice:

- ___ 3 Place the cursor on the line you wish to view by using the down <↓> arrow.
- ___ 4 Press <F11> to view the detail of the invoice.