<u>REX "CHEAT SHEETS"</u>

These "cheat sheets" assume you know how to log onto the ALLN01 system. If you don't, please contact your Departmental Security Administrator (DSA) or Terry Malosh in IS&C. For more detailed information on the Requisition Express (REx) system, please go to http://www.purchasing.ucsb.edu/Forms/REx.pdf

Please note that REx is not case sensitive.

HOW TO INITIATE A REQUISITION

From the Main Menu, choose the following screens, making sure the departmental code is correct:

RX (*Requisition Express*)
PR (*Purchase Requisition*)
RQ (*Entry/Modify/Browse Requisition*)

Once the *"**Maintain Purchase Requisition – Header Information**"* screen is active, enter action code "**A**" for add. Type over the "**A**" that is already there.

Use the tab key to enter data from field to field.

Press ENTER.

Please note: If all the data has been entered correctly, the system will assign a form #. This number should then be handwritten on each page of your supporting documentation.

Press PF6 to enter all the detail (line items, item specifications, budget information and equipment information, if appropriate).

Press ENTER

Watch the upper left-hand corner of the screen for messages.

The requisition is complete when the message states "*The Record has been Added Successfully*".

You may now choose to:

- Print a requisition copy (PF4)
- Complete another requisition
- Exit the system (PF3)

HOW TO ADD ADDITIONAL LINE ITEMS (ASSUMING ONE LINE ITEM HAS ALREADY BEEN ENTERED):

From the Main Menu, choose the following screens, making sure the departmental code is correct:

RX *(Requisition Express)*
PR *(Purchase Requisition)*
RQ *(Entry/Modify/Browse Requisition)*

Once the ***"Maintain Purchase Requisition – Header Information"*** screen is active, type "**B**" for browse in the action code field.

Press ENTER

A list of form numbers will be shown on the screen. Use PF8 to scroll forward for more records.

Place your cursor anywhere on the record you would like to browse.

Press ENTER

Press PF6 for the ***"Maintain Purchase Requisition – Line Items"*** screen.

From the ***"Maintain Purchase Requisition – Line Items"*** screen, enter action code "**C**" (clear), typing over the letter that is already there.

Press ENTER

The system will show the next available line item #. <u>Confirm</u> the action code of "**A**". Use the tab key to enter new line item data.

Complete the entire page of information, then press ENTER.

Watch the upper left-hand corner of the screen for error messages.

The line item has been added when the message states "*Line Item added Successfully*".

Press F2 to go back to the ***"Maintain Purchase Requisition - Header Information"*** screen.

VIEW ALL LINE ITEMS ENTERED IN A SINGLE REQUISITION

From the Main Menu, choose the following screens, making sure the departmental code is correct:

RX *(Requisition Express)*
PR *(Purchase Requisition)*
RQ (*Entry/Modify/Browse Requisition*)

Once the ***"Maintain Purchase Requisition – Header Information***" screen is active, type "**B**" for browse in the action code field.

Press ENTER

A list of form numbers will be shown on the screen. Use PF8 to scroll forward for more records.

Place your cursor anywhere on the record you would like to browse.

Press ENTER

Press PF6 for the ***"Maintain Purchase Requisition – Line Items"*** screen

From the "***Maintain Purchase Requisition – Line Items***" screen, enter action code "**B**" for browse.

Press ENTER

Up to 12 lines will be displayed.

Use PF8 to scroll forward for additional line items.

To change one of the line items listed, put your cursor on that line item and press ENTER. The line item information will be displayed on the screen.

Enter Action Code "**M**" to modify the line item information.

Press ENTER after changes have been made.

Watch the upper left-hand corner of the screen for error messages.

The requisition is complete when the message states the "*Record has been Added Successfully"*.

Use F2 to go back to the "***Maintain Purchase Requisition - Header Information*"** screen.

TO ENTER NOTES TO THE BUYER

From the ***Main Menu***, choose the following screens, making sure the departmental code is correct:

RX (*Requisition Express)*
PR *(Purchase Requisition)*
RQ (*Entry/Modify/Browse Requisition)*

Once the ***"Maintain Purchase Requisition – Header Information"*** screen is active, type "**B**" for browse in the action code field.

Press ENTER

A list of form numbers will be shown on the screen.
Use PF8 to scroll forward for more records.

Place your cursor anywhere on the record you would like to browse.

Press ENTER

From either the ***"Maintain Purchase Header Information***" or ***"Line Items"*** screen, press PF10

Enter Action Code "**A**" when typing notes for the first time.
Enter Action code "**M**" when changing or modifying notes.

Press ENTER

Press PF2 to return to the previous screen

TO VIEW BUDGET INFORMATION

From the Main Menu, choose the following screens, making sure the departmental code is correct:

RX (*Requisition Express)*
PR (*Purchase Requisition*)
RQ (*Entry/Modify/Browse Requisitio*n)

Once the "***Maintain Purchase Requisition – Header Information***" screen is active, type "**B**" for Browse in the action code field.

Press ENTER

A list of form numbers will be shown on the screen. Use PF8 to scroll forward for additional records.

Put your cursor anywhere on the record you would like to browse.

Press ENTER

From the "***Maintain Purchase Header Information***" screen, press PF9

Budget data (by line item) will appear.

Please note: This function will <u>not</u> allow you to make changes to budget data. Changes must be made by modifying data in the "***Maintain Purchase Requisition - Line Items"*** screen.

Press PF2 to return to the previous screen.

HOW TO FIND A PO # AND THE STATUS OF A REQUISTION

From the ALLN01 Main Menu, enter "**AP**" for *Approvals of Requisitions*

Press ENTER

At the "***Financial Systems Approvals Main Menu***" screen, type "**DR**" for *Department Requisition Approval Status*

Press ENTER

The "***Browse Requisitions for Department***" screen will prompt you to enter either the requisition date (Req Date) or requisition form number (Req Form #).

Tab over to the next field to Input the Req Form #

Press ENTER

The requisition status will be shown. Status options include:

Message:	Meaning:
IN PURCH	Requisition currently being processed in Purchasing
RELEASED	Requisition released by department and on it's way to Purchasing
NEW	Department has not yet released requisition.

A Purchase Order number will show if one has been assigned.

TO RELEASE A REQUISITION

The user must be set-up with the appropriate Security Group under the appropriate departmental code. See your DSA for more information.

From the Main Menu, choose the following screens, making sure the departmental code is correct:

RX *(Requisition Express*)
PR (*Purchase Requisition*)
RQ (*Entry/Modify/Browse Requisition*)

Once the "***Maintain Purchase Requisition – Header Information***" screen is active, type "B" for browse in the action code field.

Press ENTER

A list of form #'s will be shown on the screen. Use PF8 to scroll forward for additional records.

Place your cursor anywhere on the record you would like to browse.

Press ENTER

Review the record by:

Pressing PF6 for a list of item specifications,
Pressing PF9 to review budget data,
Pressing PF10 to review notes to the buyer

If changes are needed, inform the preparer to make such changes.

Once the record is ready for release, press PF11 from either screen.

The ***"Department Requisition Release"*** screen will appear:

FDP (Federal Demonstration Project) Equipment Usage Assurance requires certification for agency-funded projects. If you answer "yes" to this question, the department has the responsibility to retain a copy of the PI's authorization on file. You **MUST** answer this question with either "yes" or "NA"

Enter "Y" in Department Approval if you wish to approve the requisition.

Select other Administrative Approvers according to commodity type (please review all 4 pages of this list) by typing an "X" in the space provided. Press PF8 to scroll forward to see the other approval screens.

Press ENTER

The system will give you a final warning: *"Do you want to continue this release process Y/N?"* Enter "Y" or "N."

Press ENTER

Watch the upper left-hand corner of the screen for error messages. Press PF2 to return to the menu options.

TO RELEASE A REQUISITION INITIATED BY ANOTHER DEPARTMENT

To approve a requisition that was initiated by another department (or department code), you must first obtain authorization from that department's DSA.

From the ALLN01 Main Menu, choose the following screens:

AP (*Approvals of Requisitions*)
PA *(Pending Approvals of Requisitions)*

Place your cursor on the form number you wish to approve.

Press ENTER.

Enter either "Y" or "N" next to the words "*Approved (Y/N)*".

If you choose "N", type the reason(s) for the denial in the space provided. This message will be sent electronically to the initiating department.

If you choose "Y", the requisition will be electronically forwarded to the other administrative approvers. Once they approve the requisition, it will be sent electronically to the Purchasing Office for processing.

IF I HAVE A CHANGE TO A RECENTLY SUBMITTED REQUISITION

Email the changes to the appropriate buyer with a cc: to your departmental releaser. Be as specific as possible about the details of the change.

HOW TO LOOK UP THE DETAILS OF A PURCHASE ORDER BY THE PO#:

From the ALLN01 ***Main Menu***, choose the following screens:

RX *(Requisition Express*)
PO (*Purchase Order Browses*)
PO (*Purchase Order Number)*

At the ***"Browse/Select PO #"*** screen, you may either type in the PO# you wish to view, or press PF8 to scroll forward for more records.

Place your cursor on the purchase order number you wish to view.

Once the ***"Purchase Order Header Display for Departments"*** screen is active, press PF5 for *Items.*

The ***"Purchase Order Line Item Details"*** screen will show you the description, quantity, unit, price, taxable amount, and total amount of each individual line item of that particular PO.

Press PF2 to return to the previous screen or PF3 to exit the system.

HOW TO PURGE (DELETE) AN INDIVIDUAL LINE ITEM:

From the Main Menu, choose the following screens, making sure the departmental code is correct:

RX *(Requisition Express)*
PR *(Purchase Requisition)*
RQ *(Entry/Modify/Browse Requisition)*

Once the ***"Maintain Purchase Requisition – Header Information"*** screen is active, type "**B**" for browse in the action code field.

Press ENTER

A list of form numbers will be shown on the screen. Use PF8 to scroll forward for more records.

Place your cursor anywhere on the record you would like to browse.

Press ENTER

Press PF6 for the ***"Maintain Purchase Requisition – Line Items"*** screen.

From the ***"Maintain Purchase Requisition – Line Items"*** screen, enter action code "**B**" (browse), typing over the letter that is already there.

A list of line items will be shown on the screen. Use PF8 to scroll forward for additional records.

Put your cursor anywhere on the line item you would like to purge.

Press ENTER

The line item detail will be shown on the screen

Enter action code "**P**" (purge), typing over the letter that is already there.

Press ENTER

A warning message will appear confirming the purge. Type "Y" and press ENTER.

Note: All line items listed after the deleted line item will return to sequential order.

At the action command, type "**B**" and then press ENTER to view all active line item details.