



## Purchasing System/OLR Quick Reference

Creating, Modifying, Reviewing and  
Approving On Line Requisitions

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### Purchasing/FRS Support Contacts

**Purchasing Customer Service** 621-1747  
**Main Fax:** 621-5179  
**OLR/dPR attachments "only"** 626-8008

**dPR/OLR- HELPLINE "only"** 626-4000

(Guidance on how to process Online  
Requisitions, FRS/Purchasing related issues)

**FRS ID Access** 626-3072  
**dPR/OLR Approval Passwords** 626-3072

**email: support@fso.arizona.edu**

### Web sites:

**Procurement & Contracting Services**  
<http://pacs.arizona.edu>

### Training

Arizona *BuyWays* E-Procurement Training  
Introduction to OLR/dPR  
P-Card: Cardholder Training  
Purchasing Policies & Procedures  
<https://www.fso.arizona.edu/isw/default.asp>

**Financial Services Office**  
<http://www.fso.arizona.edu>

**FRS Departmental Manual**  
<http://www.fso.arizona.edu/fso/deptman>

*Notifications of system down times will be posted on  
the Supersession Bulletin Board and in the FRS-  
ALERTS listserv*

*For detailed instructions refer to Section 10 in the  
FRS Departmental Manual*

<http://www.fso.arizona.edu/fso/deptman/10/>

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### To Bid or not to Bid?

If a dPR is	Procedure
< \$5,000	Bid not usually required
\$5,000 - \$50,000	Informal Competitive Written Proposals/Bids (Minimum of three)
≥ \$50,000	Sealed Competitive proposal /bid

### Trying to Locate a PO or dPR number?

#### 29A Department Purchasing Menu Options

**If you don't know the PO number, but know the  
dPR number:**

1. Go to screen 29B
2. Enter the dPR in the DOCUMENT field.
3. Press **ENTER**. The PO number displays at the bottom of the screen.

**If you don't know the dPR number, but know the  
PO number:**

1. Go to screen 29C.
2. Enter a 0 (PO) in the CODE field.
3. Enter the PO in the DOCUMENT field.
4. Press **ENTER**. The dPR number will display in the REFERENCE field.

**If you don't know the dPR & the PO doesn't exist.**

1. Go to screen 29Q.
2. Enter the department number where the dPR was created.
3. Complete any other information that you know about the dPR.
4. Press **ENTER**. You will advance to 29Q (2), four (4) dPRs that meet the selected criteria will display. To see the next four, press F8.

### Purchasing System Codes

<http://www.fso.arizona.edu/fso/deptman/10/1050scre.html>

#### Document Codes

- 0** Regular Purchase Order (PO)
- 1** Purchase Requisition (PR)
- 3** Proposal/Bids

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### Document Formats

L Long Term Bid (over 1 year)  
P Regular PO  
Q Alt. Regular PO  
R dPR/OLR  
S Short Term Bid (1 year or less)  
Y Long Term PO  
Z Alt. Long Term PO

### Tax Rate Codes

**NO** No Tax Code      **UT** 6.6% Use Tax  
**Y** Plus applicable taxes

### Document Types

#### Purchase Requisition (dPR) Types

**CH** Change Order  
**ON** Ongoing Purchase Order  
**PR** Regular Purchase Requisition

#### Purchase Order (PO) Types

**AX** Auxiliaries  
**BO** Blanket Order      **RO** Repair Order  
**CO** Constr. Order      **RT** Rental Order  
**CS** Consulting Svcs      **SC** Sub-Contracts  
**LP** Lease Purchase      **SL** SoftwareLicense  
**OP** Ops/Prop Lease      **UN** Unencumbered PO  
**PM\*** Printing Order      **UP** UPI Purchase  
**QS** Quoted Services      **VP** Variable Price Order  
**R2** Regular Order      **VQ** Variable Qty. Order  
**R3\*** Regular Order

*\*A receiving report is required before invoices on  
these Purchase Orders can be paid*

#### UPO (Unit Processing Override) Codes

**D** Line item has been deleted (PR or PO)  
**N** No charge for this line item (PR or PO)  
**T** Text line—prints on the document (PR or PO)  
**X** Line item has been erased (PR or PO)  
**!** Text line—will not print on the document  
**A** Allow payment as invoiced (PO)  
**F** Line item has been finalized (PO)  
**M** Multiple invoices allowed on this line (PO)

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### Steps to Creating a dPR

<http://www.fso.arizona.edu/fso/deptman/10/1011how.html>

**1 - 29H (Header):** Enter ordered by and delivery information; also account and object code when using document funds.

**2 - 29V (Vendor):** Enter at least one suggested vendor's name, complete address, phone number and contact person. **NOTE:** Use screen 22N to add additional vendors.

**3 - 29L (Lines):** For each item ordered, enter quantity, unit of measure, unit price and up to 10 lines of description; also, account and object code when using line item funding.

**4 - 03A (Session Open):** Open a session to allow encumbrances to process.

**5 - 29T (Trailer):** Complete the dPR; also have the option to change the encumbrance description.

**6 - 29E (Funding):** Displays account number(s), object code(s), amount and/or percent distribution.

### Reviewing/Approving a dPR

<http://www.fso.arizona.edu/fso/deptman/10/1013appr.html>

<http://www.fso.arizona.edu/fso/deptman/10/1014spec.html>

<http://www.fso.arizona.edu/fso/deptman/10/1015quer.html>

**29P (Pending):** Displays summary information of dPRs that are not fully approved. (§10.15)

**29R (Ready):** Displays summary information of dPRs that are fully approved, but not transferred to a bid, PO or PPO. (§10.15)

**29K (Approval):** Displays summary information of dPRs that are waiting for your approval. (§10.13)

**22N (Internal NotePads)** this line is text for internal use only, will not print on dPR.

**29Q (Query):** Allows you to search for dPRs within a department that meet specific criteria. (§10.15)

**29W (Route Tracking):** Summarizes key stages in the dPR process. (§10.15)

**29S (Signatures):** Displays the names and phone numbers of the required approvers, names of alternate approvers and date approved. (§10.15)

**29U (User definition):** Allows users to establish dPR review and approval criteria. (§10.13)

**29Z (Deleting/freezing dPRs):** Allows you to erase or delete dPR headers or lines. You can also freeze and thaw dPRs. (§10.14)

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## Creating a dPR (Use TAB to move between fields.)

<http://www.fso.arizona.edu/fso/deptman/10/1011how.html>

### Step 1 - Screen 29H (Header)

**SCREEN: 29H - Press: ENTER**

**CODE: 1 DOCUMENT: R Press: ENTER.**

**To start a new dPR:** Leave the **R**, delete the numbers. Press **ENTER**.

### Purchase Requisition Types

- CH** Change Order (To change existing POs, see §10.14.)  
**ON** Ongoing Orders: (To establish ongoing orders, such as, Blanket Orders, Maintenance Agreements, Sub-contract, and Leases.)  
**PR** Regular Purchase Requisition.

### Shortcuts

Field	Shortcut	Result
CAMPUS DEPT		Leave blank 20 character dept name
TECH INFO #	#	Copies name & number of ORDERED BY person.
ADMIN INFO #	#	Copies name & number of ORDERED BY person.
DEPT NAME #	#	Copies CAMPUS DEPT. 30 character dept name
CITY	@ Last 2 digits Of the zipcode	Completes CITY, STATE & ZIPCODE* with Tucson, AZ 857xx

\* Enter the 4 digit building number in the last four digits of the ZIPCODE.

### Funding Methods:

#### Use Document Funding (screen 29H)

For the use of more than 1 or more accounts "Only" 1 object code

#### Use Line Item Funding (screen 29L) for

Blanket Orders, Unencumbered PO's, Lease Purchases, Operating/Property Lease, Sub-Contracts, Long Term PO's, and all Ongoing Orders. Or; if 1 or more accounts with 2 or more object codes.

After all fields are completed, press **ENTER**. The system will assign a dPR number. Note the number for future reference. Press **ENTER** to advance to screen 29V.

### Step 2 - Screen 29V (Vendor)

**TYPE:** Suggested vendor name, & complete address.

**Exception:** Refer to FRS Departmental Manual, §10.14, Special Processing, for bid only dPR procedures and Change Orders.

Press **ENTER**. The following message appears: DPR XXXXXXX HAS BEEN MODIFIED.

Press **ENTER** to advance to screen 29L.

### Step 3 - Screen 29L (Lines)

Use 29L to describe the merchandise/services you are ordering and to detail special instructions to the vendors. Each item is a separate line number.

Complete: QTY, UOM, UNIT PRICE & DSCRPTN

#### Exceptions:

- If you type **N** (no charge) in the UPO field, do not complete the UNIT PRICE field.
- If you type **T** (Text line) in the UPO field, complete **only** the DESCRIPTION field.

#### UPO (Unit Processing Override Codes)

<http://www.fso.arizona.edu/fso/deptman/10/1014spec.html>

- D** Delete line item when the dPR has been trailered.  
**X** Erase line item when the dPR has **not** been trailered.  
**N** No Charge for this line item. Use when receiving a free item, or when requesting that a PO encumbrance be reduced.  
**T** Text Line. This item prints on the PO, use for special vendor instructions or to reference an A Tag.  
**!** Notepad. This line was created on screen 22N when a notepad was added to the dPR. This line will not print on the PO. Modify it on screen 22N.

Press **ENTER**.

- If you typed **N** in the MORE LINES field and a session has not been opened, you will advance to screen 03A.
- If you typed **N** in the MORE LINES field and a session is open, you will advance to screen 29T.
- Otherwise (**Y** in the MORE LINES field), the LINE field will increase by 1 and a new line will appear for you to enter your next item.

To access a previous line, type the line number in the LINE field. Press **ENTER**.

### Step 4 - Screen 03A

This screen is used to open a session so that an encumbrance can be sent to your FRS accounts once the dPR has been trailered (*completed*).

**SESSION REFERENCE:** Type in your five digit department number (and a letter if applicable, this letter identifies who in the department created the OLR/dPR). Letters are assigned by the department.

**SESSION STATUS:** Type the letter O to open the session.

**DESCRIPTION:** User's last name first initial.

Press **ENTER** to advance to screen 29T.

### Step 5 - Screen 29T

Use this screen to complete the dPR. When you complete the dPR it will be routed for approval and encumbered on your account.

**ENCUMBRANCE DESCRIPTION:** Describes the dPR. This description appears on your FRS Reports and screens.

**TAB** to the TRAILER field. Type **Y**. Press **ENTER**. The message "MULTIPLE MESSAGES EXIST" will display.

Press **ENTER** to advance to screen 29E to review funding. "**Document pending approval**" will be displayed. **You are done.**  
Press **ENTER** to advance to screen 29H.

**NOTE:** The dPR you've just created will appear on screen 29H. To start another dPR, leave the letter and delete the numbers. Press **ENTER**.

### Screen 29K - Approving a dPR

<http://www.fso.arizona.edu/fso/deptman/10/1013appr.html>

Go to screen 29K. If necessary, enter the Authorized Approver's ID. Press **ENTER**.

A list of dPRs requiring your approval will display. Using the SEL options listed at the bottom of the screen, review the dPR.

To approve, type **A** next to the dPR. Press **ENTER**. If necessary, you will be asked for the approval password. When the dPR is approved you will receive the message DOCUMENT APPROVED. PRESS ENTER TO CONTINUE. Press **ENTER**. The approved dPR is removed from the in basket.

### Error Messages

<http://www.fso.arizona.edu/fso/deptman/10/1071messages.html>

#### INVALID DOCUMENT NUMBER

**Reason:** There isn't a document number in the field or an invalid number has been entered.

**Required Action:** If you are creating a new document, type in an R and press ENTER. If you are trying to review/change an existing dPR, verify that the number is correct and that the first character is an R.

#### REQUIRED FIELDS ARE MISSING

**Reason:** A required field is missing.

**Required Action:** The cursor will move to the field missing information. Complete and press ENTER.

**NOTE:** If you receive this message while trying to create a TEXT line, verify that a T has been typed in the UPO field.

#### INVALID ACCOUNT NUMBER or ERRORS FOUND IN EDITING

**Reason:** The account number was typed incorrectly or the object code (last 4 digits) was not added to the account number.

**Required Action:** Verify that a valid 10 digit account number/object code has been entered.

#### INVALID PERCENT/AMOUNT COMBINATION

**Reason:** A percent and dollar amount have been entered on the same line.

**Required Action:** Type in either a dollar amount or a percent. (See panel 2, for more information on funding methods.)

#### PERCENTS MUST TOTAL 100

**Reason:** Percentages do not total to 100.

**Required Action:** Verify that percents total 100. **NOTE:** If you have one account number and one object code, type 100 in the PERCENT field and leave the AMOUNT field blank.

#### INVALID COUNTRY, UOM, UPO, etc.

**Reason:** The value typed in this field does not match the values established in FRS.

**Required Action:** Use the HELP key (F2) to get a list of valid codes.

#### DESCRIPTION ONLY WHEN UPO=T

**Reason:** Something is entered in the QUANTITY, UOM or UNIT PRICE fields.

**Required Action:** Delete the entries.

#### MUST ENTER 1 ACCT AND 100% ONLY

**Reason:** Type CK must use document funding with one account/object code and 100%.

**Required Action:** Enter one account and one object code in the ACCOUNT field and 100% in the Percent field.