



Purchasing System/OLR Quick Reference

Creating, Modifying, Reviewing and
Approving On Line Requisitions

February, 2008

Purchasing/FRS Support Contacts

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

dPR/OLR- HELPLINE 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 and dPRs
PCard: 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 - \$25,000	Buyer discretion
\$25,000 - \$50,000	Informal Competitive Written Proposals/Bids (Minimum of three)
≥ \$50,000	Sealed Competitive proposal /bid

Requesting a PPO

Use type **CK**, document funding and:

- ONE** Account/ONE Object Code
- ONE** hundred percent/ONE vendor
- ONE** thousand dollars or less
- ONE** shipment (no back orders)/ONE dPR

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:

- Go to screen 29B
- Enter the dPR in the DOCUMENT field.
- Press **ENTER**. The PO/PPO number displays at
the bottom of the screen.

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

- Go to screen 29C.
- Enter a 0 (PO) or 8 (PPO) in the CODE field.
- Enter the PO/PPO in the DOCUMENT field.
- Press **ENTER**. The dPR number will display in
the REFERENCE field.

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

- Go to screen 29Q.
- Enter the department number where the dPR was
created.
- Complete any other information that you know
about the dPR.
- 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)
- 0** P-Card Purchase Order (PO)
- 1** Purchase Requisition (PR)
- 3** Proposal/Bids
- 8** Prepaid Purchase Order (PPO)

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Document Formats

C PPO (Pre-paid purchase order)
L Long Term Bid (over 1 year)
O P-Card PO
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** 5.5% Use Tax
Y Plus applicable taxes

Document Types

Purchase Requisition (dPR) Types

CH Change Order
CK PPO (Pre-paid Purchase Order)
ON Ongoing Purchase Order
PR Regular Purchase Requisition

Prepaid Purchase Order (PPO) Type

PP Prepaid Purchase Order

Purchase Order (PO) Types

AX Auxiliaries **RC** P-Card PO>\$5,000
BO Blanket Order **RO** Repair Order
CO Constr. Order **RT** Rental Order
CS Consulting Svcs **SC** Sub-Contracts
LP Lease Purchase **SL** SoftwareLicense
OP Oper/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, 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)

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)

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

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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)****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.)**CK** PPO (To request a Prepaid Purchase Order, see panel 2.)**ON** Ongoing Orders (To establish ongoing orders, such as, Blanket Orders and Maintenance Agreements.)**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.
CITY	@	30 character dept name
	<i>Last 2 digits of the zipcode</i>	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)**

If you want a PPO, or will be using 1 or more accounts/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 in suggested vendor name, and 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 QUANTITY, UOM, UNIT PRICE and DESCRIPTION.

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. Trailer the dPR to adjust the encumbrance.
- 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. This letter identifies who in the department created the dPR. Letters are assigned by the department.**SESSION STATUS:** Type the letter O to open the session.**DESCRIPTION:** User's last name.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.