



Board of County Commissioners
Office of Purchasing

**Title: Tresun Procedures
for Requisitions**

Effective Date: 12/20/96 Supersedes Date:

Procedure No: PP-230

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I. Purpose

To provide detailed instructions for entering requisitions and awarding purchase orders in the TreSun purchasing system

II. Scope

This procedure applies to all requisitions.

III. General

Following is a detailed procedure to be followed when entering requisitions for purchase of materials, supplies, services, etc..

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A. Log-in

1. Log into TreSun system using “Dejawint”, using user id and your password.

AIX Version 4
(C) Copyrights by IBM and by others 1982, 1994.
login: _____
xxxxxxx Password: _____

2. Select organization and enter the corresponding number and press the enter key.

ESCAMBIA COUNTY		
DATE: 07/26/96	MAIN MENU	USER:
<p>1.BOARD OF COUNTY COMMISSIONERS 2.CIVIL SERVICE BOARD 3.HUMAN RELATIONS COMMISSION</p> <p>E. Exit</p> <p>CHOICE: []</p>		

B. Printer selection

note: The report printer should be selected upon starting the system. The purchase order printer will automatically be selected upon printing a purchase order or change order.

1. Select option #3 “Printer Selection” and press the enter key.
2. Select the correct printer option and press the enter key. After the printer is selected press “E” for exit and press the enter key.



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Escambia County PRINTER/FICHE DESTINATION MENU TreSun Corporation
 CURRENT PRINTER DESTINATION IS: IpO FICHE DESTINATION IS:

- | | |
|--|---|
| 1. Information Resources Printer | A. Fund Accounting Microfiche |
| 2. Dot Matrix attached to your PC | H. Human Resources Microfiche |
| 3. Network Laser 10 cpi | N. No Microfiche |
| 4. Network Laser 12 cpi | D. Download file (/usr/tresun/download) |
| 5. Network Laser 16 cpi | |

Shared Local Printers

- | | |
|---------------------------|-------------------------------------|
| 6. Budget - 1 | |
| 7. General Accounting - 1 | P. Purchase Order Printer |
| S. Payroll - I | S. Purchasing Report Printer |
| 9. Accounts Payable - I | 0. Other Purchasing Printer |
| B. Board Services | |
| R. Room 419 Printer | |
| T. Treasury - I | |
| E. EXIT | |

CHOICE:[]

C. Entering into the Purchase Order System

1. Select option #1 "Live Database" and press the enter key.

ESCAMBIA COUNTY BOARD OF COUNTY COMMISSIONERS TreSun Corporation
 DATE: 07/26/96 MAIN MENU USER:

PRINTER : IpO
 TERMINAL:

1. LIVE DATABASE
 2. TRAINING DATABASE
 3. PRINTER SELECTION
- E. Exit

CHOICE: []



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2. Select option #3 "Purchasing Menu" (no need to press the enter key from here on, until you are exiting the system).

SECURE: 1 2 3 4 5 6 7 8 9 EXIT

ESCAMBIA COUNTY
 TRESUN CORPORATION

MAIN

07/26/1996

- 1. Fund Accounting Menu
- 2. Human Resources Menu
- 3. Purchasing Menu**
- 4. Fixed Assets Manager
- 5. Budget Preparation Menu
- 6. ACTIONit

- 8. Utilities Menu
- 9. System Administration Menu

- E. EXIT

3. Select option #5 "Purchase Order System"

SECURE: 1 2 3 4 5 6 7 8 9 EXIT

ESCAMBIA COUNTY
 TRESUN CORPORATION

MAIN

07/26/1996

- 1. Post Encumbrances - Batch
- 2. Fund Accounting Display/Queries
- 3. Print Custom Purchase Orders
- 4. Print Custom Change Orders
- 5. PURCHASE ORDER SYSTEM**

- E. EXIT



D. Requisition entry

1. Select option #8 "Update/Query Requisitions"

PURCHASING: 1 2 3 4 5 6 7 **8** 9 A B C D F G H I J K ...

UPDATE/QUERY/PRINT COMMODITY TABLE

ESCAMBIA COUNTY BOCC *LIVE DATABASE*
 PURCHASING AGENT

TreSun/PEI
 07/26/96 PERIOD 10/96

- | | |
|------------------------------------|---------------------------------|
| TABLE MAINTENANCE | PURCHASING PROCESS |
| 1 COMMODITY TABLE | F UPDATE/QUERY PURCHASE ORDERS |
| 2 VENDOR LIST | G APPROVE PURCHASE ORDERS |
| 3 SHIPPING TABLES | H POST PURCHASE ORDERS |
| 4 VENDOR BID INFORMATION | I PRINT PURCHASE ORDERS |
| 5 TAX RATE TABLE | J UPDATE/QUERY CHANGE ORDERS |
| 6 DISTRIBUTION DEFINITIONS | K PRINT CHANGE ORDERS |
| 7 APPROVAL DEFINITIONS | L PRINT PURCHASE ORDERS REPORTS |
| REQUISITIONS PROCESS | M DISPLAYS AND QUERIES |
| 8 UPDATE/QUERY REQUISITIONS | N RECEIVE ORDERED MATERIALS |
| 9 APPROVE REQUISITIONS | MAINTENANCE FUNCTIONS |
| A PRINT REQUISITIONS | P PURGE CLOSED REQS/P.O.S |
| B PRINT REQUISITION REPORTS | Q SETUP 1099 TYPES |
| C PRINT BID LIST/MAILING LABELS | R PURCHASE ORDER TYPE TABLE |
| D CONVERT REQUISITIONS TO P.O.S | |

2. Add (enter "A" for add or highlight the word "Add" and press the enter key) requisitions. The following fields must be filled in:

- Requisitions number
- Cost Center
- Ship Code
- Rec Vendor/Addr# (vendor number)
- Buyer is not required by the system, but must be filled in

Note: we will be having the system auto number the requisitions in the future.



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UPDATE REQUISITIONS- ~~ADD~~ CHANGE DELETE QUERY HELP END

ADD REQUISITIONS

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REQUISITION
COST CENTER
DATE REQUESTED
DATE REQUIRED
SHIP CODE
REC VENDOR/ADDR
DATE APPROVED
DATE REJECTED
DATE BIDS REQUESTED
DATE BIDS DUE
DATE AWARDED
BUYER
COMMENTS

ENTER Y IF CORRECT OR N TO REENTER

3. Query - Note: each field except the requisition number can be queried by holding down the “Ctrl” (control) key and pressing "I" or pressing the Tab key.

Press the “enter” key until you get to the field holding the information you are looking for. Please note the * asterisk is considered a “wild card”, meaning it fills in for any unknown information before or after the information you are looking for.

Example:

1. FM-* = FM-0, FM-1, FM-2, etc.
2. *Bondurant* = D.J. Bondurant Lumber Company
3. *Grainger* = W.W. Grainger, Grainger, etc

After you have typed in your query press the “enter” key, then press the “Esc” escape key. Follow the menu at the top for your next action (next, previous, or end). “End” brings the information on the current screen into the requisition.



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UPDATE REQUISITIONS: ADD CHANGE DELETE QUERY HELP END
ADD REQUISITIONS

----- 07/26/96 PERIOD 10/96

REQUISITION	FM@186	
COST CENTER	310201	Administrative
DATE REQUESTED	07/26/1996	
DATE REQUIRED		
SHIP CODE		
REC VENDOR/ADDR		0
DATE APPROVED		
DATE REJECTED		

SHIPPING TABLE: QUERY UPDATE EXIT
QUERY SHIPPING RECORDS

ENTER Y IF CORRECT OR N TO REENTER
ENTER CODE FROM SHIPPING TABLE TO SPECIFY SHIPPING ADDRESS

UPDATE REQUISITIONS: ADD CHANGE DELETE QUERY HELP END
ADD REQUISITIONS

----- 07/26/96 PERIOD 10/96

REQUISITION	FMO186	
COST CENTER	310201	Administrative

QUERY SHIPPING TABLE: QUERY END
QUERY SHIP TO INFORMATION

SHIP TO CODE:
ADDRESS LINE 1
ADDRESS LINE 2
ADDRESS LINE 3
ADDRESS LINE 4

ENTER Y IF CORRECT OR N TO REENTER
ENTER CODE FROM SHIPPING TABLE TO SPECIFY SHIPPING ADDRESS



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4. After entering all the information press the “Esc” (escape) key, wait a moment and enter “Y” for yes or “N” for no. This takes you to the “Commodity Screen”

5. The following fields must be filled in.

- Vendor number
- Commodity description
- Measure
- Quantity
- Unit Price
- Cost Center
- Account

Note: all other fields are optional

UPDATE REQUISITIONS: ADD CHANGE DELETE QUERY HELP END
 ADD REQUISITIONS

-----07/26/96 PERIOD 10/96

REQ NUMBER	FM0186	ITEM NO	1					
VENDOR	192900	ADDRESS	0	PO NUMBER		ITEM NO		
COMMODITY	---	VEN PROD #						
STOCK NO.						MEASURE	CASE	
SANDING SEALER,		6 GALS/CASE				QUANTITY		1.00
						UNIT PRICE		15.4900
						EXTENDED \$		15.49
						FREIGHT		0.00
						TAX % 0.00		0.00
						TOT COMMOD		15.49
DIST. TYPE	A	CODE	*N/A*	REM PERCENT		REM AMT	15.49	
COST CENTER	310201	ACCOUNT	55201	TASK		AMOUNT		15.49
Operating Supplies						TOTAL REG		15.49

ENTER Y IF CORRECT OR N TO REENTER

PRESS ESC KEY TO EXIT, CONTROL-0 TO INSERT CHARGE, CONTROL-Y TO DELETE CHARGE



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6. Enter to accept the vendor or "Ctrl I" to re-select for this item. Enter through the number for the vendor address.

Note: This allows for issuing separate purchase orders for individual items from the same requisition.

7. Enter the commodity number for term contract items or enter past for non-contract items.

Note: Commodity numbers may not be entered into the system at this time. They must be entered at the "Commodity Table" option.

Note: "Control T" provides for "notes" which will appear on the Purchase Order. "Notes" come before the actual commodity.

8. Enter the description for non-contract items. You may enter until you reach the "Measure" field or "Esc" escape once the description is entered.

9. Enter the "Measure"

10. Enter the "Quantity"

11. Enter the "Unit Price"

Note: If the unit price isn't known it has been suggested that \$1.00 be entered. This is not to substitute for an estimate!

12. The following fields are optional at this point

Freight

Tax

Dist. Type

13. The "Cost Center" was entered on the front screen and shouldn't change, but if there are changes required enter them at this point.

14. Enter the "Object Code\Account" and press the enter key.

15. The following fields are not being used at this time, but may be in the future.

a. Task

b. Account

c. Percent

16. After entering all the information press the "Esc" (escape) key, wait a moment and enter "Y" for yes or "N" for no. This takes you to the next "Commodity Screen".

17. If you need to enter additional commodities continue or "Control P" to exit the commodity area and proceed to enter additional requisitions or "Control p" and "E" to end and exit "Update/Query Requisitions".



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E. Converting requisitions to Purchase Orders.

Note: “Convert Requisitions” prints a report. This report is on wide green bar paper. Please select the proper printer prior to entering this option. Please refer to selecting a printer for the correct procedure and printer.

1. Option #D “Convert Requisitions to PO’s and press the enter key.

PURCHASING: 1 2 3 4 5 6 7 8 9 A B C D F G H I J K ...

UPDATE/QUERY/PRINT COMMODITY TABLE

ESCAMBIA COUNTY BOCC *LIVE DATABASE*
 PURCHASING AGENT

TreSun/PEI
 07/26/96 PERIOD 10/96

- | | |
|--|---------------------------------|
| TABLE MAINTENANCE | PURCHASING PROCESS |
| 1 COMMODITY TABLE | F UPDATE/QUERY PURCHASE ORDERS |
| 2 VENDOR LIST | G APPROVE PURCHASE ORDERS |
| 3 SHIPPING TABLES | H POST PURCHASE ORDERS |
| 4 VENDOR BID INFORMATION | I PRINT PURCHASE ORDERS |
| 5 TAX RATE TABLE | J UPDATE/QUERY CHANGE ORDERS |
| 6 DISTRIBUTION DEFINITIONS | K PRINT CHANGE ORDERS |
| 7 APPROVAL DEFINITIONS | L PRINT PURCHASE ORDERS REPORTS |
| REQUISITIONS PROCESS | M DISPLAYS AND QUERIES |
| 8 UPDATE/QUERY REQUISITIONS | N RECEIVE ORDERED MATERIALS |
| 9 APPROVE REQUISITIONS | MAINTENANCE FUNCTIONS |
| A PRINT REQUISITIONS | P PURGE CLOSED REQS/P.O.S |
| B PRINT REQUISITION REPORTS | Q SETUP 1099 TYPES |
| C PRINT BID LIST/MAILING LABELS | R PURCHASE ORDER TYPE TABLE |
| D CONVERT REQUISITIONS TO P.O.S | |

2. Option #1 “Convert Requisitions”

REQUISITION CONVERT: 1 2 HELP END
 CONVERT REQUISITIONS

ESCAMBIA COUNTY BOCC *LIVE DATABASE*
 PURCHASING AGENT

TreSun/PEI
 07/26/96 PERIOD 10/96

1. CONVERT REQUISITIONS
2. CONVERT REQUISITIONS - COMBINE
 BY VENDOR



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3. Highlight "Process" or "P" to convert requisitions to purchase orders.

CONVERT REQUISITIONS: **PROCESS** HELP END
 CONVERT ALL REQUISITIONS

----- 07/26/96 PERIOD 10/96

REQUISITION
 COST CENTER
 DATE REQUESTED
 DATE REQUIRED
 SHIP CODE
 REC VENDOR/ADDR
 DATE APPROVED
 DATE REJECTED
 DATE BIDS REQUESTED
 DATE BIDS DUE
 DATE AWARDED
 BUYER
 COMMENTS

ENTER Y IF CORRECT OR N TO REENTER

4. Enter data that you wish to convert requisitions by.

Note: This process is in the form of a query. Requisitions can be converted by any field within this screen.

Example:

FM0150 - individual requisition number

FM* - all Facilities Management requisitions that have not been converted to requisitions to date (**warning: this converts all requisitions with the code FM**).

XX/XX/XX (Date) - all requisitions entered on that date

XX/XX* (Date) - all requisitions after a certain date

5. A report is printed with the following information:

REQ NUMBER/LINE PO NUMBER/LINE COMMODITY VENDOR

depending on the basis of the conversion there may be more than one requisition listed.



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F. Updating Purchase Orders.

1. Option #F / Update/Query Purchase Orders

PURCHASING: 1 2 3 4 5 6 7 8 9 A B C D F G H I J K ...

UPDATE/QUERY/PRINT COMMODITY TABLE

ESCAMBIA COUNTY BOCC *LIVE DATABASE*
 PURCHASING AGENT

TreSun/PEI
 07/26/96 PERIOD 10/96

TABLE MAINTENANCE
 1 COMMODITY TABLE
 2 VENDOR LIST
 3 SHIPPING TABLES
 4 VENDOR BID INFORMATION
 5 TAX RATE TABLE
 6 DISTRIBUTION DEFINITIONS
 7 APPROVAL DEFINITIONS
 REQUISITIONS PROCESS
 8 UPDATE/QUERY REQUISITIONS
 9 APPROVE REQUISITIONS
 A PRINT REQUISITIONS
 B PRINT REQUISITION REPORTS
 C PRINT BID LIST/MAILING LABELS
 D CONVERT REQUISITIONS TO P.O.S

PURCHASING PROCESS
F UPDATE/QUERY PURCHASE ORDERS
 G APPROVE PURCHASE ORDERS
 H POST PURCHASE ORDERS
 I PRINT PURCHASE ORDERS
 J UPDATE/QUERY CHANGE ORDERS
 K PRINT CHANGE ORDERS
 L PRINT PURCHASE ORDERS REPORTS
 M DISPLAYS AND QUERIES
 N RECEIVE ORDERED MATERIALS
 MAINTENANCE FUNCTIONS
 P PURGE CLOSED REQS/P.O.S
 Q SETUP 1099 TYPES
 R PURCHASE ORDER TYPE TABLE



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2. "C" or highlight "Change" to add information to purchase order.

UPDATE PURCHASE ORDERS: ADD CHANGE QUERY RESET PERIOD HELP END
 ADD NEW PURCHASE ORDERS

----- 07/26/96 PERIOD 10/96

PURCHASE ORDER
 COST CENTER
 PO TYPE BLANKET CONFIRMING
 VENDOR/ADDR
 ISSUED
 REQUIRED
 EXPIRES
 TERMS
 FREIGHT APPROVAL DATES
 DESCRIPTION APPR/ACCT
 BUYER
 ATTENTION OF REJCT/ACCT
 SHIP TO CODE
 SHIPPING ADDRESS APPR/AMT
 REJCT/AMT

ENTER Y IF CORRECT OR N TO REENTER

3. Enter the purchase order number. The following fields will need to be updated:

- Blanket Y or N
- Confirming Y or N
- Date required (note: dates must be used, 10 days is not accepted)
- Terms
- Freight
- Attentions of (attention at department level)



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UPDATE PURCHASE ORDERS: ADD CHANGE QUERY RESET PERIOD HELP END
 ADD NEW PURCHASE ORDERS

----- 07/26/96 PERIOD 10/96

PURCHASE ORDER
 COST CENTER
 PO TYPE BLANKET N CONFIRMING N
 VENDOR/ADDR
 ISSUED
REQUIRED
 EXPIRES
TERMS
FREIGHT APPROVAL DATES
 DESCRIPTION APPR/ACCT
 BUYER
ATTENTION OF REJCT/ACCT
 SHIP TO CODE
 SHIPPING ADDRESS APPR/AMT
 REJCT/AMT

ENTER Y IF CORRECT OR N TO REENTER

4. After this information has been entered "Esc" escape and answer "Y" yes or "N" no, which ever is applicable. This takes you to the commodity information.
 5. If all the commodity information was entered (description, quantity, measure, unit price, etc.) on the requisition, no changes should be necessary.
 6. Option "Save/Post PO" (again "S" or highlight "Save/Post PO").
 7. This screen only has two fields
 - Encumber Y (yes)
 - Status C or I (complete or incomplete)
- note:** only complete po's print



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8. After this information has been entered “Esc” escape and answer “Y” yes or “N” no, which ever is applicable.

G. Printing Purchase Orders.

Note: “Printing Custom Purchase Orders” automatically selects the purchase order printer.

Note: There is a short cut for printing custom purchase orders. It will be listed as item “b”.

1a. Option “3” Print Purchase Orders.

SECURE: 1 2 **3** 4 5 6 7 8 9 EXIT

ESCAMBIA COUNTY
MAIN
TRESUN CORPORATION

07/26/1996

1. Post Encumbrances - Batch
2. Fund Accounting Display/Queries
- 3. Print Custom Purchase Orders**
4. Print Custom Change Orders
5. PURCHASE ORDER SYSTEM

E. EXIT

1b. Option “X” (Expert Mode) - Highlight “X” and enter or press the “X” key. Type in “PO” for purchase order. This takes you directly to the “Custom Purchase Order” menu.



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3. Enter the information for printing the required purchase order. Note: This process is in the form of a query. Purchase Orders can be printed by any field within this screen.

Example:

605389 - one individual purchase order

60538* - all purchase orders after a certain point that have not already been printed

XX/XX/XX (Date) - all purchase orders entered on that date

XX/XX* (Date) - all purchase orders after a certain date

H. Entering Change Orders

1. Select option "J" Update/Query Change Orders

PURCHASING: 1 2 3 4 5 6 7 8 9 A B C D F G H I J K ...

UPDATE/QUERY/PRINT COMMODITY TABLE

ESCAMBIA COUNTY BOCC *LIVE DATABASE*
PURCHASING AGENT

TreSun/PEI
07/26/96 PERIOD 10/96

TABLE MAINTENANCE
1 COMMODITY TABLE
2 VENDOR LIST
3 SHIPPING TABLES
4 VENDOR BID INFORMATION
5 TAX RATE TABLE
6 DISTRIBUTION DEFINITIONS
7 APPROVAL DEFINITIONS
REQUISITIONS PROCESS
8 UPDATE/QUERY REQUISITIONS
9 APPROVE REQUISITIONS
A PRINT REQUISITIONS
B PRINT REQUISITION REPORTS
C PRINT BID LIST/MAILING LABELS
D CONVERT REQUISITIONS TO P.O.S

PURCHASING PROCESS
F UPDATE/QUERY PURCHASE ORDERS
G APPROVE PURCHASE ORDERS
H POST PURCHASE ORDERS
I PRINT PURCHASE ORDERS
J UPDATE/QUERY CHANGE ORDERS
K PRINT CHANGE ORDERS
L PRINT PURCHASE ORDERS REPORTS
M DISPLAYS AND QUERIES
N RECEIVE ORDERED MATERIALS
MAINTENANCE FUNCTIONS
P PURGE CLOSED REQS/P.O.S
Q SETUP 1099 TYPES
R PURCHASE ORDER TYPE TABLE



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2. Add (enter "A" for add or highlight the word "Add" and press the enter key) change orders.

CHANGE ORDERS: **ADD** CHANGE QUERY RESET PERIOD HELP END
ADD CHANGE ORDERS

-----08/02/96 PERIOD 11/96

PURCHASE ORDER CHANGE
COST CENTER
PO TYPE BLANKET CONFIRMING
VENDOR/ADDR #
ISSUED
REQUIRED
EXPIRES
TERMS
FREIGHT
DESCRIPTION
BUYER
ATTENTION OF
SHIP TO CODE
SHIPPING ADDRESS

3. Enter the purchase order number.

Note: Normally nothing on the front screen should need to be changed. The vendor can not be changed. The purchase order to that vendor must be canceled and reissued.

CHANGE ORDERS: **ADD** CHANGE QUERY RESET PERIOD HELP END
ADD CHANGE ORDERS

-----08/02/96 PERIOD 11/96

PURCHASE ORDER 605389 CHANGE 1
COST CENTER 310201 Administrative
PO TYPE BLANKET N CONFIRMING N
VENDOR/ADDR # 192900 0 SHERWIN-WILLIAMS CO
ISSUED 07/24/1996 200 EAST GARDEN STREET
REQUIRED
EXPIRES PENSACOLA, FL
TERMS NET 30 DAYS
FREIGHT VENDOR'S PLACE/COUNTY PICKUP
DESCRIPTION CHANGE ORDER - 1
BUYER PAUL R. NOBLES, CPPB
ATTENTION OF TOM FLOWERS
SHIP TO CODE FM-1
SHIPPING ADDRESS FACILITIES MANAGEMENT
COUNTY PICK UP



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4. Escape from the first screen and answer "Y" for yes which takes you to the commodity screen for the actual change order.
5. Option #C "Change Items" enter those changes required for the purchase order. The highlighted fields are the only fields that can be changed.

CHANGE ORDER ITEMS:		CHANGE ITEMS	POST CO	END	
CHANGE ITEMS FROM PURCHASE ORDER					
-----08/02/96 PERIOD 11/96					
PO NUMBER 605389	ITEM NO.	1	CHANGE	1	LIMIT CHANGES TO THIS CO Y
COMMODITY					
STOCK NO.	MEASURE	GAL			ADJUSTMENTS
PAINT, SATIN, A-100	QUANTITY			15.00	QUANTITY 0.00
	UNIT PRICE			16.4900	UNIT PRICE 0.0000
	EXTENDED \$			247.35	EXTENDED \$ 0.00
	FREIGHT			0.00	FREIGHT 0.00
	TAX%			0.00	TAX% 0.00 0.00
	TOT COMMOD			247.35	TOTAL ADJ 0.00
					NEW TOTAL 247.35
DIST. TYPE A	CODE	*N/A*	REM PERCENT		REM AMT 0.00
COST CEN	ACCOUNT	TASK	ACCOUNT	PERCENT	AMOUNT
310201	55201				0.00
Administrative					TOTAL PO 247.35
ENTER Y IF CORRECT OR N TO RENTER					
PRESS ESC KEY TO EXIT, CONTROL-O TO INSERT CHARGE, CONTROL-Y TO DELETE CHARGE					

Note: changes to the commodity screen are to be considered an adjustment plus or minus (+ or -). Example:

- a. Change unit price from \$25.96 to 32.85. The change to be entered at the unit price adjustment field is \$6.89.
- b. Change the quantity from 22 to 44. The change to be entered at the quantity adjustment field is 22 ea.
- c. Decrease to unit price from \$18.85 to \$16.58. The change to be entered at the unit price adjustment field is - 2.28.

Additionally it should be noted that the system defaults to a positive. If you don't enter a sign the positive is assumed. Changes to Cost Center, Account, and Task are affected by entering a negative number on the line for the Cost Center and Account to be reversed, then entering on the next line the new Cost Center or Account, which will replace the first, along with the correct amount. Please see below for screen samples. After entering your changes escape and answer "Y" yes or "N" no, which ever is applicable.



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CHANGE ORDERS: **ADD** CHANGE QUERY RESET PERIOD HELP END
ADD CHANGE ORDERS

09/05/96 PERIOD 12/96

PURCHASE ORDER 605591 CHANGE 1
COST CENTER 210202 Garage
PO TYPE BLANKET N CONFIRMING N
VENDOR/ADDR 133378 0 MILE MARKER
ISSUED 08/07/1996 1450 S W 13 CT
REQUIRED 08/09/1996 POMPANO BEACH, FL
EXPIRES
TERMS NET 30 DAYS
FREIGHT SHIPPING POINT, PRE PAY & ADD
DESCRIPTION CHANGE ORDER - I
BUYER PAUL R. NOBLES, CPPB
ATTENTION OF
SHIP TO CODE RDG-O
SHIPPING ADDRESS PUBLIC WORKS/ROADS & BRIDGES
GARAGE WAREHOUSE
601 HIGHWAY 297 A
CANTONMENT FL 32533

ENTER Y IF CORRECT OR N TO REENTER Y



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CHANGE ORDER ITEMS: CHANGE ITEMS POST CO END
CHANGE ITEMS FROM PURCHASE ORDER

-----09/05/96 PERIOD 12/96

PO NUMBER 60559	ITEM NO	I CHANGE	I	LIMIT CHANGES TO THIS GO Y
COMMODITY				
STOCK NO.	MEASURE	EA		ADJUSTMENTS
WINCH 9000LB	QUANTITY		3.00	QUANTITY 0.00
	UNIT PRICE		598.0000	UNIT PRICE 0.0000
	EXTENDED \$		1794.00	EXTENDED 0.00
	FREIGHT		0.00	FREIGHT 0.00
	TAX% 0.00	0.00		TAX % 0.00 0.00
	TOT COMMOD		1794.00	TOTAL ADJ 0.00
NEW TOTAL	1794.00			

DIST. TYPE A CODE *N/A* REM PERCENT REM AMT 1794.00

COST CEN ACCOUNT	TASK ACCOUNT PERCENT	AMOUNT
210202 54601		-1794.00
210202 56401		1794.00

Machinery & Equipment TOTAL PO 1912.95

ENTER Y IF CORRECT OR N TO REENTER

PRESS ESC KEY TO EXIT, CONTROL-0 TO INSERT CHARGE, CONTROL-Y TO DELETE CHARGE



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6. Option #P "Post Change Orders"

CHANGE ORDER ITEMS: CHANGE ITEMS POST CO END
POST CHANGED ITEMS TO CHANGE ORDER

-----08/02/96 PERIOD 11/96

PURCHASE ORDER 605389
CHANGE ORDER 1

ENCUMBER N

ENTER Y IF CORRECT OR N TO REENTER

ENTER Y TO POST ENCUMBRANCE / I TO ALLOW PO TO BE REVIEWED

After encumbering press "Control" 'P', then 'E' once and 'E' again. to get to the next screen.



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I. Printing Change Orders.

Note: "Printing Custom Purchase Orders" automatically selects the purchase order printer.

Note: There is a short cut for printing custom change orders. It will be listed as item "b".

1a. Option "4" Print Custom Change Orders.

SECURE: 1 2 3 4 5 6 7 8 9 EXIT

ESCAMBIA COUNTY

MAIN

TRESUN CORPORATION

07/26/1996

1. Post Encumbrances - Batch
2. Fund Accounting Display/Queries
3. Print Custom Purchase Orders
- 4. Print Custom Change Orders**
5. PURCHASE ORDER SYSTEM

E. EXIT



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1b. Option "X" (Expert Mode) - Highlight "X" and enter or press the "X" key. Type in "CO" for change order. This takes you directly to the "Custom Change Order" menu.

PURCHASING: ... L M N P Q R X O E

UPDATE/QUERY/PRINT COMMODITY TABLE

ESCAMBIA COUNTY BOCC *LIVE DATABASE*
PURCHASING AGENT

TreSun/PEI
07/26/96 PERIOD 10/96

TABLE MAINTENANCE

- 1 COMMODITY TABLE
- 2 VENDOR LIST
- 3 SHIPPING TABLES
- 4 VENDOR BID INFORMATION
- 5 TAX RATE TABLE
- 6 DISTRIBUTION DEFINITIONS
- 7 APPROVAL DEFINITIONS
- REPORTS

- REQUISITIONS PROCESS
- 8 UPDATE/QUERY REQUISITIONS

PROGRAM CODE CO
PRESS CONTROL-I FOR HELP

D CONVERT REQUISITIONS TO P.O.S

PURCHASING PROCESS

- F UPDATE/QUERY PURCHASE ORDERS
- G APPROVE PURCHASE ORDERS
- H POST PURCHASE ORDERS
- I PRINT PURCHASE ORDERS
- J UPDATE/QUERY CHANGE ORDERS
- K PRINT CHANGE ORDERS
- L PRINT PURCHASE ORDERS

- M DISPLAYS AND QUERIES
- N RECEIVE ORDERED MATERIALS
- MAINTENANCE FUNCTIONS
- P PURGE CLOSED REQS/P.O.S
- Q SETUP 1099 TYPES
- R PURCHASE ORDER TYPE TABLE



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2. Option "P" or highlight "Print" to print purchase orders.

PRINT CHANGE ORDERS: **PRINT** RE-PRINT LINE UP HELP END
PRINT CHANGE ORDERS

----- 07/26/96 PERIOD 10/96

PURCHASE ORDER	CHANGE	
COST CENTER		
PO TYPE	BLANKET	CONFIRMING
VENDOR/ADDR		
ISSUED		
REQUIRED		
EXPIRES		
TERMS		
FREIGHT		APPROVAL DATES
DESCRIPTION		APPR/ACCT
BUYER		
ATTENTION OF		REJCT/ACCT
SHIP TO CODE		
SHIPPING ADDRESS		APPR/AMT
		REJCT/AMT

ENTER Y IF CORRECT OR N TO REENTER

3. Enter the information for printing the required change order. Note: This process is in the form of a query. Change Orders can be printed by any field within this screen.

Example:

605389 - one individual change order

60538* - all change orders after a certain point that have not already been printed

XX/XX/XX (Date) - all change orders entered on that date

XX/XX* (Date) - all change orders after a certain date