

Online Requisitioning Manual

INTRODUCTION

The purpose of the FRS on-line requisition manual is to train University staff in the use of the requisition portion of the FRS Purchasing Module, allowing for the efficient transfer of end user requirements to the Purchasing Department and allow for the timely production of purchase order or bid documents. The use of on-line requisitioning has proven to be the most timely and efficient method for the University community to acquire the goods and services needed to accomplish the goals of this institution.

PROBLEMS/QUESTIONS

It is recognized that no simplified training manual can cover every aspect of every process involved, and this manual will not attempt to do so. At any time, end users should feel free to make inquiries relating to the requisitioning process. Please call Nancy Patrylak @ 486-2622 or Tracy Maheu @ 486-5924 for assistance or clarifications.

PRE-REQUISITION PROCEDURES BACK-UP AND APPROVALS

Prior to entering the requisition on-line, there are several things that must be done. The end user must supply the proper back-up to the data entry personnel, and proper departmental budget authorization and approval signatures must be obtained. The signatures that were required on Purchase Requisition documents prior to your department going on-line are still required on your input documents. Many Departments use a "departmental requisition form" to assist in the record keeping required for budget and audit purposes. I have attached a sample form on page 14 of this manual or you can screen print 25R and have the authorized person sign the screen print. When you receive your department copy of the purchase order from Purchasing you should attach it to your input form with the original signature on it for auditing purposes.

The following information is required to transfer a requisition to a purchase order or bid documents :

- Complete item description including part numbers if applicable.
- Complete specifications for complex purchases requiring the bid process.
- Number of items required and proper unit of issue.
- Accurate cost information, including quotation/price reference as required. **Price quotes** must have **first and last name** and a **current date**.
- FRS funding source information.
- Complete delivery information.
- Suggested Vendor or Vendors

The more complete the back-up information supplied to the Purchasing Department the fewer delays in processing your requisitions.

CREATING A REQUISITION

STEP 1 - Prepare a Departmental Requisition

A departmental requisition (DR) must be completed by the end user, many departments have their own form, however the standard requisition form PUR-4B may be used if your department does not have its own document. The form must include all required authorizing signatures, which allow for further processing and expenditure of funds. If you don't have an internal form there is a **sample form** on page 14 of this manual or you can screen print the 25R and 25L screens and have the authorized person sign the screen prints and keep in your records for auditing purposes.

STEP 2 - SCREEN 25R:Create New Requisition Header

GO TO SCREEN 25R - QUICK REQUISITION HEADER. *-Type 'Z0' (0 is a zero) in the "PR" field, press enter to get a FRS generated requisition number. **DO NOT ENTER A NUMBER IN THE "VEND" FIELD; LEAVE IT BLANK.** Your suggested vendor name and number goes on the last line item of your requisition with a " ! " in the UPO code for an internal memo. (see page 6)

```

25R REQUISITION QUICK CREATE                NO VENDOR ON DOCUMENT
(UC)
Screen:  ___ Vend: LEAVE BLANK  PR: Z0  Inv:  _____ Line:

```

PRESS ENTER

NOTE: After you **press enter** and the system assigns a requisition number, write this number on your input documents for tracking/audit purposes

```

25R REQUISITION QUICK CREATE                NO VENDOR ON DOCUMENT
(UC)
Screen:  ___ Vend: LEAVE BLANK  PR: Z887804  Inv:  _____ Line:

```

NOTE: The line with Screen: Vend: PR: Inv: Line: is the ACTION CONTEXT line.

Whenever data is added to, or changed, in any of the fields on this line, you must press the **ENTER** key, before completing data entry in any fields below this line. **If you do not do this, all data you key in below this line will be erased when you press the ENTER key.**

Now fill in the lettered areas as described below:

```

R-Z0062 REQUIRED FIELDS ARE MISSING
25R REQUISITION QUICK CREATE
(UC)
Screen:  ___ Vend:  _____ PR: Z887804  Inv:  _____ Line:  ___

Req Date:  _____ Req Type: A  Ref No.:  _____ Team No: B
DELIVERY DATE: C  AUTHRZD/ENTRD BY:  _____ D
DELIVERY ADDRESS:
CODE=> E  _____ ACCOUNT NO F  PCT G  AMOUNT H
_____
_____
_____
City:  _____ State:  _____ Req FY:  _____
Zip:  _____ Country:  _____ Last Print Date:
Phone:  _____ Ext: c
Fax:  _____
Quote Reference:  _____ I
Comments:  _____ J
_____
_____
Division:  School:  Dept:  Sub Dept:  Exec Lvl:
Fund Grp:  Purpose:  Campus:  Security:  Tfr/Appr:
Delete:  Freeze:  In Proc:  Req Total:
-----
1  @  A  8000  1  127  00  26  2  4/10

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A- Req Type: Type **ER** (electronic requisition).

B- Team Number: Insert team number as 001, 002, 003, 004, 005, 006, 007, 008 see **commodity listing** for appropriate team.

C- Delivery Date: If you require items by a specific date, enter that date as **mm-dd-yyyy**, otherwise leave this space blank and your PO will automatically print with 14 days ARO (after receipt of order) in this field.

D- Authorized/Entered by: Name of person authorizing the purchase and initials of person entering requisition data on-line.

E- Delivery Address: In the first position next to the word **CODE** type the **delivery code** for your department.

F- Account No: Insert the 10 digit FRS account code (No Slashes or Dashes) that your purchase will be charged to.
NOTE: You will only be able to enter codes that you have access to. (See page 12 for coding rules)

G- PCT: For single coded PO's, enter **100**. (Don't forget decimal point)

H- Amount: Only used for multiple coded purchases. When you want to identify a specific dollar amount to be paid out of an individual coding.
(See page 12 for coding rules)

I- Quote Reference: Type in the first and last name and current date of who gave you the prices. i.e. Price per John Smith 3-19-2001

J- Comments: Advise Purchasing of special handling required for the requisition (rush or emergency), or other comments. **NOTE:** Each line used for an internal memo needs to have an ! in the first position of the line. An ! means it is an internal memo for Purchasing, and will not be printed on the Purchase Order.

Press enter after all fields have been completed, review the screen information for completeness and accuracy. If anything needs to be changed do so at this point. This includes amending the delivery information, which was automatically supplied by the system based on your delivery code. Add or change delivery contact person and telephone number information and modify delivery address if required.

NOTE: If you have made any changes be sure to press enter again.

STEP 3 - SCREEN 254/25L: Line Item Data Entry

Two screens are available for the input of line items, they are:

SCREEN 254, Requisition Line Item Create/Modify

This screen allows you to enter one line item at a time and is used if you have line item descriptions that exceed 80 characters (2 lines of 40 characters).

Or, if you need to input many line items requiring only short descriptions you may use;

SCREEN 25L, PR Multi-line Line Item Create/Modify

This screen is used if you have brief descriptions (under 80 characters) and allows you to enter data for three lines at a time.

After you have determined which screen (254 or 25L) is appropriate, enter that number in the screen field and **press enter**.

Now fill in the lettered areas as described below:

W-FZ744 LINE ITEM NOT YET ON FILE
 254 Requisition Line Item Create/Modify
 (UC)

Screen: _____ Vend: _____ PR: 2887804 Inv: _____ Line: 001
 Commodity Search: _____

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
<u>A</u>		<u>B</u>	<u>C</u>			<u>D</u>

Description: _____

Account No.: _____ F Override BBA: _____ WW: _____
 Inventory No.: _____
 OBL QTY: _____ OBL UNIT PR: _____ OBL EXT AMT: _____
 Print Line: _____ More Lines (Y/N): _____

OR

*I-20304 -MULTIPLE MESSAGES HAVE BEEN DISPLAYED - PRESS PF3 TO REVIEW MESSAGES
 25L PR Multi-Line Item Create/Modify
 (UC)

Screen: _____ Vend: _____ PR: 2887804 Inv: _____ Line: 001
 Commodity Search: _____

Line	Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
	<u>A</u>		<u>B</u>	<u>C</u>			<u>D</u>

DESC: _____
 _____ Print Ln.: _____

ACCT: _____ F OVERRIDE BBA: _____

002 _____ EA _____ -

DESC: _____
 _____ Print Ln.: _____

ACCT: _____ OVERRIDE BBA: _____

003 _____ EA _____ -

DESC: _____
 _____ Print Ln.: _____ More Lns.

ACCT: _____ OVERRIDE BBA: _____

A- Quantity: Type the number of units you wish to order, don't forget the decimal point after the quantity, ie: 10.

B- UOM: Unit of Measure; the default for this field is EA (each). If not EA, change to the code that applies. Use on-line help (PF-2 key) for a complete list of valid codes.

C- Unit Price: Enter the price of each unit, don't forget the decimal point. (Do not use commas or dollar signs)

D- UPO: This is a code that denotes special conditions for this line item. Leave blank for regular line items. The following is a list of possible UPO codes you may use and why:

T- Used for a TEXT ONLY line item. When used, do not enter a quantity, unit of measure or unit price. Enter a T in UPO and type your text in the description field.

N- Used for a NO CHARGE item. When used, do not enter a unit price. Enter the quantity and N in the UPO field and then your description, this will print out the words NO CHARGE on the Purchase Order.

I - Used for an item that is INCLUDED. When used, do not enter a unit price. Enter the quantity and I in the UPO field and then your description, this will print out the words Included on the Purchase Order.

I- Used to make entire line an INTERNAL MEMO to Purchasing. When used do not enter a quantity, unit of measure or unit price. Type a ! in the UPO and your internal note in the description field. NOTE: You will always use this as the last line item on your requisition to inform Purchasing of your suggested vendor.

X- Used if you want to DELETE the entire line. Enter an X in the UPO and press enter and your line will be erased. NOTE: You can only use this option if your requisition has not printed.

E- DESC: Type a complete description of the required item or service.

The following rules apply:

-Always start your description on the first line of the description area

-Do not enter an asterisk (*) in the first position of any line. This will cause the line to be erased when you press enter.

-If you are using SCREEN 254, keep in mind that it has a wordwrap feature. If you type beyond the asterisk (*) which appears 2/3 of the way across the screen, all your text will wrap when you press enter. When using the wordwrap feature keep in mind that you are typing in a field that has 10 lines of text that are 60 characters long. When you press enter the system redistributes the text into 10 lines 40 characters long. NOTE: Text in excess of 400 characters (10 lines of 40 characters) will be lost when the enter key is pressed. Use additional text lines to continue longer descriptions. If you want to avoid wordwrap, keep all your text to the left hand side of the asterisk

F- Account No: If the FRS account(s) were not entered on SCREEN 25R, enter the 10-digit account number for this line item.

When all information for line item/s is complete, press enter. If additional lines are required change the line number in the upper right hand corner of the screen to the appropriate number and press enter or from the screen field backtab once and place a Y in More Lines field and press enter.

STEP 4 - SCREEN 256 Requisition Trailer

When finished entering all line items you need to trailer (complete) your requisition by typing **256** in the screen field and pressing enter or put a N in the more lines field and press enter which will take you to screen 256. If your requisition passes budget approval and no problems exist, **SCREEN 256** will appear as shown below with the words **DOCUMENT HAS BEEN ACCEPTED**. If budget or other problems exist, the document will not be accepted. To determine the exact reason for this, review the screen for information relating to insufficient funds in FRS account, or read any reject messages that might be noted at the top of the screen. NOTE: Press the PF3 key to view multiple messages. If you have received a message that looks like this:

INSUFFICIENT BUDGET BALANCE AVAILABLE

You must contact the Budget office or Sponsored Programs office immediately. After funds have been moved, you must re-trailer your requisition by going to **SCREEN 256** until you get the message:

DOCUMENT HAS BEEN ACCEPTED.

I-FZ841 ENCUMBRANCE WILL TAKE PLACE IN BATCH		MICRO WAREHOUSE	
256 Requisition Trailer		! U S E T H I S O N E 7/98	
(UC)			
Screen: ___	Vend: V0000038445	PR: Z887804	Inv: _____ Line: 002
Total Lines: 1			
Total Amt:	100.00		
OB AMT:			
Account No.:	2-92500-3100	-	-
Header Pct:	100.00	-	-
Header Amt:		-	-
Amt Distr:	100.00		
Amt Available:	Sufficient BBA		
Amt Required:	100.00		
OVERVERRIDE BBA: _		*** PRINTING INSTRUCTIONS ***	
		To immediately print this Req	
		at Purchasing, use screen 259.	
DOCUMENT HAS BEEN ACCEPTED.			

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STEP 5 - Requisition Printing

After you have successfully trailed your requisition use **SCREEN 259** for real-time printing in the Purchasing Department

259 Requisition Online Print

NO VENDOR ON DOCUMENT

Screen: ___ Vend: _____ PR: 2887804 Inv: _____ Line: 002

PO DT: 03-20-01 REF NO.:
TYPE: Electronic Requisition
BUYER: Stephen R. Grange
PHONE:
REQ AMT: 100.00

DELIVER-TO ADDRESS
PURCHASING DEPARTMENT
ATTN: MELANIE SAVINO

3 NORTH HILLSIDE RD UNIT 6076

STORRS CT
06269-6076
Phone: 860 486 2616 Ext: 12

INSTRUCTIONS:

1. Verify data on left side of screen.
2. PRESS ENTER. No data entry required. REQ immediately prints at Purchasing.
3. Date in 'PRINT PR' field below indicates REQ has printed. You may not print twice.
4. Contact Purchasing (X2619) for ?S.
.....
. Print PR: 00-00-00 .
. PRINTER CODE: P2 .
. Print Century: Y (Y/N) .
. .
. Print Alignment Form: _ (Y/N) .
. .
.....

Approved/Transferred: Document has been approved.
Freeze: 0 In Proc: 0

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On SCREEN 259 no data entry is required.

Verify that the information on the left side of the screen is correct. **Press Enter**, a print date will appear in the Print PR field on the right side of the screen, this indicates the requisition has printed. You may not print twice. Requisitions not printed in real-time using **SCREEN 259** will print overnight during the daily batch process.

Correcting Data Entry Errors

You may return to any of the requisition screens to make a correction up until the time the requisition has printed. Once the requisition has printed (look for a date in the Print PR field of screen 259) any corrections have to be made directly with the respective team in Purchasing. NOTE: If you make any corrections affecting accounting codes, quantities or dollar figures you must retrailer (screen 256) to make sure your requisition is out of process.

DO NOT MAKE ANY CHANGES AFTER THE REQUISITION HAS PRINTED.

Additional system functions and screens used for informational purposes during the requisition in-put process are explained on the following pages, in addition sample documents and information lists are attached

Useful Information

On-Line Reference System

1. Place the cursor within any data element input area, on any message appearing on the top line of a screen, or in the **SCREEN** field.

2. Press the **PF2** key. The following is an example of a screen that will appear:

```

                                PO BUYER CODE                               (POA72 )
Class: ALPHA-NUMERIC      Length: 03
* Description              This element contains a code identifying
                           the buyer responsible for a document.

Values:
V          (BLANK) - No buyer assigned.
V          001 - Stephen R. Grange
V          002 - Gary Weller
V          003 - Penny Guerin
V          004 - Cathleen Paquette
V          005 - Kathleen Joy
V          006 - Peter Brandolini
V          007 - Karen White
V          008 - Suzanne McDonald
V          009 - Nancy Patrylak
V          00A - Sharon Alexander
V          00H - Fred Hethcote
V          00W - William Hill
V          CEN - Central Stores

=====
Page 003 of 004   Next page: 004           Change topic to: _____
PF4=exit         Previous topics: _ FZ749   _ AAAAAA   _ FRS254
=====
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In the above example:

“**PO Buyer Code**” - Is the FRS name of the data element

“**(POA72)**” - Is the FRS code number for the data element

“**Values**” - Lists the only possible values acceptable for entry into this data element

If you are doing data entry and you place the cursor on the ‘**V**’ next to the value desired and **PRESS ENTER**, you will return to the screen you were working on, and the value will appear in the data element field you needed help on.

3. To exit and return to the input screen you came from, press **PF4**, or press the enter key until you have paged through the documentation.
4. To learn more about the On-Line Reference System, type ‘**aaaaaa**’ in the “Change topic to” field and **PRESS ENTER**. From there, follow the instructions found on screen.

Vendor File Inquiry

From any screen containing a “VEND” field in the ACTION/CONTEXT line:

1. Type ‘**203**’ on the “**SCREEN**” field, and in the “**VEND**” field type in either the vendor’s FRS number or the first part of the vendor’s name and **PRESS ENTER**.

2. IF FRS has only one vendor that matches, SCREEN 203 will appear;

```

203 Vendor Create/Modify                               FISHER SCIENTIFIC COMPANY
(UC)
Screen: ___ Vend: V0000008130 PO: _____ Inv: _____ Line: ___

Vendor Name: FISHER SCIENTIFIC COMPANY                Federal Tax ID: 232942737
                                                    1099/1042 Code: _

Order-from Address                                    Remit-to Address
Addr: _____ Addr: !DO NOT USE-USE V#8132!!!!!!
          3970 JOHNS CREEK CT SUITE 500                PO BOX 405
          !FAX(800)926-1166 OR ---
          !FAX(203)931-7317 JAY PIERCE                !CORRECT REMIT IS V#8132 !!!!!

City: SUWANEE St: GA City: PITTSBURGH St: PA
Zip: 30024 Country: _____ Zip: 15230 Country: _____
Phone: 800 766 7000 Ext: _____ Phone: _____ 000 0000 Ext: _____
FAX: 770 871 4600 FAX: 770 871 4600

Contact: _____ Contact: _____
E-mail: _____
Vendor Terms: _____ N 45 E-mail: _____
Vendor Type: _____ Payment Terms: _____ N 30 FOB: DP
Drop: 0 Delete: 0 Freeze: 0 Check In-process: Notes: N

Transfer to Vendor Notes: _ Vendor Codes: _
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3. If the system found multiple vendors matching your search criteria, SCREEN 202 will appear;

```

I-FZ578 NO MORE VENDORS FOR THIS KEY
202 Vendor Name Search
(UC)
Screen: ___ Vend: FISHER SCI PO: _____ Inv: _____ Line: ___

Ln Vendor Name/Address City/State Vendor No. Drop Alias
-----
1 FISHER SCIENTIFIC BURR RIDGE, IL V0000008132 0 N
  FISHER EDUCATION
2 FISHER SCIENTIFIC COMPANY SUWANEE, GA V0000008130 0 N
3 FISHER SCIENTIFIC COMPANY SUWANEE, GA V0000008131 0 N
  CONTEMPRA FURNITURE DIVISION INDIANA, PA
4 FISHER SCIENTIFIC COMPANY V0000008133 0 N
  INSTRUMENT SERVICE DIVISION ROCHESTER, NY

Line Number: _2 Next Screen: 203 Search Key: FISHER SCI
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4. Select the number located to the left of the names displayed which matches the vendor desired, and type that number in the "LINE NUMBER" field at the bottom left of the screen and **PRESS ENTER**

- SCREEN 203 will now appear with your selected vendor. NOTE: Only use vendors that have an address on the left side of the screen. The left side of the screen is the address that appears on the Purchase Orders. The right side of the screen is the address where we remit payments.

Coding Rules

FRS Codings may be entered either on SCREEN 25R, or line item create screens, 25L & 254.

- Codings entered on 25R apply to the value of the requisition in full
- Codings entered on 25L or 254 are for the line item only
- Regardless of the technique used for entering account codes, no more than 4 different 10-digit codes may be used on one requisition.
NOTE: You will only be able to enter FRS codes that you have access to. If you are using another departments FRS code, you will initially have to put the requisition in with an FRS code you have access to. Put a note on the 25R SCREEN in the comments area for Purchasing to change the FRS number.

SCREEN 25R METHOD

- If you are using one account, type it in the first **“ACCOUNT”** field, and **‘100.’** In the **“PCT”** field next to it.
- For multiple account requisitions, type each account to be charged, and use the **“PCT”** or **“AMOUNT”** fields to explain how much of the total cost of the requisition should be charged.
 - At least one account must have a **“PCT”** applied
 - An account has either a **“PCT”** or **“AMOUNT”**, never both
 - The amount column specifies the maximum dollar amount to charge against that account.
 - As invoices are paid, charges are first applied to the accounts with the dollar amounts specified, in the order listed. Once the dollar amount codings are paid in full, all remaining charges are applied according to the percentages listed.
 - Accounts with percentages must total 100%.
- See the following examples of codings on the header screen

Example 1

ACCOUNT NO.	PCT	AMOUNT
1. 2588003100	75.____	_____
2. 3120003100	25.____	_____
3. _____	_____	_____
4. _____	_____	_____

Example 2

ACCOUNT NO.	PCT	AMOUNT
1. 2588003100	100.	_____
2. 3120003100	_____	250. _____
3. _____	_____	_____
4. _____	_____	_____

Example 3

ACCOUNT NO.	PCT	AMOUNT
1. 2588003100	_____	750. _____
2. 3120003100	_____	250. _____
3. 2888283100	100.	_____
4. _____	_____	_____

COMMODITY ASSIGNMENTS

Purchasing Department's current Commodity Assignments

SAMPLE DEPARTMENT ELECTRONIC REQUISITION INPUT DATA WORKSHEET:

Sample electronic requisition input data worksheet in PDF format

Attach specification sheets for bid items

SCREEN 2QQ – Shows you what screens you have inquiry access to

```

20Q Purchasing Inquiry Menu
  ( Uconn Create 2-2-95)
Screen:  ___ Vend:  _____ PO:  _____ Inv:  _____ Line: 001
VENDOR Future Orders (Renewals)
 203 Address Information          270 Header- Accounting
 206 Vendor Statistics           271 Header- Delivery/Text
 209 Vendor/Doc Cross Reference  274 Line Item- Full Text
                                   278 Line Items- Summary

REQUISITIONS
 250 Header- Accounting
 251 Header- Delivery/Text
 254 Line Item- Full Text
 258 Line Items- Summary
 282 Document List

PURCHASE ORDERS
 220 Header- Accounting
 221 Header- Delivery/Text
 224 Line Item- Full Text
 228 Line Items- Summary

BID DOCUMENTS
 410 Header- Accounting
 411 Header- Delivery/Text
 414 Line Item- Full Text
 418 Line Items- Summary
 422 Bidders/Opening Date

INVOICES/RECEIVING REPORTS
 239 Receiving by Line Item
 247 Invoice Diagnostic
 248 Invoice Line Item Summary
 249 Invoices by Line Item

Return to Inquiry Main Menu:
  Enter 'FSM' in Screen Field Above
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4/10

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IMPORTANT THINGS TO REMEMBER

1. Always read your messages that appear at the top of the screen. Messages that begin with an "R" are Reject messages. If an asterisk precedes multiple messages – press you F3 key to display them one at a time.
2. Action/Context line: Whenever you add or change any information on this line be sure to hit enter before completing data entry in fields below this line. If you do not do this, all the data you key in below this line will be erased when you press the enter key.

FREQUENTLY ASKED QUESTIONS/PROBLEMS

1. **Question:** I entered my requisition number in and then filled in the body of the 25R screen and when I hit enter everything disappeared.
Solution: The line that the PR field appears on is the action context line. Any time you enter or change any information on that line you must hit enter before you enter any data below that line.
2. **Question:** When I enter my requisition on screen 25R I am getting an error message at the top that reads **'R-FZ857 DOCUMENT CAMPUS MUST MATCH VENDOR CAMPUS'**.
Solution: This message means that you have a vendor number in the vendor field. Take the vendor out and hit enter. NOTE: You give us the vendor as the last line item on your requisition with an ! in the UPO and type the vendor number in the description area.
3. **Question** I am trying to put a line item in with a T or ! in the UPO and I am getting an error message that reads **'R-FZ749 DESC ONLY WHEN UPO=T OR !'**.
Solution: This message means that you are entering in a description only line item and you forgot to take out the EA in the unit of measure field. Take the EA out and hit enter.

HOW DO I LOG OFF FRS?

FSS FRS Sign-Off Procedure - (created 3/15/2000)

Screen: ___ Acct: _____

Whenever you wish to end your FRS on-line session, it is especially important to use the proper procedure. By doing so, you will ensure that transaction batches you have opened will be closed, and that other users will not accidentally get connected to an improperly disconnected mainframe session.

The correct way to close an FRS session is as follows:

1st: Type 'SO' in the "SCREEN" field, press ENTER.

2nd: Clear the screen (Pause key on IBM type PC's, clear on Apple computers).

3rd: Type 'LOGOFF', press ENTER.

4th: Close the mainframe session.

From this FSC screen, you may go to any accessible FRS screen. Menus are:

FSM	FRS Main Menu	0QM	Accounting	2QQ	Purchasing
FSN	FRS News and Notes Menu	1QM	Accounts Payable	5QQ	Fixed Assets

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3/57