How to enter a RX1

From the Document Suspense screen perform the following steps:

9. In the FUNCTION field, type "new"
10. Tab to the blank line directly under DOCUMENT TYPE
11. Type "rx1" under TYPE; type your location number under AGCY; type "#" under the first space below NUMBER. For this example location number 101 is used. See below. This step is important, as it will enable you to find your particular RX1 at a later time on SUSF.

```
ACTION: S  SCREEN: SUSF                          03/28/02  02:26:22 PM
FUNCTION: new              ORG:

                     D O C U M E N T   S U S P E N S E

S       BATCH            DOCUMENT                                 PROCESS
E ---------------- ---------------------            LAST    LAST    DATE
L TYPE AGCY NUMBER TYPE AGCY   NUMBER    STAT  APPRV DATE    USER  (YYMMDD)
- ---- ---- ------ ---- ---- ----------- ----- ----- ------ -------- --------
                   rx1  101  #
  .    .    .      AA   001  BP000000002 REJCT 00000 020228 OFF-
  .    .    .      AA   001  00000000241 REJCT 00000 010511 BLPA
  AA   001  TEST   .    .    .           ACCPT 00000 000824 BLPA
  AA   001  TEST   AA   001  00000000243 HELD  Y0000 001026 BLPA
  .    .    .      AA   002  00000000140 REJCT 00000 010815 B03J
  .    .    .      AA   002  00000000214 HELD  00000 010815 B03J
  .    .    .      AA   002  00000000227 REJCT 00000 010815 B03J
  .    .    .      AA   003  BP000000004 REJCT 00000 020228 OFF-
  .    .    .      AA   003  BP000000005 REJCT 00000 020228 OFF-
  .    .    .      A1   002  00000000040 REJCT 00000 991006 JOCA
  .    .    .      CI   M02  00000000182 REJCT 00000 010815 B03J
```

Document Suspense (SUSF)

12. Press Enter. You will now see the screen below.

```
 FUNCTION:                    DOCID: RX1  101  00146           04/02/02 02:20:40 PM
   STATUS:                    BATID:                    ORG:

                        SCHOOL REQUISITION INPUT FORM

 RESP AGCY/ORG:                                  DELIVERY DATE:
  REQUESTED BY:                                  REQ PHONE:(     )
   VENDOR CODE:                                     SHIP TO:
         NAME:
      ADDRESS:
                                                 COMMENTS:

  VEND CONTACT:
    VEND PHONE:
                                              REQUISITION TOTAL:


 FUND AGY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB JOB #    RCAT
```

School Requisition Input Form (RX1) Header

Notice that the DOCID is listed at the top of this RX1.

13. Using your Tab key for navigation enter information in the following fields:

- RESPONSIBLE AGCY/ORG enter both your agency and your organization
- DELIVERY DATE   enter a future date
- REQUESTED BY   enter requesting person
- REQ PHONE   enter requesting person phone number
- VENDOR CODE   enter vendor code if known
- SHIP TO   enter your location or location receiving goods
- FUND   enter your fund
- AGY   enter your agency
- ORG   enter your organization
- ACTV   enter your activity
- OBJ   enter object
- RCAT (if applicable) enter reporting category (if applicable)

See example below with data entered.

```
 FUNCTION:                   DOCID: RX1  101  00146          04/02/02 03:09:45 PM
   STATUS:                   BATID:                   ORG:


                          SCHOOL REQUISITION INPUT FORM


 RESP AGCY/ORG: 002 1010                         DELIVERY DATE: 04 30 02
  REQUESTED BY: EHERD                            REQ PHONE:( 215 ) 299 2507
   VENDOR CODE: 0004529                             SHIP TO: 101
          NAME:
       ADDRESS:

                                               COMMENTS:

  VEND CONTACT:
    VEND PHONE:
                                       REQUISITION TOTAL:


 FUND AGY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB JOB #    RCAT
 1100 002 1010               2260      7621
```
RX1 Header with Sample Data Entered

14. Press Enter after all of the above required data is entered. You will now see the
    screen below.

```
 FUNCTION:                   DOCID: RX1  101  00146          04/02/02 03:13:00 PM
   STATUS:                   BATID:                   ORG:       000-000 OF 000

 LN  COMMODITY CODE   QUANTITY   UNIT   UNIT COST     TOTAL COST

 DESCRIPTION:
       TEXT:


 LN  COMMODITY CODE   QUANTITY   UNIT   UNIT COST     TOTAL COST

 DESCRIPTION:
       TEXT:


 LN  COMMODITY CODE   QUANTITY   UNIT   UNIT COST     TOTAL COST

 DESCRIPTION:
       TEXT:
```
RX1 Line

15. Using your Tab key for navigation enter information in the following fields:
    - LN   enter "001" for line one
    - COMMODITY CODE   enter commodity code
    - QUANTITY   enter quantity

    - UNIT   enter unit of issue (e.g. each, box, carton, etc)

- UNIT COST   enter cost of unit
- TEXT   enter description of your item

If you are ordering more than one commodity, continue to enter information for your second (002) and third (003) commodity. After completing the text for the third (003) commodity, press Enter to get a blank screen if you wish to enter more commodities. DO NOT PRESS ENTER UNLESS YOU WANT ANOTHER BLANK SCREEN FOR ENTERING DATA. Continue in this way until the maximum of nine (009) commodities are entered. See example below with data entered.

```
 FUNCTION:                   DOCID: RX1  101  00146              04/02/02 03:13:00 PM
   STATUS:                   BATID:                    ORG:          000-000 OF 000

 LN  COMMODITY CODE   QUANTITY   UNIT   UNIT COST     TOTAL COST
 001 20400          10         each 100.00
 DESCRIPTION:
       TEXT: product #1234 modem


 LN  COMMODITY CODE   QUANTITY   UNIT   UNIT COST     TOTAL COST
 002 20400          10         each 1000.00
 DESCRIPTION:
       TEXT: product #1235 computer


 LN  COMMODITY CODE   QUANTITY   UNIT   UNIT COST     TOTAL COST
 003 20400          10         each 200.00
 DESCRIPTION:
       TEXT: product #1236 printer



```

RX1 Line with Sample Data Entered

16. After entering the text for your last commodity press the Home key and type "ed" for edit document beside FUNCTION. Press Enter. The F7 key can also be pressed from anywhere inside the document and performs the edit document function.
17. Check messages; correct errors starting with the first error; edit after each correction. See section on Messages/Error Correction.
18. When you get the message "Ready for Approval" and the status of the document changes to "PEND 1", press the Home key and type "A+" for approve document beside FUNCTION. Press Enter. The F12 key can also be pressed from anywhere inside the document and performs the approve document function. Notice that the status of the document changes to "PEND 2". Notify your administrator to place their approval on the document.
19. Monitor this document on the DOCUMENT SUSPENSE (SUSF) table over the next several days to make sure that your administrator and other appropriate offices have approved the document if required. When the status of the document changes to "ACCPT", your document is accepted by the system and will be archived off the SUSF table in approximately 2 days. Note that you can view at any time all of the information regarding your documents on the open items tables.

Open Items Tables to view information on RXs after they are Accepted into the system:

- ORQH   view header information
- ORQL   view accounting line information
- ORQC   view commodity line information one line at a time

Table to check if a purchase order has been cut for an RX:
- DXRF   enter RX number and scan for related documents