
RECALLING PURCHASING DOCUMENTS


If You Receive a PIP, Do Not Recall the Document

If you receive an approval PIP that has the status of proposed as shown below, do not recall the document and change it yourself. This will further delay the payment because the Financial Management Services analyst will have no idea that you modified the document. Instead, follow the procedures for responding to the PIP and allowing the Financial Management Services analyst change the document.

911 Document In-Box by Name		10/23/00 12:35
Screen: ___ Name: _____ Form: PIP		CC 02
Sel Document ID	N Doc Summary	Typ Status
-----	-----	-----
_ PIP02I100492	AIR FARE FOR Jane Doe	A PROPOSED

Recalling Procedures

1. *Skip if document has not completed routing.* Proceed to Screen 242. Type in the document number and press <Enter>. Notice that the message line says, "F6525 Update not allowed because document has completed routing."



F6525 Update not allowed because document has completed routing	
242 Limited Purchase Close	10/20/00 16:42
Screen: ___ Doc: L100003	FY 2001 CC AM
Closed	
Close Document: Y	
=====	
Doc Summary: PENCILS	
Doc Year: 2001 Doc Date: 10/20/2000 Cat: LP State:	
Dept: FISC Sub Dept: OPS Total Amt: 5.00	
Vendor: V0000000370 A. B. DICK PRODUCTS, INC	LDT Cd:
Reimburse Id:	FOB:
User Ref: 270140-0000	All Items Received: N
	Date Received:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---	
Hmenu Help EHelp	Next Item Route Warns

RECALLING PURCHASING DOCUMENTS

2. Skip if the document has not completed routing. 1) Press the PF7 Route key. 2) Type a 'Y' to submit into routing and approval. You will now be identified as the original creator of the document.

F6525 Update not allowed because document has completed routing
 242 Limited Purchase Close 10/20/00 16:42
 FY 2001 CC AM
 Screen: ___ Doc: L100003 C l o s e d

Close Document: Y


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 User I

This document has already completed routing and received final approval. You may restart routing process by typing a 'Y' below.

Type 'Y' to submit to routing and approval: **Y**

Enter- PF1---PF2---PF3---PF4---PF5---PF6---**PF7**---PF8---PF9---PF10--PF11--PF12---

Hmenu Help EHelp Next Item **Route** Warns



3. Next, proceed to Screen 912, your out-box. 1) Search for the document by putting the 12-character document number into the "Document" field. Press enter. 2) Place the cursor next to the document. 3) Press the PF5 Recall button. A pop-up box will appear. 4) Type 'Y' to confirm the recall. Press enter.

F2202 Mark field with an "X" to select
 912 Document Out-Box 10/20/00 16:56

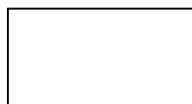
Screen: ___ Form: ___ **1) Document: PLPAML100003** Finished: N

Sel	Document ID	N	Doc Summary	Status
2) <input checked="" type="checkbox"/>	PLPAML100003	*	PENCILS	REROUTED

4) Type 'Y' to confirm recall: Y

Enter-PF1---PF2---PF3---PF4---**3) PF5**---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Hmenu Help EHelp **Rec** Rou Covr Note Left Right



RECALLING PURCHASING DOCUMENTS

4. Enter your reason for recalling the document and press enter. Keep in mind that others can read your routing notes.

F2202 Mark field with an "X" to select
912 Document Out-Box 10/20/00 16:50
CC AM
Screen: ___ Form: ___ Document: PLPAML100003 Finished: N

Please enter a reason for recalling this document:
Change in price.
PF4 to exit PF12 to cancel

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Rec Rou Covr Note Left Right

5. You will see a note in the message line that says, "Document has been recalled to the creator."

2224 Document has been recalled to the creator

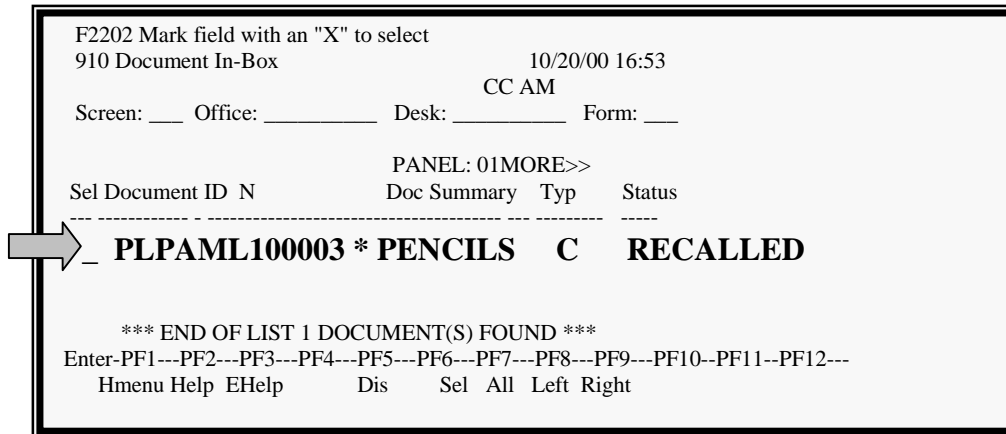
912 Document Out-Box 10/20/00 16:51
CC AM
Screen: ___ Form: ___ Document: PLPAML100003 Finished: N

PANEL: 01MORE>>

Sel Document ID	N	Doc Summary	Status
_		PLPAML100003 * PENCILS	PROPOSED
_		PLPAML600068 * FILE CABINETS	REJECTED

RECALLING PURCHASING DOCUMENTS

6. If you proceed to Screen 910, your in-box, you will see the document. The Type will be "C" and the status will be "Recalled." Since it is in your in-box, you may make changes to the document.



F2202 Mark field with an "X" to select
910 Document In-Box 10/20/00 16:53
CC AM

Screen: ___ Office: _____ Desk: _____ Form: ___

PANEL: 01MORE>>

Sel	Document ID	N	Doc Summary	Typ	Status
___	PLPAML100003		* PENCILS	C	RECALLED

*** END OF LIST 1 DOCUMENT(S) FOUND ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Hmenu Help EHelp Dis Sel All Left Right

7. To make your changes, proceed to Screen 243 to re-open the document. After you have made your corrections, proceed to Screen 242, close the document and route it. Once you send it back into routing, it will disappear from your in-box.