National Aeronautics and
Space Administration

Ames Research Center
Moffett Field, California 94035

Electronic Purchase Request System Quick Reference Card

• Bank Card Initiators' Instructions •

Available online at
http://ccf.arc.nasa.gov/cf/bnkcrd/epr.html

Business Systems Group

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What is ePR?

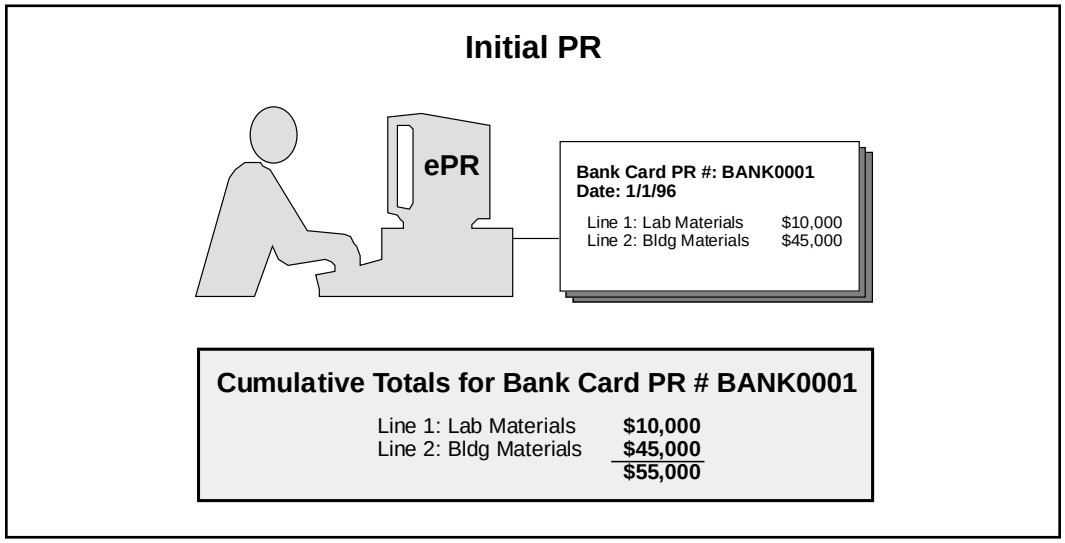
The Electronic Purchase Request (**ePR**) system is a computerized alternative to using the paper version of Ames' purchase request form (ARC 31). This system allows you to fill out, submit, and track bank card PRs and other types of PRs electronically using a Macintosh computer. Using the **ePR** system helps speed the submission and approval of purchase requests.

Bank Card PRs vs. Other Kinds of PRs

The **ePR** system treats bank card PRs differently from other kinds of PRs. Although many of the same screens are used, the rules that apply to these screens are different. The following two sections "How is ePR Used for Bank Cards?" and "Bank Card PR Definitions" describe many of the differences.

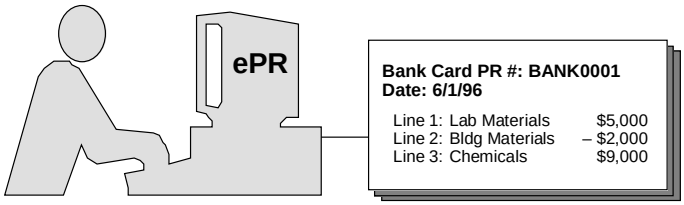
How is ePR Used for Bank Cards?

Bank card PRs let you control the amount of funding reserved for bank card purchases. Typically, you submit an initial funding PR at the beginning of the fiscal year. This initial PR should reserve (i.e., commit) funds for at least four to six months' worth of estimated bank card charges for various categories of articles and services.



Throughout the fiscal year, you can submit additional bank card PRs to match the actual charges you've made and your new expectations for future bank card charges. These additional PRs, called modification PRs, can increase or decrease funding for established categories of articles or services; they can also commit funds for new categories of articles or services.

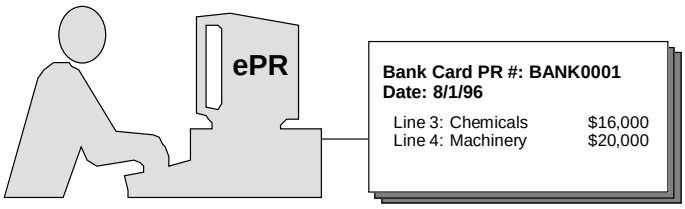
First Modification PR



Cumulative Totals for Bank Card PR # BANK0001

Line 1: Lab Materials	**$15,000**
Line 2: Bldg Materials	**$43,000**
Line 3: Chemicals	**$9,000**
	$67,000

Second Modification PR



Cumulative Totals for Bank Card PR # BANK0001

Line 1: Lab Materials	**$15,000**
Line 2: Bldg Materials	**$43,000**
Line 3: Chemicals	**$25,000**
Line 4: Machinery	**$20,000**
	$103,000

Bank Card PR Definitions

- **Bank card PR numbers** – A bank card PR number is a four-digit number prefixed with BANK. (It is different from the number imprinted on your bank card.) The Purchasing Office (Code JAA) issues a unique bank card PR number to each bank card user during Code JAA's bank card training. Use this number each time you open a bank card PR. Only you are authorized to use your bank card PR number.
- **Bank card PR line items** – Each bank card PR that you create may have one or more line items. A line item is used to commit or decommit funding for a category of articles or services. Each line item consists of a unique combination of accounting and descriptive information. When you add a new line item, the ePR system assigns a number to the line item. This number will always be associated with this line item information on your bank card PRs. (See the examples on pages 1 and 2.)
- **Working vs. Submitted bank card PRs** – Bank card PRs, like other PRs, go through two stages in the **ePR** system. The first stage is the "working" stage, which is when you're filling out the bank card PR and deciding what should go on it. When you submit the bank card PR, it enters the "submitted" stage, in which the PR is automatically routed to the people who need to approve your PR. The **ePR** system uses the same bank card PR number for both working and submitted PRs.

Logging On

1. Double-click the ePR icon.
2. Tab to the Password box and type your password.
3. Click Connect. You see the ePR logo screen.

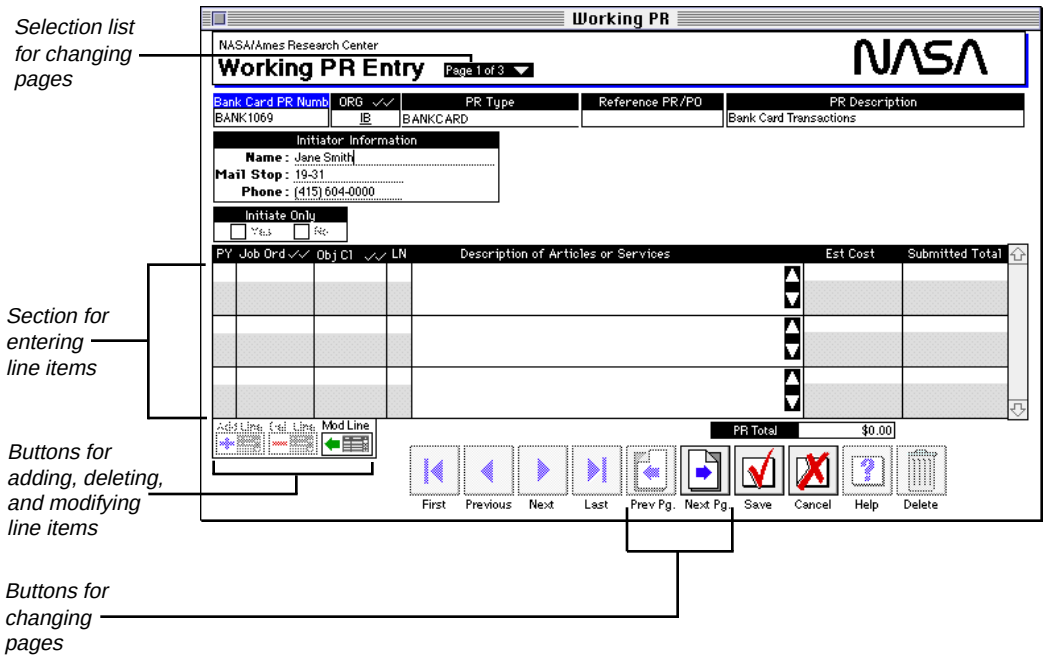
- Your password is case-sensitive. Be sure to type it exactly.
- To enter a new password, choose **Change Password** from the File menu. Keep your password secure by choosing a password that consists of both letters and numbers. Don't choose an obvious password, such as your first or last name.
- If you forget your password, call the Business Systems Help Desk at 4-6877.

Opening a Bank Card PR

1. From the PR Menu, choose **Working PR**.
2. On the Working PR List, click **BankCard**.

3. Type your four-digit bank card PR number and click **OK**. You see the Working PR Entry screen. The top half of the screen is automatically filled in for you.

- Each bank card PR that you open is treated as a separate PR that you can track through the approval and routing process.
- The initiator information for a bank card PR comes from your preferences. You can type over this information. To change your preferences for all new PRs, choose **Preferences** from the File menu. Then, type over the information you want to change.



Entering Line Item Information

1. After you've opened a bank card PR, click anywhere in the section on the Working PR Entry screen for entering line items.
2. To add a new line item, click **Add Line**. To adjust the dollar amount of an existing line item, click **Mod Line** and select the desired line item from the Submitted BankCard Totals screen.
3. Fill out the line item.
4. Repeat steps 2 and 3 for other line items.
5. Provide the requested information on page 2 of the PR and check the appropriate boxes on page 3.
6. Click **Save**.

- If you're not sure whether a line item already exists for a particular product or service, click **Mod Line**. You see a list of line items used on the bank card PRs you've submitted.
- To move to the next input blank, press the **Tab** key. To change pages, click **Next Pg.** and **Prev Pg.** or choose the page number from the selection list at the top of the window.
- For ORG and Object Class, the double check marks mean you can double-click in the input blank to choose from a list of values.
- For Description of Articles or Services, the scroll arrows let you move up and down through the text. You can also scroll up and down by placing your cursor in the text and pressing the up and down arrow keys.
- PR Total is the sum of the estimated costs of all items entered on the PR. Each line item has a Submitted Total, which is the total amount previously submitted for this line item on your other bank card PRs.
- If you forgot to enter required information or if you entered incorrect information, the **ePR** system alerts you when you click **Save** (step 6). Click **Yes** to view error or warning messages, or click **No** to save the bank card PR as is. The **ePR** system won't let you submit PRs that have errors.
- When you add a line item, the next unused number appears in the line item (LN) column.

Attaching an Enclosure

1. Select a PR on the Working PR List or a submitted PR on the PR List.
2. Click **Enclosure.**
3. Click **Add**.
4. Select a file from the list of files accessible from your Macintosh.
5. Click **Open**. You see the Enclosure Selection List window listing all of the files attached to the PR.
6. Click **Done**.

- You can delete enclosures for working PRs but not for submitted PRs.
- To add more than one enclosure to a PR, click **Add** after completing step 5.

Submitting a Bank Card PR

1. From the PR Menu, choose **Working PR**.
2. Select the bank card PR you want to submit from the Working PR List.
3. Click **Submit**. The PR is routed to the PR approver for your organization and is removed from the Working PR List. PR approvers are notified via e-mail when a PR is awaiting their approval.

- You can submit a PR with warnings but not errors.
- If you submit all of your working PRs, you'll see the message "There are no selected records for: Working PR."
- To see a list of the PRs you've submitted, choose **Submitted PR** from the PR Menu. You see the PR List. To see the expected routing for a PR, select it from the PR List and click **Preview**.
- You can track bank card PR submimssions as they go through the approval process. See "Tracking a Submitted Bank Card PR" on page 7.

Tracking a Submitted Bank Card PR

1. From the PR Menu, choose **Submitted PR**.
2. From the PR List, select the bank card PR you want to track.
3. Click **Tracking**. You see the PR Routing History screen.

- The PR Routing History screen shows who the bank card PR has been routed to, when it was available for review, and when it was approved or disapproved. The status **Pending Approval** identifies the approver who needs to approve the PR next.

Shifting Money Between Line Items

1. Open a new bank card PR. (See page 4 for the steps.)
2. Click **Mod Line** and choose the line item you want to take money from.

3. Click **Mod Line** again and choose the line item you want to shift money to.
4. For the line item you want to take money from, enter the amount you want to decrease it by. Make sure you include the minus sign (–).
5. For the line item you want to shift money to, enter the amount you want to increase it by.
6. Enter information for the fields on pages 2 and 3.
7. Click **Submit**.

- You can shift money only from line items that have a Certified Total greater than zero. (The Certified Total is shown on the Submitted BankCard Totals window that appears when you click **Mod Line**.)
- When you shift money between different line items, you're changing the cumulative total dollar amount reserved for these line items.

Changing the Total Dollar Amount for a Line Item

1. Open a new bank card PR. (See page 4 for the steps.)
2. Click **Mod Line** and select the line you want to change.
3. Enter the dollar amount you want to increase or decrease the line item by. Include a minus sign (–) for negative amounts.
4. Enter information for the fields on pages 2 and 3.
5. Click **Submit**.

- You can change the dollar amount only for line items that have a Certified Total greater than zero. (The Certified Total is shown on the Submitted BankCard Totals window that appears when you click **Mod Line**.)
- Since the totals for line items are cumulative, the amount you increase or decrease a line item by affects its overall total.
- If you want to move money between line items, see "Shifting Money Between Line Items" on page 7.

Deleting a Line Item on a Submitted Bank Card PR

1. Open a new bank card PR. (See page 4 for the steps.)
2. Click **Mod Line** and select the lines you want to delete.
3. "Zero out" the line items by entering a negative dollar amount that makes the submitted total for the line item equal to zero.
4. Enter information for the fields on pages 2 and 3.
5. Click **Submit**.

- The only information you can change for a line item is the dollar amount. Therefore, deleting is useful when you've submitted a line item with an incorrect job order, object class, program year, or description.
- The "zeroing out" approach is the preferred method for deleting line items. Although you could also cancel the entire PR, provided it hasn't gone through the entire approval process, "zeroing out" line items causes less confusion for approvers.

Cancelling a Submitted Bank Card PR

1. From the PR Menu, choose **Submitted PR**.
2. Select the PR you want to cancel from the PR List and click **Delete**.

3. To confirm the deletion, click **OK** on the alert box.
4. If you want the PR copied to your Working PR List, click **OK** on the alert box. Then you can make changes and resubmit it.
5. Inform the appropriate approvers in your organization (e.g., branch chief, technical assistant) that you cancelled the PR.

- You cannot cancel a PR after the FM Approver from Financial Management has approved it.
- Although cancelled PRs are removed from the approval process, they remain on your PR List. **PR Deleted** appears in the Next Approver column.

Processing a Disapproved Bank Card PR

1. From the PR Menu, choose **Submitted PR**.
2. Select the disapproved PR (value for Next Approver is DisApproved) and click **Comment** to see the reason the PR was disapproved.

3. Open the PR by double-clicking it.
4. Make the changes requested by the approver.
5. Click **Save**.
6. When the PR Menu appears, click **Resubmit**.

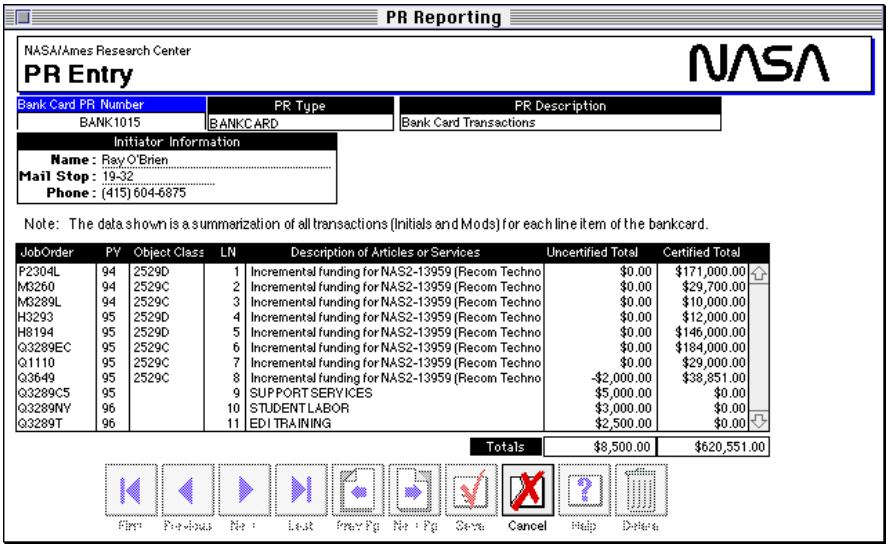
- The **ePR** system sends you an e-mail message when an approver disapproves one of your PRs.

Checking Total Dollars for Bank Card PR Line Items

1. From the PR Menu, choose **PR Reporting**.
2. On the PR List, click **BankCard**.

3. Type your bank card PR number in the box provided and click **OK**. You see a PR Entry screen listing all line items for your bank card PR number.

> The PR Entry screen you see after completing step 3 lists all line items for your bank card PR number. Each line item has two dollar amounts that reflect current totals. Uncertified Total is the total amount that's been submitted but hasn't yet been certified by Financial Management. Certified Total is the total amount that's been certified.



JobOrder	PY	Object Class	LN	Description of Articles or Services	Uncertified Total	Certified Total
P2304L	94	2529D	1	Incremental funding for NAS2-13959 (Recom Techno	$0.00	$171,000.00
M3260	94	2529C	2	Incremental funding for NAS2-13959 (Recom Techno	$0.00	$29,700.00
M3289L	94	2529C	3	Incremental funding for NAS2-13959 (Recom Techno	$0.00	$10,000.00
H3293	95	2529D	4	Incremental funding for NAS2-13959 (Recom Techno	$0.00	$12,000.00
H8194	95	2529D	5	Incremental funding for NAS2-13959 (Recom Techno	$0.00	$146,000.00
Q3289EC	95	2529C	6	Incremental funding for NAS2-13959 (Recom Techno	$0.00	$184,000.00
Q1110	95	2529C	7	Incremental funding for NAS2-13959 (Recom Techno	$0.00	$29,000.00
Q3649	95	2529C	8	Incremental funding for NAS2-13959 (Recom Techno	-$2,000.00	$38,851.00
Q3289C5	95		9	SUPPORT SERVICES	$5,000.00	$0.00
Q3289NY	96		10	STUDENT LABOR	$3,000.00	$0.00
Q3289T	96		11	EDI TRAINING	$2,500.00	$0.00
				Totals	$8,500.00	$620,551.00

Logging Off

1. Close all **ePR** windows and return to the **ePR** logo screen.
2. From the File menu, choose **Quit**.

> To close ePR windows, you may either click the close box or click **Done**. (On some screens, **Cancel** may be available in place of **Done**.)

Common ePR Bank Card Questions

How can I change a line item on a bank card PR that I submitted?
To change the dollar amount, see "Changing the Total Dollar Amount for a Line Item" on page 8. To change non-dollar information, see "Deleting a Line Item on a Submitted Bank Card PR" on page 8. However, if your org approver hasn't yet approved your bank card PR, you have two other options for changing information:

- Ask your org approver to make the changes for you. Org approvers can change all information on a bank card PR before approving it.
- Cancel the bank card PR submission. Then open a new bank card PR, enter all line item information correctly, and resubmit it. See "Cancelling a Submitted Bank Card PR" on page 9 for more information.

Can I use more than one job order on a bank card PR?
Yes. However, if you want to use more than one job order to reserve funds for the same category of articles and services, you need to create separate line items with the same description but different job orders.

I received an e-mail message about a disapproved bank card PR from the address ePR@mail.arc.nasa.gov. Who is this and how can I contact him or her to find out why my PR was disapproved?
This e-mail address is not an individual's address. It's an e-mail account that acts as a clearing-house for sending e-mail messages to initiators when someone disapproves a PR. To find out why your PR was disapproved, follow the instructions in "Processing a Disapproved Bank Card PR" on page 9.

How can I find out who has approved my bank card PR and who needs to approve it next?
The **ePR** system has a tracking option available on the PR List screen. See "Tracking a Submitted PR" on page 7 for instructions.

Getting Help

- **Business Systems Help Desk** – Call the Help Desk at extension 4-6877 if you need help using **ePR**, if you forget your password, or if you encounter other system-related problems.
- **Financial Management** – If you have questions about the accounting information for bank card PRs, call the accountant responsible for bank card information at 4-5309 or the Code CFS branch chief at 4-5310.
- **Balloon help** – When balloon help is turned on (on the menu bar), "balloons" appear with help about the field the cursor is currently over. Available for some fields, mostly on pages 2 and 3 of bank card PRs.

Space Provided for Notes