

## Entering a Modification

*These procedures should be followed as step one for all Modifications.*

1. Enter the document and batch.
  - Key an "L" in the "ACTION:" field.
  - Key transaction code plus two spaces in the "SCREEN:" field. Usually an "OF" or "MO" transaction.
  - Hit "ENTER".

```

ACTION: 1  SCREEN: of  USERID: TRAI
          *** DOCUMENT CROSS REFERENCE INQUIRY TABLE ***
KEY IS TRANS CODE, TRANS NUMBER, F/B/A, REF TRANS ID, ACCEPT DATE, DOC ACTION

TRANS CODE:      TRANS NUMBER:      DOC TOTAL:      0.00
                  OUTST AMT:      0.00
          F/B/A  REF TRANS ID      ACCEPT  DOC
          -----  -----  DATE  ACT  VENDOR  AMOUNT
          -----  -----  -----  -----  -----  -----
01-
  LAST BATCH NUMBER:      CLEARING ACTION:
02-
  LAST BATCH NUMBER:      CLEARING ACTION:
03-
  LAST BATCH NUMBER:      CLEARING ACTION:
04-
  LAST BATCH NUMBER:      CLEARING ACTION:
05-
  LAST BATCH NUMBER:      CLEARING ACTION:
06-
  LAST BATCH NUMBER:      CLEARING ACTION:
A--*L012 DEFINITION NOT TABLE DEF

```

2. The document will be displayed with “NEW” in the Command Line.
  - Tab twice and key your region number.
  - Tab and then key the 11 digit document control number you are going to modify.
  - Key “OF” in the “BATID:” field. The tran code of the BATID must be the same as the tran code of the document ID.
  - Key your region number.
  - Tab and then key the batch ID. The batch ID should start with your initials and be followed a three digit sequential number. You can use the Julian date or any set of numbers that mean something to you. It should then be followed by an alpha character.
  - Hit “ENTER”.

```

NEW
STATUS:          DOCID: OF  9  973204m813a
H-              BATID: OF  9  dt813a  ORG:          000-000 OF 000
                OBLIGATION FIELD INPUT SCREEN

VENDOR CODE:          TRANS TYPE:  DOCUMENT TOTAL:
  NAME:                ACTION:
  ADDRESS:              ALT PAYEE:
                        BFYS:
                        COMMENTS:
                        EFFECTIVE DATE:
                        NEG PYMT DAYS:

01- LN:      BORG:      /      BFY:      JOB:      BOC:
   AMOUNT:    I/D:      DESCRIPTION:
   FUND:

02- LN:      BORG:      /      BFY:      JOB:      BOC:
   AMOUNT:    I/D:      DESCRIPTION:
   FUND:

A--*HD37-TYPE BATID/DOCID & PRESS ENTER

```

### 3. Hit "ENTER". Do not enter anything on this screen.

STATUS:	DOCID: OF	9	973204M813A
B-	BATID: OF	9	DT813A ORG:
	OBLIGATION FIELD BATCH CONTROL		
	BATCH DATE:		
	NUMBER OF DOCUMENTS:		
	NET:		

## OF Modification to Increase an Amount

1. Enter the document following the steps listed on pages 1-3.
2. Key the following fields:
  - **DOCUMENT TOTAL** key the total amount being added to the undelivered order
  - **ACTION** key an "M" for modify
  - **LN** key the line amount of the undelivered order being modified (on OBLL) or use the next line number
  - **AMOUNT** key the amount being modified to the line's cost structure
  - **I/D** "i" for increase
  - **DESCRIPTION** describe why document is being modified (optional)
3. Hit "ENTER" if you need additional lines.
4. Press the "HOME" Key to return to the Command Line.
5. Key a "QB" to do a quick edit. If there are any errors, correct them and reenter "W" on the status line.

<b>qb</b>	DOCID: OF 9 973204M813A
STATUS:	BATID: OF 9 DT813A ORG: 000-000 OF 000
H-	OBLIGATION FIELD INPUT SCREEN
VENDOR CODE:	TRANS TYPE: <b>DOCUMENT TOTAL: 1000.00</b>
NAME:	<b>ACTION: m</b>
ADDRESS:	ALT PAYEE:
	BFYS:
	COMMENTS:
	EFFECTIVE DATE:
	NEG PYMT DAYS:
01- <b>LN: 001</b> BORG:	/ BFY: JOB: BOC:
<b>AMOUNT: 1000.00</b>	<b>I/D: i DESCRIPTION: price increase</b>
FUND:	
02- LN: BORG:	/ BFY: JOB: BOC:
AMOUNT:	I/D: DESCRIPTION:
FUND:	

- When you have correctly entered the modification, you will be taken to the "OBLIGATION FIELD BATCH CONTROL" screen. "STATUS:" will be "ACCPT". Enter past this screen to the "OBLIGATION FIELD INPUT SCREEN" which should display a status of "ACCPT".

```
DOCID:
STATUS: ACCPT      BATID: OF   9   DT813A  ORG:
B-
                OBLIGATION FIELD BATCH CONTROL

                BATCH DATE:
NUMBER OF DOCUMENTS:
                NET:

A--*HP30-ALL ELIGIBLE DOCS ACCEPTED      A--*HP01-WARNING MSGS; PLEASE REVIEW
```

- When the batch is accepted, file with the original document if the field is to make the payment. Forward to NBC with appropriate cover page if NBC is to make the payment.

## OF Modification to Decrease Amount

1. Enter the document and batch using the procedures listed on pages 1-3.
2. Key the following fields:
  - **DOCUMENT TOTAL** key the total amount being subtracted to the undelivered order
  - **ACTION** key an "M" for modify
  - **LN** key the line amount of the undelivered order being modified (on OBLL) or the next line number
  - **AMOUNT** key the amount being modified to the line's cost structure
  - **I/D** "d" for decrease
  - **DESCRIPTION** describe why document is being modified (optional)
3. Press "ENTER" for additional lines.
4. Press the "HOME" Key to return to the Command Line.
5. Key a "QB" to do a quick edit. If there are any errors, correct them and reenter "W" on the status line.

<b>qb</b>	DOCID: OF	9	973204M813A		
STATUS:	BATID: OF	9	DT813B	ORG:	000-000 OF 000
H-	OBLIGATION FIELD INPUT SCREEN				
VENDOR CODE:	TRANS TYPE:	<b>DOCUMENT TOTAL: 500.00</b>			
NAME:	<b>ACTION: m</b>				
ADDRESS:	ALT PAYEE:				
	BFYS:				
	COMMENTS:				
	EFFECTIVE DATE:				
	NEG PYMT DAYS:				
01- LN: 001	BORG:	/	BFY:	JOB:	BOC:
<b>AMOUNT: 500.00</b>			<b>I/D: d</b>	<b>DESCRIPTION: price decrease</b>	
FUND:					
02- LN:	BORG:	/	BFY:	JOB:	BOC:
AMOUNT:			I/D:	DESCRIPTION:	
FUND:					

- When you have correctly entered the modification, you will be taken to the "OBLIGATION FIELD BATCH CONTROL" screen. Enter past this screen to the "OBLIGATION FIELD INPUT SCREEN" which should display a status of "ACCPT".

```
STATUS: ACCPT          DOCID:
B-                   BATID: OF   9   DT813B  ORG:
                    OBLIGATION FIELD BATCH CONTROL
                    BATCH DATE:
NUMBER OF DOCUMENTS:
NET:

A--*HP30-ALL ELIGIBLE DOCS ACCEPTED      A--*HP01-WARNING MSGS; PLEASE REVIEW
```

- When the batch is accepted, file with the original document if the field is to make the payment. Forward to NBC with appropriate cover page if NBC is to make the payment.

## OF Modification to Adjust Cost Structure

1. Enter the document following the steps listed on pages 1-3.
2. Key the following fields:
  - **DOCUMENT TOTAL** key the total amount being added or subtracted to the undelivered order. Key 0.00 if there is no dollar change
  - **LN** key the line amount of the undelivered order being modified
  - **BORG** costing organization
  - **BFYS** budget fiscal year
  - **JOB** four digit program plus the four digit project number
  - **BOC** budget object class
  - **AMOUNT** key the amount being modified
  - **I/D** "i" for increase or "d" for decrease
  - **DESCRIPTION** describe why document is being modified (optional)
3. Press "ENTER" for additional lines.
4. Press the "HOME" Key to return to the Command Line.
5. Key a "QB" to do a quick edit. If there are any errors, correct them and reenter "W" on the status line.

**NOTE:** If you are changing 100% of the cost structure, the same line could be reused for the new cost structure. If you are moving part of the cost structure, scan OBLL and either choose a line that already has the cost structure you need or use the next number. In this case, line 002 was the last line number keyed in OBLL.

```

qb
STATUS: DOCID: OF 9 973204M813A
H- BATID: OF 9 DT813C ORG: 000-000 OF 000
OBLIGATION FIELD INPUT SCREEN

VENDOR CODE: TRANS TYPE: DOCUMENT TOTAL: 0.00
NAME: ACTION: m
ADDRESS: ALT PAYEE:
BFYS:
COMMENTS:
EFFECTIVE DATE:
NEG PYMT DAYS:

01- LN: 001 BORG: / BFY: JOB: BOC:
AMOUNT: 2500.00 I/D: d DESCRIPTION: move to a new cost structure
FUND:
02- LN: 002 BORG: 90181 / BFY: 2004 JOB: 12610000 BOC: 269a
AMOUNT: 2500.00 I/D: i DESCRIPTION: new cost structure
FUND:

```

6. When you have correctly entered the modification, you will be taken to the "OBLIGATION FIELD BATCH CONTROL" screen. Enter past this screen to the "OBLIGATION FIELD INPUT SCREEN" which should show a status of ACCPT.

```

STATUS: ACCPT DOCID:
B- BATID: OF 9 DT813C ORG:
OBLIGATION FIELD BATCH CONTROL

BATCH DATE:
NUMBER OF DOCUMENTS:
NET:

A--*HP30-ALL ELIGIBLE DOCS ACCEPTED A--*HP01-WARNING MSGS; PLEASE REVIEW

```

7. When the batch is accepted, file with the original document if the field is to make the payment. Forward to NBC with appropriate cover page if NBC is to make the payment.

## OF Modification - Alternate Vendor Payee

1. Enter the document and batch using the procedures listed on pages 1-3.
2. Key the following fields:
  - **ACTION**           key an "M" for modify
  - **ALT PAYEE**       key the alternate payee vendor number
3. Press the "HOME" Key to return to the Command Line.
4. Key a "QB" to do a quick edit. If there are any errors, correct them and reenter "W" on the status line.

<b>qb</b>	DOCID: OF	9	973204M813A		
STATUS:	BATID: OF	9	DT813D	ORG:	000-000 OF 000
H-	OBLIGATION FIELD INPUT SCREEN				
VENDOR CODE:	TRANS TYPE:	DOCUMENT TOTAL:			
NAME:		<b>ACTION: m</b>			
ADDRESS:		<b>ALT PAYEE: 3001779775 e</b>			
		BFYS:			
		COMMENTS:			
		EFFECTIVE DATE:			
		NEG PYMT DAYS:			
01- LN:	BORG:	/	BFY:	JOB:	BOC:
AMOUNT:		I/D:	DESCRIPTION:		
FUND:					
02- LN:	BORG:	/	BFY:	JOB:	BOC:
AMOUNT:		I/D:	DESCRIPTION:		
FUND:					

5. When you have correctly entered the modification, you will be taken to the "OBLIGATION FIELD BATCH CONTROL" screen. Enter past this screen to the "OBLIGATION FIELD INPUT SCREEN" which should show a status of ACCPT.

```

                                DOCID:
STATUS: ACCPT                   BATID: OF  9  DT813D  ORG:
B-
                                OBLIGATION FIELD BATCH CONTROL

                                BATCH DATE:
                                NUMBER OF DOCUMENTS:
                                NET:

A--*HP30-ALL ELIGIBLE DOCS ACCEPTED      A--*HP01-WARNING MSGS; PLEASE REVIEW
```

6. When the batch is accepted, file with the original document if the field is to make the payment. Forward to NBC with appropriate cover page if NBC is to make the payment.

## OF Modification - Cancellation of Undelivered Order

This procedure may only be used when there have not been any payments against the undelivered order. If payments were made, the undelivered order must be modified to zero line by line (see Modification-Decrease).

1. Enter the document and batch using the procedures listed on pages 1-3.
2. Key the following field:
  - **ACTION** key an "X"
3. Press the "HOME" Key to return to the Command Line.
4. Key a "QB" to do a quick edit. If there are any errors, correct them and reenter "W" on the status line.

```

qb
STATUS:          DOCID: OF  9  973204M813A
H-              BATID: OF  9  DT813E  ORG:          000-000 OF 000
                OBLIGATION FIELD INPUT SCREEN

VENDOR CODE:    TRANS TYPE:    DOCUMENT TOTAL:
NAME:           ACTION: x
ADDRESS:        ALT PAYEE:
                BFYS:
                COMMENTS:
                EFFECTIVE DATE:
                NEG PYMT DAYS:

01- LN:         BORG:          /   BFY:          JOB:          BOC:
AMOUNT:        I/D:    DESCRIPTION:
FUND:

02- LN:         BORG:          /   BFY:          JOB:          BOC:
AMOUNT:        I/D:    DESCRIPTION:
FUND:
    
```

- 5. When you have correctly entered the modification, you will be taken to the "OBLIGATION FIELD BATCH CONTROL" screen. Enter past this screen to the "OBLIGATION FIELD INPUT SCREEN" which should show a status of ACCPT.

```
STATUS: ACCPT          DOCID:
B-                    BATID: OF  9  DT813E  ORG:
                        OBLIGATION FIELD BATCH CONTROL
                        BATCH DATE:
NUMBER OF DOCUMENTS:
NET:

A--*HP30-ALL ELIGIBLE DOCS ACCEPTED      A--*HP01-WARNING MSGS; PLEASE REVIEW
```

- 6. When the batch is accepted, file with the original document if the field is to make the payment. Forward to NBC with appropriate cover page if NBC is to make the payment.

## MO Modification to Increase an Amount

1. Enter the document and batch using the procedures listed on pages 1-3.
2. Key the following fields:
  - **DOCUMENT TOTAL**      The dollar change to the document.
  - **ACTION**                      Key "M"

STATUS:	DOCID: MO 9 6018849014J	
	BATID: MO 9 DT014J ORG:	
	MISCELLANEOUS ORDER INPUT SCREEN	
VENDOR CODE:	TRANS TYPE:	<b>DOCUMENT TOTAL: 1500.00</b>
NAME:		COMMENTS:
ADDRESS:		<b>ACTION: m</b> BFYS:
		ACCTG PD:
		MO DATE:
		FUND:
	DISCOUNT %:	DAYS:
	DISCOUNT %:	DAYS:
	DISCOUNT %:	DAYS:
ALT PAYEE:	/	
REF REQ:	BLANKET NUMBER:	CONTRACT #:
CONTACT:		NO OF OPTIONS:
DOC TYPE:		RESP PERSON:
EFFECTIVE DATE:	BUYER:	ASSOC ORDER:
RCVR RQRD:	INV RQRD:	CONF ORDER: PURCH METHOD:
PRINT PO:	TEXT TYPE:	
INVITATION #:	END DATE:	NEG PYMT DAYS:

3. Hit "ENTER" to go to the line screen.

4. Key the following fields on the Line Screen:
  - **LN** 3 digit sequential line. If modifying a cost structure that was already input to FFS, the LN is the line number on the OBLL that relates to that cost structure. If adding a new cost structure, scan the OBLL to determine the last line number used and then use the next number
  - **BORG** costing organization (**key only if creating a new cost structure**)
  - **JOB** 4 digit sub-activity (program) and 4 digit project number (**key only if creating a new cost structure**)
  - **BOC** budget object class (**key only if creating a new cost structure**)
  - **BFYS** budget fiscal year to be charged (**key only if creating a new cost structure**)
  - **AMOUNT** dollar amount of the change to that cost structure
  - **I/D** "I" for increase. The total amount of the increase must equal the Document Total on the Header Screen (**the description field may be keyed if desired**)
4. Press the "HOME" Key to return to the Command Line.
5. Key a "QB" to do a quick edit. "ENTER". If there are errors, the status line displays "REJCT". When all errors are corrected, the screen goes to the Obligation Field Batch Control Screen.

<b>qb</b>	DOCID: MO	9	6018849014J				
STATUS:	BATID: MO	9	DT014J	ORG:		000-000 OF 000	
01- LN	BORG	PROG	JOB	BOC	BFYS	FUND	
<b>001</b>	/			/			
DESCRIPTION							
			<b>AMOUNT</b>	<b>I/D</b>	P/F		
			<b>1500.00</b>	<b>i</b>			
REF REQ-LINE	RPT CATG	CLSD	BFYS	CLSD	FND		
02- LN	BORG	PROG	JOB	BOC	BFYS	FUND	
	/			/			
DESCRIPTION			AMOUNT	I/D	P/F		
REF REQ-LINE	RPT CATG	CLSD	BFYS	CLSD	FND		
03- LN	BORG	PROG	JOB	BOC	BFYS	FUND	
	/			/			
DESCRIPTION			AMOUNT	I/D	P/F		
REF REQ-LINE	RPT CATG	CLSD	BFYS	CLSD	FND		

6. "ENTER" to skip the Obligation Field Batch Control Screen. The Obligation Field Input Screen should appear. The Status line should display "ACCPT".
7. When the batch is accepted, file with the original document if the field is to make the payment. Forward to NBC with appropriate cover page if NBC is to make the payment.

## MO Modification to Decrease an Amount

1. Enter the document and batch using the procedures listed on pages 1-3.
2. Key the following fields:
  - **DOCUMENT TOTAL**      The dollar change to the document
  - **ACTION**                      Key "M"
3. Hit "ENTER" to go to the line screen.

STATUS:	DOCID: MO 9 6018849014J	
	BATID: MO 9 DT014K ORG:	
	MISCELLANEOUS ORDER INPUT SCREEN	
VENDOR CODE:	TRANS TYPE:	<b>DOCUMENT TOTAL: 1500.00</b>
NAME:		COMMENTS:
ADDRESS:		<b>ACTION: m</b> BFYS:
		ACCTG PD:
		MO DATE:
		FUND:
	DISCOUNT %:	DAYS:
	DISCOUNT %:	DAYS:
	DISCOUNT %:	DAYS:
ALT PAYEE:	/	
REF REQ:	BLANKET NUMBER:	CONTRACT #:
CONTACT:		NO OF OPTIONS:
DOC TYPE:		RESP PERSON:
EFFECTIVE DATE:	BUYER:	ASSOC ORDER:
RCVR RQRD:	INV RQRD:	CONF ORDER: PURCH METHOD:
PRINT PO:	TEXT TYPE:	
INVITATION #:	END DATE:	NEG PYMT DAYS:

4. Key the following fields on the Line Screen:
  - **LN**                      three digit sequential line
  - **AMOUNT**              dollar amount of the change to that cost structure
  - **I/D**                      "d" for decrease. The total amount of the decrease must equal the Document Total on the Header Screen. **The description field may be keyed if desired.**
5. Press the "HOME" Key to return to the Command Line.

6. Key a "QB" to do a quick edit. "ENTER". If there are errors, the status line displays "REJCT". When all errors are corrected, the screen goes to the Obligation Field Batch Control Screen.

<b>qb</b>		DOCID: MO	9	6018849014J			
STATUS:		BATID: MO	9	DT014K	ORG:	000-000 OF 000	
01-	<b>LN</b>	BORG	PROG	JOB	BOC	BFYS	FUND
	<b>001</b>	/			/		
	DESCRIPTION			<b>AMOUNT</b>	<b>I/D</b>	P/F	
				<b>1500.00</b>	<b>d</b>		
	REF REQ-LINE	RPT CATG	CLSD	BFYS	CLSD	FND	
02-	LN	BORG	PROG	JOB	BOC	BFYS	FUND
		/			/		
	DESCRIPTION			AMOUNT	I/D	P/F	
	REF REQ-LINE	RPT CATG	CLSD	BFYS	CLSD	FND	
03-	LN	BORG	PROG	JOB	BOC	BFYS	FUND
		/			/		
	DESCRIPTION			AMOUNT	I/D	P/F	
	REF REQ-LINE	RPT CATG	CLSD	BFYS	CLSD	FND	

7. "ENTER" to skip the Obligation Field Batch Control Screen. The Obligation Field Input Screen should appear. The Status line should display "ACCPT".
8. When the batch is accepted, file with the original document if the field is to make the payment. Forward to NBC with appropriate cover page if NBC is to make the payment.

## MO Modification to Change Cost Structure

1. Enter the document and batch using the procedures listed on pages 1-3.
2. Key the following fields:
  - **DOCUMENT TOTAL** The dollar change to the document. Key 0.00 if you are changing the cost structure and not adding or subtracting money.
  - **ACTION** Key "M"
3. Hit "ENTER" to go to the line screen.

STATUS:	DOCID: MO 9 6018849014J	
	BATID: MO 9 DT014L ORG:	
	MISCELLANEOUS ORDER INPUT SCREEN	
VENDOR CODE:	TRANS TYPE:	<b>DOCUMENT TOTAL: 0.00</b>
NAME:		COMMENTS:
ADDRESS:		<b>ACTION: m</b> BFYS:
		ACCTG PD:
		MO DATE:
		FUND:
	DISCOUNT %:	DAYS:
	DISCOUNT %:	DAYS:
	DISCOUNT %:	DAYS:
ALT PAYEE:	/	
REF REQ:	BLANKET NUMBER:	CONTRACT #:
CONTACT:		NO OF OPTIONS:
DOC TYPE:		RESP PERSON:
EFFECTIVE DATE:	BUYER:	ASSOC ORDER:
RCVR RQRD:	INV RQRD:	CONF ORDER: PURCH METHOD:
PRINT PO:	TEXT TYPE:	
INVITATION #:	END DATE:	NEG PYMT DAYS:

4. Key the following fields on the Line Screen:
  - **LN** three digit sequential line. If modifying a cost structure that was already input to FFS, the LN is the line number on the OBLL that relates to that cost structure. If adding a new cost structure, scan the OBLL to determine the last line number used and then use the next number.
  - **BORG** costing organization (**key only if creating a new cost structure**)
  - **JOB** four digit sub-activity (program) and four digit project number (**key only if creating a new cost structure**)
  - **BOC** budget object class (**key only if creating a new cost structure**)
  - **BFYS** budget fiscal year to be charged (**key only if creating a new cost structure**)
  - **AMOUNT** dollar amount of the change to that cost structure
  - **I/D** "i" for increase or "d" for decrease. The total amount of the increases and decreases must equal the Document Total on the Header Screen. **The description field may be keyed if desired.**
5. Press the "HOME" Key to return to the Command Line.
6. Key a "QB" to do a quick edit. "ENTER". If there are errors, the status line displays "REJCT". When all errors are corrected, the screen goes to the Obligation Field Batch Control Screen.

<b>qb</b>		DOCID: MO	9	6018849014J			
STATUS:		BATID: MO	9	DT014L	ORG:	000-000 OF 000	
01-	<b>LN</b>	<b>BORG</b>	<b>PROG</b>	<b>JOB</b>	<b>BOC</b>	<b>BFYS</b>	<b>FUND</b>
	<b>001</b>	/			/		
	DESCRIPTION		<b>AMOUNT</b>		<b>I/D</b>	<b>P/F</b>	
			<b>1500.00</b>		<b>d</b>		
	REF REQ-LINE	RPT CATG	CLSD BFYS		CLSD FND		
02-	<b>LN</b>	<b>BORG</b>	<b>PROG</b>	<b>JOB</b>	<b>BOC</b>	<b>BFYS</b>	<b>FUND</b>
	<b>002</b>	<b>97320</b>	/	<b>16610044</b>	<b>224f</b>	/	<b>2004</b>
	DESCRIPTION		<b>AMOUNT</b>		<b>I/D</b>	<b>P/F</b>	
			<b>1500.00</b>		<b>i</b>		
	REF REQ-LINE	RPT CATG	CLSD BFYS		CLSD FND		
03-	<b>LN</b>	<b>BORG</b>	<b>PROG</b>	<b>JOB</b>	<b>BOC</b>	<b>BFYS</b>	<b>FUND</b>
	/				/		
	DESCRIPTION		<b>AMOUNT</b>		<b>I/D</b>	<b>P/F</b>	
	REF REQ-LINE	RPT CATG	CLSD BFYS		CLSD FND		

7. "ENTER" to skip the Obligation Field Batch Control Screen. The Obligation Field Input Screen should appear. The Status line should display "ACCPT".
8. When the batch is accepted, file with the original document if the field is to make the payment. Forward to NBC with appropriate cover page if NBC is to make the payment.

## MO Modification - Alternate Payee

1. Enter the document and batch using the procedures listed on pages 1-3.
2. Key the following fields:
  - **ACTION**           Key "M"
  - **ALT PAYEE**       Base number and suffix of the alternate payee
3. Press the "HOME" Key to return to the Command Line.
4. Key a "QB" to do a quick edit. "ENTER". If there are errors, the status line displays "REJCT". When all errors are corrected, the screen goes to the Obligation Field Batch Control Screen.

<b>qb</b>	DOCID: MO	9	6018849014J
STATUS:	BATID: MO	9	DT014M ORG:
	MISCELLANEOUS ORDER INPUT SCREEN		
VENDOR CODE:	TRANS TYPE:	DOCUMENT TOTAL:	1500.00
NAME:		COMMENTS:	
ADDRESS:		<b>ACTION: m</b>	BFYS:
		ACCTG PD:	
		MO DATE:	
			FUND:
	DISCOUNT %:	DAYS:	
	DISCOUNT %:	DAYS:	
	DISCOUNT %:	DAYS:	
<b>ALT PAYEE: 3000003099 0 /</b>			
REF REQ:	BLANKET NUMBER:	CONTRACT #:	
CONTACT:		NO OF OPTIONS:	
DOC TYPE:		RESP PERSON:	
EFFECTIVE DATE:	BUYER:	ASSOC ORDER:	
RCVR RQRD:	INV RQRD:	CONF ORDER:	PURCH METHOD:
PRINT PO:	TEXT TYPE:		
INVITATION #:	END DATE:	NEG PYMT DAYS:	

5. "ENTER" to skip the Obligation Field Batch Control Screen. The Obligation Field Input Screen should appear. The Status line should display "ACCPT".
6. When the batch is accepted, file with the original document if the field is to make the payment. Forward to NBC with appropriate cover page if NBC is to make the payment.

## MO Cancellations

1. Enter the document and batch using the procedures listed on pages 1-3.
2. Key the following field:
  - **ACTION** "X"
3. Press the "HOME" Key to return to the Command Line.
4. Key a "QB" to do a quick edit. "ENTER". If there are errors, the status line displays "REJCT". When all errors are corrected, the screen goes to the Obligation Field Batch Control Screen.

```

qb
STATUS:          DOCID: MO  9  6018849014J
                 BATID: MO  9  DT014N  ORG:
MISCELLANEOUS ORDER INPUT SCREEN
VENDOR CODE:    TRANS TYPE:  DOCUMENT TOTAL: 1500.00
NAME:          COMMENTS:
ADDRESS:       ACTION: x  BFYS:
               ACCTG PD:
               MO DATE:
               FUND:
DISCOUNT %:   DAYS:
DISCOUNT %:   DAYS:
DISCOUNT %:   DAYS:
ALT PAYEE: 3000003099 0 /
REF REQ:       BLANKET NUMBER:      CONTRACT #:
CONTACT:      NO OF OPTIONS:
DOC TYPE:     RESP PERSON:
EFFECTIVE DATE: BUYER:             ASSOC ORDER:
RCVR RQRD:    INV RQRD:           CONF ORDER:  PURCH METHOD:
PRINT PO:     TEXT TYPE:
INVITATION #: END DATE:           NEG PYMT DAYS:

```

5. "ENTER" to skip the Obligation Field Batch Control Screen. The Obligation Field Input Screen should appear. The Status line should display "ACCPT".
6. When the batch is accepted, file with the original document if the field is to make the payment. Forward to NBC with appropriate cover page if NBC is to make the payment.

Contracting Officers **must** approve decreases or cancellations to contract documents. Be careful. It is very easy to remove undelivered orders. Re-instating can be difficult depending on the fund and the fiscal year.