

State of Oklahoma

COR110

Purchase Order Administration
Manual

Office of Management & Enterprise
Services



OKLAHOMA

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Document History

Document Revision	Date	Description
1.0	04/30/2010	Initial Document
2.0	05/01/2014	Upgrade Update
3.0	12/13/4024	Upgrade Update
3.1	04/10/2026	Images Update
3.2	06/17/2026	Accessibility Update



Create Direct PO - Single Line

A Purchase Order is a commitment to buy goods or services from a supplier. Upon budget checking, the Purchase Orders funds are encumbered (obligated) from a budget to ensure funds are available when the product or service has been received. If a Requisition is processed, the pre-encumbrance will be released when the encumbrance is established. Like a Requisition, the Purchase Order consists of these basic elements: headers, lines, schedules, and distributions. Each requisition has one header, which can have multiple lines. Each line can have multiple schedules. Each schedule can have multiple distributions.

Step 1 – Enter Purchase Order Data

NOTE: Throughout this manual, Navigation refers to the keystrokes taken to access relative functionality. To follow steps, first Select the NavBar Compass icon, then the Menu icon. Follow the referenced Navigation in the menu.

Navigation: Purchasing > Purchase Orders > Add/Update POs > Add a New Value

The screenshot shows a web form titled "Purchase Order" with a sub-header "Add a New Value". In the top right corner, there is a button labeled "Q Find an Existing Value". Below this, there are two input fields: "*Business Unit" containing the text "09000" with a search icon to its right, and "*PO ID" containing the text "NEXT". At the bottom left of the form is a button labeled "Add".

Business Unit - Defaults to specific agency for each User.

PO ID - Defaults to NEXT. The system will auto number each Purchase Order.

NOTE: Do not change the PO ID data field. Let the system default NEXT into the data field. The Purchase Order number will be assigned upon saving.

Select the **Add** button to access the Maintain Purchase Order page.

Maintain Purchase Order
Purchase Order

Business Unit: 09000
PO ID: NEXT
Copy From: [Dropdown]

PO Status: Initial
Budget Status: Not Chkd
☐ Hold From Further Processing

Header

*PO Date: 07/09/2024
*Supplier: [Search]
*Supplier ID: [Search]
*Buyer: [Search]

Doc Tol Status: Valid
Receipt Status: Not Recvd
Priority: Medium
*Dispatch Method: [Dropdown]

Amount Summary

Merchandise	0.00
Freight/Tax/Misc.	0.00
Total Amount	0.00 USD

Buttons: Calculate, Add, Update/Cancel

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1							0.000	Open

Buttons: Save, Notify, Refresh, Add, Update/Cancel

NOTE: The PO date defaults to today's date. (Leave this field alone so the PO date will always be the creation date.)

Maintain Purchase Order
Purchase Order

Business Unit: 09000
PO ID: NEXT
Copy From: [Dropdown]

PO Status: Open
Budget Status: Not Chkd
☐ Hold From Further Processing

Header

*PO Date: 07/09/2024
*Supplier: STAPLES IN-001
*Supplier ID: 0000067919
*Buyer: AANDREWS

Doc Tol Status: Valid
Receipt Status: Not Recvd
Priority: Medium
*Dispatch Method: Print

Amount Summary

Merchandise	0.00
Freight/Tax/Misc.	0.00
Total Amount	0.00 USD

Buttons: Calculate, Add, Update/Cancel

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1							0.000	Open

Buttons: Save, Notify, Refresh, Add, Update/Cancel

Input the Supplier ID and Buyer. If known, the Supplier ID can be entered directly. If unknown, the Supplier ID can be searched using the lookup icon (magnifying glass) in the field.

Select the **Supplier Details** link to review the supplier's location and address.

Select the **Refresh** button to validate data. The PO status changes to "**Open.**"

Hold from Further Processing - Processes will not run against a PO if this box is checked.

PO Reference - Will populate with the originating document number if using sourcing.

Users may select **Rush** as a priority preference on POs.



Step 2 – Update Header Details

Information entered on this page is associated with the entire Purchase Order. Select the [Header Details](#) link, located under “PO Reference” to open the page.

The screenshot shows the 'PO Header Details' window. It is organized into several sections: 'PO Details' at the top left, 'Currency' in the middle left, 'Process Control Option' at the bottom left, and a right-hand column for additional details. The 'PO Details' section includes fields for Supplier, PO Type, Billing Location, Origin, and a checkbox for 'Use One Ship To'. The 'Currency' section includes Currency Code, Rate Date, and Rate Type. The 'Process Control Option' section includes a 'Dispatch' checkbox and a 'Method' dropdown. The right-hand column includes PO Date, Budget Status, Tax Exempt checkbox, ID, Letter of Credit ID, Ship To, Base Currency, Exchange Rate, Acknowledgements required for, Accounting Date, and Accounting Template. At the bottom left are 'OK', 'Cancel', and 'Refresh' buttons. A 'Custom Fields' link is also present at the bottom left.

PO Type - This field will establish the type of Purchase being created. See more information about PO Types on page 138 of this manual.

Billing Location - The field identifies where the invoice should be sent, such as the Main Office of a Department within an agency.

Origin - The origin is used to describe who will complete the Purchase Order. This defaults from your user preference and is normally AGY- Agency. The user can change the origin to a different option from the pre-defined values by selecting the look up icon in the field. See more information about Origins on page 138 of this manual.

Tax Exempt - Select if the purchase order is exempt from sales and use taxes. If selected, enter a tax exempt ID in the **ID** field.

Dispatch Button - The default is “on.” This indicates that once the PO has been successfully checked for Document Tolerance and Budget Checking, the PO is scheduled for the next Dispatch process. To prevent, de-select the Radio Box located to the left of **Dispatch**.

Method - Defaults from the Business Unit definition. Method can be overridden by selecting *EDX*, *Fax*, *Phone*, *Email*, or *Print*.

Accounting Date - Defaults to today’s date and generally should not be changed, this date will determine the FY and Accounting Period assigned in Commitment Control.

Update information on this page and **select** the **OK** button to return to the Maintain Purchase Order page.



Step 3 – Enter the Header Comments

Header ?

*PO Date 07/09/2024

*Supplier STAPLES IN-001

*Supplier ID 0000067919

*Buyer AANDREWS

PO Reference

Supplier Search
Supplier Details
STAPLES INC
Angela Andrews

Header Details
PO Defaults
PO Activities
▼ Actions

Activity Summary
Add Comments
Add ShipTo Comments

Access the Header Comments page by selecting on the **Add Comments** link from the Header Section of the Maintain Purchase Order Page.

PO Header Comments x

Business Unit 09000 PO ID NEXT Supplier STAPLES IN-001

*Sort Method Comment Time Stamp *Sort Sequence Ascending Sort

Comments 1 of 1 View All

Use Standard Comments

Comment Status Active Inactivate +

☒ Send to Supplier ☐ Show at Receipt
☐ Show at Voucher ☐ Approval Justification

Associated Document

Attachment Attach View Delete Email

From -> PO 09000-NEXT

OK Cancel Refresh

Input any comments to send with the Purchase Order in the Comment Field.

NOTE: The Send to Supplier check box will be checked by default. If you want this comment to appear on the receipt or voucher, check the appropriate box.

NOTE: When there are multiple comments, the system will display the most recent comment.

The navigation display, outlined above, indicates the number of comments available for viewing. To view the remaining comments, either press the forward arrow symbol to go to the next comment or press '**View All**' to see all of the comments in the scroll area. To return to viewing only one line and its associated schedules, press '**View 1**'.

Navigation buttons:

1. Find
2. First
3. Previous
4. Next
5. Last



Field Definitions

Retrieve Active Comments Only – This field is available after the Purchase Order has been saved. The radio box is selected by default. If you want to select the inactive comments, deselect the radio box and **select** the **Retrieve** button.

Inactivate Button – Select this button to inactivate the currently displayed comment. The comment is not actually deleted, but it is set to an inactive status. This action can be reversed using the **Undo** button.

Sort Method – Select the method that you want to use to sort the comments retrieved:

- *Comment Time Stamp* – Sorts the comments by the time stamp assigned to them when they were created.
- *Supplier Flag* – Sorts the comments flagged to be sent to the supplier.

Sort Sequence – Select *Ascending* or *Descending*.

Sort Button - Select this button to sort comments according to the selections that you made in the Sort Method and Sort Sequence fields.

To add additional comments, Select on the **plus** button in the upper right corner of the comments section.

PeopleSoft also gives you the ability to attach a file to your Purchase Order using the **Attach** button.

Standard Comments

Central Purchasing (CP) requires certain Purchase Orders to contain certain comments concerning the purchase. Instead of having to type this information into each Purchase Order, CP has created a list of Standard Comments that when selected, will default in. These comments are called **STANDARD COMMENTS** and must be added to these Purchase Orders. See Central Purchasing Administrative Rules.

Select the [Use Standard Comments](#) link on the left side of the page.

Standard Comments

[Help](#)

Comments

*Action: Copy Comment

Comment Type:

Comment ID:

*Effective Date: 07/09/2024

*Status: Active

Description:

Short Desc:

Comments:

OK Cancel Refresh

From this page, select the “Standard Comment” by inputting the **Comment Type** and **Comment ID**. If you do not know this information, then select the Look Up Icon located in the right side of the field.

Select the **Look Up Icon** for the Comment Type to search for a Comment Type.



Look Up Comment Type × [Help](#)

*SetID 00000

Standard Comment Type begins with

Description begins with

[Search](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View 100 1-8 of 8

Standard Comment Type	Description
345	ODOT TERMS AND CONDITIONS
807	OHCA TERMS AND CONDITIONS
COL	NON COLLUSION
OTM	OTERM
SOL	IT Solicitation Terms
SVC	SERVICE
T&C	TERMS AND CONDITIONS
TRM	TERMS

Select a Comment Type by selecting on it. In this example “Non-Collusion” (COL) will be used.

Standard Comments × [Help](#)

Comments

*Action Copy Comment

Comment Type COL

Comment ID

*Effective Date 07/09/2024

*Status Active

Description

Short Desc

Comments

[OK](#) [Cancel](#) [Refresh](#)

Select the **Look Up Icon** for the Comment ID.



Look Up Comment ID × [Help](#)

SetID 00000

Standard Comment Type COL

Standard Comment ID begins with

Description begins with

[Basic Lookup](#)

Search Results

View 100 1-1 of 1

Standard Comment ID	Description
NONC	NON COLLUSION

NOTE: The Comment ID is unique to the Comment Type.

Select a Comment ID by selecting on it.

Standard Comments × [Help](#)

Comments

*Action Copy Comment

Comment Type COL

Comment ID NONC

*Effective Date 07/09/2024

*Status Active

Description NON COLLUSION

Short Desc NON COLLUS

Comments THIS BID INVALID IF NOT SIGNED AND NOTARIZED

Affidavit:
State of _____ County of _____, of
lawful age, being first duly sworn, on oath, say that: 1.(S)he is the duly
authorized agent of Bidder and/or contractor submitting the

Notice the comments copied in, this saves time.

Select the **OK** button to attach the copied Standard Comment to the PO Header.



PO Header Comments

[Help](#)

Business Unit 09000 PO ID NEXT Supplier STAPLES IN-001

*Sort Method Comment Time Stamp *Sort Sequence Ascending [Sort](#)

Comments [View All](#)

[Use Standard Comments](#) Comment Status Active [Inactivate](#) [+](#)

THIS BID INVALID IF NOT SIGNED AND NOTARIZED

Affidavit:
 State of _____ County of _____, of lawful age, being first duly sworn, on oath, say that: 1.(S)he is
 the duly authorized agent of Bidder and/or contractor submitting the competitive bid and/or procuring the contract which is

☒ Send to Supplier ☐ Show at Receipt
☐ Show at Voucher ☐ Approval Justification

Associated Document

Attachment [Attach](#) [View](#) [Delete](#) [Email](#)

[OK](#) [Cancel](#) [Refresh](#)

To view all comments, **select** the [View All](#) link.

Select the **OK** button to return to the Maintain Purchase Order page.



Step 4 – Enter Line Details

Business Unit 09000
PO ID NEXT
Copy From

PO Status Open
Budget Status Not Chkd
Hold From Further Processing

Doc Tol Status Valid

Receipt Status Not Recvd
Priority Medium
Dispatch Method Print

Amount Summary
Merchandise 0.00
Freight/Tax/Misc. 0.00
Total Amount 0.00 USD

Add Items From
Catalog Purchasing Kit

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1						0	0.000	Open

Save Notify Refresh Add Update/Display

Notice the **Add Comments** link changed to **Edit Comments**.

Enter the Line Details and select the **Refresh** button to validate the data.

The user can input the **Item ID**, which will default the **Description** and **Category** field,

OR

The user can input the **Category** code directly, without an Item ID.

If the Item ID/Category is not known, the lookup icon on the right side of the field can be selected to search for an Item ID/Category.

An Item ID is searched for in this example.



To narrow your results, input an Item ID, Category, or Description and **select** the **Search** button.

In this example, a description of “**OFFICE SUPPLIES**” was used to create the following results:

Look Up Item

*SetID 00000

Item ID begins with

Category begins with

Description begins with

Search **Clear** **Cancel** Basic Lookup

Search Results

View 100 1-1 of 1

Item ID	Category	Category ID	Description
1000013634	44121600	45469	OFFICE SUPPLIES: General desk/office supplies

Make your selection by selecting on the **Item ID** link. For this example, “**OFFICE SUPPLIES: General desk/office supplies**” is chosen.

Maintain Purchase Order

Purchase Order

Business Unit 00000

PO ID NEXT

Copy From

Header

*PO Date 07/09/2024

*Supplier STAPLES IN-001

*Supplier ID 0000067919

*Buyer ANDREWS

PO Reference

Doc Tot Status Valid

Receipt Status Not Recvd

Priority Medium

*Dispatch Method Print

Amount Summary

Merchandise	Freight/Tax/Misc.	Total Amount
0.00	0.00	0.00 USD

Add Items From

Catalog Purchasing Kit

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES: General desk/office supplies	1	YR	44121600		0.00	Open

View Printable Version

View Approvals

Save **Notify** **Refresh** **Add** **Update/Display**

The Description and Category code defaulted in from the Item ID.

Input the **PO QTY**, **UOM** (Unit of Measure), and **Price**.

Select the **Refresh** button to validate the data.

The screenshot shows the 'Lines' window in PeopleSoft. At the top, there are tabs for 'Details', 'Flags', 'Ship To/Due Date', 'Statuses', 'Item Information', 'Attributes', 'B/F Q', 'Contract', and 'Receiving'. Below these tabs is a table with the following columns: Line, Item, Description, PO Qty, UOM, Category, Price, Merchandise Amount, and Status. A single line is displayed with the following values: Line 1, Item 1000013634, Description OFFICE SUPPLIES, PO Qty 4.0000, UOM EA, Category 44121600, Price 8.00000, Merchandise Amount 32.00, and Status Open. Below the table, there are buttons for 'View Printable Version', 'View Approvals', 'Close Short All Lines', and a 'Go to' dropdown menu. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	4.0000	EA	44121600	8.00000	32.00	Open

NOTE: When using a custom price, PeopleSoft will notify the user if a system price is found for the Item ID selected. The user may select to continue with custom price or change to system price.

The Merchandise Amount is automatically calculated by the system as PO Qty x Price.



Step 5 – Verify Line Item Details

Use the Line Details page or Line tabs to verify or modify additional details on the line, such as the Receiving Required option, Contract Data, and other line specific information. To view the Line Details Page, **select** the **Line Details Icon** located to the left of the line, or **select** the Tabs located above the line.

Details Tab

Item ID – Select the ID of the item that you want to order. If the item that you want to order does not have an Item ID, choose to order the item by description only. To do this, enter item information in the Description field and enter the Category code.

Description – If you are ordering an item by description only, enter item information in this field. If you specify an Item ID, the description appears from the Purchasing Attributes page and can be changed.

Item Search Icon – **Select** the Item Search icon, located in between the **Description** and **PO Qty** fields, to search for items.

PO Qty – Enter the item quantity to order. The quantity is recalculated if you change the unit of measure.

UOM – The Unit of Measure (UOM) will default from the Item ID if entered. It can be changed by **selecting** the **Look Up Icon**.

Category – Enter the category for the item on the Purchase Order line. If you specify an Item ID, the category defaults from the Item ID and **cannot be changed**.

Price – The Price will default from the Item ID if entered and may need to be changed.

Merchandise Amount – System calculated as Quantity X Price.

Status – Displays the current status of the PO.

Line Comment Icon – **Select** the Line Comments icon, to the right of the **Status** field, to access the Line Comments page. Use this page to maintain line comments.

Schedule Icon – **Select** the Schedule icon, located on the right side of the line, to access the Purchase Order - Schedule page, where the view schedule shipment details and distribution information is located.

Plus or Minus (+/-) Icon – Add or Delete an Item Line.



Flags Tab

Line	Item	Description	Sole Source Flag	Sole Source Type	Statutory Exemption Flag	Statutory Exemption Type	Statutory Exemption Description	Statutory Exemption Comments	Solicitation/Change Order/Ratification
1	1000013634	OFFICE SUPPLIES							

SS Flag and SS Type – These fields are used to report Sole Source information, if applicable.

Ship to/Due Date Tab

Line	Item	Description	Due Date	Ship To	Price
1	1000013634	OFFICE SUPPLIES	07/10/2024	09015	8.00000

Due Date – The date the shipment or service is due.

Ship To – The location where the product will be shipped to or service performed. Enter the “Ship To” location if known or search using the **Look Up Icon**.

If you input the Due Date and Ship To data on this page, it will default to the Schedule Page.

Statuses Tab

Line	Item	Description	Status	Backorder Status
1	1000013634	OFFICE SUPPLIES	Open	Not Backordered

Line Status - The status of the line appears. Values are: *Open*, *Canceled*, or *Closed*.

Backorder Status - Backorder status displays. Values are: *Not Backordered*, *Backordered*, and *BO Received*.



Item Information Tab

Supplier Item ID/Supplier Catalog - The supplier catalog and ID assigned. Values default from the Item ID if entered.

Manufacturer ID - This value is required on all Assets. Select from a list of values by selecting on the **Look Up Icon**. If the value is not known, then leave blank or clear the default value. This data can be updated when receiving the Item.

Manufacturer's Item ID - Value defaults from the Item ID if entered.

UPN ID - Universal Production Number ID.

Replenish Code - Displays the replenishment code setup for the line item if it is either a replenishment or stockless item. A purchase order can have either stockless or replenishment items only. You cannot have both types on the same purchase order.

Stockless - Select this check box if the line item is a stockless item and, therefore, supplied directly from the supplier based on a previously established agreement. If a stockless item purchase order line cannot be fulfilled on the first receipt, the remaining quantity on the line is canceled. You can then run the Close Backorders process (PORC500) to close partially received stockless orders or orders that have not been received within a specified number of days.

Device Tracking - Select this check box to indicate whether a line contains a device-tracked item.

Withholding - Select this check box to indicate that the voucher line that matches this purchase order line may be subject to withholding. Supplier defaults determine whether this option is checked or unchecked.



Attributes Tab

Physical Nature - Will default to Goods. **Select** to indicate whether the object is a *physical good or service*.

Price QTY (Price Quantity) - Quantity that the system uses to determine minimum order quantities and price adjustment quantities. Options are *Line* and *Schedule*.

Price Date - Date that the system uses to determine minimum quantity and price adjustment dates. Select *PO* (purchase order date) or *Due* (schedule due date). The price date works in conjunction with the value in the **Price Qty** field.

Amount Only - This option is used to bypass matching on PO QTY and match only on the Extended Amount. Select this check box to designate the line as an amount-only line, if desired. If selected, the purchase order quantity value on the line is set to 1 and the field becomes unavailable for entry. The Distribute By option will change to *Amount* and user will receive a message if trying to change it to *Quantity*.

RFQ Tab

RFQ ID/RFQ Line - If the PO was created from an RFQ, the RFQ number and line will be displayed.



Contract Tab

Line	Item	Description	SetID	Contract ID	Contract Version
1	1000013634	OFFICE SUPPLIES	00000		

Contract Line	Category Line	Release	Milestone Line	Group ID	Rebate ID
		NEXT			

Contract ID/Contract Line - If the Purchase Order was created from a Contract, the Contract number and line will be displayed.

Release - If the Purchase Order was created from a Contract, the release number will be displayed.

- For additional information, review the COR130 SW Contract Release Manual.

Milestone Line - Displays the contract line on which a milestone applies. Milestones are points in a contract cycle, such as a specified period of time or a percentage of contract fulfillment, at which an approval or reevaluation is made by contract participants.

Group ID - Displays the group ID to which this item belongs. When a PeopleSoft Strategic Sourcing event is awarded to a purchase order, and the event contains a group ID, that group ID appears in this field. If an item is awarded as part of a line group, the line group price applies when the item is ordered from that supplier. When a contract that has a group ID assigned to it is copied to the purchase order line, that group ID appears on the purchase order line.

Rebate ID – If applicable, the approved vendor rebate agreement that matches what is being ordered on the purchase order line appears. You can only modify the vendor rebate agreement if the **Rebate ID Security Control Setting** field value is *Update*. Otherwise, you will only be able to view the vendor rebate agreement.



Receiving Tab

Receiving Required – Options are *Required* or *Optional*. *Required* is used to require the Item Ordered be received and matched to a payment. This option may default in from the Item ID as being *Required* and must be changed to *Optional* if not required, or the voucher will fail matching. Selecting *Optional* will give users the ability to receive the item but not match it.

Inspection Required - Select the Radio box under Inspection required if the product needs to be inspected. This will require the inspection to be matched to a PO and Voucher.

Select the **Line Details Icon**, outlined above, to review the line details vertically on one page.

To review the data, **select** the drop-down arrow next to the section name, this will expand the details. The same data will be available as in the Line Tabs. You can also **select** the **Expand All** link to view all details.

Select the **OK** button to exit the Details page.

To continue processing, **select** the **Details Tab**.



Step 6 – Enter Line Comments

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	4.0000	EA	44121600	8.00000	32.00	Open

Select the Line Comments Icon, outlined above, to add Line Comments.

Business Unit 09000 PO ID NEXT Supplier STAPLES IN-001

Line 1

*Sort Method Comment Time Stamp *Sort Sequence Ascending Sort

Comments [Search] 1 of 1 View All

Use Standard Comments Use Item Specifications

Comment Status Active Inactivate +

These comments will apply to the line only.

☒ Send to Supplier ☐ Show at Receipt

☐ Show at Voucher

Associated Document

Attachment Attach View Delete Email

Source Key

OK Cancel Refresh

Enter any Line Comments to send with the Purchase Order in the Comment Field.

NOTE: The Send to Supplier checkbox by default will be checked. If you want this comment to appear on the receipt or voucher, check the appropriate box.

NOTE: When there are multiple comments, the system will display only the most recent comment. The scroll display indicates the number of comments available for viewing. To view the remaining comments, either **select** the forward arrow symbol to go to the next comment or **select** View All to see all the comments in the scroll area. To return to viewing only one line and its associated schedules, **select** View 1.



Field Definitions

Retrieve Active Comments Only – This field is available after the Purchase Order has been saved. The radio box is selected by default. If you want to select the inactive comments deselect the radio box and **select** the **Retrieve** button.

Inactivate Button – **Select** this button to inactivate the currently displayed comment. The comment is not actually deleted but is set to an inactive status.

Sort Method – Select the method that you want to use to sort the comments retrieved:

- Comment Time Stamp – Sorts the comments by the time stamp assigned to them when they were created.
- Supplier Flag – Sorts the comments flagged to be sent to the supplier.

Sort Sequence – Select *Ascending* or *Descending*.

Sort Button – **Select** this button to sort comments according to the selections that you made in the Sort Method and Sort Sequence fields.

To add additional comments, **select** on the **plus** button in the upper right corner of the comments section.

PeopleSoft gives you the ability to attach a file to your Purchase Order using the **Attach** button.

Standard Comments

Central Purchasing (CP) requires certain Purchase Orders to contain certain comments concerning the purchase. Instead of having to type this information into each Purchase Order, CP has come up with a list of Standard Comments when selected will default in.

These comments are called STANDARD COMMENTS and must be added to these Purchase Orders. See Central Purchasing Administrative Rules.

Add a Standard Comment by selecting the **plus** button on the right hand side, then **select** the [Use Standard Comments](#) link.

From this page select the “Standard Comment” by inputting the Comment Type and Comment ID. If you do not know this information, then **select** the [Look Up Icon](#) located on the right side of the fields.

Select the [Look Up Icon](#) for the **Comment Type**.



Look Up Comment Type × [Help](#)

*SetID 00000

Standard Comment Type begins with

Description begins with

Search **Clear** **Cancel** Basic Lookup

Search Results

View 100 1-8 of 8

Standard Comment Type	Description
345	ODOT TERMS AND CONDITIONS
807	OHCA TERMS AND CONDITIONS
COL	NON COLLUSION
OTM	OTERM
SOL	IT Solicitation Terms
SVC	SERVICE
T&C	TERMS AND CONDITIONS
TRM	TERMS

Select the comment by selecting on it. In this example “Non-Collusion” (COL) will be used.

Standard Comments × [Help](#)

Comments

*Action Copy Comment

Comment Type COL Comment ID

*Effective Date 07/09/2024 *Status Active

Description

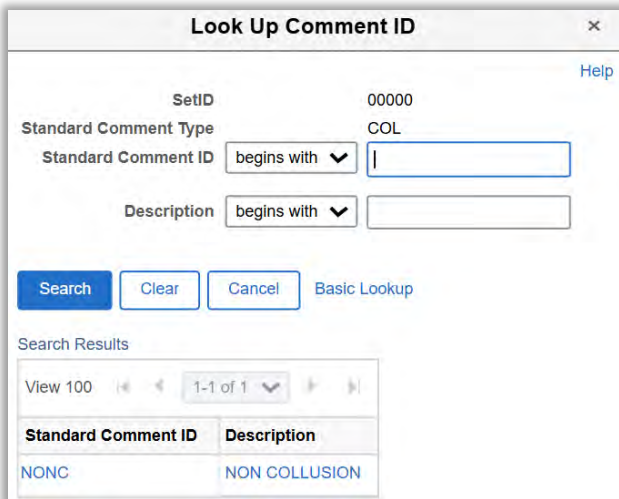
Short Desc

Comments

OK **Cancel** **Refresh**

Select the **Look Up Icon** for the Comment ID.





Look Up Comment ID

SetID: 00000

Standard Comment Type: COL

Standard Comment ID: begins with []

Description: begins with []

Buttons: Search, Clear, Cancel, Basic Lookup

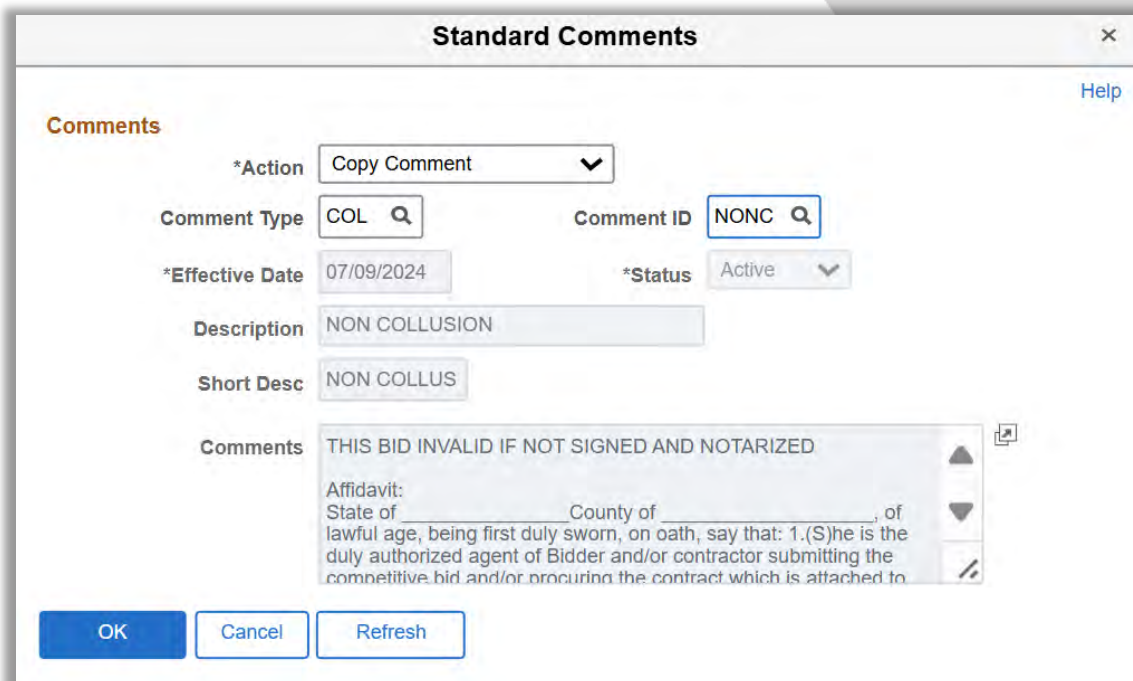
Search Results

View 100 | 1-1 of 1

Standard Comment ID	Description
NONC	NON COLLUSION

NOTE: The Comment ID is unique to the Comment Type.

Select the Comment ID by selecting on it.



Standard Comments

Comments

*Action: Copy Comment

Comment Type: COL

Comment ID: NONC

*Effective Date: 07/09/2024

*Status: Active

Description: NON COLLUSION

Short Desc: NON COLLUS

Comments: THIS BID INVALID IF NOT SIGNED AND NOTARIZED

Affidavit:
State of _____ County of _____, of
lawful age, being first duly sworn, on oath, say that: 1.(S)he is the
duly authorized agent of Bidder and/or contractor submitting the
competitive bid and/or procuring the contract which is attached to

Buttons: OK, Cancel, Refresh

Notice the comments copied in, this saved time.

Select the **OK** button to attach the Standard Comment to the line.



PO Line Comments

Business Unit 09000 PO ID NEXT Supplier STAPLES IN-001
Line 1

*Sort Method Comment Time Stamp *Sort Sequence Ascending [Sort](#)

Comments [View All](#)

[Use Standard Comments](#) [Use Item Specifications](#)

Comment Status Active [Inactivate](#) [+](#)

THIS BID INVALID IF NOT SIGNED AND NOTARIZED

Affidavit:
State of _____ County of _____, of lawful age, being first duly sworn, on oath, say that: 1.(S)he is the duly authorized agent of Bidder and/or contractor submitting the competitive bid and/or procuring the contract which is

☒ Send to Supplier ☐ Show at Receipt
☐ Show at Voucher

Associated Document

Attachment [Attach](#) [View](#) [Delete](#) ☐ Email

[OK](#) [Cancel](#) [Refresh](#)

Select the [View All](#) link to review all active comments or select the left/right arrow button to transfer between comments.

Select the OK button to exit the Line Comments page.

Maintain Purchase Order

Purchase Order

Business Unit 09000 PO ID NEXT Copy From [Supplier Search](#)

PO Status Open ☒ Budget Status Not Ch'd ☐ Hold From Further Processing

Doc Tot Status Valid

Receipt Status Not Rec'd

Priority Medium [Dispatch](#)

*Dispatch Method Print [Calculate](#)

Amount Summary

Merchandise	32.00
Freight/Tax/Misc.	0.00
Total Amount	32.00 USD

Header

*PO Date 11/12/2024 *Supplier STAPLES IN-001 *Supplier ID 0000067919 *Buyer BBENN06

PO Reference [Supplier Details](#) [Activity Summary](#) [Add Comments](#) [Add ShipTo Comments](#)

Add Items From [Catalog](#) [Purchasing Kit](#) [Item Search](#)

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	4.0000	YR	44121600	8.00000	32.00	Open

[View Printable Version](#) [View Approvals](#) [Close Short All Lines](#) [Go to](#) [More](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

After the Line Comments have been entered, the Line Comment Icon changes from white to grey.

Step 7– Verify Shipping Details and Input Distribution Info. Schedule

Use the Purchase Order Schedule page to specify multiple shipping schedules for each line and to define multiple distributions for each schedule, as necessary. The Schedule page by default allocates the total by Quantity, but it can also allocate by Dollar amount. To access the Schedules page, **select** on the **Schedule Icon** in the **Details Tab**, outlined below.

Maintain Purchase Order
Purchase Order

Business Unit 09000 PO ID NEXT PO Date 11/12/2024

PO Status Open Budget Status Not Chkd

Copy From [Dropdown] Supplier Search Supplier Details

*Supplier STAPLES IN-001 *Supplier ID 0000067919 *Buyer BBENN06

Doc Tol Status Valid Receipt Status Not Recvd

Priority Medium *Dispatch Method Print

Amount Summary

Merchandise	32.00
Freight/Tax/Misc.	0.00
Total Amount	32.00 USD

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	4.0000	YR	44121500	8.00000	32.00	Open

Details Tab

Maintain Purchase Order
Schedules

Unit 09000 PO ID NEXT Supplier STAPLES IN-001 PO Date 07/09/2024 PO Status Open

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES: General desk	4.0000	EA		8.00000	32.00 USD	Active

Schedules

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChrtFields
1		07/10/2024	09015		4.0000	8.00000	32.00	Active				

The **Due Date**, **Ship To**, **PO QTY** and **PO Price** can be changed on the schedule tab and will default back to the Line Page.

Price - The unit price can be changed by overwriting the price or by using the Price Adjustment.

Ship To - A change to the ship to value can result in a price change, a sales and use tax recalculation, or a VAT recalculation.

Price Adjustment Icon - This icon allows users to adjust the unit price, if necessary.

Miscellaneous Charges Icon - This icon allows users to access the Miscellaneous Charges page where you can view and update price information, if necessary.

Schedule Sales and User Tax Icon - This icon allows users to access the Sales/Use Tax Information page.

Distributions/ChartFields Icon - This icon allows the user to enter Distribution data.



Statuses Tab

Maintain Purchase Order

Schedules

Unit 09000 Supplier STAPLES IN-001 PO Status Open
PO ID NEXT PO Date 07/09/2024

[Return to Main Page](#)

Lines

Line 1 Item 1000013634 OFFICE SUPPLIES: General desk/ PO Qty 4.0000 EA Merchandise Amt 32.00 USD

Schedules

Details Statuses Shipment Matching Receiving Freight RTV

Sched	Schedule Details	*Due Date	*Ship To	Status
1		07/10/2024	09015	Active

Status - Purchase order schedule status. Values are: *Active*, *Canceled*, or *Closed*.

Pegging Inquiry Icon - This icon allows the user to access the Pegging Inquiry page. This page can be used to view the demand for this purchase order.

Shipment Tab

Maintain Purchase Order

Schedules

Unit 09000 Supplier STAPLES IN-001 PO Status Open
PO ID NEXT PO Date 07/09/2024

[Return to Main Page](#)

Lines

Line 1 Item 1000013634 OFFICE SUPPLIES: General desk/ PO Qty 4.0000 EA Merchandise Amt 32.00 USD

Schedules

Details Statuses Shipment Matching Receiving Freight RTV

Sched	Schedule Details	*Due Date	*Ship To	Attention To	Time Due	Original Promise Date	Ship Date	Custom Price	Zero Price	Ship Via
1		07/10/2024	09015			07/10/2024		☒	☐	COMMON

Time Due - Displays the time that the shipment is due.

Original Promise Date - Displays the supplier's original promised delivery date. Use this field to track when the supplier promised delivery against the date that the goods were received.

Custom Price- Select this check box to indicate that you entered a custom price on the schedule. When the system needs to recalculate a price, it prompts you for approval before automatically recalculating the price.

Zero Price - Select this check box to indicate that this is a zero-priced line and is considered a no charge item.

Ship Via - Carrier or method of shipment.



Matching Tab

Match Status - Displays the match status of the schedule. Values are *To Match*, *Partially Matched*, *Fully Matched*, and *Not Matched*. These are set based on the extent to which the matching process has been completed for the schedule.

Matching - Must state **“Full Match”** unless the purchase is on an Authority Order.

Matching Tolerance - When you use matching to verify supplier charges, the system uses price tolerances to determine whether the purchase order and voucher prices are within the tolerances and thus whether the purchase order and purchase order voucher match. See COR132 PO Matching Manual for more information on the Matching process for POs.

Unit Price Tolerance Over/Tolerance Under	Amount over and under the individual item price that you plan to allow on the voucher and still have the transaction qualify for a match.
% Unit Price Tolerance Over/Tolerance Under	Percent over and under the individual price that you plan to allow on the voucher and still have the transaction qualify for a match.
Ext Price Tolerance Over/Tolerance Under (extended price tolerance over/tolerance under)	Amount over and under the extended item price (price multiplied by quantity) that you plan to allow on the voucher and still have the transaction qualify for a match.
% Ext Price Tolerance Over/Tolerance Under	Percent over and under the extended item price (price multiplied by quantity) that you plan to allow on the voucher and still have the transaction qualify for a match.



Receiving Tab

Maintain Purchase Order

Schedules

Unit 09000 Supplier STAPLES IN-001 PO Status Open
PO ID NEXT PO Date 07/09/2024

[Return to Main Page](#)

Lines

Line 1 Item 1000013634 OFFICE SUPPLIES: General desk/ PO Qty 4.0000 EA Merchandise Amt 32.00 USD

Schedules

Details Statuses Shipment Matching **Receiving** Freight RTV II>

Sched	Schedule Details	*Due Date	*Ship To	Reject Qty Over Tolerance	Qty Rcvd Tolerance %	Close Under Quantity Percent
1		07/10/2024	09015	☒		

Reject Qty Over Tolerance - Select this check box to reject a shipment at receiving time if the quantity received is over the tolerance set in the Qty Rcvd Tolerance % (quantity received tolerance percentage) field.

Qty Received Tolerance - Displays the quantity received tolerance percentage for the item on the purchase order. This field appears by default from the Supplier's UOM and Pricing Info page.

Close Under Quantity Percent - The percentage that represents the under quantity tolerance for receiving this purchase order line.

Freight Tab

Maintain Purchase Order

Schedules

Unit 09000 Supplier STAPLES IN-001 PO Status Open
PO ID NEXT PO Date 07/09/2024

[Return to Main Page](#)

Lines

Line 1 Item 1000013634 OFFICE SUPPLIES: General desk/ PO Qty 4.0000 EA Merchandise Amt 32.00 USD

Schedules

Details Statuses Shipment Matching Receiving **Freight** RTV II>

Sched	Schedule Details	*Due Date	*Ship To	Freight Terms	Arbitration	Charge Method	Freight Charge Override
1		07/10/2024	09015	FOB DEST		Weight	☐

Freight Term - Displays the freight term code that applies to the schedules for this purchase order. Normally, this option is *FOB Dest*.

Charge Method - Displays the method by which freight is charged for the purchase order. Options are *Volume*, *Quantity*, *Value*, and *Weight*.

Freight Charge Override: Select to override the freight charge set on the PO Defaults page.



RTV Tab

Maintain Purchase Order

Schedules

Unit 09000 Supplier STAPLES IN-001 PO Status Open
PO ID NEXT PO Date 07/09/2024

[Return to Main Page](#)

Lines 1 of 1 [View All](#)

Line	Item	Description	PO Qty	EA	Merchandise Amt
1	1000013634	OFFICE SUPPLIES: General desk/	4.0000	EA	32.00 USD

Schedules 1-1 of 1 [View All](#)

Details Statuses Shipment Matching Receiving Freight **RTV**

Sched	Schedule Details	*Due Date	*Ship To	BU RTV	RTV ID	RTV Line
1		07/10/2024	09015			

Use the RTV (return to vendor) tab to define exchange returns to vendors associated with this purchase order line schedule, if applicable. By assigning the RTV information, the PO schedule is identified as the order of the item being exchanged for the item on the return to vendor. A return to vendor for exchange will not be eligible for closing until the exchange item is identified on a PO schedule.

BU RTV – Select a business unit to which the supplier return is going to be assigned.

RTV ID – Select a RTV ID. You must first specify a business unit before you can select a RTV ID.

RTV Line – Select a RTV line. The available selections are based on the RTV ID that you enter.



Distribution Information

Use the Distribution Information page to update and review the distribution data. These line items are transferred to the Purchase Orders, but they do not go out to the supplier. They are a breakdown of accounting distribution and internal delivery locations. This page identifies how the Schedule amounts will be charged within the organization. There can be multiple Distributions for each Schedule. The agency required Chartfield string is entered for each Distribution, allowing an item to be funded (expensed) from multiple sources. To access the Distribution page, from the **Details tab**, select on the **Distribution Icon**, outlined below.

The screenshot displays the 'Maintain Purchase Order' interface. The top section shows 'Schedules' with details: Unit 09000, PO ID NEXT, Supplier STAPLES IN-001, PO Date 07/09/2024, and PO Status Open. Below this is a 'Lines' table with one line item: Line 1, Item 1000013634, OFFICE SUPPLIES: General desk/, PO Qty 4.0000 EA, Merchandise Amt 32.00 USD. The 'Details' tab is selected, showing a table with columns: Sched, Schedule Details, Due Date, Ship To, Ship To Address, PO Qty, Price, Merchandise Amount, Status, Price Adjustment, Miscellaneous Charges, Sched Sales/Use Tax, and Distributions/Chartfields. The 'Distributions/Chartfields' column is highlighted with a red box. Below this is a 'Distributions for Schedule 1' window. It shows details for Unit 09000, PO ID NEXT, Line 1, Schedule 1, Status Active, and *Distribute By Quantity. It also displays Schedule Qty 4.0000, Merchandise Amount 32.00 USD, and Doc. Base Amount 32.00 USD. The 'Distribution' tab is selected, showing a table with columns: Dist, Status, Percent, PO Qty, Merchandise Amount, Currency, *GL Unit, *Account, Oper Unit, Fund Type, Dept, Program, and Class-Funding. The table shows one distribution: Dist 1, Status Open, Percent 100.0000, PO Qty 4.0000, Merchandise Amount 32.00 USD, *GL Unit 09000, *Account, Oper Unit, Fund Type, Dept, Program, and Class-Funding.

Notice your page may not look like the page displayed in this manual. This page has been personalized to display the fields currently being used.



Chartfields Tab

Distribute By - Select the method by which you want to allocate or charge the expense account distribution. Options are *Quantity* or *Amount*.

- o *Amount*: Select if the sum of all distribution amounts must equal the schedule amount (merchandise amount). Inventory items cannot be distributed by amount.
- o *Quantity*: Select if the sum of all distribution quantities must equal the schedule quantity.

Speed Chart - If you charge by amount, you can define the distributions by using speed charts. Speed charts are templates that contain preset distributions. Select a speed chart and accept or override the default values.

Status - The default distribution status is *Active*. This status is updated by the PO RECON process (PO_PORECON), or when a line is canceled.

Percent - Enter the distribution percentage for the line. If you distribute by amount or quantity and change either of the values, the percentage is adjusted. If you change the percent, the amount or quantity is adjusted. In either case, the percent total for all distribution lines must be 100.

PO Qty (Quantity) - If you are distributing by quantity, enter a quantity.

PO Amount - If you are distributing by amount, enter an amount. The transaction currency of the distribution amount appears.

GL Unit - Defaults from User's Preferences and should not need to be changed.

Account - This field defaults from the Item ID and can be changed. If the account code is overridden and a change order is processed, the account code can default back from the Item ID.

Sub-Account - Input if needed by agency requirements.

Fund, Class-Funding, Department - Input a valid budget.

CFDA# - Optional. Input if needed.



Distribution

Chartfields Details/Tax Asset Information Req Detail Statuses Budget Information

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	*Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
1	Open	100.0000	4.0000	32.00	USD	09000	536130	ADM9999	1000	8800110	D0102	19401

Distribution

Chartfields Details/Tax Asset Information Req Detail Statuses Budget Information

Dist	Status	Percent	Bud Ref	Sub-Account	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	CFDA
1	Open	100.0000	24	01	09000	0908004811	090				

The funding used for this example is displayed above.

Select the **Refresh** button to validate the data.



Details/Tax Tab

Distributions for Schedule 1

Unit: 09000 Supplier: STAPLES IN-001
 PO ID: NEXT Item: 1000013634 OFFICE SUPPLIES: General desk
 Line: 1
 Schedule: 1 Status: Active

*Distribute By: Quantity
 SpeedChart: Multi-SpeedCharts

Schedule Qty: 4.0000
 Merchandise Amount: 32.00 USD
 Doc. Base Amount: 32.00 USD

Distribution

Chartfields **Details/Tax** Asset Information Req Detail Statuses Budget Information

Dist	Status	Percent	Merch Amt Base	Base Currency	Currency	Location	IN Unit	Statistics Code	Consigned	Custom Fields
1	Open	100.0000	32.00	USD	Currency	09015				Custom Fields

OK Cancel Refresh

Location - Internal destination of the item once it is received. This can be different from the ship to location of the schedule. For instance, the ship to location of the schedule could be corporate headquarters, and the distribution location could be a particular floor's supply room.

IN Unit - PeopleSoft Inventory business unit for the item. At the distribution level, if the purchase order line is for an inventory item, this field appears by default from the ship to location on the Maintain Purchase Order - Schedules page.

Consigned - If selected, the distribution contains a consignment item. If the inventory business unit is not defined, the consigned check box is clear and cannot be overridden. Currently not using.



Asset Information Tab

Once an Agency is live on the Asset Module, the **Asset BU** and **Profile ID** will default from the Item ID to the Purchase Order if it meets the following Criteria:

- o IT Asset - Account Codes 541120, 541130, 541140, or 541230 and the unit price is greater than or equal to 500.00.
- o Non IT Assets - Account Codes 541110, 541150-541220, 541240-542120, 544120, 545100-545110, or 546110 and the unit price is greater than or equal to 2,500.00.
- o If your agency tracks assets under these thresholds it will be the responsibility of the agency to input the AM Business Unit and Asset Profile on the Purchase Order.

By populating the Asset Information on the Purchase Order, upon receiving, the Asset will interface to the Asset module along with Asset default information.

If one of the listed accounts is not used, but an AM BU and Profile is used, an error message will be received. (Not a valid Asset Account)

Profile ID - Asset Profile- The Asset profile is the gateway to Asset Management and is a template containing default values for an asset type. Default values include asset category, life (designated by the number in the profile ID), acquisition code, and asset type." Will Default.

Cost Type - The Cost Type of "C" designates an ACFR asset and will default to **"C"** upon saving the Purchase Order if the Item is 25,000.00 or greater. If the item cost is less than \$25,000, then the Cost Type field will be blank.

The **Capitalize box** has been removed from the Requisition and Purchase Order. The Asset will not be capitalized from the PO, but from the voucher.

NOTE: An average cost is used to determine if an Asset Profile is on the Item ID, if you find an Item should contain an Asset Profile please file an Asset Helpdesk case. If you cannot find an Asset Item and need one added, please file an Asset Helpdesk case (one time purchases will not need an Item ID).

Req Detail Tab

Distributions for Schedule 1

Unit: 09000 Supplier: STAPLES IN-001
 PO ID: NEXT Item: 1000013634 OFFICE SUPPLIES: General desk
 Line: 1
 Schedule: 1 Status: Active

Distribute By: Quantity
 SpeedChart: Multi-SpeedCharts

Schedule Qty: 4.0000
 Merchandise Amount: 32.00 USD
 Doc. Base Amount: 32.00 USD

Distribution

Chartfields Details/Tax Asset Information **Req Detail** Statuses Budget Information

Dist	Status	Percent	Req BU	Req Line	Req Sched	Req Dist	Open Qty	Requester	Requester Name	Requisition Name	Attention To
1	Open	100.0000									

OK Cancel Refresh

Use this tab to view the details of the requisition from which this purchase order distribution originated, if applicable. The user can view the requisition business unit, line, schedule, distribution, as well as other requisition related purchase order distribution information.

Attention To - Displays the person to whom, or place to where the services or goods are to be delivered. If the purchase order's scheduled shipment originated from the requisition, the **Attention To** field value is carried onto the purchase order. When the purchase order distribution is manually entered, this field is blank.



Statuses Tab

Distributions for Schedule 1

Unit: 09000 Supplier: STAPLES IN-001
 PO ID: NEXT Item: 1000013634 OFFICE SUPPLIES: General desk/
 Line: 1
 Schedule: 1 Status: Active

*Distribute By: Quantity
 SpeedChart: Multi-SpeedCharts

Schedule Qty: 4.0000
 Merchandise Amount: 32.00 USD
 Doc. Base Amount: 32.00 USD

Distribution

Chartfields Details/Tax Asset Information Req Detail **Statuses** Budget Information

Dist	Status	Percent	Chartfield Status	Peg Status
1	Open	100.0000	Valid	Not Pegged

OK Cancel Refresh

Chartfield Status- Displays whether the chartfield string is valid.

Final - Will be displayed if copied/sourced from a Requisition. Select this check box to indicate that the purchase order distribution is final and, thus, can be liquidated. The system checks the current purchase order distributions for its predecessor requisition distribution. If the associated requisition has been finalized, the system disassociates the requisition from the purchase order before budget checking so that the pre-encumbrance is not over liquidated.

Peg Status – Values are either *Not Pegged* or *Cancelled*.

Budget Information Tab

Distributions for Schedule 1

Unit: 09000 Supplier: STAPLES IN-001
 PO ID: NEXT Item: 1000013634 OFFICE SUPPLIES: General desk/
 Line: 1
 Schedule: 1 Status: Active

*Distribute By: Quantity
 SpeedChart: Multi-SpeedCharts

Schedule Qty: 4.0000
 Merchandise Amount: 32.00 USD
 Doc. Base Amount: 32.00 USD

Distribution

Chartfields Details/Tax Asset Information Req Detail Statuses **Budget Information**

Dist	Status	Percent	Budget Status	Budg Dt	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Commitment Control Close Flag
1	Open	100.0000	Not Chk'd	07/10/2024	0.00	USD	0.000		0.00	

OK Cancel Refresh

Budget Status- When commitment control is on, the system displays the budget status for this distribution line. Statuses include *Valid* and *Not Chk'd*.



Budget Date - Date used here will be used to determine if the budget used on the previous page is active during this time.

Encumbrance Balance - Displays the encumbrance balance when commitment control is installed. When you create a purchase order, commitment control liquidates the pre-encumbrance balance from the requisition and establishes an encumbrance for the purchase order.

Encumbered Base Balance - When commitment control is on, the system displays the encumbrance balance in base currency.

Commitment Control Close Flag - If selected, this check box indicates that the budget processor should fully liquidate the outstanding encumbrance when running budget checking on this purchase order.

Select the **OK** button to exit the Distributions page and return to the Schedules page.

Select the **Save** button.

NOTE: The PO number has been assigned. The PO is now ready to be pre-approved, budget checked, approved, dispatched, and printed.

Select on the **Return to Main Page** link.



Step 8 - Pre-Approve PO

Pre-approving is completed from the Maintain Purchase Order Page.

The screenshot shows the 'Maintain Purchase Order' interface. The 'Purchase Order' header includes fields for Business Unit (09000), PO ID (099023174), and PO Status (Open). A red 'X' icon is visible next to the PO Status field. The 'Amount Summary' section shows a Total Amount of 32.00 USD. The 'Lines' table below shows a single line item with a status of 'Open'.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	4.0000	EA	44121600	8.00000	32.00	Open

Select the **Pre-Approved icon**, outlined above, located next to the PO Status field.

The screenshot shows the 'Maintain Purchase Order' interface after the PO has been pre-approved. The 'Purchase Order' header includes fields for Business Unit (09000), PO ID (099023174), and PO Status (Pend Appr). A red 'X' icon is visible next to the PO Status field. The 'Amount Summary' section shows a Total Amount of 32.00 USD. The 'Lines' table below shows a single line item with a status of 'Pending'.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	4.0000	EA	44121600	8.00000	32.00	Pending

NOTE: The approval status is now in a pending approval status. The PO is now ready to be budget checked.

Step 9-Budget Check PO Overview

Once a Purchase Order is in a pending approval status, it can be Budget Checked. The PO can be budget checked individually by the user or in a batch process done by OMES. See the Commitment Control Procedure Manual for more information.

Budget Checking

Budget checking an individual PO is done from the Maintain Purchase Order Page.

Select the **Budget Check icon**, outlined below, located to the right of Budget Status in the upper right hand corner.

The screenshot shows the 'Maintain Purchase Order' interface. In the upper right corner, the 'Budget Status' is 'Not Chkd' and the 'Budget Check' icon (a small square with a diagonal line) is highlighted with a red box. The 'PO Status' is 'Pend Appr'. Below the 'Budget Status', there is a checkbox for 'Hold From Further Processing'. The 'Amount Summary' section shows a total amount of 32.00 USD. The 'Lines' section shows a table with one line item: 'OFFICE SUPPLIES' with a quantity of 4.0000 and a price of 8.00000.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	4.0000	EA	44121600	8.00000	32.00	Pending

To continue and approve the Purchase Order, the budget checking status must equal valid. If it is in an error status, review the COR134 Commitment Control Manual for resolving budget checking errors.



Maintain Purchase Order

Purchase Order

Business Unit 09000 PO ID 0909023174
 Copy From [Dropdown]

PO Status Pend Appr
 Budget Status Valid
☐ Hold From Further Processing

Doc Tol Status Valid

Receipt Status Not Recvd
 Priority Medium
 *Dispatch Method Print

Amount Summary
 Merchandise 32.00
 Freight/Tax/Misc. 0.00
 Total Amount 32.00 USD
 Encumbrance Balance Not Available USD

Supplier Search
 *Supplier STAPLES IN-001
 *Supplier ID 0000067919 STAPLES INC
 *Buyer AANDREWS Angela Andrew

PO Reference SW0180-Office Supplies

Header Details
 PO Defaults
 PO Activities
 Regulations
 Actions

Activity Summary
 Edit Comments
 Add Ship To Comments
 Document Status

Add Items From
 Catalog
 Purchasing Kit
 Item Search

Select Lines To Display
 Search for Lines Line [] To [] Retrieve

Lines

Details | Tags | Ship To/Due Date | Statuses | Item Information | Attributes | BFO | Contract | Receiving | []

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	4.0000	EA	44121600	8.00000	32.00	Pending

View Printable Version
[View Approvals](#)
 Close Short All Lines
 *Go to [] More []

Save Return to Search Notify Refresh Add Update Summary

NOTE: The Budget Checking status is valid, and the Document Tolerance status is valid. When budget checking from the batch process, document tolerance runs separately.

Select the **Save** button.

To view the users in the Approval Workflow, select the **View Approvals** hyperlink, outlined in the screenshot above.

View Approvals

Business Unit 09000 PO ID 0909023468
 PO Total 117.00 USD
 Supplier ID 0000067919 STAPLES INC
 Buyer BBENN06
 PO Reference []
[Edit PO](#)

[View Printable Version](#)

PO Status Pend Appr
 PO Date 12/09/2024
 Budget Status Valid
 Justification No justification entered by buyer.

[View Comments and Attachments](#)

Review Lines
 Review / Edit Approvers

IT PO APPROVALS

Purchase Order 0909023468: Pending [Start New Path](#)

PO Amount Approval

Approved
 Bosten Benn
 New PO 1st Level Approver List
 12/09/24 - 4:37 PM

Pending
 Multiple Approvers
 New PO 2nd Level Approver List

Not Routed
 Multiple Approvers
 IT Buyer Approver (OK)

Not Routed
 Multiple Approvers
 IT CIO Approver (OK)

[Return to Purchase Order](#)

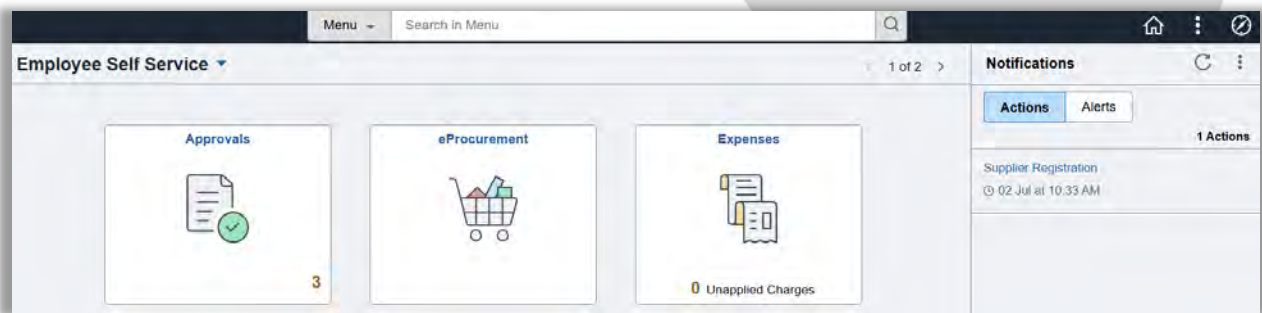


Step 10 - Purchase Order Approval Overview

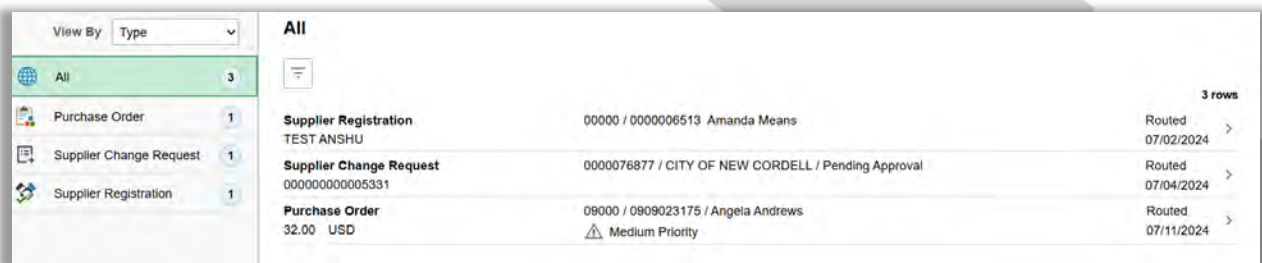
Before Dispatching a Purchase Order, the Purchase Order dollar amount must be approved. The State of Oklahoma has chosen approval for amounts only to facilitate the Purchasing process. Once the Purchase Order has successfully passed the budget check and the requestor has pre-approved the Purchase Order, the Purchase Order will be made available for the workflow approval process by the requestor. The requestor will send the Purchase Order to the first approver's work list. Users in the Workflow for the PO must approve the PO before it can be dispatched.

Approving a Purchase Order

Navigation: Home Page > Approvals Tile > Purchase Order Tab



Select **Approvals** Tile



NOTE: Your screen may appear different. All approvals in a user's workflow level display when Tile is first accessed.

The **View By** dropdown menu allows approvals to be sorted by: *Type, Date Routed, From, Priority, and Requester.*

Select **View By Type**, then **select** the Purchase Order tab.

Purchase Order Approval Tab

Use the Approval Tab to approve, deny, or recycle Purchase Orders. If you have a Purchase Order approval role in workflow, the user will have security access to individual Purchase Order Approval pages when a Purchase Order is selected from the work list.

Purchase Order

Approve Deny More

1 row

☐ 2

☐ Purchase Order 32.00 USD	09090 / 0909023175 / Angela Andrews ⚠ Medium Priority	Routed 07/11/2024
---	--	----------------------

Approver Comments

NOTE: This manual page displays only one Purchase Order, however, all Purchase Orders available to approve for a user will display here. Make sure the correct PO is selected.

NOTE: Multiple Purchase Orders can be selected for approval from this page by selecting the Radio Button (1 in the screenshot above) next to each PO. All available Purchase Orders can be selected at once by selecting the Radio Button (2 in the screenshot) above all Purchase Orders.

Select anywhere on the line to view a purchase order before approval.

Select the appropriate Purchase Order.

After you select the Purchase Order, the Approval page will be displayed:

STAPLES INC
32.00 USD

Approve Deny More

☐ Header is pending your approval

Summary

Supplier: STAPLES INC	PO Total: 32.00 USD
PO ID: 0909023175	Status: Pend Appr
PO Date: 07/11/24	Business Unit: 09000
Buyer: Angela Andrews	Routed Date: 07/11/24
	Budget Status: Valid

[Edit Purchase Order](#)

More Information

[View Comments and Attachments](#)

[View Printable Version](#)

Lines

Line Number	Item Description	Merchandise Amount	Sole Source Details	Statutory Exemption Details	Contract Details
1	OFFICE SUPPLIES: General desk/office supplies	32.00 USD			

Approver Comments

Approval Chain



Approve - Select to approve the Purchase Order amount. If requirements are met, the approval status changes to Complete when you save this page, and the PO is made available for dispatch. If workflow is implemented, the system sends an email to the buyer telling him or her that the PO has been approved.

Deny - Select to deny the amount for this Purchase Order and deny dispatch. If selected and workflow is enabled, the system generates a worklist entry and an email message to the buyer.

More - Gives the user options of *Hold* or *Push Back*.

Comments - The requestor and approver can make comments concerning the approval of the Purchase Order by inputting comments in the Comment Section.

Select the **Approve** button to approve the Purchase Order.



Cancel Approve Submit

You are about to approve this request.

Approver Comments

Select the **Submit** button to confirm the approval.



Step 11 - Dispatch Purchase Order

Once the PO has been approved it can be dispatched from the Maintain Purchase Order page.

Navigation: Purchasing > Purchase Orders > Add/Update POs > Find an Existing Value

The screenshot displays the 'Purchase Order' application window. At the top, there's a title bar 'Purchase Order'. Below it, the section 'Find an Existing Value' is active, with a button 'Add a New Value' on the right. Under 'Search Criteria', a note says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Recent Searches' and 'Saved Searches', each with a dropdown menu. The main search area contains several fields:

- *Business Unit: A dropdown menu followed by a text box containing '99999' and a search icon.
- PO ID: A dropdown menu set to 'begins with' followed by a text box.
- Purchase Order Date: A dropdown menu set to '=' followed by a date picker icon.
- PO Status: A dropdown menu set to '=' followed by another dropdown menu.
- Short Supplier Name: A dropdown menu set to 'begins with' followed by a text box and search icon.
- Supplier ID: A dropdown menu set to 'begins with' followed by a text box and search icon.
- Supplier Name: A dropdown menu set to 'begins with' followed by a text box and search icon.
- Buyer: A dropdown menu set to 'begins with' followed by a text box and search icon.
- Buyer Name: A dropdown menu set to 'begins with' followed by a text box and search icon.
- PO Type: A dropdown menu set to '=' followed by another dropdown menu.
- Purchase Order Reference: A dropdown menu set to 'begins with' followed by a text box.

 At the bottom, there's a checkbox for 'Hold From Further Processing', a link 'Show fewer options', a checkbox for 'Case Sensitive', and two buttons: 'Search' and 'Clear'.

Input the Business Unit and PO ID, and then **select** the **Search** button.

Maintain Purchase Order

Purchase Order

Business Unit: 09000 PO ID: 0099023175 PO Status: Approved Budget Status: Valid

Copy From: [Dropdown] Doc Tol Status: Valid

Header

*PO Date: 07/11/2024 *Supplier: STAPLES INC. *Supplier ID: 000007919 *Buyer: AANDREWS Angela Andrews

Receipt Status: Not Recvd Priority: Medium *Dispatch Method: Print [Dispatch]

Amount Summary

Merchandise: 32.00 Freight/Tax/Misc.: 0.00 Total Amount: 32.00 USD Encumbrance Balance: Not Available USD [Calculate]

Select Lines To Display

Line: [Search] To: [Search] [Retrieve]

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	4.0000	EA	44121600	8.00000	32.00	Approved

Buttons: Save, Return to Search, Notify, Refresh, Add, Unprocess Changes

The PO Status is now approved. To dispatch the PO, select the **Dispatch** button.

Dispatch Options

☐ Use One Ship To Ship To: 09015

Dispatch Options

Fax Cover Page: [Text Box] ☐ Test Dispatch

Server Name: [Text Box] ☒ Print BU Comments

*Output Destination Type: WEB ☐ Print Duplicate on PO

*Output Destination Format: PDF ☐ Print Changes Only

☒ Print PO Item Description

☐ Print Copy

☐ Print Closed Line Amount

Buttons: OK, Cancel, Refresh

Test Dispatch - Select this option if you want to test dispatch, but do not want to dispatch to the Supplier. The word *Unauthorized* prints at the bottom of the transaction document. The system dispatches the purchase order but does not update the purchase order status from *Approved* to *Dispatched*. If you want to dispatch the Purchase Order, ensure that this is not selected.

Print BU Comments - Select this option to have the comments (terms and conditions) that you defined for the purchasing business unit appear on the purchase order upon dispatch.

Print Duplicate on PO - Select this option to print “duplicate” on the transaction document.

Print Changes Only - Select this option if you are dispatching a change order and want to print only the changes that were made to the purchase order.



Print PO Item Description - Select to print the item description from the Maintain Purchase Order - Purchase Order page, instead of from the Purchasing Attributes page.

Print Copy - Select this option if you want to print a copy of the dispatched document.

Print Closed Line Amount - Select this option to display closed lines in the PO Dispatch. Closed line amounts will be included in the purchase order total amount.

Server Name – This field can be left blank to run the process on the default server.

Output Destination Type - Select the dispatch method. Values are *FILE*, *PRINTER*, and *WEB*.

Output Destination Format - Select the appropriate format for the dispatched file, based on how you want to send the file to the Supplier. Options are *CSV*, *HP*, *HTM*, *LP*, *Other*, *PDF*, *PS*, and *SPF*.

Select the **OK** button to initiate the Dispatch process.

Would you like to wait for confirmation that the PO Dispatch process has completed? (10208,44)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated PO. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has been completed before accessing the PO being dispatched.

Select the **Yes** button to wait, select the **No** button to continue working and not wait.



Step 12 - Print Purchase Order

Purchase Order

Business Unit: 09000
PO ID: 0909023175
Copy From: [Dropdown]

Header

*PO Date: 07/11/2024
*Supplier: STAPLES INC.
*Supplier ID: 0000007519
*Buyer: AANDREWIE
PO Reference: [Dropdown]

Supplier Search: [Search]
Supplier Details: [Link]
Angela Andrews

PO Status: Dispatched
Budget Status: Used
Hold From Further Processing: [Checkbox]

Doc Tot Status: Void
Backorder Status: Not Backordered
Receipt Status: Not Recvd
Priority: Medium
*Dispatch Method: Print

Amount Summary

Merchandise	32.00
Freight/Tax/Misc.	0.00
Total Amount	32.00 USD
Encumbrance Balance	Not Available USD

Select Lines To Display

Line: [Search] To: [Search] Retrieve

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES, General desk/office supplies	4.0000	EA	44121600	8.00000	32.00	Approved

View Printable Version
View Approvals

Close Short All Lines

Go to: [More...]

Save Return to Search Notify Refresh Add

When the PO has been successfully dispatched, you can print the PO from the Report Manager.

Navigation: Reporting Tools>Report Manager>Administration Tab

Administration

View Reports For

User ID: BBENN06 Type: [Dropdown] Last: [Dropdown] 1 Days: [Dropdown] Refresh

Status: [Dropdown] Folder: [Dropdown] Instance: [Dropdown] to: [Dropdown]

Report List

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
☐	25962272	29238782	PO Dispatch/Print	07/11/2024 4:22:35PM	Acrobat (*.pdf)	Posted	Details
☐	25962271	29238781	Email	07/11/2024 4:19:57PM	Acrobat (*.pdf)	Posted	Details
☐	25962270	29238780	PO Dispatch/Print	07/11/2024 4:19:57PM	Acrobat (*.pdf)	Posted	Details
☐	25962261	29238769	Comm. Cntrl. Budget Processor	07/11/2024 2:43:30PM	Text Files (*.txt)	Posted	Details
☐	25962252	29238760	Comm. Cntrl. Budget Processor	07/11/2024 10:14:43AM	Text Files (*.txt)	Posted	Details

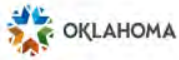
Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Save

Select on the appropriate **PO Dispatch/Print** link.





Purchase Order

[Dispatch via Print](#)

Mgmt and Enterprise Services

OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
ADMINISTRATION
122 STATE CAPITOL BUILDING
OKLAHOMA CITY OK 73105

Supplier: 0000067919
STAPLES INC
STAPLES CONTRACT & COMMERCIAL LLC
PO BOX 660409
DALLAS TX 75266-0407

Purchase Order	Date	Revision	Page
0909023175	07/11/2024		1
Payment Terms	Freight Terms	Ship Via	
0 Days	Free on board at Destination	Common	
Buyer	Phone/Email	Currency	
Angela Andrews	405/271-4043	USD	
Ship To:	JIM THORPE BUILDING ROOM G-10 2101 N LINCOLN BLVD. OKLAHOMA CITY OK 73105		

Bill To: 3812 N. Santa Fe Ave., Ste. 290
Oklahoma City OK 73118-8500

Tax Exempt? Y **Tax Exempt ID:** 736017987

Line-Sch	Cat CD	Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	--------	---------	-------------	----------	-----	----------	--------------	----------

1- 1	44121600 / 1000013634		OFFICE SUPPLIES: General desk/office supplies	4.0000	EA	8.0000	32.00	07/11/2024
------	-----------------------	--	---	--------	----	--------	-------	------------



Create Direct PO – Multiple Line

Complete Steps 1 through 4, (Pages 5 - 17).

Step 4 – Enter Additional Line Details

After completing the Line Details for the first line of the Purchase Order, the user can add multiple Lines using the same process as the first line.

To add an additional line, **select** the **plus** button located on the far right of the PO line.

Input the number of row(s) to insert and **select** the **OK** button.



Maintain Purchase Order
Purchase Order

Business Unit: 09000
PO ID: NEXT
Copy From: [Dropdown]

PO Status: Open
Budget Status: Not Ch'd
☐ Hold From Further Processing

Header

*PO Date: 07/12/2024
*Supplier: STAPLES IN 001
*Supplier ID: 0000067919
*Buyer: AANDREWS
PO Reference: [Text Box]

Supplier Search
Supplier Details
STAPLES INC
Angela Andrews

Doc Tot Status: Valid
Receipt Status: Not Rec'd
Priority: Medium
*Dispatch Method: Print

Amount Summary

Merchandise	0.00
Freight/Tax/Misc.	0.00
Total Amount	0.00 USD

Calculate

Add Items From

Catalog Purchasing Kit
Item Search

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES		YR	44121600	0	0.000	Open
2						0	0.000	Open

View Printable Version
View Approvals

Close Short All Lines

*Go to: More...

Save Notify Refresh Add Update/Display

A new line was added. Enter the Item ID **or** Category Code and Description. **Select** the **Refresh** button.

Input the **PO QTYS**. If using a custom **Price** or **UOM**, enter here.

Select the **Refresh** button to validate the data.

Maintain Purchase Order
Purchase Order

Business Unit: 09000
PO ID: NEXT
Copy From: [Dropdown]

PO Status: Open
Budget Status: Not Ch'd
☐ Hold From Further Processing

Header

*PO Date: 07/12/2024
*Supplier: STAPLES IN 001
*Supplier ID: 0000067919
*Buyer: AANDREWS
PO Reference: [Text Box]

Supplier Search
Supplier Details
STAPLES INC
Angela Andrews

Doc Tot Status: Valid
Receipt Status: Not Rec'd
Priority: Medium
*Dispatch Method: Print

Amount Summary

Merchandise	24.00
Freight/Tax/Misc.	0.00
Total Amount	24.00 USD

Calculate

Add Items From

Catalog Purchasing Kit
Item Search

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	1.0000	EA	44121600	8.00000	8.00	Open
2	1000013634	OFFICE SUPPLIES	2.0000	EA	44121600	8.00000	16.00	Open

View Printable Version
View Approvals

Close Short All Lines

*Go to: More...

Save Notify Refresh Add Update/Display

Complete Steps 5 through 12, (Pages 18-55), to finish creating the Purchase Order.

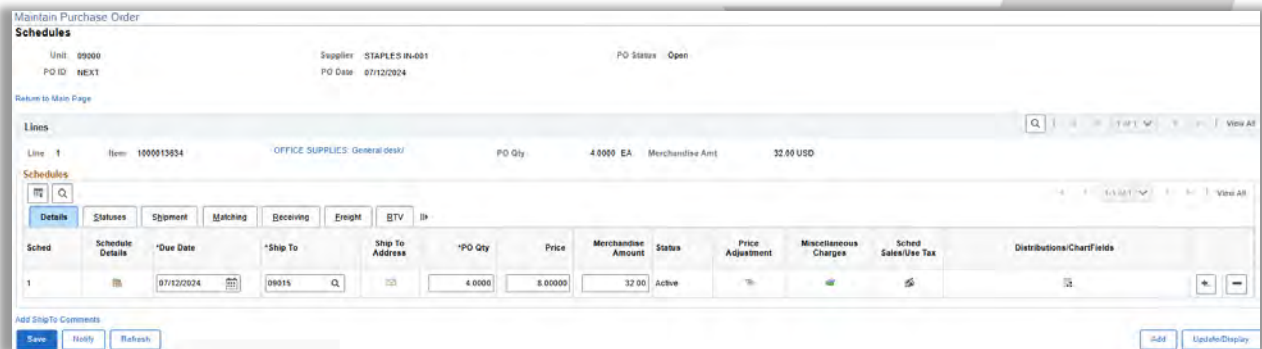


Create Multiple Schedule Line PO

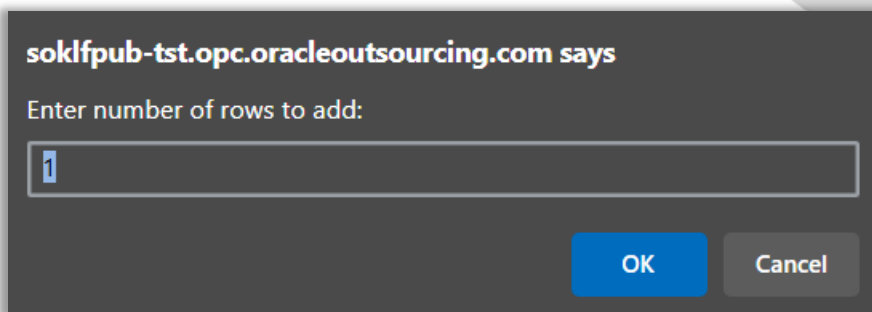
Complete Steps 1 through 6, (Pages 5-29).

Step 7– Verify Shipping Details and Input Distribution Info. Schedule

Use the Purchase Order Schedule page to specify multiple shipping schedules for each line and to define multiple distributions for each schedule. The Schedule page by default allocates the total by Quantity, but it can also allocate by Dollar amount. To access the Schedule page, **select** on the Schedule Icon .



To add additional schedule lines, **select** the **plus** button located to the far right of the schedule line.



Input the number rows needed and **select** the OK button.



Maintain Purchase Order

Schedules

Unit: 0000 Supplier: STAPLES IN-001 PO Status: Open
PO ID: NEXT PO Date: 07/12/2024

Return to Main Page

Lines

Line 1 Item: 1000013034 OFFICE SUPPLIES: General desk/ PO Qty: 4.0000 EA Merchandise Amt: 32.00 USD

Schedules

Details

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/Chartfields
1		07/12/2024	09015		4.0000	8.00000	32.00	Active				
2		07/12/2024	09009			8.00000	0.00	Active				

Add Ship To Comments

Save Notify Refresh

Add Update Display

Allocate the PO Qty between the schedules and **select the Refresh** button.

Lines

Line 1 Item: 1000013034 OFFICE SUPPLIES: General desk/ PO Qty: 4.0000 EA Merchandise Amt: 32.00 USD

Schedules

Details

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/Chartfields
1		07/12/2024	09015		2.0000	8.00000	16.00	Active				
2		07/12/2024	09009		2.0000	8.00000	16.00	Active				

Add Ship To Comments

Save Notify Refresh

Add Update Display

Change the Due Date and Ship To fields as needed.

Maintain Purchase Order

Schedules

Unit: 0000 Supplier: STAPLES IN-001 PO Status: Open
PO ID: NEXT PO Date: 07/12/2024

Return to Main Page

Lines

Line 1 Item: 1000013034 OFFICE SUPPLIES: General desk/ PO Qty: 4.0000 EA Merchandise Amt: 32.00 USD

Schedules

Details

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/Chartfields
1		07/12/2024	09015		2.0000	8.00000	16.00	Active				
2		08/12/2024	09014		2.0000	8.00000	16.00	Active				

Add Ship To Comments

Save Notify Refresh

Add Update Display

Input Distribution Information from Step 7 (page 36) for each Schedule, then complete Steps 8 through 12, (Pages 45-55).



Create PO – Copy From Requisition

A Purchase Order is a commitment to buy goods or services from a supplier. Upon budget checking the Purchase Orders funds are encumbered (obligated) from a budget to ensure funds are available when the product or service has been received. If a Requisition is processed the pre-encumbrance will be released when the encumbrance is established. Like a Requisition, the Purchase Order consists of these basic elements: headers, lines, schedules, and distributions. Each requisition has one header, which can have multiple lines. Each line can have multiple schedules. Each schedule can have multiple distributions.

Step 1 – Enter Purchase Order Data

Navigation: *Purchasing > Purchase Orders > Add/Update POs > Add a New Value*

Purchase Order

Find an Existing Value | Add a New Value

*Business Unit 09000

*PO ID NEXT

Add

Find an Existing Value | Add a New Value

Business Unit- Defaults to specific agency for each User.

Purchase Order Number- Defaults to NEXT. The system will auto number each Purchase Order.

NOTE: Do not change the Purchase Order ID data field. Let the system default NEXT into the data field. The Purchase Order number will be assigned upon saving. The number will begin with the first 3 digits of the BU, followed by a 9, and the last 6 digits be sequentially numbered.

Select the **Add** button to take you to the Purchase Order Form page.

Maintain Purchase Order
Purchase Order

Business Unit: 09000
PO ID: NEXT
Copy From:

PO Status: Initial
Budget Status: Not Chkd
☐ Hold From Further Processing

Header

*PO Date: 07/12/2024
*Supplier:
*Supplier ID:
*Buyer:
PO Reference:

Supplier Search
Supplier Details

Doc Tol Status: Valid

Receipt Status: Not Recvd
Priority: Medium
*Dispatch Method:

Dispatch

Amount Summary

Merchandise: 0.00
Freight/Tax/Misc.: 0.00
Total Amount: 0.00 USD

Calculate

Header Details
PO Defaults
PO Activities
▼ Actions

Activity Summary
Add Comments
Add ShipTo Comments

Add Items From

Catalog
Purchasing Kit

Item Search

Lines

Details | Flags | Ship To/Due Date | Statuses | Item Information | Attributes | BFO | Contract | Receiving |

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status			
1						0	0.000	Open			

View Printable Version
View Approvals

Close Short All Lines

*Go to:

Save | Notify | Refresh

Add | Update/Display

Input the Supplier/Supplier ID and the Buyer for the PO. **Select the Refresh button** to validate the data.

Maintain Purchase Order
Purchase Order

Business Unit: 09000
PO ID: NEXT
Copy From:

PO Status: Open
Budget Status: Not Chkd
☐ Hold From Further Processing

Header

*PO Date: 07/12/2024
*Supplier: STAPLES IN-001
*Supplier ID: 0000067919
*Buyer: AANDREWS
PO Reference:

Supplier Search
Supplier Details

Doc Tol Status: Valid

Receipt Status: Not Recvd
Priority: Medium
*Dispatch Method: Print

Dispatch

Amount Summary

Merchandise: 0.00
Freight/Tax/Misc.: 0.00
Total Amount: 0.00 USD

Calculate

Header Details
PO Defaults
PO Activities
▼ Actions

Activity Summary
Add Comments
Add ShipTo Comments

Add Items From

Catalog
Purchasing Kit

Item Search

Lines

Details | Flags | Ship To/Due Date | Statuses | Item Information | Attributes | BFO | Contract | Receiving |

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status			
1						0	0.000	Open			

View Printable Version
View Approvals

Close Short All Lines

*Go to:

Save | Notify | Refresh

Add | Update/Display



Step 2 – Copy Requisition to Purchase Order

Select the drop-down box located to the right of **Copy From** Field. There are three options:

- *Contract*: Copy the whole Statewide Contract to the Purchase Order.
- *Purchase Order*: Copy an existing Purchase Order to a new Purchase Order.
- *Requisition*: Copy a Requisition to a Purchase Order.

Select on Requisition.

Input the **Requisition ID** along with any other known criteria. Be sure to change Max Rows from 20 if needed, otherwise all the Requisition lines may not be copied in.



Maintain Purchase Order
Copy Purchase Order from Requisition

[Return to Main Page](#)

Requisition Selection Criteria

Business Unit: 09000
 Supplier ID:
 Category:
 Requisition ID: 0900003918
 Requisition Name:
 Contract ID:

Buyer:
 Origin:
 Max Rows: 100
☒ Include Reqs With No Supplier
☒ Include Inventory Items
☐ Stockless Item
☐ Exclude Auto Source Item

Select Requisition Lines

Select	*Supplier	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price	Schedule Split
☐					Descr	Req ID				

☒ Select All ☐ Clear All

Select the **Search** button.

[Return to Main Page](#)

Requisition Selection Criteria

Business Unit: 09000
 Supplier ID:
 Category:
 Requisition ID: 0900003918
 Requisition Name:
 Contract ID:

Buyer:
 Origin:
 Max Rows: 100
☒ Include Reqs With No Supplier
☒ Include Inventory Items
☐ Stockless Item
☐ Exclude Auto Source Item

Select Requisition Lines

Select	ePro Special Request Item	*Supplier	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price	Schedule Split
☐	1 ^A		1.0000	PK		Post-it Super Sticky Notes, 3"	0900003918	1		N	
☐	1 ^A		1.0000	PK		Post-it Super Sticky Notes, 4"	0900003918	2		N	
☐	1 ^A		1.0000	PK		Post-it Super Sticky Notes, 5"	0900003918	3		N	
☐	1 ^A		1.0000	BX		Pen, Black, archival ink, gel.	0900003918	4		N	
☐	1 ^A		1.0000	BX		Pen, blue, archival ink, gel.	0900003918	5		N	
☐	1 ^A		1.0000	BX		Pen, Red, archival ink, gel, p	0900003918	6		N	

☒ Select All ☐ Clear All

Select the **Select** radio box to the left of the line to copy individual Requisition Lines or select the **Select All** radio box to select all lines to copy.

After selecting the desired line, select the **Copy to PO** button.



Maintain Purchase Order

Purchase Order

Business Unit: 09000 PO ID: NEXT PO Status: Open Budget Status: Not Child
☐ Hold From Further Processing

Copy From: [Dropdown]

Header

*PO Date: 07/12/2024 Supplier Search
 *Supplier: STAPLES IN-001 Supplier Details
 *Supplier ID: 0000067919 STAPLES INC
 *Buyer: AANDREWS Angela Andrews

Dec Tot Status: Valid Receipt Status: Not Recvd
 Priority: Medium *Dispatch Method: Print Dispatch
 Amount Summary
 Merchandise: 17.76
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 17.76 USD

PO Reference: [Text Box]
 Header Details PO Defaults PO Activities Actions
 Activity Summary Add Comments Add Ship To Comments

Add Items From
 Catalog Purchasing Kit Item Search

Lines

Details | Tags | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving | B+

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	[Icon]	Post-it Super Sticky	1.0000	PK	14111530	17.76000	17.76	Open

View Printable Version View Approvals Close Short All Lines *Go to: More

Save Notify Refresh Add Update/Display

The Unit Price is copied from the Item ID price, not the Requisition, and may need to be changed to reflect the correct amount. This can be avoided by turning off the calculated price on the requisition line and sourcing the Requisition to the Purchase Order. (See PO Sourcing, page 69)

If all Requisition Lines are not available, then review the following:

- Requisition Line Details and make sure the **"RFQ Required"** is not selected.
- The Requisition lines have not already been sourced.
- Ensure the max rows field was large enough when searching for the Requisition.

Complete Steps 2-8 (Pages 7-45)

Step 2 - Update Header Details

Step 3 - Add/Update Header Comments

Step 4 - Review Item ID

Step 5 - Verify Line data

Step 6 - Add/Update Line Comments

Step 7 - Update Schedule Distribution data

Step 8 - Pre-Approve Purchase Order and save



Maintain Purchase Order

Purchase Order

Business Unit 09000 PO ID 0000023176

Copy From

PO Status **Pend Appl** ✖

Budget Status Not Chkd 🔍 📄

☐ Hold From Further Processing

Header ⓘ

*PO Date 07/12/2024 📅 Supplier Search

*Supplier STAPLES IN-001 🔍 Supplier Details

*Supplier ID 0000067919 🔍 STAPLES INC

*Buyer AANDREWS 🔍 Angela Andrews

PO Reference

Header Details: PO Defaults, PO Activities, Requisitions, Actions

Activity Summary: Edit Comments, Add Ship To Comments

Doc Tot Status Not Chkd

Receipt Status Not Recvd

Priority Medium ▼

*Dispatch Method Print ▼ Print

Amount Summary ⓘ

Merchandise	17.76	Calculate
Freight/Tax/Misc.	0.00	
Total Amount	17.76 USD	

Add Items From ⓘ

Catalog Purchasing kit Item Search

Lines ⓘ

🔍 🔍 1-1 of 1 View All

Details Flags Ship To/Due Date Statuses Item Information Attributes BFO Contract Receiving ⓘ

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1		Post-it Super Sticky	1.0000	PK	14111530	17.76000	17.76	Pending	🔍	📄	➕ ➖

[View Printable Version](#) [Purchase Order Approval](#) Close Short All Lines *Go to More ▼

Save Notify Refresh Add Update/Display



Step 9 – Finalizing the Requisition from the Purchase Order and Budget Checking

Selecting the **Final Icon** marks the Purchase Order as Final, prompting the system to liquidate all available pre-encumbrances. This will allow you to make your Purchase Order for less money than you originally authorized without re-establishing the pre-encumbrance. To reverse the finalization of the Purchase Order, **select the Un-Final Icon.**

Maintain Purchase Order

Purchase Order

Business Unit: 09000
PO ID: 0909023176
Copy From: [Dropdown]

Header

*PO Date: 07/12/2024
*Supplier: STAPLES IN-001
*Supplier ID: 0000067919
*Buyer: AANDREWS
PO Reference: [Field]

Supplier Search
Supplier Details
STAPLES INC
Angela Andrews

PO Status: Pend Appr
Budget Status: Not Chkd
Doc Tol Status: Not Chkd
Receipt Status: Not Recvd
Priority: Medium
*Dispatch Method: Print

Amount Summary

Merchandise	17.76
Freight/Tax/Misc.	0.00
Total Amount	17.76 USD

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	[Icon]	Post-it Super Sticky	1.0000	PK	14111530	17.76000	17.76	Pending

View Printable Version
Purchase Order Approval

Save Notify Refresh Add Update/Display

Select the **Final Icon** to finalize the requisition.

This action will finalize all eligible distributions for this PO. Continue? (10200,335)

Yes

No

Select the **Yes** button to finalize all eligible distributions for the PO.



Maintain Purchase Order

Purchase Order

Business Unit 09000 PO ID 0909023176
 Copy From

PO Status: Pend Appr
 Budget Status: Not Chkd
☐ Hold From Further Processing

Doc Tol Status: Not Chkd

Receipt Status: Not Recvd

Priority: Medium

*Dispatch Method: Print

Amount Summary

Merchandise	17.76
Freight/Tax/Misc.	0.00
Total Amount	17.76 USD

*PO Date: 07/12/2024 Supplier Search

*Supplier: STAPLES IN-001 Supplier Details

*Supplier ID: 0000067919 STAPLES INC

*Buyer: AANDREWS Angela Andrews

PO Reference:

Header Details:
 PO Defaults:
 PO Activities:
 Regulations:
 Actions:

Add Items From

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	Q	Post-it Super Sticky	1.0000	PK	14111530 Q	17.76000	17.76	Pending

View Printable Version
 Purchase Order Approval

Select the budget checking icon located to the right of the **Budget Status** field to initiate the Budget Checking process for the PO.

Complete Steps 10-12 (Pages 48-55):

Step 10-Approve Purchase Order

Step 11-Dispatch Purchase Order

Step 12- Print Purchase Order



Create PO – Sourcing from Requisition

Building a PO by sourcing a Requisition starts with copying the Requisition to the Staging tables in preparation for sourcing to a PO. There are several more steps than copying from the Maintain Purchase Orders page, but you have more control over the process.

Step 1 – Select the Requisition to Source

Navigation: *Purchasing > Purchase Orders > Stage/Source Request > Requisition Selection*

NOTE: To review Requisitions available for selection, **select** the **Look Up Icon** located to the right of the **Requisition ID** field. For a Requisition to be available for sourcing it must be in an approved status, the budget checking status must be valid, it must not be on hold, and not previously sourced.

Input the **Requisition ID** you wish to source and be sure to increase the Max Rows if there are over 20 lines.



Requisition Selection
Sourcing

Search Criteria

Business Unit: 09000
Supplier ID:
Category:
Requisition ID: 0900003918
Requisition Name:
Contract ID:

Buyer:
Origin:
Max Rows: 20

☒ Include Reqs With No Supplier
☒ Include Inventory Items
☐ Stockless Item
☐ Exclude Auto Source Item

Selection Options
☒ Define PO
☐ Check Item Available

*PO Item Supplier Option: All Lines From Req: No Edit Required

Select Requisition Lines

Include	Supp ID	*Supplier	Supplier Location	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price	Schedule Split
☐							Descr	Req ID		Procurement Card		

☒ Select All ☐ Clear All

Staging Information

Select the Search button.

Requisition Selection
Sourcing

Search Criteria

Business Unit: 09000
Supplier ID:
Category:
Requisition ID: 0900003918
Requisition Name:
Contract ID:

Buyer:
Origin:
Max Rows: 20

☒ Include Reqs With No Supplier
☒ Include Inventory Items
☐ Stockless Item
☐ Exclude Auto Source Item

Selection Options
☒ Define PO
☐ Check Item Available

*PO Item Supplier Option: All Lines From Req: No Edit Required

Select Requisition Lines

Include	Supp ID	*Supplier	Supplier Location	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price
☐	IP			1.0000	PK		Post-it Super Sticky Notes, 4"	0900003918	2	Procurement Card	N
☐	IP			1.0000	PK		Post-it Super Sticky Notes, 5x7"	0900003918	3	Procurement Card	N
☐	IP			1.0000	BX		Pen, Black, archival ink, gel	0900003918	4	Procurement Card	N
☐	IP			1.0000	BX		Pen, blue, archival ink, gel	0900003918	5	Procurement Card	N
☐	IP			1.0000	BX		Pen, Red, archival ink, gel, p	0900003918	6	Procurement Card	N

☒ Select All ☐ Clear All

Staging Information



Field Definitions

Include Reqs With No Supplier - Select to view Requisitions with or without a suggested supplier.

Include Inventory Items - Select to show Requisition lines that would normally be sourced from PS Inventory.

Stockless Items - Select to include Requisition lines for stockless items.

Exclude Auto Source Item - Select to exclude items defined as automatic sourcing items. Items are flagged for AutoSourcing on the Purchasing Attributes - Purchasing Controls page by selecting the **Auto Select** check box under the **Misc. Controls** and **Options** section of that page.

Calc Price (Calculate Price) - Indicates whether the Purchase Order Calculations process should recalculate the price or use the price from the requisition. If set to Y (yes), the PO Calculations process recalculates the price. If set to N (no), the PO Calculations process uses the price from the requisition. This option is set to Y and cannot be changed when using an Item ID and a contract is specified.

Define PO - Select to define Purchase Orders using the structure of requisitions as they appear on this page instead of letting the system create it using the predefined rules.

- The PO Calculations process does not overwrite these purchase order configurations, even if the **Consolidate with Other Reqs** check box on the requisition is selected. In addition, you must specify the supplier for the purchase order, as the PO Calculations process does not select a supplier for you.
- If Define PO is selected, the information that you view on the Requisition Selection - Sourcing page is exactly what will be on the purchase order and each requisition line that you source will be on its own purchase order line, even if others exist for the same item.
- The Define PO check box must be selected or unselected **before** selecting requisitions for sourcing for the option to apply to the requisitions you select.
- If you are sourcing to PeopleSoft Inventory or do not select this check box, the information that you see on this page is either used for creating inventory demand in the Build Inventory Demand process or is updated in the PO Calculations process.
- If a line that you have selected for sourcing on this page has been sourced to a blanket purchase order contract, you will not be able to select the Define PO check box. Instead, you will receive a message that this option is not valid for the selected line.
- **This check box only applies to lines that are selected by the Include field after you select the Define PO check box.**



Check Item Available - Select this box to be informed if there is available stock for this item and that you have the option to source the selected requisition line from PS Inventory.

All Lines From Req - Select to source all lines from the same requisition.

Select the radio box located to the left of the line you wish to source.

Select Requisition Lines

1-5 of 5 View All

Sourcing Requisitions Change Supplier Contract Information Item Substitution

Include		Supp ID	*Supplier	Supplier Location	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price
☒	☐				1.0000	PK		Post-it Super Sticky Notes, 4"	0900003918	2	Procurement Card	N
☐	☐				1.0000	PK		Post-it Super Sticky Notes, 5x	0900003918	3	Procurement Card	N
☐	☐				1.0000	BX		Pen, Black, archival ink, gel,	0900003918	4	Procurement Card	N
☐	☐				1.0000	BX		Pen, blue, archival ink, gel,	0900003918	5	Procurement Card	N
☐	☐				1.0000	BX		Pen, Red, archival ink, gel, p	0900003918	6	Procurement Card	N

☒ Select All ☐ Clear All

Staging Information

Save Notify

Supplier ID is a required entry for selecting all the REQ 0900003918 to Stage. (10200,148)

You must provide a valid supplier ID before select a requisition to PO staging.

OK

Input a Supplier ID on the appropriate line, select the radio box, and **select the Save** button.

BEFORE SELECTING RADIO BOX:

Select Requisition Lines

1-5 of 5 View All

Sourcing Requisitions Change Supplier Contract Information Item Substitution

Include		Supp ID	*Supplier	Supplier Location	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price
☐	☐	0000067919	STAPLES IN-001	0030	1.0000	PK		Post-it Super Sticky Notes, 4"	0900003918	2	Procurement Card	N
☐	☐				1.0000	PK		Post-it Super Sticky Notes, 5x	0900003918	3	Procurement Card	N
☐	☐				1.0000	BX		Pen, Black, archival ink, gel,	0900003918	4	Procurement Card	N
☐	☐				1.0000	BX		Pen, blue, archival ink, gel,	0900003918	5	Procurement Card	N
☐	☐				1.0000	BX		Pen, Red, archival ink, gel, p	0900003918	6	Procurement Card	N

AFTER SELECTING RADIO BOX:



Select Requisition Lines

Include	Supp ID	*Supplier	Supplier Location	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price
☒	0000067919	STAPLES IN-001	0030	1.0000	PK		Post-it Super Sticky Notes, 4"	0900003918	2	Procurement Card	N
☐				1.0000	PK		Post-it Super Sticky Notes, 5"x	0900003918	3	Procurement Card	N
☐				1.0000	BX		Pen, Black, archival ink, gel,	0900003918	4	Procurement Card	N
☐				1.0000	BX		Pen, blue, archival ink, gel,	0900003918	5	Procurement Card	N
☐				1.0000	BX		Pen, Red, archival ink, gel, p	0900003918	6	Procurement Card	N

After selecting the **Save** button, the requisition line has been staged. This can be reviewed through the Sourcing Workbench.

Requisition Selection

Sourcing

Search Criteria

Business Unit: 09000

Supplier ID:

Category:

Requisition ID: 0900003918

Requisition Name:

Contract ID:

Buyer:

Origin:

Max Rows: 20

☒ Include Reqs With No Supplier

☒ Include Inventory Items

☐ Stockless Item

☐ Exclude Auto Source Item

Selection Options

☒ Define PO

☒ Check Item Available

*PO Item Supplier Option: No Edit Required

Select Requisition Lines

Include	Supp ID	*Supplier	Supplier Location	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price
☒	0000067919	STAPLES IN-001	0030	1.0000	PK		Post-it Super Sticky Notes, 5"x	0900003918	3	Procurement Card	N
☐				1.0000	BX		Pen, Black, archival ink, gel,	0900003918	4	Procurement Card	N
☐				1.0000	BX		Pen, blue, archival ink, gel,	0900003918	5	Procurement Card	N
☐				1.0000	BX		Pen, Red, archival ink, gel, p	0900003918	6	Procurement Card	N

☒ Select All ☐ Clear All

Staging Information

Save **Notify**



Review the Sourcing Workbench Page

Navigation: Purchasing > Purchase Orders > Stage/Source Requests > Sourcing Workbench

Sourcing Workbench

Sourcing

▼ Search Criteria

Process Instance	System Source
Business Unit	PO Stage Type
Requisition ID	PO Stage ID
Requisition Name	Stage Status
Buyer	Item ID
Contract SetID	Line Number
Contract ID	Schedule Number

☒ Select All ☐ UnSelect All

Input your Business Unit and Requisition ID.

Sourcing Workbench

Sourcing

▼ Search Criteria

Process Instance	System Source
Business Unit 09000	PO Stage Type
Requisition ID 0900003918	PO Stage ID
Requisition Name	Stage Status
Buyer	Item ID
Contract SetID	Line Number
Contract ID	Schedule Number

☒ Select All ☐ UnSelect All

Select the Search button.



Sourcing Workbench
Sourcing

▼ Search Criteria

Process Instance		System Source	
Business Unit	09000	PO Stage Type	
Requisition ID	0900003918	PO Stage ID	
Requisition Name		Stage Status	
Buyer		Item ID	
Contract SetID		Line Number	
Contract ID		Schedule Number	

Search

Search Results

Selected Items | Stage Info | Error Messages | View All

Sel	Instance	*Stg Status	Unit	Buyer	Supplier ID	Loc	Item ID	Description	Requisition ID	Purchase Order
☐	0	Staged	09000	Irene Bowman (580)	0000067919	0030	Item	Post-it Super Sticky Notes, 4"	0900003918	UNASSIGNED

☒ Select All
 ☐ UnSelect All

Notice the status is STAGED. The status will change as follows:

Staged - The requisition is in a table waiting to create a Purchase Order.

Calculate PO - The PO Calculation process is running.

Ready - The PO Calculation process has been completed.

Create PO - The PO Creation process is running.

Complete - The PO Creation process has completed running and the PO has been created.



Step 2 – PO Calculation

Once the Requisition has been selected and placed in the staging table, the PO Calculation Process is run. This process determines how the information will be copied from the Requisition onto the new PO. The PO Calculations process performs most of the processing necessary to create a PO. After running the PO Calculations process, review results and make changes as necessary using the Sourcing Workbench - Selected Items page before the PO is created.

Navigation: Purchasing > Purchase Orders > Stage/Source Requests > PO Calculations

The screenshot shows the 'PO Calculations' window with the 'Add a New Value' section. A search bar labeled 'Find an Existing Value' is in the top right. Below, the '*Run Control ID' field contains the text 'PO_CALC'. An 'Add' button is located at the bottom left of the form.

Input your Run Control ID and **select the Add button.**

The screenshot shows the main 'PO Calculations' configuration screen. At the top, the 'Run Control ID' is 'PO_CALC', and there are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The screen is divided into several sections:

- POCalculate Selection Criteria:** Includes fields for Process Instance, Business Unit, System Source, PO Process that built row, Buyer, Item SetID, Item ID, and Category, each with a search icon.
- Sourcing Method:** Includes checkboxes for Basic, Flexible, Split, and Cumulative, and an 'Accumulate Level' dropdown set to 'Run Level'.
- PO Calculate Process Options:** Includes fields for *Buyer, *Consolidation Method (set to 'Business Unit, Supplier'), Origin, Purchase Order Date, and Purchase Order Reference. It also has checkboxes for 'Pre-Approve Supplier' and 'Build POs as Approved'.
- Flexible Sourcing Controls:** Includes input fields for Lead Time Factor %, Ship to Priority Factor %, Price Factor %, and Supplier Priority Factor %.

 At the bottom, there are 'Save' and 'Notify' buttons on the left, and 'Add' and 'Update/Display' buttons on the right.



POCalculate Selection Criteria - Selecting field values in this group box limits the selection of staged rows to those that meet the criteria selected. These fields are optional.

- **Process Instance** - If the PO calculate process was previously run against the Requisition, an instance number will be assigned and can be used to run the process with no other criteria. This number can be found on the Sourcing Workbench.
- **Business Unit** - This field can limit the process to a certain Business Unit or a Range of Business Units.
- **System Source** - This field can be used to select rows to be processed and selected based on their system source.
- **PO Process that built row** - This field can be used to select rows to be processed based on the process that staged them.
- **Buyer** - The Buyer must match the requisition's Buyer, or it will not be selected. The biggest mistake is not assigning a Buyer to the Requisition, if this happens leave the Buyer field blank, but the problem with that is you could pick up Requisitions you don't intend on.
- **Item SetID** - Leave as 00000.
- **Item ID** - Use if you want to only source requisitions with a certain Item ID.
- **Category** - Use if you want to only source requisitions with a certain Category.
- **Sourcing Method** - You can select from four methods of Supplier selection: *basic*, *flexible*, *schedule split*, or *cumulative split* sourcing. All of these sourcing methods are available at the category level; and basic, flexible, and schedule split sourcing can be overridden at the item level. Normally, these options should not be changed.

PO Calculate Process Options - Determines what data to use when creating the Purchase Order.

- **Buyer** - (Required) Select the buyer to be used on the purchase order header in the event that the PO Calculations process cannot determine the buyer.
 - o The buyer name is carried at the line level on the requisition, so a requisition can have multiple buyers. When the PO Calculations process creates the purchase order header, it must assign a buyer name.
 - o If all the staged lines that belong on one purchase order have the same buyer name, the PO Calculations process uses that name on the header.
 - o If the staged lines that belong on the purchase order have different buyer names, or the process that created the staged entry did not specify a buyer name (you have the capability to force a buyer name in online requisition selection), the system uses the supplier buyer name.
 - o If the supplier buyer name is blank, the system enters the buyer name on the purchase order header.
- **Consolidate Method** - Determines whether purchase orders are consolidated by business unit, supplier, and buyer **or** by business unit and supplier only. The consolidation method applies only to staged rows identified for consolidation.



- o For example, suppose that you choose to consolidate by business unit and supplier, then all rows with the same supplier and business unit are grouped into one purchase order.
- o Alternately, if you add buyer to the consolidation criteria, all rows that have the same buyer, supplier, and business unit are grouped on a purchase order.
- **Origin** - This field can be left blank as the system is not using this origin to create the PO.
- **Purchase Order Date** - Enter a date to be used on the purchase orders for purchase orders that do not already have a date assigned. If you leave this field blank, the PO Calculations process uses the current system date.
- **Purchase Order Reference Number** - (Optional) Enter a purchase order reference to be used on the purchase orders. This is a free-form field.
- **Pre-Approve Supplier** - Select this check box to approve the supplier that the PO Calculations process selects. This field should generally be selected unless otherwise known.
 - o If selected, the system automatically approves the supplier recommended by the PO Calculations process, so that the PO Calculations process runs and the Create Purchase Order process without interruption. If you do not select the Pre-Approve Supplier check box, you must approve the supplier manually using the Sourcing Workbench.
- **Build POs as Approved** - This check box can be selected to have purchase orders created with an *Approved* status when you run the Create Purchase Orders process. If selected, the process examines auto approval criteria set at the business unit level. If the auto approval criteria are met, the status is set to *Approved*. If the auto approval criteria are not met, the status is set to *Pending Approval*, and the purchase order enters the workflow approval business process. If you do not select this check box, the purchase order is created with a status of *Open*.
- **Flexible Sourcing Controls** - To override the category and item settings, enter the percentage weight that you want the PO Calculations process to give the lead time, ship to, price, and Supplier factors when the application process is evaluating suppliers for flexible sourcing. These fields should generally not be updated.



PO Calculations

Run Control ID PO_CALC [Report Manager](#) [Process Monitor](#) [Run](#)

POCalculate Selection Criteria

Process Instance

Business Unit [Q](#)

System Source [Q](#)

PO Process that built row [Q](#)

Buyer [Q](#)

Item SetID [Q](#)

Item ID [Q](#)

Category [Q](#)

To Business Unit [Q](#)

Sourcing Method

☒ Basic
☒ Flexible
☒ Split
☒ Cumulative

Accumulate Level [Run Level](#)

PO Calculate Process Options

*Buyer [Q](#) Angela Andrews

*Consolidation Method [Business Unit, Supplier](#)

Origin [Q](#)

Purchase Order Date [Q](#)

Purchase Order Reference

☒ Pre-Approve Supplier
☐ Build POs as Approved

Flexible Sourcing Controls

Lead Time Factor %

Ship to Priority Factor %

Price Factor %

Supplier Priority Factor %

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

When this process is run it will run the PO Calculation process for every Staged Requisition and RFQ that meets the criteria entered by the user.

NOTE: If the Buyer is left blank on the Requisition, then the Buyer will need to be left blank here, but it will pick up all Agencies 580 Buyer's Requisitions and RFQ that have been staged.

Select the **Run** button.

Process Scheduler Request [Help](#)

User ID BBENN06 Run Control ID PO_CALC

Server Name [PSUNX](#) [Q](#) Run Date [Q](#)

Recurrence [Q](#) Run Time [Reset to Current Date/Time](#)

Time Zone [Q](#)

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	OCP0916P	OCP0916P	PSJob	(None) Q	(None) Q	Distribution
☒	PO Calculations	PO_POCALC	Application Engine	Web Q	TXT Q	Distribution

[OK](#) [Cancel](#)

Leave Server Name as default value. If you leave the server name blank, the system will select the correct Server to run the process for you.

Select the radio box for the appropriate process and **select** the **OK** button.

PO Calculations

Run Control ID PO_CALC [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 29238921

POCalculate Selection Criteria

Process Instance

Business Unit [Q](#)

System Source [Q](#)

PO Process that built row [Q](#)

Buyer [Q](#)

Item SetID [Q](#)

Item ID [Q](#)

Category [Q](#)

To Business Unit [Q](#)

Sourcing Method

☒ Basic
☒ Flexible
☒ Split
☒ Cumulative

Accumulate Level

PO Calculate Process Options

*Buyer [Q](#) Angela Andrews

*Consolidation Method

Origin [Q](#)

Purchase Order Date [Q](#)

Purchase Order Reference

☒ Pre-Approve Supplier
☐ Build POs as Approved

Flexible Sourcing Controls

Lead Time Factor %

Ship to Priority Factor %

Price Factor %

Supplier Priority Factor %

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

To review the status of your job, **select** the **Process Monitor** link. Never Cancel or Delete the job while it is running. If there are issues, file a Critical Help Desk case.

Step 3 – PO Creation

The Create Purchase Orders process is the final step in creating the Purchase Order, it calculates the Purchase Order ID, assigns line, schedule, and distribution numbers, and creates contract release information.

Navigation: Purchasing > Purchase Orders > State/Source Request > PO Creation

Create Purchase Orders

Add a New Value [Find an Existing Value](#)

*Run Control ID

[Add](#)

Input a Run Control ID and **select** the **Add** button.



Create Purchase Orders

Run Control ID PO_CREATE [Report Manager](#) [Process Monitor](#) [Run](#)

PO Creation Selection Criteria

Process Instance

Business Unit 09000 Business Unit To

Buyer

PO Creation Options

☒ Calculate PO Line Numbers
☐ Hold From Further Processing
☒ Allow Dispatch When Appr

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

PO Creation Selection Criteria - Selecting field values in this group box limits the selection of staged rows to those that meet the criteria selected. These fields are optional.

- **Process Instance** - Enter the process instance related to the PO Calculations process. This process instance limits the selection of staged requisitions to those that were put into the PeopleSoft Purchasing stage table.
- **Business Unit** - Can limit the process to a certain Business Unit or a Range of Business Units.
- **Buyer** - The buyers name must be the same as the Requisition.

PO Creation Options - Determines what data to use when creating the Purchase Order.

- **Calculate PO Line Numbers** - Select to ignore staged entry line numbers when the Create Purchase Orders process creates new POs and assigns sequential line numbers, beginning with one. This field will normally be selected unless otherwise known.
- **Hold From Further Processing** - Select to place the resulting purchase orders on hold and prevent further processing of the purchase orders.
- **Allow Dispatch When Appr** - Select to make the resulting POs eligible for dispatch when you run the PO Dispatch/Print SQR process. This field will normally be selected unless otherwise known.

Input the Business Unit and Buyers Name and **select** the **Run** button.



Process Scheduler Request

[Help](#)

User ID BBENN06 Run Control ID PO_CREATE

Server Name Run Date

Recurrence Run Time [Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
☐	OCP0916C	OCP0916C	PSJob	(None)	(None)	Distribution
☒	Create Purchase Orders	PO_POCREATE	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

Leave Server Name as default value. If you leave the server name blank, the system will select the correct Server to run the process for you.

Select the appropriate process and **select** the **OK** button.

Create Purchase Orders

Run Control ID PO_CREATE [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 29238922

PO Creation Selection Criteria

Process Instance

Business Unit Business Unit To

Buyer

PO Creation Options

☒ Calculate PO Line Numbers
☐ Hold From Further Processing
☒ Allow Dispatch When Appr

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

To review the job, **select** the **Process Monitor** link. Never Cancel or Delete the job while it is running. If there are issues, file a Critical HelpDesk case.

Note the Run Status is Processing. **Select** the **Refresh** button until the job has reached a status of Success.

Review the Sourcing Workbench again.

Navigation: Purchasing > Purchase Orders > Stage/Source Requests > Sourcing Workbench



Sourcing Workbench
Sourcing

Search Criteria

Process Instance		System Source	
Business Unit	09000	PO Stage Type	
Requisition ID	0900003918	PO Stage ID	
Requisition Name		Stage Status	
Buyer		Item ID	
Contract SetID		Line Number	
Contract ID		Schedule Number	

Search Results

1 of 1 | View All

Sel	Instance	*Stg Status	Unit	Buyer	Supplier ID	Loc	Item ID	Description	Requisition ID	Purchase Order
☐	29238922	Completed	09000	Irene Bowman (580)	0000087919	0030	Item	Post-it Super Sticky Notes, 4"	0900003918	0909023177

☒ Select All ☐ UnSelect All

Notice the status is "Completed" and a Purchase Order Number has been assigned. Selecting the Purchase Order Hyperlink will open a new window and take you to the Maintain Purchase Orders page.



Step 4 –Review the Purchase Order

Navigation: Purchasing > Purchase Orders > Stage/Source Requests > Sourcing Workbench

Sourcing Workbench

Sourcing

▼ Search Criteria

Process Instance		System Source	
Business Unit		PO Stage Type	
Requisition ID		PO Stage ID	
Requisition Name		Stage Status	
Buyer		Item ID	
Contract SetID		Line Number	
Contract ID		Schedule Number	

☒ Select All ☐ UnSelect All

Input your Business Unit and Requisition ID.

Sourcing Workbench

Sourcing

▼ Search Criteria

Process Instance		System Source	
Business Unit	09000	PO Stage Type	
Requisition ID	0900003918	PO Stage ID	
Requisition Name		Stage Status	
Buyer		Item ID	
Contract SetID		Line Number	
Contract ID		Schedule Number	

☒ Select All ☐ UnSelect All

Select the **Search** button.

Sourcing Workbench
Sourcing

Search Criteria

Process Instance		System Source	
Business Unit	09000	PO Stage Type	
Requisition ID	0900003918	PO Stage ID	
Requisition Name		Stage Status	
Buyer		Item ID	
Contract SetID		Line Number	
Contract ID		Schedule Number	

Search Results

1 of 1 View All

Selected Items	Stage Info	Error Messages																						
<table border="1"> <thead> <tr> <th>Sel</th> <th>Instance</th> <th>Stg Status</th> <th>Unit</th> <th>Buyer</th> <th>Supplier ID</th> <th>Loc</th> <th>Item ID</th> <th>Description</th> <th>Requisition ID</th> <th>Purchase Order</th> </tr> </thead> <tbody> <tr> <td>☐</td> <td>29238922</td> <td>Completed</td> <td>09000</td> <td>Irene Bowman (580)</td> <td>0000067919</td> <td>0030</td> <td>Item</td> <td>Post-it Super Sticky Notes, 4"</td> <td>0900003918</td> <td>0909023177</td> </tr> </tbody> </table>	Sel	Instance	Stg Status	Unit	Buyer	Supplier ID	Loc	Item ID	Description	Requisition ID	Purchase Order	☐	29238922	Completed	09000	Irene Bowman (580)	0000067919	0030	Item	Post-it Super Sticky Notes, 4"	0900003918	0909023177		
Sel	Instance	Stg Status	Unit	Buyer	Supplier ID	Loc	Item ID	Description	Requisition ID	Purchase Order														
☐	29238922	Completed	09000	Irene Bowman (580)	0000067919	0030	Item	Post-it Super Sticky Notes, 4"	0900003918	0909023177														

☒ Select All
 ☐ UnSelect All

To review and complete the PO, **select** on the **Purchase Order** link located to the right of the line. A new window will open.

Maintain Purchase Order
Purchase Order

Business Unit: 09000 PO ID: 0909023177

Copy From:

PO Status: Open

Budget Status: Not Chkd

☐ Hold From Further Processing

Header

PO Date: 07/12/2024 Supplier Search

*Supplier: STAPLES IN-001 Supplier Details

*Supplier ID: 0000067919 STAPLES INC

*Buyer: IBOWMAN Irene Bowman (580)

PO Reference: Online Src From Req 0900003918

Doc Tot Status: Not Chkd

Receipt Status: Not Recvd

Priority: Medium

*Dispatch Method: Print

Amount Summary

Merchandise	14.05
Freight/Tax/Misc.	0.00
Total Amount	14.05 USD

Encumbrance Balance

Add Items From

Catalog Purchasing Kit Item Search

Select Lines To Display

Search for Lines Line To

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		Post-it Super Sticky	1.0000	PK	14111530	14.05000	14.05	Open

The PO will be in an Open status. Review the PO and make the necessary changes, then complete the Purchasing Process. As with the procedures for copying a Requisition you will want to finalize the PO.

The unit price will be the unit price from the Requisition if "Calculate Price" was turned off.

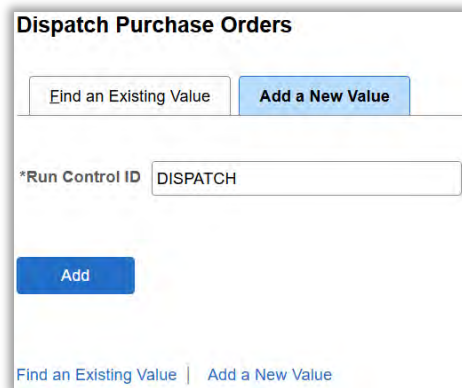


Dispatch Purchase Order

Besides dispatching the Purchase Order from the Maintain Purchase Order Page, there are several other options.

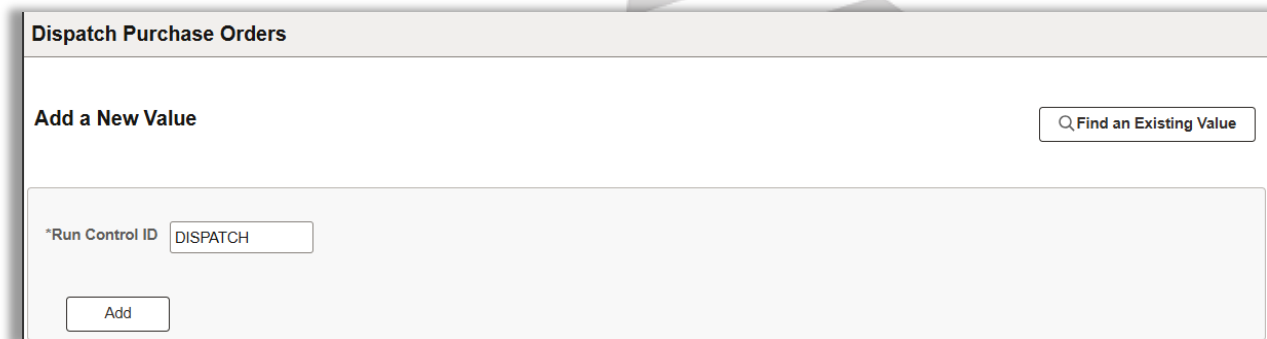
Dispatch from Batch Process

Navigation: *Purchasing > Purchase Order > Dispatch POs*



The screenshot shows a web form titled "Dispatch Purchase Orders". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these, there is a text input field labeled "*Run Control ID" with the value "DISPATCH" entered. Below the input field is a blue button labeled "Add". At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

Input a run Control ID and **select** the **Add** button.



The screenshot shows the same "Dispatch Purchase Orders" form. The "Add a New Value" button is now highlighted. The "Find an Existing Value" button is now disabled. The "*Run Control ID" field still contains "DISPATCH". The "Add" button is now a standard gray button.

Input criteria to use when determining what Purchase Orders to Dispatch.

Select the **Run** button.



Process Scheduler Request

User ID: BBENN06 Run Control ID: DISPATCH

Server Name: PSNT Run Date: 07/22/2024
 Recurrence: Time Zone: Run Time: 10:47:59AM
[Reset to Current Date/Time](#)

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
☐	PO Dispatch & Email	PODISP	PSJob	(None)	(None)	Distribution
☒	PO Dispatch/Print	POPO005	SQR Report	Web	PDF	Distribution
☐	PO BI Publisher Dispatch	POXMLP	PSJob	(None)	(None)	Distribution
☐	Email	PO_PO_EMAIL	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

Leave Server Name as default value. If you leave the Server Name blank, the system will select the appropriate server for you.

If the State Seal is not the form, then the incorrect server was used.

Select the PO Dispatch/Print Radio box.

Select the **OK** button.

Dispatch POs

Run Control ID: DISPATCH Language: English
 @ Specified Language Recipient's Language
 Process Instance: 29238933

Process Request Parameters

*Business Unit: 09000
 *To: 09000
 PO ID: 0909023177 [Select Purchase Order](#)
 PO Status: Approved
 Contract SetID:
 Contract ID:
 Release:
 From Date:
 Through Date:
 Supplier ID:
 Buyer:
 Fax Cover Page:
 Template ID:

Statuses to Include

☒ Approved ☐ Dispatched ☐ Pending Cancel

Dispatch Methods to Include

☒ Print ☐ FAX ☒ EDX
☒ E-Mail ☐ Phone ☐ Print Only

Miscellaneous Options

*Chartfields: Valid Chartfields
 Change Orders: Changed and UnChanged Orders
☐ Print Changes Only ☐ Print BU Comments
☐ Test Dispatch ☒ Print PO Item Description
☐ Print Copy ☐ Print Duplicate
☐ Print Closed Line Amount
 Sort By: Sort by Line Number

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

To print the Purchase Order, **select** on the **Process Monitor** link.

Select on the **Refresh** button until the process shows a Success and Posted status.

Process List

Server List

View Process Request For

User ID

DSALTZMAN

Q

Type

Last

60

Days

Refresh

Server

Name

Q

Instance From

Instance To

Clear

Run Status

Distribution Status

Save On Refresh

Report Manager

Reset

Process List

1-5 of 5

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	30225114		SQR Report	POPO005	DSALTZMAN	11/18/2024 10:51:35AM CST	Success	Posted	Details	Actions

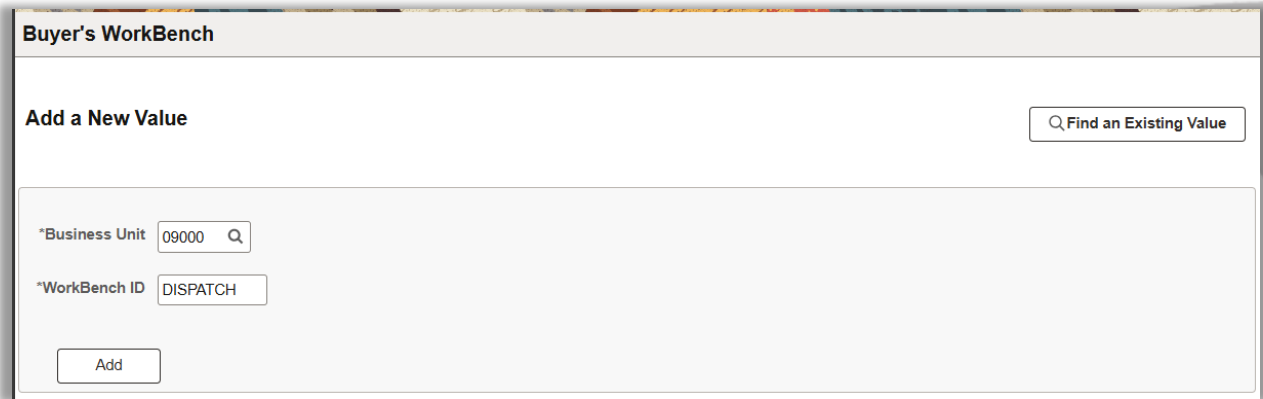
Select on the [Details](#) link. This takes you to the Process Detail page where you will select on [View Log/Trace](#). Select on the [PDF](#) link to view your PO.



Dispatch from the Buyer's Workbench

The Buyer's Workbench allows users to dispatch Multiple Purchase Orders at once.

Navigation: *Purchasing > Purchase Orders > Buyer's Workbench > Add a New Value*



The screenshot shows a web application window titled "Buyer's WorkBench". Inside, there is a section titled "Add a New Value". In the top right corner of this section is a button labeled "Find an Existing Value" with a magnifying glass icon. Below this, there are two input fields. The first is labeled "*Business Unit" and contains the text "09000" with a magnifying glass icon to its right. The second is labeled "*WorkBench ID" and contains the text "DISPATCH". At the bottom left of the form is a button labeled "Add".

Input a WorkBench ID and **select** the **Add** button.



Buyer's WorkBench

Filter Options

Business Unit 00000

WorkBench ID DISPATCH

Description

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Purchase Order

PO Date

Activity Date

Due Date

Request BU

Supplier ID

Item ID

Buyer

Contract SetID

Contract ID

Release Number

GPO ID

GPO Contract

To

To

To

To

Requisition ID

Contract Version

Status

☐ Open
☐ Pending Appr
☐ Dispatched
☐ Cancelled

☐ Approved
☐ Include Closed
☐ Denied

Receiving

Recv Reqd

Optional

☐ All
☐ Not Received
☐ Partially Received
☐ Fully Received

Matching

☐ Required
☐ Not Required
☐ All
☐ None

☐ Partial Match
☐ Fully Matched

Encumbrance

☐ Open Encumbrances

ChartFields

ChartFields

GL Unit

Account

Alt Acct

Oper Unit

Fund Type

Dept

Program

Class-Funding

Bud Ref

Sub-Account

Search

Return to Buyer's WorkBench

Notify

Refresh

This page is used to define Purchase Order selection criteria. If you do not see the expected Purchase Orders, then review the Purchase Order.

Enter appropriate PO Information and **select** the **Search** button located in the bottom left-hand corner.

Buyer's WorkBench

Business Unit 09000 WorkBench ID DISPATCH

*Description

Select POs for Further Processing

List of Purchase Orders

☐ 0909023176

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
0909023176		N	Approved	07/12/2024	07/12/2024	0000067919	Angela Andrews	Standard			

☒ Select All ☐ Clear All

Action:

Go To:

Select the Radio box to the left of the PO you wish dispatch, then select the **Process Request Options** link.

PO_RC_WB_PRCs Page

Buyer's WorkBench

Process Request Options

Business Unit 09000 WorkBench ID DISPATCH

Description

Server Name PSNT

Run Control ID DISPATCH

Fax Cover Page

*Output Destination Type

*Output Destination Format

☒ Print PO Item Description

☐ Print BU Comments

☐ Print Changes Only

☐ Test Dispatch

☐ Print Copy

☐ Print Duplicate

☐ Print Closed Line Amount

The Server Name is PSNT.

Select a Run Control ID and select the **OK** button.



Buyer's WorkBench

Business Unit 09000 WorkBench ID DISPATCH

*Description WORKBENCH

Select POs for Further Processing

List of Purchase Orders

Detail Approval Other

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
☒ 0909023176		N	Approved	07/12/2024	07/12/2024	0000067919	Angela Andrews	Standard			

☒ Select All ☐ Clear All

Action:

Go To:

Enter a description and **select the Dispatch** button.

Buyer's WorkBench

Processing Results

Business Unit 09000 WorkBench ID DISPATCH

Description WORKBENCH

Select POs for Further Processing

Not Qualified

1-1 of 1 View All

PO ID	Log

Qualified

1-1 of 1 View All

PO ID	Line	Sched	Distrib Line	
0909023176				

Proceed: [Return to Buyer's WorkBench](#)

There are two sections:

Not Qualified - If the Purchase Order was not qualified to dispatch it will be displayed in this section. To review the reason, **select the Log Icon** located to the Left of the PO.

Qualified - These Purchase Orders are available for dispatching. **Select the subtract** button to exclude them.

Select the Yes button to proceed with dispatching the POs in the Qualified section.

Continue to Dispatch POs. (10224,41)



Select the **Yes** button to proceed with dispatching the POs.

Buyer's WorkBench

Business Unit 09000 WorkBench ID DISPATCH

*Description WORKBENCH

Select POs for Further Processing

List of Purchase Orders

1-2 of 2 View All

Detail Approval Other

	Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
☒	0909023176		N	Approved	06/28/2024	07/15/2024	0000067919	Angela Andrews	Standard			
☐	0909023179		N	Approved	07/16/2024	07/16/2024	0000067919	Angela Andrews	Standard			

☒ Select All ☐ Clear All

Action:

Go To:

NOTE: The PO Status will not immediately update on this page. The user may need to exit the page and re-enter it to see the updated status. The user can also **select** the Purchase Order hyperlink to view the PO on the Maintain Purchase Orders page in a new window.



Print Purchase Order

Print from Process Monitor

After being dispatched, the PO can be printed from the Process Monitor page.

Navigation: People Tools > Process Scheduler > Process Monitor

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below them is a 'View Process Request For' section with various filters: User ID (BBENN06), Type, Last, Days (1), Run Status, Server, Name, Instance From, Instance To, Distribution Status, and a 'Save On Refresh' checkbox. There are buttons for 'Refresh', 'Clear', and 'Reset'. Below the filters is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The table contains several rows of process data. The row for 'PODISP' (Instance 29238933) is highlighted with a red box. At the bottom of the table are 'Save' and 'Notify' buttons.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	29238938		Application Engine	FS_BP	BBENN06	07/15/2024 3:03:07PM CDT	Success	Posted	Details	Actions
☐	29238933		PSJob	PODISP	BBENN06	07/15/2024 2:31:37PM CDT	Success	Posted	Details	Actions
☐	29238932		Application Engine	FS_BP	BBENN06	07/15/2024 2:24:23PM CDT	Success	Posted	Details	Actions
☐	29238931		Application Engine	FS_BP	BBENN06	07/15/2024 2:22:44PM CDT	Success	Posted	Details	Actions
☐	29238922		Application Engine	PO_POCREATE	BBENN06	07/15/2024 12:11:35PM CDT	Success	Posted	Details	Actions
☐	29238921		Application Engine	PO_POCALC	BBENN06	07/15/2024 11:59:35AM CDT	Success	Posted	Details	Actions

When the process goes to success, **select** the **PODISP** link.

The screenshot shows the 'Process Detail' window for the 'PODISP' process. It displays the 'Process Name' as 'PODISP' and the 'Main Job Instance' as '29238933'. There are 'Left' and 'Right' tabs. The 'Left' tab is selected, showing a list of process instances. The instance '29238933 - PODISP Success' is highlighted with a red box. Below it are two other instances: '29238934 - POPO005 Success' and '29238935 - PO_PO_EMAIL Success'. At the bottom is a 'Return' button.

Select the middle link, **POPO005**.

Process Detail

Help

Process

Instance

29238934

Type

SQR Report

Name

POPO005

Description

PO Dispatch/Print

Run Status

Success

Distribution Status

Posted

Run

Run Control ID

DISPATCH

Location

Server

Server

PSNT

Recurrence

Update Process

☐ Hold Request
 ☐ Queue Request
 ☐ Cancel Request
 ☐ Delete Request
 ☐ Re-send Content
 ☐ Restart Request

Date/Time

Request Created On

07/15/2024 2:33:42PM CDT

Run Anytime After

07/15/2024 2:31:37PM CDT

Began Process At

07/15/2024 2:34:13PM CDT

Ended Process At

07/15/2024 2:34:24PM CDT

Actions

[Parameters](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

Transfer

OK

Cancel

Select the [View Log/Trace](#) link.

View Log/Trace

Help

Report

Report ID

25962410

Process Instance

29238934

Name

POPO005

Process Type

SQR Report

Run Status

Success

PO Dispatch/Print

Distribution Details

Distribution Node

OOD_REPNODE

Expiration Date

07/29/2024

File List

Name	File Size (bytes)	Datetime Created
POPO005_29238934.PDF	11,960	07/15/2024 2:34:24.146885PM CDT
POPO005_29238934.out	1,386	07/15/2024 2:34:24.146885PM CDT
SQR_POPO005_29238934.log	1,951	07/15/2024 2:34:24.146885PM CDT

Distribute To

Distribution ID Type

Distribution ID

User

BBENN06

Return

Select the [.PDF](#) link.





Mgmt and Enterprise Services
OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
ADMINISTRATION
122 STATE CAPITOL BUILDING
OKLAHOMA CITY OK 73105

Purchase Order

Dispatch via Print

Purchase Order	Date	Revision	Page
0909023177	07/12/2024		1
Payment Terms	Freight Terms	Ship Via	
0 Days	Free on board at Destination	Common	
Buyer	Phone/Email	Currency	
Irene Bowman (580)	405/521-4058	USD	

Ship To: OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
ADMINISTRATION
122 STATE CAPITOL BUILDING
OKLAHOMA CITY OK 73105

Bill To: OMES-CAR
2401 N. LINCOLN BLVD
SUITE 202
OKLAHOMA CITY OK 73105

Supplier: 0000067919
STAPLES INC
STAPLES CONTRACT & COMMERCIAL LLC
PO BOX 660409
DALLAS TX 75266-0407

Tax Exempt? Y **Tax Exempt ID:** 736017987

Line-Sch	Cat CD	Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	14111530 /		Post-it Super Sticky Notes, 4"x4", Jewel Pop Colors, Lined	1.0000	PK	14.0500	14.05	07/15/2024

To print the PO, **select** File>Print>OK (If you receive the box with an X in the upper left hand corner, you ran this on PSUNX instead of PSNT.)

Print from Report Manager

Navigation: Reporting Tools > Report Manager > Administration TAB

List
Explorer
Administration
Archives

View Reports For

User ID

Type

Last

Days

Status

Folder

Instance

to

Report List

1-2 of 2

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	26397126	29706919	Email	12/12/2024 10:56:47AM	Acrobat (*.pdf)	Posted	Details
☐	26397125	29706918	PO Dispatch/Print	12/12/2024 10:56:47AM	Acrobat (*.pdf)	Posted	Details

☒ Select All ☐ Deselect All

Click the delete button to delete the selected report(s)

List
Explorer
Administration
Archives



Select on the [PO Dispatch/Print](#) link.



Purchase Order

Mgmt and Enterprise Services
 OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ADMINISTRATION
 122 STATE CAPITOL BUILDING
 OKLAHOMA CITY OK 73105

Supplier: 0000067919
 STAPLES INC
 STAPLES CONTRACT & COMMERCIAL LLC
 PO BOX 660409
 DALLAS TX 75266-0407

Tax Exempt? Y **Tax Exempt ID:** 736017987

Dispatch via Print

Purchase Order	Date	Revision	Page
0909023177	07/12/2024		1
Payment Terms	Freight Terms	Ship Via	
0 Days	Free on board at Destination	Common	
Buyer	Phone/Email	Currency	
Irene Bowman (580)	405/521-4058	USD	

Ship To: OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ADMINISTRATION
 122 STATE CAPITOL BUILDING
 OKLAHOMA CITY OK 73105

Bill To: OMES-CAR
 2401 N. LINCOLN BLVD
 SUITE 202
 OKLAHOMA CITY OK 73105

Line-Sch	Cat CD	Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1		14111530 /	Post-it Super Sticky Notes, 4"x4", Jewel Pop Colors, Lined	1.0000	PK	14.0500	14.05	07/15/2024

To print the PO, **select** File>Print>OK (If you receive the box with an X in the upper left hand corner you ran this on PSUNX instead of PSNT.)

Print from Purchase Order

Navigation: *Purchasing > Purchase Order > Add/Update POs > Find an Existing Value*



Purchase Order

Find an Existing Value ⊕ Add a New Value

▼ Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎

*Business Unit = ▼ 09000 Q

PO ID begins with ▼ 0909023177

Purchase Order Date = ▼ 📅

PO Status = ▼ ▼

Short Supplier Name begins with ▼ Q

Supplier ID begins with ▼ Q

Supplier Name begins with ▼ Q

Buyer begins with ▼ Q

Buyer Name begins with ▼ Q

PO Type = ▼ ▼

Purchase Order Reference begins with ▼

Hold From Further Processing ☐

^ Show fewer options

☐ Case Sensitive

Search Clear

Input Business Unit and PO ID, **select** the **Search** button.



Purchase Order

Business Unit: 09000
PO ID: 0900023177
Copy From:

PO Status: Dispatched
Budget Status: Valid
☐ Hold From Further Processing

Header

*PO Date: 07/12/2024
*Supplier: STAPLES IN-001
*Supplier ID: 0000067919
*Buyer: BOWMAN
PO Reference: Online Src From Req 000003913

Supplier Search
Supplier Details: STAPLES INC
Irene Bowman (580)

Doc Tot Status: Valid
Backorder Status: Not Backordered
Receipt Status: Not Recvd
Priority: Medium
*Dispatch Method: Print

Amount Summary

Merchandise	14.05
Freight/Tax/Misc.	0.00
Total Amount	14.05 USD
Encumbrance Balance	Not Available USD

Add Items From

Catalog Purchasing Kit
Item Search

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		Post-it Super Sticky Notes, 4"x4", Jewel Pop Colors, Lined	1.0000	PK	14111530	14.05000	14.05	Approved

View Printable Version
View Approvals

Close Short All Lines

*Go to: More

Save Return to Search Notify Refresh Add Update/Display

Select the **View Printable Version** link. This will queue the PO Print Job in the Process Scheduler.

Navigation: People Tool > Process Scheduler > Process Monitor

Process List **Server List**

View Process Request For

User ID: BBENN06
Type: Last: 1 Days
Server: Name: Instance From: Instance To:
Run Status: Distribution Status: ☒ Save On Refresh [Report Manager](#)

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	29239076		SQR Report	POPO005	BBENN06	07/17/2024 10:55:28AM CDT	Success	Posted	Details	Actions

Select the **Details** link on the appropriate Process Instance.



Process Detail

Help

Process

Instance

29239076

Type

SQR Report

Name

POPO005

Description

PO Dispatch/Print

Run Status

Success

Distribution Status

Posted

Run

Run Control ID

PS_PO_90000909023174_2324767

Location

Server

Server

PSNT

Recurrence

Update Process

☐ Hold Request
 ☐ Queue Request
 ☐ Cancel Request
 ☐ Delete Request
 ☐ Re-send Content
 ☐ Restart Request

Date/Time

Request Created On

07/17/2024 10:55:29AM CDT

Run Anytime After

07/17/2024 10:55:28AM CDT

Began Process At

07/17/2024 10:55:49AM CDT

Ended Process At

07/17/2024 10:56:02AM CDT

Actions

[Parameters](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

Transfer

OK

Cancel

Select the [View Log/Trace](#) link.

View Log/Trace

Help

Report

Report ID

25962536

Process Instance

29239076

Name

POPO005

Process Type

SQR Report

Run Status

Success

PO Dispatch/Print

Distribution Details

Distribution Node

OOD_REPNODE

Expiration Date

07/31/2024

File List

Name	File Size (bytes)	Datetime Created
POPO005_29239076.PDF	18,034	07/17/2024 10:56:02.132591AM CDT
POPO005_29239076.out	1,432	07/17/2024 10:56:02.132591AM CDT
SQR_POPO005_29239076.log	1,991	07/17/2024 10:56:02.132591AM CDT

Distribute To

Distribution ID Type

•Distribution ID

User

BBENN06

Return

Select the [.PDF](#) link.





Purchase Order

Mgmt and Enterprise Services
 OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ADMINISTRATION
 122 STATE CAPITOL BUILDING
 OKLAHOMA CITY OK 73105

Supplier: 0000067919
 STAPLES INC
 STAPLES CONTRACT & COMMERCIAL LLC
 PO BOX 660409
 DALLAS TX 75266-0407

PENDING APPROVAL

Dispatch via Print

Purchase Order	Date	Revision	Page
0909023174	07/09/2024		1
Payment Terms	Freight Terms	Ship Via	
0 Days	Free on board at Destination	Common	
Buyer	Phone/Email	Currency	
Angela Andrews	405/271-4043	USD	
Ship To:	JIM THORPE BUILDING ROOM G-10 2101 N LINCOLN BLVD. OKLAHOMA CITY OK 73105		

Bill To: 3812 N. Santa Fe Ave., Ste. 290
 Oklahoma City OK 73118-8500

Tax Exempt? Y **Tax Exempt ID:** 736017987

Line-Sch	Cat CD / Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	------------------	-------------	----------	-----	----------	--------------	----------

1- 1	44121600 / 1000013634	OFFICE SUPPLIES: General desk/office supplies	4.0000	EA	8.0000	32.00	07/10/2024
------	-----------------------	---	--------	----	--------	-------	------------



Purchase Order Inquiry

PO Accounting Page

Overview - This screen shows the budget checking entry of the Purchase Order and any reversals against it (Vouchers).

Navigation: *Purchasing > Purchase Orders > Review PO Information > PO Accounting Entries*

Select the criteria that you want to view on the Purchase Order Accounting Entries page. Filter criteria by purchase order range, business unit, fiscal year range, purchase order status, and ChartField combinations. Filter criteria by purchase order range, business unit, fiscal year range, purchase order status, and ChartField combinations.

Input PO ID number, GL Unit, and Ledger Group “ALLOT.”

Select the **OK** button.



PO Accounting Entries

Business Unit: 09000
 From PO: 0909023174
 PO Status:
 From Fiscal Year:
 Accounting Line View Option: Standard

To PO: 0909023174
 To Fiscal Year:
 Ledger Group: ALLOT

Accounting Entries

Details | ChartFields | Show All

Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
0909023174	PA	0000067919		PO_POENC	0	1	1	1				88		19401

Total Encumbrance Balance: 32.00 USD

Accounting Lines Search

Notify Refresh

To see all the details, **select the show all arrow**, outlined above.

Closed Value - Y or N. If equal to Y the distribution line has been marked as closed and the available encumbrance should reflect a zero balance.

Finalizing - This process marks the document as final and will reduce any remaining available encumbrance.

Total Encumbrance Amount - This amount is in the budget as an encumbrance. If the Purchase Order or Voucher were not budget checked or failed budget checking then it would not appear on this screen.



Purchase Order Activity Page

Overview: The Purchase Order Activity Summary pages are used to view the receiving, invoicing, matching, and returning activities that were performed on the selected purchase orders to date. The Activity Summary page displays the total purchase order merchandise amount, and the merchandise received, vouchered, and matched.

Navigation: *Purchasing > Purchase Orders > Review PO Information > Activity Summary*

PO Activity Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

*Business Unit =

PO Number begins with

Purchase Order Date =

Purchase Order Reference begins with

Supplier ID begins with

☐ Case Sensitive

[Basic Search](#)

Input the Business Unit and PO Number and **select** the **Search** button.

Activity Summary

Business Unit	09000	PO Status	Compl
Purchase Order	0909009518	Supplier	STAPLES INC
Merchandise Amount	11.90 USD	Supplier Location	0007
Merchandise Receipt	0.00 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	11.90 USD		
Merchandise Matched	11.90 USD		

Lines

Line	Line Details	Item	Item Description	UOM	Manufacturer ID	Mfg Itm ID	UPN Type	UPN ID
1			Matte White Tent Cards	EA		14634CC		

Review receipts created against a PO Line by selecting the **Receipt Tab**.



Activity Summary

Business Unit	09000	P.O. Status	Compl
Purchase Order	0909009518	Supplier	STAPLES INC
Merchandise Amount	11.90 USD	Supplier Location	0007
Merchandise Receipt	0.00 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	11.90 USD		
Merchandise Matched	11.90 USD		

Lines

Details Receipt Invoice Matched RIV |||

Line	Line Details	Item	Item Description	UOM	Qty Received	Qty Accepted	Open Quantity	Open Amount	Currency
1			Matte White Tent Cards	EA	0.0000	0.0000	0.0000	0.000	USD

Return to Search Notify

If there are receipts available to review, there is a receipt icon the user can **select** to view them.

Review invoices created against a PO Line by selecting the invoice tab.

Activity Summary

Business Unit	09000	P.O. Status	Compl
Purchase Order	0909009518	Supplier	STAPLES INC
Merchandise Amount	11.90 USD	Supplier Location	0007
Merchandise Receipt	0.00 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	11.90 USD		
Merchandise Matched	11.90 USD		

Lines

Details Receipt Invoice Matched RIV |||

Line	Line Details	Item	Item Description	UOM	Quantity Invoiced	Amount Only	Amt Invoiced	Currency	Un-in Q
1			Matte White Tent Cards	EA	1.0000		11.900	USD	

Return to Search Notify

Lines

Details Receipt Invoice Matched RIV |||

Line	Line Details	Item	Item Description	UOM	Un-invoiced Quantity	Un-invoiced Amount	Currency	Invoice
1			Matte White Tent Cards	EA	0.0000	0.000	USD	

Return to Search Notify



Select on the **Invoice Icon** to display all invoices.

Invoice

Unit 09000 PO No. 0909009518 Line 1 Item ID

Invoice

1-1 of 1 View All

Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced	Status
1	09000	00042561	1	1.0000	11.900	Open

[Activity Summary](#)

[Return to Search](#) [Notify](#)

Select on the Voucher Number link, a new window will be created displaying the voucher inquiry screen (providing user has the security).

To return to the activity page, select the **Activity Summary** Link.

Activity Summary

Business Unit 09000 PO Status Compl
Purchase Order 0909009518 Supplier STAPLES INC
Supplier Location 0007

Merchandise Amount 11.90 USD
Merchandise Receipt 0.00 USD
Merchandise Returned 0.00 USD
Merchandise Invoice 11.90 USD
Merchandise Matched 11.90 USD

Lines

1-1 of 1 View All

[Details](#) [Receipt](#) [Invoice](#) [Matched](#) [RIV](#)

Line	Line Details	Item	Item Description	UOM	Manufacturer ID	Mfg Item ID	UPN Type	UPN ID
1			Matte White Tent Cards	EA		14634CC		

[Return to Search](#) [Notify](#)

To review a voucher matched against a PO line, select the Matched Tab.

Activity Summary

Business Unit	09000	PO Status	Compl
Purchase Order	0909009518	Supplier	STAPLES INC
Merchandise Amount	11.90 USD	Supplier Location	0007
Merchandise Receipt	0.00 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	11.90 USD		
Merchandise Matched	11.90 USD		

Lines

1-1 of 1 View All

Details Receipt Invoice **Matched** RIV

Line	Line Details	Item	Item Description	UOM	Qty Matched	Amt Matched	Currency
1			Matte White Tent Cards	EA	1.0000	11.900	USD

Return to Search Notify

Select on the **Match icon** to display all invoices that are Matched.

Matched

Unit 09000 PO No. 0909009518 Line 1 Item ID

Matched

1-1 of 1 View All

Sched Num	AP Unit	Voucher	Line	Quantity Matched	Amount Matched
1	09000	00042561	1	1.0000	11.900

Go Back To Activity Summary

Return to Search Notify

Select on the voucher number link, a new window will be created displaying the voucher inquiry screen (providing user has the security).

To return to the activity page, select the **Go Back To Activity Summary** link.



Activity Summary

Business Unit	09000	PO Status	Compl
Purchase Order	0909009518	Supplier	STAPLES INC
Merchandise Amount	11.90 USD	Supplier Location	0007
Merchandise Receipt	0.00 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	11.90 USD		
Merchandise Matched	11.90 USD		

Lines

1-1 of 1 | View All

Details Receipt Invoice Matched RTV

Line	Line Details	Item	Item Description	UOM	Manufacturer ID	Mfg Item ID	UPN Type	UPN ID
1			Matte White Tent Cards	EA		14634CC		

Return to Search Notify

To review the RTV information, **select** the RTV Tab.

Activity Summary

Business Unit	09000	PO Status	Compl
Purchase Order	0909009518	Supplier	STAPLES INC
Merchandise Amount	11.90 USD	Supplier Location	0007
Merchandise Receipt	0.00 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	11.90 USD		
Merchandise Matched	11.90 USD		

Lines

1-1 of 1 | View All

Details Receipt Invoice Matched RTV

Line	Line Details	Item	Item Description	UOM	Qty Returned	Amount Returned	Currency
1			Matte White Tent Cards	EA	0.0000		

Return to Search Notify



Purchase Order Inquiry Page

Overview - This screen allows users to review Purchase Orders without having Purchase Order update capability. This is an inquiry version of the Maintain Purchase Order - Purchase Order page. The page displays purchase order header and line information and whether an authored document exists for the purchase order.

Navigation: *Purchasing > Purchase Orders > Review PO Information > Purchase Orders*

Purchase Order Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

*Business Unit = 09000

PO ID begins with 0909023174

Contract SetID begins with

Contract ID begins with

Release Number =

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Input Business Unit and Purchase Order ID, **select the Search** button.



Purchase Order Inquiry
Purchase Order

Business Unit	09000	PO Status	Pend Appr
PO ID	0909023174	Budget Status	Valid

Header

PO Date	07/09/2024	Doc Tot Status	Valid
Supplier Name	STAPLES IN-001	Backorder Status	Not Backordered
Supplier ID	0000067919	Receipt Status	Not Recvd
Buyer	Angela Andrews		☐ Hold From Further Processing
PO Reference	SW0180-Office Supplies		

Amount Summary

Merchandise	32.00
Freight/Tax/Misc.	0.00
Total	32.00 USD
Encumbrance Balance	0.00 USD

Lines

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES: General desk/	44121600	4.0000	EA	32.00 USD	Pending Approval

[View Approvals](#)

[Return to Search](#) [Notify](#) [Related Links](#)

The user can view Purchase Order header and line information on this page and whether an authored document exists for the purchase order.

You can also access the Schedule and Distribution information for the PO using the Schedule icon on the far right of the PO Line.



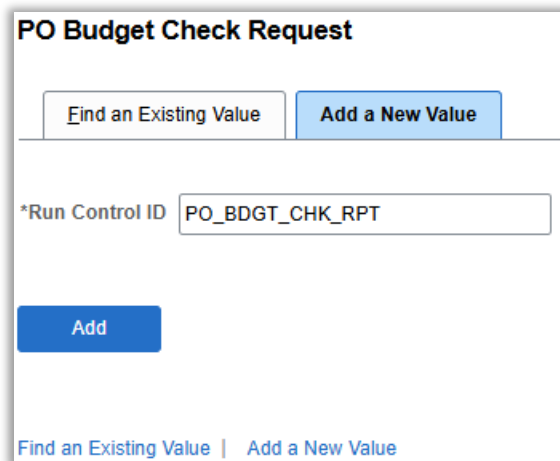
Budget Checking

Budget Checking from Batch Process

Overview: If you budget check from the Purchase Order one at a time, you must wait until it has been completed. By using the batch process, you have the capability to budget check multiple POs and not have to wait. This allows users to continue working without interruption. The budget checking process is run at 12:00 noon and every evening.

NOTE: The Purchase Order must be in a Pending Approval status for the Budget Checking process to run.

Navigation: *Purchasing > Purchase Orders > Budget Check Purchase Order > Add a New Value*



The screenshot shows a web form titled "PO Budget Check Request". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these buttons is a text input field labeled "*Run Control ID" with the value "PO_BDGT_CHK_RPT" entered. Below the input field is a blue button labeled "Add". At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

Input a Run Control ID and **select** the **Add** button.



Budget Check Purchase Order

Run Control ID PO_BDGT_CHK_RPT Report Manager Process Monitor [Run](#)

Budget Check Request 1 of 1 View All

Process Frequency

☐ Once ☒ Always ☐ Don't Run

Request Number 1 *Description

Process Options

*Business Unit	Value	Business Unit	09000
PO ID	All		
PO Date	All		
Actg Date	All		
PO Type	All		
Buyer ID	All		
Origin	All		
PO Status	All		
Mid Roll Status	All		

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Process Frequency - Select *Always* to run the process every time you use the Run Control you created. Selecting *Once* will run the process once and selecting *Don't Run* will prevent the process from running.

Description - Enter a Description for the Budget Checking process.

Process Options - Select criteria to budget check Purchase Orders.

- o **Business Unit** - Select *Value* and input your Business Unit.
- o **PO ID** - To select a certain PO to be budget checked, select *Value*, and input your PO ID. To select multiple POs in a range of values, select *Range*, and input the range of PO IDs you wish to budget check.
- o The user can define other criteria for the Purchase Orders they wish to budget check as well. For example, if the user wants to Budget Check multiple POs with a specific buyer, they can use the Buyer ID field. The user can also define a range of dates using the PO Date/Actg Date fields and selecting *Range* from the dropdown for those fields and entering the range of dates for POs they wish to budget check.

Input your budget checking criteria and **select the Run button.**



Process Scheduler Request

[Help](#)

User ID BBENN06
Run Control ID PO_BDGT_CHK_RPT

Server Name PSUNX

Recurrence

Time Zone

Run Date 07/16/2024

Run Time 10:32:36AM

[Reset to Current Date/Time](#)

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution

[OK](#)
[Cancel](#)

Server Name - PSUNX. If you leave the server name blank, the system will select the correct Server to run the process for you.

Select the **OK** button.

Budget Check Purchase Order

Run Control ID PO_BDGT_CHK_RPT

[Report Manager](#)
[Process Monitor](#)
[Run](#)

Process Instance: 29239012

Budget Check Request

|
1 of 1
|
[View All](#)

Process Frequency

☐ Once
☒ Always
☐ Don't Run

Request Number 1
*Description Budget Check PO

Process Options

*Business Unit Value

PO ID Value

PO Date All

Actg Date All

PO Type All

Buyer ID All

Origin All

PO Status All

Mid Roll Status All

Business Unit 09000

PO ID 0909023179

[Save](#)
[Return to Search](#)
[Notify](#)
[Add](#)
[Update/Display](#)

A process instance number will be assigned. Use this if you have issues with budget checking.

OKLAHOMA

Office of Management
& Enterprise Services

To review your job, **select** on the [Process Monitor](#) link.

[Process List](#)
[Server List](#)

View Process Request For

User ID
 Type Last 1 Days

Server Name
 Instance From Instance To

Run Status Distribution Status
☒ Save On Refresh
 [Report Manager](#)

▼ **Process List**

1-12 of 12
[View All](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	29239012		Application Engine	FS_BP	BBENN06	07/16/2024 10:56:24AM CDT	Processing	N/A	Details	▼ Actions

When the job has successfully completed, the run status will change to Success or Warning.

Warning means there was an error in budget checking, but the process was completed.

[Process List](#)
[Server List](#)

View Process Request For

User ID
 Type Last 1 Days

Server Name
 Instance From Instance To

Run Status Distribution Status
☒ Save On Refresh
 [Report Manager](#)

▼ **Process List**

1-12 of 12
[View All](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	29239012		Application Engine	FS_BP	BBENN06	07/16/2024 10:56:24AM CDT	Warning	Posted	Details	▼ Actions

Select on the [Details](#) link.



Process Detail ×
[Help](#)

Process

Instance	29239012	Type	Application Engine
Name	FS_BP	Description	Comm. Cntrl. Budget Processor
Run Status	Warning	Distribution Status	Posted

Run

Run Control ID	PO_BDGT_CHK_RPT
Location	Server
Server	PSUNX
Recurrence	

Update Process

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☐ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On	07/16/2024 10:56:36AM CDT
Run Anytime After	07/16/2024 10:56:24AM CDT
Began Process At	07/16/2024 10:56:59AM CDT
Ended Process At	07/16/2024 10:58:44AM CDT

Actions

[Parameters](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

[Transfer](#)
[View Locks](#)

OK

Cancel

Select on the [Message Log](#) link.

Message Log ×
[Help](#)

Process

Instance:	29239012	Type:	Application Engine
Name:	FS_BP	Description:	Comm. Cntrl. Budget Processor

☐ ☐

1-18 of 18

◀
▶

[View All](#)

Severity	Log Time	Message Text	Explain
10	10:57:02AM	Commitment Control Budget Processing has begun.	Explain
10	10:57:03AM	Begin request number 1 for User ID "BBENN06" and Run Control ID "PO_BDGT_CHK_RPT".	Explain
10	10:57:16AM	PO, 0909023179, 1, 1, 1 was processed successfully.	Explain
10	10:58:30AM	Request 1 for "BBENN06" / "PO_BDGT_CHK_RPT" completed successfully.	Explain
10	10:58:31AM	Request 1 Statistics. Documents Processed: 1, Errors: 1, Warnings: 0	Explain
10	10:58:31AM	Begin request number 2 for User ID "BBENN06" and Run Control ID "PO_BDGT_CHK_RPT".	Explain
10	10:58:36AM	No documents were selected to process for request number 2.	Explain
10	10:58:37AM	Request 2 for "BBENN06" / "PO_BDGT_CHK_RPT" completed successfully.	Explain
10	10:58:37AM	Request 2 Statistics. Documents Processed: 0, Errors: 0, Warnings: 0	Explain
10	10:58:38AM	Commitment Control Budget Processing Complete.	Explain
10	10:58:44AM	Report Repository URL is: https://soklf-tst.opc.oracleoutsourcing.com/SchedulerTransfer/SOKLFTST (63,68)	Explain
10	10:58:45AM	Transferred file: /u01/app/oracle/product/pt/psreports/SOKLFTST/20240716/25962477/AE_FS_BP_29239012. stdout file size: 403KB (63,53)	Explain



Budget Checking Error

To review the error, from the Maintain Purchase Order Form Page, **select** the **Error** link.

Maintain Purchase Order

Purchase Order

Business Unit: 09000 PO ID: 0909023179
 Copy From:

PO Status: **Approved** ✖
 Budget Status: **Error** 🔍
☐ Hold From Further Processing

Header

*PO Date: 07/16/2024 📅 Supplier Search
 *Supplier: STAPLES IN-001 🔍 Supplier Details
 *Supplier ID: 0000067919 🔍 STAPLES INC
 *Buyer: AANDREWS 🔍 Angela Andrews

PO Reference:

Doc Tot Status: Valid

Receipt Status: Not Recvd
 Priority: Medium ⌵
 *Dispatch Method: Print ⌵ Dispatch

Amount Summary

Merchandise: 50.00
 Freight/Tax/Misc: 0.00
 Total Amount: 50.00 USD Calculate

Encumbrance Balance

Add Items From

Catalog Purchasing Kit 🔍 Item Search

Select Lines To Display

Search for Lines Line To Remove

Lines

🔍 🔍 1-1 of 1 View All

Details Flags Ship To/Due Date Statuses Item Information Attributes BPO Contract Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	1.0000	EA	44121600	50.00000	50.00	Approved

View Printable Version
View Approvals Close Short All Lines *Go to: More ⌵

Save Return to Search Notify Refresh Add Link/Unlink/Cancel

Purchase Order Exceptions Line Exceptions

Business Unit: 09000 PO Number: 0909023179 📄

*Exception Type: **Error** ⌵
 Maximum Rows: 100

Search Advanced Budget Criteria

Budgets with Exceptions

🔍 🔍 1-1 of 1 View All

Budget Override Budget Chartfields ⌵

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	🔍	09000	ALLOT	No Budget Exists	More Detail	☐	Go To 📄

Save Return to Search Notify

Purchase Order Exceptions | Line Exceptions



Purchase Order Header Default

Using Header Defaults

Overview - When creating a Purchase Order with multiple lines and multiple schedules, to avoid duplicate entry the header default can be used to enter data that will default to the whole Purchase Order. This data must be the same for each field on the PO otherwise it will not work.

Maintain Purchase Order

Purchase Order

Business Unit: 09000 PO ID: 0909023176

PO Status: Approved Budget Status: Valid

Copy From: [Dropdown]

Header

*PO Date: 06/28/2024 Supplier Search

*Supplier: STAPLES IN-001 Supplier Details

*Supplier ID: 0000067919 STAPLES INC

*Buyer: AANDREWS Angela Andrews

PO Reference: [Text Box]

Header Details: **PO Defaults**, Activity Summary, Edit Comments, Add Ship To Comments, Document Status, Actions

Doc Tol Status: Valid

Receipt Status: Not Recvd

Priority: Medium

*Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 80.00

Freight/Tax/Misc.: 0.00

Total Amount: 80.00 USD

Encumbrance Balance: Not Available USD

Calculate

Add Items From

Catalog Purchasing Kit Item Search

Select Lines To Display

Search for Lines

Line: [Text Box] To: [Text Box] Retrieve

Lines

Details, Flags, Ship To/Due Date, Statuses, Item Information, Attributes, BFO, Contract, Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	1.0000	EA	44121600	20.00000	20.00	Approved
2	1000013634	OFFICE SUPPLIES	1.0000	EA	44121600	10.00000	10.00	Pending
3	1000013634	OFFICE SUPPLIES	2.0000	EA	44121600	25.00000	50.00	Pending

View Printable Version View Approvals

Close Short All Lines

*Go to: More

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

From the Maintain Purchase Order Page **select** on the **PO Defaults** link.

When you create a Purchase Order and use the PO defaults to enter your funding, you must fix a budget checking error through the Default link.

Purchase Order Defaults

Business Unit: 09000 PO ID: 0909023176 Supplier: STAPLES IN-001

Default Options

☒ **Default** - If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

☐ **Override** - If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Category: Unit of Measure: EA

Schedule

Ship To: 09015 OFFICE OF PERSONNEL MGMT. Ultimate Use Code:

Due Date: 07/16/2024 Original Promise Date:

Ship Via: COMMON Freight Terms Code: FOB DEST

Arbitration: Freight Charge Method: Weight

*Distribute By: Quantity

Distribution

SpeedChart

Distributions

Chartfields Asset Information

Dist	Percent	GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Ac
1	100.0000	09000	536130	ADM9999	1000	8800110	D0102	19401	24	01

OK Cancel Refresh

- **Default** - If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.
- **Override** - If you select this option, all default values entered on this page override the default values found in the default hierarchy.
- **Category** - Select a default category code for the purchase order. Selecting a default value here enables you to order ad hoc (description-only) items. The category entered here only applies to ad hoc (description only) lines. This field is not necessary if an Item ID is being used.
- **Unit of Measure** - Select a default unit of measure (UOM) for the purchase order. Selecting a default value here can facilitate the ability to order ad hoc items. Do not use if using Item IDs.
- **Ship To** - Displays the default ship to location, which appears on the purchase order schedule as the location to which the supplier ships the order. A change to the ship to location implies sales and use tax and VAT recalculations on the PO Header - VAT Information page. You will receive a message about the change, but since this does not apply to the State of Oklahoma there will be no effect.
- **Due Date** - Displays the default due date. The due date for each schedule has the default value of the purchase order date, plus the number of lead-time days defined for the item (or item category if an ad hoc item). To override the due date, use the PO Defaults page. If the default option is *override*, the system uses the override value, and the lead time calculation is ignored. If the default option is *default*, the system calculates the due date based on the purchase order date plus the number of lead time days.
- **Ship Via** - Carrier or method of shipment.



- **Arbitration** - Not being used.
- **Distribute by** - You have the capability to distribute by either amount or quantity. If you select Override on this page, you have the capability to set up multiple distribution lines. You then enter the percentage for each distribution in the distribution details. The sum of the line distribution percentages must equal 100 percent.
- **Ultimate Use Code** – An ultimate use code is used to override the default tax rate for a location.
- **Original Promise Date** - Date on which the supplier originally committed to deliver the item. The default due date appears by default in this field and is updated when the item or item category (ad hoc items) changes. If you override the due date on the PO Defaults page, the purchase order date plus the number of lead time days defined for the item or item category (ad hoc items) will be used, not the overridden due date.
- **Freight Terms** - Freight terms code that applies to the schedules for this purchase order.
- **Freight Charge Method** - Freight terms code that applies to the schedules for this purchase order.
- **SpeedCharts** - The SpeedChart field enables you to use a code that contains preset distributions. The speed chart is not itself a defaulting element. Instead use it here to assist you in defining default chart field elements.
- **Distribution-**
 - o **Chartfields** - Agency defined fields to control budgetary requirements.
 - o **Budget Date** - If you are using commitment control, this field is available. The default date is the accounting date, but the accounting date can be overridden. When you save the purchase order, the system confirms that the budget date is within the valid open period date range for the general ledger business unit.

Input the data to default to the whole Purchase Order. If a field on the Purchase Order will contain different values, then this option should not be used.



Purchase Order Defaults

Business Unit 09000 PO ID 0909023176 Supplier STAPLES IN-001

Default Options

☒ Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

☐ Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Category Unit of Measure EA

Schedule

Ship To 09015 OFFICE OF PERSONNEL MGMT. Ultimate Use Code

Due Date 07/16/2024 Original Promise Date

Ship Via COMMON Freight Terms Code FOB DEST

Arbitration Freight Charge Method Weight

*Distribute By Quantity

Distribution

SpeedChart

Distributions

View All

Chartfields Asset Information

Dist	Percent	GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Ac
1	100.0000	09000	536130	ADM9999	1000	8800110	D0102	19401	24	01

OK Cancel Refresh

Select the **OK** button to save the values entered and exit the PO Defaults page.

Maintain Purchase Order

Purchase Order

Business Unit 09000 PO ID 0909023176

Copy From

Header

*PO Date 06/28/2024 Supplier Search

*Supplier STAPLES IN-001 Supplier Details

*Supplier ID 0000067919 STAPLES INC

*Buyer AANDREWS Angela Andrews

PO Reference

Header Details Activity Summary
PO Activities Edit Comments
Requisitions Add Ship To Comments
Actions Document Status

PO Status Approved Budget Status Valid

Doc Tol Status Valid

Receipt Status Not Recvd

Priority Medium

*Dispatch Method Print

Dispatch

Amount Summary

Merchandise	80.00
Freight/Tax/Misc.	0.00
Total Amount	80.00 USD
Encumbrance Balance	Not Available USD

Calculate

Add Items From

Catalog Purchasing Kit Item Search

Select Lines To Display

Search for Lines Line To Retrieve

Lines

View All

Details Flags Ship To/Due Date Statuses Item Information Attributes BFO Contract Receiving

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	1.0000	EA	44121600	20.00000	20.00	Approved
2	1000013634	OFFICE SUPPLIES	1.0000	EA	44121600	10.00000	10.00	Pending
3	1000013634	OFFICE SUPPLIES	2.0000	EA	44121600	25.00000	50.00	Pending

View Printable Version View Approvals

Close Short All Lines

*Go to ... More ...

Save Return to Search Previous in List Next in List Notify Refresh Add Unassign/Display

The defined values will be populated on the Purchase Order. If you created the Purchase Order using the default page, any changes or corrections to a defined field on the Purchase Order must take place on this page.

Select on the **PO Defaults** link.

Purchase Order Defaults

[Help](#)

Business Unit 09000 **PO ID** 0909023176 **Supplier** STAPLES IN-001

Default Options ?

☐ Default: If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

☐ Override: If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Category **Unit of Measure** EA

Schedule

Ship To 09015 OFFICE OF PERSONNEL MGMT **Ultimate Use Code**

Due Date 07/16/2024 **Original Promise Date**

Ship Via COMMON **Freight Terms Code** FOB DEST

Arbitration **Weight** ▼

***Distribute By** Quantity **One-Time Address**

Distribution

SpeedChart

Distributions

Dist	Percent	GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Ac
1	100.0000	09000	536130	ADMS999	1000	8800110	D0102	19401	24	01

Make any necessary changes to the values and **select** the **OK** button.

PO Default Retrofit

Maintain Purchase Order [Help](#)

Retrofit field changes to "all" existing PO lines/schedules/distributions.....

Business Unit: 09000 PO ID: 0909023176 Supplier: STAPLES IN-001

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.
 For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.
 Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO.
 Select 'Apply to All Distribs' to apply changes to all distribution lines on the PO.

Retrofit Field Selection

☐ ☐

1-7 of 14

[View All](#)

Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
☐		Unit of Measure	EA	
☐		Due Date	2024-07-16	
☐	1	Pct	100	
☐	1	Account	536130	☐
☐	1	Oper Unit	ADM9999	☐
☐	1	Fund Type	1000	☐
☐	1	Dept	8800110	☐

☒ Select All
☐ Clear All

OK
Cancel
Refresh

This page is asking for verification of data to change. To review all fields, **select** the **View All** link.

Select on the radio box to the left of the field you wish to change.

Select the **OK** button. Purchase Order fields will be updated.



Supplier Look Up

From the Purchase Order **select** the [Supplier Search](#) link.

Maintain Purchase Order

Purchase Order

Business Unit: 09000
PO ID: 090923176
Copy From: [Dropdown]
PO Status: Approved
Budget Status: Valid
Doc Tot Status: Valid
Receipt Status: Not Recvd
Priority: Medium
Dispatch Method: Print
Amount Summary:
Merchandise: 00.00
Freight/Tax/Misc.: 0.00
Total Amount: 00.00 USD
Encumbrance Balance: Not Available
USD

Header

*PO Date: 06/28/2024
*Supplier: STAPLES IN-001
*Supplier ID: 0000067919
*Buyer: AANDREWS
Angela Andrews
PO Reference: [Text Box]

Supplier Search (Link)

Amount Summary

Merchandise: 00.00
Freight/Tax/Misc.: 0.00
Total Amount: 00.00 USD
Encumbrance Balance: Not Available
USD

Add Items From

Catalog
Purchasing Kit
Item Search

Select Lines To Display

Line: [Text Box] To: [Text Box] **Retrieve**

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	1.0000	EA	44121600	20.00000	20.00	Approved
2	1000013634	OFFICE SUPPLIES	1.0000	EA	44121600	10.00000	10.00	Pending
3	1000013634	OFFICE SUPPLIES	2.0000	EA	44121600	25.00000	50.00	Pending

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Cancel

Supplier Search

Search Criteria

Name: [Text Box]
Short Name: [Text Box]
Alternate Supp Name: [Text Box]
State: [Text Box]
City: [Text Box]
Postal: [Text Box]
Country: [Text Box]
Type: [Text Box]
Class: [Text Box]
Category: [Text Box]
Max Rows: 10

Search

Search Results

Sel	Supplier ID	Address	Short Supplier Name	Supplier Name	Withholding Applicable
☐	0000067919				

Supplier Detail **Address**

OK **Cancel** **Refresh**

From this page look up a supplier by:

- Name
- Short Name
- City
- Class
- Category- Locate Registered Suppliers



- Others

Name

Input the supplier's name, if you do not know how to spell the name then input the first few digits and **select** the **Search** button. (If you expect more than 10 results, be sure to change the Max Rows.)

In this example, *Staples* will be used.

Supplier Search

Search Criteria

Name: Short Name:

Alternate Supp Name: State:

City: Postal:

Country: Type:

Class: Category:

Max Rows:

Search Results

1-1 of 1 | View All

Sel	Supplier ID	Address	Short Supplier Name	Supplier Name	Withholding Applicable
☐					

Supplier Detail:

If needed, **select** the **View All** link to review all the results.

To select a particular supplier, **select** the Radio Box located to the left and **select** the **OK** button.



Maintain Purchase Order

Purchase Order

Business Unit 09000 PO ID NEXT

Copy From

PO Status Initial

Budget Status Not Chk'd

☐ Hold From Further Processing

▼ Header ?

*PO Date 07/31/2024 Supplier Search

*Supplier STAPLES IN-001 Supplier Details

*Supplier ID 0000067919 STAPLES INC

*Buyer

PO Reference

Doc Tol Status Valid

Receipt Status Not Recvd

Priority Medium

*Dispatch Method Print

Dispatch

Amount Summary ?

Merchandise	0.00	Calculate
Freight/Tax/Misc.	0.00	
Total Amount	0.00 USD	

Add Items From ?

Catalog Purchasing Kit Item Search

Header Details PO Defaults PO Activities Actions

Activity Summary Edit Comments Add ShipTo Comments

The supplier has now been selected for this Purchase Order. **Select the Supplier Details** link select the supplier location.

PO Supplier Information

Maintain Purchase Order

Supplier Details -- STAPLES INC

Business Unit 09000 PO ID NEXT Supplier STAPLES IN-001

*Location 0030 Supplier Information

*Address 30

Contact

Salesperson

Terms 00 Due in 0 Days

Basis Date Type Inv Date

Supplier Details Message

Country USA United States Prefix

Address 1 STAPLES CONTRACT & COMMERCIAL LLC Fax

Address 2 PO BOX 660409 Prefix

Address 3 City DALLAS Phone

County Postal 75266-0407

State TX Texas



- **Location** - Defines various locations for a supplier on the Supplier Information - Location page accessed from the Maintain Suppliers menu. Each location you define points to an ordering location and a pricing location.
- **Address** - View address details for the location.
- **Terms** - Specifies number of days from invoice date the warrant will be issued.
- **Contact** - View contact address details.
- **Salesperson** - View salesperson address.
- **Basis Dt Type** - Defines the date that the system uses as the term basis date for scheduling payment and determining early payment discounts. Values include *Acct Date* (accounting date), *Doc Date* (constructive document receipt date), *Inv Date* (invoice date), *Recpt Date* (receipt date), *Ship Date*, and *User Date* (user specified date).
- **Show Button - Select** this to display the address in the Supplier Detail section.

Review the Supplier's Locations by selecting the **Look Up Icon** located to the right.

Look Up Location

Supplier SetID: 00000
 Supplier ID: 0000067919
 Supplier Location: begins with []

[Search] [Clear] [Cancel] Basic Lookup

Search Results

View 100 | 1-11 of 11

Supplier Location	Description
0001	500 STAPLES DR
0030	EFT CONTRACT & COMM LLC **4682
0031	BUS ADVANT PO BX 660409
0032	EFT STAPLES ADV PO BX ***4682
0033	STAPLES ADV DEPT DAL POB 83689
0036	PO BOX 660409
0037	BUS CREDIT
0038	QUILL LLC PO BOX 37600
0039	QUILL LLC 100 SCHELTER RD
0040	DEPT 51-7820131430
0041	STAPLES PROMOTIONAL PRODUCTS

To select the supplier's location, **select** the link.



PO Supplier Information

[Help](#)

Maintain Purchase Order

Supplier Details -- STAPLES INC

Business Unit	09000	PO ID	NEXT	Supplier	STAPLES IN-001
*Location	0030			Supplier Information	
*Address	30	Show Address Details		Terms	00
Contact		Show Contact Details		Due in 0 Days	
Salesperson		Show Salesperson Details		Basis Date Type	Inv Date

Supplier Details Message

Country	USA	United States	Prefix	
Address 1	STAPLES CONTRACT & COMMERCIAL LLC		Fax	
Address 2	PO BOX 660409		Prefix	
Address 3			Phone	
City	DALLAS			
County			Postal	75266-0407
State	TX	Texas		

Select the **OK** button.

Maintain Purchase Order

Purchase Order

Business Unit	09000	PO Status	Initial
PO ID	NEXT	Budget Status	Not Chk'd
Copy From		☐ Hold From Further Processing	

▼ Header ?

*PO Date	07/31/2024	Supplier Search	Doc Tol Status	Valid
*Supplier	STAPLES IN-001	Supplier Details	Receipt Status	Not Recvd
*Supplier ID	0000067919	STAPLES INC	Priority	Medium
*Buyer			*Dispatch Method	Print
PO Reference				

[Header Details](#)
[Activity Summary](#)

[PO Defaults](#)
[Edit Comments](#)

[PO Activities](#)
[Add ShipTo Comments](#)

▼ Actions

Amount Summary ?

Merchandise	0.00	Calculate
Freight/Tax/Misc.	0.00	
Total Amount	0.00 USD	

Add Items From ?

[Catalog](#)
[Item Search](#)

[Purchasing Kit](#)



Category

From the Purchase Order, **select** the [Supplier Search](#) link.

Supplier Search

Search Criteria

Name Short Name

Alternate Supp Name State

City Postal

Country Type

Class Category

Max Rows Begin Date End Date

Search Results

Sel	Supplier ID	Address	Short Supplier Name	Supplier Name	Withholding Applicable
☐					

Supplier Detail Address

If you know the Category the purchase is for and you want to review all the Registered Suppliers, **input the Category Code and Type**. The Type will define what year the supplier is registered for. **Select the Look Up Icon** located to the right of the Type field to look up by type.



Look Up Type	
Select one of the following values:	
AGY	Agency Issued Vendor
CAP	Construction and Properties
FRG	Foreign
GOV	Government Entity
MIN	Minority Business
NOR	Non Registered Vendor
R01	Registration 2010
R02	Completed Registration 2002
R03	Completed Registration 2003
R04	Completed Registration 2004
R05	Completed Registration 2005
R06	Completed Registration 2006
R07	Completed Registration 2007
R08	Completed Registration 2008
R09	Completed Registration 2009
R10	Completed Registration 2010
R11	Completed Registration 2011
R12	Registration 2012
R13	Registration 2003
R14	Registration 2004
R15	Registration 2005
R16	Registration 2006
R17	Registration 2007
R18	Registration 2008
R19	Registration 2009
REF	Refund Vendor
SMB	Small Business



Finalizing PO (Requisition)

To specify partial or final liquidation of a requisition when it is copied/sourced to a purchase order, directions follow: When you create or modify a purchase order, mark the Purchase Order as Final, prompting the system to liquidate the pre-encumbrance, making your Purchase Order for less money than you originally authorized. Also, a reversal of the finalization of the Purchase Order is available.

When you mark the Purchase Order as Final the system will fully liquidate the Requisition lines upon Budget Checking the Purchase Order. The system then creates the appropriate accounting entries to relieve outstanding pre-encumbrances.

If you do not Finalize the Purchase Order, then any changes made will directly affect the Requisition. Example: You fully source the Requisition; this will leave a zero pre-encumbrance. If the Purchase Order is not finalized and a Change Order is processed reducing the Purchase Order, the reduction will be reinstated on the Requisition creating a Pre-Encumbrance.

Navigation: Purchasing > Purchase Orders > Add/Update POs > Find an Existing Value

Purchase Order

Find an Existing Value ⊕ Add a New Value

▼ Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎

*Business Unit = ▼ 09000 Q

PO ID begins with ▼ 0909023177

Purchase Order Date = ▼ 📅

PO Status = ▼ ▼

Short Supplier Name begins with ▼ Q

Supplier ID begins with ▼ Q

Supplier Name begins with ▼ Q

Buyer begins with ▼ Q

Buyer Name begins with ▼ Q

PO Type = ▼ ▼

Purchase Order Reference begins with ▼

Hold From Further Processing ☐

^ Show fewer options

☐ Case Sensitive

Search Clear

Enter appropriate PO information and **select** the **Search** button.

Maintain Purchase Order
Purchase Order

Business Unit 00000 PO ID 0909023177
Copy From [v]

PO Status Dispatched
Budget Status Valid
☐ Hold From Further Processing

Header
*PO Date 07/12/2024 Supplier Search
*Supplier STAPLES IN-001 Supplier Details
*Supplier ID 0000067916 STAPLES INC
*Buyer BOWMAN Irene Bowman (580)
PO Reference Online Src From Req 0900003918

Doc Tol Status Valid
Backorder Status Not Backordered Create BackOrder
Receipt Status Not Recvd
Priority Medium
*Dispatch Method Print Dispatch

Amount Summary
Merchandise 14.05
Freight/Tax/Misc. 0.00
Total Amount 14.05 USD
Encumbrance Balance Not Available USD

Actions
Header Details
PO Defaults
PO Activities
Requisitions
Add Comments
Add Ship To Comments
Document Status

Add Items From
Catalog Purchasing Kit Item Search

Select Lines To Display
Search for Lines Line [Q] To [Q] Retrieve

Lines
Details Flags Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status			
1		Post-it Super Sticky Notes, 4"x4", Jewel Pop Colors, Lined	1.0000	PK	14111530	14.05000	14.05	Approved			

View Printable Version
View Approvals
Close Short All Lines
*Go to ... More ...

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

From the Maintain Purchase Order page, select the **Requisitions** link.

PO Header Requisition Page

Maintain Purchase Order
Requisition Details -- STAPLES IN-001

Business Unit 00000 PO ID 0909023177

Requisition Details
Requisition Details Requester Details

Line	Sched	Dist	Request BU	Req ID	Req Line	Req Sched	Req Distr	PO Qty	Amount	Req Amount	Req Qty	Final
1	1	1	09000	0900003918	2	1	1	1.0000	14.050	14.050	1.0000	

Return

This page identifies the Requisition number and lines copied/sourced to the Purchase Order. If the **Final Box** is not selected, the PO has not been finalized. Review the Requisition by **selecting** the Req ID icon, outlined above.

Select the **Return** button to return to the Purchase Order Form page.



Maintain Purchase Order
Purchase Order

Business Unit 00000 PO ID 000023177
Copy From [v]

Header

*PO Date 07/12/2024 Supplier Search
*Supplier STAPLES IN-001 Supplier Details
*Supplier ID 000007910 STAPLES INC
*Buyer BOWMAN Irene Bowman (500)
PO Reference Online Src From Req 000003018

PO Status Dispatched Budget Status Valid
Doc Tol Status Valid Backorder Status Not Backordered Create BackOrder
Receipt Status Not Recvd Priority Medium
*Dispatch Method Print Dispatch

Amount Summary

Merchandise	14.05	
Freight/Tax/Misc.	0.00	
Total Amount	14.05	USD
Encumbrance Balance	Not Available	USD

Calculate

Select Lines To Display

Search for Lines Line [] To [] Retrieve

Add Items From

Catalog Purchasing Kit Item Search

Lines

Details | Flags | Ship To/Due Date | Statuses | Item Information | Attributes | BFO | Contract | Receiving

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		Post-it Super Sticky Notes, 4"x4", Jewel Pop Colors, Lined	1.0000	PK	14111530	14.05000	14.05	Approved

View Printable Version View Approvals Close Short All Lines *Go to ... More ...

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Close

To finalize the Purchase Order, **select** the Final Icon located in the upper right-hand corner.

This action will finalize all eligible distributions for this PO. Continue? (10200,335)

Yes

No

Select the **Yes** button to finalize the Purchase Order.



Maintain Purchase Order
Purchase Order

Business Unit 09000
PO ID 090023177
Copy From [v]

PO Status Dispatched
Budget Status Not Chk'd  
☐ Hold From Further Processing

Header

*PO Date 07/12/2024
*Supplier STAPLES IN-001
*Supplier ID 0000087919
*Buyer IBOWMAN
PO Reference Online Src From Req 0900003918

Supplier Search
Supplier Details
STAPLES INC
Irene Bowman (580)

Doc Tol Status Valid
Backorder Status Not Backordered
Receipt Status Not Recvd
Priority Medium
*Dispatch Method Print

Amount Summary

Merchandise	14.05
Freight/Tax/Misc.	0.00
Total Amount	14.05 USD
Encumbrance Balance	Not Available USD

Select Lines To Display
Search for Lines Line [] To [] Retrieve

Add Items From
Catalog Purchasing Kit Item Search

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		Post-it Super Sticky Notes, 4"x4", Jewel Pop Colors, Lined	1.0000	PK	14111530	14.05000	14.05	Approved

View Printable Version
View Approvals

Close Short All Lines *Go to ... More ...

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

NOTE: The budget checking status is now Not Chk'd.

Select the Budget Checking Icon, outlined above, located to the right of the Budget Status field.

Maintain Purchase Order
Purchase Order

Business Unit 09000
PO ID 090023177
Copy From [v]

PO Status Dispatched
Budget Status Valid  
☐ Hold From Further Processing

Header

*PO Date 07/12/2024
*Supplier STAPLES IN-001
*Supplier ID 0000087919
*Buyer IBOWMAN
PO Reference Online Src From Req 0900003918

Supplier Search
Supplier Details
STAPLES INC
Irene Bowman (580)

Doc Tol Status Valid
Backorder Status Not Backordered
Receipt Status Not Recvd
Priority Medium
*Dispatch Method Print

Amount Summary

Merchandise	14.05
Freight/Tax/Misc.	0.00
Total Amount	14.05 USD
Encumbrance Balance	Not Available USD

Select Lines To Display
Search for Lines Line [] To [] Retrieve

Add Items From
Catalog Purchasing Kit Item Search

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		Post-it Super Sticky Notes, 4"x4", Jewel Pop Colors, Lined	1.0000	PK	14111530	14.05000	14.05	Approved

View Printable Version
View Approvals

Close Short All Lines *Go to ... More ...

Save Return to Search Notify Refresh Add Update/Display



Select the **Requisitions** link.

PO Header Requisition Page

Maintain Purchase Order

Requisition Details -- STAPLES IN-001

Business Unit 09000 PO ID 0909023177

Requisition Details

1-1 of 1 View All

Requisition Details Requester Details

Line	Sched	Dist	Request BU	Req ID	Req Line	Req Sched	Req Distr	PO Qty	Amount	Req Amount	Req Qty	Final
1	1	1	09000	0900003918	2	1	1	1.0000	14.050	14.050	1.0000	

Return

The Final box is updated after the Purchase Order is Budget Checked. To un-finalize the Purchase Order, select the **Undo Final Icon** located to the right of the Final Icon on the Maintain Purchase Order page.

Select the **Return** button to return to the Purchase Order Form page.



Sole Source/Sole Brand Affidavits

Sole Source Acquisition Guidelines

Code	Reason for Sole Source	Certification must clearly:
1	Market research clearly shows there is only one responsible supplier and it can be demonstrated that no other supplies or services will satisfy agency requirements.	State why the specified makes, models or unique services are absolutely essential to the agency's requirements and explain what market research was accomplished to clearly establish that only one supplier can provide the supplies or services, and whether it is copyrighted material.
2	Requirement is for additional units or replacement parts of specified makes and models of technical equipment and only one vendor is available.	State why the specified makes and models are absolutely essential to the agency requirements, and what market research was accomplished to clearly establish that only one supplier can provide the supplies or services.
3	Agency needs to purchase supplies or services from the original supplier in the case of a follow-on contract because award to any other supplier would result in substantial duplication of costs to the state that would not be recovered through competition, or in unacceptable delays in fulfilling agency requirements.	Provide data, estimated cost and how those costs were derived, extent of delay and impact of delay, and other rationale as to the extent and nature of the harm to the state, i.e., license fee, software maintenance support, custom software. Question: Are same supplier personnel available from the last project to work on this project?
4	Agency has an unusual and compelling urgency for supplies or services and the state would be seriously injured unless the agency is permitted to limit the number of vendors from which it solicits bid/proposals. (i.e., existing software).	Provide data, estimated cost and how those costs were derived, and other rationale as to the extent and nature of the harm to the state. (Justification may be prepared and approved within a reasonable time after contract award when preparation and approval prior to award would unreasonably delay the acquisitions.)
5	Agency needs to acquire services of an expert, such as expert services to support a current or anticipated litigation or dispute, involving the state in any trial, hearing or proceeding whether or not the expert is expected to testify. Examples of such services include, but are not limited to, assisting the state in the analysis, presentation or defense of any claim or request for adjustment to contract terms and conditions, whether asserted by a supplier or the state, which is in litigation or dispute, or is anticipated to result in dispute or litigation.	Indicate why the source for expert services is absolutely essential to the state's requirements, thereby precluding consideration of other sources.



Purchase Order Types and Origins

The origin is directly associated to the workflow path that a specific Purchase Order requires.

Refer to the **Purchase Order Type and Origin Quick Reference Guide** in the [Oklahoma Purchasing Manual](#).

Depending on the agency's authority, the Delegated Monetary Procurement Amount may vary. These tables are meant as an example only.

NOTE: If "Use Contract Base Price" is selected then when the Contract is created the PO price cannot be changed. If the "Price Can Be Changed on Order" is selected, then when the Contract is created the Price on the PO can be changed. The template's UOM needs to match, if not you may need to change it on the PO.



Price Adjustment Page

Maintain Purchase Order

Purchase Order

Business Unit: 09000
PO ID: 0909023174
Copy From: [Dropdown]

PO Status: Pend Appr
Budget Status: Valid
☐ Hold From Further Processing

Doc Tol Status: Valid

Receipt Status: Not Recvd
Priority: Medium
*Dispatch Method: Print [Dispatch]

*PO Date: 07/09/2024
*Supplier: STAPLES IN-001
*Supplier ID: 0000067919
*Buyer: AANDREWS
PO Reference: SW0180-Office Supplies

Supplier Search
Supplier Details
STAPLES INC
Angela Andrews

Header Details
PO Defaults
PO Activities
Requisitions
Actions

Activity Summary
Edit Comments
Add Ship To Comments
Document Status

Amount Summary
Merchandise: 32.00
Freight/Tax/Misc.: 0.00
Total Amount: 32.00 USD
Encumbrance Balance: Not Available USD

Select Lines To Display
Search for Lines: [Line] [To] [Retrieve]

Add Items From
Catalog
Purchasing Kit
Item Search

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES: [Icon]	4.0000	EA	44121600	8.00000	32.00	Pending

View Printable Version
View Approvals

Close Short All Lines

*Go to: [More]

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

From the Maintain Purchase Order page, select the **Schedule Icon**.

Maintain Purchase Order

Schedules

Unit: 09000
PO ID: 0909023174
Supplier: STAPLES IN-001
PO Date: 07/09/2024
PO Status: Pending Approval/Approved

Return to Main Page

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES: General desk/	4.0000	EA	Merchandise Amt	32.00	USD	

Schedules

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1	[Icon]	07/10/2024	09015	[Icon]	4.0000	8.00000	32.00	Active	[Price Adjustment Icon]			

Add Ship To Comments

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Select the **Price Adjustment** icon.



Price Adjustments for Schedule 1

[Help](#)

Unit 09000 Supplier STAPLES IN-001
 PO ID 0909023174 Item 1000013634 [OFFICE SUPPLIES: General desk/](#)
 Line 1
 Schedule 1 Status Active

Adjusted Price 1.00000 Current Price 8.00000 USD
[Change Price](#) [Sort Value Adjustments](#)

Value Adjustments | | | 1 of 1 | | View All

*Seq 1 *Type BAS Base Base Price Type: Supp Std

*Adj Meth Amt Adjustment Amount 1.00000

System Adjustment Info

☐ Ship To Actual
☐ UOM Qty Needed

This amount is what was calculated by the system (Item ID).

Personalize Distribution Fields

Distributions for Schedule 1

[Help](#)

Unit 09000 Supplier STAPLES IN-001 [OFFICE SUPPLIES: General desk/](#)
 PO ID 0909023174 Item 1000013634
 Line 1
 Schedule 1 Status Active

*Distribute By Quantity
 SpeedChart [Multi-SpeedChart](#)

Schedule Qty 4.0000
 Merchandise Amount 32.00 USD
 Doc. Base Amount 32.00 USD

Distribution

Chartfields Details/Tax Asset Information Req Detail Statuses Budget Information

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	*Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
1	Open	100.0000	4.0000	32.00	USD	09000	536130	ADM9992	1000	8800110	D0102	19401

From the distribution page, **select** the Grid Action Menu icon.
 Select the **Personalize** link.



Grid Customization

[Help](#)

Distribution

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order

- Tab Chartfields (frozen)
- Dist (frozen)
- Status (frozen)
- Percent (frozen)
- PO Qty
- Merchandise Amount
- Currency
- *GL Unit
- *Account
- Oper Unit
- Fund Type
- Dept
- Program
- Class-Funding
- Bud Ref
- Sub-Account
- PC Bus Unit
- Project
- Activity
- Source Type
- Category
- Subcategory
- CFDA#
- ChartField 2
- Affiliate
- Fund Affil
- Class Affil
- Tab Details/Tax
- Merch Amt Base
- Base Currency
- Currency
- Sales/Use Tax
- *Location
- IN Unit
- Statistics Code
- Consigned
- Custom Fields
- Tab Asset Information
- AM Unit
- Profile ID
- CAP #
- Sequence
- Tag Number
- Empl ID
- Capitalize
- Cost Type
- Description

Sort Order

☐ Hidden
☐ Frozen

Descending

To hide a field, **select** on the field then select the “**Hidden**” Radio box.



Grid Customization

[Help](#)

Distribution

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.

Frozen columns display under every tab.

Column Order

- Tab Chartfields (frozen)
- Dist (frozen)
- Status (frozen)
- Percent (frozen)
- PO Qty
- Merchandise Amount
- Currency
- *GL Unit
- *Account
- Oper Unit
- Fund Type
- Dept
- Program
- Class-Funding
- Bud Ref
- Sub-Account
- PC Bus Unit
- Project
- Activity
- Source Type
- Category
- Subcategory
- CFDA#
- ChartField 2
- Affiliate
- Fund Affil
- Class Affil
- Tab Details/Tax
- Merch Amt Base
- Base Currency
- Currency
- Sales/Use Tax
- *Location
- IN Unit
- Statistics Code (hidden)**
- Consigned
- Custom Fields
- Tab Asset Information
- AM Unit
- Profile ID
- CAP #
- Sequence
- Tag Number
- Empl ID
- Capitalize
- Cost Type
- Description

Sort Order

☒ Hidden
☐ Frozen

Descending

Select the **OK** button to return to the Distribution page.



Distributions for Schedule 1

Unit: 09000 Supplier: STAPLES IN-001
 PO ID: 0909023176 Item: [Post-It Super Sticky Notes, 3"](#)
 Line: 1 Status: Active
 Schedule: 1

*Distribute By: Quantity

SpeedChart: [Multi-SpeedCharts](#)

Schedule Qty: 1.0000
 Merchandise Amount: 17.76 USD
 Doc. Base Amount: 17.76 USD

Distribution

[Chartfields](#) [Details/Tax](#) [Asset Information](#) [Req Detail](#) [Statuses](#) [Budget Information](#)

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	*Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
1	Open	100.0000	1.0000	17.76	USD	09000	140000		1000	3000000		19401

OK Cancel Refresh

If you decide a field is needed, you will need to go back to the Customize page and unhide the field.

PO Activity Link

This link will allow users to track changes and issues on the Purchase Order. This is a good place to store helpdesk issues and resolutions, Change Order requests, etc.

Maintain Purchase Order

Purchase Order

Business Unit: 09000 PO ID: 0909023174
 Copy From:

PO Status: Pend Appr ✗
 Budget Status: Valid
☐ Hold From Further Processing

Header

*PO Date: 07/09/2024 [Supplier Search](#)
 *Supplier: STAPLES IN-001 [Supplier Details](#)
 *Supplier ID: 0000067919 [STAPLES INC](#)
 *Buyer: AANDREWS [Angela Andrews](#)

PO Reference: SW0180-Office Supplies
[Header Details](#) [Activity Summary](#)
[PO Defaults](#) [Edit Comments](#)
[PO Activities](#) [Add Ship To Comments](#)
[Requests](#) [Document Status](#)

Doc Tot Status: Valid

Receipt Status: Not Recvd
 Priority: Medium
 *Dispatch Method: Print [Dispatch](#)

Amount Summary

Merchandise: 32.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 32.00 USD
 Encumbrance Balance: Not Available USD

Select Lines To Display

Search for Lines: Line To [Retrieve](#)

Add Items From

Catalog [Item Search](#)
 Purchasing Kit

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	4.0000	EA	44121600	8.00000	32.00	Pending

[View Printable Version](#)
[View Approvals](#) [Close Short All Lines](#) *Go to: [More](#)

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

From the Purchase Order page **select** the **PO Activities** link.

Purchase Order Activities

Business Unit 09000 PO ID 0909023174 Supplier STAPLES IN-001

Activities

	Done	*Due Date	SeqNum	*Comments		
1	☐				+	-

OK Cancel Refresh

Input data.

Purchase Order Activities

Business Unit 09000 PO ID 0909023174 Supplier STAPLES IN-001

Activities

	Done	*Due Date	SeqNum	*Comments		
1	☐	07/16/2024	1	Field a help desk case.	+	-

OK Cancel Refresh

Select the **OK** button to return to the Purchase Order Form Page.



Process Scheduler Request Page

Throughout the Purchase Order creation and administration process, you will need to use the Process Scheduler Request Page in various steps (Dispatching, PO Calculation, PO Creation through sourcing, etc.) The Process Scheduler Request page enables you to submit a job or process to run. This page is commonly integrated into applications to support process requests that you make from a PeopleSoft application by selecting the **Run** button.

Process Scheduler Request

User ID: BBENN06 Run Control ID: DISPATCH_PO

Server Name: Run Date: 12/12/2024

Recurrence: Run Time: 4:24:56PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
☐	PO Dispatch & Email	PODISP	PSJob	(None)	(None)	Distribution
☐	PO Dispatch/Print	POPO005	SQR Report	Web	PDF	Distribution
☐	PO BI Publisher Dispatch	POXMLP	PSJob	(None)	(None)	Distribution
☐	Email	PO_PO_EMAIL	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

Server Name – The name of the server on which you want the process to run. This field can be blank to allow the system to select the appropriate Server that has been selected for the process you are running.

Recurrence – Select the recurring time intervals for the process to run. For example, to run a process every weekday at 5:00 p.m., select the predefined recurrence definition *M-F at 5pm*.

Run Date – Select the date on which you want the process to run. This defaults to the current date.

Run Time – Select the time you want the process to run. This defaults to the current time.

Select Box – Select a job or process to run. You can select multiple jobs and processes.

Description – Identifies a process or job. Jobs are listed as links. Select the link to display the Job Detail page, which shows all of the individual processes and jobs that are associated with the selected main job.

Type – Select the output type for this job or process.

Format – Select the output format for this job or process.

