

Purchase Orders

Table of Contents

This Job Aid covers the process of creating and closing purchase orders in the upgraded ONEPeralta system.

Creation	Page
Log on to ONEPeralta	3
Copy a Requisition	6
Run a Budget Check for Multiple POs	16
Dispatch a Purchase Order	23
Cancel a Line	30
Run Auto Sourcing Process	38

Change Order	Page
Create a Change Order	48
Review Change Order History	54

Purchase Orders

Table of Contents (cont'd)

Close	Page
Liquidate a Purchase Order	58
Close a Purchase Order	62
Re-Open a Purchase Order	68

Review Information	Page
Purchase Order Inquiry	75

Log on to ONEPeralta

Sign in

All ONEPeralta Users

1. Enter into your browser > one.peralta.edu
2. Enter > Peralta email **User ID** and **Password**
3. Click > **Sign In**



The screenshot shows the Oracle PeopleSoft login interface. At the top, the Oracle and PeopleSoft logos are displayed. Below the logos, there are two input fields: 'User ID' and 'Password'. A red box highlights these two fields, with a yellow circle containing the number '2' next to it. Below the input fields is a 'Select a Language' dropdown menu with 'English' selected. A red box highlights the 'Sign In' button, with a yellow circle containing the number '3' next to it. At the bottom, there is a checkbox for 'Enable Screen Reader Mode' and a link for 'Set Trace Flags'.



Note

Due to periodic system improvements and your evolving role within the system, the screenshots in this training may be different from what you will see when you log in to ONEPeralta.

Log on to ONEPeralta (cont'd)

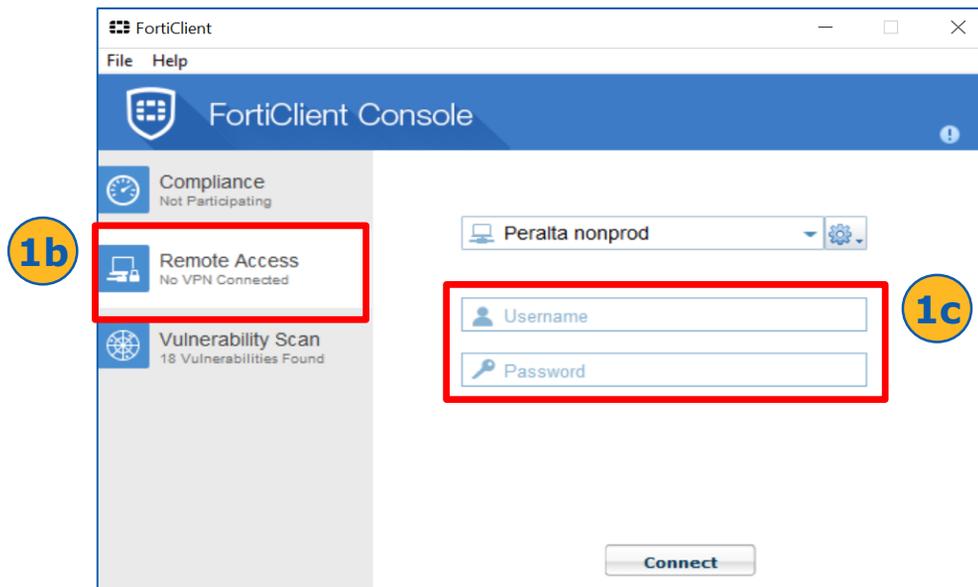
Turn on VPN

All ONEPeralta Users

If you are having trouble logging into ONEPeralta, you may need to connect to Peralta's **Virtual Private Network (VPN)** before you are able to log in to ONEPeralta. Follow the steps below to connect to VPN, then try logging in again.

Turn on VPN using **one of two methods**:

1. Desktop (recommended method)
 - a. Open > **FortiClient**
 - b. Select > **Remote Access**
 - c. Enter > Peralta email **Username** and **Password**



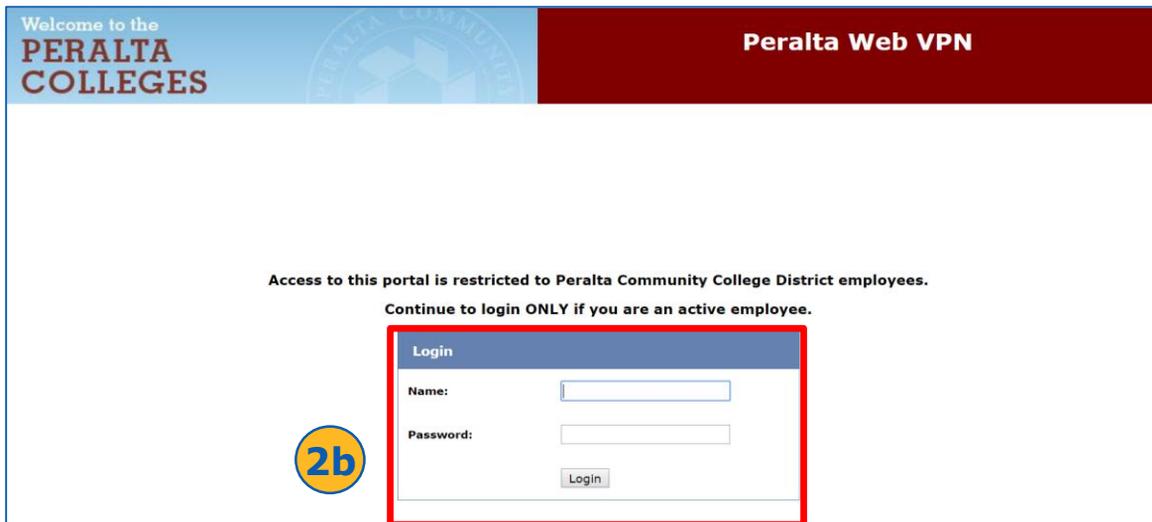
Log on to ONEPeralta (cont'd)

Turn on VPN

All ONEPeralta Users

2. Web / Browser

- a. Enter into your browser > <https://access.peralta.edu/>
- b. Enter > Peralta email **Username** and **Password**



Welcome to the
**PERALTA
COLLEGES**

Peralta Web VPN

Access to this portal is restricted to Peralta Community College District employees.
Continue to login **ONLY** if you are an active employee.

2b

Login

Name:

Password:

Login

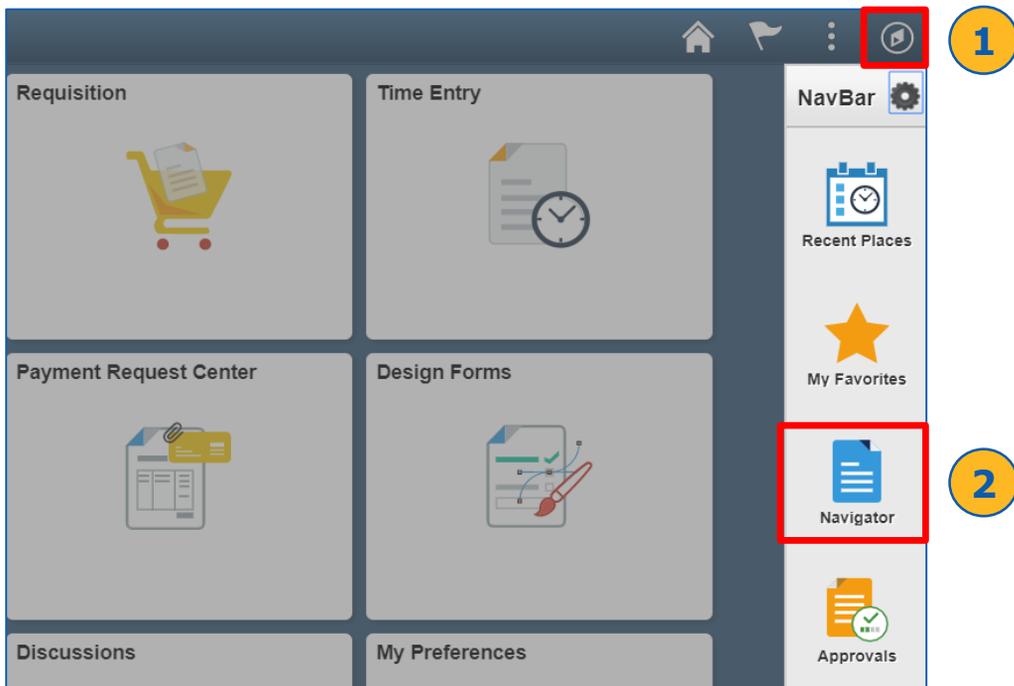
Creation

Copy a Requisition

In the upgraded ONEPeralta system, you are able to create a purchase order by copying information from its originating requisition in order to pre-fill certain fields.

All Purchasing Staff

1. Click > **NavBar** icon
2. Click > **Navigator**



Creation

Copy a Requisition (cont'd)

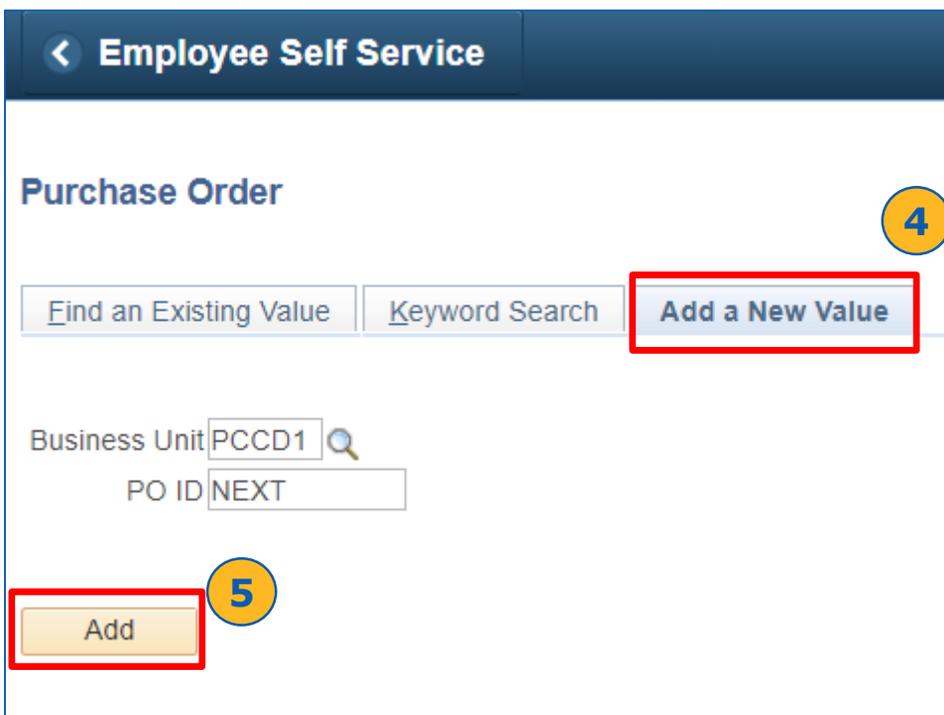
3. Click > **Purchasing** > **Purchase Order** > **Add/Update POs**

The image shows three overlapping screenshots of the 'NavBar: Navigator' menu, illustrating the navigation path. A blue circle with the number '3' and an arrow points to the first screenshot. In the first screenshot, the 'Purchasing' option is highlighted with a red box. The second screenshot shows the 'Purchasing' menu expanded, with 'Purchase Orders' highlighted by a red box. The third screenshot shows the 'Purchase Orders' menu expanded, with 'Add/Update POs' highlighted by a red box. Arrows indicate the flow from the first screenshot to the second, and from the second to the third.

Creation

Copy a Requisition (cont'd)

4. Select > **Add a New Value**
5. Click > **Add**



Employee Self Service

Purchase Order

4

Business Unit

PO ID

5



Do not edit the **Business Unit** and **PO ID** fields. There is only one Business Unit at Peralta (PCCD1), and the ID defaults to "NEXT" for all new purchase orders.

Creation

Copy a Requisition (cont'd)

6. Enter > **Supplier ID**
7. Select > **Copy From: Requisition**

Employee Self Service
Add/Update POs

Maintain Purchase Order

Purchase Order

Business Unit: PCCD1

PO ID: NEXT

PO Status: Initial

Budget Status: Not Chk'd

Copy From: ▼

Hold From Further Processing

Header ?

*PO Date: 05/09/2018

*Supplier: A1 STEAM-001

*Supplier ID: 0000500002

*Buyer:

PO Reference:

Receipt Status: Not Recvd

*Dispatch Method: Print

Amount Summary ?

Merchandise	0.00	<input type="button" value="Calculate"/>
Freight/Tax/Misc.	0.00	
Total Amount	0.00 USD	

[Header Details](#) [Activity Summary](#)
[PO Defaults](#) [Add Comments](#)
[PO Activities](#) [Add ShipTo Comments](#)
[Actions](#)

Add Items From ?

[Catalog](#) [Item Search](#)
[Purchasing Kit](#)

Lines ?

Personalize | Find | View All | | | First 1 of 1 Last

Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving							
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status						
1	<input type="text"/>	0	0.000	Approved	<input type="button" value="Print"/>	<input type="button" value="PDF"/>	<input type="button" value="Add"/>	<input type="button" value="Update/Display"/>	<input type="button" value="Close"/>					

View Printable Version *Go to: ... More ...

Creation

Copy a Requisition (cont'd)

8. Enter > **Requisition ID** of the requisition to copy over
9. Enter > **Supplier ID**, if Requisition ID is unknown
10. Click > **Search**

< Employee Self Service
Add/Update POs

Maintain Purchase Order
Copy Purchase Order from Requisition

[Return to Main Page](#)

Requisition Selection Criteria

Business Unit 9

Category

8

Requisition Name

Contract ID

10

Buyer

Origin

Max Rows

Include Reqs With No Supplier

Include Inventory Items

Stockless Item

Exclude Auto Source Item

Select Requisition Lines [Personalize](#) | [Find](#) | [View All](#)

Sourcing	Requisitions	Contract Information	Item Substitution		Item	Description	Req ID	Line	Procurem
Select	Ad-hoc Item	*Supplier	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurem
<input type="checkbox"/>		<input type="text" value="STAPLES AD-001"/> <input type="button" value="Search"/>	5.0000	EA		DIX12875 Oriole Pencils, # 2	2000058348	1	
<input type="checkbox"/>		<input type="text" value="STAPLES AD-001"/> <input type="button" value="Search"/>	2.0000	EA		STP770921 Staples Rollerball	2000058348	2	
<input type="checkbox"/>		<input type="text" value="STAPLES AD-001"/> <input type="button" value="Search"/>	2.0000	EA		STP770922 Rollerball Pens, M	2000058348	3	

Creation

Copy a Requisition (cont'd)

11. Click > **Requisitions**
12. Select > **Requisition Line** checkbox, or **Select All** to check all lines
13. Click > **Copy to PO**

Employee Self Service Add/Update

Select Requisition Lines Personalize | Find | View All | [Print] | [Export]

Sourcing **Requisitions** Contract Information Item Substitution [Filter]

Select	Req ID	Req Line	Req Sched	Requisition Name	Due Date	UOM	Req Open Qty	Amount Only	Qty Req St	% Prc Tol Under
<input checked="" type="checkbox"/>	2000058348	1	1			EA	5.0000	<input type="checkbox"/>	5.0000	999.00
<input checked="" type="checkbox"/>	2000058348	2	1			EA	2.0000	<input type="checkbox"/>	2.0000	999.00
<input checked="" type="checkbox"/>	2000058348	3	1			EA	2.0000	<input type="checkbox"/>	2.0000	999.00
<input checked="" type="checkbox"/>	2000058348	4	1			EA	2.0000	<input type="checkbox"/>	2.0000	999.00
<input checked="" type="checkbox"/>	2000058348	5	1			EA	4.0000	<input type="checkbox"/>	4.0000	999.00
<input checked="" type="checkbox"/>	2000058348	6	1			EA	1.0000	<input type="checkbox"/>	1.0000	999.00
<input checked="" type="checkbox"/>	2000058348	7	1			EA	2.0000	<input type="checkbox"/>	2.0000	999.00
<input checked="" type="checkbox"/>	2000058348	8	1			EA	2.0000	<input type="checkbox"/>	2.0000	999.00
<input checked="" type="checkbox"/>	2000058348	9	1			EA	1.0000	<input type="checkbox"/>	1.0000	999.00
<input checked="" type="checkbox"/>	2000058348	10	1			EA	1.0000	<input type="checkbox"/>	1.0000	999.00
<input checked="" type="checkbox"/>	2000058348	11	1			EA	2.0000	<input type="checkbox"/>	2.0000	999.00
<input checked="" type="checkbox"/>	2000058348	12	1			EA	2.0000	<input type="checkbox"/>	2.0000	999.00
<input checked="" type="checkbox"/>	2000058348	13	1			EA	2.0000	<input type="checkbox"/>	2.0000	999.00
<input checked="" type="checkbox"/>	2000058348	14	1			EA	4.0000	<input type="checkbox"/>	4.0000	999.00
<input checked="" type="checkbox"/>	2000058348	15	1			EA	6.0000	<input type="checkbox"/>	6.0000	999.00

Select All Clear All

Copy To PO

Save Notify Refresh

Creation

Copy a Requisition (cont'd)

14. Review > copied lines
15. Click > **Save**

< **Employee Self Service**

Maintain Purchase Order

Purchase Order

Business Unit: PCCD1

PO ID: NEXT

Copy From:

PO Status: Initial

Budget Status: Not Chk'd

Hold From Further Processing

Header ?

*PO Date: 05/09/2018 [Supplier Search](#)

*Supplier: A1 STEAM-001 [Supplier Details](#)

*Supplier ID: 0000500002 A-1 STEAM CLEANERS

*Buyer:

PO Reference:

[Header Details](#)

[PO Defaults](#)

[PO Activities](#)

▼ Actions

[Activity Summary](#)

[Add Comments](#)

[Add ShipTo Comments](#)

Amount Summary ?

Merchandise	386.20	<input type="button" value="Calculate"/>
Freight/Tax/Misc.	0.00	
Total Amount	386.20 USD	

Add Items From ?

[Catalog](#) [Item Search](#)

[Purchasing Kit](#)

Lines ? Personalize | Find | View All | | First 1-10 of 16 Last

Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving	Item	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1	<input type="text"/>		DIX12875 Oriole	<input type="text"/>	<input type="text"/>	5.0000	EA	4301	1.30000		4301	1.30000	6.50	Approved	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>		STP770921	<input type="text"/>	<input type="text"/>	2.0000	EA	4301	11.10000		4301	11.10000	22.20	Approved	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>		STP770922	<input type="text"/>	<input type="text"/>	2.0000	EA	4301	11.10000		4301	11.10000	22.20	Approved	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>		STP770920	<input type="text"/>	<input type="text"/>	2.0000	EA	4301	11.10000		4301	11.10000	22.20	Approved	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>		MMM85414AU	<input type="text"/>	<input type="text"/>	4.0000	EA	4301	16.05000		4301	16.05000	64.20	Approved	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>		PAP5640115	<input type="text"/>	<input type="text"/>	1.0000	EA	4301	15.03000		4301	15.03000	15.03	Approved	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>		MMM80012DZ	<input type="text"/>	<input type="text"/>	2.0000	EA	4301	22.45000		4301	22.45000	44.90	Approved	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>		AVE07742 Desk	<input type="text"/>	<input type="text"/>	2.0000	EA	4301	4.17000		4301	4.17000	8.34	Approved	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>		UNV11000 Writing	<input type="text"/>	<input type="text"/>	1.0000	EA	4301	15.47000		4301	15.47000	15.47	Approved	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>		AVE29856 Fine	<input type="text"/>	<input type="text"/>	1.0000	EA	4301	12.14000		4301	12.14000	12.14	Approved	<input type="text"/>	<input type="text"/>	<input type="text"/>

View Printable Version

*Go to ... More ...

14

Do not enter anything in the **Item** field under the **Details** tab; Peralta uses the **Description** field for all requests and purchases.

ONE SYSTEM FUTURE PERALTA

12

Creation

Copy a Requisition (cont'd)

16. Click > **Schedule** icon

17. Click > **Distribution** icon

PO Form **Add/Update POs**

Maintain Purchase Order

Purchase Order

Business Unit: PCCD1
 PO ID: 4000000070

PO Status: Open
 Budget Status: Not Chk'd

Copy From:

Header ?

*PO Date: 05/09/2018
 *Supplier: A1 STEAM-001
 *Supplier ID: 0000500002
 *Buyer: FUNC_2

PO Reference:

Receipt Status: Not Recvd
 *Dispatch Method: Print

Amount Summary ?

Merchandise	0.00	<input type="button" value="Calculate"/>
Freight/Tax/Misc.	0.00	
Total Amount	0.00 USD	

Add Items From ?

Catalog
 Purchasing Kit

Lines ?

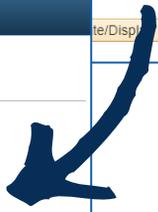
Personalize | Find | View All | | | First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status	
1	<input type="text"/>	Supplies	2.0000	EA	4302	1.00000	0.00	Approved	<input type="button" value="Schedule"/> <input type="button" value="Distribution"/>

View Printable Version

Employee Self Service **Add/Update POs**

16



17

Maintain Purchase Order

Schedules

Unit: PCCD1
 PO ID: NEXT

Supplier: A1 STEAM-001
 PO Date: 05/09/2018

PO Status: Open

Return to Main Page

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amt	Status
1	Supplies		2.0000	EA		1.00000	2.00	Active

Schedules

Personalize | Find | View All | | | First 1 of 1 Last

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status	
1	05/09/2018 <input type="button" value="Calendar"/>	WAREHOUSE <input type="button" value="Search"/>	2.0000	1.00000	2.00	Active	<input type="button" value="Schedule"/> <input type="button" value="Distribution"/>

Add ShipTo Comments

Creation

Copy a Requisition (cont'd)

18. Complete > **ChartFields**
19. Click > **OK**
20. Click > **Save**
21. Click > **Return to Main Page**

Distributions for Schedule 1

Unit PCCD1 Supplier A1 STEAM-001
 PO ID NEXT Item Supplies
 Line 1
 Schedule 1 Status Active

*Distribute By: Quantity Schedule Qty: 2.0000
 *Liquidate By: Amount Merchandise Amount: 2.00 USD
 Doc. Base Amount: 2.00 USD

SpeedChart Multi-SpeedCharts

18 Distribution Personalize | Find | View All | First 1 of 1 Last

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	Location	Fund	Cost Ctr	*Object Code	Program	Activity Suffix	Proj
1	Open	100.0000	2.0000	2.00	USD	PCCD1	1	68	411	4302	1	692200	1203

19 OK Refresh

Maintain Purchase Order

Schedules

Unit PCCD1 Supplier A1 STEAM-001 PO Status Open
 PO ID NEXT PO Date 05/09/2018

21 Return to Main Page

Lines Find | View All | First 1 of 1 Last

Line	Item	Supplies	PO Qty	Merchandise Amt
1			2.0000 EA	2.00 USD

Schedules Personalize | Find | View All | First 1 of 1 Last

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status
1	05/09/2018	WAREHOUSE	2.0000	1.00000	2.00	Active

Add ShipTo Comments

20 Save Refresh Add Update/Display

Creation

Copy a Requisition (cont'd)

22. Verify > **PO ID** updates from "NEXT" to an automatically generated number

< PO Form
Add/Update POs

Maintain Purchase Order

Purchase Order

Business Unit: 00001

PO ID 400000070

Copy From:

PO Status: Open ✔ ✘

Budget Status: Not Chkd 🔍

Hold From Further Processing

Header ?

*PO Date: 05/09/2018 🔍 Supplier Search

*Supplier: A1 STEAM-001 🔍 Supplier Details

*Supplier ID: 0000500002 🔍 A-1 STEAM CLEANERS

*Buyer: FUNC_2 🔍 Functional User 2

PO Reference:

Header Details

PO Defaults

PO Activities

▼ Actions

Activity Summary

Add Comments

Add ShipTo Comments

Amount Summary ?

Receipt Status	Not Recvd	
*Dispatch Method	Print	Dispatch
Merchandise	0.00	
Freight/Tax/Misc.	0.00	Calculate
Total Amount	0.00	USD

Add Items From ?

Catalog Item Search

Purchasing Kit

Lines ?

Personalize | Find | View All | 🔍 | 📄 | First 1 of 1 Last

Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving											
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status										
1	<input type="text"/>	Supplies	2.0000	EA	4302	1.00000	0.00	Approved										

View Printable Version Delete PO Close Short All Lines *Go to ... More ...

📄 Save 📧 Notify 🔄 Refresh
➕ Add
🔄 Update/Display

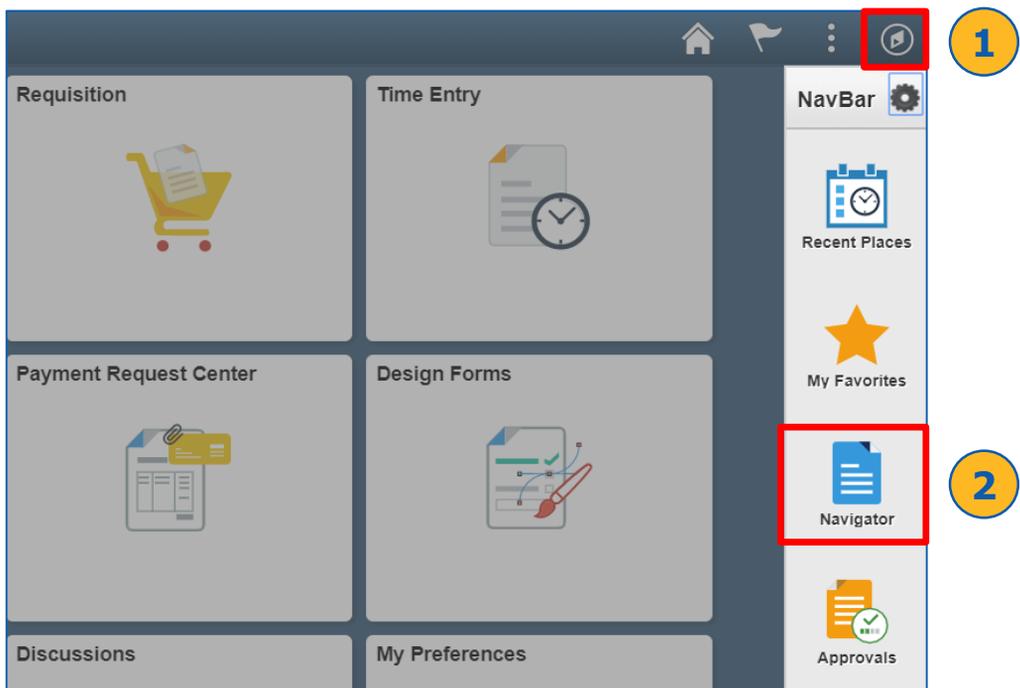
Creation

Run a Budget Check for Multiple POs

You can still budget check one purchase order at a time, but you are now also able to run a budget check to encumber multiple purchase orders on an as-needed basis after approval. Note that budget checks automatically run periodically, but you can run it outside of the scheduled time if you want to encumber specific purchase orders immediately.

All Purchasing Staff

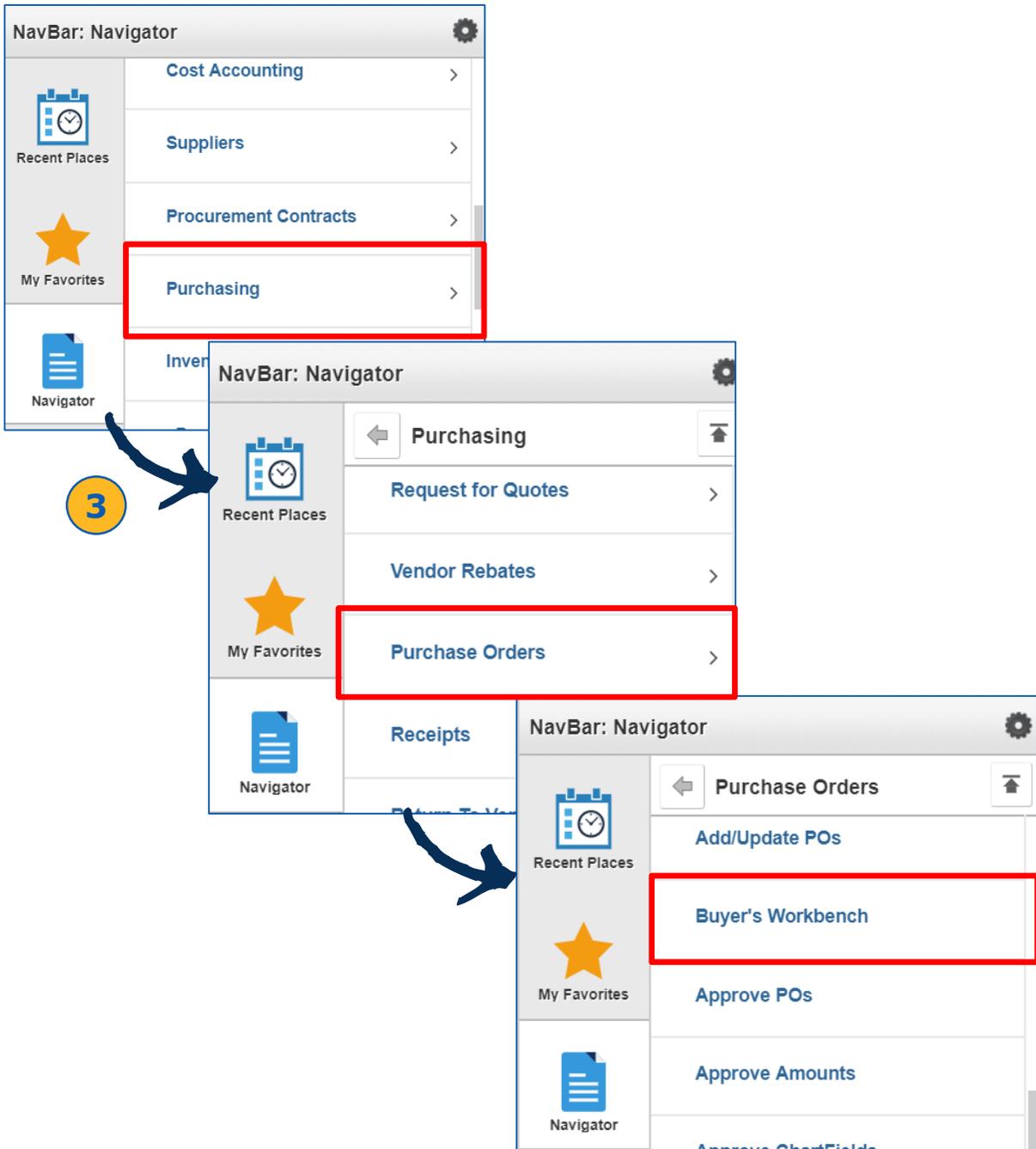
1. Click > **NavBar** icon
2. Click > **Navigator**



Creation

Run a Budget Check for Multiple POs (cont'd)

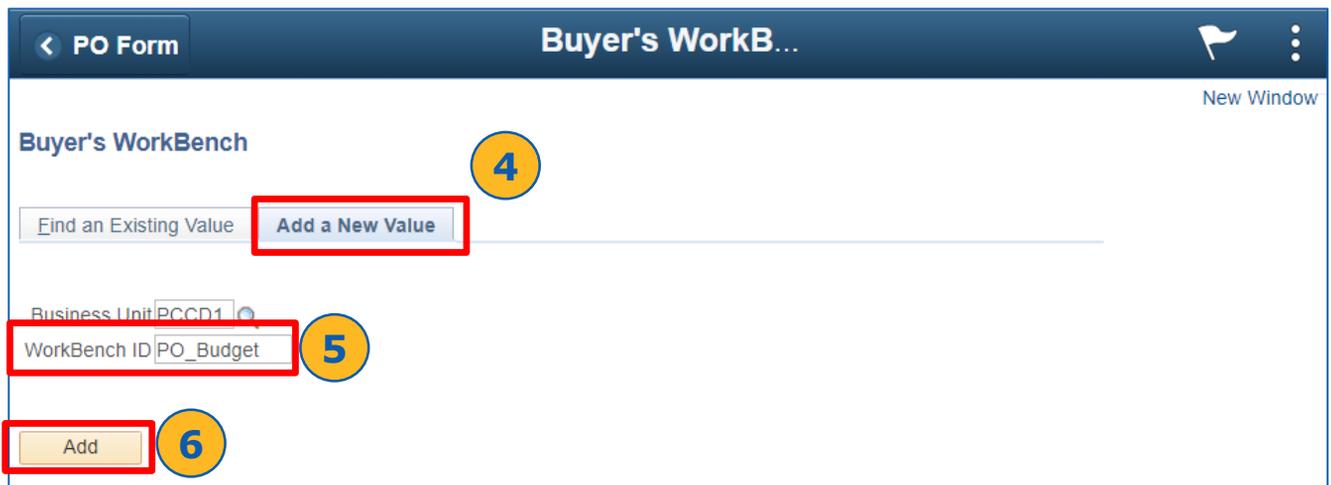
3. Click > **Purchasing** > **Purchase Order** > **Buyer's WorkBench**



Creation

Run a Budget Check for Multiple POs (cont'd)

4. Click > **Add a New Value**
5. Enter > **WorkBench ID**
6. Click > **Add**



The screenshot shows the 'Buyer's WorkBench' form. The title bar includes a back arrow, 'PO Form', 'Buyer's WorkB...', a flag icon, and a menu icon. The main content area has a 'Buyer's WorkBench' header and a 'New Window' button. Below the header, there are two input fields: 'Business Unit' with the value 'PCCD1' and 'WorkBench ID' with the value 'PO_Budget'. The 'Add a New Value' button is highlighted with a red box and a yellow circle containing the number 4. The 'WorkBench ID' field is highlighted with a red box and a yellow circle containing the number 5. The 'Add' button is highlighted with a red box and a yellow circle containing the number 6.

Creation

Run a Budget Check for Multiple POs (cont'd)

7. Complete > **Purchase Order** and **Purchase Order To** fields
8. Select > **Approved**
9. Select > **Matching: All**
10. Click > **Search**

< My Approvals

Buyer's WorkBench

Filter Options

Business Unit PCCD1 WorkBench ID PO_BUDGET

Description Sample Budget Check

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

Search Criteria

7

Purchase Order To

PO Date To

Activity Date To

Due Date To

Request BU Requisition ID

Supplier ID

Item ID

Buyer

Contract SetID

Contract ID Contract Version

Release Number

GPO ID

GPO Contract

Status

Open Pending Approval **Approved** Denied

Dispatched Cancelled Include Closed

Receiving

Recv Req'd Optional

All Not Received Partially Received Fully Received

Matching

Required Not Required

All None Partial Match Fully Matched

Encumbrance

Open Encumbrances

ChartFields Personalize | Find | View All | | | First 1 of 1 Last

Chartfields

GL Unit	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project	Accounting Line	Fund Affil	Budget Date	Local
<input type="text"/>											

10

 [Return to Buyer's WorkBench](#)

Creation

Run a Budget Check for Multiple POs (cont'd)

11. Enter > **Description**
12. Select > each purchase order, or **Select All**
13. Click > **Budget Check**

Buyer's WorkBench

Business Unit PCCD1 WorkBench ID PO_BUDGET

*Description Sample Budget Check **11**

Select POs for Further Processing

List of Purchase Orders Personalize | Find | View All | 1-6 of 20 | First | 1-6 of 20 | Last

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0000000013		N	Approved	04/26/2018	04/26/2018	0000602704		Standard			
<input checked="" type="checkbox"/> 0000000074		N	Approved	05/14/2018	05/14/2018	0000500002		Standard			
<input type="checkbox"/> 0000000021		N	Approved	04/26/2018	04/26/2018	0000507319		Standard			
<input type="checkbox"/> 0000112377		N	Approved	04/02/2018	04/02/2018	0000501503		Standard			
<input type="checkbox"/> 000011237		N	Approved	04/02/2018	04/02/2018	0000731387		Standard			
<input type="checkbox"/> 000011238		N	Approved	04/02/2018	04/02/2018	0000506528		Standard			

Select All Clear All **12**

Action:

13

Go To:

Creation

Run a Budget Check for Multiple POs (cont'd)

14. Click > **Log** to view reasons for purchase orders that are **Not Qualified**
15. Verify > **Qualified** purchase orders
16. Click > **Yes**
17. Click > **Yes** to close pop-up message
18. Click > **Return to Buyer's WorkBench**

Employee Self Service

Buyer's WorkBench

Processing Results

Business Unit PCCD1 WorkBench ID TEST

*Description PO no longer used

Select POs for Further Processing

Accounting Date for Action 05/14/2018

Update Budget Date Equal to Accounting Date

Not Qualified		Qualified	
PO ID	Log	PO ID	Line
4000000060		4000000013	
4000000061		4000000021	

Proceed:

Message

Continue to Budget Check POs. (10224,69)



Examples of errors that can prevent a valid Budget Check include wrong ChartFields, outdated commitment control budget, and nonexistent or low funds in a budget.

Creation

Run a Budget Check for Multiple POs (cont'd)

19. Click > **Purchase Order** ID to view
20. Verify > **Budget Status** reads **Success**. If **Error**, click on Error link to identify possible causes and resolve to obtain a valid Budget Status.

My Approvals

Buyer's WorkBench

Business Unit PCCD1 WorkBench ID PO_BUDGET

*Description

Select POs for Further Processing

List of Purchase Orders

<input type="checkbox"/>	Purchase Order	Documents	Hold	PO Status	PO Date	Last Activity
<input checked="" type="checkbox"/>	4000000013		N	Approved	04/26/2018	04/26/2018
<input checked="" type="checkbox"/>	4000000074		N	Approved	05/14/2018	05/14/2018
<input type="checkbox"/>	4000000021		N	Approved	04/26/2018	04/26/2018
<input type="checkbox"/>	3000112377		N	Approved	04/02/2018	04/02/2018
<input type="checkbox"/>	3000112376		N	Approved	04/02/2018	04/02/2018
<input type="checkbox"/>	3000112384		N	Approved	04/02/2018	04/02/2018

Select All Clear All

Action:

Purchase Orders

Purchase Order Inquiry

Purchase Order

Business Unit PCCD1 PO ID 4000000013 PO Status Approved

Budget Status [Error](#)

▼ **Header**

PO Date 04/26/2018

Supplier Name PC MALL GO-001 Backorder Status Not Backordered

Supplier ID 0000602704 [Supplier Details](#) Receipt Status Not Recvd

Buyer Nisanes Custodia Hold From Further Processing

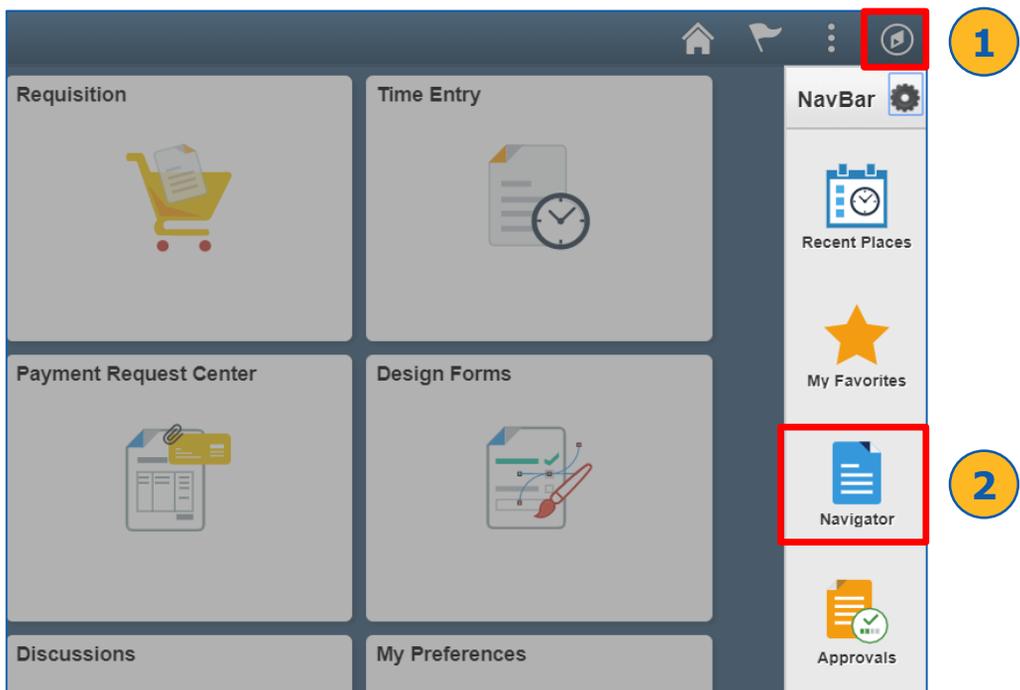
Creation

Dispatch a Purchase Order

Once purchase orders have been created and successfully budget checked, you are able to dispatch purchase orders immediately. Note that the dispatch runs automatically on a pre-set schedule, but you are able to dispatch purchase orders outside of the schedule.

All Purchasing Staff

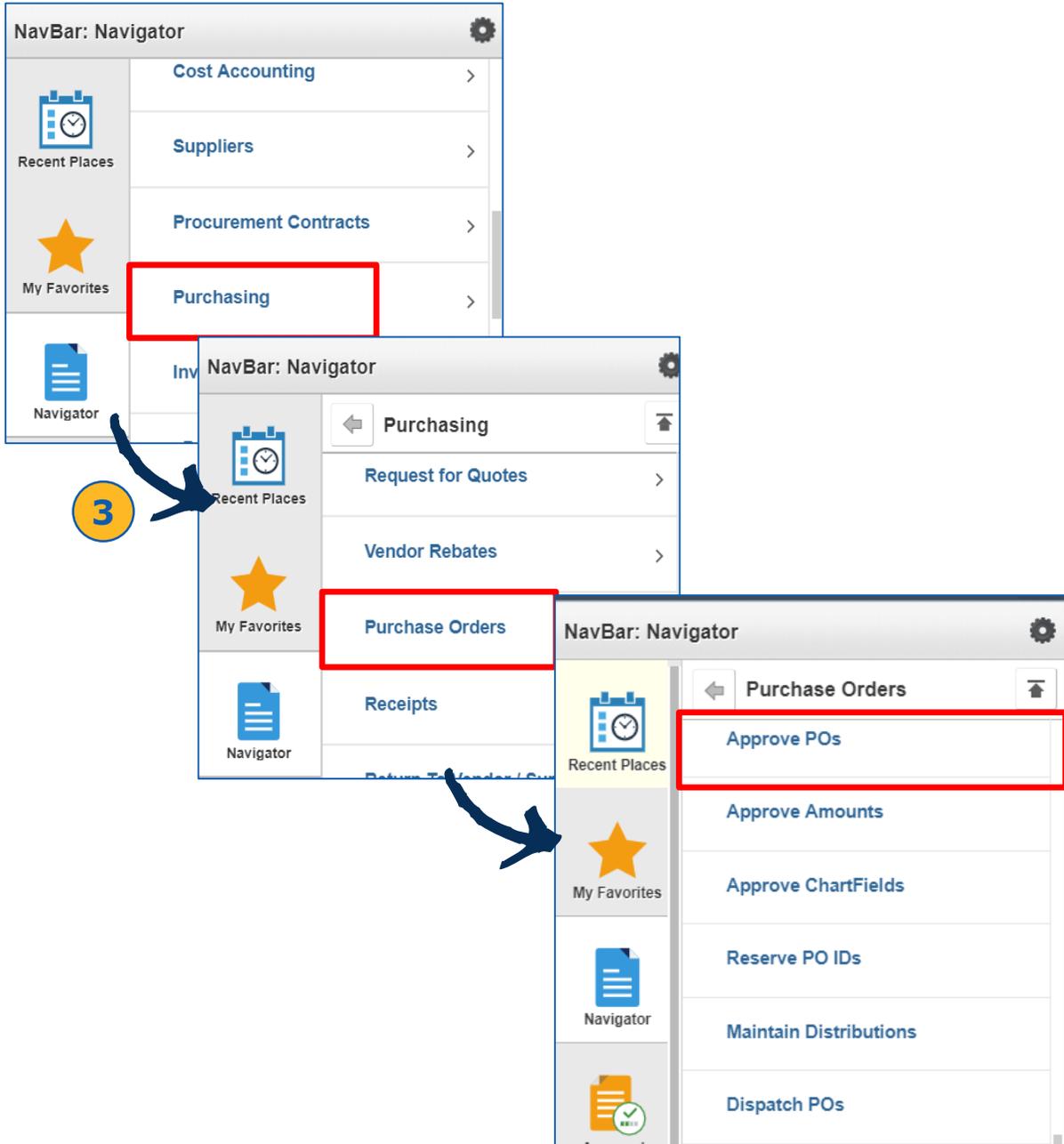
1. Click > **NavBar** icon
2. Click > **Navigator**



Creation

Dispatch a Purchase Order (cont'd)

3. Click > **Purchasing** > **Purchase Orders** > **Dispatch POs**



Creation

Dispatch a Purchase Order (cont'd)

4. Click > **Add a New Value**
5. Enter > **Run Control ID**
6. Click > **Add**



The screenshot shows the 'Dispatch Purchase Orders' interface. At the top, there is a navigation bar with 'Buyer's Workbench' and 'Dispatch Purchase Orders'. Below the navigation bar, the title 'Dispatch Purchase Orders' is displayed. The interface includes a search bar with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red box and a yellow circle containing the number 4. Below the search bar, there is a 'Run Control ID' field with the text 'Test_Dispatch' entered. This field is highlighted with a red box and a yellow circle containing the number 5. At the bottom left, there is an 'Add' button highlighted with a red box and a yellow circle containing the number 6. The interface also includes a 'New Window' button in the top right corner.



Note

Every user can enter their own **Run Control ID** to save search criteria for future searches. Once you create an ID, it will be available under the **Find an Existing Value** tab for future transactions.

Creation

Dispatch a Purchase Order (cont'd)

7. Select > **Statuses to Include: Approved**
8. Select > desired options from **Dispatch Methods to Include**
9. Select > desired option from **ChartFields** dropdown menu
10. Click > **Save**
11. Click > **Run**

< Buyer's Workbench
Dispatch POs

Run Control ID Test_Dispatch

Language English

Report Manager Process Monitor

Run 11

7

Statuses to Include

Approved Dispatched Pending Cancel

Process Request Parameters

Business Unit

To

PO ID [Select Purchase Order](#)

Contract SetID

Contract ID

Release

From Date

Through Date

Supplier ID

Buyer

Fax Cover Page

Template ID

Dispatch Methods to Include

Print FAX EDX

E-Mail Phone

Miscellaneous Options

9 *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

Sort By Sort by Line Number

10

Save

Creation

Dispatch a Purchase Order (cont'd)

12. Select > **Process Name: POPO005** checkbox
13. Click > **OK**
14. Click > **Process Monitor**

Process Scheduler Request

User ID FUNC_2
Run Control ID Test_Dispatch

Server Name

Recurrence

Time Zone

Run Date

Run Time

[Reset to Current Date/Time](#)

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	PO Dispatch & Email	PODISP	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	PO Dispatch/Print	POPO005	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	PO BI Publisher Dispatch	POXMLP	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Email	PO_PO_EMAIL	Application Engine	Web	TXT	Distribution

OK
Cancel

< Buyer's Workbench
Dispatch POs

Dispatch POs

Run Control ID Test_Dispatch

Language

Report Manager [Process Monitor](#) Run

Specified Language Recipient's Language

Process Instance: 1590555

Process Request Parameters

Business Unit

To

PO ID [Select Purchase Order](#)

Contract SetID

Contract ID

Statuses to Include

Approved Dispatched

Dispatch Methods to Include

Print FAX

E-Mail Phone

Creation

Dispatch a Purchase Order (cont'd)

15. Click > **Refresh**
16. Verify > **Run Status** reads **Success** (for process POPO005)
17. Click > **Details** to identify errors, if any

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Dispatch POs' and 'Process Monitor'. Below this, there are two tabs: 'Process List' (selected) and 'Server List'. The 'View Process Request For' section contains several filters: User ID (FUNC_2), Type, Last (25 Days), Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button is highlighted with a red box and a blue circle labeled '15'. 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, and Details. The first row shows an instance with ID 1590555, Process Name POPO005, and Run Status Success. The 'Run Status' and 'Details' cells for this row are highlighted with red boxes and a blue circle labeled '16'. The second row shows an instance with ID 1590548, Process Name APX1090, and Run Status Success. The 'Details' cell for this row is highlighted with a red box and a blue circle labeled '17'.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1590555		SQR Report	POPO005	FUNC_2	05/09/2018 11:02:44PM PDT	Success	Posted	Details
<input type="checkbox"/>	1590548		BI Publisher	APX1090	FUNC_2	05/07/2018 9:40:22PM PDT	Success	Posted	Details



Common errors that can prevent dispatch include an invalid budget, failing to click the dispatch button, etc.

Creation

Dispatch a Purchase Order (cont'd)

18. Click > **Message Log** for additional error information
19. Click > **Explain**
20. Navigate to **Add/Update POs** to search for purchase orders; correct and dispatch again

Process Detail

Process

Instance	1590555	Type	SQR Report
Name	POPO005	Description	PO Dispatch/Print
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	Test_Dispatch
Location	Server
Server	PSNT
Recurrence	

Update Process

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

Date/Time

Request Created On	05/09/2018 11:04:56PM PDT
Run Anytime After	05/09/2018 11:02:44PM PDT
Began Process At	05/09/2018 11:05:17PM PDT
Ended Process At	05/09/2018 11:05:31PM PDT

Actions

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

18

[Transfer](#)

OK
Cancel

Message Log

Process

Instance:	1590555	Type:	SQR Report
Name:	POPO005	Description:	PO Dispatch/Print

1-3 of 3 | View All

Severity	Log Time	Message Text	Explain
10	11:05:28PM	Successful Completion	<input type="button" value="Explain"/>
	11:05:31PM	Published message with ID 25256fae-5418-11e8-9f05-b79584d2d332 to create entry in folder FINANCIAL.	<input type="button" value="Explain"/>
	11:05:31PM	Successfully posted generated files to the report repository	<input type="button" value="Explain"/>

19

Return

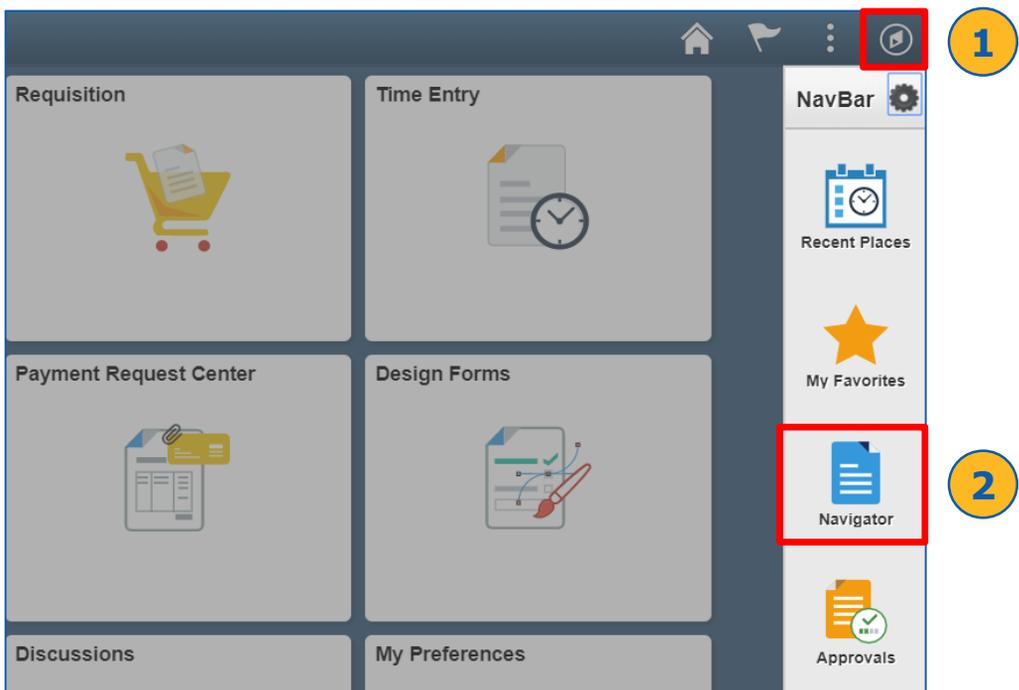
Creation

Cancel a Line

Once a purchase order is dispatched, you are able to cancel one or more lines of the purchase order.

All Purchasing Staff

1. Click > **NavBar** icon
2. Click > **Navigator**



Creation

Cancel a Line (cont'd)

3. Click > **Purchasing** > **Purchase Order** > **Buyer's WorkBench**

The image displays three sequential screenshots of the 'NavBar: Navigator' interface, illustrating the navigation path. Each screenshot shows a sidebar with 'Recent Places', 'My Favorites', and 'Navigator' sections. The main content area lists various menu items.

- First Screenshot:** The 'Purchasing' menu item is highlighted with a red box. A blue arrow points from a yellow circle containing the number '3' to this item.
- Second Screenshot:** The 'Purchasing' menu is expanded, and the 'Purchase Orders' item is highlighted with a red box. A blue arrow points from the 'Purchase Orders' item in the first screenshot to this one.
- Third Screenshot:** The 'Purchase Orders' menu is expanded, and the 'Buyer's Workbench' item is highlighted with a red box. A blue arrow points from the 'Purchase Orders' item in the second screenshot to this one.

Creation

Cancel a Line (cont'd)

4. Click > **Add a New Value**
5. Enter > **Business Unit: PCCD1**
6. Enter > **WorkBench ID**
7. Click > **Add**

The screenshot shows the 'Buyer's WorkBench' interface. At the top, there is a navigation bar with 'Employee Self Service' and 'Buyer's WorkBench'. Below this, the main area is titled 'Buyer's WorkBench'. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. In this tab, there are three input fields: 'Business Unit' (with 'PCCD1' entered), 'WorkBench ID' (with 'PO_Cancel' entered), and an 'Add' button. Numbered callouts (4, 5, 6, 7) highlight the 'Add a New Value' button, the 'Business Unit' field, the 'WorkBench ID' field, and the 'Add' button respectively. At the bottom left, there is a link 'Find an Existing Value | Add a New Value'.



Note

Every user can enter their own **WorkBench ID** to save search criteria for future searches. Once you create an ID, it will be available under the **Find an Existing Value** tab for future transactions.

Creation

Cancel a Line (cont'd)

8. Enter > **Search Criteria**
9. Select > **Status: Dispatched**
10. Click > **Search**

<
Employee Self Service

Buyer's WorkBench

Filter Options

Business Unit PCCD1 WorkBench ID PO_CANCEL

Description Test

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

Search Criteria

Purchase Order <input type="text"/>	To <input type="text"/>
PO Date <input type="text"/>	To <input type="text"/>
Activity Date <input type="text"/>	To <input type="text"/>
Due Date <input type="text"/>	To <input type="text"/>
Request BU <input type="text"/>	Requisition ID <input type="text"/>
Supplier ID <input type="text"/>	
Item ID <input type="text"/>	
Buyer <input type="text"/>	
Contract SetID <input type="text"/>	Contract Version <input type="text"/>
Contract ID <input type="text"/>	
Release Number <input type="text"/>	
GPO ID <input type="text"/>	
GPO Contract <input type="text"/>	

Status

<input type="checkbox"/> Open	<input type="checkbox"/> Pending Approval	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
<input checked="" type="checkbox"/> Dispatched	<input type="checkbox"/> Cancelled	<input type="checkbox"/> Include Closed	

Receiving

Recv Reqd

<input type="radio"/> All	<input type="radio"/> Not Received	<input type="radio"/> Partially Received	<input type="radio"/> Fully Received
---------------------------	------------------------------------	--	--------------------------------------

Matching

<input type="checkbox"/> Required	<input type="checkbox"/> Not Required	<input type="radio"/> All	<input type="radio"/> None	<input type="radio"/> Partial Match	<input type="radio"/> Fully Matched
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Encumbrance

Open Encumbrances

ChartFields Personalize | Find | View All | First 1 of 1 Last

GL Unit	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project	Accounting Line	Fund Amtl	Budget Date	Local
<input type="text"/>											

Return to Buyer's WorkBench

Creation

Cancel a Line (cont'd)

11. Select > **Purchase Order** to cancel
12. Click > **Lines** icon

Employee Self Service
Buyer's WorkBench

Buyer's WorkBench

Business Unit PCCD1 WorkBench ID PO_CANCEL

*Description

Select POs for Further Processing

List of Purchase Orders
Personalize | Find | View 100 | First 1-6 of 22380 Last

Purchase Order	Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input type="checkbox"/> 300009026	N		Dispatched	11/16/2015	05/01/2018	0000500586		Standard			
<input checked="" type="checkbox"/> 3000090303	N		Dispatched	11/16/2015	05/01/2018	0000731315		Standard	1		
<input type="checkbox"/> 3000027880	N		Dispatched	04/18/2008	05/27/2009	0000504505		Standard			
<input type="checkbox"/> 3000000038	N		Dispatched	08/01/2005	05/10/2018	0000502092		Standard	2		
<input type="checkbox"/> 3000050811	N		Dispatched	10/29/2010	07/05/2011	0000505755		Standard	1		
<input type="checkbox"/> 3000050803	N		Dispatched	10/29/2010	07/05/2011	0000504862		Standard			

Select All Clear All

Action:

Go To:

[Set filter options](#)
[Process Request Options](#)

[Process Monitor](#)
[View Processing Results](#)

ONE SYSTEM FUTURE PERALTA

34

Creation

Cancel a Line (cont'd)

13. Click > **View All**
14. Select > checkboxes of **Line(s)** to be closed
15. Click > **Return to Buyer's WorkBench**

Employee Self Service

Buyer's WorkBench

Purchase Order Lines

Business Unit PCCD1 WorkBench ID PO_CANCEL
Description Test
Purchase Order 3000090303
Select POs for Further Processing

List of Purchase Order Lines Personalize | Find **View 1** | [2] [3] First 1-22 of 22 Last

Line	Status	Item ID	Description	Category ID	Recv Req	RFQ ID	RFQ Line
<input type="checkbox"/> 1	Approved		Freezer: 20 UGL2320A 115/30HZ	00092	Y		
<input checked="" type="checkbox"/> 2	Approved		Refrigerator MF25SS-SAEE-FS 115/60Hz	00092	Y		
<input type="checkbox"/> 3	Approved		Incubator: stacked SHKE6000 120/60Hz	00092	Y		
<input type="checkbox"/> 4	Approved		Incubator: (2-door, 37 deg) 51029321	00092	Y		
<input type="checkbox"/> 5	Approved		Refrigerator: 2-door deli MH45PA-GAEE-FS	00092	Y		
<input checked="" type="checkbox"/> 6	Approved		Centrifuge 75007044 220/60Hz	00092	Y		
<input type="checkbox"/> 7	Approved		Incubator: sharking SHK6000-7	00092	Y		
<input type="checkbox"/> 8	Approved		Refrigerator: 2-door deli MH45PA-GAEE-FS	00092	Y		
<input type="checkbox"/> 9	Approved		Freezer: Under counter ULT430A	00092	Y		
<input type="checkbox"/> 10	Approved		Refrigerator: Under Counter MR05PA-SEEE-TS 115/60Hz	00092	Y		

Select All Clear All

Return to Buyer's WorkBench Notify Refresh

Creation

Cancel a Line (cont'd)

16. Click > **Cancel**

Employee Self Service Buyer's WorkBench

Buyer's WorkBench

Business Unit PCCD1 WorkBench ID PO_CANCEL
 *Description Test

Select POs for Further Processing

List of Purchase Orders Personalize | Find | View 100 | First 1-6 of 22380 Last

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input type="checkbox"/> 3000090269		N	Dispatched	11/16/2015	05/01/2018	0000500586		Standard			
<input checked="" type="checkbox"/> 3000090303		N	Dispatched	11/16/2015	05/01/2018	0000731315		Standard	1		
<input type="checkbox"/> 3000027880		N	Dispatched	04/18/2008	05/27/2009	0000504505		Standard			
<input type="checkbox"/> 3000000038		N	Dispatched	08/01/2005	05/10/2018	0000502092		Standard	2		
<input type="checkbox"/> 3000050811		N	Dispatched	10/29/2010	07/05/2011	0000505755		Standard	1		
<input type="checkbox"/> 3000050803		N	Dispatched	10/29/2010	07/05/2011	0000504862		Standard			

Select All Clear All

Action:

16



Note If a purchase order only has one line, then clicking cancel will cancel the entire purchase order.

Creation

Cancel a Line (cont'd)

- 17. Verify > Line(s) in **Qualified** list are correct
- 18. Click > **Yes**
- 19. Click > **Yes** to close pop-up message

Employee Self Service

Buyer's WorkBench

Processing Results

Business Unit PCCD1 WorkBench ID PO_CANCEL

*Description Test

Select POs for Further Processing

Re-Source Requisition?

Accounting Date for Action 05/14/2018

Update Budget Date Equal to Accounting Date

Not Qualified		Qualified	
PO ID	Log	PO ID	Line
		3000112391	2

Proceed: **Yes** No Return to Buyer's WorkBench

Notify Refresh

Message

Continue to Cancel POs. (10224,11)

Yes No

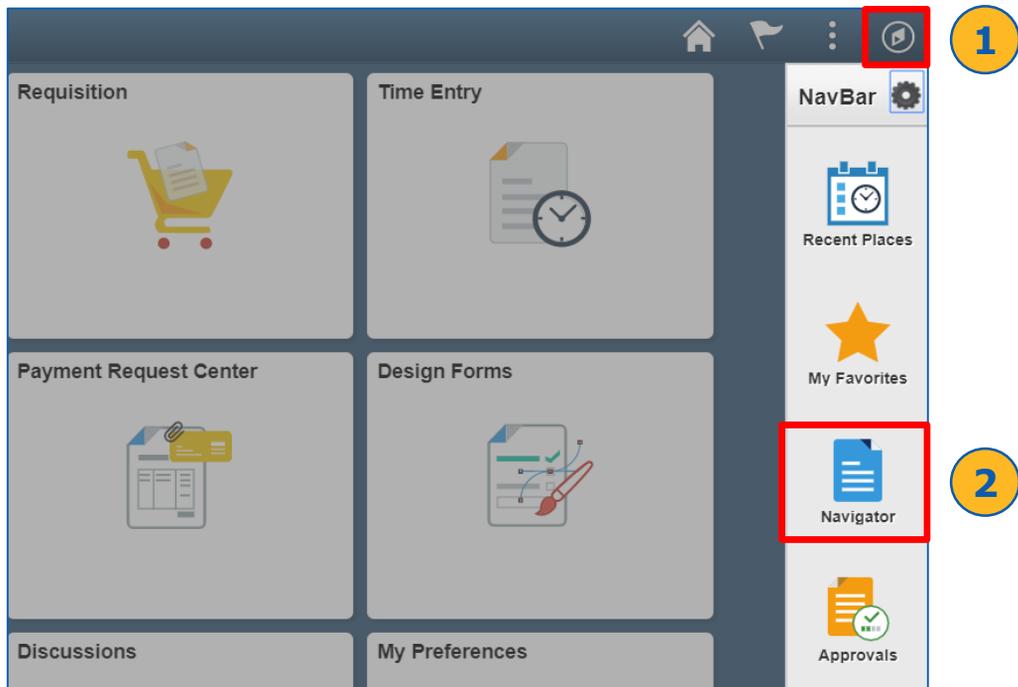
Creation

Run the Auto Sourcing Process

The ONEPeralta system automatically sources requisitions into new purchase orders. This is an automatic process that runs in the background, but you may need to adjust the sourcing process details periodically.

All Purchasing Staff

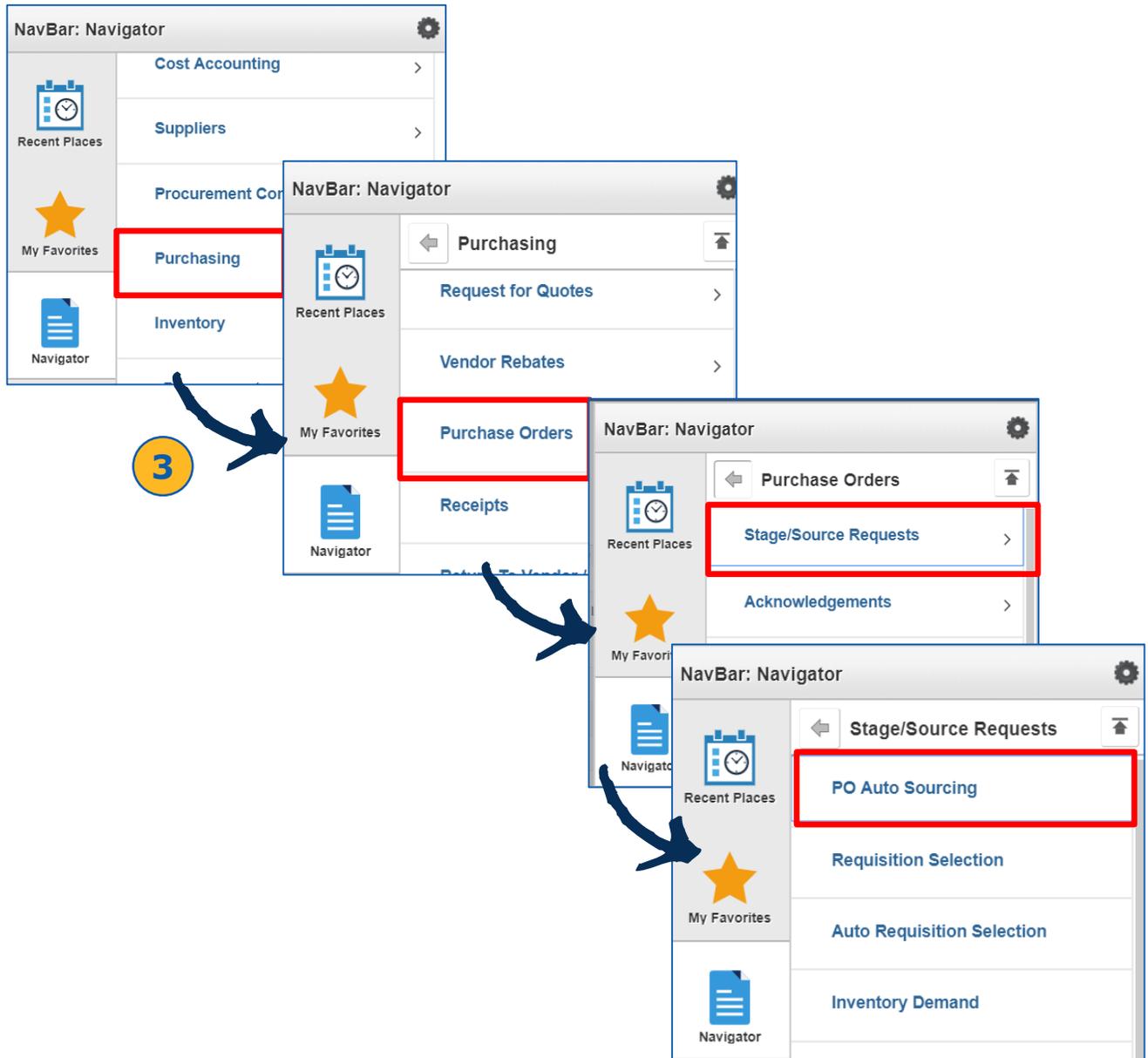
1. Click > **NavBar** icon
2. Click > **Navigator**



Creation

Run the Auto Sourcing Process (cont'd)

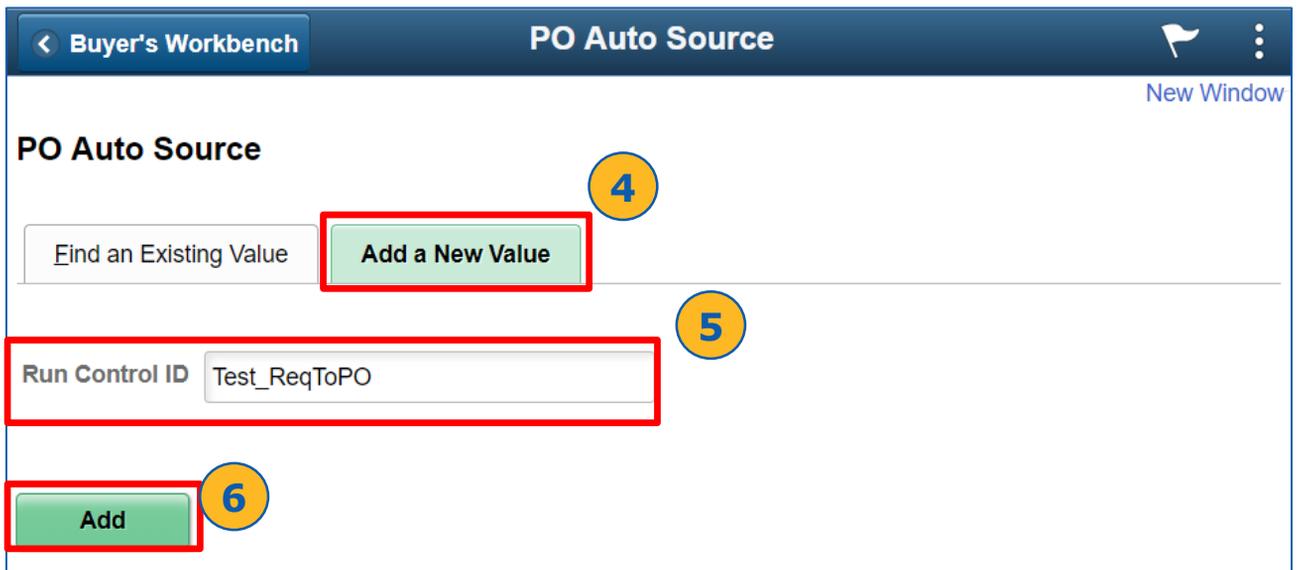
3. Click > **Purchasing** > **Purchase Order** > **Stage/Source Requests** > **PO Auto Sourcing**



Creation

Run the Auto Sourcing Process (cont'd)

4. Click > **Add a New Value**
5. Enter > **Run Control ID**
6. Click > **Add**



The screenshot shows the 'PO Auto Source' interface within the 'Buyer's Workbench'. The interface includes a header with a back arrow, 'Buyer's Workbench', 'PO Auto Source', a flag icon, and a 'New Window' link. Below the header, the title 'PO Auto Source' is displayed. The main area contains two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box and a yellow circle containing the number 4. Below the tabs is a 'Run Control ID' field containing the text 'Test_ReqToPO', which is also highlighted with a red box and a yellow circle containing the number 5. At the bottom left, there is an 'Add' button, highlighted with a red box and a yellow circle containing the number 6.

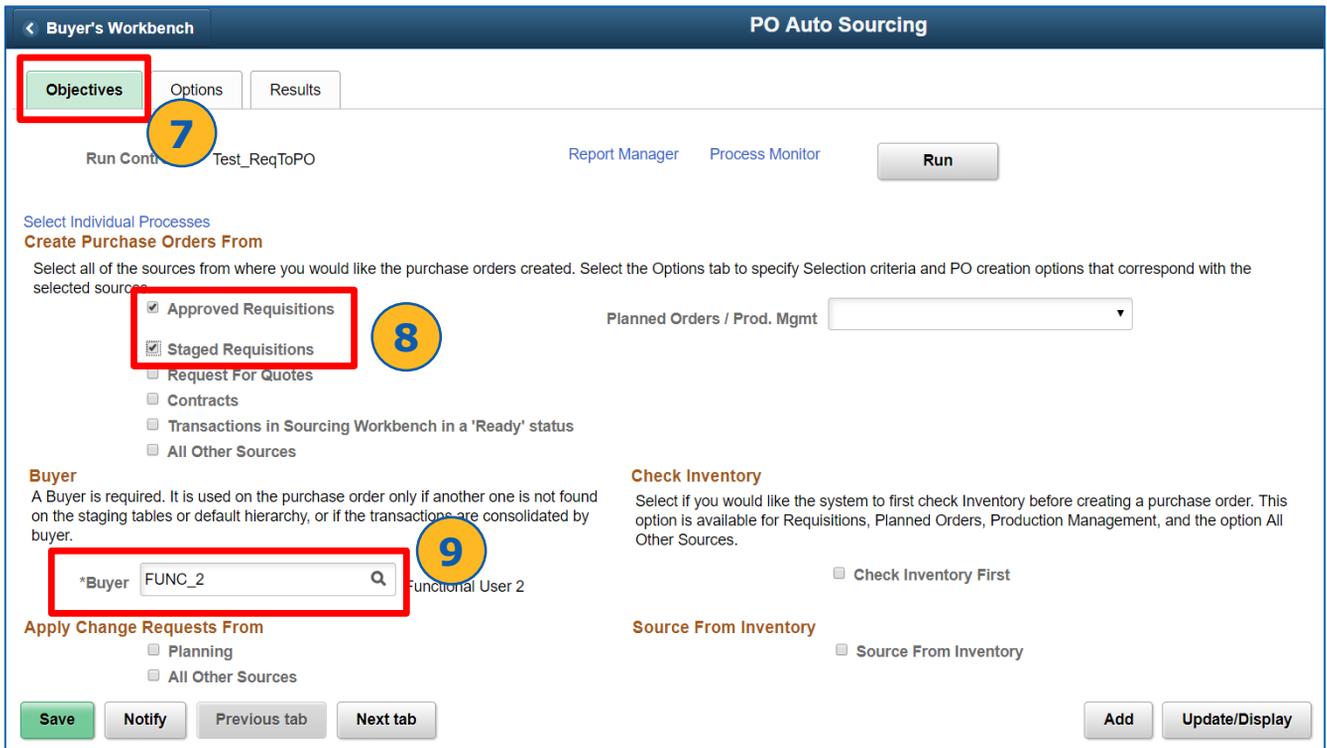


If you have previously created a **Run Control ID**, you will click on the **Find an Existing Value** tab instead, and **Search** for the **Run Control ID**. All of your previous settings will be saved.

Creation

Run the Auto Sourcing Process (cont'd)

7. Click > **Objectives**
8. Select > **Approved Requisitions** and **Staged Requisitions** checkboxes
9. Enter > **Buyer**



The screenshot shows the 'Buyer's Workbench' interface for 'PO Auto Sourcing'. The 'Objectives' tab is selected and highlighted with a red box and a blue circle containing the number 7. Below the tabs, there are buttons for 'Run Cont...', 'Test_ReqToPO', 'Report Manager', 'Process Monitor', and 'Run'. The 'Create Purchase Orders From' section has a list of checkboxes: 'Approved Requisitions' (checked), 'Staged Requisitions' (checked), 'Request For Quotes', 'Contracts', 'Transactions in Sourcing Workbench in a 'Ready' status', and 'All Other Sources'. This list is highlighted with a red box and a blue circle containing the number 8. The 'Buyer' section has a text input field containing '*Buyer FUNC_2' and a search icon, highlighted with a red box and a blue circle containing the number 9. Other sections include 'Planned Orders / Prod. Mgmt' with a dropdown menu, 'Check Inventory' with a checkbox 'Check Inventory First', and 'Source From Inventory' with a checkbox 'Source From Inventory'. At the bottom, there are buttons for 'Save', 'Notify', 'Previous tab', 'Next tab', 'Add', and 'Update/Display'.

Creation

Run the Auto Sourcing Process (cont'd)

10. Click > **Options**
11. Click > **Expand All**
12. Verify > **Item ID Required** checkbox is NOT checked
13. Enter > **Business Unit: PCCD1**
14. Enter > **SetID: PCCD1**
15. Select > **Option: N**
16. Enter > **PCCD1** into **Business Unit** and **To Business Unit** fields

Buyer's Workbench PO Auto S

Objectives **Options** Results

Run Control ID: Test_ReqToPO Report Manager Process Monitor Run

10 Expand All **11** Collapse All

12 Selection Criteria

Item ID Required

13 Business Unit: PCCD1

Requisition ID:

Requisition Name:

Supplier SetID: PCCD1

Contract SetID: PCCD1

14 SetID: PCCD1

Requester:

Buyer:

Date Selection

15 *Option: N

Operand:

Number of Days:

Date:

▼ Staged Requisitions, WOs, RFQ, and 'All Other Sources' Selection Criteria

Process Instance:

16 Business Unit: PCCD1 To Business Unit: PCCD1

System Source:

Buyer:

Item SetID: PCCD1

Item ID:

Category:

Sourcing Method

- Basic
- Flexible
- Split
- Cumulative

Accumulate Level: Run Level ▼

Creation

Run the Auto Sourcing Process (cont'd)

17. Select > **Consolidation Method: Business Unit, Supplier**
18. Select > **Purchase Order Options: Pre-Approved Supplier, Calculate PO Line Numbers, and Allow Dispatch when Appr**
19. Click > **Save**
20. Click > **Run** at top of page

▼ Staged Requisitions, WOs, RFQ, and 'All Other Sources' Selection Criteria

Process Instance

Business Unit

To Business Unit

System Source

Buyer

Item SetID

Item ID

Category

Sourcing Method

Basic
 Flexible
 Split
 Cumulative

Accumulate Level ▼

▼ Purchase Order Options 17

*Consolidation Method ▼

Origin

Purchase Order Date

Purchase Order Reference

Pre-Approve Supplier 18
 Build POs as Approved
 Calculate PO Line Numbers
 Hold From Further Processing
 Allow Dispatch When Appr

▼ Additional Processing Options

Run Budget Check

← Buyer's Workbench

Objectives **Options** Results

Run Control ID Test_ReqToPO Report Manager Process Monitor 20

Expand All Collapse All

▼ Requisition Selection Criteria

Item ID Required

Business Unit

Requisition ID

Origin

To Business Unit

To Requisition ID

Creation

Run the Auto Sourcing Process (cont'd)

21. Select > **PO_AUTO_SRC** process checkbox
22. Click > **OK**
23. Click > **Process Monitor**

Process Scheduler Request

User ID FUNC_2
Run Control ID Test_ReqToPO

Server Name

Recurrence

Time Zone

Run Date

Run Time

[Reset to Current Date/Time](#)

21

Select

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Automatic Purchasing Sourcing	PO_AUTO_SRC	Application Engine	Web	TXT	Distribution

22

< Employee Self Service
PO Auto Sourcing

Objectives
Options
Results

Run Control ID Test_ReqToPO
Report Manager **23** Process Monitor

Process Instance: 1590559

[Expand All](#)
[Collapse All](#)

Requisition Selection Criteria

Item ID Required

Business Unit

Requisition ID

Requisition Name

Origin

To Business Unit

To Requisition ID

Creation

Run the Auto Sourcing Process (cont'd)

24. Click > **Refresh**
25. Verify > **Run Status** reads **Success**
 - a. If not successful, click **Details** for more information
26. Click > **Objectives** to return to **PO Auto Sourcing** page

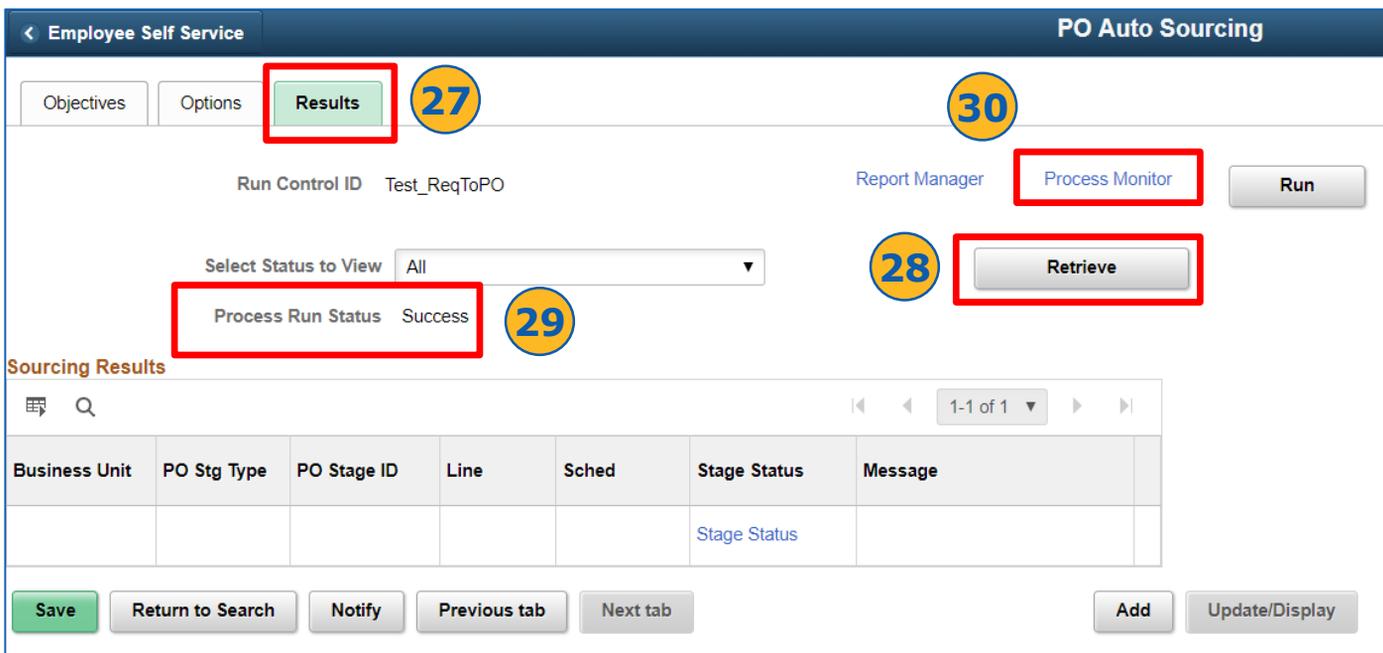
The screenshot shows the 'Process Monitor' interface. At the top left, a blue navigation bar contains a button labeled '< Objectives' (annotated with a red box and a yellow circle '26'). Below this is a 'View Process Request For' section with various filters: User ID (FUNC_2), Type, Last (25 Days), Server, Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button is highlighted with a red box and a yellow circle '24'. 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, and Details. The 'Run Status' column for the first row is highlighted with a red box and a yellow circle '25'. The 'Details' link for the first row is highlighted with a red box and a yellow circle '25a'. The table contains three rows of data for 'PO_AUTO_SRC' processes.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1590561		Application Engine	PO_AUTO_SRC	FUNC_2	05/10/2018 8:25:16PM PDT	Success	N/A	Details
<input type="checkbox"/>	1590560		Application Engine	PO_AUTO_SRC	FUNC_2	05/10/2018 8:24:38PM PDT	Success	Posted	Details
<input type="checkbox"/>	1590559		Application Engine	PO_AUTO_SRC	FUNC_2	05/10/2018 8:08:42PM PDT	Success	Posted	Details

Creation

Run the Auto Sourcing Process (cont'd)

27. Select > **Results**
28. Click > **Retrieve**
29. Verify > **Process Run Status** reads **Success**
30. Click > **Process Monitor**



The screenshot shows the 'PO Auto Sourcing' interface within 'Employee Self Service'. The interface includes a navigation bar with 'Objectives', 'Options', and 'Results' (highlighted with a red box and callout 27). Below the navigation bar, there is a 'Run Control ID' field with the value 'Test_ReqToPO'. To the right, there is a 'Report Manager' section with 'Process Monitor' (highlighted with a red box and callout 30) and a 'Run' button. A 'Select Status to View' dropdown menu is set to 'All', and below it, 'Process Run Status' is displayed as 'Success' (highlighted with a red box and callout 29). A 'Retrieve' button (highlighted with a red box and callout 28) is located to the right of the status display. The main content area is titled 'Sourcing Results' and contains a table with columns: Business Unit, PO Stg Type, PO Stage ID, Line, Sched, Stage Status, and Message. The table is currently empty. At the bottom of the interface, there are several buttons: 'Save', 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Add', and 'Update/Display'.

Creation

Run the Auto Sourcing Process (cont'd)

31. Verify > **Distribution Status** reads **Posted**
32. If not posted, click on **Details** for more information

< Objectives
Process Monitor

Process List

Server List

View Process Request For

User ID:

Server:

Run Status:

Type: Last: 25 Days

Name: Instance From: Instance To:

Distribution Status: Save On Refresh

Process List

16

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1590561		Application Engine	PO_AUTO_SRC	FUNC_2	05/10/2018 8:25:16PM PDT	Success	Posted	Details
<input type="checkbox"/>	1590560		Application Engine	PO_AUTO_SRC	FUNC_2	05/10/2018 8:24:38PM PDT	Success	Posted	Details
<input type="checkbox"/>	1590559		Application Engine	PO_AUTO_SRC	FUNC_2	05/10/2018 8:08:42PM PDT	Success	Posted	Details

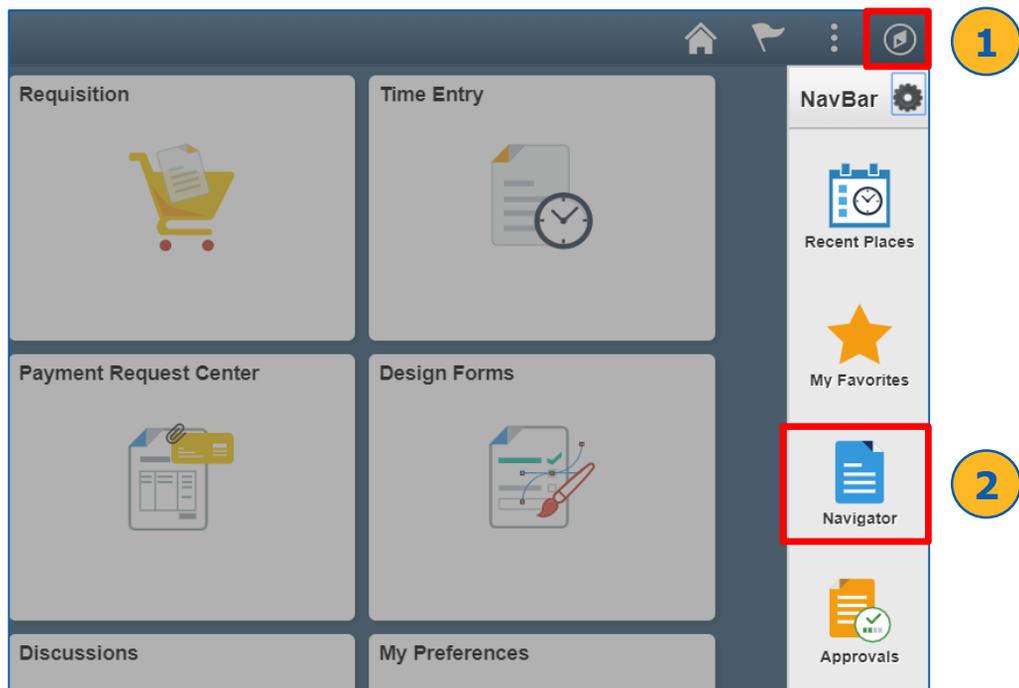
Change Order

Create a Change Order

After a purchase order is dispatched, any edits that go through the supplier must have a change order (e.g. changes to quantity, types of items, etc.). Purchasing staff will receive, review, and approve change order request forms from the requester, and will create change orders in the ONEPeralta system

All Purchasing Staff

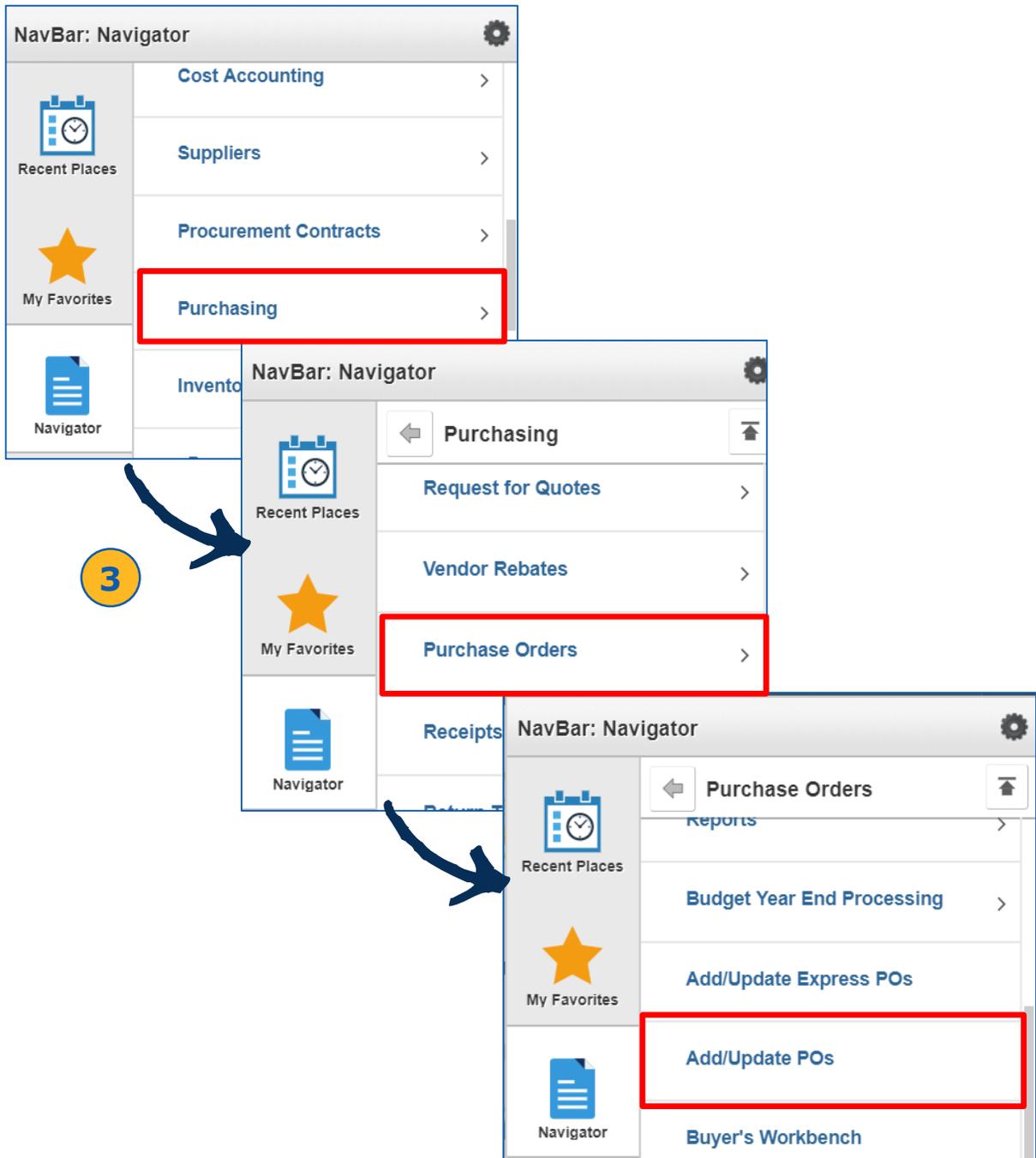
1. Click > **NavBar** icon
2. Click > **Navigator**



Change Order

Create a Change Order (cont'd)

3. Click > **Purchasing** > **Purchase Order** > **Add/Update POs**



Change Order

Create a Change Order (cont'd)

4. Select > **Find an Existing Value**
5. Enter > **Business Unit: PCCD1**
6. Enter > **PO ID** of purchase order to be changed
7. Select > **PO Status: Dispatched**
8. Click > **Search**

< Objectives

Purchase Order

Enter any information you know 4 and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Keyword Search
Add a New Value

Search Criteria

5 Business Unit =

PO ID begins with 6

Purchase Order Date =

7 PO Status =

Origin begins with

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer Name begins with

Hold From Further Processing

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Change Order

Create a Change Order (cont'd)

9. Click > **Change Order** icon
10. Click > **Save**
11. Click > **Add Comments**
12. Click > **Attach to Choose File** (the Change Order Form) and **Upload**
13. Enter > **Comments**
14. Click > **OK**

The screenshot shows the 'Add/Update POs' interface. At the top right, a blue circle with the number '9' highlights the 'Change Order' icon (a triangle with an upward arrow). Below this, a red box highlights the same icon. In the top left, a blue circle with '10' highlights the 'Save' button. In the middle left, a blue circle with '11' highlights the 'Add Comments' button. A blue arrow points from this button to a 'Comments' dialog box. In the dialog box, a blue circle with '12' highlights the 'Upload' button, and another blue circle with '13' highlights the 'Attach' button. At the bottom of the dialog box, a blue circle with '14' highlights the 'OK' button. A large blue speech bubble on the right contains the text: 'Comments may include the email from the Requester identifying the purchase order changes, or any additional supporting documents relevant to this purchase order.' The interface also shows fields for Business Unit (PCCD1), PO ID (4000000050), PO Date (04/26/2018), and Supplier (AA OFFICE-001).

Change Order

Create a Change Order (cont'd)

15. Update > Applicable fields
16. Click > **Save**
17. Verify > **Change Order** number updates*
18. Click > **Approve** icon (green check)
19. Click > **Budget Check** icon

< Objectives
Add/Update POs

Maintain Purchase Order

Purchase Order

Business Unit PCCD1

PO ID 40000000

Change Order 1 17

Copy From

PO Status Open 18

Budget Status Not Chkd 19

In Further Processing

Header

*PO Date 04/26/2018 Supplier Search

*Supplier AA OFFICE-001 Supplier Details

*Supplier ID 0000500003 AA OFFICE EQUIPMENT

*Buyer SERAPHINE

PO Reference

- Header Details
- PO Defaults
- PO Activities
- Requisitions
- Actions

- Activity Summary
- Add Comments
- Add ShipTo Comments
- Document Status

Receipt Status Not Recvd

*Dispatch Method Print

Amount Summary

Merchandise	3.00	
Freight/Tax/Misc.	0.28	<input type="button" value="Calculate"/>
Total Amount	3.28	USD
Encumbrance Balance	Not Available	USD

Add Items From

Catalog Item Search

Purchasing Kit

Select Lines To Display

Search for Lines Line To

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	<input type="text"/>	supplies	3.0000	EA	5605	1.00000	3.00	Approved

15

Personalize | Find | View All | |

View Print 16 *Go to More ...



The **Change Order** number will increase by one to show that you have made a change to this particular purchase order. When making the first change order, this field will appear after you click Save.

Change Order

Create a Change Order (cont'd)

- 20. Verify > **Budget Status** reads **Valid**
- 21. Dispatch > Purchase Order (see pages 23 to 29)

The screenshot shows a web interface for maintaining a purchase order. At the top left is a navigation bar with a back arrow and the text 'PO Form'. At the top right is the text 'Add/Upd'. Below this is a header area with the text 'Maintain Purchase Order' and 'Purchase Order'. The main content area contains a table of fields: 'Business Unit' with value 'PCCD1', 'PO ID' with value '4000000050', 'Change Order' with value '1', and 'Copy From' with a dropdown menu. To the right of these fields is a status area with 'PO Status Approved' and 'Budget Status Valid'. The 'Budget Status Valid' text is enclosed in a red rectangular box, and a yellow circle with the number '20' is positioned to its left. Further right are icons for a triangle, a red 'X', a calendar, and a document. At the bottom right is a checkbox labeled 'Hold From Further Processing'.



For change orders, you will tend to budget check each purchase order, since this may be a one-time edit. However, you can also use the batch budget check function if you made changes to multiple purchase orders in one sitting.

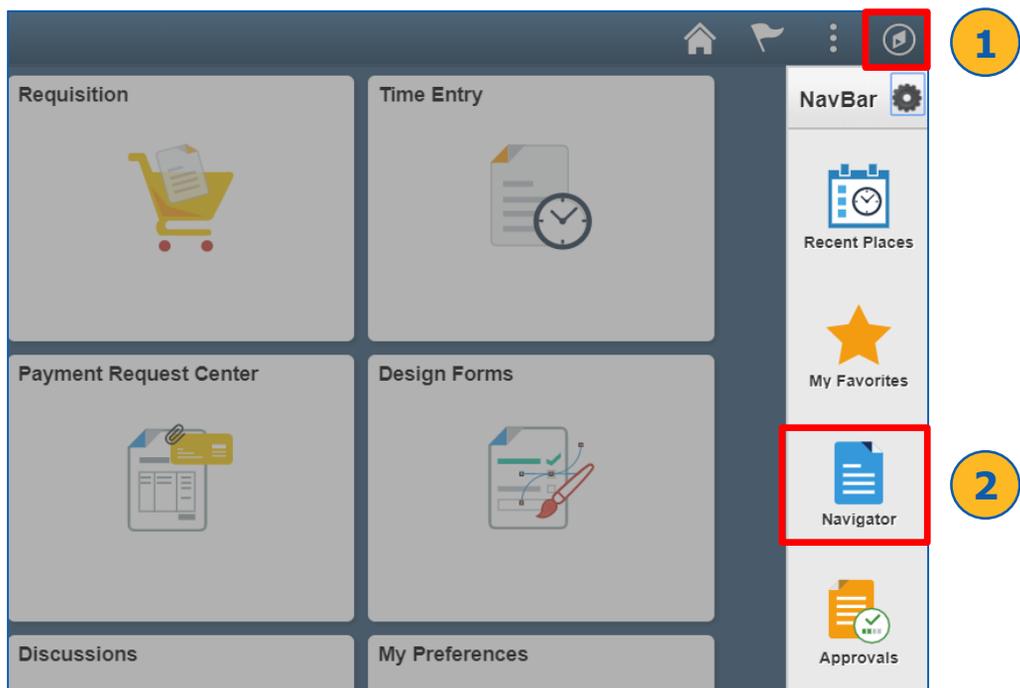
Change Order

Review Change Order History

In the ONEPeralta upgraded system, you are able to check all of the change orders that have been made for a specific purchase order.

All Purchasing Staff

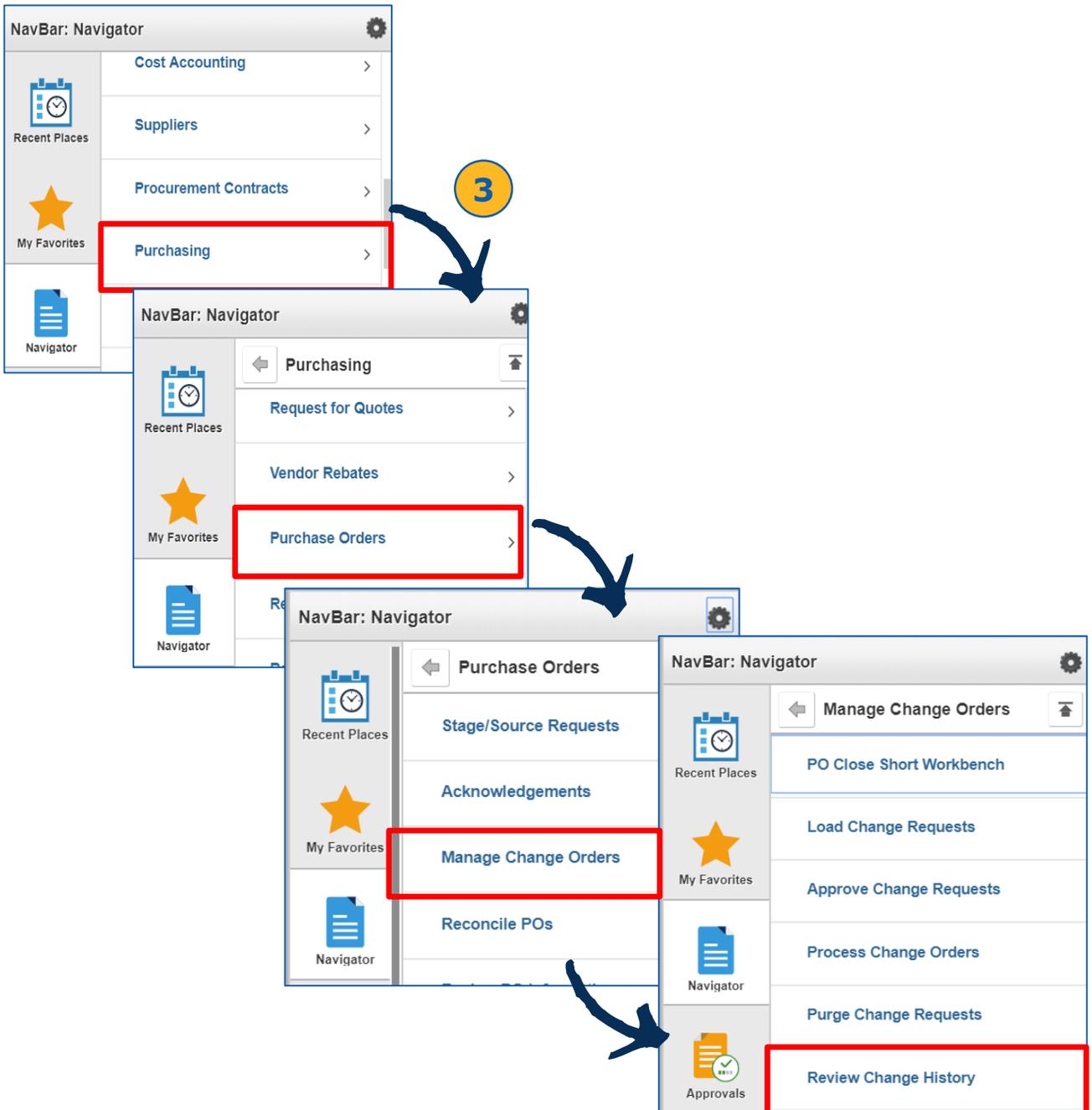
1. Click > **NavBar** icon
2. Click > **Navigator**



Change Order

Review Change Order History (cont'd)

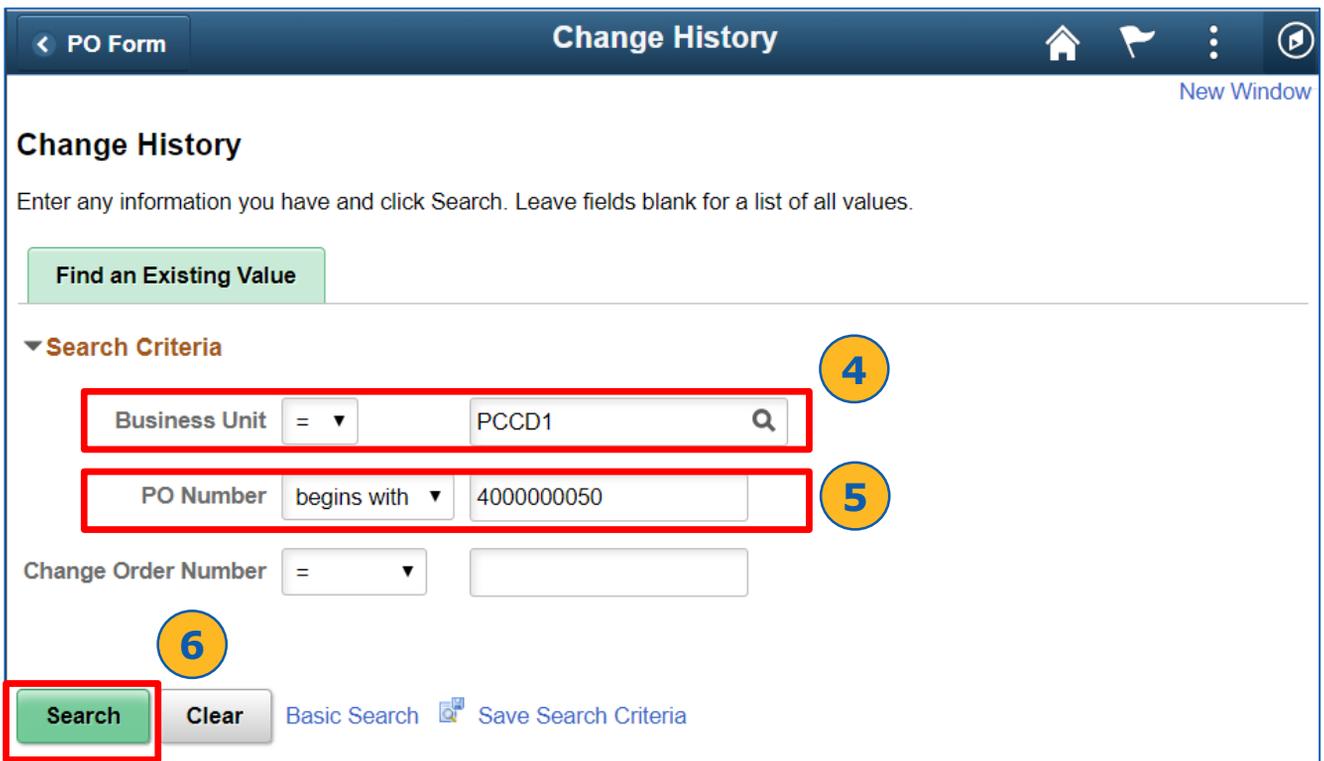
3. Click > **Purchasing** > **Purchase Order** > **Manage Change Orders** > **Review Change History**



Change Order

Review Change Order History (cont'd)

4. Enter > **Business Unit: PCCD1**
5. Enter > **PO ID** of purchase order that was changed
6. Click > **Search**



The screenshot shows the 'Change History' search interface. At the top, there is a navigation bar with 'PO Form' and 'Change History' labels, along with home, flag, and menu icons. Below the navigation bar, the title 'Change History' is displayed, followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A green button labeled 'Find an Existing Value' is positioned above the search criteria section. The search criteria are organized under a 'Search Criteria' header. Three search criteria are shown, each with a red rectangular highlight and a yellow circular callout containing a number: 1. 'Business Unit' with a dropdown arrow, an equals sign, and the value 'PCCD1' (callout 4). 2. 'PO Number' with a dropdown arrow, the text 'begins with', and the value '4000000050' (callout 5). 3. 'Change Order Number' with a dropdown arrow and an equals sign, followed by an empty text input field (callout 6). At the bottom of the search criteria section, there are three buttons: 'Search' (highlighted with a red box), 'Clear', and 'Basic Search'. To the right of the 'Basic Search' button is a link labeled 'Save Search Criteria' with a small icon.

Change Order

Review Change Order History (cont'd)

- Review > **Batch, Header Changes, Line Changes,** and **Ship Changes** tabs to view all changes to the purchase order

The screenshots illustrate the navigation through the 'Review Change History' interface. Each view shows the 'Batch' tab selected, with the corresponding sub-tab highlighted in red:

- Batch:** Shows the main interface with 'Batch' highlighted.
- Header Changes:** Shows the 'Header Changes' sub-tab highlighted.
- Line Changes:** Shows the 'Line Changes' sub-tab highlighted, with a table titled 'Changes to PO Lines'.
- Ship Changes:** Shows the 'Ship Changes' sub-tab highlighted, with a table titled 'Changes to PO Schedules'.

Common data across all views: Unit PCCD1, PO ID 4000000050.

Changes to PO Lines Table:

Line	Batch	Seq	Description	Value
1				

Changes to PO Schedules Table:

Line	Sched	Batch	Seq	Description	Value
1	1	1	1	Change Type	C
1	1	1	1	Merchandise Amount	3.00000
1	1	1	1	Purchase Order Quantity	3.00000

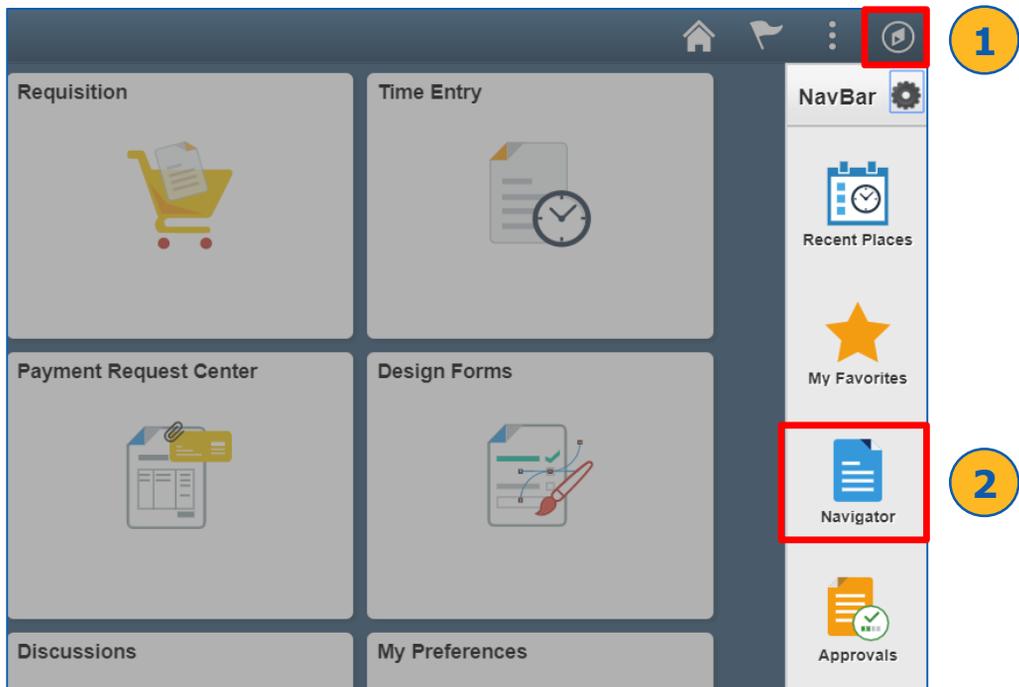
Close

Liquidate a Purchase Order

When a purchase order is matched, vouchers have been completed, and the supplier has been paid, and it is necessary to finalize and liquidate all open encumbrances to the department's budget before closing the purchase order.

All Purchasing Staff

1. Click > **NavBar** icon
2. Click > **Navigator**



Close

Liquidate a Purchase Order (cont'd)

3. Click > **Purchasing** > **Purchase Order** > **Add/Update POs**

The image shows three sequential screenshots of the 'NavBar: Navigator' interface, illustrating the navigation path. A yellow circle with the number '3' and a blue arrow points to the 'Purchasing' item in the 'My Favorites' section of the first screenshot. The second screenshot shows the 'Purchasing' screen with 'Purchase Orders' highlighted in the 'My Favorites' section. The third screenshot shows the 'Purchase Orders' screen with 'Add/Update POs' highlighted in the 'My Favorites' section.

NavBar: Navigator
Recent Places
My Favorites
Navigator
Cost Accounting >
Suppliers >
Procurement Contracts >
Purchasing >

NavBar: Navigator
Recent Places
My Favorites
Navigator
Purchasing
Request for Quotes >
Vendor Rebates >
Purchase Orders >

NavBar: Navigator
Recent Places
My Favorites
Navigator
Purchase Orders
Reports >
Budget Year End Processing >
Add/Update Express POs
Add/Update POs
Buyer's Workbench

Close

Liquidate a Purchase Order

4. Select > **Find an Existing Value**
5. Enter > **PO ID** of the purchase order to be liquidated
6. Click > **Search**

Batch

Purchase Order

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

Find an Existing Value Keyword Search Add a New Value

▼ **Search Criteria**

Business Unit = ▼ PCCD1

PO ID begins with ▼ 4000000050

Purchase Order Date = ▼

PO Status = ▼

Origin begins with ▼

Short Supplier Name begins with ▼

Supplier ID begins with ▼

Supplier Name begins with ▼

Buyer Name begins with ▼

Hold From Further Processing

Case Sensitive

Search Clear Basic Search Save Search Criteria



Do not edit the **Business Unit** field. There is only one Business Unit (PCCD1) at Peralta.

Close

Liquidate a Purchase Order

7. Click > **Finalize Document** icon to release the encumbrance
 - a. Click > **Yes** to close the message
8. Click > **Undo Finalize Entire Document** icon to re-encumber and make another payment
 - a. Click > **Yes** to close the message

Message

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

Message

This action will undo finalize all eligible distributions for this PO. Continue? (10200,336)

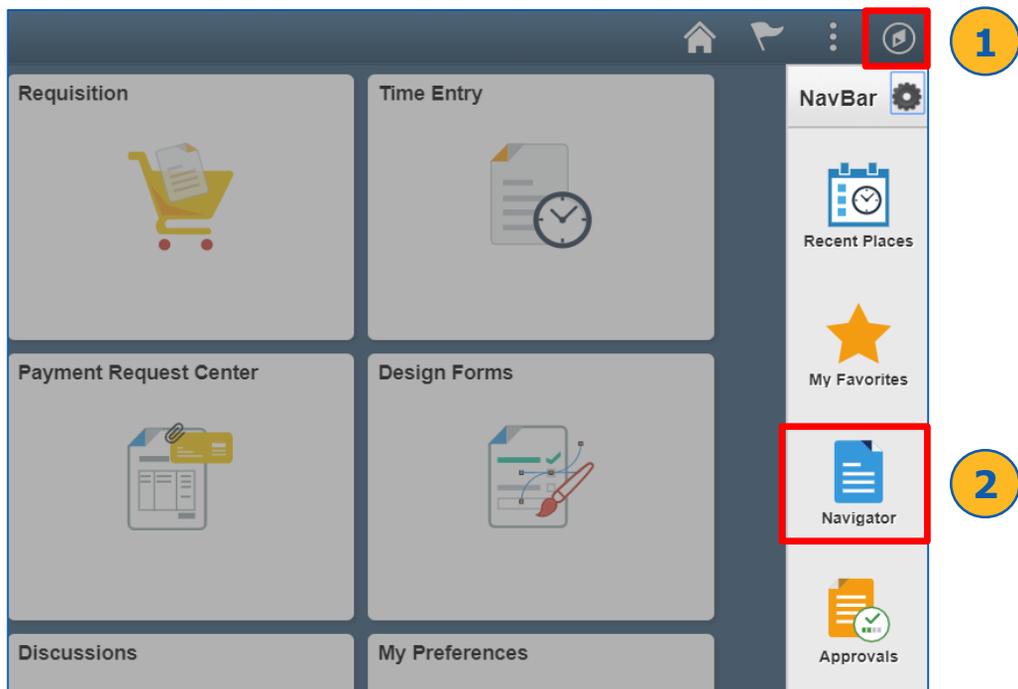
Close

Close a Purchase Order

When no more activity is required on a purchase order, the purchase order needs to be closed so that it is no longer available for updates.

All Purchasing Staff

1. Click > **NavBar** icon
2. Click > **Navigator**

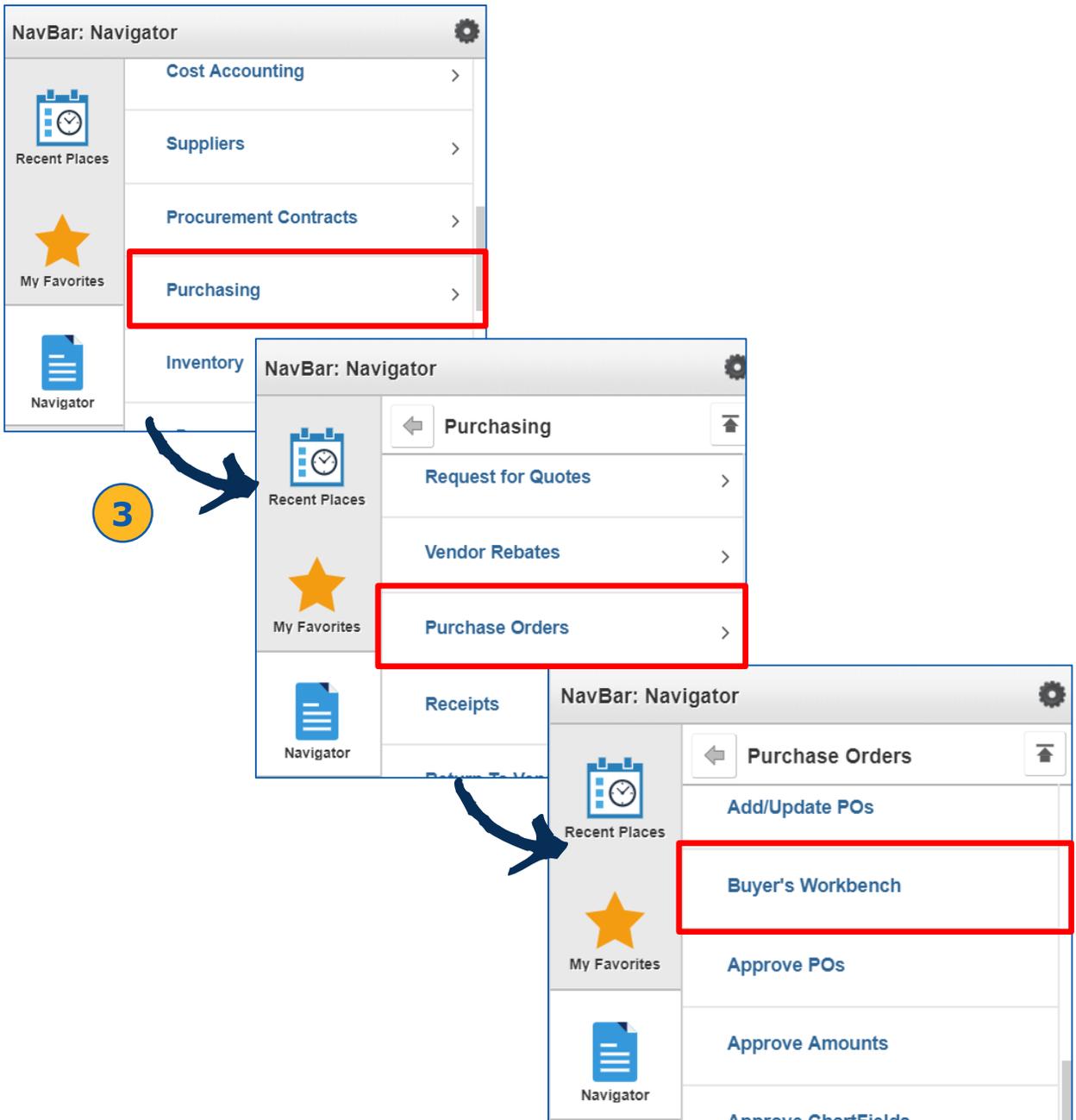


Closed purchase orders are only available for reporting and inquiries. They will not show up in the list of available purchase orders for updates.

Close

Close a Purchase Order (cont'd)

3. Click > **Purchasing** > **Purchase Orders** > **Buyer's Workbench**



Close

Close a Purchase Order (cont'd)

4. Click > **Add a New Value**
5. Enter > **Run Control ID**
6. Click > **Add**



The screenshot shows the 'Buyer's WorkBench' interface. At the top, there is a navigation bar with a back arrow, 'PO Form', and 'Buyer's WorkBench'. On the right side of the navigation bar are icons for home, a flag, a menu, and a play button. Below the navigation bar, the main content area is titled 'Buyer's WorkBench'. There are three numbered callouts: 4 points to the 'Add a New Value' button, 5 points to the 'WorkBench ID' field which contains 'ClosePO', and 6 points to the 'Add' button. The 'Business Unit' field contains 'PCCD1'.



If you have previously created a **Run Control ID**, you can search for it in the **Find an Existing Value** tab. Use the **Add a New Value** tab if you have not run this transaction before, or if you want to start fresh with no pre-filled fields.

Close

Close a Purchase Order (cont'd)

7. Enter > **Search Criteria**
8. Select > **Dispatched**
9. Click > **Search**

< **My Approvals**

Buyer's WorkBench

Filter Options

Business Unit PCCD1 WorkBench ID CLOSEPO

Description TestClose

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

Search Criteria

Purchase Order	<input type="text"/>	To	<input type="text"/>
PO Date	04/01/2018	To	05/14/2018
Activity Date	<input type="text"/>	To	<input type="text"/>
Due Date	<input type="text"/>	To	<input type="text"/>
Request BU	<input type="text"/>	Requisition ID	<input type="text"/>
Supplier ID	<input type="text"/>		
Item ID	<input type="text"/>		
Buyer	<input type="text"/>		
Contract SetID	<input type="text"/>	Contract Version	<input type="text"/>
Contract ID	<input type="text"/>		
Release Number	<input type="text"/>		
GPO ID	<input type="text"/>		
GPO Contract	<input type="text"/>		

Status

<input type="checkbox"/> Open	<input type="checkbox"/> Pending Approval	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
<input checked="" type="checkbox"/> Dispatched	<input type="checkbox"/> Cancelled	<input type="checkbox"/> Include Closed	

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 Personalize | Find | View All |

First 1 of 1 Last

ChartFields

GL Unit	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project	Accounting Line	Fund Amt	Budget Date	Local
<input type="text"/>											

ONE SYSTEM FUTURE PERALTA

65

Close

Close a Purchase Order (cont'd)

10. Enter > **Description** for WorkBench
11. Select > Checkbox of purchase order to close
12. Click > **Close**

< My Approvals
Buyer's WorkBench

Buyer's WorkBench

Business Unit PCCD1 WorkBench ID CLOSEPO

*Description TestClose

10

Select POs for Further Processing

List of Purchase Orders Personalize | Find | View 100 | First 1-6 of 105 Last

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 3000112390		N	Dispatched	04/02/2018	04/03/2018	0000729702	Nzomo, Seraphine	Standard			
<input type="checkbox"/> 3000112391		N	Dispatched	04/02/2018	04/04/2018	0000507319	Nzomo, Seraphine	Standard			
<input type="checkbox"/> 3000112380		N	Dispatched	04/02/2018	04/03/2018	0000600594	Nzomo, Seraphine	Standard			
<input type="checkbox"/> 3000112385		N	Dispatched	04/02/2018	04/03/2018	0000728996	Nzomo, Seraphine	Standard			
<input type="checkbox"/> 3000112388		N	Dispatched	04/02/2018	04/04/2018	0000603991	Nzomo, Seraphine	Standard			
<input type="checkbox"/> 3000112418		N	Dispatched	04/02/2018	04/03/2018	0000506528	Nzomo, Seraphine	Standard			

Select All Clear All

Action: Approve Unapprove Cancel

Close

12

Dispatch Preview Budget Check

Go To: Set filter options Process Request Options
Process Monitor View Processing Results

Save

Close

Close a Purchase Order (cont'd)

13. Verify > purchase order(s) in **Qualified** list
14. Click > **Yes**
15. Click > **Yes** to close the pop-up message

Employee Self Service

Buyer's WorkBench

Processing Results

Business Unit PCCD1 WorkBench ID PO_CANCEL

*Description

Select POs for Further Processing

Re-Source Requisition?

Accounting Date for Action

Update Budget Date Equal to Accounting Date

Not Qualified		Qualified			
PO ID	Log	PO ID	Line	Sched	Distrib Line
		3000112391			

Proceed: Return to Buyer's WorkBench

Message

Continue to Cancel POs. (10224,11)

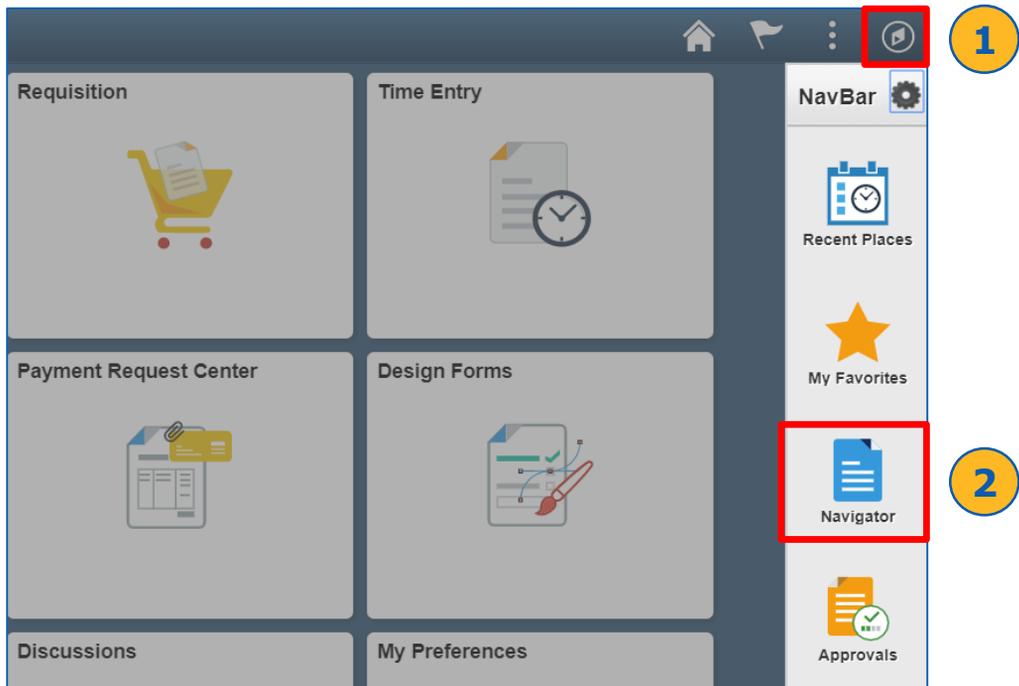
Close

Re-Open a Purchase Order

If it is determined that a purchase order needs to be re-opened, the Re-Open Purchase Order process may be run to allow for required updates and to continue business with the corresponding supplier.

All Purchasing Staff

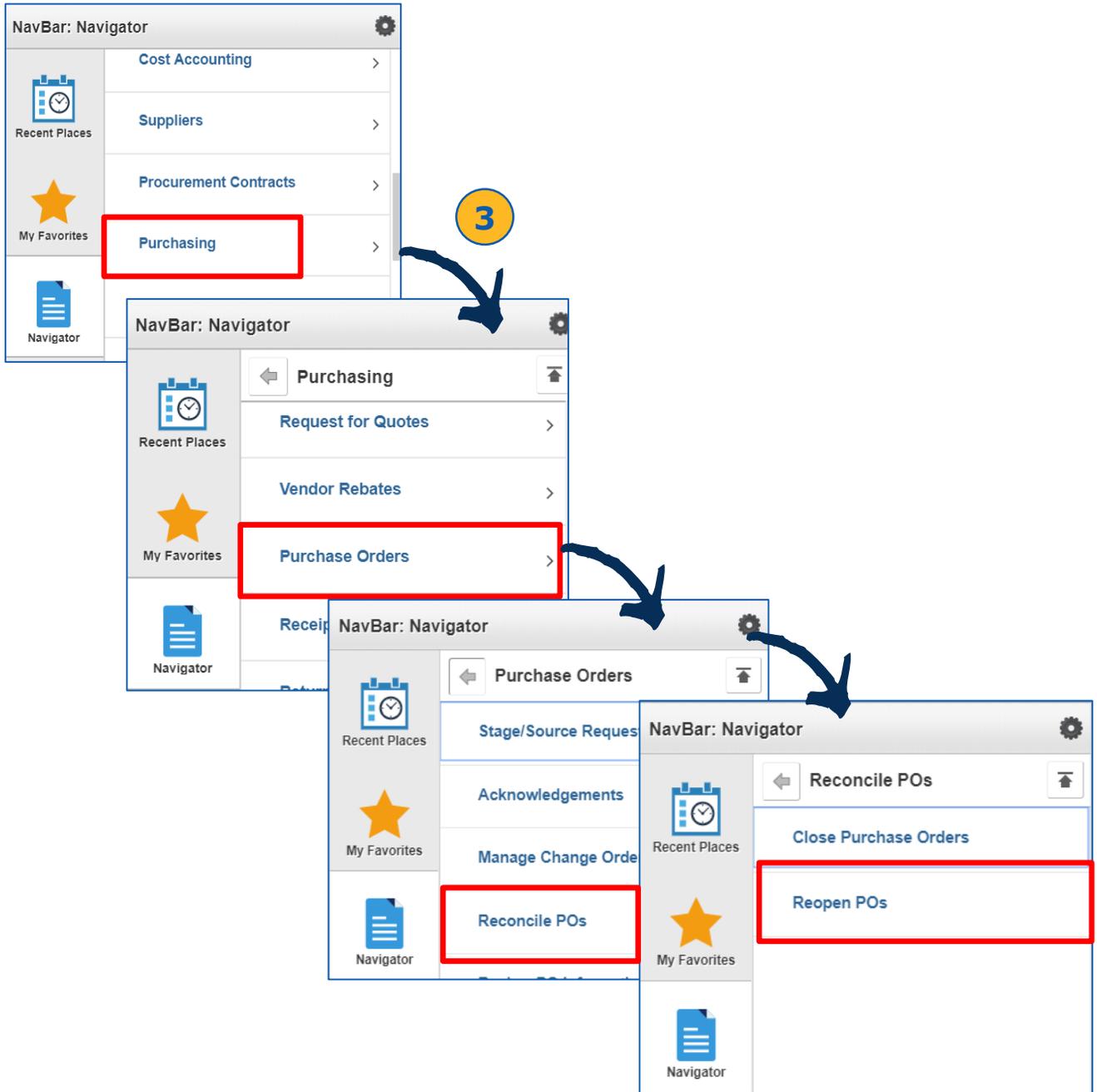
1. Click > **NavBar** icon
2. Click > **Navigator**



Close

Re-Open a Purchase Order (cont'd)

3. Click > **Purchasing** > **Purchase Orders** > **Reconcile POs** > **Reopen POs**



Close

Re-Open a Purchase Order (cont'd)

4. Click > **Add a New Value**
5. Enter > **Run Control ID**
6. Click > **Add**



The screenshot shows a mobile application interface for "Reopen Closed Purchase Orders". At the top, there is a navigation bar with a back arrow, the text "Reopen POs", the title "Reopen Closed Purchase Orders", and icons for home, a flag, a menu, and a play button. Below the navigation bar, the title "Reopen Closed Purchase Orders" is displayed, followed by a "New Window" link. The main content area contains three elements: 1. A tabbed interface with two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected and highlighted with a red box and a yellow circle containing the number 4. 2. A "Run Control ID" label followed by a text input field containing "TestReopen". This entire row is highlighted with a red box and a yellow circle containing the number 5. 3. An "Add" button highlighted with a red box and a yellow circle containing the number 6.



If you have previously created a **Run Control ID**, you can search for it in the **Find an Existing Value** tab. Use the **Add a New Value** tab if you have not run this transaction before, or if you want to start fresh with no pre-filled fields.

Close

Re-Open a Purchase Order (cont'd)

7. Select > **Select POs to be Reopened** checkbox
8. Enter > **Business Unit: PCCD1**
9. Enter > **Purchase Order** ID to be re-opened
10. Specify > **Accounting Date**
11. Select > **Reopen Associated Requisitions?** checkbox
12. Click > **Save**
13. Click > **Run**

Buyer's Workbench

Reopen POs

Run Control ID TestReopen Report Manager Process Monitor **Run**

Process Request Parameters

Last Close PO Run

Select POs to be Reopened

Reopen PO Selection Criteria

Reopen Request Specific Document

Business Unit PCCD1

Purchase Order 3000000038

PO Date All

Activity Date All

Supplier ID

Buyer

PO Reference

Accounting Date Option

Open with Specified Accounting Date 05/10/2018

Open with Existing Accounting Date

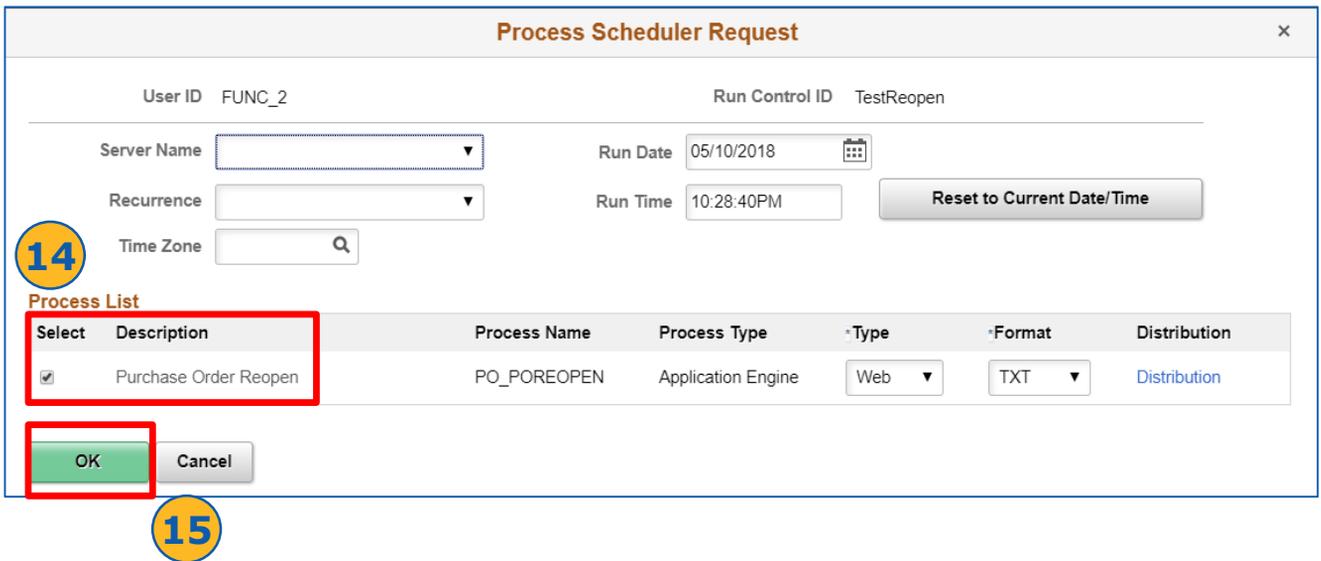
Reopen Associated Requisitions ?

Save Notify Add Update/Display

Close

Re-Open a Purchase Order (cont'd)

14. Select > **Purchase Order Reopen** process checkbox
15. Click > **OK**



Process Scheduler Request

User ID: FUNC_2 Run Control ID: TestReopen

Server Name: Run Date: 05/10/2018

Recurrence: Run Time: 10:28:40PM

Time Zone:

14

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Purchase Order Reopen	PO_POREOPEN	Application Engine	Web	TXT	Distribution

15

Close

Re-Open a Purchase Order (cont'd)

16. Click > **Process Monitor**
17. Click > **Refresh**
18. Verify > **Run Status** reads **Success** for the process PO_POREOPEN
19. Click > **Details** to identify causes of errors, if not successful

Buyer's Workbench

Reopen POs

Run Control ID TestReopen

Report Manager **Process Monitor** Run

Process Request Parameters

Last Close PO Run
 Select POs to be Reopened

Reopen PO Selection Criteria

Reopen Request Specific Document ▼

Business Unit PCCD1 🔍

Reopen POs **Process Monitor**

Process List Server List

View Process Request For

User ID FUNC_2 🔍 Type [▼] Last [▼] 25 Days [▼] **Refresh**

Server [▼] Name [▼] 🔍 Instance From [▼] Instance To [▼]

Run Status [▼] Distribution Status [▼] Save On Refresh

Process List

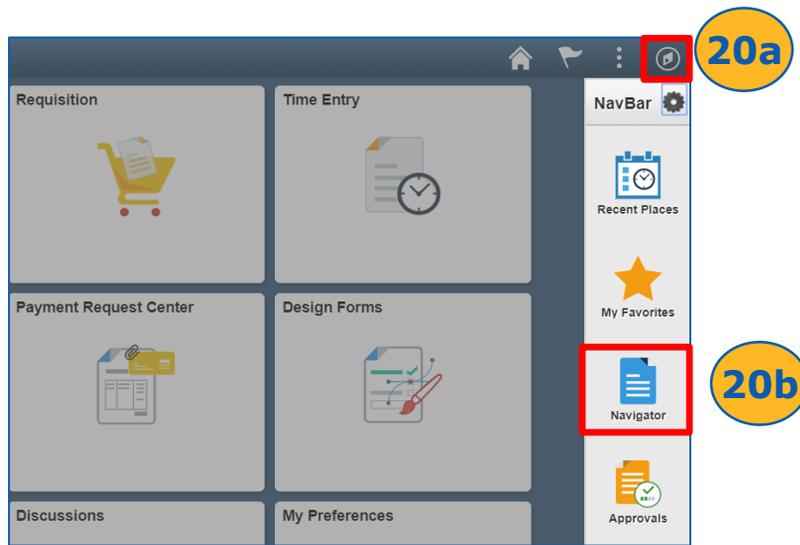
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1590567		Application Engine	PO_POREOPEN	FUNC_2	05/10/2018 10:28:40PM PDT	Success	Posted	Details
<input type="checkbox"/>	1590561		Application Engine	PO_AUTO_SRC	FUNC_2	05/10/2018 8:25:16PM PDT	Success	Posted	Details

1-17 of 17 | View All

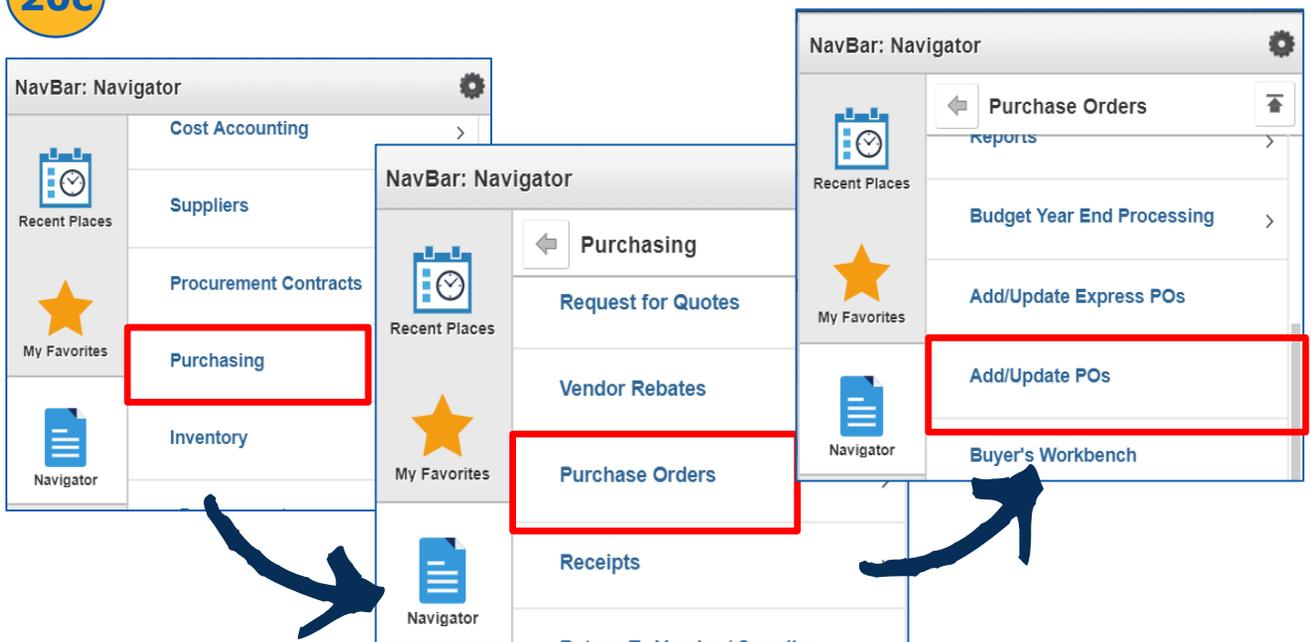
Close

Re-Open a Purchase Order (cont'd)

20. Update the purchase order in the **Find an Existing Value** tab in the usual **Add/Update POs** menu
 - a. Click > **NavBar**
 - b. Click > **Navigator**
 - c. Click > **Purchasing > Purchase Orders > Add/Update POs**



20c



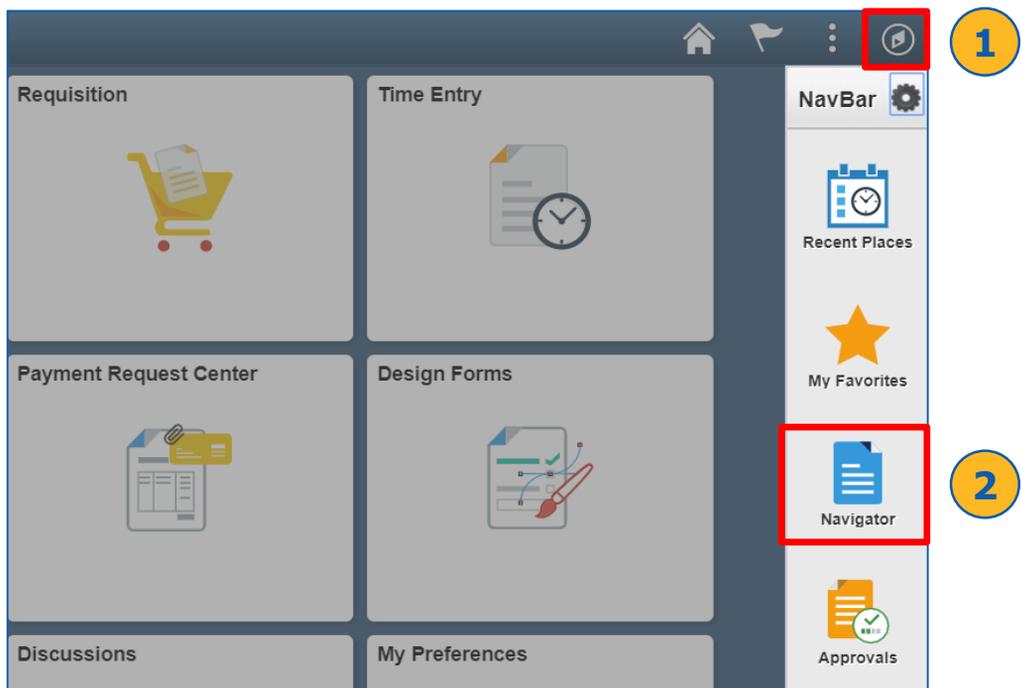
Review Information

Purchase Order Inquiry

You are able to review the purchase order information at any time using the Purchase Order Inquiry page. Information includes the purchase order status, receipt status, and encumbrance.

All Purchasing Staff

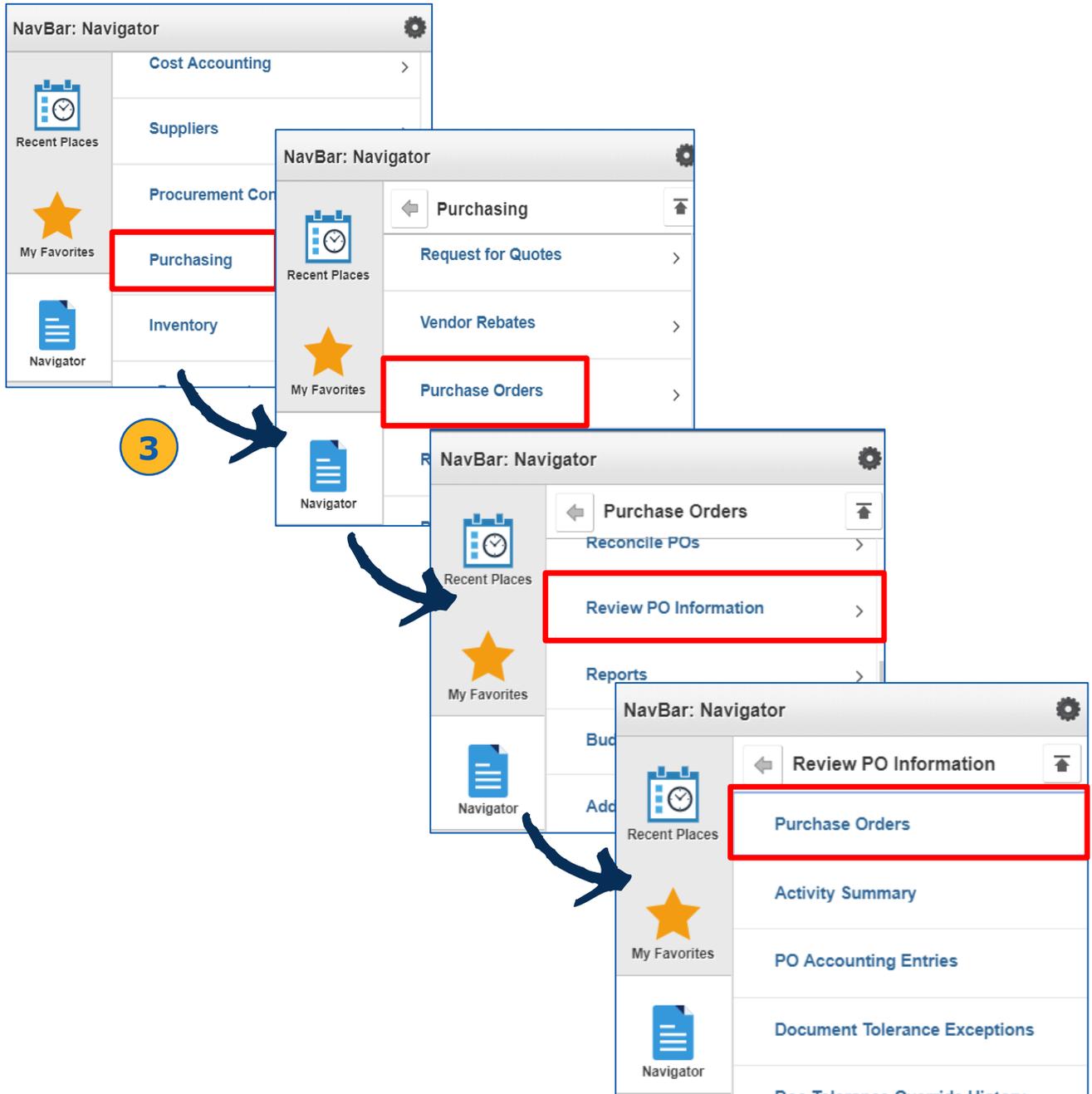
1. Click > **NavBar** icon
2. Click > **Navigator**



Review Information

Purchase Order Inquiry (cont'd)

3. Click > **Purchasing** > **Purchase Orders** > **Review PO Information** > **Purchase Orders**



Review Information

Purchase Order Inquiry (cont'd)

4. Enter > **Search Criteria**
5. Click > **Search**
6. Click > **PO ID** for inquiry

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 =

PO ID begins with

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

[Basic Search](#)

Search Results

Only the first 300 results can be displayed.

[View All](#)

Business Unit	PO ID	Contract SetID	Contract ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name
PCCD1	3000113403	PCCD1	(blank)	05/01/2018	Dispatched	AMERIPRIDE-001	0000603538	AMERIPRIDE UNIFORM SERVICES
PCCD1	3000113402	PCCD1	(blank)	05/01/2018	Dispatched	EVAN-002	0000729699	EVAN SCHLOSS
PCCD1	3000113401	PCCD1	(blank)	04/30/2018	Dispatched	CALTRONICS-003	0000731971	CALTRONICS CASH LEASING

Review Information

Purchase Order Inquiry (cont'd)

- Review the purchase order information, including status, amounts, and line information
- Click > **Grid Action Menu** icon to personalize the table (hide columns, zoom), or to download to an Excel file for printing

Purchase Order Inquiry

Purchase Order Inquiry

Purchase Order

Business Unit PCCD1	PO Status Dispatched
PO ID 3000113391	Budget Status Valid

▼ **Header**

PO Date 04/27/2018	Backorder Status Not Backordered
Supplier Name PACIFIC GA-001	Receipt Status Received
Supplier ID 0000501672 Supplier Details	<input type="checkbox"/> Hold From Further Processing
Buyer Nzomo, Seraphine	

Amount Summary

Merchandise	1,237.98
Freight/Tax/Misc.	0.00
Total	1,237.98 USD
Encumbrance Balance	0.00 USD

PO Reference

[Header Details](#)
All RTV
Matching

[Activity Summary](#)
[Header Comments](#)
[Document Status](#)
▼ [Actions](#)

8

Lines

Q

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

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		Laney CC PGE Electric Charges	5503	1.0000	EA	1,237.98 USD	Approved

[Return to Search](#)
[Previous in List](#)
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