

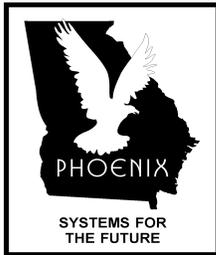
State of Georgia  
Phoenix Program

Implementing Georgia's New Millennium Human Resource  
and Financial Solutions

**Purchasing**

repr 06/03





# Phoenix End-User Training

## INTRODUCTION TO PURCHASING

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7  
PEOPLESOFT PURCHASING  
APRIL 2003



## **Financials - Purchasing**

Copyright © 1998 by PeopleSoft, Inc.  
All rights reserved. Published 1998.  
Printed on Recycled Paper.

### **Restricted Rights**

Printed in the United States of America.

The information contained in this document is proprietary and confidential to PeopleSoft, Inc.

No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, for any purpose without the express written permission of PeopleSoft, Inc.

This document is subject to change without notice, and PeopleSoft does not warrant that the material contained in this document is error-free.

PeopleSoft, the PeopleSoft logo, PeopleTools, PS/nVision, PeopleCode, and PeopleBooks are registered trademarks, and Red Pepper, PeopleTalk, and “We work in your world.” are trademarks of PeopleSoft, Inc. All other company and product names may be trademarks of their respective owners. Copyright © 1998 PeopleSoft, Inc. All rights reserved.

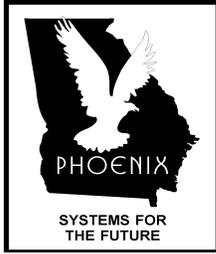
Portions of this document are or use the copyrighted and confidential materials of PeopleSoft, Inc. or PeopleSoft USA, Inc. and are used with permission. This document is not to be distributed outside State of Georgia government entities and institutions of higher education which are PeopleSoft licensees.



## **Module Contents**

<b>Section 1</b>	.....	<b>Maintaining Vendors</b>
<b>Section 2</b>	.....	<b>Entering Purchase Orders</b>
<b>Section 3</b>	.....	<b>Processing Purchase Orders</b>
<b>Section 4</b>	.....	<b>Receiving Purchase Orders and Closing Receipts</b>
<b>Section 5</b>	.....	<b>Purchasing Queries</b>





# **Phoenix End-User Training**

## **SECTION 1:**

## **MAINTAINING VENDORS**

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7  
PEOPLESOFT PURCHASING  
APRIL 2003



## SECTION CONTENTS



<b>A. INTRODUCTION .....</b>	<b>1</b>
<b>B. BUSINESS PROCESSES.....</b>	<b>2</b>
<b>C. EXERCISES.....</b>	<b>3</b>
Exercise 1 - Search for a Vendor using the TIN.....	3
Exercise 2 - Search for a Vendor using the Vendor Short Name .....	6
Exercise 3 - Vendor Procedures & Determine a Vendor's Short Name .....	9
Exercise 4 - Add a non-1099 Vendor with multiple locations .....	13
Exercise 5 - Add a 1099 vendor .....	22
Exercise 6 - Check the approval status of a Vendor.....	28
Exercise 7 - Change a Vendor's information.....	30
<b>D. SUMMARY AND REVIEW.....</b>	<b>32</b>



## A. Introduction

# Maintaining Vendors



Welcome to the Maintaining Vendors section! This section contains the tools needed to learn all the concepts and procedures involved in Maintaining Vendors.

**Goal**

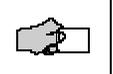
To acquire the skills and knowledge necessary to perform all procedures identified in the Phoenix Program Purchasing Processes section of the online Library for Maintaining Vendors.

**Participant Objectives**

At the end of this module you will be able to

1. Search for a vendor
2. Set up a new vendor
3. Set up a new vendor with multiple locations
4. Change an existing vendor
5. Check the approval status of a vendor

## B. Business Processes

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

Relevant Business Processes:

- AP001 – Add a New Vendor
- AP002 – Update an Existing Vendor
- AP003 – Approve a Vendor
- AP005 – Enter 1099 Vendor Information

## C. Exercises

### Exercise 1 - Search for a Vendor using the TIN

**Scenario:** You have received a request to purchase a tractor from *John Deere* in Dublin, Georgia. On the request you have John Deere's TIN number, which is 584787899. Verify that this vendor exists in the statewide vendor file.

<b>Step 1</b>	Select: <b>Go</b> → Administer Procurement → <b>Maintain Vendors</b>
<b>Expected Results:</b>	The Maintain Vendors window displays.

<b>Step 2</b>	Select: <b>Inquire</b> → Vendor Information → <b>Identifying Information</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	Enter or select the following:  SetID: <b>STATE</b> TIN: <b>584787899</b>  Click: <b>OK</b>
<b>Expected Results:</b>	A list of matching vendors is displayed.

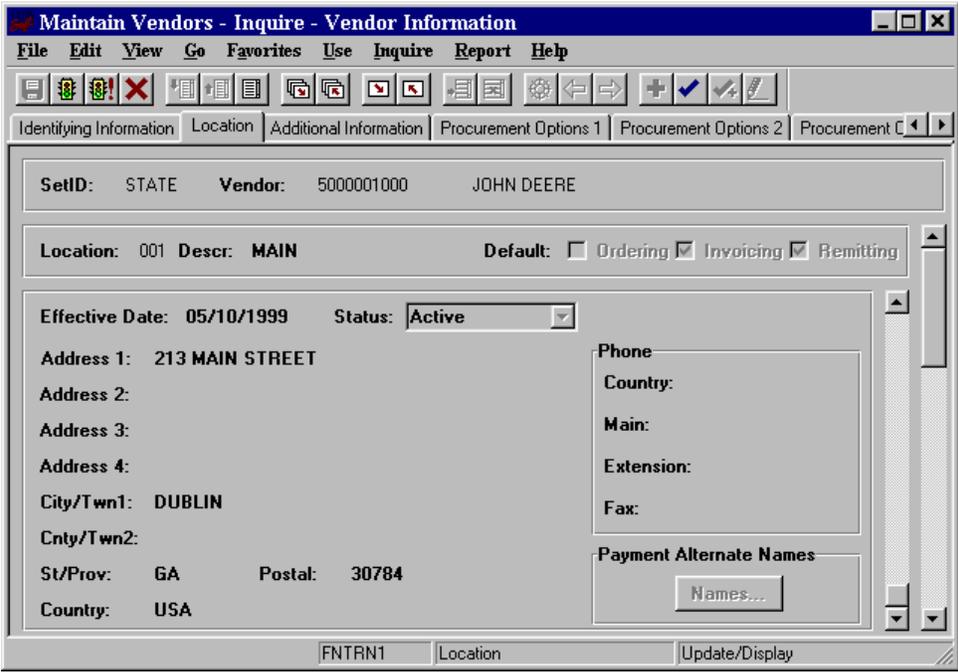
<b>Step 4</b>	Select: <b>JOHNDEERE – 001</b>  Click: <b>SELECT</b>
<b>Expected Results:</b>	The Identifying Information panel displays.

### Exercise 1 (continued)

<b>Check Results</b>	
----------------------	--

<b>Step 5</b>	<p>Compare <b>Identifying Information</b> panel to the panel shown below:</p>
<b>Expected Results:</b>	<p>The panel matches. Congratulations!                  If these elements do not match, review the steps and consult the Instructor.</p>

### Exercise 1 (continued)

<p><b>Step 6</b></p>	<p>Click:  to proceed to the Location panel</p> <p>Compare <b>Location panel</b> to the panel shown below:</p> 
<p><b>Expected Results:</b></p>	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult the Instructor.</p>

<p><b>Step 7</b></p>	<p>Click:  to close the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise completed.

## Exercise 2 - Search for a Vendor using the Vendor Short Name

**Scenario:** You have received a request to purchase some equipment from *Ziegler Tools Inc* located on Marietta Street in Atlanta, Georgia. Verify that this vendor exists in the statewide vendor file.

<b>Step 1</b>	Select: <b>Go</b> → Administer Procurement → <b>Maintain Vendors</b>
<b>Expected Results:</b>	The Maintain Vendors window displays.

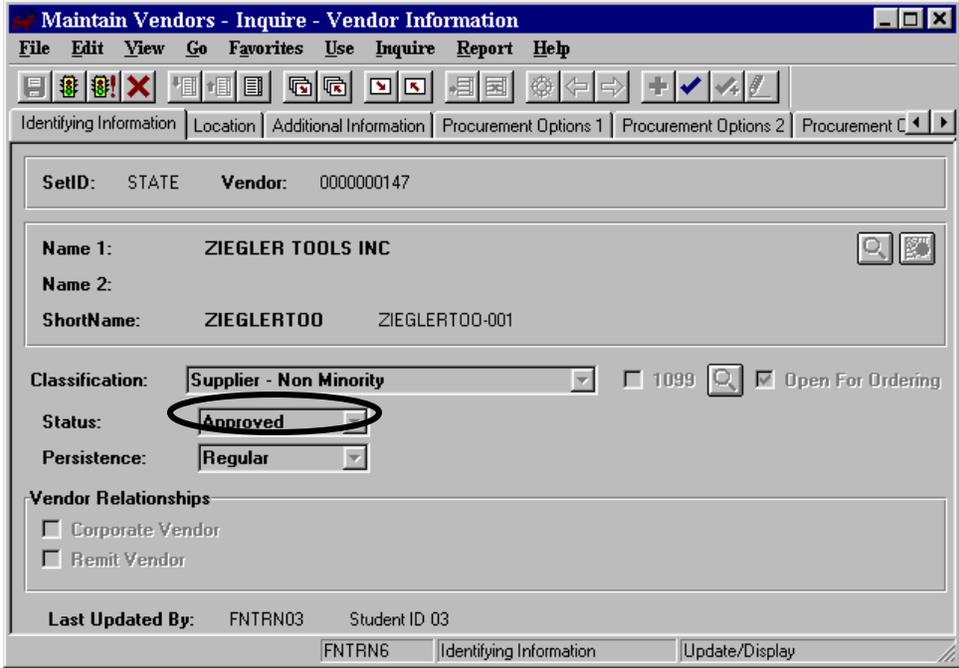
<b>Step 2</b>	Select: <b>Inquire</b> → Vendor Information → <b>Identifying Information</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	Enter or select the following:  SetID: <b>STATE</b> Short Vendor Name: <b>ZIEGLERTO0</b>  Click: <b>OK</b>
<b>Expected Results:</b>	A list of matching vendors is displayed.

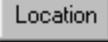
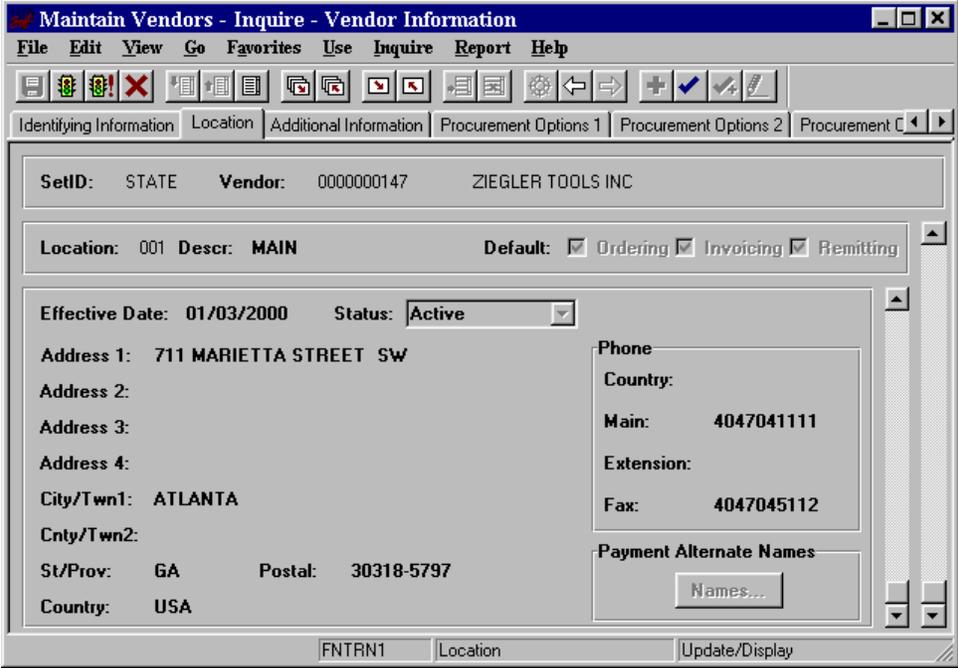
<b>Step 4</b>	Select: <b>ZIEGLERTO0-001</b>  Click: <b>SELECT</b>
<b>Expected Results:</b>	The Identifying Information panel displays.

## Exercise 2 (continued)

<b>Check Results</b>	
----------------------	--

<b>Step 5</b>	<p>Compare <b>Identifying Information panel</b> to the panel shown below:</p>  <p>The screenshot shows a software window titled "Maintain Vendors - Inquire - Vendor Information". It has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Inquire", "Report", and "Help". Below the menu is a toolbar with various icons. The main area has several tabs: "Identifying Information", "Location", "Additional Information", "Procurement Options 1", "Procurement Options 2", and "Procurement". The "Identifying Information" tab is selected. The data displayed includes: "SetID: STATE Vendor: 0000000147", "Name 1: ZIEGLER TOOLS INC", "Name 2:", "ShortName: ZIEGLERTO ZIEGLERTO0-001", "Classification: Supplier - Non Minority", "Status: Approved", "Persistence: Regular", and "Vendor Relationships" with checkboxes for "Corporate Vendor" and "Remit Vendor". At the bottom, it says "Last Updated By: FNTRN03 Student ID 03" and "FNTRN6 Identifying Information Update/Display".</p>
<b>Expected Results:</b>	<p>The panel matches. Congratulations!                  If these elements do not match, review the steps and consult the Instructor.</p>

## Exercise 2 (continued)

<p><b>Step 6</b></p>	<p>Click:  to proceed to the Location panel</p> <p>Compare <b>Location panel</b> to the panel shown below:</p> 
<p><b>Expected Results:</b></p>	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult the Instructor.</p>

<p><b>Step 7</b></p>	<p>Click:  to close the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise completed.

## Exercise 3 – Vendor Procedures & Determine a Vendor's Short Name

### Vendor Shortname Standards/Procedures & Instructions

- Vendor short name must be 10 characters if available.
- Proper names should be entered using the first 5 characters of last name followed by first 5 characters of the first name (Example: HENDERSON, JIMMY Short name: HENDEJIMMY).
- System will display an alphabetic listing of vendors by short name.
- Vendors should be entered in all CAPS.
- No punctuation in short name.

### Exempt Words/Symbols

Associates

Company

Limited

Partnership

Incorporated

Enterprise

the, of

Dr., Mr., Mrs., Ms.

Symbols (all exempt with the exception of & +)

### Words that should be abbreviated

Department – DEPT

International – INTL

Southwestern – SW

Southeastern – SE

Northwestern – NW

Northeastern – NE

Regional – REG

Administration/Administrative – ADMIN

and - &

Laboratory – LAB

Government – GOVT

Manufacturing – MFG

Service(s) – SVC

Use 2 characters for each State – GA, SC, NC, FL

Junior – JR

Senior – SR

- If a duplicate vendor is entered and found by the Security group, the previously entered correct vendor number will be placed in the long name 2 field.

- When vendors are entered to EFT (Electronic Fund Transfer), users should enter a Confirmation on the Pre-note upon data entry.

**Exercise 3 (continued)****Vendor Shortname Standards**

NAME	SHORT NAME	CHARACTERS
A + COMPUTER	A+COMPUTER	10
A + IMAGING SYSTEMS, INC.	A+IMAGINGS	10
A & A BUSINESS MACHINES, INC.	A&ABUSINES	10
A & G'S CLEANING SERVICE	A&GSCLEANI	10
A -1 CARPET	A-1CARPET	9
A -1 SAFE & LOCK COMPANY, INC.	A-1SAFE&LO	10
AAA BROKERS & ASSOCIATION OF SOUTH CAROLINA	AAABROKERS	10
AAACE	AAACE	5
AAA BUILDERS & REMOLDERS	AAABUILDER	10
AACC	AACC	4
A ACME COMPANY INC.	AACME	5
AA CLASSIC FENCING	AACLASSICF	10
ABBOTT LABORATORIES, HOSPITAL	ABBOTTLABH	10
ABBOTT LABORATORIES, PHARMACEUTICAL	ABBOTTLABP	10
ABC ADVISORS, INC.	ABCADVISOR	10
ABCA FUNDING	ABCAFUNDIN	10
ACADEMIC LC	ACADEMICLC	10
ACE HOME & GARDEN	ACEHOME&GA	10
AC ELECTRIC	ACELECTRIC	10
ACME LOCK & KEY, INC.	ACMELOCK&K	10
ACTION PRODUCTS	ACTIONPROD	10
ADAMS, J.L.	ADAMSJL	7
THE ADAMS COMPANY	ADAMS	5
ADDCO, INC	ADDCO	5
ADMINISTRATIVE SERVICE OF GEORGIA	ADMINSVCGA	10
ADMORE ATLANTA	ADMOREATLA	10
INTERNATIONAL SALES & MARKETING	INTLSALES&	10
SOUTHEASTERN REGIONAL VISION FOR EDUCATION, IN	SEREGIONAL	10
3M HEALTH INFORMATION SYSTEMS	3MHEALTHIN	10
3M MAGNETIC AUDIO/VIDEO PRODUCTIONS	3MMAGNETIC	10
3 <sup>RD</sup> WAVE TECHNOLOGIES	3RDWAVETEC	10
3 T GLASS COMPANY	3TGLASS	7
3M	3M	2
3M COMPANY	3M	2
21 <sup>ST</sup> CENTURY CONSULTING	21STCENTUR	10
24 CARROT PRESS	24CARROTPR	10
2500 AD SOFTWARE, INC.	2500ADSOFT	10
3COM CORPORATION	3COM	4
20 20 COMPUTERIZED DESIGN	2020COMPUT	10
20 <sup>TH</sup> CENTURY PLASTICS, INC.	20THCENTUR	10
THE ADVANCE PROGRESS	ADVANCEPRO	10
JIMMY HENDERSON	HENDEJIMMY	10

### Exercise 3 (continued)

**Scenario:** You have been given a list of vendors that need to be added to the statewide vendor file. You need to determine these vendors' shortname.

**VENDOR SHORTNAME EXERCISE**

<b><u>VENDOR NAME</u></b>	<b><u>VENDOR SHORTNAME</u></b>
IMAGE STAFFING SERVICES	_____
MIDSOUTH ELECTRIC CORPORATION	_____
FINAL TOUCH PROFESSIONAL CLEANING SERVICE	_____
MAID TO REMEMBER	_____
BROWN AND ASSOCIATES	_____
AZTEC RENTAL CENTER	_____
SEARS PAINTING CENTER	_____
SERVICE MERCHANDISE	_____
MABLETON CAR CARE CENTER	_____
GENERAL ELECTRIC	_____
LEE MOTOR COMPANY	_____
REGIONS BANK	_____
WACHOVIA	_____
BLANCHARD'S BAKERY	_____
AFFORDABLE COMPUTERS	_____
JIMMY HENDERSON	_____
DR. J.R. CARR	_____
ABRAHAM COX	_____

## Exercise 4 - Add a Non-1099 Vendor with Multiple Locations

**Scenario:** *General Electrical Supply Co.* is a new vendor and is not present in the statewide vendor file. Your goal is to accurately enter General Electrical Supply Co. into the statewide vendor file.

<b>Step 1</b>	Select: <b>Go</b> → Administer Procurement → <b>Maintain Vendors</b>
<b>Expected Results:</b>	The Maintain Vendors window displays.
<b>Step 2</b>	Select: <b>Use</b> → Vendor Information → <b>Identifying Information</b>
<b>Expected Results:</b>	A dialog box displays.
<b>Step 3</b>	Enter or select the following:  SetID: <b>STATE</b> Vendor ID: <b>NEXT (Default Value - <u>Do not type in this field</u>)</b>  Click: <b>OK</b>
<b>Expected Results:</b>	The Identifying Information panel displays.
<b>Step 4</b>	Enter or select the following:  Name 1: <b>GENERAL ELECTRICAL SUPPLY CO – X</b> <b>Replace XX with the number assigned to you by your instructor.</b>  ShortName: <b>GENERALELE</b> Classification: <b>Supplier - Minority</b> Status: <b>Approved</b> Persistence: <b>Regular (Default value)</b>  1099: <b>ON</b>
<b>Expected Results:</b>	Correct data entry Note: Status will be Unapproved in Production until approved by Security.

**Exercise 4 (continued)**

<p><b>Step 5</b></p>	<p><b>Click:</b>  (1099 Information button) to proceed to the 1099 Vendor Information panel.</p> <p>Enter or select the following:</p> <p>Effective Date: <b>Current system date (Default value)</b>                  Status: <b>Active (Default value)</b></p> <p>ID: <b>582894321</b>                  Type: <b>Fed ID</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

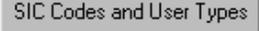
<p><b>Step 6</b></p>	<p><b>Click:</b>  (Return to Previous Panel button) to return to the Identifying Information panel.</p> <p><b>Click:</b> 1099 checkbox <i>OFF</i>.</p>
<p><b>Expected Results:</b></p>	<p>The Identifying Information panel displays.</p>

<p><b>Step 7</b></p>	<p><b>Click:</b>  to proceed to the Location panel.</p> <p>Enter or select the following:</p> <p>Descr: <b>LOCAL</b></p> <p>Effective Date: <b>Current system date (Default value)</b>                  Status: <b>Active (Default value)</b></p> <p>Address 1: <b>100 LIND CT</b>                  City/Twn1: <b>ATLANTA</b>                  St/Prov: <b>GA</b>                  Postal: <b>30030</b>                  Country: <b>USA (Default value)</b>                  Phone Main: <b>404-555-1212</b></p>
----------------------	--

<b>Step 7</b>	<p><b>Click:</b> <span style="border: 1px solid black; padding: 2px;">Location</span> <b>to proceed to the Location panel.</b></p> <p>Enter or select the following:</p> <p>Descr:               <b>LOCAL</b></p> <p>Effective Date: <b>Current system date (Default value)</b></p> <p>Status:               <b>Active (Default value)</b></p> <p>Address 1:           <b>100 LIND CT</b></p> <p>City/Twn1:          <b>ATLANTA</b></p> <p>St/Prov:             <b>GA</b></p> <p>Postal:               <b>30030</b></p> <p>Country:             <b>USA (Default value)</b></p> <p>Phone Main:         <b>404-555-1212</b></p>
<b>Expected Results:</b>	Correct data entry

### Exercise 4 (continued)

<p><b>Step 8</b></p>	<p>Place the cursor in the <b>Descr</b> field.</p> <p><b>Click:</b>  <b>to insert another location.</b></p> <p>Enter or select the following:</p> <p>Descr: <b>CORPORATE</b>                  Default: <b>Click the <u>Remitting</u> checkbox <i>ON</i></b></p> <p>Effective Date: <b>Current system date (Default value)</b>                  Status: <b>Active (Default value)</b></p> <p>Address1: <b>555 GLENWOOD AVE</b>                  City/Twn1: <b>DECATUR</b>                  St/Prov: <b>GA</b>                  Postal: <b>30033</b>                  Country: <b>USA (Default value)</b>                  Phone Main: <b>404-867-5555</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 9</b></p>	<p><b>Click:</b>  <b>to proceed to the SIC Codes and User Types panel.</b></p> <p>In the User Classification section of the panel:                  Select <b>Minority – Asian American</b></p> <p><b>Click:</b>  <b>to insert another User Classification.</b></p> <p>Select: <b>Corporation</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

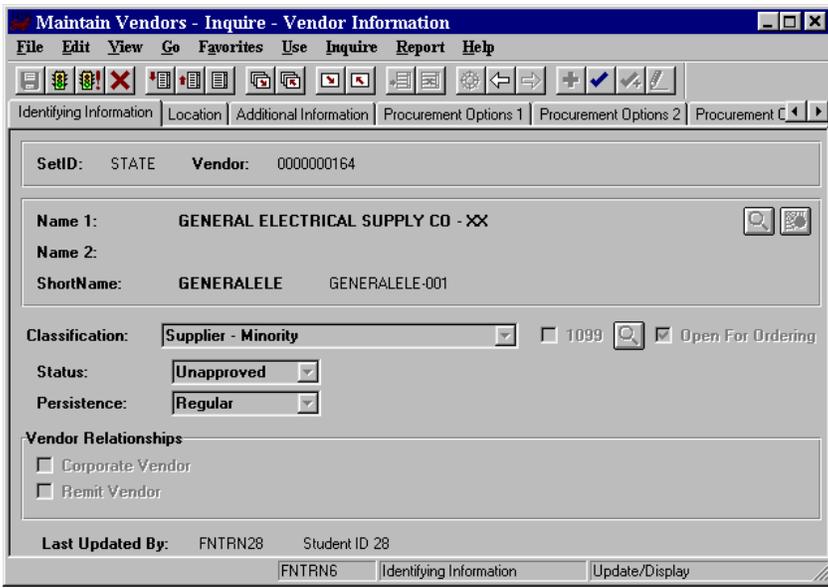
<p><b>Step 10</b></p>	<p><b>Click:</b> </p> <p><b>Click:</b>  <b>to save.</b></p>
<p><b>Expected</b></p>	<p>The new information is saved.</p>

<b>Step 10</b>	<p><b>Click:</b> </p> <p><b>Click:</b>  to save.</p>
<b>Results:</b>	

### Exercise 4 (continued)

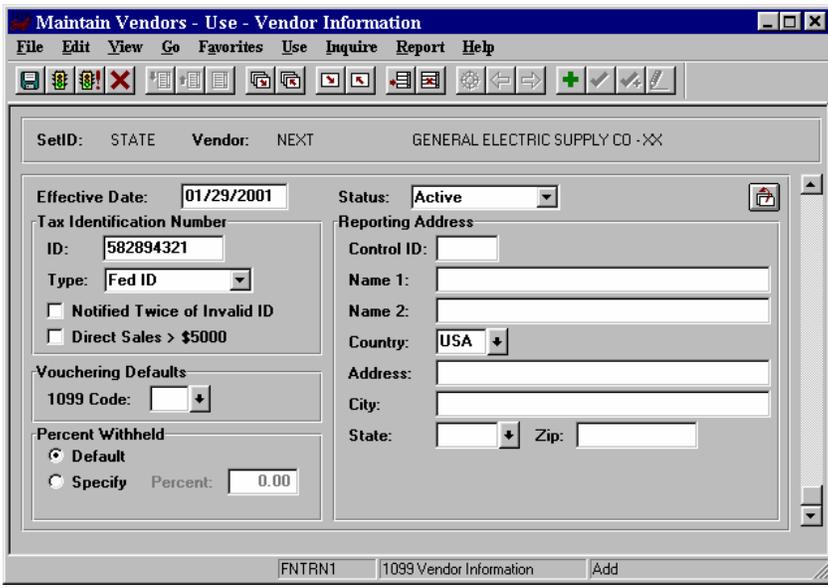
<b>Check Results</b>	
----------------------	--

<b>Step 11</b>	Click:  to return to the Identifying Information panel.
<b>Expected Results:</b>	The Identifying Information panel displays.

<b>Step 12</b>	<p>Compare <b>Identifying Information panel</b> to the panel shown below:</p> <p><b>Note: The Vendor number may vary from the number shown here.</b></p> 
<b>Expected Results:</b>	The Vendor status will display “Approved” during training. In production users will see the Unapproved status shown above.

## Exercise 4 (continued)

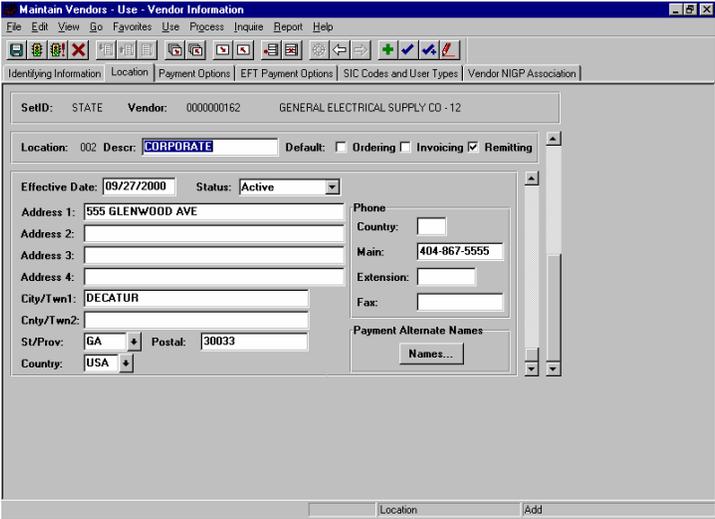
<b>Step 13</b>	<p>Click: <b>1099</b> checkbox <i>ON</i></p> <p>Click:  (1099 Information button) to proceed to the <b>1099 Vendor Information panel</b>.</p>
<b>Expected Results:</b>	The 1099 Information panel displays.

<b>Step 14</b>	<p>Compare <b>1099 Information panel</b> to the panel shown below:</p> 
<b>Expected Results:</b>	<p>If these elements do not match, review the steps and consult the Instructor.</p> <p><b>Note: The Vendor number may vary from the number shown here.</b></p> <p>If the panel matches:</p> <ol style="list-style-type: none"> <li>Click:  (<b>Return to Previous Panel button</b>) to return to the <b>Identifying Information panel</b>.</li> <li>Click: <b>1099</b> checkbox <i>OFF</i>.</li> <li>Click:  to proceed to the <b>Location panel</b>.</li> </ol>

### Exercise 4 (continued)

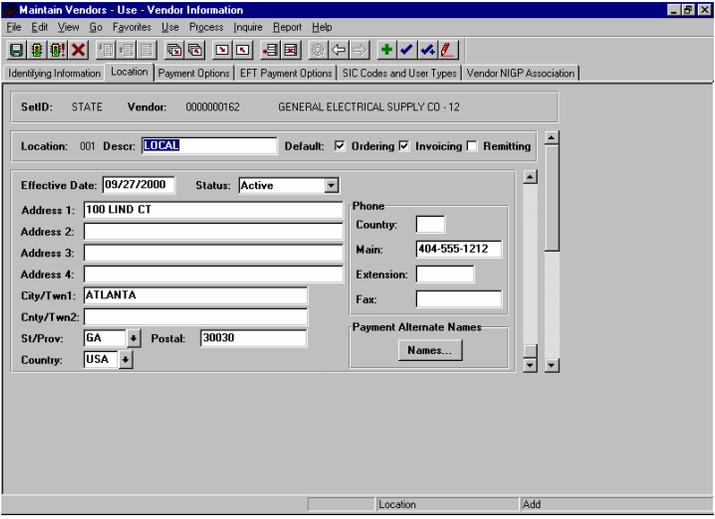
**Step 15** Compare **Location 002** panel to the panel shown below:

**Note: The Vendor number may vary from the number shown here.**



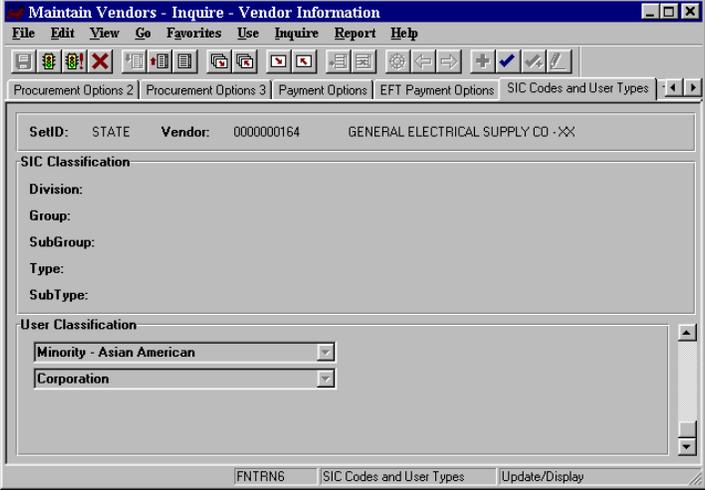
**Expected Results:** If these elements do not match, review the steps and consult the Instructor. If the panel matches, click the elevator bar associated with location to display the Location 001 panel.

**Step 16** Compare **Location 001** panel to the panel shown below:



**Expected Results:** Note: The Vendor number may vary from the number shown here. If the panel matches: Click: **SIC Codes and User Types** to proceed to the SIC Codes and User Types panel.

## Exercise 4 (continued)

<p><b>Step 17</b></p>	<p>Compare <b>SIC Codes and User Types</b> panel to the panel shown below:</p> 
<p><b>Expected Results:</b></p>	<p>The panel matches. Congratulations!</p> <p>If these elements do not match, review the steps and consult the Instructor.</p> <p><b>Note: The Vendor number may vary from the number shown here.</b></p>

<p><b>Step 18</b></p>	<p>Click:  to close the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise complete.

## Exercise 5 - Add a 1099 vendor

**Scenario:** *Accounting and Tax Services* is a new 1099 vendor. Your goal is to accurately enter the company information into the statewide vendor file.

<b>Step 1</b>	Select: <b>Go</b> →Administer Procurement→ <b>Maintain Vendors</b>
<b>Expected Results:</b>	The Maintain Vendors window displays.

<b>Step 2</b>	Select: <b>Use</b> →Vendor Information→ <b>Identifying Information</b>
<b>Expected Results:</b>	A dialog box displays.

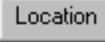
<b>Step 3</b>	Enter or select the following:  SetID: <b>STATE</b> Vendor ID: <b>NEXT (Default Value - <u>Do not type in this field</u>)</b> Click: <b>OK</b>
<b>Expected Results:</b>	The Identifying Information panel displays.

<b>Step 4</b>	Enter or select the following:  Name 1: <b>ACCOUNTING AND TAX SERVICES CO – XX</b> <b>Replace XX with the number assigned to you by your Instructor</b>  ShortName: <b>ACCOUNTING</b> Classification: <b>Supplier – Non Minority</b> Status: <b>Approved</b> Persistence: <b>Regular (Default value)</b> 1099: <b>ON</b>
<b>Expected Results:</b>	Correct data entry  <b>Note: Status will be Unapproved in Production until approved by Security</b>

**Exercise 5 (continued)**

<b>Step 5</b>	<p>Click:  (1099 Information button) to proceed to the 1099 Vendor Information panel.</p> <p>Enter or select the following:</p> <p>Effective Date: <b>Current system date (Default value)</b></p> <p>Status: <b>Active (Default value)</b></p> <p>ID: <b>583221111</b></p> <p>Type: <b>Fed ID</b></p> <p>1099 Code: <b>07</b></p> <p>Control ID: <b>ACCO</b></p> <p>Name 1: <b>ACCOUNTING AND TAX SERVICES</b></p> <p>Address: <b>1011 LYNNE CT</b></p> <p>CITY: <b>LAWRENCEVILLE</b></p> <p>STATE: <b>GA</b></p> <p>ZIP: <b>301475847</b></p>
<b>Expected Results:</b>	Correct data entry

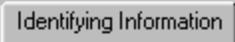
<b>Step 6</b>	<p>Click:  (Return to Previous Panel button)</p>
<b>Expected Results:</b>	The Identifying Information panel displays.

<b>Step 7</b>	<p>Click:  to proceed to the Location panel.</p> <p>Enter or select the following:</p> <p>Descr: <b>LOCAL</b></p> <p>Effective Date: <b>Current system date (Default value)</b></p> <p>Status: <b>Active (Default value)</b></p> <p>Address1: <b>1011 LYNNE CT</b></p> <p>City/Twn1: <b>LAWRENCEVILLE</b></p> <p>St/Prov: <b>GA</b></p> <p>Postal: <b>301475847</b></p> <p>Country: <b>USA (Default value)</b></p> <p>Phone Main: <b>404-362-9999</b></p>
---------------	--

<p><b>Step 7</b></p>	<p>Click: <b>Location</b> to proceed to the Location panel.</p> <p>Enter or select the following:</p> <p>Descr: <b>LOCAL</b></p> <p>Effective Date: <b>Current system date (Default value)</b></p> <p>Status: <b>Active (Default value)</b></p> <p>Address1: <b>1011 LYNNE CT</b></p> <p>City/Twn1: <b>LAWRENCEVILLE</b></p> <p>St/Prov: <b>GA</b></p> <p>Postal: <b>301475847</b></p> <p>Country: <b>USA (Default value)</b></p> <p>Phone Main: <b>404-362-9999</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

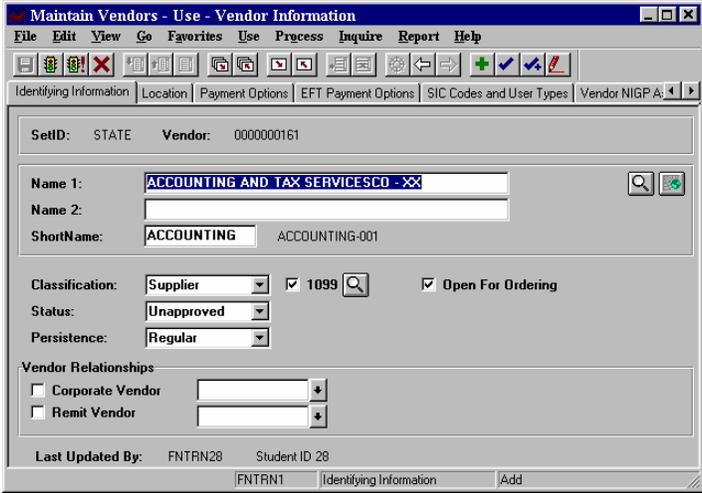
### Exercise 5 (continued)

<b>Step 8</b>	<p>Click:  to proceed to the SIC Codes and User Types panel.</p> <p>In the User Classification section of the panel:</p> <p>Select: <b>Individually Owned Business</b></p>
<b>Expected Results:</b>	Correct data entry

<b>Step 9</b>	<p>Click: </p>
<b>Expected Results:</b>	The new information is saved.

<b>Step 10</b>	<p>Click:  to save.</p>
<b>Expected Results:</b>	The Identifying Information panel displays.

<b>Check Results</b>	
----------------------	--

<b>Step 11</b>	<p>Compare <b>Identifying Information</b> panel to the panel shown below:</p> 
<b>Expected Results:</b>	<p>If the panel matches, click:  (1099 Information button) to proceed to the 1099 Vendor Information panel.</p> <p><b>Note: The Vendor number may vary from the number shown here.</b></p>

### Exercise 5 (continued)

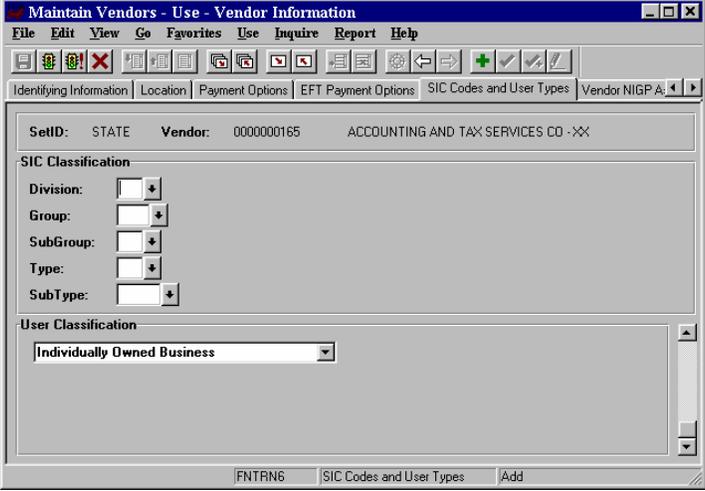
**Step 12** Compare **1099 Vendor Information** panel to the panel shown below:

**Expected Results:** If these elements do not match, review the steps and consult the Instructor.  
**Note: The Vendor number may vary from the number shown here.**  
 If the panel matches, click: to proceed to the Identifying Information panel.  
 Click: to proceed to the Location panel.

**Step 13** Compare **Location** panel to the panel shown below:

**Expected Results:** If these elements do not match, review the steps and consult the Instructor.  
**Note: The Vendor number may vary from the number shown here.**  
 If the panel matches, click: to proceed to the SIC Codes and User Types panel.

## Exercise 5 (continued)

<p><b>Step 14</b></p>	<p>Compare <b>SIC Codes and User Types</b> panel to the panel shown below:</p> 
<p><b>Expected Results:</b></p>	<p>If these elements do not match, review the steps and consult the Instructor.</p> <p><b>Note: The Vendor number may vary from the number shown here.</b></p> <p>The panel matches. Congratulations!</p>

<p><b>Step 15</b></p>	<p>Click:  to close the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise completed.

## Exercise 6 - Check the Approval Status of a Vendor

**Scenario:** You have a purchase order that needs to be issued to *Boyd Concrete Cutting*. You first have to determine if the vendor has been approved before a purchase order can be issued.

<b>Step 1</b>	Select: <b>Go</b> → <b>Administer Procurement</b> → <b>Maintain Vendors</b>
<b>Expected Results:</b>	The Maintain Vendors window displays.

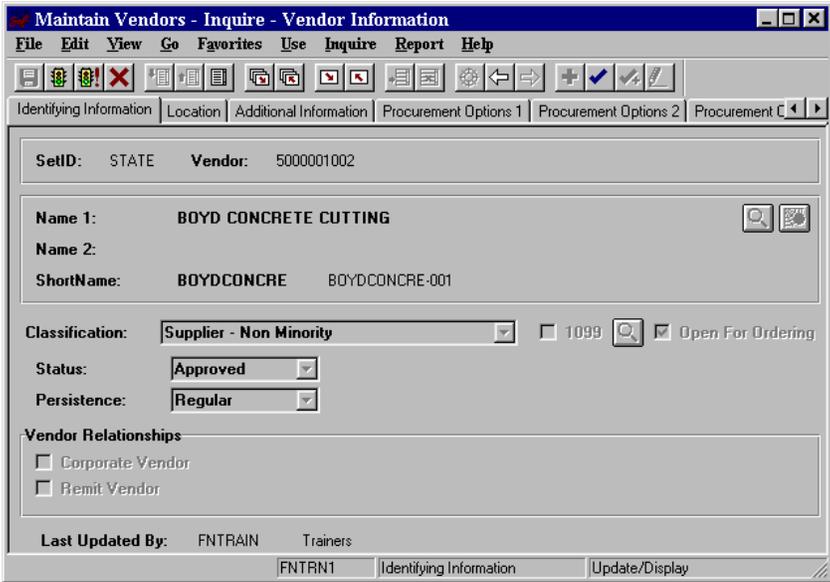
<b>Step 2</b>	Select: <b>Inquire</b> → <b>Vendor Information</b> → <b>Identifying Information</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	Enter or select the following:  SetID: <b>STATE</b> Vendor ID: <b>5000001002</b>  Click: <b>OK</b>
<b>Expected Results:</b>	The Identifying Information panel displays.

<b>Step 4</b>	View the following: Status: <i>Approved</i>
<b>Expected Results:</b>	Viewing of the correct data.

### Exercise 6 (continued)

<b>Check Results</b>	
----------------------	--

<b>Step 5</b>	<p>Compare <b>Identifying Information</b> panel to the panel shown below:</p> 
<b>Expected Results:</b>	The panel matches. Congratulations! The vendor has been approved.

<b>Step 6</b>	<p>Click:  to close the panel.</p>
<b>Expected Results:</b>	The panel is closed. Proceed to the next exercise.

Exercise completed.

## Exercise 7 - Change a Vendor's Information

**Scenario:** You have been mailed a change of address letter from *John Deere*. They are moving to a new, larger facility at 589 Main St.

<b>Step 1</b>	<p>Obtain a blank Vendor Changes Form and complete the required information.</p> <p>The forms are available on the phoenix website: <a href="http://phoenix.gagta.com">http://phoenix.gagta.com</a></p> <p>The completed forms should be emailed to the following: <a href="mailto:psvendor@gtg.ga.gov">psvendor@gtg.ga.gov</a></p> <p>There is a blank Vendor Change Form on the following page.</p>
<b>Expected Results:</b>	Correct form obtained and emailed to the Vendor maintenance group.

Exercise completed.

## VENDOR MAINTENANCE FORM

To have a vendor location added or a vendor address changed, please complete the following information:

Send as an e-mail attachment to [psvendor@gta.ga.gov](mailto:psvendor@gta.ga.gov). In the e-mail subject line, please indicate whether you are requesting a new vendor location or a change of address. If you have questions, please call the Financials Systems Help Desk at (404) 657-3956 or (888) 896-7771.

**New Vendor Location**       **Vendor Change**

FEI/SSN:	Vendor #:	Vendor Location:
*Vendor Name:		
Address:		
City:	State:	Zip Code:
Phone Number:	Ext:	Fax Number:
Alternate Payment Name (use if a different name is to be printed on checks):		
Web Address (optional):		

Comments:

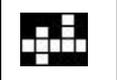
\*Supporting documentation is required before a vendor name will be changed. See Item 5.

Submitted by: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Instructions for Completion:

1. Check the appropriate box to indicate a change of address or the addition of a new location.
2. Include Vendor name **and** FEI/SSN or Vendor number on all requests.
3. Use the Comments section for other changes not identified on this form or for additional information.
4. Include Name and phone number of person submitting request.
5. If the request is to change the vendor name, follow up your e-mail request by faxing **ONLY** the supporting documentation to (404) 463-5089. **Please include a fax cover sheet.** Acceptable documentation would be a letter from the vendor, copies of the legal name change papers from the Secretary of State's office, **or** a new W-9 completed by the vendor.

## D. Summary and Review

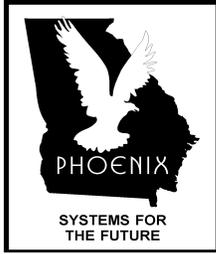
Activity	Materials	
 LECTURE	 GUIDE	 REVIEW

Objectives review:

1. Search for a vendor
2. Set up a new vendor
3. Set up a new vendor with multiple locations
4. Change an existing vendor
5. Check the approval status of a vendor
6. Navigate through the Business Processes to locate all other Maintaining Vendors procedures

Discuss the following questions:

1. What does the *status* of a vendor mean?
2. When is more than one vendor address necessary?
3. Who can inactivate a vendor?
4. How does vendor maintenance impact your agency?
5. How many vendors can have the same vendor shortname?
6. What are the requirements to add a 1099 vendor?
7. What does the word “NEXT” mean and when should you change it?
8. What is a TIN?



# Phoenix End-User Training

## SECTION 2:

## ENTERING PURCHASE ORDERS

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7  
PEOPLESOFT PURCHASING  
APRIL 2003



## Section Contents



<b>A. INTRODUCTION .....</b>	<b>1</b>
<b>B. BUSINESS PROCESS.....</b>	<b>2</b>
<b>C. EXERCISES .....</b>	<b>3</b>
Exercise 1 – Enter a purchase order for Open Market items.....	3
Exercise 2 – Enter a Purchase Order, Release from a Statewide Contract (SWC).....	28
Exercise 3 – Modify and cancel line items on a non-dispatched PO .....	41
Exercise 4 – Reserve a purchase order number and complete the PO.....	47
Exercise 5 – Enter a purchase order with split distributions .....	61
Exercise 6 – Budget Errors on a non-dispatched PO.....	76
<b>D. SUMMARY AND REVIEW .....</b>	<b>80</b>



## A. Introduction

# Entering Purchase Orders



Welcome to the Entering Purchase Orders module! This module contains the tools needed to learn all the concepts and procedures involved in Entering Purchase Orders.

**Goal** To acquire the skills and knowledge necessary to perform all procedures identified in the Phoenix Program Purchasing Processes section of the online Library for Entering Purchase Orders.

**Participant Objectives** At the end of this module you will be able to

1. Enter purchase orders
2. Modify purchase orders
3. Cancel non-dispatched purchase orders
4. Reserve purchase orders

## B. Business Process

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

### Relevant Business Processes:

- PO008 – Field Purchase Orders (Agency)
- PO010 – Purchase Order Amount Approval
- PO011 – Purchase Order Chartfield Approval
- PO012 – Editing / Budget Checking - Requisitions, Purchase Orders
- PO013 – PO Posting – Requisitions and Purchase Orders
- PO031 – Purchase Order Reservation

## C. Exercises

### Exercise 1 - Enter a Purchase Order for Open Market Items

**Scenario:** You need to place an order for a generator, an air compressor, and two circular saws. The bid process has already been completed for these items and they will be purchased from Ace Hardware in Dublin, Georgia. Your goal is to enter the purchase order in Phoenix.

<b>Step 1</b>	Select: Go → <b>Administer Procurement</b> → <b>Manage Purchase Orders</b>
<b>Expected Results:</b>	The Manage Purchase Orders window displays.

<b>Step 2</b>	Select: Use → <b>Purchase Order</b> → <b>Lines</b> → <b>Add</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	Enter or select the following:  Business Unit: 42000 Purchase Order: NEXT (Default value – <b>Do not type in this field</b> )  <b>Click: OK</b>
<b>Expected Results:</b>	The Lines panel displays.

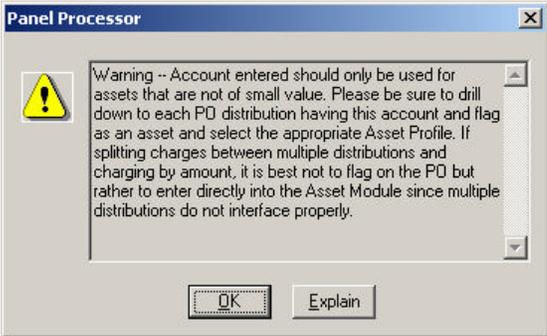
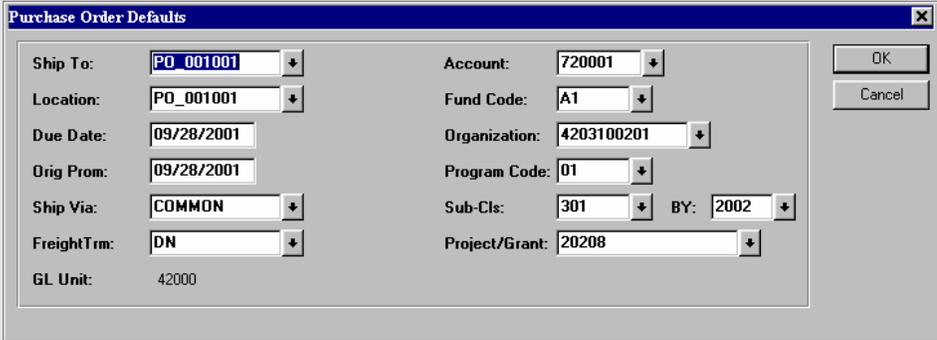
<b>Step 4</b>	Enter or select the following on the Lines Panel:  Vendor: ACEHARDWAR-001 (5000001003) PO Date: Current system date (Default value) Buyer: Donna File
<b>Expected Results:</b>	Correct data entry

### Exercise 1 (continued)

<p><b>Step 5</b></p>	<p><b>Click:</b> <b>Header</b> to proceed to the Header panel.</p> <p>Enter or select the following:</p> <p>PO Type:                   <b>Open Mkt</b>          Origin:                    001 (Default value)          Bill Addr:                 PO_0000001 (Default value)</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 6</b></p>	<p><b>Click:</b> <b>Defaults</b> to open the Purchase Order Defaults dialog box.</p>
<p><b>Expected Results:</b></p>	<p>The Purchase Order Defaults dialog box displays.</p>

### Exercise 1 (continued)

<p><b>Step 7</b></p>	<p>Enter or select the following:</p> <p>Ship To: PO_001001 (Default value)                  Location: PO_001001 (Default value)                  Due Date: <b>Delivery Date (F4)</b>                  Orig Prom: (Leave this field empty)                  Ship Via: COMMON (Default value)                  Freight Trm: DN (Default value)                  Account: <b>720001</b> <i>see note below</i>                  Fund Code: <b>A1</b>                  Organization: <b>4203100201</b>                  Program Code: <b>01</b>                  Sub-Cls: <b>301</b>                  BY: <b>Current Budget Year</b>                  Project/Grant: <b>20208</b></p> <p><b>Note:</b> The following accounts generate the warning seen below, click OK to continue.                  616001 for Small Value Assets                  720000 through 739999 for Other Assets</p> 
<p><b>Expected Results:</b></p>	<p>Correct data entry.                  Before proceeding, make sure your Purchase Order Defaults dialog box matches the one shown below:</p>  <p><b>Note: The Due Date may vary from the date shown here.</b></p>



**Exercise 1 (continued)**

<b>Step 8</b>	<b>Click: OK</b>
<b>Expected Results:</b>	The Purchase Order Defaults dialog box closes.

<b>Step 9</b>	<b>Click:</b>  to open the PO Vendor Information dialog box.
<b>Expected Results:</b>	The PO Vendor Information dialog box displays.

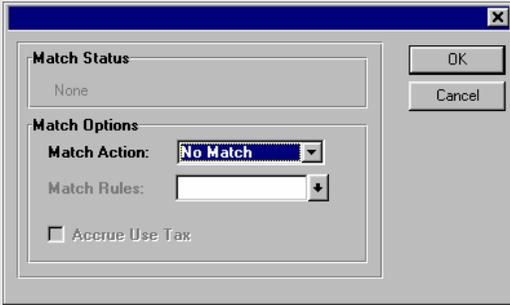
<b>Step 10</b>	<p>Enter or select the following:</p> <p>Location: 2</p> <p><b>Click:</b>  next to the Location field to display the vendor's Location Details.</p>
<b>Expected Results:</b>	<p>Correct data entry</p> <p>Before proceeding, make sure your PO Vendor Information dialog box matches the one shown below:</p> <div data-bbox="521 1255 1398 1612" data-label="Image"> </div>

<b>Step 11</b>	<b>Click: OK</b>
<b>Expected Results:</b>	The PO Vendor Information dialog box closes.



**Exercise 1 (continued)**

<b>Step 12</b>	<b>Click:</b> 
<b>Expected Results:</b>	A dialog box displays.

<b>Step 13</b>	Enter or select the following:  Match Action: <b>No Match</b> Match Rules: <i>Accept the blank default</i>
<b>Expected Results:</b>	Correct data entry  Before proceeding, make sure your dialog box matches the one shown below:  
	<b>Note:</b> Until further notice “No Match” is the recommended selection.

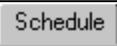
<b>Step 14</b>	<b>Click:</b> <b>OK</b>
<b>Expected Results:</b>	The dialog box closes.

### Exercise 1 (continued)

<p><b>Step 15</b></p>	<p><b>Click:</b>  to return to the Lines panel.</p> <p>Enter or select the following:</p> <p>Item Description:           <b>Circular Saw, 1/3 hp</b>          UOM:                         <b>EA</b>          Order Qty:                 <b>2</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 16</b></p>	<p><b>Click:</b>  next to Line 1 to display the Line Details dialog box for Line Item 1.</p>
<p><b>Expected Results:</b></p>	<p>The Line Details dialog box for Line Item 1 displays.</p>

<p><b>Step 17</b></p>	<p>Enter or select the following:</p> <p>Category:                    <b>44559</b></p> <p><b>Click:</b>                     <b>OK</b></p> <p><b>Note: Category and NIGP are the same information.</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 18</b></p>	<p><b>Click:</b>  to display the Schedule panel for Line 1.</p>
<p><b>Expected Results:</b></p>	<p>The Schedule panel for Line 1 displays.</p>

**Exercise 1 (continued)**

<b>Step 19</b>	<p>Enter or select the following:</p> <p>Price:           <b>400.00</b></p> <p><b>Note: Purchase Order may be saved at this point.</b></p>
<b>Expected Results:</b>	Correct data entry

<b>Step 20</b>	<p>To complete the description on line item 1 it is necessary to insert a comment.</p> <p><b>Click:</b>  to proceed to the Comments panel.</p> <p>Enter or select the following:</p> <p>Send to Vendor:       <i>ON</i> (Default value)</p> <p>Type:                   <b>Line</b></p> <p>Unlabeled field:      <b>1</b> (This field appears when you select a Type of “Line”)</p> <p>Comments area:       <b>Porter Cable, Model #749CH63</b></p>
<b>Expected Results:</b>	Correct data entry

### Exercise 1 (continued)

<p><b>Step 21</b></p>	<p><b>Click:</b>  to return to the Lines panel.</p> <p>Place the cursor in the item description field on line 1.</p> <p><b>Click:</b>  (Insert Row button) to insert a line.</p> <p>Enter or select the following for Line 2:</p> <p>Item Description:           <b>Air Compressor, 240 V</b>          UOM:                         <b>EA</b>          Order Qty:                   <b>1</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 22</b></p>	<p><b>Click:</b>  next to Line 2 to display the Line Details dialog box for Line Item 2.</p>
<p><b>Expected Results:</b></p>	<p>The Line Details dialog box for Line Item 2 displays.</p>

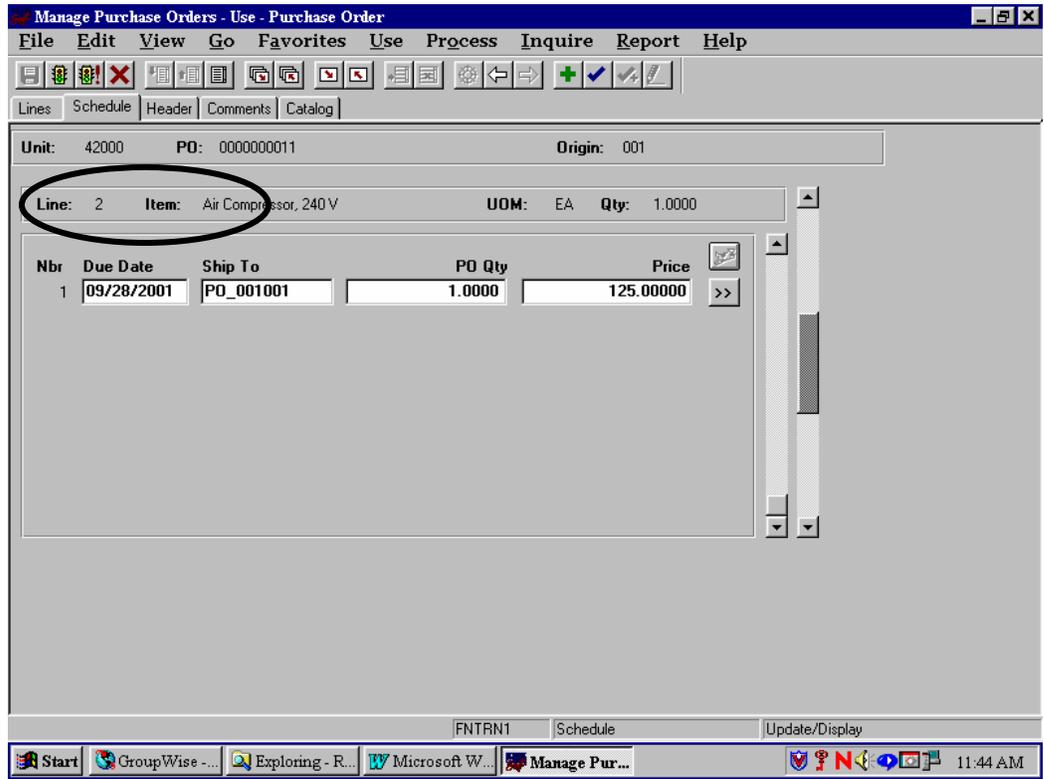
<p><b>Step 23</b></p>	<p>Enter or select the following:</p> <p>Category:                   <b>02550</b></p> <p><b>Click:</b>                     <b>OK</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

### Exercise 1 (continued)

**Step 24**

**Click:**  to display the Schedule panel.

Use the elevator bar to display the schedule for line 2.



**Expected Results:**

The Schedule panel for Line 2 displays.

**Step 25**

Enter or select the following:

Price: **125.00**

**Expected Results:**

The information displayed is for line 2.

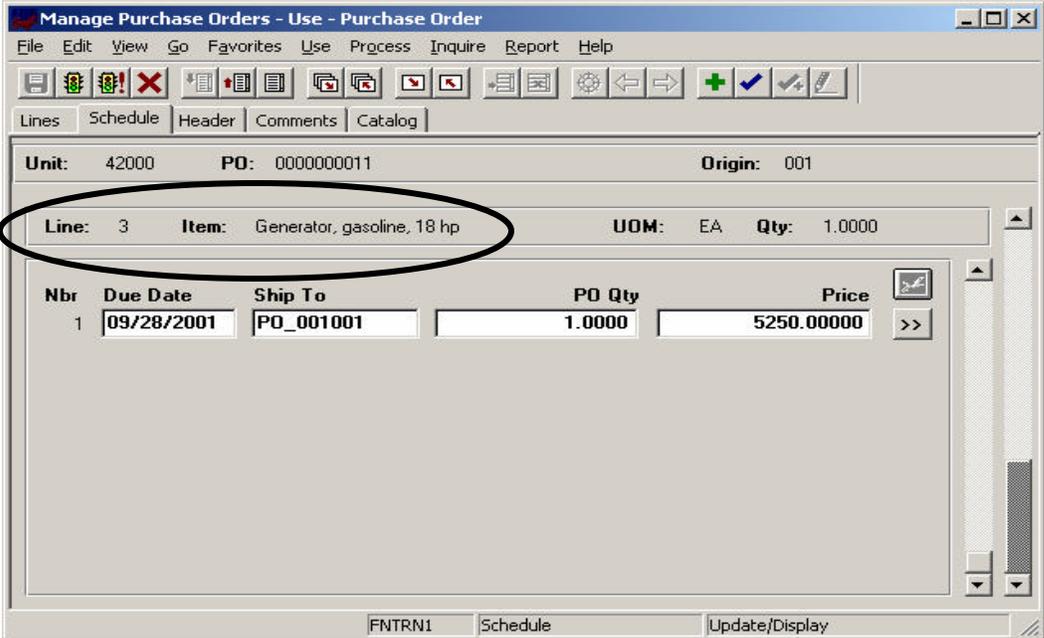
### Exercise 1 (continued)

<p><b>Step 26</b></p>	<p><b>Click:</b>  to return to the Lines panel.</p> <p>Place the cursor in the item description field on line 2.</p> <p><b>Click:</b>  (Insert Row button) to insert a line.</p> <p>Enter or select the following for Line 3:</p> <p>Item Description:       <b>Generator, gasoline, 18 hp</b>          UOM:                       <b>EA</b>          Order Qty:               <b>1</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 27</b></p>	<p><b>Click:</b>  next to Line 3 to display the Line Details dialog box for Line Item 3.</p>
<p><b>Expected Results:</b></p>	<p>The Line Details dialog box for Line Item 3 displays.</p>

<p><b>Step 28</b></p>	<p>Enter or select the following:</p> <p>Category:               <b>28537</b></p> <p>Click:                    <b>OK</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

### Exercise 1 (continued)

<b>Step 29</b>	<p><b>Click:</b> <span style="border: 1px solid gray; padding: 2px;">Schedule</span> to display the Schedule panel.</p> <p>Use the elevator bar to display the schedule for line 3.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  </div>
<b>Expected Results:</b>	The Schedule panel for Line 3 displays.

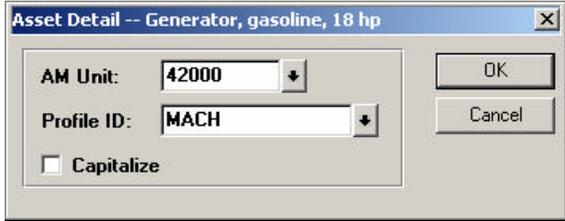
<b>Step 30</b>	<p>Enter or select the following:</p> <p>Price:           <b>5250.00</b></p>
<b>Expected Results:</b>	Correct data entry

### Exercise 1 (continued)

<b>Step 31</b>	<b>Click:</b>  next to Line 3 to display the Details for Schedule dialog box for Line Item 3.
<b>Expected Results:</b>	The Details for Schedule dialog box for Line Item 3 displays.

<b>Step 32</b>	<b>Click:</b>  to display the Distributions dialog box for Line Item 3.
<b>Expected Results:</b>	The Distributions dialog box for Line Item 3 displays.

<b>Step 33</b>	<b>Click:</b>  next to the <b>Amount</b> field to display the Distribution Details dialog box for Line Item 3.
<b>Expected Results:</b>	The Distribution Details dialog box for Line Item 3 displays.

<b>Step 34</b>	<p><b>Click:</b> <b>Asset</b> checkbox <i>ON</i> to display the Asset Detail dialog box for Line Item 3.</p> <p>Enter or select the following:</p> <p>AM Unit:                   <b>42000</b>          Profile ID:               <b>MACH</b></p> <p>Before proceeding, make sure your Asset Detail dialog box matches the one shown below:</p> <div style="text-align: center;">  </div>
<b>Expected Results:</b>	Correct data entry

**Exercise 1 (continued)**

<b>Step 35</b>	<b>Click: OK</b>
<b>Expected Results:</b>	The Asset Detail dialog box for Line Item 3 closes.

<b>Step 36</b>	<b>Click: OK</b>
<b>Expected Results:</b>	The Distribution Details dialog box for Line Item 3 closes.

<b>Step 37</b>	<b>Click: OK</b>
<b>Expected Results:</b>	The Distributions dialog box for Line Item 3 closes.

<b>Step 38</b>	<b>Click: OK</b>
<b>Expected Results:</b>	The Details for Schedule dialog box for Line Item 3 closes.

### Exercise 1 (continued)

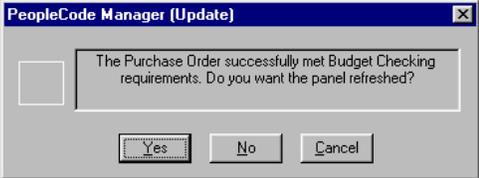
<p><b>Step 39</b></p>	<p>To complete the description on line item 3 it is necessary to insert a comment.</p> <p><b>Click:</b>  to proceed to the Comments panel.</p> <p>Place the cursor in the comment area</p> <p><b>Click:</b>  (Insert Row button) to insert a line.</p> <p>Enter or select the following:</p> <p>Send to Vendor:        <i>ON</i> (Default value)</p> <p>Type:                    <b>Line</b></p> <p>Unlabeled field:      <b>3</b> (This field appears when you select a Type of “Line”)</p> <p>Comments area:        <b>Portable, 45 cpm @ 145 psi</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 40</b></p>	<p><b>Click:</b>  to proceed to the Header panel.</p> <p><b>Click:</b>  to save.</p> <p><b>Click:</b>  to run the Edit Check process.</p>
<p><b>Expected Results:</b></p>	<p>The Edit Check process is initiated. When it begins, you will receive the following popup message:</p> <div data-bbox="722 1465 1203 1650" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">Purchase Order 0000000008 <span style="float: right;">x</span></p> <div style="display: flex; align-items: center;">  <div style="border: 1px solid gray; padding: 5px; flex-grow: 1;"> <p style="font-size: small; margin: 0;">PO Edit process 452 has been initiated. Push the refresh button to check its progress. (5010,84)</p> </div> </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> <span style="border: 1px solid gray; padding: 2px 10px; margin: 0 10px;">OK</span> <span style="border: 1px solid gray; padding: 2px 10px;">Explain</span> </div> </div> <p style="text-align: center; margin-top: 20px;"><b>Note: The Purchase Order number and the PO Edit process number may vary from the numbers shown here.</b></p>

**Exercise 1 (continued)**

<b>Step 41</b>	<p><b>Click:</b> <b>OK</b> to close the popup message.</p> <p><b>Click:</b>  until the <b>Post Document</b> checkbox is selected and grayed out.</p> <p><b>NOTE:</b> If a “GL Journal Entry Processing” dialog box is displayed, repeat this step until document posts as a .</p> <p>Verify Post Document: </p>
<b>Expected Results:</b>	The <b>Post Document</b> checkbox is selected and grayed out.

<b>Step 42</b>	<p><b>Click:</b>  to activate the <b>BCM</b> button.</p>
<b>Expected Results:</b>	The PO Status Value is “Approved” and the <b>Approve</b> button is removed from the panel.

<b>Step 43</b>	<p><b>Click:</b>  to run the Budget Check process.</p>
<b>Expected Results:</b>	<p>The Budget Check process runs. When it is finished, you will receive the following popup message:</p> <div data-bbox="724 1373 1203 1551" style="text-align: center;">  <p>The dialog box is titled "PeopleCode Manager (Update)". It contains a message: "The Purchase Order successfully met Budget Checking requirements. Do you want the panel refreshed?". There are three buttons at the bottom: "Yes", "No", and "Cancel".</p> </div>

<b>Step 44</b>	<p><b>Click:</b>  to close the popup message and refresh the panel.</p>
<b>Expected Results:</b>	The panel is refreshed.

**Ship To:** Georgia Forestry Commission  
 Forestry Admin  
 205 Butler Street  
 Macon, GA 31020

**Purchase Order**

Purchase Order	Type	Date	Revision	Page
42000-001-0000000009	OMP	08/28/2000		1
Payment Terms	Freight Terms	Ship Via		
Net 30	Destination	COMMON		
Buyer: Donna File				

Vendor: 5000001003  
 ACE HARDWARE  
 65000 Transylvania Blvd  
 Dublin, GA 30288  
 912-555-9476

Bill To: Georgia Forestry Commission  
 P. O. Box 819  
 Macon, GA 31202-0819

Line-SchdItem	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
---------------	-------------	----------	-----	----------	--------------	----------

The State of Georgia Contract Terms and Conditions are applicable to this order.  
 They can be viewed at [www.doas.state.ga.us](http://www.doas.state.ga.us). Click on Procurement and then Georgia Contract Terms and Conditions.

1 - 1	44559	Circular Saw, 1/3 HP  Porter Cable, Model #749CH63	2.0000	EA	400.00000	800.00	09/14/2000
					<b>Item Total</b>	<u>800.00</u>	
2 - 1	02550	Air Compressor, 240 V	1.0000	EA	125.00000	125.00	09/13/2000
					<b>Item Total</b>	<u>125.00</u>	
3 - 1	28537	Generator, gasoline, 18 hp  Portable, 45 cpm @ 145 psi	1.0000	EA	1,250.00000	1,250.00	09/13/2000
					<b>Item Total</b>	<u>1,250.00</u>	

**Total PO Amount** 2,175.00

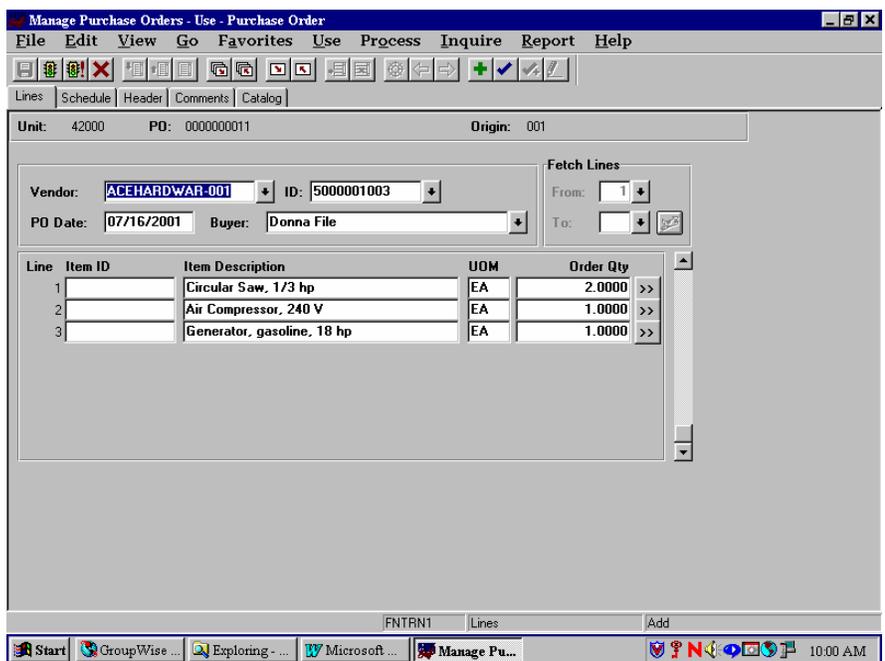
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

**Authorized Signature**

**Exercise 1 (continued)**

<b>Check Results</b>	
----------------------	--

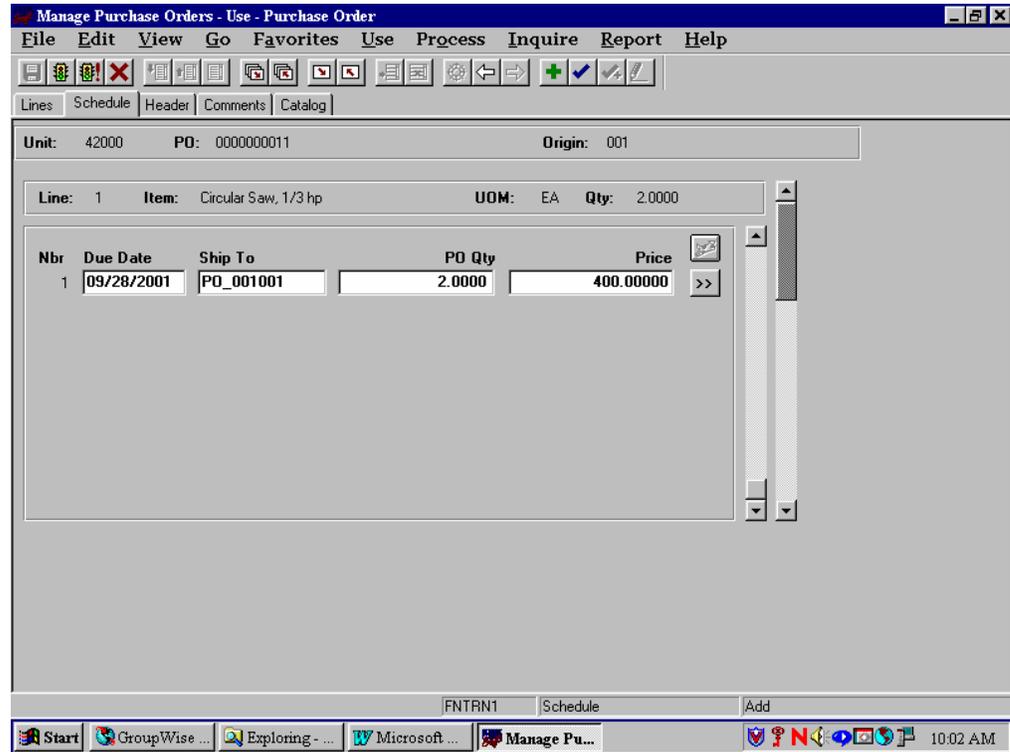
<b>Step 45</b>	<p><b>Click:</b>  to return to the Lines panel.</p> <p><b>Click:</b>  to retrieve the line items.</p>
<b>Expected Results:</b>	The line items display.

<b>Step 46</b>	<p>Compare your Lines panel to the panel shown below:</p> 
<b>Expected Results:</b>	<p>If the panel matches:</p> <ol style="list-style-type: none"> <li>Click  to continue to the Schedule panel.</li> <li>Click  to retrieve Line 1's schedule information.</li> </ol> <p>If these elements do not match, review the steps and consult the Instructor.</p> <p><b>Note: The PO Date may vary based on the current system date.</b></p> <p><b>Note: The PO number may vary from the number shown here.</b></p>

### Exercise 1 (continued)

**Step 47**

Compare your Schedule panel for Line 1 to the panel shown below:



**Expected Results:**

If the panel matches:

1. Use the elevator bar to display Line 2’s schedule.
2. Click  to retrieve Line 2’s schedule information.

If these elements do not match, review the steps and consult the Instructor.

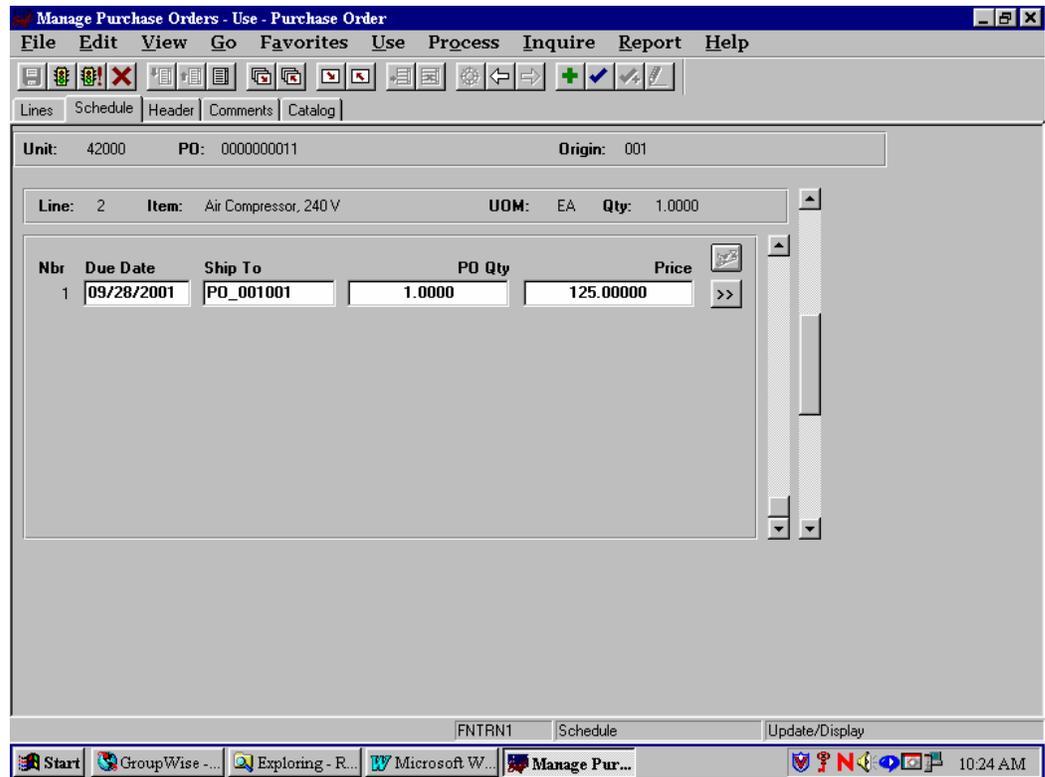
**Note: The Due Date may vary based on the current system date.**

**Note: The PO number may vary from the number shown here.**

## Exercise 1 (continued)

### Step 48

Compare your Schedule panel for Line 2 to the panel shown below:



### Expected Results:

If the panel matches:

1. Use the elevator bar to display Line 3's schedule.
2. Click  to retrieve Line 3's schedule information.

If these elements do not match, review the steps and consult the Instructor.

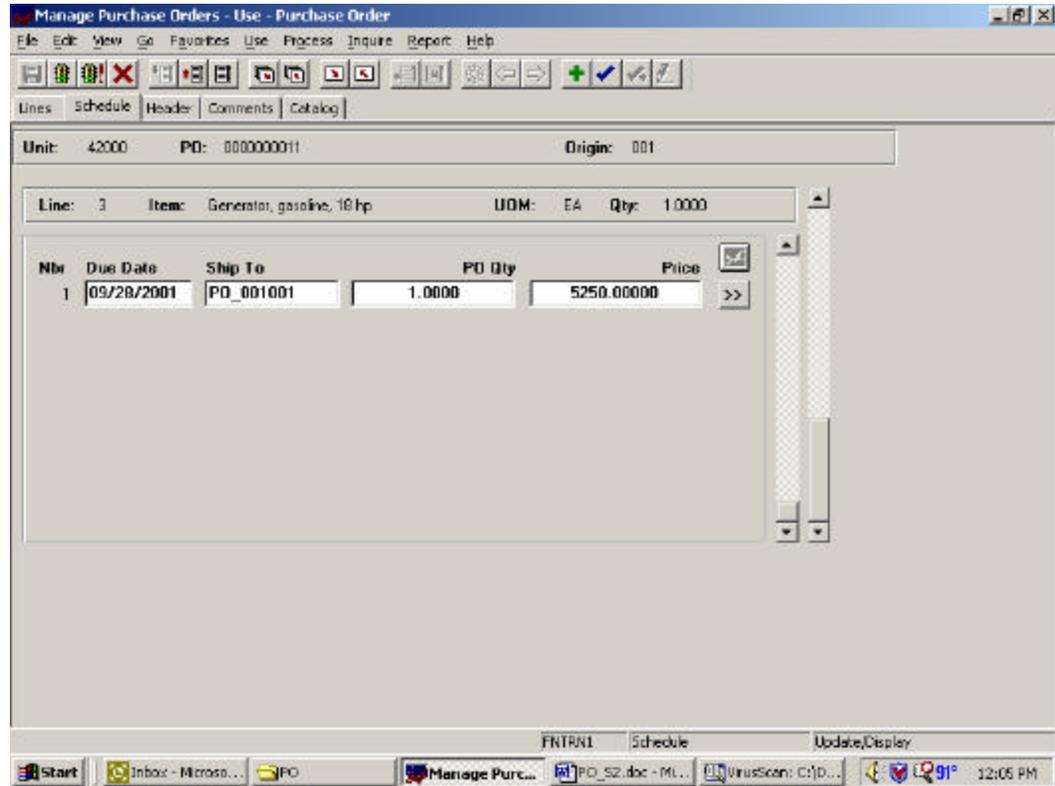
**Note: The Due Date may vary based on the current system date.**

**Note: The PO number may vary from the number shown here.**

### Exercise 1 (continued)

#### Step 49

Compare your Schedule panel for Line 3 to the panel shown below:



#### Expected Results:

If the panel matches, click  to continue to the Header panel.

If these elements do not match, review the steps and consult the Instructor.

**Note:** The Due Date may vary based on the current system date.

**Note:** The PO number may vary from the number shown here.

## Exercise 1 (continued)

### Step 50

Compare your Header panel to the panel shown below:

### Expected Results:

If the panel matches:

1. Click  to continue to the Comments panel.
2. Click  to retrieve Line 1's comments.

If these elements do not match, review the steps and consult the Instructor.

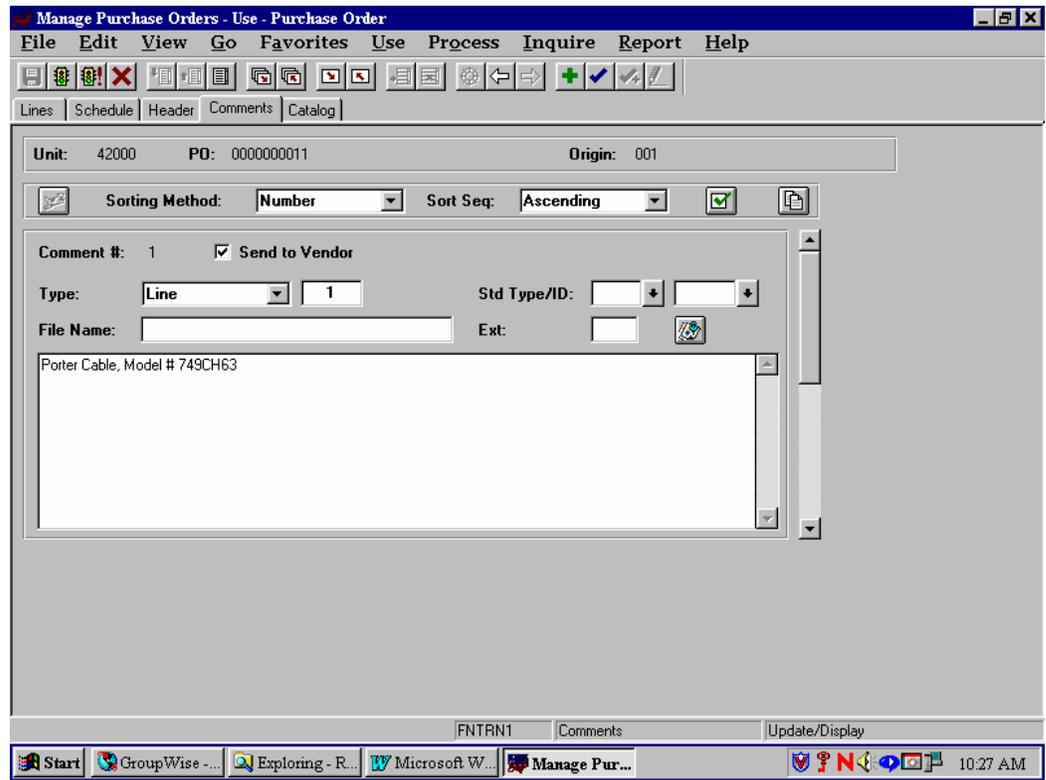
**Note:** The Acctg Dt may vary based on the current system date.

**Note:** The PO number may vary from the number shown here.

### Exercise 1 (continued)

#### Step 51

Compare your Comments panel for Line 1 to the panel shown below:



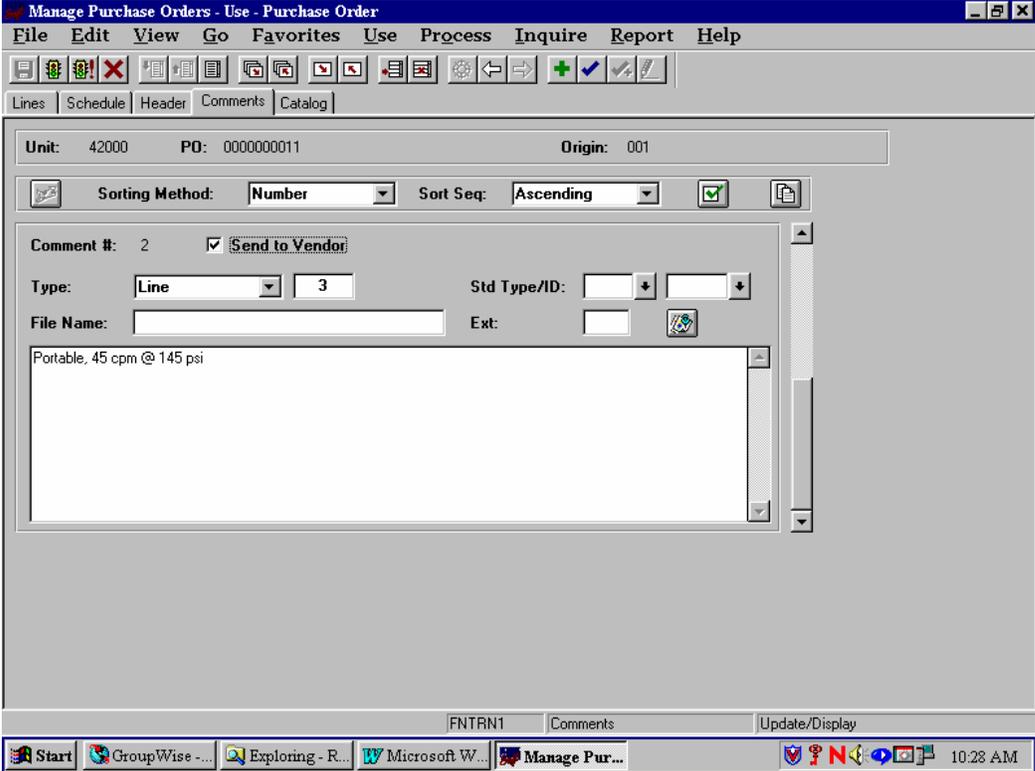
#### Expected Results:

If the panel matches, use the elevator bar to display Line 3's comments.

If these elements do not match, review the steps and consult the Instructor.

**Note: The PO number may vary from the number shown here.**

## Exercise 1 (continued)

<p><b>Step 52</b></p>	<p>Compare your Comments panel for Line 3 to the panel shown below:</p> 
<p><b>Expected Results:</b></p>	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult the Instructor.</p> <p><b>Note: The PO number may vary from the number shown here.</b></p>

<p><b>Step 53</b></p>	<p><b>Click:</b>  to close the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise completed.

## Exercise 2 – Enter a Purchase Order, Release from a Statewide Contract (SWC)

**Scenario:** It is the time of year to recharge your agency’s fire extinguishers throughout the building. This commodity is in Phoenix as the FIRE\_EXTINGUISHERS contract, there is also an original existing contract number, **S080460**. Your goal is to place a PO for the extinguisher recharges using the SWC.

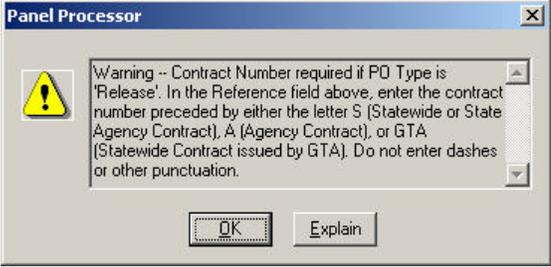
<b>Step 1</b>	Select: <b>Go→Administer Procurement→Manage Purchase Orders</b>
<b>Expected Results:</b>	The Manage Purchase Orders window displays.

<b>Step 2</b>	Select: <b>Use→Purchase Order→Lines→Add</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	Enter or select the following:  Business Unit:           42000 Purchase Order:       NEXT (Default value – <b>Do not type in this field</b> )  <b>Click:</b> <b>OK</b>
<b>Expected Results:</b>	The Lines panel displays.

<b>Step 4</b>	Enter or select the following:  Vendor: <b>American Safety &amp; Firehouse Inc (0000000146)</b> PO Date:                 Current system date (Default value) Buyer: <b>Daniel Sumner</b>
<b>Expected Results:</b>	This Vendor’s attachment has been verified for this SWC prior to Purchase Order entry.

## Exercise 2 (continued)

<p><b>Step 5</b></p>	<p><b>Click:</b> <b>Header</b> to proceed to the Header panel.</p> <p>Enter or select the following:</p> <p>PO Type: <b>Release</b>          A warning displays</p>  <p><b>Click:</b> <b>OK</b></p> <p>Reference: <b>S080460</b>          Origin: 001 (Default value)          Bill Addr: PO_0000001 (Default value)</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 6</b></p>	<p><b>Click:</b> <b>Defaults</b> to open the Purchase Order Defaults dialog box.</p>
<p><b>Expected Results:</b></p>	<p>The Purchase Order Defaults dialog box displays.</p>

## Exercise 2 (continued)

<p><b>Step 7</b></p>	<p>Enter or select the following:</p> <p>Ship To: PO_001001 (Default value)                  Location: PO_001001 (Default value)                  Due Date: <b>Delivery Date (F4)</b>                  Orig Prom: (Leave this field empty)                  Ship Via: COMMON (Default value)                  Freight Trm: DN (Default value)                  Account: <b>614005</b>                  Fund Code: <b>A1</b>                  Organization: <b>4201100270</b>                  Program Code: <b>01</b>                  Sub-Cls: <b>301</b>                  BY: <b>Current Budget Year</b>                  Project/Grant: <b>20105</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p> <p>Before proceeding, make sure your Purchase Order Defaults dialog box matches the one shown below:</p> <div data-bbox="493 1115 1430 1455" data-label="Image"> </div> <p><b>Note: The Due Date may vary from the date shown here.</b></p>

<p><b>Step 8</b></p>	<p><b>Click: OK</b></p>
<p><b>Expected Results:</b></p>	<p>The Purchase Order Defaults dialog box closes.</p>

**Exercise 2 (continued)**

<b>Step 9</b>	<b>Click:</b>  to open the PO Vendor Information dialog box.  <b>Click:</b>  next to the <b>Location</b> field to display the vendor's Location Details.
<b>Expected Results:</b>	The PO Vendor Information dialog box displays.

<b>Step 10</b>	<b>Click:</b> OK
<b>Expected Results:</b>	The PO Vendor Information dialog box closes.

<b>Step 11</b>	<b>Click:</b> 
<b>Expected Results:</b>	A dialog box displays.

**Exercise 2 (continued)**

<p><b>Step 12</b></p>	<p>Enter or select the following:</p> <p>Match Action:           <b>NO MATCH</b></p> <p>Match Rules:            <i>Accept the blank default</i></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p> <p>Before proceeding, make sure your dialog box matches the one shown below:</p> <div data-bbox="704 674 1218 978" data-label="Image"> </div>

<p><b>Step 13</b></p>	<p><b>Click: OK</b></p>
<p><b>Expected Results:</b></p>	<p>The dialog box closes.</p>

<p><b>Step 14</b></p>	<p><b>Click:</b>  to proceed to the Catalog panel.</p> <p>Enter or select the following:</p> <p>With your cursor in the Catalog ID field use <b>F4</b> – the F4 function key will display the list of catalogs.</p> <p>Select: <b>FIRE_EXTINGUISHERS</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

**Exercise 2 (continued)**

<b>Step 15</b>	<b>Click:</b>  to display the categories associated with the Fire Extinguisher catalog.
<b>Expected Results:</b>	The NIGP codes associated with the catalog display.

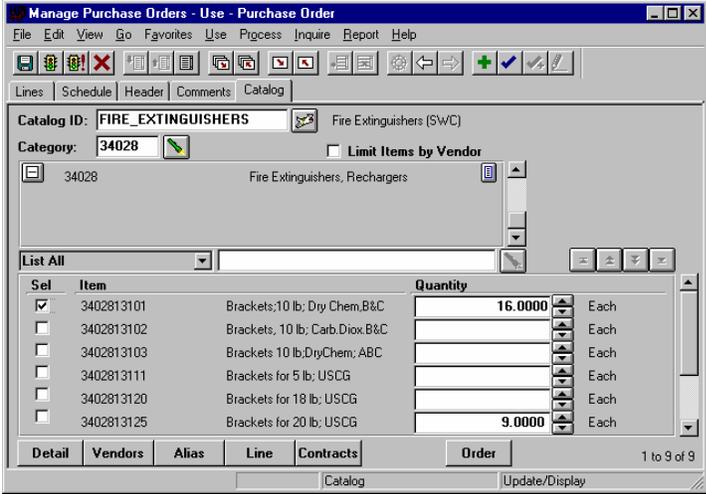
<b>Step 16</b>	<b>Click:</b>  next to Category 34028 to display a list of items in the category.
<b>Expected Results:</b>	The items associated with Category 34028 display.

<b>Step 17</b>	Enter or select the following:  Quantity for Item 3402813101: <b>16</b>
<b>Expected Results:</b>	Correct data entry

### Exercise 2 (continued)

<b>Step 18</b>	Enter or select the following:  Quantity for Item 3402813125: <b>9</b>
<b>Expected Results:</b>	Correct data entry

<b>Step 19</b>	<b>Click:</b> 
<b>Expected Results:</b>	The item and quantity are added to the purchase order lines.

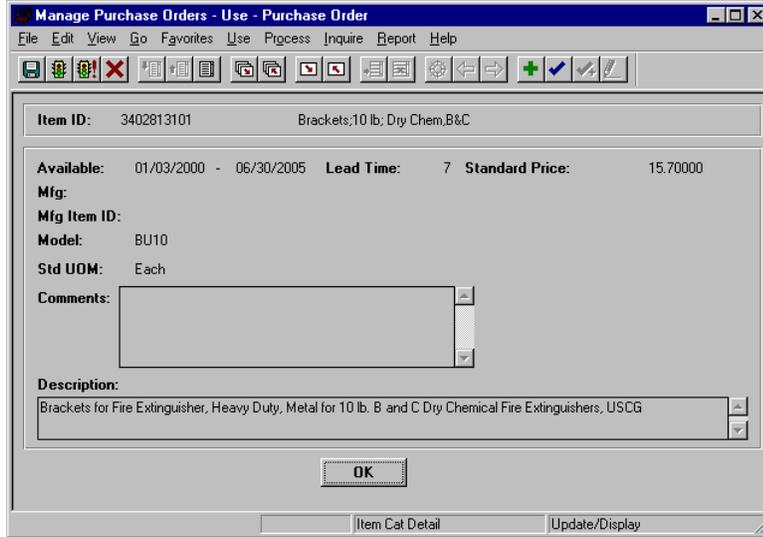
<b>Step 20</b>	To obtain additional information for an item click  inside the select box. Click  for item 3402813101
	
<b>Expected Results:</b>	Correct data entry

<b>Step 21</b>	Click: the <b>Detail</b> button to display the Item Catalog Detail panel
<b>Expected Results:</b>	Correct data entry

## Exercise 2 (continued)

### Step 22

The details for 3402813101 display



**Click: OK**

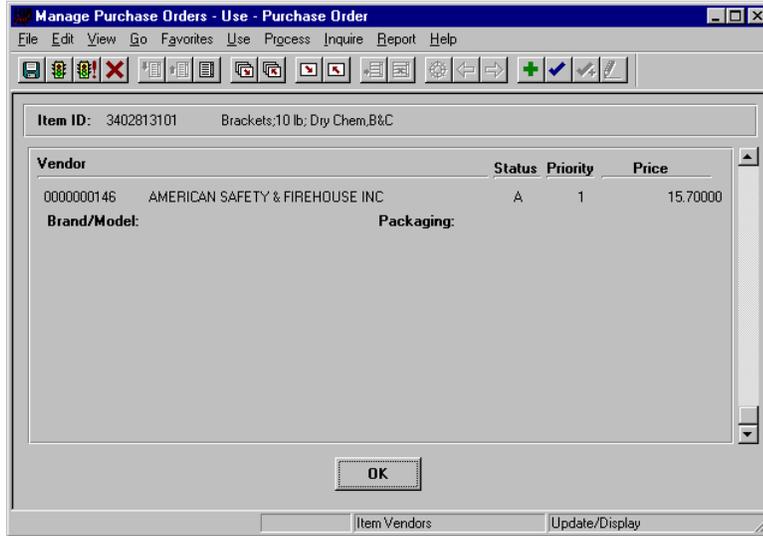
### Expected Results:

User is returned to the Catalog panel after clicking OK.

## Exercise 2 (continued)

### Step 23

**Click:** **Vendors** to view the vendor(s) attached to this item.



**Click:** **OK**

Note: If more than one vendor supplies this item they can be found by using the elevator bar to the right of your panel.

Note: The Contract button gives the contract details and the line button returns the user to the line panel of the PO.

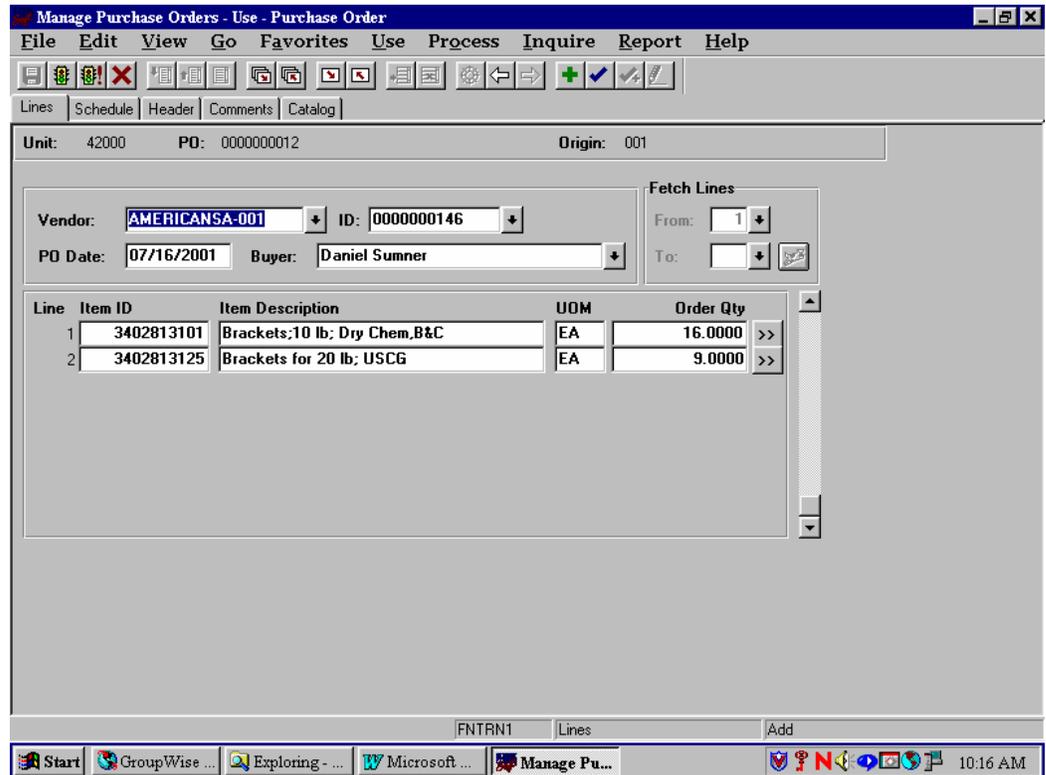
**Expected Results:**

User is returned to the Catalog panel after clicking OK

## Exercise 2 (continued)

### Step 24

**Click:**  to return to the Lines panel.



The items were placed on the purchase **order** nothing has been sent to the vendor at this time.

Before proceeding, make sure your Lines panel matches the one above.

**Note: The Due Date may vary based on the current system date.**

**Note: The PO number may vary from the number shown here.**

**Expected Results:**

Correct data entry.

## Exercise 2 (continued)

<p><b>Step 25</b></p>	<p><b>Click:</b>  to proceed to the Header panel.</p> <p><b>Click:</b>  to save.</p> <p><b>Click:</b>  to run the Edit Check process.</p> <div data-bbox="688 600 1239 806" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="background-color: #4a7ebb; color: white; padding: 2px;">Purchase Order 000000014 <span style="float: right;">✕</span></p> <div style="border: 1px solid gray; padding: 5px; margin: 5px;"> <p> PO Edit process 6147 has been initiated. Push the refresh button to check its progress. [5010,84]</p> </div> <div style="text-align: right; margin-top: 5px;"> <span style="border: 1px solid gray; padding: 2px 5px;">OK</span> <span style="border: 1px solid gray; padding: 2px 5px; margin-left: 10px;">Explain</span> </div> </div> <p style="text-align: center;"><b>Note: The Purchase Order number and the PO Edit process number may vary from the numbers shown here.</b></p>
<p><b>Expected Results:</b></p>	<p>The Edit Check process is initiated. When it begins, you will receive the following popup message:</p>

<p><b>Step 26</b></p>	<p><b>Click:</b> <b>OK</b> to close the popup message.</p> <p><b>Click:</b>  until the <b>Post Document</b> checkbox is selected and grayed out.</p> <p><b>NOTE:</b> If a “GL Journal Entry Processing” dialog box is displayed, repeat this step until document posts as a <u>✓</u>.</p> <p>Verify Post Document: <input checked="" type="checkbox"/></p>
<p><b>Expected Results:</b></p>	<p>The <b>Post Document</b> checkbox is selected and grayed out.</p>

<p><b>Step 27</b></p>	<p><b>Click:</b>  to activate the <b>BCM</b> button.</p>
<p><b>Expected Results:</b></p>	<p>The PO Status Value is “Approved” and the <b>Approve</b> button is removed from the panel.</p>

## Exercise 2 (continued)

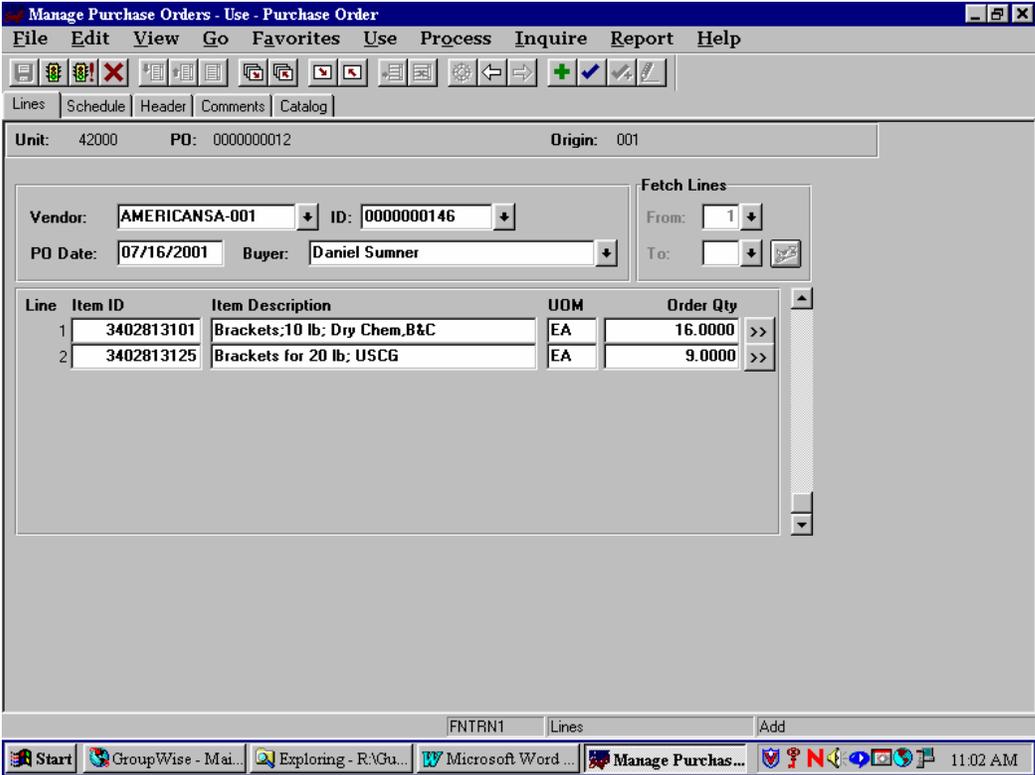
<p><b>Step 28</b></p>	<p><b>Click:</b>  to run the Budget Check process.</p> <p>When it is finished, you will receive the following popup message:</p> <div data-bbox="722 485 1203 667" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; border-bottom: 1px solid gray; margin-bottom: 5px;">PeopleCode Manager (Update) <span style="float: right;">x</span></p> <p style="text-align: center; font-size: small;">The Purchase Order successfully met Budget Checking requirements. Do you want the panel refreshed?</p> <p style="text-align: center; margin-top: 5px;"> <input type="checkbox"/> <span style="margin-left: 100px;"><input type="button" value="Yes"/></span> <span style="margin-left: 20px;"><input type="button" value="No"/></span> <span style="margin-left: 20px;"><input type="button" value="Cancel"/></span> </p> </div>
<p><b>Expected Results:</b></p>	<p>The Budget Check process runs.</p>

<p><b>Step 29</b></p>	<p><b>Click:</b>  to close the popup message and refresh the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is refreshed.</p>

<p><b>Check Results</b></p>	
-----------------------------	--

<p><b>Step 30</b></p>	<p><b>Click:</b>  to return to the Lines panel.</p> <p><b>Click:</b>  to retrieve the line items.</p>
<p><b>Expected Results:</b></p>	<p>The line items display.</p>

## Exercise 2 (continued)

<p><b>Step 31</b></p>	<p>Compare your Lines panel to the panel shown below:</p> 
<p><b>Expected Results:</b></p>	<p>The panel matches.</p> <p>If these elements do not match, review the steps and consult the Instructor.</p> <p><b>Note: The PO Date may vary based on the current system date.</b></p> <p><b>Note: The PO number may vary from the number shown here.</b></p>

<p><b>Step 32</b></p>	<p><b>Click:</b>  to close the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise completed.

### Exercise 3 - Modify and Cancel line items on a Non-Dispatched PO

**Scenario:** You have just entered a purchase order for Lamps from Nations Electric Company. Your supervisor has asked you to cancel the order for the floor lamps and to order 14 additional Desk Lamps. The purchase order has not yet been budget checked or dispatched. Your goal is to modify the purchase order in Phoenix.

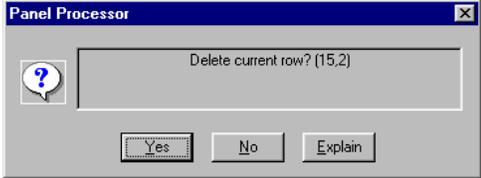
<b>Step 1</b>	Select: <b>Go</b> → <b>Administer Procurement</b> → <b>Manage Purchase Orders</b>
<b>Expected Results:</b>	The Manage Purchase Orders window displays.

<b>Step 2</b>	Select: <b>Use</b> → <b>Purchase Order</b> → <b>Lines</b> → <b>Update/Display</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	Enter or select the following:  Business Unit:           42000 Purchase Order: <b>50000060XX</b>  <b>(Replace XX with the number assigned to you by your instructor)</b>  <b>Click:                    OK</b>
<b>Expected Results:</b>	The Lines panel displays.

<b>Step 4</b>	<b>Click:</b>  to retrieve the purchase order's line items.
<b>Expected Results:</b>	The purchase order's line items display.

### Exercise 3 (continued)

<p><b>Step 5</b></p>	<p>Place the cursor in Line 2 <b>Item Description</b> field, the Floor Lamps item.</p> <p><b>Click:</b>  (Delete Row button) to delete the line item.</p> <div data-bbox="722 491 1203 669" style="text-align: center;">  </div>
<p><b>Expected Results:</b></p>	<p>The following popup message displays:</p>

<p><b>Step 6</b></p>	<p><b>Click:</b>  to close the popup message and delete the current row.</p>
<p><b>Expected Results:</b></p>	<p>The Floor lamp line item is deleted from the purchase order.</p>

<p><b>Step 7</b></p>	<p>Enter or select the following in Line 1, the Desk lamp line:</p> <p>Order Qty:                    <b>20</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

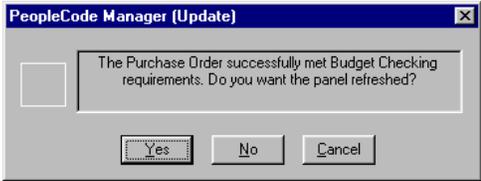
**Exercise 3 (continued)**

<p><b>Step 8</b></p>	<p><b>Click:</b>  to proceed to the Header panel.</p> <p><b>Click:</b>  to save.</p> <p><b>Click:</b>  to run the Edit Check process.</p> <p>When it begins, you will receive the following popup message:</p> <div data-bbox="724 678 1203 856" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Purchase Order 0000000008</p> <p> PO Edit process 452 has been initiated. Push the refresh button to check its progress. (5010,84)</p> <p style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Explain"/> </p> </div>
<p><b>Expected Results:</b></p>	<p>The Edit Check process is initiated.</p> <p><b>Note: The Purchase Order number and the PO Edit process number may vary from the numbers shown here.</b></p>

<p><b>Step 9</b></p>	<p><b>Click: OK</b> to close the popup message.</p> <p><b>Click:</b>  until the <b>Post Document</b> checkbox is selected and grayed out.</p> <p><b>NOTE:</b> If a “GL Journal Entry Processing” dialog box is displayed, repeat this step until document posts as a <u>✓</u>.</p> <p>Verify Post Document: <input checked="" type="checkbox"/></p>
<p><b>Expected Results:</b></p>	<p>The <b>Post Document</b> checkbox is selected and grayed out.</p>

### Exercise 3 (continued)

<b>Step 10</b>	<b>Click:</b>  to activate the <b>BCM</b> button.
<b>Expected Results:</b>	The PO Status Value is “Approved” and the <b>Approve</b> button is removed from the panel.

<b>Step 11</b>	<b>Click:</b>  to run the Budget Check process.  When it is finished, you will receive the following popup message:  
<b>Expected Results:</b>	The Budget Check process runs.

<b>Step 12</b>	<b>Click:</b>  to close the popup message and refresh the panel.
<b>Expected Results:</b>	The panel is refreshed.

### Exercise 3 (continued)

<b>Check Results</b>	
----------------------	--

**Step 13** Compare your Header panel to the panel shown below:

**Expected Results:**

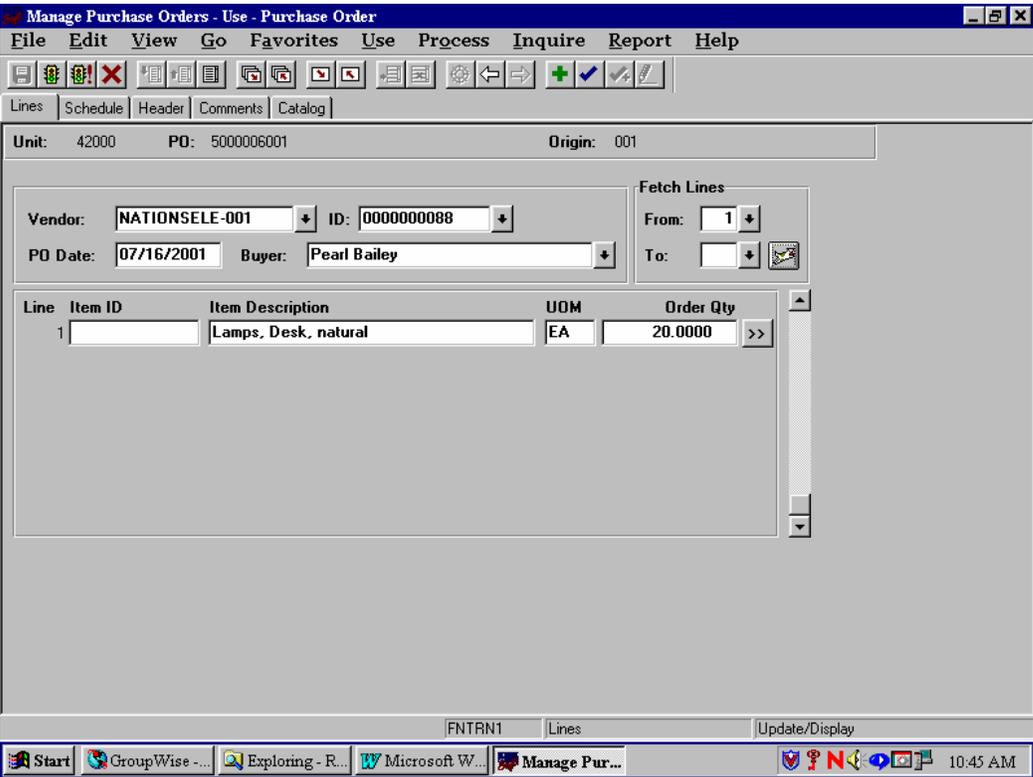
If the panel matches:

1. Click  to return to the Lines panel.
2. Click  to retrieve the line items.

If these elements do not match, review the steps and consult the Instructor.

**Note: The PO number may vary from the number shown here.**

### Exercise 3 (continued)

<p><b>Step 14</b></p>	<p>Compare your Lines panel to the panel shown below:</p> 
<p><b>Expected Results:</b></p>	<p>The panel matches. Congratulations!</p> <p>If these elements do not match, review the steps and consult the Instructor.</p> <p><b>Note: The PO Date may vary based on the current system date.</b></p> <p><b>Note: The PO number may vary from the number shown here.</b></p>

<p><b>Step 15</b></p>	<p><b>Click:</b>  to close the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise completed.

## Exercise 4 - Reserve a Purchase Order Number and complete the PO

**Scenario:** Your supervisor has requested that a laboratory table be purchased from Castleberry's as soon as possible. You have called in the order but Castleberry's requires a purchase order number. After the number is reserved you will then complete the purchase order. Your goal is to complete a reserved purchase order number in Phoenix.

<b>Step 1</b>	Select: <b>Go→Administer Procurement→Manage Purchase Orders</b>
<b>Expected Results:</b>	The Manage Purchase Orders window displays.

<b>Step 2</b>	Select: <b>Use→Purchase Order Reservation</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	Enter or select the following:  Business Unit:           42000 Purchase Order:        NEXT (Default value – <b>Do not type in this field</b> )  <b>Click:                    OK</b>
<b>Expected Results:</b>	The Reserve Purchase Order panel displays.

<b>Step 4</b>	Enter or select the following:  Vendor: <b>5000001005</b> (CASTLEBERRY'S) PO Date:                 Current System Date (Default value) PO Ref: <b>LABORATORY TABLE / Your Name</b> Origin:                    001
<b>Expected Results:</b>	Correct data entry

### Exercise 4 (continued)

<p><b>Step 5</b></p>	<p><b>Click:</b>  to save.</p> <p><b>NOTE: Record your reserved PO number here (you will need it to complete this exercise):</b> _____</p>
<p><b>Expected Results:</b></p>	<p>The new information is saved and the PO number is successfully reserved.</p>

<p><b>Step 6</b></p>	<p><b>Click:</b>  to close the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is closed. Proceed with this exercise.</p>

<p><b>Step 7</b></p>	<p>Select: <b>Use→Purchase Order→Lines→Update/Display</b></p>
<p><b>Expected Results:</b></p>	<p>A dialog box displays.</p>

**Exercise 4 (continued)**

<b>Step 8</b>	<p>Enter or select the following:</p> <p>Business Unit:           42000 Purchase Order:       00000000<b>XX</b></p> <p><b>(Replace XX with the number assigned to your reserved PO)</b></p> <p><b>Click:                    OK</b></p>
<b>Expected Results:</b>	The Lines panel displays.

<b>Step 9</b>	<p>Enter or select the following:</p> <p>Buyer:                    <b>David Childers</b></p>
<b>Expected Results:</b>	The line items display.

<b>Step 10</b>	<p><b>Click:</b>  to proceed to the Header panel.</p> <p>Enter or select the following:</p> <p>PO Type:                 <b>Open Mkt</b> Origin:                   001 (Default value) Bill Addr:               PO_0000001 (Default value)</p>
<b>Expected Results:</b>	Correct data entry

<b>Step 11</b>	<p><b>Click:</b>  to open the Purchase Order Defaults dialog box.</p>
<b>Expected Results:</b>	The Purchase Order Defaults dialog box displays.

### Exercise 4 (continued)

<p><b>Step 12</b></p>	<p>Enter or select the following:</p> <p>Ship To: PO_001001 (Default value)                  Location: PO_001001 (Default value)                  Due Date: <b>Delivery Date (F4)</b>                  Orig Prom: (Leave this field empty)                  Ship Via: COMMON (Default value)                  Freight Trm: DN (Default value)                  Account: <b>720001</b>                  Fund Code: <b>A1</b>                  Organization: <b>4201100270</b>                  Program Code: <b>01</b>                  Sub-Cls: <b>304</b>                  BY: <b>Current Budget Year</b>                  Project/Grant: <b>20105</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p> <p>Before proceeding, make sure your Purchase Order Defaults dialog box matches the one shown below:</p> <div data-bbox="493 1115 1430 1455" data-label="Image"> </div> <p><b>Note: The Due Date and budget year may vary from the date shown here.</b></p>

<p><b>Step 13</b></p>	<p><b>Click: OK</b></p>
<p><b>Expected Results:</b></p>	<p>The Purchase Order Defaults dialog box closes.</p>

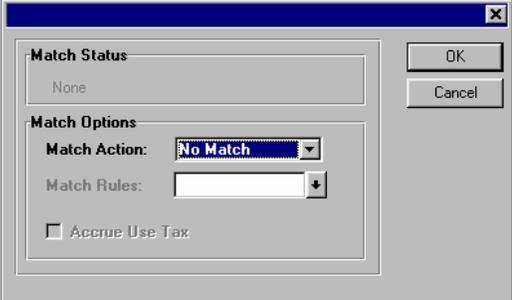
**Exercise 4 (continued)**

<b>Step 14</b>	<b>Click:</b>  to open the PO Vendor Information dialog box.  <b>Click:</b>  next to the Location field to display the vendor's Location Details.
<b>Expected Results:</b>	The PO Vendor Information dialog box displays.

<b>Step 15</b>	<b>Click: OK</b>
<b>Expected Results:</b>	The PO Vendor Information dialog box closes.

<b>Step 16</b>	<b>Click:</b> 
<b>Expected Results:</b>	A dialog box displays.

### Exercise 4 (continued)

<b>Step 17</b>	Enter or select the following:  Match Action: <b>No Match</b> Match Rules: <i>Accept the blank default</i>
<b>Expected Results:</b>	Correct data entry Before proceeding, make sure your dialog box matches the one shown below:    <b>Note: Until further notice “No Match” is the recommended selection.</b>

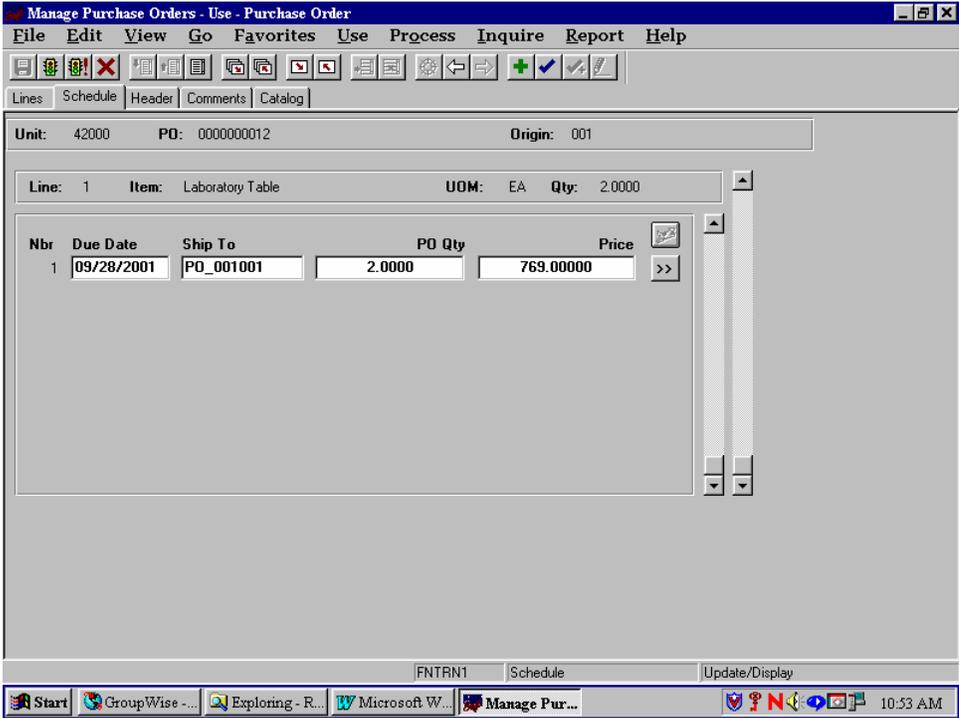
<b>Step 18</b>	<b>Click: OK</b>
<b>Expected Results:</b>	The Match Status dialog box closes.

<b>Step 19</b>	<b>Click:</b>  to return to the Lines panel.  Enter or select the following:  Item Description: <b>Laboratory Table, Stainless Steel, six castors, model #5565</b> UOM: <b>EA</b> Order Qty: <b>2</b>  <b>Note: Comment instructions can be found in Step 24.</b>
<b>Expected Results:</b>	Correct data entry

### Exercise 4 (continued)

<b>Step 20</b>	<b>Click:</b>  next to Line 1 to display the Line Details dialog box for Line Item 1.
<b>Expected Results:</b>	The Line Details dialog box for Line Item 1 displays.

<b>Step 21</b>	Enter or select the following:  Category: <b>41591</b>  <b>Click:</b> <b>OK</b>
<b>Expected Results:</b>	Correct data entry

<b>Step 22</b>	<p><b>Click:</b>  to display the Schedule panel.</p> 
<b>Expected Results:</b>	The Schedule panel for Line 1 displays.

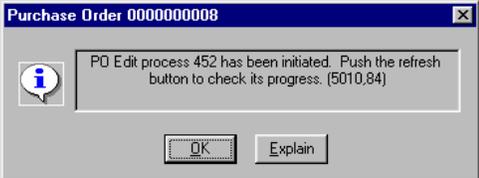
### Exercise 4 (continued)

<b>Step 23</b>	<p>Enter or select the following:</p> <p>Price: <b>769.00</b></p>
<b>Expected Results:</b>	Correct data entry

<b>Step 24</b>	<p><b>Click:</b>  to proceed to the Comments panel.</p> <p>Enter or select the following:</p> <p>Send to Vendor: <b>ON</b> (Default value)</p> <p>Type: <b>Line</b></p> <p>Unlabeled field: <b>1</b> (This field appears when you select a Type of “Line”)</p> <p>Comments area: <b>Stainless Steel, six castors, model #5565</b></p>
<b>Expected Results:</b>	Correct data entry

<b>Step 25</b>	<p>To enter a header comment for the purchase order, complete the following:</p> <p>Place the cursor in the comment area</p> <p><b>Click:</b>  (Insert Row button) to insert a line.</p> <p>Enter or select the following:</p> <p>Send to Vendor: <b>ON</b> (Default value)</p> <p>Type: <b>Header</b></p> <p>Comments area: <b>Equipment picked up on Monday the 10<sup>th</sup> at the Atlanta location.</b></p>
<b>Expected Results:</b>	Correct data entry

## Exercise 4 (continued)

<p><b>Step 26</b></p>	<p><b>Click:</b>  to proceed to the Header panel.</p> <p><b>Click:</b>  to save.</p> <p><b>Click:</b>  to run the Edit Check process.</p>
<p><b>Expected Results:</b></p>	<p>The Edit Check process is initiated. When it begins, you will receive the following popup message:</p> <div data-bbox="724 716 1203 894" style="text-align: center;">  </div> <p><b>Note:</b> The Purchase Order number and the PO Edit process number may vary from the numbers shown here.</p>

<p><b>Step 27</b></p>	<p><b>Click:</b> <b>OK</b> to close the popup message.</p> <p><b>Click:</b>  until the <b>Post Document</b> checkbox is selected and grayed out.</p> <p><b>NOTE:</b> If a “GL Journal Entry Processing” dialog box is displayed, repeat this step until document posts as a <u>✓</u>.</p> <p>Verify Post Document: ✓</p>
<p><b>Expected Results:</b></p>	<p>The <b>Post Document</b> checkbox is selected and grayed out.</p>

### Exercise 4 (continued)

<p><b>Step 28</b></p>	<p><b>Click:</b>  to activate the <b>BCM</b> button.</p>
<p><b>Expected Results:</b></p>	<p>The PO Status Value is “Approved” and the <b>Approve</b> button is removed from the panel.</p>

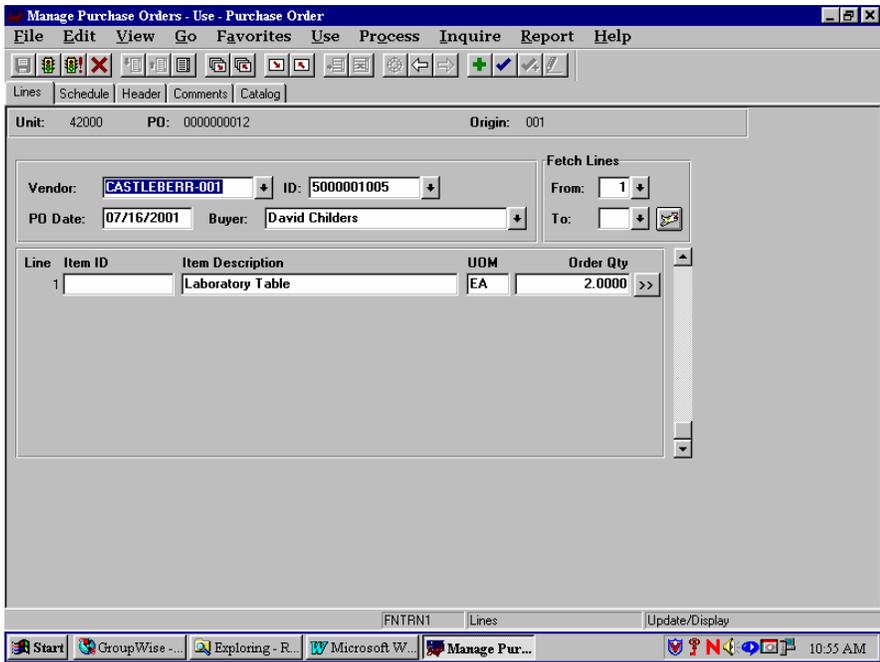
<p><b>Step 29</b></p>	<p><b>Click:</b>  to run the Budget Check process.</p>
<p><b>Expected Results:</b></p>	<p>The Budget Check process runs. When it is finished, you will receive the following popup message:</p> <div data-bbox="722 842 1203 1020" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">PeopleCode Manager (Update) <span style="float: right;">x</span></p> <p style="text-align: center;">The Purchase Order successfully met Budget Checking requirements. Do you want the panel refreshed?</p> <p style="text-align: center;"> <input type="checkbox"/> <span style="margin-left: 100px;"><input type="button" value="Yes"/></span> <span style="margin-left: 20px;"><input type="button" value="No"/></span> <span style="margin-left: 20px;"><input type="button" value="Cancel"/></span> </p> </div>

<p><b>Step 30</b></p>	<p><b>Click:</b>  to close the popup message and refresh the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is refreshed.</p>

### Exercise 4 (continued)

<b>Check Results</b>	
----------------------	--

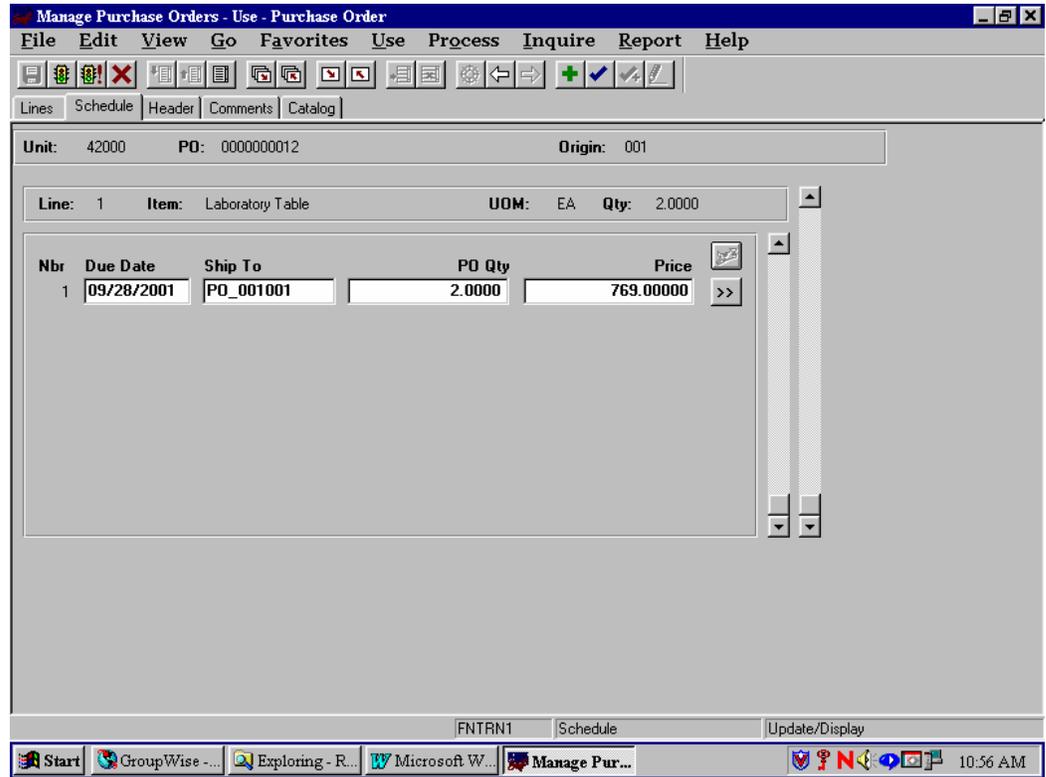
<b>Step 31</b>	<p><b>Click:</b>  to proceed to the Lines panel.</p> <p><b>Click:</b>  to retrieve the line items.</p>
<b>Expected Results:</b>	The line items display.

<b>Step 32</b>	<p>Compare your Lines panel to the panel shown below:</p> 
<b>Expected Results:</b>	<p>If the panel matches:</p> <ol style="list-style-type: none"> <li>Click  to continue to the Schedule panel.</li> <li>Click  to retrieve Line 1's schedule information.</li> </ol> <p>If these elements do not match, review the steps and consult the Instructor.</p> <p style="text-align: center;"><b>Note: Your PO Date and number may vary from the panel displayed.</b></p>

### Exercise 4 (continued)

#### Step 33

Compare your Schedule panel for Line 1 to the panel shown below:



#### Expected Results:

If the panel matches, click **Header** to continue to the Header panel.

If these elements do not match, review the steps and consult the Instructor.

**Note:** The Due Date may vary based on the current system date.

**Note:** The PO number may vary from the number shown here.

## Exercise 4 (continued)

### Step 34

Compare your Header panel to the panel shown below:

### Expected Results:

If the panel matches:

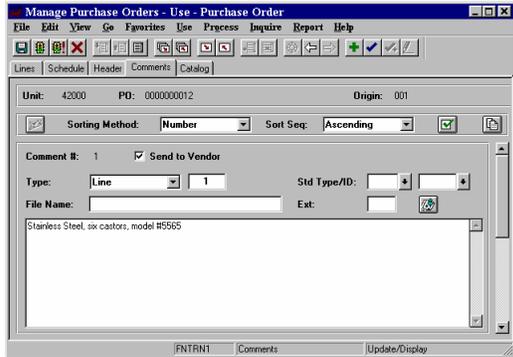
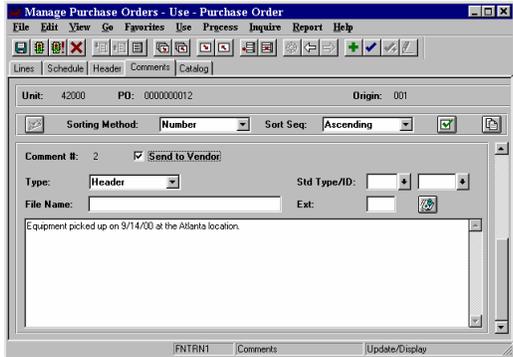
1. Click  to continue to the Comments panel.
2. Click  to retrieve comments.

If these elements do not match, review the steps and consult the Instructor.

**Note:** The Acctg Dt may vary based on the current system date.

**Note:** The PO number may vary from the number shown here.

### Exercise 4 (continued)

<p><b>Step 35</b></p>	<p>Compare your Comments panels to the panels shown below:</p> <div data-bbox="435 401 948 758"></div> <div data-bbox="971 401 1484 758"></div>
<p><b>Expected Results:</b></p>	<p>Use the elevator bar to display both comment panels.</p> <p>The panels match</p> <p>If these elements do not match, review the steps and consult the Instructor.</p> <p><b>Note: The PO number may vary from the number shown here.</b></p>

<p><b>Step 36</b></p>	<p><b>Click:</b>  to close the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise completed.

## Exercise 5 – Enter a Purchase Order with Split Distributions

**Scenario:** You need to enter a purchase order for building equipment. The material will be charged to more than one chartfield combination. Your goal is to complete the purchase order in Phoenix.

<b>Step 1</b>	Select: <b>Go</b> → <b>Administer Procurement</b> → <b>Manage Purchase Orders</b>
<b>Expected Results:</b>	The Manage Purchase Orders window displays.

<b>Step 2</b>	Select: <b>Use</b> → <b>Purchase Order</b> → <b>Lines</b> → <b>Add</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	Enter or select the following:  Business Unit: 42000 Purchase Order: NEXT (Default value – <b>Do not type in this field</b> ) <b>Click:</b> OK
<b>Expected Results:</b>	The Lines panel displays.

<b>Step 4</b>	Enter or select the following:  Vendor: <b>HOMEDEPOT-001 (5000001006)</b> PO Date: Current system date (Default value) Buyer: <b>Judy Anderson</b>
<b>Expected Results:</b>	Correct data entry

### Exercise 5 (continued)

<p><b>Step 5</b></p>	<p><b>Click:</b> <b>Header</b> to proceed to the Header panel.</p> <p>Enter or select the following:</p> <p>PO Type:                   <b>Open Mkt</b>  Origin:                      001 (Default value)  Bill Addr:                   PO_0000001 (Default value)</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 6</b></p>	<p><b>Click:</b> <b>Defaults</b> to open the Purchase Order Defaults dialog box.</p>
<p><b>Expected Results:</b></p>	<p>The Purchase Order Defaults dialog box displays.</p>

### Exercise 5 (continued)

<p><b>Step 7</b></p>	<p>Enter or select the following:</p> <p>Ship To: PO_001001 (Default value)                  Location: PO_001001 (Default value)                  Due Date: <b>Delivery Date (F4)</b>                  Orig Prom: (Leave this field empty)                  Ship Via: COMMON (Default value)                  Freight Trm: DN (Default value)                  Account: <b>720001</b>                  Fund Code: <b>A1</b>                  Organization: <b>4203100201</b>                  Program Code: <b>1228</b>                  Sub-Cls: <b>304</b>                  BY: <b>Current Budget Year</b>                  Project/Grant: <b>13209</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p> <p>Before proceeding, make sure your Purchase Order Defaults dialog box matches the one shown below:</p> <div data-bbox="493 1115 1430 1455" data-label="Image"> </div> <p><b>Note: The Due Date may vary from the date shown here.</b></p>

<p><b>Step 8</b></p>	<p><b>Click: OK</b></p>
<p><b>Expected Results:</b></p>	<p>The Purchase Order Defaults dialog box closes.</p>

### Exercise 5 (continued)

<b>Step 9</b>	<b>Click:</b>  to open the PO Vendor Information dialog box.  <b>Click:</b>  next to the Location field to check the vendor's Location Details.
<b>Expected Results:</b>	The PO Vendor Information dialog box displays.

<b>Step 10</b>	<b>Click:</b> OK
<b>Expected Results:</b>	The PO Vendor Information dialog box closes.

<b>Step 11</b>	<b>Click:</b> 
<b>Expected Results:</b>	A dialog box displays.

**Exercise 5 (continued)**

<b>Step 12</b>	<p>Enter or select the following:</p> <p>Match Action:           <b>No Match</b></p> <p>Match Rules:            <i>Accept the blank default</i></p>
<b>Expected Results:</b>	<p>Correct data entry</p> <p>Before proceeding, make sure your dialog box matches the one shown below:</p> <div data-bbox="704 636 1218 940" style="text-align: center;"> </div> <p><b>Note: Until further notice “No Match” is the recommended selection.</b></p>

<b>Step 13</b>	<b>Click: OK</b>
<b>Expected Results:</b>	The dialog box closes.

<b>Step 14</b>	<p><b>Click:</b>  to return to the Lines panel.</p> <p>Enter or select the following:</p> <p>Item Description:       <b>Ladder, fiberglass, twin step 24 ft</b></p> <p>UOM:                    <b>EA</b></p> <p>Order Qty:              <b>3</b></p>
<b>Expected Results:</b>	Correct data entry

**Exercise 5 (continued)**

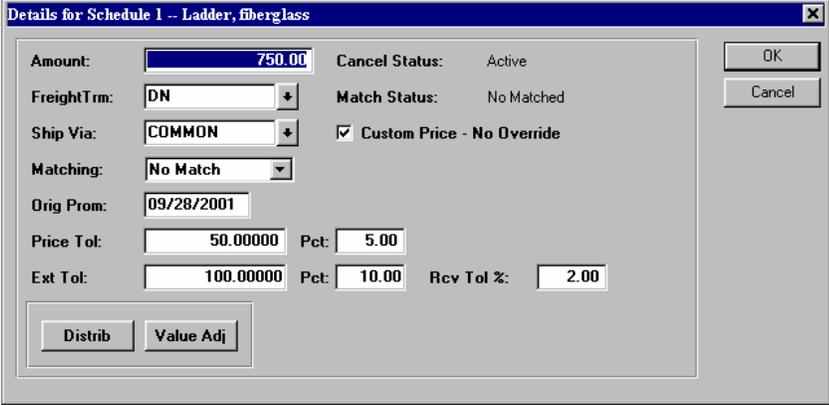
<b>Step 15</b>	<b>Click:</b>  next to Line 1 to display the Line Details dialog box for Line Item 1.
<b>Expected Results:</b>	The Line Details dialog box for Line Item 1 displays.

<b>Step 16</b>	Enter or select the following:  Category: <b>45049</b>  <b>Click:</b> <b>OK</b>
<b>Expected Results:</b>	Correct data entry

<b>Step 17</b>	<b>Click:</b>  to display the Schedule panel for Line 1.
<b>Expected Results:</b>	The Schedule panel for Line 1 displays.

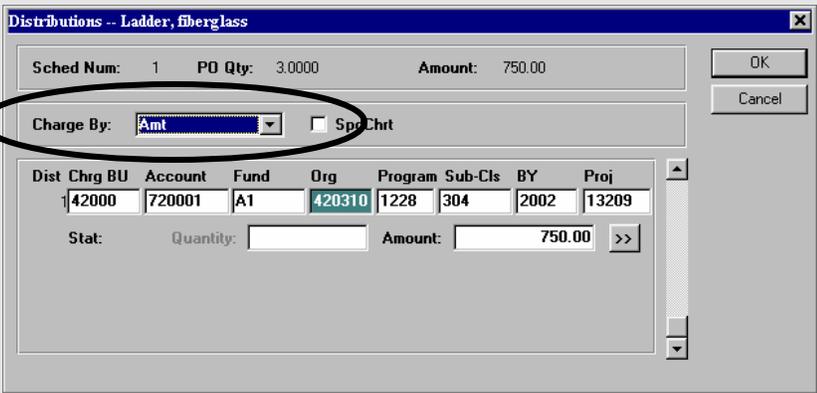
<b>Step 18</b>	Enter or select the following:  Price: <b>250.00</b>  <b>Note: Purchase Order may be saved at this point.</b>
<b>Expected Results:</b>	Correct data entry

**Exercise 5 (continued)**

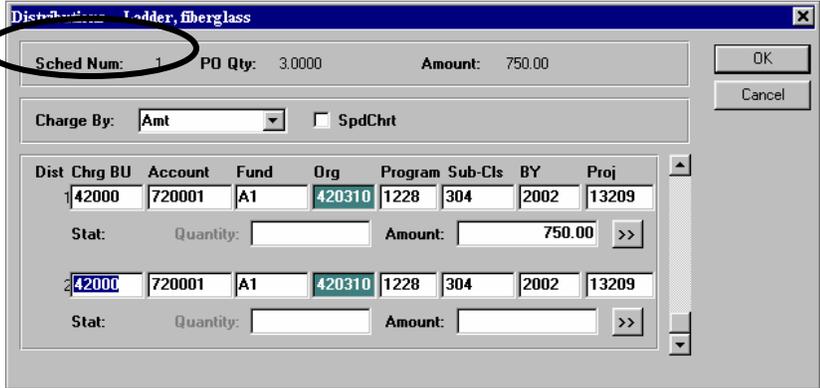
<b>Step 19</b>	<b>Click:</b>  next to Line 1 to display the Details for Schedule dialog box for Line Item 1.
<b>Expected Results:</b>	<p>The Details for Schedule dialog box for Line Item 1 displays.</p>  <p>Before proceeding, make sure your Details for schedule 1 dialog box matches the one shown above.</p>

<b>Step 20</b>	<b>Click:</b>  to display the Distributions dialog box for Line Item 1.
<b>Expected Results:</b>	The Distributions dialog box for Line Item 1 displays.

### Exercise 5 (continued)

<b>Step 21</b>	Select the following:  Charge By: <b>AMT</b>
<b>Expected Results:</b>	Correct data entry  Before proceeding, make sure your Distributions dialog box matches the one shown below:  

### Exercise 5 (continued)

<b>Step 22</b>	<p>To split the line <b>amount</b> evenly between two programs it is necessary to insert an additional distribution line.</p> <p>Place the cursor in any available distribution field</p> <p><b>Click: F7</b> (Insert Row Function Key) to insert a line.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: There are now two distributions for a single line.</p> <p>Note: The  (Insert Row button) is not available.</p>
<b>Expected Results:</b>	Correct data entry

### Exercise 5 (continued)

**Step 23**

Enter the following information in Distribution line 2:

Program:           **01**  
Proj:               **10208**

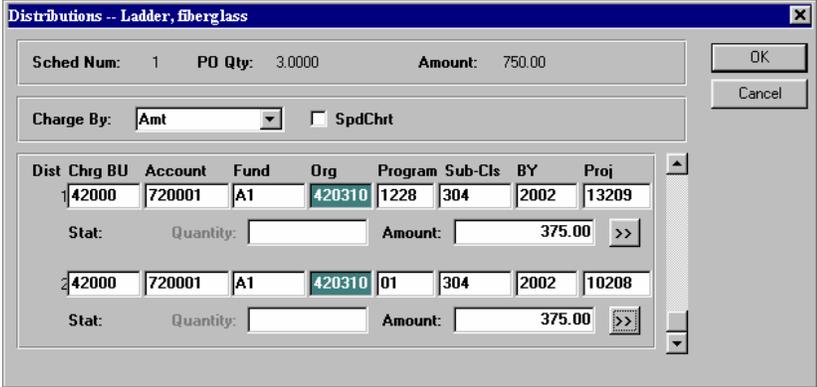
Dist	Chrg BU	Account	Fund	Org	Program	Sub-Cls	BY	Proj
1	42000	720001	A1	420310	1228	304	2002	13209
Stat:		Quantity:		Amount:	750.00	>>		
2	42000	720001	A1	420310	01	304	2002	10208
Stat:		Quantity:		Amount:		>>		

**Note: Any chartfields can be changed from this panel. This example shows the program and project fields.**

**Expected Results:**

Correct data entry.

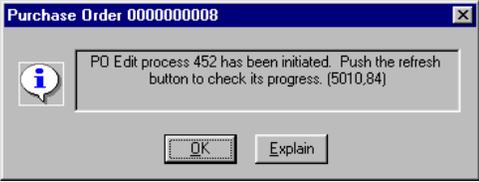
### Exercise 5 (continued)

<b>Step 24</b>	Enter the following:  Amount: <span style="margin-left: 150px;"><b>375.00</b></span>
	
<p><b>Note: The system does not calculate the split amounts. This data must be entered into each amount field by the user.</b></p>	
<b>Expected Results:</b>	Correct data entry.

<b>Step 25</b>	<b>Click: OK</b>
<b>Expected Results:</b>	The Distributions dialog box closes.

<b>Step 26</b>	<b>Click: OK</b>
<b>Expected Results:</b>	The Details for Schedule dialog box closes.

### Exercise 5 (continued)

<p><b>Step 27</b></p>	<p><b>Click:</b>  to proceed to the Header panel.</p> <p><b>Click:</b>  to save.</p> <p><b>Click:</b>  to run the Edit Check process.</p>
<p><b>Expected Results:</b></p>	<p>The Edit Check process is initiated. When it begins, you will receive the following popup message:</p> <div data-bbox="724 716 1203 898" style="text-align: center;">  </div> <p><b>Note: The Purchase Order number and the PO Edit process number may vary from the numbers shown here.</b></p>

<p><b>Step 28</b></p>	<p><b>Click: OK</b> to close the popup message.</p> <p><b>Click:</b>  until the <b>Post Document</b> checkbox is selected and grayed out.</p> <p><b>NOTE:</b> If a “GL Journal Entry Processing” dialog box is displayed, repeat this step until document posts as a <input checked="" type="checkbox"/>.</p> <p>Verify Post Document: <input checked="" type="checkbox"/></p>
<p><b>Expected Results:</b></p>	<p>The <b>Post Document</b> checkbox is selected and grayed out.</p>

<p><b>Step 29</b></p>	<p><b>Click:</b>  to activate the <b>BCM</b> button.</p>
<p><b>Expected Results:</b></p>	<p>The PO Status Value is “Approved” and the <b>Approve</b> button is removed from the panel.</p>

**Exercise 5 (continued)**

<b>Step 30</b>	<p><b>Click:</b>  to run the Budget Check process.</p> <p>. When it is finished, you will receive the following popup message:</p> <div data-bbox="722 489 1203 667" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="background-color: #000080; color: white; padding: 2px;">PeopleCode Manager (Update) <span style="float: right;">x</span></p> <div style="border: 1px solid gray; padding: 5px; margin: 5px auto; width: 80%;"> <p>The Purchase Order successfully met Budget Checking requirements. Do you want the panel refreshed?</p> </div> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px;"> <input type="checkbox"/> <input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Cancel"/> </div> </div>
<b>Expected Results:</b>	The Budget Check process runs

<b>Step 31</b>	<p><b>Click:</b>  to close the popup message and refresh the panel.</p>
<b>Expected Results:</b>	The panel is refreshed.

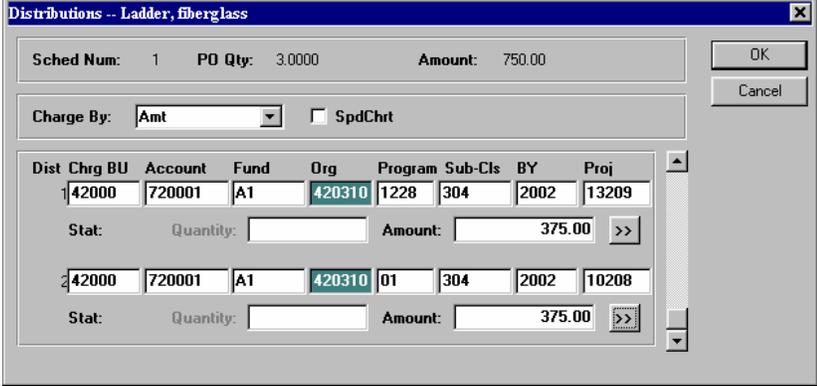
## Exercise 5 (continued)

<b>Check Results</b>	
----------------------	--

<b>Step 32</b>	<p><b>Click:</b>  to return to the Lines panel.</p> <p><b>Click:</b>  to retrieve the line items.</p> <p><b>Click:</b>  to continue to the Schedule panel.</p> <p><b>Click:</b>  to retrieve Line 1's schedule information.</p>
<b>Expected Results:</b>	The line items display.

<b>Step 33</b>	<p><b>Click:</b>  next to Line 1 to display the Details for Schedule dialog box for Line Item 1.</p> <p><b>Click:</b>  to display the Distributions dialog box for Line Item 1.</p>
<b>Expected Results:</b>	The Details for Schedule dialog box for Line Item 1 displays.

### Exercise 5 (continued)

<p><b>Step 34</b></p>	<p>Compare your Schedule Distributions panel to the panel shown below:</p> 
<p><b>Expected Results:</b></p>	<p>The panel matches. If these elements do not match, review the steps and consult the Instructor.</p>

<p><b>Step 35</b></p>	<p><b>Click:</b>  to close the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise completed.

## Exercise 6 – Budget Errors on a Non-Dispatched PO

**Scenario:** Purchase order, 60000020XX will not pass the budget check. It is necessary to discover what type of budget error was found and how to correct the problem. Your goal is to complete the document in Phoenix.

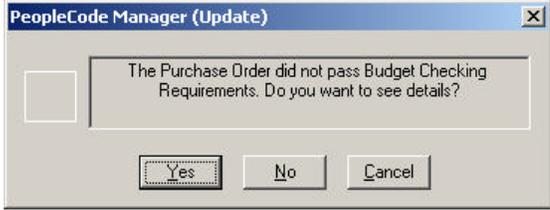
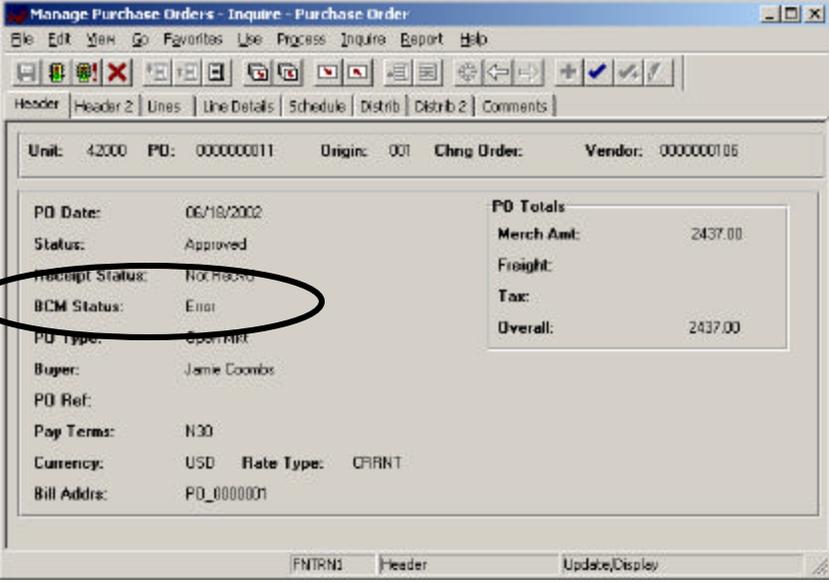
<b>Step 1</b>	Select: <b>Go → Administer Procurement → Manage Purchase Orders</b>
<b>Expected Results:</b>	The Manage Purchase Orders window displays.

<b>Step 2</b>	Select: <b>Use → Purchase Order → Header → Update/Display</b>
<b>Expected Results:</b>	A dialog box displays.

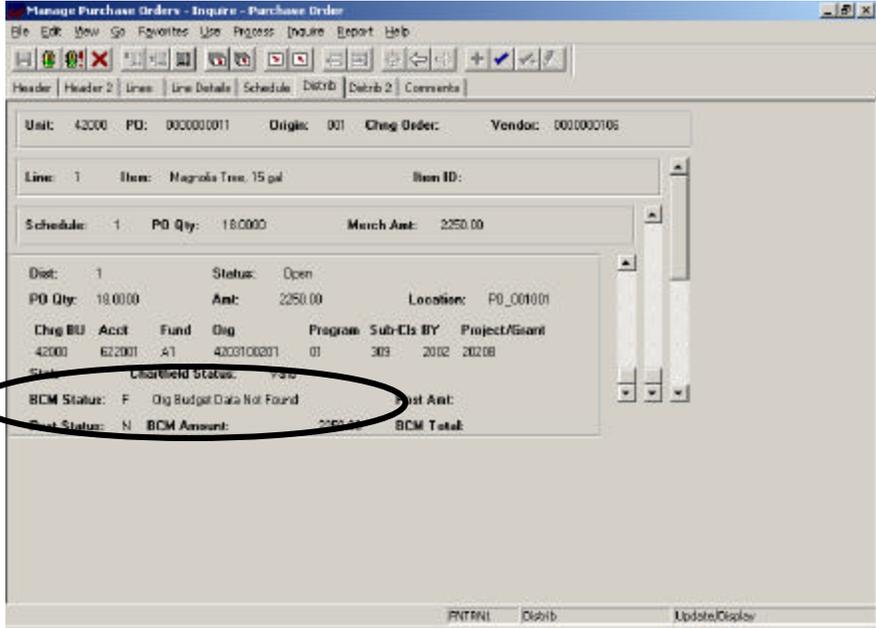
<b>Step 3</b>	<p>Enter or select the following:</p> <p>Business Unit:           <b>42000</b>  Purchase Order:         <b>60000020XX</b></p> <p><b>(Replace XX with the number assigned to you by your instructor)</b></p> <p><b>Click:                       OK</b></p>
<b>Expected Results:</b>	The Header panel displays for the specified purchase order.

### Exercise 6 (continued)

<b>Step 4</b>	<p><b>Click:</b>  to run the Edit Check process.</p> <p><b>Click:</b> <b>OK</b> to close the popup message.</p> <p><b>Click:</b>  until the <b>Post Document</b> checkbox is selected and grayed out.</p> <p><b>NOTE:</b> If a “GL Journal Entry Processing” dialog box is displayed, repeat this step until document posts as a <u>✓</u>.</p> <p>Verify Post Document: ✓</p> <p><b>Click:</b>  to run the Budget Check process.</p>
<b>Expected Results:</b>	Pop up message box displays.

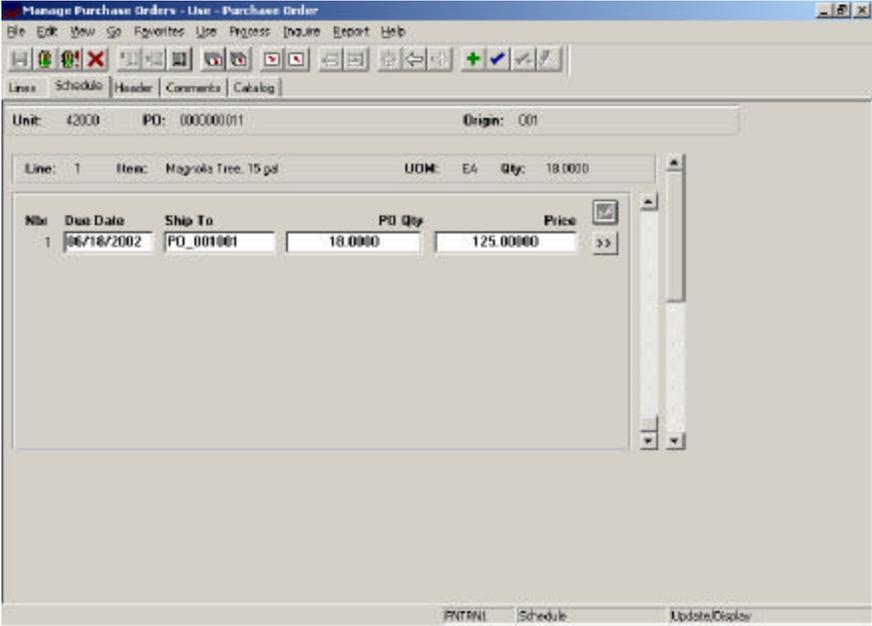
<b>Step 5</b>	<p><b>Click:</b> <b>Yes</b> to retrieve the detail comments.</p> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div>
<b>Expected Results:</b>	Through the Inquire mode it is possible to drill down into the purchase order and see the type of budget error that has occurred.

### Exercise 6 (continued)

<p><b>Step 6</b></p>	<p>Select the <b>Distrib</b> panel,</p>  <p>Line 1 one this purchase order did not pass budget checking because the <b>chartfield combination</b> entered into the system is not valid. Using the outside scroll bar, the BCM status displays for each line. Check additional lines and determine which lines need to be corrected.</p> <p><b>Expected Results:</b> BCM error message is explained.</p>
----------------------	--

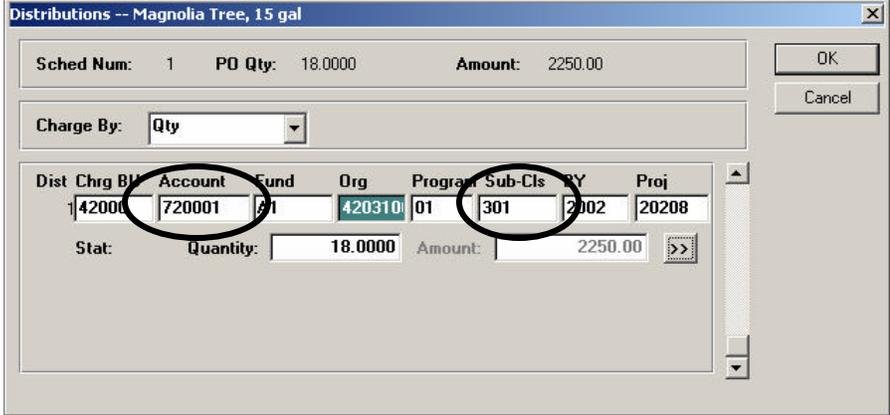
<p><b>Step 7</b></p>	<p>To return to an active PO panel,          Click:           Or,          Select: Use <b>→Purchase Order→Lines→Update/Display</b></p> <p><b>Expected Results:</b> Changes can be entered into the document.</p>
----------------------	---

### Exercise 6 (continued)

<p><b>Step 8</b></p>	<p>The changes will be made from the Schedule panel.</p> <p>First, it is necessary to select the Lines panel and refresh the lines with Sparky, then proceed to the schedule panel and refresh each line separately.</p> <p>Refresh line 1 schedule information</p> 
<p><b>Expected Results:</b></p>	<p>Sparky is available on the Schedule panel and will refresh each line as needed.</p>

<p><b>Step 9</b></p>	<p>To display the chartfield information, Click : </p> <p>Select: </p>
<p><b>Expected Results:</b></p>	<p>The chartfield defaults from the header panel display.</p>

### Exercise 6 (continued)

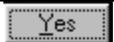
<b>Step 10</b>	<p>Enter the following information in Distribution line 1:</p> <p>Account: 720001 Sub-Cls: 301</p>  <p><b>Click: OK</b></p> <p><b>Click: OK</b></p>
<b>Expected Results:</b>	Changes have been made for line 1 distribution 1.

<b>Step 11</b>	<p>Repeat the process for line 2, To display the chartfield information, Click : </p> <p>Select: </p> <p>Enter the following information for line 2 on Distribution 1:</p> <p>Account: 720001 Sub-Cls: 301</p> <p><b>Click: OK</b></p> <p><b>Click: OK</b></p>
<b>Expected Results:</b>	Changes have been made for line 1 and line 2.

**Exercise 6 (continued)**

<b>Step 12</b>	<p><b>Click:</b>  to save.</p> <p>Select the Header panel and complete the Budget checking process.</p>
<b>Expected Results:</b>	The new information is saved.

<b>Step 13</b>	<p><b>Click:</b>  to run the Edit Check process.</p> <p><b>Click:</b> <b>OK</b> to close the popup message.</p> <p><b>Click:</b>  until the <b>Post Document</b> checkbox is selected and grayed out.</p> <p><b>NOTE:</b> If a “GL Journal Entry Processing” dialog box is displayed, repeat this step until document posts as a <u>✓</u>.</p> <p>Verify Post Document: ✓</p> <p><b>Click:</b>  to run the Budget Check process.</p>
<b>Expected Results:</b>	Pop up message box displays.

<b>Step 14</b>	<p><b>Click:</b>  to close the popup message and refresh the panel.</p>
<b>Expected Results:</b>	The panel is refreshed.

Exercise completed.

## Exercise 7 – Enter a Purchase Order using a Speedchart

**Scenario:** You have been instructed to add a purchase order using the Speedchart feature of Peoplesoft. This will be an Open Market purchase. Enter this Purchase Order into the system.

**Note:** A Speedchart is a user defined shorthand key designating several chartfields to be used for AP Voucher and Purchase order entry. Percentages may be related to a speedchart to designate state versus federal funding.

<b>Step 1</b>	Select: Go → <b>Administer Procurement</b> → <b>Manage Purchase Orders</b>
<b>Expected Results:</b>	The Manage Purchase Orders window displays.

<b>Step 2</b>	Select: Use → <b>Purchase Order</b> → <b>Lines</b> → <b>Add</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	Enter or select the following:  Business Unit: 42000 Purchase Order: NEXT (Default value – <b>Do not type in this field</b> )  <b>Click: OK</b>
<b>Expected Results:</b>	The Lines panel displays.

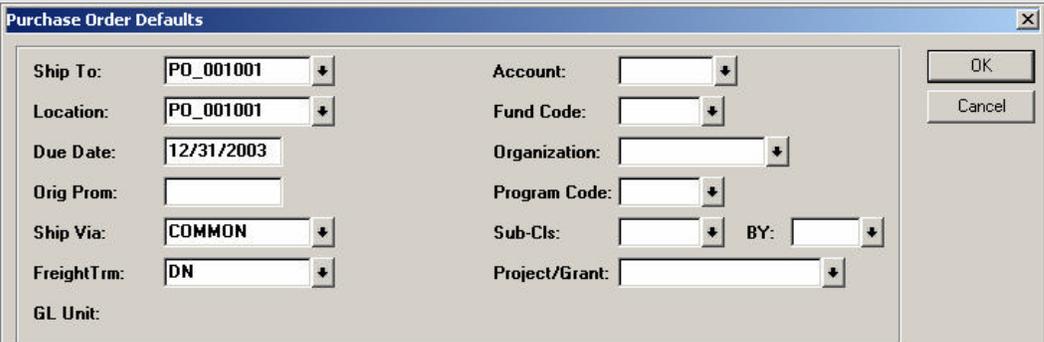
<b>Step 4</b>	Enter or select the following on the Lines Panel:  Vendor: CUB CADET POWER EQUIPMENT (0000000167) PO Date: Current system date (Default value) Buyer: Donna File
<b>Expected Results:</b>	Correct data entry



### Exercise 7 (continued)

<b>Step 5</b>	<p><b>Click:</b>  to proceed to the Header panel.</p> <p>Enter or select the following:</p> <p>PO Type:                   <b>Open Mkt</b>  Origin:                      001 (Default value)  Bill Addr:                   PO_0000001 (Default value)</p>
<b>Expected Results:</b>	Correct data entry

<b>Step 6</b>	<p><b>Click:</b>  to open the Purchase Order Defaults dialog box.</p>
<b>Expected Results:</b>	The Purchase Order Defaults dialog box displays.

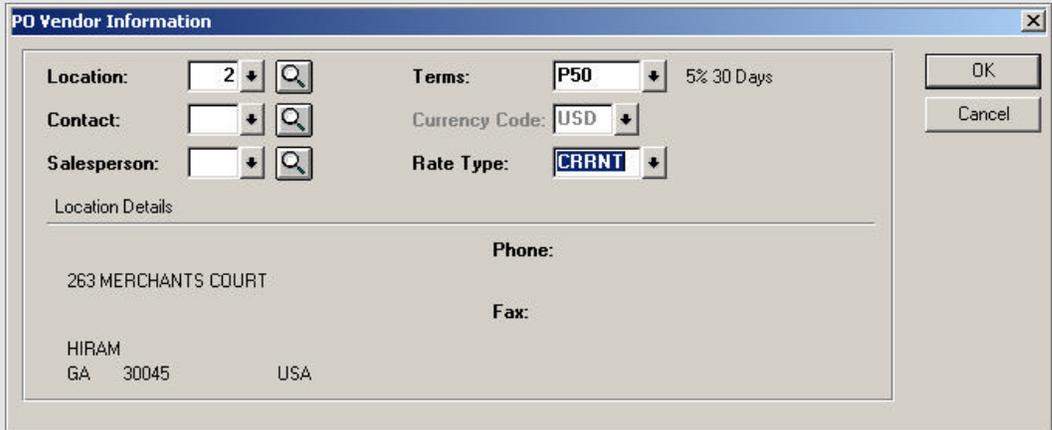
<b>Step 7</b>	<p>Enter or select the following:</p> <p><b>Verify:</b>  Ship To:                    PO_001001 (Default value from Buyer selected)  Location:                  PO_001001 (Default value from Buyer selected)</p> <p><b>Enter or Select:</b>  Due Date:                 <b>Delivery Date (F4)</b></p>
<b>Expected Results:</b>	<p>Correct data entry.  Before proceeding, make sure your Purchase Order Defaults dialog box matches the one shown below:</p> 

<b>Step 7</b>	Enter or select the following: <b>Verify:</b> Ship To: PO_001001 (Default value from Buyer selected) Location: PO_001001 (Default value from Buyer selected)  <b>Enter or Select:</b> Due Date: <b>Delivery Date (F4)</b>
	<b>Note: The Due Date may vary from the date shown here.</b>

### Exercise 7 (continued)

<b>Step 8</b>	<b>Click: OK</b>
<b>Expected Results:</b>	The Purchase Order Defaults dialog box closes.

<b>Step 9</b>	<b>Click:</b>  to open the PO Vendor Information dialog box.
<b>Expected Results:</b>	The PO Vendor Information dialog box displays.

<b>Step 10</b>	<p>Enter or select the following:</p> <p>Location: <b>2</b></p> <p><b>Click:</b>  next to the Location field to display the vendor's Location Details.</p> <p>Enter or Select:</p> <p><b>Terms: P50 (5% Net 30)</b></p>
<b>Expected Results:</b>	<p>Correct data entry</p> <p>Before proceeding, make sure your PO Vendor Information dialog box matches the one shown below:</p> <div data-bbox="435 1451 1487 1881" style="border: 1px solid black; padding: 5px;">  <p>The screenshot shows a dialog box titled "PO Vendor Information" with the following fields: Location (2), Contact, Salesperson, Terms (P50), Currency Code (USD), Rate Type (CRRNT), and Location Details (263 MERCHANTS COURT, HIRAM, GA 30045, USA). There are also fields for Phone and Fax, and OK/Cancel buttons.</p> </div>

<b>Step 10</b>	<p>Enter or select the following:</p> <p>Location: 2</p> <p><b>Click:</b>  next to the Location field to display the vendor's Location Details.</p> <p>Enter or Select:</p> <p><b>Terms:</b> P50 (5% Net 30)</p>
----------------	---

### Exercise 7 (continued)

<b>Step 11</b>	<b>Click: OK</b>
<b>Expected Results:</b>	The PO Vendor Information dialog box closes.

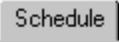
<b>Step 12</b>	<p><b>Click:</b>  to return to the Lines panel.</p> <p>Enter or select the following:</p> <p>Item Description: String Trimmer</p> <p>UOM: EA</p> <p>Order Qty: 3</p>
<b>Expected Results:</b>	Correct data entry

<b>Step 13</b>	<p><b>Click:</b>  next to Line 1 to display the Line Details dialog box for Line Item 1.</p>
<b>Expected Results:</b>	The Line Details dialog box for Line Item 1 displays.

<b>Step 13</b>	<b>Click:</b>  next to Line 1 to display the Line Details dialog box for Line Item 1.
<b>Results:</b>	

<b>Step 14</b>	<p>Enter or select the following:</p> <p>Category:                   <b>51510</b></p> <p><b>Click:</b>                       <b>OK</b></p> <p><b>Note: Category and NIGP are the same information.</b></p>
<b>Expected Results:</b>	Correct data entry

**Exercise 7 (continued)**

<b>Step 15</b>	<b>Click:</b>  to display the Schedule panel for Line 1.
<b>Expected Results:</b>	The Schedule panel for Line 1 displays.

<b>Step 16</b>	<p>Enter or select the following:</p> <p>Price:                       <b>200.00</b></p> <p><b>Note: Purchase Order may be saved at this point.</b></p>
<b>Expected Results:</b>	Correct data entry

<b>Step 17</b>	<b>Click:</b>  next to Line 1 to display the Details for Schedule dialog box for Line Item 1.
<b>Expected Results:</b>	The Details for Schedule dialog box for Line Item 1 displays.

<p><b>Step 17</b></p>	<p><b>Click:</b>  next to Line 1 to display the Details for Schedule dialog box for Line Item 1.</p>																																			
<p><b>Results:</b></p>	<div data-bbox="440 363 1485 877" style="border: 1px solid gray; padding: 5px;"> <p><b>Details for Schedule 1 -- String Trimmer</b> <span style="float: right;">X</span></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Amount:</td> <td style="width: 20%;"><input type="text" value="600.00"/></td> <td style="width: 20%;">Cancel Status:</td> <td style="width: 30%;">Active</td> <td style="width: 10%; text-align: right;"><input type="button" value="OK"/></td> </tr> <tr> <td>FreightTrm:</td> <td><input type="text" value="DN"/></td> <td>Match Status:</td> <td>No Matched</td> <td style="text-align: right;"><input type="button" value="Cancel"/></td> </tr> <tr> <td>Ship Via:</td> <td><input type="text" value="COMMON"/></td> <td colspan="3"><input checked="" type="checkbox"/> Custom Price - No Override</td> </tr> <tr> <td>Matching:</td> <td><input type="text"/></td> <td colspan="3"></td> </tr> <tr> <td>Orig Prom:</td> <td><input type="text" value="12/31/2003"/></td> <td colspan="3"></td> </tr> <tr> <td>Price Tol:</td> <td><input type="text" value="50.00000"/></td> <td>Pct:</td> <td><input type="text" value="5.00"/></td> <td></td> </tr> <tr> <td>Ext Tol:</td> <td><input type="text" value="100.00000"/></td> <td>Pct:</td> <td><input type="text" value="10.00"/></td> <td>Rev Tol %: <input type="text" value="2.00"/></td> </tr> </table> <div style="margin-top: 10px;"> <input type="button" value="Distrib"/> <input type="button" value="Value Adj"/> </div> </div> <p>Before proceeding, make sure your Details for schedule 1 dialog box matches the one shown above.</p>	Amount:	<input type="text" value="600.00"/>	Cancel Status:	Active	<input type="button" value="OK"/>	FreightTrm:	<input type="text" value="DN"/>	Match Status:	No Matched	<input type="button" value="Cancel"/>	Ship Via:	<input type="text" value="COMMON"/>	<input checked="" type="checkbox"/> Custom Price - No Override			Matching:	<input type="text"/>				Orig Prom:	<input type="text" value="12/31/2003"/>				Price Tol:	<input type="text" value="50.00000"/>	Pct:	<input type="text" value="5.00"/>		Ext Tol:	<input type="text" value="100.00000"/>	Pct:	<input type="text" value="10.00"/>	Rev Tol %: <input type="text" value="2.00"/>
Amount:	<input type="text" value="600.00"/>	Cancel Status:	Active	<input type="button" value="OK"/>																																
FreightTrm:	<input type="text" value="DN"/>	Match Status:	No Matched	<input type="button" value="Cancel"/>																																
Ship Via:	<input type="text" value="COMMON"/>	<input checked="" type="checkbox"/> Custom Price - No Override																																		
Matching:	<input type="text"/>																																			
Orig Prom:	<input type="text" value="12/31/2003"/>																																			
Price Tol:	<input type="text" value="50.00000"/>	Pct:	<input type="text" value="5.00"/>																																	
Ext Tol:	<input type="text" value="100.00000"/>	Pct:	<input type="text" value="10.00"/>	Rev Tol %: <input type="text" value="2.00"/>																																

**Exercise 7 (continued)**

<p><b>Step 18</b></p>	<p><b>Click:</b>  to display the Distributions dialog box for Line Item 1.</p>
<p><b>Expected Results:</b></p>	<p>The Distributions dialog box for Line Item 1 displays.</p>

## **Exercise 7 (continued)**

**Step 19**

Select the following:

Charge By: **AMT**

Click:  SpdChrt

In the unlabeled field:

Enter or Select Speedchart: **XXADMIN**

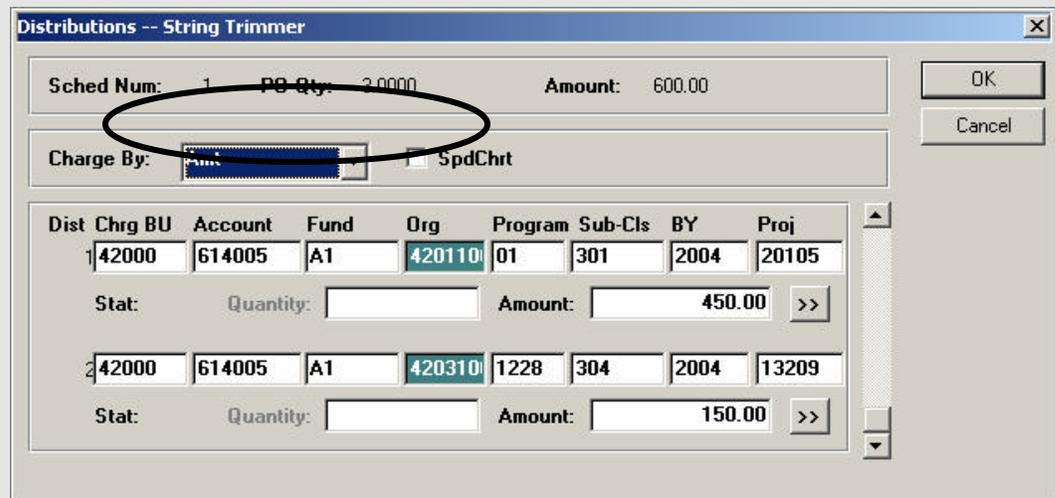
**Note: This Speedchart has been set up without an Account number and Budget Year. User must enter the Account number and Budget Year on each distribution line of the PO. By using the speedchart in this manner, the user may apply the speedchart to multiple purchases which may all be paid from the same funds but not be the same commodity.**

**Press Tab key to display Speedchart values**

**Expected Results:**

Correct data entry

Before proceeding, make sure your Distributions dialog box matches the one shown below:



Enter or Select:

**Account: 614005**

**Budget Year: Current Budget Year**

**Exercise 7 (continued)**

<b>Step 20</b>	<b>Click: OK</b>
<b>Expected Results:</b>	The PO Vendor Information dialog box closes.

<b>Step 21</b>	<b>Click: OK</b>
<b>Expected Results:</b>	The PO Vendor Information dialog box closes.

<b>Step 22</b>	<p>To complete the description on line item 1 it is necessary to insert a comment.</p> <p><b>Click:</b>  to proceed to the Comments panel.</p> <p>Place the cursor in the comment area</p> <p>Enter or select the following:</p> <p>Send to Vendor:        <i>ON</i> (Default value)</p> <p>Type:                    <b>Line</b></p> <p>field:    <b>1</b> (This field appears when you select a Type of “Line”)</p> <p>Comments area:        Gas Powered, Craftsman, 1/3 hp</p>
<b>Expected Results:</b>	Correct data entry

### Exercise 7 (continued)

<b>Step 23</b>	<b>Click:</b>  to save.
<b>Expected Results:</b>	The new distribution information is saved.

<b>Step 24</b>	<p><b>Click:</b>  to proceed to the Header panel.</p> <p><b>Click:</b>  to run the Edit Check process.</p> <p>When it begins, you will receive this popup message:</p> <div data-bbox="594 890 1328 1167" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="background-color: #4F81BD; color: white; padding: 2px;">Purchase Order 000000011 <span style="float: right;">✕</span></p> <div style="border: 1px solid gray; padding: 5px; margin: 5px;">  PO Edit process 8191 has been initiated. Push the refresh button to check its progress. (5010,84)         </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="OK"/> <input type="button" value="Explain"/> </div> </div> <p><b>Note:</b> The Purchase Order number and the PO Edit process number may vary from the numbers shown here.</p>
<b>Expected Results:</b>	The Edit Check process is initiated.

<b>Step 25</b>	<p><b>Click:</b> <b>OK</b> to close the popup message.</p> <p><b>Click:</b>  until the <b>Post Document</b> checkbox is selected and grayed out.</p> <p><b>NOTE:</b> If a “GL Journal Entry Processing” dialog box is displayed, repeat this step until document posts as a <u>✓</u>.</p> <p>Verify Post Document: <input checked="" type="checkbox"/></p>
<b>Expected</b>	The <b>Post Document</b> checkbox is selected and grayed out.

<p><b>Step 25</b></p>	<p><b>Click:</b> <b>OK</b> to close the popup message.</p> <p><b>Click:</b>  until the <b>Post Document</b> checkbox is selected and grayed out.</p> <p><b>NOTE:</b> If a “GL Journal Entry Processing” dialog box is displayed, repeat this step until document posts as a .</p> <p>Verify Post Document: </p>
<p><b>Results:</b></p>	

**Exercise 7 (continued)**

<p><b>Step 26</b></p>	<p><b>Click:</b>  to run the Budget Check process.</p> <p>.</p> <p>When it is finished, you will receive the following popup message:</p> <div data-bbox="721 1045 1203 1226" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="margin: 0;"><b>PeopleCode Manager (Update)</b> <span style="float: right;">x</span></p> <p style="margin: 5px 0;"><input type="checkbox"/> The Purchase Order successfully met Budget Checking requirements. Do you want the panel refreshed?</p> <p style="margin: 0;"> <input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Cancel"/> <input type="button" value="Explain"/> </p> </div>
<p><b>Expected Results:</b></p>	<p>The Budget Check process runs</p>

<p><b>Step 27</b></p>	<p><b>Click:</b>  to close the popup message and refresh the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is refreshed.</p>

<b>Step 28</b>	The Purchase Order may be dispatched/printed as this point:  To dispatch the purchase order:  Select: <b>Process → Dispatch Purchase Orders → Update/Display</b>
<b>Expected Results:</b>	A dialog box displays.

Exercise completed.

## Exercise 8 - Enter a Purchase Order for Open Market Items - Workflow/Pending Approval

**Scenario:** You need to place an order for a refrigerator and microwave oven for the Conference Center. This purchase order must go through the Peoplesoft Approval Process in order to be approved. Your goal is to enter the purchase order in Phoenix.

**Note:** **Workflow, also known as Pending Approval, is set up by Business Unit. Not all Business Units are participating in the workflow process. Those agencies that use workflow (pending approval) must go through an additional approval process before the Purchase Orders are Approved. The approval process is a special security class that must be assigned to a user by the Peoplesoft Security team.**

<b>Step 1</b>	Select: Go → <b>Administer Procurement</b> → <b>Manage Purchase Orders</b>
<b>Expected Results:</b>	The Manage Purchase Orders window displays.

<b>Step 2</b>	Select: Use → <b>Purchase Order</b> → <b>Lines</b> → <b>Add</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	Enter or select the following:  Business Unit: 46200 Purchase Order: NEXT (Default value – <b>Do not type in this field</b> )  <b>Click: OK</b>
<b>Expected Results:</b>	The Lines panel displays.

<b>Step 4</b>	Enter or select the following on the Lines Panel:  Vendor: LOWES-001 (0000000158) PO Date: Current system date (Default value) Buyer: Donna Denman
---------------	--

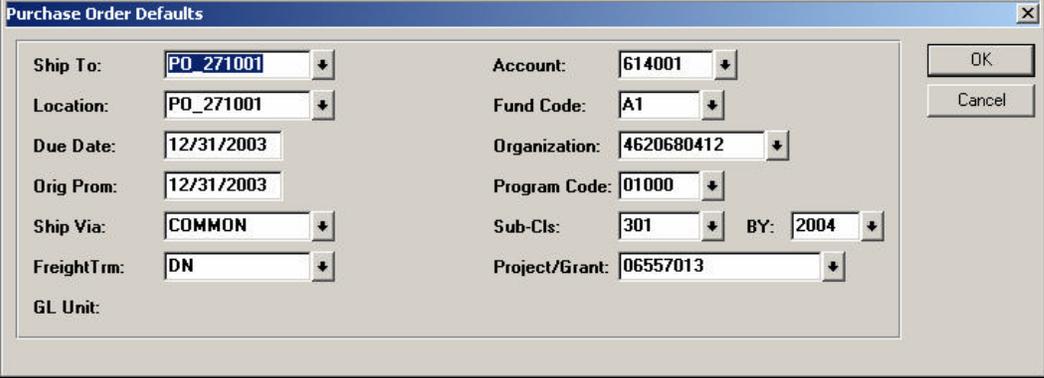
<b>Step 4</b>	Enter or select the following on the Lines Panel:  Vendor:           LOWES-001 (0000000158) PO Date:         Current system date (Default value) Buyer:            Donna Denman
<b>Expected Results:</b>	Correct data entry

### Exercise 8 (continued)

<b>Step 5</b>	<b>Click:</b> <b>Header</b> to proceed to the Header panel.  Enter or select the following:  PO Type: <b>Open Mkt</b> Origin: <b>271</b> Bill Addr: PO_0000001 (Default value)
<b>Expected Results:</b>	Correct data entry

<b>Step 6</b>	<b>Click:</b> <b>Defaults</b> to open the Purchase Order Defaults dialog box.
<b>Expected Results:</b>	The Purchase Order Defaults dialog box displays.

## Exercise 8 (continued)

<p><b>Step 7</b></p>	<p>Enter or select the following:</p> <p>Ship To: PO_271001 (Default value)          Location: PO_271001 (Default value)          Due Date: <b>Delivery Date (F4)</b>          Orig Prom: (Leave this field empty)          Ship Via: COMMON (Default value)          Freight Trm: DN (Default value)          Account: <b>614001</b>          Fund Code: <b>A1</b>          Organization: <b>4620680412</b>          Program Code: <b>01000</b>          Sub-Cls: <b>301</b>          BY: <b>Current Budget Year</b>          Project/Grant: <b>06557013</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry.          Before proceeding, make sure your Purchase Order Defaults dialog box matches the one shown below:</p>  <p><b>Note: The Due Date may vary from the date shown here.</b></p>

### Exercise 8 (continued)

<b>Step 8</b>	<b>Click: OK</b>
<b>Expected Results:</b>	The Purchase Order Defaults dialog box closes.

<b>Step 9</b>	<p><b>Click:</b>  to open the PO Vendor Information dialog box.</p> <p><b>You would normally check the vendor locations at this point, however, this particular vendor has only one location in the training database.</b></p>
<b>Expected Results:</b>	The PO Vendor Information dialog box displays.

<b>Step 10</b>	<b>Click: OK</b>
<b>Expected Results:</b>	The PO Vendor Information dialog box closes.

**Exercise 8 (continued)**

<b>Step 11</b>	<p><b>Click:</b> <input type="button" value="Lines"/> to return to the Lines panel.</p> <p>Enter or select the following:</p> <p>Item Description:           <b>Refrigerator</b>  UOM:                           <b>EA</b>  Order Qty:                   <b>3</b></p>
<b>Expected Results:</b>	Correct data entry

<b>Step 12</b>	<p><b>Click:</b> <input &gt;="" 1="" 1.<="" box="" details="" dialog="" display="" for="" item="" line="" next="" p="" the="" to="" type="button" value=" &gt;&gt; "/> </p>
<b>Expected Results:</b>	The Line Details dialog box for Line Item 1 displays.

<b>Step 13</b>	<p>Enter or select the following:</p> <p>Category:                   <b>04566</b></p> <p><b>Click:</b>                   <b>OK</b></p> <p><b>Note: Category and NIGP are the same information.</b></p>
<b>Expected Results:</b>	Correct data entry

<b>Step 14</b>	<p><b>Click:</b> <input type="button" value="Schedule"/> to display the Schedule panel for Line 1.</p>
<b>Expected Results:</b>	The Schedule panel for Line 1 displays.

### Exercise 8 (continued)

<p><b>Step 15</b></p>	<p>Enter or select the following:</p> <p>Price:           <b>869.00</b></p> <p><b>Note: Purchase Order may be saved at this point.</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 16</b></p>	<p>To complete the description on line item 1 it is necessary to insert a comment.</p> <p><b>Click:</b>  to proceed to the Comments panel.</p> <p>Enter or select the following:</p> <p>Send to Vendor:        <i>ON</i> (Default value)</p> <p>Type:                    <b>Line</b></p> <p>Unlabeled field:       <b>1</b> (This field appears when you select a Type of “Line”)</p> <p>Comments area:        <b>Whirlpool, Model #7549AB63, White</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

**Exercise 8 (continued)**

<b>Step 17</b>	<p><b>Click:</b>  to return to the Lines panel.</p> <p>Place the cursor in the item description field on line 1.</p> <p><b>Click:</b>  (Insert Row button) to insert a line.</p> <p>Enter or select the following for Line 2:</p> <p>Item Description:           <b>Microwave Oven</b>  UOM:                           <b>EA</b>  Order Qty:                   <b>3</b></p>
<b>Expected Results:</b>	Correct data entry

<b>Step 18</b>	<p><b>Click:</b>  next to Line 2 to display the Line Details dialog box for Line Item 2.</p>
<b>Expected Results:</b>	The Line Details dialog box for Line Item 2 displays.

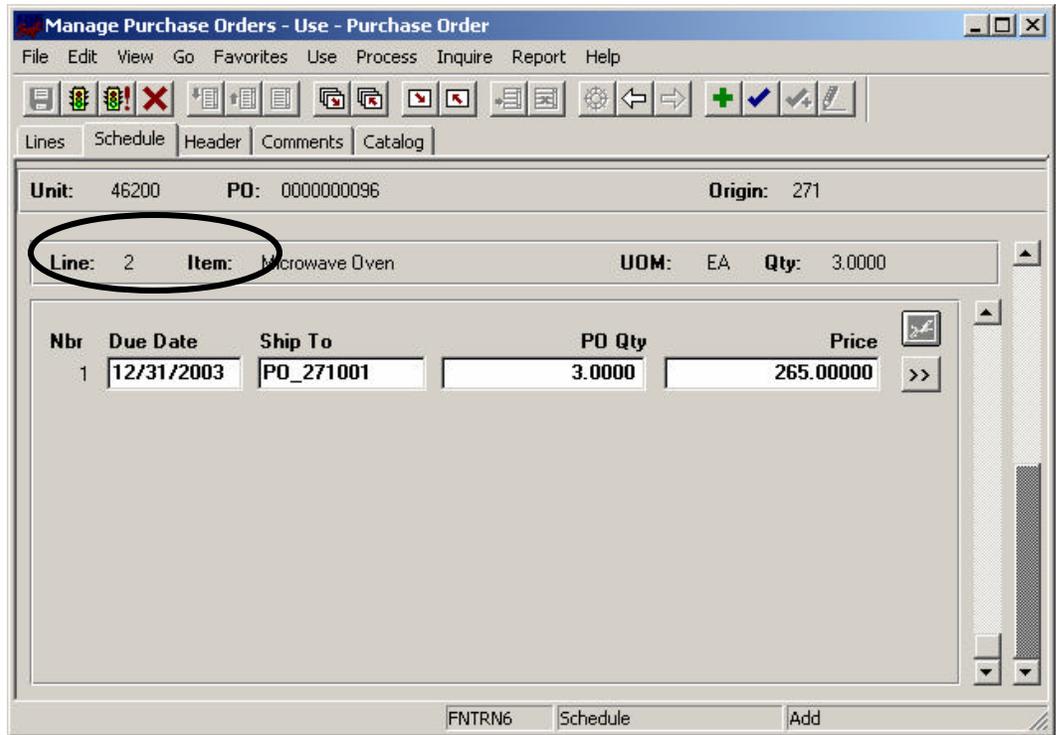
<b>Step 19</b>	<p>Enter or select the following:</p> <p>Category:                   <b>16560</b></p> <p><b>Click:</b>                   <b>OK</b></p>
<b>Expected Results:</b>	Correct data entry

### Exercise 8 (continued)

**Step 20**

**Click:**  to display the Schedule panel.

Use the elevator bar to display the schedule for line 2.



**Expected Results:**

The Schedule panel for Line 2 displays.

**Step 21**

Enter or select the following:

Price: **265.00**

**Expected Results:**

The information displayed is for line 2.

**Exercise 8 (continued)**

<b>Step 22</b>	<p>To complete the description on line item 3 it is necessary to insert a comment.</p> <p><b>Click:</b>  to proceed to the Comments panel.</p> <p>Place the cursor in the comment area</p> <p><b>Click:</b>  (Insert Row button) to insert a line.</p> <p>Enter or select the following:</p> <p>Send to Vendor:        <b>ON</b> (Default value)</p> <p>Type:                    <b>Line</b></p> <p>Unlabeled field:      <b>2</b> (This field appears when you select a Type of “Line”)</p> <p>Comments area:        <b>General Electric, 1000 watts</b></p>
<b>Expected Results:</b>	Correct data entry

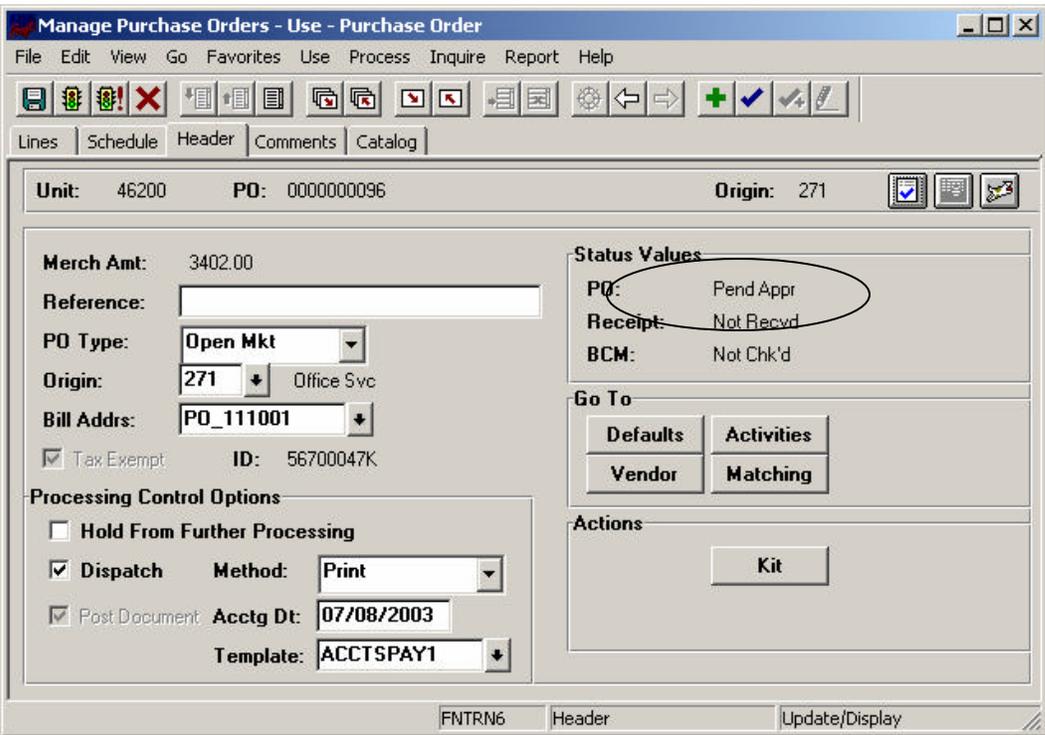
### Exercise 8 (continued)

<b>Step 23</b>	<p><b>Click:</b>  to proceed to the Header panel.</p> <p><b>Click:</b>  to save.</p> <p><b>Click:</b>  to run the Edit Check process.</p>
<b>Expected Results:</b>	<p>The Edit Check process is initiated. When it begins, you will receive the following popup message:</p> <div data-bbox="597 835 1328 1115" style="border: 1px solid gray; padding: 10px; text-align: center;"><p><b>Purchase Order 000000096</b> <span style="float: right;">X</span></p><p> PO Edit process 8197 has been initiated. Push the refresh button to check its progress. (5010,84)</p><p><input type="button" value="OK"/> <input type="button" value="Explain"/></p></div> <p><b>Note:</b> The Purchase Order number and the PO Edit process number may vary from the numbers shown here.</p>

<b>Step 24</b>	<p><b>Click:</b> <b>OK</b> to close the popup message.</p> <p><b>Click:</b>  until the <b>Post Document</b> checkbox is selected and grayed out.</p> <p><b>NOTE:</b> If a “GL Journal Entry Processing” dialog box is displayed, repeat this step until document posts as a ✓.</p> <p>Verify Post Document: <input checked="" type="checkbox"/> Post Document</p>
<b>Expected Results:</b>	The <b>Post Document</b> checkbox is selected and grayed out.

### Exercise 8 (continued)

<p><b>Step 25</b></p>	<p><b>Click:</b>  to activate the <b>BCM</b> button.</p>
<p><b>Expected Results:</b></p>	<p>The PO Status Value is “Pending Approval” and the <b>Approve</b> button is removed from the panel.</p>

<p><b>Step 26</b></p>	<p>Compare your Header panel to the panel shown below:</p> 
<p><b>Expected Results:</b></p>	<p>Note: PO Status Value should be Pending Approval. PO must be approved before budget can be run.</p> <p><b>Note: The Acctg Dt may vary based on the current system date.</b></p> <p><b>Note: The PO number may vary from the number shown here.</b></p>

**Exercise 8 (continued)**

<b>Step 27</b>	<b>Click:</b>  to save.
<b>Expected Results:</b>	The Pending Approval status is saved.

**In order to Approve the Purchase Order, follow this path:**

**Note: There are two approval processes, one to approve the Amount and one to approve the Chartfields. We will perform the Amount Approval first.**

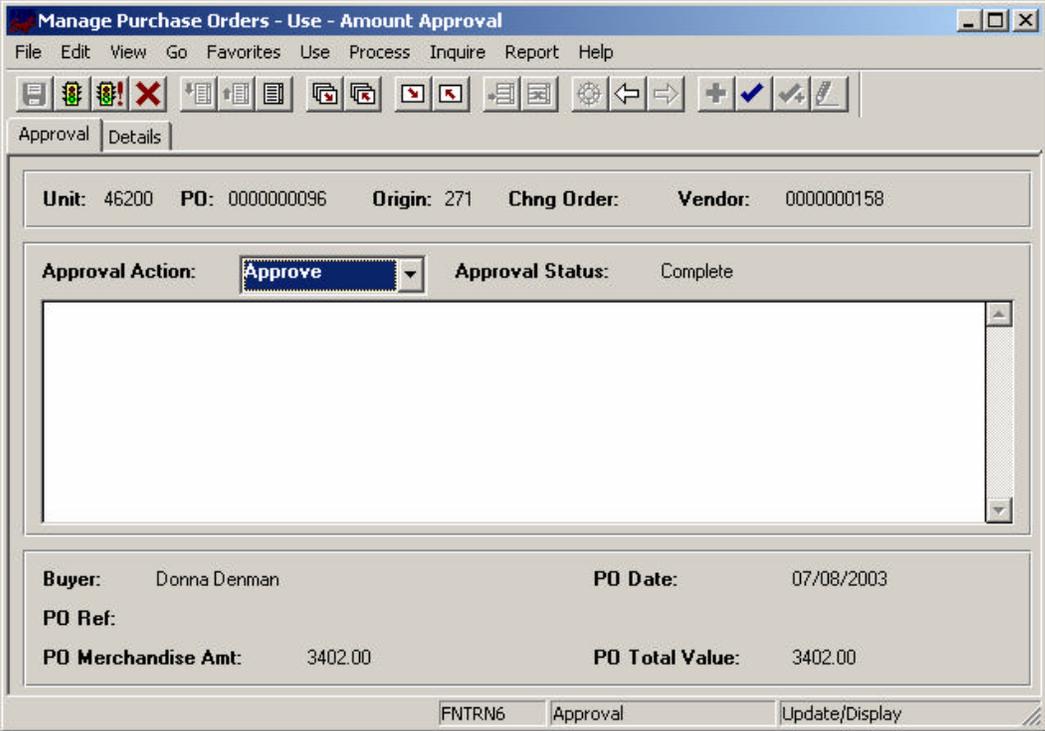
<b>Step 28</b>	Select: Go → <b>Administer Procurement</b> → <b>Manage Purchase Orders</b>
<b>Expected Results:</b>	The Manage Purchase Orders window displays.

<b>Step 29</b>	Select: Use → <b>Amount Approval</b> → <b>Approval</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 30</b>	Enter or Select: <b>Approve</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 31</b>	<b>Click:</b>  to save.
<b>Expected Results:</b>	The Approved status is saved.

**Exercise 8 (continued)**

<b>Step 32</b>	<p>Compare your Amount Approval panel to the panel shown below:</p> 
<b>Expected Results:</b>	Approval process is performed

### Exercise 8 (continued)

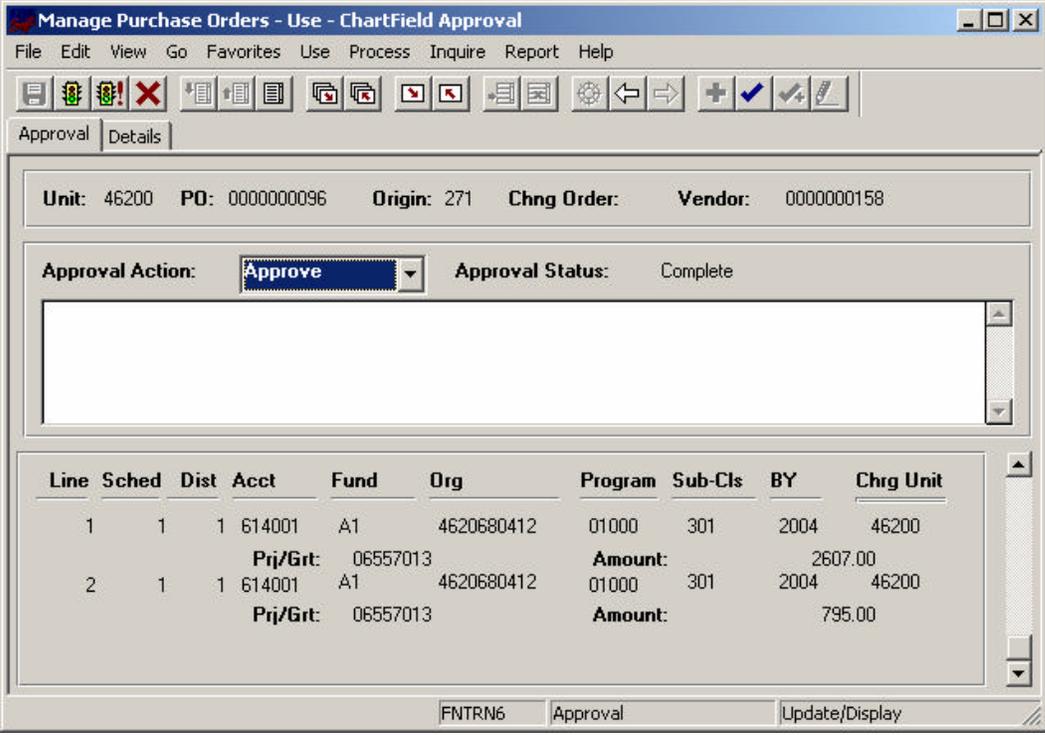
The next approval process is the Chartfield Approval. Use the following path:

<b>Step 33</b>	Select: Use → Chartfield Approval → Approval
<b>Expected Results:</b>	A dialog box displays.

<b>Step 34</b>	Enter or Select: <b>Approve</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 35</b>	<b>Click:</b>  to save.
<b>Expected Results:</b>	The Approved status is saved.

**Exercise 8 (continued)**

<b>Step 36</b>	<p>Compare your Chartfield Approval panel to the panel shown below:</p> 
<b>Expected Results:</b>	Approval process is performed.

<p><b>Step 36</b></p>	<p>Compare your Chartfield Approval panel to the panel shown below:</p>
-----------------------	---

In order to return to the Purchase Order, follow the path:

<p><b>Step 37</b></p>	<p>Select: <b>Use → Purchase Order → Lines → Update/Display</b></p>
<p><b>Expected Results:</b></p>	<p>A dialog box displays.</p>

**Exercise 8 (continued)**

<b>Step 38</b>	Enter or select the following:  Business Unit: <b>42000</b> Purchase Order: <b>0000000XXX</b> (number assigned previously)  <b>Click:</b> <b>OK</b>
<b>Expected Results:</b>	The Lines panel displays.

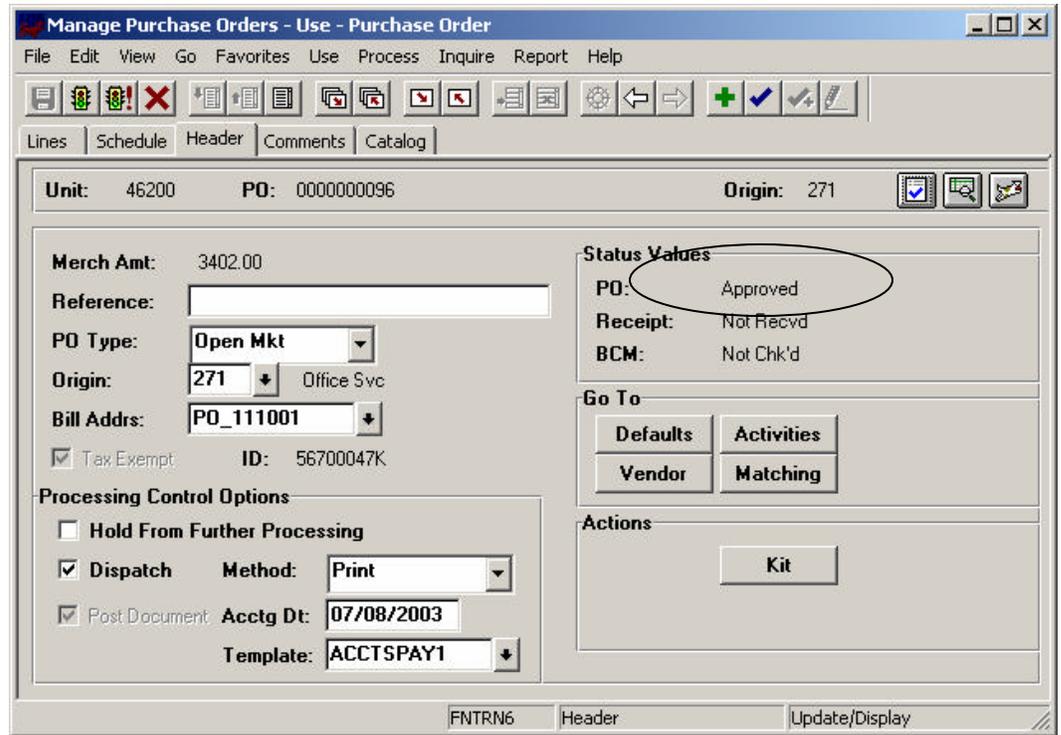
<b>Step 39</b>	<b>Click:</b>  to retrieve the purchase order's line items.
<b>Expected Results:</b>	The purchase order's line items display.

### Exercise 8 (continued)

**Step 40**

**Click:** **Header** to proceed to the Header panel.

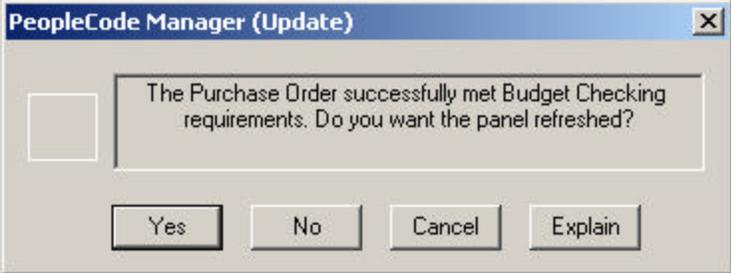
Compare your Header panel to the panel shown below:



**Expected Results:**

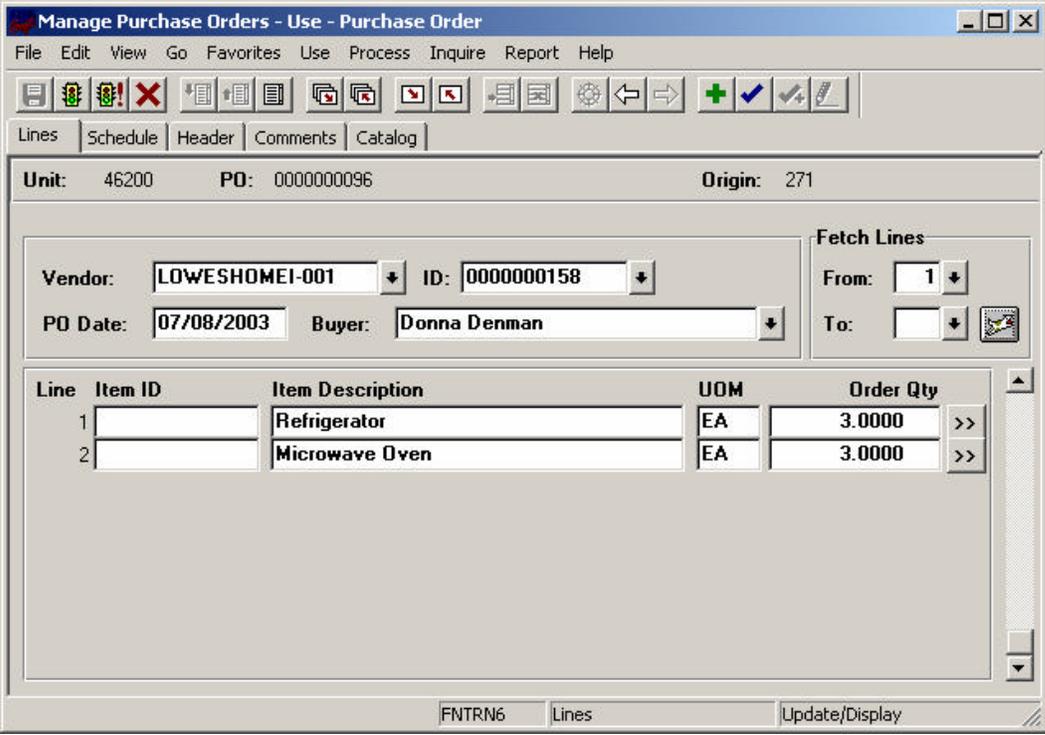
PO Status Value should be Approved. Purchase order is ready for budget checking.

**Exercise 8 (continued)**

<b>Step 41</b>	<b>Click:</b>  to run the Budget Check process.
<b>Expected Results:</b>	The Budget Check process runs. When it is finished, you will receive the following popup message: 
<b>Step 42</b>	<b>Click:</b>  to close the popup message and refresh the panel.
<b>Expected Results:</b>	The panel is refreshed.

### Exercise 8 (continued)

<b>Step 43</b>	<p><b>Click:</b>  to return to the Lines panel.</p> <p><b>Click:</b>  to retrieve the line items.</p>
<b>Expected Results:</b>	The line items display.

<b>Step 44</b>	<p>Compare your Lines panel to the panel shown below:</p> 
<b>Expected Results:</b>	<p>If the panel matches:</p> <ol style="list-style-type: none"> <li>Click  to continue to the Schedule panel.</li> <li>Click  to retrieve Line 1's schedule information.</li> </ol> <p>If these elements do not match, review the steps and consult the Instructor.</p> <p><b>Note: The PO Date may vary based on the current system date.</b></p> <p><b>Note: The PO number may vary from the number shown here.</b></p>

## Exercise 8 (continued)

### Step 45

Compare your Schedule panel for Line 1 to the panel shown below:

Nbr	Due Date	Ship To	PO Qty	Price
1	12/31/2003	PO_271001	3.0000	869.00000

### Expected Results:

If the panel matches:

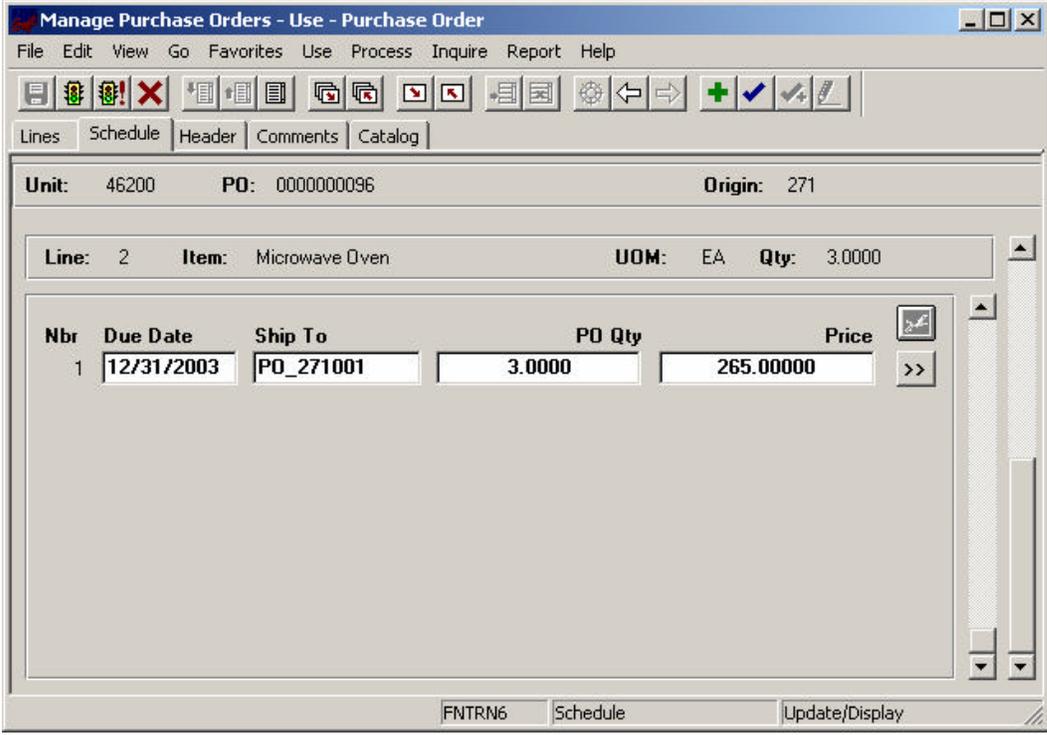
3. Use the elevator bar to display Line 2's schedule.
4. Click  to retrieve Line 2's schedule information.

If these elements do not match, review the steps and consult the Instructor.

**Note:** The Due Date may vary based on the current system date.

**Note:** The PO number may vary from the number shown here.

### Exercise 8 (continued)

<p><b>Step 46</b></p>	<p>Compare your Schedule panel for Line 2 to the panel shown below:</p> 
<p><b>Expected Results:</b></p>	<p><b>Note:</b> The Due Date may vary based on the current system date.</p> <p><b>Note:</b> The PO number may vary from the number shown here.</p>

## Exercise 8 (continued)

### Step 47

Compare your Header panel to the panel shown below:

### Expected Results:

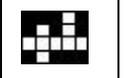
The Purchase Order is Approved and Valid. Ready to be dispatched.

**Exercise 8 (continued)**

<b>Step 48</b>	<b>Click:</b> to close the panel.
<b>Expected Results:</b>	The panel is closed. Proceed with this exercise.

Exercise completed.

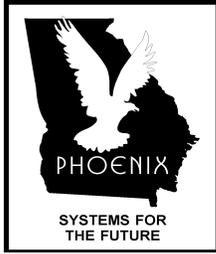
## D. Summary and Review

Activity	Materials	
 LECTURE	 GUIDE	 REVIEW

### Objectives Review:

1. Enter purchase orders
2. Modify purchase orders
3. Reserve purchase orders





# Phoenix End-User Training

## SECTION 3:

## PROCESSING PURCHASE ORDERS

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7  
PEOPLESOFT PURCHASING  
APRIL 2003



## Section Contents



<b>A. INTRODUCTION .....</b>	<b>1</b>
<b>B. BUSINESS PROCESSES .....</b>	<b>2</b>
<b>C. EXERCISES .....</b>	<b>3</b>
Exercise 1 – Check the approval status of a PO.....	3
Exercise 2 – Dispatch and print a PO .....	6
Exercise 3 – Create a purchase order correction.....	9
Exercise 4 – Cancel a dispatched PO .....	17
Exercise 5 – Cancel a reserved PO .....	21
Exercise 6 – Changing the Budget on a dispatched PO.....	22
<b>D. SUMMARY AND REVIEW.....</b>	<b>28</b>



## A. Introduction

# Processing Purchase Orders



Welcome to the Processing Purchase Orders module! This module contains the tools needed to learn all the concepts and procedures involved in Processing Purchase Orders.

**Goal** To acquire the skills and knowledge necessary to perform all procedures identified in the Purchasing module for Processing Purchase Orders.

**Participant Objectives** At the end of this module you will be able to

1. Check the approval status of purchase orders
2. Dispatch and print purchase orders from PO Workbench
3. Create and dispatch a purchase order correction
4. Cancel dispatched purchase orders
5. Cancel a reserved purchase order
6. Navigate through the online Library to locate all Processing Purchase Orders procedures

## B. Business Processes

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

### Relevant Business Processes:

PO009 – Change Orders

PO012 – Editing / Budget Checking – Requisitions, Purchase Orders

PO026 – Purchase Order Cancellation

PO032 – Cancel PO and Reissue

## C. Exercises

### Exercise 1 - Check the Approval Status of a PO

**Scenario:** A purchase order for Akins Feed and Seed has been forwarded for approval. You need to retrieve the PO and check the status.

<b>Step 1</b>	Select: <b>Go</b> → <b>Administer Procurement</b> → <b>Manage Purchase Orders</b>
<b>Expected Results:</b>	The Manage Purchase Orders window displays.

<b>Step 2</b>	Select: <b>Use</b> → <b>Purchase Order</b> → <b>Header</b> → <b>Update/Display</b>
<b>Expected Results:</b>	A dialog box displays.

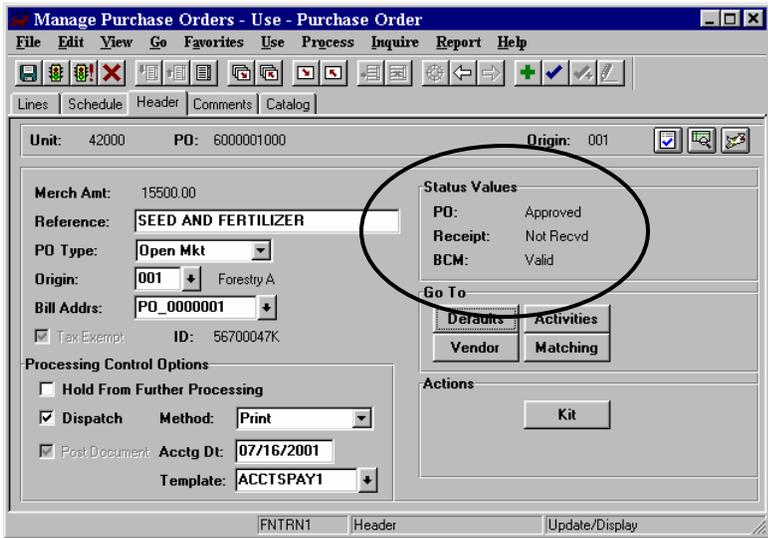
<b>Step 3</b>	Enter or select the following:  Business Unit:           42000 Purchase Order: <b>60000010XX</b>  <b>(Replace XX with the number assigned to you by your instructor)</b>  <b>Click:                        OK</b>
<b>Expected Results:</b>	The Header panel displays.

<b>Step 4</b>	View the following status values:  PO:                        Approved Receipt:                Not Recvd BCM:                     Valid
<b>Expected Results:</b>	The correct data is viewed.



### Exercise 1 (continued)

<b>Check Results</b>	
----------------------	--

<b>Step 5</b>	<p>Compare your Header panel to the panel shown below:</p> 
<b>Expected Results:</b>	<p>The panel matches.</p> <p>If these elements do not match, review the steps and consult the Instructor.</p> <p style="text-align: center;"><b>Note: The PO number may vary from the number shown here.</b></p>

<b>Step 6</b>	<p>Click:  to close the panel.</p>
<b>Expected Results:</b>	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise completed.

## Exercise 2 – Dispatch and print a PO

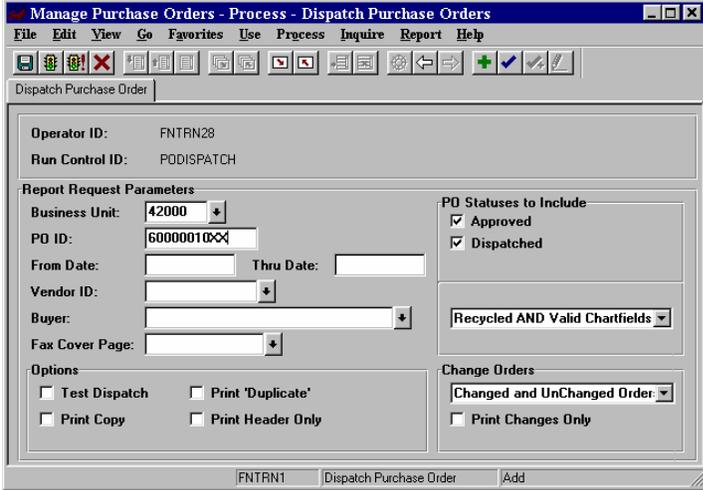
**Scenario:** Once purchase orders have an approved and valid status, they need to be dispatched to the vendors. Your goal is to dispatch and print the purchase order in Phoenix.

<b>Step 1</b>	Select: <b>Go → Administer Procurement → Manage Purchase Orders</b>
<b>Expected Results:</b>	The Manage Purchase Orders window displays.

<b>Step 2</b>	Select: <b>Process → Dispatch Purchase Orders → Add</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	<p>Enter or select the following:</p> <p>Run Control Id: <b>PODISPATCH</b></p> <p><b>Click:                   OK</b></p> <p><b>Note: Once a Run Control has been added it can be selected for future processing.</b></p>
<b>Expected Results:</b>	A Dispatch Purchase Orders panel displays.

## Exercise 2 (continued)

<p><b>Step 4</b></p>	<p>Enter or select the following:</p> <p>Business Unit:           <b>42000</b>                  PO ID:                   <b>60000010XX</b>                  (Replace <b>XX</b> with the number assigned to you by your instructor)</p> <p><b>Click: ✓ Approved</b>  <b>Click: ✓ Dispatched</b></p> <p><b>Recycled AND Valid Chartfields</b></p> <p><b>Changed and Unchanged Orders</b></p>  <p>Before proceeding to the next process, compare panel above.</p> <p><b>Click:</b>  to display the Process Scheduler Request window.</p>
<p><b>Expected Results:</b></p>	<p>The Process Scheduler Request window displays.</p>

## Exercise 2 (continued)

<p><b>Step 5</b></p>	<p>Enter or select the following:</p> <p>Run Location:                      Click the <b>Server</b> radio button <i>ON</i></p> <p>Server:                                      Select <b>PSUNX</b> from drop down list</p> <p>Output Destination:      Click the <b>File</b> radio button <i>ON</i></p> <p>File/Printer:                      /tmp/ +P-d</p> <p>Highlight:                              <b>Purchase Order Form</b></p> <p>Click:                                      <b>OK</b></p> <p><b>Note: To view the process monitor screen in Production the navigation is as follows:      Go, PeopleTools, Process Monitor</b></p>
<p><b>Expected Results:</b></p>	<p>Purchase order document prints at specified printer.</p>

<p><b>Step 6</b></p>	<p>Click:  to close the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise completed.

### Exercise 3 - Create a Purchase Order Correction

**Scenario:** You realize that a correction must be made to the purchase order that was just dispatched. You must change the rye seed to Zoysia and change the order quantity of the fertilizer to 1,750 lbs. This requires you to create a Change Order and dispatch the document. Your goal is to create a Change Order in Phoenix.

<b>Step 1</b>	Select: <b>Go</b> → <b>Administer Procurement</b> → <b>Manage Purchase Orders</b>
<b>Expected Results:</b>	The Manage Purchase Orders window displays.

<b>Step 2</b>	Select: <b>Use</b> → <b>Purchase Order</b> → <b>Lines</b> → <b>Update/Display</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	Enter or select the following:  Business Unit:                   42000 Purchase Order: <b>60000010XX</b>  <b>(Replace XX with the number assigned to you by your instructor)</b>  <b>Click:                               OK</b>
<b>Expected Results:</b>	The Lines panel displays.

<b>Step 4</b>	<b>Click:</b>  to retrieve the PO lines.
<b>Expected Results:</b>	The purchase order's line items display.

### Exercise 3 (continued)

<b>Step 5</b>	<b>Click:</b>  next to Line 1 to display the Line Details dialog box for Line Item 1.
<b>Expected Results:</b>	The Line Details dialog box for Line Item 1 displays.

<b>Step 6</b>	<b>Click:</b> 
<b>Expected Results:</b>	The Lines panel displays.

<b>Step 7</b>	Enter or select the following:  Item Description: <b>Zoysia</b> grass seed
<b>Expected Results:</b>	Correct data entry

<b>Step 8</b>	<b>Click:</b>  next to Line 2 to display the Line Details dialog box for Line Item 2.
<b>Expected Results:</b>	The Line Details dialog box for Line Item 2 displays.

**Exercise 3 (continued)**

<b>Step 9</b>	<b>Click:</b> 
<b>Expected Results:</b>	The Lines panel displays.

<b>Step 10</b>	Enter or select the following:  Order Qty: <b>1750</b>
<b>Expected Results:</b>	Correct data entry

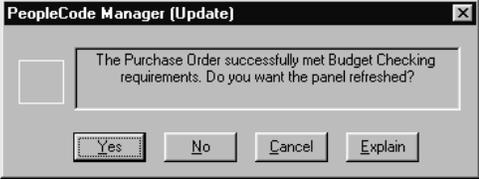
<b>Step 11</b>	<p><b>Click:</b>  to save.</p> <div data-bbox="592 1014 1328 1293" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="background-color: #000080; color: white; padding: 2px;">PeopleCode Manager (Get) <span style="float: right;">✕</span></p> <p style="border: 1px solid gray; padding: 5px; margin: 5px 0;">  This action will create a change order. Continue? (10200,27) </p> <p style="text-align: center; margin: 0;"> <input type="button" value="Yes"/>    <input type="button" value="No"/>    <input type="button" value="Explain"/> </p> </div> <p><b>Click:</b> Yes</p>
<b>Expected Results:</b>	The new information is saved.

### Exercise 3 (continued)

<b>Step 12</b>	<p><b>Click:</b>  to proceed to the Header panel.</p> <p><b>Click:</b>  to run the Edit Check process.</p> <p>When it begins, you will receive this popup message:</p> <div data-bbox="724 548 1203 726" style="border: 1px solid black; padding: 5px; text-align: center;"><p>Purchase Order 0000000063</p><p> PO Edit process 196 has been initiated. Push the refresh button to check its progress. (5010,84)</p><p><input type="button" value="OK"/> <input type="button" value="Explain"/></p></div> <p><b>Note:</b> The Purchase Order number and the PO Edit process number may vary from the numbers shown here.</p>
<b>Expected Results:</b>	The Edit Check process is initiated.

<b>Step 13</b>	<p><b>Click:</b> <b>OK</b> to close the popup message.</p> <p><b>Click:</b>  until the <b>Post Document</b> checkbox is selected and grayed out.</p> <p><b>NOTE:</b> If a “GL Journal Entry Processing” dialog box is displayed, repeat this step until document posts as a <u>✓</u>.</p> <p>Verify Post Document: ✓</p>
<b>Expected Results:</b>	The <b>Post Document</b> checkbox is selected and grayed out.

**Exercise 3 (continued)**

<b>Step 14</b>	<p><b>Click:</b>  to run the Budget Check process.</p> <p>.</p> <p>When it is finished, you will receive the following popup message:</p> <div data-bbox="724 529 1203 709" style="text-align: center;">  <p>The dialog box is titled "PeopleCode Manager (Update)". It contains a text area with the message: "The Purchase Order successfully met Budget Checking requirements. Do you want the panel refreshed?". Below the text area are four buttons: "Yes", "No", "Cancel", and "Explain".</p> </div>
<b>Expected Results:</b>	The Budget Check process runs

<b>Step 15</b>	<p><b>Click:</b>  to close the popup message and refresh the panel.</p>
<b>Expected Results:</b>	The panel is refreshed.

<b>Step 16</b>	<p>To dispatch the change order:</p> <p>Select: <b>Process → Dispatch Purchase Orders → Update/Display</b></p>
<b>Expected Results:</b>	A dialog box displays.



**Ship To:** Georgia Forestry Commission  
 Forestry Admin  
 205 Butler Street  
 Macon, GA 31020

**Purchase Order**

**CHANGE ORDER**

<b>Purchase Order</b>	<b>Type</b>	<b>Date</b>	<b>Revision</b>	<b>Page</b>
42000-001-5000003030	OMP	05/17/1999	1 - 09/29/2000	1
<b>Payment Terms</b>	<b>Freight Terms</b>		<b>Ship Via</b>	
Net 30	Destination		COMMON	
<b>Buyer:</b> David Childers				

**Vendor:** 5000001013  
 AKINS FEED AND SEED  
 333 MAIN ST.  
 DECATUR, GA 30033

**Bill To:** Georgia Forestry Commission  
 P. O. Box 819  
 Macon, GA 31202-0819

Line-SchdItem	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
---------------	-------------	----------	-----	----------	--------------	----------

The State of Georgia Contract Terms and Conditions are applicable to this order.  
 They can be viewed at [www.doas.state.ga.us](http://www.doas.state.ga.us). Click on Procurement and then Georgia Contract Terms and Conditions.

Please deliver as soon as possible

1 - 1	00500	<b>Zoysia grass seed</b>	1,000.0000	BAG	5.00000	5,000.00	05/17/1999
-------	-------	--------------------------	------------	-----	---------	----------	------------

**Item Total** 5,000.00

2 - 1	00500	10-10-20 Fertilizer	1,750.0000	LBS	7.00000	12,250.00	05/17/1999
-------	-------	---------------------	------------	-----	---------	-----------	------------

**Item Total** 12,250.00

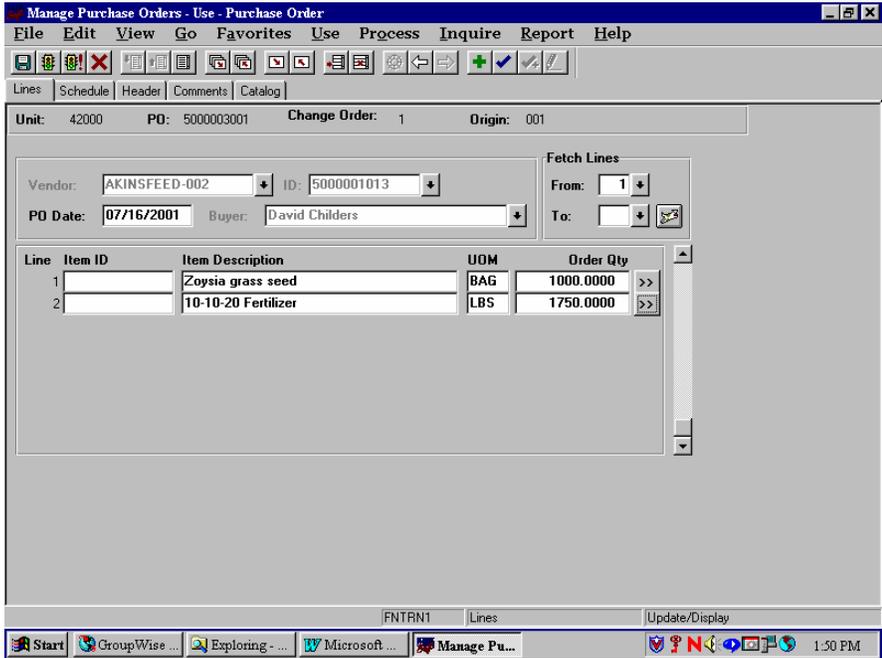
**Total PO Amount** 17,250.00

All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

**Authorized Signature**

### Exercise 3 (continued)

<b>Check Results</b>	
----------------------	--

<b>Step 19</b>	<p>Compare your Lines panel to the panel shown below:</p> <p><b>Note: The PO number will vary from the number shown here.</b></p> 
<b>Expected Results:</b>	The panel matches. If these elements do not match, review the steps and consult the Instructor.

<b>Step 20</b>	<b>Click:</b>  to close the panel.
<b>Expected Results:</b>	The panel is closed. Proceed to the next exercise.

Exercise completed.

## Exercise 4 - Cancel a Dispatched PO

**Scenario:** You realize that PO# 60000010XX, which you just dispatched, must be canceled. (Note that “XX” represents the number assigned to you by your instructor.) Your goal is to document the cancellation and complete the process in Phoenix.

<b>Step 1</b>	Select: <b>Go</b> → <b>Administer Procurement</b> → <b>Manage Purchase Orders</b>
<b>Expected Results:</b>	The Manage Purchase Orders window displays.

<b>Step 2</b>	Select: <b>Use</b> → <b>Purchase Order</b> → <b>Comments</b> → <b>Update/Display</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	Enter or select the following:  Business Unit: <b>42000</b> Purchase Order: <b>60000010XX</b>  <b>(Replace XX with the number assigned to you by your instructor)</b>  <b>Click:                        OK</b>
<b>Expected Results:</b>	The Comments panel displays.

<b>Step 4</b>	<b>Click:</b>  to retrieve the purchase order's existing comments.
<b>Expected Results:</b>	The purchase order's comments display.

### Exercise 4 (continued)

<p><b>Step 5</b></p>	<p>Place the cursor in the <b>Comments</b> area.</p> <p><b>Click:</b>  (Delete Row button) to delete the existing comment row.</p> <p>Enter or select the following:</p> <p>Type:                      Header</p> <p>                                  Comment: <b>(Current Date) PO# 60000010XX is being canceled, funding is unavailable at this time .</b></p> <p><b>(Replace XX with the number assigned to you by your instructor)</b></p> <p>Send to Vendor:            <i>ON</i></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 6</b></p>	<p><b>Click:</b>  to save.</p>
<p><b>Expected Results:</b></p>	<p>The new information is saved.</p>

<p><b>Step 7</b></p>	<p>Select: Use → <b>PO WorkBench</b></p>
<p><b>Expected Results:</b></p>	<p>A dialog box displays.</p>

**Exercise 4 (continued)**

<b>Step 8</b>	<p><b>Click:</b> </p> <p>Enter or select the following:</p> <p>Business Unit: 42000  Purchase Order: <b>60000010XX</b>  <b>(Replace XX with the number assigned to you by your instructor)</b></p> <p><b>Click:</b> <b>OK</b></p>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 9</b>	<p><b>Click:</b> <input checked="" type="checkbox"/> beside PO 60000010XX</p> <p><b>(Replace XX with the number assigned to you by your instructor)</b></p>
<b>Expected Results:</b>	The buttons at the bottom of the PO WorkBench panel activate.

<b>Step 10</b>	<p><b>Click:</b>  to cancel the purchase order.</p> <p><b>Click:</b>  to save.</p> <p>View the following:  PO Status: Canceled</p>
<b>Expected Results:</b>	<p>The new information is saved.</p> <p><b>NOTE: If you need to dispatch this document, complete steps 16 – 18 in Exercise 3.</b></p> <p>The Purchase Order will print with a CANCELED PO status on the day of cancellation only. After nightly batch processing the purchase order status changes to complete.</p>

<b>Step 11</b>	<p><b>Click:</b>  to close the panel.</p>
<b>Expected Results:</b>	The panel is closed.

Exercise completed.

## Exercise 5 - Cancel a reserved PO

**Scenario:** You realize that there is a reserved Purchase Order that was never used: it is still in the system with an *Initial* status. The items are no longer needed; you need to cancel or reuse this number. Your goal is to complete the process in Phoenix.

**There are two options to select:**

### **Using the reserved number for a different purchase**

Retrieving the PO number from the update display menu will allow the user to change the information. A different vendor can be selected and the PO can be completed and used for another purchase.

### **Changing the PO Status**

To change the status of a PO from “Initial” to “Open” requires the completion of the Header Panel, including the defaults. Also, on the lines panel a vendor, buyer and the first line of information must be completed and **saved**. This will change the PO status to Open. Once an open status is obtained the PO can be retrieved and canceled in PO Workbench.

To begin, both choices require the following navigation:

Use → Purchase Order → Lines → Update/Display

## Exercise 6 – Changing the Budget on a Dispatched PO

**Scenario:** After dispatching this document it has been determined the budget previously selected requires changing. Your goal is to amend the document as needed for payment in Phoenix.

<p><b>Step 1</b></p>	<p>Select: <b>Use</b>→<b>Purchase Order</b>→<b>Header</b>→<b>Update/Display</b></p> <p>Business Unit:               <b>42000</b>                  Purchase Order:           <b>70000020XX</b>  <b>Click:</b>                       <b>OK</b></p> <p><b>Verify the purchase order is Dispatched and Valid</b></p>
<p><b>Expected Results:</b></p>	<p>The Header panel displays for the specified purchase order.</p>

<p><b>Step 2</b></p>	<p>Select the <b>Lines</b> panel and refresh the lines, <b>Click:</b> .</p> <p>Proceed to the <b>Schedule</b> and refresh PO line 1, <b>Click:</b> .</p>
<p><b>Expected Results:</b></p>	<p>The schedule for PO line 1 is loaded.</p>

<p><b>Step 3</b></p>	<p><b>Correct Chartfield values for PO Line 1:</b></p> <p>To display the schedule details for PO Line 1, Click : </p> <p>Select: </p> <p>Place the cursor in the active field, <b>Quantity</b> (or Amount)</p> <p><b>Click: F7</b> (Insert Row Function Key) to insert a line.</p>
<p><b>Expected Results:</b></p>	<p>An additional line is displayed.</p>

### Exercise 6 (continued)

<b>Step 4</b>	<p>The existing data copies into the new line, Enter the following information in Distribution line 2:</p> <p>Account:        627001 Sub-Cls:        304 Project:        01</p> <p>It is necessary to <b>enter the quantity</b>, 18 on the newly created distribution line.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Distributions -- Japanese Maple Tree</b></p> <p>Sched Num: 1    PO Qty: 10.0000    Amount: 275.00</p> <p>Charge By: Qty</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Dist</th> <th>Chrg BU</th> <th>Account</th> <th>Fund</th> <th>Org</th> <th>Program</th> <th>Sub-Cls</th> <th>BY</th> <th>Proj</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>42000</td> <td>614005</td> <td>A1</td> <td>420110</td> <td>01</td> <td>301</td> <td>2003</td> <td>20105</td> </tr> <tr> <td colspan="2"></td> <td>Stat:</td> <td>Quantity:</td> <td>10.0000</td> <td>Amount:</td> <td>275.00</td> <td colspan="2">&gt;&gt;</td> </tr> <tr> <td>2</td> <td>42000</td> <td>627001</td> <td>A1</td> <td>420110</td> <td>01</td> <td>304</td> <td>2003</td> <td>01</td> </tr> <tr> <td colspan="2"></td> <td>Stat:</td> <td>Quantity:</td> <td>10.0000</td> <td>Amount:</td> <td>275.00</td> <td colspan="2">&gt;&gt;</td> </tr> </tbody> </table> </div> <p><b>Before proceeding distribution line 1 must be canceled.</b></p>	Dist	Chrg BU	Account	Fund	Org	Program	Sub-Cls	BY	Proj	1	42000	614005	A1	420110	01	301	2003	20105			Stat:	Quantity:	10.0000	Amount:	275.00	>>		2	42000	627001	A1	420110	01	304	2003	01			Stat:	Quantity:	10.0000	Amount:	275.00	>>	
Dist	Chrg BU	Account	Fund	Org	Program	Sub-Cls	BY	Proj																																						
1	42000	614005	A1	420110	01	301	2003	20105																																						
		Stat:	Quantity:	10.0000	Amount:	275.00	>>																																							
2	42000	627001	A1	420110	01	304	2003	01																																						
		Stat:	Quantity:	10.0000	Amount:	275.00	>>																																							
<b>Expected Results:</b>	Changes have been made for line 1, distribution 2.																																													

**Exercise 6 (continued)**

<p><b>Step 5</b></p>	<p>To display the details for line 1, Click : </p> <p>Click: </p> <div data-bbox="609 510 1317 831" style="text-align: center;">  </div> <p>This will change the distribution detail status from Open to Canceled.</p> <p><b>Click: OK</b></p> <p>Note: Distribution 1 is completely unavailable.</p> <p><b>Click: OK</b></p> <p><b>Click: OK</b></p>
<p><b>Expected Results:</b></p>	<p>The original chartfield information has been canceled and new budget data has been entered for line 1 of the purchase order.</p>

<p><b>Step 6</b></p>	<p><b>To correct Chartfield values for PO Line 2:</b></p> <p>Proceed to the <b>Schedule</b> and refresh PO line 2, <b>Click:</b> .</p>
<p><b>Expected Results:</b></p>	<p>The schedule for PO line 2 is loaded.</p>

### Exercise 6 (continued)

<b>Step 7</b>	<p>To display the schedule details, Click : </p> <p>Select: </p> <p>Place the cursor in the active field, <b>Quantity</b> (or Amount)</p> <p><b>Click: F7</b> (Insert Row Function Key) to insert a line.</p>
<b>Expected Results:</b>	An additional line is displayed.

<b>Step 8</b>	<p>The existing data copies into the new line, Enter the following information in Distribution line 2:</p> <p>Account: 627001 Sub-Cls: 304 Project: 01</p> <p>It is necessary to <b>enter the quantity</b>, 22 on the newly created distribution line.</p> <div data-bbox="435 1226 1487 1724" style="border: 1px solid gray; padding: 5px;"> <p><b>Distributions -- Crepe Myrtle Bushes</b> <span style="float: right;">X</span></p> <p>Sched Num: 1    PO Qty: 15.0000    Amount: 225.00    <span style="float: right;">OK</span></p> <p>Charge By: Qty <span style="float: right;">Cancel</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Dist</th> <th>Chrg BU</th> <th>Account</th> <th>Fund</th> <th>Org</th> <th>Program</th> <th>Sub-Cls</th> <th>BY</th> <th>Proj</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>42000</td> <td>614005</td> <td>A1</td> <td>420110</td> <td>01</td> <td>301</td> <td>2003</td> <td>20105</td> </tr> <tr> <td colspan="2"></td> <td>Stat:</td> <td>Quantity:</td> <td>15.0000</td> <td>Amount:</td> <td>225.00</td> <td colspan="2" style="text-align: right;">&gt;&gt;</td> </tr> <tr> <td>2</td> <td>42000</td> <td>627001</td> <td>A1</td> <td>420110</td> <td>01</td> <td>304</td> <td>2003</td> <td>01</td> </tr> <tr> <td colspan="2"></td> <td>Stat:</td> <td>Quantity:</td> <td>15.0000</td> <td>Amount:</td> <td>225.00</td> <td colspan="2" style="text-align: right;">&gt;&gt;</td> </tr> </tbody> </table> </div> <p><b>Before proceeding distribution line 1 must be canceled.</b></p>	Dist	Chrg BU	Account	Fund	Org	Program	Sub-Cls	BY	Proj	1	42000	614005	A1	420110	01	301	2003	20105			Stat:	Quantity:	15.0000	Amount:	225.00	>>		2	42000	627001	A1	420110	01	304	2003	01			Stat:	Quantity:	15.0000	Amount:	225.00	>>	
Dist	Chrg BU	Account	Fund	Org	Program	Sub-Cls	BY	Proj																																						
1	42000	614005	A1	420110	01	301	2003	20105																																						
		Stat:	Quantity:	15.0000	Amount:	225.00	>>																																							
2	42000	627001	A1	420110	01	304	2003	01																																						
		Stat:	Quantity:	15.0000	Amount:	225.00	>>																																							
<b>Expected</b>	Changes have been made for PO line 2, distribution 2.																																													

**Step 8**

The existing data copies into the new line,  
Enter the following information in Distribution line 2:

Account: 627001  
Sub-Cls: 304  
Project: 01

It is necessary to **enter the quantity, 22** on the newly created distribution line.

Dist	Chrg BU	Account	Fund	Org	Program	Sub-Cls	BY	Proj
1	42000	614005	A1	420110	01	301	2003	20105
Stat:		Quantity:	15.0000	Amount:	225.00	>>		
2	42000	627001	A1	420110	01	304	2003	01
Stat:		Quantity:	15.0000	Amount:	225.00	>>		

**Before proceeding distribution line 1 must be canceled.**

**Results:**

## Exercise 6 (continued)

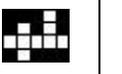
<p><b>Step 9</b></p>	<p><b>Click:</b>  to proceed to the Header panel.</p> <p><b>Click:</b>  to run the Edit Check process.</p> <p><b>Click:</b> <b>OK</b> to close the popup message.</p> <p><b>Click:</b>  until the <b>Post Document</b> checkbox is selected and grayed out.</p> <p><b>NOTE:</b> If a “GL Journal Entry Processing” dialog box is displayed, repeat this step until document posts as a <u>✓</u>.</p> <p>Verify Post Document: ✓</p> <p><b>Click:</b>  to run the Budget Check process.</p>
<p><b>Expected Results:</b></p>	<p>Pop up message box displays.</p>

<p><b>Step 10</b></p>	<p><b>Click:</b>  to close the popup message and refresh the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is refreshed.</p>

<p><b>Step 11</b></p>	<p>If a document copy is needed,</p> <p>Select: <b>Process → Dispatch Purchase Orders → Update/Display</b></p>
<p><b>Expected Results:</b></p>	<p>User is able to complete the dispatch process.</p>

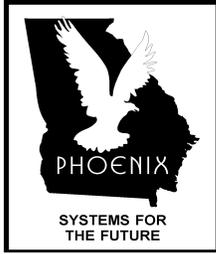
Exercise completed.

## D. Summary and Review

Activity	Materials	
 LECTURE	 GUIDE	 REVIEW

### Review Objectives:

1. Check the approval status of purchase orders
2. Dispatch and print purchase orders from PO Workbench
3. Create and dispatch a purchase order correction
4. Cancel dispatched purchase orders



# **Phoenix End-User Training**

## **SECTION 4:**

# **RECEIVING PURCHASE ORDERS AND CLOSING RECEIPTS**

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7  
PEOPLESOFT PURCHASING  
APRIL 2003



## Section Contents



<b>A. INTRODUCTION .....</b>	<b>1</b>
<b>B. BUSINESS PROCESSES.....</b>	<b>2</b>
<b>C. EXERCISES.....</b>	<b>3</b>
Exercise 1 - Enter and print a partial receipt.....	3
Exercise 2 - Complete a partial receipt .....	14
Exercise 3 - Enter and print a receipt.....	23
Exercise 4 - Cancel a receipt.....	28
<b>D. SUMMARY AND REVIEW.....</b>	<b>31</b>



## Introduction

### Receiving POs and Closing Receipts



Welcome to the Receiving POs and Closing Receipts module! This module contains the tools needed to learn all the concepts and procedures involved in Receiving POs and Closing Receipts.

**Goal** To acquire the skills and knowledge necessary to perform all procedures identified in the Phoenix Program Purchasing Processes section of the online Library for Receiving POs and Closing Receipts.

**Participant Objectives** At the end of this module you will be able to

1. Enter and print full and partial receipts
2. Complete partial receipts
3. Cancel a Receipt

## B. Business Processes

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

Relevant Business Processes:

PO-020 Receive with Purchase Order

## C. Exercises

### Exercise 1 - Enter and Print a Partial Receipt

**Scenario:** You have just received some of the line items on Purchase Order 50000080XX-Grainger. (Note that “XX” represents the number assigned to you by your instructor.) Your job includes printing out a Receipt List (Print Receipt Form), receiving the items and printing out a Receipt Delivery report before sending the items to the person who requested them. Your goal is to accomplish these tasks in Phoenix.

<b>Step 1</b>	Select: <b>Go</b> → <b>Administer Procurement</b> → <b>Receive Shipments</b>
<b>Expected Results:</b>	The Receive Shipments window displays.

<b>Step 2</b>	To print a Receipt form,  Select: <b>Report</b> → <b>Print Receipt Form</b> → <b>Add</b>
<b>Expected Results:</b>	A dialog box displays.

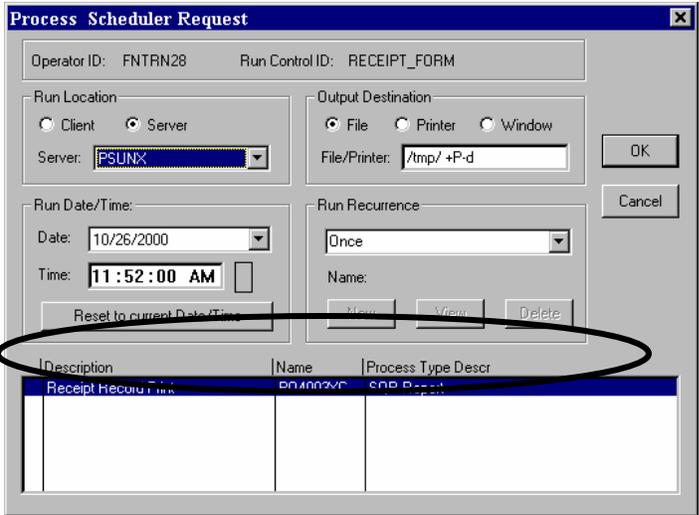
<b>Step 3</b>	Enter or select the following:  Run Control ID:           RECEIPT_FORM  <b>Click:</b> <b>OK</b>
<b>Expected Results:</b>	The Print Receipt Form panel displays.

**Exercise 1 (continued)**

<b>Step 4</b>	Enter or select the following:  Business Unit:                   42000 Purchase Order: <b>50000080XX</b>  <b>(Replace XX with the number assigned to you by your instructor)</b>
<b>Expected Results:</b>	Correct data entry.

<b>Step 5</b>	<b>Click:</b>  to display the Process Scheduler Request window.
<b>Expected Results:</b>	The Process Scheduler Request window displays.

### Exercise 1 (continued)

<p><b>Step 6</b></p>	<p>Enter or select the following:</p> <p>Run Location: Click the <b>Server</b> radio button <i>ON</i></p> <p>Server: Select <b>PSUNX</b> from drop down</p> <p>Output Destination: Click the <b>File</b> radio button <i>ON</i></p> <p>File/Printer: /tmp/ +P-d (Printer name assigned to user at the agency level.)</p> <p>Highlight: <b>Receipt Record Print</b></p> <p>Click: <b>OK</b></p> 
<p><b>Expected Results:</b></p>	<p>The Receiving Form dispatches.</p>

### Exercise 1 (continued)

<b>Step 7</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Ship To:</b> Georgia Forestry Commission Forestry Admin 205 Butler Street Macon, GA 31020</p> <p>Vendor: 0000000072 GRAINGER 5449 WEST AVENUE SUITE 3A, BUILDING C ATLANTA, GA 30333 4451515</p> <p style="text-align: right;">Vendor Fax: 404-555-6666</p> </div> <div style="width: 50%; text-align: center;"> <h3>Receiving Form</h3> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr> <th>Purchase Order</th> <th>Type</th> <th>Date</th> <th>Revision</th> <th>Page</th> </tr> <tr> <td>42000-001-5000004040</td> <td>OMP</td> <td>05/21/1999</td> <td></td> <td>1</td> </tr> <tr> <th>Payment Terms</th> <th>Freight Terms</th> <th colspan="3">Ship Via</th> </tr> <tr> <td>Net 30</td> <td>Destination</td> <td colspan="3">COMMON</td> </tr> <tr> <td colspan="5">Buyer: Michelle Young</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th>Line-Sch/Item</th> <th>Description</th> <th>Quantity Ordered</th> <th>UOM Ordered</th> <th>Quantity Recd</th> <th>UOM Recd</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;"> <input type="checkbox"/> Partial      <input type="checkbox"/> Full Shipment                 </td> </tr> <tr> <td colspan="3">Bill of Lading: _____</td> <td colspan="3">Packing Slip: _____</td> </tr> <tr> <td colspan="3">Ship Number: _____</td> <td colspan="3">Receiver No: _____</td> </tr> <tr> <td colspan="4">Receiving Agent Signature _____</td> <td colspan="2">Receipt Date ____/____/____</td> </tr> <tr> <td colspan="4">Accepted by _____</td> <td colspan="2">Accept Date ____/____/____</td> </tr> <tr> <td style="text-align: center;">1 - 1</td> <td style="text-align: center;">00505</td> <td style="text-align: center;">Hospital bed</td> <td style="text-align: center;">1.0000</td> <td style="text-align: center;">EA</td> <td style="text-align: center;">____</td> </tr> <tr> <td style="text-align: center;">2 - 1</td> <td style="text-align: center;">00505</td> <td style="text-align: center;">Wheelchair, motorized</td> <td style="text-align: center;">1.0000</td> <td style="text-align: center;">EA</td> <td style="text-align: center;">____</td> </tr> <tr> <td style="text-align: center;">3 - 1</td> <td style="text-align: center;">00505</td> <td style="text-align: center;">Patient lift, hydraulic</td> <td style="text-align: center;">4.0000</td> <td style="text-align: center;">EA</td> <td style="text-align: center;">____</td> </tr> </tbody> </table> </div> </div>	Purchase Order	Type	Date	Revision	Page	42000-001-5000004040	OMP	05/21/1999		1	Payment Terms	Freight Terms	Ship Via			Net 30	Destination	COMMON			Buyer: Michelle Young					Line-Sch/Item	Description	Quantity Ordered	UOM Ordered	Quantity Recd	UOM Recd	<input type="checkbox"/> Partial <input type="checkbox"/> Full Shipment						Bill of Lading: _____			Packing Slip: _____			Ship Number: _____			Receiver No: _____			Receiving Agent Signature _____				Receipt Date ____/____/____		Accepted by _____				Accept Date ____/____/____		1 - 1	00505	Hospital bed	1.0000	EA	____	2 - 1	00505	Wheelchair, motorized	1.0000	EA	____	3 - 1	00505	Patient lift, hydraulic	4.0000	EA	____
Purchase Order	Type	Date	Revision	Page																																																																												
42000-001-5000004040	OMP	05/21/1999		1																																																																												
Payment Terms	Freight Terms	Ship Via																																																																														
Net 30	Destination	COMMON																																																																														
Buyer: Michelle Young																																																																																
Line-Sch/Item	Description	Quantity Ordered	UOM Ordered	Quantity Recd	UOM Recd																																																																											
<input type="checkbox"/> Partial <input type="checkbox"/> Full Shipment																																																																																
Bill of Lading: _____			Packing Slip: _____																																																																													
Ship Number: _____			Receiver No: _____																																																																													
Receiving Agent Signature _____				Receipt Date ____/____/____																																																																												
Accepted by _____				Accept Date ____/____/____																																																																												
1 - 1	00505	Hospital bed	1.0000	EA	____																																																																											
2 - 1	00505	Wheelchair, motorized	1.0000	EA	____																																																																											
3 - 1	00505	Patient lift, hydraulic	4.0000	EA	____																																																																											
<b>Expected Results:</b>	Receiving Form is dispatched.																																																																															

**Exercise 1 (continued)**

<b>Step 8</b>	<b>To receive the item(s) in the system,</b>  Select: <b>Use → Receive with Purchase Order → Receipt Items → Add</b>
<b>Expected Results:</b>	A dialog box displays. A new receiver is created at this time.

<b>Step 9</b>	Enter or select the following:  Business Unit: 42000 Receiver ID Number: NEXT (Default value – <b>Do not type in this field</b> )  <b>Click: OK</b>
<b>Expected Results:</b>	The Receipt Items panel displays.

<b>Step 10</b>	Enter or select the following:  Recv Date: Current System Date (Default value) Bill of Lading: <b>56429</b>  <b>Click:</b>  to display the Pick Purchase Order dialog box.  Enter or select the following:  Purchase Order: <b>50000080XX</b> Ship To: (Blank Out Field)  <b>(Replace XX with the number assigned to you by your instructor)</b>  <b>Click:</b>  to retrieve the purchase order lines.
<b>Expected Results:</b>	The purchase orders line item display.

### Exercise 1 (continued)

<b>Step 11</b>	Enter or select the following:  Click the checkboxes next to lines <b>1</b> and <b>3</b> <i>ON</i> .  <b>Click: OK</b>
<b>Expected Results:</b>	The Receipt Items panel displays.

<b>Step 12</b>	View the following for Line 1:  Receipt Qty: <b>1</b> Accept Qty: <b>1</b>
<b>Expected Results:</b>	Viewing of the correct data

<b>Step 13</b>	Use the elevator bar to display Line 3's information.  Enter or select the following for Line 3:  Receipt Qty: <b>3</b> Accept Qty: <b>3</b>
<b>Expected Results:</b>	Correct data entry

<b>Step 14</b>	<b>Click:</b>  to save.  <b>NOTE: RECORD YOUR RECV NO. HERE (YOU WILL NEED IT FOR REFERENCE):</b> _____
<b>Expected Results:</b>	The new information is saved.



### Exercise 1 (continued)

<b>Step 15</b>	To <b>verify</b> receipt quantities and <b>print</b> a crystal report,  Select: <b>Report → Receipt Delivery → Add</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 16</b>	Enter or select the following:  Run Control ID: <b>RECEIPT_DELIVERY</b>  <b>Click:</b> <b>OK</b>
<b>Expected Results:</b>	The Receipt Delivery window displays.

<b>Step 17</b>	Enter or select the following:  Business Unit: <b>42000</b> Receipt Number:            (Enter the Receiver ID Number from previous step)
<b>Expected Results:</b>	Correct data entry

<b>Step 18</b>	<b>Click:</b>  to display the Process Scheduler Request window.
<b>Expected Results:</b>	The Process Scheduler Request window displays.

### Exercise 1 (continued)

<p><b>Step 19</b></p>	<p>Enter or select the following:</p> <p>Run Location:                      Click the <b>Client</b> radio button <i>ON</i></p> <p>Output Destination:              Click the <b>Window</b> radio button <i>ON</i></p> <p>Highlight:                              <b>Receiver Delivery</b></p> <p>Click:                                      <b>OK</b></p> <div data-bbox="613 716 1308 1230" style="text-align: center;"> </div>
<p><b>Expected Results:</b></p>	<p>The receipt delivery report is sent to the monitor.</p>

### Exercise 1 (continued)

<b>Step 20</b>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Report ID: POY5030 Operator Id: FNTNM01 Run Control: RECEIPT DELIVERY</p> <p style="text-align: center;"><b>RECEIPT DELIVERY DETAIL REPORT</b></p> <p style="text-align: right;">Peoplesoft Purchasing Page No. 1 Run Date 10/27/2000 Run Time 4:01:09 PM</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 20%;">Location</td> <td style="width: 20%;">P.O. 001001</td> <td style="width: 20%;">A Forestry Admin</td> <td style="width: 20%;">Receiving BU</td> <td style="width: 20%;">420</td> <td style="width: 20%;">Receiver ID</td> <td style="width: 20%;">000000227</td> </tr> <tr> <td>Address</td> <td colspan="2">Georgia Forestry Commission</td> <td>Vendor</td> <td>000000072</td> <td colspan="2">GRAINGER</td> </tr> <tr> <td></td> <td colspan="2">Forestry Admin</td> <td>Receipt Date</td> <td>10/27/2000</td> <td colspan="2"></td> </tr> <tr> <td></td> <td colspan="2">205 Butler Street</td> <td>Receipt Status</td> <td>Received</td> <td colspan="2"></td> </tr> <tr> <td></td> <td colspan="2">Macon</td> <td>Bill of Lading</td> <td>56429</td> <td colspan="2"></td> </tr> <tr> <td>Phone</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Building</td> <td></td> <td>Floor</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attention</td> <td></td> <td>Ext.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Recv Ln</th> <th style="width: 10%;">Item ID</th> <th style="width: 40%;">Item Description</th> <th style="width: 10%;">Delivered Qty</th> <th style="width: 10%;">UOM</th> <th style="width: 10%;">Due Date</th> <th style="width: 10%;">Purchase Order</th> <th style="width: 10%;">Requisition</th> <th style="width: 10%;">Delivered To</th> <th style="width: 10%;">Delivery Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Hospital bed</td> <td>1.00</td> <td>EA</td> <td>5/21/1999</td> <td>5000004025</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td>Patient lift, hydraulic</td> <td>3.00</td> <td>EA</td> <td>5/21/1999</td> <td>5000004025</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 20px;">End of Report</p>	Location	P.O. 001001	A Forestry Admin	Receiving BU	420	Receiver ID	000000227	Address	Georgia Forestry Commission		Vendor	000000072	GRAINGER			Forestry Admin		Receipt Date	10/27/2000				205 Butler Street		Receipt Status	Received				Macon		Bill of Lading	56429			Phone							Building		Floor					Attention		Ext.												Recv Ln	Item ID	Item Description	Delivered Qty	UOM	Due Date	Purchase Order	Requisition	Delivered To	Delivery Date	1		Hospital bed	1.00	EA	5/21/1999	5000004025				2		Patient lift, hydraulic	3.00	EA	5/21/1999	5000004025				<p><b>Expected Results:</b></p> <p>Receipt Delivery Detail Report prints to your monitor. To obtain a hard copy use the  at the top of this panel.</p>
Location	P.O. 001001	A Forestry Admin	Receiving BU	420	Receiver ID	000000227																																																																																									
Address	Georgia Forestry Commission		Vendor	000000072	GRAINGER																																																																																										
	Forestry Admin		Receipt Date	10/27/2000																																																																																											
	205 Butler Street		Receipt Status	Received																																																																																											
	Macon		Bill of Lading	56429																																																																																											
Phone																																																																																															
Building		Floor																																																																																													
Attention		Ext.																																																																																													
Recv Ln	Item ID	Item Description	Delivered Qty	UOM	Due Date	Purchase Order	Requisition	Delivered To	Delivery Date																																																																																						
1		Hospital bed	1.00	EA	5/21/1999	5000004025																																																																																									
2		Patient lift, hydraulic	3.00	EA	5/21/1999	5000004025																																																																																									

**Exercise 1 (continued)**

<b>Step 21</b>	<b>Click:</b>  to close the panel.
<b>Expected Results:</b>	Monitor screen becomes clear.

Exercise completed.

## Exercise 2 - Complete a Partial Receipt

**Scenario:** The vendor has sent the remaining line items for Purchase Order 50000080XX. (Note that “XX” represents the number assigned to you by your instructor.) Your goal is to complete the receipt in Phoenix.

<b>Step 1</b>	Select: <b>Go</b> → <b>Administer Procurement</b> → <b>Receive Shipments</b>
<b>Expected Results:</b>	The Receive Shipments window displays.

<b>Step 2</b>	Select: <b>Report</b> → <b>Print Receipt Form</b> → <b>Update/Display</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	Enter or select the following:  Run Control ID:           RECEIPT_FORM  <b>Click:</b> <b>OK</b>
<b>Expected Results:</b>	The Print Receipt Form panel displays.

<b>Step 4</b>	Enter or select the following:  Business Unit:           42000 Purchase Order: <b>50000080XX</b>  <b>(Replace XX with the number assigned to you by your instructor)</b>
<b>Expected Results:</b>	Correct data entry

**Exercise 2 (continued)**

<b>Step 5</b>	<b>Click:</b>  to display the Process Scheduler Request window.
<b>Expected Results:</b>	The Process Scheduler Request window displays.

<b>Step 6</b>	<p>The defaults should remain the same:</p> <p>Run Location:                      Click the <b>Server</b> radio button <i>ON</i></p> <p>Server:                                Select <b>PSUNX</b> from drop down list</p> <p>Output Destination:      Click the <b>File</b> radio button <i>ON</i></p> <p>File/Printer:                        /tmp/ +P-d</p> <p>Highlight:                            <b>Receipt Record Print</b></p> <p><b>Click:</b>                                <b>OK</b></p>
<b>Expected Results:</b>	The receiving form is dispatched to the selected printer.

## Exercise 2 (continued)

<b>Step 7</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Ship To:</b> Georgia Forestry Commission Forestry Admin 205 Butler Street Macon, GA 31020</p> <p>Vendor: 0000000072 GRAINGER 5449 WEST AVENUE SUITE 3A, BUILDING C ATLANTA, GA 30333 4451515</p> <p>Vendor Fax: 404-555-6666</p> </div> <div style="width: 50%; text-align: center;"> <h3>Receiving Form</h3> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <td>Purchase Order</td> <td>Type</td> <td>Date</td> <td>Revision</td> <td>Page</td> </tr> <tr> <td>42000-001-5000004040</td> <td>OMP</td> <td>05/21/1999</td> <td></td> <td>1</td> </tr> <tr> <td>Payment Terms</td> <td>Freight Terms</td> <td colspan="3">Ship Via</td> </tr> <tr> <td>Net 30</td> <td>Destination</td> <td colspan="3">COMMON</td> </tr> <tr> <td colspan="5">Buyer: Michelle Young</td> </tr> </table> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Line-Sch/Item</th> <th>Description</th> <th>Quantity Ordered</th> <th>UOM Ordered</th> <th>Quantity Recd</th> <th>UOM Recd</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;"> <input type="checkbox"/> Partial      <input type="checkbox"/> Full Shipment                 </td> </tr> <tr> <td colspan="3">Bill of Lading: _____</td> <td colspan="3">Packing Slip: _____</td> </tr> <tr> <td colspan="3">Ship Number: _____</td> <td colspan="3">Receiver No: _____</td> </tr> <tr> <td colspan="4">Receiving Agent Signature _____</td> <td colspan="2">Receipt Date ____/____/____</td> </tr> <tr> <td colspan="4">Accepted by _____</td> <td colspan="2">Accept Date ____/____/____</td> </tr> <tr> <td>1 - 1</td> <td>00505 Hospital bed</td> <td>1.0000</td> <td>EA</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2 - 1</td> <td>00505 Wheelchair, motorized</td> <td>1.0000</td> <td>EA</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3 - 1</td> <td>00505 Patient lift, hydraulic</td> <td>4.0000</td> <td>EA</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Purchase Order	Type	Date	Revision	Page	42000-001-5000004040	OMP	05/21/1999		1	Payment Terms	Freight Terms	Ship Via			Net 30	Destination	COMMON			Buyer: Michelle Young					Line-Sch/Item	Description	Quantity Ordered	UOM Ordered	Quantity Recd	UOM Recd	<input type="checkbox"/> Partial <input type="checkbox"/> Full Shipment						Bill of Lading: _____			Packing Slip: _____			Ship Number: _____			Receiver No: _____			Receiving Agent Signature _____				Receipt Date ____/____/____		Accepted by _____				Accept Date ____/____/____		1 - 1	00505 Hospital bed	1.0000	EA	_____	_____	2 - 1	00505 Wheelchair, motorized	1.0000	EA	_____	_____	3 - 1	00505 Patient lift, hydraulic	4.0000	EA	_____	_____
Purchase Order	Type	Date	Revision	Page																																																																												
42000-001-5000004040	OMP	05/21/1999		1																																																																												
Payment Terms	Freight Terms	Ship Via																																																																														
Net 30	Destination	COMMON																																																																														
Buyer: Michelle Young																																																																																
Line-Sch/Item	Description	Quantity Ordered	UOM Ordered	Quantity Recd	UOM Recd																																																																											
<input type="checkbox"/> Partial <input type="checkbox"/> Full Shipment																																																																																
Bill of Lading: _____			Packing Slip: _____																																																																													
Ship Number: _____			Receiver No: _____																																																																													
Receiving Agent Signature _____				Receipt Date ____/____/____																																																																												
Accepted by _____				Accept Date ____/____/____																																																																												
1 - 1	00505 Hospital bed	1.0000	EA	_____	_____																																																																											
2 - 1	00505 Wheelchair, motorized	1.0000	EA	_____	_____																																																																											
3 - 1	00505 Patient lift, hydraulic	4.0000	EA	_____	_____																																																																											
<b>Expected Results:</b>	The Receipt Form is dispatched. <b>Note: It is identical to the form dispatched in Exercise 1 - step 13.</b>																																																																															

**Exercise 2 (continued)**

<b>Step 8</b>	<b>To receive additional items in the system,</b>  Select: <b>Use → Receive with Purchase Order → Receipt Items → Add</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 9</b>	Enter or select the following:  Business Unit: 42000 Receiver ID Number: NEXT (Default value – <b>Do not type in this field</b> )  <b>Click: OK</b>
<b>Expected Results:</b>	The Receipt Items panel displays.

<b>Step 10</b>	Enter or select the following:  Recv Date: Current System Date (Default value) Bill of Lading: <b>56435</b>  <b>Click:</b>  to display the Pick Purchase Order dialog box.  Enter or select the following:  Purchase Order: <b>50000080XX</b> Ship To: (Blank out)  <b>(Replace XX with the number assigned to you by your instructor)</b>  <b>Click:</b>  to retrieve the purchase order lines.
<b>Expected Results:</b>	The purchase orders line items display.

## Exercise 2 (continued)

<b>Step 11</b>	<p>Enter or select the following:</p> <p>Click the checkboxes next to lines 2 and 3 <i>ON</i>.</p> <p><b>Click: OK</b></p>
<b>Expected Results:</b>	The Receipt Items panel displays.

<b>Step 12</b>	<p>View the following for Line 2:</p> <p>Receipt Qty:           <b>1</b></p> <p>Accept Qty:           <b>1</b></p>
<b>Expected Results:</b>	Viewing of the correct data

<b>Step 13</b>	<p>Use the elevator bar to display Line 3's information.</p> <p>View the following for Line 3:</p> <p>Receipt Qty:           <b>1</b></p> <p>Accept Qty:           <b>1</b></p>
<b>Expected Results:</b>	Viewing of the correct data

<b>Step 14</b>	<p><b>Click:</b>  to save.</p> <p><b>NOTE:</b> Record your Recv No. here (you will need it for step 22):</p> <p>_____</p>
<b>Expected Results:</b>	The new information is saved.

**Exercise 2 (continued)**

<b>Step 15</b>	To <b>verify receipt</b> quantities and print a crystal report,  Select: <b>Report → Receipt Delivery → Update/Display</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 16</b>	Enter or select the following:  Run Control ID:           RECEIPT_DELIVERY  <b>Click:</b> <b>OK</b>
<b>Expected Results:</b>	Correct data entry

<b>Step 17</b>	Enter or select the following:  Business Unit:           42000 Receipt Number:       (Enter the Receiver ID Number from Step 19)
<b>Expected Results:</b>	The Receipt Delivery window displays.

<b>Step 18</b>	<b>Click:</b>  to display the Process Scheduler Request window.
<b>Expected Results:</b>	The Process Scheduler Request window displays.

## Exercise 2 (continued)

<p><b>Step 19</b></p>	<p>The defaults should remain the same:</p> <p>Run Location:                      Click the <b>Client</b> radio button <i>ON</i></p> <p>Output Destination:      Click the <b>Window</b> radio button <i>ON</i></p> <p>Highlight:                              <b>Receiver Delivery</b></p> <p><b>Click:</b>                                      <b>OK</b></p>
<p><b>Expected Results:</b></p>	<p>The receipt delivery report is sent to the monitor.</p>

## Exercise 2 (continued)

<p><b>Step 20</b></p>	<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>PEOPLE</b></p> <p>Report ID: POYS030 Operator Id: FNTRN01 Run Control: RECEIPT DELIVERY</p> </div> <div style="width: 45%; text-align: right;"> <p>Peoplesoft Purchasing <b>RECEIPT DELIVERY DETAIL REPORT</b></p> <p>Page No. 1 Run Date 10/27/2000 Run Time 4:28:47 PM</p> </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Location P_O_001001 A Forestry Admin Address Georgia Forestry Commission Forestry Admin 205 Butler Street Macon</p> <p>Phone _____ Building _____ Attention _____</p> </div> <div style="width: 45%; text-align: right;"> <p>Receiving BU 42X Vendor 0000000072 GRAINGER Receipt Date 10/27/2000 Receipt Status Received Bill of Lading 56435</p> </div> </div> <hr/> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Recv Ln</th> <th style="text-align: left;">Item ID</th> <th style="text-align: left;">Item Description</th> <th style="text-align: left;">Delivered Qty</th> <th style="text-align: left;">UOM</th> <th style="text-align: left;">Due Date</th> <th style="text-align: left;">Purchase Order</th> <th style="text-align: left;">Requisition</th> <th style="text-align: left;">Delivered To</th> <th style="text-align: left;">Delivery Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Wheelchair, motorized</td> <td>1.00</td> <td>EA</td> <td>5/21/1999</td> <td>5000004025</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td>Patent lift, hydraulic</td> <td>1.00</td> <td>EA</td> <td>5/21/1999</td> <td>5000004025</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;">End of Report</p> </div>	Recv Ln	Item ID	Item Description	Delivered Qty	UOM	Due Date	Purchase Order	Requisition	Delivered To	Delivery Date	1		Wheelchair, motorized	1.00	EA	5/21/1999	5000004025				2		Patent lift, hydraulic	1.00	EA	5/21/1999	5000004025			
Recv Ln	Item ID	Item Description	Delivered Qty	UOM	Due Date	Purchase Order	Requisition	Delivered To	Delivery Date																						
1		Wheelchair, motorized	1.00	EA	5/21/1999	5000004025																									
2		Patent lift, hydraulic	1.00	EA	5/21/1999	5000004025																									
<p><b>Expected Results:</b></p>	<p>Receipt Delivery Detail Report prints to your monitor. To obtain a hard copy use the  at the top of this panel.</p>																														

**Exercise 2 (continued)**

<b>Step 21</b>	<b>Click:</b>  to close the panel.
<b>Expected Results:</b>	The panel is closed. Exercise completed.

Exercise completed.

### Exercise 3 - Enter and Print a Receipt

**Scenario:** You have received all line items for Purchase Order 50000070XX (Office Depot) at the receiving dock, and the Requester has signed the Receipt Form. (Note that “XX” represents the number assigned to you by your instructor.) The Bill of Lading number is 56487. Your goal is to enter the receipt against the purchase order in Phoenix.

<b>Step 1</b>	<b>Use → Receive with Purchase Order → Receipt Items → Add</b>
<b>Expected Results:</b>	A dialog box displays. A new receiver is created at this time.

<b>Step 2</b>	<p>Enter or select the following:</p> <p>Business Unit:                   42000                  Receiver ID Number:           NEXT (Default value – <b>Do not type in this field</b>)</p> <p><b>Click: OK</b></p>
<b>Expected Results:</b>	The Receipt Items panel displays.

<b>Step 3</b>	<p>Enter or select the following:</p> <p>Recv Date:                        Current System Date (Default value)                  Bill of Lading:                 <b>56487</b></p> <p><b>Click:</b>  to display the Pick Purchase Order dialog box.</p> <p>Enter or select the following:</p> <p>Purchase Order:                 <b>50000070XX</b>                  Ship To:                           (Blank Out Field)</p> <p><b>(Replace XX with the number assigned to you by your instructor)</b></p> <p><b>Click:</b>  to retrieve the purchase order lines.</p>
<b>Expected Results:</b>	The purchase orders line item display.

### Exercise 3 (continued)

<b>Step 4</b>	<p>Click:  to select all three lines</p> <p>Click: <b>OK</b></p> <p><b>Note: It is possible to click the checkboxes next to lines 1, 2, and 3 ON.</b></p>
<b>Expected Results:</b>	The Receipt Items panel displays.

<b>Step 5</b>	<p>View the following for Line 1:</p> <p>Receipt Qty: <b>6000</b></p> <p>Accept Qty: <b>6000</b></p>
<b>Expected Results:</b>	Viewing of the correct data

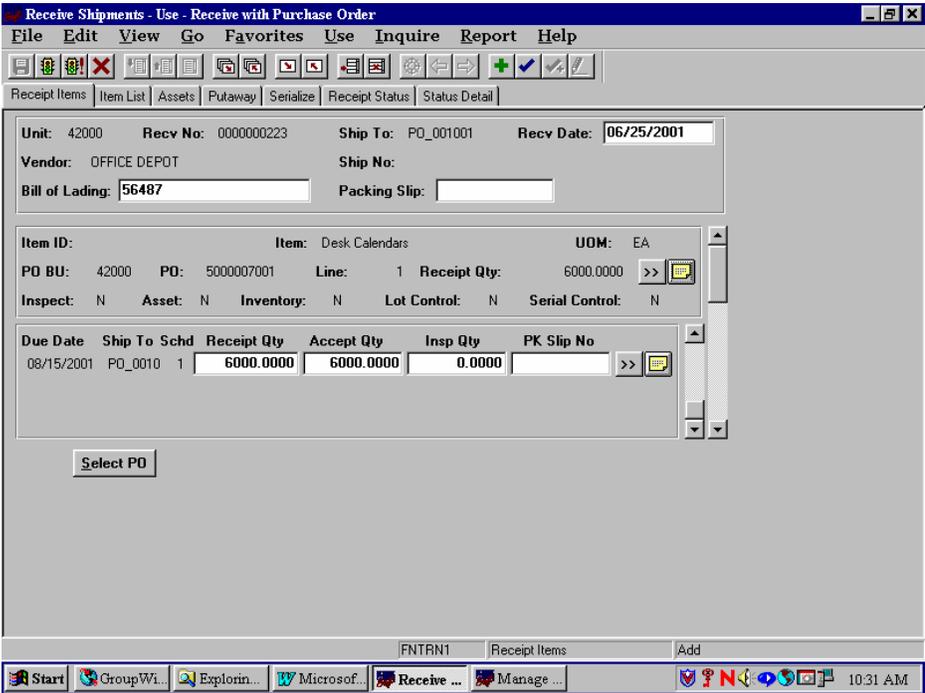
<b>Step 6</b>	<p>Use the elevator bar to display Line 2's information.</p> <p>Enter or select the following for Line 2:</p> <p>Receipt Qty: <b>50,000</b></p> <p>Accept Qty: <b>50,000</b></p>
<b>Expected Results:</b>	Correct data entry

<b>Step 7</b>	<p>Use the elevator bar to display Line 3's information.</p> <p>Enter or select the following for Line 3:</p> <p>Receipt Qty: <b>7,000</b></p> <p>Accept Qty: <b>7,000</b></p>
<b>Expected Results:</b>	Correct data entry

### Exercise 3 (continued)

<b>Step 8</b>	<p><b>Click:</b>  to save.</p> <p><b>Note:</b> Record your Receiver number, you will need it for the next exercise:</p> <p>_____</p>
<b>Expected Results:</b>	The new information is saved.

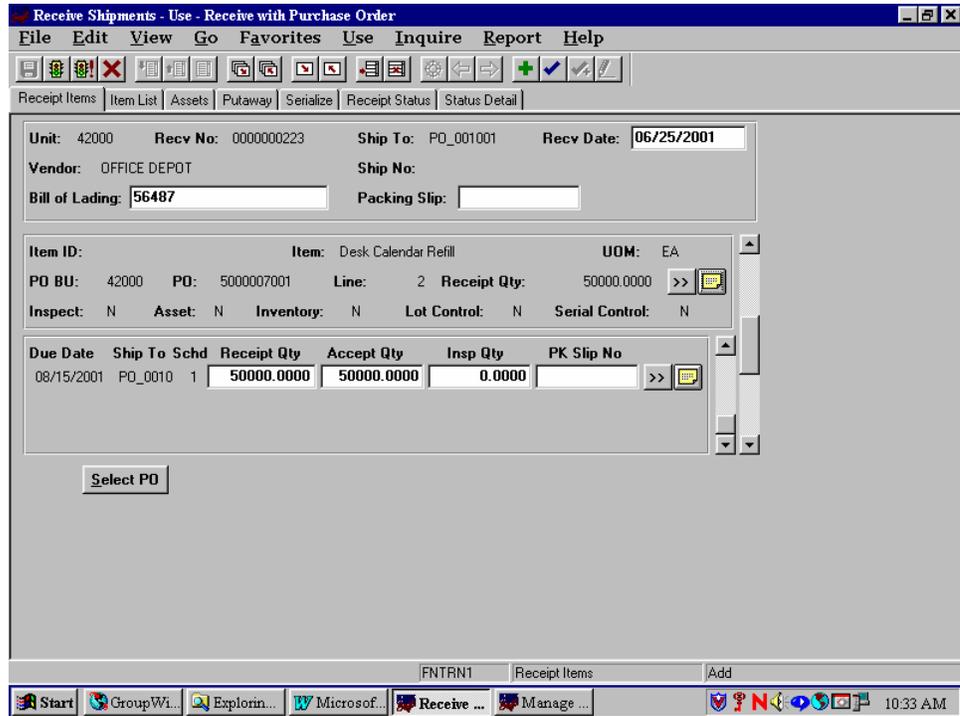
<b>Check Results</b>	
----------------------	--

<b>Step 9</b>	<p>Compare your Receipt Items panel for Line 1 to the panel shown below:</p> <div style="text-align: center;">  </div>
<b>Expected Results:</b>	<p>If the panel matches, use the elevator bar to display the information for Line 2.</p> <p>If these elements do not match, review the steps and consult the Instructor.</p> <p><b>Note: The Recv number, Recv Date, and Due Date values may vary from the values shown here.</b></p>

### Exercise 3 (continued)

#### Step 10

Compare your Receipt Items panel for Line 2 to the panel shown below:



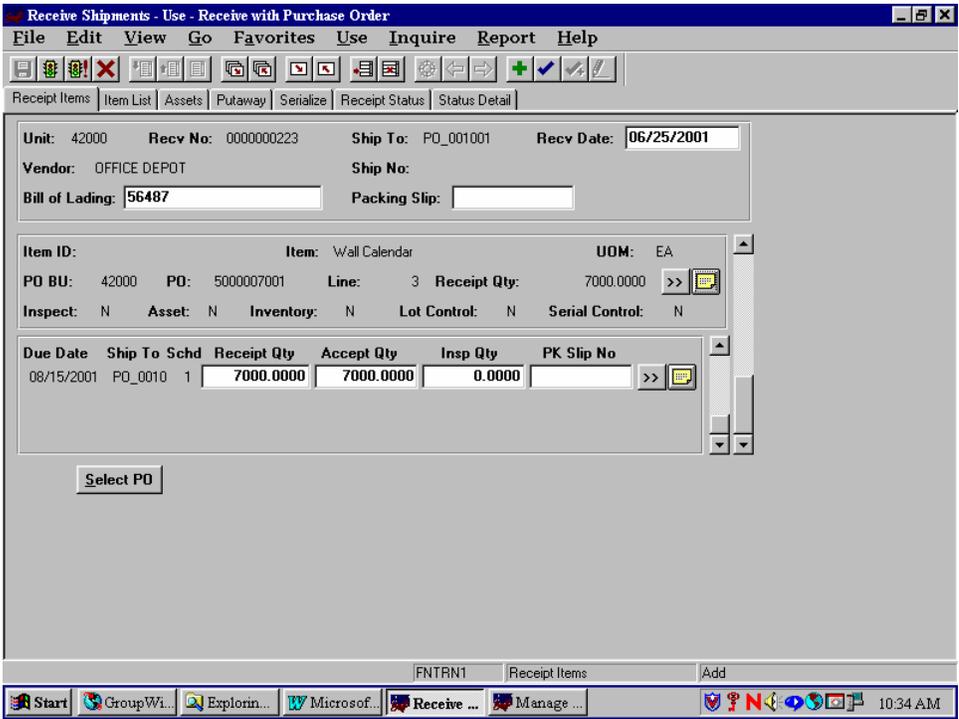
#### Expected Results:

If the panel matches, use the elevator bar to display the information for Line 3.

If these elements do not match, review the steps and consult the Instructor.

**Note: The Recv number, Recv Date, and Due Date values may vary from the values shown here.**

### Exercise 3 (continued)

<p><b>Step 11</b></p>	<p>Compare your Receipt Items panel for Line 3 to the panel shown below:</p> <div style="text-align: center;">  </div>
<p><b>Expected Results:</b></p>	<p>The panel matches.</p> <p>If these elements do not match, review the steps and consult the Instructor.</p> <p style="text-align: center;"><b>Note: The Recv number, Recv Date, and Due Date values may vary from the values shown here.</b></p>

<p><b>Step 12</b></p>	<p>Click:  to close the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is closed.</p>

Exercise completed.

## Exercise 4 - Cancel a Receipt

**Scenario:** You have entered a receipt for all line items on Purchase Order 50000070XX in the system. Later, you realize that you received the wrong items. It is necessary to cancel the receiver that was done in the previous exercise. Your goal is to cancel the receipt against the purchase order in Phoenix.

<b>Step 1</b>	<b>Use → Receive with Purchase Order → Receipt Items → Update/Display</b>
<b>Expected Results:</b>	A dialog box displays.

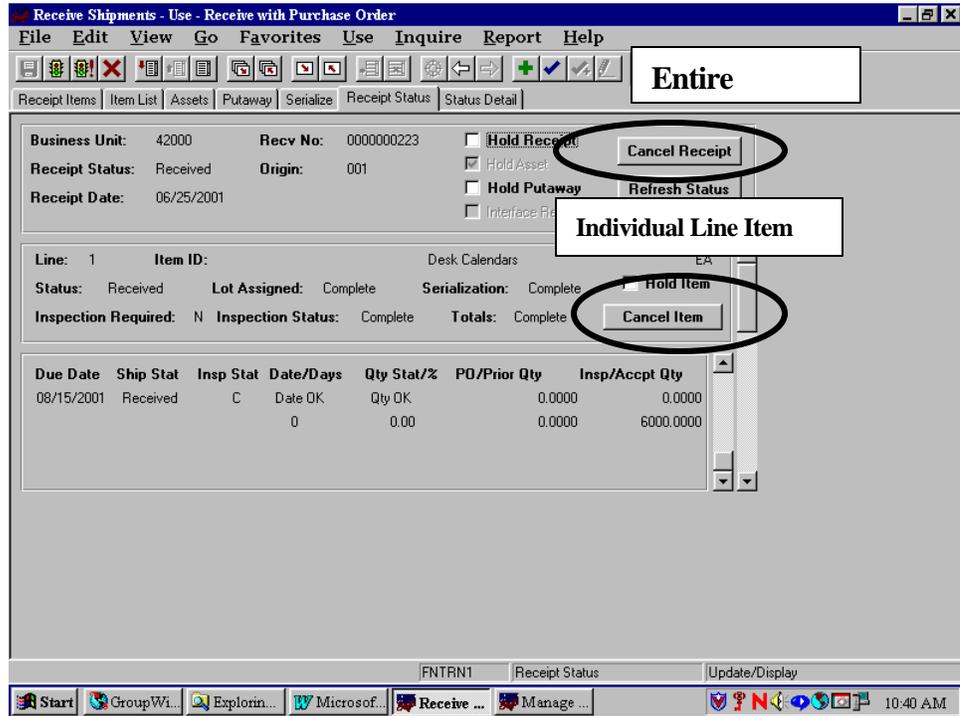
<b>Step 2</b>	<p>Enter or select the following:</p> <p>Business Unit: <b>42000</b></p> <p>Receiver ID Number: (Enter the Receiver ID number from previous exercise)</p> <div data-bbox="613 982 1312 1493" data-label="Image"> </div> <p><b>Click: OK</b></p> <p><b>Note: If multiple receipts have been issued it is possible to view all line item receivers by using the purchase order number.</b></p>
<b>Expected Results:</b>	The Receipt Items panel displays.

### Exercise 4 (continued)

**Step 3**

The receiver displays and it is possible to verify receipt amounts.

Click: **Receipt Status** to display the Receipt Status panel.



**Note:** To cancel the entire receiver click the Cancel Receipt button. To cancel individual line items use the scroll bar to select and the Cancel Item button to cancel each line.

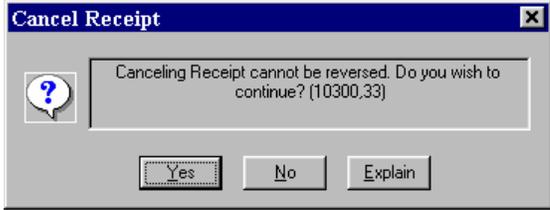
Select: **Cancel Receipt** to cancel the entire receiver

**Expected Results:**

The receiver line item(s) display from the Receipt Status panel.

### Exercise 4 (continued)

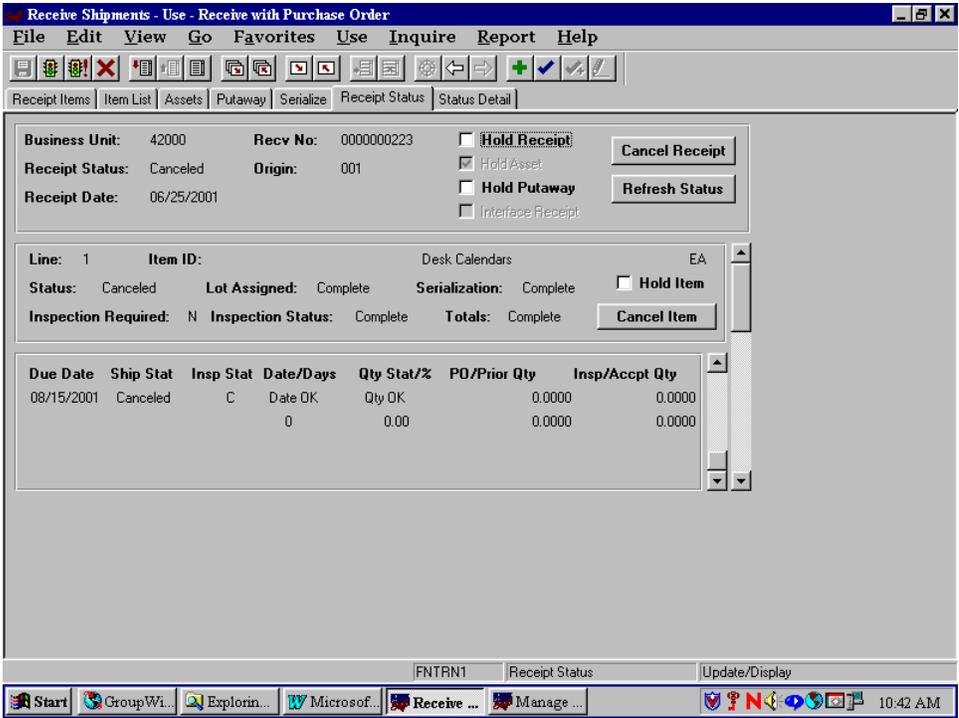
**Step 4** Canceling the entire receipt displays the following:



**Click: Yes**

**Expected Results:** A Cancel Receipt dialog box displays.

**Step 5** The Receipt Status is now Canceled and the Quantity is reduced to Zero.



**Click:**  to save.

**Expected Results:** Receipt Status panel reflects the canceled status.

Exercise completed.

## D. Summary and Review

Activity	Materials	
 LECTURE	 GUIDE	 REVIEW

### Objectives review:

1. Enter and print full and partial receipts
2. Complete partially received receipts
3. Cancel receipts





# Phoenix End-User Training

## SECTION 5: PURCHASING QUERIES

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7  
EXCEL REPORTS  
APRIL 2003



## Section Contents



<b>A. INTRODUCTION .....</b>	<b>1</b>
<b>B. CONCEPTS.....</b>	<b>2</b>
<b>C. EXERCISES.....</b>	<b>3</b>
Exercise 1 – Run-Only Queries .....	3
Exercise 2 – Running Queries to an Excel Spreadsheet.....	6
Exercise 3 – Cut and Paste a Query to Excel.....	9
<b>E. SUMMARY AND REVIEW.....</b>	<b>12</b>



## A. Introduction

# Run-only Queries



Welcome to the Introduction to Run-only Queries. This section contains the tools needed to learn all the concepts and procedures involved in an overview of Run-only Queries.

**Goal** To have the skills and knowledge necessary to process run-only queries and to transfer that information successfully into an Excel spreadsheet.

**Participant Objectives** At the end of this module you will be able to...

1. Run queries to a listbox
2. Run queries to an Excel spreadsheet
3. Manipulate spreadsheet data

**Prerequisites**

1. Currently using at least one Phoenix module
2. Security access to Queries
3. Basic knowledge of Excel

## B. Concepts

Read and discuss the following:

**Queries** - Query is a PeopleSoft tool that allows you to extract information from the database. The query results can be viewed online or sent to Excel for further manipulation.

**Run Only Queries** – Run only queries are queries that have been developed by the Phoenix team. Queries can be run by anyone who has security access to the Run-Only Query function.

If you do not have access to the Run-Only Query function, a request must be approved by your Agency Security Officer and forwarded to the Security Team.

Descriptions of available queries can be found on the Phoenix website.

<http://phoenix.gagta.com/>

**Naming Conventions** – The queries use the following naming convention:

- Position 1 = 0 (zero) – PeopleTools Query will sort to the top of the list of public queries.
- Positions 2 and 3 = module identifier in CAPS (examples: AM, AP, AR, BD, GL, PC, PO).
- Positions 4 through 6 – all numeric (001 through 999)
- Position 7 = \_ (underscore)
- All other positions are used to describe the query.

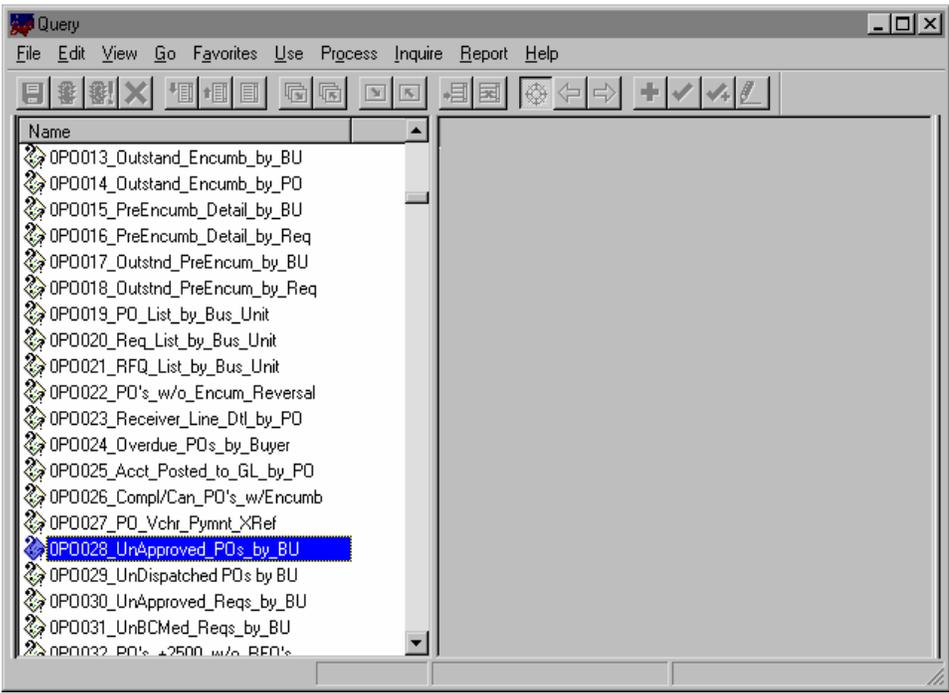
Browse the list of queries beginning with zero and the appropriate module identifier. Select a query based on the description. A list of detailed descriptions can be found on the Phoenix web site.

**Public Queries** – All queries that begin with a zero can be selected and run at any time. **Queries that begin with anything other than a zero are Developmental Queries and should not be selected.** Typically they are required to run in an overnight process or they can become "run away" queries.

## C. Exercises

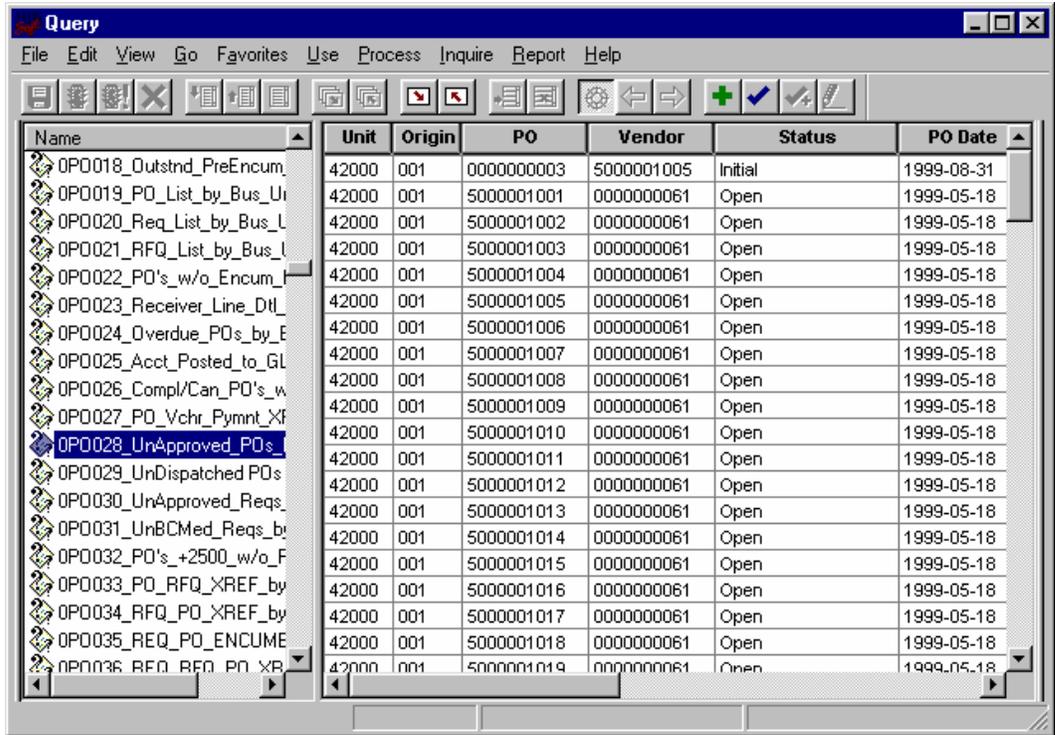
### Exercise 1 – Run-Only Queries

**Scenario:** The purpose of this exercise is to show you some of the detail that underlies selecting and running queries.

<p><b>Step 1</b></p>	<p>Click: <b>View</b> → <b>Navigator Display</b> → <b>Query</b></p>  <p>The screenshot shows a window titled 'Query' with a menu bar (File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, Help) and a toolbar. A list of queries is displayed in a pane on the left, with 'QP0028_UnApproved_POs_by_BU' selected. The list includes queries such as 'QP0013_Outstand_Encumb_by_BU', 'QP0014_Outstand_Encumb_by_PO', 'QP0015_PreEncumb_Detail_by_BU', 'QP0016_PreEncumb_Detail_by_Req', 'QP0017_Outstnd_PreEncumb_by_BU', 'QP0018_Outstnd_PreEncumb_by_Req', 'QP0019_PO_List_by_Bus_Unit', 'QP0020_Req_List_by_Bus_Unit', 'QP0021_RFQ_List_by_Bus_Unit', 'QP0022_PO's_w/o_Encumb_Reversal', 'QP0023_Receiver_Line_Dtl_by_PO', 'QP0024_Overdue_POs_by_Buyer', 'QP0025_Acct_Posted_to_GL_by_PO', 'QP0026_Cmpl/Can_PO's_w/Encumb', 'QP0027_PO_Vchr_Pymnt_XRef', 'QP0028_UnApproved_POs_by_BU', 'QP0029_UnDispatched_POs_by_BU', 'QP0030_UnApproved_Reqs_by_BU', 'QP0031_UnBCMed_Reqs_by_BU', and 'QP0032_PO's +2500_w/o_REQ's'.</p>
<p><b>Expected Results:</b></p>	<p>Query window displays.</p>

### Exercise 1 (continued)

<b>Step 2</b>	<p>Scroll until you see <b>0PO028_UnApproved_POs_by_BU</b> , then double click</p> <p>Enter or select the following:</p> <p>Business Unit: <b>42000</b></p> <p>Click: <b>OK</b></p>
<b>Expected Results:</b>	The selected query results run.

<b>Step 3</b>	<p>The following query information displays to your monitor.</p>  <p>The left-hand panel displays the query names and the right-hand panel shows the results.</p>
<b>Expected Results:</b>	Selected query runs and result is displayed.

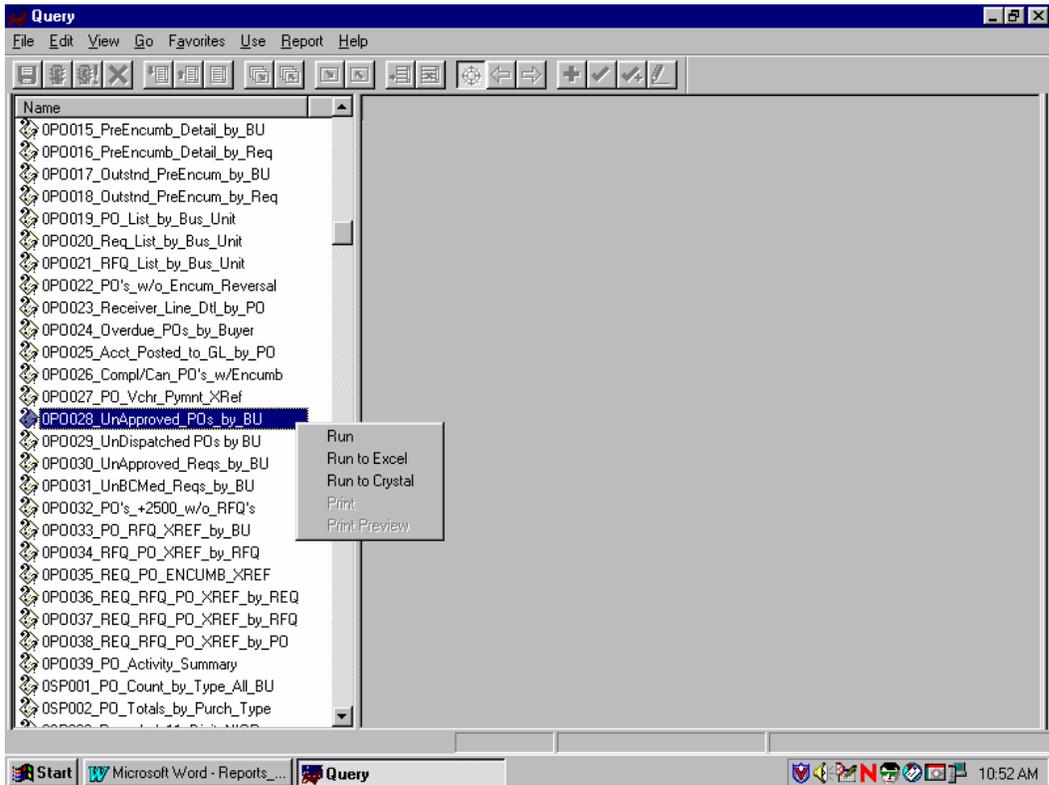
**Exercise 1 (continued)**

<b>Step 4</b>	From this screen data can be sorted by one column.  Click:  button from header row.  Click Vendor button again to return to original sort.
<b>Expected Results:</b>	Modified sort results are displayed.

Exercise completed.

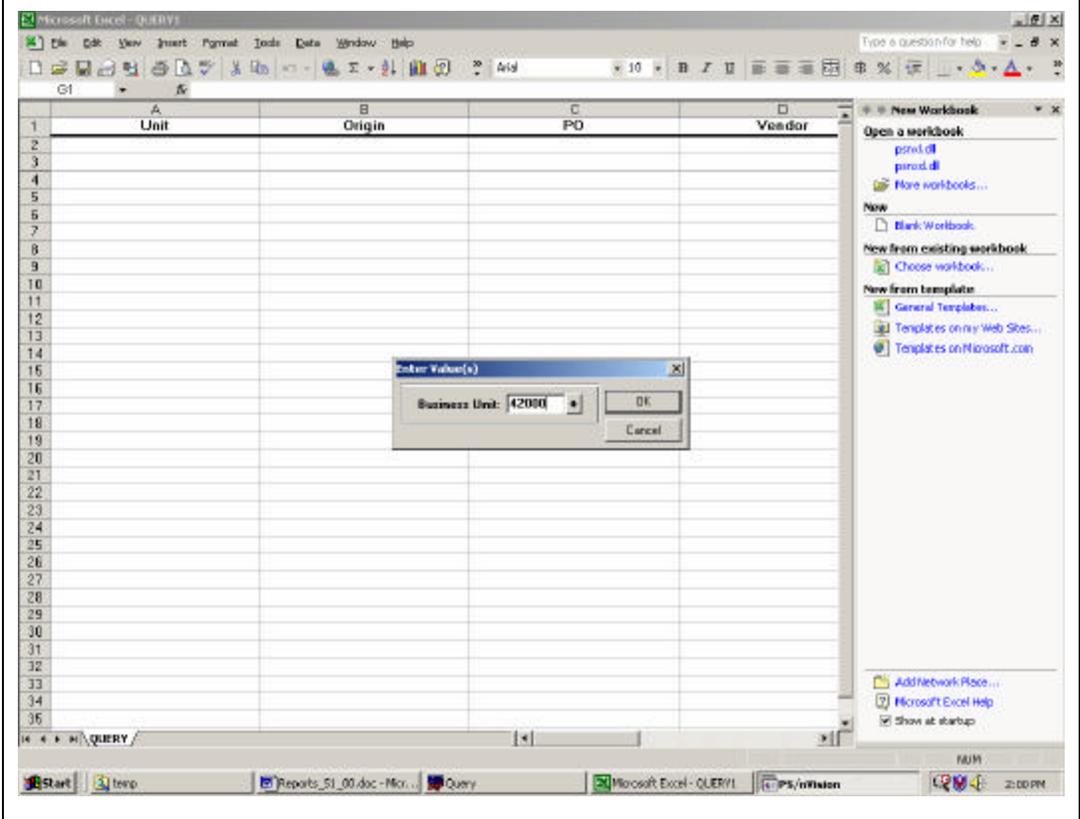
## Exercise 2 – Running Queries to an Excel Spreadsheet

**Scenario:** The purpose of this exercise is to define the procedure used to move data from the query panel to a spreadsheet.

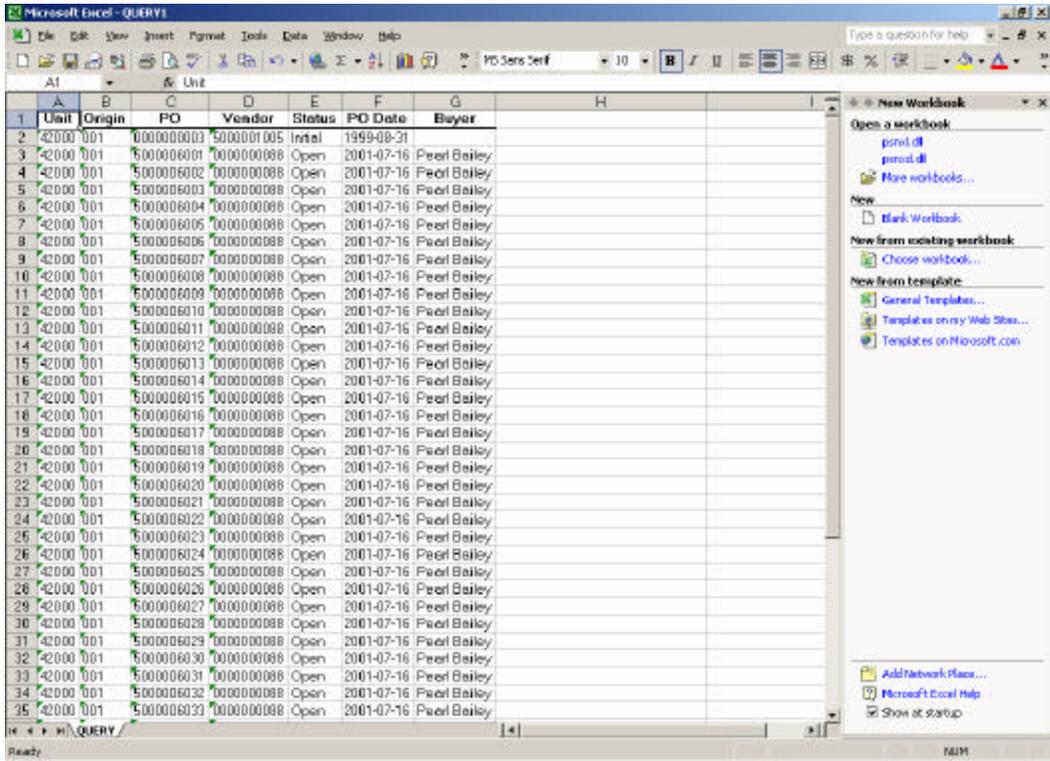
<p><b>Step 1</b></p>	<p>In the Query panel</p> <p><b>Right click on query, 0PO028_UnApproved_POs_by_BU</b></p> 
<p><b>Expected Results:</b></p>	<p>Menu box displays inside query panel.</p>

<p><b>Step 2</b></p>	<p>Click: <b>(Left)</b> Run to Excel</p>
<p><b>Expected Results:</b></p>	<p>Excel loads and opens on your system.</p>

### Exercise 2 (continued)

<p><b>Step 3</b></p>	<p>Enter or select the following:</p> <p>Business Unit: 42000</p> <p>Click: <b>OK</b></p> 
<p><b>Expected Results:</b></p>	<p>Dialog box displays. In the background an Excel Spreadsheet displays.</p>

## Exercise 2 (continued)

<p><b>Step 4</b></p>	<p>Compare your spreadsheet to the panel below:</p> 
<p><b>Expected Results:</b></p>	<p>Query data displays in the newly created spreadsheet.</p> <p>Note: If a different query was selected, results will vary.</p>

<p><b>Step 5</b></p>	<p>To close current spreadsheet</p> <p>Select: <b>File, Exit</b></p> <p>Dialog box appears asking: do you want to save the changes?</p> <p>Click: <b>No</b></p>
<p><b>Expected Results:</b></p>	<p>Excel closes.</p>

Exercise completed.

### Exercise 3 – Cut and Paste a Query to Excel

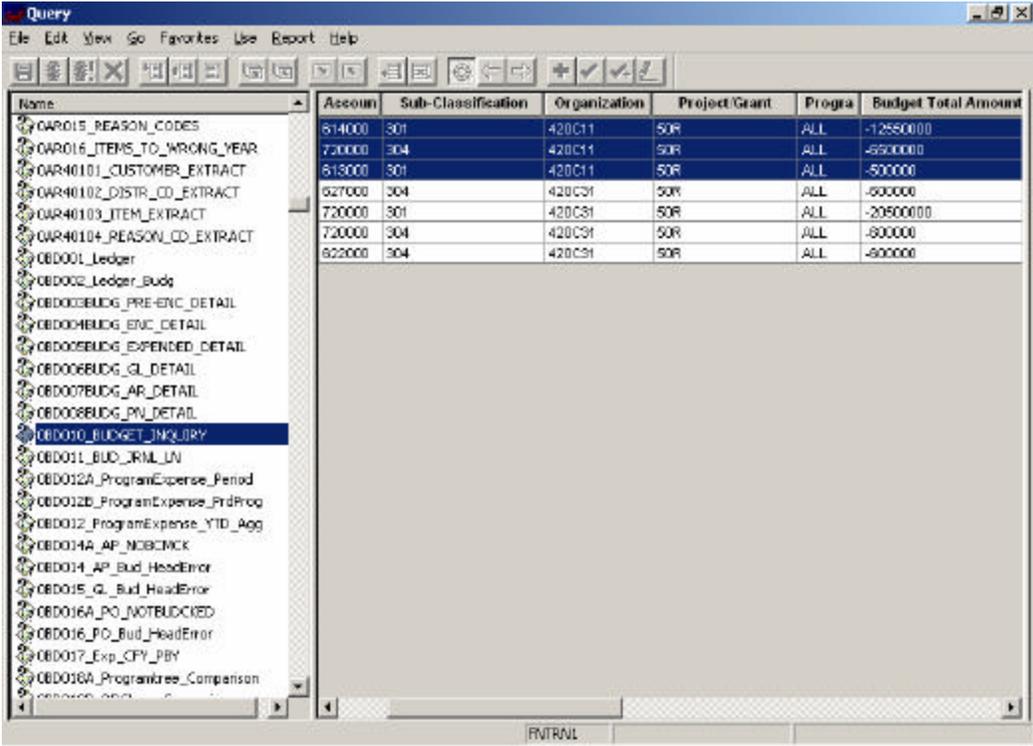
**Scenario:** There may several reasons to cut and paste a query versus “running” the query to Excel. These include selecting partial amounts of query data or absence of the “run” option.

<b>Step 1</b>	Toggle to PeopleSoft.  Logon to PeopleSoft, if necessary.
<b>Expected Results:</b>	The PeopleSoft window displays.

<b>Step 2</b>	Click on the query panel at the bottom of your screen.  Original query data is displayed. Using the scroll bar find query <b>0BD010_BUDGET_INQUIRY</b> , double click to display dialog box.  <b>Note: All public queries begin with a leading zero “0”</b>
<b>Expected Results:</b>	Ledger Dialog box displays.

<b>Step 3</b>	Enter or select the following:  Ledger: <b>ORG</b>  Business Unit: <b>42000</b>  Budget Year: <b>Current Budget Year</b>  Click: <b>OK</b>
<b>Expected Results:</b>	The selected query results run.

### Exercise 3 (continued)

<p><b>Step 4</b></p>	<p>Sort by Organization column.</p> <p>Click and drag to highlight all <b>420C11 Organization</b> code rows.</p>  <p>Press: <b>Ctrl + C</b> to copy data.</p>
<p><b>Expected Results:</b></p>	<p>The highlighted areas are displayed.</p>

<p><b>Step 5</b></p>	<p>Minimize current query screen.</p> <p>Click: <b>Excel</b> icon</p>
<p><b>Expected Results:</b></p>	<p>A new spreadsheet displays.</p>

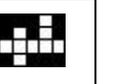
### Exercise 3 (continued)

<b>Step 6</b>	Click: Cell A2
<b>Expected Results:</b>	A2 is selected.

<b>Step 7</b>	<p>After selecting A2 as the destination, there are several options to paste the data into the spreadsheet.</p> <ol style="list-style-type: none"> <li>1) Edit, Paste</li> <li>2) <b>Right</b> click, menu displays, select paste</li> <li>3) Ctrl + "V"</li> </ol> <p><b>Note: Header information does not copy from the query window. If this is necessary data, it must be entered manually.</b></p>
<b>Expected Results:</b>	Data is successfully copied.

Exercise completed.

## E. Summary and Review

Activity	Materials	
 LECTURE	 GUIDE	 REVIEW

### Objectives Review:

1. Run queries to a listbox
2. Run queries to an Excel spreadsheet

### Discuss the following questions:

1. Name two ways to view query data.
2. What is the difference between a Public Query and a Developmental Query?
3. What piece of information does not copy from the query to Excel when the cut and paste function is performed?