

A banner with a green and blue abstract background featuring glowing lines and particles. The text is centered and reads:

**CAPPS Financials**  
**End-User Training (EUT)**

EUT Course

307 Purchasing for Buyers (Without  
Requisitions)

PeopleSoft 9.2  
February 2021

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## Purchasing for Buyers Without Requisitions (Fluid)

### Section 2- Administering Procurement Contracts

Administering **Procurement Contracts** is the process of managing contracts or blanket purchase orders within CAPPS. Procurement contracts are used to:

- Identify an agreement to purchase goods or services over a certain period of time, for a specified price, with stated release or shipment dates.
- Track the requirement to report certain procurement types to the Legislative Budget Board.
- Identify procurement contracts extending across multiple fiscal years.
- Identify an agreement with an entity where a full contract document is executed and signed by the head of agency.

### Create a New Header Contract

#### Section 2 - Lesson 1, Exercise 1 - Create a New Header Contract

When setting up a contract, you may not have all the information needed, such as dates or amounts. You can create a contract with partial information and then fill in additional information as it becomes available.

When contracts are required, the contracts will need to be established and in Approved status prior to dispatching the Purchase Order.

The Contract Entry page enables you to select a contract process option that you will use throughout the entire life cycle. Contract process options include: Recurring Voucher, Prepaid Voucher, Prepaid Voucher with Advance PO, Recurring PO Voucher, Purchase Order, Release to Single PO Only and General Contract contracts. **Currently only Purchase Order and General contracts processing options are used within CAPPS.**

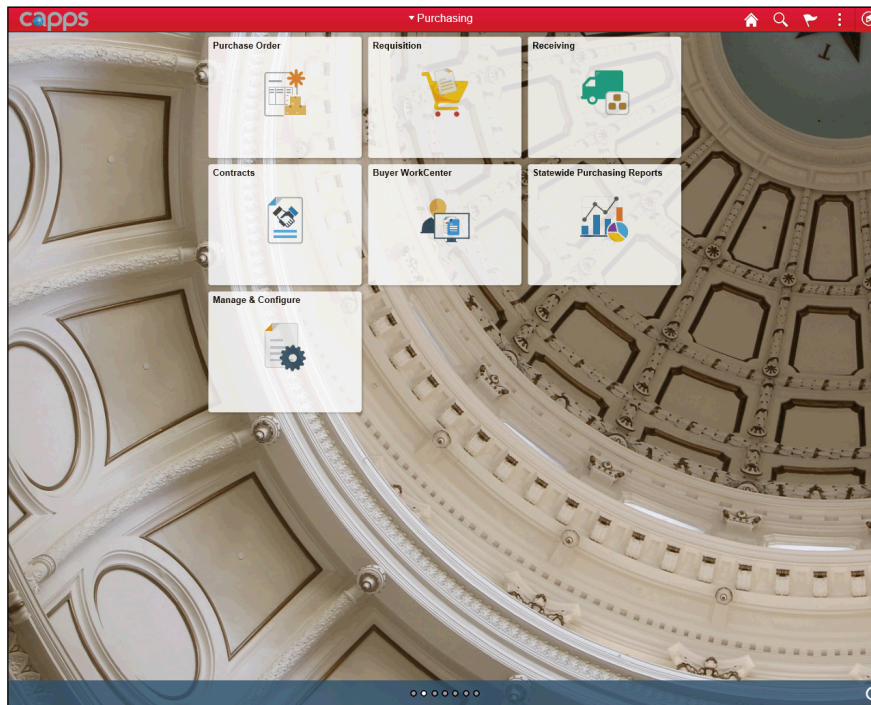
Procurement contracts may be established at the:

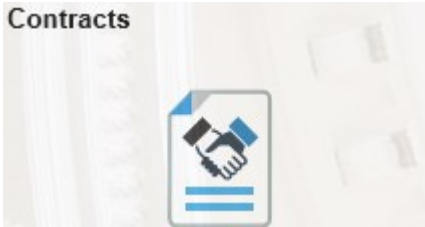

- Header level (Open Item) which will establish the Supplier, contract term and maximum contract value. Contract management activities can be detailed on purchase orders associated to the contract. The contract header serves two primary functions in CAPPS Contracts. First, the header captures agreement information for a specific contract. Second, the header provides a simple and flexible format that enables you to tailor the contract structure to the business model. Based on selections you make at the header level, CAPPS Contracts can support multiple contractual relationships including: individual contracts, multiple contracts per customer; one contract per service provided; one contract for multiple services
- Line level tracks specific activities at the contract line level. Contract management will occur at the contract line level.


PO releases are associated to the contract and tracked within the Procurement Contract record.



#### Procedure

In this lesson, you will learn how to create a new contract at the header level

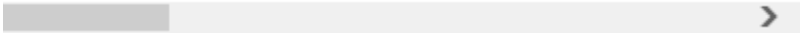


Step	Action
1.	Click the <b>Contracts</b> tile. 
2.	Click the <b>Activity Guide Navigation Area</b> button. 
3.	Notice the <b>SetID</b> defaults based on your user preferences.
4.	In the <b>Contract ID</b> field, <b>NEXT</b> indicates that the next available contract ID will be assigned to the contract when you save it.  <b>Note:</b> Not all agencies have their systems configured to utilize auto-numbering. If an agency requires manual entry of a contract number, this field is where you would enter the agency defined number.  In this training, you will use the auto-numbering functionality.









Step	Action
5.	<p>There are two available <b>Contract Processing Options</b> for a standard procurement contract. Both have the same processing options within CAPPS and can be used for internal reporting purposes to identify the different types of contracts:</p> <ul style="list-style-type: none"> <li>• <b>General Contract</b> may be used when you have a contract document that has been executed by the head of your agency. Contract process option enable you to determine a specific contract process that is use throughout the entire contract life cycle.</li> <li>• <b>Purchase Order</b> may be used when you have a contract that will be associated with a purchase order and would not have a separate, fully executed contract document.</li> </ul>
6.	<p>Click the <b>Add</b> button to enter a new purchase order contract.</p> <p><b>Add</b></p>
7.	<p>Use the <b>Contract</b> page to enter header and line item information for the contract.</p>
8.	<p>The <b>Status</b> field enables you to select the contract status. Valid values are Approved, Canceled, Closed, On-hold and Open.</p> <p>Only contracts with an Approved status are eligible to have releases assigned against them.</p>
9.	<p>Enter "<b>SPO01</b>" into the <b>Administrator/Buyer</b> field.</p> <p>Administrator/Buyer <input type="text" value="SPO01"/></p>
10.	<p>The <b>Universal Field</b> can be customized by the agency. This field is used for reporting and document labeling.</p>
11.	<p>The <b>Supplier</b> will be selected for the contract. The interface will pull the default vendor mail code, or the mail code associated to the purchase order released against the contract.</p> <p>There is no need to identify the mail code using the PO Default hyperlink unless the mail code to be used is NOT the default mail code and no PO release has been made at the time of the interface.</p> <p>Enter "<b>Imagine</b>" into the <b>Supplier</b> field.</p> <p>*Supplier <input type="text" value="Imagine"/></p>
12.	<p>Click the <b>Look up (Alt+5)</b> button.</p> <p></p>
13.	<p>Click the <b>IMAGINE LEARNING</b> link.</p> <p><a href="#">IMAGINE LEARNING</a></p>


Step	Action
14.	<p>The <b>Description</b> field contains a summary of the purpose of the contract. This is a requirement of TxGov't Code 2101.041(b)(1). The field is limited to 30 characters.</p> <p>Enter "<b>STU99 Consulting Services</b>" into the <b>Description</b> field.</p> <p><b>Description</b> <input type="text"/></p>
15.	<p>The Begin Date and Expire Date on the contract record are defined as:</p> <p><b>Begin Date:</b> The begin date is the date an agency executed the contract. No PO's award date may be prior to the begin date. The Begin Date interfaces as the "Award" date.</p> <p>Click in the <b>Begin Date</b> field.</p> <p><b>Begin Date</b> <input type="text" value="12/03/2020"/> </p>
16.	<p>Click in the <b>Begin Date</b> field.</p> <p><b>Begin Date</b> <input type="text" value="12/03/2020"/> <input type="button" value="x"/> </p>
17.	<p>Enter "<b>010121</b>" into the <b>Begin Date</b> field.</p> <p><b>Begin Date</b> <input type="text"/></p>
18.	<p>The Begin Date and Expire Date on the contract record are defined as:</p> <p><b>Expire Date:</b> The date by which a vendor must complete its performance pursuant to the terms of the contract, including amendments, and exercised renewals or extensions. Some contracts do not have a set completion date, but instead rely on other benchmarks. This information is needed to track the overall life of the contract, and the relationship between payments and performance.</p> <p>Enter "<b>083125</b>" into the <b>Expire Date</b> field.</p> <p><b>Expire Date</b> <input type="text"/></p>
19.	<p>The <b>HUB Bid Details</b> page contains the competitive bid details for the contract. It tracks the number and type of bids sent and received and is used in the HUB report. The HUB bid details entered on this page will be included in the statewide HUB bid reports.</p> <p>This page is replicated in the Purchase Order module. If the HUB bid details are contained on the contract record, when the purchase order is associated, it will inherit the HUB bid details from the contract record.</p> <p>Click the <b>HUB Bid Details</b> link.</p> <p><a href="#">HUB Bid Details</a></p>

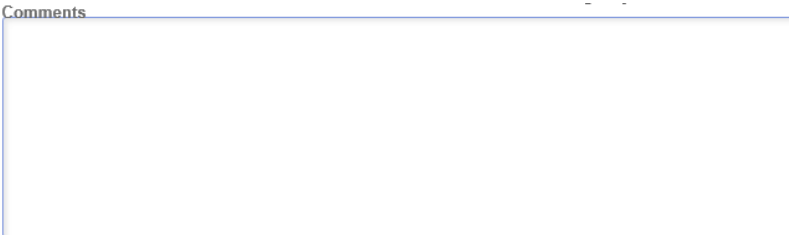

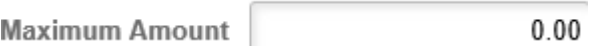
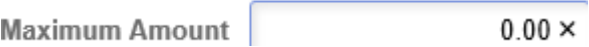
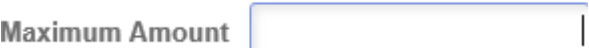

Step	Action
20.	Click the <b>Competitive?</b> list. Competitive? <input type="text" value=""/>
21.	Click the <b>Yes</b> list item. Yes
22.	Enter "3" into the <b>Black Female</b> field. Black Female <input type="text" value=""/>
23.	Enter "2" into the <b>Hispanic Male</b> field. Hispanic Male <input type="text" value=""/>
24.	Enter "1" into the <b>American Indian Female</b> field. American Indian Female <input type="text" value=""/>
25.	Enter "4" into the <b>Woman Own</b> field. Woman Own <input type="text" value=""/>
26.	Enter "2" into the <b>Black Female</b> field. Black Female <input type="text" value=""/>
27.	Enter "1" into the <b>Hispanic Male</b> field. Hispanic Male <input type="text" value=""/>
28.	Enter "7" into the <b>Woman Own</b> field. Woman Own <input type="text" value=""/>
29.	Click the <b>OK</b> button. <input type="button" value="OK"/>

Step	Action
30.	Click the <b>horizontal</b> scrollbar to scroll right. 
31.	The <b>Add Comments</b> hyperlink provides the ability to attach documents associated with the contract and associate any descriptive legal text (DLT).  Associated documents may include any statement of work or bid tabulation that may impact the specific contract.  Click the <b>Add Comments</b> link.  <a href="#">Add Comment</a>
32.	Enter the desired information into the <b>Active</b> field. Enter " <b>Statement of work</b> ". <small>Use Standard Comments</small> <span style="float: right;">Comment Status Active <input type="button" value="Inactivat"/></span> <div style="border: 1px solid red; height: 40px; width: 100%;"></div>
33.	Click the <b>Send to Supplier</b> option to deselect it. <input checked="" type="checkbox"/> <b>Send to Supplier</b>
34.	Click the <b>LBB</b> option to indicate the attachments need be included in the interface. <input type="checkbox"/> <b>LBE</b>
35.	Click the <b>Add Attachment</b> button. <input type="button" value="Add Attachment"/>
36.	Click the <b>Browse</b> button.  <div style="text-align: right;"><a href="#">Help</a></div> <div style="border: 1px solid red; display: inline-block; padding: 2px;">Browse...</div>
37.	Locate the file to be included.  Click the <b>Statement of Work.pdf</b> list item. <input type="checkbox"/> <b>Statement of Work.pdf</b>
38.	Click the <b>Open</b> button. <input type="button" value="Open"/>
39.	Click the <b>Upload</b> button. <input type="button" value="Upload"/>
40.	The <b>statement of work</b> file uploaded. To open the file, click the View button.
41.	Click the <b>OK</b> button. <input type="button" value="OK"/>

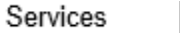






Step	Action
42.	<p>In order for a complete vendor record to be associated to a contract, the mail code must also be associated to the contract record. To change/validate a specific mail code for a supplier assigned to a contract, select the PO Defaults link.</p> <p>Click the <b>Purchase Order BU Defaults</b> link.</p> 
43.	<p>Click the <b>Supp Loc</b> button.</p> 
44.	<p>Click the <b>*00</b> link.</p> 
45.	<p>Click the <b>OK</b> button.</p> 
46.	<p>The <b>Purchasing Method</b> is added to the procurement contract header and included on all purchase order lines generated from the contract.</p> <p>Click the <b>Look up Purchasing Method (Alt+5)</b> button.</p> 
47.	<p>Click the <b>Vertical</b> scrollbar.</p>
48.	<p>Click the <b>Services &gt;\$25K</b> link.</p> 
49.	<p>The <b>Purchase Category Code (PCC)</b> field has been added to the Contract Entry page and is a required field.</p> <p>Click the <b>Look up PCC (Alt+5)</b> button.</p> 
50.	<p>Click the <b>Good or Serv Purchase&gt;\$25,000</b> link.</p> 

Step	Action
51.	<p>The <b>CAPPS Contract Status</b> provides a clear view of where the contract currently is within the contract lifecycle.</p> <p>For contracts which are LBB reportable, this field determines whether the contract will be included on the interface as a new contract record (I-Initial) or an amended contract record (any other contract status).</p> <p><b>IMPORTANT:</b> If the status is not changed from “I” when the contract gets amended, the record will not be included in the Amended contract file for the LBB interface.</p> <p>Click the <b>Look up CAPPS Contract Status (Alt+5)</b> button.</p> 
52.	<p>Click the <b>Initial Execution</b> link.</p> <p><a href="#">Initial Execution</a></p>
53.	<p>The <b>Current Contract Value</b> field contains the amount of the contract that is currently active. This includes the value of the contract, any amendments, and any exercised extensions or renewals. This amount may or may not equal the Total Released Amount in the Amount Summary page to the left. This information specifies how much is currently obligated under the contract.</p> <p>This field is not a required field, however the value contained will be included in the LBB interface file for any contract marked as LBB reportable. If the contract is reportable and this value is empty, the entry must be manually entered in the LBB database.</p> <p>Enter the desired information into the <b>Current Contract Value</b> field. Enter "<b>26000</b>".</p> <p>Current Contract Value <input data-bbox="609 1304 781 1367" type="text"/></p>
54.	<p>The <b>Special/Priority Purchase Types</b> link allows users to identify purchases as Emergency, Proprietary, Sole Source, Best Value. Justifications for these purchase types are required.</p> <p>This is a requirement pursuant to TxGov't Code 2101.041.</p> <p>Click the <b>Special/Priority Purchase Types</b> link.</p> <p><a href="#">Special/Priority Purchase Types</a></p>
55.	<p>Click the <b>Best Value Flag</b> option.</p> <p><input data-bbox="358 1751 386 1780" type="checkbox"/> <b>Best Value Flag</b></p>

Step	Action
56.	Enter " <b>Enter an appropriate justification.</b> " into the <b>Comments</b> field. 
57.	Click the <b>OK</b> button. 
58.	Click the <b>horizontal</b> scrollbar to scroll back to the left side of the page.
59.	Click the <b>Vertical</b> scrollbar to scroll down.
60.	<p>The <b>Maximum Amount</b> field is defined as including the value of the contract, amendments, and <i>all potential</i> extensions or renewals, i.e., the total amount both currently and potentially obligated.</p> <p>The maximum contract value should be used for determining whether a contract meets a reporting threshold and can be distinguished from current contract value, which includes the value of the contract, any amendments, and any exercised extensions or renewals i.e., the total amount currently obligated.</p> <p>Click in the <b>Maximum Amount</b> field.</p> 
61.	Click in the <b>Maximum Amount</b> field. 
62.	Enter " <b>26000</b> " into the <b>Maximum Amount</b> field. 
63.	<p>This <b>Allow Open Item Reference</b> enable items that are not specified on the contract to be purchased against it.</p> <p>If you do not select the Allow Open Item Reference check box, you must enter at least one contract line item or category line before you can save the contract.</p> <p>Click the <b>Allow Open Item Reference</b> option.</p> 

Step	Action
64.	<p>The <b>Service/Receipt Date Indicator</b> flag prohibits receipts or vouchers from being processed when the date of service is outside the contract term dates. Invoices can be paid if received within the date of service.</p> <p>Click the <b>Service Date Indicator</b> option.</p> <p><input type="checkbox"/> Service Date Indicator</p>
65.	Click the <b>Vertical</b> scrollbar to scroll back to the top of the page.
66.	<p>Click the <b>TEXAS Data</b> tab.</p> <p><b>TEXAS Data</b></p>
67.	<p>The Contract Category field should be assigned to the contract.</p> <p>The current categories available for selection include:</p> <ul style="list-style-type: none"> <li>- CCG</li> <li>- Consultant</li> <li>- Emergency</li> <li>- Grant</li> <li>- Grant Subrecipient</li> <li>- Interagency</li> <li>- Interlocal</li> <li>- Managed</li> <li>- Open Market</li> <li>- Other-2227 (Goods or Services)</li> <li>- Professional Services</li> <li>- Subrecipient</li> <li>- Term</li> <li>- Travel</li> <li>- TXMAS</li> </ul> <p>The <b>Contract Category</b> is a required field.</p> <p>Click the <b>Contract Category</b> list.</p> <p>Contract Category: <input type="text" value=""/></p>
68.	<p>Click the <b>Other-2227</b> list item.</p> <p><b>Other-2227</b></p>
69.	<p>When the Other-2227 option is selected you must select an item from the Other Contract Category list.</p> <p>Click the <b>Other Contract Category</b> list.</p> <p>Other Contract Category: <input type="text" value=""/></p>

Step	Action
70.	Click the <b>Services</b> list item. 
71.	<p>If a contract is LBB reportable, this section must be completed in order for the contract record to be included on the LBB Interface. New contract records will be included in the interface if:</p> <ul style="list-style-type: none"> <li>•The contract record is marked with an LBB report category</li> <li>•The maximum contract value identified on the contract header page meets or exceeds the reporting threshold; and</li> <li>•The ISAS Contract status is “I” (initial) or “A” (amendment).</li> </ul> <p><b>NOTE:</b> The interface looks at amendment records if the original contract was not reportable due to the minimum amount threshold not being met and the amendment increases the dollar amount to meet the threshold.</p> <p>Click the <b>LBB Contract Reporting</b> link. </p>
72.	<p>The <b>None</b> checkbox is the standard default for all contract records. Multiple selections are acceptable.</p> <p>The LBB interface file will contain all contract records containing these specific LBB reporting codes that meet the reporting minimum in the Maximum Amount field on the contract header.</p>
73.	Click the <b>Consulting Services &gt; \$14K</b> option. <input type="checkbox"/> <b>Consulting Services &gt; \$14K</b>
74.	Click the <b>OK</b> button. 
75.	<p>The name of a <b>Contract Auditor</b> is required in order to save the contract.</p> <p>Enter "<b>Mary Doe</b>" into the <b>Contract Auditor</b> field.</p> <p>Contract Auditor: <input type="text"/></p>
76.	Click the <b>Contract</b> tab. 
77.	Click the <b>Status</b> list. Status <input type="text" value="Open"/>
78.	Click the <b>Approved</b> list item. <b>Approved</b>
79.	Click the <b>Vertical</b> scrollbar.

Step	Action
80.	Click the <b>Save</b> button. 
81.	Click the <b>Vertical</b> scrollbar to scroll back to the top of the page.
82.	The <b>Contract ID</b> number is generated when the new contract was saved.  Now that the new contract has been approved and saved, releases can be entered against it as purchases are made.
83.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Create a New Contract with Lines

### Section 2, Lesson 2- Exercise 1 Create a New Contract with Lines

When setting up a contract, you may not have all the information you need, such as dates or amounts. You can create a contract with partial information and then fill in additional information as it becomes available. There are specific fields which require entry however, the contract does not need to be Approved until all field are valid. The required fields will be noted in this training document.

When contracts are required, the contracts must be established and in approved status prior to dispatching the Purchase Order or a Purchase Order Change Notice will be required in order to associate the contract document to the Purchase Order.

The Contract Entry page enables you to select a contract process option you will use throughout the contract's entire life cycle. Contract process options include: Recurring Voucher, Prepaid Voucher, Prepaid Voucher with Advance PO, Recurring PO Voucher, Purchase Order, Release to Single PO Only and General Contract contracts. **Currently only Purchase Order and General contracts processing options are used within CAPPS.**

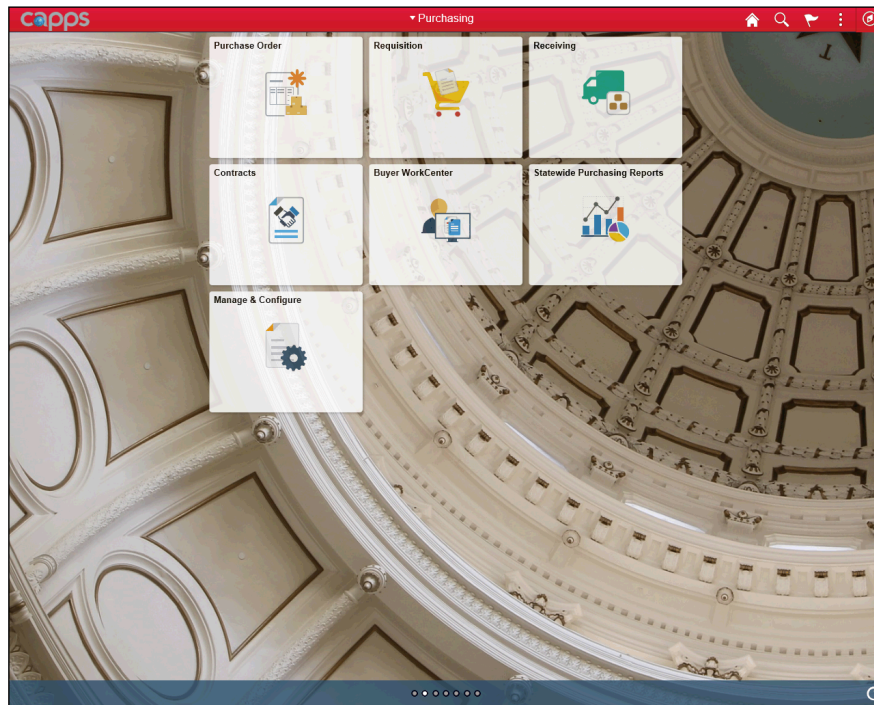
Procurement contracts may be established at the:




- Header level (Open Item) which establish the Supplier, contract term and maximum contract value. Contract management activities are detailed on the purchase orders associated to the contract. This allows management of the contract at the purchase order.
- Line level which tracks specific activities at the contract line level. Contract management occurs at the contract line level.




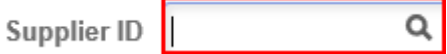
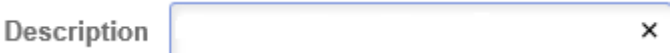
PO releases are then associated to the contract and tracked within the Procurement Contract record.

### Procedure



In this lesson, you will learn how to create a contract with line items.



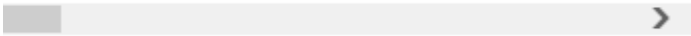








Step	Action
1.	Click the <b>Contracts</b> tile. 
2.	Click the <b>Activity Guide Navigation Area</b> button. 
3.	In the <b>Contract ID</b> field, <b>NEXT</b> indicates the next available contract ID will be assigned to the contract when you save it.  <b>Note:</b> Not all agencies have their systems configured to utilize auto-numbering. If an agency requires manual entry of a contract number, enter the agency defined number in this field.
4.	Click the <b>Contract Process Option</b> list. Contract Process Option: <input type="text" value="Purchase Order"/> 

Step	Action
5.	<p>There are two <b>Contract Processing Options</b> which can be used for a standard procurement contract. They both have the same processing options within CAPPS and can be used for internal reporting purposes to identify the different types of contracts:</p> <p><b>General Contract</b> may be used when you have a contract document that has been executed by the head of your agency.</p> <p><b>Purchase Order</b> may be used when you have a contract that will be associated with a purchase order and would not have a separate, fully executed contract document.</p> <p>Click the <b>Purchase Order</b> list item.</p> 
6.	<p>Click the <b>Add</b> button to enter a new purchase order contract.</p> 
7.	<p>Use the <b>Contract</b> page to enter header and line item information for the contract.</p>
8.	<p>The <b>Status</b> field enables you to select contract status. Valid values are Approved, Canceled, Closed, On-hold and Open. Only contracts with an Approved status are eligible to have releases assigned against them.</p> <p>New contracts are created in Open status. When all required fields are entered, the contract can be saved and approved</p>
9.	<p>Enter "<b>SPO01</b>" into the <b>Administrator/Buyer</b> field.</p> 
10.	<p>Enter "<b>1273757099</b>" into the <b>Supplier ID</b> field.</p> 
11.	<p>The Description field should contain a summary of the contract purpose. This is a requirement of TxGov't Code 2101.041(b)(1). The field is limited to 30 characters.</p> <p>Enter "<b>STU99 Janitorial Supplies</b>" into the <b>Description</b> field.</p> 










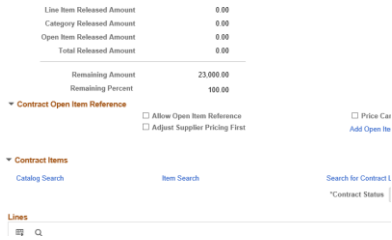
Step	Action
12.	<p>The Begin Date and Expire Date on the contract record are defined as:</p> <p><b>Begin Date:</b> The begin date is the date an agency executed the contract. No PO's award date may be prior to the begin date. The Begin Date interfaces as the "Award" date.</p> <p><b>Expire Date:</b> The date by which a vendor must complete performance pursuant to the terms of the contract, including amendments, and exercised renewals or extensions. Some contracts do not have a set completion date, but instead rely on other benchmarks. This information is needed to track the overall life of the contract, and the relationship between payments and performance.</p>
13.	<p>Enter "08312024" into the <b>Expire Date</b> field.</p> <p>Expire Date <input type="text" value=""/> </p>
14.	<p>Click the <b>Auto Default</b> option.</p> <p><a href="#">HUB Bid Details</a></p>
15.	<p>The <b>HUB Bid Details</b> page contains the competitive bid details for the contract. It tracks the number and type of bids sent and received and is used in the HUB report.</p> <p>This page is replicated in the Purchase Order module. If the HUB bid details are contained on the contract record, when the purchase order is associated, it will inherit the HUB bid details from the contract record.</p> <p>Click the <b>HUB Bid Details</b> link.</p> <p><a href="#">HUB Bid Details</a></p>
16.	<p>Click the <b>Competitive?</b> list.</p> <p>Competitive? <input type="text" value=""/> </p>
17.	<p>Click the <b>No</b> list item.</p> <p>No</p>
18.	<p>Click the <b>OK</b> button.</p> <p><input type="button" value="OK"/></p>
19.	<p>The <b>Special/Priority Purchase Types</b> link allows users to identify purchases as Emergency, Proprietary, Sole Source, Best Value. Justifications for these purchase types are required.</p> <p>This is a requirement pursuant to TxGov't Code 2101.041.</p> <p>Click the <b>Special/Priority Purchase Types</b> link.</p> <p><a href="#">Special/Priority Purchase Types</a></p>

Step	Action
20.	If any of these conditions apply, select the appropriate checkbox and add comments.  Click the <b>Best Value Flag</b> option. <input type="checkbox"/> <b>Best Value Flag</b>
21.	Enter " <b>Best value for a very good reason.</b> " into the <b>Comments</b> field. 
22.	Click the <b>OK</b> button. 
23.	The <b>Best Value Flag</b> displays as the reporting type.
24.	Click the <b>horizontal</b> scrollbar. 
25.	To view all purchasing methods, click the <b>Look up Purchasing Method (Alt+5)</b> button. 
26.	Click the <b>Delegated Purchase</b> link. <a href="#">Delegated Purchase</a>
27.	The PCC field is added to the Contract Entry page and is a required field.  To view all PCC codes, click the <b>Look Up PCC (Alt+5)</b> button. 
28.	Click the <b>Goods Purchase \$5,001-\$25,000</b> link. <a href="#">Goods Purchase \$5,001-\$25,000</a>

Step	Action
29.	<p>The <b>CAPPS Contract Status</b> provides a clear view of where the contract currently is within the contract lifecycle.</p> <p>For contracts which are LBB reportable, this field determines whether the contract will be included on the interface as a new contract record (I-Initial) or an amended contract record (any other contract status). If the status is not changed from "I" when the contract gets amended, the record will not be included in the amended contract file for the LBB interface.</p> <p>Click the <b>Look up CAPPS Contract Status (Alt+5)</b> button.</p> 
30.	<p>Click the <b>Initial Execution</b> link.</p> 
31.	<p>The <b>Current Contract Value</b> field contains the amount of the contract that is currently active. This amount may or may not equal the Total Released Amount in the Amount Summary page to the left.</p> <p>This field is not a required field however, the value contained will be included in the LBB interface file for any contract marked as LBB reportable. If the contract is reportable and this value is empty, the entry must be manually entered in the LBB database.</p> <p>Enter the maximum contract amount into the <b>Current Contract Value</b> field.</p> <p>Click in the <b>Current Contract Value</b> field.</p> 
32.	<p>Enter "<b>23000</b>" into the <b>Current Contract Value</b> field.</p> 
33.	<p>The <b>Service/Receipt Date Indicator</b> flag prohibits receipts or vouchers from being processed when the date of service is outside the contract term dates. Invoices can be paid if received within the date of service.</p>
34.	<p>Click the <b>horizontal</b> scrollbar to scroll back to left said of page.</p>
35.	<p>Click the <b>Vertical</b> scrollbar to scroll down.</p>

Step	Action
36.	<p>The <b>Maximum Amount</b> field includes the value of the contract, amendments, and all potential extensions or renewals, i.e., the total amount both currently and potentially obligated. The Maximum Contract Value should be used for determining whether a contract meets reporting thresholds and can be distinguished from Current Contract Value, which includes the value of the contract, any amendments and any exercised extensions or renewals i.e., the total amount currently obligated.</p> <p>Click in the <b>Maximum Amount</b> field.</p> <p>Maximum Amount <input type="text" value="0.00"/></p>
37.	<p>Enter "<b>23000</b>" into the <b>Maximum Amount</b> field.</p> <p>Maximum Amount <input type="text" value="0.00"/></p>
38.	<p>Click the <b>TEXAS Data</b> link.</p> <p><a href="#">TEXAS Data</a></p>
39.	<p>A <b>Contract Category</b> should be assigned for the contract. Available categories include: CCG, Consultant, Emergency, Grant, Grant Subrecipient, Interagency, Interlocal, Managed, Open Market, Other-2227 (Goods or Services), Professional Services, Subrecipient, Term, Travel, or TXMAS.</p> <p>Click the <b>Contract Category</b> list.</p> <p>Contract Category: <input type="text" value=""/></p>
40.	<p>Click the <b>Other-2227</b> list item.</p> <p>Other-2227</p>
41.	<p>When the "Other-2227" Contract Category is selected, the Other Contract Category field is available. Choices for selection include Goods, Materials and Services. One category must be selected to proceed.</p> <p>Click the <b>Other Contract Category</b> list.</p> <p>Other Contract Category: <input type="text" value=""/></p>
42.	<p>Click the <b>Goods</b> list item.</p> <p>Goods  </p>

Step	Action
43.	<p>The <b>LBB Contract Reporting</b> link allows users to identify which, if any, LBB Reporting categories with which this contract should be associated:</p> <p><b>NOTE:</b> Parent contracts will not be included in the LBB contract interface file. Any changes to the VIN for a contract need to be addressed with LBB directly. LBB will not accept changes to the VIN in the interface.</p> <p>Click the <b>LBB Contract Reporting</b> link.</p> <p><a href="#">LBB Contract Reporting</a></p>
44.	<p>Click the <b>OK</b> button.</p> <p></p>
45.	<p><b>Allow Releases to Exceed Max</b> is an option for users to allow PO releases against a contract to exceed the contract max amount. This option is used when users are tracking releases against a contract and not identifying a specific contract maximum.</p> <p>For example, medical services are contracted through a contract where the provider will provide services at the set Medicare rate. There are no set services nor specific maximum amounts set due to the professional services being contracted. This instance allows for a zero dollar contract to be established and this box checked to monitor the releases against the contract instead of limiting the releases against it.</p>
46.	<p>Enter "<b>Sue Smith</b>" into the <b>Contract Auditor</b> field.</p> <p><b>Contract Auditor:</b> <input data-bbox="755 1140 1253 1199" type="text"/></p>
47.	<p>Click the <b>Contract</b> tab.</p> <p></p>
48.	<p>Click the <b>Vertical</b> scrollbar.</p>
49.	<p>Now that all of the header details have been entered, you will proceed with entering the contract line details.</p> <p>Enter "<b>All Purpose Cleaner, 5 Gal Bucket</b>" into the <b>Description</b> field.</p>
50.	<p>Enter "<b>B</b>" into the <b>UOM</b> field.</p>
51.	<p>Click the <b>Look up UOM (Alt+5)</b> button.</p> <p></p>
52.	<p>Click the <b>BUCKET</b> link.</p> <p><a href="#">BUCKET</a></p>
53.	<p>Enter "<b>485</b>" into the <b>NIGP Class</b> field.</p>

Step	Action
54.	Click the <b>Look up NIGP Item (Alt+5)</b> button. 
55.	Click the <b>Cleaner, Spray</b> link. <a href="#">Cleaner Spray</a>
56.	Click the <b>Line Details</b> button to enter the minimum line amount. 
57.	Click the <b>Expand All</b> link. <a href="#">Expand All</a>
58.	Enter " <b>125</b> " into the <b>Minimum Line Amount</b> field. <b>Minimum Line Amount</b> <input type="text"/>
59.	Enter " <b>1</b> " into the <b>Minimum Line Quantity</b> field. <b>Minimum Line Quantity</b> <input type="text"/>
60.	Click the <b>vertical scrollbar</b> to enter the <b>Base Price</b> amount.
61.	Enter " <b>125.00</b> " into the <b>Base Price</b> field.
62.	Click the <b>OK</b> button. 
63.	Click the <b>Status</b> list. <b>Status</b> <span style="border: 1px solid red; padding: 2px;">Open</span> 
64.	Click the <b>Approved</b> list item. <u>Approved</u>
65.	Click the <b>Vertical Scrollbar</b> to scroll to the bottom of the page.
66.	Click the <b>Save</b> button. 
67.	The <b>Contract ID</b> number is generated when the new contract was saved.  Now that the new contract has been approved and saved, releases can be entered against it as purchases are made.

Step	Action
68.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Amend Contract with Versioning

### Section 2, Lesson 3 - Exercise 1 Amend Contract with Versioning

A contract amendment occurs when a change is made to the original terms and conditions of an active contract. Amendments are made to a contract using the Amendment Version feature or the Track Changes features. This is a configuration setup for the CAPPS agencies.

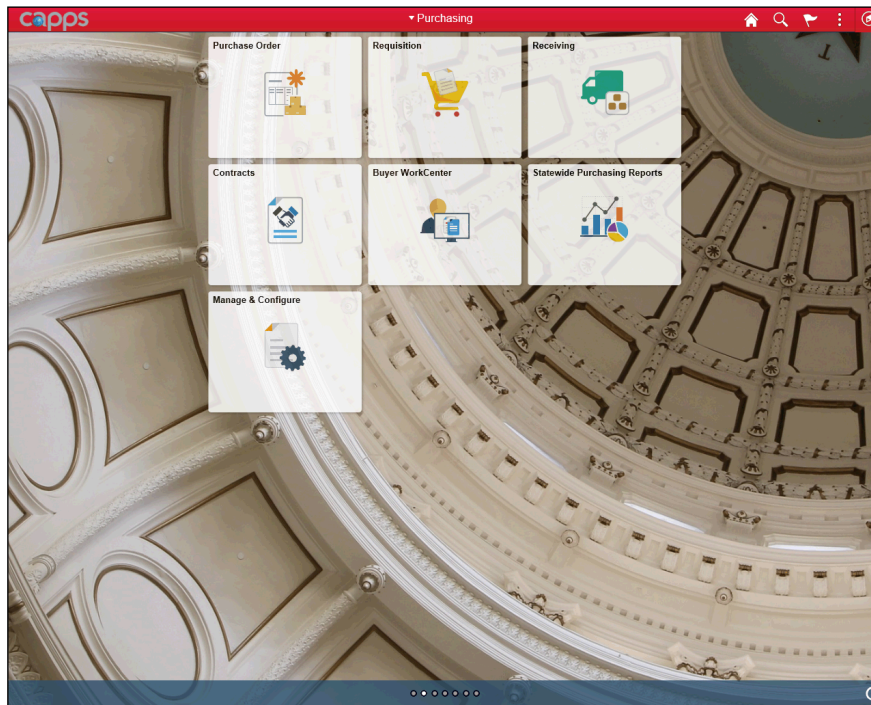
Agencies have the choice of tracking contract changes by "Track Changes" or "Versioning."



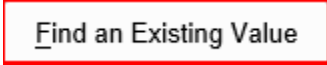
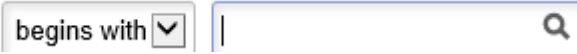

- **Track Changes** - When contracts are amended by Track Changes, the existing contract is changed to Open status and changes to the contract are tracked via the change template.
- **Version** - Versioning allows an active version of the contract be maintained as a separate version is being drafted. Once the amended contract is approved, the previous version becomes historical and the new version becomes the active contract. This allows for a complete history of the contract to be maintained within CAPPS.

In this topic, you will create an amendment using the Versioning feature to increase the price of the negotiated contract.



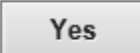
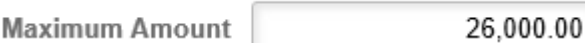
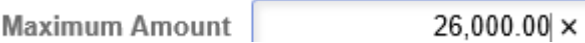
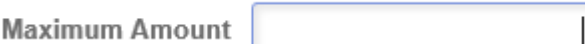
#### Procedure




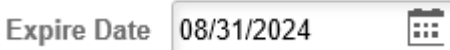
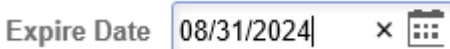
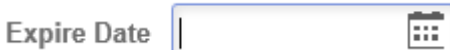
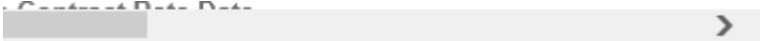

In this lesson, you will learn how to modify an existing contract with a new version and increasing the contract maximum amount while maintaining a historical version.

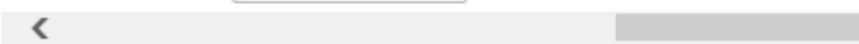




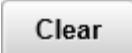










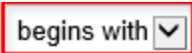
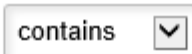

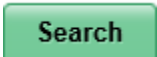
Step	Action
1.	Click the <b>Contracts</b> tile. 
2.	Click the <b>Activity Guide Navigation Area</b> button. 
3.	Click the <b>Find an Existing Value</b> tab. 
4.	Enter " <b>SPO01</b> " into the <b>Buyer</b> field. 
5.	Enter " <b>STU01 Consulting Services</b> " into the <b>Description</b> field. 




Step	Action
6.	Click the <b>Search</b> button. 
7.	This contract is currently at <b>Version 1</b> . This was the initial contract created within CAPPS.  Select the <b>New Version</b> button to create an amendment and capture the contract change(s). The system assigns a version sequence number, tracks event version history and maintains the current event version.
8.	Click the <b>New Version</b> button. 
9.	This creates a new version in Open status that can be worked on while maintaining the original active contract version.  Click the <b>Yes</b> button to proceed with saving the contract and creating a draft version. 
10.	<b>Version 2</b> has been created in <b>Open</b> status and is now ready for changes to be entered.
11.	Click the vertical scrollbar to move to the bottom of the page to increase the <b>Maximum Amount</b> . Click the <b>Vertical</b> scrollbar.
12.	Click in the <b>Maximum Amount</b> field. 
13.	Enter the increased amount into the <b>Maximum Amount</b> field.  Click the <b>x</b> in the field. 
14.	Enter " <b>30000</b> " into the <b>Maximum Amount</b> field. 
15.	Click the <b>Vertical</b> scrollbar.
16.	Add a comment explaining the reason for the change when amending a contract.  Click the <b>Edit Comments</b> link. <a href="#">Edit Comment:</a>

Step	Action
17.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
18.	Enter " <b>Increased the maximum amount from \$26,000 to \$30,000.</b> " into the <b>Active</b> field. <small>Use Standard Comments</small> <span style="float: right;">Comment Status Active <input type="radio"/> Inactivat <input type="radio"/></span> 
19.	Click the <b>OK</b> button. 
20.	Edit the <b>Expired Date</b> . Click in the <b>Expire Date</b> field. 
21.	Click the <b>x</b> in the field. 
22.	Enter " <b>12/31/2024</b> " into the <b>Expire Date</b> field. 
23.	Click the <b>Horizontal</b> scrollbar. 
24.	Change the <b>CAPPS Contract Status</b> to a status other than "Initial". This will provide a detailed progression of the path the contract has taken.  For contracts that are LBB reportable, amendments will only be reported to LBB if: <ul style="list-style-type: none"> <li>• The "Initial" contract met or exceeded the reportable amount set by the category; and</li> <li>• The contract was sent to LBB on the CAPPS contract interface file and the contract record is contained on the CAPPS LBB Interface Control table; and</li> <li>• The CAPPS Contract Status on the amended record is not = "I"; and</li> <li>• The new contract version also contains the LBB reportable codes on the TEXAS Data tab.</li> </ul> Click the <b>Look up CAPPS Contract Status (Alt+5)</b> button. 
25.	Click the <b>Amendments</b> link. <a href="#">Amendments</a>

Step	Action
26.	Click the <b>horizontal</b> scrollbar. 
27.	Change the <b>Status</b> to <b>Approved</b> so the contract can be saved as the current version. Click the <b>Status</b> list. Status <input type="text" value="Open"/> 
28.	Click the <b>Approved</b> list item. <b>Approved</b>
29.	This action will make the draft version become the current version when you save. Click the <b>OK</b> button. 
30.	Click the vertical scrollbar to the bottom of the page to <b>save</b> the contract. Click the <b>Vertical</b> scrollbar.
31.	Click the <b>Save</b> button. 
32.	Click the <b>Return to Search</b> button to view both versions of the contract. 
33.	You must remove the contract version number to view all the contract versions available. Click the <b>Clear</b> button. 
34.	Enter " <b>09900</b> " into the <b>SetID</b> field. SetID: <input type="text" value="="/>  <input type="text" value=""/> 
35.	Click the <b>Contract ID</b> list. Contract ID: <input type="text" value="begins with"/> 
36.	Click the <b>contains</b> list item. <b>contains</b>
37.	Enter " <b>15</b> " into the <b>Contract ID</b> field. Contract ID: <input type="text" value="contains"/>  <input type="text" value=""/>

Step	Action
38.	Click the <b>Search</b> button. 
39.	Click the <b>Vertical</b> scrollbar.
40.	The search results display both <b>Contract Versions</b> . Version 1 shows the version status of <b>History</b> .
41.	Version 2 shows the status of <b>Current</b> . The current version is the new transactional contract version.
42.	To view more changes on a contract header, PO defaults, Price Adjustments and History, navigate to the <b>Contract Change History</b> page.  Click the <b>Activity Guide Navigation Area</b> button. 
43.	Click the <b>Activity Guide Navigation Area</b> button. 
44.	Click the <b>Activity Guide Navigation Area</b> button. 
45.	Click the <b>Contract ID</b> list. <b>Contract ID:</b> 
46.	Click the <b>contains</b> list item. <b>contains</b>
47.	Enter the desired information into the <b>Contract ID</b> field. Enter " <b>15</b> ". <b>Contract ID:</b>  
48.	Click the <b>Search</b> button. 
49.	Click the <b>000000000000000000000000000015</b> link. <a href="#">000000000000000000000000000015</a>
50.	The <b>Contract Header</b> page displays. This page allows you to select the information you wish to view.
51.	Select <b>Contract Header</b> to include records in the search results. Header records are the basic fields that define the contract.

Step	Action
52.	Select <b>PO Defaults</b> to include the header default record in the search results. These are fields that appear on the PO Default page and that have been selected on the change template for change tracking.
53.	Select <b>Price Adjustments</b> to include the open-items, price-adjustment records in the search results.
54.	Select <b>Thresholds and Notifications</b> to include changes to spend thresholds and notifications for the contract.
55.	The <b>Changed Field</b> is used to select a specific field from the corresponding record to limit the search results to only changes for that field. If you do not select a field value, CAPPS returns all changed field values for all records selected on the page.
56.	After defining the search criteria, click the <b>Search</b> button to retrieve those records and fields that have been defined for change and tracking. 
57.	The <b>Contract Header</b> displays track change record history. <ul style="list-style-type: none"> <li>• <b>Version/Sequence</b> - Tracks the number of changes when the version function was used.</li> <li>• <b>Change Type</b> - Original record is when the contract was created. Change is when the contract was modified.</li> <li>• <b>Description</b> - Displays the description of the field or action for the change.</li> <li>• <b>Value</b> - Displays the changed field.</li> <li>• <b>Modified By</b> - Displays the name of the person who created the change.</li> <li>• <b>Last Changed</b> - Displays the date and time the change was created.</li> </ul>
58.	Click the <b>vertical scrollbar</b> to view the bottom of the page.
59.	The <b>PO Defaults, Price Adjustments and Thresholds &amp; Notifications</b> section displays.
60.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

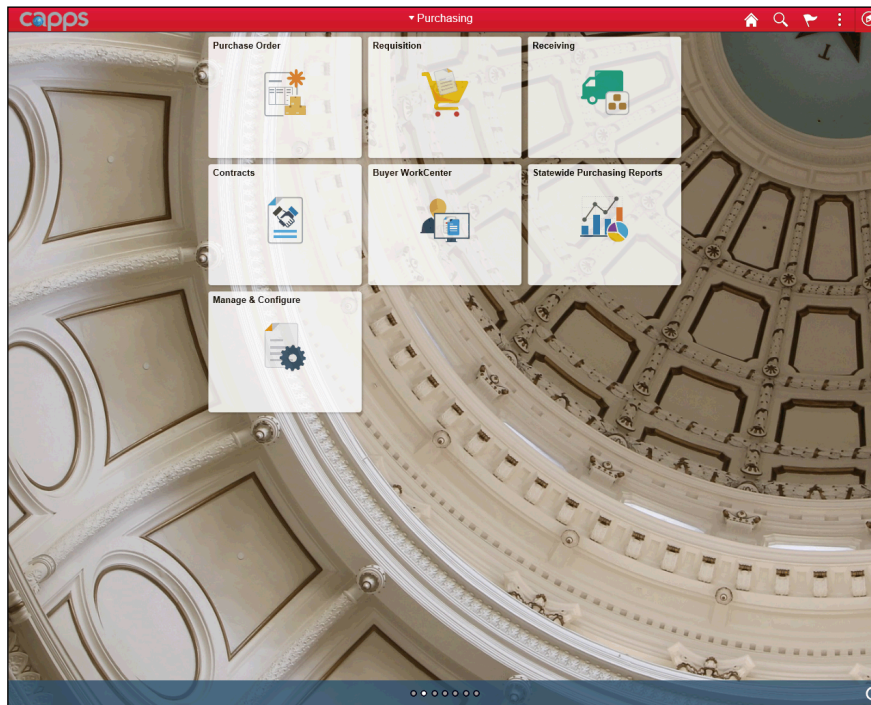
## Amend Contract without Versioning

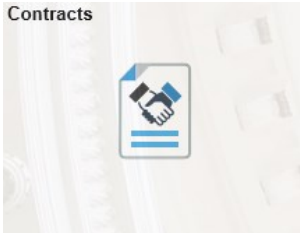
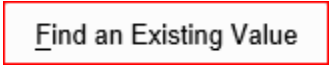
### Section 2, Lesson 4, Exercise 1 - Amend Contract without Versioning







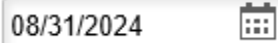

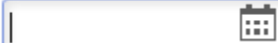
A contract amendment occurs when a change is made to an active contract's terms and conditions. To make amendments to a contract without Versioning, refrain from using the Amendment Version feature. In this way, a historical record of the original document will be maintained in the contract change history.

#### Procedure

In this lesson, you will learn how to modify an existing contract without using the new version button and increasing the contract maximum amount while maintaining a historical version.



Step	Action
1.	Click the <b>Contracts</b> tile. 
2.	Click the <b>Activity Guide Navigation Area</b> button. 
3.	Click the <b>Find an Existing Value</b> tab. 
4.	Enter " <b>SPO01</b> " into the <b>Buyer</b> field. Buyer: <input type="text" value="begins with"/> <input type="text" value=""/> <input type="button" value="Q"/>
5.	Enter " <b>STU01 Janitorial Supplies</b> " into the <b>Description</b> field. Description: <input type="text" value="begins with"/> <input type="text" value=""/>

Step	Action
6.	Click the <b>Search</b> button. 
7.	The <b>Contract Entry</b> page displays with most fields grayed-out. The status must be changed to <b>Open</b> in order to make changes.  Click the <b>Status</b> list. Status 
8.	Click the <b>Open</b> list item. <b>Open</b>
9.	The contract fields are available for editing once the status is changed to Open.
10.	Add a comment explaining the reason for the contract amendment.  Click in the <b>Edit Comments</b> field. 
11.	Enter " <b>Increased max amount from \$23,000 to \$25,000.</b> " into the <b>Active</b> field. <small>Use Standard Comments</small> Comment Status Active  
12.	Click the <b>OK</b> button. 
13.	Click the <b>vertical scrollbar</b> to move to the bottom of the page to change the contract expiration date.
14.	Click in the <b>Expire Date</b> field. Expire Date 
15.	Click the <b>X</b> in the field to delete the existing value. Expire Date 
16.	Enter " <b>123124</b> " into the <b>Expire Date</b> field. Expire Date 
17.	Click the <b>vertical scrollbar</b> .

Step	Action
18.	Enter the increased amount into the <b>Maximum Amount</b> field.  Click in the <b>Maximum Amount</b> field.  Maximum Amount <input type="text" value="23,000.00"/>
19.	Click the <b>x</b> in the field.  Maximum Amount <input type="text" value="23,000.00 x"/>
20.	Enter " <b>25000</b> " into the <b>Maximum Amount</b> field.  Maximum Amount <input type="text"/>
21.	Click the <b>Vertical</b> scrollbar to scroll to the top of the page.
22.	Click the <b>Status</b> list.  Status <input type="text" value="Open"/>
23.	Click the <b>Approved</b> list item.  <u>Approved</u>
24.	Click the <b>Vertical</b> scrollbar to scroll to the bottom of the page and save your work.
25.	Click the <b>Save</b> button.  <input type="button" value="Save"/>
26.	The contract status is approved, and the version remained at 1.
27.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

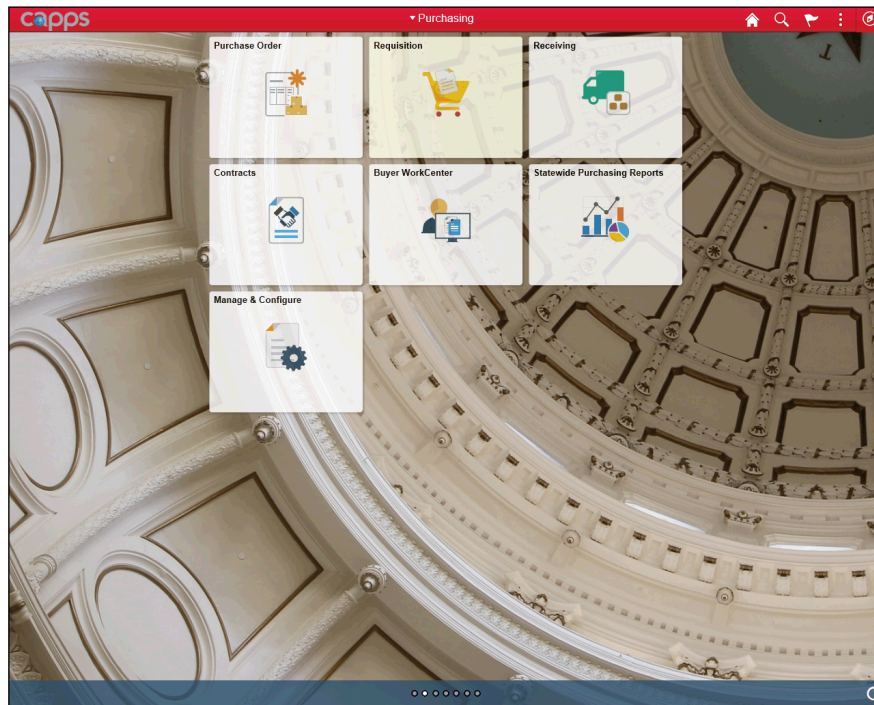
### Section 3-Creating Purchase Orders (W/out Req)

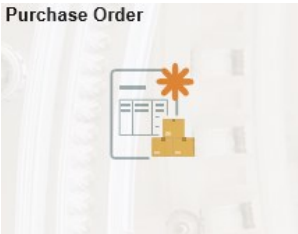

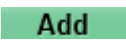
#### Creating a Purchase Order (W/out Req)

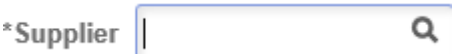




##### Procedure

This exercise demonstrates the process of creating a purchase order and then approving, budget checking, and dispatching the PO.













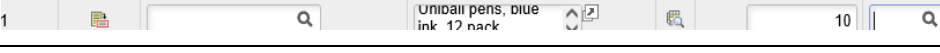



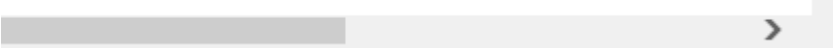



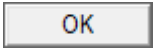

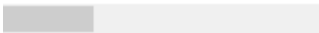

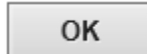
Step	Action
1.	Click the <b>Purchase Order</b> tile. 
2.	Click the <b>Activity Guide Navigation Area</b> button. 
3.	The business unit for your agency should default into the Business Unit field. If it does not, you can select it from the lookup table.  The PO ID says "NEXT" to indicate that the next consecutive PO number will be issued when the PO is saved.
4.	Click the <b>Add</b> button. 

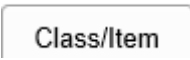

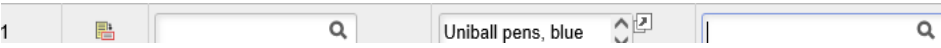


Step	Action
5.	<p>The <b>Maintain Purchase Order</b> page is divided into sections.</p> <p>The <b>Header</b> section contains information that applies to the entire PO.</p> <p>The <b>Lines</b> section contains information that may be different from one line to the next, if necessary.</p>
6.	<p>The <b>Universal Fields</b> allow agencies to tag transactions for reporting purposes. There are two tags set up for each agency, CONF_ALL and CONF_SOME. Agencies can choose to set up additional tags to be used as needed.</p> <p>Tags may be carried forward from the requisition sourced to the purchase order, or can tags be added the purchase order directly.</p>
7.	<p>Begin by filling out the <b>Header</b> section, starting with the supplier.</p> <p>For this purchase order, we will be buying office supplies from Acme Supply Company.</p> <p>Enter "<b>Acme</b>" into the <b>Supplier</b> field.</p> 
8.	<p>Click the <b>Look up Supplier ID (Alt+5)</b> button.</p> 
9.	<p>The system automatically displays a list of vendors whose names match the partial value entered. Review the list and select the desired supplier.</p> <p>Click the <b>ACME SUPPLY CO LTD</b> link.</p> 
10.	<p>Notice that the <b>Header</b> section contains several links that lead to other areas of information, such as <b>Supplier Details</b>, <b>Header Details</b>, <b>Add Comments</b>, <b>Special/Priority Purchase Types</b>, and <b>HUB Bid Details</b>.</p> <p>Information entered at the header level applies to all line items on the requisition, and only needs to be entered once.</p>
11.	<p>Click the <b>Supplier Details</b> link.</p> 
12.	<p>The <b>Supplier Details</b> screen provides additional information about the supplier selected.</p>
13.	<p>Click the <b>OK</b> button to return to the Maintain Purchase Order page.</p> 

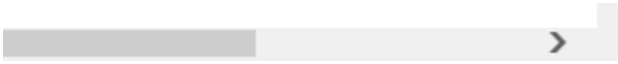





Step	Action
14.	Enter " <b>Office Supplies M Smith</b> " into the <b>PO Reference</b> field.  <input type="text"/> <span style="float: right;">Amount Summary ?</span>
15.	Click the <b>HUB Bid Details</b> link.  <a href="#">HUB Bid Details</a>
16.	The State requires that bid details for Historically Underutilized Businesses (HUBs) be tracked when a purchase is bid out.  Click the <b>Competitive?</b> list. <b>Competitive?</b> <input type="text"/> <input type="button" value="v"/>
17.	This purchase did not involve a competitive bid.  Click the <b>N/A</b> list item. N/A
18.	Click the <b>OK</b> button.  <input type="button" value="OK"/>
19.	Always make note of the <b>Special/Priority Purchase Types</b> flag. Currently it says N/A, but if the requestor marked their purchase for special handling, a note will appear here after the requisition lines are imported.  Click the <b>Special/Priority Purchase Types</b> link. <a href="#">Special/Priority Purchase Types</a>
20.	For Legislative Budget Board (LBB) reportable records you must indicate why the award was not bid (i.e. Competitive = No or N/A). The Sole Source, Interagency, and Emergency flags will be identified and included in the LBB interface file.  If the <b>Purchase Type</b> was marked by the requester, you will see that information on this screen. If not, you can select the appropriate checkbox and add notes in the <b>Comments</b> section.
21.	If this transaction meets any of the reporting requirements for the LBB, you must select the appropriate value from the drop-down box in the <b>LBB Notice</b> field.  The <b>CPA-TPASS PO #</b> and <b>Renewal Options</b> fields are no longer in use.
22.	Click the <b>LBB PO Reporting</b> link.  <a href="#">LBB PO Reporting</a>
23.	The list of LBB Reporting Codes is displayed. If applicable, select the appropriate code. In this example, the purchase does not need to be reported so None is the correct option.
24.	Click the <b>OK</b> button.  <input type="button" value="OK"/>

Step	Action
25.	Click the <b>OK</b> button. 
26.	If you are purchasing items from a source other than those stated in the State Use policy, click the <b>State Use Exception</b> checkbox to document the exception. Click the <b>State Use Exception</b> option. <input type="checkbox"/> <b>State Use Exception</b>
27.	The <b>PO Purchase Exceptions</b> screen allows you to document the type of exception and provide detailed comments or add attachments.  Comments are required when the <b>Other Exceptions</b> option is selected.
28.	Click the <b>Cancel</b> button. 
29.	To save time, you can enter details that will default to each PO line.  Click the <b>PO Defaults</b> link. <a href="#">PO Defaults</a>
30.	PO Defaults allows you to populate information that will default onto each of the purchase order lines - saving you time later in the entry process. Anything entered here can be overridden at the line level.  Click the <b>Override</b> option. <input type="radio"/> <b>Override</b>
31.	Click the <b>Look up NIGP Class (Alt+5)</b> button. 
32.	Click the <b>NIGP Class</b> list. <b>NIGP Class:</b> <span style="border: 1px solid red; padding: 2px;">begins with ▼</span>
33.	Click the <b>contains</b> list item. <b>contains</b>
34.	Click the <b>NIGP Complete Description</b> list. <b>NIGP Complete Description:</b> <span style="border: 1px solid red; padding: 2px;">begins with ▼</span>
35.	Click the <b>contains</b> list item. <b>contains</b>
36.	Enter " <b>office supplies</b> " into the <b>NIGP Complete Description</b> field. <b>NIGP Complete Description:</b> <span style="border: 1px solid gray; padding: 2px;">contains ▼</span> <span style="border: 1px solid red; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>

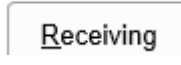


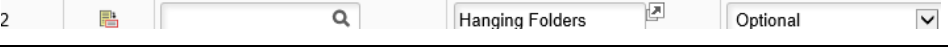




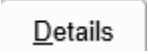
Step	Action
37.	Click the <b>Search</b> button. 
38.	Click the <b>OFFICE SUPPLIES, GENERAL</b> link. 
39.	Click the <b>Calendar Due Date (Alt+5)</b> button. 
40.	Click the <b>28</b> button. 
41.	Enter " <b>7300</b> " into the <b>Account</b> field.
42.	Enter " <b>0003</b> " into the <b>Fund</b> field.
43.	Enter " <b>20214</b> " into the <b>Appn/PCA</b> field.
44.	Enter " <b>2021</b> " into the <b>Appn Year</b> field.
45.	Click the <b>OK</b> button. 
46.	Click the <b>Vertical</b> scrollbar.
47.	Next, you will enter detailed information about the items being ordered. Enter " <b>Uniball pens, blue ink, 12 pack</b> " into the <b>Description</b> field. 
48.	Enter " <b>10</b> " into the <b>PO Qty</b> field. 
49.	Enter " <b>b</b> " into the <b>UOM</b> field. 
50.	Click the <b>Look up UOM (Alt+5)</b> button. 
51.	Click the <b>BOX</b> link. 
52.	Enter " <b>14.99</b> " into the <b>Price</b> field. 
53.	Click the scrollbar. 

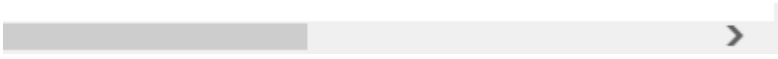




Step	Action
54.	<p>Multiple items can be ordered via a single purchase order. Insert additional rows to add more items to the purchase order.</p> <p>Click the <b>Add multiple new rows at row 1 (Alt+7)</b> button.</p> 
55.	<p>Indicate the number of additional rows you wish to add.</p> <p>Enter <b>"2"</b> into the field.</p>
56.	<p>Click the <b>OK</b> button.</p> 
57.	<p>There is now a total of three lines.</p>
58.	<p>Proceed with entering information for the next item.</p> <p>Enter <b>"Hanging Folders"</b> into the <b>Description</b> field.</p>
59.	<p>Enter <b>"2"</b> into the <b>PO Qty</b> field.</p>
60.	<p>Enter <b>"box"</b> into the <b>UOM</b> field.</p>
61.	<p>Double-click in the <b>Price</b> field.</p> 
62.	<p>Enter <b>"23.00"</b> into the <b>Price</b> field.</p>
63.	<p>Click the <b>Horizontal</b> scrollbar.</p> 
64.	<p>If you realize you added too many rows, you can remove rows by clicking the <b>Delete Row</b> button.</p> <p>Click the <b>Delete row 3 (Alt+8)</b> button.</p> 
65.	<p>A warning message appears.</p> <p>Click the <b>OK</b> button.</p> 
66.	<p>Proceed with navigating to the Class/Item tab to enter NIGP and Purchasing Method details.</p>







Step	Action
67.	<p>Proceed with navigating to the Class/Item tab to enter NIGP and Purchasing Method details.</p> <p>Click the <b>Class/Item</b> tab.</p> 
68.	<p>The <b>NIGP Class</b> field is already populated. This information defaulted from the PO Defaults entry.</p>
69.	<p>In this example, the defaulting NIGP Class is not correct for pens so the value will need to be updated.</p> <p>Click in the <b>X</b> in the <b>NIGP Class</b> field to delete the existing value.</p> 
70.	<p>Enter "<b>620</b>" into the <b>NIGP Class</b> field.</p> 
71.	<p>Click the <b>Look up NIGP Item (Alt+5)</b> button.</p> 
72.	<p>The system displays a list of NIGP Items based on the Class identified. If you do not see the correct NIGP Item, then return the NIGP Class to update/correct.</p> <p>Click the <b>Pens (General Writing Types): Ball Point, Nylon Tip, Plastic Tip,</b> link.</p> <p><a href="#">Pens (General Writing Types): Ball Point Nylon Tip Plastic Tip Roller Ball etc</a></p>
73.	<p>The default NIGP Class value, 615, is correct for the second item (hanging folders) so only the NIGP Item needs to be updated.</p> <p>Click the <b>Look up NIGP Item (Alt+5)</b> button.</p> 
74.	<p>Click the <b>NIGP Complete Description</b> list.</p> <p><b>NIGP Complete Description:</b> <span style="border: 1px solid red; padding: 2px;">begins with</span> <input type="button" value="v"/></p>
75.	<p>Click the <b>contains</b> list item.</p> <p><b>contains</b></p>
76.	<p>Enter "<b>folder</b>" into the <b>NIGP Complete Description</b> field.</p> <p><b>NIGP Complete Description:</b> <span style="border: 1px solid gray; padding: 2px;">contains</span> <input type="button" value="v"/> <span style="border: 1px solid red; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span></p>
77.	<p>Click the <b>Search</b> button.</p> <p><b>Search</b></p>

Step	Action
78.	Click the <b>File Folders, Hanging Type; and Accessories</b> link. <a href="#">File Folders, Hanging Type; and Accessories</a>
79.	Click the <b>Horizontal</b> scrollbar. 
80.	<p><b>Purchasing Method</b> and <b>Purchasing Category Code</b> must be filled out on the first line, and then will default into any subsequent lines.</p> <p>All lines on a PO must have the same <b>Purchasing Method</b> and <b>Purchasing Category Code</b>.</p> <p>Click the <b>Look up Purchasing Method (Alt+5)</b> button.  </p>
81.	Click the <b>No Bid Required</b> link. <a href="#">No Bid Required</a>
82.	Click the <b>Look up Purchasing Category Code (Alt+5)</b> button. 
83.	Click the <b>Purchase \$5,000 or less</b> link. <a href="#">Purchase \$5,000 or less</a>
84.	<p>Each tab on this screen contains additional fields that you may need to use.</p> <p>Review the fields on each tab and update as necessary.</p> <p>Click the <b>Ship To/Due Date</b> tab.  </p>
85.	<p>Use the <b>Ship To/Due Date</b> tab to indicate where the purchase will be shipped, and the expected date for its arrival.</p> <p>Notice, the Due Date and Ship To are already populated. This is because it was provided on the PO Defaults page. If necessary, it can be updated.</p>
86.	Click the <b>Attributes</b> tab. 
87.	One important field on the <b>Attributes</b> tab is the <b>Amount Only</b> field, which will be covered in the next lesson.
88.	Click the <b>Contract</b> tab. 



Step	Action
89.	<p>If this purchase is related to an existing contract, that information should be entered on this tab.</p> <p>If the requester entered <b>contract</b> information on the requisition, it will flow through to this field when you copy the requisition lines.</p>
90.	<p>Click the <b>Receiving</b> object.</p> 
91.	<p>If a receipt is required for this transaction, then Accounts Payable will not be able to pay for the purchase until that receipt is entered and matched to the PO and the AP voucher.</p>
92.	<p>Click the <b>Receiving Required</b> list.</p> 
93.	<p>Click the <b>Required</b> list item.</p> 
94.	<p>Click the <b>Receiving Required</b> list.</p> 
95.	<p>Click the <b>Required</b> list item.</p> 
96.	<p>As an alternative, you can view and update line details via the Line Details icon.</p> <p>Click the <b>Line Details</b> button.</p> 
97.	<p>Notice there is a Receiving section.</p> <p>Click the <b>Expand section Receiving</b> button.</p> 
98.	<p>Notice the <b>Receiving Required</b> option can be set here.</p>
99.	<p>Click the <b>Cancel</b> button.</p> 
100.	<p>Next you will review the budget details reflecting how you want to account for these items.</p> <p>Click the <b>Details</b> tab.</p> 

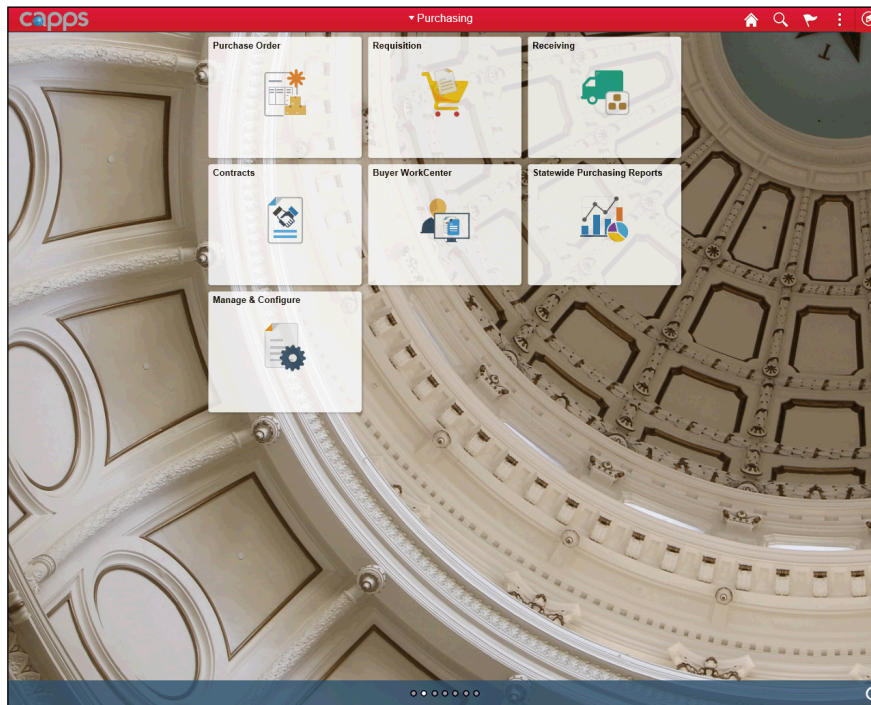
Step	Action
101.	Click the <b>Horizontal</b> scrollbar. 
102.	Click the <b>Schedule</b> button. 
103.	Click the <b>Horizontal</b> scrollbar.
104.	Click the <b>Distributions/ChartFields</b> button. 
105.	The chartfield appear based on the values entered in the PO Defaults page. If necessary, this information can be edited.  For this lesson, you will accept the defaulting values.
106.	When finished, click the <b>OK</b> button. 
107.	Click the <b>Horizontal</b> scrollbar.
108.	Click the <b>Return to Main Page</b> link. <a href="#">Return to Main Page</a>
109.	You've completed entering the PO details.  Tip: It's a good practice to save your work at the end of each line, in case you can't finish it all at one time.  Notice that the <b>PO ID</b> at the top of the screen still says "Next". Saving the PO will also generate a PO ID number.
110.	Scroll to the bottom of the page to save the transaction.  Click the <b>Horizontal</b> scrollbar.
111.	Click the <b>Save</b> button. 
112.	Return to the top of the page.  Click the <b>Vertical</b> scrollbar.
113.	Notice that your <b>PO ID</b> number has been generated.
114.	When you have finished entering all of the information on your PO, you're ready to approve, budget check, and dispatch the PO to the supplier.  Some Agencies may set up an approval workflow which will submit the completed PO to an approver other than you. For this exercise you are authorized to approve this PO yourself.




Step	Action
115.	Click the <b>Approve</b> button. 
116.	Click the <b>Budget Check</b> button. 
117.	Click the <b>Dispatch</b> button. 
118.	Click the <b>OK</b> object. 
119.	Click the <b>OK</b> button. 
120.	Click the <b>Yes</b> button. 
121.	The PO is now dispatched.
122.	Congratulations, you have successfully completed this lesson! <b>End of Procedure.</b>

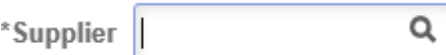









## Creating an Amount Only PO (W/out Req)



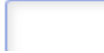




### Procedure





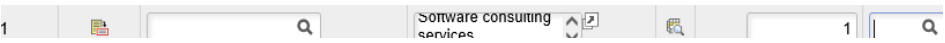

This lesson will demonstrate the process for creating an Amount-Only purchase order.

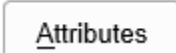

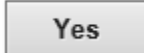
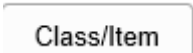





Step	Action
1.	Amount Only purchase orders are commonly used for the purchase of services, where a supplier would send an invoice that's based on an amount of service provided rather than a quantity of items delivered.
2.	<p>For this exercise, you'll be creating a PO for Acme Supply Co, who will be providing a consulting service to your Agency for the next four months. The total charge for their services will be \$22,000, which they will bill in monthly increments.</p> <p>Click the <b>Purchase Order</b> tile.</p> 
3.	<p>Click the <b>Activity Guide Navigation Area</b> button.</p> 
4.	<p>Click the <b>Add</b> button.</p> 





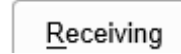
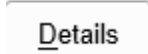


Step	Action
5.	Enter " <b>Acme</b> " into the <b>Supplier</b> field. 
6.	Click the <b>Look up Supplier ID (Alt+5)</b> button. 
7.	Click the <b>ACME SUPPLY CO LTD</b> link. 
8.	Click the <b>HUB Bid Details</b> link. 
9.	Information about the HUB bids sent and received are entered on the Texas Hub Bids Page.  Click the <b>Competitive?</b> list. 
10.	Click the <b>Yes</b> list item. 
11.	In the top row, enter <b>Bids Sent</b> for each <b>Ethnic/Gender Category</b> .  Enter " <b>2</b> " into the <b>Black Female</b> field. 
12.	Enter " <b>3</b> " into the <b>Hispanic Male</b> field. 
13.	Enter " <b>4</b> " into the <b>Disabled Vet Male</b> field. 
14.	Enter " <b>5</b> " into the <b>Woman Own</b> field. 








Step	Action
15.	<p>On the second row, enter the <b>Bids Received</b> from each <b>Ethnic/Gender Category</b>.</p> <p>Enter "4" into the <b>Black Female</b> field.</p> <p>Black Female</p> 
16.	<p>Enter "2" into the <b>Hispanic Male</b> field.</p> <p>Hispanic Male</p> 
17.	<p>Enter "2" into the <b>Woman Own</b> field.</p> <p>Woman Own</p> 
18.	<p>Click the <b>Refresh</b> button.</p> 
19.	<p>Click the <b>Horizontal</b> scrollbar to scroll right.</p> 
20.	<p>The total number of bids sent and received is displayed at the end of each row.</p>
21.	<p>Click the <b>Horizontal</b> scrollbar.</p> 
22.	<p>Click the <b>OK</b> button.</p> 
23.	<p>Since this is for Consulting Services greater than \$14,000, the LBB Notice flag needs to be set.</p> <p>Click the <b>Special/Priority Purchase Types</b> link.</p> <p><a href="#">Special/Priority Purchase Types</a></p>
24.	<p>Click the <b>Other - See Comments</b> option.</p> <p><input type="checkbox"/> Other - See Comments</p>

Step	Action
25.	<p>Enter "<b>Consulting services for implementation of new software.</b>" into the <b>Comments</b> field.</p> 
26.	<p>Click the <b>LBB PO Reporting</b> link.</p> <p><a href="#">LBB PO Reporting</a></p>
27.	<p>Click the <b>Construction &gt; \$14K</b> option.</p> <p><input type="checkbox"/> <b>Construction &gt; \$14K</b></p>
28.	<p>Click the <b>OK</b> button.</p> <p><b>OK</b></p>
29.	<p>Click the <b>OK</b> button.</p> <p><b>OK</b></p>
30.	<p>Enter "<b>Software Consulting Services</b>" into the <b>PO Reference</b> field.</p> 
31.	<p>Click the <b>Vertical</b> scrollbar.</p>
32.	<p>Enter "<b>Software consulting services</b>" into the <b>Description</b> field.</p> 
33.	<p>The <b>PO Quantity</b> on this requisition is 1. On a standard PO, this would allow only one voucher to be matched to this line. But this Supplier is going to send periodic invoices over the course of the project.</p> <p>This needs to be an Amount-Only PO. This will allow the Accounts Payable Matching process to ignore the quantity and match to the amount.</p> <p>Enter "<b>1</b>" into the <b>PO Qty</b> field.</p> 
34.	<p>The unit of measure for an Amount-Only PO should always be "Lot".</p> <p>Enter "<b>lot</b>" into the <b>UOM</b> field.</p> 
35.	<p>Enter "<b>22000</b>" into the <b>Price</b> field.</p> 

Step	Action
36.	<p>The <b>Amount Only</b> flag is set on the <b>Attributes</b> tab.</p> <p>Click the <b>Attributes</b> tab.</p> 
37.	<p>To make this an Amount Only PO, this box must be selected.</p> <p>Click the <b>Amount Only</b> option.</p> 
38.	<p>The price will not actually be changed.</p> <p>Click the <b>Yes</b> button.</p> 
39.	<p>Now you need to complete the required fields on the other tabs.</p> <p>Click the <b>Class/Item</b> tab.</p> 
40.	<p>Click the <b>Look up NIGP Class (Alt+5)</b> button.</p> 
41.	<p>Click the <b>NIGP Complete Description</b> list.</p> <p><b>NIGP Complete Description:</b> <span style="border: 1px solid red; padding: 2px;">begins with ▼</span></p>
42.	<p>Click the <b>contains</b> list item.</p> <p><b>contains</b></p>
43.	<p>Enter "<b>services</b>" into the <b>NIGP Complete Description</b> field.</p> <p><b>NIGP Complete Description:</b> <span style="border: 1px solid gray; padding: 2px;">contains ▼</span> <span style="border: 1px solid red; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span></p>
44.	<p>Click the <b>Search</b> button.</p> 
45.	<p>Click the <b>CONSULTING SERVICES</b> link.</p> <p><b>CONSULTING SERVICES</b></p>
46.	<p>Click the <b>Look up NIGP Item (Alt+5)</b> button.</p> 
47.	<p>Click the <b>Vertical</b> scrollbar.</p>



Step	Action
48.	Click the <b>Computer Software Consulting</b> link. 
49.	Click the <b>Look up Purchasing Method (Alt+5)</b> button. 
50.	Click the <b>Vertical</b> scrollbar.
51.	Click the <b>Services \$5K-\$25K</b> link. 
52.	Click the <b>Look up Purchasing Category Code (Alt+5)</b> button. 
53.	Click the <b>Service Pur. \$5,001-\$25,000</b> link. 
54.	Click the <b>Ship To/Due Date</b> tab. 
55.	Click the <b>Receiving</b> tab. 
56.	Click the <b>Details</b> tab. 
57.	Click the <b>Horizontal</b> scrollbar. 
58.	Proceed with entering the accounting distribution details. Click the <b>Schedule</b> button. 
59.	Click the <b>Horizontal</b> scrollbar.
60.	Click the <b>Distributions/ChartFields</b> button. 
61.	Enter " <b>7300</b> " into the <b>Account</b> field. 
62.	Enter " <b>0003</b> " into the <b>Fund</b> field. 

Step	Action
63.	Click the <b>Horizontal</b> scrollbar. 
64.	Enter "20214" into the <b>Appn/PCA</b> field.
65.	Enter "20214" into the <b>Appn Year</b> field.
66.	Click the <b>Horizontal</b> scrollbar. 
67.	Click the <b>OK</b> button. 
68.	Click the <b>Horizontal</b> scrollbar. 
69.	Click the <b>Return to Main Page</b> link. <a href="#">Return to Main Page</a>
70.	Click the <b>Vertical</b> scrollbar.
71.	You have entered the purchase order details.  Click the <b>Save</b> button. 
72.	Scroll back to the top of the page.  Click the <b>Vertical</b> scrollbar.
73.	Your <b>PO ID</b> number was generated when the PO was saved.  You're ready now to approve, budget check, and dispatch this purchase order.
74.	Some agencies may set up an approval workflow, which will submit the completed PO to an approver other than you, but for this exercise you are authorized to approve this PO yourself.  Click the <b>Approve</b> button. 
75.	The <b>PO Status</b> now says "Approved".
76.	Click the <b>Budget Check</b> button. 
77.	Both the <b>Budget Status</b> and <b>Doc Tolerance Status</b> are "Valid".

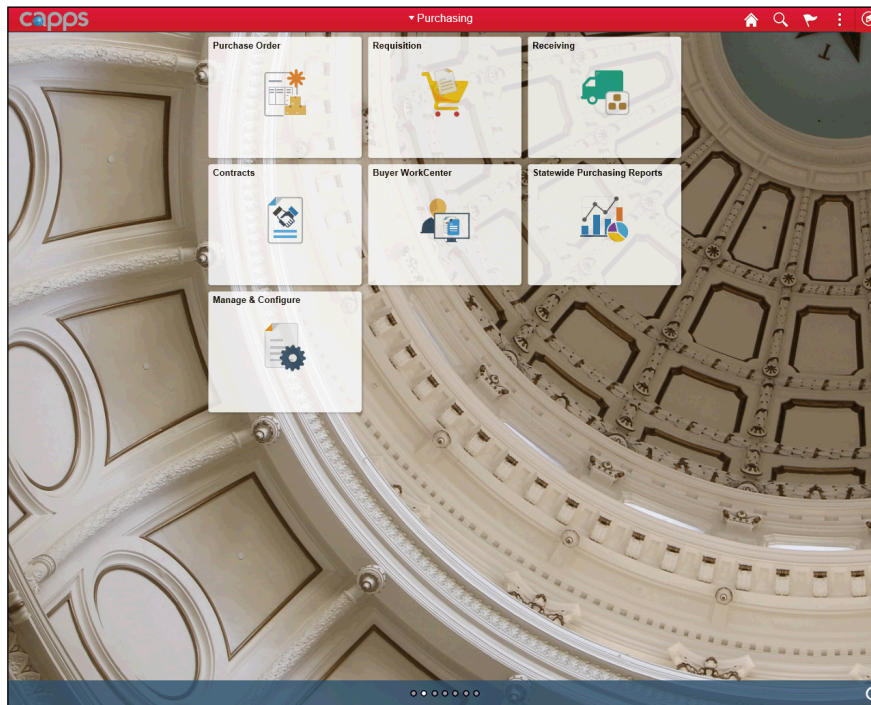
Step	Action
78.	When the budget check is complete, the encumbrance has been created for this PO, and the encumbrance balance is displayed.
79.	<p>Now you're ready to send the completed PO to the supplier.</p> <p>Notice that the <b>Dispatch Method</b> is currently set to "Print". This is designated in the supplier's profile.</p> <p>Click the <b>Dispatch</b> button.</p> <p><b>Dispatch</b></p>
80.	<p>Click the <b>OK</b> button.</p> <p><b>OK</b></p>
81.	<p>Your PO is being dispatched in the background. You can either wait while the system dispatches the PO, or you can exit from here and move on.</p> <p>Click the <b>Yes</b> button.</p> <p><b>Yes</b></p>
82.	The dispatch is complete, and the <b>PO Status</b> has changed again.
83.	<p>Congratulations, you have successfully completed this lesson!</p> <p><b>End of Procedure.</b></p>



## Creating a ProCard PO (W/out Req)

### Procedure

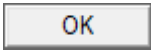
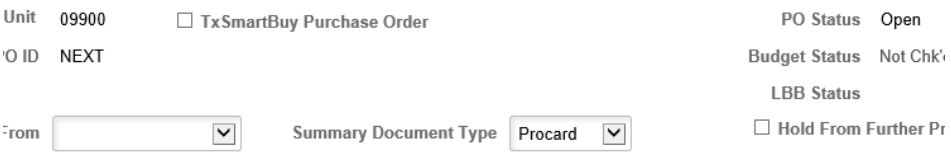
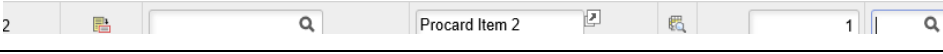

The procard PO is the same basic document created for other types of purchases, but with a few distinctively different field values. These settings create a document that is an internal record only, and is not transmitted to the supplier.









This exercise demonstrates the process of creating a purchase order for procard transactions.




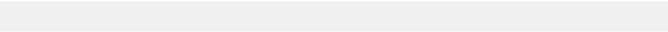

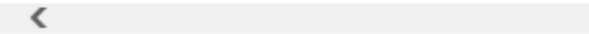
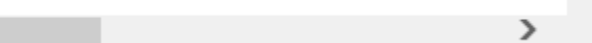


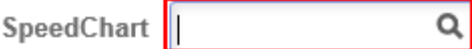



Step	Action
1.	Click the <b>Purchase Order</b> tile. 
2.	Click the <b>Activity Guide Navigation Area</b> button. 
3.	Click the <b>Add</b> button. 
4.	The <b>Summary Document Type</b> field allows you to change the document template, so that it will be marked as a ProCard PO. You will see that marking on the final printed PO at the end of this lesson.
5.	Click the <b>Summary Document Type</b> list. 
6.	Click the <b>Procard</b> list item. 




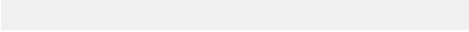







Step	Action
7.	<p>Proceed with entering the bank that currently services the procards used by your agency.</p> <p>Enter "<b>Citi</b>" into the <b>Supplier</b> field.</p> <p>*Supplier <input type="text" value=""/></p>
8.	<p>Click the <b>Look up Supplier ID (Alt+5)</b> button.</p> <p><input type="text" value=""/></p>
9.	<p>Click the <b>CITIBANK N.A.</b> link.</p> <p><a href="#">CITIBANK N.A.</a></p>
10.	<p>Enter "<b>January Procard</b>" into the <b>PO Reference</b> field.</p> <p><input type="text" value=""/> Amount Summary ⓘ</p>
11.	<p>Click the <b>HUB Bid Details</b> link.</p> <p><a href="#">HUB Bid Details</a></p>
12.	<p>Click the <b>Competitive?</b> list.</p> <p>Competitive? <input type="text" value=""/></p>
13.	<p>Click the <b>N/A</b> list item.</p> <p>N/A</p>
14.	<p>Click the <b>OK</b> button.</p> <p><input type="button" value="OK"/></p>
15.	<p>Click the <b>Vertical</b> scrollbar.</p>
16.	<p>Proceed with listing each of the purchases made with the procard.</p> <p>Enter "<b>Procard Item 1</b>" into the <b>Description</b> field.</p> <p>1 <input type="text" value=""/></p>
17.	<p>Enter "<b>1</b>" into the <b>PO Qty</b> field.</p> <p>1 <input type="text" value=""/> Procard Item 1 <input type="text" value=""/></p>
18.	<p>Enter "<b>ea</b>" into the <b>UOM</b> field.</p> <p>1 <input type="text" value=""/> Procard Item 1 <input type="text" value=""/> 1 <input type="text" value=""/></p>
19.	<p>Enter "<b>24.99</b>" into the <b>Price</b> field.</p> <p>1 <input type="text" value=""/> Procard Item 1 <input type="text" value=""/> 1 ea <input type="text" value=""/></p>
20.	<p>Click the <b>Add multiple new rows at row 1 (Alt+7)</b> button.</p> <p>1</p>

Step	Action
21.	Click the <b>Add multiple new rows at row 1 (Alt+7)</b> button. 
22.	Indicate the number addition Click the <b>OK</b> button. 
23.	Click the <b>Vertical</b> scrollbar. 
24.	Enter " <b>Procard Item 2</b> " into the <b>Description</b> field. 
25.	Enter " <b>1</b> " into the <b>PO Qty</b> field. 
26.	Enter " <b>ea</b> " into the <b>UOM</b> field. 
27.	Enter " <b>36.00</b> " into the <b>Price</b> field. 
28.	Click the <b>Class/Item</b> tab.
29.	Enter " <b>015</b> " into the <b>NIGP Class</b> field. 
30.	Click the <b>Look up NIGP Item (Alt+5)</b> button. 
31.	Click the <b>Chemicals, Inks, and Supplies (For Mimeograph Machines)</b> link. <a href="#">Chemicals, Inks, and Supplies (For Mimeograph Machines)</a>
32.	Click the <b>Look up NIGP Class (Alt+5)</b> button. 
33.	Click the <b>NIGP Complete Description</b> list. <b>NIGP Complete Description:</b> <span style="border: 1px solid red; padding: 2px;">begins with</span> 
34.	Click the <b>contains</b> list item. <b>contains</b>

Step	Action
35.	Enter " <b>supplies</b> " into the <b>NIGP Complete Description</b> field. NIGP Complete Description: <input type="text" value="contains"/> <input type="text"/>
36.	Click the <b>Search</b> button. <b>Search</b>
37.	Click the <b>BROOM, BRUSH, AND MOP MANUFACTURING MACHINERY AND SUPPLIES</b> link. <b>BROOM. BRUSH. AND MOP MANUFACTURING MACHINERY AND SUPPLIES</b>
38.	Click the <b>Look up NIGP Item (Alt+5)</b> button. 
39.	Click the <b>Bands, Wire, Broom</b> link. <b>Bands, Wire, Broom</b>
40.	Click the <b>Look up Purchasing Method (Alt+5)</b> button. 
41.	Click the <b>Credit Card (Payment)</b> link. <b>Credit Card (Pavment)</b>
42.	Click the <b>Look up Purchasing Category Code (Alt+5)</b> button. 
43.	Click the <b>Credit Card Purchase</b> link. <b>Credit Card Purchase</b>
44.	Click the <b>Ship To/Due Date</b> tab. <input type="button" value="Ship To/Due Date"/>
45.	Click the <b>Horizontal</b> scrollbar. 
46.	Click the <b>Schedule</b> button. 
47.	Click the <b>Horizontal</b> scrollbar. 
48.	Click the <b>Distributions/ChartFields</b> button. 
49.	Enter " <b>TR_</b> " into the <b>SpeedChart</b> field. SpeedChart <input type="text" value="TR_"/> 

Step	Action
50.	Click the <b>Look up SpeedChart (Alt+5)</b> button. 
51.	Click the <b>Consum Training</b> link. <a href="#">Consum Training</a>
52.	This Speedchart populated some of the chartfields such as Fund and Appn/PCA code but not the Account field. Proceed with updating the account.
53.	Enter " <b>7300</b> " into the <b>Account</b> field. 
54.	Click the <b>Horizontal</b> scrollbar. 
55.	Click the <b>Horizontal</b> scrollbar. 
56.	Click the <b>OK</b> button. 
57.	Click the <b>Horizontal</b> scrollbar. 
58.	Click the <b>Return to Main Page</b> link. <a href="#">Return to Main Page</a>
59.	The chartfield details for the second PO line must also be updated. Click the <b>Horizontal</b> scrollbar. 
60.	Click the <b>Schedule</b> button. 
61.	Click the <b>Horizontal</b> scrollbar.
62.	Click the <b>Distributions/ChartFields</b> button. 
63.	Enter " <b>TR_</b> " into the <b>SpeedChart</b> field. 
64.	Click the <b>Look up SpeedChart (Alt+5)</b> button. 



Step	Action
65.	Click the <b>Consum Training</b> link. 
66.	Enter "7300" into the <b>Account</b> field. 
67.	Click the <b>OK</b> button. 
68.	Click the <b>Horizontal</b> scrollbar. 
69.	Click the <b>Return to Main Page</b> link. 
70.	The entry of the PO details is complete. Proceed with saving the transaction. Click the <b>Vertical</b> scrollbar.
71.	Click the <b>Save</b> button. 
72.	Next, you will approve the PO, run budget checking, and then dispatch the PO. Click the <b>Vertical</b> scrollbar.
73.	Click the <b>Approve</b> button. 
74.	Click the <b>Budget Check</b> button. 
75.	<b>Dispatch Method</b> should always be <b>Print</b> for procard transactions, as this PO should not be transmitted to the vendor.
76.	Click the <b>Dispatch</b> button. 
77.	Click the <b>OK</b> button. 
78.	Click the <b>Yes</b> button. 
79.	Once the PO has been dispatched, you can view it by clicking the link at the bottom of the page. Click the <b>Vertical</b> scrollbar.

Step	Action
80.	Click the <b>View Printable Version</b> link.  <a href="#">View Printable Version</a>
81.	The note at the top of the PO is here because you selected the procard document template in the PO header.
82.	Congratulations, you have successfully completed this lesson! <b>End of Procedure.</b>

## Printing a PO

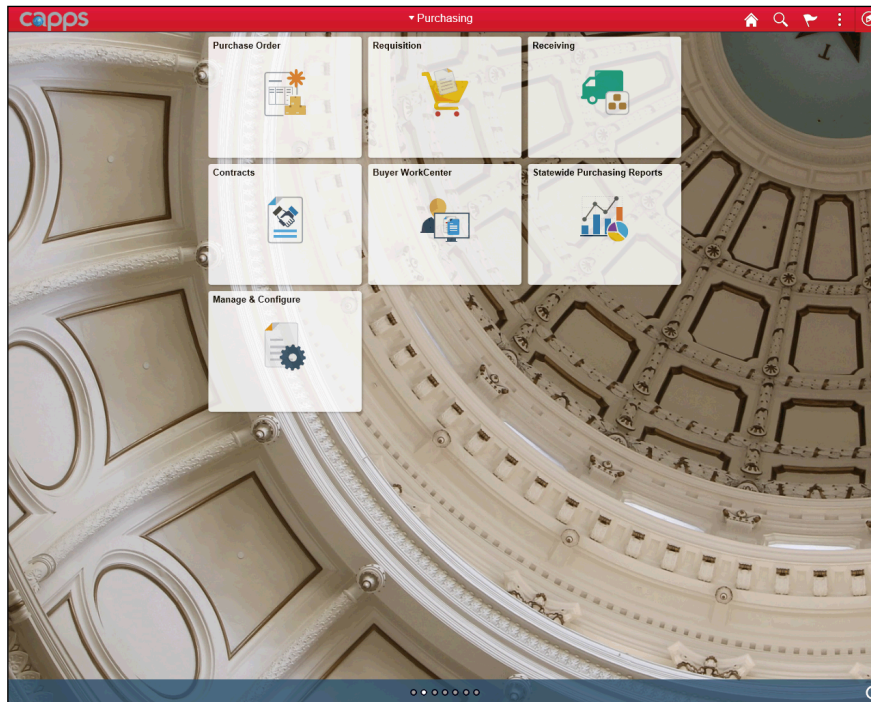
### Section 3 - Lesson 5, Exercise - Scenario 1 - Printing a PO

#### Procedure

This lesson demonstrates how to print a copy of a purchase order.

If you are the buyer who originated this PO, then this process can be used to print an official copy to be sent to a vendor.

Otherwise, the process can be used to print a file copy, which will be marked "Unauthorized" in the signature block.



Step	Action
1.	Click the <b>Statewide Purchasing Reports</b> tile. 
2.	Click the <b>PO Print</b> menu. 
3.	Click the <b>Activity Guide Navigation Area</b> button. 
4.	Click the <b>Add a New Value</b> tab. 
5.	If you have printing POs before, you may have a <b>Run Control</b> saved. For this exercise, you will create a new one, called "POPrint".  Enter " <b>POPrint</b> " into the <b>Run Control ID</b> field. Run Control ID: <input data-bbox="662 1083 1161 1136" type="text"/>
6.	Remember, run control IDs should not contain spaces.  Click the <b>Add</b> button. 
7.	You can use any of the fields shown to search for the purchase order you created <i>and</i> dispatched.
8.	Enter " <b>09900</b> " into the <b>Business Unit</b> field. Business Unit <input data-bbox="643 1476 807 1530" type="text"/>
9.	Enter " <b>09900</b> " into the <b>To</b> field. To <input data-bbox="501 1593 665 1648" type="text"/>
10.	If you forgot to write down your PO ID number, you might try searching for it by entering today's date in the <b>From Date</b> field.
11.	Click the <b>Select Multiple PO's</b> link. <a href="#">Select Multiple PO's</a>

Step	Action
12.	<p>You can list up to 10 POs to print.</p> <p>Enter "<b>00000016770</b>" into the <b>PO Number</b> field.</p> <p>PO Number <input data-bbox="516 394 755 451" type="text"/></p>
13.	<p>Enter "<b>0000001669</b>" into the <b>PO Number</b> field.</p> <p>PO Number <input data-bbox="516 514 755 571" type="text"/></p>
14.	<p>Enter "<b>0000001668</b>" into the <b>PO Number</b> field.</p> <p>PO Number <input data-bbox="516 630 755 686" type="text"/></p>
15.	<p>Click the <b>OK</b> button.</p> <p><input data-bbox="354 751 483 793" type="button" value="OK"/></p>
16.	<p>Click the <b>Dispatched</b> option.</p> <p><input data-bbox="354 856 386 898" type="checkbox"/> <b>Dispatched</b></p>
17.	<p>Click the <b>Run</b> button.</p> <p><input data-bbox="358 951 548 1014" type="button" value="Run"/></p>
18.	<p>Verify <b>PO XMLP Dispatch</b> is selected and click the <b>OK</b> button.</p> <p><input data-bbox="354 1077 483 1119" type="button" value="OK"/></p>
19.	<p>Processing has initiated and a Process Instance number has been assigned.</p>
20.	<p>Click the <b>Process Monitor</b> link.</p> <p><a href="#">Process Monitor</a></p>
21.	<p>The Process List displays the status of your process.</p>
22.	<p>Click the <b>Refresh</b> button to update the status.</p> <p><input data-bbox="354 1371 565 1413" type="button" value="Refresh"/></p>
23.	<p>Once process is complete (i.e. Run Status is Success), navigate to the Report Manager to retrieve the document.</p> <p>Click the <b>Report Manager</b> link.</p> <p><a href="#">Report Manage</a></p>

Step	Action
24.	<p><b>Report Manager</b> appears.</p> <p><b>Note:</b> This is one of those steps that is easy to forget. Report output isn't found on the first tab, but on the third.</p> <p>Click the <b>Administration</b> tab.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;">Administration</div>
25.	<p>Click the <b>PO_DISPATCH - PO_DISPATCH.pdf</b> link.</p> <p><a href="#">PO DISPATCH - PO DISPATCH.pdf</a></p>
26.	<p>Your dispatched purchase order is displayed.</p> <p>Click the <b>Vertical</b> scrollbar to review the document.</p>
27.	Click the <b>Vertical</b> scrollbar.
28.	Click the <b>Vertical</b> scrollbar.
29.	The report can be saved or sent to the printer.
30.	<p>Congratulations, you have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>

## Reserving PO Numbers

### Section 3 - Lesson 6, Exercise - Scenario 1 - Reserving a PO Number

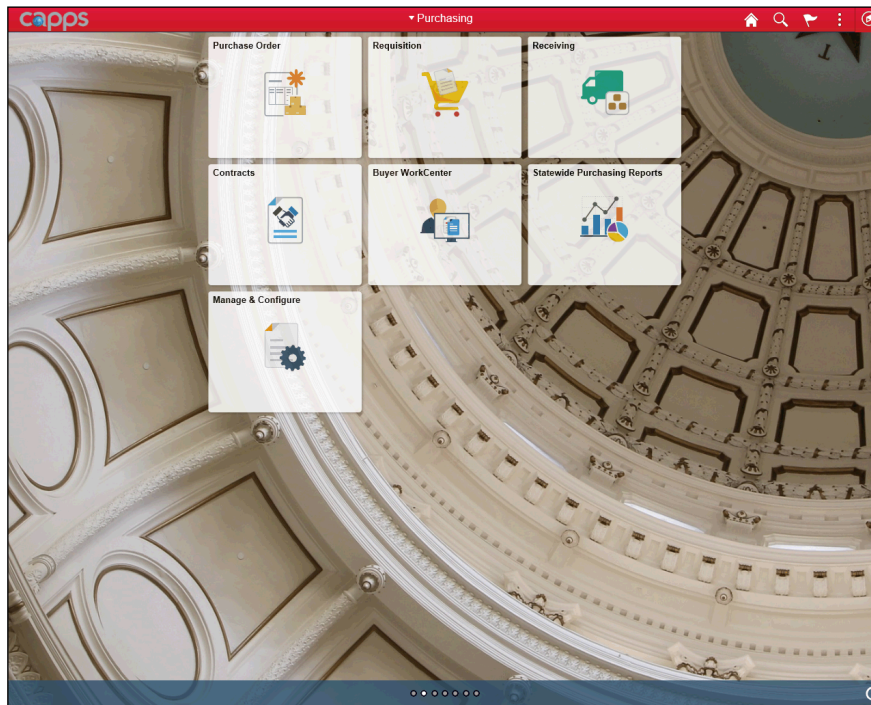
Some suppliers require an immediate purchase order number when making an agreement. This requires you to generate a purchase order number before the purchase order is added to the system. The name of the supplier is entered into the system, so that the purchase order number generated is reserved specifically for that supplier.

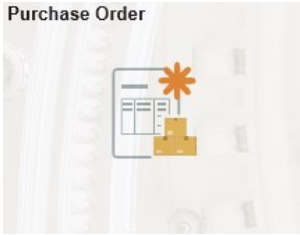



CAPPS enables you to reserve the next sequential purchase order number, or range of numbers, available for entry at a later time. This topic explains the process to reserve a purchase order without having to enter the details of the purchase order.



Auto numbering of purchase orders may be created based on a FY prefix (i.e., 1400000001 for FY14 etc.), or using a text string (i.e., "XYZ"), or from basic auto numbering (the system will add +1 to the agency's most recent PO ID).


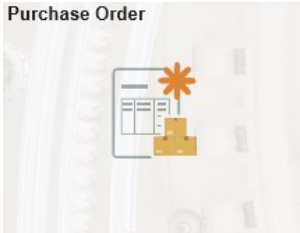
#### Procedure

In this topic, you will reserve a purchase order number for a particular supplier, without entering details of the purchase order.





Step	Action
1.	Click the <b>Purchase Order</b> tile. 
2.	Click the <b>Reserve PO IDs</b> menu. 
3.	Click the <b>Activity Guide Navigation Area</b> button. 
4.	The <b>Business Unit</b> defaults based on your user preferences and security.  NEXT in the <b>PO ID</b> field means that the system will assign the next available PO ID when you save the purchase order.  Click the <b>Add</b> button. 

Step	Action
5.	<p>The <b>Purchase Order Reservations</b> page enables you to reserve the next sequential purchase order number for future use and assign it to a particular vendor.</p> <p>A purchase order number can be reserved at any time. Notice that the <b>PO ID</b> field displays NEXT until you save the data.</p>
6.	<p>Use the <b>Number of PO's</b> field to enter the number of POs that need to be reserved for this vendor. This defaults to 1.</p>
7.	<p>Double-click in the <b>Number of PO's</b> field.</p> <p>Number of PO's <input data-bbox="667 621 735 680" type="text" value="1"/></p>
8.	<p>Enter "<b>10</b>" into the <b>Number of PO's</b> field.</p> <p>Number of PO's <input data-bbox="667 743 735 802" type="text" value="10"/></p>
9.	<p>Click the <b>Calendar PO Date (Alt+5)</b> button.</p> <p></p>
10.	<p>Click the <b>1</b> button.</p> <p><input data-bbox="451 961 509 1024" type="button" value="1"/></p>
11.	<p>Enter "<b>Pavement</b>" into the <b>Supplier</b> field.</p> <p>*Supplier <input data-bbox="586 1087 915 1142" type="text" value="Pavement"/></p>
12.	<p>Click the <b>Look up (Alt+5)</b> button.</p> <p></p>
13.	<p>Click the <b>PAVEMENT MARKINGS INC</b> link.</p> <p><a href="#">PAVEMENT MARKINGS INC</a></p>
14.	<p>Notice the <b>Supplier ID</b> was pulled in when you selected the supplier.</p> <p>You may change the supplier after reserving a purchase order number, but the supplier field may not be blank.</p> <p>A buyer may default automatically based on the supplier selected.</p> <p>The <b>Buyer</b> field is optional. In this case, click the <b>Look up Buyer (Alt+5)</b> button.</p>

Step	Action
15.	<p>The <b>PO Reference</b> field is used to enter text that you want to appear as a default on the <b>Maintain Purchase Order - Purchase Order</b> page and <b>Purchase Order Approval</b> pages.</p> <p>Enter "<b>Monthly Parking Lot Maint</b>" into the <b>PO Reference</b> field.</p> <p>PO Reference <input data-bbox="544 457 1042 516" type="text"/></p>
16.	<p>Enter "<b>T01</b>" into the <b>Origin</b> field.</p> <p>Origin <input data-bbox="451 579 784 638" type="text"/></p>
17.	<p>Once finished, save your work.</p> <p>Click the <b>Save</b> button.</p> <p><b>Add</b></p>
18.	<p>Notice that the system generates a <b>PO ID</b> for the purchase order that you reserved.</p> <p>The PO now exists in "initial" status, with the vendor's name on it but no other information recorded. It is ready for the buyer to edit and process using the normal <b>Add/Update PO</b> page.</p> <p>Auto numbering of any subsequent POs entered via normal channels will simply pick up after the highest reserved PO ID.</p>
19.	<p>You can navigate to the Add/Update PO page to see the POs created when the PO number was reserved.</p> <p>Click the <b>Purchasing</b> button.</p> <p></p>
20.	<p>Click the <b>Purchase Order</b> tile.</p> <p></p>
21.	<p>Click the <b>Find an Existing Value</b> tab.</p> <p><input data-bbox="354 1667 680 1730" type="button" value="Find an Existing Value"/></p>
22.	<p>Enter "<b>Pavement</b>" into the <b>Supplier Name</b> field.</p> <p>Supplier Name: <input data-bbox="737 1793 922 1843" type="text" value="begins with"/> <input data-bbox="935 1793 1292 1843" type="text"/></p>



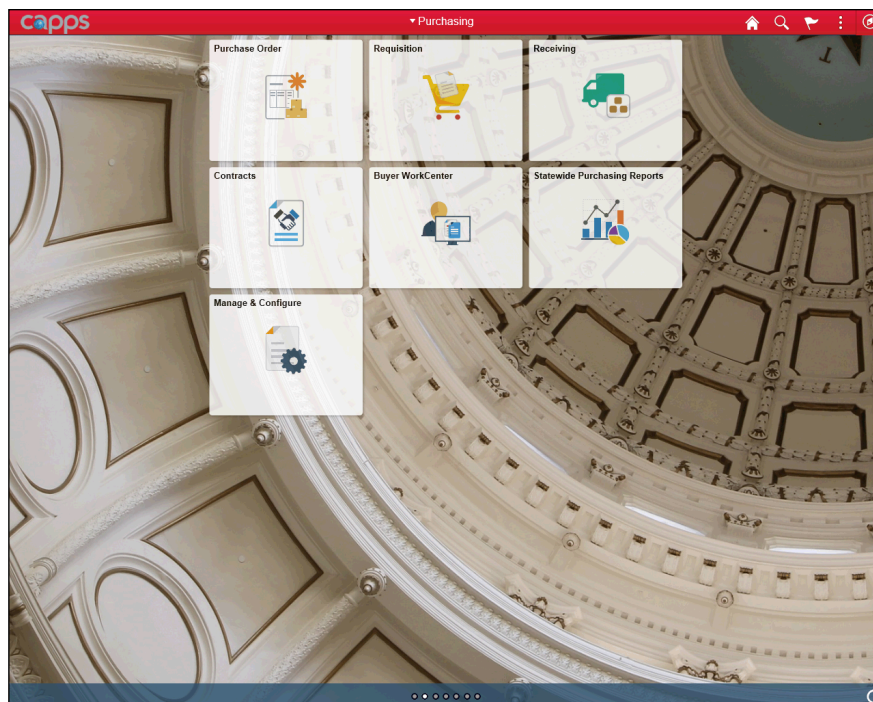
Step	Action
23.	Click the <b>Look up Supplier Name (Alt+5)</b> button. 
24.	Click the <b>PAVEMENT MARKINGS INC</b> link. <b>PAVEMENT MARKINGS INC</b>
25.	Click the <b>Search</b> button. 
26.	Click the <b>Vertical</b> scrollbar to scroll down.
27.	Notice 10 POs are listed. Each PO has a status of initial and needs to be edited at the appropriate time.
28.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>


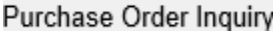






## Section 4-Changing Purchase Orders (W/out Req)






### Reviewing PO Activity


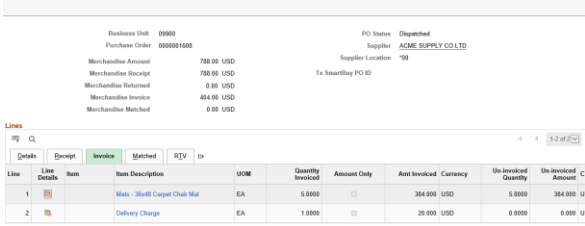


#### Procedure


This topic demonstrates how to review activity related to purchase orders, such as related requisitions and vouchers.



Step	Action
1.	Click the <b>Purchase Order</b> tile. 
2.	Click the <b>Purchase Order Inquiry</b> menu. 
3.	Click the <b>Activity Guide Navigation Area</b> button. 
4.	Begin by locating the purchase order you wish to view. Enter " <b>SPO01</b> " into the <b>Buyer</b> field. 
5.	Let's search for all POs assigned to buyer SPO01. Click the <b>Search</b> button. 
6.	Notice there are no matching values.
7.	After a closer look, it appears that NEXT appeared in the PO ID field by default. This field should be blank, unless you are searching for a PO by its ID.
8.	Click in the <b>PO ID</b> field. 
9.	Click the <b>x</b> in the field to delete the value. 
10.	Click the <b>Search</b> button. 
11.	Click the <b>Vertical</b> scrollbar.
12.	This buyer has 13 POs. Notice, most of the POs are dispatched and one has an Open status.

Step	Action
13.	To view a PO's details, locate and select the transaction.  Click the <b>STU01 Office Mats</b> link.  
14.	The STU01 Office Mats PO appears.
15.	The <b>Purchase Order</b> inquiry page is a view only of the Add/Update Purchase Order page. You may review all of the purchase order's details.
16.	Notice that this purchase order is currently dispatched.
17.	The dispatched PO has not had any change orders processed for it.  Note: The label 'Change Order' and a number reference (no. of change orders for this PO) will appear directly below the PO ID field if at least one change order has been recorded for the PO.
18.	The purchase order has passed budget checking and funds have been encumbered.
19.	Activity recorded for this purchase order can be viewed via the <b>Activity Summary</b> link.  Click the <b>Activity Summary</b> link.  
20.	The header can be used to review the portion of the total PO that has been received, invoiced, and matched.
21.	Details broken down by line can also be reviewed on the respective tabs.
22.	Click the <b>Receipt</b> tab.  
23.	The <b>Open Quantity and Open Amount</b> for the two lines is zero, therefore, all of the items have been received.
24.	Click the <b>Invoice</b> tab.  
25.	An invoice has been entered for the first two lines.  The invoice was a partial invoice since it only billed for 5 mats, and not the 10 ordered/received.
26.	You also have the option to view details via the <b>Line Details</b> page.  Click the <b>Line Details</b> button.  

Step	Action
27.	Click the <b>Expand All</b> link.  <a href="#">Expand All</a>
28.	The system displays all of the receiving, invoices, and matching details on page instead of separate tabs.
29.	Click the <b>Return</b> button.  
30.	When you click the <b>Activity Summary</b> link on the <b>Purchase Order Inquiry</b> page, a new tab opened.  To return to the Purchase Order Inquiry page, point to the <b>Navigation Bar</b> header.
31.	Click the <b>Purchase Order</b> tab.  
32.	Click the <b>Document Status</b> link.  <a href="#">Document Status</a>
33.	This PO had one requisition sourced to it. There is also only one receipt and one voucher recorded for this PO so far.  You can click the Doc ID link to view additional details for each of the transactions if needed.
34.	Click the <b>0000001608</b> PO ID link.  <a href="#">0000001608</a>
35.	The bottom portion of the page displays the individual purchase order lines.
36.	Click the <b>Horizontal</b> scrollbar to view additional information.
37.	You can view the individual line quantity, amount and status.
38.	Use the <b>Schedule</b> icon to access shipping and accounting distribution details.  Click the <b>Schedule</b> button.  
39.	You can view the due date, ship to location and attention to recipient.
40.	Click the <b>horizontal</b> scrollbar.
41.	Click the <b>Distributions/ChartFields</b> button.  

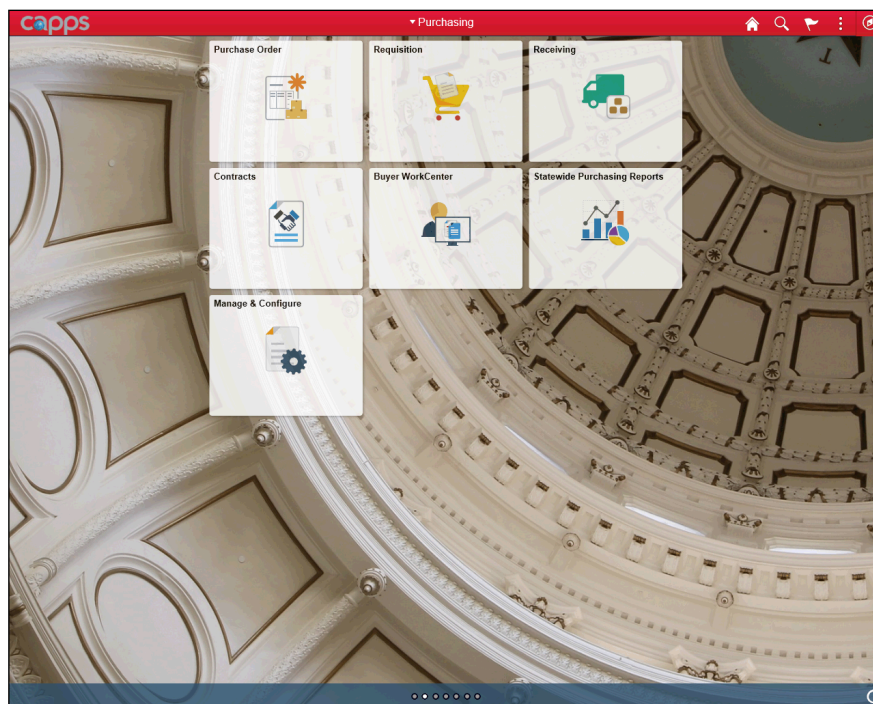
Step	Action
42.	The accounting distribution/ chartfield details appear.
43.	Click the <b>horizontal</b> scrollbar. 
44.	Click the <b>Return</b> button. <b>Return</b>
45.	Click the <b>horizontal</b> scrollbar.
46.	Click the <b>Return to Main Page</b> link. <a href="#">Return to Main Page</a>
47.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Verifying purchase order and purchase order line status

### Section 4 - Lesson 1, Exercise - Scenario 1 - Verifying Purchase Order and Purchase Order Line Status

#### Procedure

This lesson will demonstrate how to review the status of the purchase order and the purchase order lines.



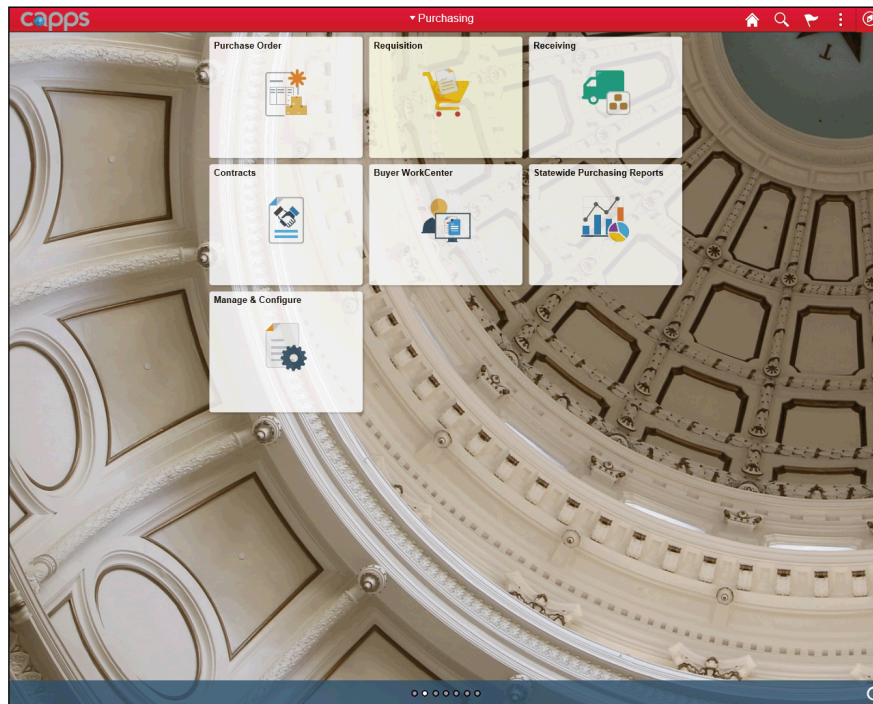
Step	Action
1.	Click the <b>Purchase Order</b> tile. 
2.	Click the <b>Activity Guide Navigation Area</b> button. 
3.	Begin by searching for the desired purchase order.  Click the <b>Find an Existing Value</b> tab. 
4.	Enter " <b>SPO01</b> " into the <b>Buyer</b> field. 
5.	Enter " <b>STU01 Defib</b> " into the <b>Purchase Order Reference</b> field. 
6.	Click the <b>Search</b> button. 
7.	The purchase order is displayed.  Notice, this purchase order's status is Dispatched. It has also passed the budget checking process (i.e. Budget Status is Valid).
8.	Scroll down to the bottom of the page to review the line's status.  Click the <b>vertical</b> scrollbar.
9.	Click the <b>horizontal</b> scrollbar. 
10.	From the Details tab, you can review the line's Status column.  Notice, in this example, both PO lines have been approved. If any of the PO lines were canceled, their status will be 'Canceled', and the line would not be editable (i.e. PO Qty and Price could not be changed).
11.	Similar information can be found on the Purchase Order Inquiry and Buyer's Workbench pages.

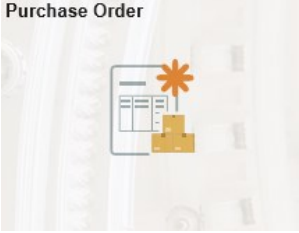
Step	Action
12.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>



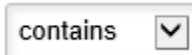



## Adding new Line to Dispatched Purchase Order (W/out Req)

### Procedure


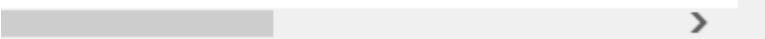

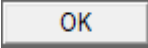
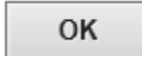

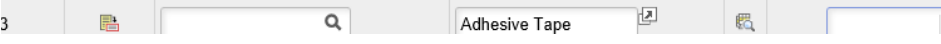



This lesson will demonstrate how to add a new line to a dispatched purchase order. This additional line will result in the creation of a PO change order that must be approved, budget checked and dispatched.

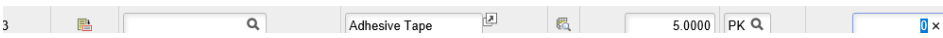
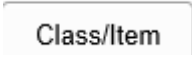


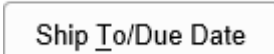
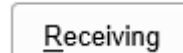
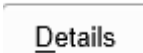
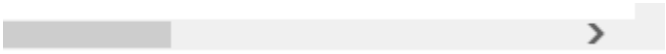

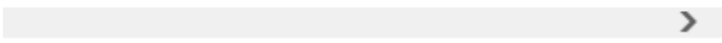






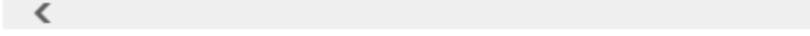



Step	Action
1.	Click the <b>Purchase Order</b> tile. 
2.	Click the <b>Activity Guide Navigation Area</b> button. 

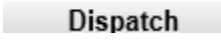

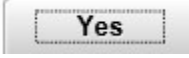
Step	Action
3.	<p>You will be adding a purchase order line to an existing purchase order.</p> <p>Click the <b>Find an Existing Value</b> tab.</p> 
4.	<p>Enter search criteria to locate the existing purchase order. In this example, you will search by purchase order number.</p> <p>Click the <b>PO ID</b> list.</p> <p>PO ID: </p>
5.	<p>Click the <b>contains</b> list item.</p> <p><b>contains</b></p>
6.	<p>Enter "<b>1675</b>" into the <b>PO ID</b> field.</p> <p>PO ID:  </p>
7.	<p>Click the <b>Search</b> button.</p> 
8.	<p>Click the <b>0000001675</b> link.</p> 
9.	<p>Review the purchase order and verify the correct one appears.</p> <p>In this example, the purchase order has already been encumbered and dispatched.</p>
10.	<p>Up to this point no change orders have been entered.</p> <p>If a change order had been entered, a change order number would appear in the upper left corner below the PO ID.</p>
11.	<p>If you typically use the PO Defaults, you may want to review this information before adding a new PO line. This will allow you to re-familiarize yourself with the defaults so you know what needs to be entered on the lines vs. defaults.</p> <p>Click the <b>PO Defaults</b> link.</p> <p><a href="#">PO Defaults</a></p>
12.	<p>Defaults have been set up for a few of the fields, including NIGP Calls, Ship To, Due Date, Ship Via, Freight Terms and the chartfields.</p> <p>You should expect that these values will default onto the new PO line when it is added. If necessary, the value can be overridden at the line level.</p>



Step	Action
13.	Click the <b>OK</b> button. 
14.	You are now ready to add another line to this dispatched purchase order. Scroll down to the lines section.  Click the <b>Vertical</b> scrollbar.
15.	Click the <b>Horizontal</b> scrollbar. 
16.	Click the <b>Add multiple new rows at row 2 (Alt+7)</b> button. 
17.	Indicate the number of rows to be added. The default is 1.  Click the <b>OK</b> button. 
18.	A warning message appears indicating a change order will be created for the dispatched purchase order.  Click the <b>OK</b> button. 
19.	The third line appears. Proceed with entering the item's details.  Enter " <b>Adhesive Tape</b> " into the <b>Description</b> field. 
20.	Enter " <b>5</b> " into the <b>PO Qty</b> field. 
21.	Enter " <b>p</b> " into the <b>UOM</b> field. 
22.	Click the <b>Look up UOM (Alt+5)</b> button. 
23.	Click the <b>PACKAGE</b> link. <b>PACKAGE</b>
24.	Double-click in the <b>Price</b> field. 

Step	Action
25.	Enter " <b>13.25</b> " into the <b>Price</b> field. 
26.	Click the <b>Class/Item</b> tab. 
27.	The <b>NIGP Class</b> defaults from the <b>PO Default</b> settings. Proceed with populating the NIGP Item field.
28.	Click the <b>Look up NIGP Item (Alt+5)</b> button. 
29.	Scroll through the list to locate the correct <b>NIGP Item</b> value.  Click the <b>Vertical</b> scrollbar.
30.	Click the <b>Vertical</b> scrollbar to continue scrolling down.
31.	Click the <b>Tape and Dispensers, Office Type</b> link. 
32.	Point to the <b>Ship To/Due Date</b> tab. 
33.	Click the <b>Receiving</b> tab. 
34.	Click the <b>Details</b> tab. 
35.	Click the <b>Horizontal</b> scrollbar. 
36.	Click the <b>Schedule</b> button. 
37.	Click the <b>Horizontal</b> scrollbar. 
38.	Click the <b>Distributions/ChartFields</b> button. 

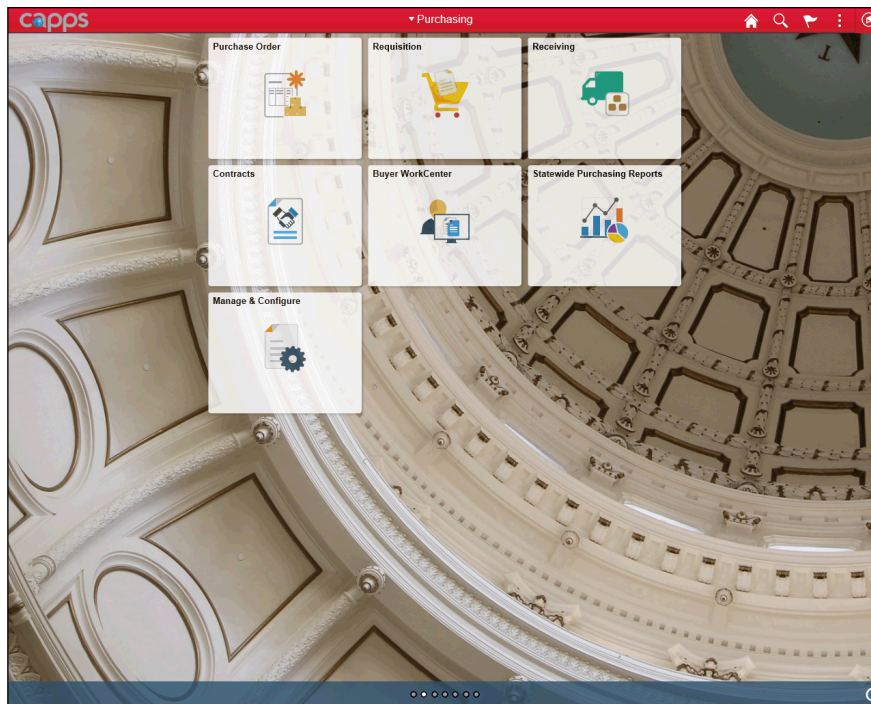
Step	Action
39.	<p>Review the accounting details. This information automatically defaulted from the PO Default settings. If necessary, updates can be made.</p> <p>Click the <b>Horizontal</b> scrollbar.</p> 
40.	<p>Click the <b>Horizontal</b> scrollbar.</p> 
41.	<p>Click the <b>OK</b> button.</p> 
42.	<p>Click the <b>Horizontal</b> scrollbar.</p> 
43.	<p>Click the <b>Return to Main Page</b> link.</p> <p><a href="#">Return to Main Page</a></p>
44.	<p>Click the <b>Vertical</b> scrollbar.</p>
45.	<p>You have completed entry of the item's details and are now ready to save your information.</p> <p>Click the <b>Save</b> button.</p> 
46.	<p>Recall, CAPPS displayed a warning message earlier indicating a new change order would be created.</p> <p>Since a purchase order can be changed multiple times, the system will display a change order number for tracking purposes.</p>
47.	<p>Once all of the details have been entered and saved, you will need to approve, budget check and re-dispatch the transaction.</p> <p>Notice the amounts. The purchase order amount has increased to \$262.15. You will need to budget check the purchase order to have the additional funds encumbered.</p>
48.	<p>Click the <b>Approve</b> button.</p> 
49.	<p>Click the <b>Budget Check</b> button.</p> 
50.	<p>The purchase order has passed budget checking and the additional funds are encumbered.</p>

Step	Action
51.	Click the <b>Dispatch</b> button. 
52.	Click the <b>OK</b> button. 
53.	Click the <b>Yes</b> button. 
54.	The change order has been dispatched.
55.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>


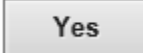




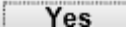
## Increase Purchase Order Price (W/out Req)

### Procedure

This lesson will demonstrate how to update the item's price. This update will result in a change order that must be approved, budget checked and dispatched.



Step	Action
1.	Click the <b>Purchase Order</b> tile. 
2.	Click the <b>Activity Guide Navigation Area</b> button. 
3.	Click the <b>Find an Existing Value</b> tab. 
4.	Click the <b>PO ID</b> list. PO ID: 
5.	Click the <b>contains</b> list item. contains
6.	Enter " <b>1675</b> " into the <b>PO ID</b> field. PO ID: 
7.	Click the <b>Search</b> button. 
8.	Click the <b>0000001675</b> link. <a href="#">0000001675</a>
9.	After retrieving the purchase order, scroll to the line section.  Click the <b>Vertical</b> scrollbar.
10.	Locate the line to be changed.  Double-click in the <b>Price</b> field. 
11.	Update the item's amount.  Enter " <b>17.50</b> " into the <b>Price</b> field. 

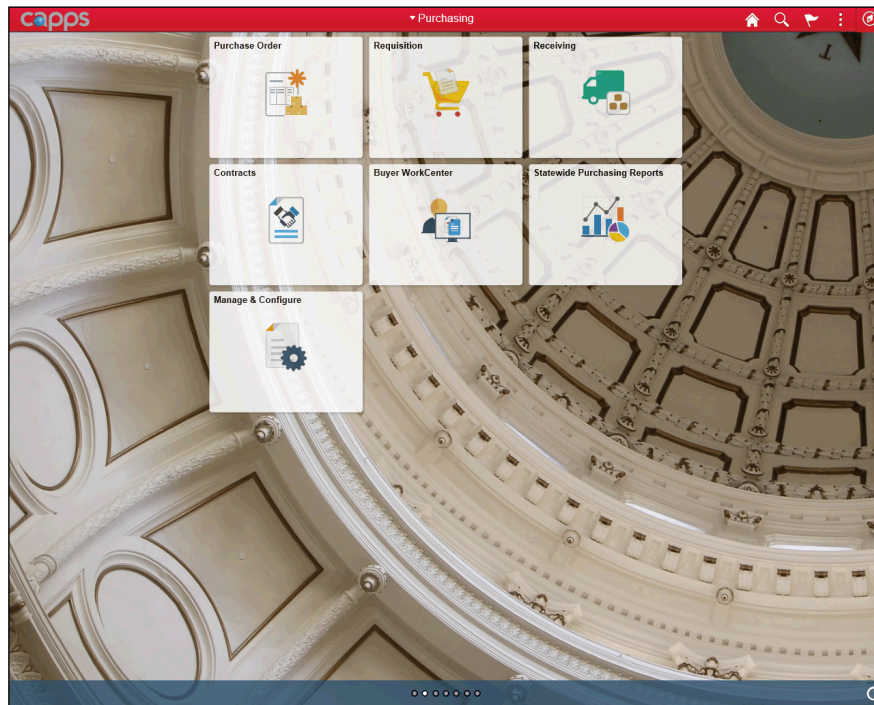
Step	Action
12.	Click the <b>Save</b> button. 
13.	A warning message appears indicating a change order will be created.  Click the <b>Yes</b> button. 
14.	The total PO amount has been updated but not the Encumbrance Balance. The additional funds are encumbered, and the Encumbrance Balance is updated after the purchase order passes budget checking.
15.	The Change Order now displays '2' indicating a second change order exists.
16.	Proceed with approving, budget checking and dispatching the change order.  Click the <b>Approve</b> button. 
17.	Click the <b>Budget Check</b> button. 
18.	The Encumbrance Balance is updated.
19.	Once the purchase order passes budget checking, click the <b>Dispatch</b> button. 
20.	Click the <b>OK</b> button. 
21.	Click the <b>Yes</b> button. 
22.	The PO charge order has been dispatched.
23.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

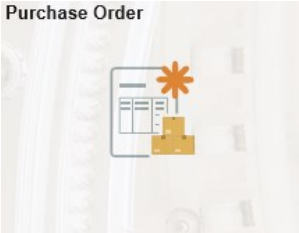

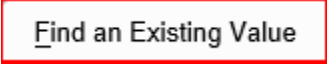

## Modify Accounting Distribution (W/out Req)

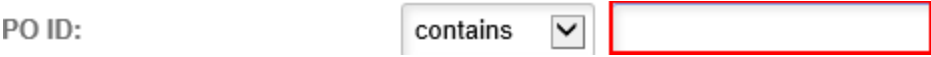


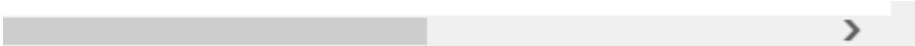





### Procedure

This lesson will demonstrate how to update the accounting distribution details.






Note: Creation of a change order will depend on your agency.



Step	Action
1.	In this lesson you will update the accounting distribution details for one of the purchase order lines.
2.	Click the <b>Purchase Order</b> tile. 
3.	Click the <b>Activity Guide Navigation Area</b> button. 
4.	Click the <b>Find an Existing Value</b> tab. 
5.	Click the <b>PO ID</b> list. PO ID: 
6.	Click the <b>contains</b> list item. contains

Step	Action
7.	Enter " <b>1670</b> " into the <b>PO ID</b> field. 
8.	Click the <b>Search</b> button. 
9.	Click the <b>0000001670</b> link. 
10.	Begin by verifying the correct purchase order appears. <p>In this example, two change orders exist for this purchase order.</p>
11.	Certain fields on the purchase order are locked down once a purchase order is approved. For example, the PO Date, Supplier, Buyer, PO Reference and accounting details are not editable at this point. <p>If you determine you need to change one of these fields, start by click the Change Order icon that appears in the upper right corner of the page. This will unlock the fields and allow edits to be made.</p>
12.	Click the <b>Vertical</b> scrollbar.
13.	Click the <b>Horizontal</b> scrollbar. 
14.	Click the <b>Schedule</b> button. 
15.	Click the <b>Horizontal</b> scrollbar.
16.	Click the <b>Distributions/ChartFields</b> button. 
17.	The current accounting distribution appears.
18.	Update the account chartfield. <p>Double-click in the <b>Account</b> field.</p> 
19.	Click the <b>X</b> in the Account field to delete the existing value. 
20.	Enter " <b>73</b> " into the <b>Account</b> field. 



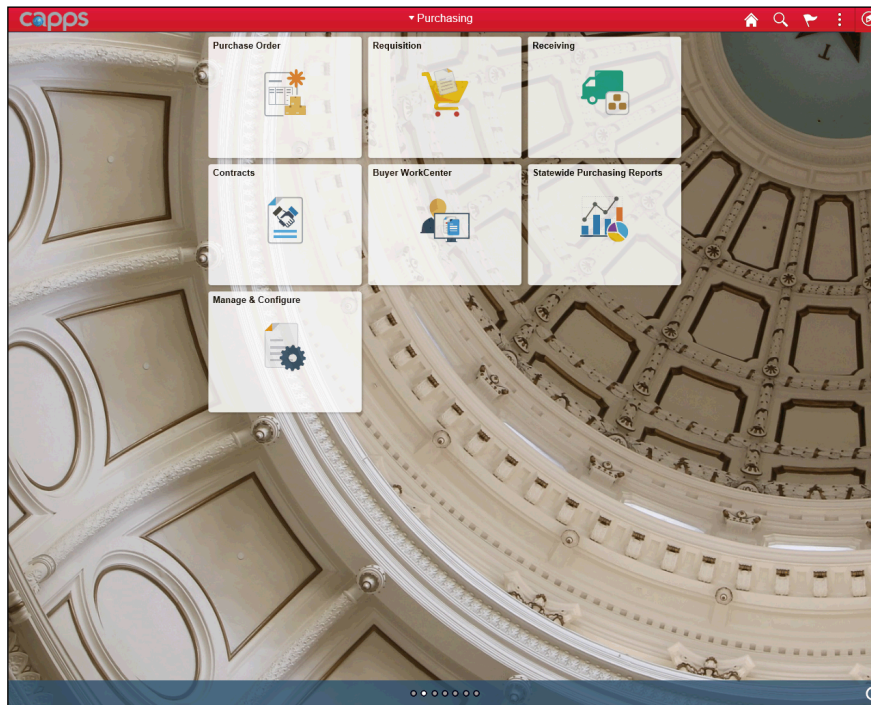
Step	Action
21.	Click the <b>Look up Account (Alt+5)</b> button. 
22.	Click the <b>CONSUMABLES</b> link. <b>CONSUMABLES</b>
23.	Verify the new chartfield appears and click the <b>OK</b> button. 
24.	Click the <b>Horizontal</b> scrollbar. 
25.	Click the <b>Return to Main Page</b> link. <b>Return to Main Page</b>
26.	Click the <b>Vertical</b> scrollbar.
27.	Click the <b>Save</b> button. 
28.	Click the <b>Vertical</b> scrollbar.
29.	Since the accounting distribution details have been edited, the PO must be budget checked so funds are properly encumbered.  Click the <b>Budget Check</b> button. 
30.	The Budget Status is Valid and the updates are complete.
31.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>



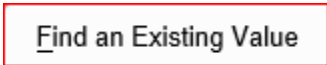


## Decrease Purchase Order Line Quantity

### Section 4 - Lesson 2, Exercise - Scenario 3 - Decrease Purchase Order Line Quantity




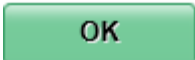
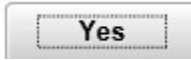
#### Procedure

This lesson will demonstrate how to decrease the quantity of a purchase order when sourced from a requisition.



Step	Action
1.	Click the <b>Purchase Order</b> tile. 
2.	Click the <b>Activity Guide Navigation Area</b> button. 
3.	Click the <b>Find an Existing Value</b> tab. 
4.	Enter " <b>SPO01</b> " into the <b>Buyer</b> field. Buyer: <input type="text" value="begins with"/>   <input type="text" value=""/> 
5.	Click the <b>Purchase Order Reference</b> list. Purchase Order Reference: <input type="text" value="begins with"/> 

Step	Action
6.	Click the <b>contains</b> list item. <b>contains</b>
7.	Enter " <b>socket</b> " into the <b>Purchase Order Reference</b> field. <b>Purchase Order Reference:</b> <input type="text" value="contains"/> <input type="text"/>
8.	Click the <b>Search</b> button. <b>Search</b>
9.	After retrieving the purchase order whose quantity needs to be decreased, you will scroll to the bottom of the page.
10.	Notice, this PO has had two change orders recorded so far.
11.	Click the <b>Vertical</b> scrollbar to scroll down.
12.	Delete the items current quantity. Click in the <b>PO Qty</b> field. <b>Electric Sockets</b> <input type="text" value="100.0000"/>
13.	Click the <b>X</b> in the field. <b>Electric Sockets</b> <input type="text" value="100.0000 x"/>
14.	Enter the corrected quantity. Note: If the purchase order was sourced from a requisition and you were increasing the quantity, then you must process a requisition change request first. Enter " <b>90</b> " into the <b>PO Qty</b> field. <b>Electric Sockets</b> <input type="text"/>
15.	Once all the edits are made, click the <b>Save</b> button. <b>Save</b>
16.	The system will present a warning message. This message is a reminder that the quantity change will create a change order. Click the <b>Yes</b> button. <b>Yes</b>
17.	Now notice that the change order displays 3 to reflect the newly created change order.

Step	Action
18.	Once all the changes are made, the purchase order must be approved, budget checked and dispatched.  Click the <b>Approve</b> button. 
19.	Click the <b>Budget Check</b> button. 
20.	Click the <b>Dispatch</b> button. 
21.	Click the + button before the <b>OK</b> tree item. 
22.	Click the <b>Yes</b> button. 
23.	Once the Dispatch processing completes, the PO Status will change to Dispatched.
24.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

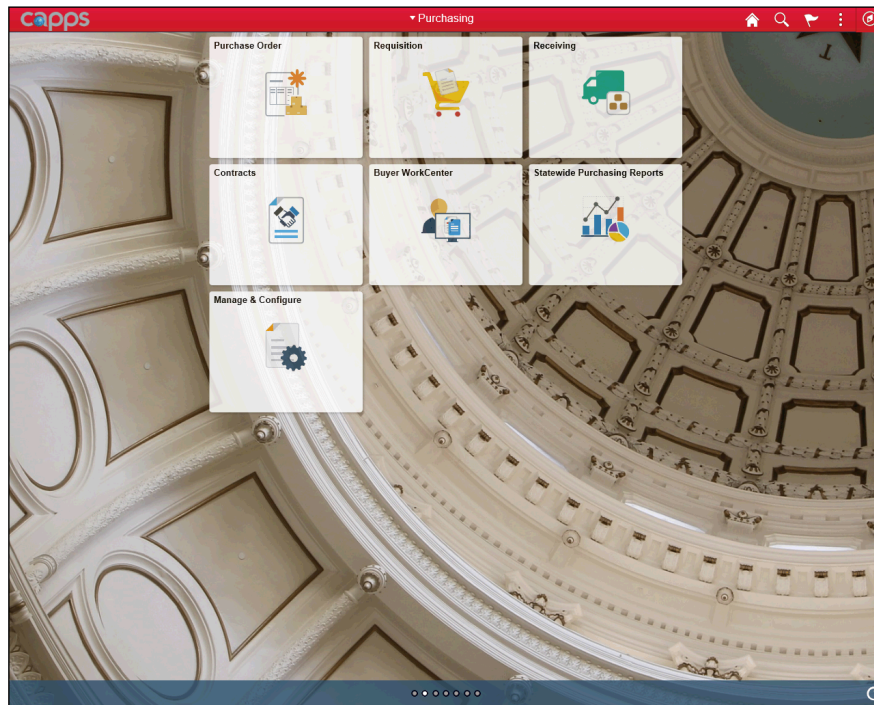
## Section 5-Managing Purchase Orders (W/out Req)




Using the Buyer's Workbench

### Section 5 - Lesson 1, Exercise - Scenario 1 - Using the Buyer's Workbench




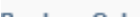

#### Procedure

This lesson will demonstrate how to navigate and perform searches using the Buyer's Workbench.



Step	Action
1.	Click the <b>Buyer WorkCenter</b> tile. 
2.	Click the <b>Buyer's Workbench</b> link. <a href="#">Buyer's Workbench</a>
3.	Click the <b>Minimize Buyer WorkCenter</b> button. 
4.	The <b>Buyer's Workbench</b> can be used for multiple purposes. A buyer can use the workbench to inquire on POs and their related details. The buyer can also use it to take actions such as closing and canceling a PO.
5.	Click the <b>Add a New Value</b> tab. 

Step	Action
6.	<p>The <b>Buyer's Workbench</b> allows you to save search criteria for use in the future. The search parameters are saved under the 'Workbench Id'.</p> <p>Enter "<b>Gen_S01</b>" into the <b>WorkBench ID</b> field.</p> <p>WorkBench ID: <input data-bbox="505 428 654 464" type="text"/></p>
7.	<p>When you return to the workbench in the future, you can retrieve the saved parameters by searching for the existing Workbench ID on the Find an Existing Value tab.</p> <p>Click the <b>Add</b> button.</p> <p><input data-bbox="354 667 480 695" type="button" value="Add"/></p>
8.	<p>Begin by setting the search / filter options. The most common method is to search for a single purchase order, however, there are a variety of criteria options available.</p> <p>Take a moment to review all of the criteria that can be used during a search. For example, you can search for a specific PO or range of POs based PO number, date range, Supplier, etc. You can also search for POs based on the PO, Receiving and/or Matching status.</p>
9.	<p>In this example, you will search for a specific purchase order based on PO date.</p> <p>Enter "<b>010119</b>" into the <b>PO Date</b> field.</p> <p>PO Date <input data-bbox="451 1108 613 1136" type="text"/></p>
10.	<p>When entering today's date, you can either type the actual date into the field or enter 't'. CAPPS will automatically input today's date when you enter t.</p> <p>Enter "<b>t</b>" into the <b>To</b> field.</p> <p>To <input data-bbox="386 1310 557 1346" type="text"/></p>
11.	<p>In addition, you will only retrieve POs for a specific buyer.</p> <p>Enter "<b>SPO01</b>" into the <b>Buyer</b> field.</p> <p>Buyer <input data-bbox="418 1478 760 1514" type="text"/></p>
12.	<p>Click the <b>Search</b> button after entering the filter options.</p> <p><input data-bbox="354 1583 513 1610" type="button" value="Search"/></p>
13.	<p>The Buyer's Workbench page appears. Whenever you add a new Workbench ID, you will need to provide a description for the filter options.</p> <p>Enter "<b>General Inquiry</b>" into the <b>Description</b> field.</p> <p>Description <input data-bbox="480 1772 878 1808" type="text"/></p>

Step	Action
14.	A list of purchase orders matching the designated filter options appears. In this example, the search retrieved a total of twelve purchase orders, however, only the first six are displayed by default.
15.	Proceed with reviewing the PO's details.  Notice, you can verify the PO Status and Date. You can also see the last time the PO had activity, if there had been any change orders issued, etc.
16.	There are additional details located on the <b>Other</b> tab.  Click the <b>Other</b> tab. 
17.	The first five purchase orders have been dispatched but not received. The sixth purchase order has been partially received.
18.	You are also able to navigate to different pages directly from the Buyer's Workbench by clicking one of the available icons.  Typically selecting these icons will present more information and in some cases allow you to take additional actions.
19.	After reviewing the details, click the <b>Detail</b> tab. 
20.	Similar to the Other tab, from the <b>Detail</b> tab you can click the hyperlinks and graphic icons to access more information.
21.	Currently, only the first six POs are listed. You can retrieve all of the POs by clicking the View All link.  Click the <b>View All</b> link. 
22.	Each column can be sorted in ascending or descending order by clicking the column header. Currently the PO column is sorted in ascending order.  Click the <b>Purchase Order</b> column header. 
23.	The POs are now listed in descending order.
24.	Click the <b>Lines</b> button to view the PO line detail. 

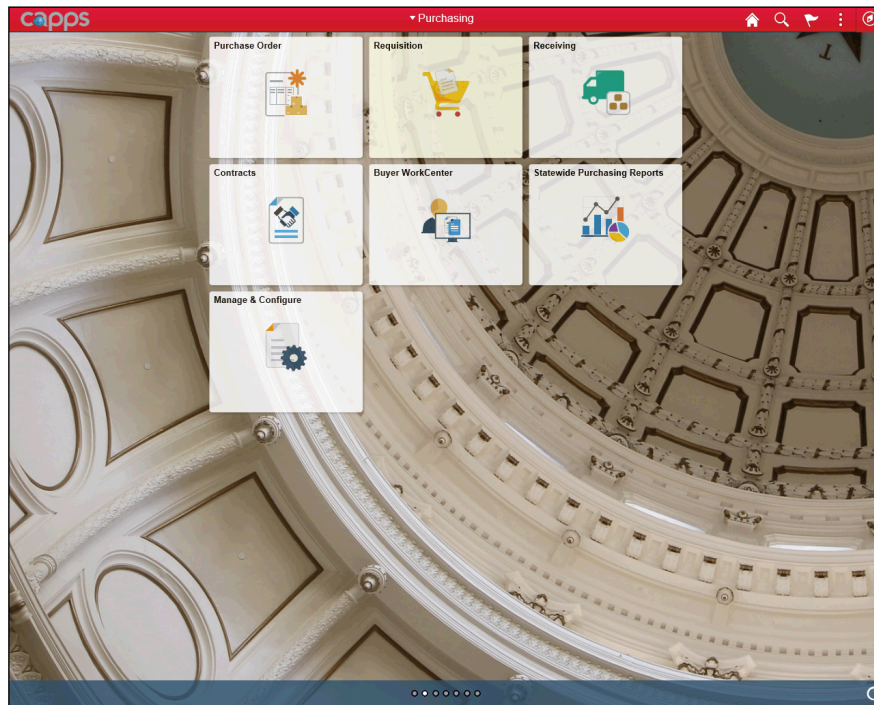
Step	Action
25.	<p>A page appears displaying the purchase order line details.</p> <p>By default, it will show the first line. You will need to use the navigation icons, such as Previous (left arrow), Next (right arrow) and View All hyperlink to access all of the purchase order lines.</p> <p>Important: Be sure to review the row count to determine the number of purchase order lines available for viewing.</p> <p>This purchase order has five lines.</p>
26.	<p>Click the <b>View All</b> link.</p> <p><a href="#">View All</a></p>
27.	<p>The system displays the details. You can even select individual lines for additional processing.</p>
28.	<p>Once you have reviewed the information, click the <b>Return to Buyer's WorkBench</b> link.</p> <p><a href="#">Return to Buyer's WorkBench</a></p>
29.	<p>If you determine the desired purchase order did not appear, you can return to the <b>Filter Options</b> page to further refine the criteria and continue working with the Buyer's workbench.</p> <p>Click the <b>Set filter options</b> button.</p> <p><a href="#">Set filter options</a></p>
30.	<p>Congratulations! You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>

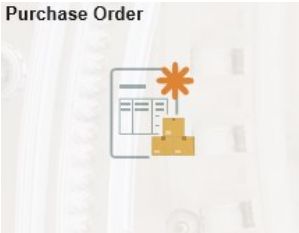

### Delete a PO (W/out Req)

#### Procedure

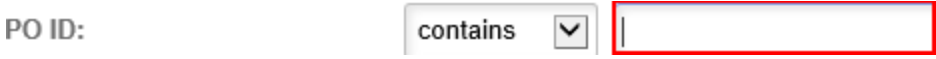

This lesson demonstrates how to delete a purchase order.





Step	Action
1.	<p>Before we begin, it is important to know that deleting and canceling a purchase order are not the same thing. A purchase order can only be canceled if it has never passed budget checking.</p> <p>Deleting makes the PO or PO line disappear as if it never happened. Cancel only changes the purchase order status to 'Canceled'. You can still retrieve and review the canceled purchase order using the Purchase Order Inquiry or Buyer's Workbench pages.</p> <p>Let's begin.</p>
2.	<p>Click the <b>Purchase Order</b> tile.</p> 
3.	<p>Click the <b>Activity Guide Navigation Area</b> button.</p> 

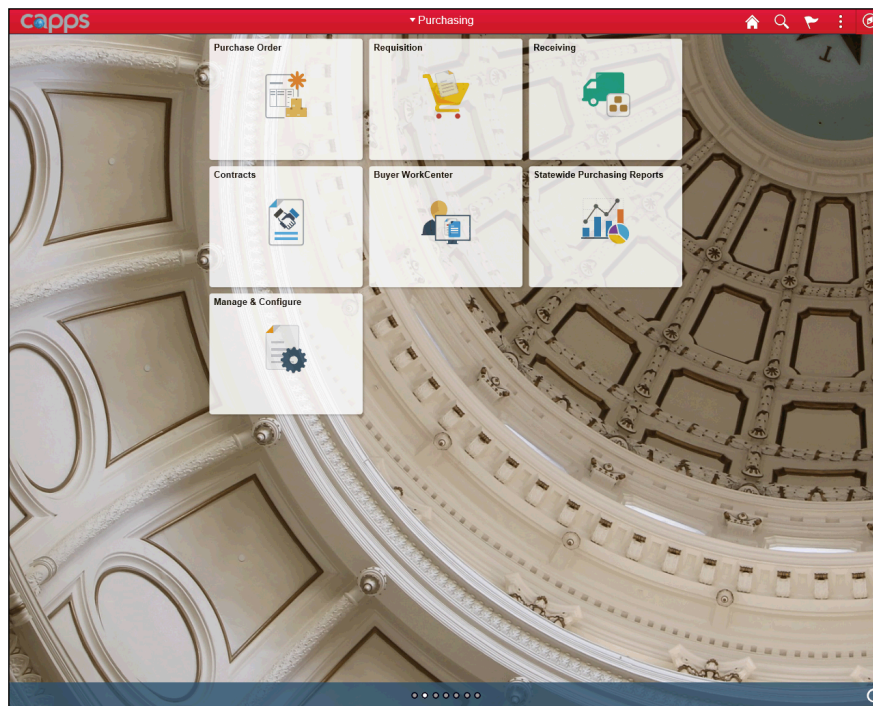
Step	Action
4.	<p>Locate the purchase order that needs to be deleted.            Click the <b>Find an Existing Value</b> tab.</p> <p><b>Find an Existing Value</b></p>
5.	<p>Click the <b>PO ID</b> list.</p> <p>PO ID: <b>begins with</b> ▼</p>
6.	<p>Click the <b>contains</b> list item.</p> <p><b>contains</b></p>
7.	<p>Enter "<b>1669</b>" into the <b>PO ID</b> field.</p> <p>PO ID: <b>contains</b> ▼ <input type="text" value=""/></p>
8.	<p>Click the <b>Search</b> button.</p> <p><b>Search</b></p>
9.	<p>Click the <b>0000001669</b> link.</p> <p><a href="#">0000001669</a></p>
10.	<p>Verify the PO status is Open or Approved, the Budget Status is Not Chk'd, and there are no Change Orders.</p>
11.	<p>Click the <b>Vertical</b> scrollbar to scroll to the bottom of the page.</p>
12.	<p>Click the <b>Delete PO</b> button.</p> <p><b>Delete PO</b></p>
13.	<p>A warning appears to let you know the deletion will occur immediately upon saving (i.e. no additional processes have to run).</p> <p>Click the <b>Yes</b> button.</p> <p><b>Yes</b></p>
14.	<p>You will be brought back to the search page. The deleted PO can no longer be viewed online.            Click the <b>PO ID</b> list.</p> <p>PO ID: <b>begins with</b> ▼</p>
15.	<p>Click the <b>contains</b> list item.</p> <p><b>contains</b></p>
16.	<p>Click in the <b>PO ID</b> field.</p> <p>PO ID: <b>contains</b> ▼ <input type="text" value=""/></p>

Step	Action
17.	Enter " <b>1669</b> " into the <b>PO ID</b> field. 
18.	Click the <b>Search</b> button. 
19.	If you attempt to retrieve it, the message 'No matching values were found.' appears.
20.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

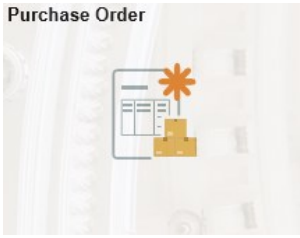

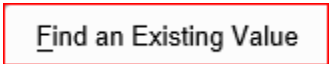
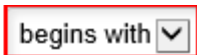


## Canceling a PO (W/out Req)



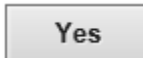

### Procedure

This lesson will demonstrate how to cancel a purchase order that was not sourced from a requisition.



Step	Action
1.	If the PO has passed budget checking and you determine it is not needed, it must be <b>canceled</b> . You are not able to delete purchase orders that have passed budget checking.

Step	Action
2.	Click the <b>Purchase Order</b> tile. 
3.	Click the <b>Activity Guide Navigation Area</b> button. 
4.	Click the <b>Find an Existing Value</b> tab. 
5.	Click the <b>PO ID</b> list. PO ID: 
6.	Click the <b>contains</b> list item. contains
7.	Click in the <b>PO ID</b> field. PO ID: 
8.	Enter " <b>1675</b> " into the <b>PO ID</b> field. PO ID: 
9.	Click the <b>Search</b> button. Search
10.	Click the <b>0000001675</b> link. <a href="#">0000001675</a>
11.	Click the <b>Document Status</b> link. <a href="#">Document Status</a>
12.	<p>The <b>Document Status</b> allows you to review all other documents/transactions that are associated with the purchase order. For example, if the purchase order was sourced from a requisition, the requisition details (e.g. requisition number) would appear. Or if a receipt or voucher had been entered for this purchase order, their details will appear.</p> <p>Notice, no receipts or vouchers appear.</p>

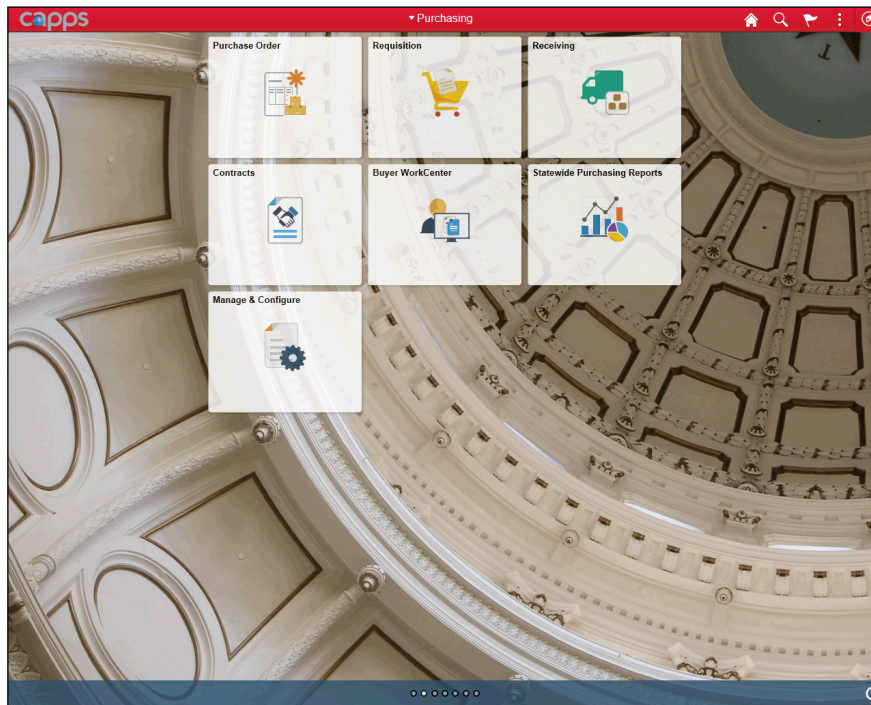
Step	Action
13.	<p>The Document Status page opened in a new page/tab. Close this tab down to return to the Maintain Purchase Order page.</p> <p>Point to the <b>Document Status</b> pane.</p>
14.	<p>Click the <b>Close Tab (Ctrl+W)</b> button.</p> 
15.	<p>After returning to the Add/Update PO page, click the <b>Cancel PO</b> button.</p> 
16.	<p>A warning message appears.</p> <p>Review the message and click the <b>Yes</b> button.</p> 
17.	<p>After you click the Yes button, the Budget Check button appears if any funds are encumbered. It is very important to click the Budget Check button so the encumbered funds can be released.</p> <p>If you do not click the Budget Check button at this time, you will need to run the Budget Check process separately.</p> <p>Click the <b>Budget Check</b> button.</p> 
18.	<p>Once canceled, you cannot view the purchase order via the Add/Update POs page. If you attempt to, the system will indicate 'No matching values were found.'</p> <p>To view the canceled PO, you must navigate to the Purchase Order Inquiry page or the Buyer's Workbench.</p>
19.	<p>Congratulations! You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>




## Canceling a PO using the Buyer's Workbench

### Section 5 - Lesson 4, Exercise - Scenario 1 - Canceling a PO from Buyer's Workbench

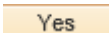





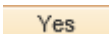
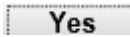

#### Procedure

This lesson will demonstrate how to cancel a PO using the Buyer's Workbench.


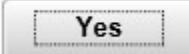




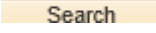


Step	Action
1.	Click the <b>Buyer WorkCenter</b> tile. 
2.	Click the <b>Buyer's Workbench</b> link. <a href="#">Buyer's Workbench</a>
3.	Click the <b>Minimize Buyer WorkCenter</b> button. 
4.	The <b>Buyer's Workbench</b> can be used for multiple purposes. A buyer can use the workbench to inquire on POs and their related details. The buyer can also use it to take actions such as closing and canceling a PO.
5.	Click the <b>Add a New Value</b> tab. 

Step	Action
6.	<p>The <b>Buyer's Workbench</b> allows you to save search criteria for use in the future. The search parameters are saved under the 'Workbench Id'.</p> <p>Enter "<b>Gen_S01</b>" into the <b>WorkBench ID</b> field.</p> <p>WorkBench ID: <input data-bbox="597 428 748 464" type="text"/></p>
7.	<p>When you return to the workbench in the future, you can retrieve the saved parameters by searching for the existing Workbench ID on the Find an Existing Value tab.</p> <p>Click the <b>Add</b> button.</p> <p><input data-bbox="451 667 574 695" type="button" value="Add"/></p>
8.	<p>Begin by setting the search / filter options. The most common method is to search for a single purchase order, however, there are a variety of criteria options available.</p>
9.	<p>In this example, you will search for a specific purchase order based on PO date, buyer and supplier.</p> <p>Enter "<b>010119</b>" into the <b>PO Date</b> field.</p> <p>PO Date <input data-bbox="548 974 711 1001" type="text"/></p>
10.	<p>When entering today's date, you can either type the actual date into the field or enter 't'. CAPPS will automatically input today's date when you enter t.</p> <p>Enter "<b>t</b>" into the <b>To</b> field.</p> <p>To <input data-bbox="483 1178 651 1213" type="text"/></p>
11.	<p>Enter "<b>SPO01</b>" into the <b>Buyer</b> field.</p> <p>Buyer <input data-bbox="516 1276 857 1312" type="text"/></p>
12.	<p>Enter "<b>1751436835</b>" into the <b>Supplier ID</b> field.</p> <p>Supplier ID <input data-bbox="581 1373 743 1400" type="text"/></p>
13.	<p>Click the <b>Search</b> button.</p> <p><input data-bbox="451 1486 607 1514" type="button" value="Search"/></p>
14.	<p>Notice the system only retrieved one purchase order.</p>
15.	<p>Once you have located the correct PO, you can proceed with taking action on it. In this lesson, you will cancel purchase order 0000001474.</p> <p>Click the <b>0000001474</b> option.</p> <p><input data-bbox="451 1734 607 1761" type="checkbox"/> <b>0000001474</b></p>
16.	<p>Click the <b>Cancel</b> button.</p> <p><input data-bbox="451 1822 695 1850" type="button" value="Cancel"/></p>

Step	Action
17.	If the purchase order is eligible for cancellation it will appear in the Qualified list.
18.	If the PO is not eligible, it will appear in the Not Qualified list and you can click the Log button to view an explanation regarding why it is not qualified.
19.	When canceling a PO, you will need to indicate whether the requisition should be eligible to re-source to a different PO.  Click the <b>Re-Source Requisition?</b> option.  <input type="checkbox"/> <b>Re-Source Requisition?</b>
20.	Click the <b>Yes</b> button.  
21.	Click the <b>Yes</b> button.  
22.	Notice the status is Pending Cancellation.
23.	After canceling the PO, it will need to be budget checked. It will also need to be dispatched again if it had been dispatched in the past.  Click the <b>Dispatch</b> button.  
24.	Notice the PO is listed as Not Qualified to dispatch. To see the reason by it appears here, click the <b>Log</b> button.  
25.	After cancellation, the purchase order must be budget checked first before it can be dispatched.  Click the <b>Return</b> button.  
26.	Click the <b>Budget Check</b> button.  
27.	Click the <b>Yes</b> button.  
28.	Click the <b>Yes</b> button.  
29.	Click the <b>Dispatch</b> button.  



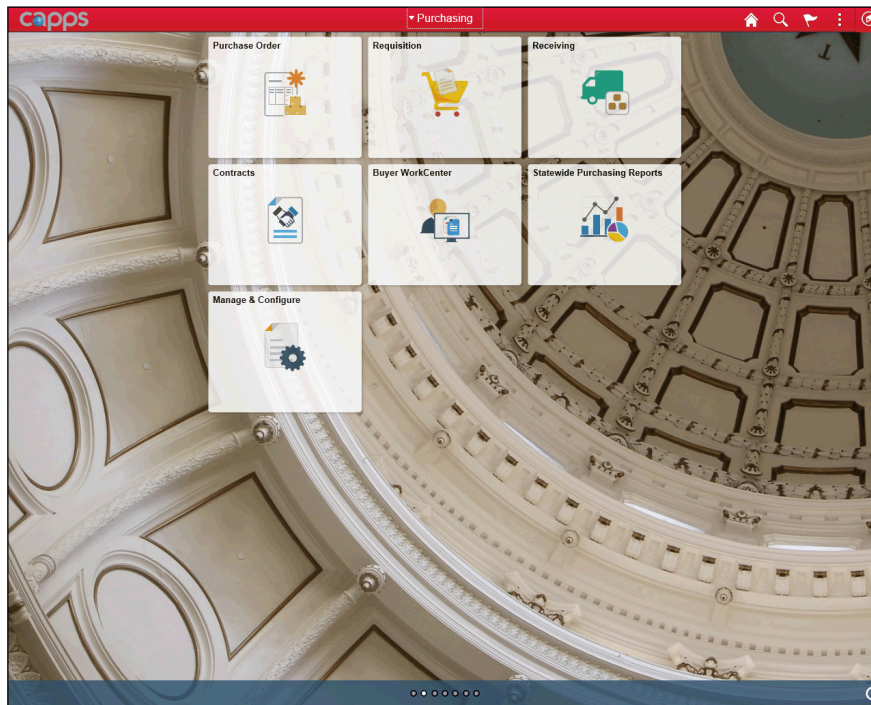
Step	Action
30.	Now that the PO has been budget checked, it is qualified to be dispatched.  Click the <b>Yes</b> button. 
31.	Click the <b>Yes</b> button. 
32.	Notice the status still shows Pending Cancel even though the PO has been budget checked and dispatched. To update the status, exit from the workbench and re-enter to view the PO's current status.
33.	Click the <b>Expand</b> button. 
34.	Click the <b>Buyer's Workbench</b> link. 
35.	Click the <b>Search</b> button. 
36.	Click the <b>General Inquiry</b> link. 
37.	The search criteria previously used was saved and re-appears automatically.  Click the <b>Search</b> button. 
38.	The most current status is now displayed.
39.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>



## Closing POs Using the Buyer's Workbench





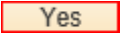


### Section 5 - Lesson 4, Exercise - Scenario 1 - Closing POs


#### Procedure

This lesson will demonstrate how to close a purchase order using the Buyer's Workbench.



Step	Action
1.	<p>When a PO has been fully received and paid, cancelled, and/or finalized, and no further changes are expected to be made, the PO can be closed.</p> <p>Closed POs do not appear in most searches and reports, which improves system performance and removes unnecessary list items.</p>
2.	<p>Click the <b>Buyer WorkCenter</b> tile.</p> 
3.	<p>Click the <b>Buyer's Workbench</b> link.</p> <p><b>Buyer's Workbench</b></p>
4.	<p>If you have closed a PO before and have a saved run control, you can reuse it by changing the parameters. For this example, you will add a new one.</p>
5.	<p>Click the <b>Add a New Value</b> tab.</p> 
6.	<p>Enter "<b>ClosePO</b>" into the <b>WorkBench ID</b> field.</p> <p>WorkBench ID: <input data-bbox="516 1818 688 1856" type="text"/></p>

Step	Action
7.	Click the <b>Add</b> button. 
8.	Click the <b>Minimize Buyer WorkCenter</b> button. 
9.	Any of the <b>Search Criteria</b> fields can be used to find and select a PO or a range of POs.
10.	Enter " <b>PO14-ST01</b> " into the <b>Purchase Order</b> field. Purchase Order <input data-bbox="634 606 824 642" type="text"/>
11.	Enter " <b>PO14-ST01</b> " into the <b>To</b> field. To <input data-bbox="485 707 675 743" type="text"/>
12.	Click the <b>Search</b> button. 
13.	A description is required for all workbench transactions. Enter " <b>PO Close</b> " into the <b>Description</b> field. Description <input data-bbox="586 972 1036 1008" type="text"/>
14.	Click the <b>PO14-ST01</b> option. <input data-bbox="451 1079 479 1108" type="checkbox"/> <b>PO14-ST01</b>
15.	Click the <b>Close</b> button. 
16.	Notice the PO appears in the Qualified column. This indicates that the PO is eligible for closure. If certain criteria is not met, the PO will appear in the Not Qualified column instead.  Note: If the PO is not qualified, you can click the Log button to see a list of reason(s) why the PO is not qualified.
17.	Click the <b>Yes</b> button. 
18.	Click the <b>Yes</b> button. 
19.	The PO status is updated to Complete.  Let's take a look at a few other inquiry pages.
20.	Click the <b>Expand</b> button. 





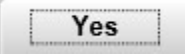




Step	Action
21.	Click the <b>PO Inquiry Balance</b> link. <a href="#">PO Inquiry Balance</a>
22.	Enter the PO number just closed. Enter " <b>PO14-ST01</b> " into the <b>PO Number</b> field. <b>PO Number:</b> <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text"/>
23.	Click the <b>Search</b> button. <a href="#">Search</a>
24.	Notice the status is Complete (it was Dispatched previously) and the Distrib Closed flag is selected. All of the balances are also zero.
25.	Some pages no longer allow you to retrieve/view closed POs. One of these pages is the Add/Update POs page. Click the <b>Add/Update POs</b> link. <a href="#">Add/Update POs</a>
26.	Click the <b>Find an Existing Value</b> tab. <input style="border: 2px solid red;" type="button" value="Find an Existing Value"/>
27.	Enter " <b>PO14-ST01</b> " into the <b>PO ID</b> field. <b>PO ID:</b> <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text"/>
28.	Click the <b>Search</b> button. 
29.	If you attempt to retrieve a closed PO on this page, the results will show 'No matching values were found.'
30.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Finalizing a PO

### Section 5 - Lesson 5, Exercise - Scenario 1 - Finalizing POs

#### Procedure

Step	Action
1.	Begin by retrieving the PO to be finalized.
2.	Notice this PO has been approved, budget checked, and dispatched.
3.	When budget checked, CAPPS encumbered \$85.40 based on the PO amount.
4.	Click the <b>Vertical</b> scrollbar to scroll down.
5.	This PO had three lines.  Notice the third line is for the purchase of three staplers.
6.	When a PO is finalized, it releases remaining funds for the predecessor document. This means that if this PO is finalized, any pre-encumbered funds remaining for the requisition sourced to this PO will be released.
7.	Let's review the requisition's details to see if there are any pre-encumbered funds remaining.  Click the <b>Document Status</b> link.  <a href="#">Document Status</a>
8.	You can see that requisition #259 was sourced to this PO.  Click the <b>000000259</b> link.  <a href="#">000000259</a>

Step	Action
9.	<p>This brings you to the Requisition Inquiry page.</p> <p>To view the requisition amount and the remaining pre-encumbered funds, if any, click the <b>000000259</b> link.</p> 
10.	<p>Notice, the requisition total was \$111.38 and has \$25.98 remaining in pre-encumbered funds.</p> <p>In this example, it was decided that only three staplers were needed, so the PO was issued for three instead of five. Since the additional two staplers are not needed, the funds pre-encumbered for their purchase should be released back to the budget for other use. To do this, the PO or PO line must be finalized.</p>
11.	<p>Click the <b>Return</b> button.</p> 
12.	<p>Point to the <b>Navigation Bar</b>.</p>
13.	<p>Click the <b>Add/Update POs</b> tab.</p> 
14.	<p>From the PO header, click the <b>Finalize Document</b> button.</p> <p>Note: Finalizing the header will release remaining pre-encumbered funds for all the PO lines. If you want to release the remaining funds for a specific line item, then you can finalize the line instead.</p> 
15.	<p>Click the <b>Yes</b> button.</p> 
16.	<p>Click the <b>Budget Check</b> button to update the budget for the released funds.</p> 
17.	<p>Let's check the requisition's pre-encumbrance balance to make sure the funds were released.</p> <p>Click the <b>Document Status</b> link.</p> 
18.	<p>Click the <b>000000259</b> link.</p> 
19.	<p>Click the <b>000000259</b> link.</p> 

Step	Action
20.	Notice, the Pre-Encumbrance Balance is now 0.00.
21.	<b>End of Procedure.</b>

## Section 6-Purchasing Inquiries (W/out Req)

### Activity Summary Inquiry

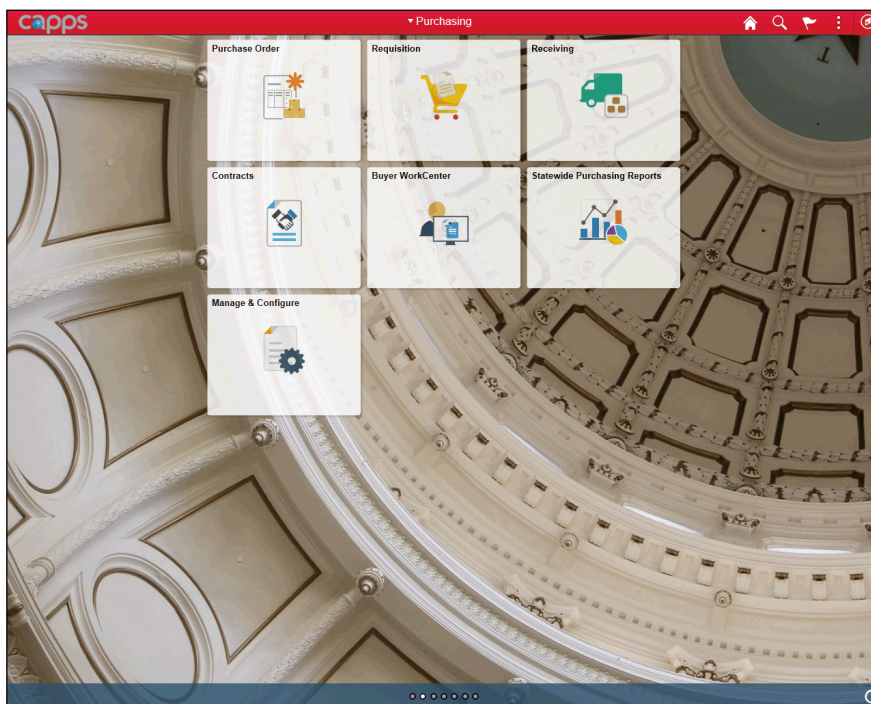
#### Section 4 - Lesson 5, Exercise - Scenario 1 - Reviewing POs


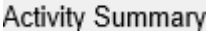

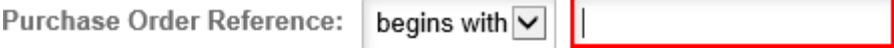


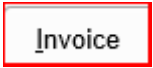
The Review PO Information pages provide users view only access to procurement data. This information can be used for checking on the status of transactional procurement documents and related accounting information on procurements.

#### Procedure

CAPPS provides a group of screens that allow users to get information about a PO without accessing the PO itself. This is useful when specific information is needed, or when a user does not have access to view the PO.

In this topic, you will view detailed information about a purchase order.



Step	Action
1.	Click the <b>Purchase Order</b> tile. 
2.	Click the <b>Activity Summary</b> menu. 
3.	Click the <b>Activity Guide Navigation Area</b> button. 
4.	The business unit defaults based on your user preferences.
5.	Enter " <b>STU01 Office Mats</b> " into the <b>Purchase Order Reference</b> field. 
6.	Click the <b>Search</b> button. 
7.	The top section of the <b>Activity Summary</b> page displays the total purchase order merchandise amount and the merchandise received, vouchered (invoiced), and matched, as well as the supplier name and current PO Status.
8.	Below are tabs that show the PO lines, with details regarding receiving, invoicing, matching and return activities.
9.	The <b>Details</b> tab contains a description of the items on this purchase order.
10.	Click the <b>Receipt</b> tab. 
11.	The <b>Receipt</b> tab shows how many of the ordered items have been received and accepted.
12.	If receiving is not required for the purchase order, the <b>Open Quantity</b> and <b>Open Amount</b> field values are updated upon calculation of the purchase order.  This eliminates the need to manually calculate the values.
13.	Click the <b>Invoice</b> tab. 
14.	The <b>Invoice</b> tab displays billing information, after an invoice is entered for the PO.



Step	Action
15.	Click the <b>Matched</b> tab. 
16.	The <b>Matched</b> tab displays the <b>Qty</b> and <b>Amt Matched</b> for the two items related to this purchase order, after the voucher has been entered and matched by AP.  In this example, the voucher has been entered but the matching process has not been run yet.
17.	Click the <b>Details</b> tab. 
18.	Click the <b>Line Details</b> button. 
19.	Click the <b>Expand All</b> link. 
20.	All of the details for an individual line can be viewed at once as well (vs on separate tabs).  Click the <b>Return</b> button. 
21.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## PO Inquiry Balance

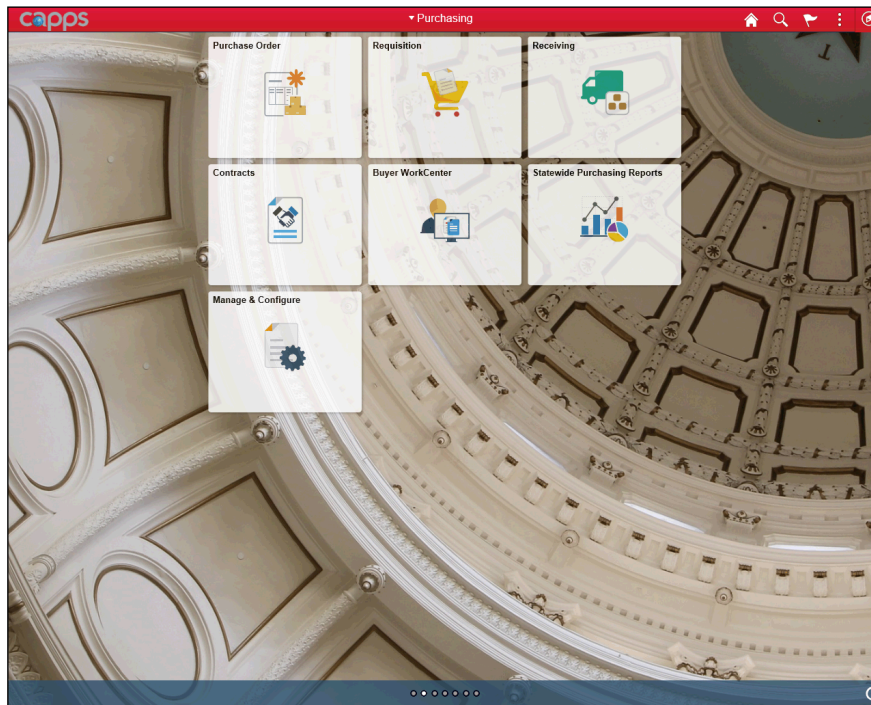
### Section 4 - Lesson 5, Exercise - Scenario 1 - Reviewing POs

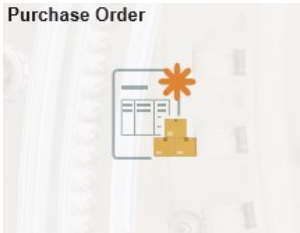
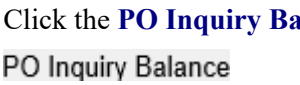

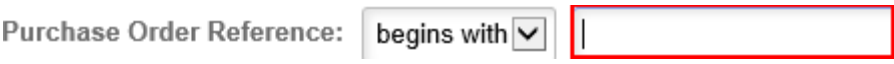

The Review PO Information pages provide users view only access to procurement data. This information can be used for checking on the status of transactional procurement documents and related accounting information on procurements.

#### Procedure

CAPPS provides a group of screens that allow users to get information about a PO without accessing the PO itself. This is useful when specific information is needed, or when a user does not have access to view the PO.

In this topic, you will view detailed information about a purchase order including the amount vouchered to date.



Step	Action
1.	Click the <b>Purchase Order</b> tile. 
2.	Click the <b>PO Inquiry Balance</b> menu. 
3.	Click the <b>Activity Guide Navigation Area</b> button. 
4.	Enter " <b>STU01 Office Mats</b> " into the <b>Purchase Order Reference</b> field. 
5.	Click the <b>Search</b> button. 
6.	The <b>PO Inquiry Balance</b> page displays the remaining amount for each PO line. The view displays the amount that was ordered, adjusted, invoiced (vouchered) and the remaining balance, if any.

Step	Action
7.	The PO has two lines.
8.	the first line is for chair mats. No invoices have been recorded yet.
9.	The PO Remaining Balance will decrease as vouchers for this PO are processed.
10.	You can view all of the PO lines at once using the View All link.  Click the <b>View All</b> link.  <a href="#">View All</a>
11.	Information for line 1 and 2 of the PO appears.
12.	If you prefer (or need to) review the actual PO transaction, use the Purchase Order link at the bottom of the page.  Click the <b>Purchase Order</b> link.  <a href="#">Purchase Order</a>
13.	The <b>Purchase Order Inquiry</b> page appears.
14.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Purchase Order Inquiry

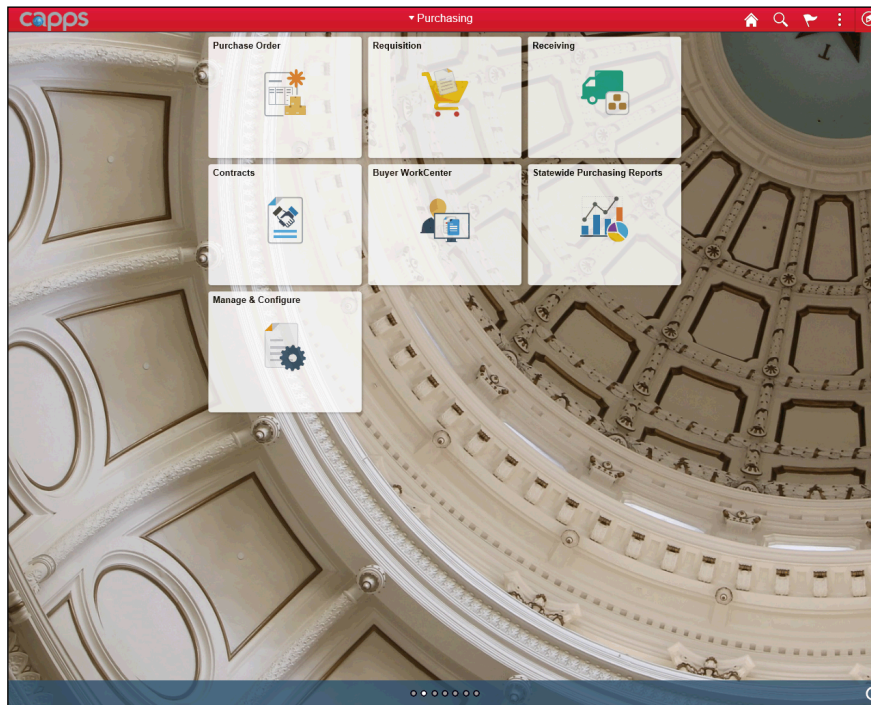
### Section 4 - Lesson 5, Exercise - Scenario 1 - Reviewing POs

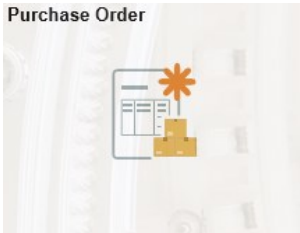





The Review PO Information pages provide users view only access to procurement data. This information can be used for checking on the status of transactional procurement documents and related accounting information on procurements.

#### Procedure

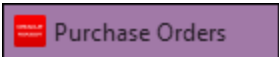
CAPPS provides a group of screens that allow users to get information about a PO without accessing the PO itself. This is useful when specific information is needed, or when a user does not have access to view the PO.

In this topic, you will view detailed information about a purchase order.



Step	Action
1.	Click the <b>Purchase Order</b> tile. 
2.	Click the <b>Purchase Order Inquiry</b> menu. 
3.	Click the <b>Activity Guide Navigation Area</b> button. 
4.	Click in the <b>PO ID</b> field. 
5.	Click the <b>x</b> in the field to delete the default value. 
6.	Click the <b>PO Status</b> list. 

Step	Action
7.	Click the <b>Canceled</b> list item. <b>Canceled</b>
8.	Click the <b>Search</b> button. <b>Search</b>
9.	The <b>Purchase Order Inquiry</b> is a view only version of the PO Add/Update page. The top portion of the page is the header level details and the bottom portion contains the line details.
10.	The <b>Purchase Order</b> page includes hyperlinks below to display the entries that were made by the Buyer.
11.	This purchase order has been cancelled. During the cancellation process, the purchase order is budget checked which relieves the encumbrance balance.
12.	Let review a different purchase order. Click the <b>Return to Search</b> button. <b>Return to Search</b>
13.	Click in the <b>PO ID</b> field. PO ID: <input type="text" value="begins with"/> <input type="text" value="0000001474"/>
14.	Click the <b>x</b> in the field to delete the current PO ID. PO ID: <input type="text" value="begins with"/> <input type="text" value="0000001474"/> <input type="button" value="x"/>
15.	Enter " <b>0000001608</b> " into the <b>PO ID</b> field. PO ID: <input type="text" value="begins with"/> <input type="text"/>
16.	Click the <b>Search</b> button. <b>Search</b>
17.	Purchase order 0000001608 has been budget checked and dispatched.
18.	Let's check if other documents (transactions such as requisitions, receipts, and vouchers) have been entered for this PO. Click the <b>Document Status</b> link. <b>Document Status</b>
19.	It appears that a requisition, receipt and voucher have been entered. Details for each of these related documents can be viewed by clicking the Doc ID link.
20.	After reviewing the Document Status page, navigate back to the Purchase Order Inquiry page. Point to the <b>Navigation Bar</b> .

Step	Action
21.	Click the <b>Purchase Orders</b> tab. 
22.	This purchase order has two lines.
23.	Click the <b>horizontal</b> scrollbar.
24.	Both lines have an approved status (i.e. they are not open or canceled).
25.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Document Status Inquiry

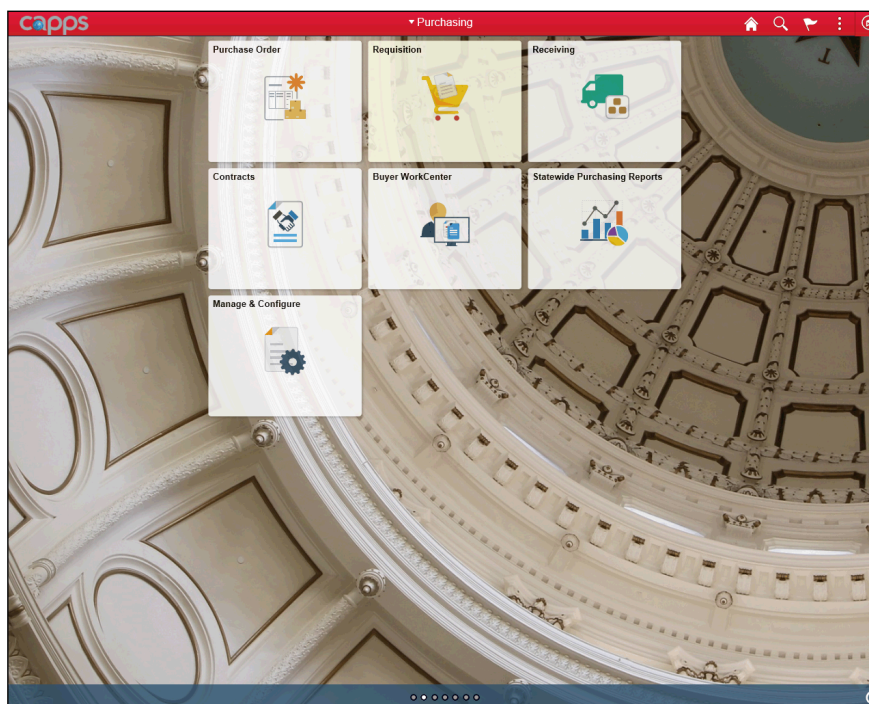
### Section 4 - Lesson 5, Exercise - Scenario 1 - Reviewing POs


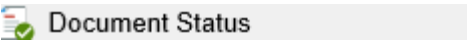

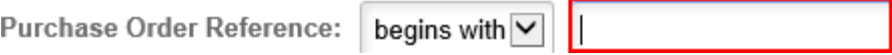

The Review PO Information pages provide users view only access to procurement data. This information can be used for checking on the status of transactional procurement documents and related accounting information on procurements.

#### Procedure

CAPPS provides a group of screens that allow users to get information about a PO without accessing the PO itself. This is useful when specific information is needed, or when a user does not have access to view the PO.

In this topic, you will learn how to view which documents, including requisitions, receipts, and vouchers, have been entered for this PO.



Step	Action
1.	Click the <b>Purchase Order</b> tile. 
2.	Click the <b>Document Status</b> menu. 
3.	Click the <b>Activity Guide Navigation Area</b> button. 
4.	Enter " <b>STU01 Office Mats</b> " into the <b>Purchase Order Reference</b> field. 
5.	Click the <b>Search</b> button. 
6.	The <b>Document Status</b> page displays all documents that are associated with a purchase order. This page provides links to the inquiry view of the associated document (Purchase Order, Requisition, Receipt, Contract or Voucher).
7.	Notice, the purchase order was sourced from a single requisition 0000000440.  Multiple requisitions can be sourced to a single PO, if this is done all of the requisitions would be listed on this page.
8.	Some or all of the PO's items have been received. To review the receipt details, you could click the receipt ID 000001275,
9.	And a voucher has also been recorded for this PO, but it has not been posted yet.
10.	You may notice all three transactions have the same date. This is because you are looking at sample data staged for the tutorial.  Typically, you will see different dates since time usually passes between when the requisition is approved, purchase order is dispatched, goods are received, and invoice is entered.
11.	There is also a visual flow diagram that displays the process flow for the transaction. Icons will appear active (e.g. requisition, receipts, and vouchers) if a transaction has been created for this purchase order. You can click the active icons to view additional details.
12.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## PO Accounting Entries Inquiry

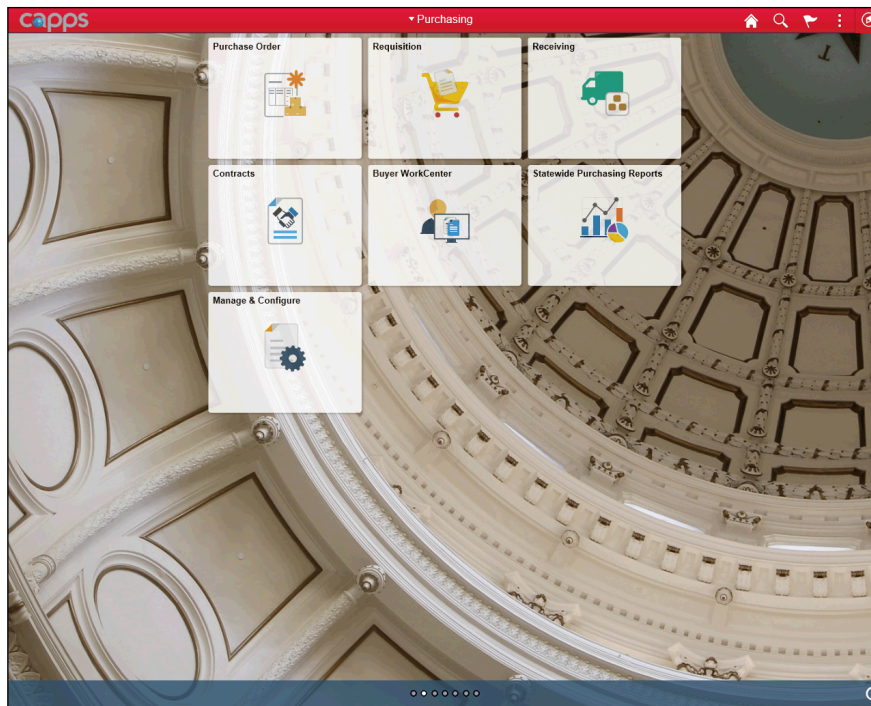
### Section 4 - Lesson 5, Exercise - Scenario 1 - Reviewing POs

The Review PO Information pages provide users view only access to procurement data. This information can be used for checking on the status of transactional procurement documents and related accounting information on procurements.

#### Procedure

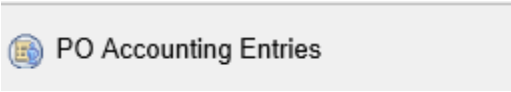



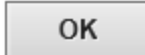

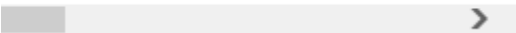


CAPPS provides a group of screens that allow users to get information about a PO without accessing the PO itself. This is useful when specific information is needed, or when a user does not have access to view the PO.

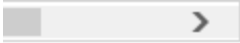
In this topic, you will view accounting entry details created when the PO funds were encumbered.



Step	Action
1.	Click the <b>Purchase Order</b> tile. 



Step	Action
2.	Click the <b>PO Accounting Entries</b> menu. 
3.	Click the <b>Activity Guide Navigation Area</b> button. 
4.	The <b>PO Accounting Entries</b> page provides users a tool for reviewing accounting line entries for Purchase Orders when Commitment Control is enabled. Users can search on various ChartField information to see POs in varying statuses that are associated with the search criteria.
5.	Enter " <b>0000001608</b> " into the <b>From PO ID</b> field. 
6.	Click the <b>OK</b> button. 
7.	The system displays an error message. You must enter the GL Unit value before performing the search.  Click the <b>OK</b> button. 
8.	Enter " <b>09900</b> " into the <b>GL Unit</b> field.
9.	Click the <b>OK</b> button. 
10.	<b>Accounting Entries</b> that meet the search criteria are displayed.
11.	Click the <b>horizontal</b> scrollbar. 
12.	Click the <b>horizontal</b> scrollbar to view the rest of the chartfields used for the encumbrance entry. 
13.	Click the <b>horizontal</b> scrollbar. 

Step	Action
14.	The line amount is also available.
15.	Click the <b>horizontal</b> scrollbar. 
16.	As well as the GL journal ID.
17.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Section 7-Purchasing Reports

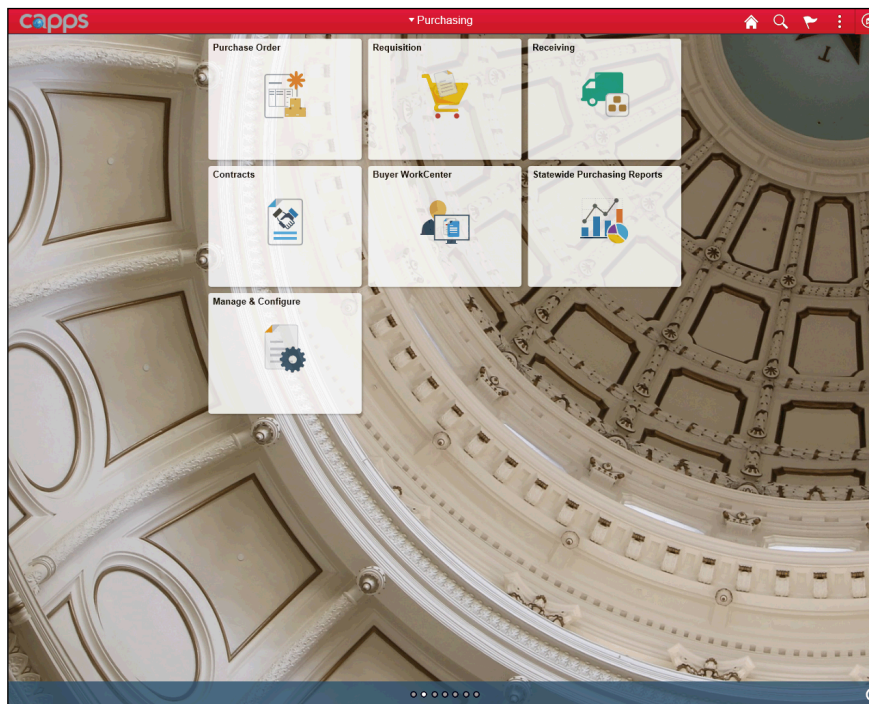
### Running Purchasing Reports


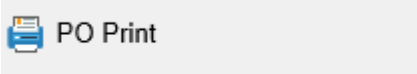



#### Section 5- Lesson 1, Exercise - Scenario 1 - Running Purchasing Reports


#### Procedure



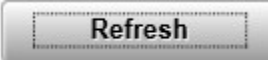

This lesson demonstrates how to run a Purchasing Report.

The lesson contains definitions of each of the CAPPS Statewide Reports, and uses the PO Print Report as an example.



Step	Action
1.	<p>Customized CAPPS Purchasing Reports are available through the <b>Statewide Reports</b> tile.</p> <p>Click the <b>Statewide Purchasing Reports</b> tile.</p> 
2.	<p>Click the <b>PO Print</b> menu.</p> 
3.	<p>A list of reports to which you have access appears. The process for running these reports is basically the same, although the parameters for each will vary. For this exercise, you will run the <b>PO Print Report</b> as an example.</p>
4.	<p>Click the <b>Activity Guide Navigation Area</b> button.</p> 
5.	<p>Click the <b>Add a New Value</b> tab.</p> 
6.	<p>Run Control IDs are used to run system processes.</p> <p>A Run Control ID is an identifier that, along with your User ID, uniquely identifies the process you are running. The Run Control ID provides information used when the process is run.</p> <p>A Run Control ID cannot contain spaces. Use letters or numbers up to 30 characters long.</p> <p>Special characters are not allowed except for the underscore.</p> <p>Enter the desired information into the <b>Run Control ID</b> field. Enter "<b>POPrint1</b>".</p> <p>Run Control ID: <input data-bbox="662 1623 1161 1675" type="text"/></p>
7.	<p>Click the <b>Add</b> button.</p> 



Step	Action
8.	<p>The <b>PO Print Report</b> page appears. Included is a list of parameters that can be used when generating the report.</p> <p>You may use any of the parameters that you desire. For this example, you will print the PO Print Report for Multiple POs.</p>
9.	<p>Click the <b>Look up Business Unit (Alt+5)</b> button.</p> 
10.	<p>Click the <b>09900</b> link.</p> 
11.	<p>Click the <b>Look up To (Alt+5)</b> button.</p> 
12.	<p>Click the <b>09900</b> link.</p> 
13.	<p>Click the <b>Select Multiple PO's</b> link.</p> 
14.	<p>Enter "<b>0000001668</b>" into the <b>PO Number</b> field.</p> 
15.	<p>Enter "<b>0000001670</b>" into the <b>PO Number</b> field.</p> 
16.	<p>Click the <b>OK</b> button.</p> 
17.	<p>Click the <b>Dispatched</b> option.</p> 
18.	<p>Click the <b>Run</b> button.</p> 
19.	<p>Use the <b>Process Scheduler Request</b> page to enter or update parameters, such as report output type and format.</p>
20.	<p>The <b>Description</b> field helps to uniquely identify a process.</p>
21.	<p>The <b>Process Name</b> field displays the name of the process as it appears in the technical definition.</p>
22.	<p>Use the <b>Format</b> field to define the output format for the report. The values are dependent on the process <b>type</b> that is selected.</p> <p>In this example, the default value is PDF. Do not change the defaults.</p>

Step	Action
23.	Click the <b>OK</b> button. 
24.	The report is now running. Notice a <b>Process Instance number</b> displays. This number identifies the process you have just run; you can check its status using Process Monitor.
25.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>
26.	The Process <b>Instance</b> number displays. It helps identify this report or process from others in the list.
27.	The <b>Process Name</b> is the report/process that you just ran.
28.	The current <b>Run Status</b> of this process displays as <b>Queued</b> .  The process will be finished when the <b>Run Status</b> is <b>Success</b> , and the <b>Distribution Status</b> is <b>Posted</b> .
29.	The <b>Refresh</b> button updates the Run Status and Distribution Statuses. The Run and Distribution statuses that indicate that the process is finished is Success and Posted.  Click the <b>Refresh</b> button. 
30.	The process is currently running.
31.	Click the <b>Refresh</b> button. 
32.	The process has finished. The status is <b>Success</b> and <b>Posted</b> . Now you will navigate to <b>Report Manager</b> in order to view the report.
33.	Click the <b>Report Manager</b> link. <a href="#">Report Manager</a>
34.	Click the <b>Administration</b> tab. 
35.	Click the <b>PO_DISPATCH - PO_DISPATCH.pdf</b> link. <a href="#">PO_DISPATCH - PO_DISPATCH.pdf</a>
36.	To save you select the Save Button and navigate to the location on your computer to save the document.
37.	This is PO #1668 and contains two pages.



Step	Action
38.	Click the <b>Vertical</b> scrollbar.
39.	This is page 2 of PO #1668. You can continue scrolling to see the next PO.  Click the <b>Vertical</b> scrollbar.
40.	To save you select the <b>Save</b> Button and navigate to the location on your computer to save the document.  To print you would select the <b>Print</b> icon.
41.	Congratulations! You have successfully completed this exercise. <b>End of Procedure.</b>

### Knowledge Check - Purchasing (W/out Req)



#### PO - Amount Only

 Question
Which of the following is true about an Amount Only PO?
 Response
<p>(Select all that apply)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Generally used for ordering supplies, where the Unit of Measure is Pkg or Ea.</li> <li><input type="checkbox"/> Receiving should be Required.</li> <li><input type="checkbox"/> Unit of Measure should be "Lot".</li> <li><input type="checkbox"/> Receipt entered is based on dollar amount of the invoice, and quantity (of 1) is ignored.</li> <li><input type="checkbox"/> Allows for incremental billing against a single PO line, when services will be provided and billed across a certain timespan, rather than all at once.</li> <li><input type="checkbox"/> Amount Only flag must be checked.</li> </ul>



#### PO - BudCheck

 <b>Question</b>
When should Budget Check be run on a PO?
 <b>Response</b>
(Select all that apply)  <input type="checkbox"/> After it is Approved. <input type="checkbox"/> After it is Changed. <input type="checkbox"/> After it is Closed. <input type="checkbox"/> After it is Finalized. <input type="checkbox"/> After it is Dispatched.



### PO - Change Orders

 <b>Question</b>
Which of the following changes to a PO require that a PO Change Order be created and dispatched to the supplier?
 <b>Response</b>
(Select all that apply)  <input type="checkbox"/> The quantity of items being ordered has changed. <input type="checkbox"/> The description of the item being ordered has changed. <input type="checkbox"/> The LBB information has changed. <input type="checkbox"/> The Receiving Optional flag has been changed to "Required". <input type="checkbox"/> An Inspection is now required upon receipt.

### PO - Close



 <b>Question</b>
One of the statements below about closing a PO is False. Which is the False statement below?
 <b>Response</b>
<p>A. The preferred method for closing a PO is to use the Buyer's Workbench, as it provides messages and functionality that are not available using other methods.</p> <p>B. Once a PO is closed, it can never be reopened.</p> <p>C. Closing POs when they are no longer needed helps enhance system performance by excluding them from most searches.</p> <p>D. A PO should not be closed if any additional activity, such as payments or change orders, is expected.</p>

### PO - Contracts



 <b>Question</b>
Procurement Contracts should be created by copying lines from approved Requisitions.
 <b>Response</b>
<p>A. True</p> <p>B. False</p>

### PO - Create PO Without Req





 <b>Question</b>
When a PO is entered, what information can be set as a PO Default?
 <b>Response</b>
(Select all that apply)  <input type="checkbox"/> The supplier <input type="checkbox"/> Accounting Distribution (Account, Fund, etc.) <input type="checkbox"/> NIGP Item and NIGP Class <input type="checkbox"/> Receiving requirement (e.g. optional, required, etc.) <input type="checkbox"/> PO and Accounting Date <input type="checkbox"/> Ship To Location <input type="checkbox"/> PCC Code



### PO - Encumbrance

 <b>Question</b>
During which of the following steps is the encumbrance created?
 <b>Response</b>
A. When the Requisition is Budget Checked. B. When the PO is Approved. C. When the PO is Budget Checked. D. When the PO is Dispatched.



### PO - Finalize

 <b>Question</b>
To release a remaining Encumbrance after a PO has been Received and Paid, you should finalize the PO at the Header Level.
 <b>Response</b>
A. True B. False

### PO - ProCard without Req

 <b>Question</b>
Which of the following is true about a ProCard PO?
 <b>Response</b>
(Select all that apply)  <input type="checkbox"/> Dispatch Method should be set to Print, but it should not be sent to the supplier. <input type="checkbox"/> It is an internal document only, which is use to track ProCard transactions. <input type="checkbox"/> A custom CAPPS header field is used to identify the PO as a “ProCard Summary Doc”. <input type="checkbox"/> Only one ProCard transaction should be entered on each PO. <input type="checkbox"/> The supplier for each purchase should be entered as the Supplier for the PO. <input type="checkbox"/> The supplier in the PO header should be the bank who issued the ProCard, currently CitiBank.

### PO - Release Enc

 <b>Question</b>
Which of the following actions releases an Encumbrance?
 <b>Response</b>
(Select all that apply)  <input type="checkbox"/> Budget checking a voucher to pay the supplier's invoice. <input type="checkbox"/> Finalizing the Voucher <input type="checkbox"/> Finalizing the PO <input type="checkbox"/> Budget Checking the Requisition