

## Purchase Order Pages

The following screenshots are provided to supplement the ASSIST step-by-step procedures to create a purchase order in the Financial System. Be sure to sign up for the Purchasing Experience course to gain access to the training database and practice with the pages to “experience” the process. The facilitator can also assist you with your specific questions.

The screenshot shows the 'Purchase Order' menu on the left, with 'Maintain Purchase Orders' selected. The main area is the 'PO Sign-On Page', which includes a search bar for 'Business Unit' (set to UNIV) and 'Purchase Order' (set to NEXT). There are buttons for 'Add', 'Find an Existing Value', and 'Add a New Value'.

The screenshot shows the 'PO Page' with a 'Schedule' tab selected. The form includes fields for Unit (UNIV), PO (NEXT), PO Date (07/01/2011), Vendor, \*ID, \*UOM, \*Category, and \*Buyer. It also shows PO Status (Initial), Receipt (Not Recvd), and Budget Status (Not Chk'd). A table with one line item is visible, and a summary section shows Merchandise, Adj Amt (0.00), Total Amount, USD, and Backorder Status (None). Navigation buttons like Save, Notify, and Refresh are at the bottom.

Line	Item	Description	PO Qty	*UOM	Category	Amount	Curr	Status
1								Active

## PO Defaults Page

### Purchase Order Defaults

Unit: UNIV PO: NEXT

Default Options  
 Default  Override

Line/Sched Defaults

Ship To:

Due Date:  Original Promise Date:

Ship Via: BEST Freight Terms Code: DEST/PPD

TRFT Rule:  Freight Charge Method:

Category:  Unit of Measure:

Distribute by: SpeedChart:

Distribution Customize | Find | View All | First 1 of 1 Last

Dist	Percent	GL Unit	Org	Fund	Acct	Pri/Grt	Program	UserDef	Budget Date	Location	LN Unit
1		UNIV				Pri/Grt			07/01/2011		

[One Time Address](#)

OK Cancel Refresh

## PO Schedule Page

Unit: UNIV PO: NEXT

PO Date: 07/01/2011 PO Status: Initial Receipt: Not Recvd Budget Status: Not Chkd

PO Form Schedule

Lines Find | View All | First 1 of 1 Last

Line: 1 Item:

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

Sel	Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
<input checked="" type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00000	0.000	Active

PO Qty: UOM: Amount:

[Ship To Comments](#) [Ship To Address](#) [One Time Address](#) [Sales/Use Tax](#) [Schedule VAT](#)  
[Schedule Details](#) [Price Adjustment](#) [Misc. Charges](#) [Schedule RTV](#) [Distributions](#) [Backorder PO](#)

Save Notify Refresh Add Update/Display

[PO Form](#) | [Schedule](#)

PO Header Comments

PO Header Comments Page

Unit: UNIV PO: NEXT

Comments Find | View All First 1 of 1 Last

Active Only \*Sort Methd: Comment Time Sta \*Sort Seq: Ascending

Comments:

Send to Vendor  Shown at Receipt  Shown at Voucher

Associated Document

File Name: File Extension:

[Standard Comments](#) GoTo Source Fetch Item Specs

OK Cancel Refresh

PO Matching Page

PO Matching --

Unit: UNIV PO: NEXT

Match Status

To Match

Match Options

\*Match Action: Standard \*ERS Action: No

Match Rule: OS\_2WAYX10

OK Cancel Refresh

PO Header Details

PO Header Details Page

Unit: UNIV PO: NEXT

Header Details

Vendor: PO Date: 07/01/2011 Budget Status: Not Chk'd

\*PO Type: GEN PO Ref:

Billing Location: 360-2010 Billing Address Origin:

Tax Exempt ID: EXEMPT Letter of Credit ID:

Currency

Currency Code: USD Exchange Rate Detail

Rate Date: 07/01/2011 Exchange Rate: 1.00000000

Rate Type: CRRNT Base Currency: USD

Process Control Option

Hold From Further Processing Acctg Date: 07/01/2011

Dispatch \*Method:

Accounting Template: STANDARD

Contract Info

Contract Type: ID:

Vendor Details -- CLARA I BROWN INTERIORS

Vendor Details Page

Unit: UNIV PO: NEXT

\*Location: COLUMBUS0 Terms: 30D Net 30 Days

\*Address: 1 Address Details

Basis Dt Type: Inv Date

Contact: Contact Details

Salesperson: Salesperson Details

Details

Country: USA United States Prefix: Phone:

Address 1: 111 W NATIONWIDE BLVD STE DC-9

Address 2: Prefix:

Address 3: Fax:

City: COLUMBUS

County: Postal: 43215-2547

State: OH Ohio

OK Cancel Refresh