

A banner with a green and blue abstract background featuring glowing lines and particles. The text "CAPPS Financials" is in white and "End-User Training (EUT)" is in dark red.

# **CAPPS Financials**

## **End-User Training (EUT)**

EUT Course - 306  
Purchase Order Processing

PeopleSoft Version 9.2  
Version 2 – November 2016

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## Purchasing for Buyers

### 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.

### Creating 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.**

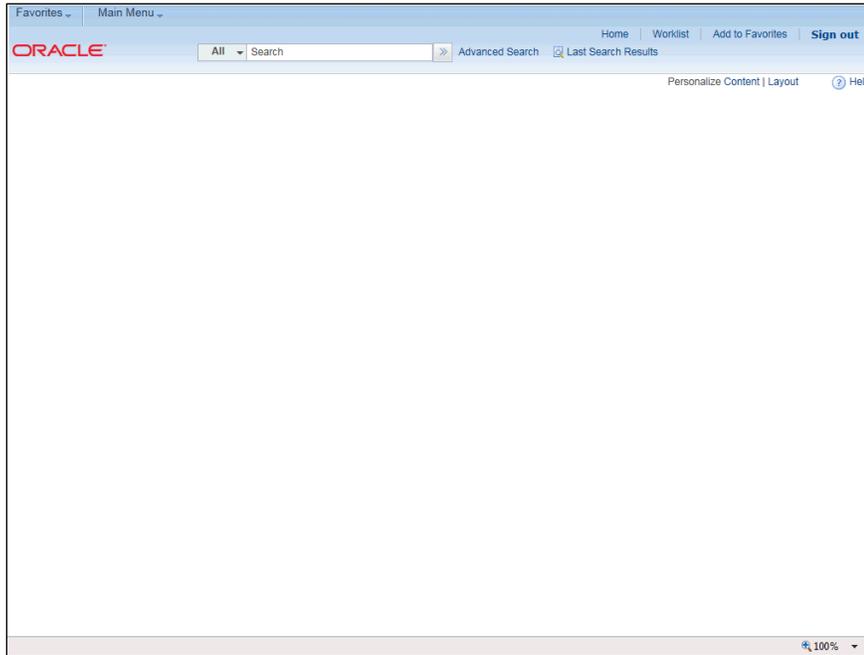
Procurement contracts may be established at the:

- 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.

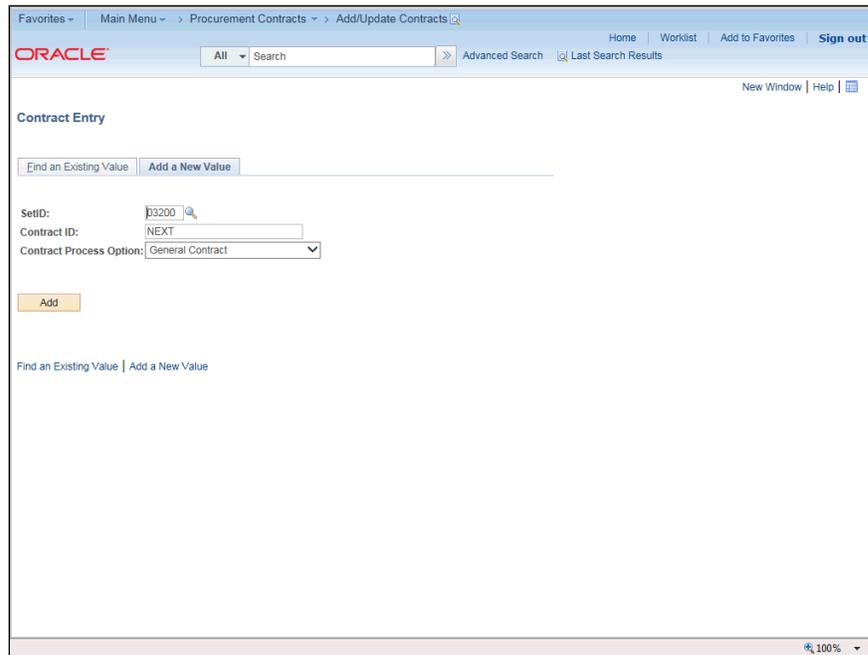
#### Procedure

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

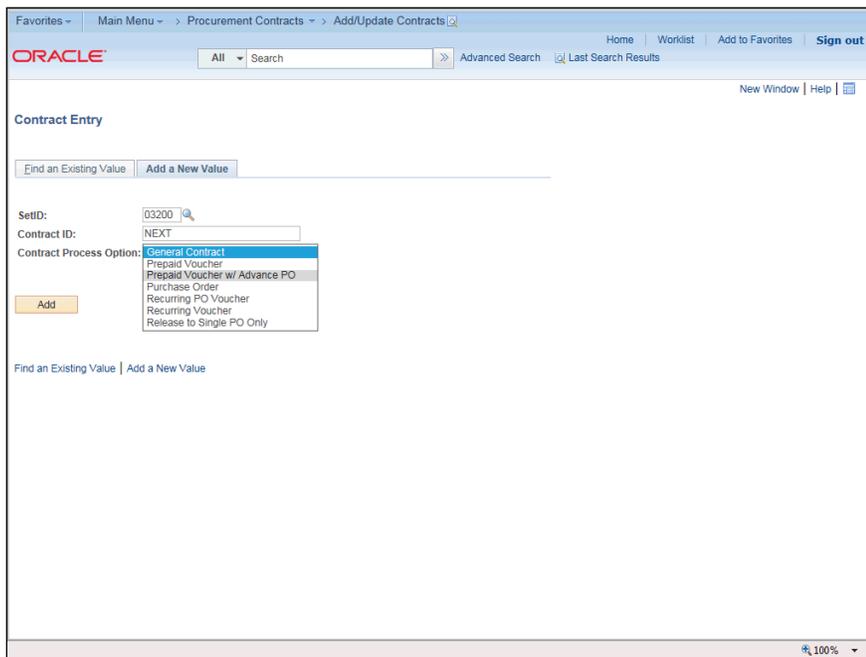


| Step | Action  |
|------|---|
| 1.   | Begin by navigating to the <b>Add/Update Contracts</b> page.<br>Click the <b>Main Menu</b> button.<br> |
| 2.   | Click the <b>Scroll Down</b> button.<br>   |
| 3.   | Click the <b>Procurement Contracts</b> menu.<br>   |
| 4.   | Click the <b>Add/Update Contracts</b> menu.<br>  |
| 5.   | Notice the <b>SetID</b> defaults based on your User Preferences.  |

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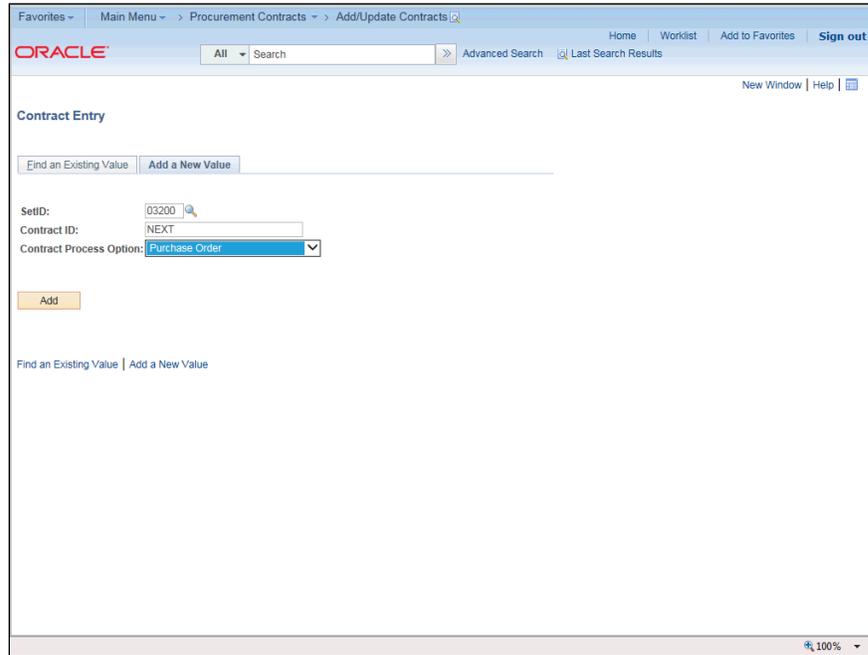


| Step | Action  |
|------|---|
| 6.   | <p>In the <b>Contract ID</b> field, <b>NEXT</b> indicates that the next available contract ID will be assigned to the contract when you save it.</p> <p><b>Note:</b> Not all agencies have their systems configured to utilize auto-numbering. If an agency requires manual entry of a contract number, this field is where you would enter the agency defined number.</p> <p>In this training, you will use the auto-numbering functionality.</p> <p>Click the <b>Contract Process Option</b> list to view the list of valid values options.</p> <p><b>Contract Process Option:</b> <span style="border: 1px solid red; padding: 2px;">General Contract</span> ▼</p> |

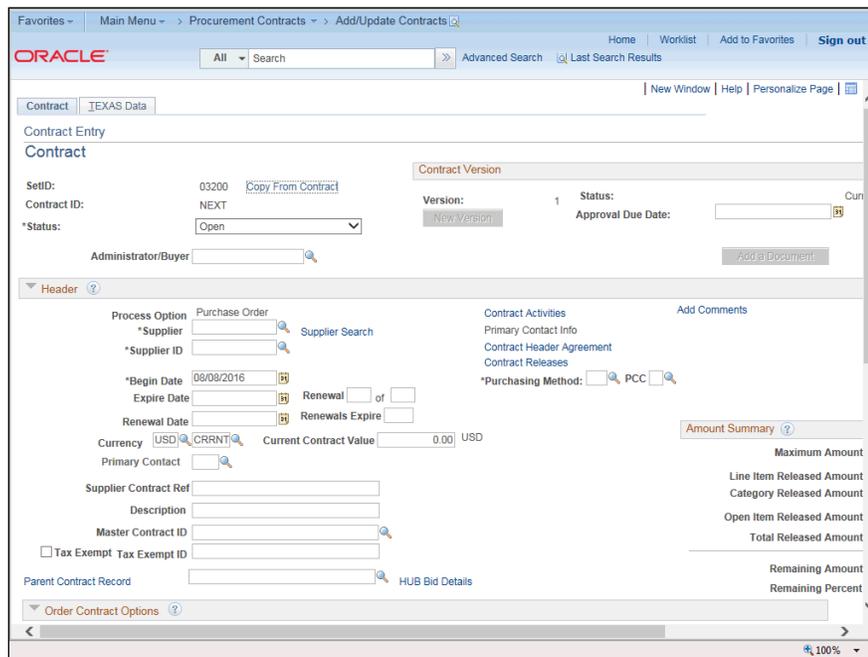


| Step | Action   |
|------|--|
| 7.   | <p>There are two available <b>Contract Processing Options</b> for a standard Procurement Contract. Both have the same processing options within CAPPS and can be used for internal reporting purposes to identify the different types of contracts:</p> <ul style="list-style-type: 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.</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> <p>Click the <b>Purchase Order</b> list item.</p> <p><b>Purchase Order</b></p> |

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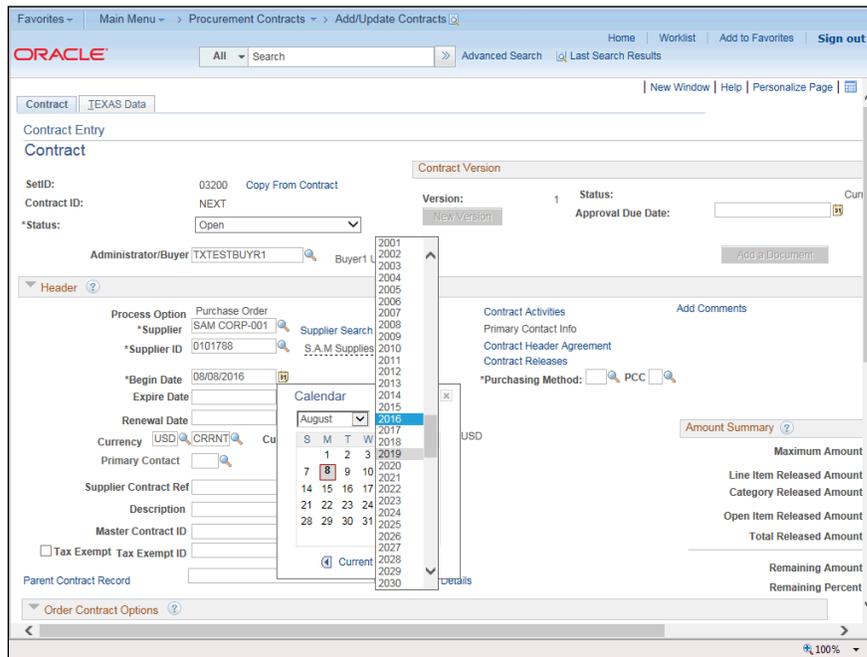
| Step | Action  |
|------|---|
| 8.   | Click the <b>Add</b> button to enter a new purchase order contract in SetID 03200.<br>   |
| 9.   | Use the <b>Contract</b> page to enter header and line item information for the contract   |
| 10.  | The <b>Status</b> field enables you to select the contract 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. |



| Step | Action   |
|------|--|
| 11.  | Click the <b>Look up Administrator/Buyer (Alt+5)</b> button.<br>  |
| 12.  | Click the <b>TXTESTBUYR1</b> link.<br>  |
| 13.  | After your contract has been approved and saved, a <b>New Version</b> button will appear on the <b>Contract Entry</b> screen. To create a new version, click the New Version button.   |
| 14.  | To view all suppliers, click the <b>Supplier</b> button.<br>  |
| 15.  | Click the <b>S.A.M Supplies Corp</b> link.<br>  |
| 16.  | The Begin Date and Expire Date on the contract record are defined as:<br><br><b>Begin Date:</b> The date the contract term should begin. PO award date may not be prior to the Begin Date.<br><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. |

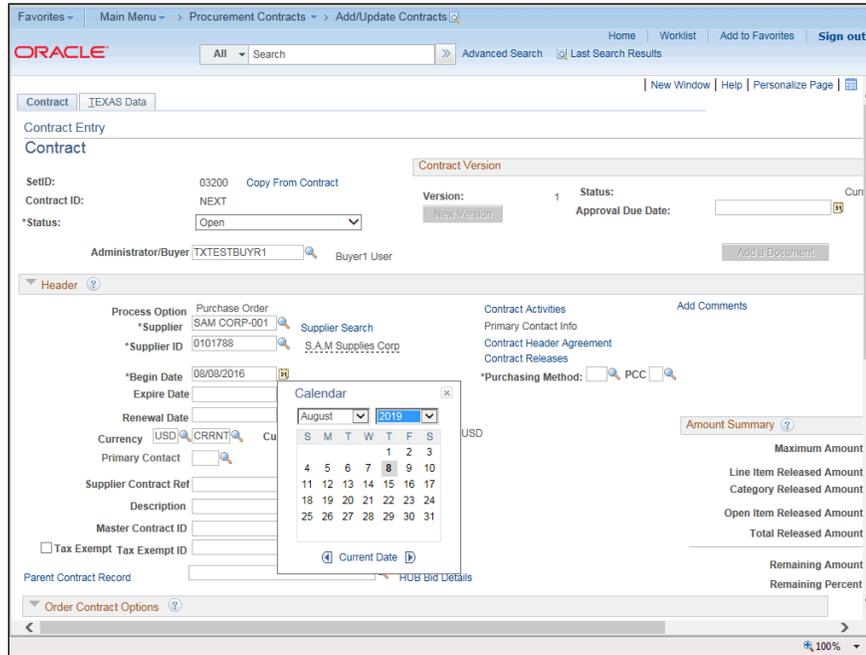
## EUT Course

| Step | Action  |
|------|---|
| 17.  | Click the <b>Choose a date (Alt+5)</b> button.<br> |
| 18.  | Click the year drop down list.<br>                 |



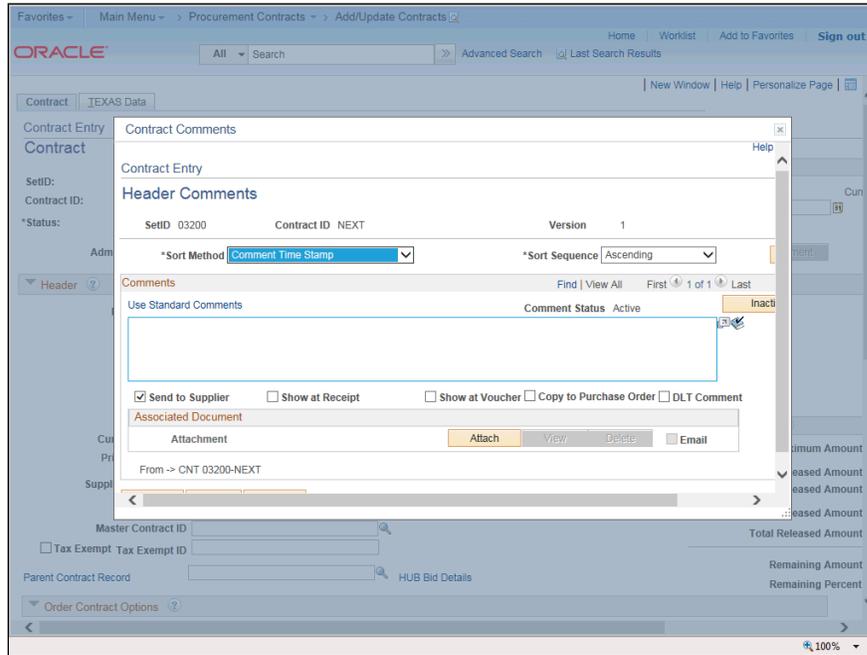
The screenshot shows the Oracle CAPPS Financials interface for a contract entry. The 'Contract Entry' section is active, displaying fields for Contract ID (NEXT), Status (Open), and Administrator/Buyer (TXTESTBUYR1). A calendar pop-up is open over the 'Begin Date' field, showing the year 2016 selected. The interface includes various tabs and sections for contract details, activities, and amount summaries.

| Step | Action  |
|------|---|
| 19.  | Click the <b>2019</b> list item.<br> |

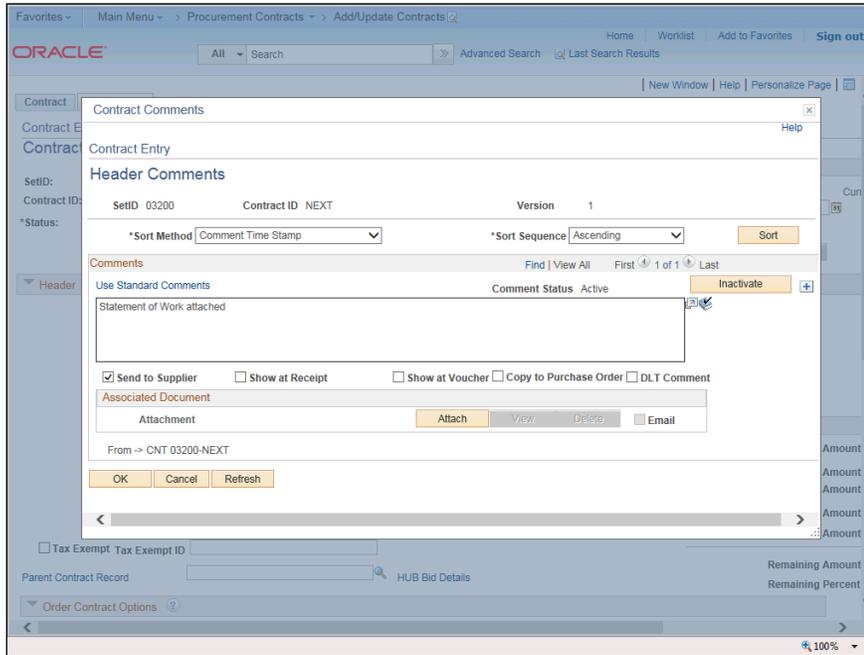


| Step | Action   |
|------|--|
| 20.  | Click the <b>30</b> link.<br><b>30</b>   |
| 21.  | The <b>Add Comments</b> hyperlink provides the ability to attach documents associated with the contract and associate any Descriptive Legal Text (DLT). Associated documents may include any Statement of Work. or bid tabulation that may impact the specific contract.<br><br>Click the <b>Add Comments</b> link.<br><b>Add Comments</b> |

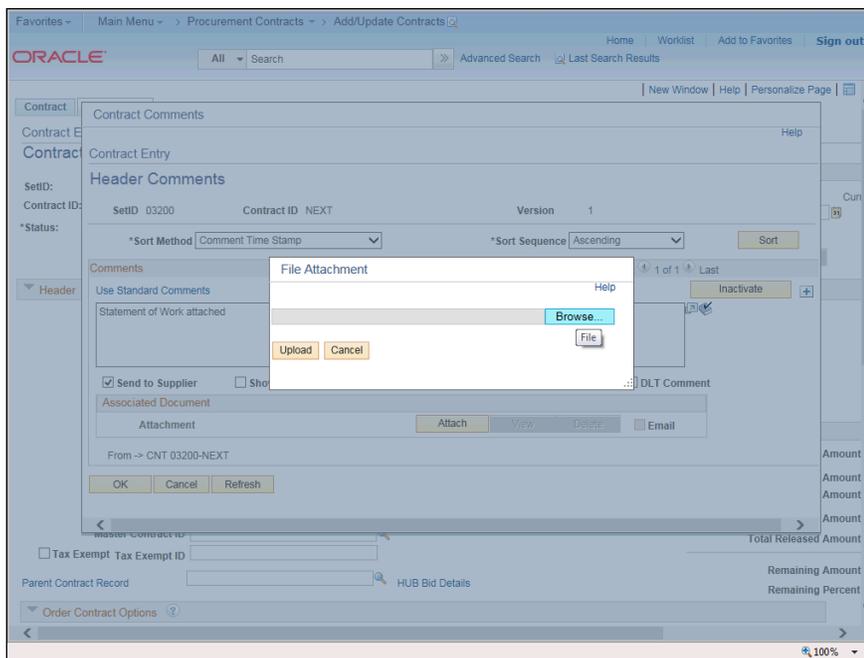
## EUT Course



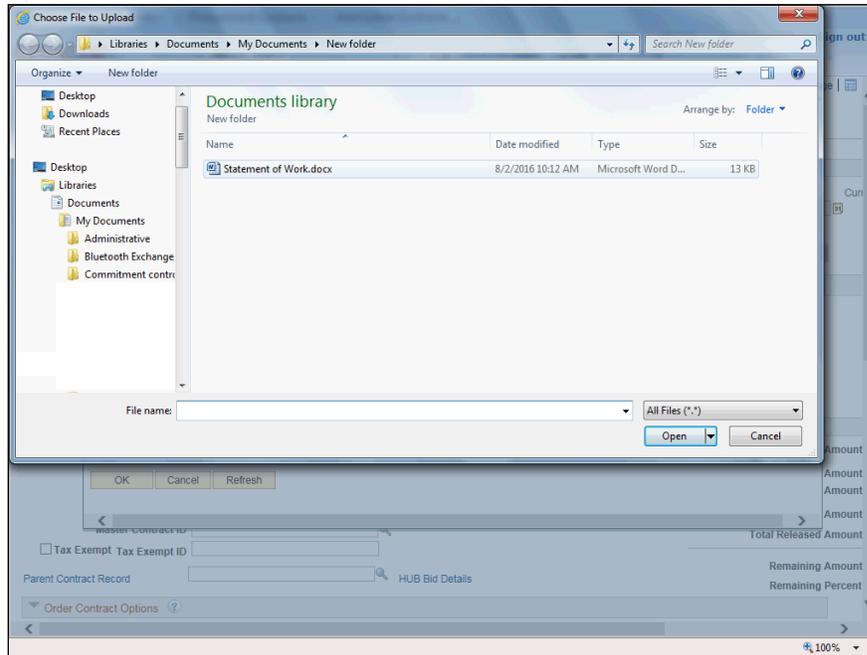
| Step | Action   |
|------|--|
| 22.  | Enter the desired information into the <b>Active</b> field. Enter " <b>Statement of Work attached</b> ".<br>Use Standard Comments <span style="float: right;">Comment Status Active</span><br><div style="border: 2px solid red; height: 40px; width: 100%; margin-top: 5px;"></div> |

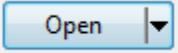


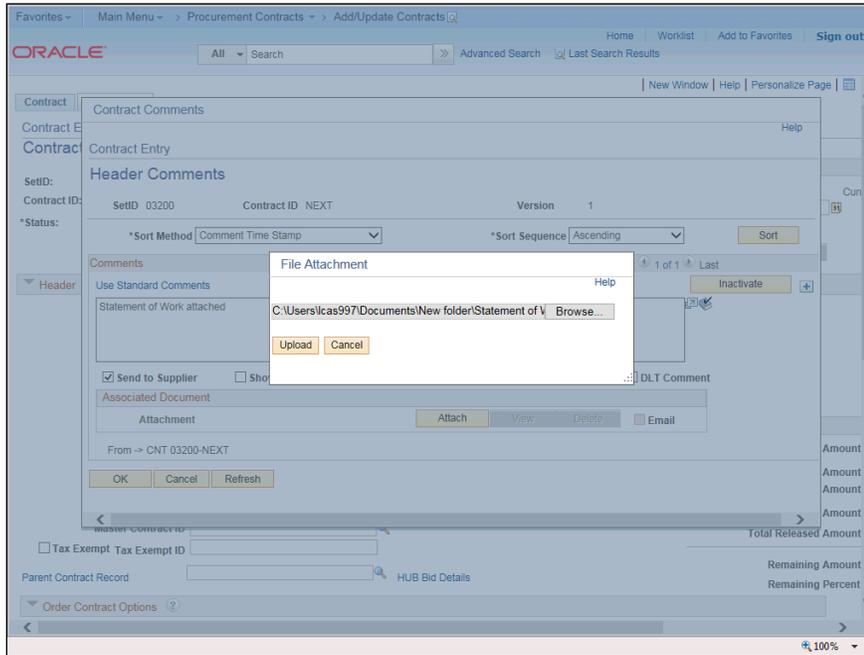
| Step | Action   |
|------|--|
| 23.  | Click the <b>Attach</b> button.<br> |



| Step | Action  |
|------|---|
| 24.  | Click the <b>Browse</b> button to search for your document. <div style="text-align: right; margin-top: 10px;"> <a href="#">Help</a> </div>  |

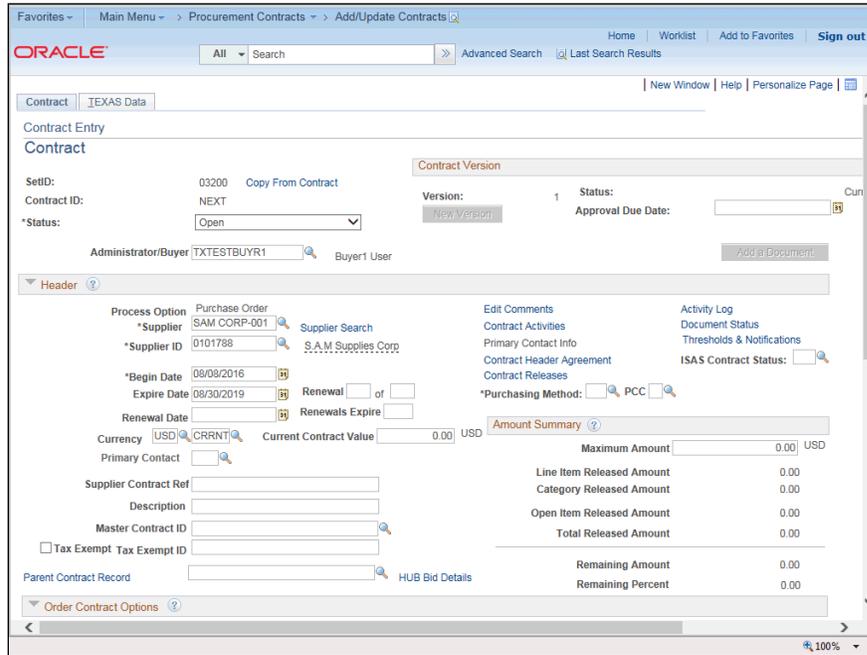


| Step | Action   |
|------|--|
| 25.  | Click the <b>Statement of Work.docx</b> list item.   |
| 26.  | Click the <b>Open</b> button. <div style="margin-top: 10px;">  </div> |



| Step | Action   |
|------|--|
| 27.  | Click the <b>Upload</b> button.<br> |
| 28.  | Click the <b>OK</b> button.<br>     |

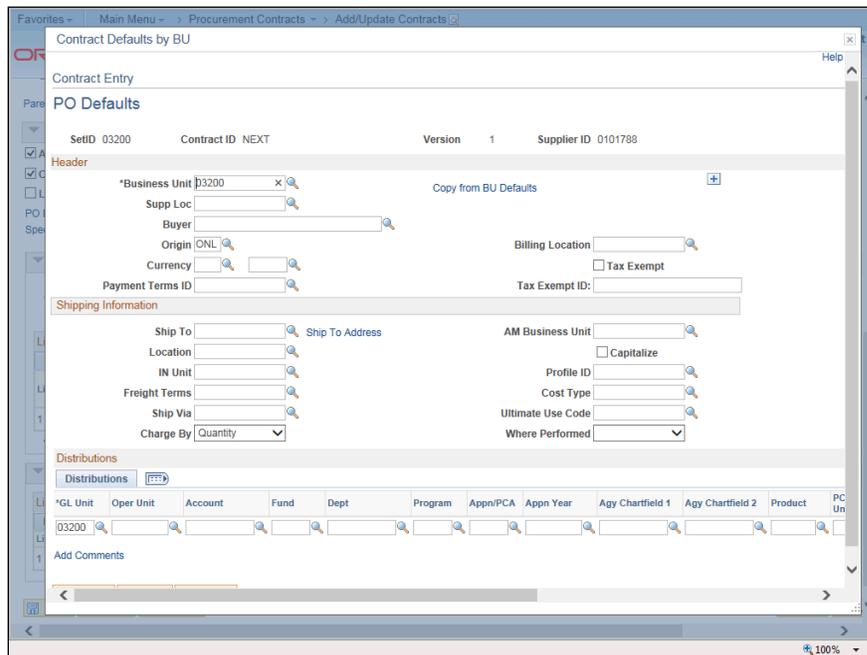
## EUT Course



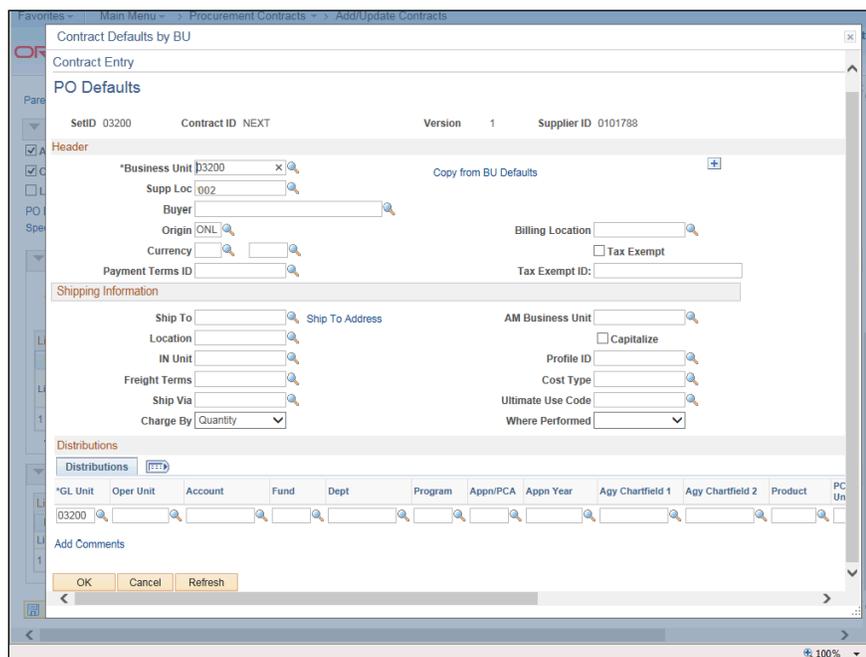
| Step | Action  |
|------|---|
| 29.  | <p>The <b>Purchasing Method</b> is added to the Procurement Contract header record/page and included on all purchase order lines generated from the Contract.</p> <p>Click the <b>Look up Purchasing Method (Alt+5)</b> button.</p>  |
| 30.  | <p>Click the <b>Delegated Purchase</b> link.</p> <p><a href="#">Delegated Purchase</a></p>  |
| 31.  | <p>The PCC field has been added to the Contract Entry page and is a required field.</p> <p>To view all PCC codes, click the <b>Look up PCC (Alt+5)</b> button.</p>   |
| 32.  | <p>Click the <b>Goods \$5,000.01-\$25,000.00</b> link.</p> <p><a href="#">Goods \$5,000.01-\$25,000.00</a></p>  |

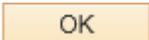
| Step | Action  |
|------|---|
| 33.  | <p>The <b>ISAS Contract Status</b> provides a clear view of where the contract currently is within the contract lifecycle.</p> <p>For contracts which are LBB reportable, this field determines whether the contract will be included on the interface as a new contract 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 ISAS Contract Status (Alt+5)</b> button.</p>                      |
| 34.  | <p>Click the <b>Initial Execution</b> link.</p>    |
| 35.  | <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.<br/>Enter "<b>50000</b>"</p>  |
| 36.  | <p>The <b>Maximum Amount</b> field is defined as including 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 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>  |
| 37.  | <p>Click in the <b>Maximum Amount</b> field.</p>   |
| 38.  | <p>Enter the desired information into the <b>Maximum Amount</b> field. Enter "<b>50,000.00</b>".</p>   |
| 39.  | <p>Click in the <b>Description</b> field.</p>    |

| Step | Action   |
|------|--|
| 40.  | <p>The Description 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>For those contracts meeting LBB reporting criteria, please note that the interface file is comma delimited. This description field CANNOT contain commas or the file will become corrupted and will be rejected by LBB.</p> <p>Enter the desired information into the <b>Description</b> field. Enter "<b>FY17-19 Purchase</b>".</p> <p><b>Description</b> <input style="border: 1px solid red; width: 200px; height: 15px;" type="text"/></p>   |
| 41.  | Click the vertical scrollbar to enter PO Default information.  |
| 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>For those contracts that are LBB reportable, if the mail code is not associated at the contract level, the supplier record will not be contained on the open LBB record. LBB is only associating contract records with the full supplier ID, including mail code. If the mail code is not associated, users will need to associate the vendor on the LBB database record manually.</p> <p>Click the <b>PO Defaults</b> link.</p> <p><b>PO Defaults</b></p> |

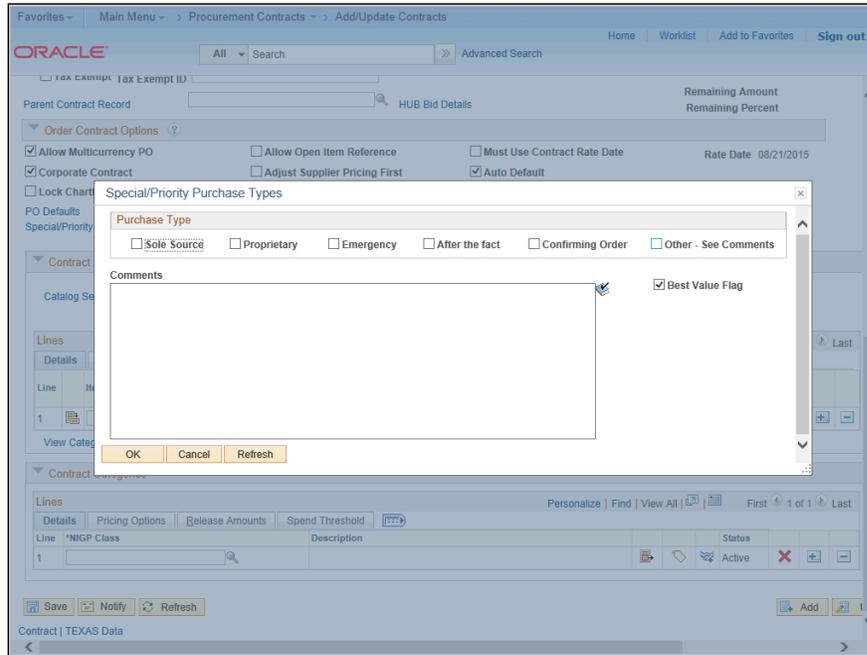


| Step | Action   |
|------|--|
| 43.  | Look up Supplier Location information.<br>Click the <b>Supp Loc</b> button.<br> |
| 44.  | Click the <b>002</b> link.<br>  |



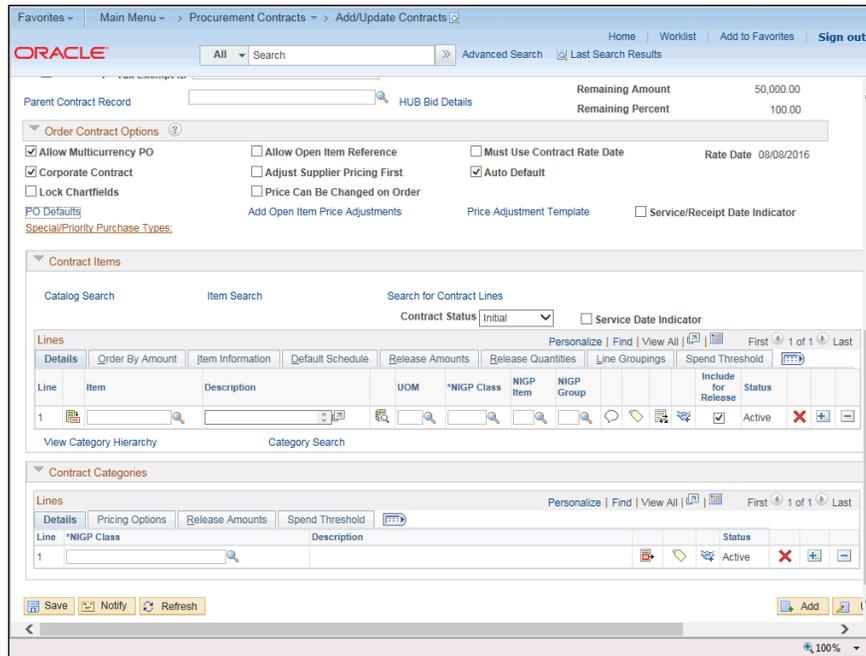
| Step | Action   |
|------|--|
| 45.  | Click the <b>OK</b> button to close the PO Default window.<br>  |
| 46.  | The <b>Special/Priority Purchase Types</b> link allows users to identify purchases as Emergency, Proprietary, Sole Source, Best Value. Justifications for these purchase types are required.<br><br>This is a requirement pursuant to TxGov't Code 2101.041. |

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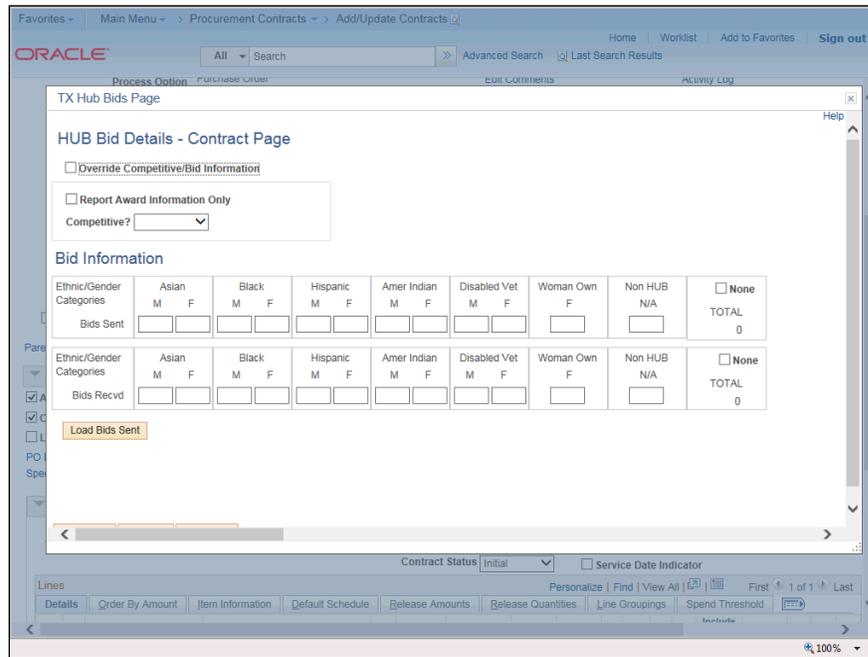
| Step | Action   |
|------|--|
| 47.  | <p>If any of these conditions apply, be sure to select the appropriate checkbox, and add comments.</p> <p>Click the <b>Best Value Flag</b> option.</p> <p><input checked="" type="checkbox"/> <b>Best Value Flag</b></p> |
| 48.  | <p>Click in the <b>Comments</b> field.</p> <p>Comments</p> <div style="border: 1px solid red; height: 100px; width: 100%;"></div>  |
| 49.  | <p>Enter the desired information into the <b>Comments</b> field. Enter "<b>Best value award for a very good reason</b>".</p> <p>Comments</p> <div style="border: 1px solid red; height: 100px; width: 100%;"></div>      |

| Step | Action   |
|------|--|
| 50.  | Click the <b>OK</b> button.<br> |



| Step | Action   |
|------|--|
| 51.  | <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> |

## EUT Course



Oracle CAPPS Financials - HUB Bid Details - Contract Page

Process Option: Procurement Contracts - Add/Update Contracts

TX Hub Bids Page

HUB Bid Details - Contract Page

Override Competitive/Bid Information

Report Award Information Only

Competitive? ▼

**Bid Information**

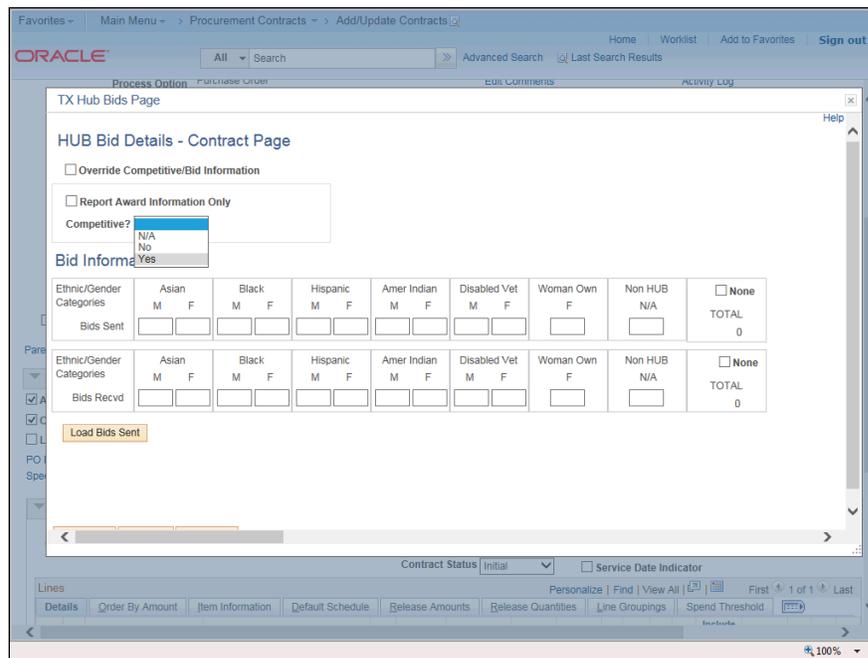
| Ethnic/Gender Categories | Asian |   | Black |   | Hispanic |   | Amer Indian |   | Disabled Vet |   | Woman Own | Non HUB | None | TOTAL |
|--------------------------|-------|---|-------|---|----------|---|-------------|---|--------------|---|-----------|---------|------|-------|
|                          | M     | F | M     | F | M        | F | M           | F | M            | F |           |         |      |       |
| Bids Sent                |       |   |       |   |          |   |             |   |              |   |           |         |      | 0     |
| Bids Recvd               |       |   |       |   |          |   |             |   |              |   |           |         |      | 0     |

Load Bids Sent

Contract Status: Initial  Service Date Indicator

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

| Step | Action   |
|------|--|
| 52.  | Click the <b>Competitive?</b> list.<br><b>Competitive?</b> <span style="border: 1px solid red; padding: 2px;">▼</span> |



Oracle CAPPS Financials - HUB Bid Details - Contract Page

Process Option: Procurement Contracts - Add/Update Contracts

TX Hub Bids Page

HUB Bid Details - Contract Page

Override Competitive/Bid Information

Report Award Information Only

Competitive? N/A  
No  
Yes

**Bid Information**

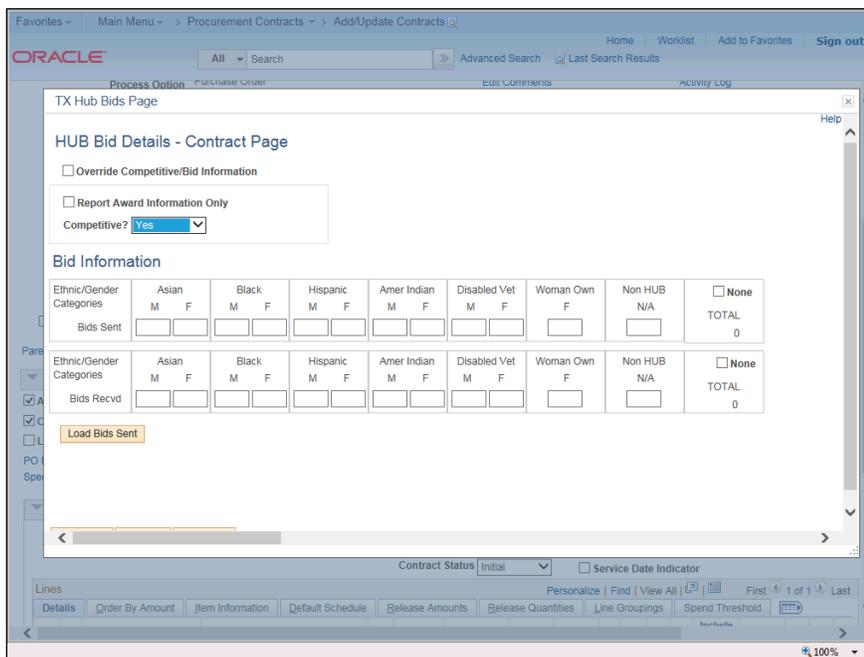
| Ethnic/Gender Categories | Asian |   | Black |   | Hispanic |   | Amer Indian |   | Disabled Vet |   | Woman Own | Non HUB | None | TOTAL |
|--------------------------|-------|---|-------|---|----------|---|-------------|---|--------------|---|-----------|---------|------|-------|
|                          | M     | F | M     | F | M        | F | M           | F | M            | F |           |         |      |       |
| Bids Sent                |       |   |       |   |          |   |             |   |              |   |           |         |      | 0     |
| Bids Recvd               |       |   |       |   |          |   |             |   |              |   |           |         |      | 0     |

Load Bids Sent

Contract Status: Initial  Service Date Indicator

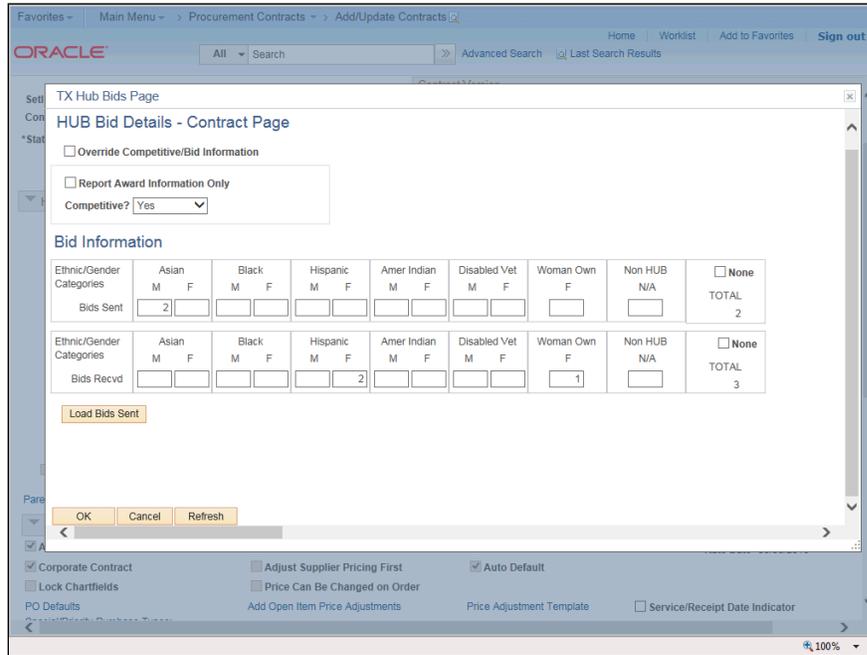
Lines: Personalize | Find | View All | First | 1 of 1 | Last

| Step | Action   |
|------|--|
| 53.  | Click the <b>Yes</b> list item.<br> |



| Step | Action   |
|------|--|
| 54.  | Enter the desired information into the <b>Ethnic/Gender Categories&gt;Bids Sent&gt;M</b> field. Enter "2" in the M box.<br> |
| 55.  | Enter the desired information into the <b>Ethnic/Gender Categories&gt;Bids Rec'vd&gt;Hispanic F</b> field. Enter "2".<br>   |
| 56.  | Enter the desired information into the <b>Ethnic/Gender Categories&gt;Bids Rec'vd&gt;Woman Own F</b> field. Enter "1".<br>  |

## EUT Course



The screenshot shows the 'HUB Bid Details - Contract Page' in the Oracle CAPPS system. It includes a search bar, navigation tabs, and a 'Bid Information' section with two tables. The first table shows 'Bids Sent' with a total of 2, and the second table shows 'Bids Recvd' with a total of 3. There are 'OK', 'Cancel', and 'Refresh' buttons at the bottom of the window.

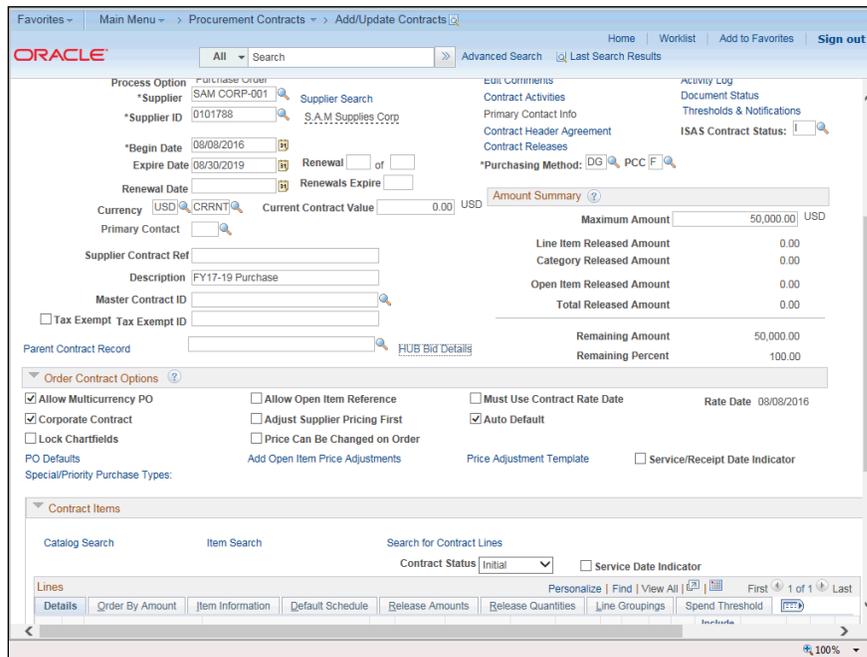
| Ethnic/Gender Categories | Asian |   | Black |   | Hispanic |   | Amer Indian |   | Disabled Vet |   | Woman Own | Non HUB | None | TOTAL |
|--------------------------|-------|---|-------|---|----------|---|-------------|---|--------------|---|-----------|---------|------|-------|
|                          | M     | F | M     | F | M        | F | M           | F | M            | F | F         | N/A     |      |       |
| Bids Sent                | 2     |   |       |   |          |   |             |   |              |   |           |         | 2    |       |

| Ethnic/Gender Categories | Asian |   | Black |   | Hispanic |   | Amer Indian |   | Disabled Vet |   | Woman Own | Non HUB | None | TOTAL |
|--------------------------|-------|---|-------|---|----------|---|-------------|---|--------------|---|-----------|---------|------|-------|
|                          | M     | F | M     | F | M        | F | M           | F | M            | F | F         | N/A     |      |       |
| Bids Recvd               |       |   |       |   | 2        |   |             |   |              |   | 1         |         | 3    |       |

| Step | Action  |
|------|---|
| 57.  | Click the <b>OK</b> button to close the HUB Bid Details page. |

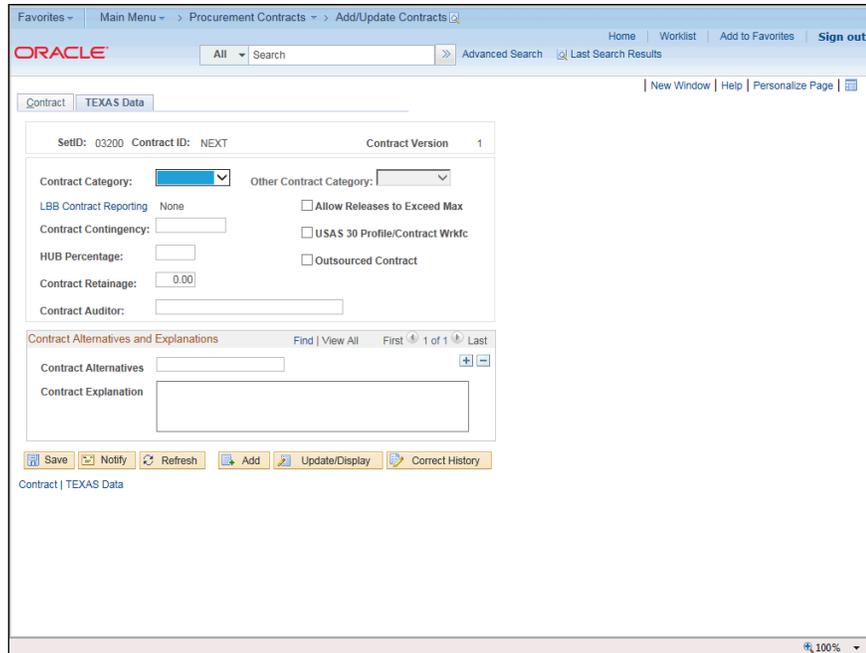




The screenshot shows the 'Contract Details' page in the Oracle CAPPS system. It displays contract information such as Supplier ID (0101788), Supplier (S.A.M. Supplies Corp), and Contract Value (0.00 USD). It also includes an 'Amount Summary' table and various contract options.

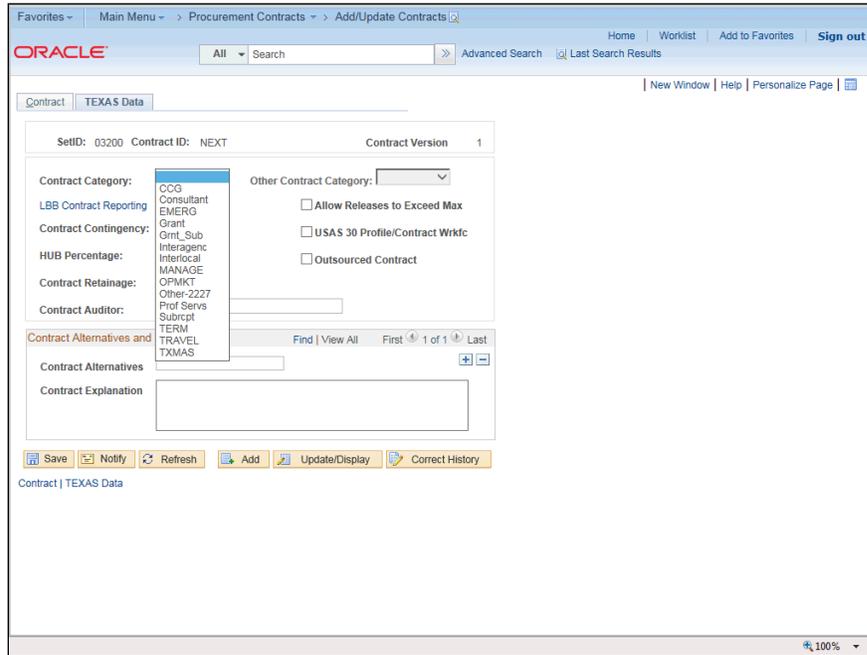
| Contract Status | Remaining Amount | Remaining Percent |
|-----------------|------------------|-------------------|
| Initial         | 50,000.00        | 100.00            |

| Step | Action  |
|------|---|
| 58.  | Click the vertical scrollbar to top of page and select the <b>TEXAS Data</b> tab.                                     |
| 59.  | Click the <b>TEXAS Data</b> tab.<br> |



| Step | Action   |
|------|--|
| 60.  | A Contract Category field should be assigned for the contract. The current categories available for selection include: CCG, Consultant, Emergency, Grant, Grant Subrecipient, Interagency, Interlocal, Managed, Open Market, Other-2227 (Goods or Services), Professional Services, Subrecipient, Term, Travel, or TXMAS.<br><br>Click the <b>Contract Category</b> list.<br><b>Contract Category:</b>  |

## EUT Course



Oracle CAPPS Financials - Add/Update Contracts

SetID: 03200 Contract ID: NEXT Contract Version: 1

Contract Category: **Other-2227** (Selected)

Other Contract Category: [Dropdown]

Contract Contingency: [Dropdown]

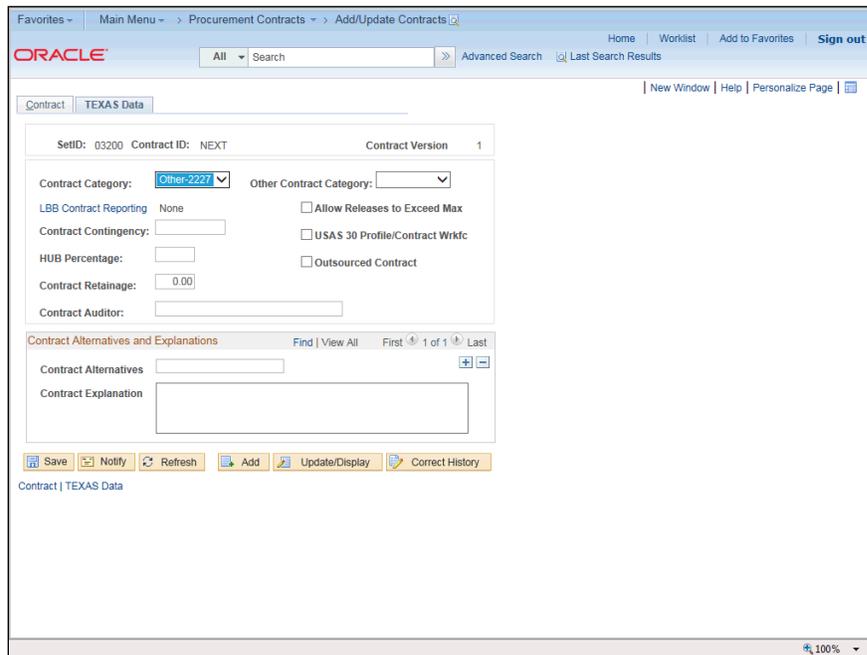
Contract Retainage: [Text Field]

Contract Auditor: [Text Field]

Contract Alternatives and Explanations: [List/Text Area]

Buttons: Save, Notify, Refresh, Add, Update/Display, Correct History

| Step | Action                                 |
|------|--|
| 61.  | Click the <b>Other-2227</b> list item. |



Oracle CAPPS Financials - Add/Update Contracts

SetID: 03200 Contract ID: NEXT Contract Version: 1

Contract Category: **Other-2227** (Selected)

Other Contract Category: [Dropdown]

LBB Contract Reporting: None

Contract Contingency: [Text Field]

HUB Percentage: [Text Field]

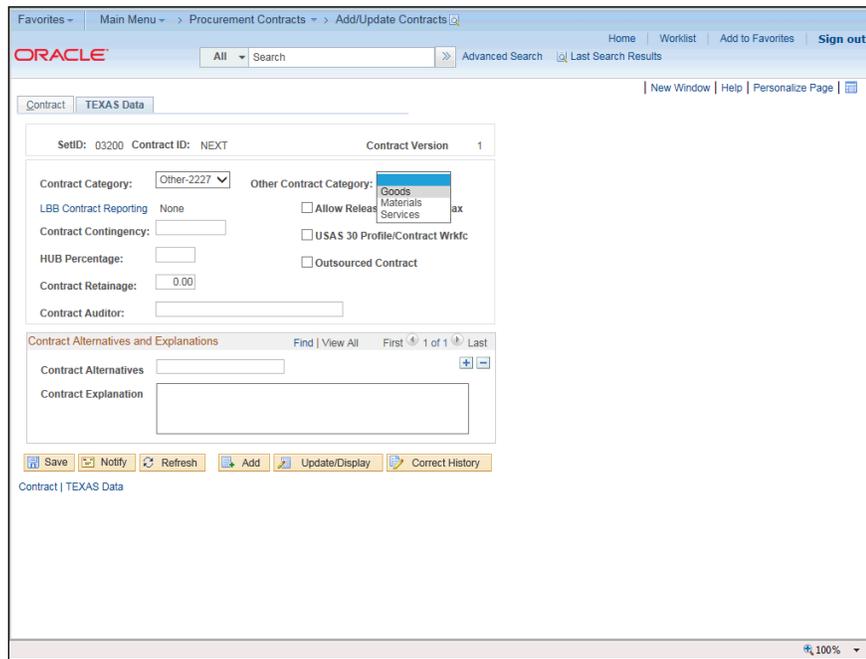
Contract Retainage: 0.00

Contract Auditor: [Text Field]

Contract Alternatives and Explanations: [List/Text Area]

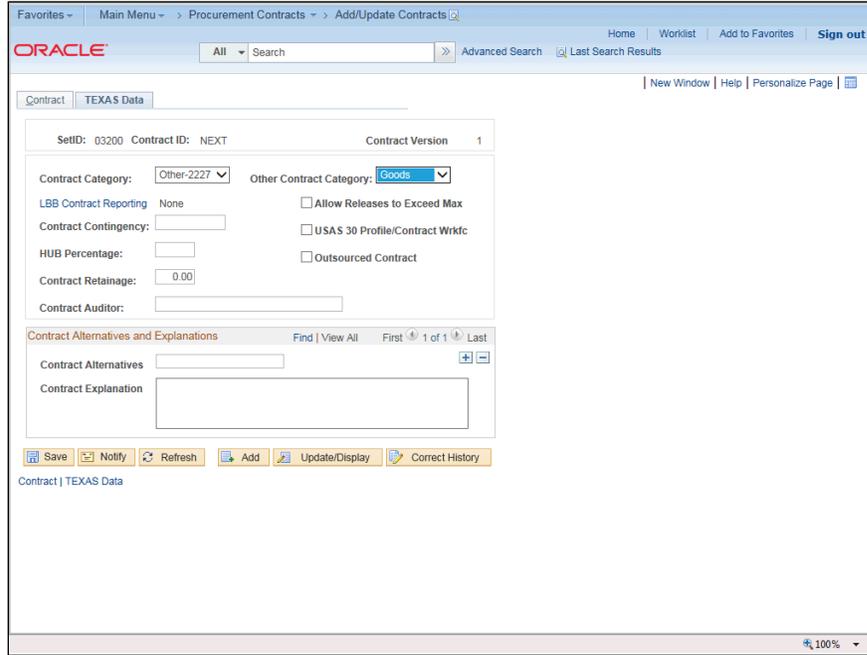
Buttons: Save, Notify, Refresh, Add, Update/Display, Correct History

| Step | Action  |
|------|---|
| 62.  | Click the <b>Other Contract Category</b> list.<br><b>Other Contract Category:</b> <span style="border: 1px solid red; padding: 2px;">▼</span> |

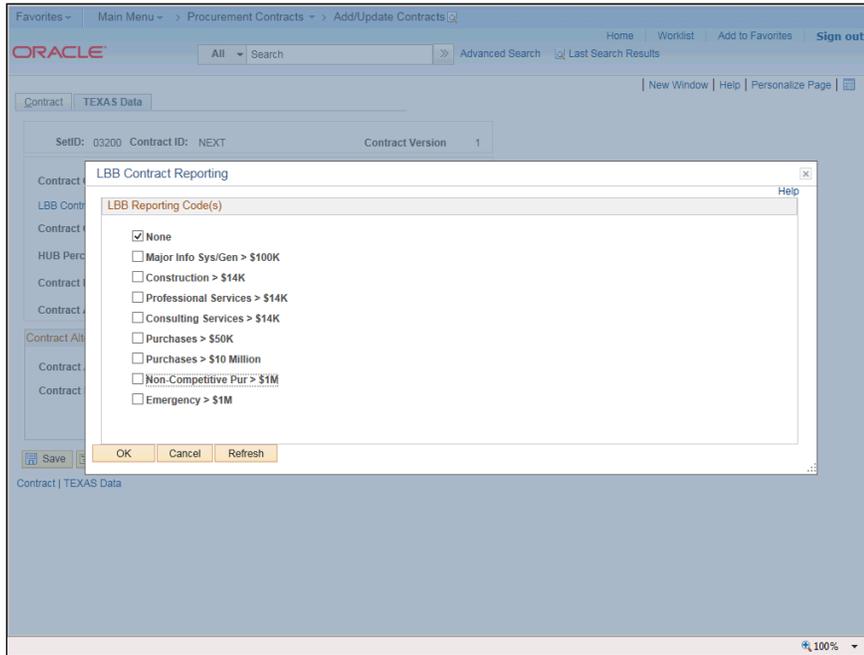


| Step | Action  |
|------|---|
| 63.  | Click the <b>Goods</b> list item.<br><b>Goods</b> |

## EUT Course

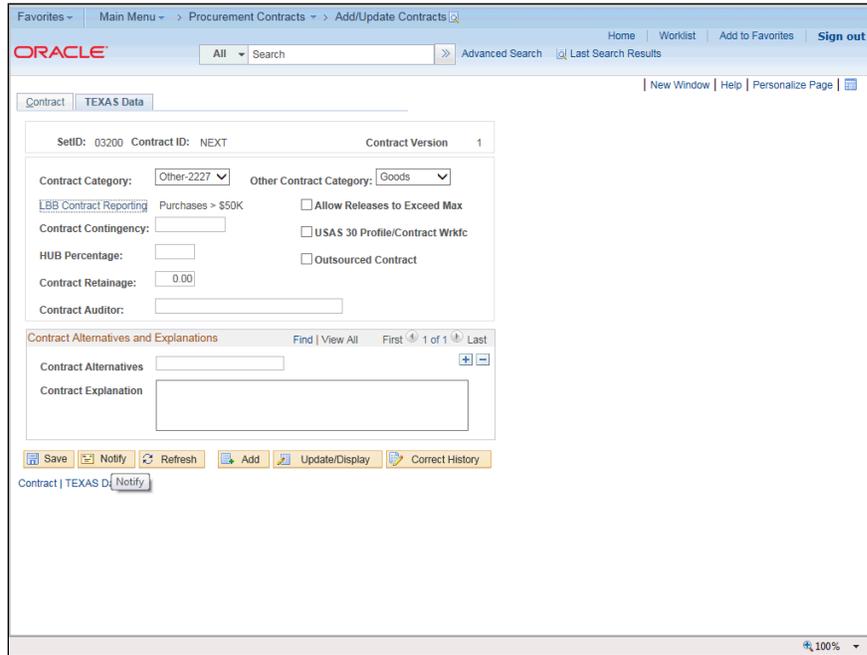


| Step | Action  |
|------|---|
| 64.  | <p>If a contract is LBB reportable, this section must be completed in order for the contract record to be included on the LBB Interface. New Contract records will be included in the interface if:</p> <ul style="list-style-type: none"> <li>•The contract record 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> <p><a href="#">LBB Contract Reporting</a></p> |

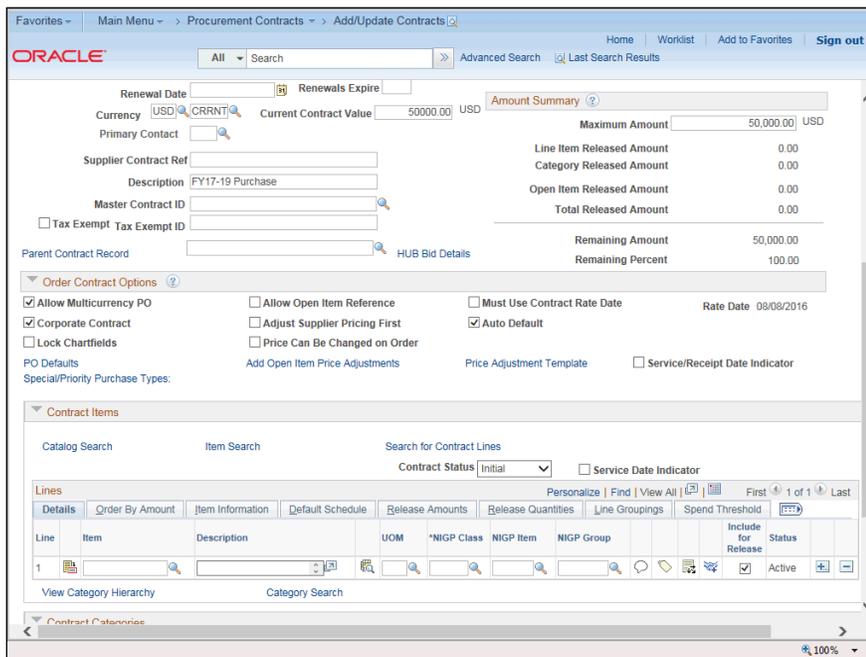


| Step | Action  |
|------|---|
| 65.  | Click the <b>Purchases &gt; \$50K</b> option.<br><input data-bbox="347 1056 375 1087" type="checkbox"/> <b>Purchases &gt; \$50K</b> |
| 66.  | Click the <b>OK</b> button to close the LBB Reporting page.<br><input data-bbox="347 1157 488 1192" type="button" value="OK"/>      |

## EUT Course

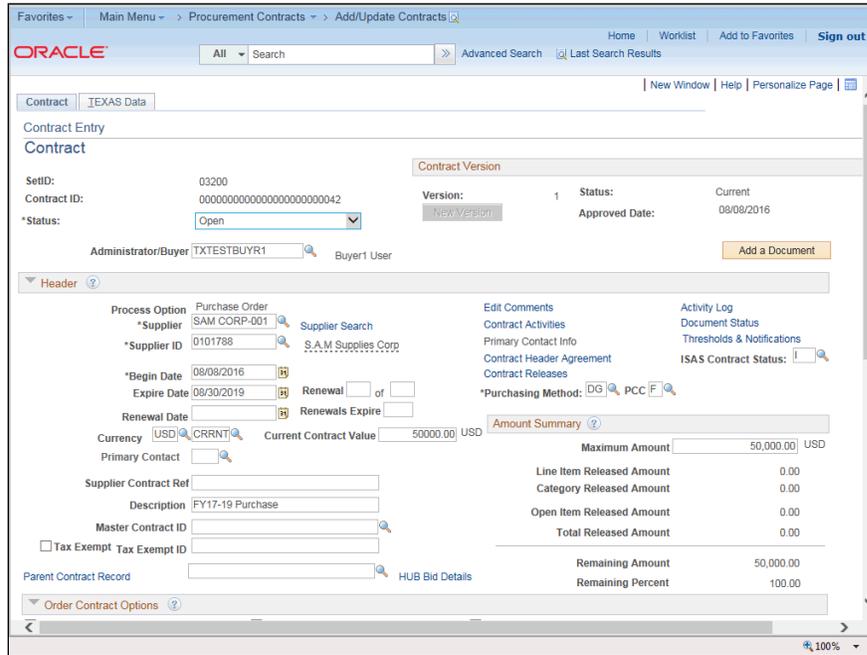


| Step | Action  |
|------|---|
| 67.  | Click in the <b>Contract Auditor</b> field.<br><b>Contract Auditor:</b> <input style="border: 2px solid red;" type="text"/>   |
| 68.  | Enter the desired information into the <b>Contract Auditor</b> field. Enter " <b>Mary Joseph</b> ".<br><b>Contract Auditor:</b> <input style="border: 2px solid red;" type="text"/> |
| 69.  | Click the <b>Save</b> button.<br><input style="border: 2px solid red;" type="button" value="Save"/>   |



| Step | Action  |
|------|---|
| 70.  | <p>When a contract is created at the Header level, the <b>Allow Open Item Reference</b> checkbox must be selected. This action lets the system know that the contract is header only and it will not require contract lines to be entered.</p> <p>Click the <b>Allow Open Item Reference</b> option.</p> <p><input type="checkbox"/> <b>Allow Open Item Reference</b></p> |
| 71.  | Click the vertical scrollbar to change the status.  |

## EUT Course



Contract Entry

Contract

SetID: 03200  
Contract ID: 0000000000000000000000042  
\*Status: Open

Contract Version: Version: 1 Status: Current Approved Date: 08/08/2016

Administrator/Buyer: TXTESTBUYR1 Buyer1 User

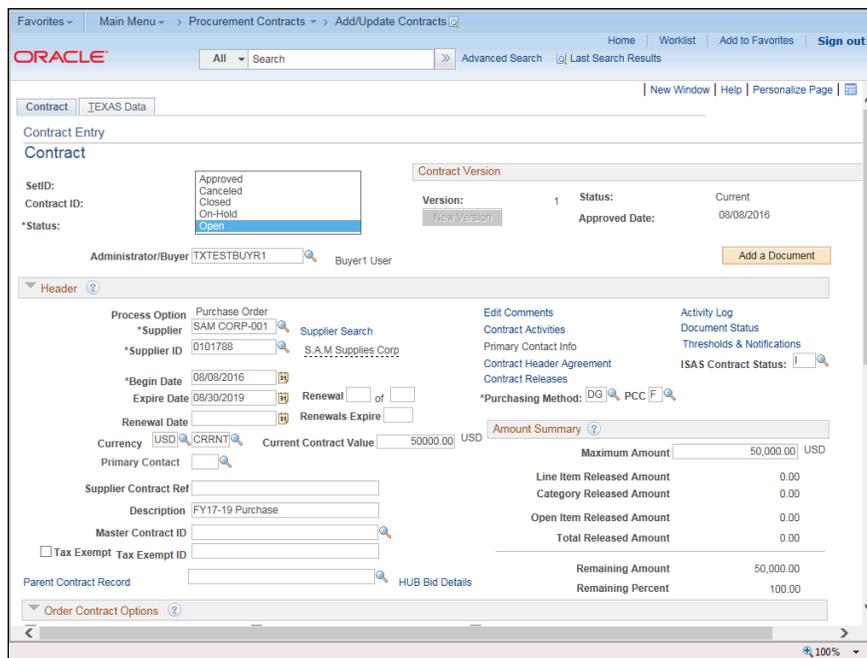
Header

Process Option: Purchase Order  
\*Supplier: SAM CORP-001  
\*Supplier ID: 0101788  
\*Begin Date: 08/08/2016  
Expire Date: 08/30/2019  
Renewal Date: [ ] of [ ]  
Renewals Expire: [ ]  
Currency: USD CRRNT Current Contract Value: 50000.00 USD  
Primary Contact: [ ]  
Supplier Contract Ref: [ ]  
Description: FY17-19 Purchase  
Master Contract ID: [ ]  
Tax Exempt: [ ] Tax Exempt ID: [ ]  
Parent Contract Record: [ ] HUB Bid Details

Amount Summary

|                           |               |
|---------------------------|---------------|
| Maximum Amount            | 50,000.00 USD |
| Line Item Released Amount | 0.00          |
| Category Released Amount  | 0.00          |
| Open Item Released Amount | 0.00          |
| Total Released Amount     | 0.00          |
| Remaining Amount          | 50,000.00     |
| Remaining Percent         | 100.00        |

| Step | Action                             |
|------|------------------------------------|
| 72.  | Click the <b>Status</b> list item. |

Contract Entry

Contract

SetID: 03200  
Contract ID: 0000000000000000000000042  
\*Status: Open

Contract Version: Version: 1 Status: Current Approved Date: 08/08/2016

Administrator/Buyer: TXTESTBUYR1 Buyer1 User

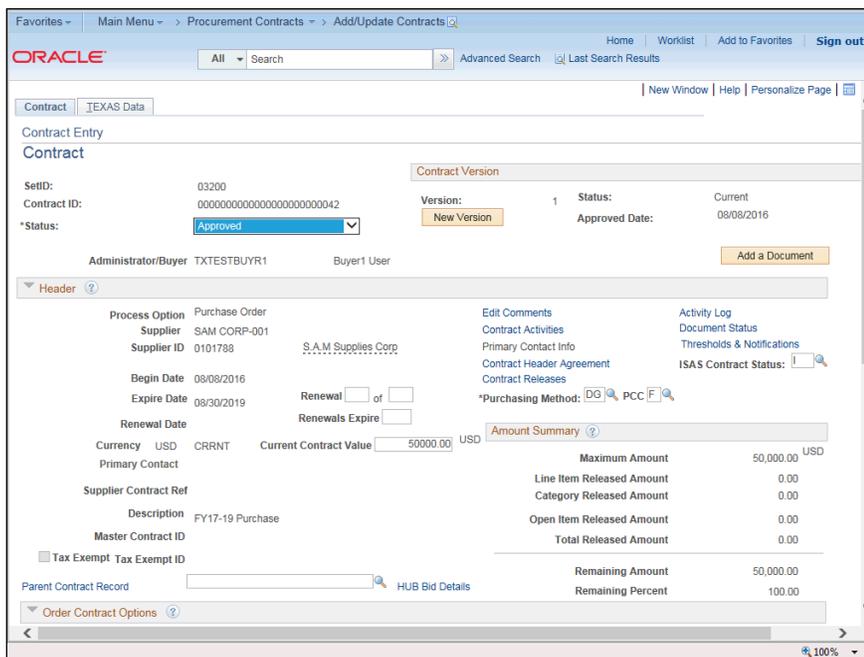
Header

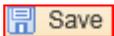
Process Option: Purchase Order  
\*Supplier: SAM CORP-001  
\*Supplier ID: 0101788  
\*Begin Date: 08/08/2016  
Expire Date: 08/30/2019  
Renewal Date: [ ] of [ ]  
Renewals Expire: [ ]  
Currency: USD CRRNT Current Contract Value: 50000.00 USD  
Primary Contact: [ ]  
Supplier Contract Ref: [ ]  
Description: FY17-19 Purchase  
Master Contract ID: [ ]  
Tax Exempt: [ ] Tax Exempt ID: [ ]  
Parent Contract Record: [ ] HUB Bid Details

Amount Summary

|                           |               |
|---------------------------|---------------|
| Maximum Amount            | 50,000.00 USD |
| Line Item Released Amount | 0.00          |
| Category Released Amount  | 0.00          |
| Open Item Released Amount | 0.00          |
| Total Released Amount     | 0.00          |
| Remaining Amount          | 50,000.00     |
| Remaining Percent         | 100.00        |

| Step | Action  |
|------|---|
| 73.  | Click the <b>Approved</b> list item.<br><br><b>Approved</b> |



| Step | Action  |
|------|---|
| 74.  | Click the vertical scrollbar.   |
| 75.  | Click the <b>Save</b> button.<br>  |
| 76.  | The <b>Contract ID</b> number was generated when the new contract was saved.<br><br>Now that your new contract has been approved and saved, releases can be entered against it as purchases are made. |
| 77.  | Congratulations! You successfully completed entering a new contract at header level.<br><b>End of Procedure.</b>  |

## Creating 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

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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.

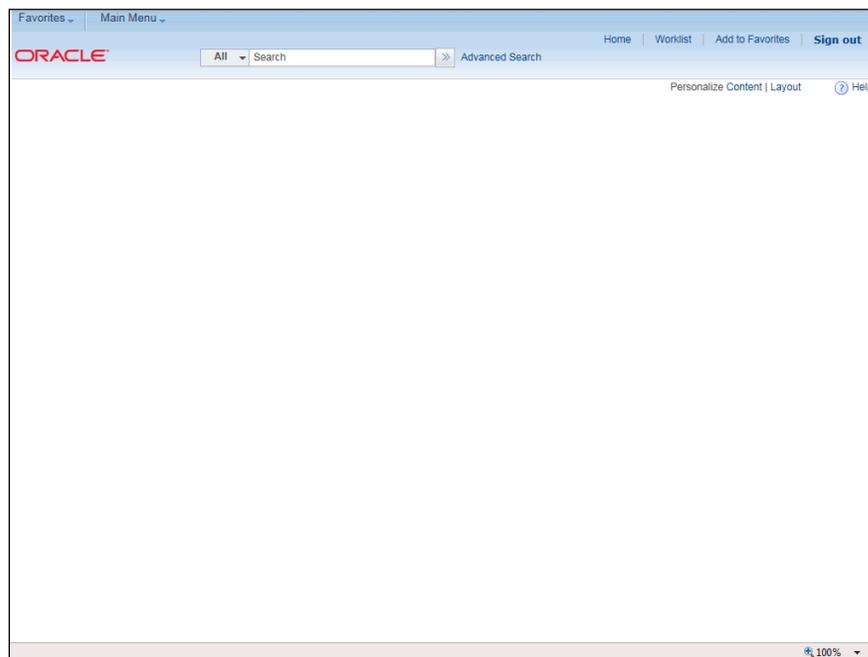
The Contract Entry page enables you to select a contract process option you will use throughout the contract's entire life cycle. Contract process options include: Recurring Voucher, Prepaid Voucher, Prepaid Voucher with Advance PO, Recurring PO Voucher, Purchase Order, Release to Single PO Only and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

Procurement contracts may be established at the:

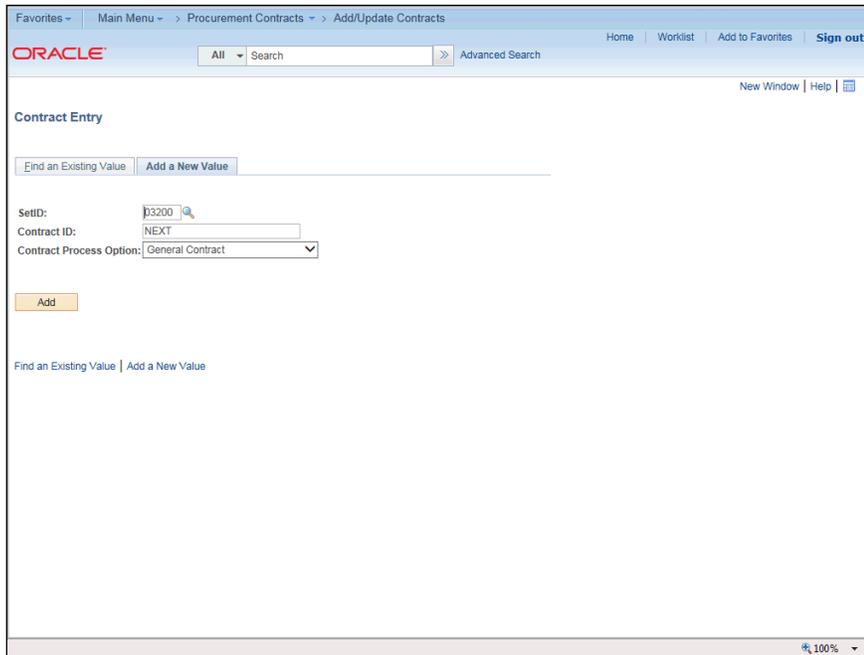
- Header level (Open Item) which establish the Supplier, contract term and maximum contract value. Contract management activities are detailed on the purchase orders associated to the contract. This allows management of the contract at the purchase order.
- Line level which tracks specific activities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

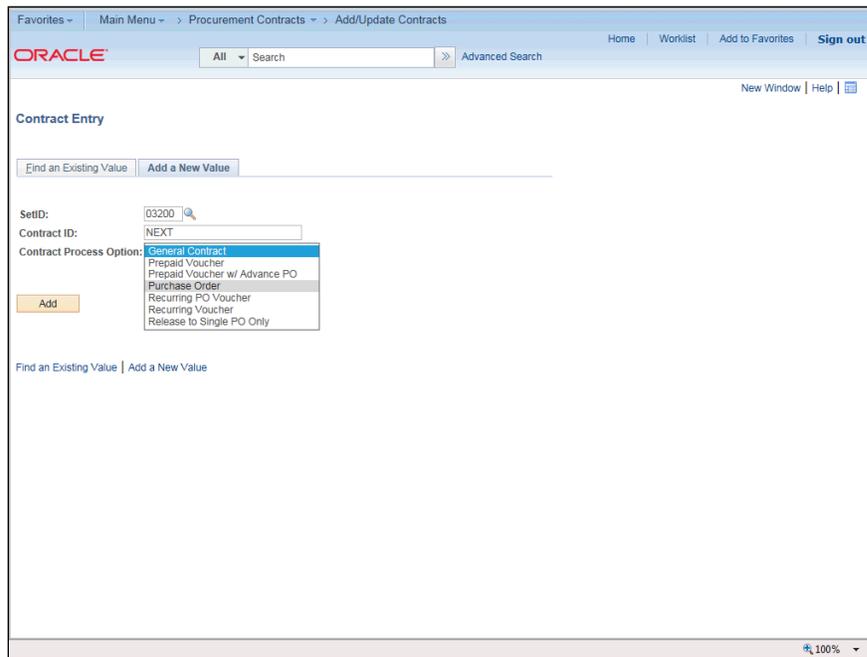
## **Procedure**



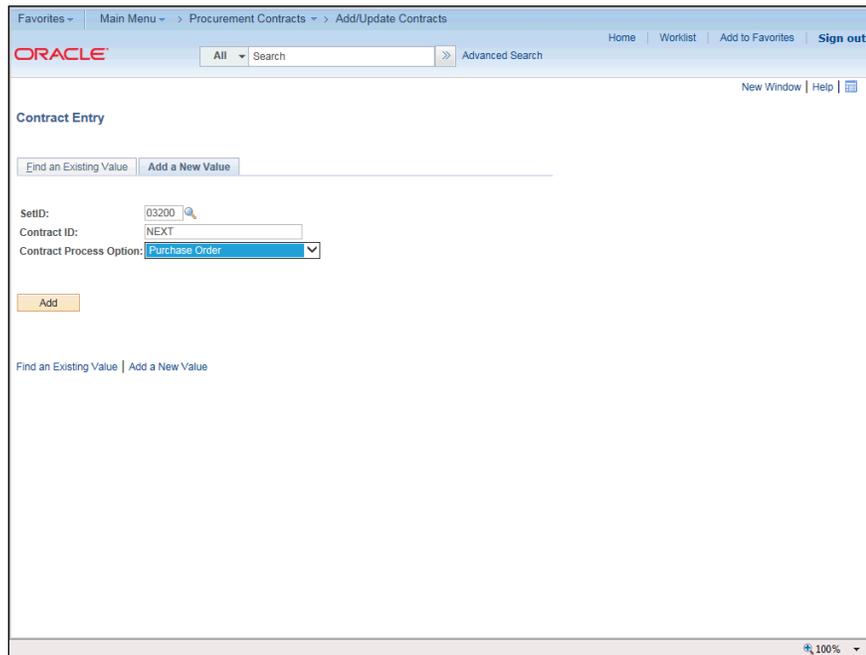
| Step | Action  |
|------|---|
| 1.   | Begin by navigating to the <b>Add/Update Contracts</b> page.<br><br>Click the <b>Main Menu</b> button.<br> |
| 2.   | Click the <b>Scroll Down</b> button.<br>   |
| 3.   | Click the <b>Procurement Contracts</b> menu.<br>   |
| 4.   | Click the <b>Add/Update Contracts</b> link.<br>  |
| 5.   | Notice the <b>SetID</b> defaults based on your User Preferences.  |



| Step | Action  |
|------|---|
| 6.   | <p>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.</p> <p><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.</p> <p>In this training, you will use the auto-numbering functionality.</p> <p>Click the <b>Contract Process Option</b> list to view the list of valid values options.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;">             General Contract <span style="float: right;">▼</span> </div> |



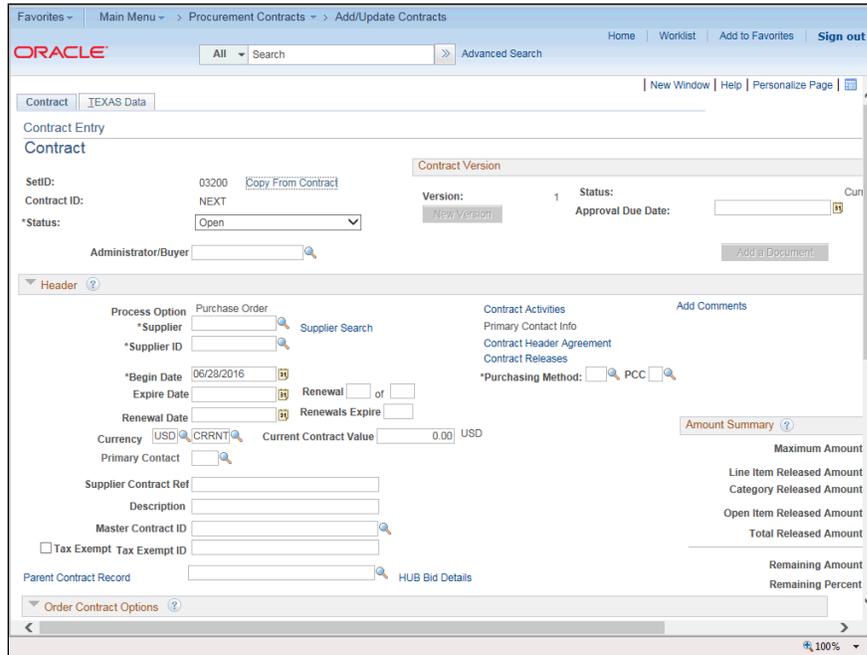
| Step | Action  |
|------|---|
| 7.   | <p>There are two <b>Contract Processing Options</b> which can be used for a standard Procurement Contract. They both have the same processing options within CAPPS and can be used for internal reporting purposes to identify the different types of contracts:</p> <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.</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> <p>Click the <b>Purchase Order</b> list item.</p> <p><b>Purchase Order</b></p> |



| Step | Action  |
|------|---|
| 8.   | <p>Click the <b>Add</b> button to enter a new purchase order contract in SetID 03200.</p> <p><b>Add</b></p> |
| 9.   | <p>Use the <b>Contract</b> page to enter header and line item information for the contract.</p>             |

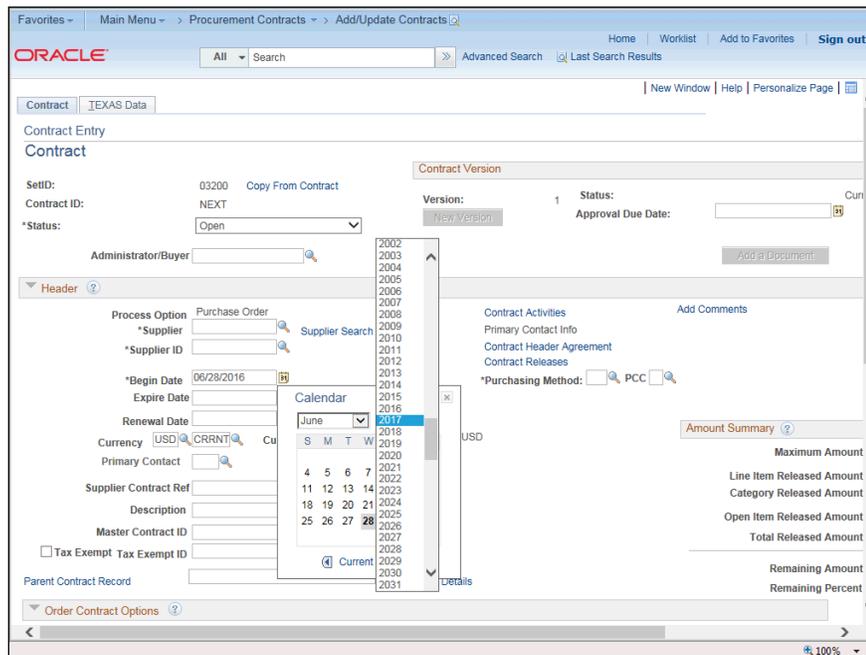
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| Step | Action  |
|------|---|
| 10.  | <p>The <b>Status</b> field enables you to select contract status. Valid values are Approved, Canceled, Closed, On-hold and Open. Only contracts with an Approved status are eligible to have releases assigned 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> |



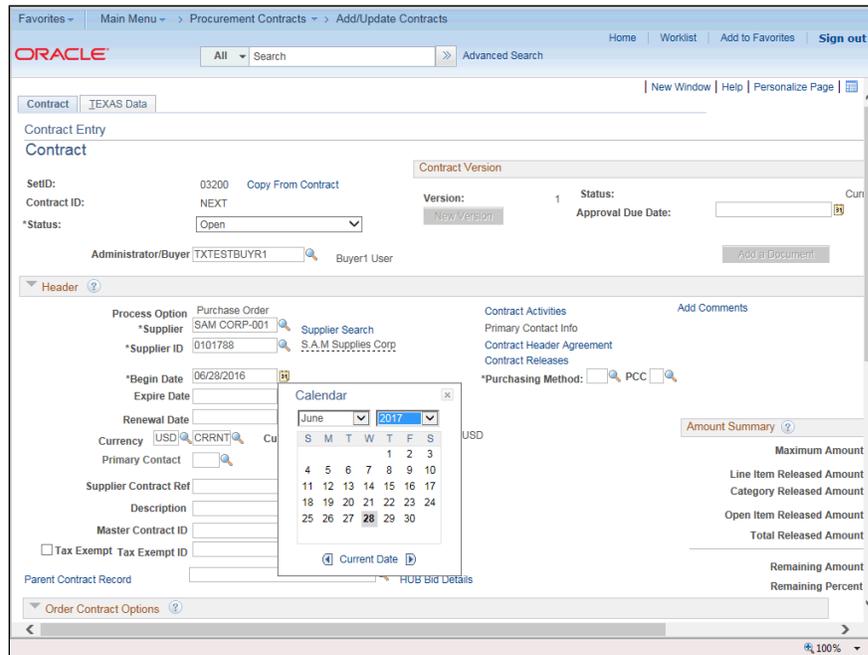
| Step | Action  |
|------|---|
| 11.  | <p>Click the <b>Look up Administrator/Buyer (Alt+5)</b> button.</p>  |
| 12.  | <p>Click the <b>TXTESTBUYR1</b> link.</p> <p><b>TXTESTBUYR1</b></p>   |
| 13.  | <p>To view all suppliers, click the <b>Supplier</b> button.</p>      |
| 14.  | <p>Click the <b>S.A.M Supplies Corp</b> link.</p> <p><b>S A M Supplies Corp</b></p>   |

| Step | Action   |
|------|--|
| 15.  | <p>The Begin Date and Expire Date on the contract record are defined as:</p> <p><b>Begin Date:</b> The date the contract term should begin. No PO's award date may be prior to the begin 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> |
| 16.  | <p>Click the <b>Choose a date (Alt+5)</b> button.</p>   |

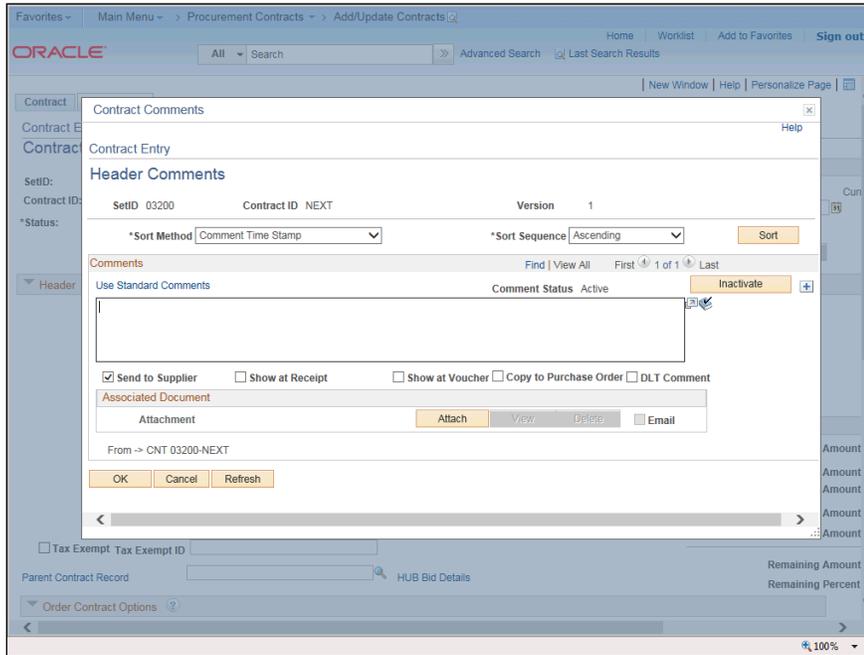


| Step | Action  |
|------|---|
| 17.  | <p>Click the <b>2017</b> list item.</p>  |

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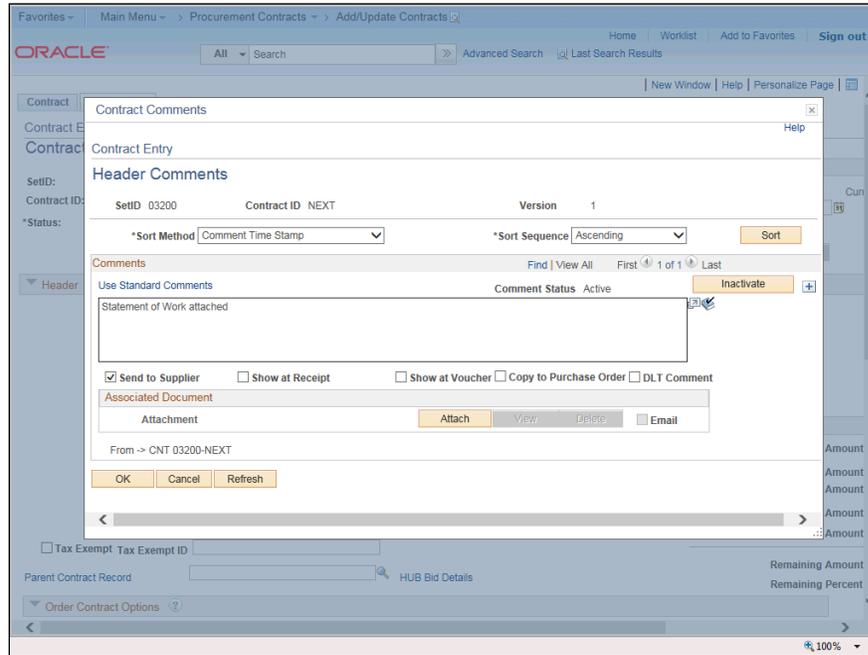


| Step | Action   |
|------|--|
| 18.  | Click the <b>28</b> link.<br><b>28</b>   |
| 19.  | The <b>Add Comments</b> hyperlink provides the ability to attach documents associated with the contract and associate any Descriptive Legal Text (DLT). Associated documents may include any Statement of Work that may impact the specific PO Line.<br><br>Click the <b>Add Comments</b> link.<br><b>Add Comments</b> |

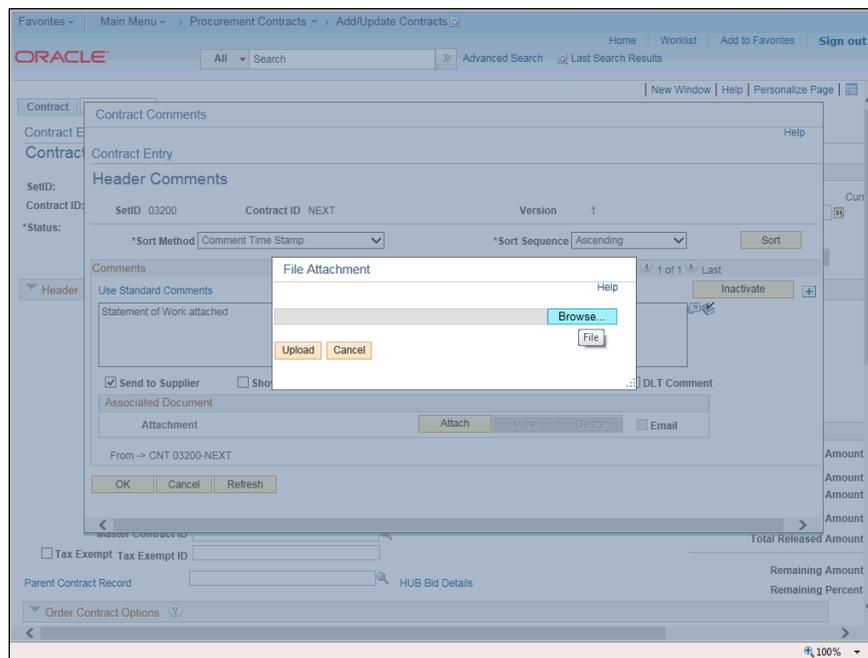


| Step | Action   |
|------|--|
| 20.  | <p>Enter the following information into the <b>Active</b> field. Enter "<b>Statement of Work attached</b>".</p> <p>use standard Comments <span style="float: right;">Comment Status Active</span></p> <div style="border: 2px solid red; height: 40px; width: 100%; margin-top: 5px;"></div> |

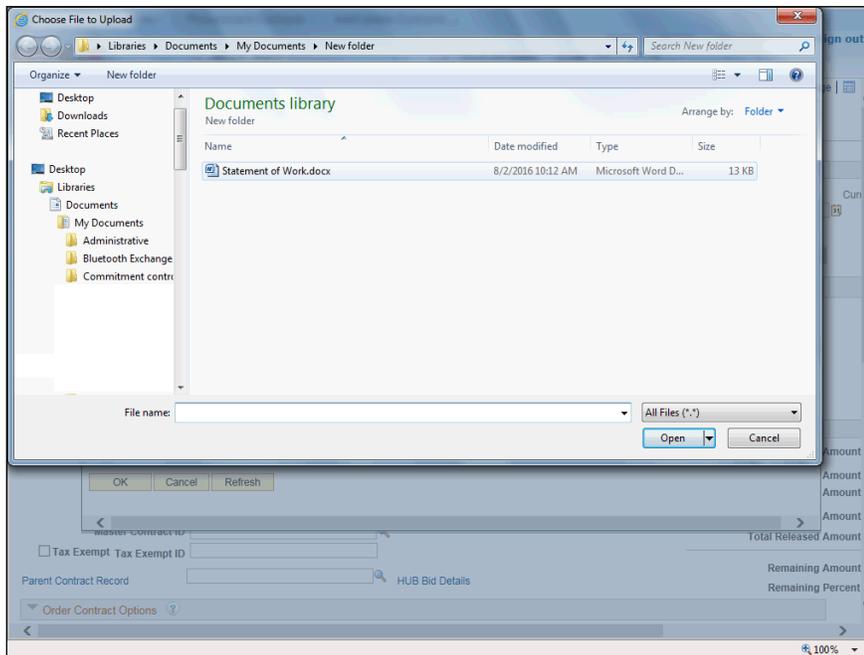
## EUT Course



| Step | Action   |
|------|--|
| 21.  | Click the <b>Attach</b> button. <div style="text-align: center; margin-top: 10px;">  </div> |



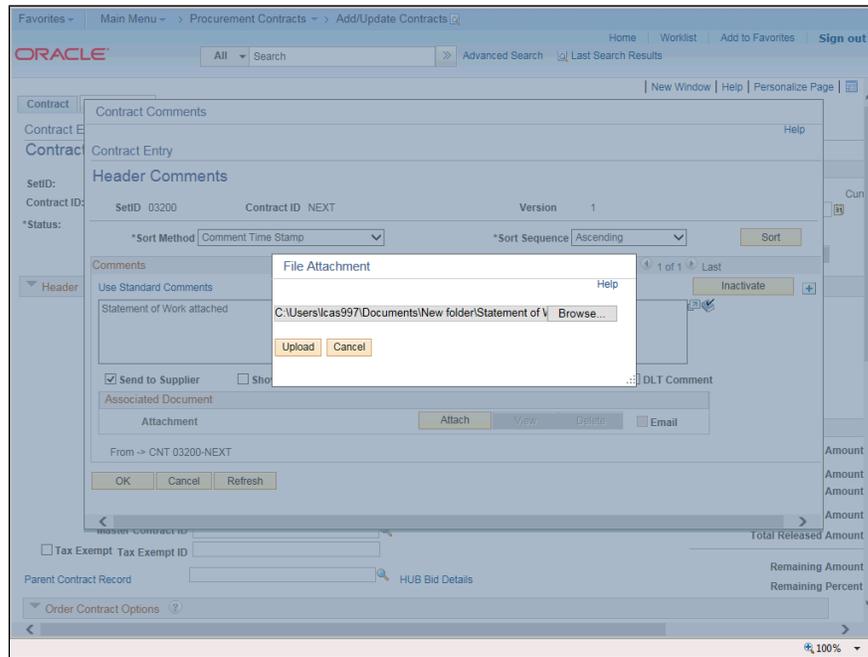
| Step | Action                          |
|------|---------------------------------|
| 22.  | Click the <b>Browse</b> button. |

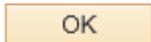


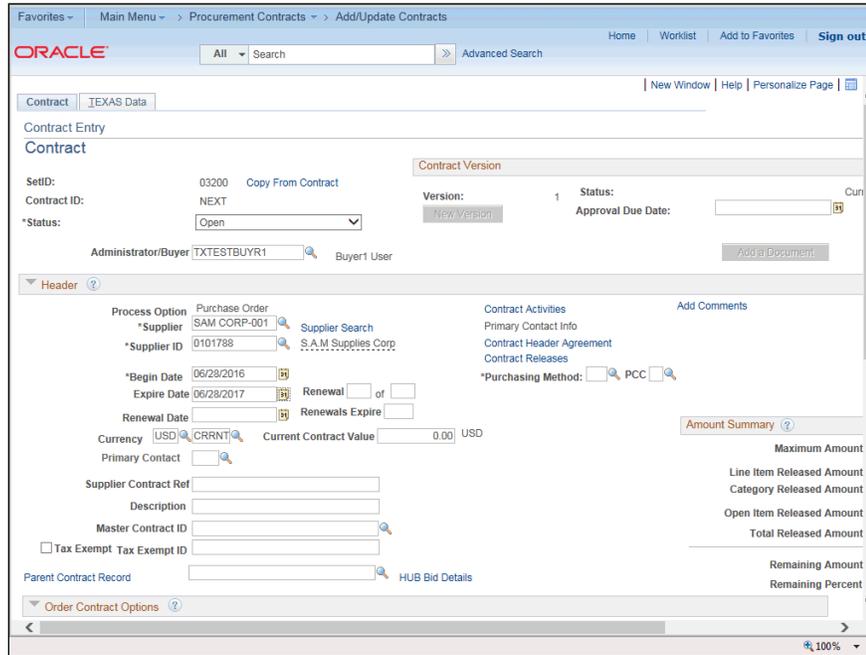
| Step | Action   |
|------|--|
| 23.  | Click the <b>Statement of Work.docx</b> list item. |
| 24.  | Click the <b>Open</b> button.                      |

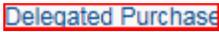


## EUT Course

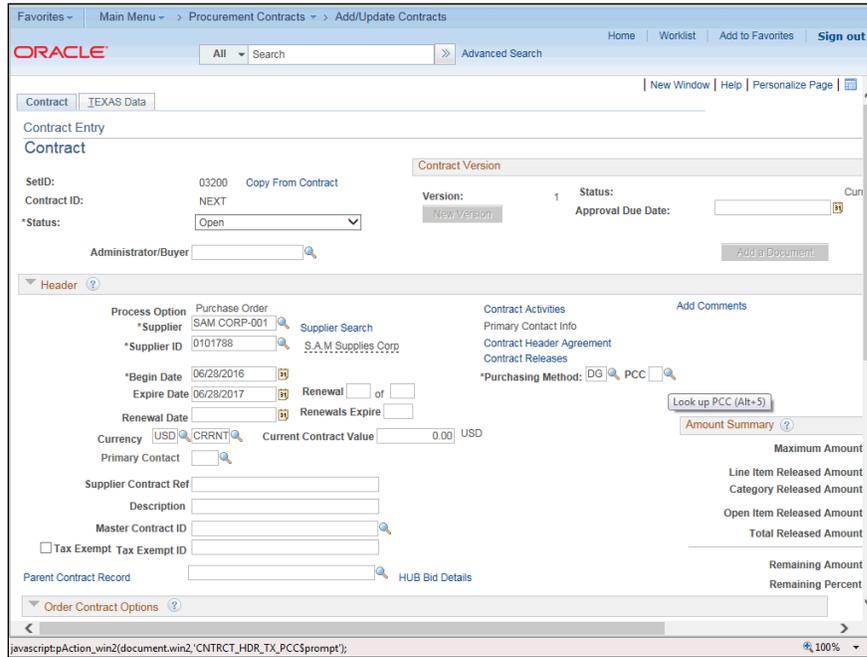


| Step | Action   |
|------|--|
| 25.  | Click the <b>Upload</b> button.<br>                                     |
| 26.  | Click the <b>OK</b> button.<br>   |
| 27.  | The <b>Purchasing Method</b> is added to the Procurement Contract header record/page and included on all purchase order lines generated from the Contract. |



| Step | Action  |
|------|---|
| 28.  | To view all purchasing methods, click the <b>Look up Purchasing Method (Alt+5)</b> button.<br> |
| 29.  | Click the <b>Delegated Purchase</b> link.<br>  |

## EUT Course



Contract Entry  
Contract

SetID: 03200 Copy From Contract  
Contract ID: NEXT  
\*Status: Open

Contract Version  
Version: 1 Status: Cur  
Approval Due Date: [ ]

Administrator/Buyer: [ ]

Header

Process Option: Purchase Order  
\*Supplier: SAM CORP-001  
\*Supplier ID: 0101788  
\*Begin Date: 06/28/2016  
Expire Date: 06/28/2017  
Renewal: [ ] of [ ]  
Renewal Date: [ ] Renewals Expire: [ ]  
Currency: USD CRRNT  
Current Contract Value: 0.00 USD

Contract Activities  
Primary Contact Info  
Contract Header Agreement  
Contract Releases  
\*Purchasing Method: DG PCC

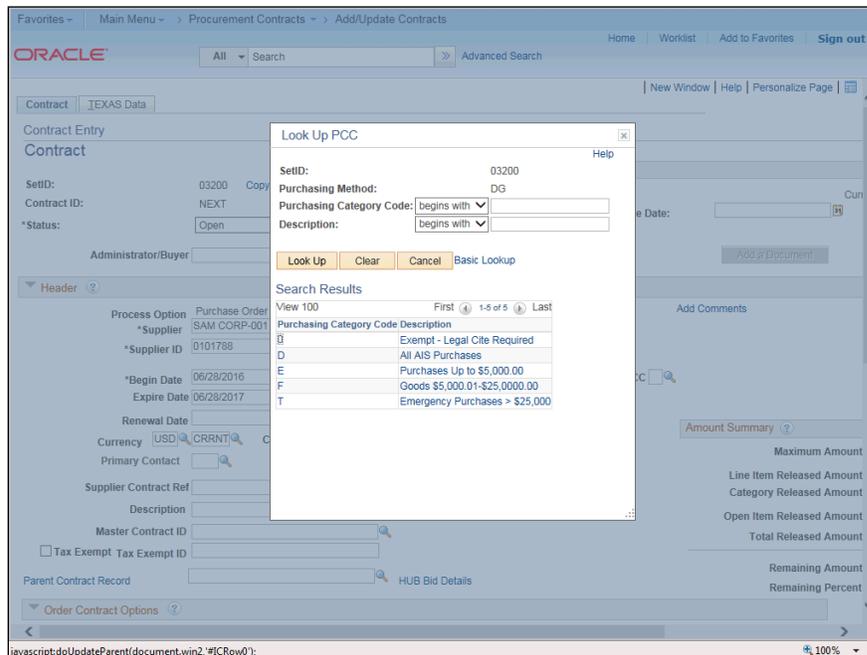
Look up PCC (Alt+5)  
Amount Summary

Maximum Amount  
Line Item Released Amount  
Category Released Amount  
Open Item Released Amount  
Total Released Amount  
Remaining Amount  
Remaining Percent

Order Contract Options

javascript:parent.updateParent(document.win2, '#CRow0');

| Step | Action   |
|------|--|
| 30.  | <p>The PCC field is added to the Contract Entry page and is a required field.</p> <p>To view all PCC codes, click the <b>Look Up PCC (Alt+5)</b> button.</p>  |



Contract Entry  
Contract

SetID: 03200 Copy  
Contract ID: NEXT  
\*Status: Open

Contract Version  
Version: 1 Status: Cur  
Approval Due Date: [ ]

Administrator/Buyer: [ ]

Header

Process Option: Purchase Order  
\*Supplier: SAM CORP-001  
\*Supplier ID: 0101788  
\*Begin Date: 06/28/2016  
Expire Date: 06/28/2017  
Renewal Date: [ ]  
Currency: USD CRRNT  
Current Contract Value: 0.00 USD

Contract Activities  
Primary Contact Info  
Contract Header Agreement  
Contract Releases  
\*Purchasing Method: DG PCC

Look up PCC (Alt+5)  
Amount Summary

Maximum Amount  
Line Item Released Amount  
Category Released Amount  
Open Item Released Amount  
Total Released Amount  
Remaining Amount  
Remaining Percent

Order Contract Options

javascript:doUpdateParent(document.win2, '#CRow0');

Look Up PCC

SetID: 03200  
Purchasing Method: DG  
Purchasing Category Code: begins with [ ]  
Description: begins with [ ]

Look Up Clear Cancel Basic Lookup

Search Results

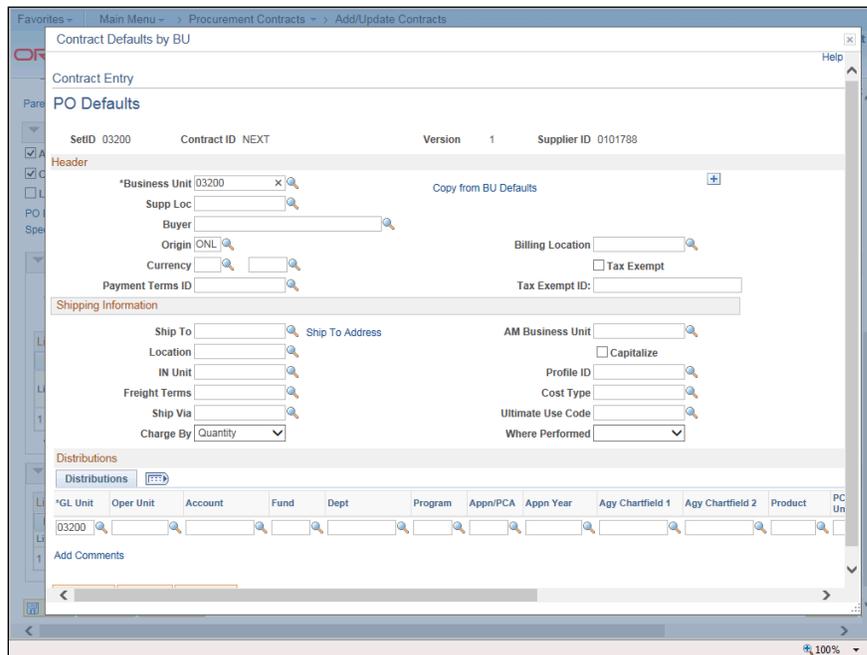
View 100 First 1-5 of 5 Last

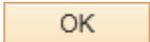
| Purchasing Category Code | Description                    |
|--------------------------|--------------------------------|
| E                        | Exempt - Legal Cite Required   |
| D                        | All AIS Purchases              |
| E                        | Purchases Up to \$5,000.00     |
| F                        | Goods \$5,000.01-\$25,000.00   |
| T                        | Emergency Purchases > \$25,000 |

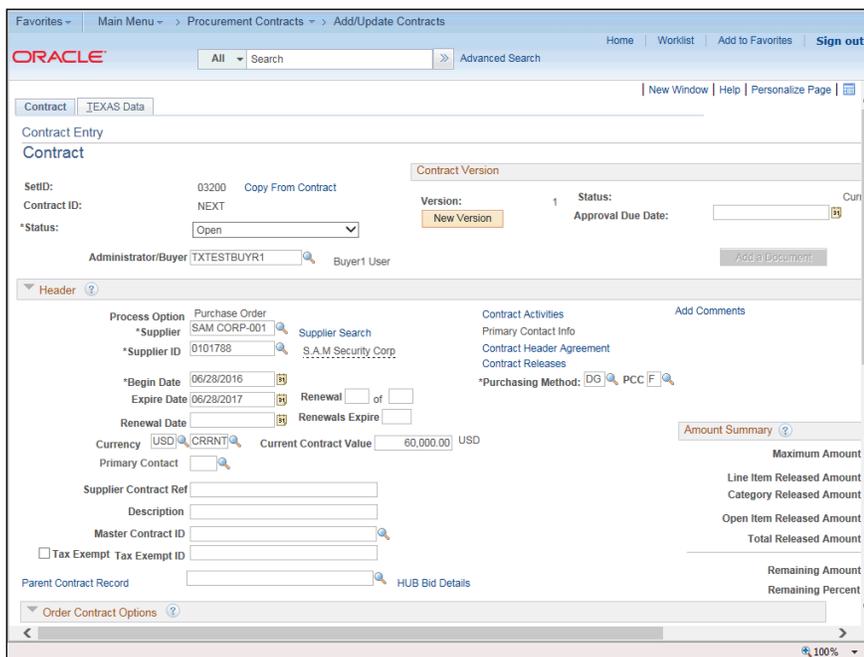
| Step | Action   |
|------|--|
| 31.  | Click the <b>Goods \$5,000.01-\$25,000.00</b> link.<br>   |
| 32.  | Click the arrow on the right on the horizontal scrollbar.  |
| 33.  | <p>The <b>ISAS Contract Status</b> provides a clear view of where the contract currently is within the contract lifecycle.</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 ISAS Contract Status (Alt+5)</b> button.<br/></p>      |
| 34.  | Click the <b>Initial Execution</b> link.<br>  |
| 35.  | <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.<br/>Enter "<b>60000</b>"</p> <p><b>Current Contract Value</b> <input type="text" value="0.00 x"/></p> |
| 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>  |
| 37.  | <p>Enter the desired information into the <b>Maximum Amount</b> field. Enter "<b>60000</b>".</p> <p><b>Maximum Amount</b> <input type="text"/></p>   |
| 38.  | Click the down arrow on the vertical scrollbar to display more of the page.  |

## EUT Course

| Step | Action   |
|------|--|
| 39.  | <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>For contracts meeting LBB reporting criteria, note the interface file is comma delimited. This description field CANNOT contain commas or the file will become corrupted and will be rejected by LBB.</p> <p>Enter the description information into the <b>Description</b> field. Enter "<b>FY18-19 Purchasing</b>".</p> <p><b>Description</b> <input type="text" value="FY16-18 Purchasing"/></p>  |
| 40.  | Click the down arrow on the vertical scrollbar to display more of the page.  |
| 41.  | <p>In order for a complete vendor record to be associated to a contract, the mail code must be 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>For contracts that are LBB reportable, if the mail code is not associated at the contract level, the supplier record will not be contained on the open LBB record. LBB only associates contract records with the full supplier ID, including mail code. If the mail code is not associated, users will need to associate the vendor on the LBB database record manually.</p> <p>Click the <b>PO Defaults</b> link.</p> <p><a href="#">PO Defaults</a></p> |

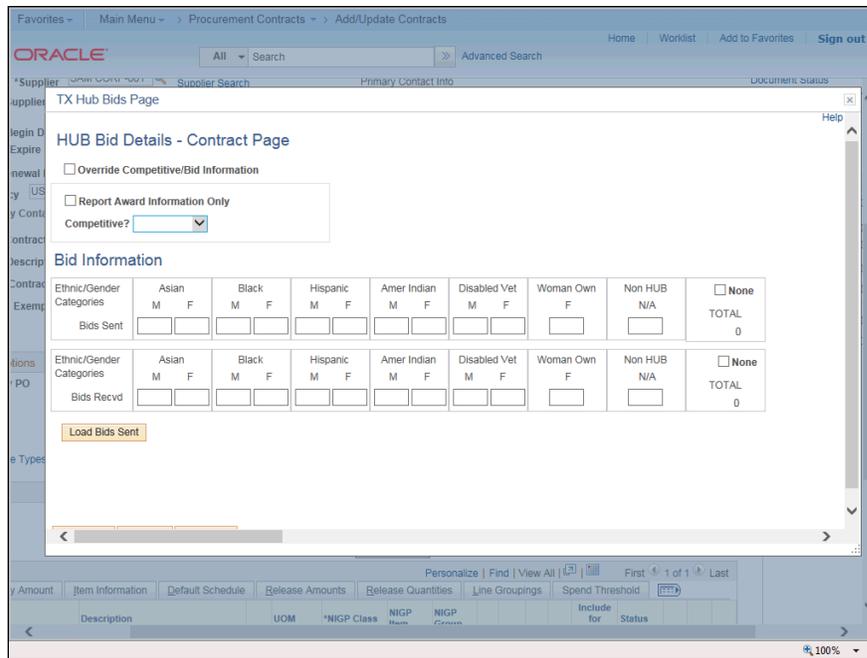


| Step | Action   |
|------|--|
| 42.  | Look up Supplier Location information.<br><br>Click the <b>Supp Loc</b> button.<br> |
| 43.  | Click the <b>001</b> link.<br>  |
| 44.  | Close the <b>PO Defaults</b> page.<br><br>Click the <b>OK</b> button<br>            |

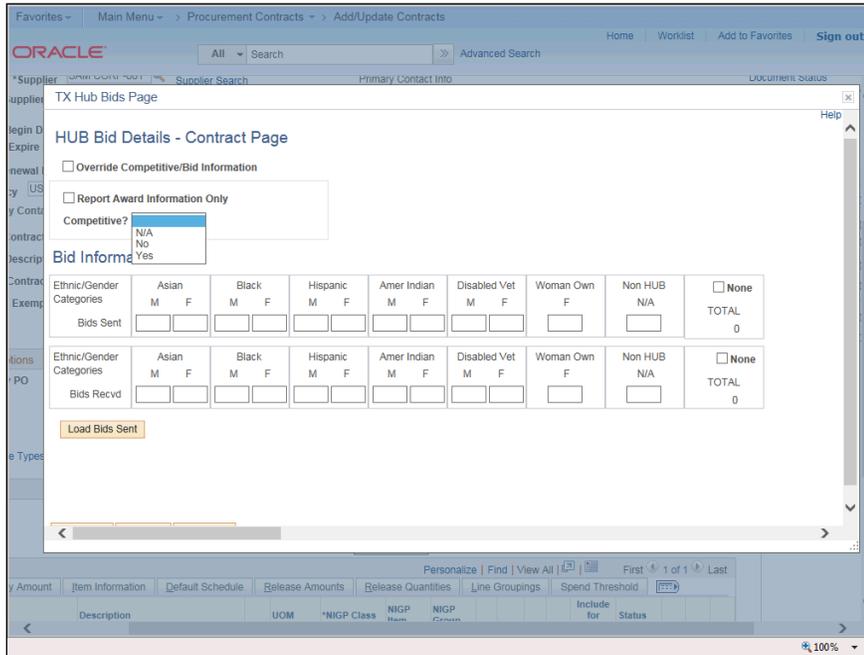


## EUT Course

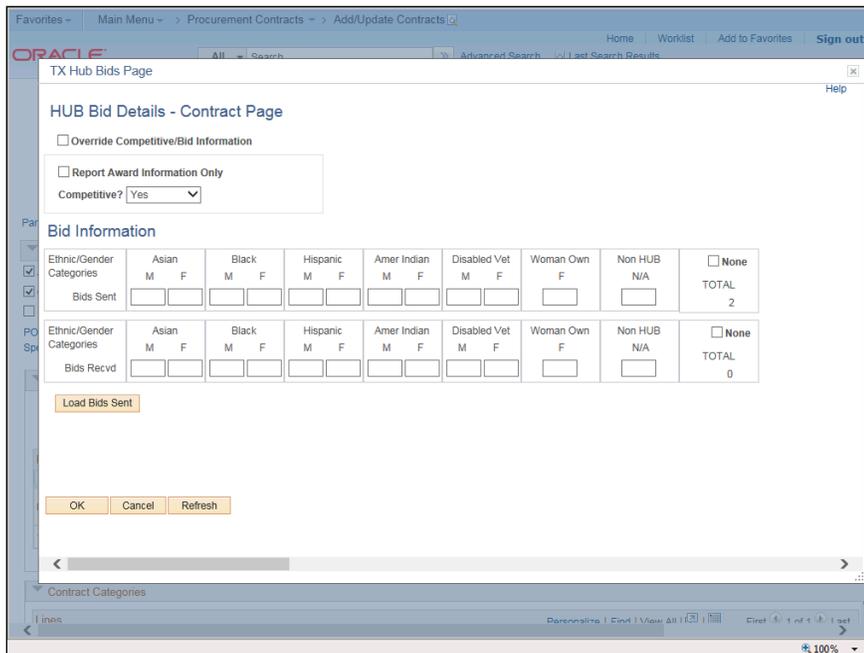
| Step | Action   |
|------|--|
| 45.  | <p>The <b>HUB Bid Details</b> page contains the competitive bid details for the contract. It tracks the number and type of bids sent and received and is used in the HUB report.</p> <p>This page is replicated in the Purchase Order module. If the HUB Bid Details 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> |



| Step | Action  |
|------|---|
| 46.  | <p>Click the <b>Competitive</b> drop down list.</p>  |

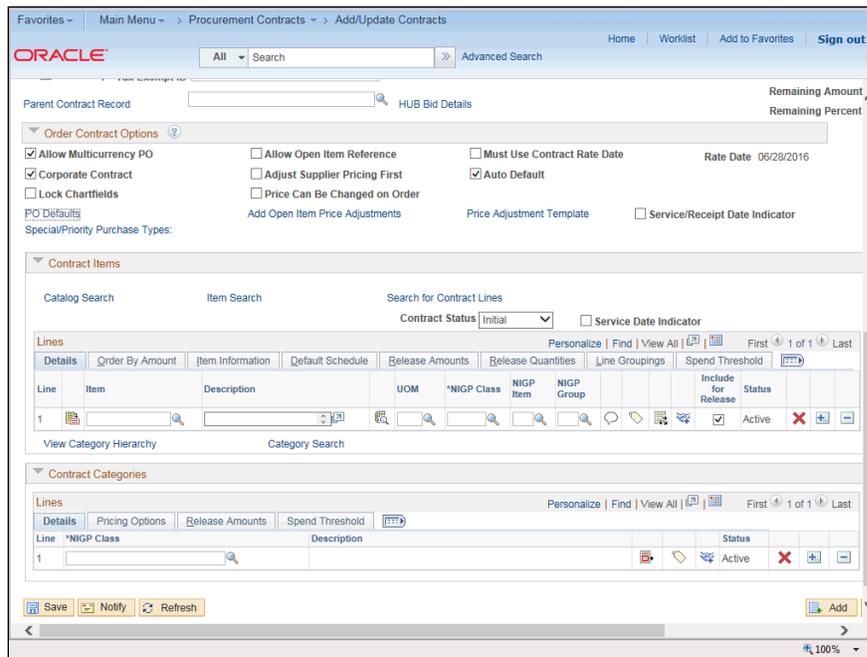


| Step | Action                          |
|------|---------------------------------|
| 47.  | Click the <b>Yes</b> list item. |



## EUT Course

| Step | Action   |
|------|--|
| 48.  | Enter the desired information into the <b>F</b> field. Enter "2".<br> |
| 49.  | Enter the desired information into the <b>F</b> field. Enter "1".<br> |
| 50.  | Enter the desired information into the <b>F</b> field. Enter "2".<br> |
| 51.  | Enter the desired information into the <b>F</b> field. Enter "2".<br> |
| 52.  | Enter the desired information into the <b>F</b> field. Enter "2".<br> |
| 53.  | Enter the desired information into the <b>F</b> field. Enter "2".  |
| 54.  | Click the <b>OK</b> button.<br>                                      |

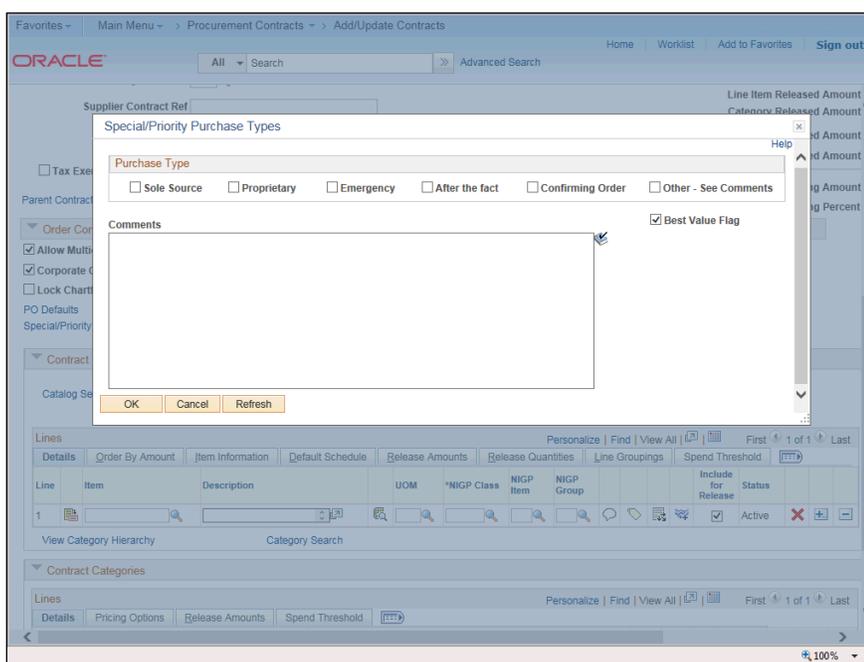


The screenshot shows the Oracle Procurement Contracts 'Add/Update Contracts' screen. The interface includes a navigation bar with 'Favorites', 'Main Menu', and 'Procurement Contracts'. The main area is divided into several sections:

- Order Contract Options:** Contains checkboxes for 'Allow Multicurrency PO', 'Corporate Contract', 'Lock Chartfields', 'Allow Open Item Reference', 'Adjust Supplier Pricing First', 'Price Can Be Changed on Order', 'Must Use Contract Rate Date', 'Auto Default', and 'Service/Receipt Date Indicator'. The 'Rate Date' is set to 06/29/2016.
- Contract Items:** Features a 'Contract Status' dropdown set to 'Initial' and a 'Service Date Indicator' checkbox. Below is a table with columns: Line, Item, Description, UOM, \*NIGP Class, NIGP Item, NIGP Group, Include for Release, and Status. One line is visible with status 'Active'.
- Contract Categories:** A section for managing categories with a table showing Line, \*NIGP Class, Description, and Status.

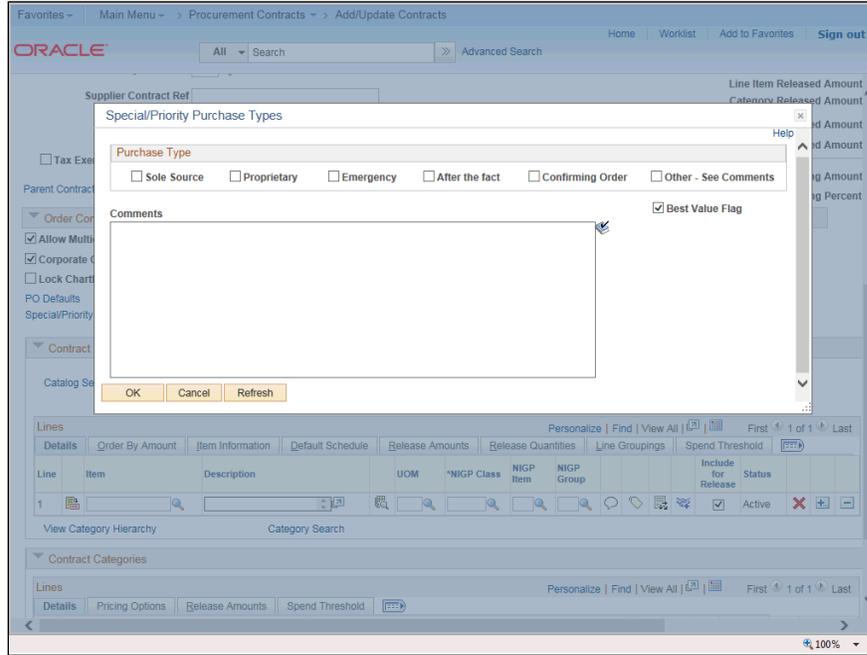
At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', and 'Add'.

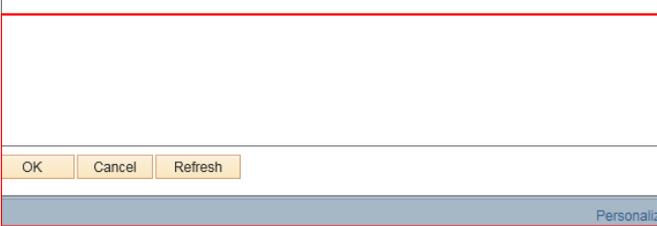
| Step | Action   |
|------|--|
| 55.  | <p>The <b>Special/Priority Purchase Types</b> link allows users to identify purchases as Emergency, Proprietary, Sole Source, Best Value. Justifications for these purchase types are required.</p> <p>This is a requirement pursuant to TxGov't Code 2101.041.</p> <p>Click the <b>Special/Priority Purchase Types</b> link.</p> <p><a href="#">Special/Priority Purchase Types</a></p> |

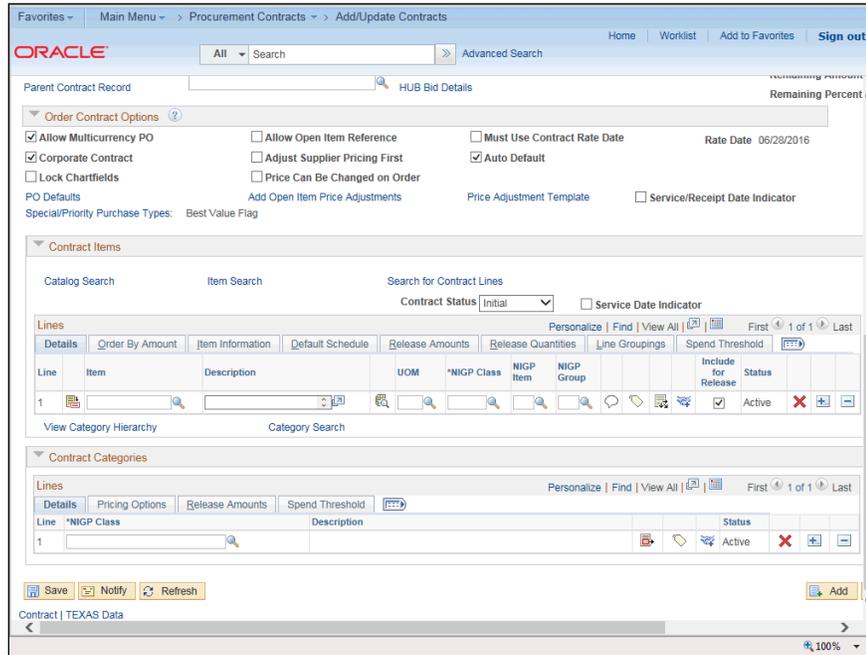


| Step | Action  |
|------|---|
| 56.  | <p>If any of these conditions apply, select the appropriate checkbox, and add comments.</p> <p>Click the <b>Best Value Flag</b> option.</p> <p><input checked="" type="checkbox"/> <b>Best Value Flag</b></p> |

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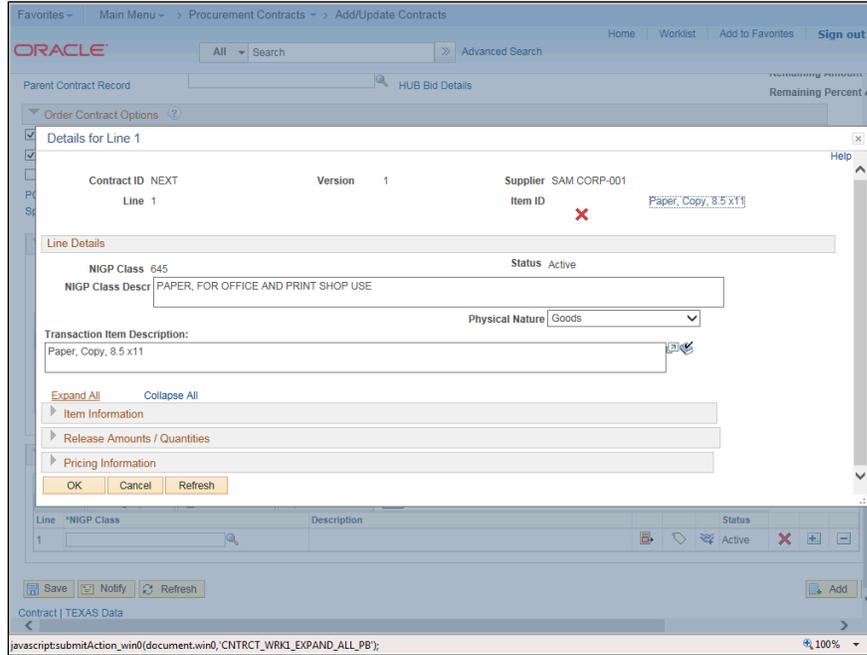


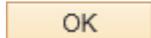
| Step | Action  |
|------|---|
| 57.  | Click in the <b>Comments</b> field.<br>   |
| 58.  | Enter the desired information into the <b>Comments</b> field. Enter " <b>Best value award for a very good reason</b> ".<br> |
| 59.  | Click the <b>OK</b> button.<br>  |
| 60.  | The reporting type selected displays.   |

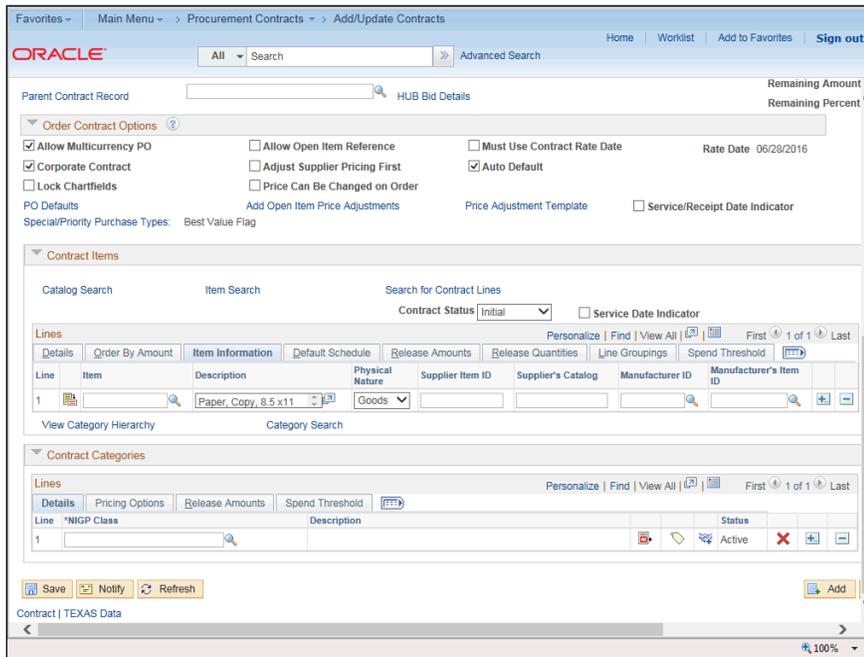


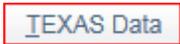
| Step | Action   |
|------|--|
| 61.  | Enter the desired information into the <b>Description</b> field. Enter " <b>Paper, Copy, 8.5 x11</b> ".<br> |
| 62.  | Enter the desired information into the <b>UOM</b> field. Enter " <b>PLT</b> ".<br>                          |
| 63.  | Enter the desired information into the <b>NIGP Class</b> field. Enter " <b>645</b> ".<br>                   |
| 64.  | Enter the desired information into the <b>NIGP Item</b> field. Enter " <b>33</b> ".<br>                     |
| 65.  | Click the <b>Line Details</b> button.<br>   |

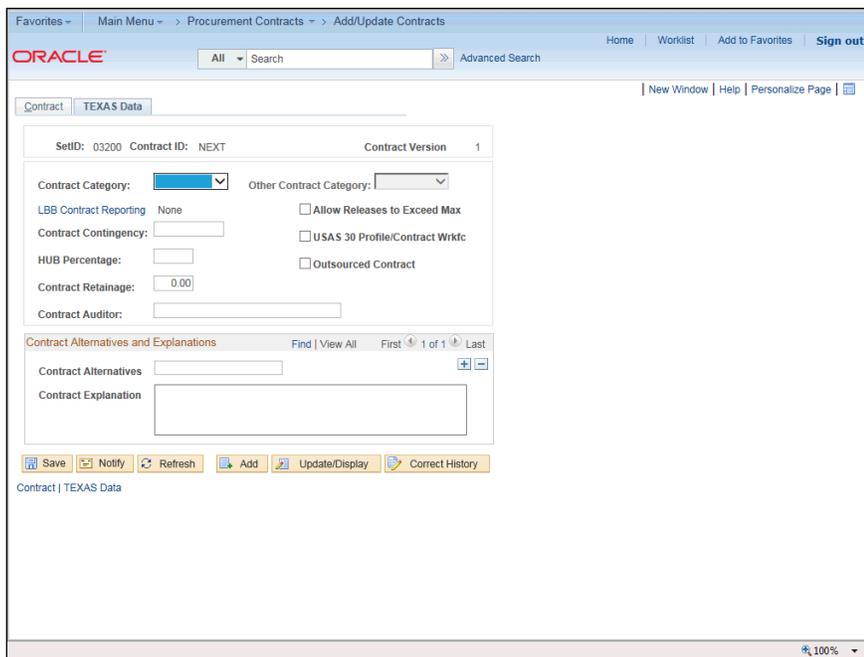
## EUT Course



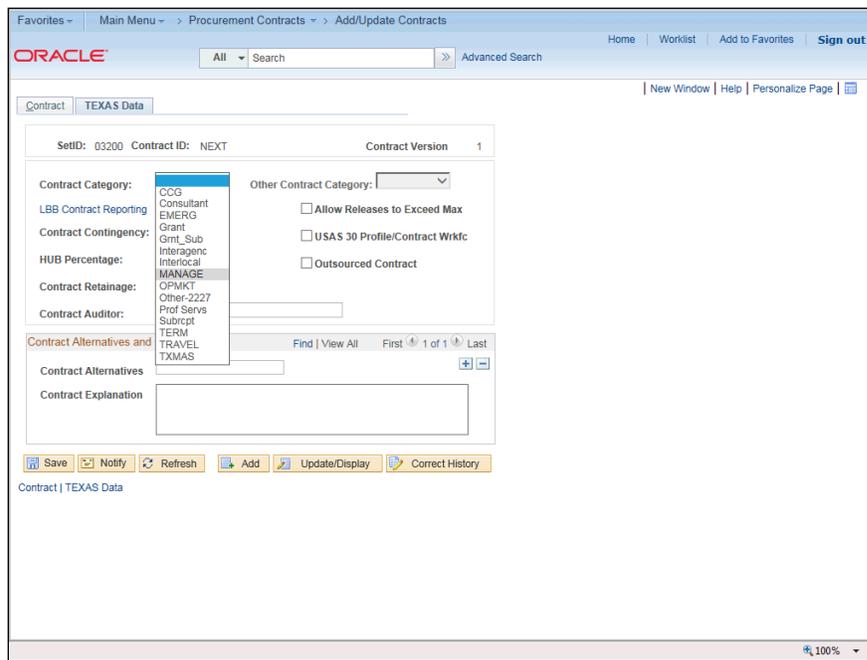
| Step | Action   |
|------|--|
| 66.  | Click the <b>Expand All</b> link.<br>   |
| 67.  | Enter the desired information into the <b>Minimum Line Amount</b> field. Enter " <b>1500</b> ".<br> |
| 68.  | Enter the desired information into the <b>Minimum Line Amount</b> field. Enter " <b>1</b> ".<br>    |
| 69.  | Click the vertical scrollbar to display more of the page.  |
| 70.  | Enter the desired information into the <b>Base Price</b> field. Enter " <b>1500</b> ".<br>          |
| 71.  | Click the <b>OK</b> button.<br>   |



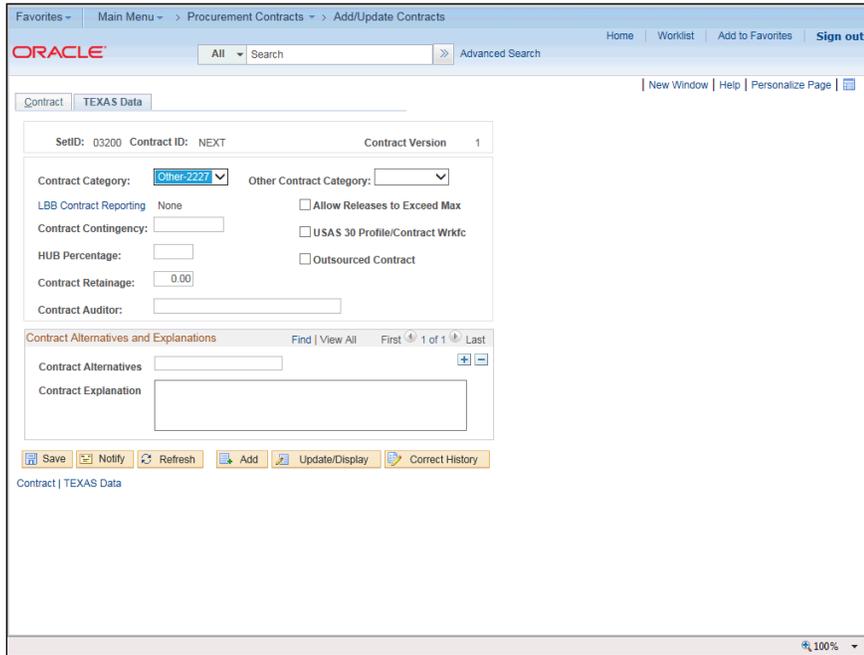
| Step | Action  |
|------|---|
| 72.  | Click the vertical scrollbar to display more of the page.   |
| 73.  | Click the <b>TEXAS Data</b> tab.<br> |



| Step | Action  |
|------|---|
| 74.  | <p>A Contract Category 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><b>Contract Category:</b> </p> |

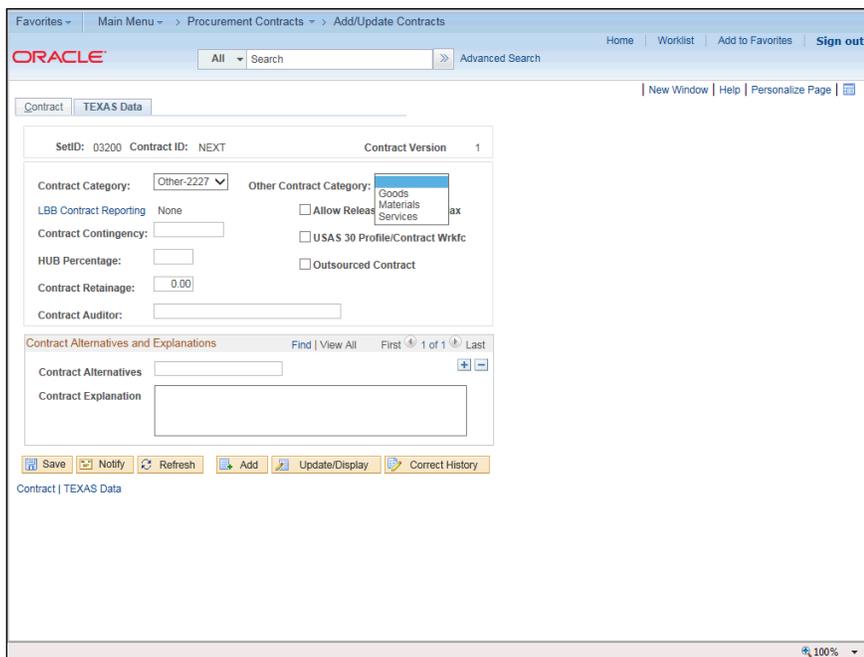


| Step | Action   |
|------|--|
| 75.  | <p>Click the <b>Other-2227</b> list item.</p> <p><b>Other-2227</b></p> |



Favorites - Main Menu - Procurement Contracts - Add/Update Contracts  
 ORACLE All Search Advanced Search Home Worklist Add to Favorites Sign out  
 Contract | TEXAS Data | New Window | Help | Personalize Page |  
 SetID: 03200 Contract ID: NEXT Contract Version 1  
 Contract Category: Other-2227 Other Contract Category:   
 LBB Contract Reporting: None  Allow Releases to Exceed Max  
 Contract Contingency:   USAS 30 Profile/Contract Wrkfc  
 HUB Percentage:   Outsourced Contract  
 Contract Retainage: 0.00  
 Contract Auditor:   
 Contract Alternatives and Explanations Find | View All First 1 of 1 Last  
 Contract Alternatives  + -  
 Contract Explanation   
 Save Notify Refresh Add Update/Display Correct History  
 Contract | TEXAS Data  
 100%

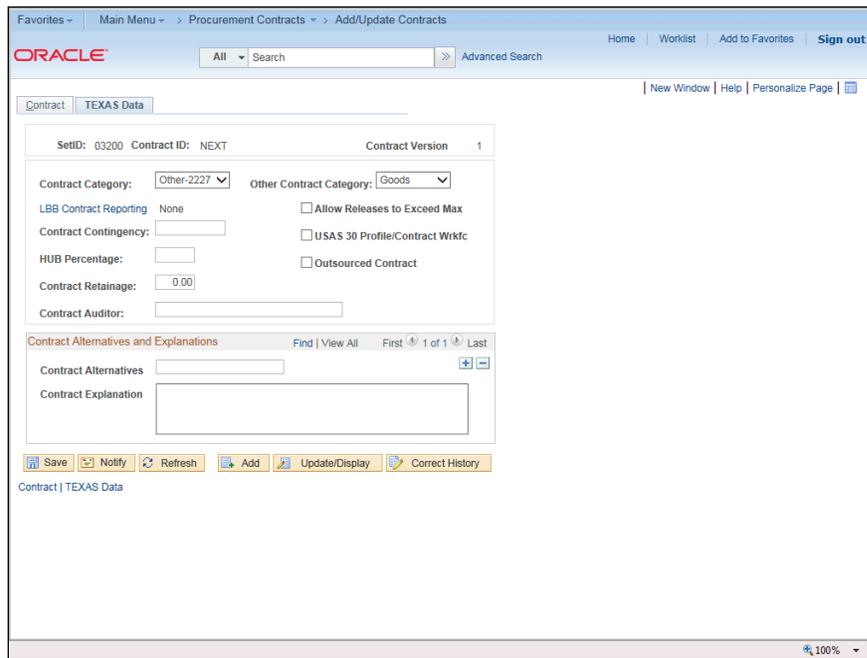
| Step | Action  |
|------|---|
| 76.  | Click the <b>Other Contract Category</b> list.<br> |



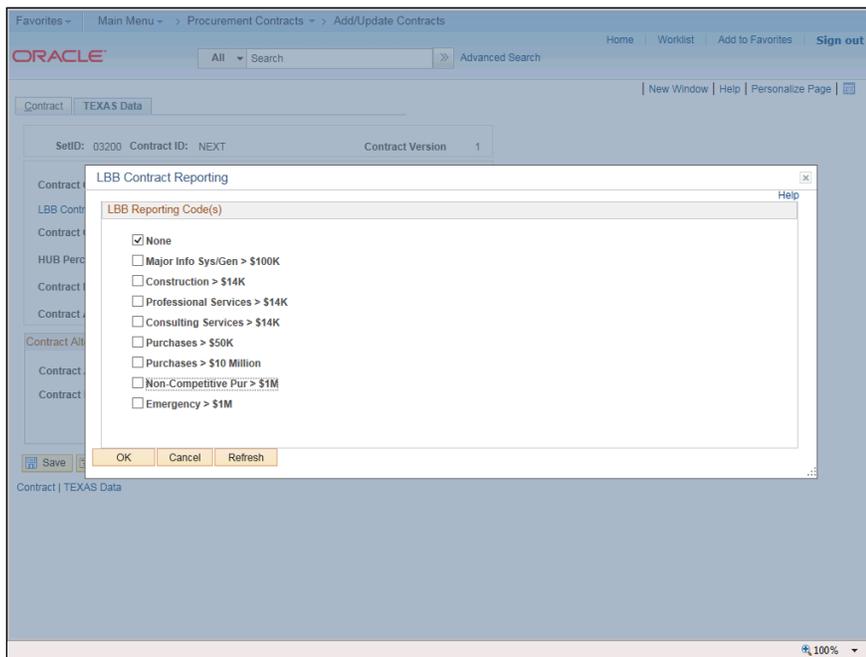
Favorites - Main Menu - Procurement Contracts - Add/Update Contracts  
 ORACLE All Search Advanced Search Home Worklist Add to Favorites Sign out  
 Contract | TEXAS Data | New Window | Help | Personalize Page |  
 SetID: 03200 Contract ID: NEXT Contract Version 1  
 Contract Category: Other-2227 Other Contract Category:   
 LBB Contract Reporting: None  Allow Releases to Exceed Max  
 Contract Contingency:   USAS 30 Profile/Contract Wrkfc  
 HUB Percentage:   Outsourced Contract  
 Contract Retainage: 0.00  
 Contract Auditor:   
 Contract Alternatives and Explanations Find | View All First 1 of 1 Last  
 Contract Alternatives  + -  
 Contract Explanation   
 Save Notify Refresh Add Update/Display Correct History  
 Contract | TEXAS Data  
 100%

## EUT Course

| Step | Action   |
|------|--|
| 77.  | <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>Goods</b> list item.</p> <p><a href="#">Goods</a></p> |

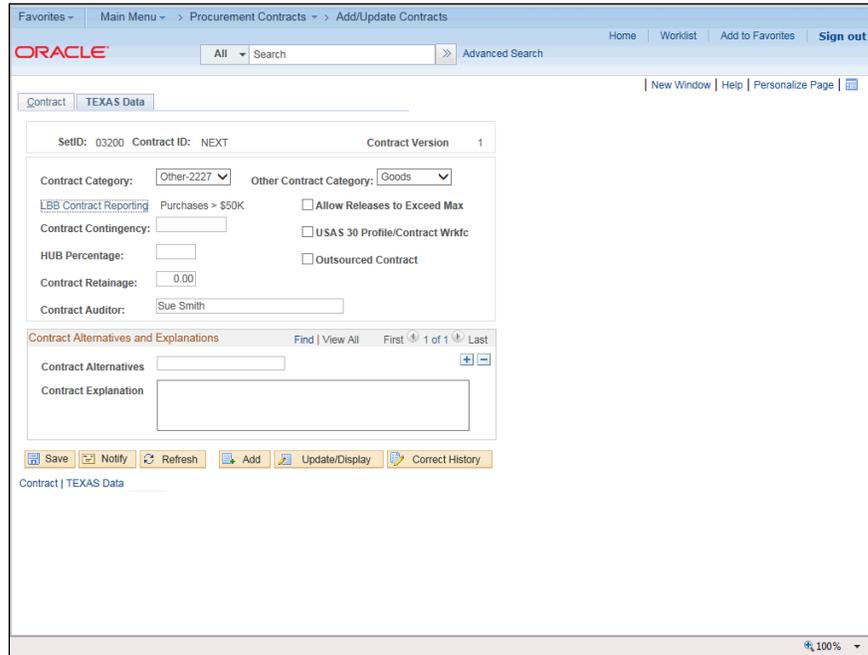


| Step | Action  |
|------|---|
| 78.  | <p>The <b>LBB Contract Reporting</b> link allows users to identify which, if any, LBB Reporting categories with which this contract should be associated:</p> <p><b>NOTE:</b> Parent Contracts will not be included in the LBB Contract Interface file. Any changes 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> |

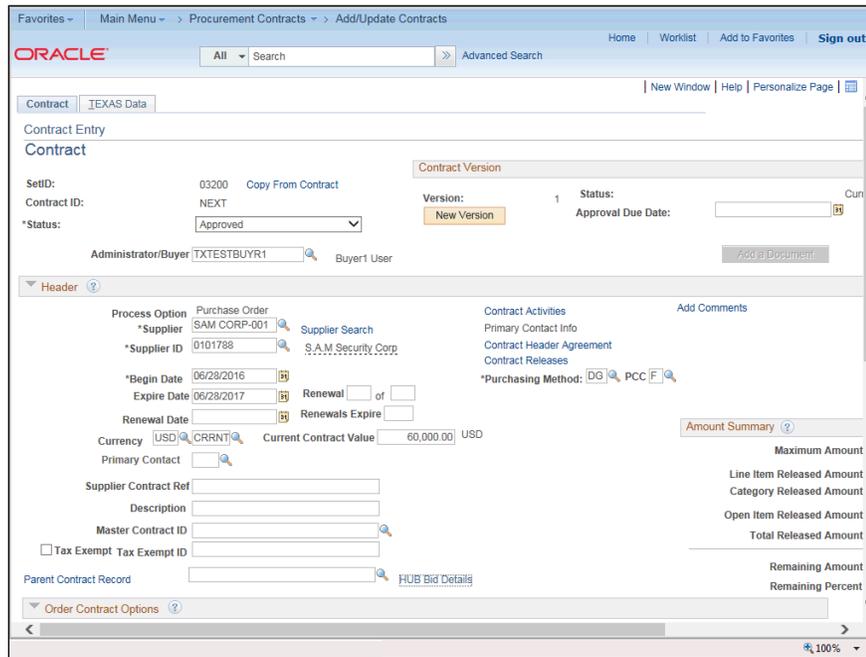


| Step | Action   |
|------|--|
| 79.  | Click the <b>Purchases &gt; \$50K</b> option.<br><input type="checkbox"/> <b>Purchases &gt; \$50K</b>  |
| 80.  | Click the <b>OK</b> button.<br><input type="button" value="OK"/>   |
| 81.  | <b>Allow Releases to Exceed Max</b> is an option for users to allow 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. 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. |

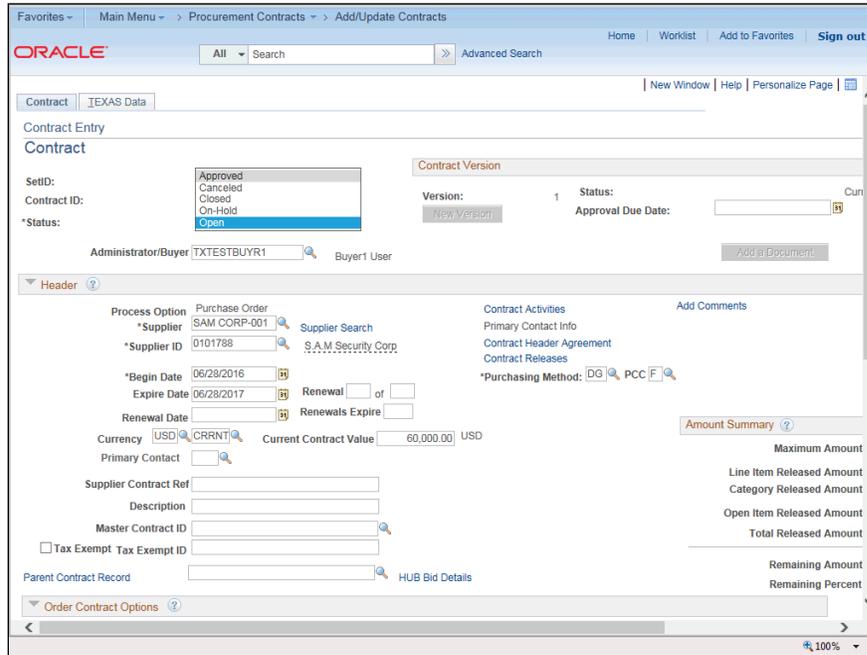
## EUT Course

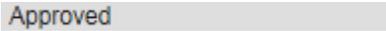


| Step | Action   |
|------|--|
| 82.  | Enter the desired information into the <b>Contract Auditor</b> field. Enter " <b>Sue Smith</b> ".<br> |
| 83.  | Click the <b>Contract</b> tab.<br>  |



| Step | Action   |
|------|--|
| 84.  | Click the down arrow on the vertical scrollbar to display more of the page.  |
| 85.  | 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. |
| 86.  | Click the <b>Save</b> button.<br>   |
| 87.  | Click the vertical scrollbar to display the top of the page.   |
| 88.  | Click the <b>Status</b> list.<br>   |



| Step | Action  |
|------|---|
| 89.  | Click the <b>Approved</b> list item.<br>   |
| 90.  | The <b>Contract ID</b> number is generated when the new contract was saved.<br><br>Now that the new contract has been approved and saved, releases can be entered against it as purchases are made. |
| 91.  | <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.

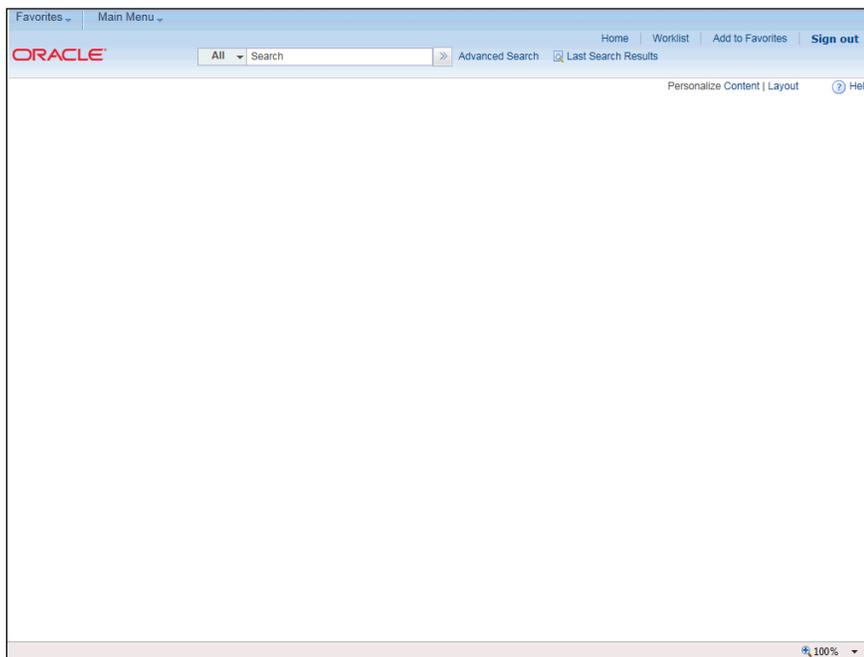
Agencies have the choice of tracking contract changes by "Track Changes" or "Versioning."

- **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.

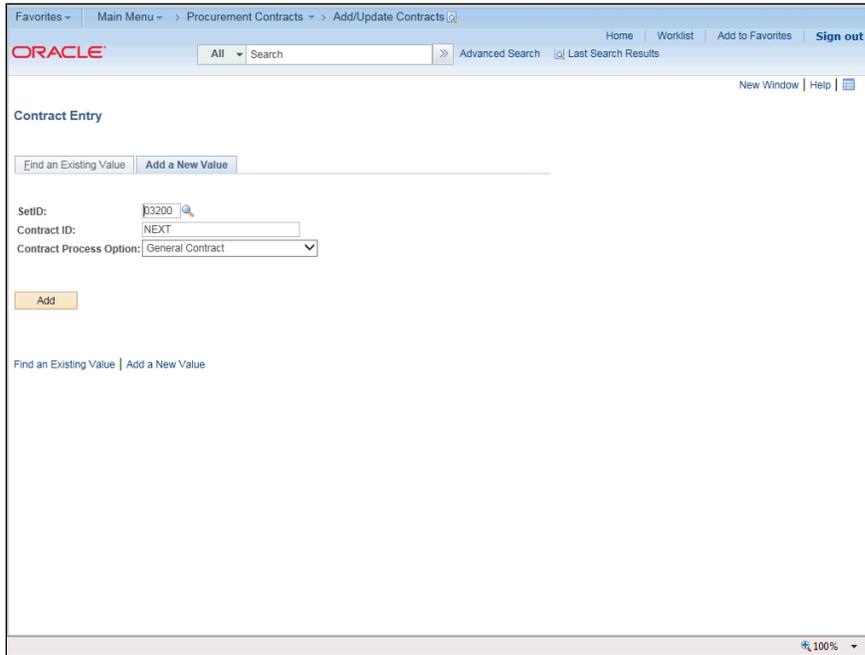
## Procedure

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.

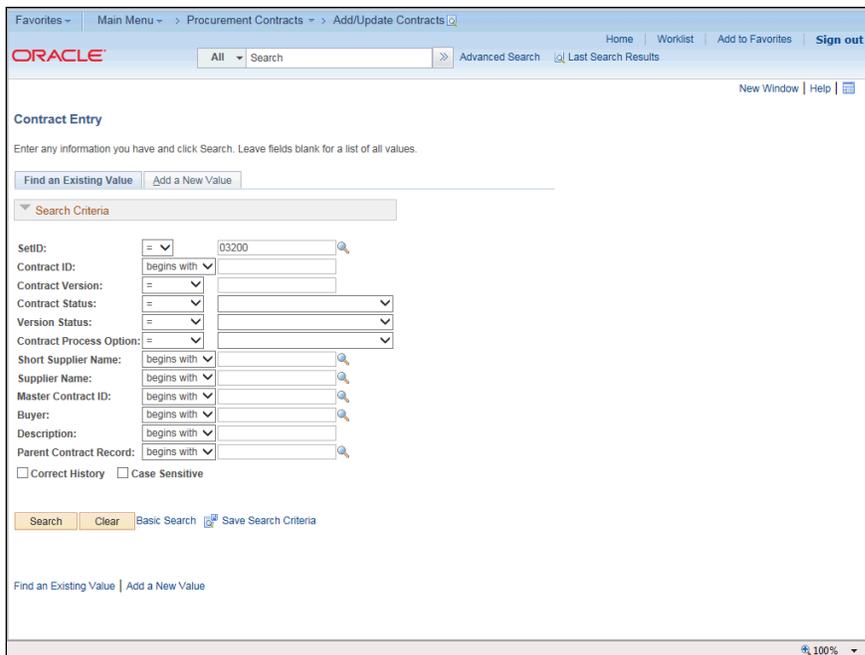


| Step | Action  |
|------|---|
| 1.   | Begin by navigating to the <b>Add/Update Contracts</b> page.<br>Click the <b>Main Menu</b> button.<br> |
| 2.   | Click the <b>Scroll Down</b> button.<br>   |
| 3.   | Click the <b>Procurement Contracts</b> menu.<br>   |
| 4.   | Click the <b>Add/Update Contracts</b> menu.<br>  |

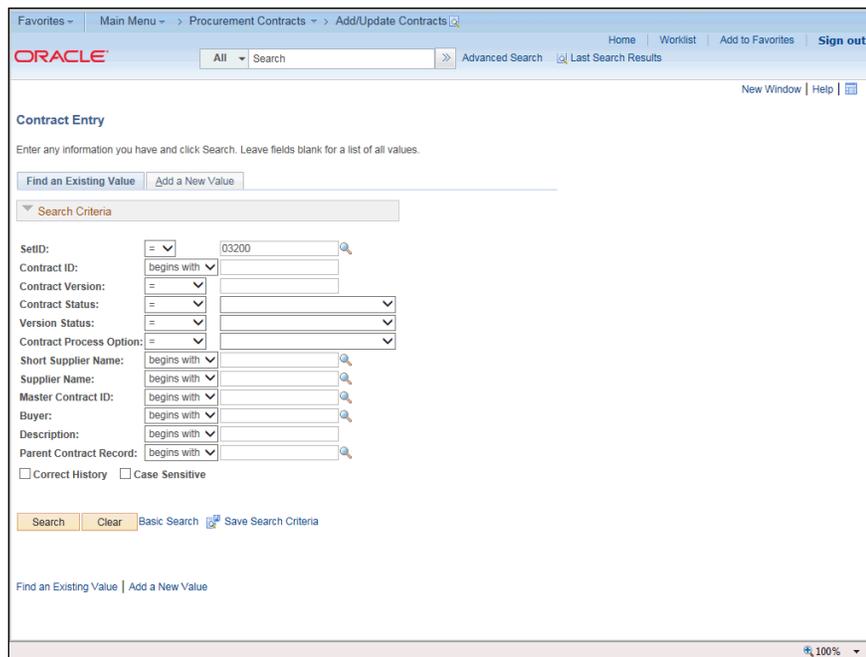
## EUT Course



| Step | Action   |
|------|--|
| 5.   | To search for an existing contract.<br>Click the <b>Find an Existing Value</b> tab.<br><div style="border: 1px solid red; padding: 2px; display: inline-block;">Find an Existing Value</div> |

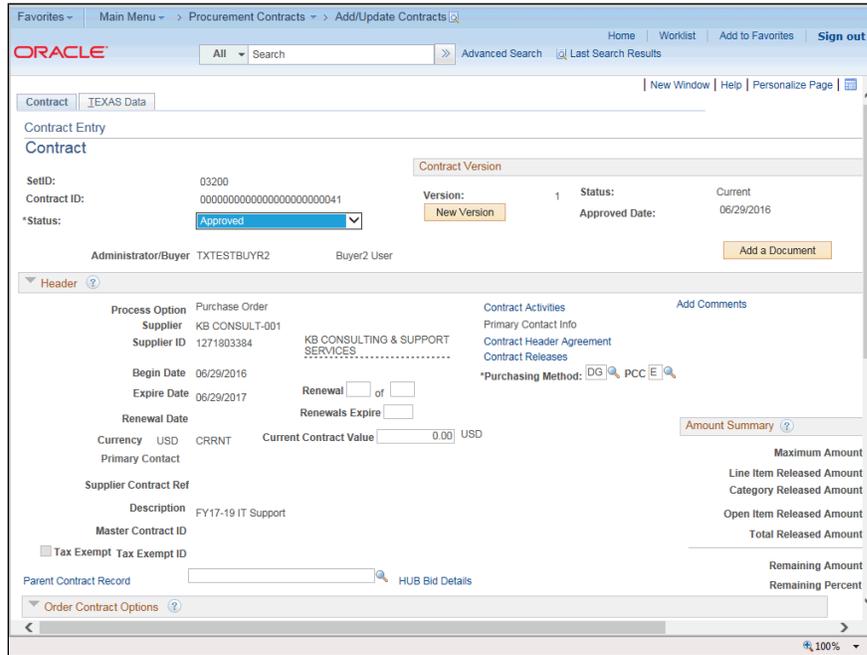


| Step | Action  |
|------|---|
| 6.   | <p>Search for the contract by using the supplier's name.</p> <p>Click the <b>Supplier Name</b> field.</p>  |

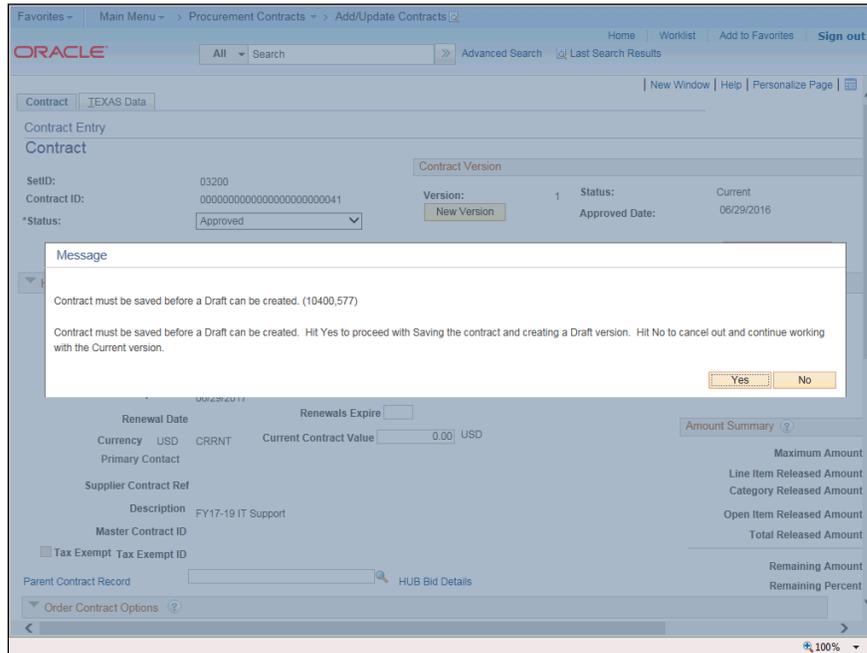


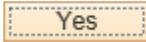
| Step | Action  |
|------|---|
| 7.   | <p>Enter the desired information into the <b>Supplier Name</b> field. Enter "<b>KB CONSULTING</b>".</p>    |
| 8.   | <p>Click the <b>Search</b> button.</p>   |
| 9.   | <p>This contract is currently at <b>Version 1</b>. This was the initial contract created within CAPPS. To make a change to this contract we will select the <b>New Version</b> button to create an amendment. The system assigns a version sequence number, tracks event version history and maintains the current event version.</p> |

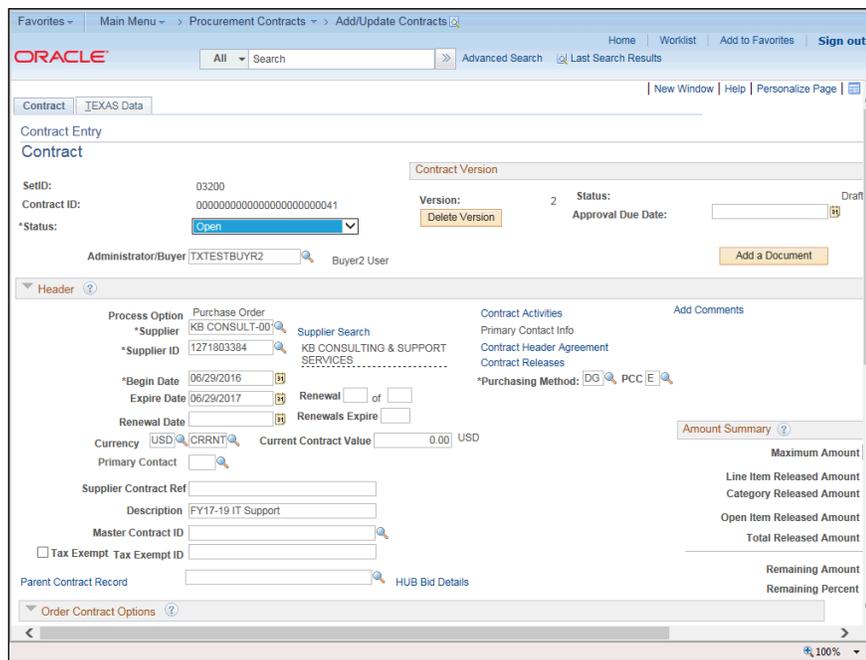
## EUT Course



| Step | Action   |
|------|--|
| 10.  | Click the <b>New Version</b> button. <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 5px;">New Version</div> |



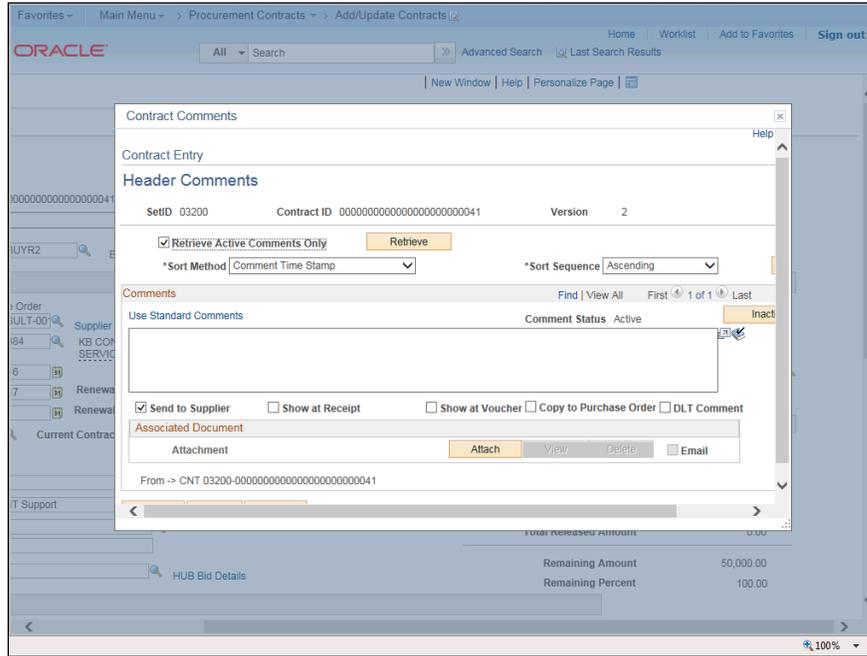
| Step | Action  |
|------|---|
| 11.  | <p>This creates a new version in Open status that can be worked on while maintaining the original active contract version.</p> <p>Click the <b>Yes</b> button to proceed with Saving the contract and creating a Draft version.</p>  |
| 12.  | <p><b>Version 2</b> has been created in <b>Open</b> status and is now ready for changes to be entered.</p>  |



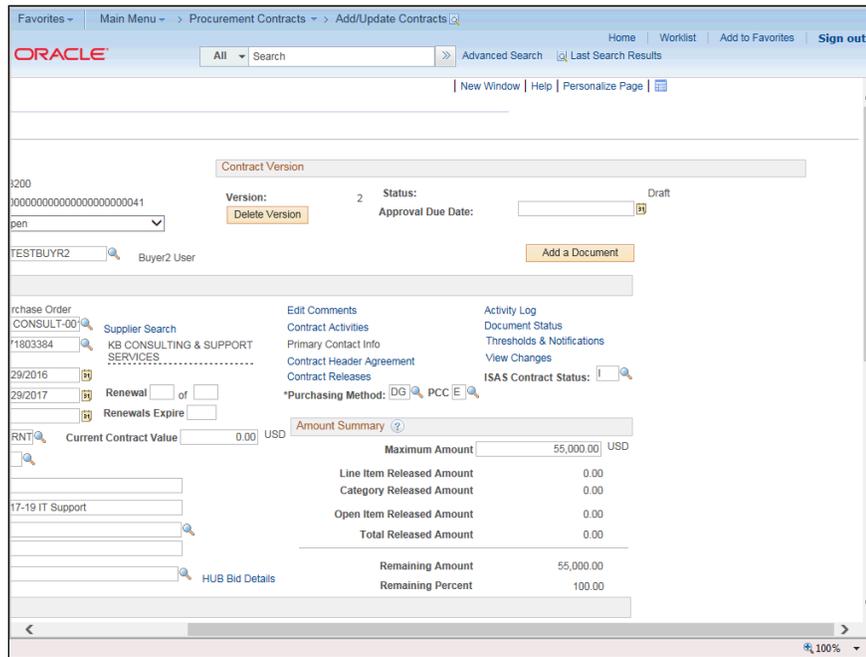
| Step | Action   |
|------|--|
| 13.  | <p>Click the horizontal scrollbar to move to the right of the page to increase the maximum amount.</p>   |
| 14.  | <p>Enter the increased amount into the <b>Maximum Amount</b> field.</p> <p>Click in the <b>Maximum Amount</b> field.</p>  |
| 15.  | <p>Enter the desired information into the <b>Maximum Amount</b> field. Enter "<b>55000</b>".</p>                          |

## EUT Course

| Step | Action  |
|------|---|
| 16.  | <p>When amending a contract add a comment explaining the reason for the change.</p> <p>Click the <b>Add Comments</b> link.</p> <p><b>Add Comments</b></p> |

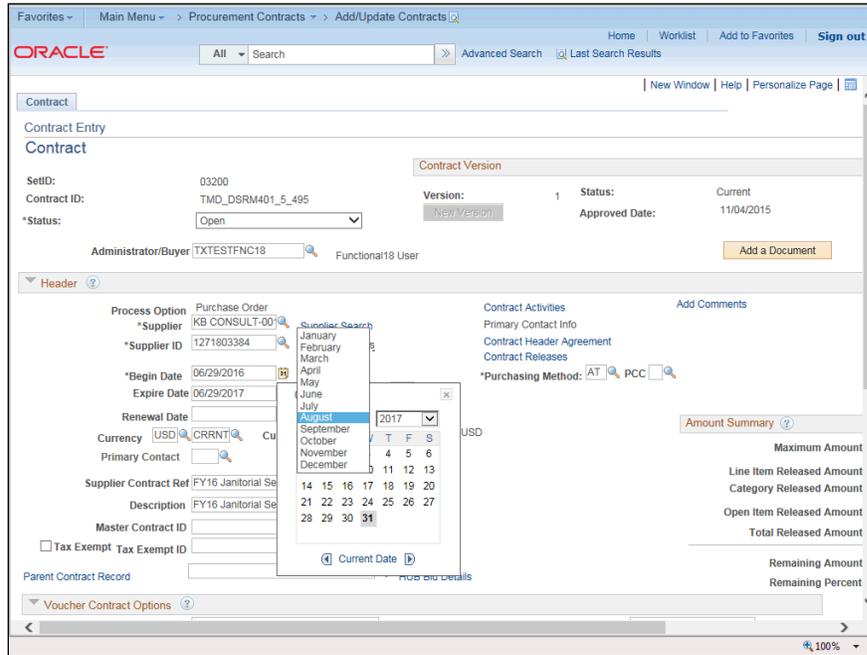


| Step | Action  |
|------|---|
| 17.  | <p>Click in the <b>Active</b> field.</p> <p>use Standard Comments <span style="float: right;">Comment Status Active</span></p> <div style="border: 2px solid red; height: 40px; width: 100%;"></div>  |
| 18.  | <p>Enter the desired information into the <b>Active</b> field. Enter "<b>Increased the maximum amount to \$55,000 from \$50,000.</b>"</p> <p>use Standard Comments <span style="float: right;">Comment Status Active</span></p> <div style="border: 2px solid red; height: 40px; width: 100%;"></div> |
| 19.  | <p>Click the <b>OK</b> button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; background-color: #f0f0f0;">OK</div>   |



| Step | Action   |
|------|--|
| 20.  | Click the horizontal scrollbar to move to the left of the page to change the expire date.  |
| 21.  | <p>Change the <b>Expired Date</b>.</p> <p>Click the <b>Choose a date (Alt+5)</b> button.</p>  |

## EUT Course



Contract Entry  
Contract

SetID: 03200  
Contract ID: TMD\_DSRM401\_5\_495  
\*Status: Open

Contract Version  
Version: 1 Status: Current  
Approved Date: 11/04/2015

Administrator/Buyer: TXTESTFNC18 Functional18 User

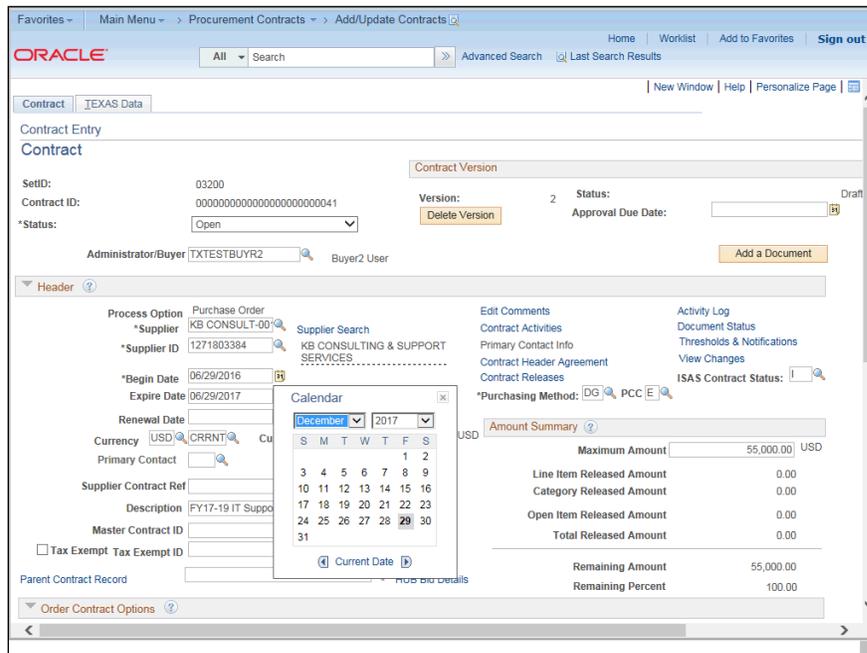
Process Option: Purchase Order  
\*Supplier: KB CONSULT-00  
\*Supplier ID: 1271803384  
\*Begin Date: 06/29/2016  
Expire Date: 06/29/2017  
Renewal Date:  
Currency: USD CRRNT Cu  
Primary Contact:  
Supplier Contract Ref: FY16 Janitorial Se  
Description: FY16 Janitorial Se  
Master Contract ID:  
 Tax Exempt Tax Exempt ID

Supplier Search  
January  
February  
March  
April  
May  
June  
July  
August  
September  
October  
November  
December  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30 31  
Current Date

Contract Activities  
Add Comments  
Primary Contact Info  
Contract Header Agreement  
Contract Releases  
\*Purchasing Method: AT PCC

Amount Summary  
Maximum Amount  
Line Item Released Amount  
Category Released Amount  
Open Item Released Amount  
Total Released Amount  
Remaining Amount  
Remaining Percent

| Step | Action   |
|------|--|
| 22.  | Click the <b>December</b> list item.<br><br>December |



Contract Entry  
Contract

SetID: 03200  
Contract ID: 000000000000000000000000000041  
\*Status: Open

Contract Version  
Version: 2 Status: Draft  
Approval Due Date:

Administrator/Buyer: TXTESTBUYR2 Buyer2 User

Process Option: Purchase Order  
\*Supplier: KB CONSULT-00  
\*Supplier ID: 1271803384  
\*Begin Date: 06/29/2016  
Expire Date: 06/29/2017  
Renewal Date:  
Currency: USD CRRNT Cu  
Primary Contact:  
Supplier Contract Ref:  
Description: FY17-19 IT Suppo  
Master Contract ID:  
 Tax Exempt Tax Exempt ID

Supplier Search  
KB CONSULTING & SUPPORT SERVICES

Calendar  
December 2017  
S M T W T F S  
3 4 5 6 7 8 9  
10 11 12 13 14 15 16  
17 18 19 20 21 22 23  
24 25 26 27 28 29 30  
31  
Current Date

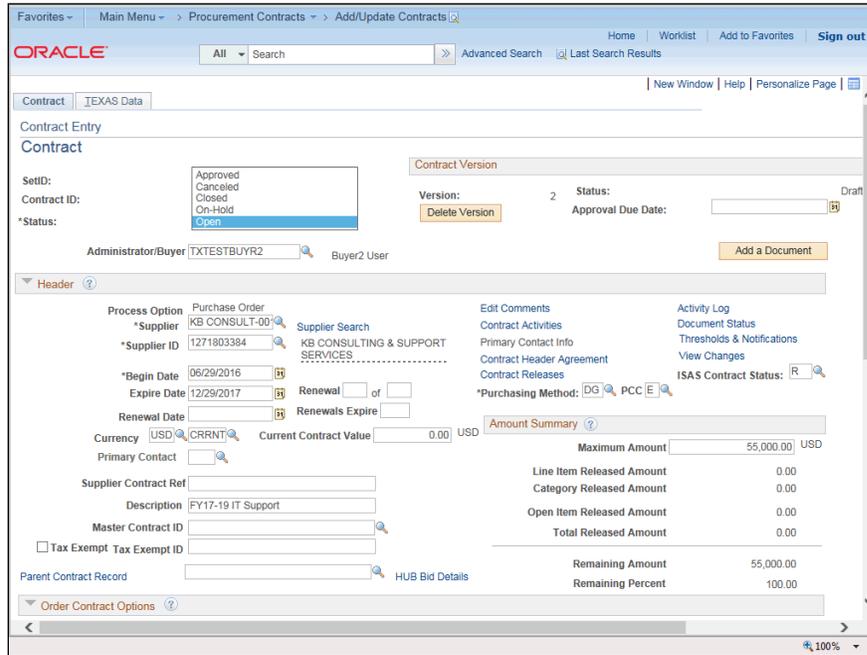
Edit Comments  
Contract Activities  
Primary Contact Info  
Contract Header Agreement  
Contract Releases  
\*Purchasing Method: DG PCC E

Activity Log  
Document Status  
Thresholds & Notifications  
View Changes  
ISAS Contract Status:

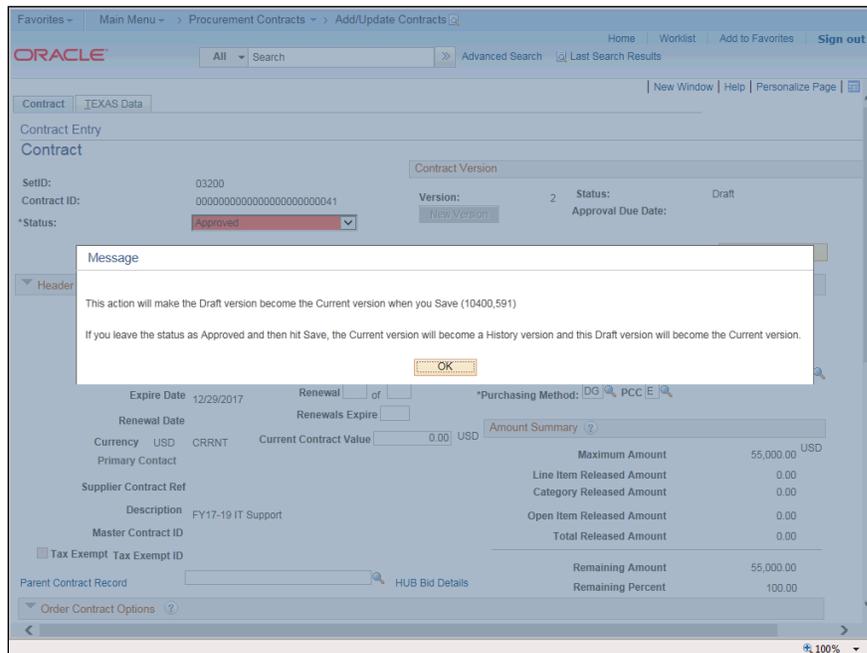
Amount Summary  
Maximum Amount: 55,000.00 USD  
Line Item Released Amount: 0.00  
Category Released Amount: 0.00  
Open Item Released Amount: 0.00  
Total Released Amount: 0.00  
Remaining Amount: 55,000.00  
Remaining Percent: 100.00

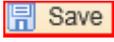
| Step | Action   |
|------|--|
| 23.  | Click the <b>29</b> link.<br>   |
| 24.  | Change the <b>ISAS Contract Status</b> to a status other than "Initial". This will provide a detailed progression of the path the contract has taken.<br><br>For contracts that are LBB reportable, amendments will only 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>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 ISAS Contract Status on the amended record des 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 ISAS Contract Status (Alt+5)</b> button.<br> |
| 25.  | Click the <b>Renewals</b> link.<br>   |
| 26.  | Change the <b>Status</b> to Approved so the contract can be saved as the current version.<br><br>Click the <b>Status</b> list.<br>  |

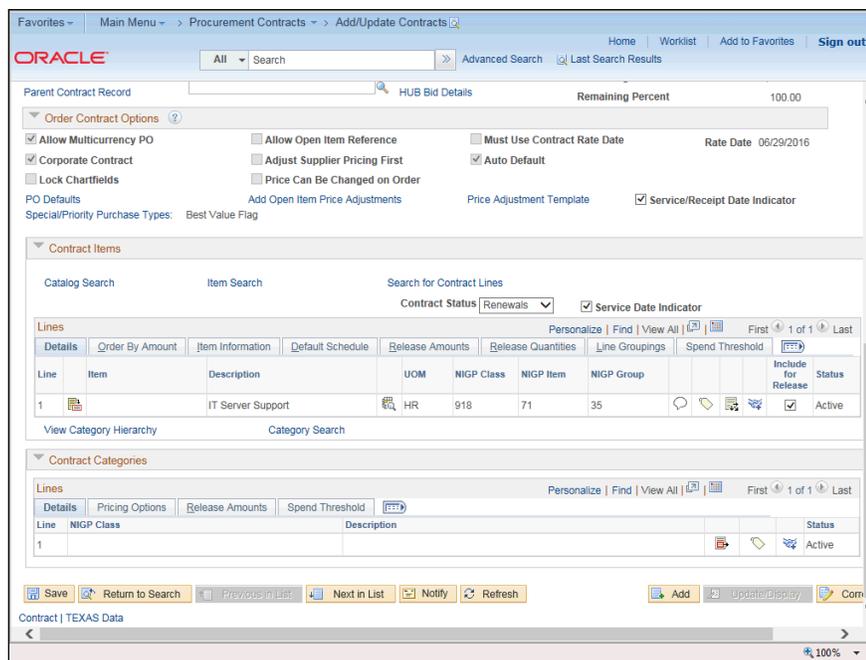
## EUT Course



| Step | Action  |
|------|---|
| 27.  | Click the <b>Approved</b> list item.<br><b>Approved</b> |

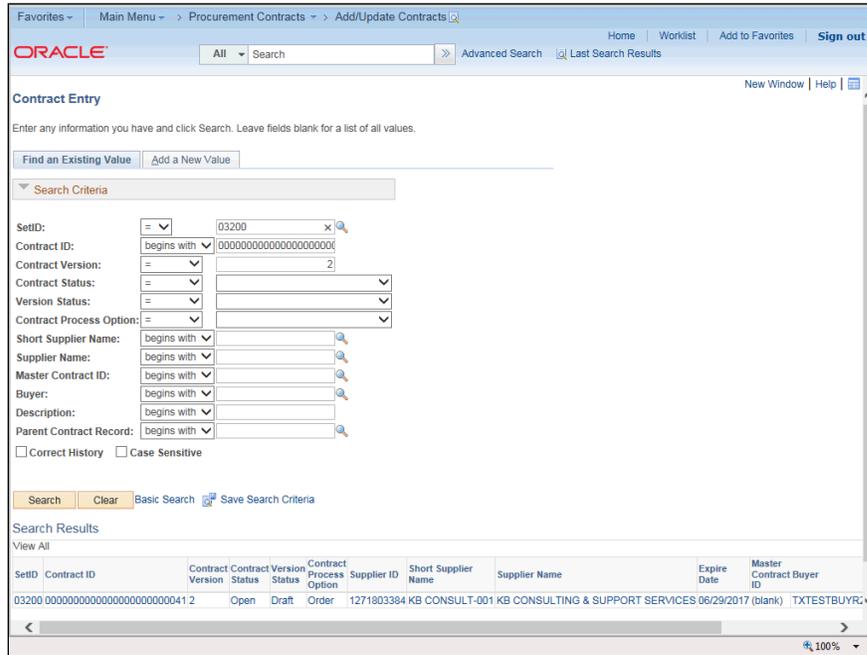


| Step | Action  |
|------|---|
| 28.  | This action will make the Draft version become the Current version when you Save.<br><br>Click the <b>OK</b> button.<br> |
| 29.  | Click the vertical scrollbar to the bottom of the page to save the contract.  |
| 30.  | Click the <b>Save</b> button.<br>  |



| Step | Action   |
|------|--|
| 31.  | To view both versions of the contract.<br><br>Click the <b>Return to Search</b> button.<br> |

## EUT Course



**Contract Entry**

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

Find an Existing Value | Add a New Value

**Search Criteria**

SetID: = 03200

Contract ID: begins with 00000000000000000000000000000000

Contract Version: = 2

Contract Status: =

Version Status: =

Contract Process Option: =

Short Supplier Name: begins with

Supplier Name: begins with

Master Contract ID: begins with

Buyer: begins with

Description: begins with

Parent Contract Record: begins with

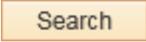
Correct History  Case Sensitive

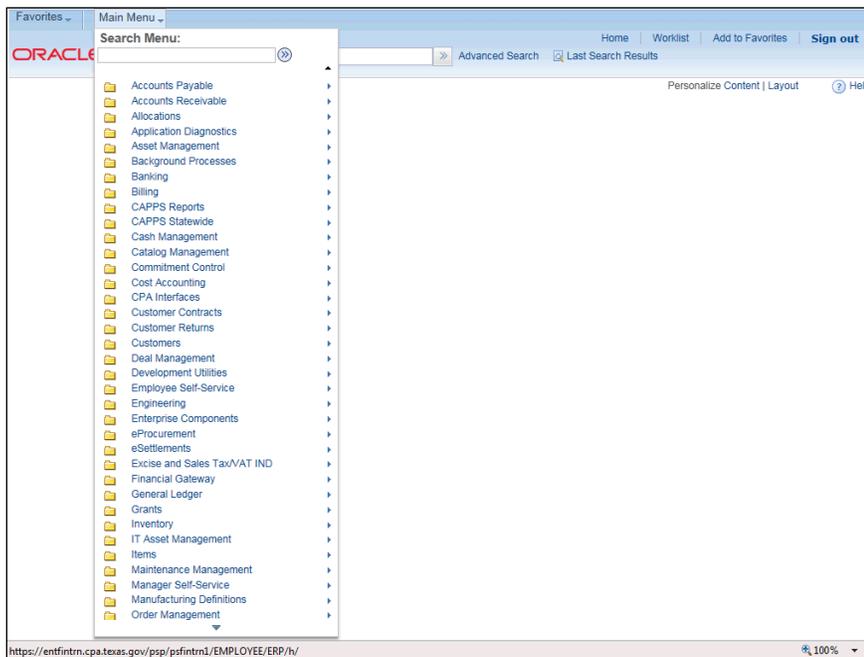
Search Clear Basic Search Save Search Criteria

**Search Results**

View All

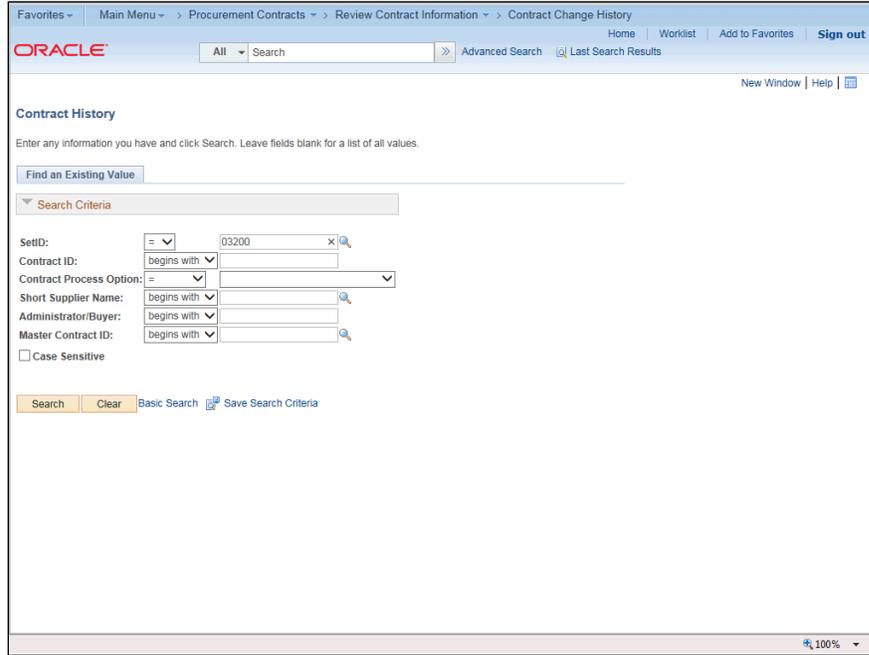
| SetID | Contract ID                      | Contract Version | Contract Status | Contract Process Option | Supplier ID | Short Supplier Name | Supplier Name  | Expire Date                      | Master Contract Buyer ID |            |
|-------|----------------------------------|------------------|-----------------|-------------------------|-------------|---------------------|----------------|----------------------------------|--------------------------|------------|
| 03200 | 00000000000000000000000000000000 | 1                | Open            | Draft                   | Order       | 1271803384          | KB CONSULT-001 | KB CONSULTING & SUPPORT SERVICES | 06/29/2017 (blank)       | TXTESTBUYR |

| Step | Action   |
|------|--|
| 32.  | You must delete the contract version number to view all the contract versions available.<br><br>Click in the <b>Contract Version</b> field.<br> |
| 33.  | Press <b>[Delete]</b> .  |
| 34.  | Click the <b>Search</b> button.<br>   |
| 35.  | The search results display both <b>Contract Versions</b> . Version 1 show the Version Status of <b>History</b> .   |
| 36.  | Version 2 shows the status of <b>Current</b> . The current version is the new transactional contract version.  |
| 37.  | To view more changes on a contract header, PO defaults, Price Adjustments and History, navigate to the <b>Contract Change History</b> page.  |



| Step | Action  |
|------|---|
| 38.  | Click the <b>Main Menu</b> button.<br>                 |
| 39.  | Click the <b>Scroll Down</b> button.<br>               |
| 40.  | Click the <b>Procurement Contracts</b> menu.<br>       |
| 41.  | Click the <b>Review Contract Information</b> menu.<br> |
| 42.  | Click the <b>Contract Change History</b> menu.<br>     |

## EUT Course



Contract History

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

Find an Existing Value

Search Criteria

SetID: = 03200

Contract ID: begins with

Contract Process Option: =

Short Supplier Name: begins with

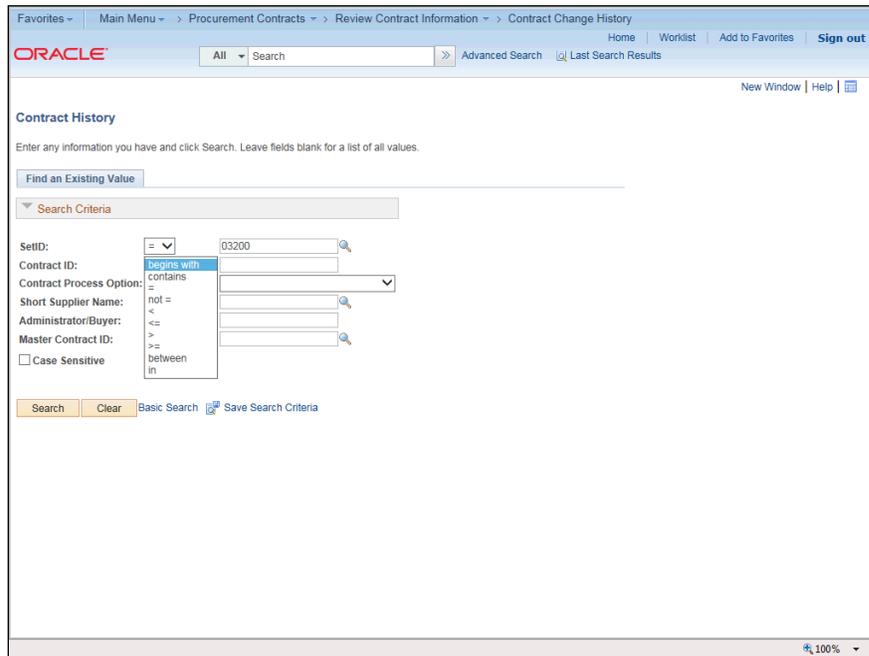
Administrator/Buyer: begins with

Master Contract ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

| Step | Action  |
|------|---|
| 43.  | Click the <b>Contract ID</b> list.<br><b>Contract ID:</b> <span style="border: 1px solid red; padding: 2px;">begins with ▼</span> |



Contract History

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

Find an Existing Value

Search Criteria

SetID: = 03200

Contract ID: begins with

Contract Process Option: =

Short Supplier Name: not =

Administrator/Buyer: <

Master Contract ID: <=

>

>=

between

in

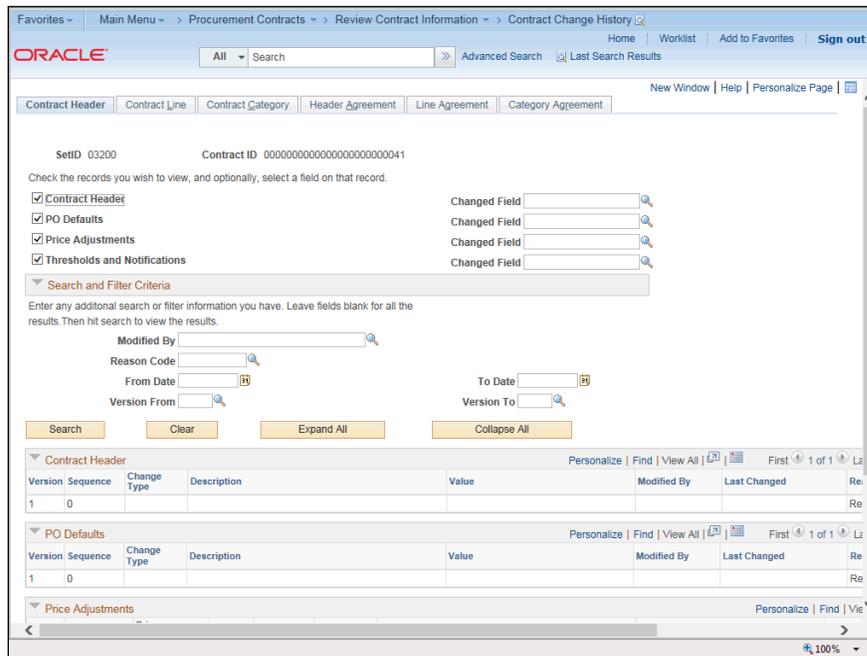
Case Sensitive

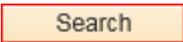
Search Clear Basic Search Save Search Criteria



## EUT Course

| Step | Action  |
|------|---|
| 51.  | 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. |
| 52.  | Select <b>Price Adjustments</b> to include the open-items, price-adjustment records in the search results.  |
| 53.  | Select <b>Thresholds and Notifications</b> to include changes to spend thresholds and notifications for the contract.   |



| Step | Action  |
|------|---|
| 54.  | 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.<br>  |
| 55.  | 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> |

| Step | Action   |
|------|--|
| 56.  | Click the vertical scroll bar to view the bottom of the page.  |
| 57.  | The PO Defaults, Price Adjustments and Thresholds & Notifications section displays.<br><br>Click the vertical scrollbar. |
| 58.  | <b>End of Procedure.</b>   |

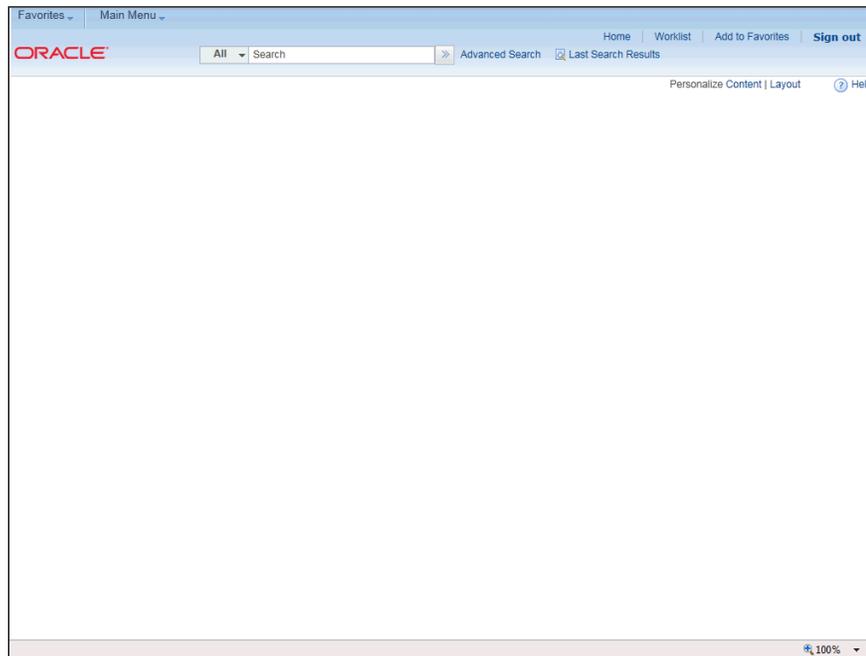
## Amend Contract without Versioning

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

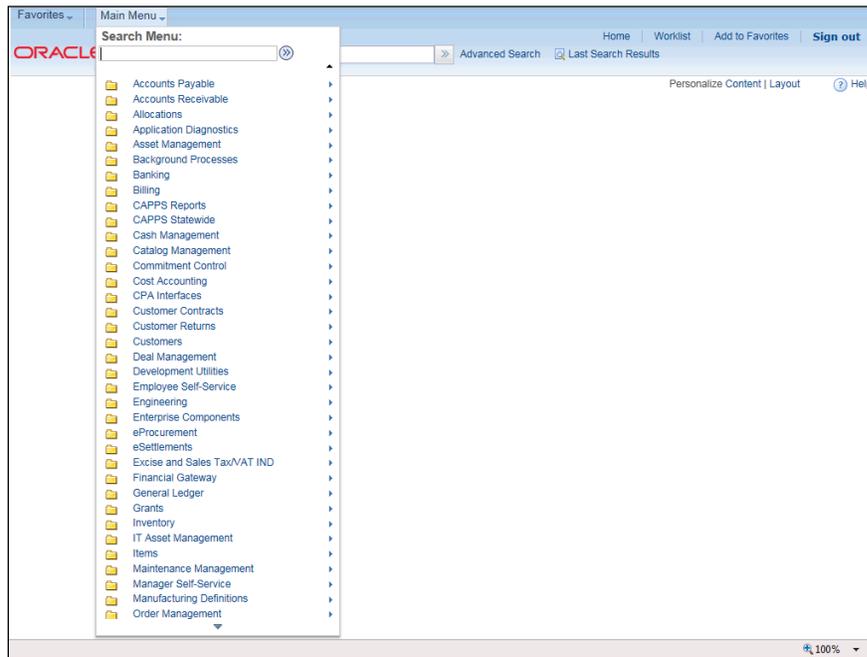
A contract amendment occurs when a change is made to the original terms and conditions of an active contract. To make amendments to a contract without Versioning, refrain from using the Amendment Version feature. In this way, a historical record of the original document will be maintained in the contract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

#### Procedure

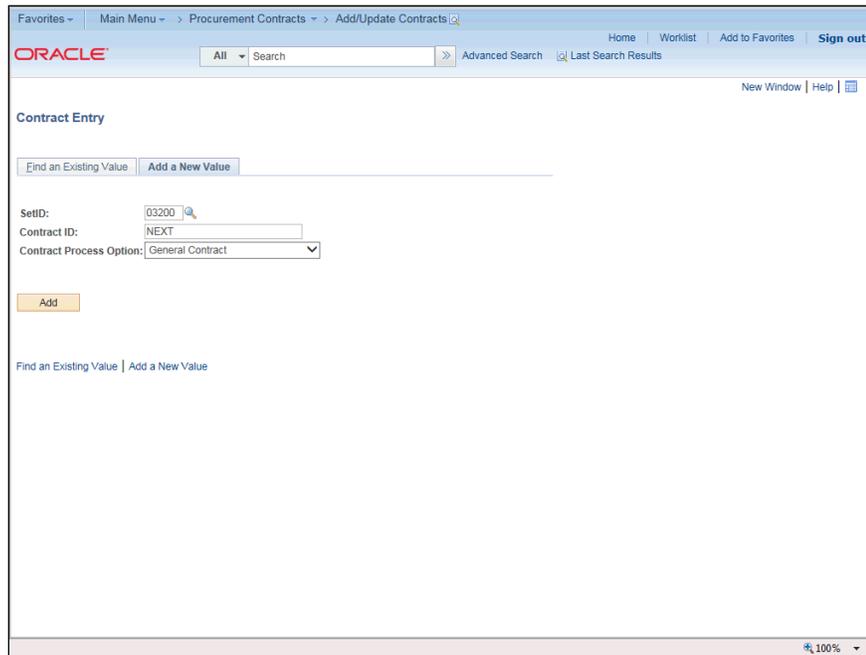
In this lesson, you will learn how to modify an existing contract without using the new version button and increasing the contract maximum amount while maintaining a historical version.

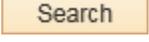


| Step | Action   |
|------|--|
| 1.   | <p>Begin by opening the Contract to be modified. Navigate to the <b>Add/Update Contracts</b> page.</p> <p>Click the <b>Main Menu</b> button.</p>  |

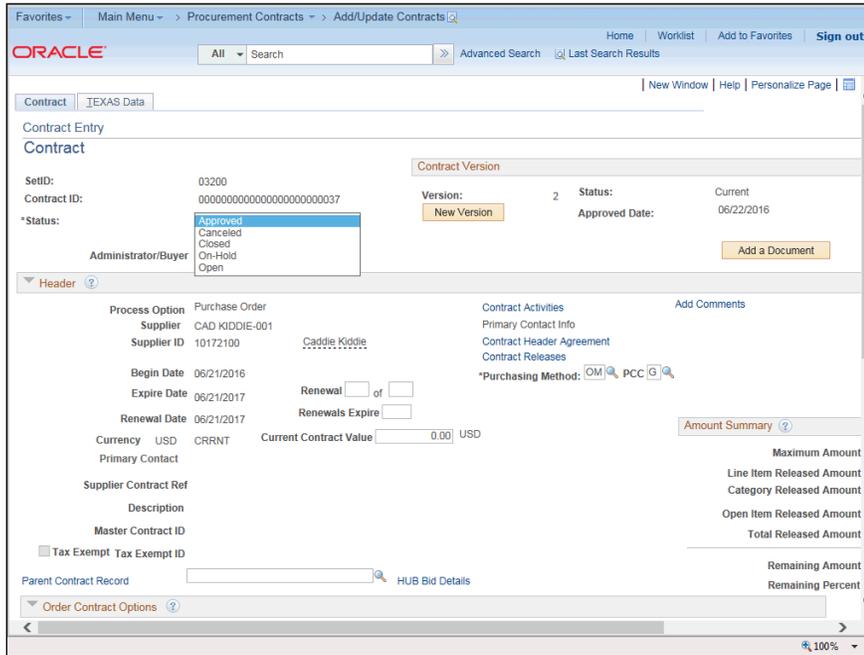


| Step | Action  |
|------|---|
| 2.   | <p>Click the <b>Scroll Down</b> button.</p>          |
| 3.   | <p>Click the <b>Procurement Contracts</b> menu.</p>  |
| 4.   | <p>Click the <b>Add/Update Contracts</b> menu.</p>   |



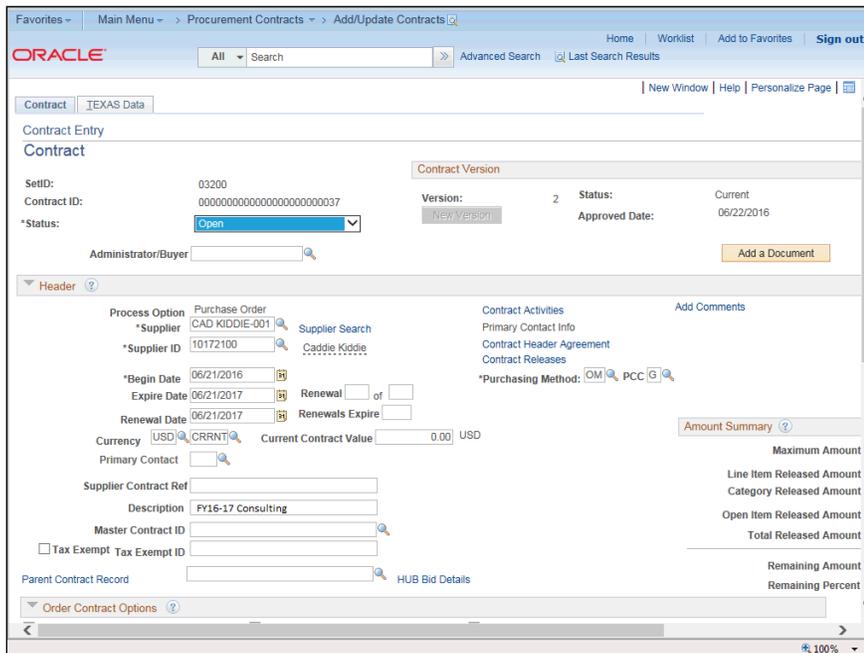
| Step | Action   |
|------|--|
| 5.   | The <b>Contract Entry</b> page allows you to search for or add a contract.<br>To search for the original contract, click the <b>Find an Existing Value</b> tab.<br> |
| 6.   | Search for the contract by using the supplier's name.<br>Click the <b>Look up Supplier Name (Alt+5)</b> button.<br>   |
| 7.   | Click in the <b>Supplier Name</b> field.<br><b>Supplier Name:</b>   begins with ▼   |
| 8.   | Enter the desired information into the <b>Supplier Name</b> field. Enter " <b>Caddie</b> ".<br><b>Supplier Name:</b>   begins with ▼                                |
| 9.   | Click the <b>Look Up</b> button.<br>  |
| 10.  | Click the <b>Caddie Kiddie</b> link.<br>  |
| 11.  | Click the <b>Search</b> button.<br>   |





The screenshot shows the Oracle CAPPS Financials interface for a contract entry. The 'Status' dropdown menu is open, showing options: Approved, Canceled, Closed, On-Hold, and Open. The 'Open' option is highlighted. Other visible fields include Contract ID, Version (2), Status (Current), Approved Date (06/22/2016), and various contract details like Process Option, Supplier, and Dates.

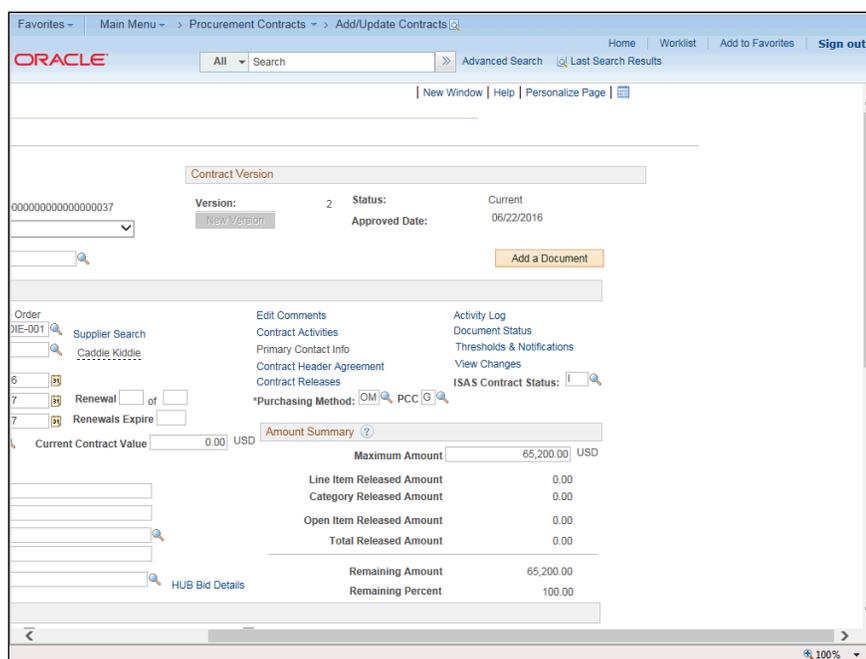
| Step | Action  |
|------|---|
| 14.  | Click the <b>Open</b> from the drop-down list.<br><b>Open</b> |



This screenshot shows the same Oracle CAPPS Financials contract entry form, but now the 'Status' dropdown menu is closed and 'Open' is selected. The 'Contract Version' section shows 'New Version' as a button. The 'Description' field is populated with 'FY16-17 Consulting'.

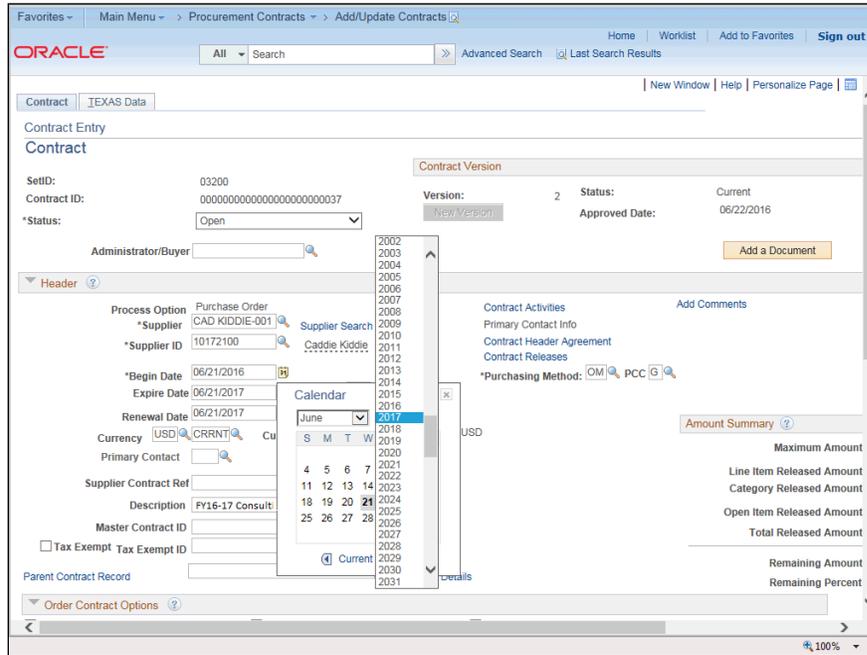


| Step | Action  |
|------|---|
| 20.  | <p>Enter the desired information into the <b>Active</b> field. Enter "<b>Increase max amount \$65,200.00 from \$65,000.00.</b>"</p> <p>Use Standard Comments <span style="float: right;">Comment Status Active</span></p> <div style="border: 1px solid red; height: 40px; width: 100%;"></div> |
| 21.  | <p>Click the <b>OK</b> button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; background-color: #f4b084;">OK</div>   |



| Step | Action  |
|------|---|
| 22.  | To change the contract Expire Date, click the horizontal scrollbar to move to the left of the page. |
| 23.  | To change the <b>Expire Date</b> , click the <b>Choose a date (Alt+5)</b> button.                   |
| 24.  | Click the calendar year drop-down list.   |

## EUT Course



Oracle CAPPS Financials - Contract Entry

Contract ID: 0000000000000000000000000037

Status: Open

Version: 2, Status: Current, Approved Date: 06/22/2016

Supplier: CAD KIDDIE-001

Supplier ID: 10172100

Begin Date: 06/21/2016

Expire Date: 06/21/2017

Renewal Date: 06/21/2017

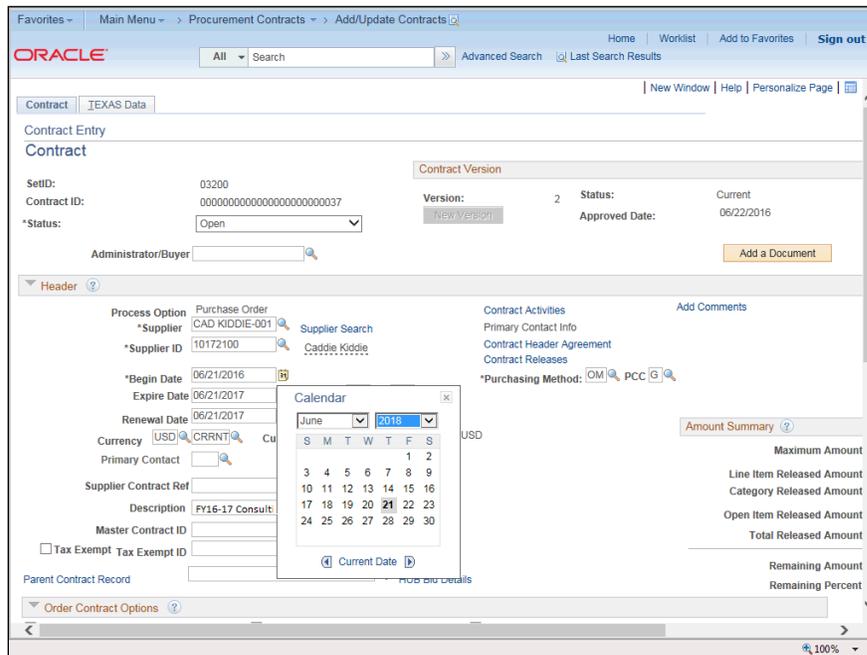
Currency: USD, CRRNT

Description: FY16-17 Consult

Calendar: June 2017

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| Step | Action                           |
|------|----------------------------------|
| 25.  | Click the <b>2018</b> list item. |



Oracle CAPPS Financials - Contract Entry

Contract ID: 0000000000000000000000000037

Status: Open

Version: 2, Status: Current, Approved Date: 06/22/2016

Supplier: CAD KIDDIE-001

Supplier ID: 10172100

Begin Date: 06/21/2016

Expire Date: 06/21/2017

Renewal Date: 06/21/2017

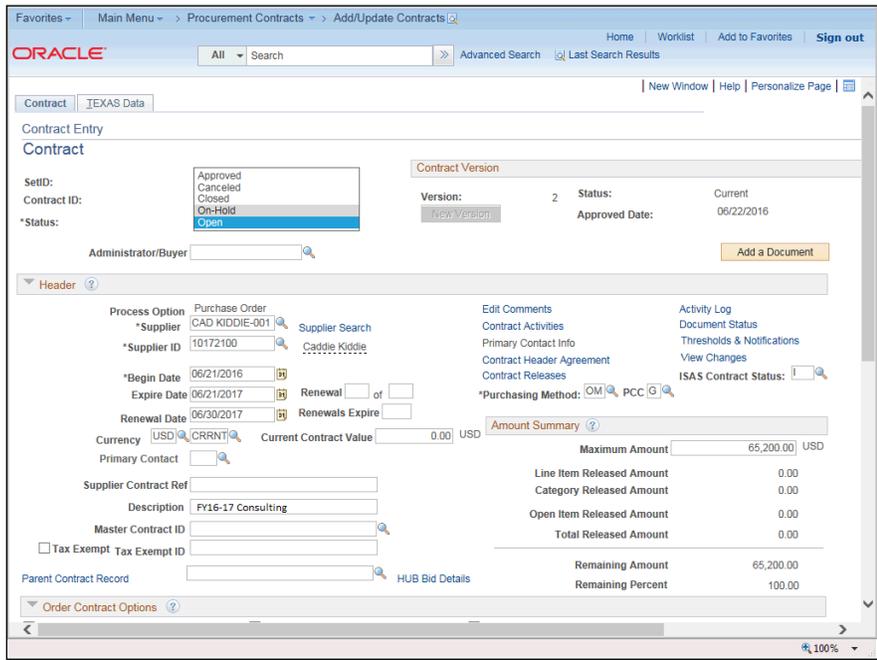
Currency: USD, CRRNT

Description: FY16-17 Consult

Calendar: June 2018

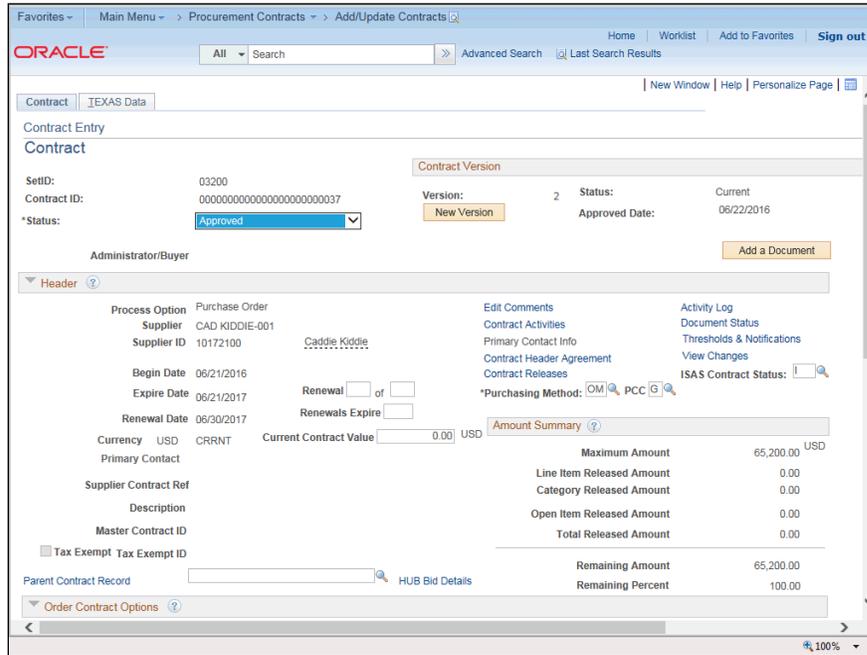
| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

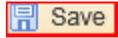
| Step | Action   |
|------|--|
| 26.  | Click the <b>21</b> link.<br><b>21</b>         |
| 27.  | Click the <b>Status</b> list.<br><b>Open</b> ▼ |



| Step | Action  |
|------|---|
| 28.  | Click the <b>Approved</b> list item.<br><b>Approved</b> |

## EUT Course



| Step | Action   |
|------|--|
| 29.  | Click the vertical scrollbar to the bottom of the page to save the contract.   |
| 30.  | Click the <b>Save</b> button.<br> |
| 31.  | <b>End of Procedure.</b>   |

## Creating a Child and Parent Contract

### Section 2 - Lesson 5, Lesson 1 Creating a Child and Parent Contract

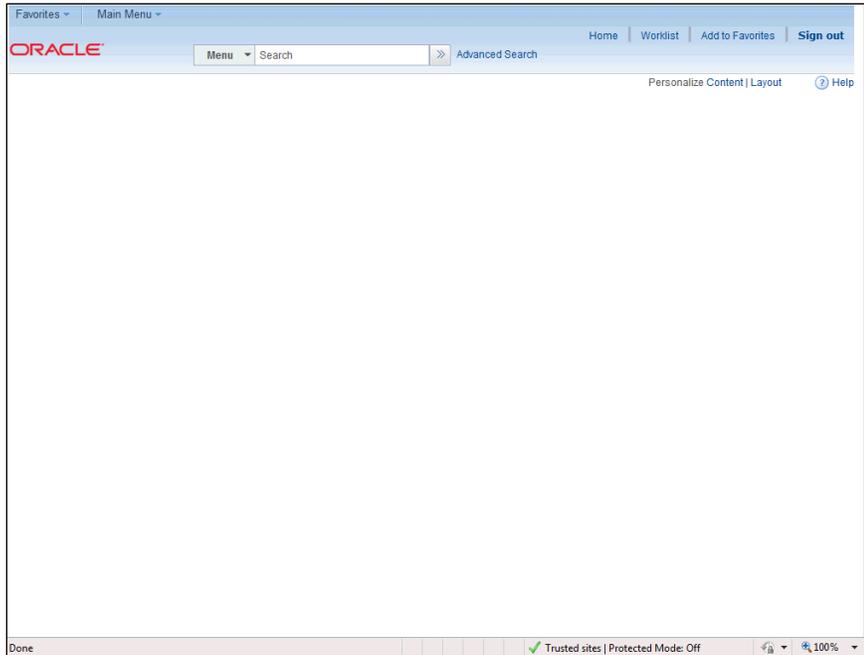
To save time and avoid data entry errors, copy an existing contract to create a parent and/or children contracts and, associate them with each other.

There are times throughout the procurement lifecycle when a Supplier ID changes for an awarded supplier. Parent contract records provide a reportable way to track these situations and provide a clear audit process.

#### Procedure

Parent Contracts provide a reportable way to track situations where the supplier ID has changed on a contract. This is usually due to a merger or legal name change for a supplier, where a new Vendor ID has been issued for that supplier.

This exercise demonstrates the process for creating a child contract by copying an original contract, creating a parent contract, and then associating the original and the child to the parent.



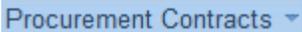
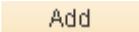
| Step | Action   |
|------|--|
| 1.   | <p>Before creating the child and parent contracts, you should review the existing contract to determine the remaining balance on that contract. The remaining balance on the original contract will become the starting balance on the child contract.</p> <p>Click the <b>Main Menu</b> button to navigate to the <b>Add/Update Contracts</b> page.</p>  |
| 2.   | <p>Click the <b>Scroll Down</b> button.</p>   |
| 3.   | <p>Click the <b>Procurement Contracts</b> menu.</p>   |
| 4.   | <p>Click the <b>Add/Update Contracts</b> link.</p>    |
| 5.   | <p>The <b>Contract Entry</b> page allows you to search for or add a contract.</p> <p>To search for the original contract, click the <b>Find an Existing Value</b> tab.</p>    |



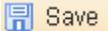
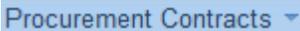
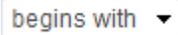
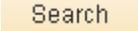


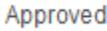
## EUT Course

| Step | Action   |
|------|--|
| 29.  | <p>Change the supplier on the child contract. The asterisk denotes that the <b>Supplier ID</b> is a required field.</p> <p><b>Note:</b> This is the same supplier, but they have had a legal name change and have gotten a new Vender ID Number.</p> <p>Enter the new Vendor ID Number, <b>123456789</b>, into the <b>Supplier ID</b> field.</p>   |
| 30.  | <p>Enter the date for the change in the <b>Begin Date</b> field. The asterisk denotes that this is a required field.</p> <p>When entering a date, you may accept the default current date, enter t for today's date, enter the date in the format mmddyy (no punctuation) or click on the <b>Choose a date (Alt+5)</b> button to select a date.</p> <p>In this case, enter <b>051214</b> into the <b>Begin Date</b> field.</p> |
| 31.  | <p>The <b>Maximum Amount</b> of the original contract was automatically copied in however, some of that amount has already been released. The <b>Maximum Amount</b> of the child contract should represent the <b>Remaining Amount</b> on the original contract. This is the amount you noted earlier.</p> <p>Enter <b>208477.96</b> into the <b>Maximum Amount</b> field. (do not add commas in amount fields)</p>            |
| 32.  | Enter <b>LS</b> for Lease into the <b>Purchasing Method</b> field.   |
| 33.  | <p>Click the <b>Lease</b> Purchasing Method link.</p> <p><b>Lease</b></p>  |
| 34.  | <p>Click the <b>HUB Bid Details</b> link.</p> <p><b>HUB Bid Details</b></p>  |
| 35.  | <p>Click the <b>Override Competitive/Bid Information</b> option, as this information is documented in the original.</p> <p><input type="checkbox"/> <b>Override Competitive/Bid Information</b></p>  |
| 36.  | <p>Click the <b>OK</b> button.</p> <p><b>OK</b></p>  |
| 37.  | <p>To change the <b>Status</b> from <b>Open</b> to <b>Approved</b>, click the <b>Status</b> list.</p> <p><b>Open</b> ▼</p>   |
| 38.  | <p>Click the <b>Approved</b> list item.</p> <p><b>Approved</b></p>   |
| 39.  | Click the down arrow on the vertical scrollbar to display the <b>Save</b> button.  |

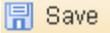
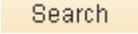
| Step | Action  |
|------|---|
| 40.  | Click the <b>Save</b> button.<br>  |
| 41.  | Click the <b>OK</b> button on the message to save the new child contract.<br>  |
| 42.  | Now create the parent contract and associate the original and child contracts to it.<br>Click the <b>Procurement Contracts</b> button on the breadcrumbs at the top of the page.<br> |
| 43.  | Click the <b>Parent Contract Record</b> menu.<br>  |
| 44.  | The <b>Parent Contract Record</b> page allows you to find an existing parent contract or add a new one.<br>Click the <b>Add a New Value</b> tab.<br>                                 |
| 45.  | The new parent contract number should match the original and the child, but begin with a "P". In this case, P080706 (P for parent and 080706 referring to the original contract).<br>Enter <b>P080706</b> into the <b>Parent Contract Record</b> field.               |
| 46.  | Click the <b>Add</b> button.<br>   |
| 47.  | The blank <b>Parent Contract Record</b> is displayed, with the selected number filled in.<br>Click the <b>Look up Contract Type (Alt+5)</b> button.<br>                            |
| 48.  | Click the <b>CPA Contract Type</b> link.<br>   |
| 49.  | Enter <b>Ft Worth Lease - 2140</b> into the <b>Contract Name</b> field.   |
| 50.  | The <b>Description</b> should document the change to the Supplier's name, such as <b>"5/12/14 received notification from lessor of VIN change. Old number 999999999, new number 123456789."</b><br>In this case the description will be entered for you.              |

## EUT Course

| Step | Action  |
|------|---|
| 51.  | <p>The <b>Start Date</b> for the parent contract should match the start date of the original contract.</p> <p>Enter <b>12012007</b> into the <b>Start Date</b> field.</p>   |
| 52.  | <p>The <b>End Date</b> for the parent contract should also match the end date of the original contract.</p> <p>Enter <b>11302017</b> into the <b>End Date</b> field.</p>  |
| 53.  | <p>Notice the <b>Contract Maximum, Released Amount Total and Remaining Amount</b> are all zero.</p> <p>Currently there are no originals or children associated with this parent, so there is no money on the contract yet.</p> <p>Click the <b>Save</b> button.</p>  |
| 54.  | <p>Now let's associate the parent contract to the child contracts.</p> <p>Click the <b>Procurement Contracts</b> button on the breadcrumbs at the top of the page.</p>   |
| 55.  | <p>Click the <b>Add/Update Contracts</b> link.</p>   |
| 56.  | <p>Use the <b>Contract Entry</b> page to search for the original contract.</p> <p>You are not sure how many zeroes are in the original Contract ID, but know it contains 80706.</p> <p>Click the <b>Contract ID begins with</b> box.</p>                           |
| 57.  | <p>Click the <b>contains</b> list item.</p>    |
| 58.  | <p>Enter <b>80706</b> into the <b>Contract ID</b> field.</p>  |
| 59.  | <p>Click the <b>Search</b> button.</p>   |
| 60.  | <p>Scroll down to display the search results.</p>   |
| 61.  | <p>The child contract C080706 and the original contract display.</p> <p>Click the <b>00000000000000000000000080706</b> original Contract ID link.</p>   |

| Step | Action  |
|------|---|
| 62.  | <p>The original contract will not be used any more and the remaining value has been transferred to the child contract. To prevent over-committing this contract, the total value of the original now needs to be reduced to reflect the amount released under the old VIN.</p> <p>This will bring the remaining amount on this original contract to zero.</p> <p>Click the <b>Status</b> list to change it from <b>Approved</b> to <b>Open</b>.</p>  |
| 63.  | <p>Click the <b>Open</b> list item.</p>    |
| 64.  | <p>The <b>Maximum Amount</b> field should be changed to match the <b>Total Amount Released</b>, so that the <b>Remaining Amount</b> is \$0 on the original contract.</p> <p>In the <b>Maximum Amount</b> field, enter the amount currently displayed in the <b>Total Released Amount</b> field, which is <b>215083.23</b>. (do not enter commas with amounts).</p>  |
| 65.  | <p>The <b>Remaining Amount</b> is now \$0.</p>  |
| 66.  | <p>Scroll down to display the <b>Parent Contract Record</b> field.</p>  |
| 67.  | <p>Entering the parent contract number in this field ties this original contract to that parent.</p> <p>Click the <b>Look up (Alt+5)</b> button on the <b>Parent Contract Record</b> field.</p>    |
| 68.  | <p>Click the <b>P080706 Ft Worth Lease 2140</b> link to associate the original contract with the parent contract.</p>    |
| 69.  | <p>This original contract is now linked to the parent contract.</p> <p>Click the <b>Status</b> list to change the status from <b>Open</b> to <b>Approved</b>.</p>    |
| 70.  | <p>Click the <b>Approved</b> list item.</p>    |
| 71.  | <p>Click the down arrow on the vertical scrollbar to display the <b>Save</b> button.</p>  |
| 72.  | <p>Click the <b>Save</b> button.</p>   |

## EUT Course

| Step | Action   |
|------|--|
| 73.  | <p>Now associate the child contract to the parent.</p> <p>Click the <b>Previous in List</b> button to return to the child contract, which was the previous one displayed in your search results.</p>  |
| 74.  | <p>The child contract C080706 is displayed.</p> <p>Click the <b>Look up (Alt+5)</b> button on the <b>Parent Contract Record</b> field to link the child to the parent.</p>                            |
| 75.  | <p>Click the <b>P080706</b> link.</p>    |
| 76.  | <p>This child contract C080706 is now associated with parent contract P080706</p> <p>Click the down arrow on the vertical scrollbar to display the <b>Save</b> button.</p>   |
| 77.  | <p>Click the <b>Save</b> button.</p>   |
| 78.  | <p>Now go back to the Parent Contract Record by clicking the <b>Procurement Contracts</b> button on the breadcrumbs at the top of the page.</p>   |
| 79.  | <p>Click the <b>Parent Contract Record</b> link.</p>    |
| 80.  | <p>Search for the parent contract by entering <b>P080706</b> into the <b>Parent Contract Record</b> field.</p>   |
| 81.  | <p>Click the <b>Search</b> button.</p>    |

| Step | Action   |
|------|--|
| 82.  | <p>The <b>Parent Contract Record</b> page is displayed.</p> <p>The correct amounts are reflected on the parent contract:</p> <ol style="list-style-type: none"> <li>1. <b>Contract Maximum</b> = \$423,561.19, which matches the original Maximum from the original contract and is calculated by adding the current Maximum Amount of the new child to the (reduced) Maximum Amount of the original.</li> <li>2. <b>Released Amount Total</b> = \$215,083.23, which was released on the original contract.</li> <li>3. <b>Remaining Amount</b> = \$208,477.96, which was transferred from the original contract to the new child contract.</li> </ol> <p>Note that as future releases are applied to the new child contract, the <b>Released Amount</b> and <b>Remaining Amount</b> will be automatically adjusted on the parent.</p> |
| 83.  | <p>Click the <b>Home</b> button.</p>    |
| 84.  | <p>Congratulations! You have successfully completed this exercise.</p> <p><b>End of Procedure.</b></p>   |

## Creating Purchase Orders

**Purchase orders** are commitments to suppliers to purchase goods or services from that supplier on a specific date. You create purchase orders based on the demand for goods or services. The purchase information, such as item, quantity, freight terms, shipping terms, payment terms, and shipping instructions are listed on the document and are part of the contractual nature of the purchase order.

You can change purchase orders during processing at various phases, such as before or after dispatching them to the supplier. When changes are made after a purchase order is dispatched, a change order (POCN) is created unless the change is not defined as a track change item on the PO Change template.

For both e-Procurement and Purchase requisitions, the **Buyer ID** is defaulted based on the following field hierarchy with Level 1 being the highest determinate level:

- Level 1 – Doc Override
- Level 2 – Item ID Business Unit Specific Attributes
- Level 3 – Item ID
- Level 4 – NIGP Class Business Unit Specific Attributes
- Level 5 – NIGP Class
- Level 6 – PO Origin
- Level 7 – User Preferences
- Level 8 – Document Default

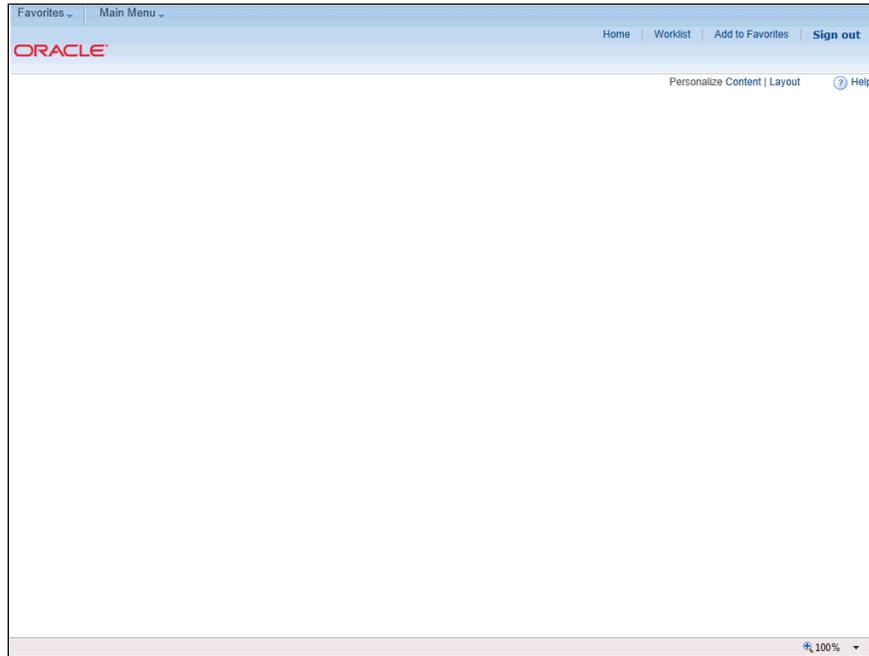
## EUT Course

### Finding Requisition Lines to be Sourced

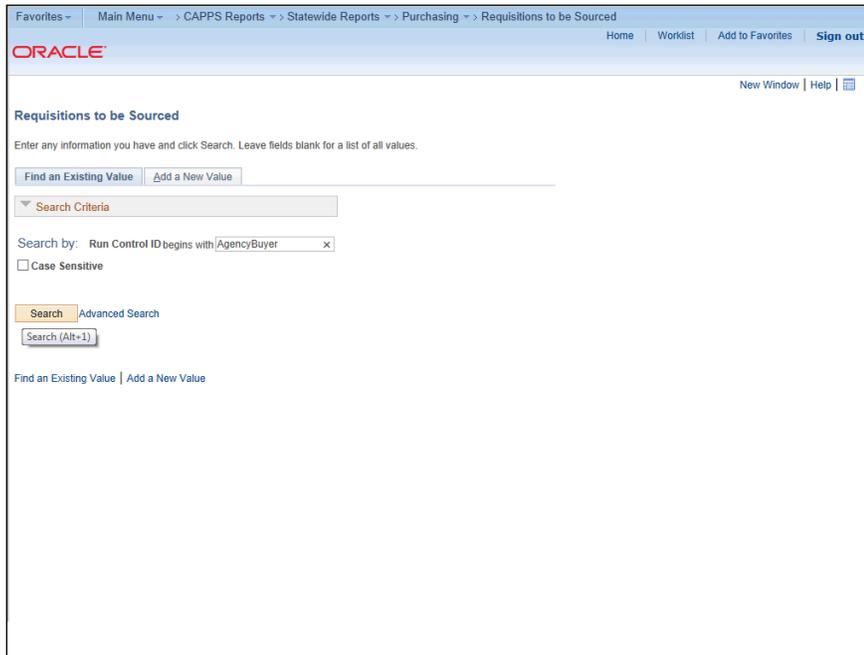
#### Section 3 - Lesson 1, Exercise - Scenario 1 - Finding Requisitions to be Sourced

##### Procedure

This lesson will demonstrate how you can run a report that will show you what approved Requisition Lines are in the system waiting to be sourced to Purchase Orders.

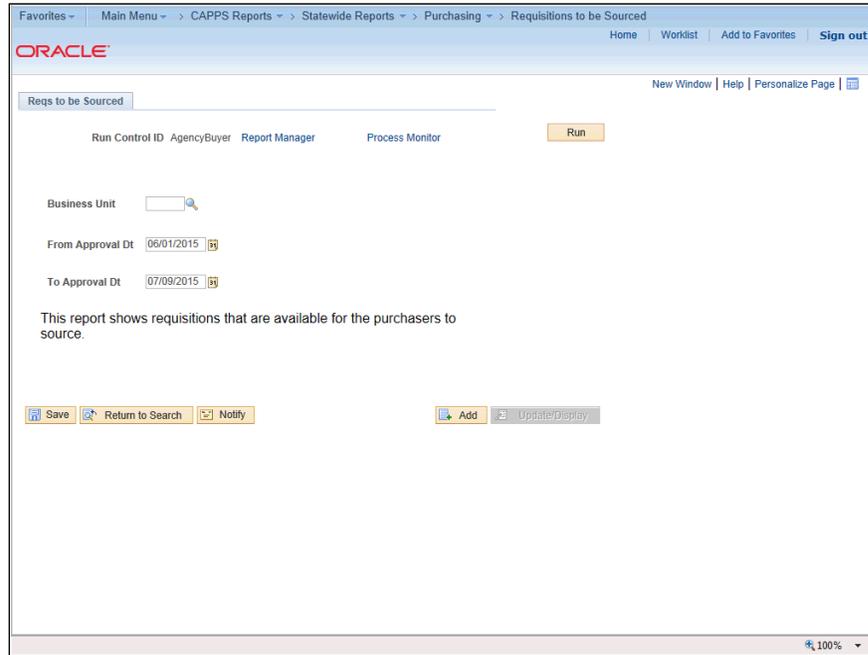


| Step | Action   |
|------|--|
| 1.   | Begin by navigating through the CAPPS Statewide Reports for Purchasing.<br>Click the <b>Main Menu</b> button.<br> |
| 2.   | Click the <b>CAPPS Reports</b> menu.<br>  |
| 3.   | Click the <b>Statewide Reports</b> menu.<br>  |
| 4.   | Click the <b>Purchasing</b> menu.<br>   |
| 5.   | Select <b>Requisitions to be Sourced</b> .<br>  |

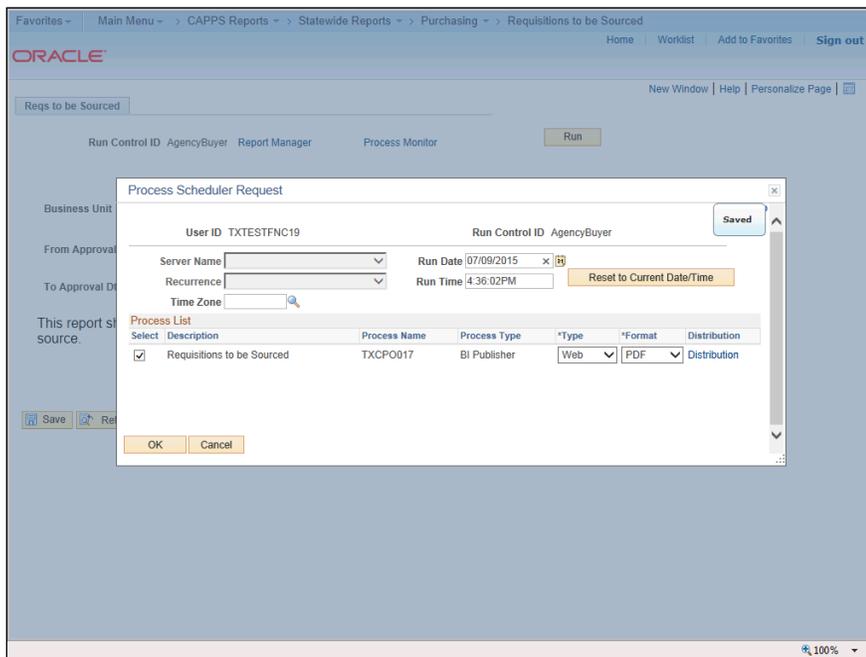


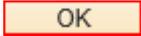
| Step | Action  |
|------|---|
| 6.   | <p>For this example, you have previously created and saved a Run Control, so that you can use it again and again. You called this Run Control "Agency Buyer".</p> <p>(More information about creating and saving Run Controls will be presented in the <b>Reporting</b> lesson later in this course.)</p> <p>Enter "<b>AgencyBuyer</b>" into the <b>Run Control ID</b> field.</p> <p>Run Control ID begins with <span style="border: 1px solid red; padding: 2px;">AgencyBuyer</span> x</p> |
| 7.   | <p>Click the <b>Search</b> button.</p> <p><span style="border: 1px solid red; padding: 2px;">Search</span></p>  |
| 8.   | <p>Notice that a date range has been saved in this Run Control. You can update and save these dates periodically as needed.</p>   |

## EUT Course

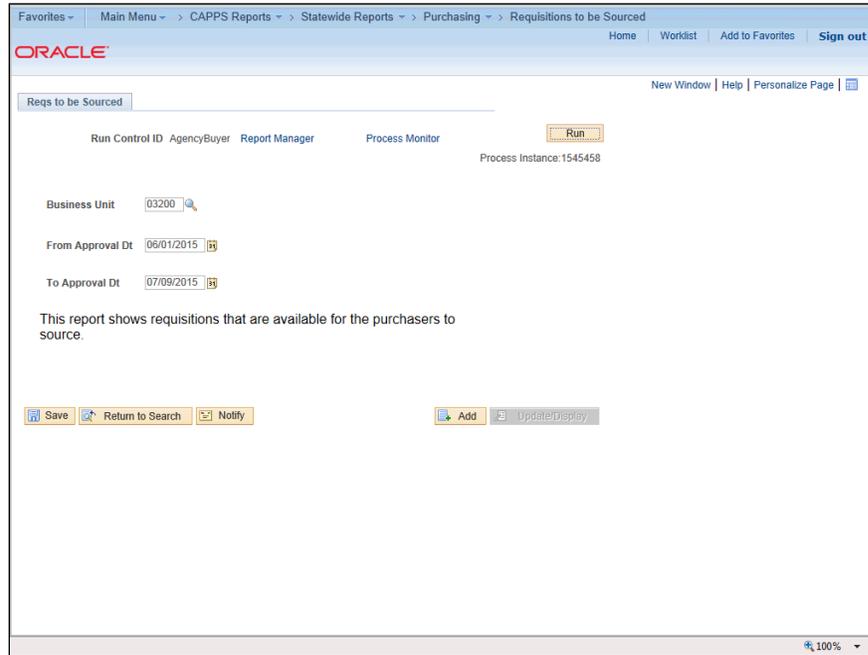


| Step | Action   |
|------|--|
| 9.   | Click the <b>Look up Business Unit (Alt+5)</b> button.<br>  |
| 10.  | The list will display only the <b>Business Units</b> that you can access.<br>Click the <b>03200</b> link.<br> |
| 11.  | Click the <b>Run</b> button to start the process.<br>   |



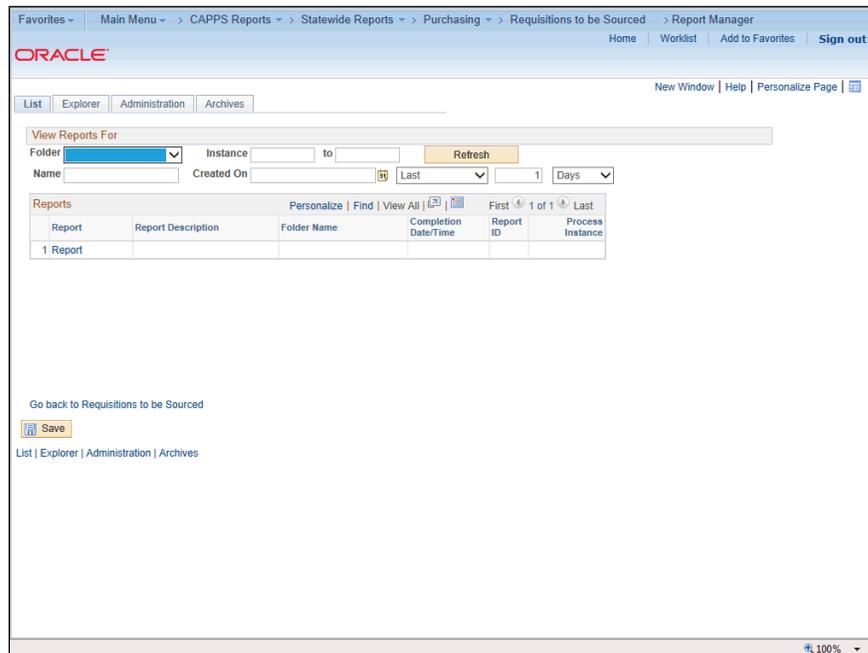
| Step | Action  |
|------|---|
| 12.  | <p>The process to be run is pre-selected. You can change the <b>Type</b> or <b>Format</b> if needed.</p> <p>Click the <b>OK</b> button.</p>  |
| 13.  | <p>The report is running, and a <b>Process Instance</b> number has been assigned to it. This number can help you identify your report in the <b>Report Manager</b>.</p>   |

## EUT Course



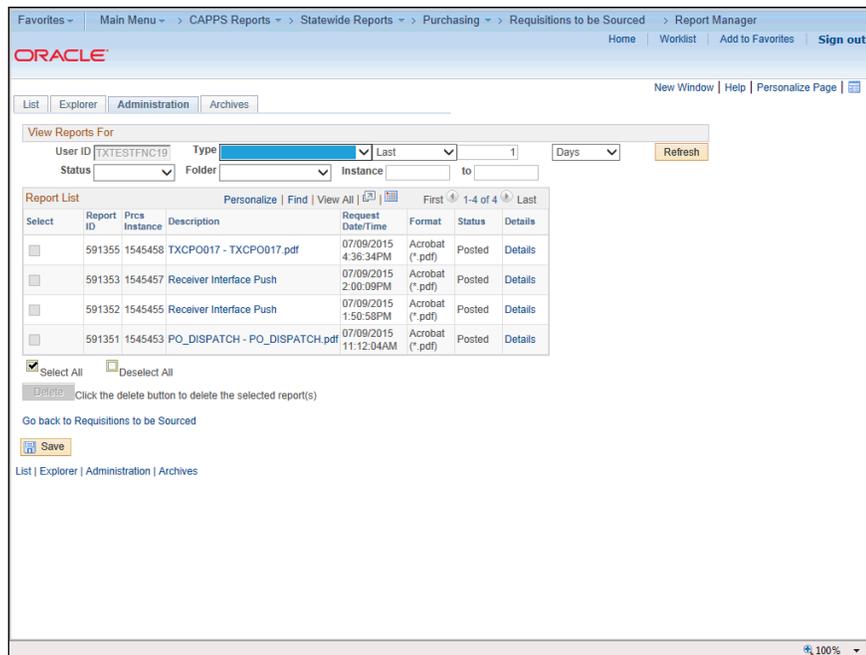
Oracle CAPPS Reports interface showing the configuration for the 'Reqs to be Sourced' report. The breadcrumb trail is: Favorites > Main Menu > CAPPS Reports > Statewide Reports > Purchasing > Requisitions to be Sourced. The page includes a 'Run' button and a 'Process Instance: 1545458' label. The configuration fields are: Business Unit (03200), From Approval Dt (06/01/2015), and To Approval Dt (07/09/2015). A description states: 'This report shows requisitions that are available for the purchasers to source.' Action buttons include Save, Return to Search, Notify, Add, and Update/Display.

| Step | Action   |
|------|--|
| 14.  | To access the report you have just requested, click the <b>Report Manager</b> link.<br><a href="#">Report Manage</a> |

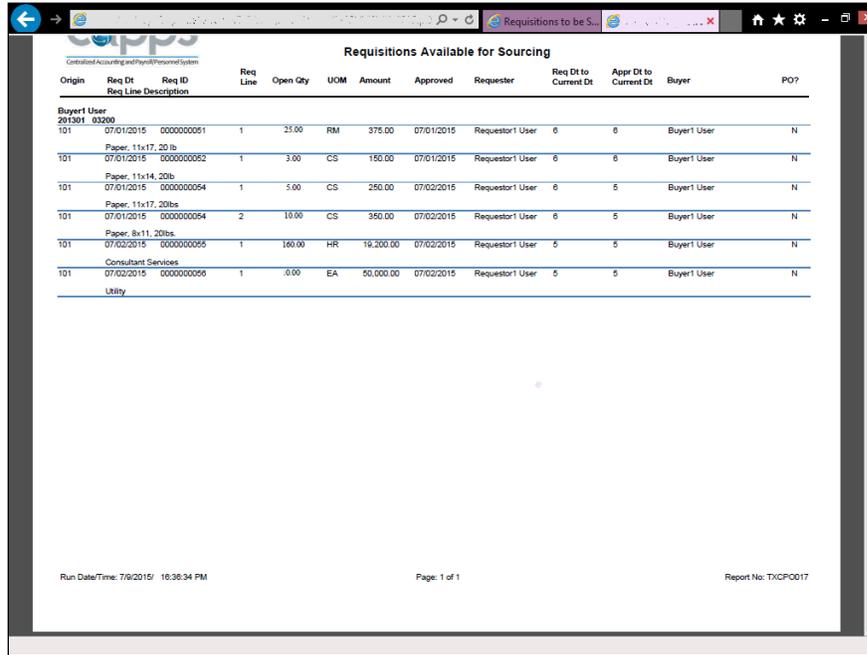


Oracle CAPPS Reports interface showing the 'Report Manager' view. The breadcrumb trail is: Favorites > Main Menu > CAPPS Reports > Statewide Reports > Purchasing > Requisitions to be Sourced > Report Manager. The page includes a 'Refresh' button and a 'View Reports For' section with fields for Folder, Instance, Name, and Created On. A table lists reports with columns: Report, Report Description, Folder Name, Completion Date/Time, Report ID, and Process Instance. The table contains one entry: '1 Report'. Action buttons include Save and a link to 'Go back to Requisitions to be Sourced'.

| Step | Action   |
|------|--|
| 15.  | Click the <b>Administration</b> tab.<br>  |
| 16.  | The <b>Administration</b> tab lists some of the reports and processes that you have recently run. The most recent entry is at the top of the list.<br><br>Notice that the Process Instance number from the previous screen is shown here in the <b>Prca Instance</b> column. |
| 17.  | If the <b>Status</b> of the report does not say "Posted", you can click the <b>Refresh</b> button, above, to update the screen until it posts.   |



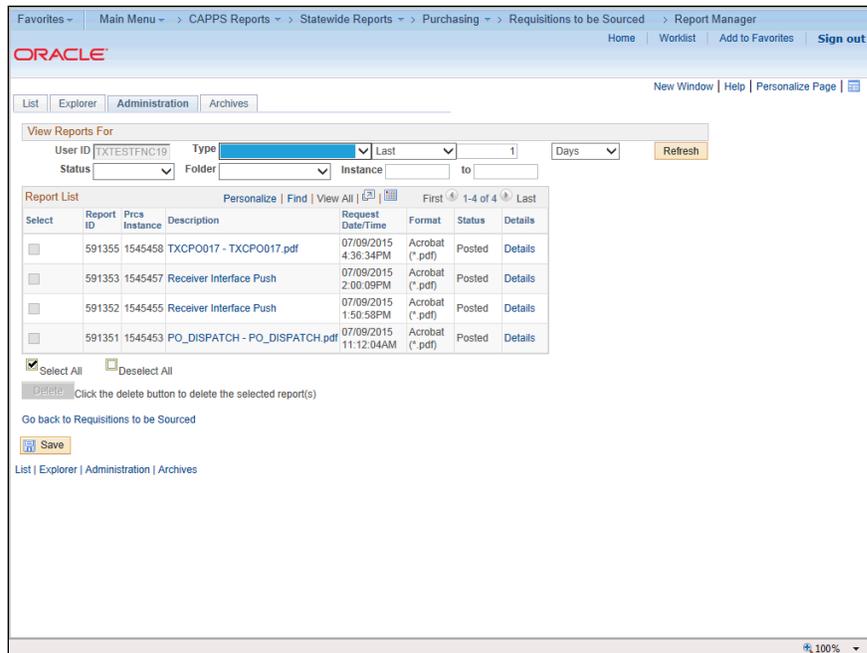
| Step | Action   |
|------|--|
| 18.  | Once your report has posted, click the <b>Description</b> of the report to view it.<br><br>Click the <b>TXCPO017 - TXCPO017.pdf</b> link.<br>   |
| 19.  | This report displays all approved requisition lines in the system that are accessible by you and are ready to be sourced to Purchase Orders.<br><br>Notice that the Requisition ID numbers appear in the third column, and that each line is listed individually.<br><br>Requisitions in this report are grouped by Buyer. |



| Origin                      | Req Dt     | Req ID     | Req Line | Open Qty | UOM | Amount    | Approved   | Requester       | Req Dt to Current Dt | Appr Dt to Current Dt | Buyer       | PO? |
|-----------------------------|------------|------------|----------|----------|-----|-----------|------------|-----------------|----------------------|-----------------------|-------------|-----|
| Buyer1 User<br>201301 03200 |            |            |          |          |     |           |            |                 |                      |                       |             |     |
| 101                         | 07/01/2015 | 0000000051 | 1        | 25.00    | RM  | 375.00    | 07/01/2015 | Requestor1 User | 6                    | 6                     | Buyer1 User | N   |
| Paper, 11x17, 20 lb         |            |            |          |          |     |           |            |                 |                      |                       |             |     |
| 101                         | 07/01/2015 | 0000000052 | 1        | 3.00     | CS  | 150.00    | 07/01/2015 | Requestor1 User | 6                    | 6                     | Buyer1 User | N   |
| Paper, 11x14, 20lb          |            |            |          |          |     |           |            |                 |                      |                       |             |     |
| 101                         | 07/01/2015 | 0000000054 | 1        | 5.00     | CS  | 250.00    | 07/02/2015 | Requestor1 User | 6                    | 5                     | Buyer1 User | N   |
| Paper, 11x17, 20lbs         |            |            |          |          |     |           |            |                 |                      |                       |             |     |
| 101                         | 07/01/2015 | 0000000054 | 2        | 10.00    | CS  | 350.00    | 07/02/2015 | Requestor1 User | 6                    | 5                     | Buyer1 User | N   |
| Paper, 8x11, 20lbs          |            |            |          |          |     |           |            |                 |                      |                       |             |     |
| 101                         | 07/02/2015 | 0000000055 | 1        | 180.00   | HR  | 18,200.00 | 07/02/2015 | Requestor1 User | 5                    | 5                     | Buyer1 User | N   |
| Consultant Services         |            |            |          |          |     |           |            |                 |                      |                       |             |     |
| 101                         | 07/02/2015 | 0000000056 | 1        | -0.00    | EA  | 50,000.00 | 07/02/2015 | Requestor1 User | 5                    | 5                     | Buyer1 User | N   |
| Utility                     |            |            |          |          |     |           |            |                 |                      |                       |             |     |

Run Date/Time: 7/9/2015/ 16:38:34 PM Page: 1 of 1 Report No. TXCPO017

| Step | Action   |
|------|--|
| 20.  | When you are finished viewing or printing the report, click the <b>Close</b> button. |

Oracle Report Manager interface showing a list of reports. The breadcrumb path is: Favorites > Main Menu > CAPPS Reports > Statewide Reports > Purchasing > Requisitions to be Sourced > Report Manager. The interface includes a search bar for User ID (TXTESTFNC19), Type, and Status. Below the search bar is a table of reports:

| Select                   | Report ID | Prcs Instance | Description                   | Request Date/Time     | Format          | Status | Details |
|--------------------------|-----------|---------------|-------------------------------|-----------------------|-----------------|--------|---------|
| <input type="checkbox"/> | 591355    | 1545458       | TXCPO017 - TXCPO017.pdf       | 07/09/2015 4:36:34PM  | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 591353    | 1545457       | Receiver Interface Push       | 07/09/2015 2:00:59PM  | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 591352    | 1545455       | Receiver Interface Push       | 07/09/2015 1:50:58PM  | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 591351    | 1545453       | PO_DISPATCH - PO_DISPATCH.pdf | 07/09/2015 11:12:04AM | Acrobat (*.pdf) | Posted | Details |

Buttons: Select All, Deselect All, Delete, Save, Go back to Requisitions to be Sourced.

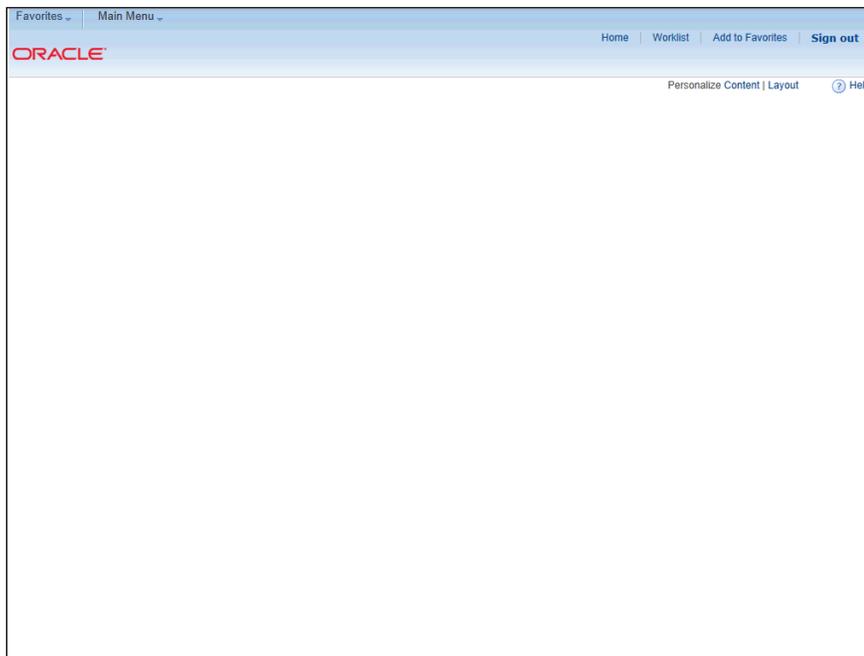
| Step | Action   |
|------|--|
| 21.  | Click the <b>Home</b> link.<br> |
| 22.  | Congratulations! You have successfully completed this lesson.<br><b>End of Procedure.</b>                        |

## Creating a PO from a Requisition

### Section 3 - Lesson 2, Exercise - Scenario 1 - Creating a PO from a Requisition

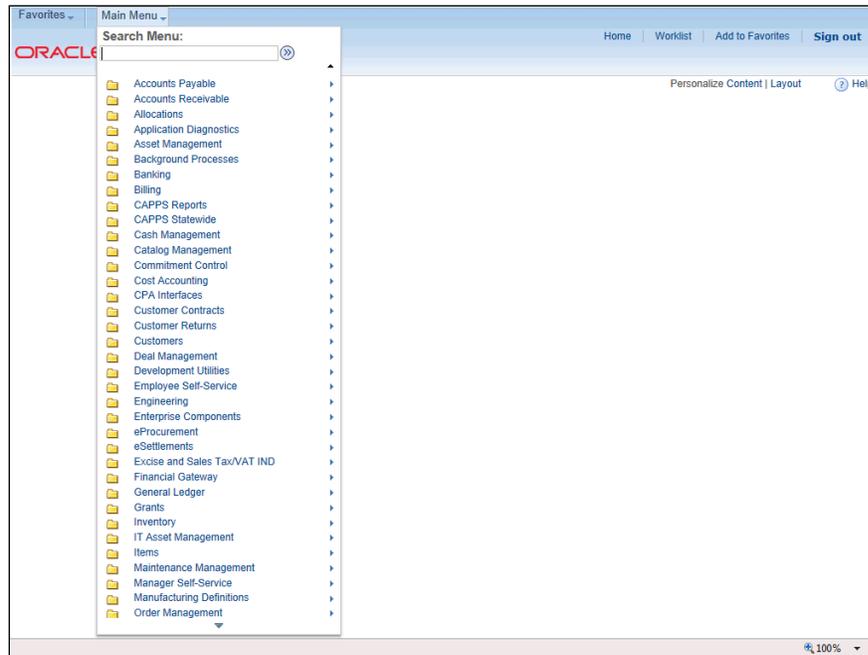
#### Procedure

This exercise demonstrates the process of creating a purchase order from two approved requisitions, and then Approving, Budget Checking, and Dispatching the PO.

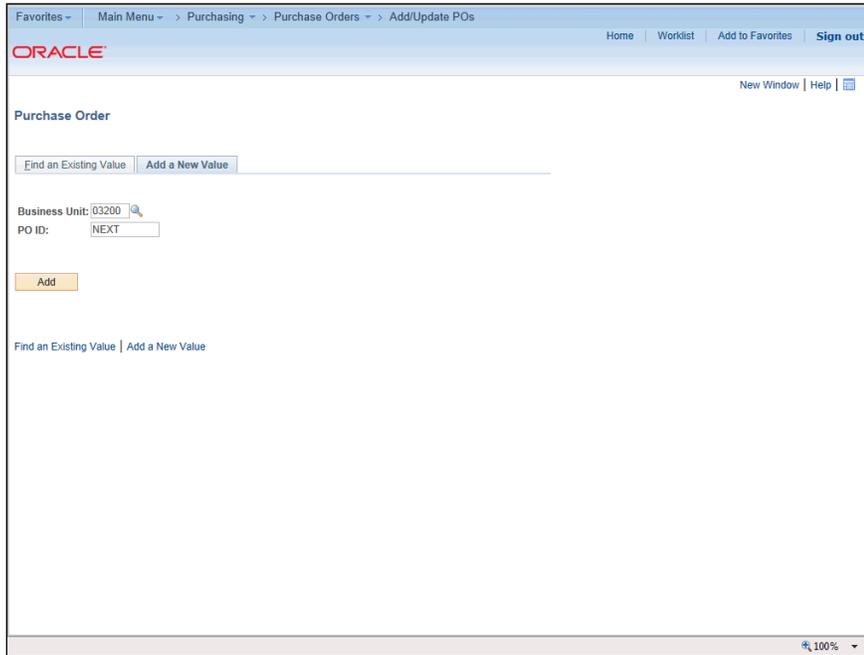


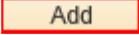
| Step | Action  |
|------|---|
| 1.   | Begin by navigating to the Add/Update POs screen.<br>Open the <b>Main Menu</b> .<br> |

## EUT Course

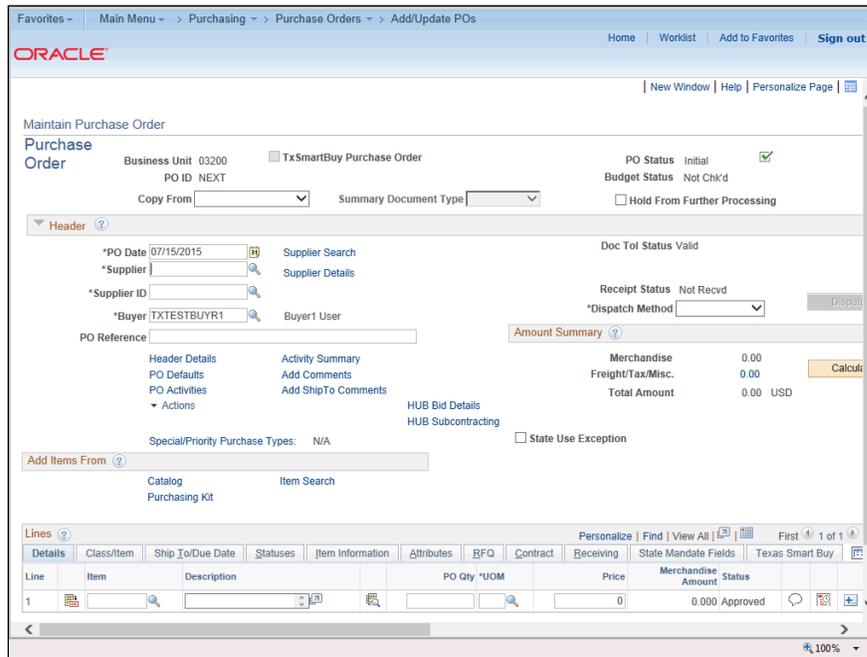


| Step | Action   |
|------|--|
| 2.   | Click the <b>Scroll Down</b> button.<br>  |
| 3.   | Click the <b>Purchasing</b> menu.<br>   |
| 4.   | Click the <b>Purchase Orders</b> menu.<br>  |
| 5.   | Click the <b>Add/Update POs</b> menu.<br>   |
| 6.   | The Business Unit for your Agency should default in to the Business Unit field. If it does not, you can select it from the Lookup table.<br><br>The PO ID says "NEXT" to indicate that the next consecutive PO number will be issued when the PO is saved. |

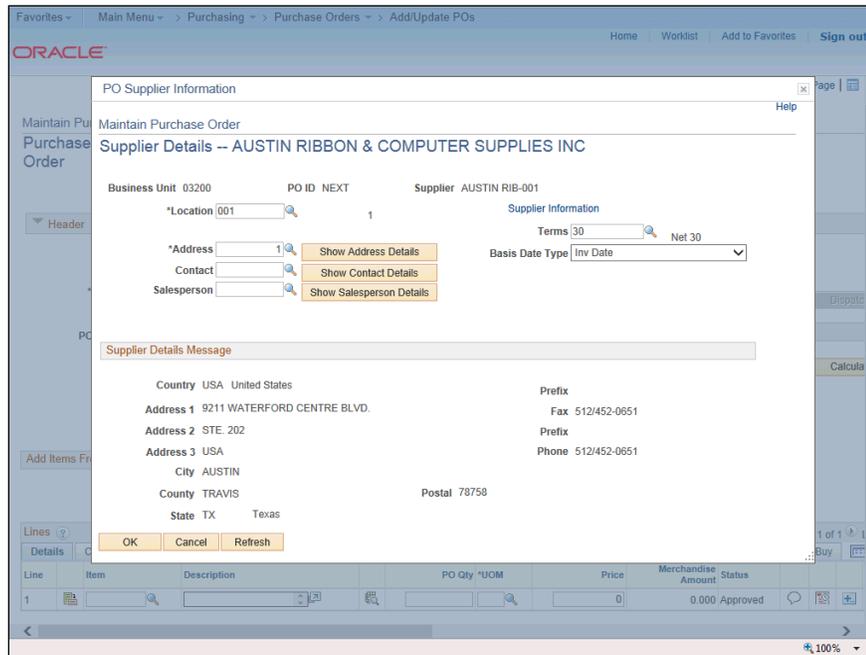


| Step | Action   |
|------|--|
| 7.   | Click the <b>Add</b> button.<br>  |
| 8.   | The <b>Maintain Purchase Order</b> page is divided into sections.<br><br>The <b>Header</b> section contains information that applies to the entire PO.<br><br>The <b>Lines</b> section contains information that may be different from one line to the next, if necessary. |

## EUT Course

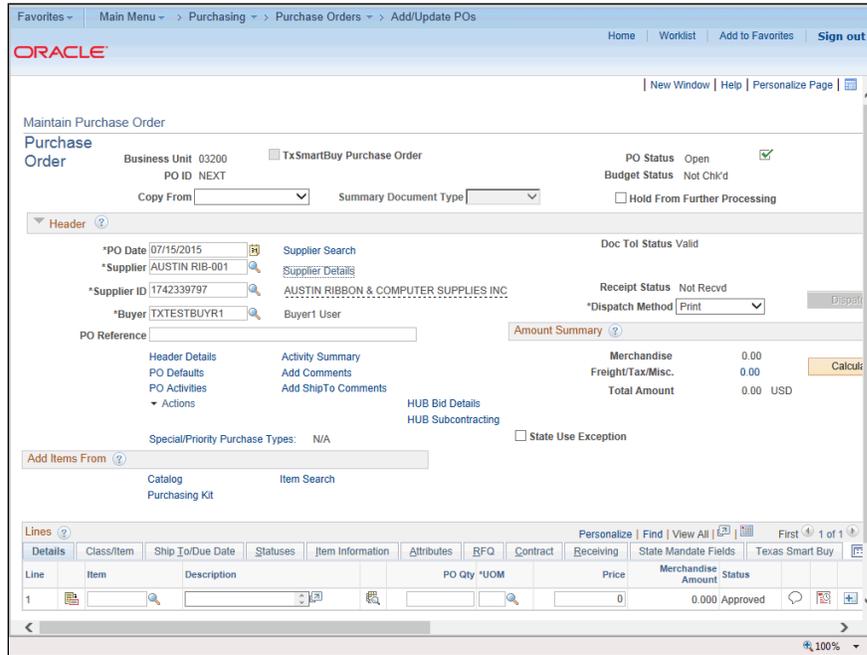


| Step | Action   |
|------|--|
| 9.   | <p>Begin by filling out the <b>Header</b> section, starting with the Supplier.</p> <p>For this purchase order, we will be buying office supplies from Austin Ribbon &amp; Computer Supplies.</p> <p>Enter "<b>austin rib</b>" into the <b>Supplier</b> field.</p> <p>*Supplier <input type="text"/></p>  |
| 10.  | <p>The system recognizes this as part of the name of an existing supplier, and suggests that supplier to you.</p> <p>Click the <b>1742339797</b> object to accept the suggested <b>Supplier ID</b>.</p> <p><b>1742339797</b></p>   |
| 11.  | <p>Notice that the <b>Headers</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> |
| 12.  | <p>Click the <b>Supplier Details</b> link.</p> <p><a href="#">Supplier Details</a></p>   |



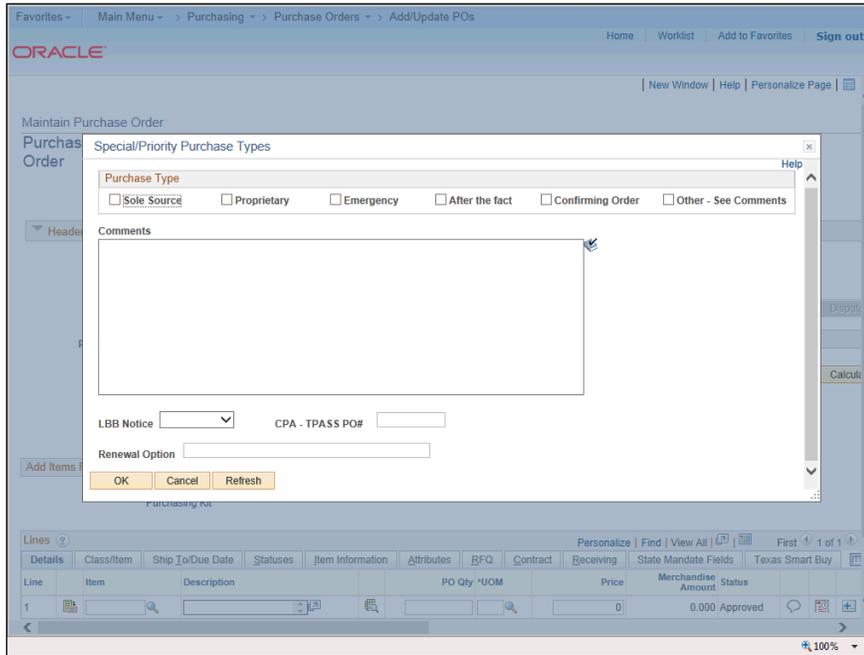
| Step | Action   |
|------|--|
| 13.  | <p>The <b>Supplier Details</b> screen provides additional information about the Supplier selected.</p> <p>Click the <b>OK</b> button.</p> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin: 5px 0;">OK</div> |

## EUT Course

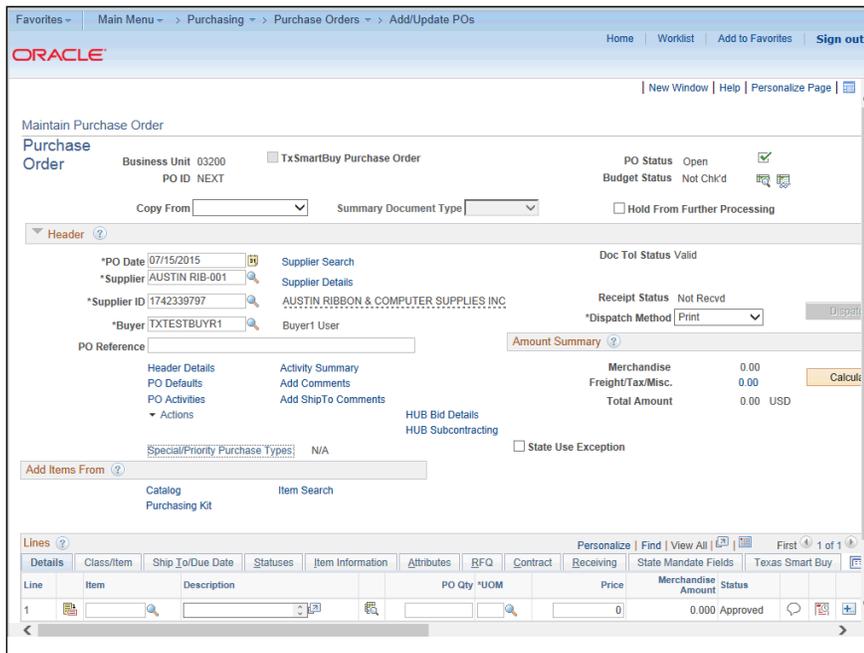


| Merchandise | Freight/Tax/Misc. | Total Amount |
|-------------|-------------------|--------------|
| 0.00        | 0.00              | 0.00 USD     |

| Step | Action   |
|------|--|
| 14.  | <p>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.</p> <p>Click the <b>Special/Priority Purchase Types</b> link.</p> <p><a href="#">Special/Priority Purchase Types</a></p>               |
| 15.  | <p>New legislation taking effect on 9/1/15 mandates these purchase types as "Reportable Items". It is important that these fields be used appropriately.</p> <p>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.</p> |
| 16.  | <p>If this transaction meets any of the reporting requirements for the Legislative Budget Board (LBB), you must select the appropriate value from the drop-down box in the <b>LBB Notice</b> field.</p> <p>The <b>CPA-TPASS PO #</b> and <b>Renewal Options</b> fields are no longer in use.</p>   |

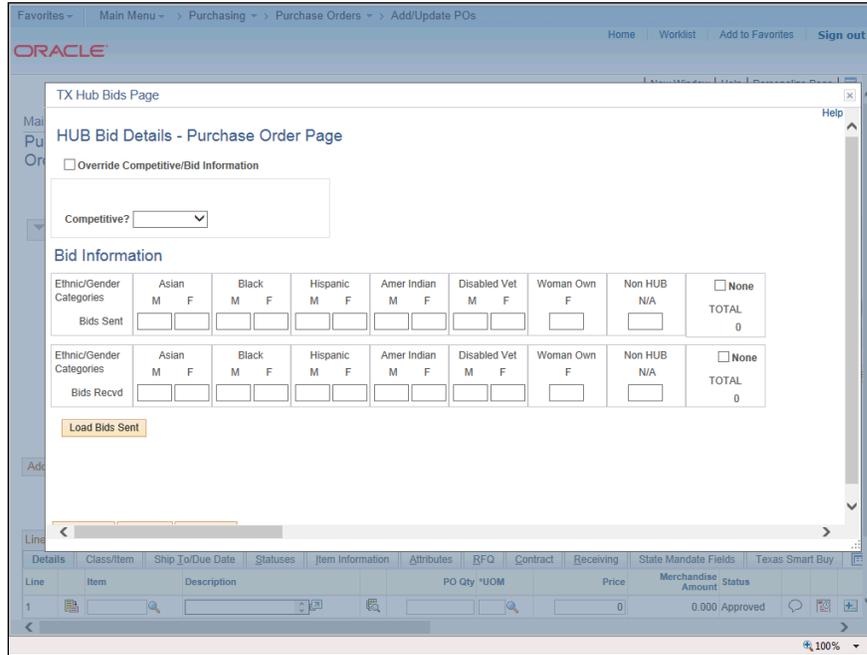


| Step | Action   |
|------|--|
| 17.  | Click the <b>Cancel</b> button.<br> |

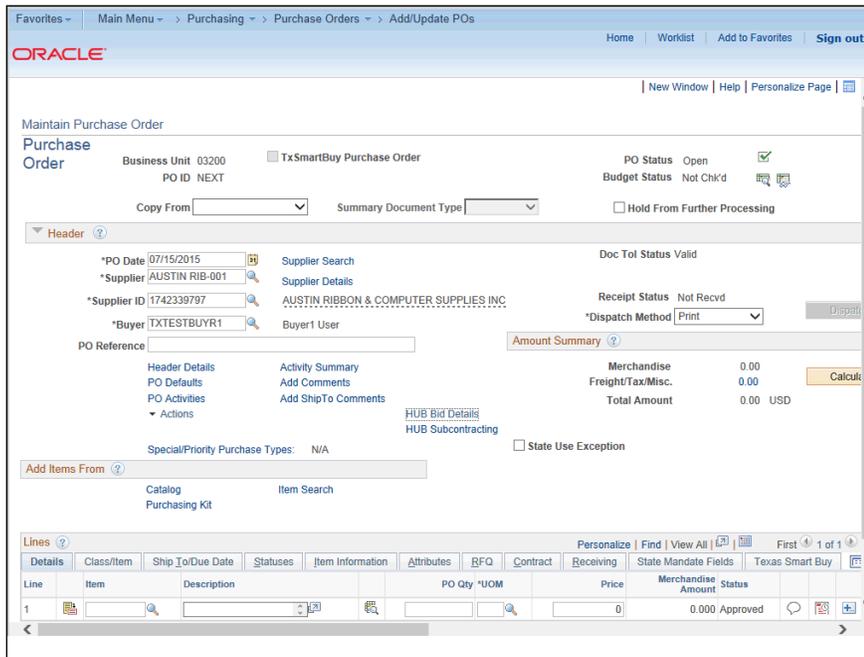


## EUT Course

| Step | Action   |
|------|--|
| 18.  | Click the <b>HUB Bid Details</b> link.<br><b>HUB Bid Details</b> |

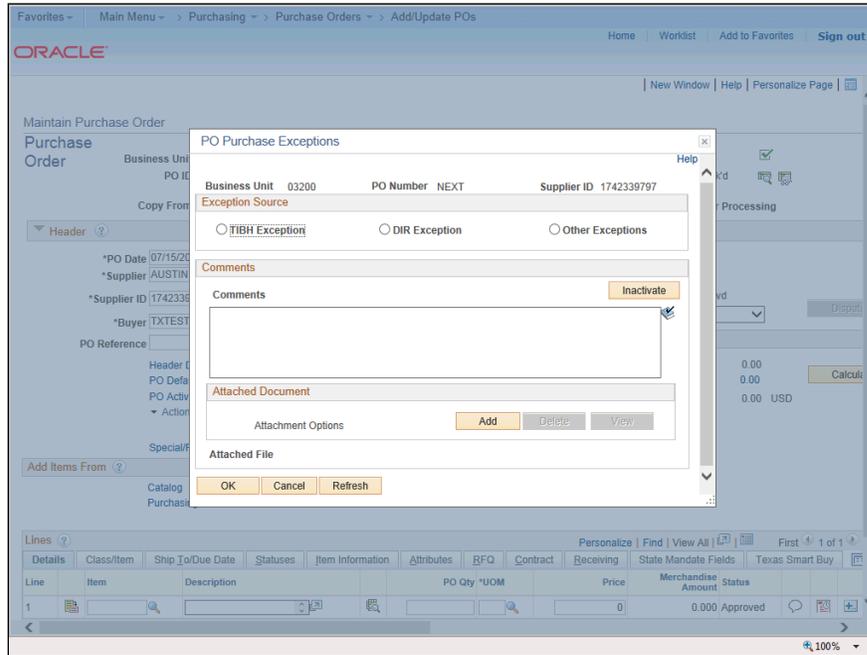


| Step | Action  |
|------|---|
| 19.  | The State requires that Bid Details for Historically Underutilized Businesses (HUBs) be tracked when a purchase is bid out.<br><br>Click the <b>Competitive?</b> list.<br><b>Competitive?</b> <input type="text" value=""/> |
| 20.  | This purchase did not involve a competitive bid.<br><br>Click the <b>No</b> list item.<br><b>No</b>   |
| 21.  | Click the scrollbar.  |
| 22.  | Click the <b>OK</b> button.<br><b>OK</b>  |

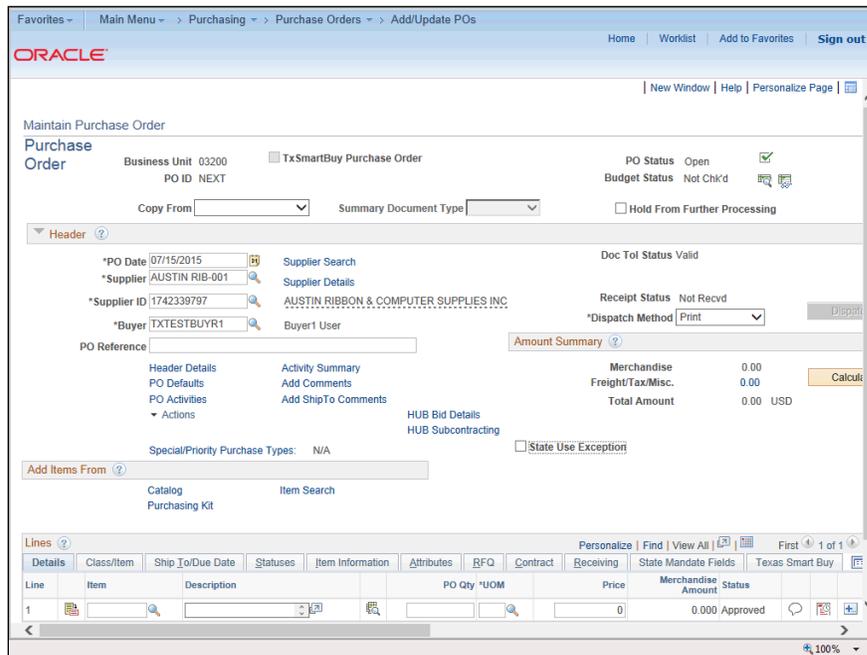


| Step | Action  |
|------|---|
| 23.  | <p>If you are purchasing items from a source other than those stated in the State Use policy, click the <b>State Use Exception</b> checkbox to document the exception.</p> <p><input type="checkbox"/> <b>State Use Exception</b></p> |
| 24.  | <p>The <b>PO Purchase Exceptions</b> screen allows you to document the type of exception and provide detailed comments or add attachments.</p> <p>Comments are required when the <b>Other Exceptions</b> option is selected.</p>      |

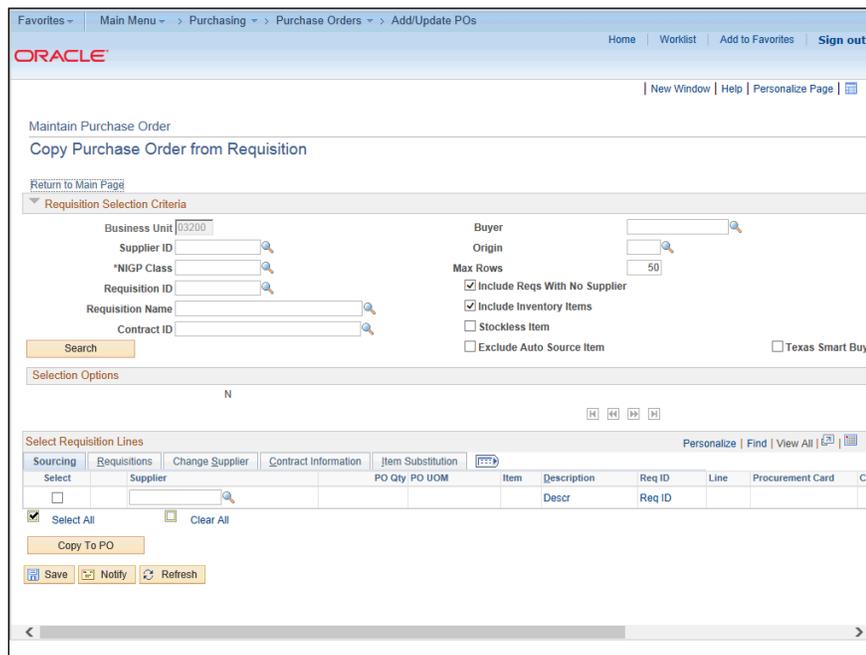
## EUT Course



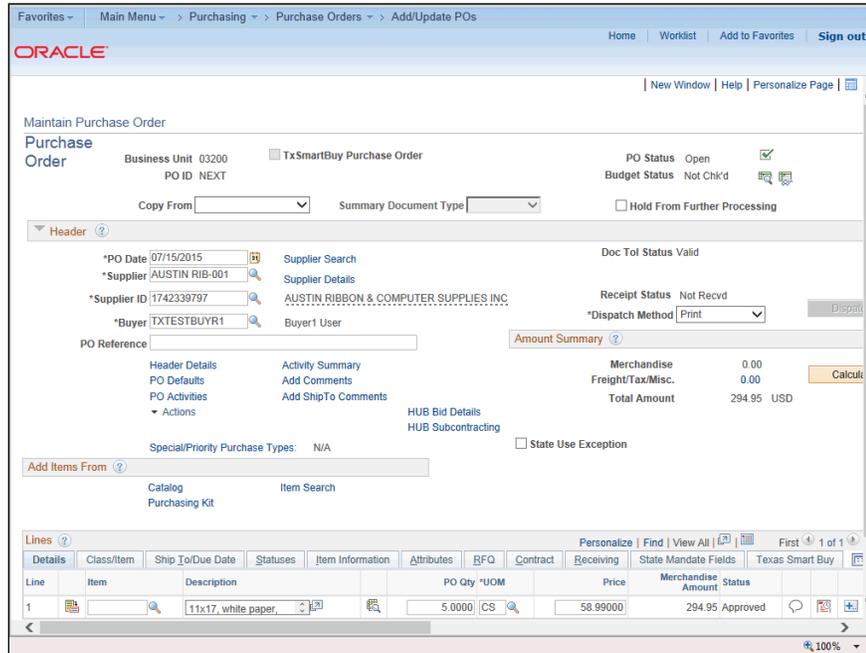
| Step | Action   |
|------|--|
| 25.  | Click the <b>Cancel</b> button.<br> |

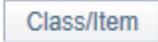


| Step | Action   |
|------|--|
| 26.  | Click the scrollbar.   |
| 27.  | When you have completed the <b>Header</b> information, the next step is to enter the items to be purchased on individual lines.  |
| 28.  | <p>These lines could be entered manually, but the preferred method is to copy them from an approved requisition.</p> <p>This ensures that all approvals are in place for the purchase.</p> <p>Any purchase order created that does not come from an approved requisition should have accompanying documentation, such as an email, justifying the purchase.</p> <p>Click the <b>Copy From</b> list.</p> <p>Copy From <input type="text" value=""/> ▼</p> |
| 29.  | <p>Click the <b>Requisition</b> list item.</p> <p> Requisition</p>   |
| 30.  | <p>The <b>Requisition Selection Criteria</b> section allows you to search for a requisition using any of the parameters shown.</p> <p>For example, if you wanted to create a PO for a particular contract, you could enter the contract number in the <b>Contract ID</b> field. Any requisition that references that contract would be found.</p>  |

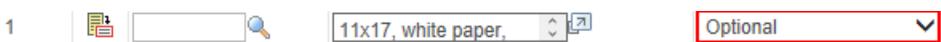


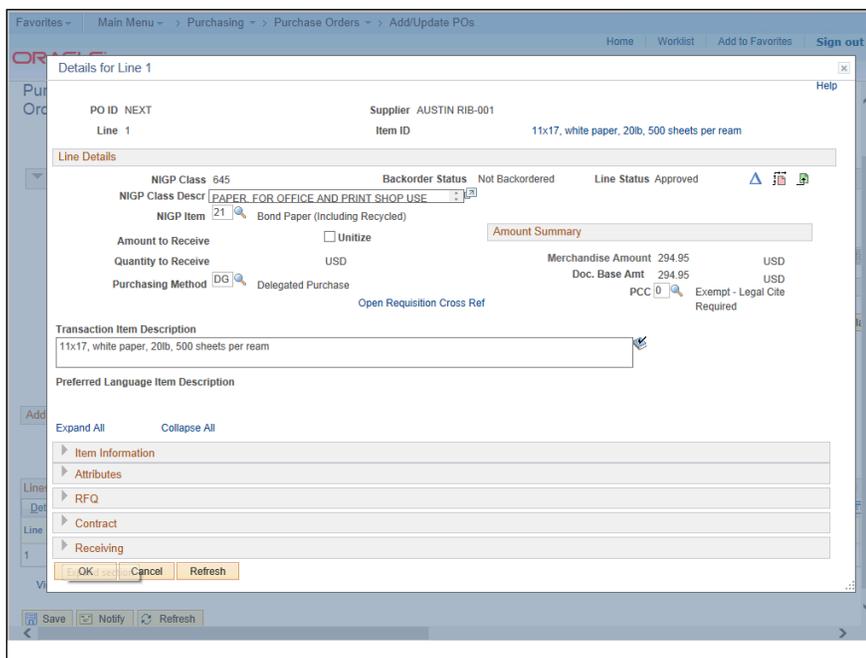




| Step | Action   |
|------|--|
| 41.  | <p>Most of the information you need was imported from the requisition lines. However, there are still some fields that you will need to complete, and you should review and verify the rest of the information.</p> <p>Click the <b>Class/Item</b> link.</p>    |
| 42.  | <p>The <b>NIGP Class</b> was selected on the Requisition, but the <b>NIGP Item</b> was not.</p> <p>Click the <b>Look up NIGP Item (Alt+5)</b> button.</p>   |
| 43.  | <p>Select the most appropriate description from the list.</p> <p>Click the <b>Bond Paper (Including Recycled)</b> link.</p>   |
| 44.  | <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>  |

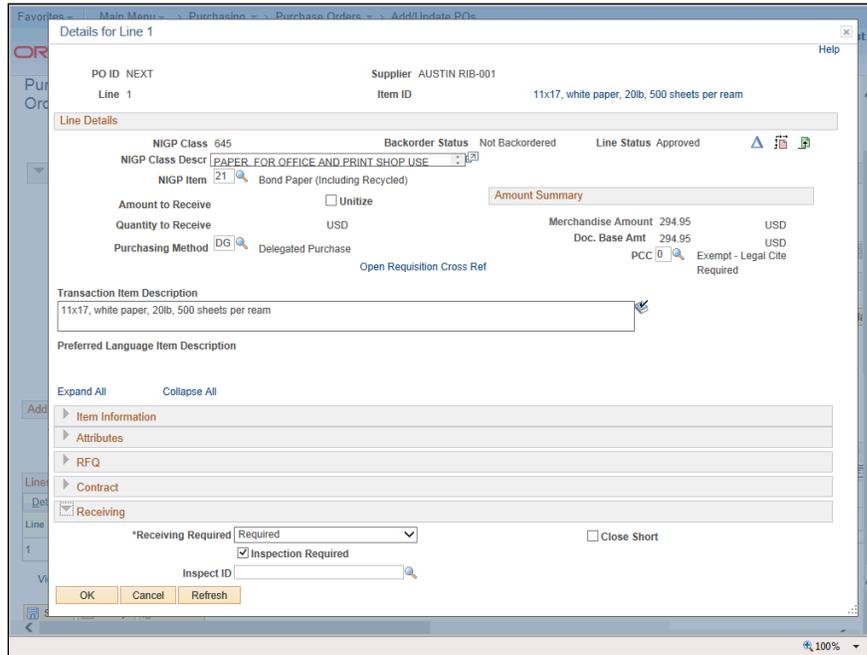
| Step | Action   |
|------|--|
| 45.  | For this example, select <b>Delegated Purchase</b> .<br>  |
| 46.  | Click the <b>Look up Purchasing Category Code (Alt+5)</b> button.<br>   |
| 47.  | Click the <b>Exempt - Legal Cite Required</b> link.<br>   |
| 48.  | Each tab on this screen contains additional fields that you may need to use.<br><br>Review the fields on each tab.<br><br>Click the <b>Ship To/Due Date</b> object.<br>     |
| 49.  | This tab displays the location where the purchase will be shipped, and the expected date for its arrival.  |
| 50.  | Click the <b>Item Information</b> object.<br>  |
| 51.  | Detailed Item Information can be entered on this tab to ensure that the correct item is purchased.   |
| 52.  | Click the <b>Attributes</b> object.<br>   |
| 53.  | One important field on the <b>Attributes</b> tab is the <b>Amount Only</b> field, which will be covered in the next lesson.  |
| 54.  | Click the <b>Contract</b> object.<br>   |
| 55.  | If this purchase is related to an existing contract, that information should be entered on this tab.<br><br>If the requester entered <b>Contract</b> information on the requisition, it will flow through to this field when you copy the requisition lines. |
| 56.  | Click the <b>Receiving</b> object.<br>  |
| 57.  | 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.  |
| 58.  | If <b>Inspection Required</b> is flagged, then a four-way match is required. PO, Voucher, Receipt, and Inspection must all agree before the invoice can be paid.   |

| Step | Action  |
|------|---|
| 59.  | Click the <b>Receiving Required</b> list.<br>   |
| 60.  | Click the <b>Required</b> list item.<br>   |
| 61.  | Click the <b>Inspection Required</b> option.<br>  |
| 62.  | Any time an inspection is required, Inspection Instructions must be attached.<br>Click the <b>Line Details</b> button.<br> |

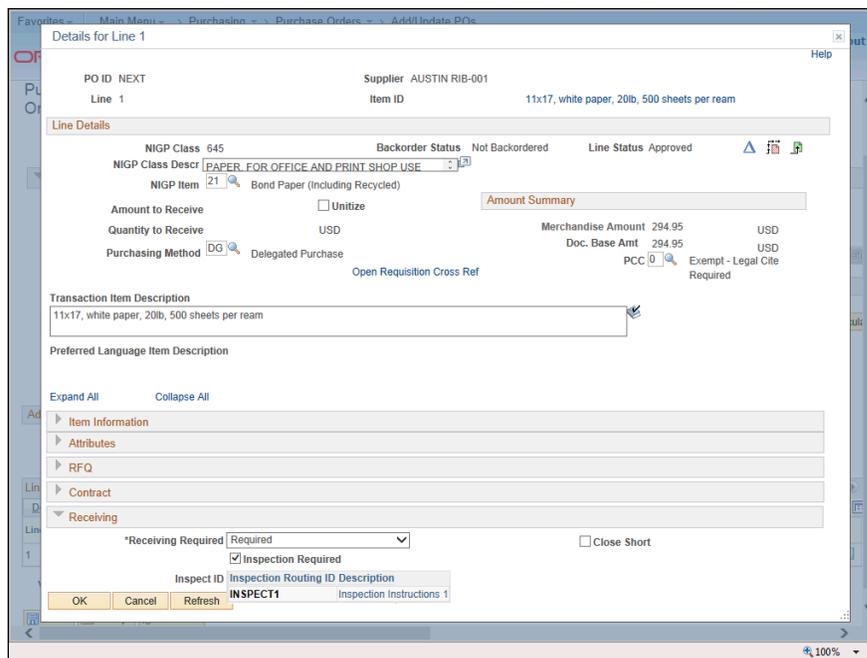


| Step | Action   |
|------|--|
| 63.  | Click the <b>Expand section</b> button.<br> |

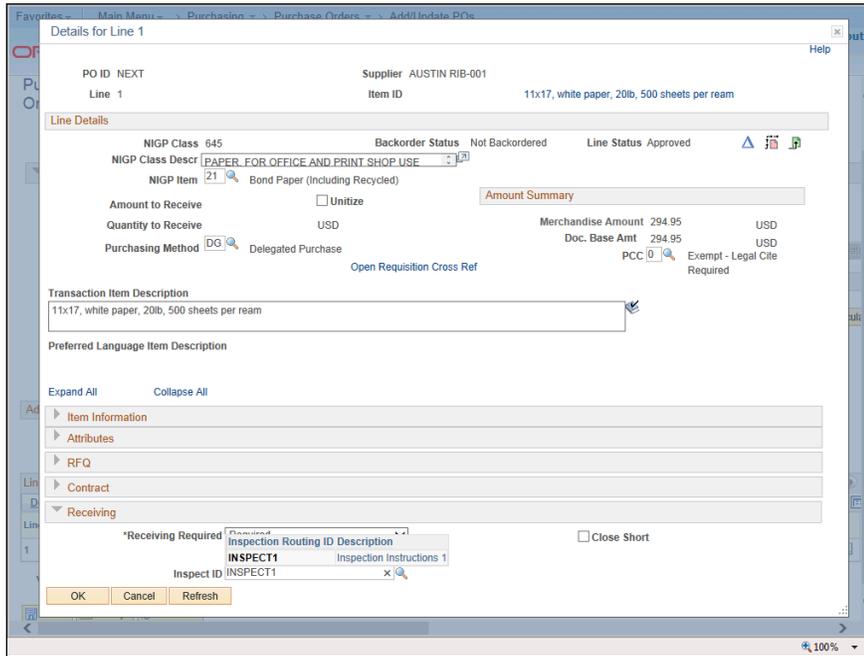
## EUT Course

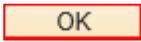


| Step | Action  |
|------|---|
| 64.  | Click the <b>Lookup Icon</b> for the <b>Inspect ID</b> field. |

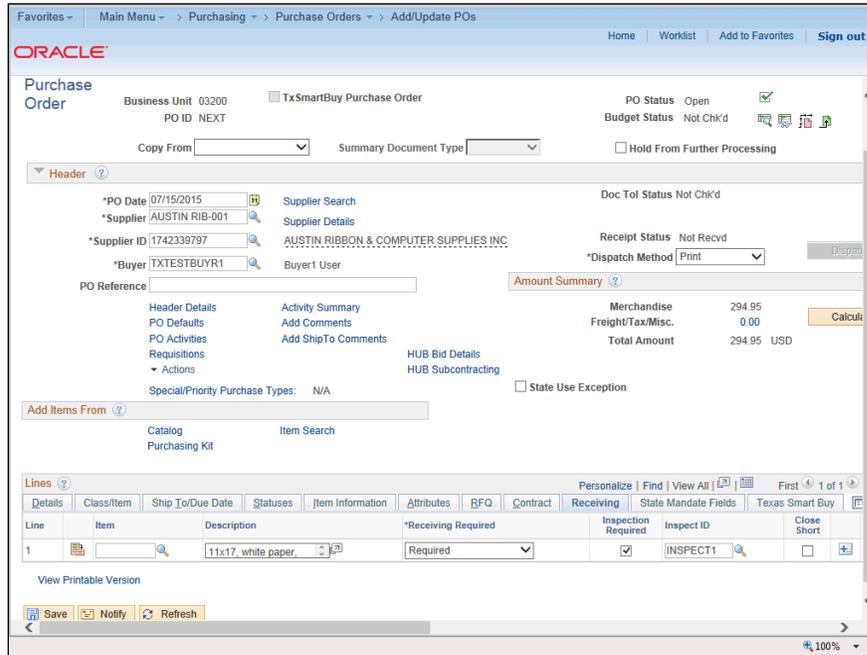


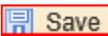
| Step | Action  |
|------|---|
| 65.  | Select the <b>Inspection Instructions</b> from the list.<br> |

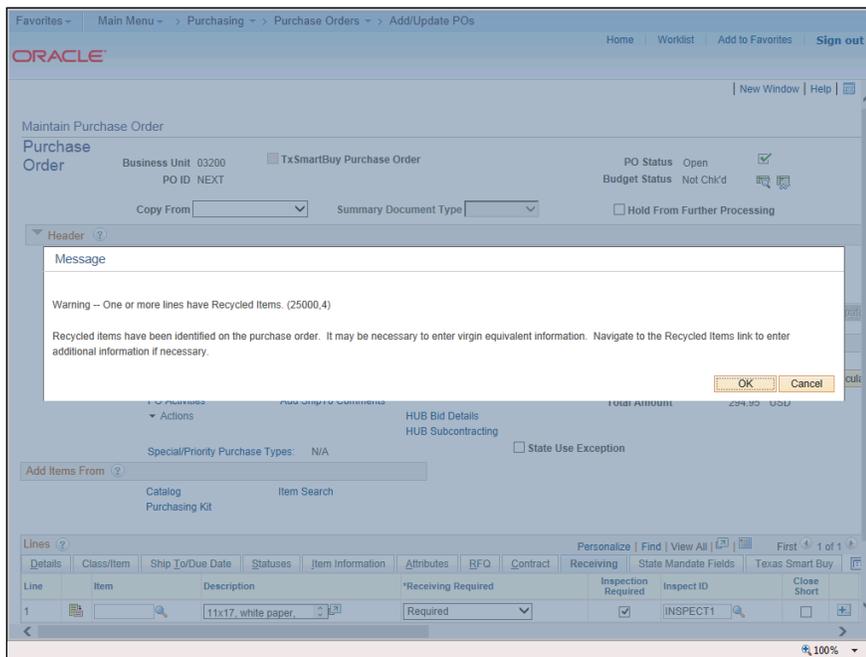


| Step | Action   |
|------|--|
| 66.  | Click the <b>OK</b> button.<br> |

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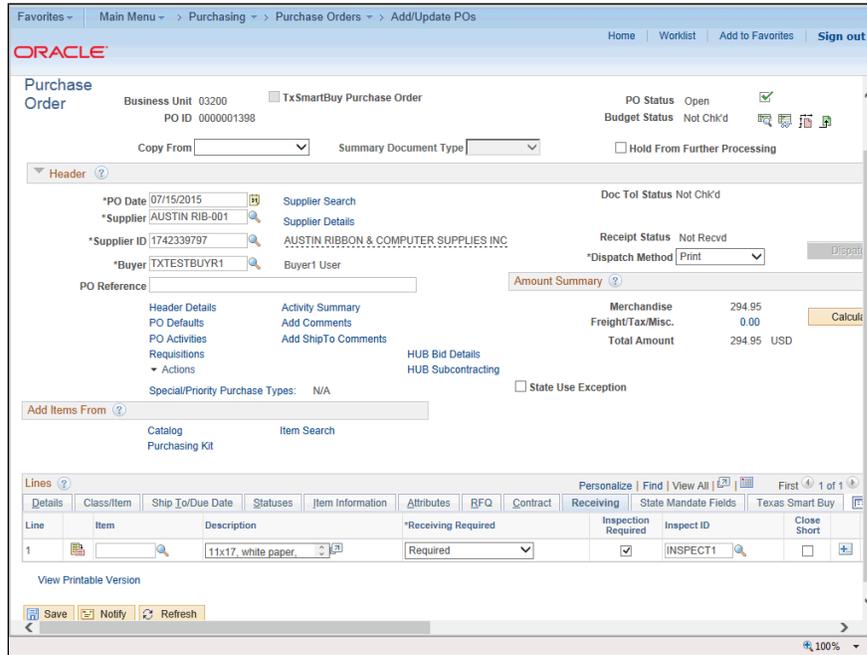


| Step | Action  |
|------|---|
| 67.  | <p>You've completed the entries needed for the first line of your PO.</p> <p>It's a good practice to save your work at the end of each line, in case you can't finish it all at one time.</p> <p>Notice that the <b>PO ID</b> at the top of the screen still says "Next". Saving the PO will also generate a PO ID number.</p> <p>Click the <b>Save</b> button.</p>  |

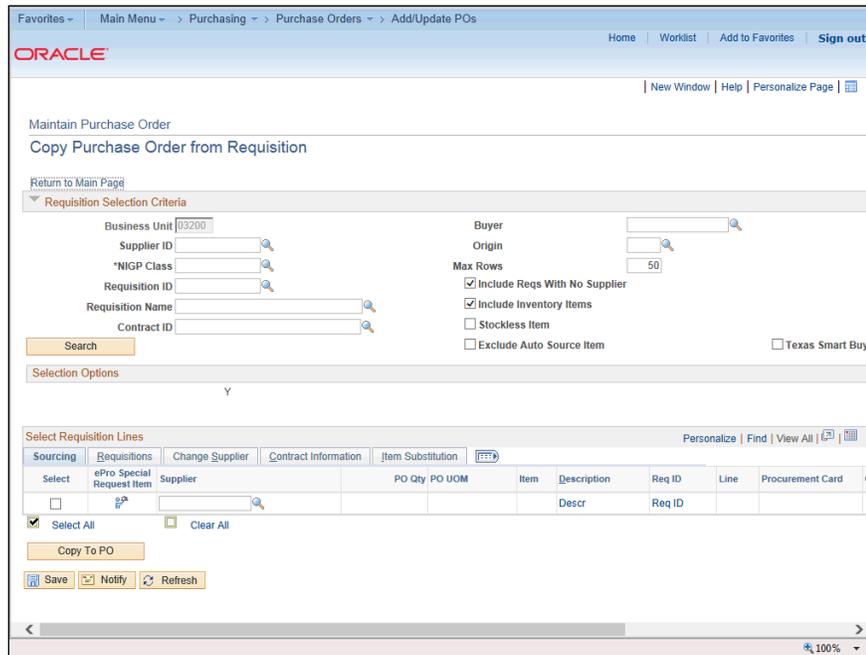


| Step | Action   |
|------|--|
| 68.  | <p>Saving your work also causes the system to validate your entries, and you may receive messages which could alert you to errors.</p> <p>This warning is a reminder that you have recycled items on your order. For this example, no further action is required.</p> <p>Click <b>OK</b> to clear the message.</p>  |
| 69.  | <p>Notice that your <b>PO ID</b> number has been generated.</p>  |

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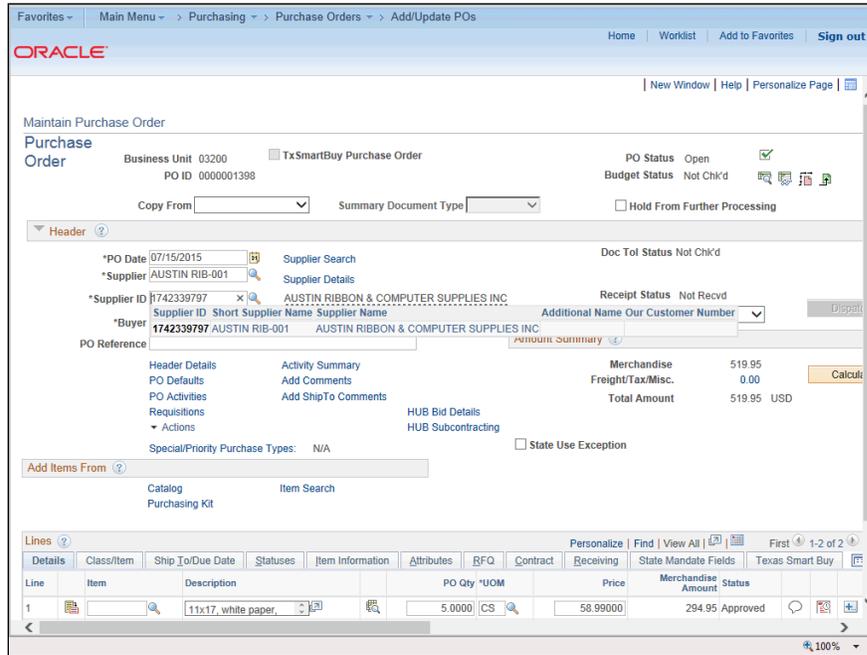


| Step | Action   |
|------|--|
| 70.  | <p>One purchase order can contain lines that are copied from several different Requisitions, as long as they're for the same Supplier and follow the same Purchase Method and Purchase Category Code.</p> <p>For this example, we're going to add a second line from a different requisition.</p> <p>Click the <b>Copy From</b> list.</p> <p>Copy From <span style="border: 1px solid red; padding: 2px;">▼</span></p> |
| 71.  | <p>Click the <b>Requisition</b> list item.</p> <p><u>Requisition</u></p>   |

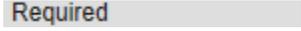


| Step | Action   |
|------|--|
| 72.  | Click in the <b>Requisition ID</b> field.<br><b>Requisition ID</b> <input style="border: 1px solid red;" type="text"/>   |
| 73.  | Enter the desired information into the <b>Requisition ID</b> field. Enter " <b>000000057</b> ".<br><b>Requisition ID</b> <input style="border: 1px solid red;" type="text" value="000000057"/>   |
| 74.  | Click the <b>000000057</b> object.<br><b>000000057</b>   |
| 75.  | Click the <b>Search</b> button.<br><input style="border: 1px solid red;" type="button" value="Search"/>  |
| 76.  | This requisition also has just one line on it, requesting the purchase of 5 ink cartridges.<br><br>If a requisition has multiple lines on it, you can copy all or just some of them to your purchase order. A single requisition may contain lines that end up on several purchase orders. |
| 77.  | Click the <b>Select</b> option.<br><input style="border: 1px solid red;" type="checkbox"/>      <input style="border: 1px solid red;" type="text" value="5.0000"/>   <b>5.0000</b>                      |
| 78.  | Click the <b>Copy To PO</b> button.<br><input style="border: 1px solid red;" type="button" value="Copy To PO"/>  |

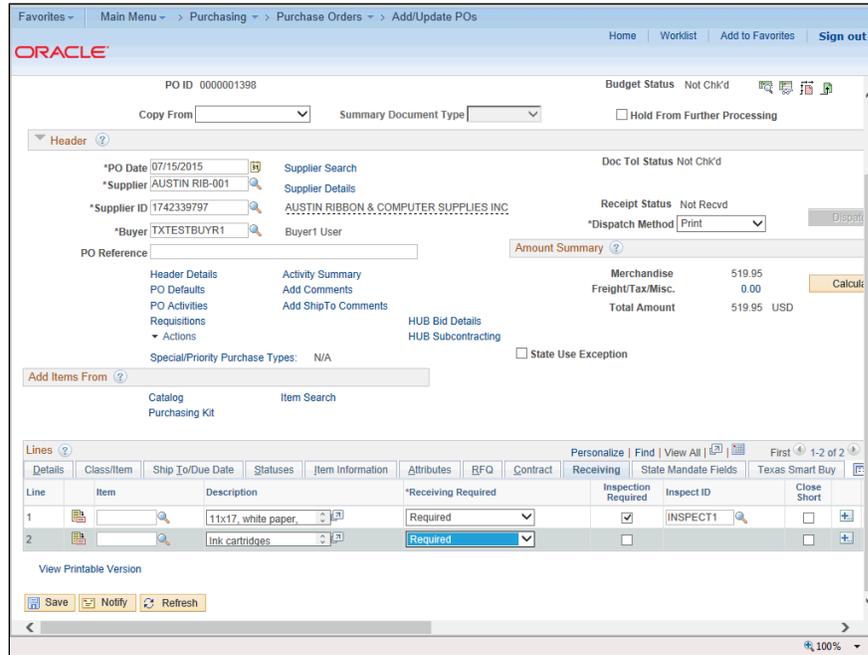
## EUT Course



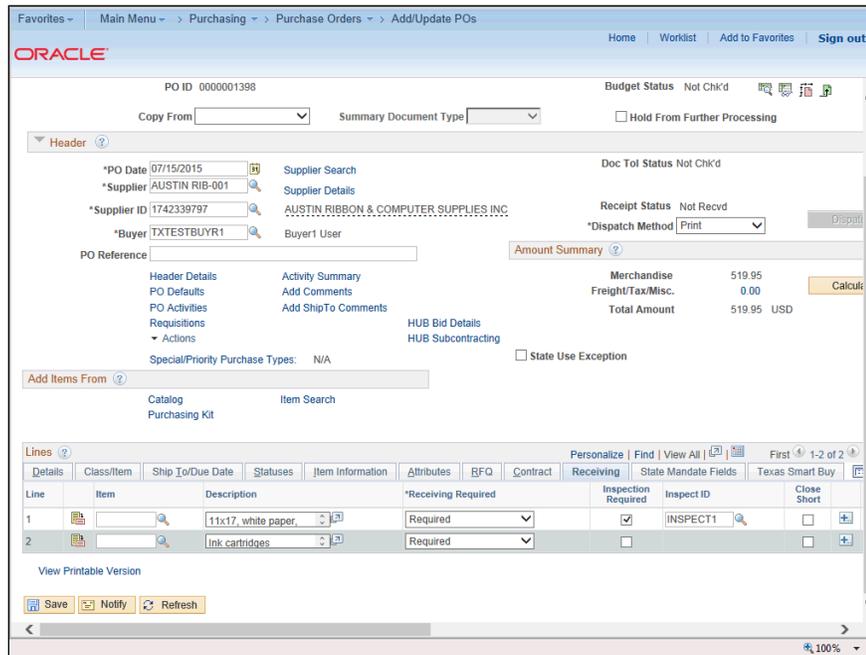
| Step | Action   |
|------|--|
| 79.  | Click the scrollbar.   |
| 80.  | There are now two lines on your PO.  |
| 81.  | The Special/Priority Purchase Types flag still has not changed, so special handling is not required.   |
| 82.  | Click the <b>Class/Item</b> link.<br>   |
| 83.  | In this training example, the description given here is not very specific. What kind of ink cartridge are they looking for? A requestor should supply all of the information you need so that you are able to purchase exactly the right item.<br><br>For this example, the requestor would like a refill cartridge for a photocopier. |
| 84.  | Click the <b>Look up NIGP Item (Alt+5)</b> button.<br>  |
| 85.  | None of these descriptions fit the ink cartridge that you are purchasing. It appears that the requestor selected the wrong NIGP Class.<br><br>You can correct information on the PO if necessary.<br><br>Click the <b>Cancel</b> button.<br>        |

| Step | Action  |
|------|---|
| 86.  | Click the <b>Look up NIGP Class (Alt+5)</b> button.<br>  |
| 87.  | Let's search for a Class description that contains the word "ink".<br><br>Click the <b>NIGP Complete Description</b> list.<br><b>NIGP Complete Description:</b> <input type="text" value="begins with"/>    |
| 88.  | Change <b>begins with</b> to <b>contains</b> .<br>   |
| 89.  | Enter the desired information into the <b>NIGP Complete Description</b> field. Enter "ink".<br><b>NIGP Complete Description:</b>   contains   <input type="text" value="ink"/>                              |
| 90.  | Click the <b>Look Up</b> button.<br>   |
| 91.  | This looks like a better match.<br><br>Click the <b>015</b> link.<br>  |
| 92.  | Click the <b>Look up NIGP Item (Alt+5)</b> button.<br>   |
| 93.  | Click the <b>Chemicals and Supplies, Dry (For Bond Paper Type Copying Machines)</b> link.<br>                           |
| 94.  | <b>Purchasing Method</b> and <b>Category Code</b> are already filled in for you. The values selected on the first line will default in to every line after that, and cannot be changed on subsequent lines. |
| 95.  | Click the <b>Receiving</b> object.<br>   |
| 96.  | Click the <b>Receiving Required</b> list.<br>   |
| 97.  | Click the <b>Required</b> list item.<br>   |

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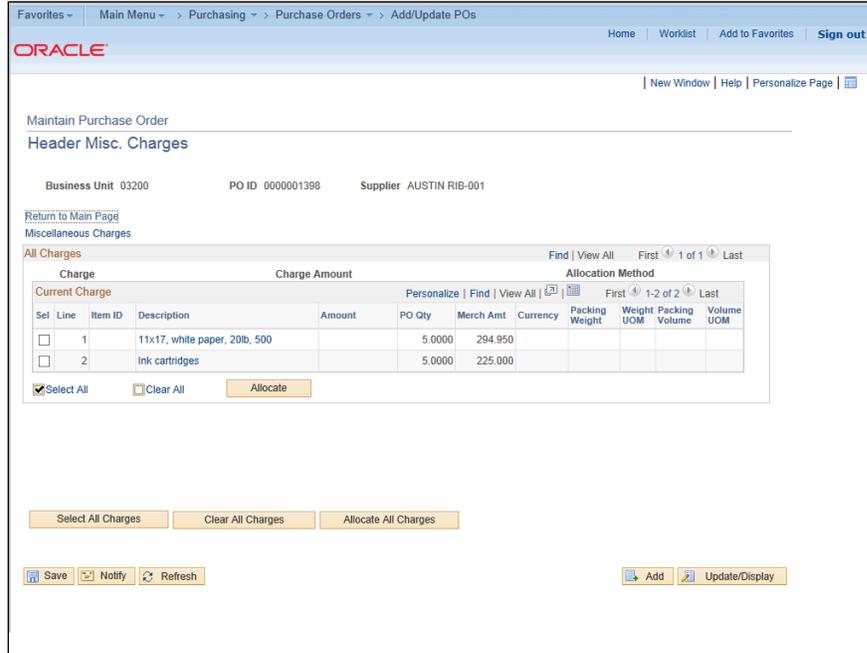


| Step | Action  |
|------|---|
| 98.  | <p>Line two is complete. Save your work.</p> <p>Click the <b>Save</b> button.</p>    |
| 99.  | <p>Click <b>OK</b> to clear the warning message.</p>   |
| 100. | <p><b>Note:</b> Accounting information, such as ChartFields, Distributions, and SpeedCharts, is generally set up at the Requisition level, before or during the Budget Approval process. This information is automatically imported into the PO, and should not need to be changed at this point. That process is not covered in this lesson.</p> <p>However, if special circumstances exist where you need to view or change Distribution information on a PO, please see the lesson called "Viewing and Editing Distribution Information on a PO", which is found later in this course.</p> |
| 101. | <p>Some shipments require that freight charges be added.</p> <p>These additional costs, if allowed, may create a document tolerance error for Accounts Payable, if the charge exceeds the percentage allowed.</p> <p>Including the freight cost on the purchase order ensures that the full allowable cost associated is known.</p>   |



| Step | Action  |
|------|---|
| 102. | <p>Each Agency may determine their process for handling freight charges, during system configuration:</p> <ul style="list-style-type: none"> <li>- Freight charges can be entered at the PO header, and would be charged to a specific freight accounting distribution set by your agency and not be encumbered separately.</li> <li>- Or, freight charges can be entered as a separate line by the Buyer, charging them at the line level.</li> </ul> <p>For this example, a \$5.00 freight charge will be added at the header level.</p> <p>Click the bottom scrollbar.</p> |
| 103. | <p>Depending on your computer screen's resolution, you may have to scroll to the right to find this field.</p> <p>Click the <b>Go to</b> list.</p> <p>to ... <b>More ...</b></p>  |
| 104. | <p>Click the <b>13-Header Misc. Charges</b> list item.</p> <p>  13-Header Misc. Charges</p>   |

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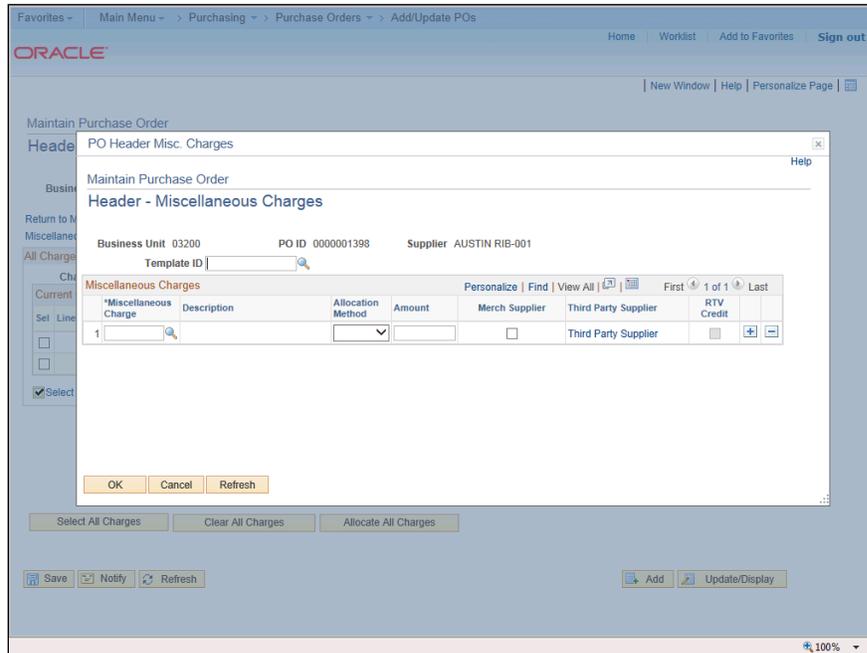


Business Unit 03200 PO ID 0000001398 Supplier AUSTIN RIB-001

Miscellaneous Charges

| Charge | Charge Amount                 | Allocation Method |
|--------|-------------------------------|-------------------|
| 1      | 11x17, white paper, 20lb, 500 |                   |
| 2      | Ink cartridges                |                   |

| Step | Action   |
|------|--|
| 105. | To add freight charges to the header, click the <b>Miscellaneous Charges</b> link.<br><b>Miscellaneous Charges</b> |



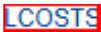
PO Header Misc. Charges

Header - Miscellaneous Charges

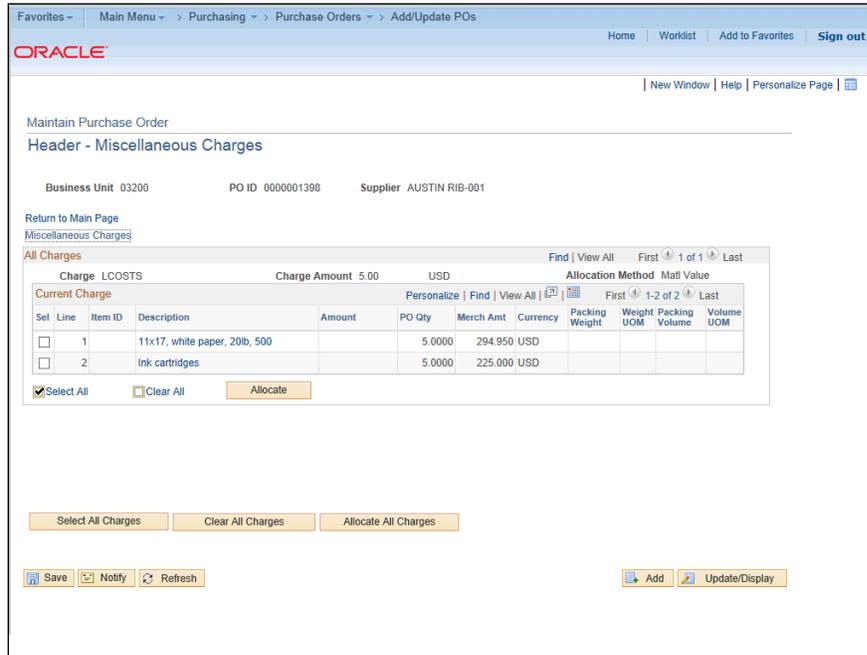
Business Unit 03200 PO ID 0000001398 Supplier AUSTIN RIB-001

Miscellaneous Charges

| Miscellaneous Charge | Description | Allocation Method | Amount | Merch Supplier | Third Party Supplier | RTV Credit |
|----------------------|-------------|-------------------|--------|----------------|----------------------|------------|
| 1                    |             |                   |        |                | Third Party Supplier |            |

| Step | Action   |
|------|--|
| 106. | Click the <b>Look up Miscellaneous Charge (Alt+5)</b> button to find the correct code for the charge.<br> |
| 107. | Search for a charge with the word "freight" in the description.<br><br>Click in the <b>Description</b> field.<br>Description:   begins with <input type="text" value=""/>                  |
| 108. | Enter the desired information into the <b>Description</b> field. Enter " <b>freight</b> ".<br>Description:   begins with <input type="text" value=""/>                                     |
| 109. | Click the <b>Look Up</b> button.<br>  |
| 110. | Click the <b>LCOSTS</b> link.<br>   |
| 111. | Click in the <b>Amount</b> field.<br>  |
| 112. | Enter the desired information into the <b>Amount</b> field. Enter " <b>5.00</b> ".<br>                 |
| 113. | Click the <b>OK</b> button.<br>   |

## EUT Course



Oracle CAPPS Financials - Maintain Purchase Order - Header - Miscellaneous Charges

Business Unit: 03200 | PO ID: 0000001398 | Supplier: AUSTIN RIB-001

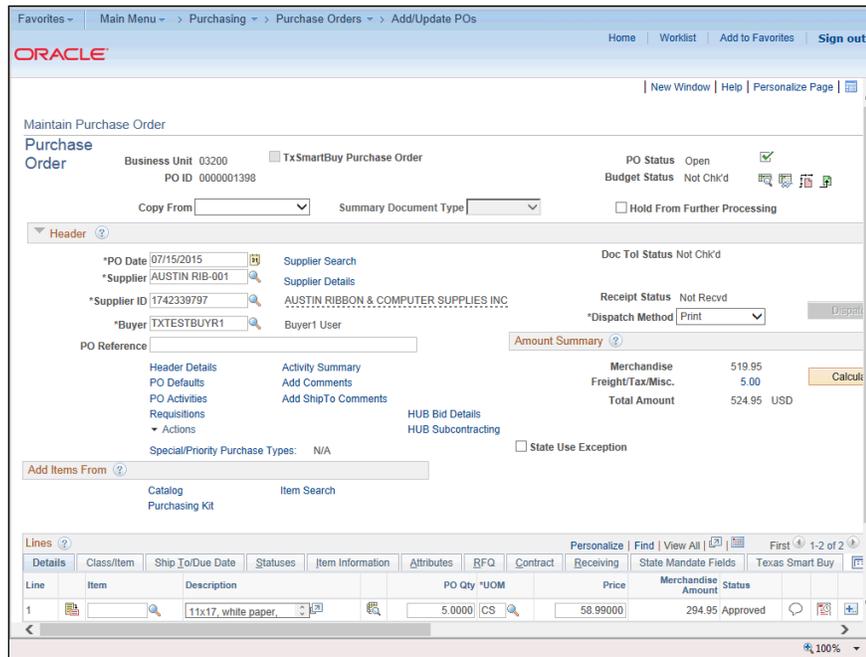
Charge Amount: 5.00 USD

| Line | Item ID | Description                   | Amount | PO Qty | Merch Amt | Currency | Weight | Packing UOM | Volume UOM |
|------|---------|-------------------------------|--------|--------|-----------|----------|--------|-------------|------------|
| 1    |         | 11x17, white paper, 20lb, 500 |        | 5.0000 | 294.950   | USD      |        |             |            |
| 2    |         | Ink cartridges                |        | 5.0000 | 225.000   | USD      |        |             |            |

Buttons:  Select All,  Clear All,

| Step | Action   |
|------|--|
| 114. | <p>Since various lines on a PO might be charged in different ways, the freight charges need to be allocated to the lines. The system will split up the freight costs according to the <b>Merchandise Amount</b> of each line selected.</p> <p>Click the <b>Select All</b> link.</p> <p><b>Select All</b></p> |
| 115. | <p>Click the <b>Allocate</b> button.</p> <p><b>Allocate</b></p>  |
| 116. | <p>The \$5.00 charge was split between the two lines, proportionate to the <b>Merchandise Amount</b> of each.</p>  |
| 117. | <p>Click the <b>Save</b> button.</p> <p><b>Save</b></p>  |
| 118. | <p>You'll see this warning every time you save.</p> <p>Click the <b>OK</b> button to clear the message.</p> <p><b>OK</b></p>   |
| 119. | <p>Click the <b>Return to Main Page</b> link.</p> <p><b>Return to Main Page</b></p>  |
| 120. | <p>The freight charges you entered are displayed here, along with the Merchandise amount and purchase order total.</p>   |

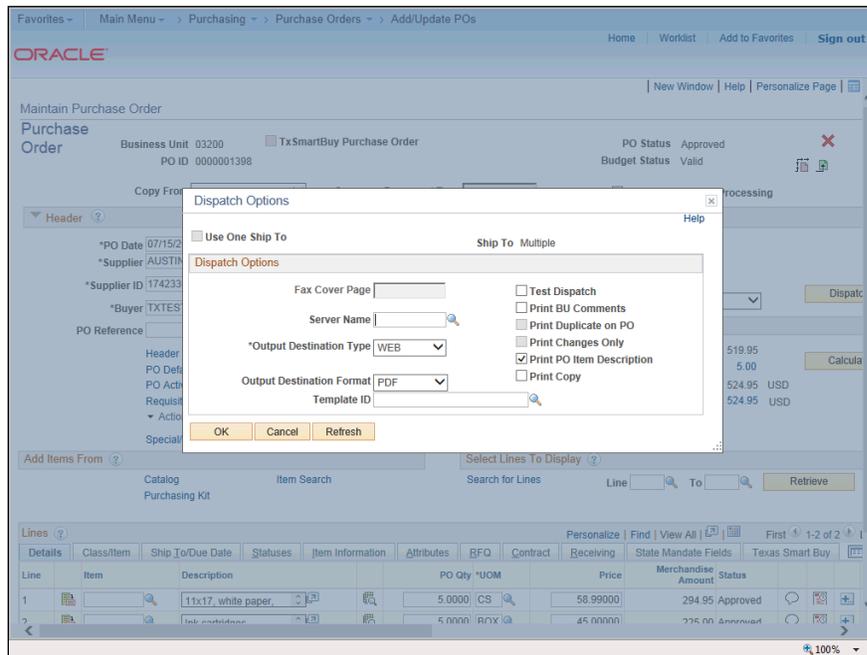
| Step | Action   |
|------|--|
| 121. | <p>When you have finished entering all of the information on your PO, you're ready to Approve the PO, Budget Check it, and then Dispatch it to the Supplier.</p> <p>Some Agencies may set up an Approval Workflow, which will submit the completed PO to an approver other than you, but for this exercise you are authorized to approve this PO yourself.</p> |



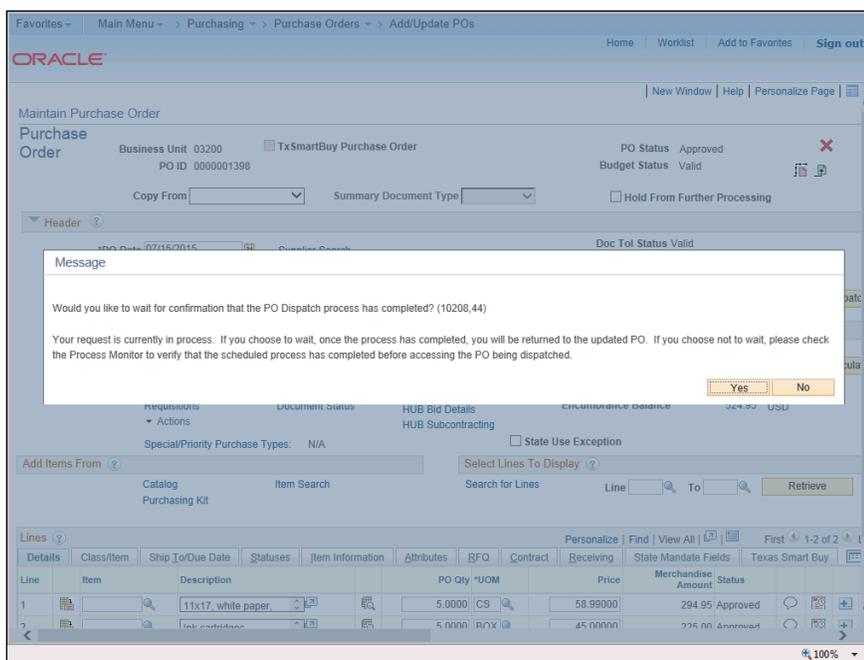
| Step | Action   |
|------|--|
| 122. | <p>Click the <b>Approve</b> button.</p>   |
| 123. | <p><b>Note:</b> Each of these steps may take a few seconds or minutes, depending on system processing time.</p> <p>When the approval is complete, the <b>PO Status</b> changes to say "Approved".</p> <p>The <b>Budget Status</b> and <b>Document Tolerance Status</b> still say "Not Checked"</p> |
| 124. | <p>The space under the <b>Total Amount</b> is blank as well. At this point, there is no Encumbrance. If there were, that amount would be displayed here.</p>   |
| 125. | <p>Click the <b>Budget Check</b> button.</p> <p><b>Budget Status</b> Not Chk'd </p>   |

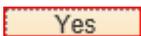
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| Step | Action   |
|------|--|
| 126. | The transaction has passed Budget Checking and Document Tolerance Checking. Both <b>Statuses</b> are now "Valid". In addition, the <b>Encumbrance Amount</b> is now displayed below the <b>Total Amount</b> .  |
| 127. | The <b>Dispatch Method</b> defaults according to the Supplier's profile information.<br><br>It can be changed here if you want to dispatch this PO by a different method.  |
| 128. | To change <b>Dispatch Methods</b> for this one PO only, you would select a different option, such as email, from the <b>Dispatch Method</b> list.<br><br>Then, when you click the <b>Dispatch</b> button, you would enter the one-time email address in the <b>Dispatch Options</b> dialog box (not shown).<br><br>For this example, we will not change the Dispatch Method. |
| 129. | Clicking the <b>Dispatch</b> button triggers the system to run the Dispatch PO process. When this process is complete, your purchase order will be available to print and send to the Supplier.<br><br>Click the <b>Dispatch</b> button.<br><br>  |



| Step | Action  |
|------|---|
| 130. | <p>If you had changed your <b>Dispatch Method</b> to "Email", this screen would provide a field for entering the one-time email address. You didn't make the change, so that field is not displayed.</p> <p>Click the <b>OK</b> button.</p>  |



| Step | Action  |
|------|---|
| 131. | <p>The PO Dispatch process is running. It might take a few second or a few minutes. You can wait here, or you can close this PO and do something else.</p> <p>If you choose to wait, this screen will update in real-time when the Dispatch is complete. If you choose not to wait, you can print your PO later through the Print PO Report option.</p> <p>Click the <b>Yes</b> button.</p>  |
| 132. | Note the spinning wheel, which means the system is processing.  |
| 133. | When the Dispatch is complete, the <b>PO Status</b> changes again, to "Dispatched".   |
| 134. | Click the scrollbar.  |

## EUT Course

| Step | Action  |
|------|---|
| 135. | <p>The easiest way to access and print the PO is to open it from the <b>View Printable Version</b> link, at the bottom of the PO screen.</p> <p>Click the <b>View Printable Version</b> link.</p> <p><a href="#">View Printable Versior</a></p> |

**Purchase Order # 03200 0000001398** Page: 1 of 2

---

Payment Terms: Net 30 Freight Terms: FOB DEST-S Ship Via: Trucking PCC: 0 Date: 07/15/15 PO Method: DG Dispatch: Print Rev Dt:

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS ARE LISTED AT THE END OF THE PURCHASE ORDER.

|  |   |
|--|---|
| <p><b>Vendor:</b> AUSTIN RIBBON &amp; COMPUTER SUPPLIES INC<br/>9211 WATERFORD CENTRE BLVD.<br/>STE. 202<br/>USA<br/>AUSTIN TX 78738<br/>United States</p> <p><b>Vendor ID:</b> 1742339797</p> <p><b>Purchaser:</b> Buyer1 User<br/><b>Phone:</b> 512/555-4321<br/><b>Email:</b></p> | <p><b>Ship To:</b> See Detail Below</p> <p><b>Bill To:</b> Drive of Champions<br/>Lubbock TX 79409<br/>United States</p> <p><b>Fax:</b><br/><b>Email:</b></p> |
|--|---|

| Line-Sch  | Line Description                              | Class/Item | Quantity | UOM | Unit Price | Extended Amt   | Due Date   |
|---|---|------------|----------|-----|------------|--|------------|
| 1- 1  | 11x17, white paper, 20lb, 500 sheets per ream | 645/21     | 5.0000   | CS  | 58.99000   | 294.95   | 07/21/2015 |
| <p><b>Ship To:</b> TX032-001<br/>405 E. 23rd Street<br/>Austin TX 78712<br/>United States</p> |   |            |          |     |            | <p><b>Schedule Total</b> <input type="text" value="297.79"/></p> |            |

**ReqID:**

| Step | Action  |
|------|---|
| 136. | <p>The purchase order opens in a PDF window.</p> <p>Your PO will look similar to this one, but may vary due to future enhancements and agency-specific customizations.</p> <p>Click the <b>Scrollbar</b> to review the document.</p>  |
| 137. | <p>Buyer's signatures can be scanned and saved in the system, so they will automatically be printed on each approved PO.</p> <p>If this PO is being viewed and printed by the original Buyer, and if an electronic signature is available, it will appear in this box.</p> <p>When the PO is viewed and/or printed by anyone else, the word "Unauthorized" appears in this box instead.</p> |

| Step | Action  |
|------|---|
| 138. | This is the bottom of page 2.<br><br>Use the <b>Scrollbar</b> to go back to the top.  |
| 139. | The PDF toolbar can be used to save or print the document.  |
| 140. | The purchase order was displayed in a new browser window, so you can click the <b>Close Tab (Ctrl+W)</b> button to close it.<br><br> |
| 141. | When you have completed your PO, click the <b>Home</b> link to return to the <b>Main Menu</b> .<br><br>                              |
| 142. | Congratulations, you have successfully completed this exercise.<br><b>End of Procedure.</b>   |

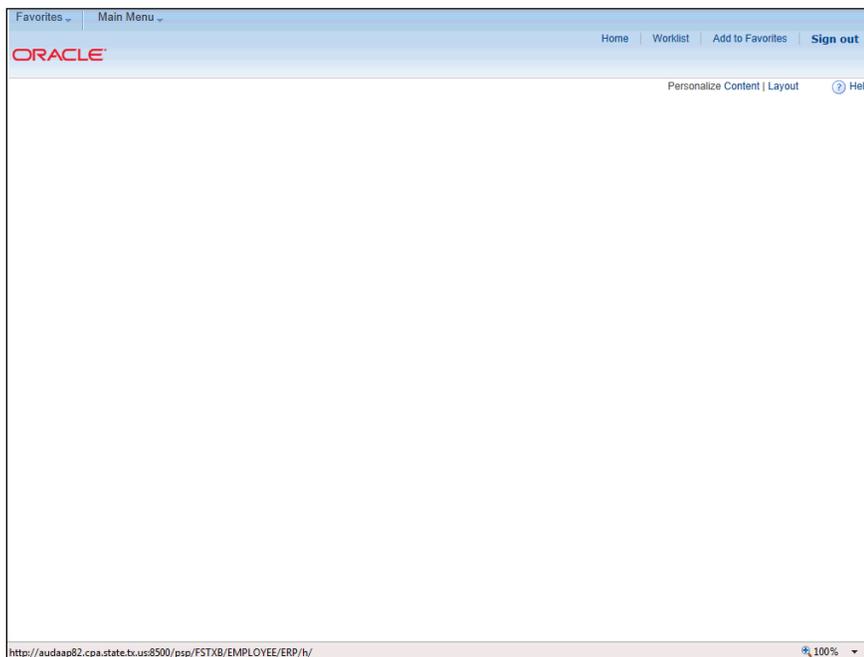
## Creating an Amount Only PO

### Section 3 - Lesson 3, Exercise - Scenario 1 - Creating and Amount-Only PO

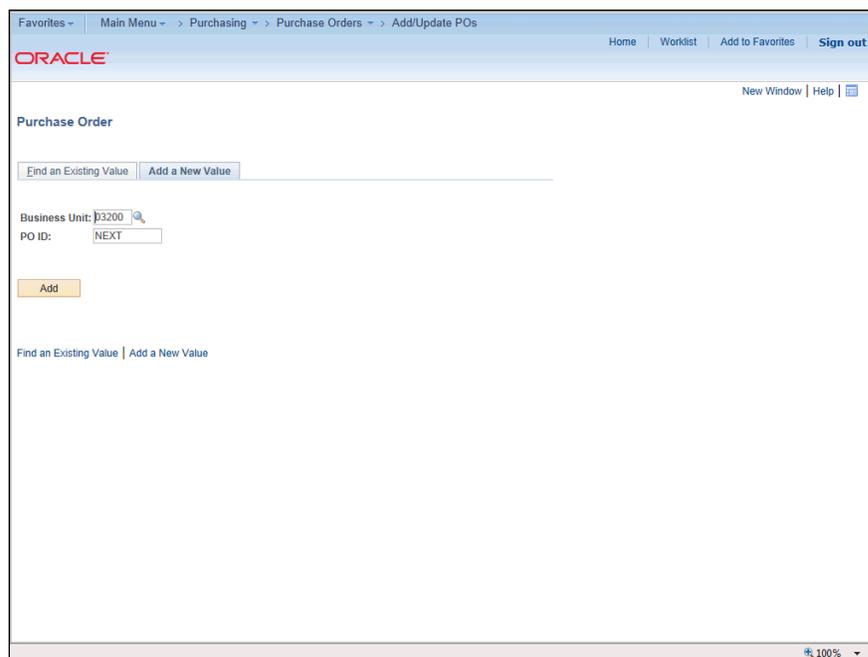
#### Procedure

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.

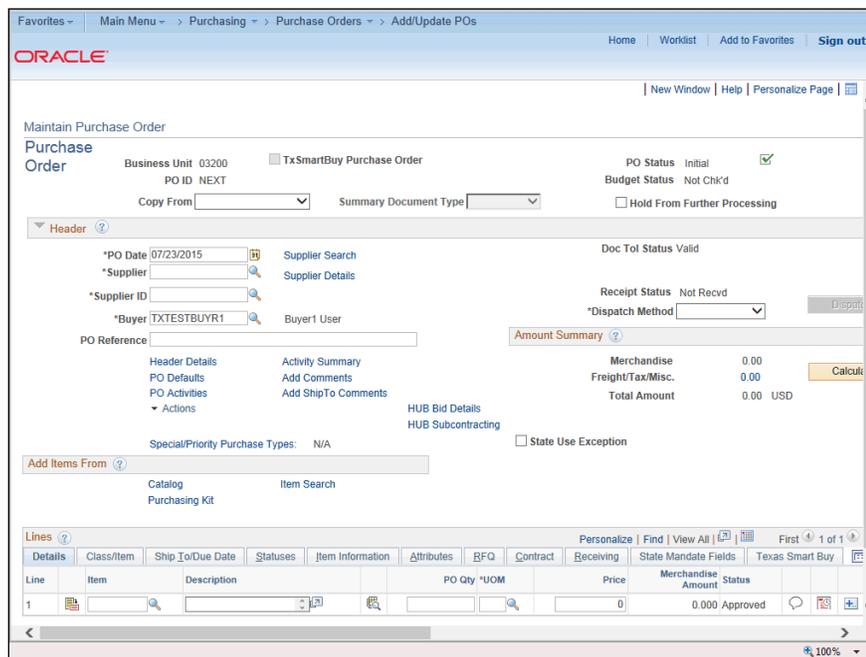
This lesson will demonstrate the process for creating an Amount-Only purchase order.



| Step | Action  |
|------|---|
| 1.   | <p>For this exercise, you'll be creating a PO for Austin Staffing, Inc., who will be providing a service to your Agency for the next four months. The total charge for their services will be \$20,000, which they will bill in monthly increments.</p> <p>Begin by navigating to the <b>Add/Update POs</b> screen.</p> <p>Click the <b>Main Menu</b> button.</p>  |
| 2.   | <p>Click the <b>Scroll Down</b> button.</p>    |
| 3.   | <p>Click the <b>Purchasing</b> menu.</p>   |
| 4.   | <p>Click the <b>Purchase Orders</b> menu.</p>    |
| 5.   | <p>Click the <b>Add/Update POs</b> menu.</p>   |

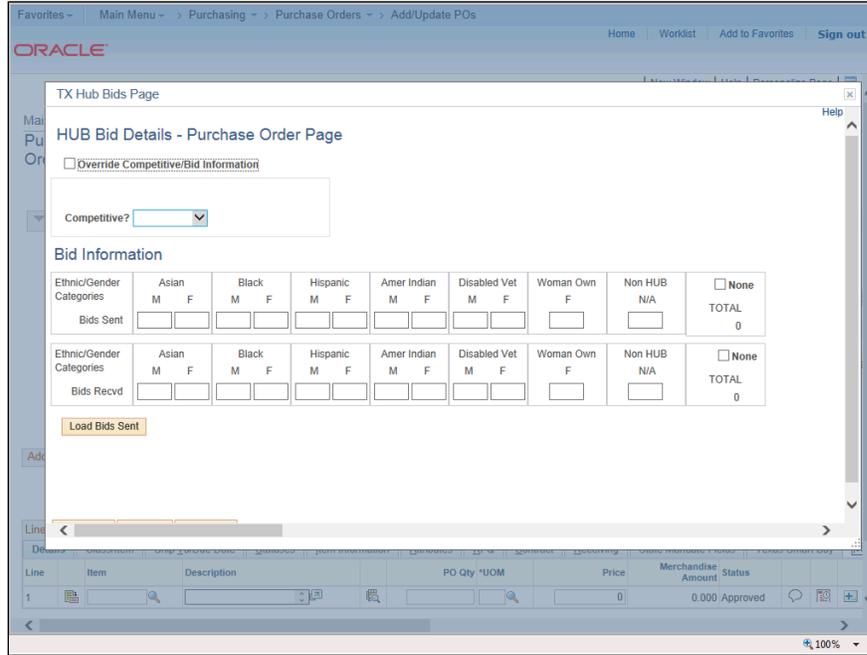


| Step | Action   |
|------|--|
| 6.   | <p>In this exercise you will be creating a new PO rather than editing an existing one.</p> <p>Click the <b>Add</b> button.</p> <p><b>Add</b></p> |



| Step | Action   |
|------|--|
| 7.   | <p>The <b>Supplier</b> is Austin Staffing, Inc.</p> <p>Enter the desired information into the <b>Supplier</b> field. Enter "<b>austin sta</b>".</p> <p><b>*Supplier</b> <input type="text"/></p> |
| 8.   | <p>Click the <b>1270846180</b> object.</p> <p><b>1270846180</b></p>  |
| 9.   | <p>Don't forget that there's a required field in the <b>Hub Bid Details</b> screen.</p> <p>Click the <b>HUB Bid Details</b> link.</p> <p><b>HUB Bid Details</b></p>                              |

## EUT Course

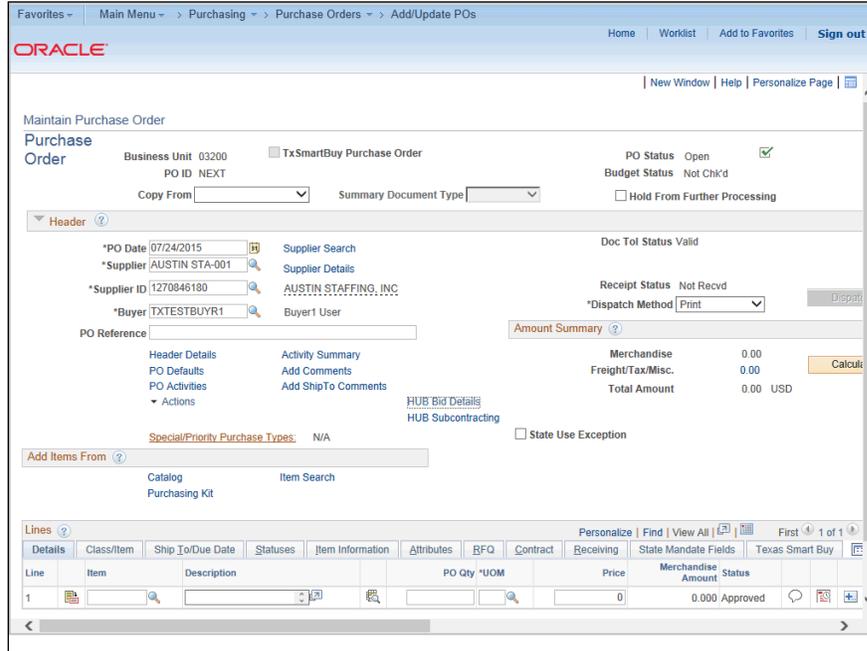


| Step | Action  |
|------|---|
| 10.  | <p>Information about the HUB bids sent and received are entered on the Texas Hub Bids Page.</p> <p>Click the <b>Competitive?</b> list.</p> <p><b>Competitive?</b> <input type="text" value=""/> </p> |
| 11.  | <p>Click the <b>Yes</b> list item.</p> <p><b>Yes</b> <input type="text" value=""/></p>  |
| 12.  | <p>In the top row, enter <b>Bids Sent</b> for each <b>Ethnic/Gender Category</b>.</p> <p>Click in the <b>M</b> field.</p> <p>M F</p> <p><input type="text" value=""/> <input type="text" value=""/></p>   |
| 13.  | <p>Enter the desired information into the <b>M</b> field. Enter "1".</p> <p>M F</p> <p><input type="text" value=""/> <input type="text" value=""/></p>  |
| 14.  | <p>Click in the <b>F</b> field.</p> <p>F</p> <p><input type="text" value=""/></p>   |

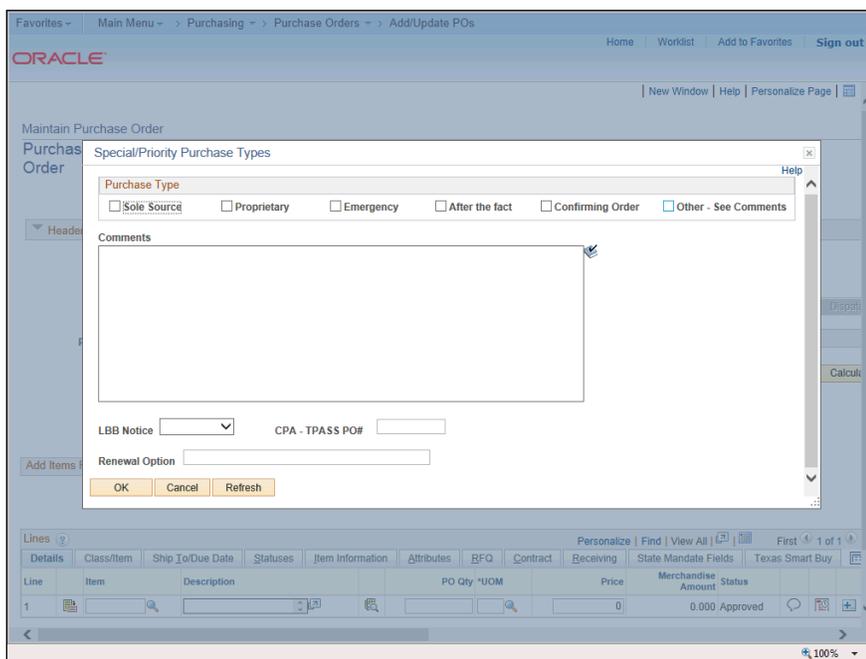
| Step | Action  |
|------|---|
| 15.  | Enter the desired information into the <b>F</b> field. Enter " <b>1</b> ".<br>F<br><input type="text"/>   |
| 16.  | Click in the <b>M</b> field.<br>M F<br><input type="text"/> <input type="checkbox"/>  |
| 17.  | Enter the desired information into the <b>M</b> field. Enter " <b>1</b> ".<br>M F<br><input type="text"/> <input type="checkbox"/>  |
| 18.  | Click in the <b>F</b> field.<br>F<br><input type="text"/>   |
| 19.  | Enter the desired information into the <b>F</b> field. Enter " <b>1</b> ".<br>F<br><input type="text"/>   |
| 20.  | On the second row, enter the <b>Bids Received</b> from each <b>Ethnic/Gender Category</b> .<br>Click in the <b>M</b> field.<br>M F<br><input type="text"/> <input type="checkbox"/> |
| 21.  | Enter the desired information into the <b>M</b> field. Enter " <b>1</b> ".<br>M F<br><input type="text"/> <input type="checkbox"/>  |
| 22.  | Click in the <b>F</b> field.<br>F<br><input type="text"/>   |
| 23.  | Enter the desired information into the <b>F</b> field. Enter " <b>1</b> ".<br>F<br><input type="text"/>   |
| 24.  | Click in the <b>M</b> field.<br>M F<br><input type="text"/> <input type="checkbox"/>  |

## EUT Course

| Step | Action  |
|------|---|
| 25.  | Enter the desired information into the <b>M</b> field. Enter " <b>1</b> ".<br><div style="text-align: center;"> <span style="margin-right: 20px;">M</span> <span>F</span> </div> <div style="display: flex; justify-content: center; gap: 10px;"> <input style="border: 2px solid red; width: 40px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> </div> |
| 26.  | Click in the <b>F</b> field.<br><div style="text-align: center;"> <span>F</span> </div> <div style="display: flex; justify-content: center; gap: 10px;"> <input style="border: 2px solid red; width: 40px; height: 20px;" type="text"/> </div>  |
| 27.  | Enter the desired information into the <b>F</b> field. Enter " <b>1</b> ".<br><div style="text-align: center;"> <span>F</span> </div> <div style="display: flex; justify-content: center; gap: 10px;"> <input style="border: 2px solid red; width: 40px; height: 20px;" type="text"/> </div>  |
| 28.  | Press <b>[Tab]</b> .  |
| 29.  | The total number of bids sent and received is displayed at the end of each row.   |
| 30.  | Click the scrollbar.  |
| 31.  | Click the <b>OK</b> button.<br><div style="text-align: center;"> <input style="border: 2px solid red; padding: 5px 15px;" type="button" value="OK"/> </div>   |

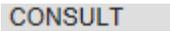
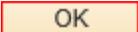


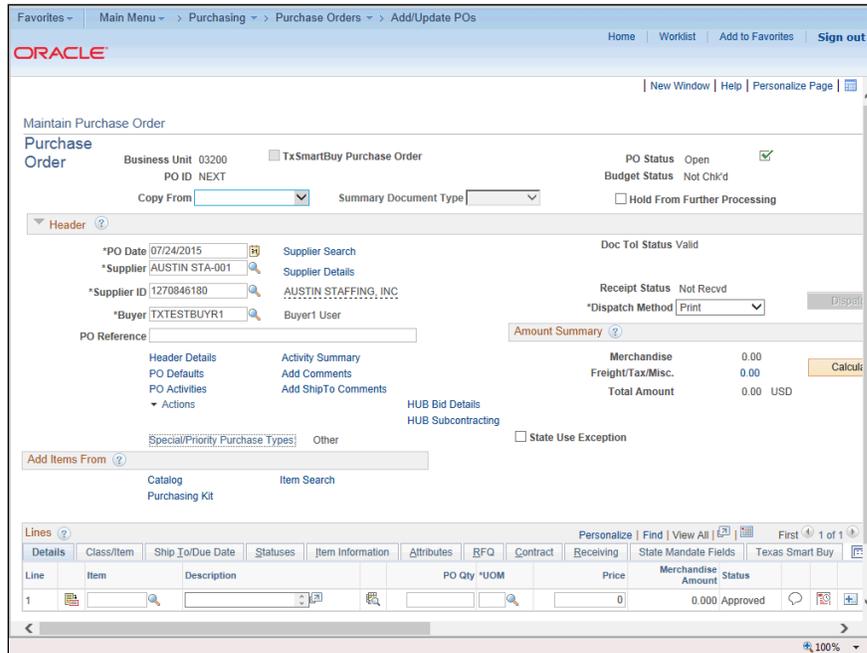
| Step | Action   |
|------|--|
| 32.  | <p>Since this is for Consulting Services greater than \$15,000, the LBB Notice flag needs to be set.</p> <p>Click the <b>Special/Priority Purchase Types</b> link.</p> <p><b>Special/Priority Purchase Types</b></p> |



| Step | Action  |
|------|---|
| 33.  | <p>Click the <b>Other - See Comments</b> option.</p> <p><input type="checkbox"/> <b>Other - See Comments</b></p>                  |
| 34.  | <p>Click in the <b>Comments</b> field.</p> <p>Comments</p> <div style="border: 1px solid red; height: 100px; width: 100%;"></div> |

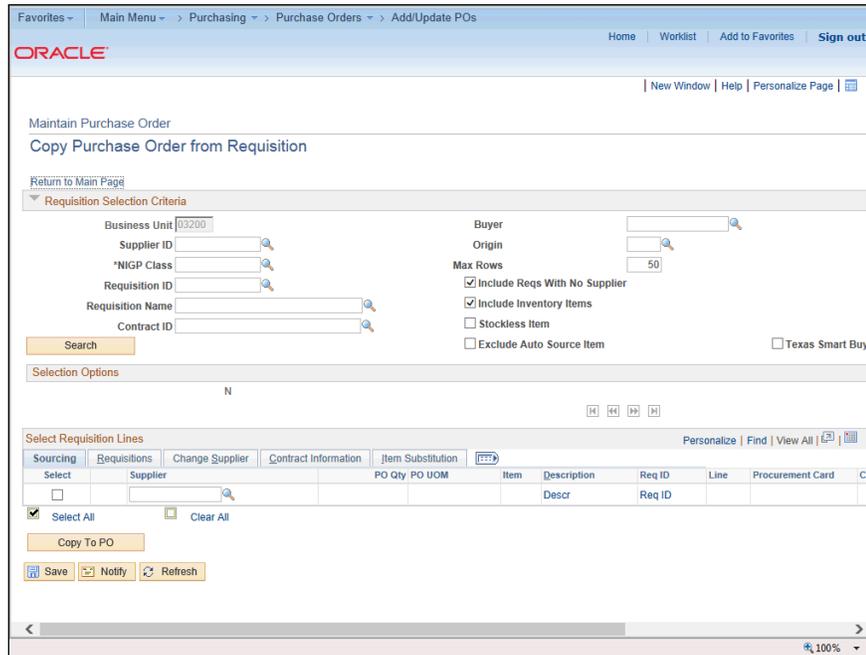
## EUT Course

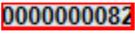
| Step | Action  |
|------|---|
| 35.  | Press <b>Enter</b> and the comment will be entered for you.<br>Comments<br> |
| 36.  | Click the <b>LBB Notice</b> list.<br>LBB Notice                              |
| 37.  | Click the <b>CONSULT</b> list item.<br>                                      |
| 38.  | Click the <b>OK</b> button.<br>  |



| Step | Action   |
|------|--|
| 39.  | Your header is now complete, and you are ready to copy lines from your requisition.<br>Click the <b>Copy From</b> list.<br>Copy From  |

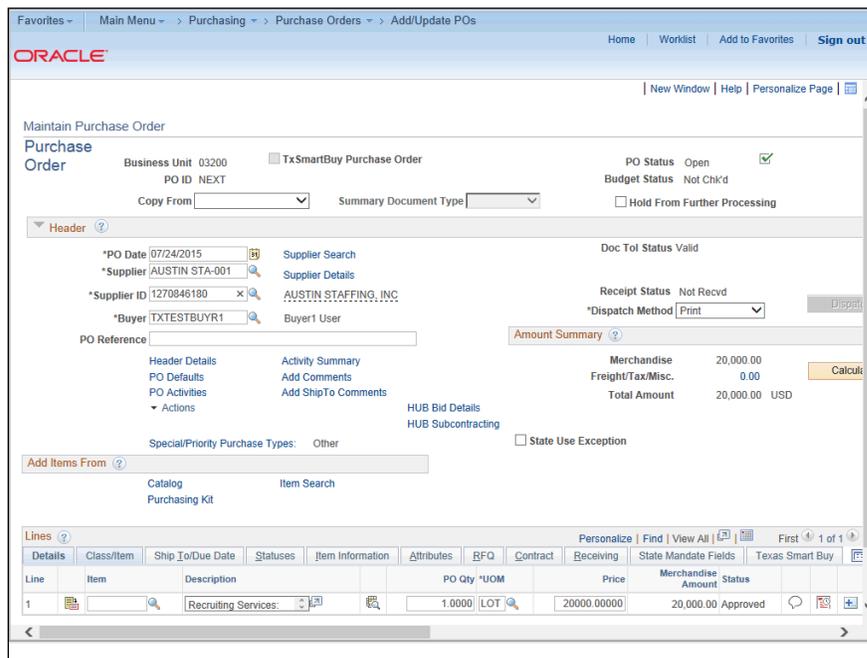
| Step | Action   |
|------|--|
| 40.  | Click the <b>Requisition</b> list item.<br> |

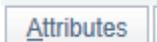


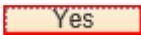
| Step | Action  |
|------|---|
| 41.  | Click in the <b>Requisition ID</b> field.<br>  |
| 42.  | Enter the desired information into the <b>Requisition ID</b> field. Enter " <b>000000082</b> ".<br>  |
| 43.  | Click the <b>000000082</b> object.<br>   |
| 44.  | Click the <b>Search</b> button.<br>  |
| 45.  | The requisition had one line, which displays in the <b>Select Requisition Lines</b> region of the screen.<br><br>Click the <b>Select</b> option.<br>      <input type="text" value="AUSTIN STA-001"/>      <b>1.0000</b> |

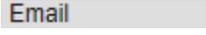
## EUT Course

| Step | Action  |
|------|---|
| 46.  | Click the <b>Copy To PO</b> button.<br>  |
| 47.  | The selected line has been copied to your PO, but there are additional fields you need to complete.<br><br>Notice that 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.<br><br>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. |
| 48.  | The Unit of Measure for an Amount-Only PO should always be "Lot".   |

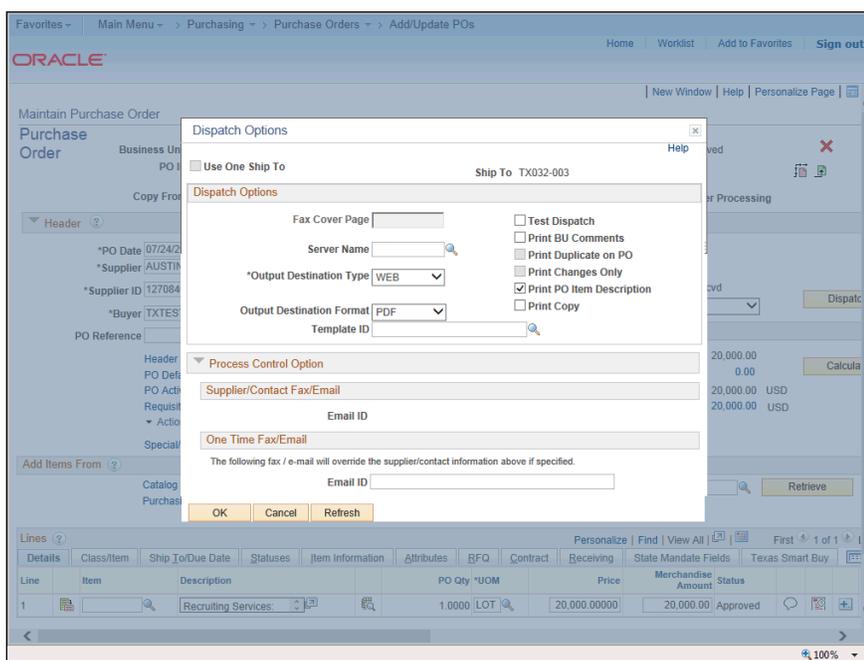


| Step | Action  |
|------|---|
| 49.  | The <b>Amount Only</b> flag is set on the <b>Attributes</b> tab.<br><br>Click the <b>Attributes</b> tab.<br> |

| Step | Action  |
|------|---|
| 50.  | <p>To make this an Amount Only PO, this box must be selected. If it was selected on the requisition line, that setting will be copied in with the rest of the requisition information. If not, click the checkbox to set the flag.</p> <p>Click the <b>Amount Only</b> option.</p>  |
| 51.  | <p>The price will not actually be changed.</p> <p>Click the <b>Yes</b> button.</p>   |
| 52.  | <p>Now you should go back and complete the required fields on the other tabs.</p> <p>Click the <b>Class/Item</b> object.</p>   |
| 53.  | <p>Click the <b>Look up NIGP Item (Alt+5)</b> button.</p>    |
| 54.  | <p>Click the <b>Administrative Consulting</b> link.</p>    |
| 55.  | <p>Click the <b>Look up Purchasing Method (Alt+5)</b> button.</p>    |
| 56.  | <p>Click the <b>Delegated Purchase</b> link.</p>   |
| 57.  | <p>Click the <b>Look up Purchasing Category Code (Alt+5)</b> button.</p>   |
| 58.  | <p>Click the <b>Exempt - Legal Cite Required</b> link.</p>   |
| 59.  | <p>Click the <b>Receiving</b> object.</p>    |
| 60.  | <p>Receiving should be required on all Amount Only purchases. When a receipt is entered at a later date, it authorizes AP to release that amount of funds from this PO.</p> <p>Click the <b>Receiving Required</b> list.</p>    |
| 61.  | <p>Click the <b>Required</b> list item.</p>    |

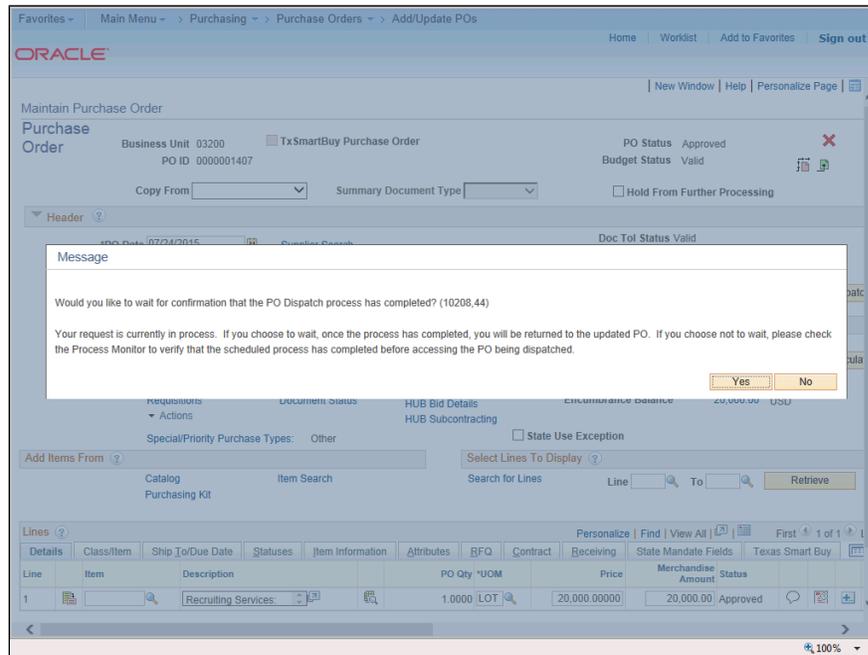
| Step | Action  |
|------|---|
| 62.  | Click the scrollbar.  |
| 63.  | Click the <b>Save</b> button.<br>  |
| 64.  | Click the scrollbar.  |
| 65.  | Your <b>PO ID</b> number was generated when the PO was saved.<br><br>You're ready now to Approve, Budget Check, and Dispatch this purchase order.   |
| 66.  | 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.<br><br>Click the <b>Approve</b> button.<br>   |
| 67.  | The <b>PO Status</b> now says "Approved".   |
| 68.  | The PO Status changed to "Approved".<br><br>Click the <b>Budget Check</b> button, which will run both the Budget Check and the Doc Tolerance processes.<br>  |
| 69.  | Both the <b>Budget Status</b> and <b>Doc Tolerance Status</b> are "Valid".  |
| 70.  | When the Budget Check is complete, the Encumbrance has been created for this PO, and the Encumbrance Balance is displayed.<br><br>The Pre-Encumbrance, which was created when the requisition was Budget Checked, has now been liquidated.  |
| 71.  | Now you're ready to send the completed PO to the Supplier.<br><br>Notice that the <b>Dispatch Method</b> is currently set to "Print". This is designated in the Supplier's profile.<br><br>In this exercise, though, the supplier has requested that you email this PO instead of mailing it.<br><br>Click the <b>Dispatch Method</b> list.<br>*Dispatch Method  |
| 72.  | You can change the Dispatch Method on an individual PO by using the <b>Dispatch Method</b> field. This will not change the Dispatch Method for future POs.<br><br>Click the <b>Email</b> list item.<br>  |

| Step | Action  |
|------|---|
| 73.  | Click the <b>Dispatch</b> button.<br>  |
| 74.  | This message is just a reminder -- you will be able to enter an email address for a one-time delivery on the next screen.<br><br>Click the <b>OK</b> button.<br> |



| Step | Action   |
|------|--|
| 75.  | The Display Options dialog box allows you to change the options shown.<br><br>Enter the supplier's email address into the <b>Email ID</b> field. For this example, enter " <b>address@email.com</b> ".<br><b>Email ID</b>  |
| 76.  | Click the <b>OK</b> button.<br>   |

## EUT Course



| Step | Action  |
|------|---|
| 77.  | <p>Your PO is being dispatched in the background. You can either wait while the system dispatches the PO by email, or you can exit from here and move on.</p> <p>Click the <b>Yes</b> button.</p> <p><b>Yes</b></p> |
| 78.  | Waiting...  |
| 79.  | The Dispatch is complete, and the <b>PO Status</b> has changed again.   |
| 80.  | Click the scrollbar.  |
| 81.  | <p>You can use the link at the bottom of the screen to take a look at your PO.</p> <p>Click the <b>View Printable Version</b> link.</p> <p><b>View Printable Versior</b></p>  |

**Purchase Order # 03200 0000001407** Page: 1 of 1

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Payment Terms: Net 30 Freight Terms: FOB DEST-S Ship Via: Trucking PCC: 0 Date: 07/24/15 PO Method: DG Dispatch: Email Rev Dt:  
Dispatch

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS ARE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: AUSTIN STAFFING, INC  
 314 E. HIGHLAND MALL BLVD., SUITE 4  
 USA  
 AUSTIN TX 78752  
 United States

Ship To: TX032-003  
 198 Joe Routh Blvd.  
 College Station TX 77843  
 United States

Vendor ID: 1270846180

Purchaser: Buyer1 User  
 Phone: 512/555-4321  
 Email:

Bill To: Drive of Champions  
 Lubbock TX 79409  
 United States

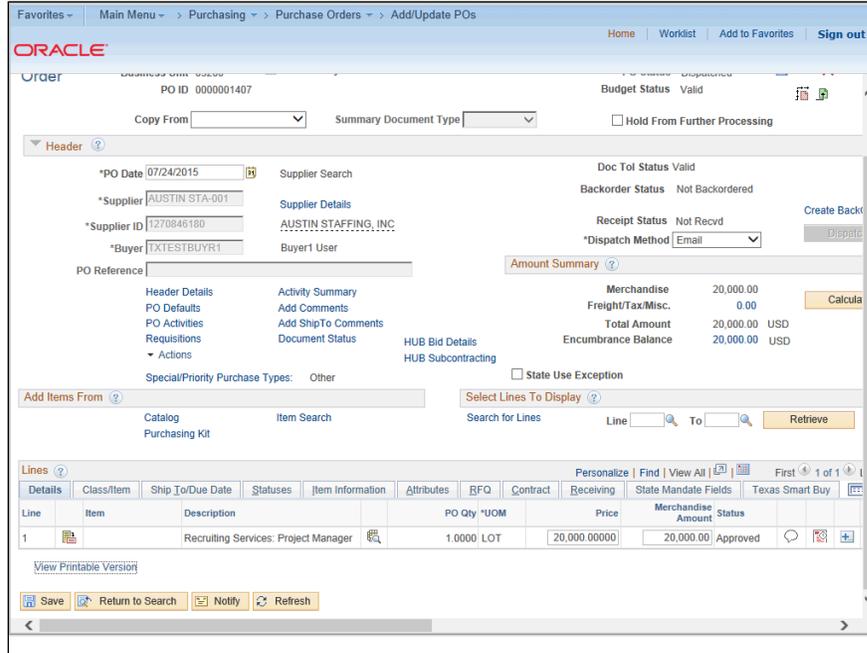
Fax:  
 Email:

| Line-Sch | Line Description                     | Class/Item | Quantity | UOM | Unit Price  | Extended Amt          | Due Date   |
|----------|--------------------------------------|------------|----------|-----|-------------|-----------------------|------------|
| 1-1      | Recruiting Services: Project Manager | 918/06     | 1.0000   | Lot | 20000.00000 | 20000.00              | 07/24/2015 |
|          |                                      |            |          |     |             | <b>Schedule Total</b> | 20000.00   |

ReqID:  
0000000082

| Step | Action   |
|------|--|
| 82.  | The format of your purchase order might vary from this one, depending on Agency customizations and upcoming enhancements.<br><br>Click the <b>AVPageView</b> scrollbar.                              |
| 83.  | Click the <b>AVPageView</b> scrollbar.   |
| 84.  | Notice that the PO Viewer opened in a new browser tab.<br><br>Click the <b>Close Tab (Ctrl+W)</b> button.<br><br> |

## EUT Course



| Step | Action   |
|------|--|
| 85.  | Click the <b>Home</b> link.<br> |
| 86.  | Congratulations, you have successfully completed this lesson!<br><b>End of Procedure.</b>                          |

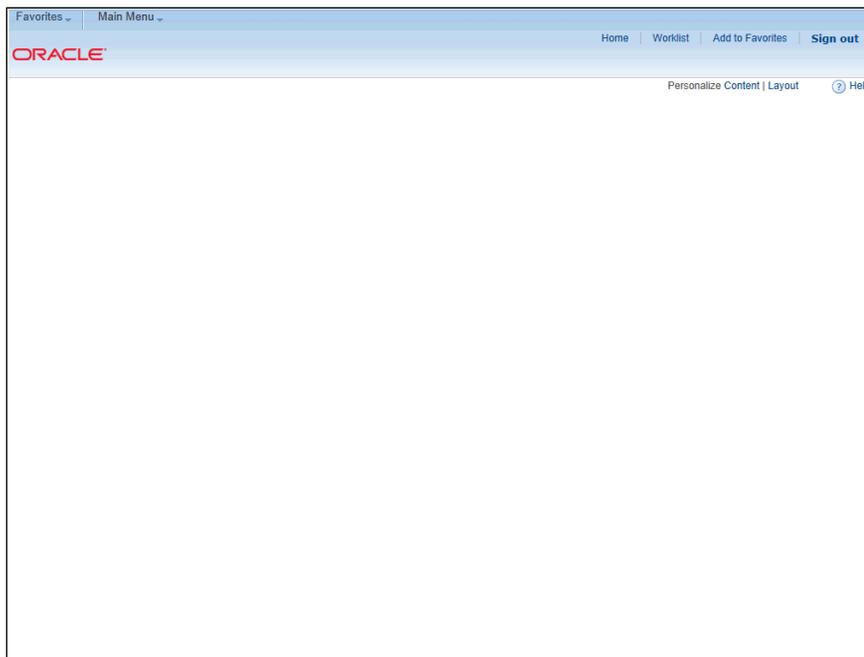
## Creating a ProCard PO

### Section 3 - Lesson 4, Exercise - Scenario 1 - Creating a ProCard PO

#### Procedure

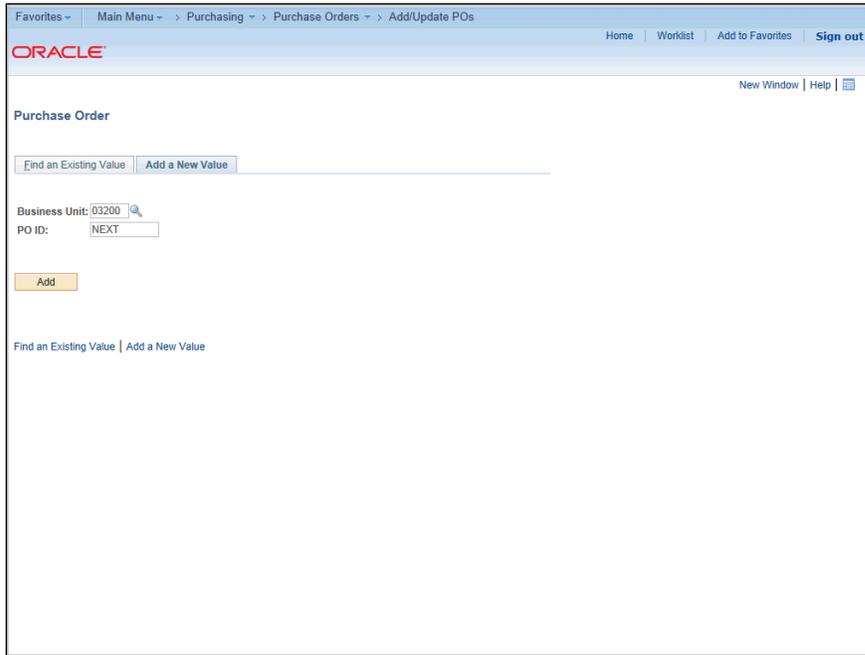
The ProCard PO is the same basic document created for other types of purchases, but with a few distinctively different field values. These settings create a document that is an internal record only, and is not transmitted to the Vendor.

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



| Step | Action   |
|------|--|
| 1.   | Begin by navigating to the <b>Add/Update PO</b> page.<br>Click the <b>Main Menu</b> button.<br> |
| 2.   | Click the <b>Scroll Down</b> button.<br>  |
| 3.   | Click the <b>Purchasing</b> menu.<br>   |
| 4.   | Click the <b>Purchase Orders</b> menu.<br>  |
| 5.   | Click the <b>Add/Update POs</b> menu.<br>   |

## EUT Course

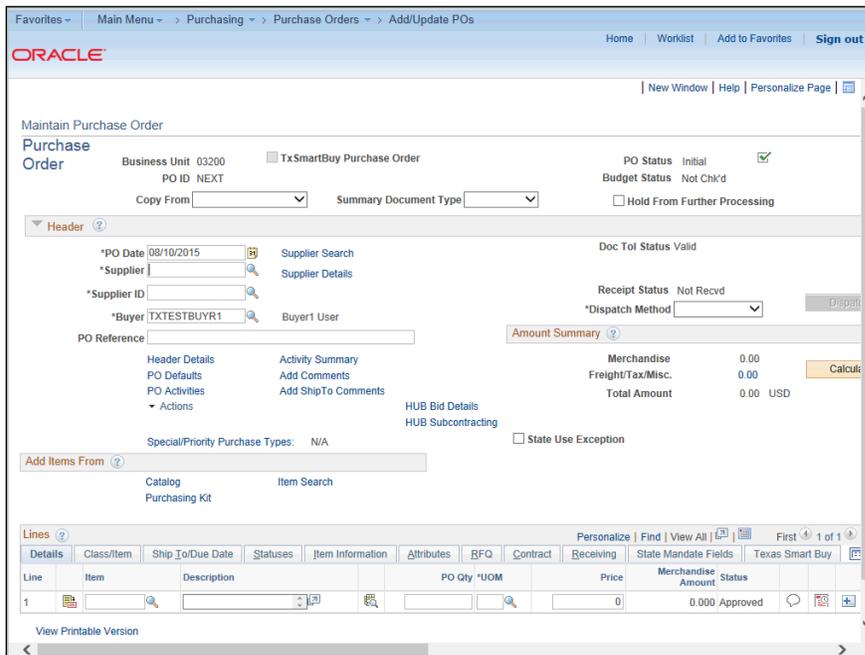


Oracle CAPPS Financials - Add/Update POs

Business Unit: 03200  
PO ID: NEXT

**Add**

| Step | Action   |
|------|--|
| 6.   | You are creating a new PO, so click the <b>Add</b> button. |

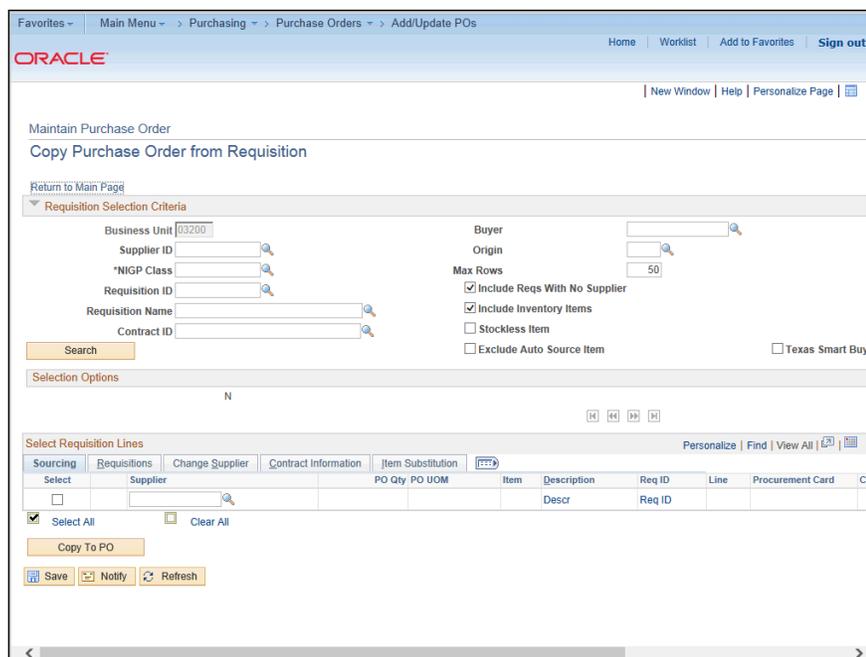


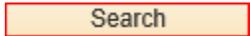
Oracle CAPPS Financials - Maintain Purchase Order

Business Unit: 03200  
PO ID: NEXT  
PO Date: 08/10/2015  
Supplier ID: [Search]  
Buyer: TXTESTBUYR1

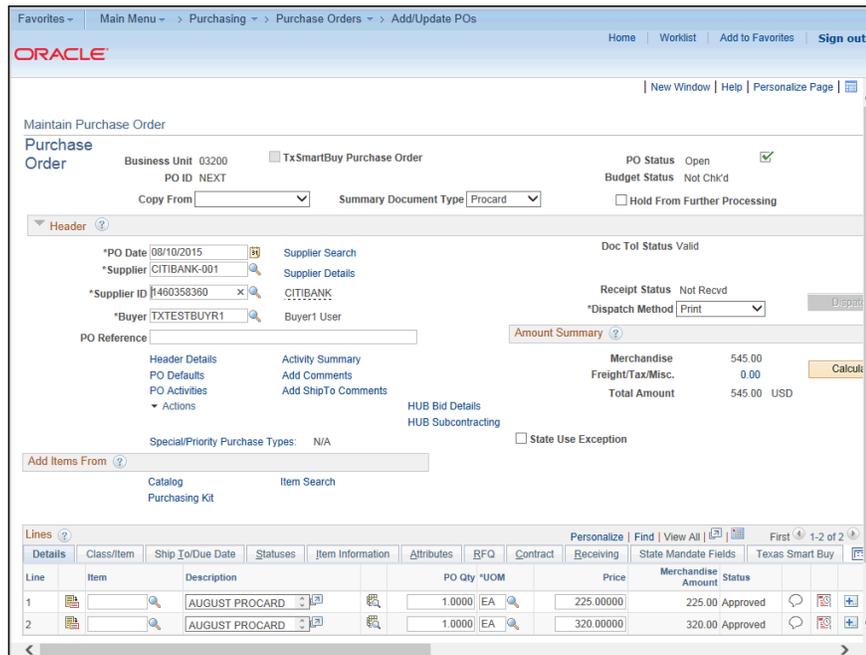
| Amount              | Unit            |
|---------------------|-----------------|
| Merchandise         | 0.00            |
| Freight/Tax/Misc.   | 0.00            |
| <b>Total Amount</b> | <b>0.00 USD</b> |

| Step | Action  |
|------|---|
| 7.   | The bank that currently services the ProCards used by your Agency is CitiBank.<br><br>Enter the desired information into the <b>Supplier</b> field. Enter "citi".<br><b>*Supplier</b> <input type="text"/>  |
| 8.   | Click the <b>CITIBANK-001</b> object.<br><b>CITIBANK-001</b>  |
| 9.   | 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.<br><br>Click the <b>Summary Document Type</b> list.<br><b>Summary Document Type</b> <input type="text"/> |
| 10.  | Click the <b>Procard</b> list item.<br><b>Procard</b>   |
| 11.  | As with most POs, the lines will be copied from an approved requisition.<br><br>Click the <b>Copy From</b> list.<br><b>Copy From</b> <input type="text"/>   |
| 12.  | Click the <b>Requisition</b> list item.<br><b>Requisition</b>   |



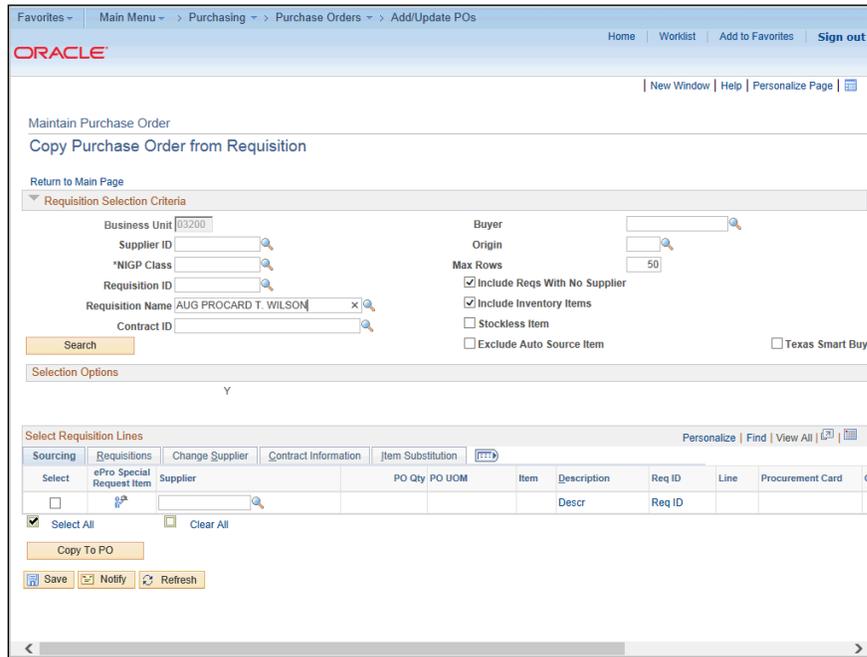
| Step | Action   |
|------|--|
| 13.  | Click in the <b>Requisition Name</b> field.<br>  |
| 14.  | A good practice for Requesters is to include the word "ProCard" in the name of the requisitions they create. This allows you, the Buyer, to search for them using that keyword.<br><br>Some Requesters may use a different variation of the word, though, like PCard or Pro-Card, which would not be found in the same search. Standardization of this term within your agency will simplify searches.<br><br>Click the <b>Requisition Name</b> button.<br> |
| 15.  | Change the Search Criteria so that it will find the keyword anywhere in the title rather than at the beginning.<br><br>Click the <b>Requisition Name</b> list.<br>  |
| 16.  | Click the <b>contains</b> list item.<br>  |
| 17.  | Click in the <b>Requisition Name</b> field.<br>  |
| 18.  | Enter the desired information into the <b>Requisition Name</b> field. Enter " <b>procard</b> ".<br>  |
| 19.  | Click the <b>Look Up</b> button.<br>  |
| 20.  | Your search turned up two ProCard requisitions. You will add them to your PO one at a time.<br><br>Click the <b>AUG PROCARD T. WILSON</b> link.<br>   |
| 21.  | Click the <b>Search</b> button.<br>   |

| Step | Action  |
|------|---|
| 22.  | Note that a <b>Supplier</b> is listed for each line. This is the store or vendor at which each ProCard purchase was charged.<br><br>This information must be entered on the line, but will not be used on the PO. Instead, an Accounts Payable process will retrieve this information from the requisition when the voucher is created for payment to CitiBank. |
| 23.  | Click the <b>Select All</b> link.<br>  |
| 24.  | Click the <b>Copy To PO</b> button.<br>  |



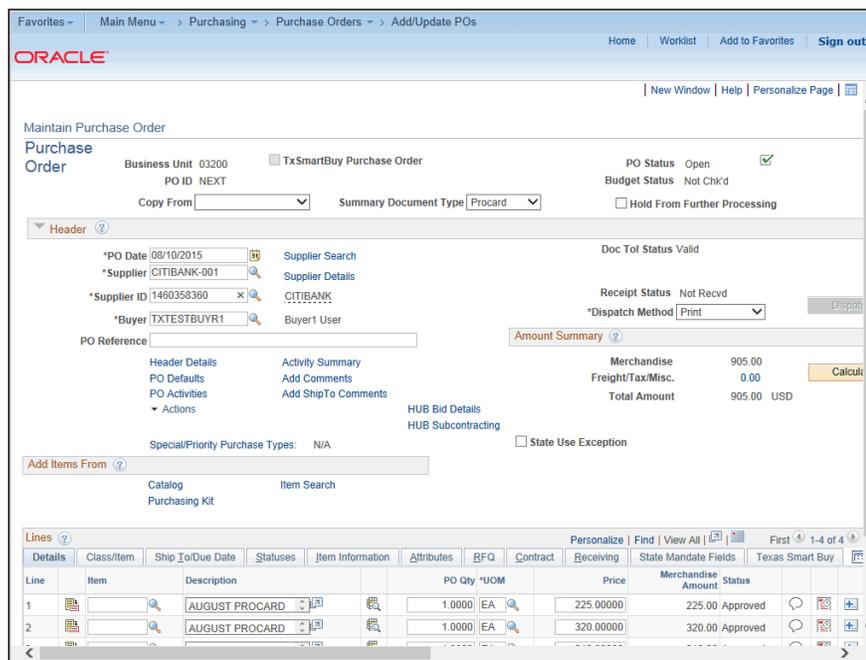
| Step | Action   |
|------|--|
| 25.  | Click the scrollbar.   |
| 26.  | Two lines have been copied to the PO so far.   |
| 27.  | Click the scrollbar.   |
| 28.  | Click the <b>Copy From</b> list.<br>        |
| 29.  | Click the <b>Requisition</b> list item.<br> |

## EUT Course



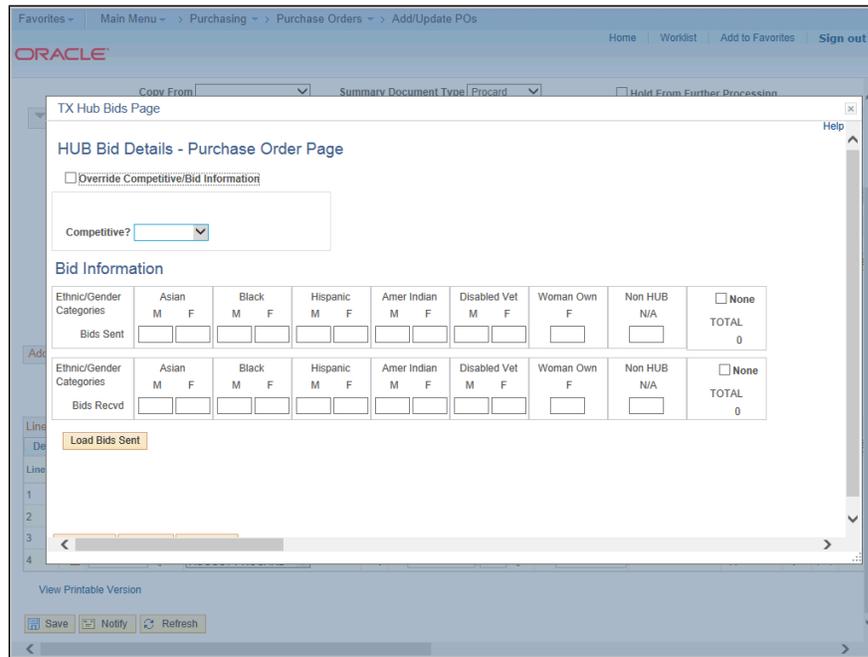
| Step | Action  |
|------|---|
| 30.  | The requisition for T. Wilson is done, so find the second requisition next.<br>Click the X in the <b>Requisition Name</b> field to clear out the previous value.<br><b>Requisition Name</b> <span style="border: 1px solid red; padding: 2px;">AUG PROCARD T. WILSON</span> <span style="border: 1px solid red; padding: 2px;">X</span> |
| 31.  | Click the <b>Requisition Name</b> button.<br>  |
| 32.  | Click the <b>Requisition Name</b> list.<br><b>Requisition Name:</b> <span style="border: 1px solid red; padding: 2px;">begins with</span> <span style="border: 1px solid red; padding: 2px;">▼</span>   |
| 33.  | Click the <b>contains</b> list item.<br><span style="border: 1px solid gray; padding: 2px;">contains</span>   |
| 34.  | Click in the <b>Requisition Name</b> field.<br><b>Requisition Name:</b> <span style="border: 1px solid red; padding: 2px;">contains</span> <span style="border: 1px solid red; padding: 2px;">▼</span> <span style="border: 1px solid red; padding: 2px;"> </span>  |
| 35.  | Enter the desired information into the <b>Requisition Name</b> field. Enter " <b>procard</b> ".<br><b>Requisition Name:</b> <span style="border: 1px solid red; padding: 2px;">contains</span> <span style="border: 1px solid red; padding: 2px;">▼</span> <span style="border: 1px solid red; padding: 2px;"> </span>                  |
| 36.  | Click the <b>Look Up</b> button.<br><span style="border: 1px solid red; padding: 2px;">Look Up</span>   |

| Step | Action   |
|------|--|
| 37.  | Click the <b>AUGUST PROCARD P. SALT</b> link.<br><b>AUGUST PROCARD P. SALT</b> |
| 38.  | Click the <b>Search</b> button.<br><b>Search</b>                               |
| 39.  | Click the <b>Select All</b> link.<br><b>Select All</b>                         |
| 40.  | Click the <b>Copy To PO</b> button.<br><b>Copy To PO</b>                       |

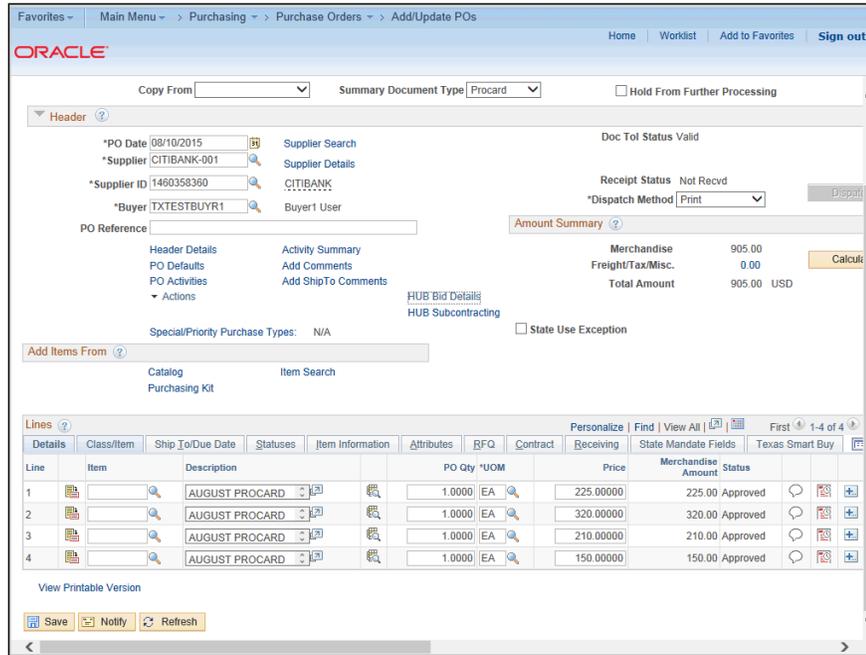


| Step | Action   |
|------|--|
| 41.  | Click the scrollbar.   |
| 42.  | Both requisitions have been copied to the PO, for a total of four lines. |
| 43.  | Click the <b>HUB Bid Details</b> link.<br><b>HUB Bid Details</b>         |

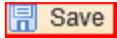
## EUT Course



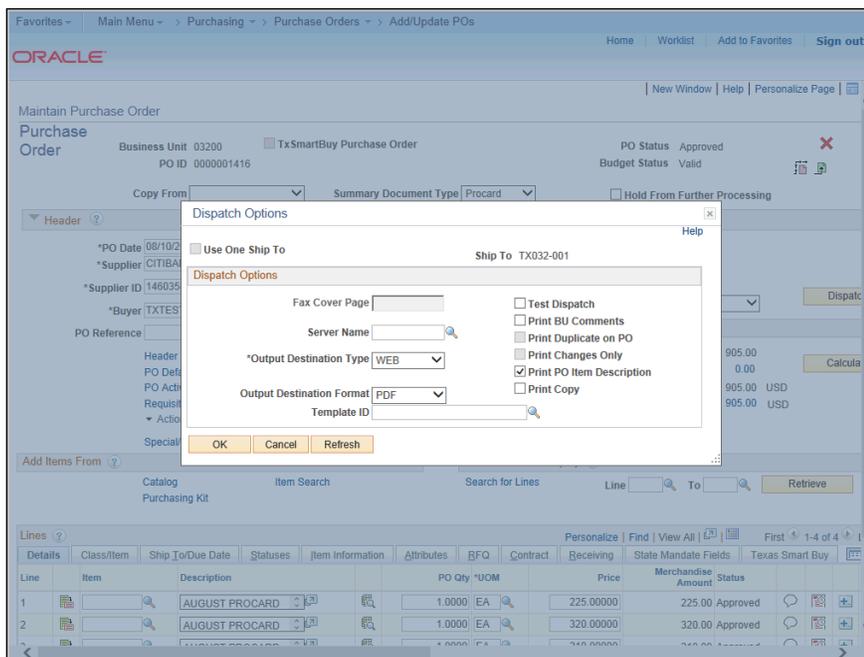
| Step | Action   |
|------|--|
| 44.  | Click the <b>Competitive?</b> list.<br><b>Competitive?</b> <input type="text" value="Competitive?"/>  |
| 45.  | These charges were not related to a competitive bid process.<br>Click the <b>N/A</b> list item.<br><b>N/A</b>  |
| 46.  | Click the scrollbar.   |
| 47.  | Click the <b>OK</b> button.<br><b>OK</b>   |



| Step | Action  |
|------|---|
| 48.  | Click the <b>Class/Item</b> object.<br>   |
| 49.  | Select the appropriate NIGP code for each purchase.<br>Click the <b>Look up NIGP Item (Alt+5)</b> button.<br> |
| 50.  | Click the <b>Recycled Copying and Duplicating Supplies</b> link.<br>  |
| 51.  | Click the <b>Look up NIGP Item (Alt+5)</b> button.<br>  |
| 52.  | Click the <b>Addressing Machine Supplies, Metal and Plastic Plate Type</b> link.<br>                          |
| 53.  | Click the <b>Look up NIGP Item (Alt+5)</b> button.<br>  |
| 54.  | Click the <b>Chemicals and Supplies, Dry (For Bond Paper Type Copying Machines)</b> link.<br>                 |

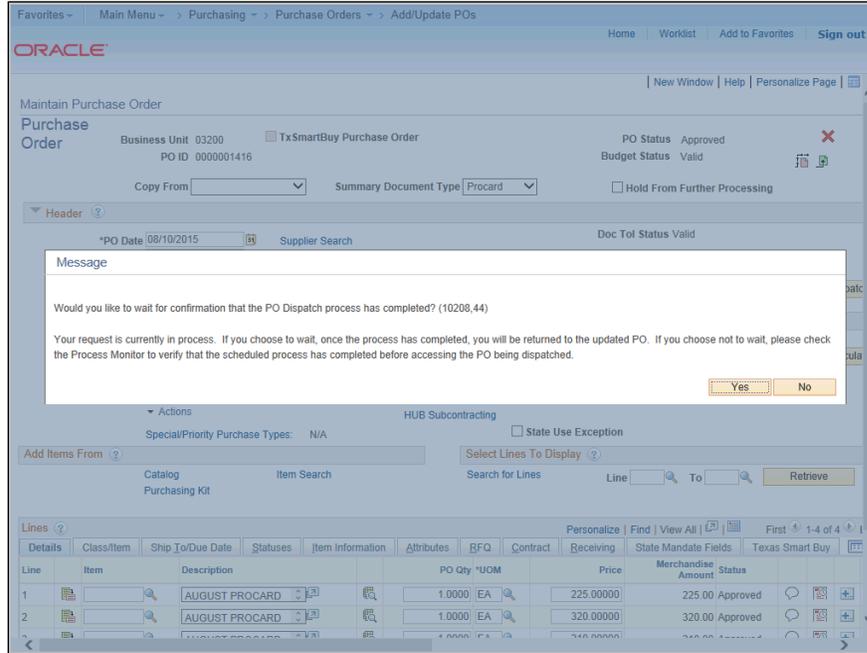
| Step | Action  |
|------|---|
| 55.  | Click the <b>Look up NIGP Item (Alt+5)</b> button.<br>   |
| 56.  | Click the <b>Chemicals and Supplies, Wet (For Bond Paper Type Copying Machines)</b> link.<br><u>Chemicals and Supplies, Wet (For Bond Paper Type Copying Machines)</u>  |
| 57.  | Click the <b>Look up Purchasing Method (Alt+5)</b> button.<br>   |
| 58.  | The Purchasing Method for ProCard transactions should always be <b>Credit Card (Payment)</b> .<br>Click the <b>CC</b> link.<br> <u>Credit Card (Payment)</u> |
| 59.  | Click the <b>Look up Purchasing Category Code (Alt+5)</b> button.<br>  |
| 60.  | The <b>Purchasing Category Code</b> for ProCard transactions is always <b>Credit Card Purchases</b> .<br>Click the <b>H</b> link.<br>                      |
| 61.  | Click the <b>Receiving</b> object.<br>   |
| 62.  | Receiving for ProCard transactions should be <b>Optional</b> , so that a receiving entry is not required.   |
| 63.  | Click the <b>Save</b> button.<br>  |
| 64.  | Click the scrollbar.  |
| 65.  | When you have finished entering your PO, you're ready to approve and Budget Check it.<br>Click the <b>Approve</b> button.<br>                              |
| 66.  | Click the <b>Budget Check</b> button.<br>  |
| 67.  | <b>Dispatch Method</b> should always be <b>Print</b> for ProCard transactions, as this PO should not be transmitted to the vendor.  |

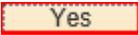
| Step | Action   |
|------|--|
| 68.  | Click the <b>Dispatch Method Required</b> button.<br> |



| Step | Action   |
|------|--|
| 69.  | Click the <b>OK</b> button.<br> |

## EUT Course



| Step | Action   |
|------|--|
| 70.  | Click the <b>Yes</b> button.<br>                  |
| 71.  | Once the PO has been dispatched, you can view it by clicking the link at the bottom of the page.<br>Click the scrollbar.             |
| 72.  | Click the <b>View Printable Version</b> link.<br> |
| 73.  | The note at the top of the PO is here because you selected the ProCard document template in the PO Header.                           |

**Purchase Order # 03200 000001416** Page: 1 of 2

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Payment Terms: Net 30 Freight Terms: FOB DEST-S Ship Via: Trucking PCC: H Date: 08/10/15 PO Method: CC Dispatch: Print Rev Dt:

THIS DOCUMENT IS A SUMMARY DOCUMENT. ITS PURPOSE IS TO ACCUMULATE INDIVIDUAL TRANSACTION DATA. FOLLOWING RECONCILIATION, TRANSACTION LINES WILL BE COPIED TO A MULTI-VENDOR VOUCHER, PAYABLE TO CITIBANK.

**Vendor:** CITIBANK  
 COMMERCIAL CARD SETTLEMENT ACT  
 PROCUREMENT CARD PAYMENTS  
 PO BOX 183173  
 COLUMBUS OH 43218-3173  
 United States

**Ship To:** TX032-001  
 405 E. 23rd Street  
 Austin TX 78712  
 United States

**Vendor ID:** 1460358360

**Purchaser:** Buyer1 User  
**Phone:** 512-555-4321  
**Email:**

**Bill To:** Drive of Champions  
 Lubbock TX 79409  
 United States

**Fax:**  
**Email:**

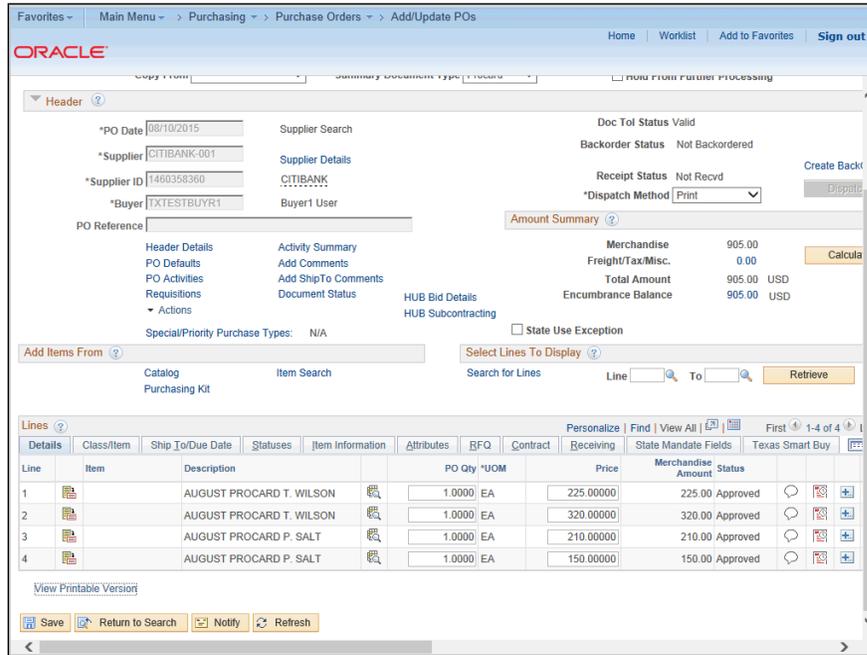
| Line-Sch              | Line Description            | Class/Item | Quantity | UOM | Unit Price | Extended Amt | Due Date   |
|-----------------------|-----------------------------|------------|----------|-----|------------|--------------|------------|
| 1-1                   | AUGUST PROCARD T.<br>WILSON | 015777     | 1.00     | EA  | 225.00     | 225.00       | 08/10/2015 |
| <b>Schedule Total</b> |                             |            |          |     |            | 225.00       |            |

ReqID:  
0000000001



| Step | Action   |
|------|--|
| 74.  | Use the arrows and scroll bars to review the PO.<br><br>Click the <b>AVPageView</b> object.<br>   |
| 75.  | Click the <b>AVPageView</b> scrollbar.   |
| 76.  | Click the <b>AVPageView</b> scrollbar.   |
| 77.  | The PO viewer opened a new browser window.<br><br>Click the <b>Close Tab (Ctrl+W)</b> button.<br> |

## EUT Course



| Step | Action   |
|------|--|
| 78.  | Click the scrollbar.   |
| 79.  | Click the <b>Home</b> link.<br> |
| 80.  | Congratulations! You have successfully completed this exercise.<br><b>End of Procedure.</b>                        |

## Printing a PO

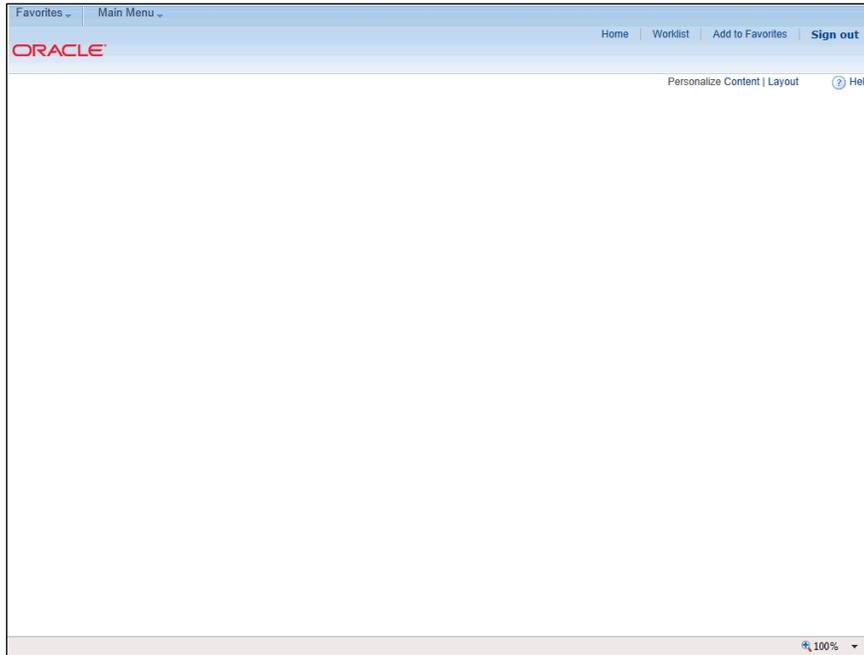
### Section 3 - Lesson 5, Exercise - Scenario 1 - Printing a PO

#### Procedure

This lesson demonstrates how to print a copy of a Purchase Order.

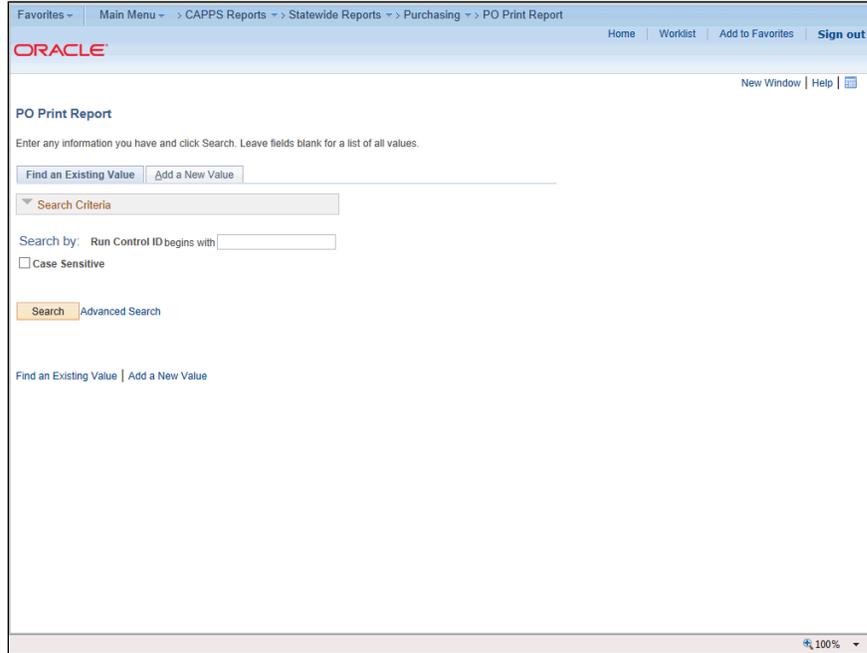
If you are the Buyer who originated this PO, then this process can be used to print an official copy to be sent to a vendor.

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

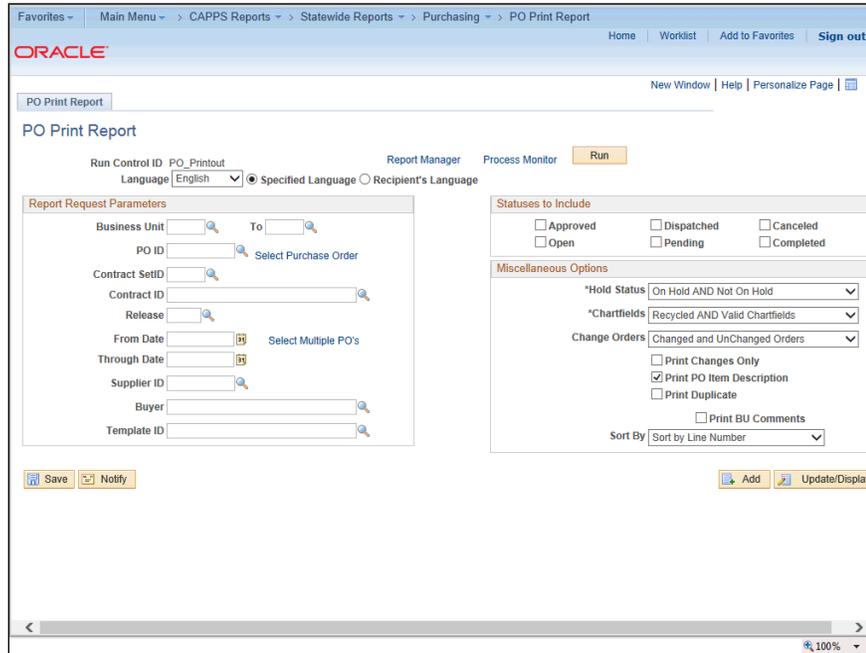


| Step | Action  |
|------|---|
| 1.   | To see or print a copy of a PO, begin at the <b>Main Menu</b> and navigate to the PO Print Report.<br><br>Click the <b>Main Menu</b> button.<br> |
| 2.   | Click the <b>CAPPS Reports</b> menu.<br>   |
| 3.   | Click the <b>Statewide Reports</b> menu.<br>   |
| 4.   | Click the <b>Purchasing</b> menu.<br>  |
| 5.   | Click the <b>PO Print Report</b> menu.<br>   |

## EUT Course



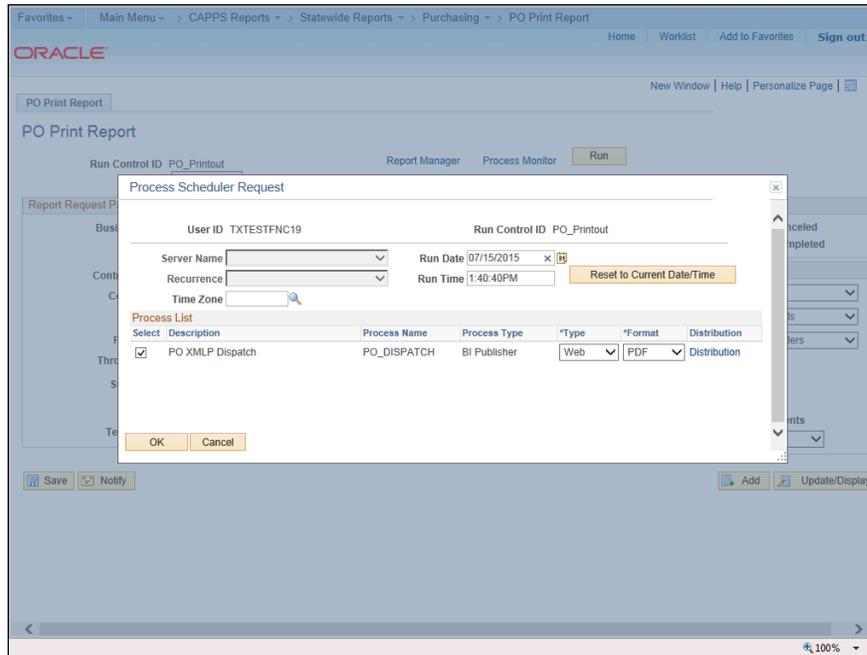
| Step | Action  |
|------|---|
| 6.   | <p>If you have done this process before, you may have a <b>Run Control</b> saved. For this exercise, you will create a new one, called "PO_Printout".</p> <p>Click the <b>Add a New Value</b> tab.</p> <p></p> |
| 7.   | <p>Remember, Run Control IDs should not contain spaces.</p> <p>Enter the desired information into the <b>Run Control ID</b> field. Enter "<b>PO_Printout</b>".</p> <p>Run Control ID: <input type="text" value=""/></p>   |
| 8.   | <p>Click the <b>Add</b> button.</p> <p></p>  |
| 9.   | <p>If you are trying to print a PO that has already been dispatched, you may be able to skip ahead to the <b>Report Manager</b> steps.</p> <p>If not, use the <b>Report Request Parameters</b> to search for your PO and Dispatch it.</p>   |

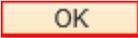


| Step | Action   |
|------|--|
| 10.  | <p>You can use any of the fields shown to search for the purchase order you just created and dispatched.</p> <p>Click the <b>Look up Business Unit (Alt+5)</b> button.</p>  |
| 11.  | <p>Select your <b>Business Unit</b> from the list.</p> <p>Click the <b>03200</b> link.</p> <p><b>03200</b>    Texas Baseline Agency 032</p>  |
| 12.  | <p>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.</p>   |
| 13.  | <p>Also, you know that the status was "Dispatched", so selecting that option here might narrow down your search results.</p> <p>Click the <b>Dispatched</b> option.</p>     |
| 14.  | <p>In this case, though, you know your PO number.</p> <p>Enter the desired information into the <b>PO ID</b> field. Enter "<b>0000001398</b>".</p> <input data-bbox="342 1766 516 1801" type="text"/>  |

## EUT Course

| Step | Action  |
|------|---|
| 15.  | Click the <b>Run</b> button.<br> |

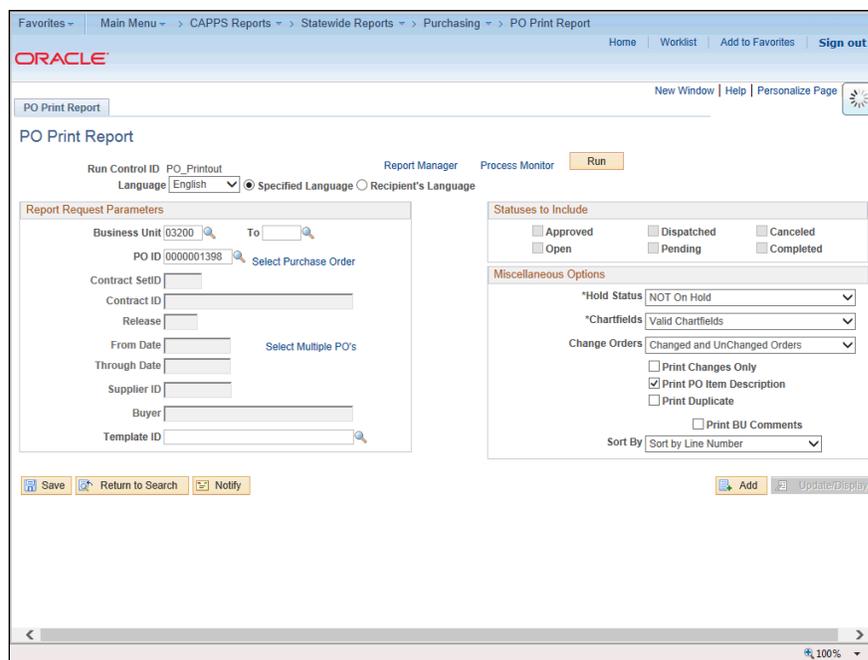


| Step | Action   |
|------|--|
| 16.  | Click the <b>OK</b> button.<br> |

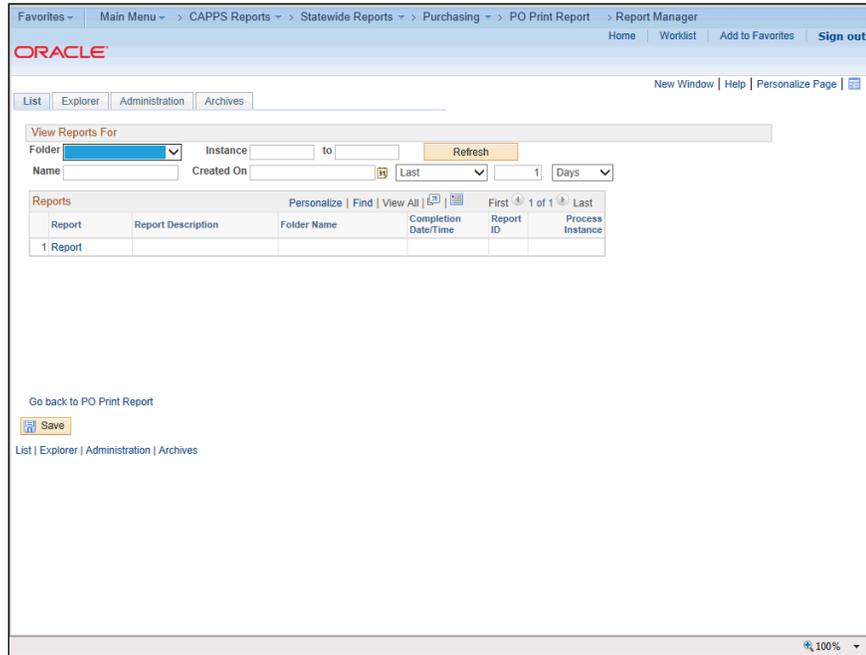
| Step | Action  |
|------|---|
| 17.  | <p>Your report is running. Use the Process Monitor to check on its progress.</p> <p>Click the <b>Process Monitor</b> link.</p> <p><a href="#">Process Monitor</a></p> |

| Select Instance | Seq. | Process Type | Process Name | User        | Run Date/Time            | Run Status | Distribution Status | Details |
|-----------------|------|--------------|--------------|-------------|--------------------------|------------|---------------------|---------|
| 1545582         |      | BI Publisher | PO_DISPATCH  | TXTESTFNC19 | 07/15/2015 1:40:40PM CDT | Success    | N/A                 | Details |
| 1545580         |      | PSJob        | POXMLP       | TXTESTFNC19 | 07/15/2015 1:16:32PM CDT | Success    | Posted              | Details |
| 1545574         |      | PSJob        | POXMLP       | TXTESTFNC19 | 07/14/2015 5:26:57PM CDT | Success    | Posted              | Details |
| 1545570         |      | PSJob        | POXMLP       | TXTESTFNC19 | 07/14/2015 4:30:40PM CDT | Success    | Posted              | Details |
| 1545563         |      | PSJob        | POXMLP       | TXTESTFNC19 | 07/14/2015 2:09:53PM CDT | Success    | Posted              | Details |

| Step | Action   |
|------|--|
| 18.  | <p>The report is almost finished. Refresh the screen until the <b>Distribution Status</b> says "Posted".</p> <p>Click the <b>Refresh</b> button.</p> <p><b>Refresh</b></p> |
| 19.  | <p>Click the <b>Go back to PO Print Report</b> link.</p> <p><b>Go back to PO Print Report</b></p>  |

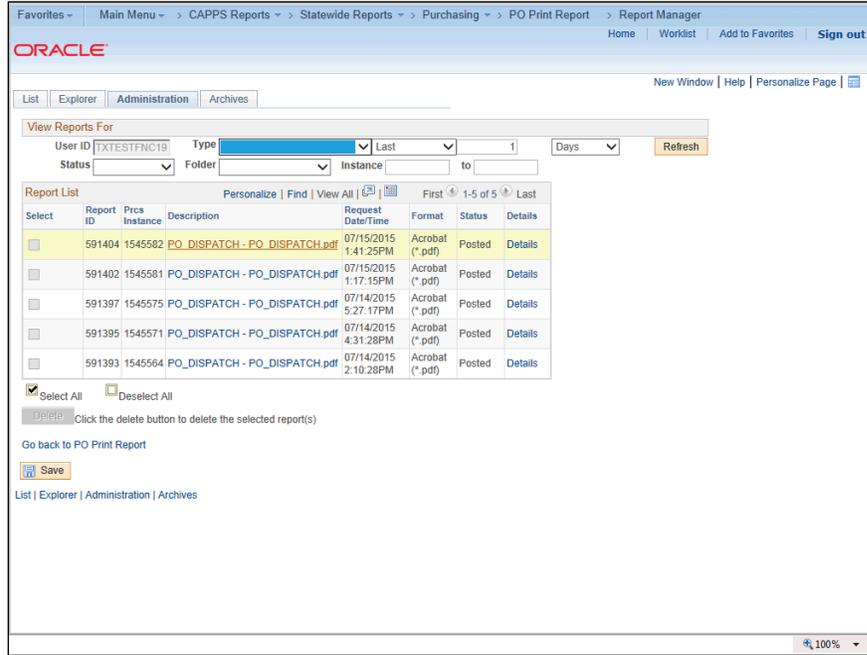


| Step | Action   |
|------|--|
| 20.  | <p>Click the <b>Report Manager</b> link to view your PO.</p> <p><b>Report Manage</b></p> |



| Step | Action   |
|------|--|
| 21.  | <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> |

## EUT Course

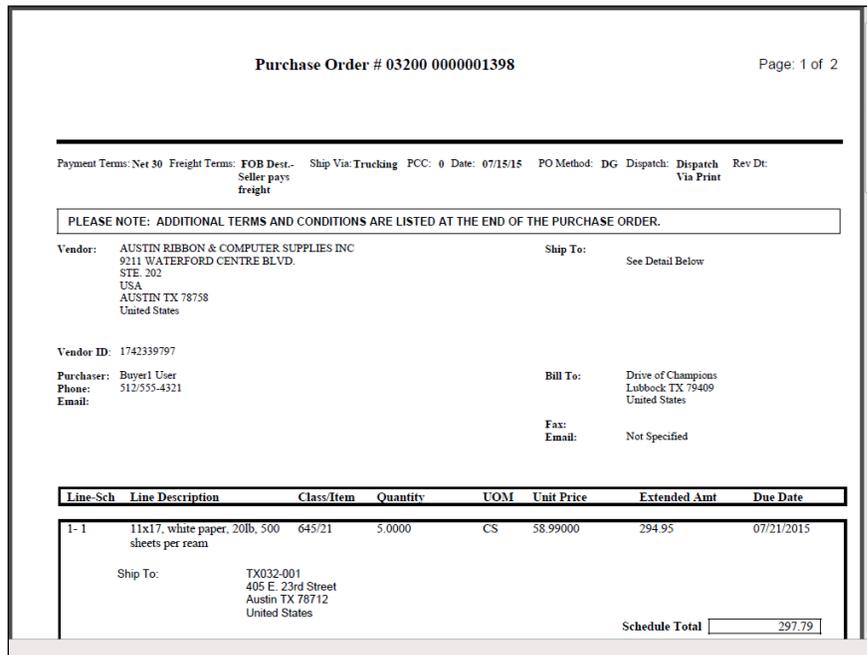


The screenshot shows the Oracle CAPPS Reports interface. The breadcrumb trail is: Main Menu > CAPPS Reports > Statewide Reports > Purchasing > PO Print Report > Report Manager. The interface includes a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. The 'View Reports For' section shows filters for User ID (TXTESTFNC19), Type, Last, 1 Days, and a Refresh button. The 'Report List' table contains the following data:

| Select                   | Report ID | Prcs Instance | Description                   | Request Date/Time    | Format          | Status | Details |
|--------------------------|-----------|---------------|-------------------------------|----------------------|-----------------|--------|---------|
| <input type="checkbox"/> | 591404    | 1545582       | PO_DISPATCH - PO_DISPATCH.pdf | 07/15/2015 1:41:25PM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 591402    | 1545581       | PO_DISPATCH - PO_DISPATCH.pdf | 07/15/2015 1:17:15PM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 591397    | 1545575       | PO_DISPATCH - PO_DISPATCH.pdf | 07/14/2015 5:27:17PM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 591395    | 1545571       | PO_DISPATCH - PO_DISPATCH.pdf | 07/14/2015 4:31:28PM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 591393    | 1545564       | PO_DISPATCH - PO_DISPATCH.pdf | 07/14/2015 2:10:28PM | Acrobat (*.pdf) | Posted | Details |

Below the table, there are checkboxes for 'Select All' and 'Deselect All', a 'Delete' button with a tooltip 'Click the delete button to delete the selected report(s)', a 'Go back to PO Print Report' link, and a 'Save' button. The bottom of the interface shows navigation tabs for 'List', 'Explorer', 'Administration', and 'Archives'.

| Step | Action  |
|------|---|
| 22.  | Click the <b>PO_DISPATCH - PO_DISPATCH.pdf</b> link for the most recent report in the list.<br><b>PO_DISPATCH - PO_DISPATCH.pdf</b> |



The screenshot shows a Purchase Order form for purchase order # 03200 0000001398. The page is 1 of 2. The form includes the following information:

**Purchase Order # 03200 0000001398** Page: 1 of 2

Payment Terms: Net 30 Freight Terms: FOB Dest. Ship Via: Trucking PCC: 0 Date: 07/15/15 PO Method: DG Dispatch: Dispatch Rev Dt: Seller pays freight Via Print

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS ARE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** AUSTIN RIBBON & COMPUTER SUPPLIES INC  
9211 WATERFORD CENTRE BLVD.  
STE. 202  
USA  
AUSTIN TX 78758  
United States

**Ship To:** See Detail Below

**Vendor ID:** 1742339797

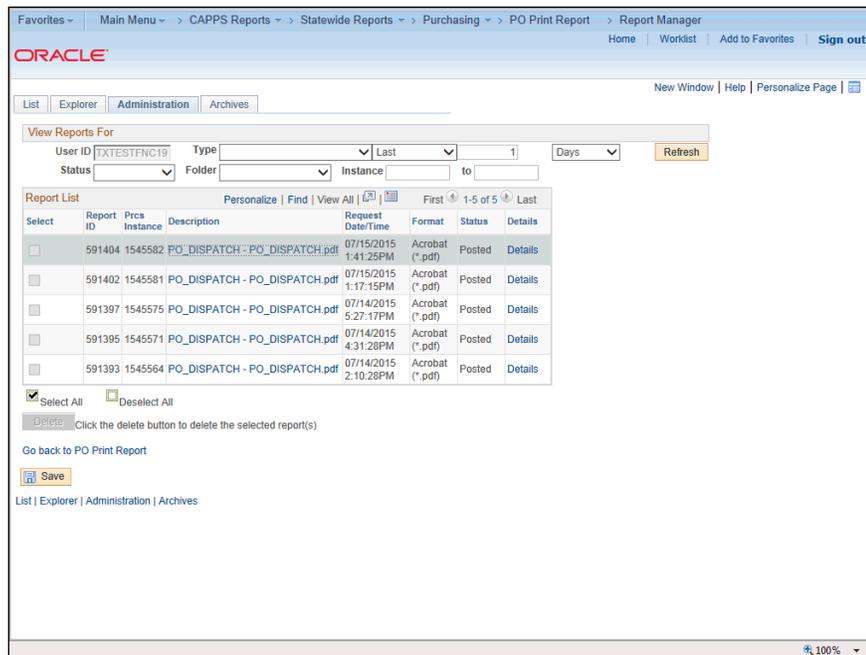
**Purchaser:** Buyer1 User  
**Phone:** 512/555-4321  
**Email:**

**Bill To:** Drive of Champions  
Lubbock TX 79409  
United States

**Fax:**  
**Email:** Not Specified

| Line-Sch  | Line Description                              | Class/Item | Quantity | UOM | Unit Price | Extended Amt | Due Date                     |
|---|---|------------|----------|-----|------------|--------------|------------------------------|
| 1-1   | 11x17, white paper, 20lb, 500 sheets per ream | 645/21     | 5.0000   | CS  | 58.99000   | 294.95       | 07/21/2015                   |
| <b>Ship To:</b> TX032-001<br>405 E. 23rd Street<br>Austin TX 78712<br>United States |   |            |          |     |            |              | <b>Schedule Total</b> 297.79 |

| Step | Action  |
|------|---|
| 23.  | Your dispatched Purchase Order is displayed.<br><br>Click the scrollbar.  |
| 24.  | Click the scrollbar.  |
| 25.  | Click the scrollbar.  |
| 26.  | Notice that the PO Viewer opened in a new browser window.<br><br>Click the <b>Close Tab (Ctrl+W)</b> button.<br><br> |



| Step | Action   |
|------|--|
| 27.  | Click the <b>Home</b> link.<br><br> |
| 28.  | Congratulations, you have successfully completed this exercise.<br><b>End of Procedure.</b>                            |

## 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

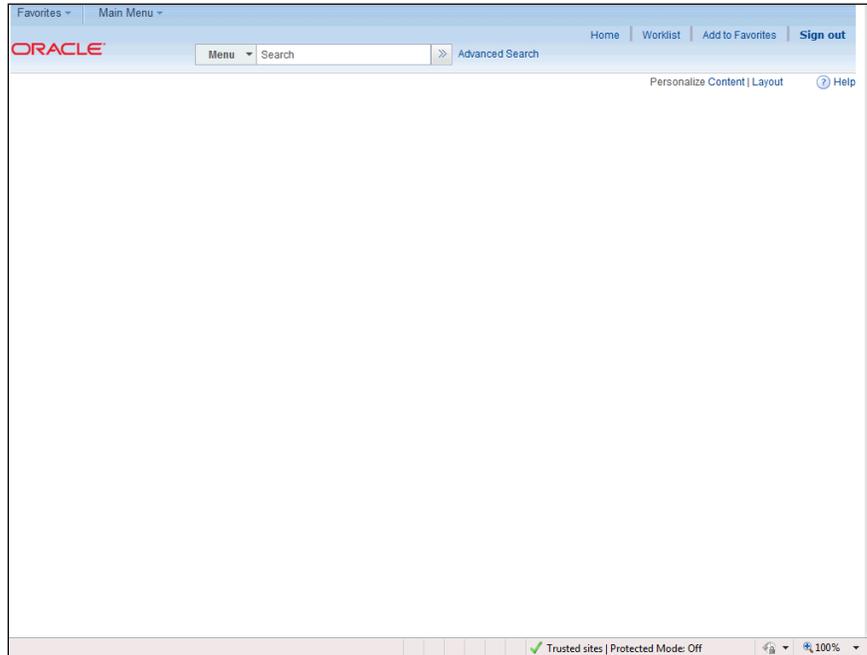
## EUT Course

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.

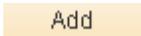
CAPPS enables you to reserve the next sequential purchase order number, or range of numbers, available for entry at a later time. This topic explains the process to reserve a purchase order without having to enter the details of the purchase order.

Autonumbering 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 autonumbering (the system will add +1 to the agency's most recent PO ID).

### Procedure



| Step | Action   |
|------|--|
| 1.   | In this topic, you will reserve a purchase order number for a particular supplier, without entering details of the purchase order.<br><br>Click the <b>Main Menu</b> button to navigate to the <b>Purchase Order Reservations</b> page.<br> |
| 2.   | Click the <b>Scroll Down</b> button.<br>  |
| 3.   | Click the <b>Purchasing</b> menu.<br>   |

| Step | Action  |
|------|---|
| 4.   | Click the <b>Purchase Orders</b> menu.<br>   |
| 5.   | Click the <b>Reserve PO IDs</b> link.<br>  |
| 6.   | The <b>Business Unit</b> defaults based on your User Preferences and security.<br><br>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.<br><br>Click the <b>Add</b> button.<br>  |
| 7.   | 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.<br><br>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.  |
| 8.   | 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.  |
| 9.   | Click the <b>Look up Supplier (Alt+5)</b> button. The asterisk denotes this is a required field.<br><br>   |
| 10.  | Click the <b>ABC Company 003</b> link.  |
| 11.  | Notice the <b>Supplier ID</b> was pulled in when you selected the supplier.<br><br>You may change the supplier after reserving a Purchase Order number but the Supplier field may not be blank.<br><br>A buyer may default automatically based on the Supplier selected.<br><br>The <b>Buyer</b> field is optional. In this case, click the <b>Look up Buyer (Alt+5)</b> button.<br><br> |
| 12.  | Click the <b>John Smith</b> link.<br>  |
| 13.  | 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.<br><br>In this case, leave this field blank.   |

| Step | Action  |
|------|---|
| 14.  | <p>You now need to enter the origin of this transaction. An origin identifies a specific entry point for online or batch entry (e.g. department, division, etc.). You will use the <b>222</b> or Refund of Revenue origin.</p> <p>Click the <b>Look up Origin (Alt+5)</b> button.</p>    |
| 15.  | <p>Click the <b>Refund of Revenue</b> link.</p>    |
| 16.  | <p>Click the <b>Save</b> button.</p>   |
| 17.  | <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>Autonumbering of any subsequent POs entered via normal channels will simply pick up after the highest reserved PO ID.</p> |
| 18.  | <p>Congratulations! You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>  |

## Managing Purchase Orders

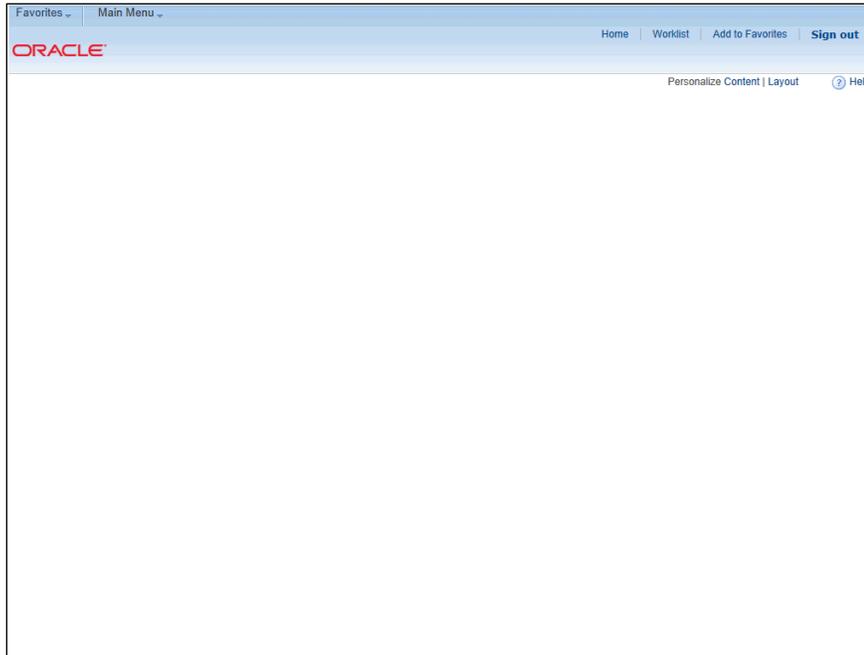
### Entering and Reviewing PO Change Orders

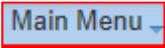
#### Section 4 - Lesson 1, Exercise - Scenario 1 - Entering and Reviewing PO Change Orders

##### Procedure

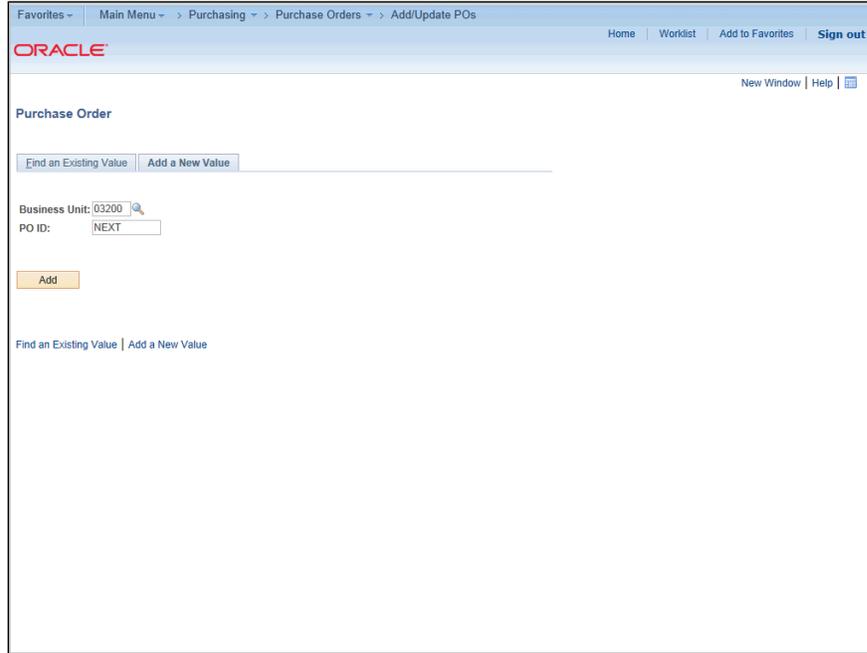
A PO Change Order should be created any time a PO needs to be changed after it has been dispatched to the Supplier, unless the change is not defined as a "track change" item on the PO Change Template.

In this exercise, you will change the quantity on one line and the description on another, and then reallocate freight charges according to the new line amounts.

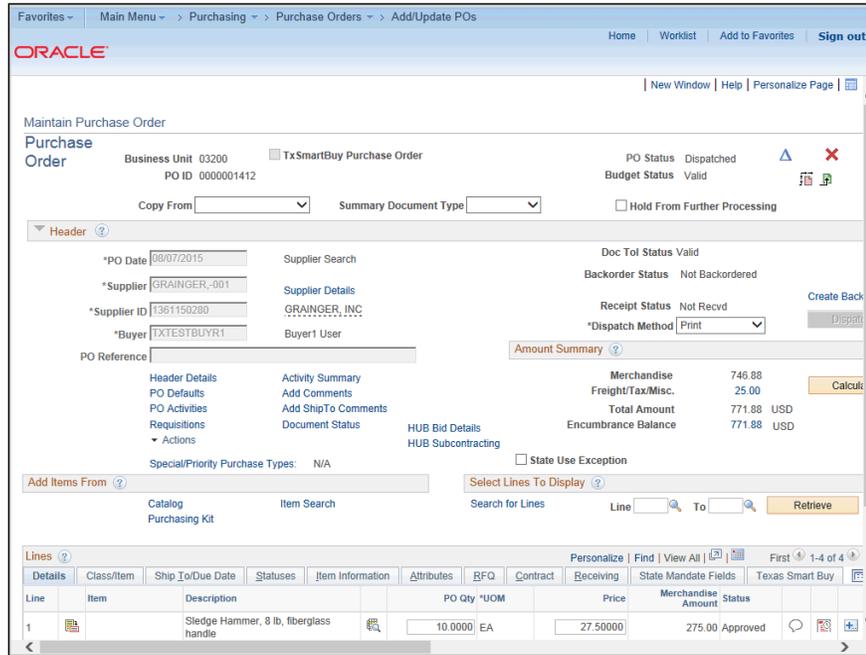


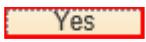
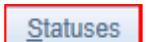
| Step | Action  |
|------|---|
| 1.   | Begin by opening the PO to be changed.<br>Click the <b>Main Menu</b> button.<br> |
| 2.   | Click the <b>Scroll Down</b> button.<br>   |
| 3.   | Click the <b>Purchasing</b> menu.<br>  |
| 4.   | Click the <b>Purchase Orders</b> menu.<br>                                       |
| 5.   | Click the <b>Add/Update POs</b> menu.<br>  |

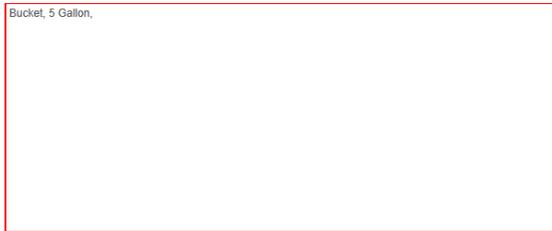
## EUT Course



| Step | Action  |
|------|---|
| 6.   | <p>This time we're not creating a new PO. Instead, we're searching for an existing one.</p> <p>Click the <b>Find an Existing Value</b> tab.</p> <p><b>Find an Existing Value</b></p>  |
| 7.   | <p>Click in the <b>PO ID</b> field.</p> <p><b>PO ID:</b>   begins with ▼ <input type="text"/></p>   |
| 8.   | <p>The order that needs to be edited is PO #0000001412. (PO numbers are ten digits, so there are six zeros there.)</p> <p>Enter the desired information into the <b>PO ID</b> field. Enter "<b>0000001412</b>".</p> <p><b>PO ID:</b>   begins with ▼ <input type="text"/></p> |
| 9.   | <p>Press <b>[Enter]</b>.</p>  |
| 10.  | <p>The PO is displayed.</p> <p>Notice that the current PO status is <b>Dispatched</b>, and that the space under the PO number is empty. After a Change Order is entered, the most recent version number will be displayed under the <b>PO ID</b>.</p>                         |



| Step | Action  |
|------|---|
| 11.  | Click the scrollbar.  |
| 12.  | Click in the <b>PO Qty</b> field.<br>   |
| 13.  | Enter the desired information into the <b>PO Qty</b> field. Enter "4".<br>  |
| 14.  | Press <b>[Tab]</b> so that the line will recalculate.   |
| 15.  | Click the <b>Yes</b> button.<br>   |
| 16.  | Next, you need to change the description of an item. You want green buckets instead of white.<br><br>But notice that this field is currently locked and cannot be edited.   |
| 17.  | To unlock the <b>Description</b> field, you need to go to the <b>Statuses</b> tab and click the <b>Change</b> button.<br><br>Click the <b>Statuses</b> object.<br> |
| 18.  | Click the <b>Change Line</b> button on the line to be edited.<br>  |

| Step | Action  |
|------|---|
| 19.  | <p>The field is now open to be edited, but this edit field is too small to display the entire description.</p> <p>To see the whole description, you can open the <b>Display Description</b> edit box.</p> <p>Click the <b>Display Description</b> button.</p>  |
| 20.  | Press <b>[Backspace]</b> .  |
| 21.  | Press <b>[Backspace]</b> .  |
| 22.  | Press <b>[Backspace]</b> .  |
| 23.  | Press <b>[Backspace]</b> .  |
| 24.  | Press <b>[Backspace]</b> .  |
| 25.  | <p>Enter the desired information into the <b>Edit Description</b> field. Enter "<b>Green</b>".</p>    |
| 26.  | <p>Click the <b>Return</b> button.</p>   |
| 27.  | The <b>Description</b> has been changed, although the full text still cannot be seen in this small edit field.  |
| 28.  | <p>This order has freight charges that were allocated according to the amount on each line.</p> <p>Now that the amounts have changed, the allocations should be adjusted.</p>   |
| 29.  | Click the scrollbar to get to the menu where Header-level charges are made.   |
| 30.  | <p>Click the <b>Go to</b> list.</p>   |
| 31.  | <p>Click the <b>13-Header Misc. Charges</b> list item.</p>   |
| 32.  | The original allocations are no longer proportionate to the current amount on each line.  |

[Favorites](#) - [Main Menu](#) - [Purchasing](#) - [Purchase Orders](#) - [Add/Update POs](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

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[New Window](#) | [Help](#) | [Personalize Page](#)

Maintain Purchase Order  
**Header Misc. Charges**

Business Unit 03200      PO ID 000001412      Supplier GRAINGER,-001

[Return to Main Page](#)  
 Miscellaneous Charges

**All Charges** Find | View All    First 1 of 1 Last

| Charge                   | LCOSTS | Charge Amount                   | 25.00 | USD     | Allocation Method | Matl Value |
|--------------------------|--------|---------------------------------|-------|---------|-------------------|------------|
| Current Charge           |        |                                 |       |         |                   |            |
| <input type="checkbox"/> | 1      | Sledge Hammer, 8 lb, fiberglass | 9.20  | 10.0000 | 275.000           | USD        |
| <input type="checkbox"/> | 2      | Bucket, 5 Gallon, Green         | 2.51  | 20.0000 | 75.000            | USD        |
| <input type="checkbox"/> | 3      | Drop Cloth, canvas, 9' x 12'    | 8.60  | 10.0000 | 256.900           | USD        |
| <input type="checkbox"/> | 4      | Paint Sprayer, indoor/outdoor   | 4.69  | 4.0000  | 279.960           | USD        |

**Select All**     **Clear All**    **Allocate**

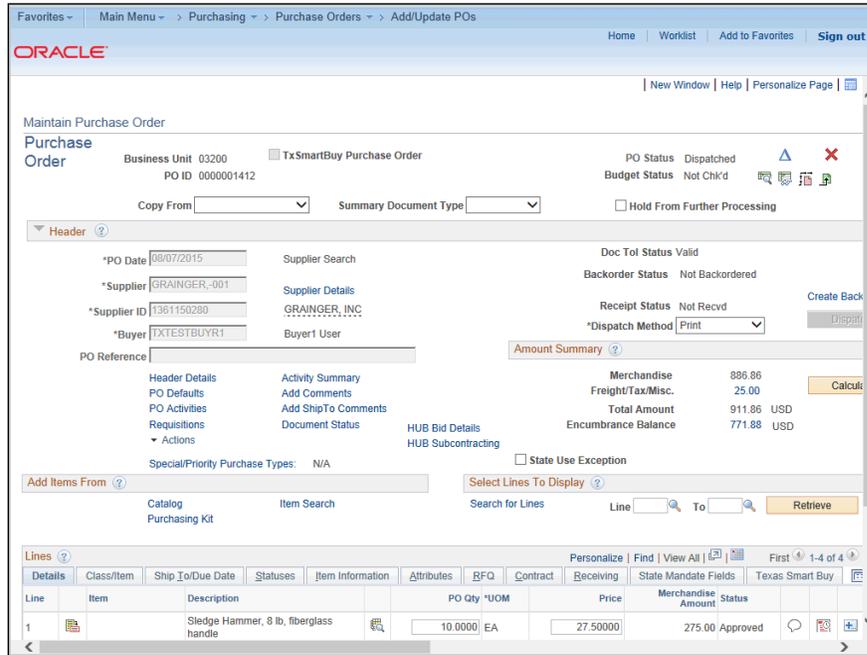
**Select All Charges**    **Clear All Charges**    **Allocate All Charges**

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

[Add](#)   [Update/Display](#)

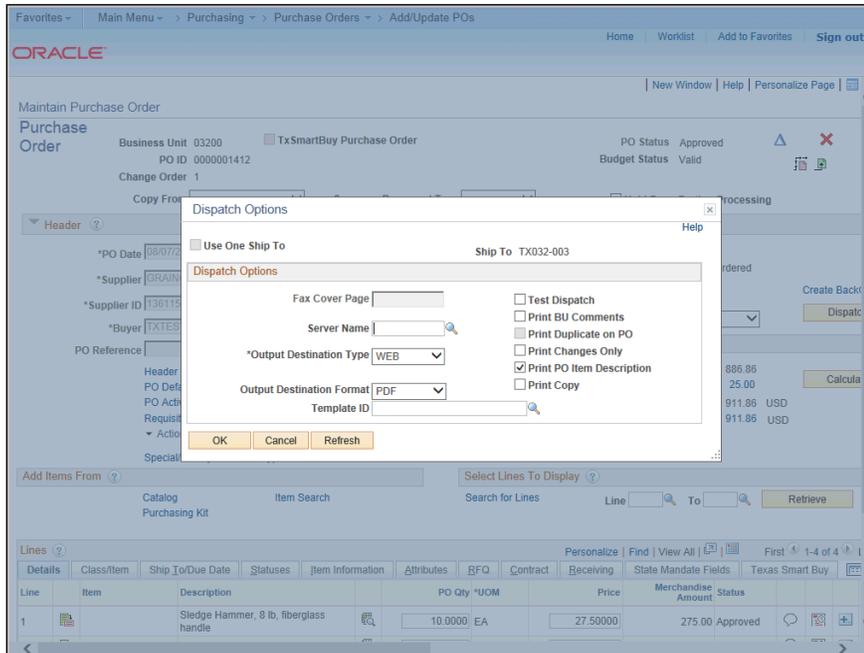
| Step | Action   |
|------|--|
| 33.  | Click the <b>Select All</b> link.<br><b>Select All</b>                   |
| 34.  | Click the <b>Allocate</b> button.<br><b>Allocate</b>                     |
| 35.  | The allocated <b>Amount</b> has been adjusted on each line.              |
| 36.  | Click the <b>Return to Main Page</b> link.<br><b>Return to Main Page</b> |

## EUT Course



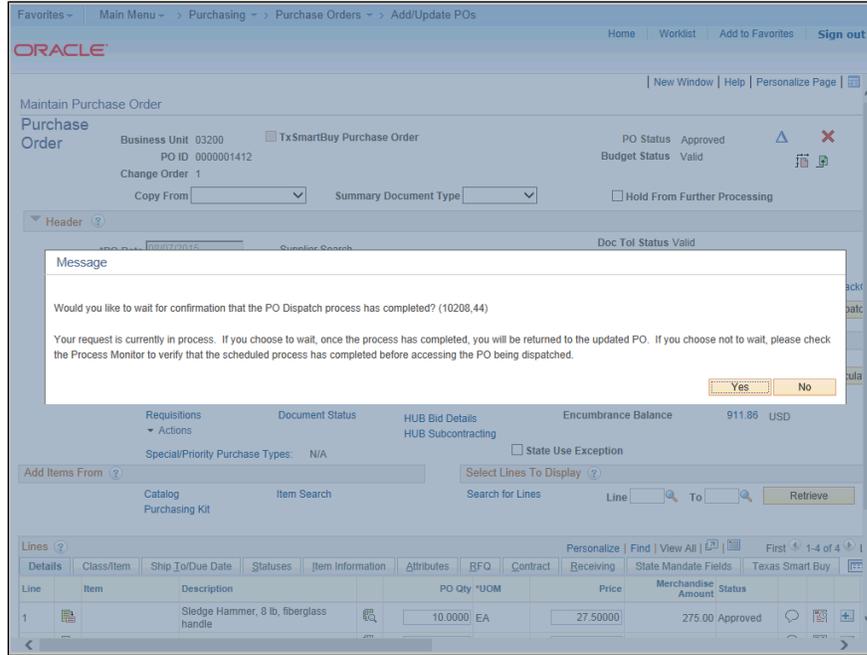
| Step | Action   |
|------|--|
| 37.  | Click the scrollbar.   |
| 38.  | Click the <b>Save</b> button.<br>   |
| 39.  | Click the scrollbar.   |
| 40.  | The PO is now labeled with a <b>Change Order</b> number. Only the latest version of a PO should be considered valid, although older versions can be viewed for reference.  |
| 41.  | Now the order needs to be re-approved and re-Budget Checked. Also, since these changes need to be communicated to the Supplier, it should be re-Dispatched.<br><br>Click the <b>Approve</b> button.<br> |
| 42.  | Click the <b>Budget Check</b> button.<br>   |
| 43.  | The changed order has passed <b>Budget Check</b> and <b>Document Tolerance</b> validation.   |

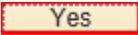
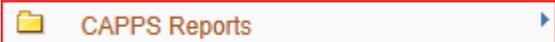
| Step | Action   |
|------|--|
| 44.  | <p>If the changes on the PO were not also made on the approved requisition, the <b>Document Tolerance</b> check might fail. This will result in a <b>Doc Tol Status</b> that says <b>Error</b>.</p> <p>If you try to Dispatch the order at this point, you will get the message shown below, reminding you that the Document Tolerance is not valid, and you will not be able to proceed with the Dispatch.</p> <p>(This screen from a different transaction is being shown for reference only -- <b>your</b> transaction is valid!)</p> |
| 45.  | <p>Click the <b>Dispatch Method Required</b> button.</p>    |

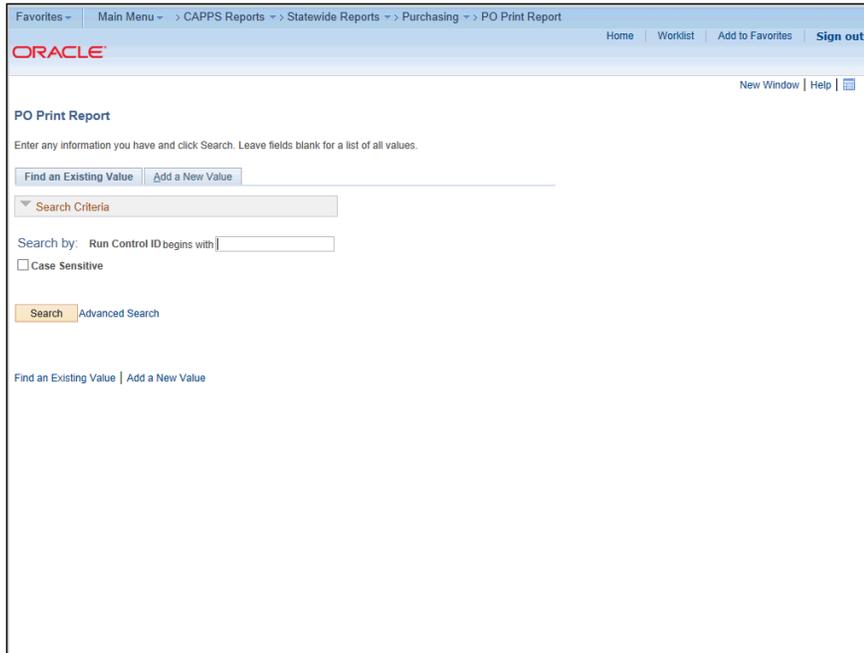


| Step | Action   |
|------|--|
| 46.  | <p>Click the <b>OK</b> button.</p>  |

## EUT Course

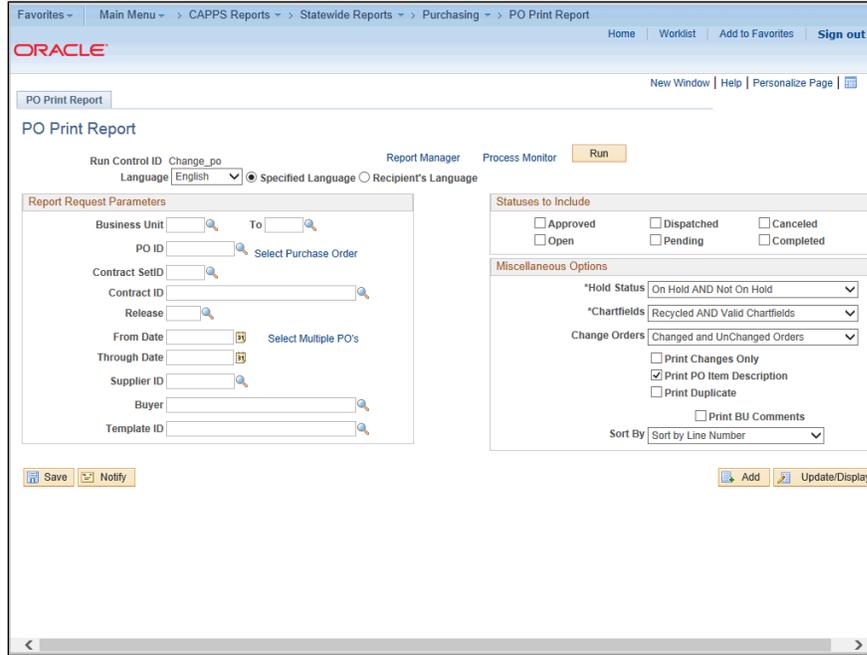


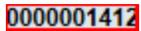
| Step | Action  |
|------|---|
| 47.  | Click the <b>Yes</b> button.<br>   |
| 48.  | Now that your PO Change Order has been dispatched, you can run a PO Print Report to view it and print it if necessary.<br><br>Click the <b>Main Menu</b> button.<br> |
| 49.  | Click the <b>CAPPS Reports</b> menu.<br>   |
| 50.  | Click the <b>Statewide Reports</b> menu.<br>   |
| 51.  | Click the <b>Purchasing</b> menu.<br>  |
| 52.  | Click the <b>PO Print Report</b> menu.<br>   |

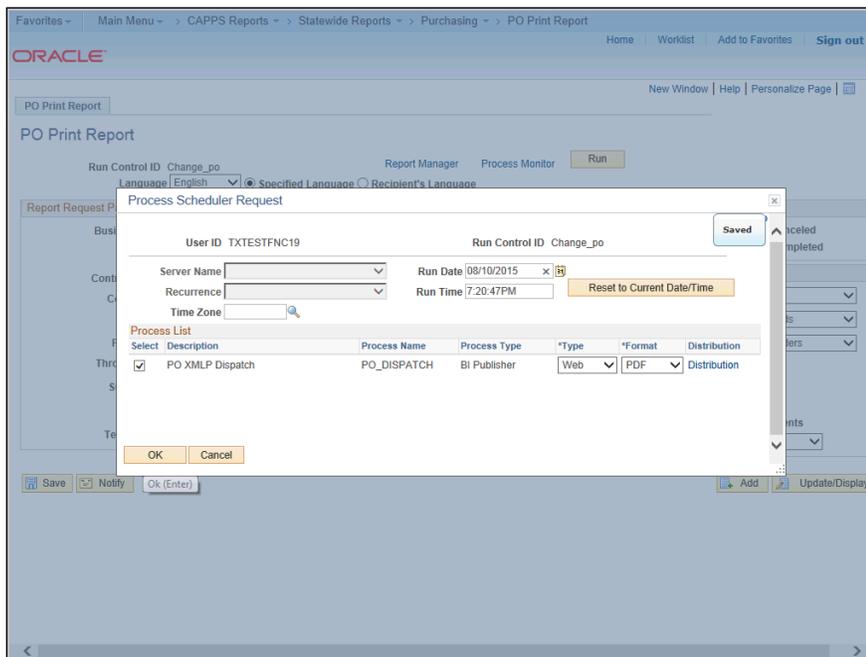


| Step | Action  |
|------|---|
| 53.  | Click the <b>Add a New Value</b> tab.<br>  |
| 54.  | Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>Change_po</b> ".<br><b>Run Control ID:</b>  |
| 55.  | Click the <b>Add</b> button.<br>   |

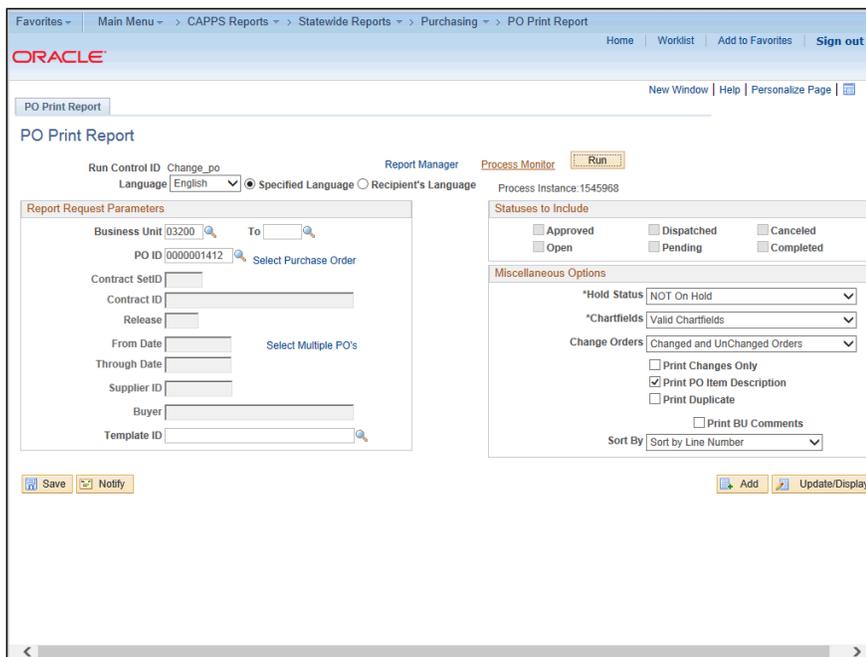
## EUT Course



| Step | Action  |
|------|---|
| 56.  | <p>The system will not find your PO, even with the correct PO ID number, unless the Business Unit is also entered. Other Business Units may be using the same PO numbers.</p> <p>Click the <b>Look up Business Unit (Alt+5)</b> button.</p>  |
| 57.  | <p>Select your <b>Business Unit</b>.</p> <p>Click the <b>03200</b> link.</p>   |
| 58.  | <p>Enter the desired information into the <b>PO ID</b> field. Enter "<b>0000001412</b>".</p> <p>PO ID </p>   |
| 59.  | <p>Click the <b>0000001412</b> object.</p>   |
| 60.  | <p>Click the <b>Run</b> button.</p>    |

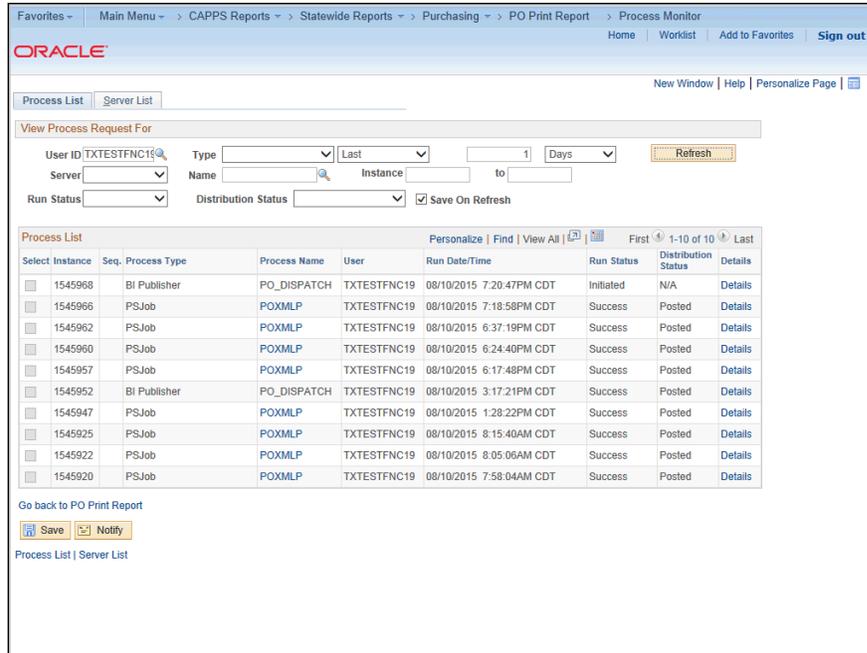


| Step | Action   |
|------|--|
| 61.  | Verify that the Process is selected, and then click the <b>OK</b> button. <div style="border: 1px solid red; display: inline-block; padding: 2px; margin-top: 5px;">OK</div> |



## EUT Course

| Step | Action  |
|------|---|
| 62.  | Click the <b>Process Monitor</b> link.<br><b>Process Monitor</b>  |
| 63.  | When the process is complete, the <b>Run Status</b> will be <b>Success</b> and the <b>Distribution Status</b> will be <b>Posted</b> . |



| Step | Action   |
|------|--|
| 64.  | This may take a few minutes, depending on current server processing loads.<br>Click the <b>Refresh</b> button.<br><b>Refresh</b>               |
| 65.  | Click the <b>Refresh</b> button.<br><b>Refresh</b>   |
| 66.  | Processing is complete. Now go back and review the printout.   |
| 67.  | There's a shortcut here at the bottom of the screen.<br>Click the <b>Go back to PO Print Report</b> link.<br><b>Go back to PO Print Report</b> |

PO Print Report

Run Control ID: Change\_po  
Language: English

Report Request Parameters:

- Business Unit: 03200
- PO ID: 0000001412
- Contract SetID: [ ]
- Contract ID: [ ]
- Release: [ ]
- From Date: [ ]
- Through Date: [ ]
- Supplier ID: [ ]
- Buyer: [ ]
- Template ID: [ ]

Statutes to Include:

- Approved
- Open
- Dispatched
- Pending
- Canceled
- Completed

Miscellaneous Options:

- \*Hold Status: NOT On Hold
- \*Chartfields: Valid Chartfields
- Change Orders: Changed and UnChanged Orders
- Print Changes Only
- Print PO Item Description
- Print Duplicate
- Print BU Comments
- Sort By: Sort by Line Number

Buttons: Save, Return to Search, Notify, Add, Update/Display

| Step | Action  |
|------|---|
| 68.  | Click the <b>Report Manager</b> link.<br><b>Report Manage</b> |

Report Manager

View Reports For

Folder: [ ] Instance: [ ] to [ ] Refresh

Name: [ ] Created On: [ ] Last 1 Days

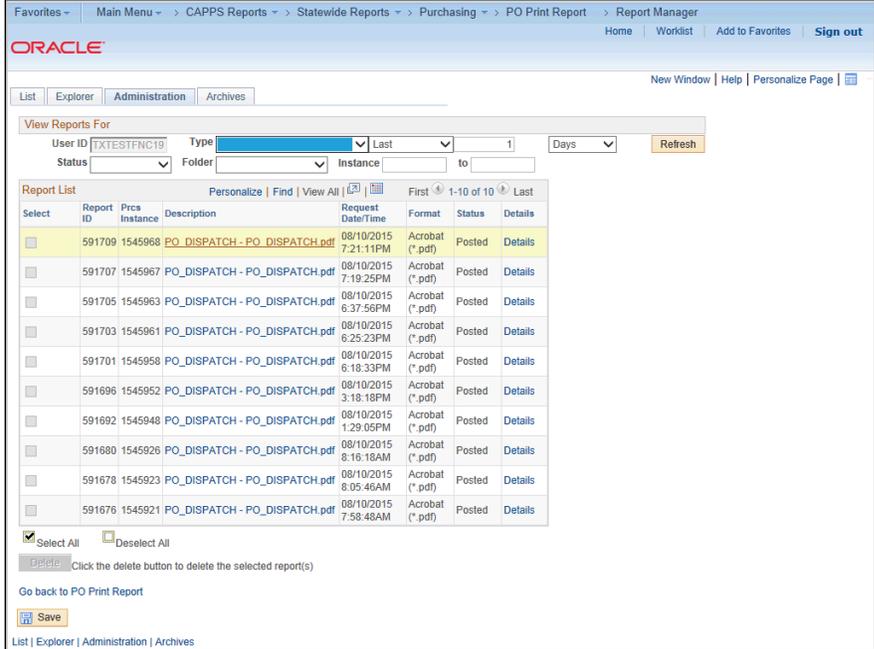
| Report   | Report Description | Folder Name | Completion Date/Time | Report ID | Process Instance |
|----------|--------------------|-------------|----------------------|-----------|------------------|
| 1 Report |                    |             |                      |           |                  |

Go back to PO Print Report

Buttons: Save

## EUT Course

| Step | Action  |
|------|---|
| 69.  | Remember, the list of reports is not on the first tab.<br><br>Click the <b>Administration</b> tab.<br> |



Oracle CAPPS Reports interface showing the Administration tab selected. The 'View Reports For' section is visible with search filters. Below it is a 'Report List' table with columns for Select, Report ID, Prca Instance, Description, Request Date/Time, Format, Status, and Details. The first row is highlighted in yellow.

| Select                              | Report ID | Prca Instance | Description                   | Request Date/Time    | Format          | Status | Details |
|-------------------------------------|-----------|---------------|-------------------------------|----------------------|-----------------|--------|---------|
| <input checked="" type="checkbox"/> | 591709    | 1545968       | PO_DISPATCH - PO_DISPATCH.pdf | 08/10/2015 7:21:11PM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/>            | 591707    | 1545967       | PO_DISPATCH - PO_DISPATCH.pdf | 08/10/2015 7:19:25PM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/>            | 591705    | 1545963       | PO_DISPATCH - PO_DISPATCH.pdf | 08/10/2015 6:37:56PM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/>            | 591703    | 1545961       | PO_DISPATCH - PO_DISPATCH.pdf | 08/10/2015 6:25:23PM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/>            | 591701    | 1545958       | PO_DISPATCH - PO_DISPATCH.pdf | 08/10/2015 6:18:33PM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/>            | 591696    | 1545952       | PO_DISPATCH - PO_DISPATCH.pdf | 08/10/2015 3:18:18PM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/>            | 591692    | 1545948       | PO_DISPATCH - PO_DISPATCH.pdf | 08/10/2015 1:29:05PM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/>            | 591680    | 1545926       | PO_DISPATCH - PO_DISPATCH.pdf | 08/10/2015 8:16:18AM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/>            | 591678    | 1545923       | PO_DISPATCH - PO_DISPATCH.pdf | 08/10/2015 8:05:46AM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/>            | 591676    | 1545921       | PO_DISPATCH - PO_DISPATCH.pdf | 08/10/2015 7:58:48AM | Acrobat (*.pdf) | Posted | Details |

| Step | Action  |
|------|---|
| 70.  | Click the <b>PO_DISPATCH - PO_DISPATCH.pdf</b> link.<br> |
| 71.  | The printout now has <b>Change Order</b> in the header.   |

**Purchase Order # 03200 000001412** Page: 1 of 2  
**CHANGE ORDER - REPRINT**

---

Payment Terms: Net 30 Freight Terms: **FOB Dest.** Ship Via: Trucking PCC: 0 Date: 08/07/15 PO Method: DG Dispatch: Dispatch Rev Dt: 08/10/15  
 Seller pays freight Via Print

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS ARE LISTED AT THE END OF THE PURCHASE ORDER.**

Vendor: **GRANDGER, INC** Ship To: TX032-003  
 7950 RESEARCH BLVD STE 101 198 Joe Routt Blvd.  
 USA Lubbock TX 79409  
 AUSTIN TX 78758 College Station TX 77843  
 United States United States

Vendor ID: 1361150280

Purchaser: Buyer1 User Bill To: Drive of Champions  
 Phone: 512/555-4321 Lubbock TX 79409  
 Email: United States

Fax: Not Specified  
 Email: Not Specified

| Line-Sch              | Line Description                                  | Class/Item | Quantity | UOM | Unit Price | Extended Amt  | Due Date   |
|-----------------------|---|------------|----------|-----|------------|---------------|------------|
| 1-1                   | <b>Sledge Hammer, 8 lb,<br/>fiberglass handle</b> | 445/38     | 10.00    | EA  | 27.50      | 275.00        | 08/07/2015 |
| <b>Schedule Total</b> |   |            |          |     |            | <b>282.75</b> |            |

ReqID:  
000000101

| Step | Action  |
|------|---|
| 72.  | Scroll down to review the document.<br><br>Click the <b>AVPageView</b> scrollbar.   |
| 73.  | Notice that the items that were changed are now in bold print.<br><br>This bucket was changed from White to Green.  |
| 74.  | Click the <b>AVPageView</b> scrollbar.  |
| 75.  | This quantity was changed from 2 to 4, causing the Amount to update as well.<br><br>Both of these changed numbers appear in bold print.   |
| 76.  | Click the <b>AVPageView</b> scrollbar.  |
| 77.  | The PO opened in a new browser tab.<br><br>Click the <b>Close Tab (Ctrl+W)</b> button.<br><br> |

## EUT Course

[Favorites](#) > [Main Menu](#) > [CAPPS Reports](#) > [Statewide Reports](#) > [Purchasing](#) > [PO Print Report](#) > [Report Manager](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

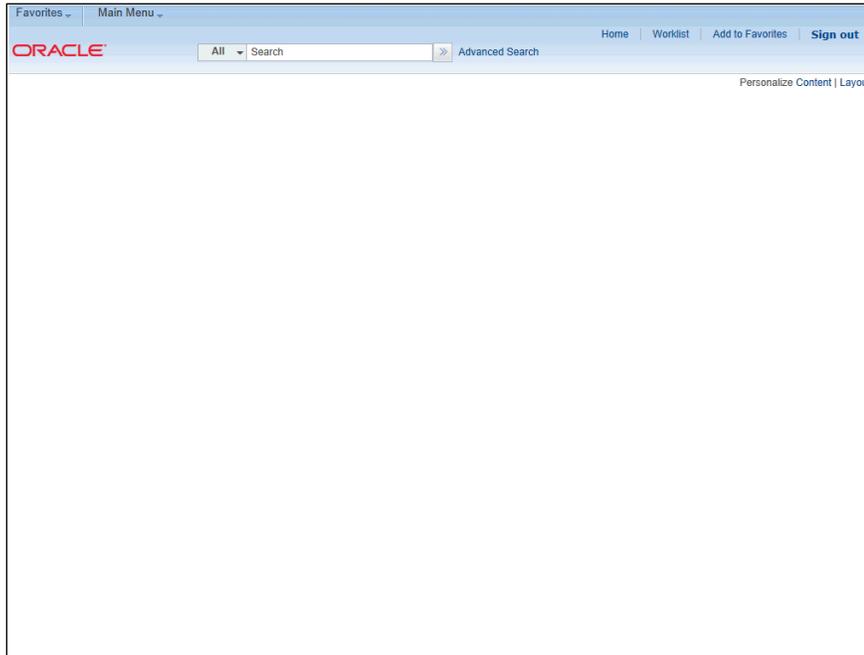
[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

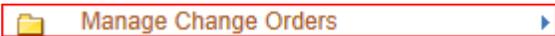
View Reports For  
 User ID:  Type:  Last:  1 Days   
 Status:  Folder:  Instance:  to:

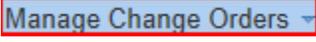
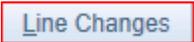
| Select                   | Report ID | Prcs Instance | Description                   | Request Date/Time    | Format          | Status | Details                 |
|--------------------------|-----------|---------------|-------------------------------|----------------------|-----------------|--------|-------------------------|
| <input type="checkbox"/> | 591709    | 1545968       | PO_DISPATCH - PO_DISPATCH.pdf | 08/10/2015 7:21:11PM | Acrobat (*.pdf) | Posted | <a href="#">Details</a> |
| <input type="checkbox"/> | 591707    | 1545967       | PO_DISPATCH - PO_DISPATCH.pdf | 08/10/2015 7:19:25PM | Acrobat (*.pdf) | Posted | <a href="#">Details</a> |
| <input type="checkbox"/> | 591705    | 1545963       | PO_DISPATCH - PO_DISPATCH.pdf | 08/10/2015 6:37:56PM | Acrobat (*.pdf) | Posted | <a href="#">Details</a> |
| <input type="checkbox"/> | 591703    | 1545961       | PO_DISPATCH - PO_DISPATCH.pdf | 08/10/2015 6:25:23PM | Acrobat (*.pdf) | Posted | <a href="#">Details</a> |
| <input type="checkbox"/> | 591701    | 1545958       | PO_DISPATCH - PO_DISPATCH.pdf | 08/10/2015 6:18:33PM | Acrobat (*.pdf) | Posted | <a href="#">Details</a> |
| <input type="checkbox"/> | 591696    | 1545952       | PO_DISPATCH - PO_DISPATCH.pdf | 08/10/2015 3:18:18PM | Acrobat (*.pdf) | Posted | <a href="#">Details</a> |
| <input type="checkbox"/> | 591692    | 1545948       | PO_DISPATCH - PO_DISPATCH.pdf | 08/10/2015 1:29:05PM | Acrobat (*.pdf) | Posted | <a href="#">Details</a> |
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| <input type="checkbox"/> | 591678    | 1545923       | PO_DISPATCH - PO_DISPATCH.pdf | 08/10/2015 8:05:46AM | Acrobat (*.pdf) | Posted | <a href="#">Details</a> |
| <input type="checkbox"/> | 591676    | 1545921       | PO_DISPATCH - PO_DISPATCH.pdf | 08/10/2015 7:58:48AM | Acrobat (*.pdf) | Posted | <a href="#">Details</a> |

Select All  Deselect All  
 Click the delete button to delete the selected report(s)  
[Go back to PO Print Report](#)

| Step | Action  |
|------|---|
| 78.  | <p>If you want to view the history of changes to a PO, you can review them in <b>Manage Changes Orders</b>.</p> <p>Click the <b>Home</b> link to return to the Main Menu,</p> <p><a href="#">Home</a></p> |



| Step | Action  |
|------|---|
| 79.  | Click the <b>Main Menu</b> button.<br>   |
| 80.  | Click the <b>Scroll Down</b> button.<br>   |
| 81.  | Click the <b>Purchasing</b> menu.<br>  |
| 82.  | Click the <b>Purchase Orders</b> menu.<br>   |
| 83.  | Click the <b>Manage Change Orders</b> menu.<br>  |
| 84.  | Click the <b>Review Change History</b> menu.<br>   |
| 85.  | Click in the <b>PO Number</b> field.<br>PO Number:   begins with ▼    |
| 86.  | Enter the desired information into the <b>PO Number</b> field. Enter " <b>000001412</b> ".<br>PO Number:   begins with ▼  |

| Step | Action   |
|------|--|
| 87.  | Click the button.<br>   |
| 88.  | Any changes made as part of a batch could be reviewed on the <b>Batch</b> tab.   |
| 89.  | Click the <b>Header Changes</b> tab.<br>  |
| 90.  | This tab displays the history of changes made to Header information, such as Buyer, Special/Priority Purchase Types, HUB Bidder information, or transaction dates.<br><br>None of the changes you made earlier in this exercise affect the Header, therefore no changes appear on the <b>Header Changes</b> tab. |
| 91.  | Click the <b>Line Changes</b> tab.<br>  |
| 92.  | The <b>Line Changes</b> tab lists changes that were made to non-budget related information at the line level.<br><br>On Line 2, you changed the color of the bucket from White to Green, so that change is listed here.  |
| 93.  | Click the <b>Ship Changes</b> tab.<br>  |
| 94.  | Changes that affect the budget, such as price or quantity, are listed on the <b>Ship Changes</b> tab.<br><br>On Line 4 of this PO, you changed the <b>Quantity</b> from 2 to 4, which also affected the <b>Merchandise Amount</b> on the line. Those changes are displayed here.                                 |
| 95.  | Additional information about Change Orders can be viewed by navigating to the PO Change Orders page.<br><br>Click the <b>Manage Change Orders</b> button.<br>   |
| 96.  | Click the <b>Review Change Orders</b> menu.<br>   |
| 97.  | Again, there were no changes to the PO Header, so click the <b>Line Changes</b> tab.<br>  |

| Step | Action   |
|------|--|
| 98.  | Click the View All link to see all 12 changes.<br><br>Click the <b>View All</b> link.<br>                 |
| 99.  | The Review Change Orders screen shows you both the original Version 0 value and the revised Version 1 value, so that you can see that the color on Line 2 was changed from White to Green. |
| 100. | Click the <b>Ship Changes</b> tab.<br>  |
| 101. | Click the <b>View All</b> link.<br>   |
| 102. | The Ship Changes tab also shows the old and new versions, so that you can see the change that was made to the Amount and Quantity.   |
| 103. | Click the <b>Home</b> link.<br>   |
| 104. | Congratulations! You have successfully completed this exercise.<br><b>End of Procedure.</b>  |

## Finalizing POs

### Section 4 - Lesson 2, Exercise - Scenario 1 - Finalizing POs

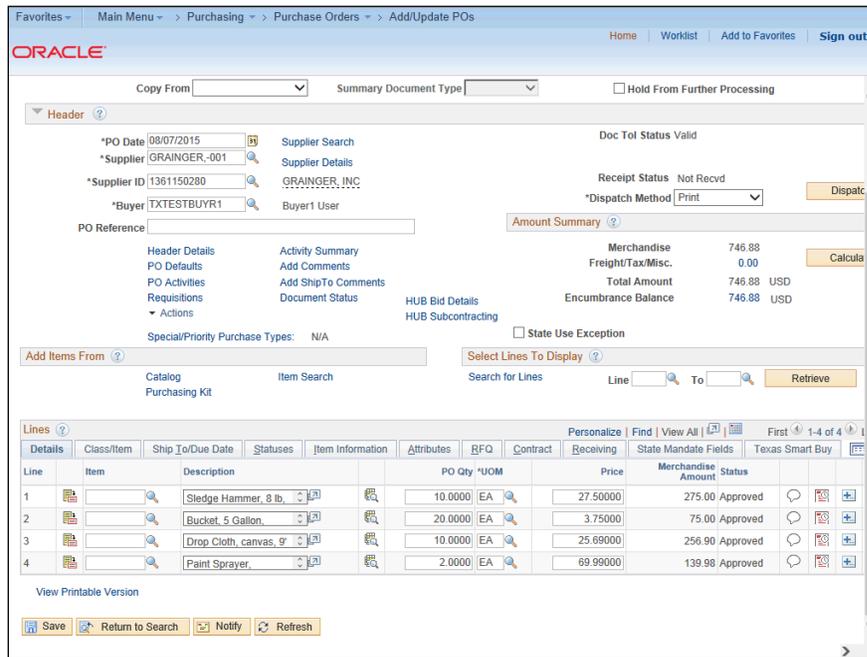
#### Procedure

This exercise demonstrates the process for Finalizing a PO to release Pre-Encumbrances on a requisition, and Un-Finalizing to reverse the transaction.

| Step | Action  |
|------|---|
| 1.   | In this scenario, you (the Buyer) have just finished entering PO #0000001412 for some equipment.<br><br>As you can see, the PO has been approved and Budget Checked. The PO total and Encumbrance amount is \$746.88.   |
| 2.   | But you know that the original requisition amount was more than that. Your skillful shopping allowed you to get better prices than expected. (Good for you!)<br><br>For example, on the Requisition, the sledge hammers were priced at \$40 each, but your supplier has them on sale for \$27.50. So you changed the price on the line after you copied it over from the requisition. |

## EUT Course

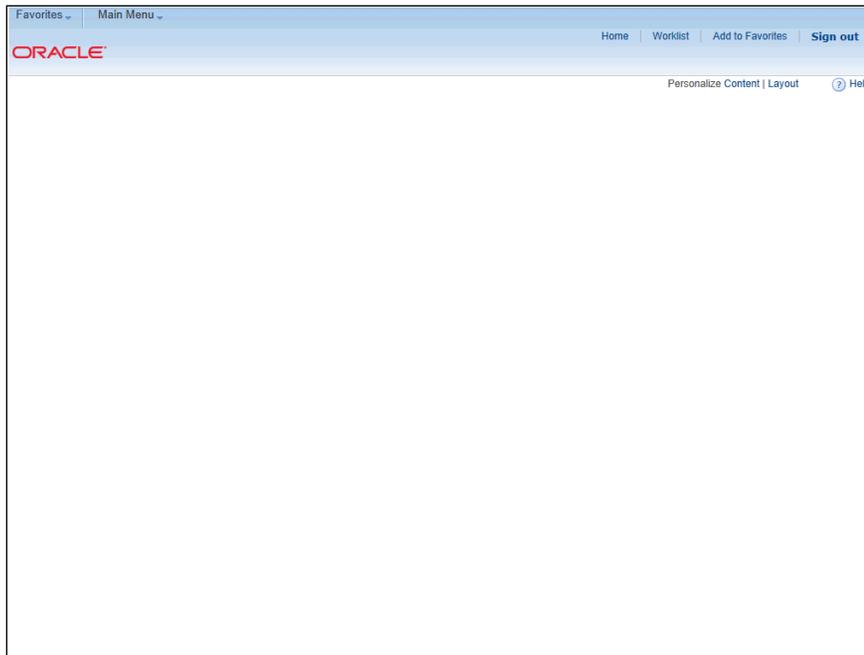
| Step | Action  |
|------|---|
| 3.   | Since the full approved amount of the requisition was pre-encumbered, but a lesser amount was liquidated and encumbered by the PO, the difference remains pre-encumbered, tying up budget funds that could be used elsewhere. |



The screenshot displays the Oracle CAPPS Financials interface for a Purchase Order (PO). The top navigation bar includes 'Favorites', 'Main Menu', 'Purchasing', 'Purchase Orders', and 'Add/Update POs'. The Oracle logo is visible in the top left. The interface shows a 'Header' section with fields for PO Date (06/07/2015), Supplier (GRAINGER-001), Supplier ID (1361150280), Buyer (TXTESTBUYR1), and PO Reference. An 'Amount Summary' table is displayed on the right, showing Merchandise (746.88), Freight/Tax/Misc. (0.00), Total Amount (746.88 USD), and Encumbrance Balance (746.88 USD). Below the header, there are sections for 'Add Items From' (Catalog, Purchasing Kit) and 'Select Lines To Display'. The 'Lines' section is a table with columns for Line, Item, Description, PO Qty, UOM, Price, Merchandise Amount, and Status. The table contains four lines of items: Sledge Hammer, Bucket, Drop Cloth, and Paint Sprayer.

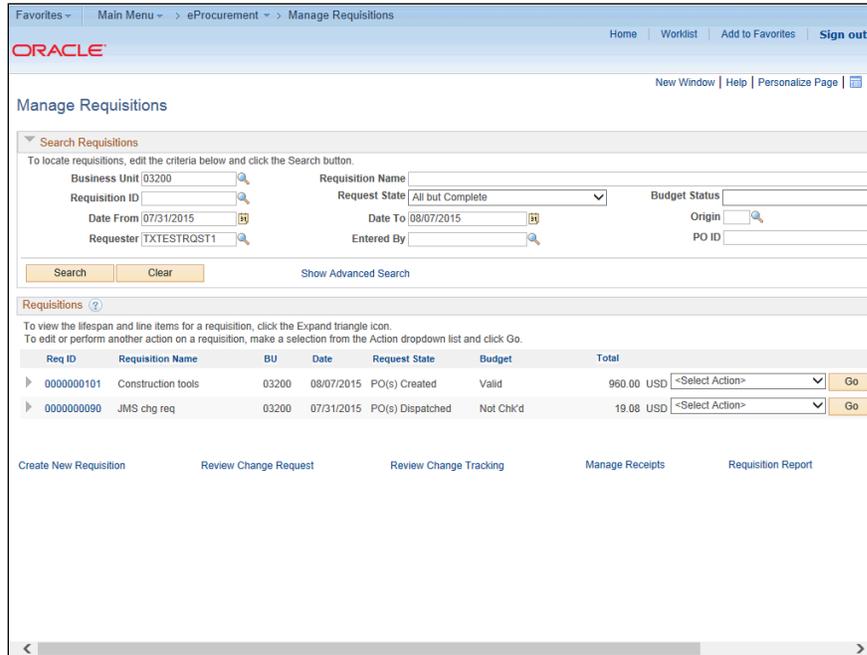
| Line | Item | Description            | PO Qty  | UOM | Price    | Merchandise Amount | Status   |
|------|------|------------------------|---------|-----|----------|--------------------|----------|
| 1    |      | Sledge Hammer, 8 lb.   | 10.0000 | EA  | 27.50000 | 275.00             | Approved |
| 2    |      | Bucket, 5 Gallon.      | 20.0000 | EA  | 3.75000  | 75.00              | Approved |
| 3    |      | Drop Cloth, canvas, 9' | 10.0000 | EA  | 25.69000 | 256.90             | Approved |
| 4    |      | Paint Sprayer.         | 2.0000  | EA  | 69.99000 | 139.98             | Approved |

| Step | Action  |
|------|---|
| 4.   | Click the <b>Home</b> link to go take a look at the requisition.<br> |

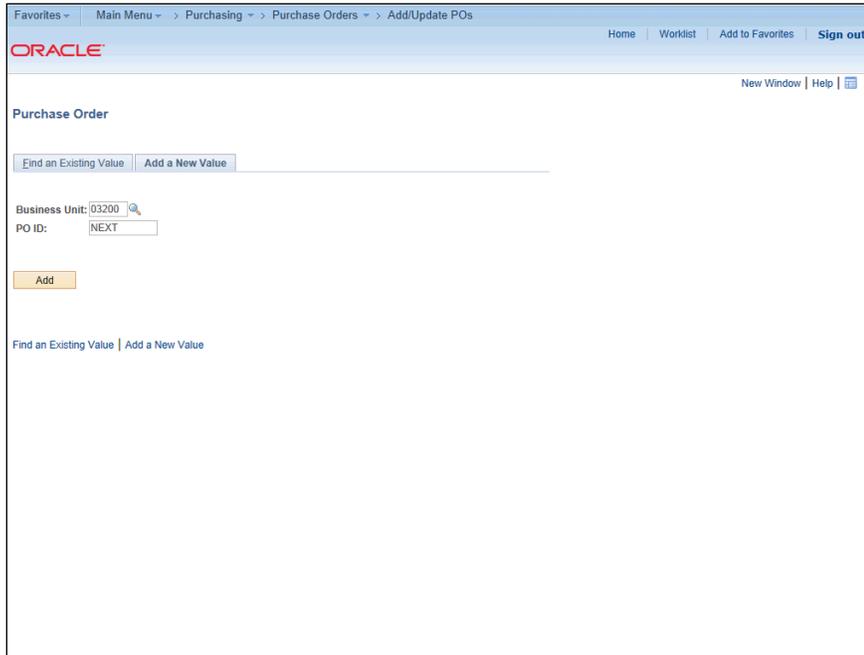


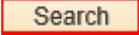
| Step | Action  |
|------|---|
| 5.   | <p>If you have access to the Manage Requisitions screen in eProcurement, you can review Pre-Encumbrances there.</p> <p>Click the <b>Main Menu</b> button.</p>  |
| 6.   | <p>Click the <b>eProcurement</b> menu.</p>   |
| 7.   | <p>Click the <b>Manage Requisitions</b> menu.</p>    |
| 8.   | <p>This is the requisition you copied. As you can see, the total amount of the requisition was \$960.00.</p> <p>But the total on the PO you just entered was \$746.88.</p>  |

## EUT Course

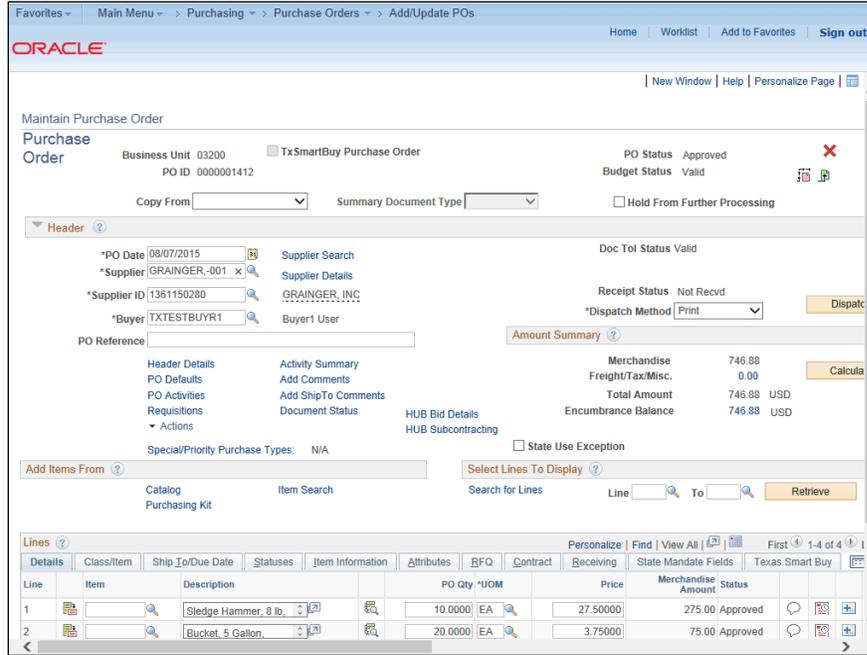


| Step | Action   |
|------|--|
| 9.   | Click the <b>Expand Section</b> button.<br> |
| 10.  | This leaves a <b>Pre-Encumbrance Balance</b> of \$213.12.<br><br>Finalizing the PO will clean up this leftover balance.        |
| 11.  | Click the <b>Main Menu</b> button.<br>      |
| 12.  | Click the <b>Scroll Down</b> button.<br>    |
| 13.  | Click the <b>Purchasing</b> menu.<br>       |
| 14.  | Click the <b>Purchase Orders</b> menu.<br>  |
| 15.  | Click the <b>Add/Update POs</b> menu.<br>   |



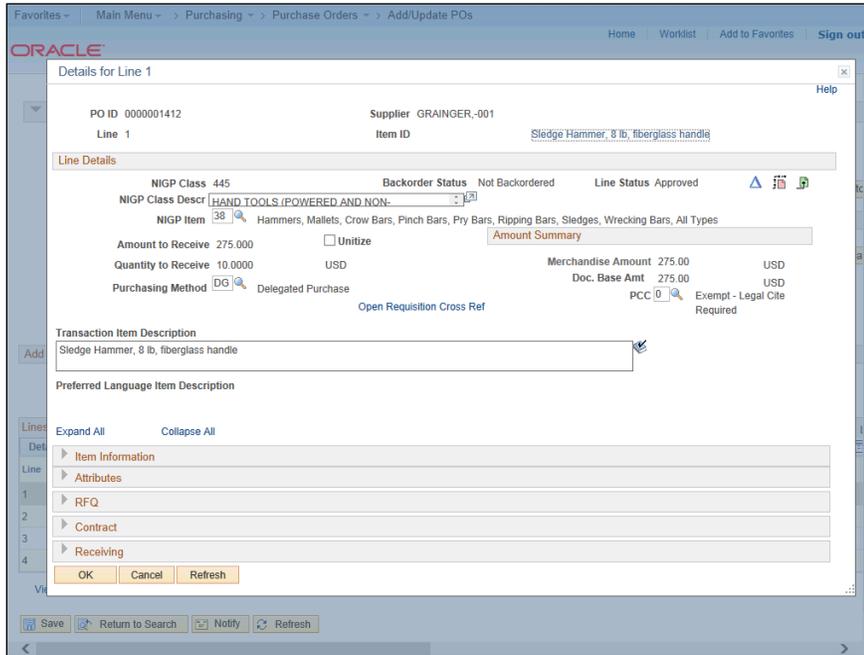
| Step | Action  |
|------|---|
| 16.  | Click the <b>Find an Existing Value</b> tab.<br>   |
| 17.  | Enter your PO number into the <b>PO ID</b> field.<br>Enter " <b>0000001412</b> ".<br>PO ID: <input type="text" value="NEXT"/> begins with <input type="text"/>  |
| 18.  | Click the <b>Search</b> button.<br>  |
| 19.  | The <b>Finalize</b> button is an icon that appears on the Budget Status line, after the PO has been approved.   |
| 20.  | The green icon next to it is the Un-Finalize button, which reverses the process.<br><br>These buttons are located in the document's Header region. Using these icons will affect the entire PO, finalizing (or un-finalizing) all requisition lines on this PO. |

## EUT Course



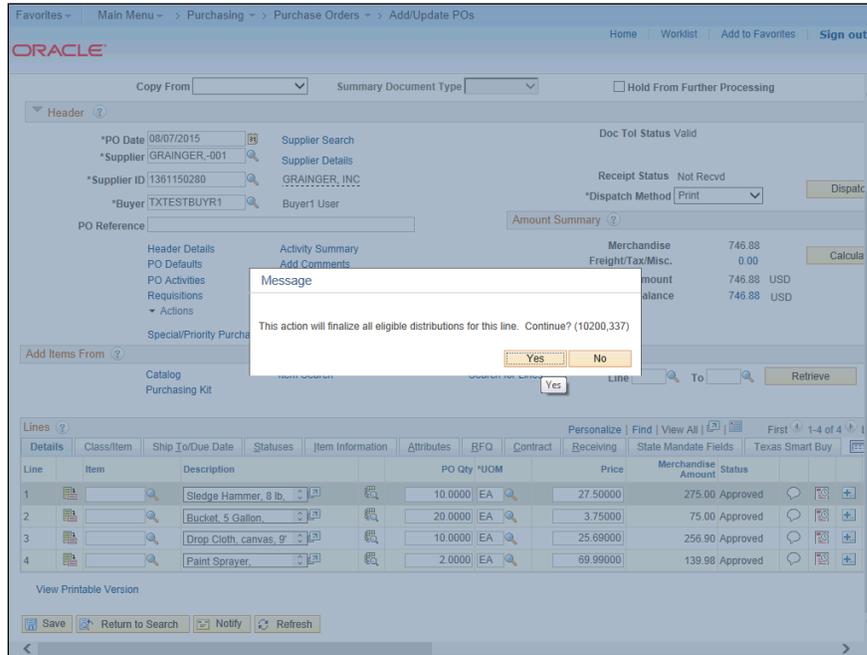
| Line | Item | Description          | PO Qty  | *UOM | Price    | Merchandise Amount | Status   |
|------|------|----------------------|---------|------|----------|--------------------|----------|
| 1    |      | Sledge Hammer, 8 lb. | 10.0000 | EA   | 27.50000 | 275.00             | Approved |
| 2    |      | Bucket, 5 Gallon.    | 20.0000 | EA   | 3.75000  | 75.00              | Approved |

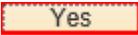
| Step | Action  |
|------|---|
| 21.  | Click the scrollbar.  |
| 22.  | <p>The Finalize process can also be performed on a line-by-line basis.</p> <p>Click the <b>Line Details</b> button.</p>  |
| 23.  | On the requisition, the hammers were expected to cost \$40 each, but you got them for \$27.50. The total savings for all 10 is \$125.00.  |

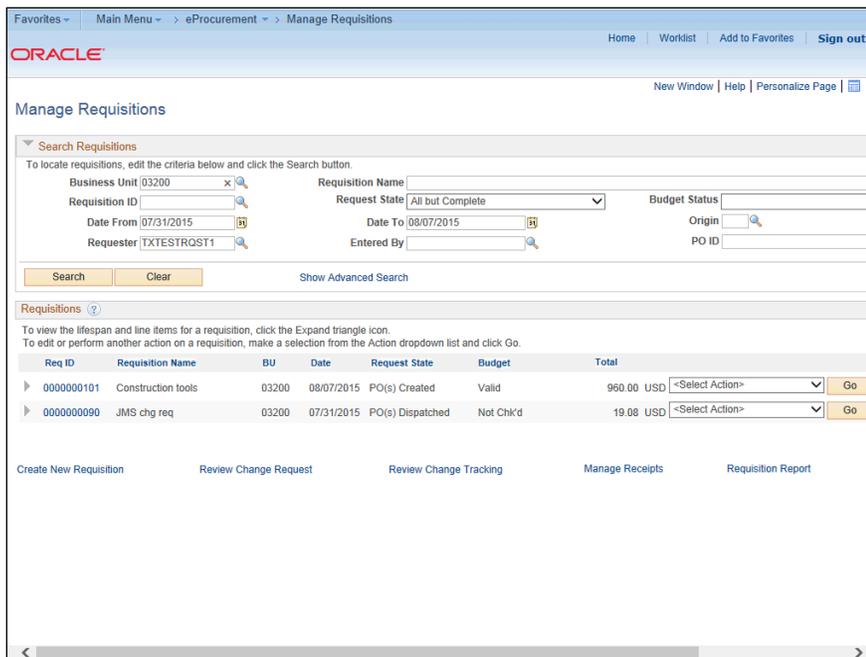


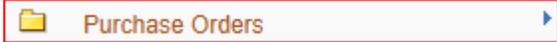
| Step | Action  |
|------|---|
| 24.  | <p>Finalizing this line will remove the \$125 left-over pre-encumbrance that is related to the hammers.</p> <p>Click the <b>Finalize Line</b> button.</p>  |

## EUT Course

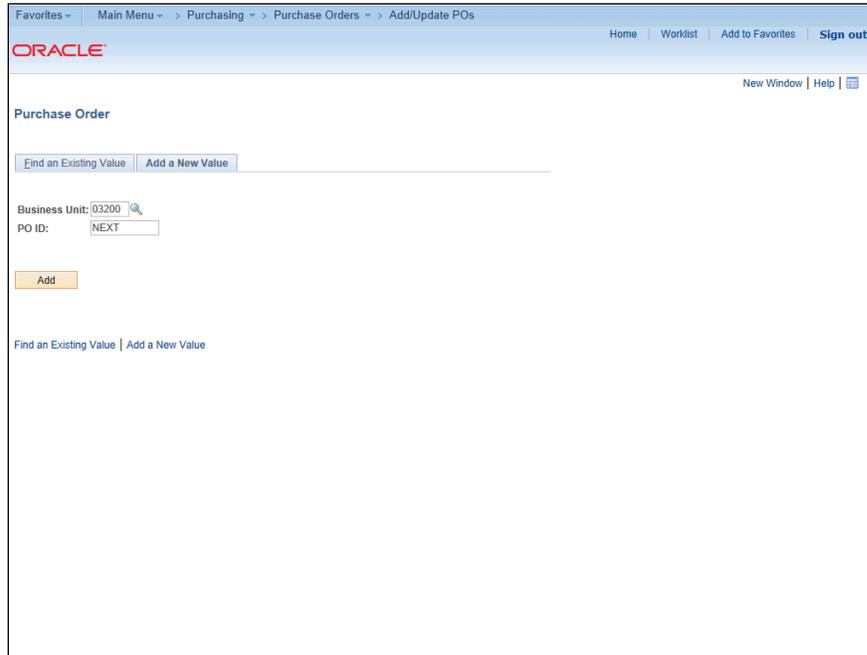


| Step | Action   |
|------|--|
| 25.  | Click the <b>Yes</b> button.<br>  |
| 26.  | Scroll back up to the top.   |
| 27.  | Notice that the <b>Budget Status</b> has reverted back to "Not Chk'd". Since this action affects the budget, it has to be Budget Checked to take effect.<br><br>Click the <b>Budget Check</b> button.<br> |
| 28.  | The <b>Budget Status</b> is Valid again.<br><br>Go back to the requisition to see the effect.<br><br>Click the <b>Main Menu</b> button.<br>   |
| 29.  | Click the <b>eProcurement</b> menu.<br>   |
| 30.  | Click the <b>Manage Requisitions</b> menu.<br>  |

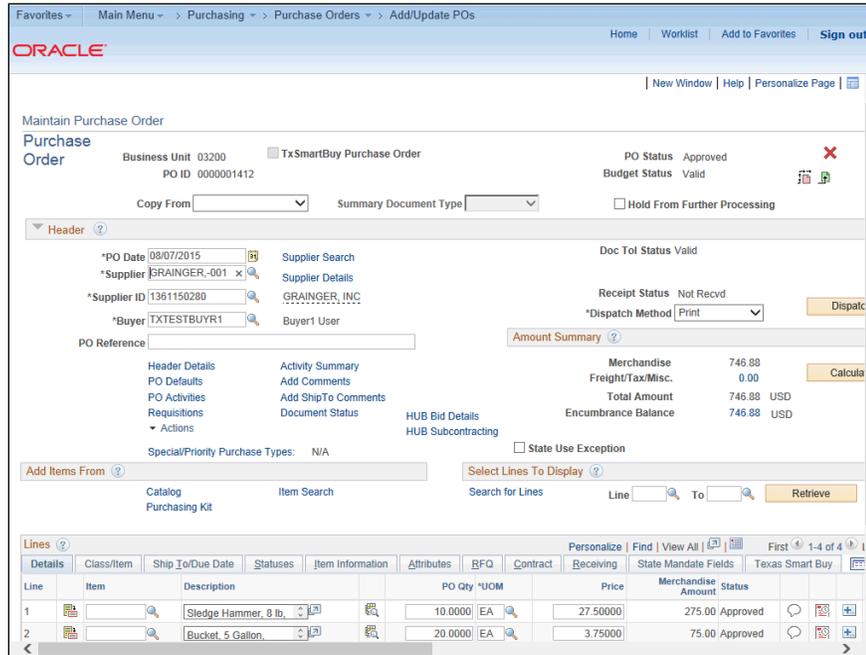


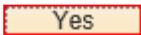
| Step | Action  |
|------|---|
| 31.  | Click the <b>Expand Section</b> button.<br>  |
| 32.  | The previous <b>Pre-Encumbrance Balance</b> of \$213.12 has been reduced by \$125, as expected.   |
| 33.  | Now go back and take care of the rest of it.<br><br>Click the <b>Main Menu</b> button.<br> |
| 34.  | Click the <b>Scroll Down</b> button.<br>   |
| 35.  | Click the <b>Purchasing</b> menu.<br>  |
| 36.  | Click the <b>Purchase Orders</b> menu.<br>   |
| 37.  | Click the <b>Add/Update POs</b> menu.<br>  |

## EUT Course

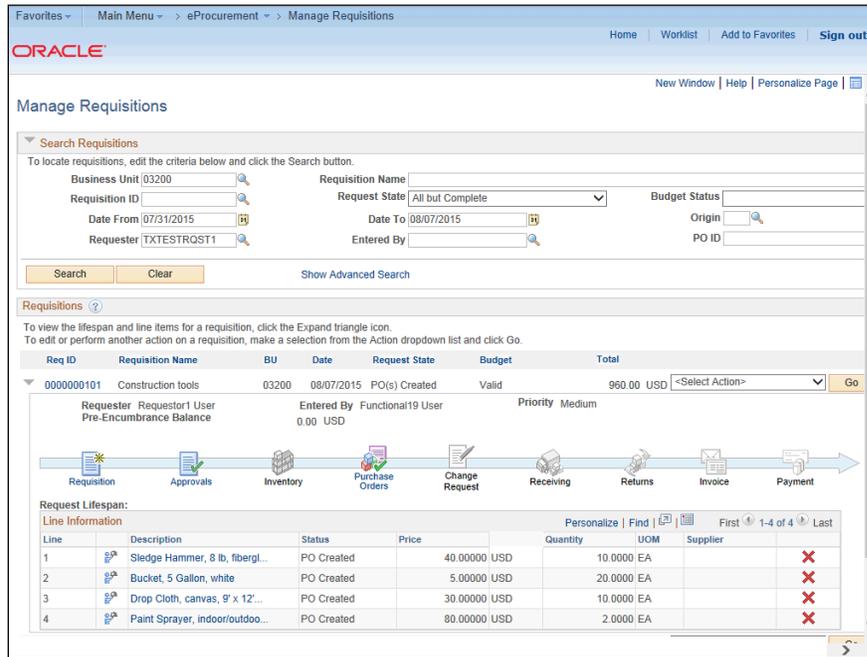


| Step | Action   |
|------|--|
| 38.  | Click the <b>Find an Existing Value</b> tab.<br>  |
| 39.  | Click in the <b>PO ID</b> field.<br>PO ID:   begins with ▼   |
| 40.  | Enter the desired information into the <b>PO ID</b> field. Enter " <b>0000001412</b> ".<br>PO ID:   begins with ▼  |



| Step | Action  |
|------|---|
| 41.  | <p><b>Note:</b> It is possible that some of the lines on this PO came from a different requisition. Finalizing at the Header level finalizes all lines on this requisition, regardless of where they came from.</p> <p>Click the <b>Finalize Document</b> button to finalize all remaining lines on the PO.</p>  |
| 42.  | <p>Click the <b>Yes</b> button.</p>    |
| 43.  | <p>Don't forget to Budget Check!</p> <p>Click the <b>Budget Check</b> button.</p>    |
| 44.  | <p>Click the <b>Main Menu</b> button.</p>    |
| 45.  | <p>Click the <b>eProcurement</b> menu.</p>   |
| 46.  | <p>Click the <b>Manage Requisitions</b> menu.</p>    |
| 47.  | <p>The <b>Pre-Encumbrance Balance</b> has been cleared out.</p>   |

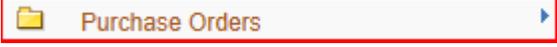
## EUT Course

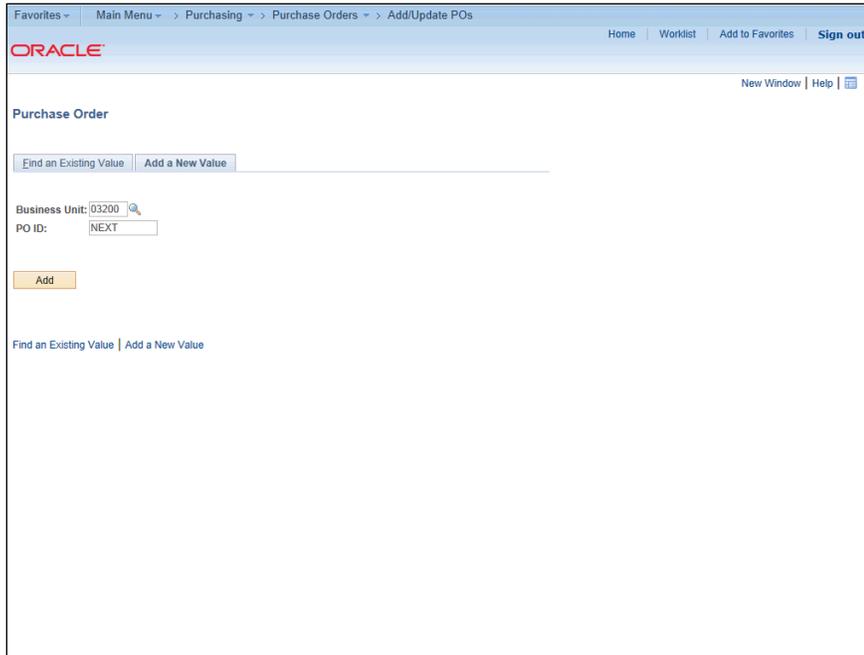


| Req ID    | Requisition Name   | BU    | Date       | Request State | Budget | Total      |
|-----------|--------------------|-------|------------|---------------|--------|------------|
| 000000101 | Construction tools | 03200 | 08/07/2015 | PO(s) Created | Valid  | 960.00 USD |

| Line | Description                     | Status     | Price        | Quantity | UOM | Supplier |
|------|---------------------------------|------------|--------------|----------|-----|----------|
| 1    | Sledge Hammer, 8 lb, fibergl... | PO Created | 40.00000 USD | 10.0000  | EA  |          |
| 2    | Bucket, 5 Gallon, white         | PO Created | 5.00000 USD  | 20.0000  | EA  |          |
| 3    | Drop Cloth, canvas, 9' x 12'... | PO Created | 30.00000 USD | 10.0000  | EA  |          |
| 4    | Paint Sprayer, indoor/outdoo... | PO Created | 80.00000 USD | 2.0000   | EA  |          |

| Step | Action   |
|------|--|
| 48.  | The Finalize process can be reversed if necessary, restoring the Pre-Encumbrance.<br><br>Click the <b>Main Menu</b> button.<br> |
| 49.  | Click the <b>Scroll Down</b> button.<br>  |
| 50.  | Click the <b>Purchasing</b> menu.<br>   |
| 51.  | Click the <b>Purchase Orders</b> menu.<br>  |
| 52.  | Click the <b>Add/Update POs</b> menu.<br>   |



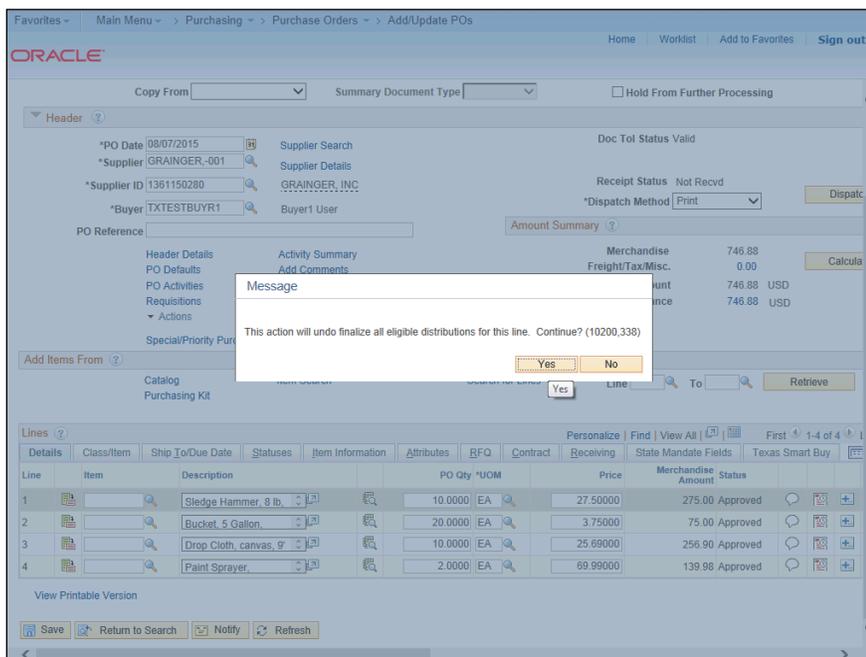
| Step | Action   |
|------|--|
| 53.  | Click the <b>Find an Existing Value</b> tab.<br>  |
| 54.  | Click in the <b>PO ID</b> field.<br>PO ID:   begins with ▼   |
| 55.  | Enter the desired information into the <b>PO ID</b> field. Enter " <b>0000001412</b> ".<br>PO ID:   begins with ▼  |
| 56.  | Press <b>[Enter]</b> .   |

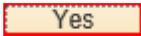
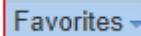
## EUT Course

| Line | Item | Description          | PO Qty  | *UOM | Price    | Merchandise Amount | Status   |
|------|------|----------------------|---------|------|----------|--------------------|----------|
| 1    |      | Sledge Hammer, 8 lb. | 10.0000 | EA   | 27.50000 | 275.00             | Approved |
| 2    |      | Bucket, 5 Gallon.    | 20.0000 | EA   | 3.75000  | 75.00              | Approved |

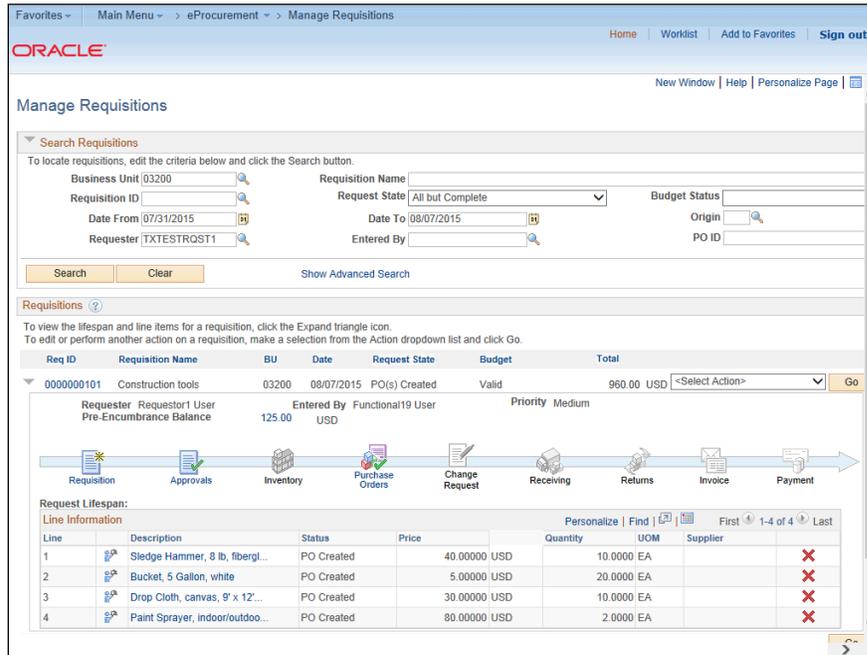
| Step | Action   |
|------|--|
| 57.  | Click the scrollbar.   |
| 58.  | Click the <b>Line Details</b> button.<br> |

| Step | Action   |
|------|--|
| 59.  | <p>At the line level, the <b>Undo</b> icon reverses the Finalization of this line only.</p> <p>Click the <b>Undo Finalize Line</b> button.</p>  |



| Step | Action  |
|------|---|
| 60.  | <p>Click the <b>Yes</b> button.</p>    |
| 61.  | <p>Then Budget Check once again.</p> <p>Click the <b>Budget Check</b> button.</p>  |
| 62.  | <p>Let's take a shortcut.</p> <p>Click the <b>Favorites</b> button.</p>            |
| 63.  | <p>Click the <b>Manage Requisitions</b> menu.</p>                                  |

| Step | Action   |
|------|--|
| 64.  | The <b>Pre-Encumbrance Balance</b> for Line 1 has been restored. |



| Step | Action   |
|------|--|
| 65.  | Click the <b>Home</b> link.<br> |
| 66.  | Congratulations! You have successfully completed this exercise.<br><b>End of Procedure.</b>                        |

## Using the Buyer's Workbench

### Closing and Reopening POs

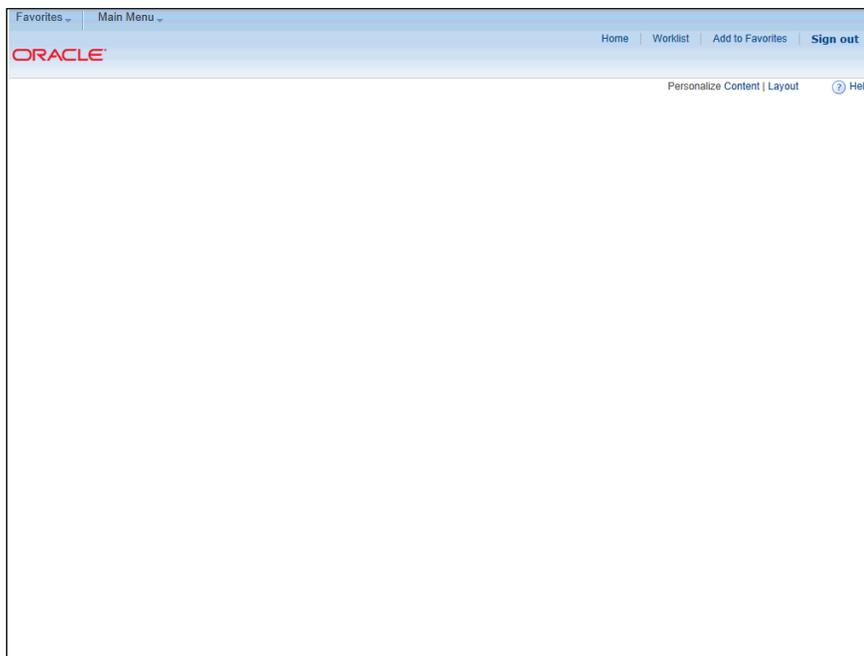
#### Section 4 - Lesson 3, Exercise - Scenario 1 - Closing and Reopening POs

##### Procedure

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.

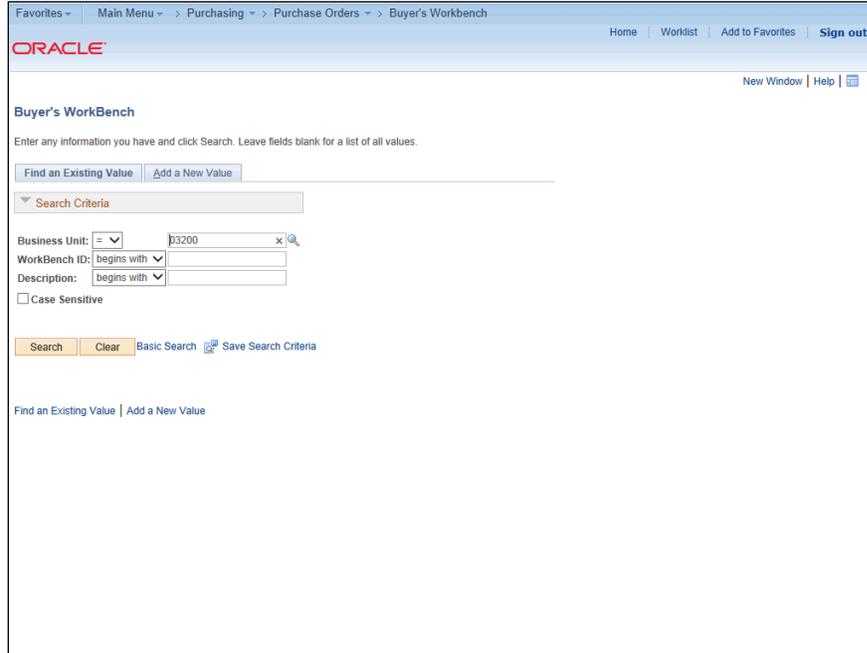
Closed POs do not appear in most searches and reports, which improves system performance and removes unnecessary list items.

This exercise demonstrates the process for closing a PO from the Buyer's Workbench, and reopening the PO from the menus.

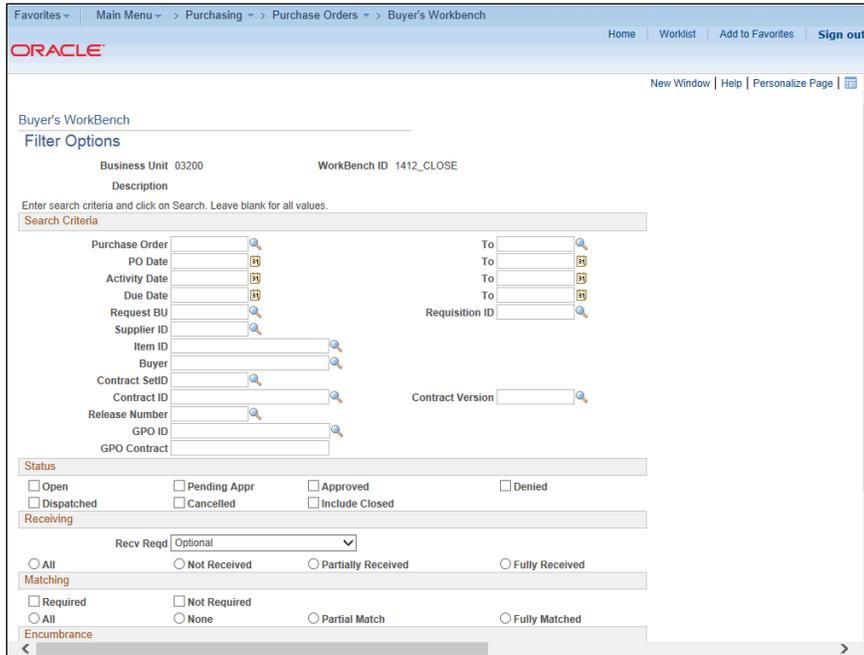


| Step | Action   |
|------|--|
| 1.   | Begin by navigating to the <b>Buyer's Workbench</b> .<br>Click the <b>Main Menu</b> button.<br> |
| 2.   | Click the <b>Scroll Down</b> button.<br>  |
| 3.   | Click the <b>Purchasing</b> menu.<br>   |
| 4.   | Click the <b>Purchase Orders</b> menu.<br>  |
| 5.   | Click the <b>Buyer's Workbench</b> menu.<br>  |

## EUT Course



| Step | Action   |
|------|--|
| 6.   | <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> <p>Click the <b>Add a New Value</b> tab.</p> <p><b>Add a New Value</b></p>  |
| 7.   | <p>Assign a name to your new Run Control in the <b>WorkBench ID</b> field.</p> <p>For this example, enter "<b>1412_close</b>".</p> <p><b>WorkBench ID:</b> <input type="text"/></p>  |
| 8.   | <p>Click the <b>Add</b> button.</p> <p><b>Add</b></p>  |
| 9.   | <p>Any of the <b>Search Criteria</b> fields can be used to find and select a PO or a range of POs.</p>   |
| 10.  | <p>One of the reasons for closing a PO is to improve system performance by reducing the number of records returned when you search. This means that you will not be able to find a closed PO through most common search methods.</p> <p>By using the <b>Include Closed</b> checkbox on the Buyer's Workbench, you will be able to find and view closed POs.</p> <p>For this example, the PO you are looking for is not closed yet.</p> |



The screenshot shows the Oracle Buyer's Workbench interface. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Purchasing > Purchase Orders > Buyer's Workbench. The Oracle logo is in the top left, and navigation links (Home, Worklist, Add to Favorites, Sign out) are in the top right. Below the breadcrumb, the page title is "Buyer's WorkBench".

**Filter Options**

Business Unit: 03200      WorkBench ID: 1412\_CLOSE

Description

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

**Search Criteria**

Purchase Order: [ ] To: [ ]

PO Date: [ ] To: [ ]

Activity Date: [ ] To: [ ]

Due Date: [ ] To: [ ]

Request BU: [ ] Requisition ID: [ ]

Supplier ID: [ ]

Item ID: [ ]

Buyer: [ ]

Contract SetID: [ ] Contract Version: [ ]

Contract ID: [ ]

Release Number: [ ]

GPO ID: [ ]

GPO Contract: [ ]

**Status**

Open       Pending Appr       Approved       Denied

Dispatched       Cancelled       Include Closed

**Receiving**

Recv Reqd: Optional

All       Not Received       Partially Received       Fully Received

**Matching**

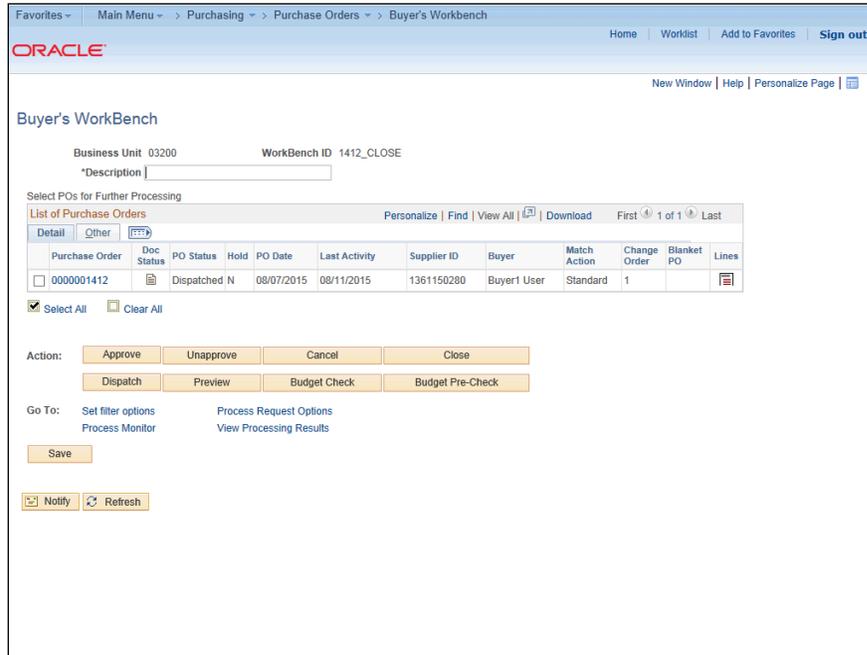
Required       Not Required

All       None       Partial Match       Fully Matched

**Encumbrance**

| Step | Action   |
|------|--|
| 11.  | The Purchase Order that you are going to close is 0000001412.<br><br>Enter the desired information into the <b>Purchase Order</b> field. Enter " <b>0000001412</b> ".<br><b>Purchase Order</b> <input style="border: 1px solid red;" type="text"/> |
| 12.  | Click the <b>0000001412</b> object.<br><b>0000001412</b>   |
| 13.  | Click the scrollbar.   |
| 14.  | Click the <b>Search</b> button.<br><input style="border: 1px solid red;" type="button" value="Search"/>  |

## EUT Course



| Step | Action  |
|------|---|
| 15.  | <p>A description is required for all Workbench transactions.</p> <p>Enter the desired information into the <b>Description</b> field. Enter "<b>Close PO 0000001412</b>".</p> <p>*Description <input type="text"/></p> |
| 16.  | <p>The PO number on this screen is a link that will display the purchase order.</p> <p>Click the <b>0000001412</b> link.</p> <p><b>0000001412</b></p>   |
| 17.  | <p>Currently, the status of the PO is Dispatched.</p> <p>Receiving was not required, but the entire Encumbrance has been liquidated.</p>  |

[Favorites](#) | [Main Menu](#) | [Purchasing](#) | [Purchase Orders](#) | [Buyer's Workbench](#) | [Purchase Orders](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Purchase Order Inquiry

Purchase Order

Business Unit 03200  Texas Smart Buy PO Status Dispatched  
 PO ID 0000001412 Budget Status Valid  
 Change Order 1 TxSmartBuy PO ID

**Header**  
 PO Date 08/07/2015 Doc Tot Status Valid  
 Supplier Name GRAINGER\_001 Backorder Status Not Backordered  
 Supplier ID 1361150280 Receipt Status Not Recvd  
 Buyer Buyer1 User  Hold From Further Processing

**Amount Summary**  
 Merchandise 886.86  
 Freight/Tax/Misc. 25.00  
**Total 911.86 USD**  
 Encumbrance Balance 0.00 USD  
 Special/Priority Purchase Types: N/A

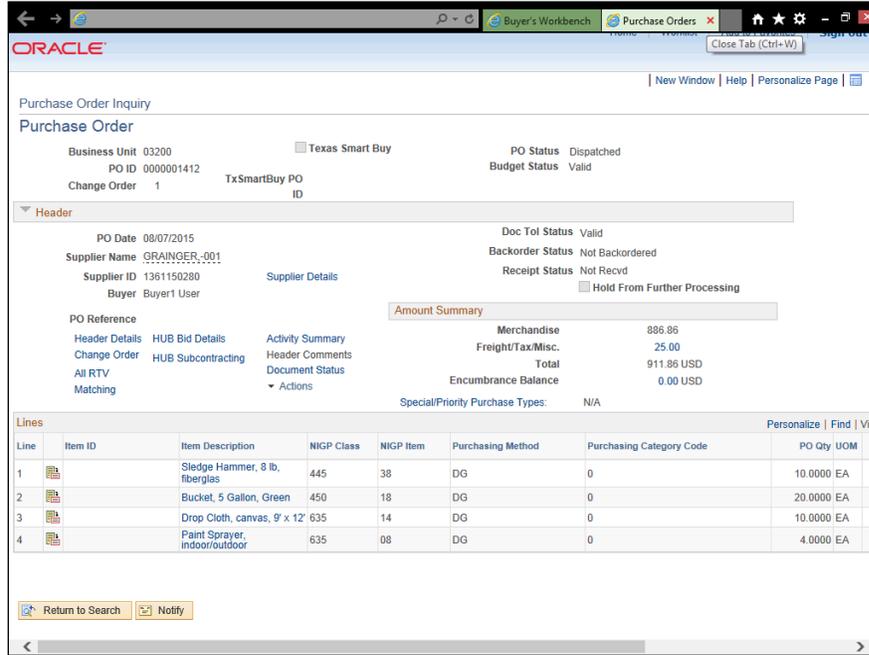
**PO Reference**  
 Header Details HUB Bid Details Activity Summary  
 Change Order HUB Subcontracting Header Comments  
 All RTV Document Status  
 Matching Actions

| Line | Item ID | Item Description                | NIGP Class | NIGP Item | Purchasing Method | Purchasing Category Code | PO Qty  | UOM |
|------|---------|---------------------------------|------------|-----------|-------------------|--------------------------|---------|-----|
| 1    |         | Sledge Hammer, 8 lb, fiberglass | 445        | 38        | DG                | 0                        | 10.0000 | EA  |
| 2    |         | Bucket, 5 Gallon, Green         | 450        | 18        | DG                | 0                        | 20.0000 | EA  |
| 3    |         | Drop Cloth, canvas, 9' x 12'    | 635        | 14        | DG                | 0                        | 10.0000 | EA  |
| 4    |         | Paint Sprayer, indoor/outdoor   | 635        | 08        | DG                | 0                        | 4.0000  | EA  |

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

| Step | Action   |
|------|--|
| 18.  | Scroll to the end of the lines to see the line status.<br>Click the scrollbar. |
| 19.  | The current status on each line is <b>Approved</b> .                           |
| 20.  | Click the scrollbar.   |

## EUT Course



**Purchase Order Inquiry**

**Purchase Order**

Business Unit 03200  Texas Smart Buy PO Status Dispatched  
 PO ID 0000001412 Budget Status Valid  
 Change Order 1 TxSmartBuy PO ID

**Header**

PO Date 08/07/2015 Doc Tot Status Valid  
 Supplier Name GRAINGER\_001 Backorder Status Not Backordered  
 Supplier ID 1361150280 Receipt Status Not Recvd  
 Buyer Buyer1 User  Hold From Further Processing

**Amount Summary**

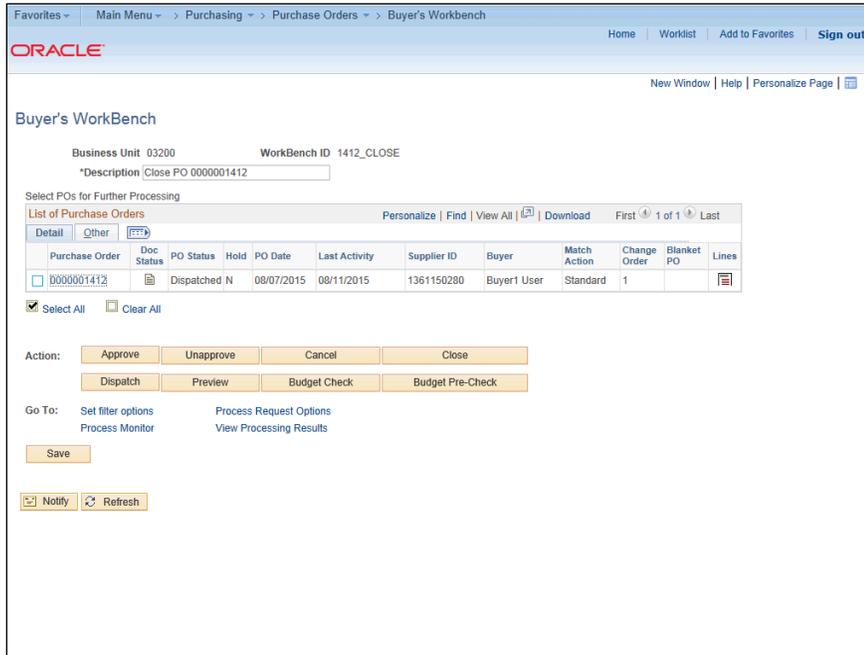
|                     |                   |
|---------------------|-------------------|
| Merchandise         | 886.86            |
| Freight/Tax/Misc.   | 25.00             |
| <b>Total</b>        | <b>911.86 USD</b> |
| Encumbrance Balance | 0.00 USD          |

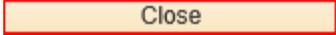
Special/Priority Purchase Types: N/A

| Line | Item ID | Item Description                | NIGP Class | NIGP Item | Purchasing Method | Purchasing Category Code | PO Qty  | UOM |
|------|---------|---------------------------------|------------|-----------|-------------------|--------------------------|---------|-----|
| 1    |         | Sledge Hammer, 8 lb, fiberglass | 445        | 38        | DG                | 0                        | 10.0000 | EA  |
| 2    |         | Bucket, 5 Gallon, Green         | 450        | 18        | DG                | 0                        | 20.0000 | EA  |
| 3    |         | Drop Cloth, canvas, 9' x 12'    | 635        | 14        | DG                | 0                        | 10.0000 | EA  |
| 4    |         | Paint Sprayer, indoor/outdoor   | 635        | 08        | DG                | 0                        | 4.0000  | EA  |

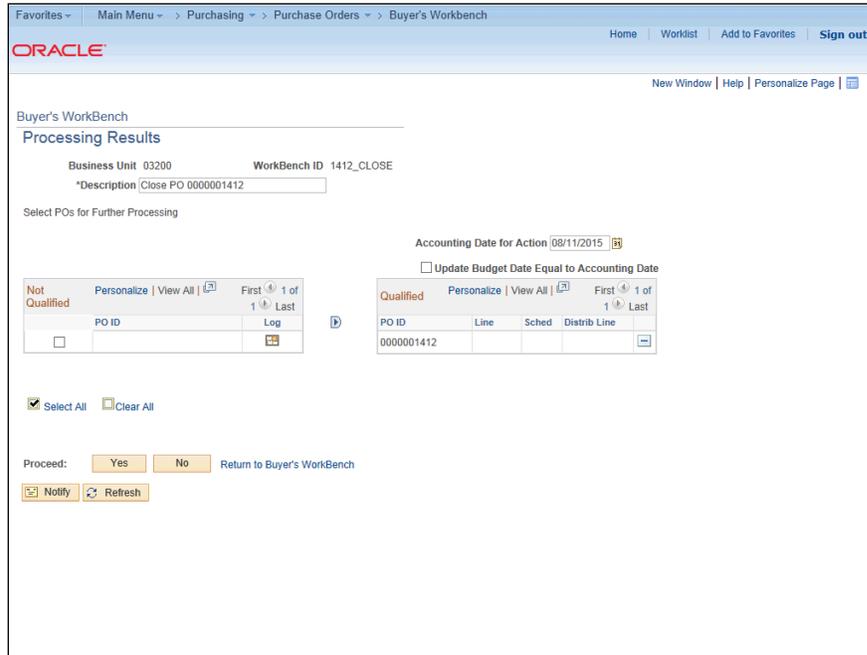
Return to Search | Notify

| Step | Action   |
|------|--|
| 21.  | <p>You've finished reviewing the PO, and are now ready to close it.</p> <p>Notice that this PO view opened in a new tab. Close the tab to return to the <b>Buyer's Workbench</b>.</p> <p>Click the <b>Close Tab (Ctrl+W)</b> button.</p>  |
| 22.  | <p>The current <b>PO Status</b> is displayed here, as well.</p>  |



| Step | Action   |
|------|--|
| 23.  | Select the PO that you want to close.<br><br>Click the <b>000001412</b> option.<br>     |
| 24.  | Click the <b>Close</b> button.<br>  |
| 25.  | Your PO appears in the <b>Qualified</b> list, because it meets the system's criteria to be closed.<br><br>If it did not, it would appear in the <b>Not Qualified</b> list. |
| 26.  | The date for the closure can be changed if necessary.  |

## EUT Course



Buyer's WorkBench  
Processing Results

Business Unit 03200 WorkBench ID 1412\_CLOSE  
\*Description Close PO 0000001412

Select POs for Further Processing

Accounting Date for Action 08/11/2015

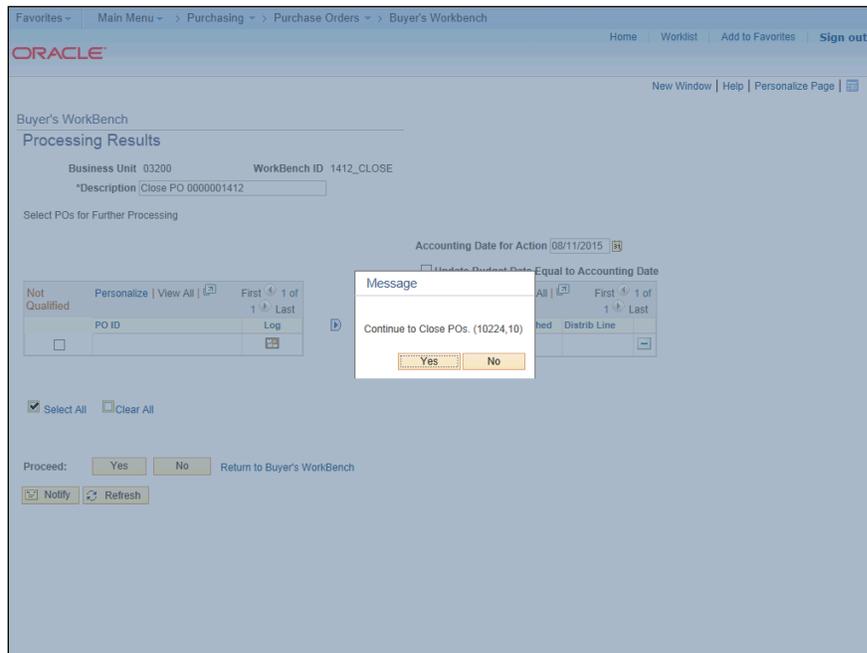
Update Budget Date Equal to Accounting Date

| Not Qualified            | Personalize | View All | First        | 1 of 1 | Last |
|--------------------------|-------------|----------|--------------|--------|------|
| <input type="checkbox"/> |             |          |              |        |      |
| PO ID                    | Line        | Sched    | Distrib Line |        |      |
| 0000001412               |             |          |              |        |      |

Select All  Clear All

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

| Step | Action  |
|------|---|
| 27.  | Click the <b>Yes</b> button to proceed.<br><input type="button" value="Yes"/> |



Buyer's WorkBench  
Processing Results

Business Unit 03200 WorkBench ID 1412\_CLOSE  
\*Description Close PO 0000001412

Select POs for Further Processing

Accounting Date for Action 08/11/2015

Update Budget Date Equal to Accounting Date

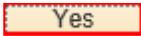
| Not Qualified            | Personalize | View All | First        | 1 of 1 | Last |
|--------------------------|-------------|----------|--------------|--------|------|
| <input type="checkbox"/> |             |          |              |        |      |
| PO ID                    | Line        | Sched    | Distrib Line |        |      |
| 0000001412               |             |          |              |        |      |

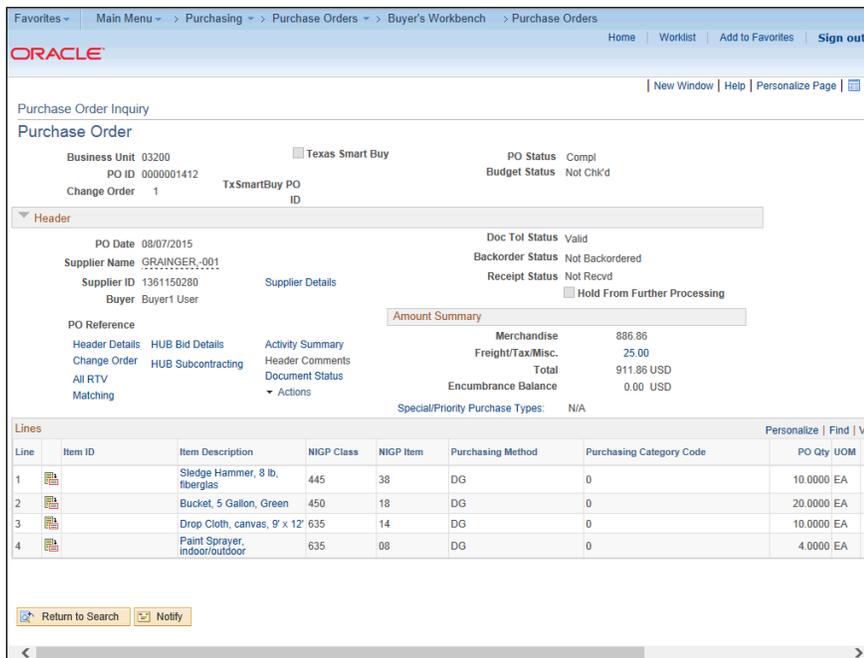
Select All  Clear All

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

Message

Continue to Close POs. (10224,10)

| Step | Action  |
|------|---|
| 28.  | Click the <b>Yes</b> button.<br>   |
| 29.  | The <b>PO Status</b> has changed from <b>Dispatched</b> to <b>Complete</b> .  |
| 30.  | Look at the PO again to see what has changed.<br><br>Click the <b>0000001412</b> link.<br> |
| 31.  | The <b>PO Status</b> has updated here as well.  |



The screenshot shows the Oracle Purchase Order Inquiry interface. At the top, there are navigation tabs: Favorites, Main Menu, Purchasing, Purchase Orders, Buyer's Workbench, and Purchase Orders. The page title is "Purchase Order Inquiry" and "Purchase Order".

Key information displayed includes:

- Business Unit: 03200
- PO ID: 0000001412
- Change Order: 1
- Supplier Name: GRAINGER\_001
- Supplier ID: 1361150280
- Buyer: Buyer1 User
- PO Date: 08/07/2015
- PO Status: Compl
- Budget Status: Not Chk'd
- Doc Tol Status: Valid
- Backorder Status: Not Backordered
- Receipt Status: Not Recvd
- Hold From Further Processing:

An "Amount Summary" table is shown:

|                     |                   |
|---------------------|-------------------|
| Merchandise         | 886.86            |
| Freight/Tax/Misc.   | 25.00             |
| <b>Total</b>        | <b>911.86 USD</b> |
| Encumbrance Balance | 0.00 USD          |

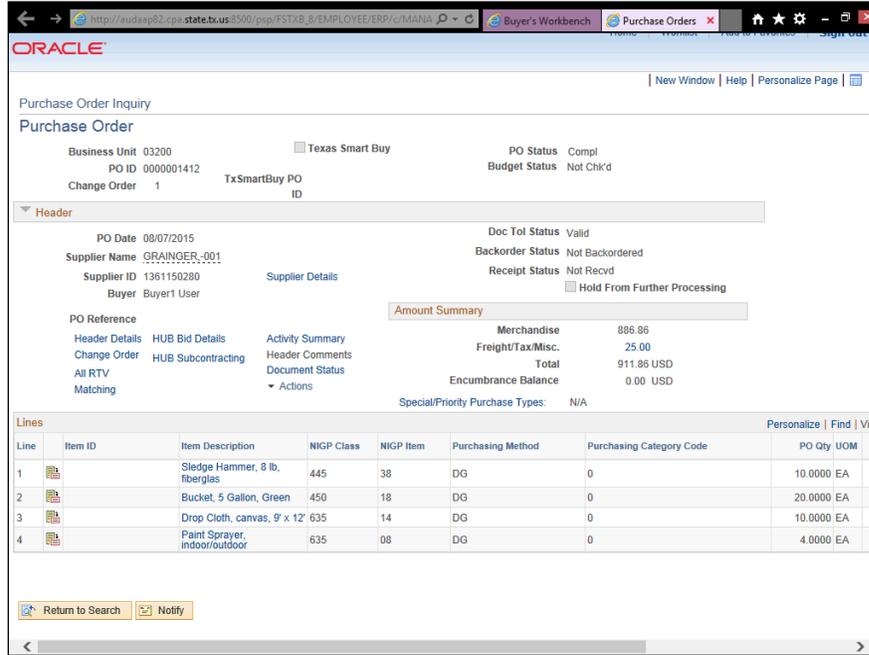
Below the summary is a "Lines" table with columns: Line, Item ID, Item Description, NIGP Class, NIGP Item, Purchasing Method, Purchasing Category Code, and PO Qty UOM.

| Line | Item ID | Item Description                | NIGP Class | NIGP Item | Purchasing Method | Purchasing Category Code | PO Qty UOM |
|------|---------|---------------------------------|------------|-----------|-------------------|--------------------------|------------|
| 1    |         | Sledge Hammer, 8 lb, fiberglass | 445        | 38        | DG                | 0                        | 10.0000 EA |
| 2    |         | Bucket, 5 Gallon, Green         | 450        | 18        | DG                | 0                        | 20.0000 EA |
| 3    |         | Drop Cloth, canvas, 9' x 12'    | 635        | 14        | DG                | 0                        | 10.0000 EA |
| 4    |         | Paint Sprayer, indoor/outdoor   | 635        | 08        | DG                | 0                        | 4.0000 EA  |

At the bottom, there are buttons for "Return to Search" and "Notify".

| Step | Action  |
|------|---|
| 32.  | Click the scrollbar to see the line Status.   |
| 33.  | Previously the line <b>Status</b> was <b>Approved</b> . Now the lines are <b>Closed</b> . |
| 34.  | Click the scrollbar.  |
| 35.  | As with all other budget-impacting transactions, this change must be Budget Checked.      |

## EUT Course



**ORACLE** Purchase Order Inquiry

**Purchase Order**

Business Unit 03200  Texas Smart Buy PO Status Compl  
 PO ID 0000001412 Budget Status Not Chkd  
 Change Order 1 TxSmartBuy PO ID

**Header**

PO Date 08/07/2015 Doc Tol Status Valid  
 Supplier Name ORANGER\_001 Backorder Status Not Backordered  
 Supplier ID 1361150280 Supplier Details Receipt Status Not Recvd  
 Buyer Buyer1 User  Hold From Further Processing

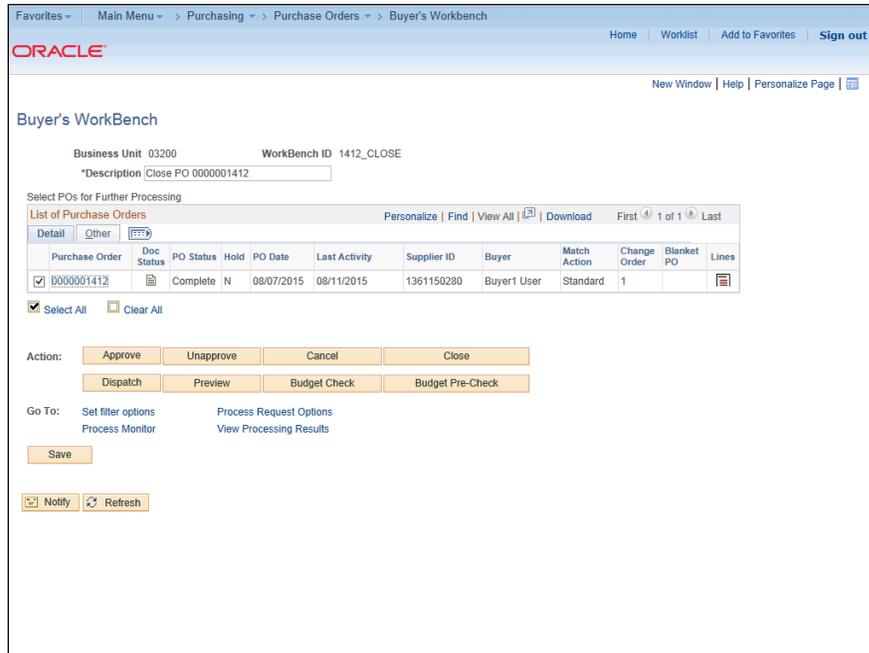
**Amount Summary**

Merchandise 886.86  
 Freight/Tax/Misc. 25.00  
**Total 911.86 USD**  
 Encumbrance Balance 0.00 USD  
 Special/Priority Purchase Types: N/A

| Line | Item ID | Item Description                | NIGP Class | NIGP Item | Purchasing Method | Purchasing Category Code | PO Qty  | UOM |
|------|---------|---------------------------------|------------|-----------|-------------------|--------------------------|---------|-----|
| 1    |         | Sledge Hammer, 8 lb, fiberglass | 445        | 38        | DG                | 0                        | 10.0000 | EA  |
| 2    |         | Bucket, 5 Gallon, Green         | 450        | 18        | DG                | 0                        | 20.0000 | EA  |
| 3    |         | Drop Cloth, canvas, 9' x 12'    | 635        | 14        | DG                | 0                        | 10.0000 | EA  |
| 4    |         | Paint Sprayer, indoor/outdoor   | 635        | 08        | DG                | 0                        | 4.0000  | EA  |

Return to Search Notify

| Step | Action                                      |
|------|---|
| 36.  | Click the <b>Close Tab (Ctrl+W)</b> button. |

**ORACLE** Buyer's WorkBench

Business Unit 03200 WorkBench ID 1412\_CLOSE  
 \*Description Close PO 0000001412

Select POs for Further Processing

List of Purchase Orders Personalize Find View All Download First 1 of 1 Last

| Purchase Order                                 | Doc Status               | PO Status | Hold | PO Date    | Last Activity | Supplier ID | Buyer       | Match Action | Change Order | Blanket PO | Lines                    |
|--|--------------------------|-----------|------|------------|---------------|-------------|-------------|--------------|--------------|------------|--------------------------|
| <input checked="" type="checkbox"/> 0000001412 | <input type="checkbox"/> | Complete  | N    | 08/07/2015 | 08/11/2015    | 1361150280  | Buyer1 User | Standard     | 1            |            | <input type="checkbox"/> |

Select All  Clear All

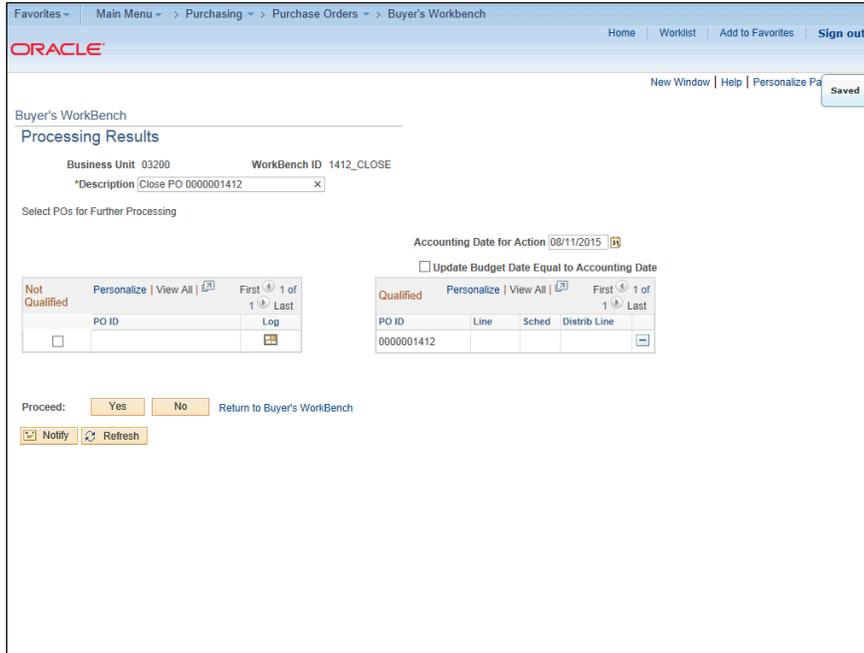
Action: Approve Unapprove Cancel Close  
 Dispatch Preview Budget Check Budget Pre-Check

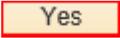
Go To: Set filter options Process Monitor Process Request Options View Processing Results

Save

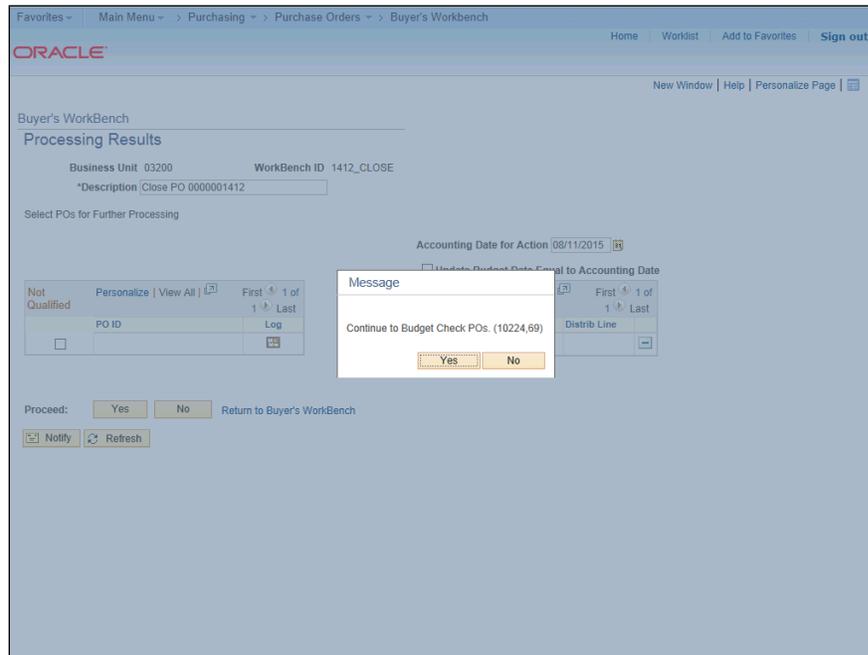
Notify Refresh

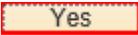
| Step | Action   |
|------|--|
| 37.  | Click the <b>Budget Check</b> button.<br> |



| Step | Action  |
|------|---|
| 38.  | Click the <b>Yes</b> button.<br> |

## EUT Course



| Step | Action   |
|------|--|
| 39.  | Click the <b>Yes</b> button.<br>  |
| 40.  | Take a look to make sure it changed.<br>Click the <b>0000001412</b> link.<br> |
| 41.  | That's better. The <b>Budget Status</b> is <b>Valid</b> .  |

**Purchase Order Inquiry**

**Purchase Order**

Business Unit 03200  Texas Smart Buy PO Status Compl  
 PO ID 0000001412 Budget Status Valid  
 Change Order 1 TxSmartBuy PO ID

**Header**

PO Date 08/07/2015 Doc Tol Status Valid  
 Supplier Name GRAINGER\_001 Backorder Status Not Backordered  
 Supplier ID 1361150280 Receipt Status Not Recvd  
 Buyer Buyer1 User  Hold From Further Processing

**Amount Summary**

Merchandise 886.86  
 Freight/Tax/Misc. 25.00  
**Total 911.86 USD**  
 Encumbrance Balance 0.00 USD

Special/Priority Purchase Types: N/A

| Line | Item ID | Item Description                | NIGP Class | NIGP Item | Purchasing Method | Purchasing Category Code | PO Qty  | UOM |
|------|---------|---------------------------------|------------|-----------|-------------------|--------------------------|---------|-----|
| 1    |         | Sledge Hammer, 8 lb, fiberglass | 445        | 38        | DG                | 0                        | 10.0000 | EA  |
| 2    |         | Bucket, 5 Gallon, Green         | 450        | 18        | DG                | 0                        | 20.0000 | EA  |
| 3    |         | Drop Cloth, canvas, 9' x 12'    | 635        | 14        | DG                | 0                        | 10.0000 | EA  |
| 4    |         | Paint Sprayer, indoor/outdoor   | 635        | 08        | DG                | 0                        | 4.0000  | EA  |

Return to Search | Notify

| Step | Action                                      |
|------|---|
| 42.  | Click the <b>Close Tab (Ctrl+W)</b> button. |



**Buyer's WorkBench**

Business Unit 03200 WorkBench ID 1412\_CLOSE  
 \*Description Close PO 0000001412

Select POs for Further Processing

List of Purchase Orders Personalize | Find | View All | Download | First 1 of 1 Last

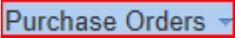
| Purchase Order                                 | Doc Status               | PO Status | Hold | PO Date    | Last Activity | Supplier ID | Buyer       | Match Action | Change Order | Blanket PO | Lines                    |
|--|--------------------------|-----------|------|------------|---------------|-------------|-------------|--------------|--------------|------------|--------------------------|
| <input checked="" type="checkbox"/> 0000001412 | <input type="checkbox"/> | Complete  | N    | 08/07/2015 | 08/11/2015    | 1361150280  | Buyer1 User | Standard     | 1            |            | <input type="checkbox"/> |

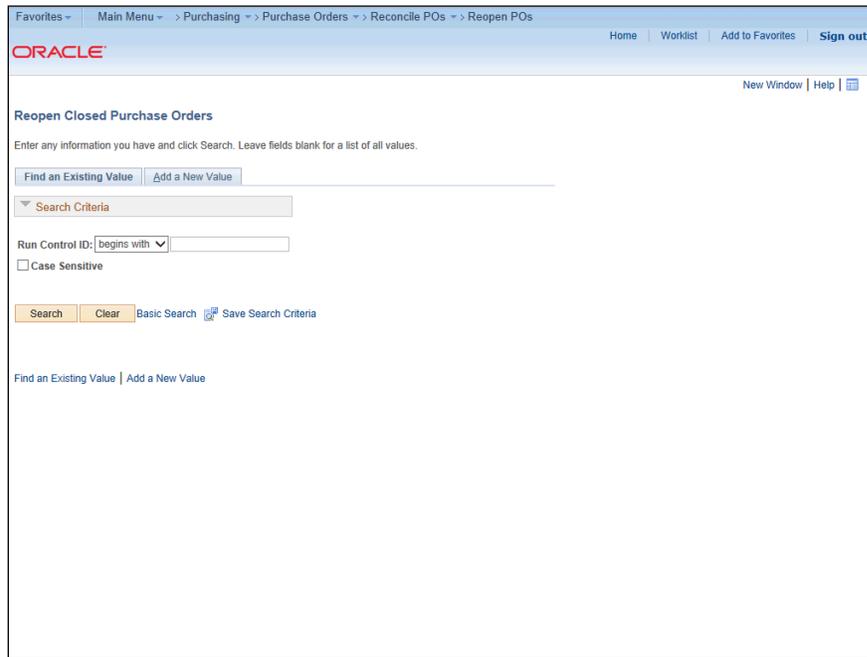
Select All  Clear All

Action:

Go To:

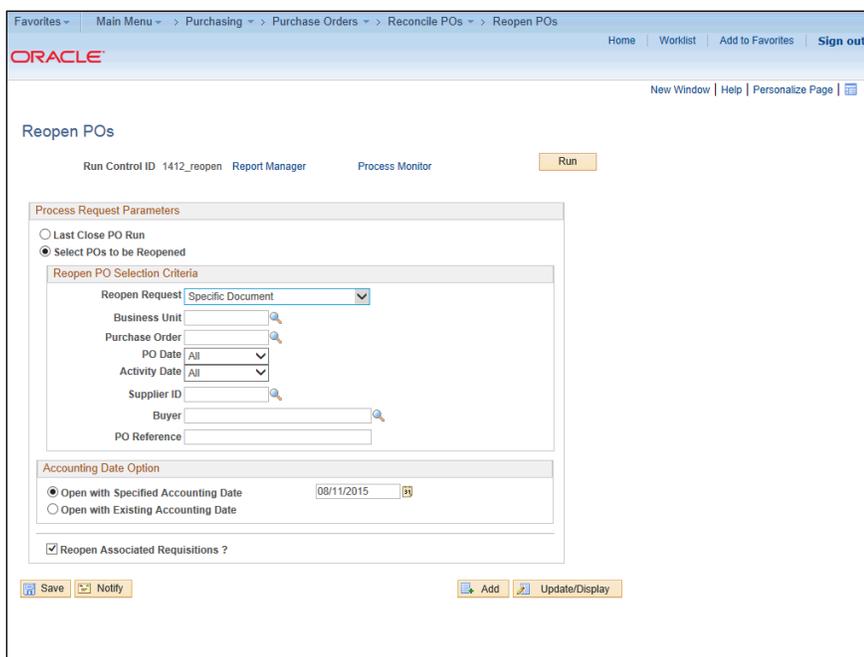
## EUT Course

| Step | Action   |
|------|--|
| 43.  | <p>Occasionally, a PO that has been closed needs to be reopened. This can be done, but there is no option in the Buyer's Workbench that would allow you to reopen a PO.</p> <p>Instead, navigate through the menus to <b>Reopen POs</b>.</p> <p>Click the <b>Purchase Orders</b> button.</p>  |
| 44.  | <p>Click the <b>Reconcile POs</b> menu.</p>   |
| 45.  | <p>Click the <b>Reopen POs</b> menu.</p>    |



| Step | Action   |
|------|--|
| 46.  | <p>Click the <b>Add a New Value</b> tab.</p>    |
| 47.  | <p>Give your <b>Run Control</b> a name.</p> <p>Enter the desired information into the <b>Run Control ID</b> field. Enter "<b>1412_reopen</b>".</p> <p>Run Control ID: </p> |

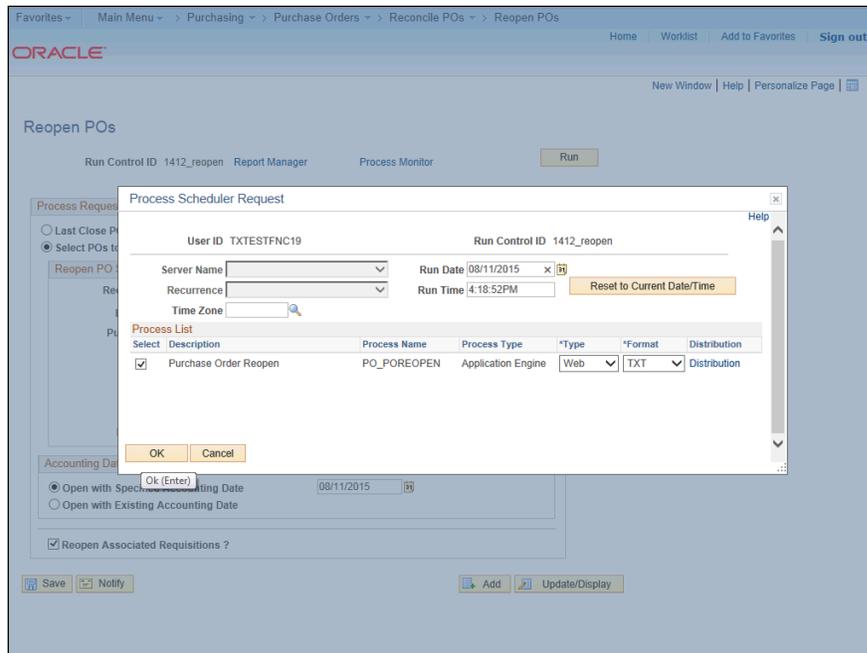
| Step | Action  |
|------|---|
| 48.  | Click the <b>Add</b> button.<br>   |
| 49.  | The Parameters allow you to specify a PO or group of POs to be reopened.<br><br><b>Last Close PO Run</b> would reopen the last batch of POs that were closed by the <b>Close PO Run</b> process.<br><br>Or, if you want to be more specific, you can use the <b>Select POs to be Reopened</b> option. |



| Step | Action  |
|------|---|
| 50.  | Click the <b>Reopen Request</b> list.<br>  |
| 51.  | These options allow you to specify what document, range of documents, or business unit you want reopened.<br><br>Click the <b>Specific Document</b> list item.<br> |
| 52.  | Click the <b>Look up Business Unit (Alt+5)</b> button.<br>   |

## EUT Course

| Step | Action   |
|------|--|
| 53.  | Click the <b>03200</b> link.<br>  |
| 54.  | Click the <b>Look up Purchase Order (Alt+5)</b> button.<br>   |
| 55.  | Select your PO number from the list.<br><br>Click the <b>0000001412</b> link.<br>   |
| 56.  | You can specify an Accounting Date for the reopening to take effect, or leave the original Accounting Date on the PO.<br><br>Click the <b>Open with Specified Accounting Date</b> object.<br>                     |
| 57.  | If Commitment Accounting is being used, this box should always be checked so that any requisitions associated with the PO are also opened.<br><br>Click the <b>Reopen Associated Requisitions ?</b> object.<br> |
| 58.  | Click the <b>Run</b> button.<br>  |



| Step | Action   |
|------|--|
| 59.  | Verify that the Process is selected, and then click the <b>OK</b> button.<br> |
| 60.  | The <b>Process Instance</b> number indicates that your request is running, and allows you to track the request and look it up later, if needed.                |

| Step | Action   |
|------|--|
| 61.  | Click the <b>Process Monitor</b> link to follow its progress.<br> |

## EUT Course

Process Monitor

ORACLE

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page

Process List | Server List

View Process Request For

User ID: TXTESTFN1 x | Type: | Last: | 1 Days | Refresh

Server: | Name: | Instance: | to: |

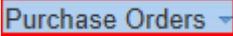
Run Status: | Distribution Status: |  Save On Refresh

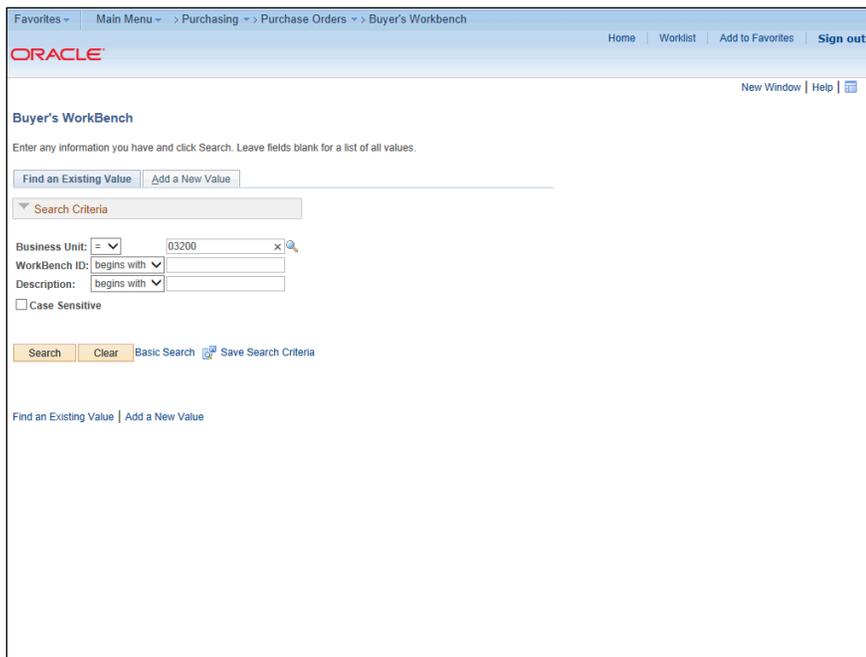
| Select                   | Instance | Seq. | Process Type       | Process Name | User        | Run Date/Time            | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------------|--------------|-------------|--------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 1545987  |      | Application Engine | PO_POREOPEN  | TXTESTFNC19 | 08/11/2015 4:18:52PM CDT | Queued     | N/A                 | Details |
| <input type="checkbox"/> | 1545984  |      | Application Engine | PO_POREOPEN  | TXTESTFNC19 | 08/11/2015 4:08:36PM CDT | Success    | Posted              | Details |
| <input type="checkbox"/> | 1545982  |      | Application Engine | PO_PORECON   | TXTESTFNC19 | 08/11/2015 3:56:50PM CDT | Success    | Posted              | Details |
| <input type="checkbox"/> | 1545979  |      | Application Engine | PO_POREOPEN  | TXTESTFNC19 | 08/11/2015 3:40:00PM CDT | Success    | Posted              | Details |
| <input type="checkbox"/> | 1545976  |      | Application Engine | PO_PORECON   | TXTESTFNC19 | 08/11/2015 2:52:50PM CDT | Success    | Posted              | Details |
| <input type="checkbox"/> | 1545968  |      | BI Publisher       | PO_DISPATCH  | TXTESTFNC19 | 08/10/2015 7:20:47PM CDT | Success    | Posted              | Details |
| <input type="checkbox"/> | 1545966  |      | PSJob              | POXMLP       | TXTESTFNC19 | 08/10/2015 7:18:58PM CDT | Success    | Posted              | Details |
| <input type="checkbox"/> | 1545962  |      | PSJob              | POXMLP       | TXTESTFNC19 | 08/10/2015 6:37:19PM CDT | Success    | Posted              | Details |
| <input type="checkbox"/> | 1545960  |      | PSJob              | POXMLP       | TXTESTFNC19 | 08/10/2015 6:24:40PM CDT | Success    | Posted              | Details |
| <input type="checkbox"/> | 1545957  |      | PSJob              | POXMLP       | TXTESTFNC19 | 08/10/2015 6:17:48PM CDT | Success    | Posted              | Details |

Go back to Regpen Closed Purchase Orders

Save | Notify

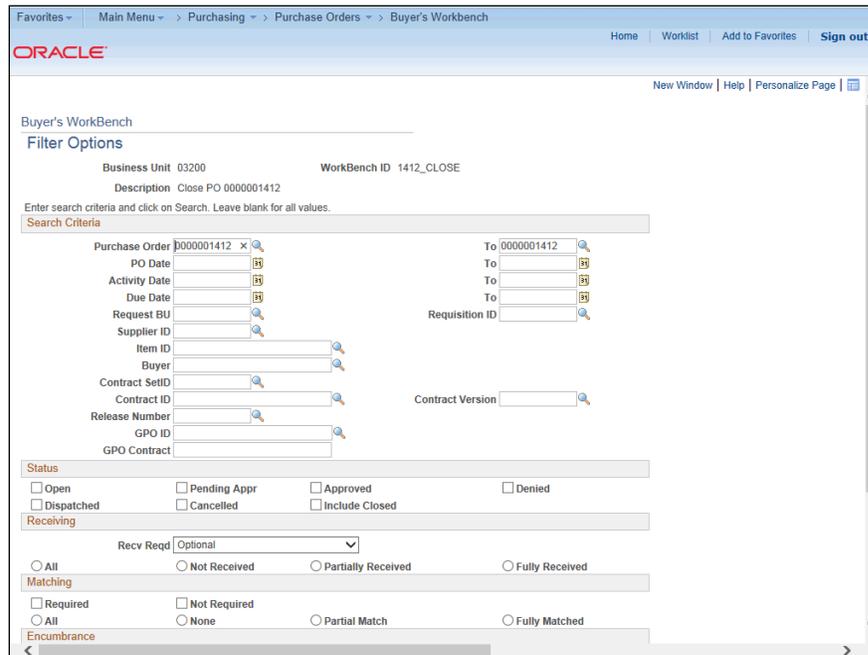
Process List | Server List

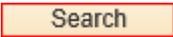
| Step | Action   |
|------|--|
| 62.  | Click the <b>Refresh</b> button until the <b>Run Status</b> is <b>Success</b> and the <b>Distribution Status</b> is <b>Posted</b> .<br> |
| 63.  | It might take a few minutes.<br>Click the <b>Refresh</b> button.<br>  |
| 64.  | It's done. Let's go back to the <b>Buyer's Workbench</b> to see if it worked.  |
| 65.  | Click the <b>Purchase Orders</b> button.<br>  |
| 66.  | Click the <b>Buyer's Workbench</b> menu.<br>  |

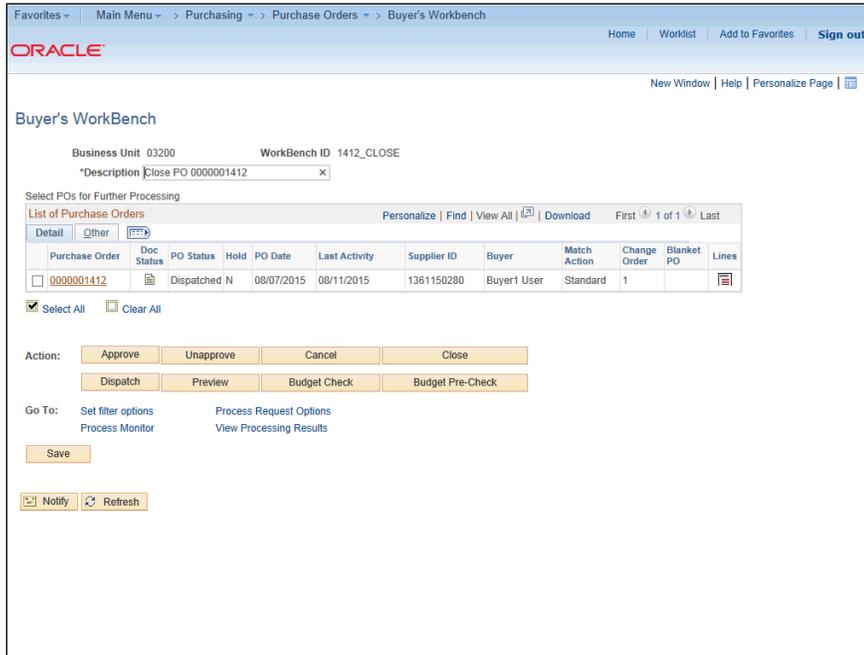


| Step | Action   |
|------|--|
| 67.  | <p>Since this is the same PO you closed earlier, you can use the existing Run Control to find it.</p> <p>Click the <b>Find an Existing Value</b> tab.</p> <p><b>Find an Existing Value</b></p> |
| 68.  | <p>Click the <b>Search</b> button to see a list of Run Controls.</p> <p><b>Search</b></p>  |
| 69.  | <p>Click the <b>1412_CLOSE</b> link.</p> <p><b>1412_CLOSE</b></p>  |
| 70.  | <p>Since you're using an existing Run Control, your search parameters are already filled in.</p>   |

## EUT Course



| Step | Action   |
|------|--|
| 71.  | Click the scrollbar.   |
| 72.  | Click the <b>Search</b> button.<br>   |
| 73.  | <p>Before you closed the PO earlier, the <b>PO Status</b> was <b>Dispatched</b>.</p> <p>After you closed it, the status was <b>Closed</b>.</p> <p>Now that it has been reopened, the status is <b>Dispatched</b> again.</p> <p>The reopened PO will always be returned to the state it was in just before it was closed.</p> |



Buyer's WorkBench

Business Unit 03200 WorkBench ID 1412\_CLOSE

\*Description Close PO 000001412

Select POs for Further Processing

List of Purchase Orders Personalize | Find | View All | Download First 1 of 1 Last

| Purchase Order            | Doc Status | PO Status  | Hold | PO Date    | Last Activity | Supplier ID | Buyer       | Match Action | Change Order | Blanket PO | Lines |
|---------------------------|------------|------------|------|------------|---------------|-------------|-------------|--------------|--------------|------------|-------|
| <a href="#">000001412</a> |            | Dispatched | N    | 08/07/2015 | 08/11/2015    | 1361150280  | Buyer1 User | Standard     | 1            |            |       |

Select All  Clear All

Action:

Go To:

| Step | Action   |
|------|--|
| 74.  | Click the <a href="#">000001412</a> link to view the PO.                                   |
| 75.  | The <b>PO Status</b> has been updated, but as always, it needs to be Budget Checked again. |

## EUT Course

Oracle CAPPS Financials - Purchase Order Inquiry

**Purchase Order**

Business Unit: 03200 (Texas Smart Buy) | PO Status: Dispatched  
 PO ID: 0000001412 | Budget Status: Not Chk'd  
 Change Order: 1 | TxSmartBuy PO ID

**Header**

PO Date: 08/07/2015 | Doc Tol Status: Valid  
 Supplier Name: GRAINGER\_001 | Backorder Status: Not Backordered  
 Supplier ID: 1361150280 | Receipt Status: Not Recvd  
 Buyer: Buyer1 User |  Hold From Further Processing

**Amount Summary**

|                     |                   |
|---------------------|-------------------|
| Merchandise         | 886.86            |
| Freight/Tax/Misc.   | 25.00             |
| <b>Total</b>        | <b>911.86 USD</b> |
| Encumbrance Balance | 0.00 USD          |

Special/Priority Purchase Types: N/A

| Line | Item ID | Item Description                | NIGP Class | NIGP Item | Purchasing Method | Purchasing Category Code | PO Qty  | UOM |
|------|---------|---------------------------------|------------|-----------|-------------------|--------------------------|---------|-----|
| 1    |         | Sledge Hammer, 8 lb, fiberglass | 445        | 38        | DG                | 0                        | 10.0000 | EA  |
| 2    |         | Bucket, 5 Gallon, Green         | 450        | 18        | DG                | 0                        | 20.0000 | EA  |
| 3    |         | Drop Cloth, canvas, 9' x 12'    | 635        | 14        | DG                | 0                        | 10.0000 | EA  |
| 4    |         | Paint Sprayer, indoor/outdoor   | 635        | 08        | DG                | 0                        | 4.0000  | EA  |

Buttons: Return to Search, Notify

| Step | Action   |
|------|--|
| 76.  | Click the <b>scrollbar</b> to see the status on the lines. |
| 77.  | The lines that were closed are now <b>Approved</b> again.  |
| 78.  | Click the scrollbar.                                       |

Oracle CAPPS Financials - Purchase Order Inquiry

**Purchase Order**

Business Unit: 03200 (Texas Smart Buy) | PO Status: Dispatched  
 PO ID: 0000001412 | Budget Status: Not Chk'd  
 Change Order: 1 | TxSmartBuy PO ID

**Header**

PO Date: 08/07/2015 | Doc Tol Status: Valid  
 Supplier Name: GRAINGER\_001 | Backorder Status: Not Backordered  
 Supplier ID: 1361150280 | Receipt Status: Not Recvd  
 Buyer: Buyer1 User |  Hold From Further Processing

**Amount Summary**

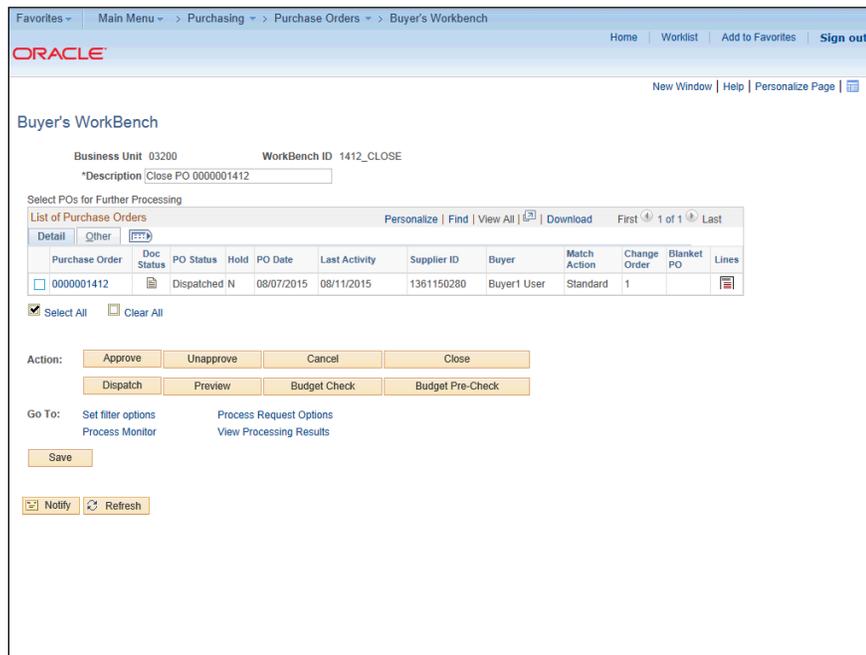
|                     |                   |
|---------------------|-------------------|
| Merchandise         | 886.86            |
| Freight/Tax/Misc.   | 25.00             |
| <b>Total</b>        | <b>911.86 USD</b> |
| Encumbrance Balance | 0.00 USD          |

Special/Priority Purchase Types: N/A

| Line | Item ID | Item Description                | NIGP Class | NIGP Item | Purchasing Method | Purchasing Category Code | PO Qty  | UOM |
|------|---------|---------------------------------|------------|-----------|-------------------|--------------------------|---------|-----|
| 1    |         | Sledge Hammer, 8 lb, fiberglass | 445        | 38        | DG                | 0                        | 10.0000 | EA  |
| 2    |         | Bucket, 5 Gallon, Green         | 450        | 18        | DG                | 0                        | 20.0000 | EA  |
| 3    |         | Drop Cloth, canvas, 9' x 12'    | 635        | 14        | DG                | 0                        | 10.0000 | EA  |
| 4    |         | Paint Sprayer, indoor/outdoor   | 635        | 08        | DG                | 0                        | 4.0000  | EA  |

Buttons: Return to Search, Notify

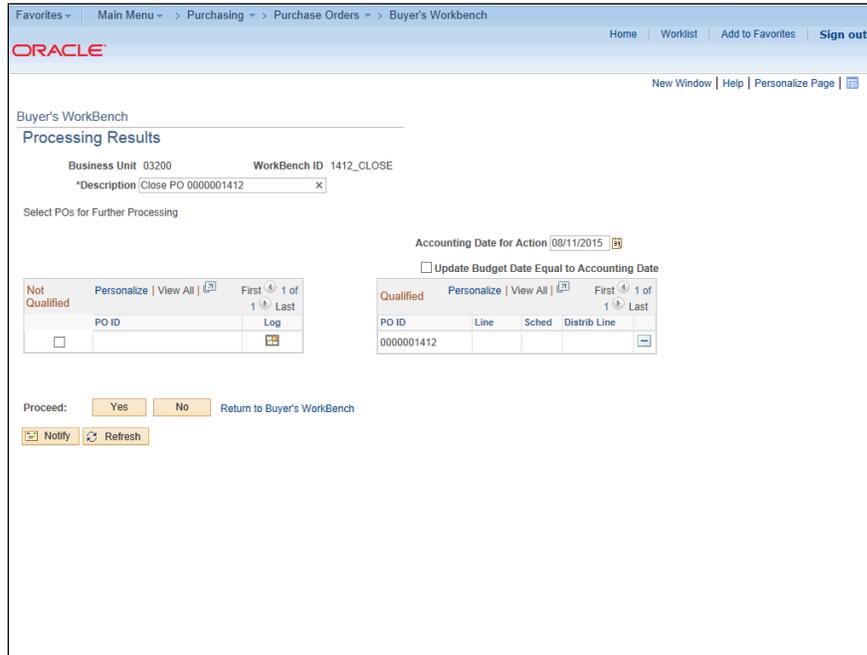
| Step | Action  |
|------|---|
| 79.  | <p>Now you need to go back and Budget Check the reopened PO.</p> <p>Click the <b>Close Tab (Ctrl+W)</b> button.</p>  |



The screenshot shows the Oracle Buyer's WorkBench interface. At the top, there are navigation menus: 'Main Menu', 'Purchasing', 'Purchase Orders', and 'Buyer's WorkBench'. The Oracle logo is on the left, and 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' are on the right. Below the navigation, there are links for 'New Window', 'Help', and 'Personalize Page'. The main content area is titled 'Buyer's WorkBench' and shows 'Business Unit 03200' and 'WorkBench ID 1412\_CLOSE'. A search box contains '\*Description Close PO 0000001412'. Below this is a table titled 'List of Purchase Orders' with columns: Purchase Order, Doc Status, PO Status, Hold, PO Date, Last Activity, Supplier ID, Buyer, Match Action, Change Order, Blanket PO, and Lines. The table contains one row with PO number 0000001412, status 'Dispatched', and other details. Below the table are buttons for 'Select All' and 'Clear All'. An 'Action:' section contains buttons for 'Approve', 'Unapprove', 'Cancel', 'Close', 'Dispatch', 'Preview', 'Budget Check', and 'Budget Pre-Check'. There are also links for 'Go To: Set filter options', 'Process Monitor', 'Process Request Options', and 'View Processing Results'. A 'Save' button is at the bottom left, and 'Notify' and 'Refresh' buttons are at the bottom right.

| Step | Action   |
|------|--|
| 80.  | <p>Click the <b>0000001412</b> option.</p>    |
| 81.  | <p>Click the <b>Budget Check</b> button.</p>  |

## EUT Course



Buyer's WorkBench

Processing Results

Business Unit 03200 WorkBench ID 1412\_CLOSE

\*Description Close PO 000001412

Select POs for Further Processing

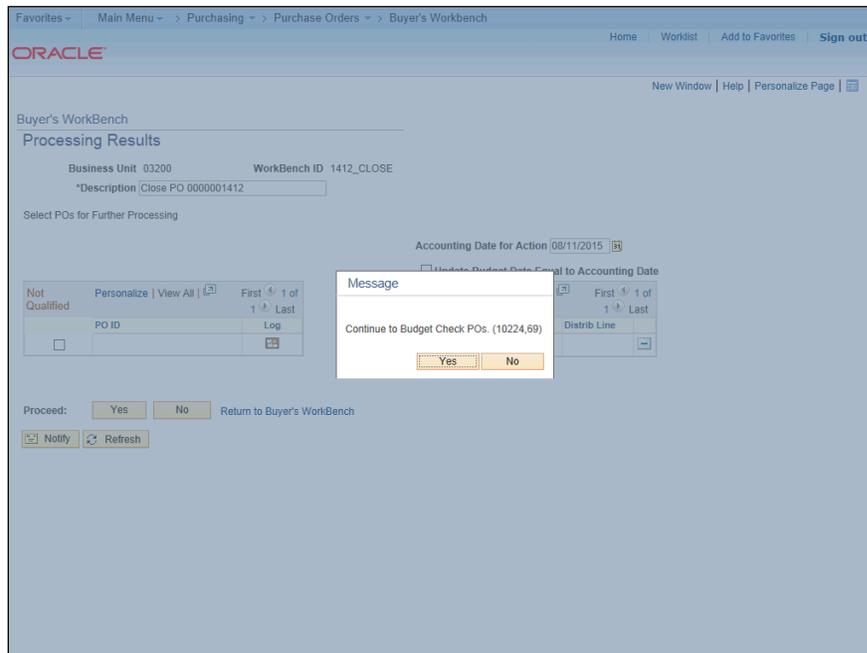
Accounting Date for Action 08/11/2015

Update Budget Date Equal to Accounting Date

| Not Qualified            |     | Qualified |                         |
|--------------------------|-----|-----------|-------------------------|
| PO ID                    | Log | PO ID     | Line Sched Distrib Line |
| <input type="checkbox"/> |     | 000001412 |                         |

Proceed:   Return to Buyer's WorkBench

| Step | Action                       |
|------|------------------------------|
| 82.  | Click the <b>Yes</b> button. |



Buyer's WorkBench

Processing Results

Business Unit 03200 WorkBench ID 1412\_CLOSE

\*Description Close PO 000001412

Select POs for Further Processing

Accounting Date for Action 08/11/2015

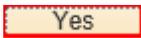
Update Budget Date Equal to Accounting Date

| Not Qualified            |     | Qualified |                         |
|--------------------------|-----|-----------|-------------------------|
| PO ID                    | Log | PO ID     | Line Sched Distrib Line |
| <input type="checkbox"/> |     | 000001412 |                         |

Proceed:   Return to Buyer's WorkBench

Message

Continue to Budget Check POs: (10224,69)

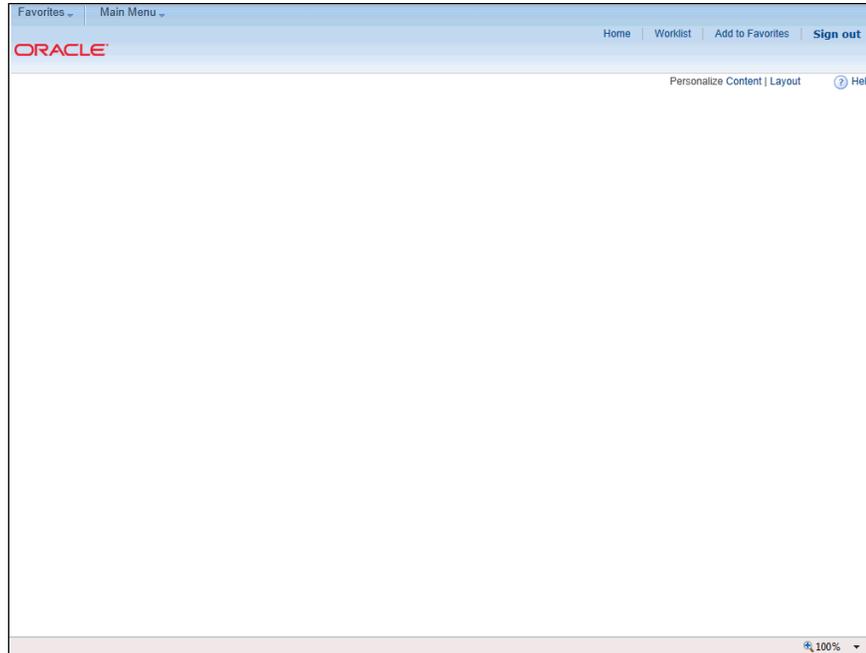
| Step | Action   |
|------|--|
| 83.  | Click the <b>Yes</b> button.<br>      |
| 84.  | Click the <b>0000001412</b> link.<br> |
| 85.  | <b>Budget Status</b> should always be <b>Valid</b> when you finish working with a PO.                                  |
| 86.  | Click the <b>Home</b> link.<br>       |
| 87.  | Congratulations! You have successfully completed this exercise.<br><b>End of Procedure.</b>                            |

## Canceling a PO

### Section 4 - Lesson 4, Exercise - Scenario 1 - Canceling a PO

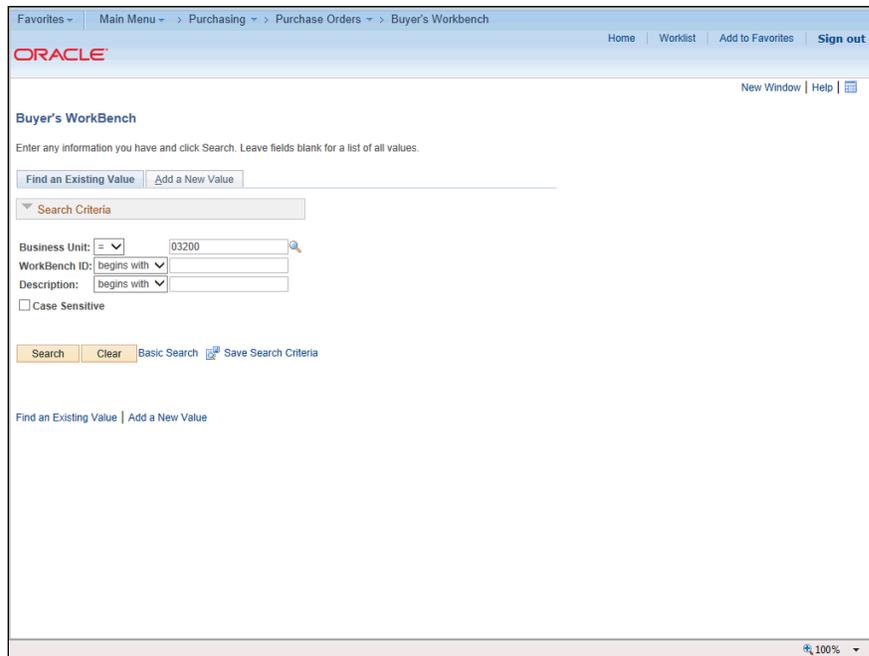
#### Procedure

One way to cancel an existing PO is to go through the Buyer's Workbench. This lesson will demonstrate the Workbench and the process for canceling a PO.



## EUT Course

| Step | Action   |
|------|--|
| 1.   | <p>Begin by navigating to the Buyer's Workbench.</p> <p>Click the <b>Main Menu</b> button.</p>  |
| 2.   | <p>Click the <b>Scroll Down</b> button.</p>   |
| 3.   | <p>Click the <b>Purchasing</b> menu.</p>    |
| 4.   | <p><b>Note:</b> You're looking for the Buyer's Workbench, not the Buyer Workcenter.</p>  |
| 5.   | <p>Click the <b>Purchase Orders</b> menu.</p>   |
| 6.   | <p>This is the one you want.</p> <p>Click the <b>Buyer's Workbench</b> menu.</p>                |

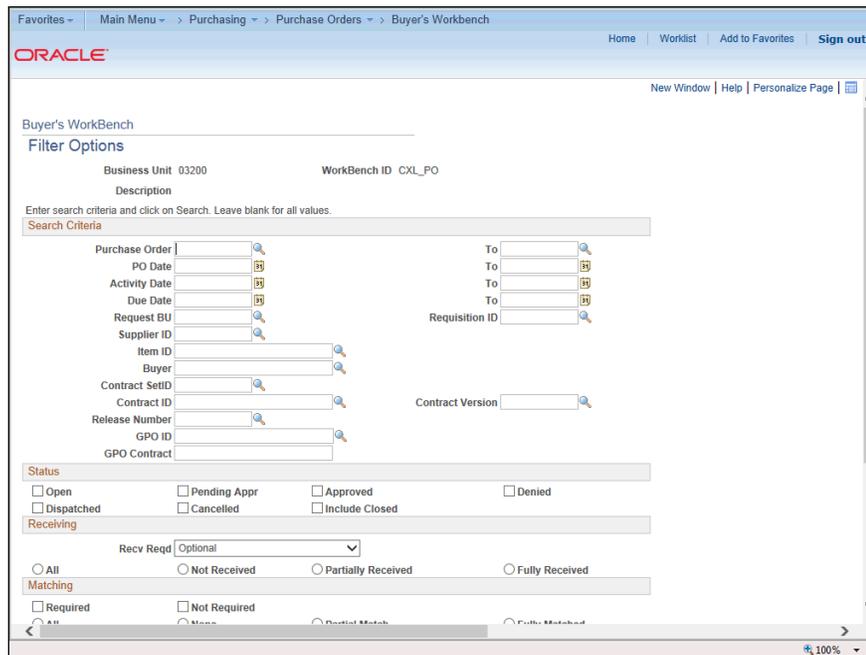


The screenshot shows the Oracle Buyer's Workbench search page. The breadcrumb trail at the top reads: Favorites > Main Menu > Purchasing > Purchase Orders > Buyer's Workbench. The page title is "ORACLE" and "Buyer's WorkBench". Below the title, there is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons: "Find an Existing Value" and "Add a New Value". A "Search Criteria" section is expanded, showing:
 

- Business Unit: = 03200
- WorkBench ID: begins with
- Description: begins with
- Case Sensitive

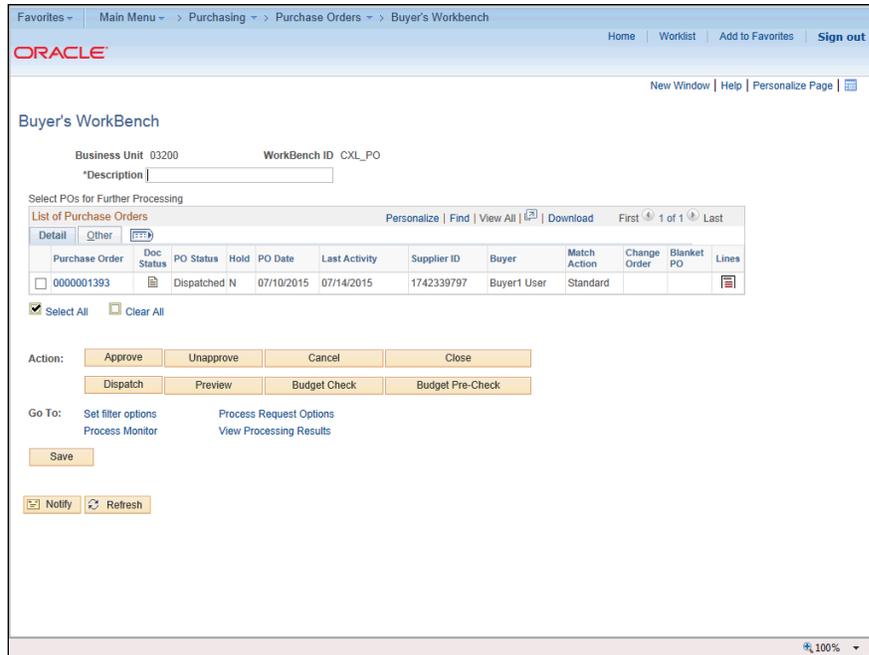
 At the bottom of the search criteria section are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". Below this is another "Find an Existing Value | Add a New Value" section. The page footer shows a zoom level of 100%.

| Step | Action  |
|------|---|
| 7.   | <p>If you have already saved a <b>Workbench ID</b> that you want to reuse, you can search for it here. For this example, we will begin with a new <b>Workbench ID</b>.</p> <p>Click the <b>Add a New Value</b> tab.</p>  |
| 8.   | <p>The <b>Business Unit</b> will default according to your profile.</p>   |
| 9.   | <p>Click in the <b>WorkBench ID</b> field.</p> <p><b>WorkBench ID:</b> </p>  |
| 10.  | <p>Give this Workbench session a meaningful ID so that you can use it again later.</p> <p>For this example, enter "<b>Cxl_PO</b>" into the <b>WorkBench ID</b> field.</p> <p><b>WorkBench ID:</b> </p>                   |
| 11.  | <p>Click the <b>Add</b> button.</p>    |



## EUT Course

| Step | Action   |
|------|--|
| 12.  | The PO that we need to cancel has already been dispatched. In order to successfully search for the PO number, it may be helpful to select the <b>Status</b> first.<br><br>Click the <b>Dispatched</b> option.<br><input type="checkbox"/> <b>Dispatched</b>  |
| 13.  | Click in the <b>Purchase Order</b> field.<br><b>Purchase Order</b> <input type="text"/>  |
| 14.  | Enter the desired information into the <b>Purchase Order</b> field. Enter " <b>000001393</b> ".<br><b>Purchase Order</b> <input type="text"/>  |
| 15.  | Click the <b>000001393</b> object.<br><b>000001393</b>   |
| 16.  | Click the scrollbar.   |
| 17.  | Click the <b>Search</b> button.<br><input type="button" value="Search"/>   |
| 18.  | Your PO is displayed.  |
| 19.  | Notice the actions that can be performed from the <b>Buyer's Workbench</b> . Most of these actions would usually be performed as part of a different process, such as <b>Approving, Budget Checking, and Dispatching</b> a PO. However, if necessary those actions can be performed from here as well. |



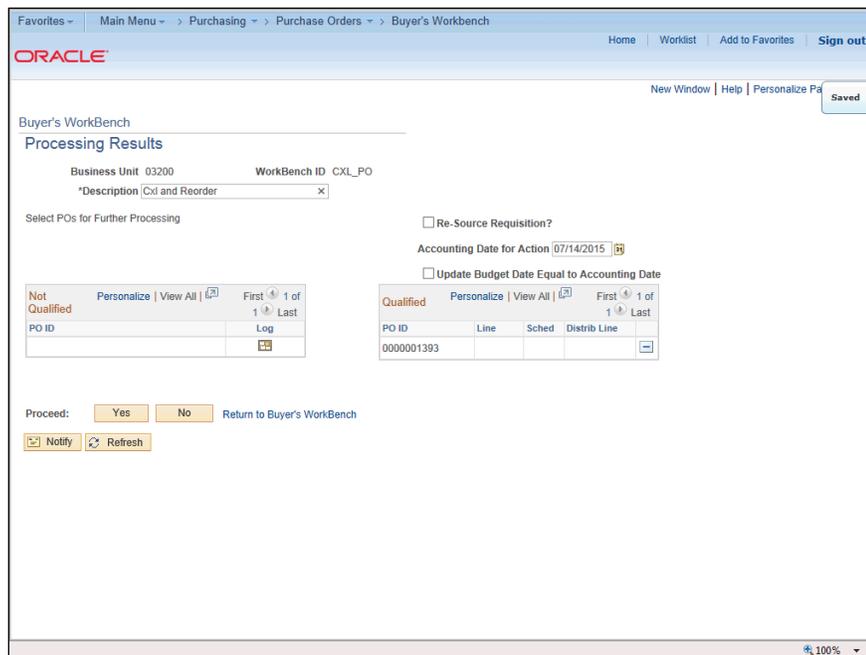
The screenshot shows the Oracle Buyer's Workbench interface. At the top, there are navigation menus: Favorites, Main Menu, Purchasing, Purchase Orders, and Buyer's Workbench. The Oracle logo is on the left, and Home, Worklist, Add to Favorites, and Sign out are on the right. Below the navigation, there are links for New Window, Help, and Personalize Page.

The main content area is titled "Buyer's WorkBench". It shows the Business Unit as 03200 and the WorkBench ID as CXL\_PO. There is a search field for the description.

Below the search field, there is a section titled "Select POs for Further Processing" with a sub-section "List of Purchase Orders". This section includes a table with columns: Purchase Order, Doc Status, PO Status, Hold, PO Date, Last Activity, Supplier ID, Buyer, Match Action, Change Order, Blanket PO, and Lines. A single row is visible with the PO number 000001393, Doc Status N, PO Status Dispatched, PO Date 07/10/2015, Last Activity 07/14/2015, Supplier ID 1742339797, and Buyer Buyer1 User.

Below the table, there are buttons for "Select All" (checked) and "Clear All". There is also an "Action:" section with buttons for Approve, Unapprove, Cancel, Close, Dispatch, Preview, Budget Check, and Budget Pre-Check. There is a "Go To:" section with links for Set filter options, Process Monitor, Process Request Options, and View Processing Results. A "Save" button is also present. At the bottom, there are "Notify" and "Refresh" buttons.

| Step | Action   |
|------|--|
| 20.  | <p>Enter a description for this transaction, which may include information about why the PO is being cancelled.</p> <p>Enter "<b>Cxl and Reorder</b>" into the <b>Description</b> field.</p> <p>*Description <input type="text" value=""/></p>   |
| 21.  | <p>Select the PO to be cancelled.</p> <p>Click the checkbox for PO# <b>0000001393</b>.</p> <p><input type="checkbox"/> 0000001393</p>  |
| 22.  | <p>Click the <b>Cancel</b> button.</p> <p><input type="button" value="Cancel"/></p>  |
| 23.  | <p>The <b>Processing Results</b> screen verifies that the selected PO is eligible for the action you have chosen.</p> <p>Notice that the PO you selected is listed in the <b>Qualified</b> table. If the system determined that the PO or any of its lines could not be cancelled for some reason, it would be listed in the <b>Not Qualified</b> table.</p> |



| Step | Action   |
|------|--|
| 24.  | <p>Check the <b>Re-Source Requisitions?</b> checkbox if you want the Requisition lines on this Purchase Order to be available for re-use on another PO.</p> <p>For this example, we want to cancel the PO, but we still need to order the items. This option will allow us to create a new PO using the same Req lines, rather than starting over with a new Requisition.</p> <p>Click the <b>Re-Source Requisition?</b> option.</p> <p><input type="checkbox"/> <b>Re-Source Requisition?</b></p>   |
| 25.  | <p>Click the <b>Yes</b> button to proceed with the cancellation.</p> <p><b>Yes</b></p>   |
| 26.  | <p>Click the <b>Yes</b> button.</p> <p><b>Yes</b></p>  |
| 27.  | <p>It is important to note that you are not finished with this cancellation. Two more important steps remain.</p> <ol style="list-style-type: none"> <li>1. Canceling a PO does not relieve the Encumbrance. You must <b>Budget Check</b> the cancellation for that step to take place.</li> <li>2. In addition, you must <b>Dispatch</b> the cancellation. This will send a cancellation notice to the vendor.</li> </ol> <p>The <b>PO Status</b> of this purchase order will say "Pending Cancel" until these two steps are performed.</p> |

Buyer's WorkBench

Business Unit 03200 WorkBench ID CXL\_PO  
\*Description Cxl and Reorder

Select POs for Further Processing

List of Purchase Orders

| Purchase Order                                 | Doc Status | PO Status      | Hold | PO Date    | Last Activity | Supplier ID | Buyer       | Match Action | Change Order | Blanket PO | Lines |
|--|------------|----------------|------|------------|---------------|-------------|-------------|--------------|--------------|------------|-------|
| <input checked="" type="checkbox"/> 0000001393 |            | Pending Cancel | N    | 07/10/2015 | 07/14/2015    | 1742339797  | Buyer1 User | Standard     | 1            |            |       |

Select All  Clear All

Action:

Go To:

| Step | Action  |
|------|---|
| 28.  | Click the <b>Budget Check</b> button.<br>                 |
| 29.  | Again, verify that the PO is "qualified" for this action. |

Buyer's WorkBench

Business Unit 03200 WorkBench ID CXL\_PO  
\*Description Cxl and Reorder

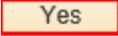
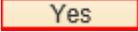
Select POs for Further Processing

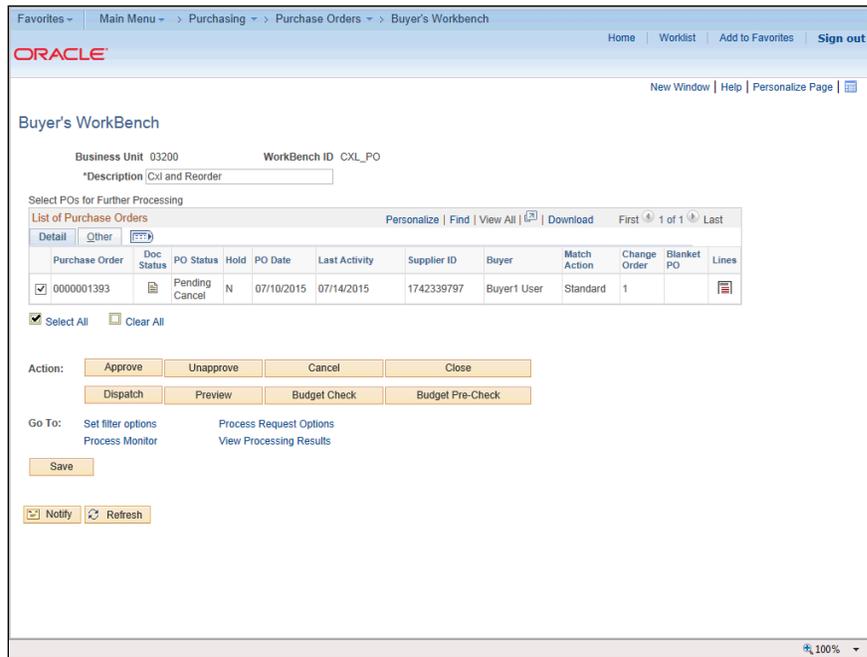
Accounting Date for Action 07/14/2015

Update Budget Date Equal to Accounting Date

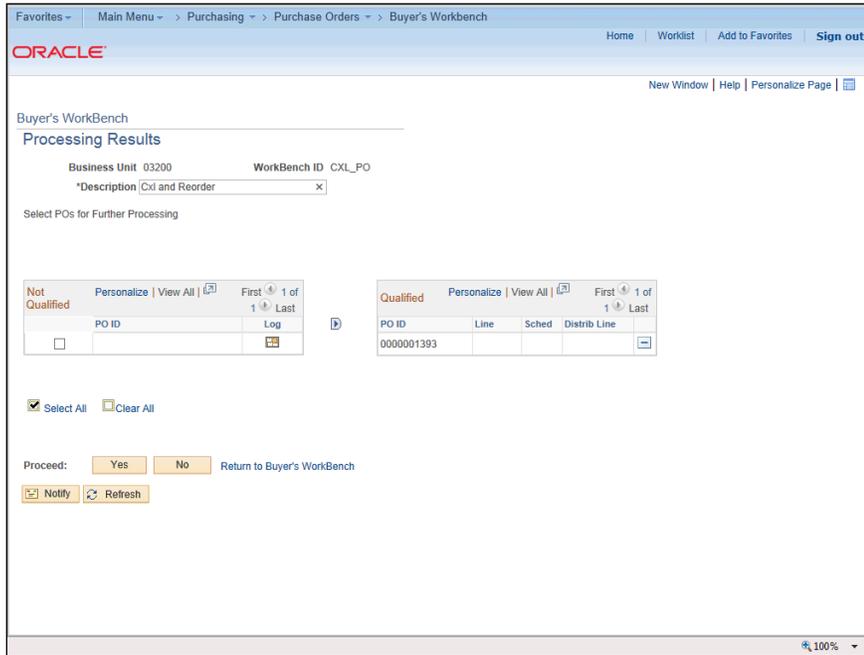
| Not Qualified            | Qualified  |       |              |
|--------------------------|------------|-------|--------------|
| PO ID                    | Line       | Sched | Distrib Line |
| <input type="checkbox"/> | 0000001393 |       |              |

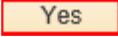
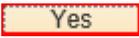
Proceed:

| Step | Action   |
|------|--|
| 30.  | Click the <b>Yes</b> button to proceed with the Budget Check.<br> |
| 31.  | Click the <b>Yes</b> button.<br>                                  |

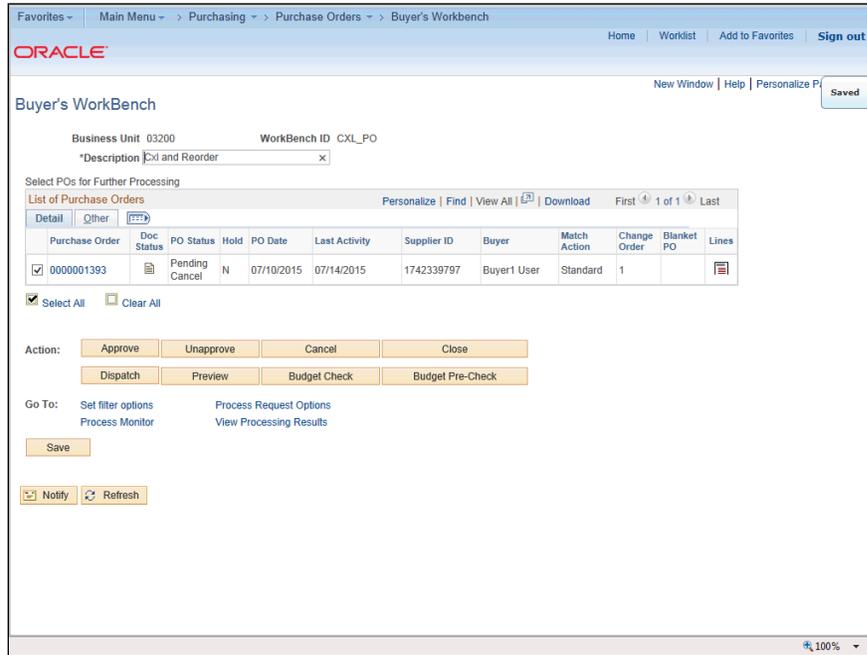


| Step | Action  |
|------|---|
| 32.  | Now that the Budget Check has completed, click the <b>Dispatch</b> button.<br> |



| Step | Action   |
|------|--|
| 33.  | Verify that the <b>PO ID</b> is <b>Qualified</b> , as before, and then click the <b>Yes</b> button.<br> |
| 34.  | Click the <b>Yes</b> button.<br>  |

## EUT Course



Buyer's WorkBench

Business Unit 03200 WorkBench ID CXL\_PO

\*Description [x] and Reorder [x]

Select POs for Further Processing

List of Purchase Orders

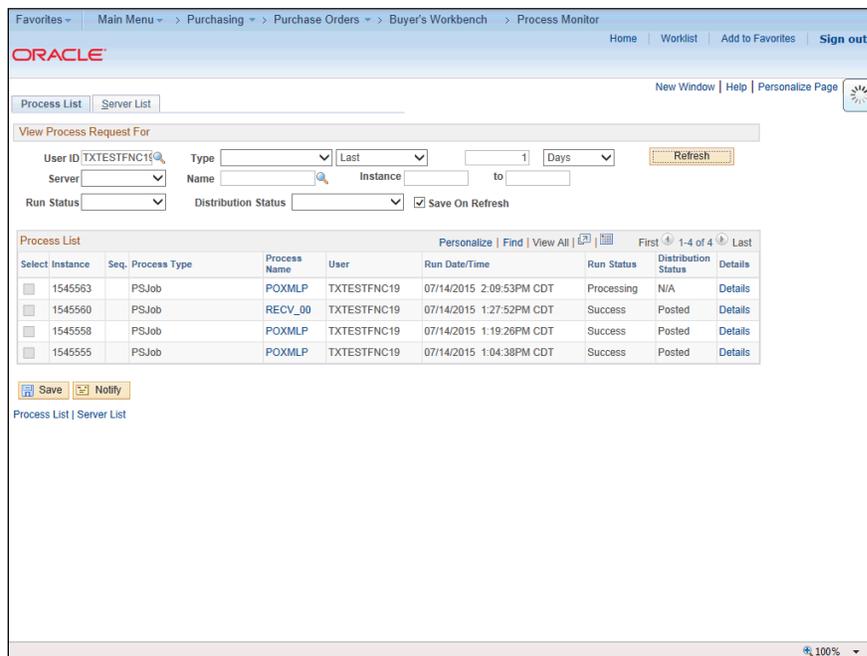
| Purchase Order                                 | Doc Status | PO Status      | Hold | PO Date    | Last Activity | Supplier ID | Buyer       | Match Action | Change Order | Blanket PO | Lines |
|--|------------|----------------|------|------------|---------------|-------------|-------------|--------------|--------------|------------|-------|
| <input checked="" type="checkbox"/> 0000001393 |            | Pending Cancel | N    | 07/10/2015 | 07/14/2015    | 1742339797  | Buyer1 User | Standard     | 1            |            |       |

Select All  Clear All

Action:

Go To: [Set filter options](#) [Process Request Options](#)  
[Process Monitor](#) [View Processing Results](#)

| Step | Action   |
|------|--|
| 35.  | Use the Process Monitor to check on the Dispatch.<br><br>Click the <b>Process Monitor</b> link.<br><span style="border: 1px solid red; padding: 2px;">Process Monitor</span> |



Process Monitor

View Process Request For

User ID [TXTESTFNC19] Type [ ] Last [ ] [ ] Days [ ]

Server [ ] Name [ ] Instance [ ] to [ ]

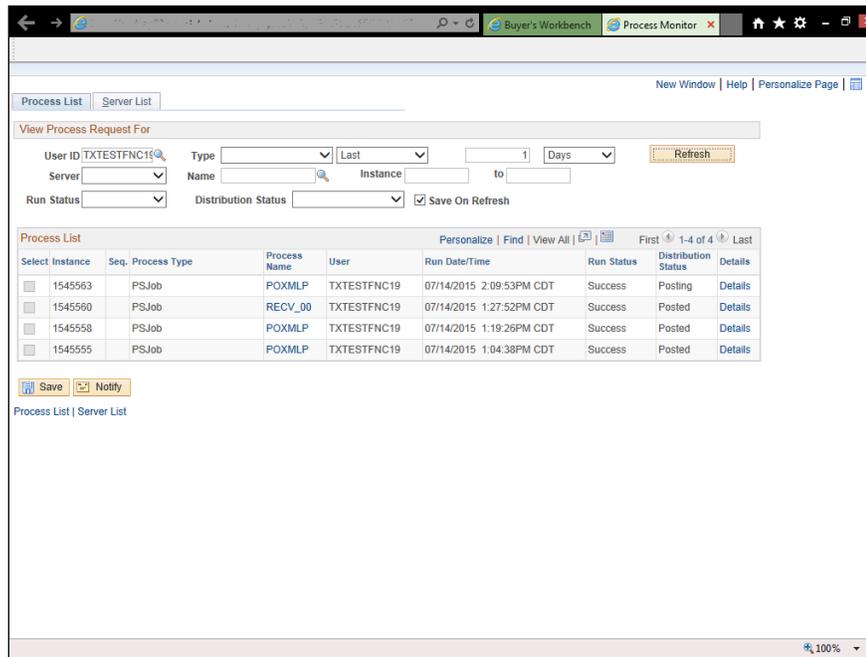
Run Status [ ] Distribution Status [ ]  Save On Refresh

Process List

| Select                   | Instance | Seq | Process Type | Process Name | User        | Run Date/Time            | Run Status | Distribution Status | Details                 |
|--------------------------|----------|-----|--------------|--------------|-------------|--------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 1545563  |     | PSJob        | POXMLP       | TXTESTFNC19 | 07/14/2015 2:09:53PM CDT | Processing | N/A                 | <a href="#">Details</a> |
| <input type="checkbox"/> | 1545560  |     | PSJob        | RECV_00      | TXTESTFNC19 | 07/14/2015 1:27:52PM CDT | Success    | Posted              | <a href="#">Details</a> |
| <input type="checkbox"/> | 1545558  |     | PSJob        | POXMLP       | TXTESTFNC19 | 07/14/2015 1:19:26PM CDT | Success    | Posted              | <a href="#">Details</a> |
| <input type="checkbox"/> | 1545555  |     | PSJob        | POXMLP       | TXTESTFNC19 | 07/14/2015 1:04:38PM CDT | Success    | Posted              | <a href="#">Details</a> |

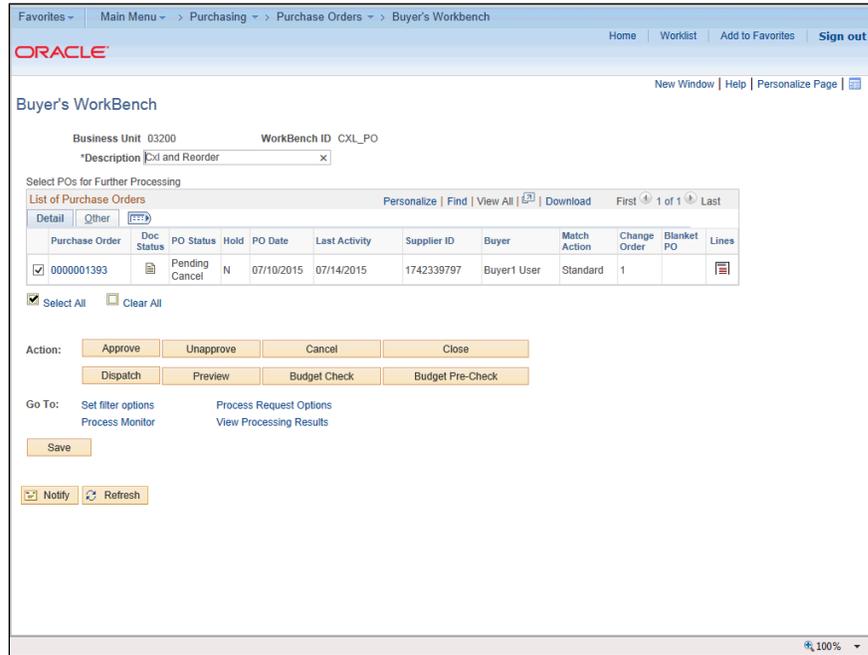
Process List | [Server List](#)

| Step | Action   |
|------|--|
| 36.  | Click the <b>Refresh</b> button until the <b>Run Status</b> for the current Process says "Success".<br> |
| 37.  | Your Dispatch has completed successfully.  |

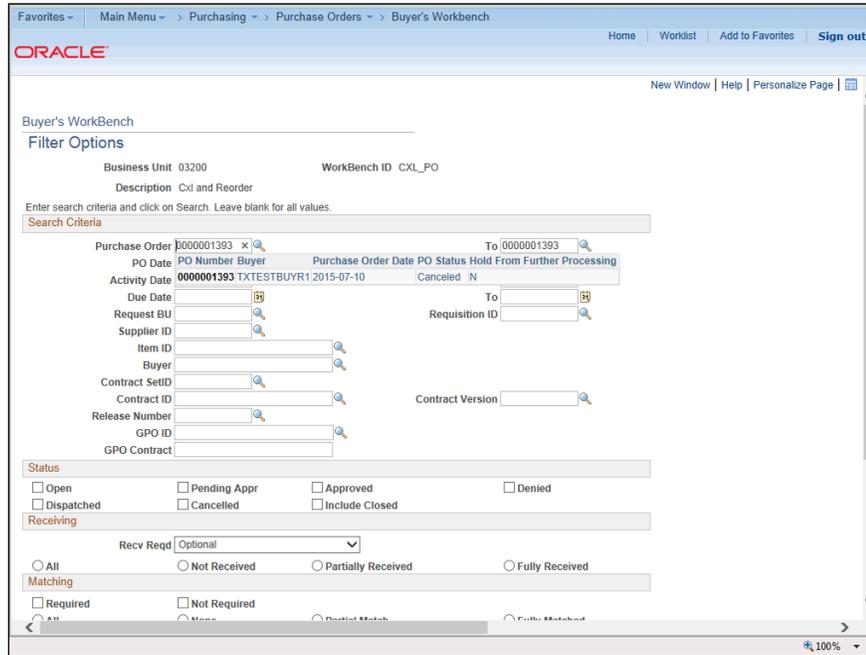


| Step | Action  |
|------|---|
| 38.  | Notice that the <b>Process Monitor</b> opened in a new browser tab.<br>Click the <b>Close Tab (Ctrl+W)</b> button.<br> |
| 39.  | The <b>PO Status</b> still says "Pending Cancel" because the screen has not been refreshed.   |

## EUT Course



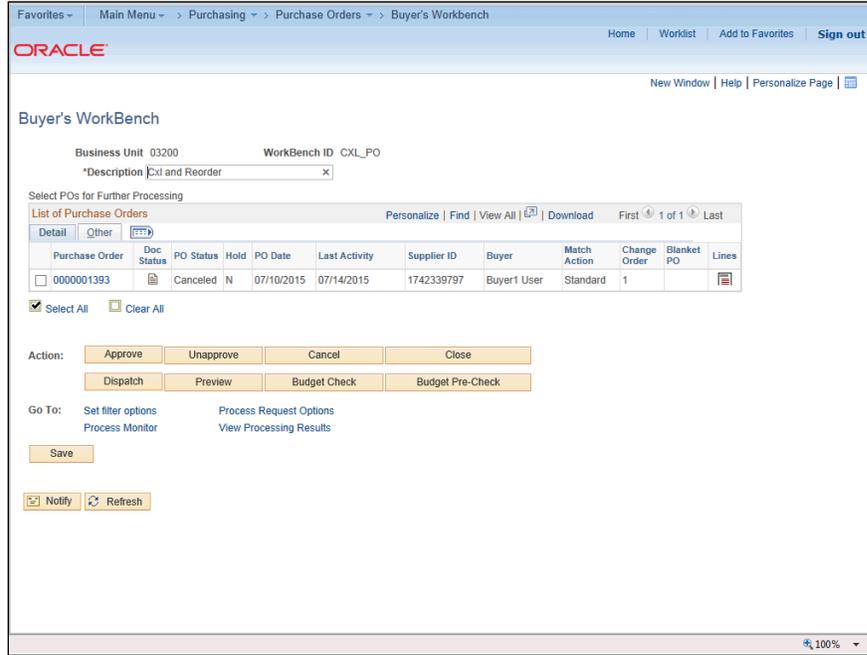
| Step | Action  |
|------|---|
| 40.  | Click the <b>Buyer's Workbench</b> menu to re-query the PO.<br><b>Buyer's Workbench</b> |
| 41.  | Click the <b>Search</b> button.<br><b>Search</b>  |
| 42.  | Click the <b>CXL_PO</b> link.<br><b>CXL_PO</b>  |



The screenshot shows the Oracle Buyer's Workbench search criteria form. The breadcrumb trail is: Favorites - Main Menu - Purchasing - Purchase Orders - Buyer's Workbench. The Oracle logo is at the top left, and navigation links (Home, Worklist, Add to Favorites, Sign out) are at the top right. The page title is "Buyer's WorkBench". Below the title are "Filter Options" for Business Unit (03200) and WorkBench ID (CXL\_PO). A description "Cxl and Reorder" is shown. A search instruction says "Enter search criteria and click on Search. Leave blank for all values." The "Search Criteria" section includes: Purchase Order (000001393), PO Number Buyer (000001393), Purchase Order Date (2015-07-10), PO Status (Canceled), and Hold From Further Processing (N). Other fields include Activity Date, Due Date, Request BU, Supplier ID, Item ID, Buyer, Contract SetID, Contract ID, Release Number, GPO ID, and GPO Contract. The "Status" section has checkboxes for Open, Pending Appr, Approved, Denied, Dispatched, Cancelled, and Include Closed. The "Receiving" section has a dropdown for Recv Reqd (Optional) and radio buttons for All, Not Received, Partially Received, and Fully Received. The "Matching" section has checkboxes for Required, Not Required, Partial Match, and Fully Matched. A "Search" button is highlighted in yellow.

| Step | Action   |
|------|--|
| 43.  | The PO number was saved in the Run Control.<br><br>Click the scrollbar.  |
| 44.  | Click the <b>Search</b> button.<br><br> |
| 45.  | The <b>PO Status</b> has updated now, verifying that the PO is Canceled.   |

## EUT Course



| Step | Action   |
|------|--|
| 46.  | Click the <b>Home</b> link.<br> |
| 47.  | Congratulations, you have successfully completed this lesson.<br><b>End of Procedure.</b>                          |

## Reviewing POs

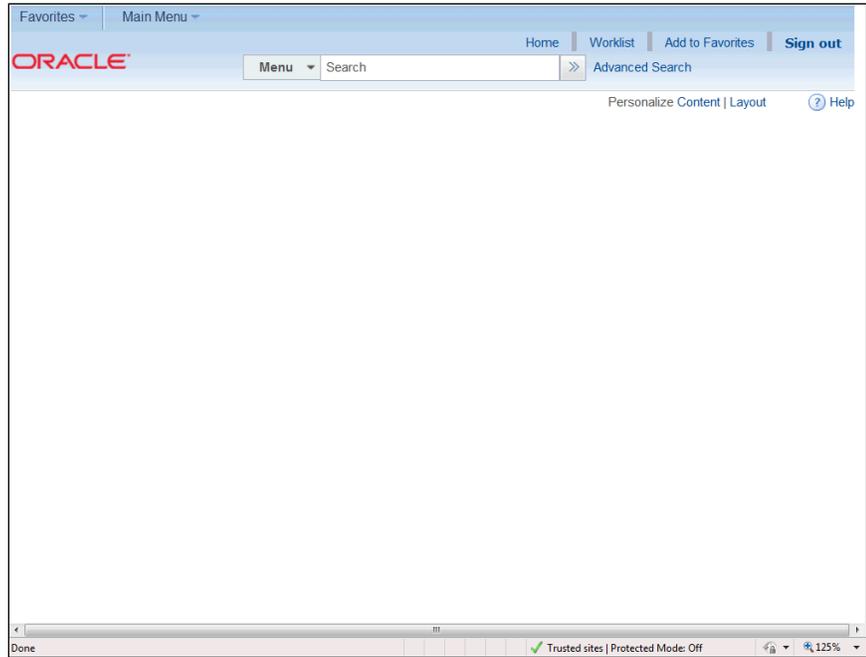
### Section 4 - Lesson 5, Exercise - Scenario 1 - Reviewing POs

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.

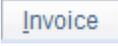
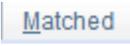
#### Procedure

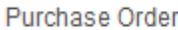
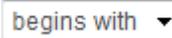
CAPPS provides a group of screens that allow users to get information about a PO without accessing the PO itself. This is useful when specific information is needed, or when a user does not have access to view the PO.

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

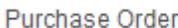
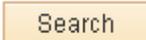


| Step | Action   |
|------|--|
| 1.   | <p>Begin by navigating to the <b>Activity Summary</b> page.</p> <p>Click the <b>Main Menu</b> button.</p>   |
| 2.   | <p>Click the <b>Scroll Down</b> button.</p>   |
| 3.   | <p>Click the <b>Purchasing</b> menu.</p>   |
| 4.   | <p>Click the <b>Purchase Orders</b> menu.</p>    |
| 5.   | <p>Click the <b>Review PO Information</b> menu.</p>    |
| 6.   | <p>Shown below are the detailed PO Information pages, which provide a wide range of information about the PO.</p> <p>Click the <b>Activity Summary</b> link.</p>  |

| Step | Action  |
|------|---|
| 7.   | Notice the Business Unit defaults based on your User Preferences.   |
| 8.   | To search for a PO when only a portion of the PO number is known, click the <b>PO Number</b> dropdown.<br>   |
| 9.   | Click the <b>contains</b> list item.<br>   |
| 10.  | You know that the PO number contains "2107", so enter <b>2107</b> into the <b>PO Number</b> field.  |
| 11.  | Click the <b>Search</b> button.<br>  |
| 12.  | Click the <b>000002107</b> link.  |
| 13.  | 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.           |
| 14.  | Below are tabs that show the PO lines, with details regarding receiving, invoicing, matching and return activities.   |
| 15.  | The <b>Details</b> tab contains a description of the items on this purchase order.  |
| 16.  | Click the <b>Receipt</b> tab.<br>  |
| 17.  | The <b>Receipt</b> tab shows how many of the ordered items have been received and accepted.   |
| 18.  | 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.<br><br>This eliminates the need to manually calculate the values. |
| 19.  | Click the <b>Invoice</b> tab.<br>  |
| 20.  | The <b>Invoice</b> tab displays billing information, after an invoice is entered for the PO.  |
| 21.  | Click the <b>Matched</b> tab.<br>  |
| 22.  | 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.   |
| 23.  | Click the <b>RTV</b> tab.<br>  |

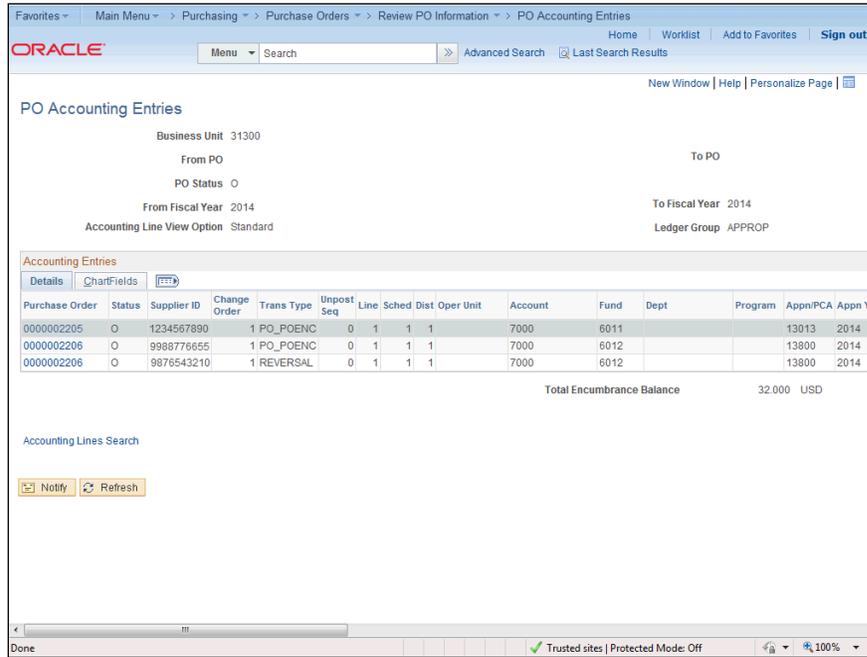
| Step | Action   |
|------|--|
| 24.  | The <b>RTV</b> tab displays the <b>Unit of Measure</b> and <b>Qty Returned</b> for the two items related to this purchase order, if any returns are being tracked in CAPPS.<br><br><b>Note:</b> This feature is not currently being used by some Agencies.     |
| 25.  | Click the <b>Review PO Information</b> button to navigate to the <b>Doc Tolerance Override History</b> page.<br>  |
| 26.  | Click the <b>Doc Tolerance Override History</b> link.<br>   |
| 27.  | Click the <b>Document Type</b> dropdown list.<br>   |
| 28.  | Click the <b>Purchase Order</b> list item.<br>  |
| 29.  | Click the <b>ID</b> dropdown list.<br>   |
| 30.  | Click the <b>contains</b> list item.<br>  |
| 31.  | To search for an ID containing "01_test", enter <b>01_test</b> into the <b>ID</b> field.   |
| 32.  | Click the <b>Search</b> button.<br>   |
| 33.  | Click the <b>PO01_TEST</b> link.<br>  |
| 34.  | The <b>Doc Tolerance Override History</b> page provides the history of a purchase order that had the document tolerance setting overridden and an explanation for why it was overridden. This provides an audit trail of exceptions that have been overridden. |
| 35.  | Click the <b>Review PO Information</b> button to navigate to the <b>Document Status</b> page.<br>   |
| 36.  | Click the <b>Document Status</b> link.<br>  |
| 37.  | Click the <b>PO Number</b> dropdown list.<br>   |

## EUT Course

| Step | Action  |
|------|---|
| 38.  | Click the <b>contains</b> list item.<br>   |
| 39.  | In this case, you know that the PO number contains "2111" so enter <b>2111</b> into the <b>PO Number</b> field.   |
| 40.  | Click the <b>Search</b> button.<br>  |
| 41.  | Click the <b>000002111</b> link.  |
| 42.  | 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).                    |
| 43.  | Click the <b>Review PO Information</b> button to navigate to the <b>Document Tolerance Exceptions</b> page.<br>  |
| 44.  | Click the <b>Document Tolerance Exceptions</b> link.<br>   |
| 45.  | Click the <b>Document Type</b> dropdown list.<br>  |
| 46.  | Click the <b>Purchase Order</b> list item.<br>   |
| 47.  | Click the <b>ID</b> dropdown list.<br>   |
| 48.  | Click the <b>contains</b> list item.<br>   |
| 49.  | Enter <b>02_TEST</b> into the <b>ID</b> field.  |
| 50.  | Click the <b>Search</b> button.<br>  |
| 51.  | Click the <b>PO02_TEST</b> link.<br>   |
| 52.  | The <b>Document Tolerance Exceptions</b> page displays documents containing document tolerance exceptions that will need to be corrected. This page provides the <b>Rule ID</b> and the <b>Description</b> of the match rule that produced the exception. |

| Step | Action  |
|------|---|
| 53.  | Click the <b>Review PO Information</b> button to navigate to the <b>PO Accounting Entries</b> page.<br>  |
| 54.  | Click the <b>PO Accounting Entries</b> link.<br>   |
| 55.  | 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.<br><br>Enter <b>31300</b> into the Business Unit field. |
| 56.  | Click the <b>Look up PO Status (Alt+5)</b> button.<br>   |
| 57.  | Click the <b>Open</b> link.<br>  |
| 58.  | Enter <b>2014</b> into the <b>From Fiscal Year</b> field.   |
| 59.  | Enter <b>2014</b> into the <b>To Fiscal Year</b> field.   |
| 60.  | Click the <b>Look up Ledger Group (Alt+5)</b> button.<br>  |
| 61.  | Click the <b>Appropriation Ledger Group</b> link.<br>  |
| 62.  | Enter <b>31300</b> into the <b>GL Unit</b> field.   |
| 63.  | Now that your selection criteria has been entered, click the <b>OK</b> button to conduct the search.<br>   |
| 64.  | <b>Accounting Entries</b> that meet the search criteria are displayed.  |

## EUT Course



PO Accounting Entries

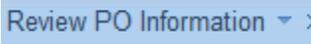
Business Unit 31300  
From PO  
PO Status O  
From Fiscal Year 2014  
Accounting Line View Option Standard

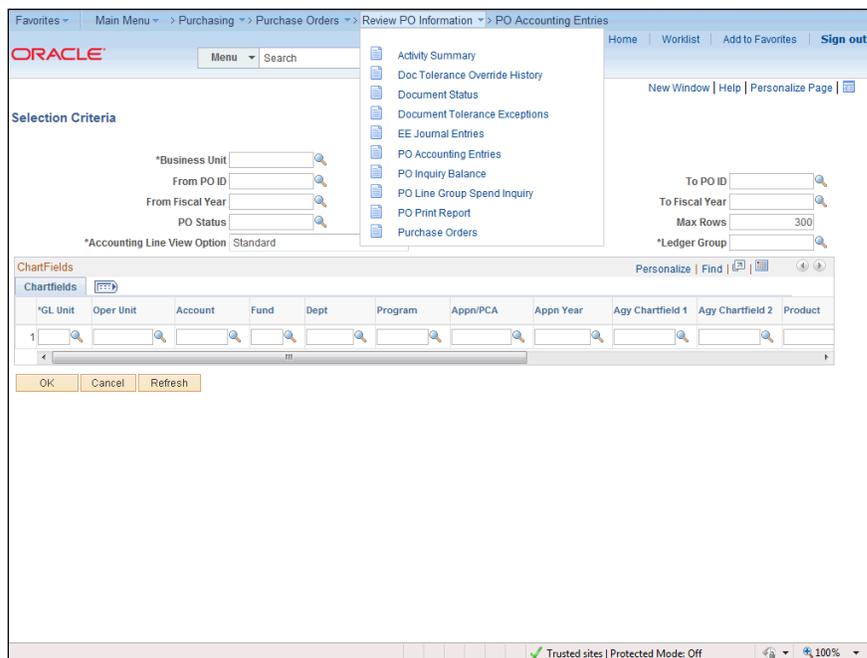
To PO  
To Fiscal Year 2014  
Ledger Group APPROP

| Purchase Order                   | Status | Supplier ID | Change Order | Trans Type | Unpost Seq | Line | Sched | Dist | Oper Unit | Account | Fund | Dept | Program | Appn/PCA | Appn Year |
|----------------------------------|--------|-------------|--------------|------------|------------|------|-------|------|-----------|---------|------|------|---------|----------|-----------|
| 0000002205                       | O      | 1234567890  | 1            | PO_POENC   | 0          | 1    | 1     | 1    |           | 7000    | 6011 |      |         | 13013    | 2014      |
| 0000002206                       | O      | 9988776655  | 1            | PO_POENC   | 0          | 1    | 1     | 1    |           | 7000    | 6012 |      |         | 13800    | 2014      |
| 0000002206                       | O      | 9876543210  | 1            | REVERSAL   | 0          | 1    | 1     | 1    |           | 7000    | 6012 |      |         | 13800    | 2014      |
| <b>Total Encumbrance Balance</b> |        |             |              |            |            |      |       |      |           |         |      |      |         | 32,000   | USD       |

Accounting Lines Search

Notify Refresh

| Step | Action  |
|------|---|
| 65.  | <p>Click the <b>Review PO Information</b> button to navigate to the <b>PO Inquiry Balance</b> page.</p>  |



Selection Criteria

\*Business Unit

From PO ID

From Fiscal Year

PO Status

\*Accounting Line View Option Standard

To PO ID

To Fiscal Year

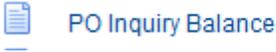
Max Rows 300

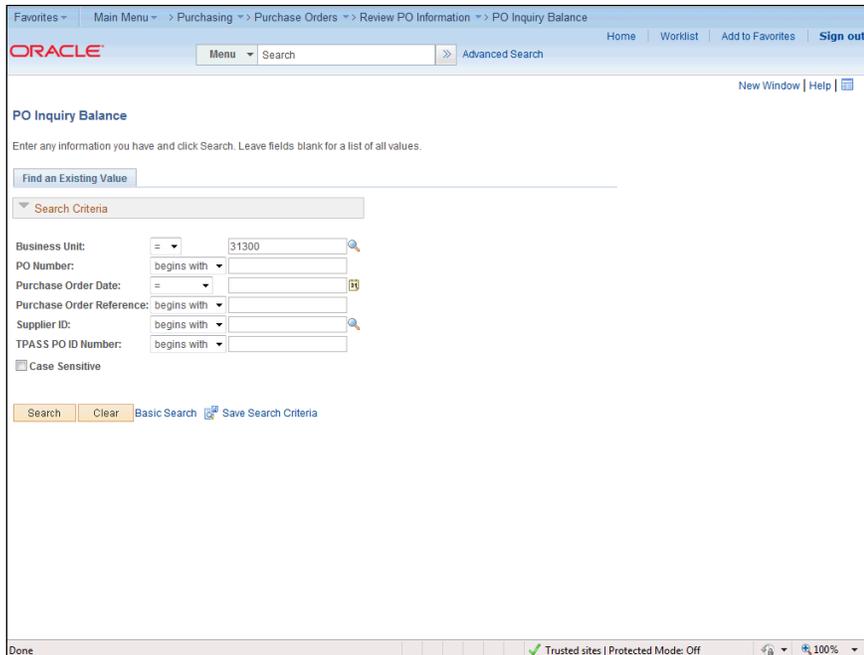
\*Ledger Group

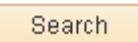
ChartFields

| *GL Unit | Oper Unit | Account | Fund | Dept | Program | Appn/PCA | Appn Year | Agy Chartfield 1 | Agy Chartfield 2 | Product |
|----------|-----------|---------|------|------|---------|----------|-----------|------------------|------------------|---------|
| 1        |           |         |      |      |         |          |           |                  |                  |         |

OK Cancel Refresh

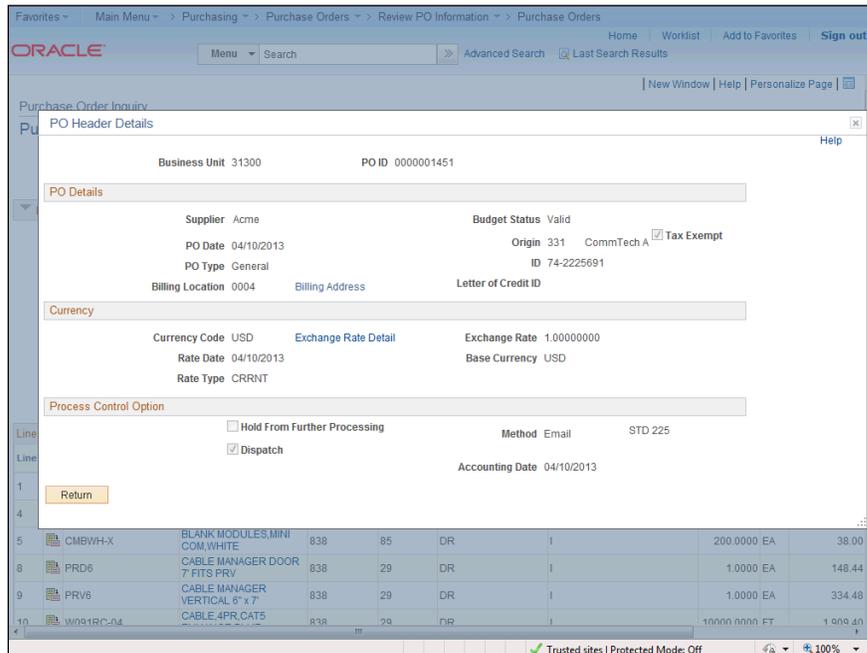
| Step | Action   |
|------|--|
| 66.  | Click the <b>PO Inquiry Balance</b> link.<br> |



| Step | Action  |
|------|---|
| 67.  | Click the <b>PO Number</b> dropdown list.<br>  |
| 68.  | Click the <b>contains</b> list item.<br>   |
| 69.  | Enter <b>1451</b> into the <b>PO Number</b> field.  |
| 70.  | Click the <b>Search</b> button.<br>  |
| 71.  | Click the <b>0000001451</b> link.   |
| 72.  | 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. |

## EUT Course

| Step | Action   |
|------|--|
| 73.  | Notice that this PO has six lines, although only Line 1 is displayed by default.<br><br>To display all six of the PO lines, click the <b>View All</b> link.<br><br><a href="#">View All</a>  |
| 74.  | Click the down arrow on the vertical scrollbar to display the remaining PO lines.  |
| 75.  | Click the <b>Review PO Information</b> button to navigate to the <b>Purchase Orders</b> page.<br><br><a href="#">Review PO Information</a>   |
| 76.  | The <b>PO Print Report</b> menu option can be used to print a copy of a PO. This is demonstrated in another lesson (Printing a PO).<br><br>Click the <b>Purchase Orders</b> link to view the PO on your screen.<br><br> <a href="#">Purchase Orders</a> |
| 77.  | The <b>Purchase Order</b> page includes hyperlinks below to display the entries that were made by the Buyer.   |
| 78.  | Click the <b>Header Details</b> link.<br><br><a href="#">Header Details</a>  |
| 79.  | The <b>PO Header Details</b> page displays header information specific to this purchase order, such as <b>PO Date, Supplier, and Budget Status</b> .   |



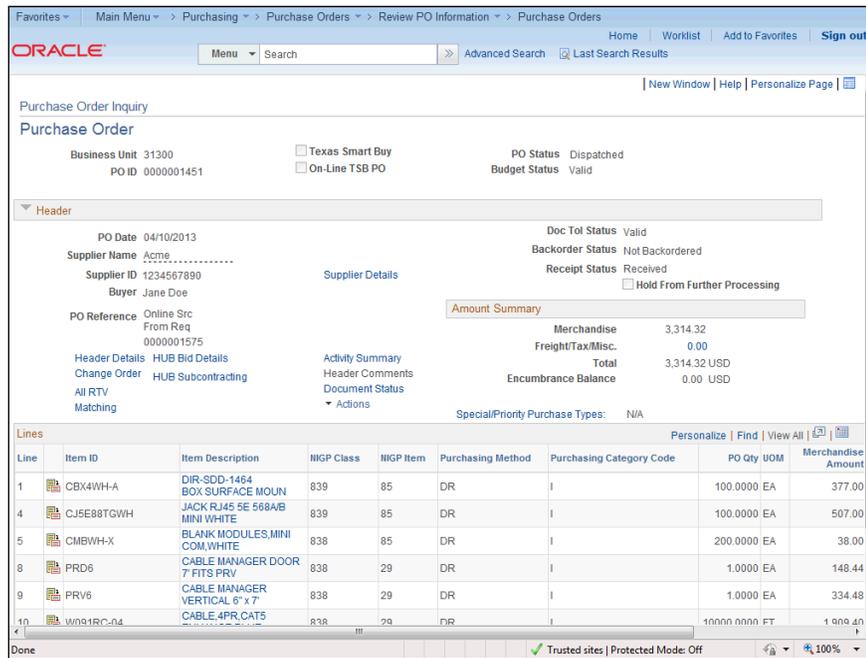
The screenshot shows the Oracle CAPPS Financials interface for a Purchase Order Inquiry. The main window displays 'PO Header Details' for PO ID 0000001451. Key information includes:

- Business Unit:** 31300
- Supplier:** Acme
- PO Date:** 04/10/2013
- PO Type:** General
- Billing Location:** 0004
- Currency:** USD
- Exchange Rate:** 1.00000000
- Process Control Option:**  Hold From Further Processing,  Dispatch

Below the header details, a table of PO lines is visible, showing items such as:

| Line | Description                    | Quantity | Unit | Rate    | Amount    |
|------|--------------------------------|----------|------|---------|-----------|
| 5    | BLANK MODULES MINI COM WHITE   | 838      | EA   | 38.00   | 31816.00  |
| 8    | CABLE MANAGER DOOR 7 FITS PRV  | 838      | EA   | 148.44  | 124413.72 |
| 9    | CABLE MANAGER VERTICAL 6" x 7" | 838      | EA   | 334.48  | 280293.84 |
| 10   | CABLE 4PR CAT5                 | 838      | EA   | 1000.00 | 838000.00 |

| Step | Action   |
|------|--|
| 80.  | Click the <b>Return</b> button.<br> |



The screenshot shows the Oracle CAPPS Financials interface for a Purchase Order Inquiry. The page title is "Purchase Order Inquiry" and "Purchase Order". Key information includes Business Unit 31300, PO ID 0000001451, PO Status Dispatched, and Budget Status Valid. The header section shows PO Date 04/10/2013, Supplier Name Acme, Supplier ID 1234567890, and Buyer Jane Doe. An "Amount Summary" table is visible, showing Merchandise at 3,314.32, Freight/Tax/Misc. at 0.00, Total at 3,314.32 USD, and Encumbrance Balance at 0.00 USD. A table of lines is displayed at the bottom, listing items like CBX4WH-A, CJE5E8TGWH, CMBWH-X, PRD6, PRV6, and W031RC-04 with their respective descriptions, NIGP classes, and amounts.

| Step | Action   |
|------|--|
| 81.  | Click the <b>HUB Bid Details</b> link.<br><a href="#">HUB Bid Details</a>  |
| 82.  | The <b>TX Hub Bids Page</b> displays bid information for ethnic and gender categories, if this was a competitive bid.  |
| 83.  | Click the <b>OK</b> button.<br>     |
| 84.  | Click the <b>HUB Subcontracting</b> link.<br><a href="#">HUB Subcontracting</a>  |
| 85.  | The <b>HUB Subcontractor</b> page displays subcontractor information for this purchase order, if applicable.           |
| 86.  | Click the <b>Cancel</b> button.<br> |

## EUT Course

Oracle CAPPS Financials - Purchase Order Inquiry

Business Unit: 31300 PO ID: 0000001451  
 PO Status: Dispatched Budget Status: Valid

Supplier Name: Acme Supplier ID: 1234567890 Buyer: Jane Doe

PO Reference: Online Src: 0000001575 From Req: 0000001575

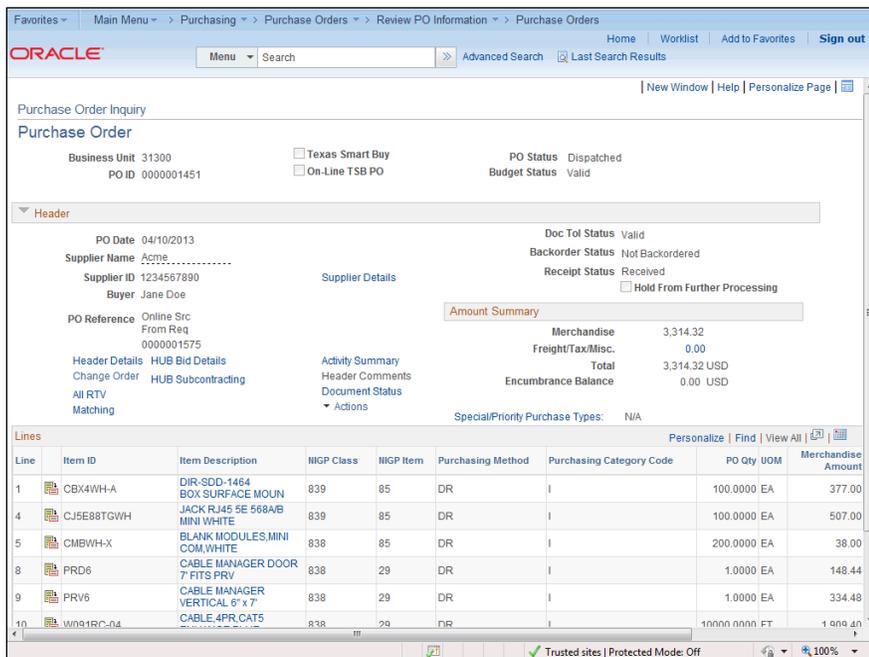
Header Details: HUB Bid Details Change Order: HUB Subcontracting All RTV Matching

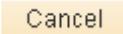
Activity Summary: Header Comments Document Status Actions

Amount Summary: Merchandise: 3,314.32 Freight/Tax/Misc.: 0.00 Total: 3,314.32 USD Encumbrance Balance: 0.00 USD

| Line | Item ID    | Item Description               | NIQP Class | NIQP Item | Purchasing Method | Purchasing Category Code | PO Qty     | UOM | Merchandise Amount |
|------|------------|--------------------------------|------------|-----------|-------------------|--------------------------|------------|-----|--------------------|
| 1    | CBX4WH-A   | DIR-SDD-1464 BOX SURFACE MOUN  | 839        | 85        | DR                | I                        | 100.0000   | EA  | 377.00             |
| 4    | CJ5E88TGWH | JACK RJ45 5E 568A/B MINI WHITE | 839        | 85        | DR                | I                        | 100.0000   | EA  | 507.00             |
| 5    | CMBWH-X    | BLANK MODULES, MINI COM, WHITE | 838        | 85        | DR                | I                        | 200.0000   | EA  | 38.00              |
| 8    | PRD6       | CABLE MANAGER DOOR 7 FITS PRV  | 838        | 29        | DR                | I                        | 1.0000     | EA  | 148.44             |
| 9    | PRV6       | CABLE MANAGER VERTICAL 6" x 7" | 838        | 29        | DR                | I                        | 1.0000     | EA  | 334.48             |
| 10   | W091RC-04  | CABLE 4PR, CAT5                | 838        | 29        | DR                | I                        | 10000.0000 | FT  | 1,988.40           |

| Step | Action  |
|------|---|
| 87.  | Click the <b>Change Order</b> link.<br><a href="#">Change Order</a>   |
| 88.  | The <b>Change Order Batch</b> screen defaults the Business Unit and PO Number from the previous screen.<br><br>This page enables you to find a change order that was entered for this PO. |



| Step | Action   |
|------|--|
| 89.  | Click the <b>All RTV</b> link.<br><a href="#">All RTV</a>  |
| 90.  | The <b>Return To Vendor/Supplier</b> page displays information for an item that is being returned, if RTV tracking is enabled for your agency. |
| 91.  | Click the <b>Cancel</b> button.<br>                         |
| 92.  | Click the <b>Matching</b> link.<br><a href="#">Matching</a>  |
| 93.  | The <b>PO Matching</b> page displays matching information for PO 0000001451.   |
| 94.  | Click the <b>Supplier Details</b> link.<br><a href="#">Supplier Details</a>  |
| 95.  | The <b>Supplier Details</b> page displays information about the supplier including salesperson and address.                                    |
| 96.  | Click the <b>Return</b> button.<br>                         |

## EUT Course

Oracle CAPPS Financials - Purchase Order Inquiry

Business Unit: 31300, PO ID: 000001451, PO Status: Dispatched, Budget Status: Valid

Supplier: Acme, Supplier ID: 1234567890, Buyer: Jane Doe

PO Date: 04/10/2013, Doc Tot Status: Valid, Backorder Status: Not Backordered, Receipt Status: Received

Amount Summary:

|                     |                     |
|---------------------|---------------------|
| Merchandise         | 3,314.32            |
| Freight/Tax/Misc.   | 0.00                |
| <b>Total</b>        | <b>3,314.32 USD</b> |
| Encumbrance Balance | 0.00 USD            |

Special/Priority Purchase Types: N/A

| Line | Item ID    | Item Description               | NIQP Class | NIQP Item | Purchasing Method | Purchasing Category Code | PO Qty     | UOM | Merchandise Amount |
|------|------------|--------------------------------|------------|-----------|-------------------|--------------------------|------------|-----|--------------------|
| 1    | CBX4WH-A   | DIR-SDD-1464 BOX SURFACE MOUN  | 839        | 85        | DR                | I                        | 100.0000   | EA  | 377.00             |
| 4    | CJ5E88TGWH | JACK RL45 5E 568AB MINI WHITE  | 839        | 85        | DR                | I                        | 100.0000   | EA  | 507.00             |
| 5    | CMBWH-X    | BLANK MODULES,MINI COM.WHIT    | 838        | 85        | DR                | I                        | 200.0000   | EA  | 38.00              |
| 8    | PRD6       | CABLE MANAGER DOOR 7 FITS PRV  | 838        | 29        | DR                | I                        | 1.0000     | EA  | 148.44             |
| 9    | PRV6       | CABLE MANAGER VERTICAL 6" x 7" | 838        | 29        | DR                | I                        | 1.0000     | EA  | 334.48             |
| 10   | W091RC-04  | CABLE 4PR,CAT5                 | 838        | 29        | DR                | I                        | 10000.0000 | FT  | 1,988.40           |

| Step | Action  |
|------|---|
| 97.  | Click the <b>Document Status</b> link.<br><a href="#">Document Status</a> |

Oracle CAPPS Financials - Document Status

Business Unit: 31300, PO ID: 000001451, Status: Dispatched, Document Type: Purchase Order

Document Date: 04/10/2013, Currency: USD, Buyer: Jane Doe

Original Amount: 3,314.32, Current Amount: 3,314.32, Budget Status: Valid

Associated Document

| Documents | Business Unit | Document Type | DOC ID     | Status   | Document Date | Supplier ID | Location |
|-----------|---------------|---------------|------------|----------|---------------|-------------|----------|
| Actions   | 31300         | Requisition   | 0000001575 | Approved | 04/09/2013    |             |          |
| Actions   | 31300         | Receipt       | 0000001280 | Moved    | 04/10/2013    |             | 000      |
| Actions   | 31300         | Receipt       | 0000001286 | Moved    | 04/17/2013    |             | 000      |
| Actions   | 31300         | Receipt       | 0000001294 | Moved    | 04/23/2013    |             | 000      |
| Actions   | 31300         | Voucher       | 00005995   | Posted   | 04/17/2013    |             | 029      |

| Step | Action  |
|------|---|
| 98.  | The <b>Document Status</b> page displays a list of all documents associated with this PO.<br><br>Click the <b>Actions</b> link to display valid values for this project.<br>▼ <a href="#">Actions</a>       |
| 99.  | The three actions to perform are <b>Maintain Supplier, Maintain Supplier Conversations</b> and <b>Review Supplier Contacts</b> .<br><br>Close this tab to return to the <b>Purchase Order Inquiry</b> page. |
| 100. | Congratulations! You have successfully completed this lesson.<br><b>End of Procedure.</b>   |

## Purchasing Reports

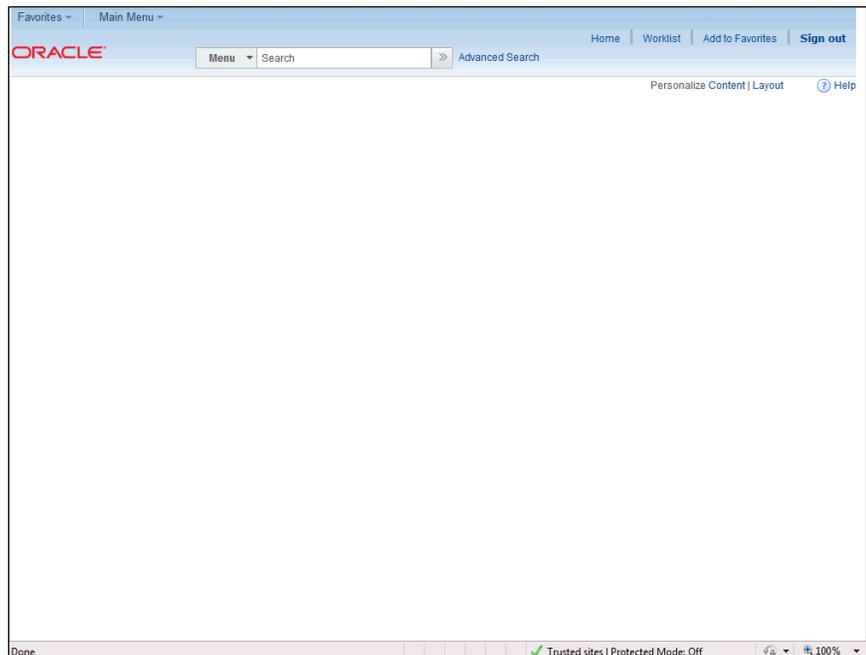
### Running Purchasing Reports

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

##### Procedure

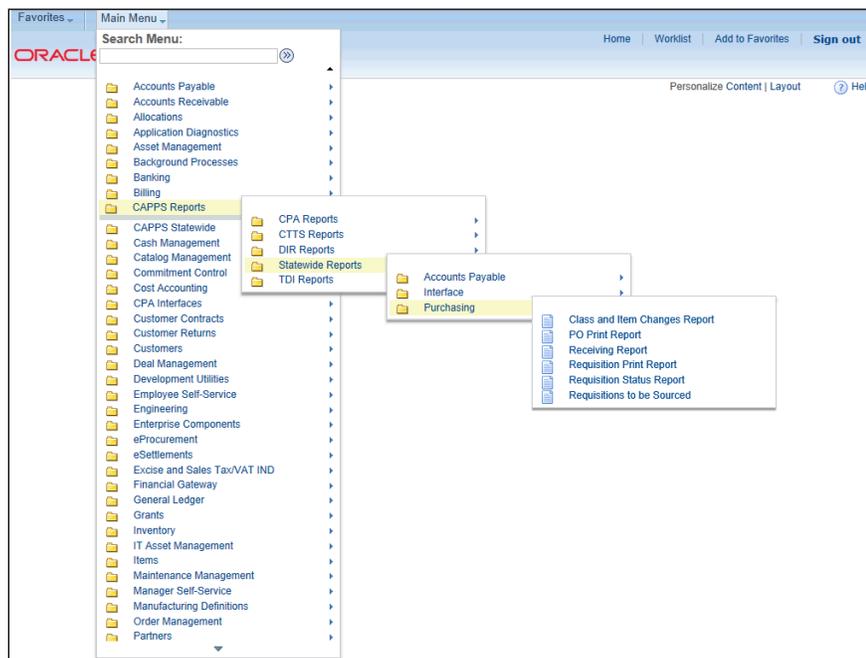
This lesson demonstrates how to run a Purchasing Report.

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



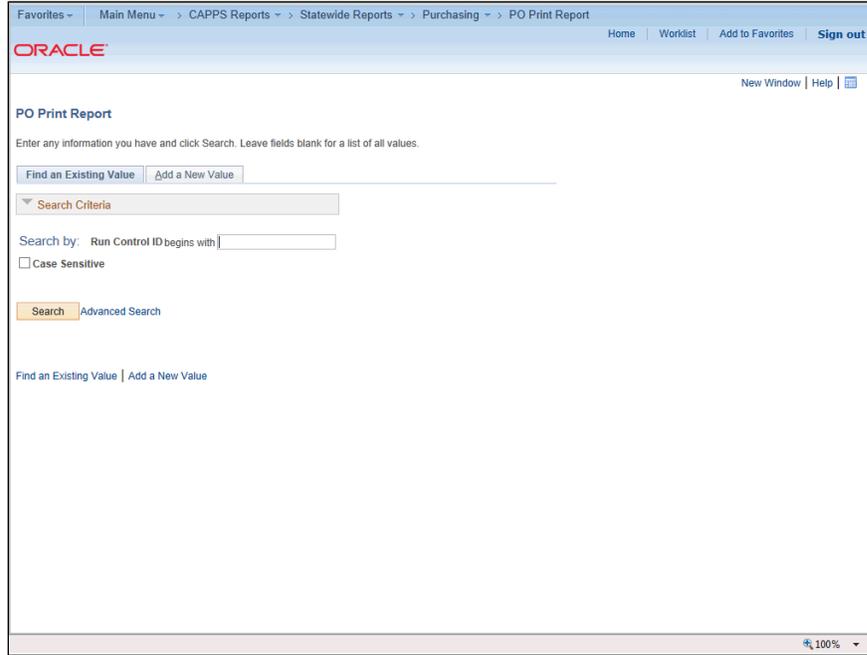
| Step | Action   |
|------|--|
| 1.   | <p>Customized CAPPS Purchasing Reports are available through the <b>Statewide Reports</b> inventory.</p> <p>Click the <b>Main Menu</b> button to navigate to the <b>Statewide Purchasing Reports</b> page.</p>    |
| 2.   | <p>Click the <b>CAPPS Reports</b> menu.</p>   |
| 3.   | <p>Click the <b>Statewide Reports</b> menu.</p>   |
| 4.   | <p>Click the <b>Purchasing</b> menu.</p>    |
| 5.   | <p>A list of Statewide Purchasing reports is displayed.</p> <p><b>Class and Item Changes Report</b> - displays changes made to the Class/Item table.</p>   |
| 6.   | <p><b>PO Print Report</b> - displays the printed version of the purchase order.</p> <p>If the print request is performed by the assigned Buyer, the Buyer's signature will print.</p> <p>For any other user, "UNAUTHORIZED" will display on the signature line.</p>  |
| 7.   | <p><b>Receiving Report</b> – displays the printed version of the receiving report containing all receiving details, such as:</p> <ul style="list-style-type: none"> <li>- Receipt ID number</li> <li>- UserID of the person entering the receipt</li> <li>- PO ID number</li> <li>- Receipt Date</li> <li>- Division information</li> <li>- Delivery information</li> <li>- Supplier</li> <li>- Specific quantity, description and unit cost of the item.</li> </ul> |
| 8.   | <p><b>Requisition Print Report</b> – displays the printed version of the requisition details containing all item information, comments, status and accounting information.</p>   |

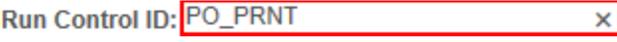
| Step | Action  |
|------|---|
| 9.   | <p><b>Requisition Status Report</b> – displays:</p> <ul style="list-style-type: none"> <li>- Status of the requisitions and associated purchase orders</li> <li>- Status of each purchase order</li> <li>- UserID of the last person making changes to the record and when the change was made</li> <li>- Details of the requisition and ChartField information, based on the criteria entered in the Run Control.</li> </ul> |
| 10.  | <p><b>Requisitions to be Sourced</b> – identifies requisitions available for purchasers to source.</p> <p><b>Note:</b> the Run Control must contain a date range for this report in order for it to pull data.</p>  |

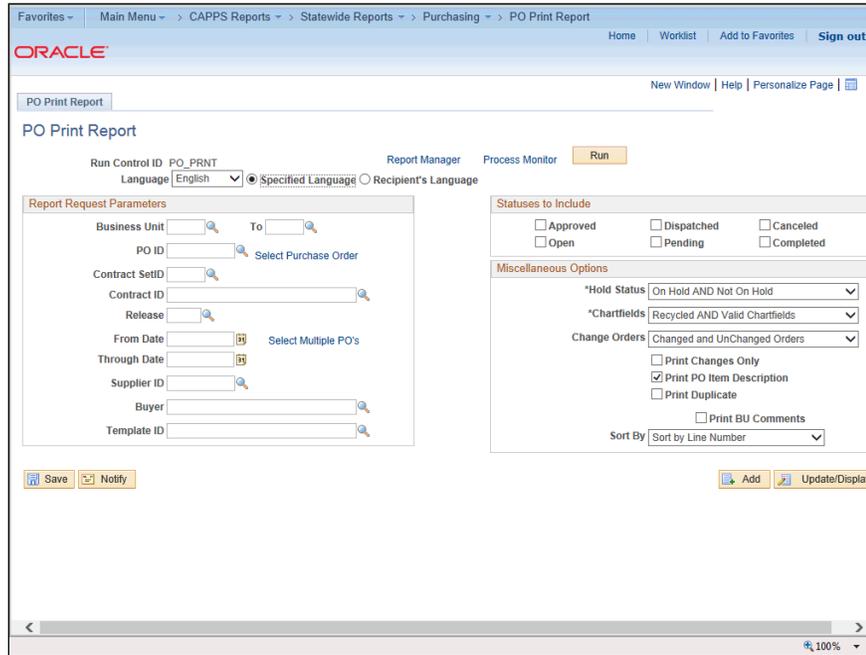


| Step | Action  |
|------|---|
| 11.  | <p>The process for running these reports is basically the same, although the parameters for each will vary. For this exercise, you will run the <b>PO Print Report</b> as an example.</p> <p>Click the <b>PO Print Report</b> menu.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;">  <b>PO Print Report</b> </div> |

## EUT Course

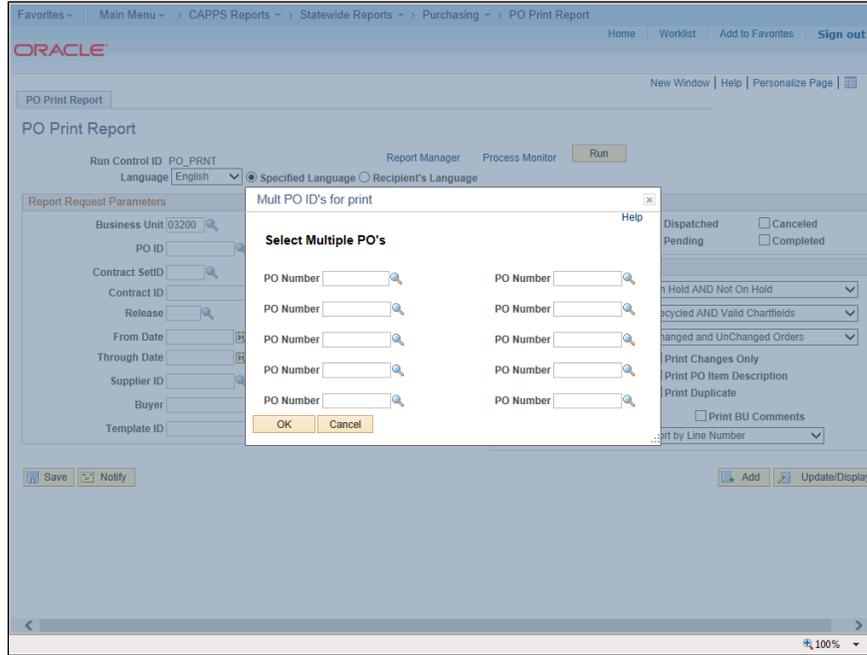


| Step | Action   |
|------|--|
| 12.  | Click the <b>Add a New Value</b> tab.<br>   |
| 13.  | Run Control IDs are used to run system processes.<br><br>A Run Control ID is an identifier that, along with your User ID, uniquely identifies the process you are running. The Run Control ID provides information used when the process is run. |
| 14.  | A Run Control ID cannot contain spaces. Use letters or numbers up to 30 characters long.<br><br>Special characters are not allowed except for the underscore.  |
| 15.  | Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>PO_PRNT</b> ".<br>  |
| 16.  | Click the <b>Add</b> button.<br>  |

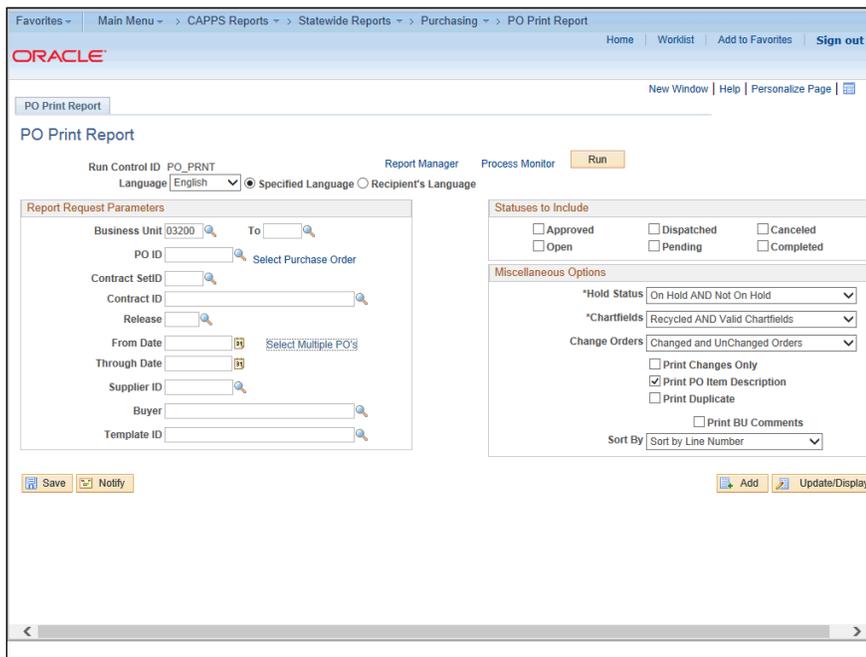


| Step | Action  |
|------|---|
| 17.  | Click the <b>Look up Business Unit (Alt+5)</b> button.<br> |
| 18.  | Click the <b>03200</b> link.<br>                           |
| 19.  | You may use any of the parameters that you desire. For this example, you will print the PO Print Report for Multiple POs.                     |
| 20.  | Click the <b>Select Multiple PO's</b> link.<br>            |

## EUT Course

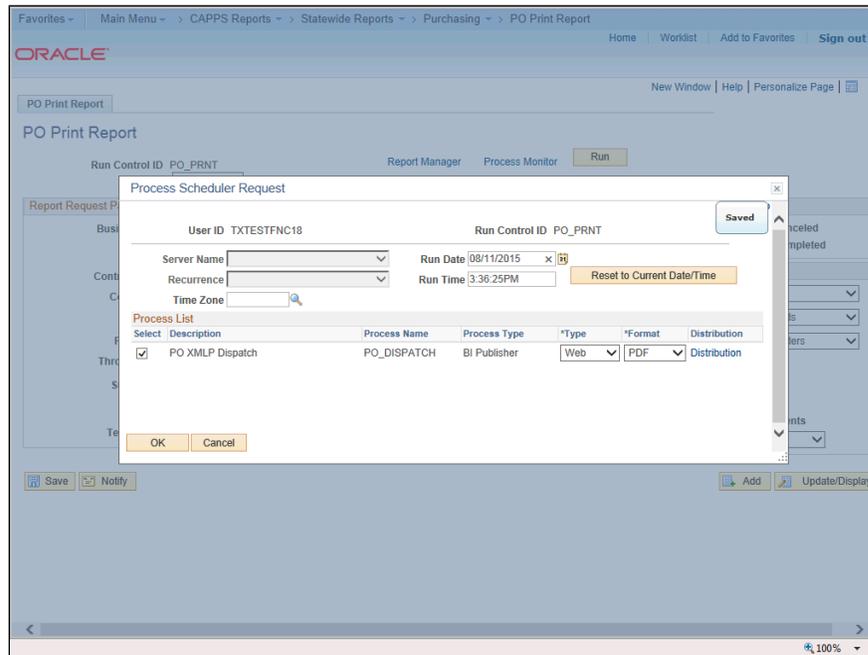


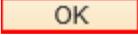
| Step | Action   |
|------|--|
| 21.  | Enter the desired information into the <b>PO Number</b> field. Enter " <b>000001413</b> ".<br>PO Number <input type="text"/> |
| 22.  | Click the <b>000001413</b> object.<br><b>000001413</b>   |
| 23.  | Enter the desired information into the <b>PO Number</b> field. Enter " <b>000001414</b> ".<br>PO Number <input type="text"/> |
| 24.  | Click the <b>000001414</b> object.<br><b>000001414</b>   |
| 25.  | Enter the desired information into the <b>PO Number</b> field. Enter " <b>000001415</b> ".<br>PO Number <input type="text"/> |
| 26.  | Click the <b>000001415</b> object.<br><b>000001415</b>   |
| 27.  | Click the <b>OK</b> button.<br><input type="button" value="OK"/>   |

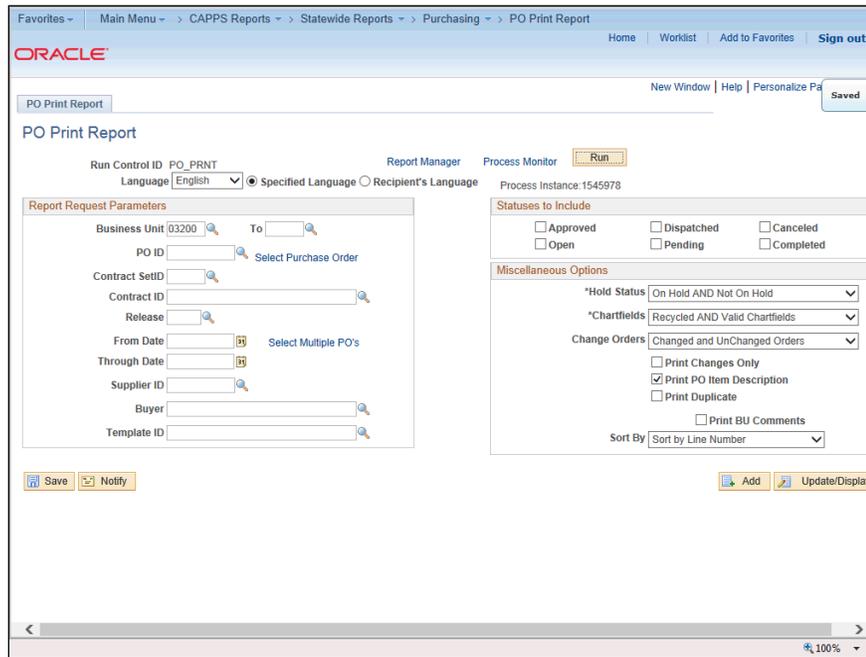


| Step | Action  |
|------|---|
| 28.  | Click the <b>Run</b> button.<br>   |
| 29.  | Use the Process Scheduler Request page to enter or update parameters, such as report output type and format.  |
| 30.  | The Description field helps to uniquely identify a process.   |
| 31.  | The Process Name field displays the name of the process as it appears in the technical definition.  |
| 32.  | Use the Format field to define the output format for the report. The values are dependent on the process type that is selected.<br><br>In this example, the default value is PDF. Do not change the defaults. |

## EUT Course

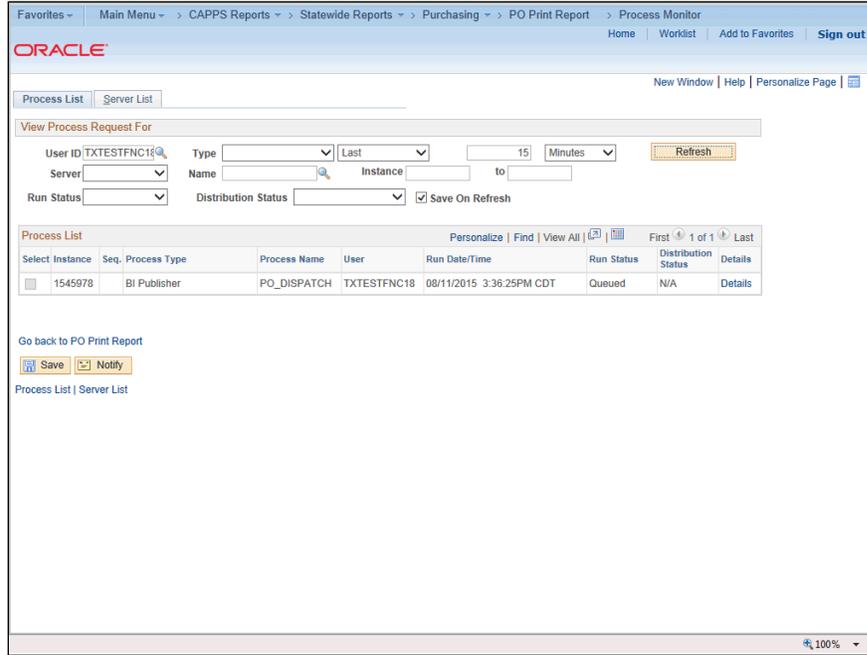


| Step | Action   |
|------|--|
| 33.  | Click the <b>OK</b> button.<br>   |
| 34.  | The report is now running. Notice a <b>Process Instance number</b> displays. This number identifies the process you have just run; you can check its status using Process Monitor. |

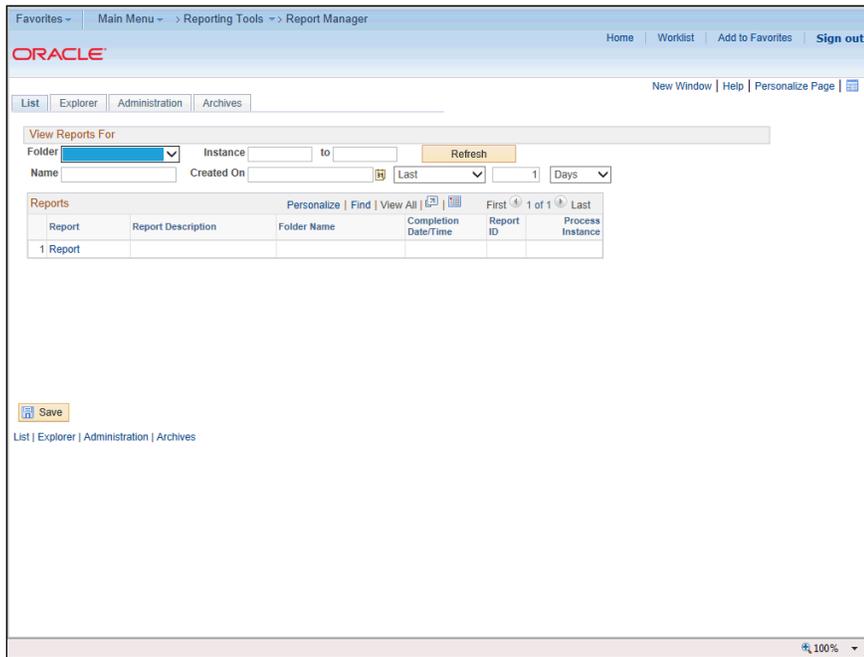


| Step | Action   |
|------|--|
| 35.  | Click the <b>Process Monitor</b> link.<br><a href="#">Process Monitor</a>  |
| 36.  | The Process <b>Instance</b> number displays. It helps identify this report or process from others in the list.   |
| 37.  | The <b>Process Name</b> is the report/process that you just ran.   |
| 38.  | The current <b>Run Status</b> of this process displays as <b>Queued</b> .<br><br>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> . |
| 39.  | The Refresh button updates the Run Status and Distribution Statuses. The Run and Distribution statuses that indicate that the process is finished is Success and Posted.   |

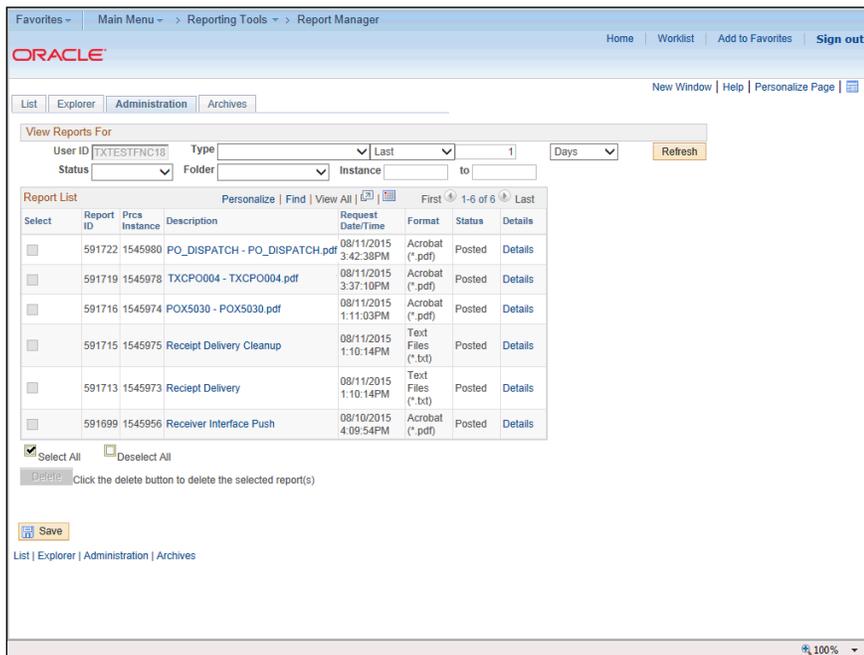
## EUT Course



| Step | Action  |
|------|---|
| 40.  | Click the <b>Refresh</b> button.<br>   |
| 41.  | The process has finished. The status is <b>Success</b> and <b>Posted</b> . Now you will navigate to <b>Reporting Tools &gt; Report Manager</b> in order to view the report. |
| 42.  | Click the <b>Main Menu</b> button.<br>   |
| 43.  | Click the <b>Scroll Down</b> button.<br>   |
| 44.  | Click the <b>Reporting Tools</b> menu.<br>   |
| 45.  | Click the <b>Report Manager</b> menu.<br>  |

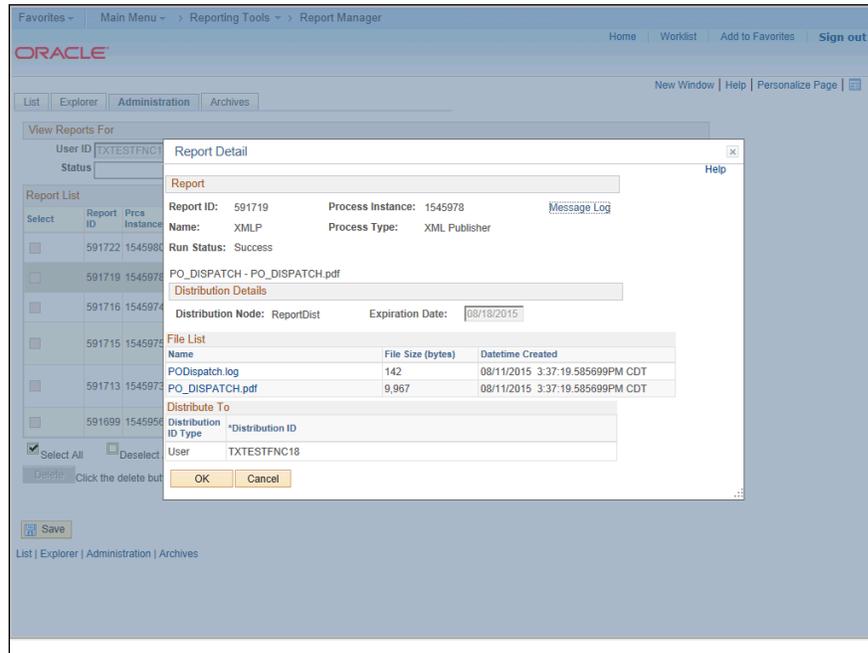


| Step | Action  |
|------|---|
| 46.  | Click the <b>Administration</b> tab.<br><div style="border: 1px solid red; padding: 2px; display: inline-block;">Administration</div> |



## EUT Course

| Step | Action  |
|------|---|
| 47.  | Click the <b>Details</b> link.<br><br><a href="#">Details</a> |



| Step | Action   |
|------|--|
| 48.  | Click the <b>PO_DISPATCH.pdf</b> link.<br><br><a href="#">PO_DISPATCH.pdf</a>  |
| 49.  | <p>There are 3 pages as indicated on the toolbar below. You can select the Down Arrow to view Page 2 and 3.</p> <p>To save you select the Save Button and navigate to the location on your computer to save the document.</p> <p>To print you would select the Print icon.</p> |

**Purchase Order # 03200 000001413** Page: 1 of 1  
**CHANGE ORDER - REPRINT**

---

Payment Terms: Net 30 Freight Terms: **FOB Dest.** Ship Via: Trucking PCC: D Date: 08/10/15 PO Method: DG Dispatch: Dispatch Rev Dt: 08/10/15  
 Seller pays freight Via Print

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS ARE LISTED AT THE END OF THE PURCHASE ORDER.**

Vendor: ELECTRICAL SOLUTIONS Ship To: TX032-001  
 6625 JEFFERSON 405 E. 23rd Street  
 USA Austin TX 78712  
 GROVES TX 77619 United States  
 United States

Vendor ID: 1010933540

Purchaser: Buyer1 User Bill To: Drive of Champions  
 Phone: 512/555-4321 Lubbock TX 79409  
 United States  
 Email: Not Specified

| Line-Sch | Line Description         | Class/Item | Quantity | UOM | Unit Price | Extended Amt | Due Date   |
|----------|--------------------------|------------|----------|-----|------------|--------------|------------|
| 1-1      | ELECTRICITY UTILITY BILL | 968/79     | 1.00     | EA  | 25000.00   | 25000.00     | 08/10/2015 |

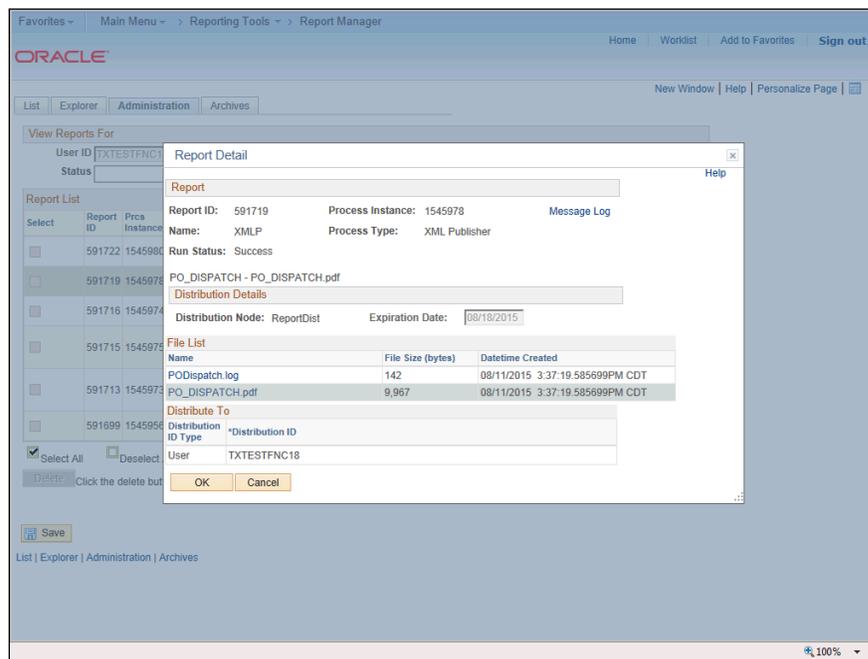
Schedule Total

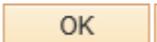
Rec'd: 000000072

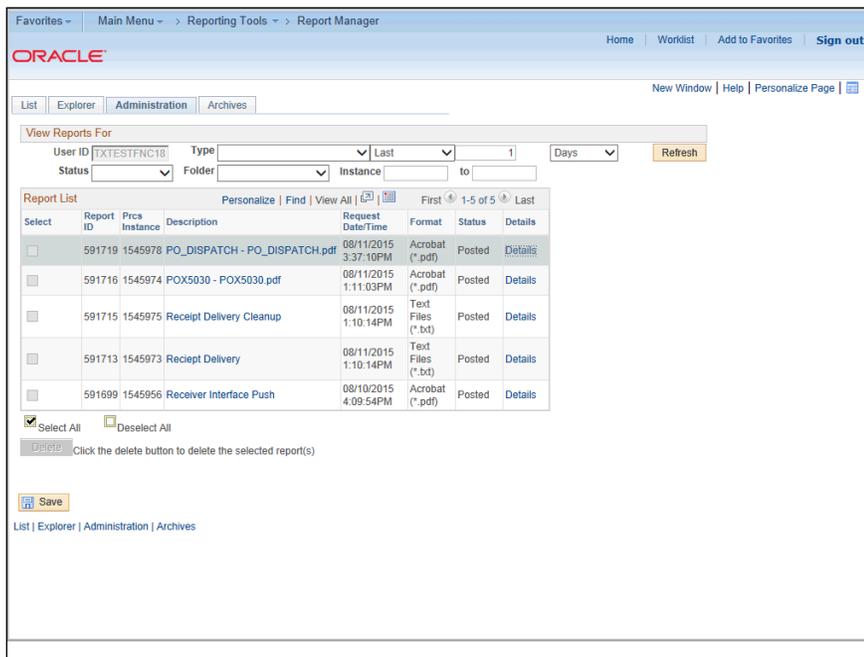
| Step | Action   |
|------|--|
| 50.  | To view the report in one window you will need to select the minus button a few times.<br><br>Click the <b>AVPageView</b> object.<br> |
| 51.  | Click the <b>AVPageView</b> object.<br>   |
| 52.  | Click the <b>AVPageView</b> object.<br>   |
| 53.  | If the print request is performed by the assigned Buyer, the Buyer's signature will print.<br><br>For any other user, "UNAUTHORIZED" will display on the signature line.   |
| 54.  | Notice the PO number at the top of the page. This is PO #1413.<br><br>Click the <b>AVPageView</b> object.<br>                         |

## EUT Course

| Step | Action   |
|------|--|
| 55.  | Each page is a different PO. This is PO #1414.<br>Click the <b>AVPageView</b> object.<br> |
| 56.  | And this is PO #1415.<br><br>Click the <b>Close Tab (Ctrl+W)</b> button.<br>              |



| Step | Action   |
|------|--|
| 57.  | Click the <b>OK</b> button.<br> |



| Step | Action  |
|------|---|
| 58.  | Click the <b>Home</b> link.<br><a href="#">Home</a>   |
| 59.  | Congratulations! You have successfully completed this exercise.<br><b>End of Procedure.</b> |

## Running Contract Reports

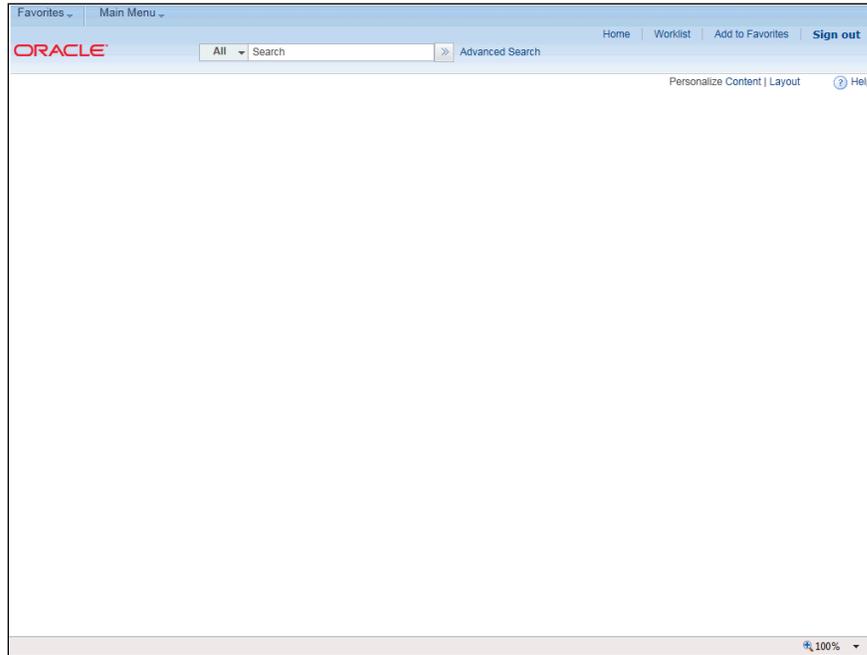
### Section 5- Lesson 1, Exercise - Scenario 2 - Running Contract Reports

#### Procedure

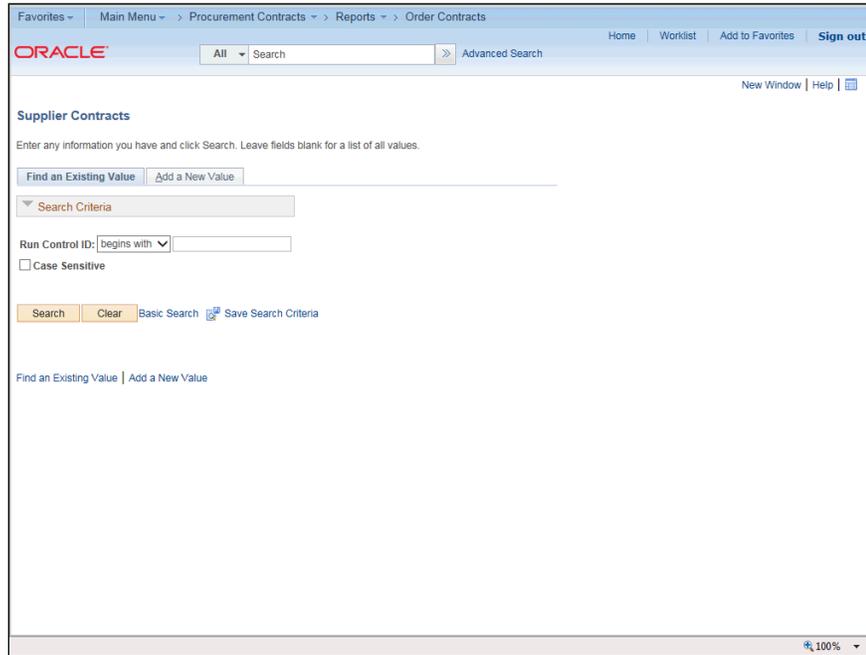
This lesson demonstrates how to run a Procurement Contract.

This lesson contains definition of the different types of Vendor Contract Report you can print POCNT100 or TXCNT100.

## EUT Course

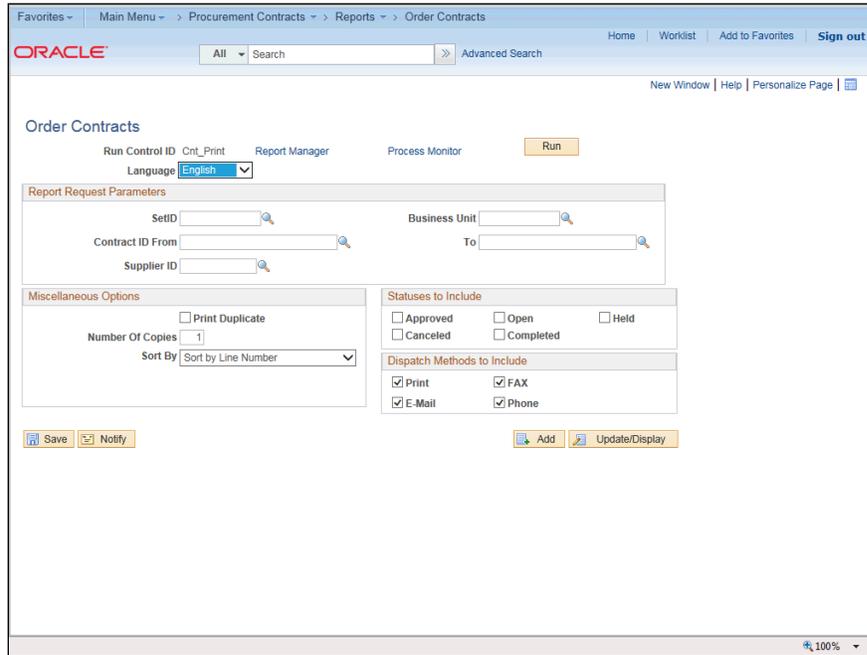


| Step | Action  |
|------|---|
| 1.   | Click the <b>Main Menu</b> button to navigate to the <b>Supplier Contracts</b> page.<br> |
| 2.   | Click the <b>Scroll Down</b> button.<br>   |
| 3.   | Click the <b>Procurement Contracts</b> menu.<br>   |
| 4.   | Click the <b>Reports</b> menu.<br>   |
| 5.   | Click the <b>Order Contracts</b> menu.<br>   |

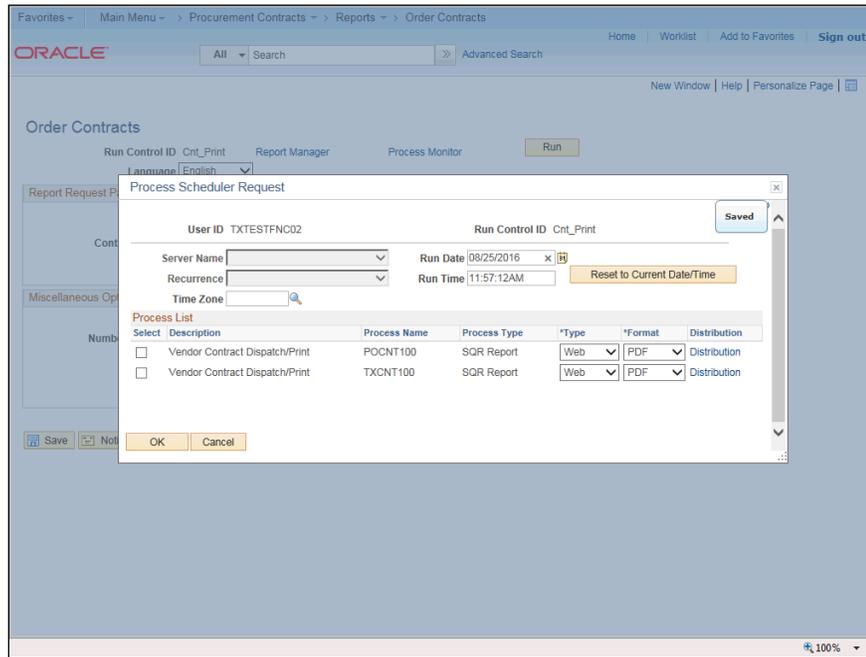


| Step | Action  |
|------|---|
| 6.   | Click the <b>Add a New Value</b> tab.<br>  |
| 7.   | A <b>Run Control ID</b> is an identifier that, along with your User ID, uniquely identifies the process you are running. The Run Control ID provides information used when the process is run.<br>Use letters or numbers up to 30 characters. Special characters are not allowed except for the underscore. |
| 8.   | Click in the <b>Run Control ID</b> field.<br><b>Run Control ID:</b>    |
| 9.   | Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>Cnt_Print</b> ".<br><b>Run Control ID:</b>    |
| 10.  | Click the <b>Add</b> button.<br>   |

## EUT Course

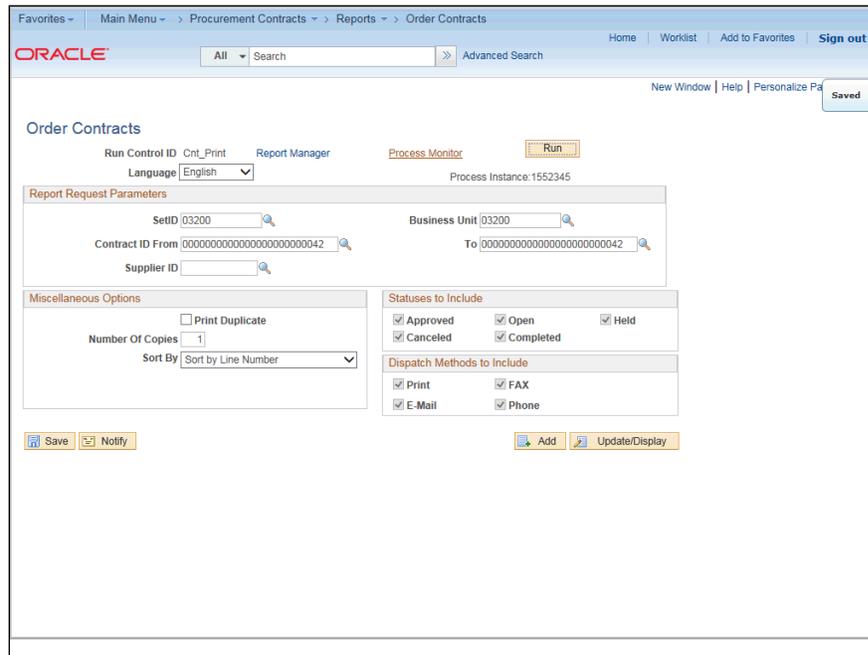


| Step | Action  |
|------|---|
| 11.  | Click the <b>Look up SetID (Alt+5)</b> button.<br>   |
| 12.  | Click the <b>03200</b> link.<br>   |
| 13.  | Click the <b>Look up Contract ID From (Alt+5)</b> button.<br>  |
| 14.  | A percentage (%) considered a wild card is usually used in a search field to represent one or more characters or numbers.<br><br>Enter the desired information into the <b>Contract ID</b> field. Enter <b>"%42"</b> .<br>Contract ID: begins with ▼  |
| 15.  | Click the <b>Look Up</b> button.<br>   |
| 16.  | Click the <b>0000000000000000000000000000000042</b> link.<br>  |
| 17.  | Click the <b>Run</b> button.<br>   |
| 18.  | The Process Name helps to uniquely identify the different types of reports. Both reports contain the same contract information in a different layout.   |

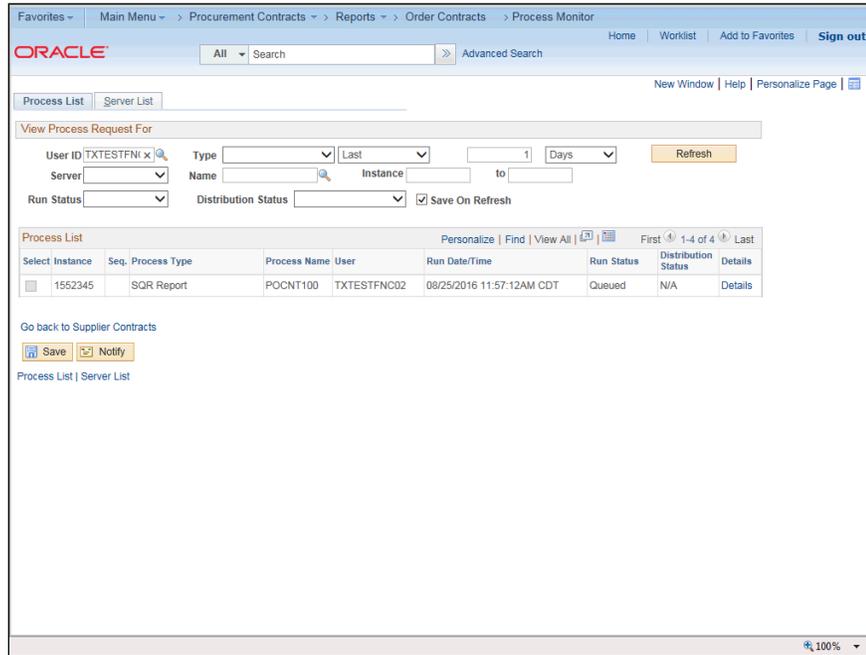


| Step | Action   |
|------|--|
| 19.  | Click the <b>Contract Dispatch/Print</b> option.<br><input type="checkbox"/> Vendor Contract Dispatch/Print  |
| 20.  | Click the <b>OK</b> button.<br><input type="button" value="OK"/>   |
| 21.  | The report is now running. Notice a <b>Process Instance number</b> displays. This number identifies the process you have just run; you can check its status using Process Monitor. |

## EUT Course

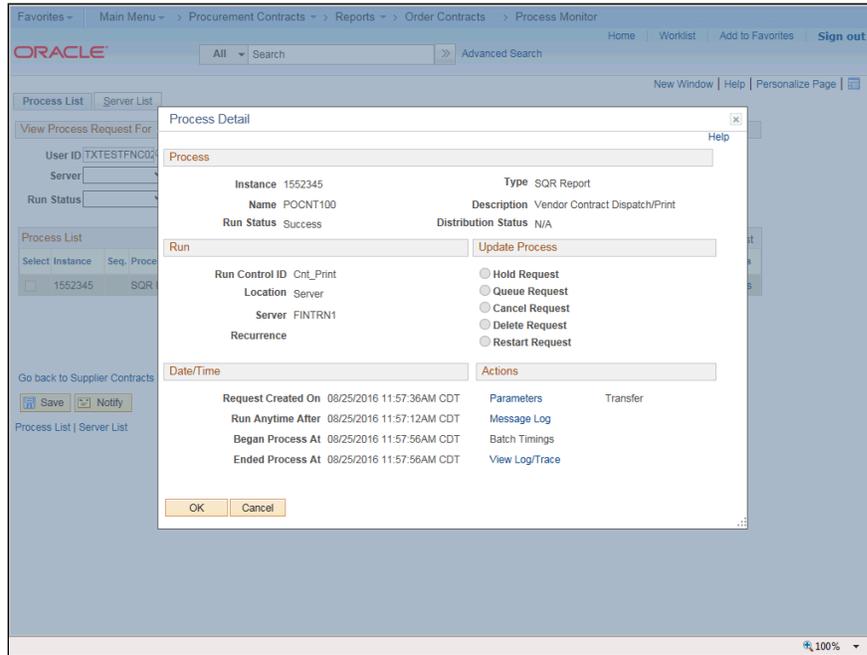


| Step | Action   |
|------|--|
| 22.  | Click the <b>Process Monitor</b> link.<br><b>Process Monito</b>  |
| 23.  | The Process <b>Instance</b> number displays. It helps identify this report or process from others in the list.   |
| 24.  | The current <b>Run Status</b> of this process displays as <b>Queued</b> .<br><br>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> . |

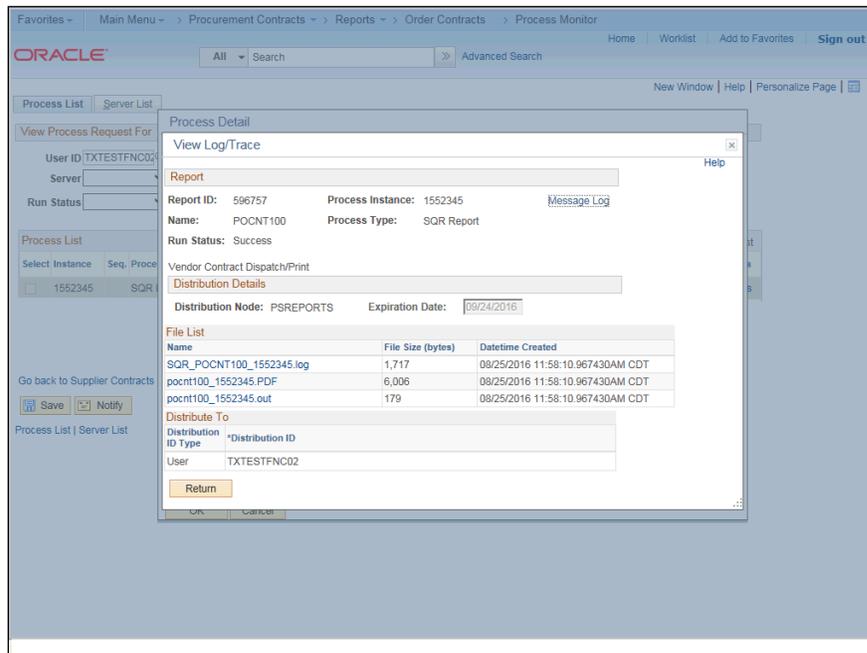


| Step | Action  |
|------|---|
| 25.  | <p>The Refresh button updates the Run Status and Distribution Statuses. The Run and Distribution statuses that indicate that the process is finished is Success and Posted.</p> <p>Click the <b>Refresh</b> button.</p> <p><b>Refresh</b></p> |
| 26.  | <p>The process has finished. The status is <b>Success</b> and <b>Posted</b>.</p> <p>Click the <b>Details</b> link to retrieve the report.</p> <p><b>Details</b></p>   |

## EUT Course



| Step | Action  |
|------|---|
| 27.  | Click the <b>View Log/Trace</b> link.<br><a href="#">View Log/Trace</a> |



| Step | Action  |
|------|---|
| 28.  | Click the <b>pocnt100_1552345.PDF</b> link.<br><a href="#">pocnt100_1552345.PDF</a>         |
| 29.  | This is a sample of the <b>pocnt100</b> report.   |
| 30.  | This a sample of the <b>txcmt100</b> report.  |
| 31.  | Congratulations! You have successfully completed this exercise.<br><b>End of Procedure.</b> |