



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Re-Dispatching Dispatched Purchase Orders

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Re-Dispatching Dispatched Purchase Orders

Overview

A dispatched purchase order (PO) needs to be re-dispatched if:

- A new electronically signed hard copy (PDF) is needed.
- A PO is in *Pending Cancel* status and needs to be in *Cancel* status.

Re-Dispatching a Dispatched PO

Navigation

Dashboard: Purchasing; **Tile:** Buyer WorkCenter

From the **Reports/Processes** tab:

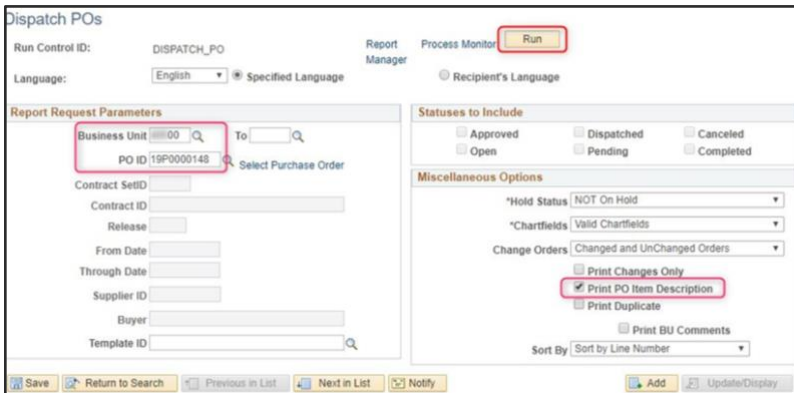
1. Navigate to the **Dispatch Purchase Order** page.
2. Select the **Find an Existing Value** tab.
3. Choose a RUN CONTROL ID.



4. Select **Search**.
The search results displays in the **Dispatch POs** window.

Note: If there isn't a RUN CONTROL ID, select **Add a New Value** to create a new one. The new value can be named **DISPATCH_PO**.

5. Enter the BUSINESS UNIT and PO ID.
6. Select the check the PRINT PO ITEM DESCRIPTION checkbox.



7. Select **Run**.
The **Process Scheduler Request** page displays.

8. Select **OK** (with no changes) to locate the PDF on the **Report Manager** page.
 –or–
 Select **Window** in the TYPE field and **PDF** in the FORMAT field. Select **OK**.

Process Scheduler Request

User ID 00010003167 Run Control ID DISPATCH_PO

Server Name: [Dropdown] Run Date: 11/15/2018 [by]

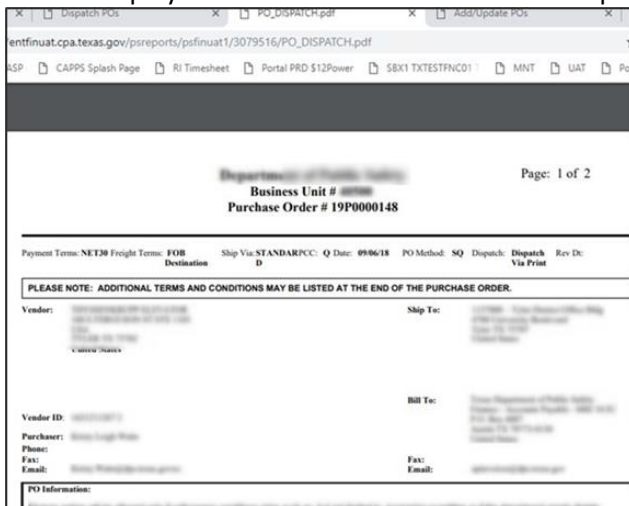
Recurrence: [Dropdown] Run Time: 1:48:48PM [Reset to Current Date/Time]

Time Zone: [Dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PO BI Publisher Dispatch	POXMLP	PSJob	Window	PDF	Distribution

OK Cancel

9. Select **OK**.
 The PO displays in a new browser tab after the dispatch process completes (approx. 45-90 seconds).



10. Select **Report Manager** (on the **Dispatch Pos, Run Control** page) to retrieve the PDF.

Dispatch POs

Run Control ID: DISPATCH_PO [Report Manager] Process Monitor [Run]

Language: English [Specified Language] Recipient's Language

Report Request Parameters

Business Unit: 000 To: [Dropdown]

PO ID: 19P0000148 [Select Purchase Order]

Statuses to Include

Approved Open

–or–

Navigate to the **Report Manager** page

Buyer WorkCenter

Main Reports/Processes

Report Manager [Report Manager]

Reports

- Requisition Print Report
- PO Print Report
- Receiving Report
- LBB Interface Report
- Requisitions to be Sourced Report
- Class and Item Changes Report

Processes

- Dispatch POs
- Close Purchase Orders

View Reports For

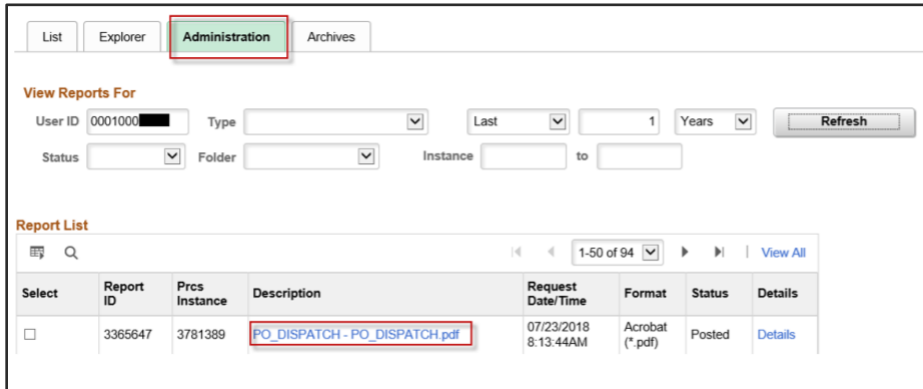
Folder: [Dropdown] Instance: [Dropdown] to: [Dropdown] Refresh

Name: [Text] Created On: [Calendar] Last: [Dropdown] 1 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID
1 Report				

11. Select the **Administration** tab.
A hyperlink to the report displays in the *Report List* section.



12. Select the PO (hyperlink) to view the PDF.

Revision History

Date	Description of Change	Changed By
Dec. 9, 2024	Initial release.	J. Goodman