Los Angeles County Office of Education

Purchase Orders Using PeopleSoft

Prepared by the
Division of School Financial Services

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Purchase Orders Using PeopleSoft

To meet the procurement demands of districts, the purchasing staff need to obtain specified goods at specified times from Vendors, track the status of orders at any time, and make changes when necessary. This training session will identify the various stages of a Purchase Order (PO), its components, and how they are created in PeopleSoft.

Course Objectives

This class provides instructions for creating and maintaining Purchase Orders in PeopleSoft. The class consists of four main subjects:

- Entering Express Purchase Orders and Standard Purchase Orders
- Maintaining existing Purchase Orders
- Purchase Order Inquiry
- Receiving (Non-Stock and Stock Items)
Purchase Order Flowchart

The flowchart below displays purchase order processing steps in PeopleSoft:

1. Source Requisition to Purchase Order (Create PeopleSoft PO)
2. Edit Process (Distributes Tax & Freight to All Lines)
3. Budget Check Purchase Order
4. Funds Available?
   - No: Return to Purchasing Staff
   - Yes: Requires Approval?
5. Requires Approval?
   - Yes: Review PO On-line
   - No: Funds Available?
6. Funds Available?
   - Yes: Approve PO?
   - No: Post Purchase Order
7. Approve PO?
   - Yes: Dispatch PO
   - No: Return to Purchasing Staff
8. Dispatch PO
9. Post Purchase Order
10. Print/Email and Distribute Copies of Purchase Order
11. To Vendor
Understanding the PO Processes

Once the PO is created, several processes must be performed to complete the PO processing. The PO processes can be run by the user after the PO is created, or run nightly as part of the scheduled batch processing.

- **Edit** – The Edit process distributes the tax and freight charges to the account string distributions for each line. It also prepares the dollar amount fields for Budget Check.

- **Budget Check** – First checks that the account strings entered on the PO are valid accounts for the district. Next, it checks if there is enough budget for the PO. If the PO passes Budget Check, an encumbrance is created in the Budget Ledger.

- **Dispatch** – Runs automatically when users print the PO(s) via the PDF Printing procedure or through the PO by Email feature (after final approver approves the PO via workflow). The Dispatch process makes the PO available for receiving and payment.

- **Post** – Posts the encumbrance amount to the General Ledger. The Post process only runs at night time.
Purchase Order Structure

A purchase order is identified by a PO ID unique within a Business Unit (District), enabling a consistent means of tracking all purchases through the system. A purchase order consists of four major components:

1. **Purchase Order Header** – The information that pertains to the entire PO. Header information includes Vendor, Date, and Status information.

2. **Purchase Order Lines** – The PO Lines contain all the information about the items being purchased. Line information includes item ID’s, descriptions, and cost information.

3. **Purchase Order Schedules** – The PO Schedule contains the delivery schedule information for each individual line on the PO. Schedule information includes due date and shipping information.

4. **Account Distributions** – The Account Distribution contains information about how the item is going to be charged within an organization’s account strings. You can have more than one distribution for each PO Schedule. Account Distributions include chartfields, quantity, and dollar amount breakdowns for each Schedule.

Data for purchase orders are stored in a set of related tables forming a tree structure with a series of parent-child relationships. The PO Lines table is a child of the Header table. The PO Schedules table is a child of the PO Lines table and the Account Distributions table is a child of the PO Schedules table. The structure of the tree is such that there can be many child records to each parent record.
Module 1 - Purchase Orders via Express PO Panels

Overview

The Express Purchase Order gives Buyers a faster, easier way to enter purchase orders. The panel group is designed to work seamlessly with the Standard PO panels. If additional data needs to be added to the PO, the Standard PO panels can be accessed for further modification.

Note: This panel can only be used to enter a new PO. Existing purchase orders cannot be accessed or updated via the Express PO panels.

The Express PO entry panel contains fields from all of the PO tables; but in order to simplify the PO entry process, the Express PO panel allows only one shipping due date per PO, and one shipping schedule per PO line. The benefit is that most POs can be entered on one primary panel.
Express PO Tab Explained

The Express PO tab is divided into 3 sections (from top to bottom):
1. Header/Shipping Information
2. Default Account Distribution(s). These will be applied to every PO Line.
3. Line Item Details
## Header/Shipping Information Fields Explained

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit</strong></td>
<td>The Business Unit for the district will be displayed. This is a display only field.</td>
</tr>
<tr>
<td><strong>PO</strong></td>
<td>The PO ID entered or “NEXT” will be displayed. If “NEXT” is used, a new PO ID will be assigned when the PO is saved.</td>
</tr>
<tr>
<td><strong>Vendor</strong></td>
<td>The Short Name for the selected vendor.</td>
</tr>
<tr>
<td><strong>ID</strong></td>
<td>The ID of the vendor selected.</td>
</tr>
<tr>
<td><strong>Acctg Date</strong></td>
<td>The Accounting Date determines the Budget Period of the PO. This should only be changed when entering a future fiscal year PO or prior fiscal year PO during the year-end closing months.</td>
</tr>
<tr>
<td><strong>Freight Terms</strong></td>
<td>Freight Terms defaults to the district’s default setup. This is usually “DES”</td>
</tr>
<tr>
<td><strong>Ship Via</strong></td>
<td>Ship Via defaults to the district’s default shipping method.</td>
</tr>
<tr>
<td><strong>Due Date</strong></td>
<td>The Due Date is automatically defaulted to the current system date. A different date can be selected if necessary.</td>
</tr>
</tbody>
</table>

(Copy Icon) Press this icon to copy information from an existing PO. You will be prompted for the Business Unit and the PO ID number. All necessary information will be copied into the current PO. The PO ID number will remain as you entered it when you came into the panel. You can make any changes or additions as you normally would. When you finish making changes, save the PO.
**Ship To** The Ship To is the address that the Vendor will ship the merchandise to for this PO. It is defaulted from the Buyer profile, and can be overridden when necessary.

**Location Code** This is the final address where the goods or services will be delivered to. It is defaulted in from the Buyer setup and can be modified when necessary.

**Amount** The total amount from all PO line amount fields.

**Adj Amt** The total amount of tax and freight on the PO.

**PO Total** The total of the Amount and Adjusted Amt fields.
Default Account Distribution(s) Explained

This area is for the default account distribution(s). Users can insert multiple distribution lines by pressing F7 or delete an existing line by pressing F8. As many default distribution lines can be added as needed; however, only two distribution lines are displayed at a time. The lines are numbered to indicate how many distribution lines have been inserted.

The default lines allow a percentage to be entered. This percentage will be used to calculate the quantities and encumbrance amounts on each distribution line. As additional default distribution lines are added, a warning will be issued if the total percentage exceeds 100%. The user is responsible for making sure the default distribution lines total 100%.

Distribute By Field (Quantity or Amount)

The Distribute By field of Q (Quantity) means that when a user is charging a single line item to more than one account distribution, the user will need to enter how much quantity should be charged to each distribution. On the other hand, by changing the Distribute By field to A (Amount), users can specify the exact dollar amount that will be charged to each account distribution for the PO line.

**Freight** – Enter the total freight charges in the Freight field.
Line Item Detail Fields Explained

The initial panel only contains one PO line; however, users can add as many PO lines as needed. To add an additional PO line, press F7 on the keyboard. Likewise, to delete a PO line, press F8. A PO line is made up of the following fields:

**Item**

Item is an optional field that is generally used to order stock to replenish the warehouse (Inventory districts). To select from the list of items, double-click, or press the **F4 key** with your cursor in the **Item** field. When an item number is entered, the long description, UOM, and Category will be filled in and grayed out so it cannot be changed.

**Long Descr**

This is the description of the item that will show up on the line detail of the PO. If an item number is not used, simply type the desired long description of the item being purchased. If an item number is used, the description is populated from the item table and will be grayed out. To view the entire description, click the Magnifying Glass button.

**Magnifying Glass**

This will display the entire long description. You may modify this field to customize the description if no item number has been entered.

**Category ID**

The Category ID will default to 99999 (Miscellaneous). If no Item ID is entered this field can be modified. To select from the list of Categories defined in the table, double click or press F4 with your cursor in the Category field. If an Item ID is entered, this will change to the category ID of the item.

**UOM**

(Unit of Measure) This field will default to “EA.” It can be modified if no Item ID is entered. To select from the list of Units of Measure defined in the table, double click or press F4 with your cursor in the UOM field. When an Item is entered, this will change to the Unit of Measure of the item.
**PO Qty**  
Enter the item quantity here.

**Price**  
Type in the unit price of the item. If an item ID is selected, the price is taken from the item table. This field can be modified as needed.

**Amount**  
The monetary value of the line is displayed. This is the quantity multiplied by the unit price.

**(Schedule Details)** This icon displays the Schedule Account Detail distribution lines for the line item selected. This will default to the current default distribution lines that were entered and can be modified as needed. Additional distribution lines can also be added as needed. If the amounts and percentages are incorrect the user will receive the message “Total percent does not add up to 100%.” Check each line to make sure all line percentages add up to 100%.

---

**N/C**  
No Charge indicator. This field should be checked when ordering free items from the vendor.

**Frt**  
Check this box if the freight charge applies to this PO Line.

**Frt Amount**  
When the Frt box is checked, the system displays the pro-rated freight dollar amount for PO line.

**Tax**  
Click the Tax checkbox if sales tax should be added to this line.

**Receive**  
Check the “Receiving Required” checkbox if this PO line requires a PeopleSoft Receiver to be entered before the PO closes.

**Paper Requisition**  
LACOE use only.
Comments Tab Explained

Navigation
Click the Comments tab.

The Purchase Order Comments panel enables users to enter relevant comments for each PO. Each comment can be up to 2000 characters and users can add additional comments by pressing F7. If the user wants the comments to appear on the PO, they must select the “Send to Vendor” checkbox on this panel. There are two comment types used:

- Header comments – Used to add additional comments about the entire PO. This comment type prints at the bottom of the PO.

- Line comments – Used to add additional comments about a particular line item. When selecting Line as the comment type, a box to the right of the Type field will appear where the user can enter the PO line number for which the comment is intended for. The comment will appear under that line on the printout.

Permanently established comments can be added to a PO using the Standard Comments button. Creating Standard Comments is covered in the Advanced Purchasing manual.
**Attachments Tab Explained**

**Navigation**
Click the Attachments tab.

The Purchase Order Attachments panel allows users to attach softcopy documents from their computer that pertains to their purchase orders into the PeopleSoft purchasing module. Buyers are able to attach Word, Excel, and PDF files and can view them at any point in time.

The panel is divided into two halves – right and left side. The right side shows documents to attach to the PO and the left side shows documents that are attached to the PO. In order to attach documents, the PO must be saved first or else, the panel will be grayed out.

There is a one-time file security setup for PeopleSoft Citrix that needs to be done in order to use this functionality. Please refer to the PeopleSoft Citrix File Security section of this manual.
Right Side Explained

Directory

Users will need to create a folder called “LACOE” on their C: drive for PC users or home directory of the hard drive for Mac users, and save the documents to attach to the PO. For security reasons, PeopleSoft has been programmed to only look at the C:\LACOE\ directory. There is a 60 character limit file name. This limit includes the file extension. If the file exceeds the character limit, the file will not be attached.

List Doc Icon

Click the List Documents icon to populate the right hand side of the panel with a list of files residing in the LACOE folder on the user’s computer. These documents will be available to attach to the PO.

View Doc Icon

Click the View Documents icon to open the document being attached.

Document Name

The name of the file.

Attach

Click the Attach checkbox to select the files to attach.

Left Side Explained

Save/Refresh Document

Click the Save/Refresh document pushbutton to save documents being attached or removed. This action will also refresh the panel. When attaching documents, the selected documents from the right side of the panel will move to the left side of the panel. When removing documents, the selected files from the left hand side will be deleted.

View Doc Icon

Click the View Documents icon to open the attached document.

Currently Attached

Shows the documents that are currently attached to the PO.

Remove

Click the Remove checkbox to select the files to delete from the PO. Please note: In order to remove the documents, the Save/Refresh Document pushbutton must be selected after the documents have been checked.

Fax w/ PO

This functionality is currently not being used.
Step-by-Step Instructions for Creating Express POs

Step 1: Create a New PO

Menu:  
Go → Administer Procurement → Manage Purchase Orders  
Use → Express PO - Add → Express PO

Type in the desired PO ID or leave the field as NEXT and PeopleSoft will assign the next available PO number for the district. Click OK.

The Express PO panel will load with the selected PO ID.
Step 2: Select the Vendor

Click the Vendor Lookup button (green flashlight) to search for the correct vendor. The following panel will appear.

1. Type in the first 5 or 6 characters of the vendor name in all capital letters.
2. Click Sparky to populate a list of vendors that match the typed characters.
3. Click the green checkmark to the left of the Vendor ID to select the correct vendor. If there are multiple addresses for the correct vendor, usually address 1 is the address for POs.

After clicking the green checkmark to select the correct vendor, you will then be directed back to the main PO entry screen.
Step 3: Enter PO Header information

Select the Buyer and, if needed, users can change the default Freight Terms, Ship Via, Ship To, and Location Code fields.

1. **Buyer** – Normally this will be the name of the user entering the PO.
2. **Freight Terms, Ship Via** – These fields are defaulted based on the district setup. However, these fields are changeable by double clicking or pressing F4 in the field for additional options.
3. **Ship To** – This is the location where the vendor will be delivering the goods or services to.
4. **Location Code** – This is the final destination of the goods or services.
Step 4: Select the Matching Rule

Matching defaults based on the vendor setup. Click the Matching button and select the needed rule.

Districts not using matching – Select No Match in the Match Action field if this PO will not use Matching.

Districts using matching – Select Standard in the Match Action and click the down arrow of the Match Rules field to select either TWO_WAY or THREE_WAY matching.

TWO_WAY Matching – TWO_WAY Matching compares the unit price of goods or services ordered on the PO against the unit price of the goods or services paid on the Voucher lines. If the PO line and Voucher line unit prices of the goods or services are not within 10% of each other, then a Match Exception will occur when Accounts Payable enters the Voucher.

THREE_WAY Matching – Does the same thing as TWO_WAY match but also compares the Voucher quantity against the Receiver quantity. If there’s a discrepancy between the items received and the items paid of more than 10%, Accounts Payable will get a Match Exception error that will need to be addressed before processing can continue.
Step 5: Accounting Date and Due Date

- **Accounting Date** – The accounting date should remain as today’s date except when entering future fiscal year Purchase Orders. When entering future fiscal year POs, the accounting date should be changed to 07/01/20XX.

- **Due Date** – This field is used as an informational field to let the vendor know when the goods or services are needed by. For orders that will remain open for the duration of the fiscal year, change the due date to the end of the fiscal year.
Step 6: Enter the Freight Amount and Default Account Distribution(s)

1. **Freight** – Enter the total freight amount for the order in the Freight box.
2. **Distribute by** – If only 1 account string will be charged on the order, users should leave the field as “Q.” However, when multiple account strings will be charged, this field can be changed to “A,” depending on the user’s needs.
3. **Pct (percentage)** – Users must enter a default percentage split when entering more than one default account string. The order below will charge 2 account strings, 40% will be charged to the first account string and 60% charged to the second. Make sure the total adds up to 100%.

Use F7 to add additional account distributions or F8 to delete an existing distribution.
Step 7: Enter the PO Line Information

Type in the PO line item information. Press F7 to add additional PO lines.

- **Item** – This field is generally used when ordering stock for replenishing the warehouse (Inventory Districts). It is not for inputting the vendor’s item number.
- **Long Description** – Users can type directly into the box or click on the Magnifying glass to type the description into a sub-panel.
- **Category** – Press F4 or double click in the Category field to bring up a list of Categories.
- **UOM** – Press F4 or double click in the UOM field to bring up a list of Units of Measure.
- **N/C** – Click this box if the items are free from the vendor.
- **Frt** – Check this box if the freight charge applies to this PO line.
- **Tax** – Check this box if sales tax applies to this PO Line.
- **Receive** – Check this box if PeopleSoft receiving is required for this PO Line.
Step 8: Add Additional Comments

Navigation
Click the PO Comments tab.

Select the comment type (Header or Line) and type additional comments as needed. Click the “Send to Vendor” box if the comment should print on the PO. Multiple comments can be created by pressing F7 to add a new comment.
Step 9: Save the PO

Make sure to save the PO. Users are advised to save often when working on longer POs. Once the PO is saved, the PO is assigned the next available PO ID number (when using NEXT).
Step 10: Attach Softcopy Documents

Navigation
Click the PO Attachments tab.

In order to attach documents, the PO must be saved first. You will notice that the PO has not been saved if the panel is grayed out.

1. Click the List Documents icon. This will list all the attachments residing in the LACOE folder of the C: drive or home directory immediately below the List Document icon. Please note: you must have the documents saved in the LACOE folder of your computer in order to populate the Attachment panel with the list of documents.
2. Select the documents to attach by clicking the checkbox in the Attach column.
3. Click the Save/Refresh Documents button. This will move the selected files from the right hand side to the left hand side.
Step 11: Process the PO

Navigation

Use ➝ Purchase Order ➝ Header ➝ Update/Display

Processing a PO is only available in the Standard PO panels. Without exiting the Express PO panel, follow the navigation to pull up the same PO in the Standard PO panels.

To process the PO, first click the Edit Process button.

The Pop-up box below will appear letting you know the process has been initiated. Click OK, wait a few moments, and click Sparky to check if the process has finished.
If the Edit process hasn’t finished, you will get another pop-up box, similar to the one above, telling you the process hasn’t finished. Click OK, wait a few moments, and click Sparky again.

You will know when the Edit process is finished when you no longer get a pop-up message after clicking Sparky and the Budget Check button becomes available.

Now click the Budget Check button. If the PO passes Budget Check, you will get the message below. Click Yes and continue to step 12. If it does not pass Budget Check, you will get a message. Refer to the section “Viewing Budget Control Exceptions” on page 64 in this manual.

The Budget Check status will show “Valid” if the PO passed Budget Check and “Error” if it did not pass.
Step 12: Print the PO

Click the Printer button to view the printout in Acrobat Reader.

The following message will appear. Click OK, wait a few moments and the PO printout will appear in Acrobat Reader.
Once in Acrobat Reader, click the Printer icon in the upper left corner.

Select the printer, the number of copies, and whether or not to Collate (used for printing multiple copies of each page) the printout. When ready, click OK to print.
Activity 1 - Create an Express PO with one Account Distribution

Navigation
Menu: Go ➔ Administer Procurement ➔ Manage Purchase Orders ➔ Express PO - Add ➔ Express PO

Business Unit: 12345 (Defaulted in)
Purchase Order: TRAINXX (Instructor will assign numbers for “XX”), Click OK

Enter the following information:

Vendor: OFFICE DEPOT (0000004950)
Buyer: Jones, Sally – Training USD
Due Date: Today’s Date (Defaulted in)
Ship To: 77777
Location: 00100
Matching: No Match

Total Freight 20
Account Distribution (100%)
01.0-00000.0-11100-10000-4310-0010000

Description #348037 Office Depot brand copy paper, case of 10
Category: 15900
Unit Of Measure (UOM) CS
PO Qty: 5
Price 41.99
Freight Applicable Yes
Tax Applicable Yes

Enter Additional Comments

Send to Vendor Checkbox: Checked
Comment Type Header
Comments Box: NEED A RUSH ORDER ON THIS ITEM

Save the Purchase Order
Record the Purchase Order ID number
Attach 3 Softcopy Documents Word, Excel, and PDF
Process the PO
STOP!
Activity 2 - Create an Express PO with two Account Distributions

Navigation
Menu: Go ➔ Administer Procurement ➔ Manage Purchase Orders ➔ Express PO - Add ➔ Express PO

Business Unit: 12345 (Defaulted in)
Purchase Order: TRAINXX (Instructor will assign numbers for “XX”), Click OK

Enter the following information:

Vendor: OFFICE DEPOT (0000004950)
Buyer: Jones, Sally – Training USD
Due Date: Today’s Date (Defaulted in)
Ship To: 00200
Location: 00200
Matching: Three_Way

Account Distribution 1 & 2 (60% & 40%)
01.0-00000.0-11100-10000-4310-001000 & 01.0-00000.0-11100-10000-4310-0020000

Total Freight 20
Description #120742 Nexus 7 from Google 16 GB
Category: Search for Computer Supplies Category
Unit Of Measure (UOM) EA
PO Qty: 2
Price 249.99
Freight Applicable Yes
Tax Applicable Yes

Enter Additional Comments

Send to Vendor Checkbox: Checked
Comment Type Header
Comments Box: NEED A RUSH ORDER ON THIS ITEM

Save the Purchase Order
Record the Purchase Order ID number
Attach 3 Softcopy Documents Word, Excel, and PDF
Process the PO
STOP!

On the following pages are some sample requisitions. At the bottom of each requisition there is a box with the appropriate Account Code string(s). Please enter each requisition into the system as a PO. And attach the copy of the Requisition to the PO.
## Requisition

<table>
<thead>
<tr>
<th>Date Requisition Submitted</th>
<th>Operating Unit or Name of School Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 12, 20XX</td>
<td>District Office</td>
</tr>
</tbody>
</table>

### Address

<table>
<thead>
<tr>
<th>Telephone Number and Extension</th>
<th>Name of Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>X8525</td>
<td>Susan Reese</td>
</tr>
</tbody>
</table>

**Typed Name of Principal, Site Manager, or Project Director**

James Cohan, Coordinator, At Risk Programs

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Stock No.</th>
<th>Description</th>
<th>Unit Price</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>N/A</td>
<td>View Binders, 1” White, Letter, SAMSILL 18587 (10065)</td>
<td>$2.63</td>
<td>$26.30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund</th>
<th>Res.PrjY</th>
<th>Goal</th>
<th>Function</th>
<th>Object</th>
<th>Sch/Loc</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.0</td>
<td>00000.0</td>
<td>11100</td>
<td>10000</td>
<td>4310</td>
<td>0000000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Input Date</th>
<th>Initial</th>
<th>Signature of Requester</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Account Verified By</th>
<th>Date Verified</th>
<th>Principal/Asst. Supt.</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Requisition

<table>
<thead>
<tr>
<th>Date Requisition Submitted</th>
<th>Operating Unit or Name of School Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 12, 20XX</td>
<td>Rivera Elementary</td>
</tr>
</tbody>
</table>

| Address
|----------------------------------|

<table>
<thead>
<tr>
<th>Telephone Number and Extension</th>
<th>Name of Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>X9026</td>
<td>Rowena Gail</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Typed Name of Principal, Site Manager, or Project Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rowena Gail, Principal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Stock No.</th>
<th>Description</th>
<th>Unit Price</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>N/A</td>
<td>Tables, Library, 4 x 6, black &amp; chrome, Office Depot #76975 for classroom use</td>
<td>$90.00</td>
<td>$180.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund</th>
<th>Res.PrjY</th>
<th>Goal</th>
<th>Function</th>
<th>Object</th>
<th>Sch/Loc</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.0</td>
<td>00000.0</td>
<td>11100</td>
<td>10000</td>
<td>4310</td>
<td>0000000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Input Date</th>
<th>Initial</th>
<th>Signature of Requester</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Verified By</td>
<td>Date Verified</td>
<td>Principal/Asst. Supt.</td>
<td>Date Signed</td>
</tr>
</tbody>
</table>

---

LACOE, Division of School Financial Services

Purchase Orders Using PeopleSoft
## Requisition

<table>
<thead>
<tr>
<th>Date Requisition Submitted</th>
<th>Operating Unit or Name of School Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 12, 20XX</td>
<td>Warren High School</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Telephone Number and Extension</strong></td>
<td><strong>Name of Contact Person</strong></td>
</tr>
<tr>
<td>X5434</td>
<td>Robin Wright</td>
</tr>
<tr>
<td><strong>Typed Name of Principal, Site Manager, or Project Director</strong></td>
<td><strong>Typed Name of Principal, Site Manager, or Project Director</strong></td>
</tr>
<tr>
<td>Sergio Acevedo, Principal</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Stock No.</th>
<th>Description</th>
<th>Unit Price</th>
<th>Ext. Price</th>
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</thead>
<tbody>
<tr>
<td>125</td>
<td>AAG7023605</td>
<td>Teacher Role/Lesson Plan Books</td>
<td>$8.99</td>
<td>$1,123.75</td>
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<tr>
<td></td>
<td></td>
<td>60 to Sch/Loc 00000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>65 to Sch/Loc 00200000</td>
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<table>
<thead>
<tr>
<th>Fund</th>
<th>Res.PrjY</th>
<th>Goal</th>
<th>Function</th>
<th>Object</th>
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</tr>
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<td>01.0</td>
<td>00000.0</td>
<td>11100</td>
<td>10000</td>
<td>4310</td>
<td>0000000</td>
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<tr>
<td>01.0</td>
<td>00000.0</td>
<td>11100</td>
<td>10000</td>
<td>4310</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Input Date</th>
<th>Initial</th>
<th>Signature of Requester</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Verified By</th>
<th>Date Verified</th>
<th>Principal/Asst. Supt.</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Module 2 - Purchase Orders via Standard PO Panels

District staff can enter, view, or update purchase orders from the Standard Purchase Order panel group. The next few pages will explain the Standard PO panels. Then, step-by-step instructions are included for users that want to enter POs via the Standard PO panels.

Understanding POs via Standard PO Panels

Navigation Steps to view an existing PO
Menu: Go ➔ Administer Procurement ➔ Manage Purchase Orders
Use ➔ Purchase Order ➔ Lines ➔ Update/Display
Enter the Purchase Order ID or search with any of the fields below.

Select the PO and click OK.
Lines Tab Explained

The PO Lines tab contains the Vendor information, Buyer, PO Date, and Line Item information for the PO. Click Sparky to populate the line information if the PO lines are not populated when opening an existing PO.

Click the Line Details button to view additional information about a PO line.
Line Details Sub-Panel Explained

Clicking the Line Details button on the far right of each PO line brings up the line details sub-panel that contains more information about a particular PO line. This sub-panel contains the Category code, Receiving Required checkbox, and Withholding code if the Vendor is a 1099 vendor. Any changes made to the fields in the Line Detail sub-panel will only be associated with that one PO Line.

![Line Details Sub-Panel Example]

- **Amount**: 399.90
- **USD Document Base**: 399.90
- **Category**: 15900 OFFICE SUPPLIES
- **Contract**: 12345
- **RFQ ID**
- **Vendor Item ID**
- **Vendor Catg**: 
- **Paper Req**
- **Price Qty**: Schedule
- **Price Date**: PO
- **Withholding**
- **Receiving Required**
- **Inspect**
Schedule Tab Explained

The PO Schedule tab contains the Due Date, Ship To, Quantity, Unit Price, and Extended Amount for each PO line. The Schedule tab only displays one PO line at a time, so users have to scroll up and down on the outer scroll bar to view the other lines.

Navigation
Click the Schedule tab.

![Schedule Tab Image]

Details for Schedule 1 -- OFFICE DEP

#348037 Office Depot

<table>
<thead>
<tr>
<th>Sched Num</th>
<th>Ship To</th>
<th>Due Date</th>
<th>Time Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7777</td>
<td>08/12/20XX</td>
<td></td>
</tr>
</tbody>
</table>
Schedule Details Sub-Panel Explained

Click the Schedule Details button to view additional information about the Schedule. This is where the account distribution information is stored.
Header Tab Explained

The Purchase Order header carries information that pertains to the entire Purchase Order – including reference, origin, bill to address, dispatch method, and match status. This panel also contains several buttons that help to further define information that applies to the entire PO, unless overridden by the user at the PO line level using one of the other PO panel group panels.

Navigation
Click the Header tab.

Additional header information can be defined by selecting any of several pushbuttons on the Header panel. These include:

1. Defaults panel button
2. Vendor information button
3. Matching information button
4. Freight amount field & Search button. The Search button is used to specify which lines the freight charge applies to.
Comments Tab Explained

Navigation
Click the Comments tab.

The Purchase Order Comments panel enables users to enter relevant comments for each PO. Each comment can be up to 2000 characters and users can add additional comments by pressing F7. If the user wants the comments to appear on the PO, they must select the “Send to Vendor” checkbox on this panel. There are two comment types used:

- **Header comments** – Used to add additional comments about the entire PO. This comment type prints at the bottom of the PO.
- **Line comments** – Used to add additional comments about a particular line item. When selecting Line as the comment type a box to the right of the Type field will appear. Type in the PO line number and the comment will appear under that line on the printout.

Permanently established comments can be pulled into a PO using the Standard Comments button. Creating Standard Comments is covered in the Advanced Purchasing course.

Attachments Tab Explained

Refer to pages 16 and 17.
Reserving a PO Number

There are instances when users need a PO number prior to creating the PO. Follow these steps to reserve a PO number in PeopleSoft. When you are ready to finish entering the PO, you must create the PO in the Standard PO panels.

Navigation

Menu: Go ➔ Administer Procurement ➔ Manage Purchase Orders ➔ Purchase Order Reservation

Use

Enter a PO ID or use NEXT

Enter the Vendor Information, PO Date, PO Reference (optional), and “ONL.” Then click Save to reserve this PO ID. The PO can be completed at a later time in the Standard PO panels.
Step-by-Step Instructions for Creating Standard POs

Step 1: Create a New PO

Navigation
Menu: **Go** ➔ Administer Procurement ➔ Manage Purchase Orders
**Use** ➔ Purchase Order ➔ Lines ➔ Add
Enter a PO ID or NEXT, then click OK.

The buyer name will populate with the user’s default Buyer. Click the Green Flashlight icon to go to the Vendor Lookup panel.
Step 2: Select the Vendor

Click the Vendor Lookup button (green flashlight) to search for the correct vendor. The following panel will appear.

1. Type in the first 5 or 6 characters of the vendor name in all capital letters.
2. Click Sparky to populate a list of vendors that match the typed characters.
3. Click the green checkmark to the left of the Vendor ID to select the correct vendor.

After clicking the green checkmark to select the correct vendor, you will then be directed back to the main PO entry screen.
Step 3: Enter Default Information

Navigation
Click the Header tab and click the Defaults button.

The system will automatically populate the Accounting Date to today’s date. The only time it should be changed is during year end. See below for more details.

**Year-end Note:** The Accounting Date determines the fiscal year for the PO. During the months of April, May and June, buyers may be entering POs for both the current and for next fiscal year. If the PO is for the current year, leave the Accounting Date unchanged. If the PO is for next fiscal year, change the Accounting Date to 07/01/XX.

Conversely, when in July, buyers may need to enter POs for the prior year. In this case, backdate the Accounting Date to 06/30/XX.
Enter the default information for Ship To, Location, Due Date, Ship Via, Freight Terms, and Account Distribution. The default information will be copied to each line as the user builds the PO lines. Click OK when finished.
Step 4: Select the Matching Rule

Click the Matching button.

Select the needed Match Rule setup and click OK.
Step 5: Enter the PO Line Item Information

Navigation
Click the Lines tab.

Enter the Item Description, Unit of Measure (UOM), and Quantity. Press F7 to add an additional PO line or F8 to delete a PO line.

The Item ID field is mainly used for buying warehouse items to replenish stock (Inventory districts). It can also be used to order non-stock items, if the district has setup non-stock item information. Setting up non-stock items is covered in the Advanced Purchasing course.
Step 6: Line Details Sub-Panel

Click the Line Details button for each PO line. Enter the correct Category Code or click the Category drop down to see a searchable list of values.

![Line Details Sub-Panel](image)

The Category code defaults the “Receiving Required” box. Users can set this field to the needed settings. The “Receiving Required” setting will prevent the PO from closing until the merchandise has been received in PeopleSoft. Click OK when finished.

**Note:** If the PO is setup as THREE WAY match, make sure the “Receiving Required” field is checked. This will prevent accounts payable from paying for the items, until they’ve been received from the vendor.
Step 7: Enter the Schedule Information

Navigation
Click the Schedule tab.

The Due Date and Ship To fields populate from the Defaults panel and can be modified if needed. The Quantity was already entered on the Lines tab.

Enter the unit price in the “Price” column. The “Amount” column is the quantity multiplied by the unit price. Scroll down on the scroll bar to enter the schedule information for every line.

Note: For Open Contract/Blanket POs, change the Due Date to 06/30/XX (the end of the fiscal year) to allow the PO to stay open until the end of the fiscal year.
Step 8: Schedule Details Sub-Panel and Account Distributions

**Navigation**
Click the Schedule Details button.

The Default panel only allows for one default account distribution. If the PO line will be charged to more than one account, the user must add the additional account distribution(s) on the Schedule Details panel. Click on one of the Account Distribution fields and press F7 to add additional accounts. Likewise, press F8 to delete.
Step 9: Add Sales Tax to PO Lines

Click the Schedule Sales/Use Tax button to make the line taxable. This step has to be done for every line on the PO if all lines are taxable.

Click the drop down for the Sales/Use Tax Applicability box and select “Sales Tax Appl.” Click OK when finished.

Conversely, to remove sales tax from a line, select None from the drop down list.
Step 10: Add Freight Charges

Navigation
Click the Header tab.

Enter the freight charges in the Freight Amount field. If needed, click the green flashlight to exempt some lines from freight charges.

Uncheck the “Sel” box if freight charges do not apply to a line. Click OK when finished.
Step 11: Save the PO

Click the Save button. The new PO ID assigned by the system will appear (if NEXT was used).
Step 12: Attach Softcopy Documents

Navigation
Click the PO Attachments tab.

In order to attach documents, the PO must be saved first. You will notice that the PO has not been saved if the panel is grayed out.

1. Click the List Documents icon. This will list all the attachments residing in the LACOE folder of the C: drive or home directory immediately below the List Document icon. Please note: you must have the documents saved in the LACOE folder of your computer in order to populate the attachment panel with the list of documents.
2. Select the documents to attach by clicking the checkbox in the Attach column.
3. Click the Save/Refresh Documents button. This will move the selected files from the right hand side to the left hand side.
Step 13: Process the PO

To process the PO, first click the Edit Process button.

The pop-up box below will appear letting you know the process has been initiated. Click OK, wait a few moments, and click Sparky to check if the process has finished.

If the Edit process hasn’t finished, you will get another pop-up box, similar to the one above, telling you the process hasn’t finished. Click OK, wait a few moments, and click Sparky again.

You will know when the Edit process is finished when you no longer get a pop-up message after clicking Sparky and the Budget Check button becomes available.
Now click the Budget Check button. If the PO passes Budget Check, you will get the message below. Click Yes and continue to Step 14. If the PO does not pass Budget Check, you will get a similar message. Click Yes and refer to section “Viewing Budget Control Exceptions” in this manual.

The Budget Check status now shows “Valid” if it passed Budget Check and “Error” if it did not pass.
Step 14: Print the PO

Click the Printer icon to view the printout in Adobe Acrobat and refer to pages 30-31 for the instructions.
Activity 3 - Create a Standard PO with one Account Distribution

Navigation

Menu: Go ➔ Administer Procurement ➔ Manage Purchase Orders
       Use ➔ Purchase Orders ➔ Lines ➔ Add

Business Unit: 12345 (Defaulted in)
Purchase Order: TRAINXX (Instructor will assign numbers for “XX”), Click OK

Enter the following information:

Vendor: OFFICE DEPOT (0000004950)
Buyer: Jones, Sally – Training USD
Due Date: Today’s Date (Defaulted in)
Ship To: 77777
Location: 00100
Matching: No Match

Total Freight 20
Account Distribution (100%)
01.0-00000.0-11100-10000-4310-0010000

Description #348037 Office Depot brand copy paper, case of 10
Category: 15900
Unit Of Measure (UOM) CS
PO Qty: 5
Price 41.99
Freight Applicable Yes
Tax Applicable Yes

Enter Additional Comments
Send to Vendor Checkbox: Checked
Comment Type Header
Comments Box: NEED A RUSH ORDER ON THIS ITEM

Save the Purchase Order
Record the Purchase Order ID number
Attach 3 Softcopy Documents Word, Excel, and PDF
Process the PO
STOP!
Activity 4 - Create a Standard PO Adding with two Account Distributions

Navigation
Menu:  Go → Administer Procurement → Manage Purchase Orders
       Use → Purchase Order → Lines → Add

Business Unit:  12345 (Defaulted in)
Purchase Order:  TRAINXX (Instructor will assign numbers for “XX”), Click OK

Enter the following information:

Vendor:  OFFICE DEPOT (0000004950)
Buyer:  Jones, Sally – Training USD
Due Date:  Today’s Date (Defaulted in)
Ship To:  00200
Location:  00200
Matching:  Three_Way

Account Distribution 1 & 2 (60% & 40%)
01.0-00000.0-11100-10000-4310-001000 & 01.0-00000.0-11100-10000-4310-0020000

Total Freight  20
Description  #120742 Nexus 7 from Google 16 GB
Category:  Search for Computer Supplies Category
Unit Of Measure (UOM)  EA
PO Qty:  2
Price  249.99
Freight Applicable  Yes
Tax Applicable  Yes

Enter Additional Comments

Send to Vendor Checkbox:  Checked
Comment Type  Header
Comments Box:  NEED A RUSH ORDER ON THIS ITEM

Save the Purchase Order
Record the Purchase Order ID number
Attach 3 Softcopy Documents  Word, Excel, and PDF
Process the PO
STOP!
Module 3 - Sourcing Requisitions into Purchase Orders

Overview

The PeopleSoft Requisition Selection panel enables Purchasing staff to search approved and posted requisitions and select lines to build into a specific purchase order.

Navigation

Menu: Go ➔ Administer Procurement ➔ Manage Purchase Orders ➔ Requisition Selection ➔ Select Criteria

When prompted for the Business Unit, click OK.
Specifying Selection Criteria

Using the Select Criteria panel, district purchasing staff can select the requisition lines to consider for online sourcing.

The Requisition Selection screen defaults the Sort By method to **Requisition ID**. Change the default Sort By to Vendor ID, Item ID, or Item Description as desired. Requisition line selection can be further controlled by filtering for a specific buyer, vendor, category, requisition, or requester.

You can select lines from any requisition that meets the following criteria:

- It is approved and posted.
- It has a budget check status of “Valid.”
- It is not on hold.
- It is not currently involved in the Sourcing process.
- It has some quantity or amount open for sourcing.
From the Sourcing panel, select the requisition lines to source into the PO. Clicking the All Lines from Req checkbox before selecting a requisition line is a convenient way to select all the lines of a single requisition with one click.
Adding/Changing the Vendor during Sourcing

If the Vendor information fields are blank for the lines that are going to be sourced, or if the Buyer needs to change this order to a different vendor than the one selected by the requester, Buyers must first select the correct vendor before clicking the checkbox to select the requisition line. Buyers can either type in the Vendor ID or Vendor ShortName into the corresponding vendor fields. Additionally, Buyers can double click in the Vendor box to bring up a search panel.

Double click in the Vendor box to bring up the Search panel below. Buyers can now search by Vendor Short Name. Select the correct vendor and click OK.
Make sure that the All Lines From Req box is checked and select the requisition line with the correct vendor on it. The correct vendor information will also be copied to each of the other requisition lines for that requisition.
Adding/Changing the Vendor During Sourcing (Shortcut Method)

Buyers can also search for the desired vendor by typing the first few letters of the vendor name into the ShortName field, then **hold down the Shift key and press F4**. This will bring up a list of vendor names that start with the typed letters (e.g., typing STAP then pressing Shift+F4 will only show vendor ShortNames that start with the letters “STAP”).

After selecting the desired vendor, click the checkbox at the far left on the Requisition line then elect the TAB key to have the system auto fill in the remaining vendor fields. If the “All Lines from Req” box is checked, the system will automatically fill in the vendor information for every Requisition line for that requisition once the line is selected by clicking on the Requisition line checkbox.
Reviewing Information about Selected Requisitions

Make sure that all the desired requisition lines are selected (grayed-out) and click the Go To Staging button to review the requisition information before turning it into a PO.

![Diagram showing requisition lines and instructions to select and click Go To Staging.]

Make sure all the desired lines are selected and click Go To Staging.
Staging Panel

- Enter the **Buyer** information if the field is blank and the **Due Date**.
- To assign a PO ID, click on the “User Assign ID” checkbox and type in the desired PO ID in the “PO” field. You can select an existing PO only if the PO is not in “Complete” or “Canceled” status. When selecting an existing PO, the system will append the new requisition lines to the end of the PO. If a non-existent PO ID is entered the following message will appear.

```
Non-Existent PO. Do you wish to Reserve the PO and continue? (Y/N)
```

Click **Yes** to reserve the PO number and press the Save icon to save the information and build the PO.
Viewing Requisition Information from Sourced Purchase Order

Navigation
Menu: Go → Administer Procurement → Manage Purchase Orders
Use → Purchase Order → Lines → Update/Display

Pull up the lines by clicking Sparky and navigate and go to the Schedule tab to see the schedule details of the purchase order.

Click on the Requisition Details icon:

Requisition Details -- Item # 45074538 Watt GE Longer Life Softwhite Light Bulb 4/pack

Request BU: 12345
Requisition ID: 0000000108
Req Line: 2
Req Sched: 1
Req Dist: 1
Requester Name: 12345 - Fluvia Elementary
Telephone:
Fax Number:
Requisition Finalize/Partialize

In some scenarios, a buyer may need to create a PO for less than the full amount ordered on the requisition. Whenever this scenario occurs, the buyer should finalize the remaining requisition amount/quantity from the PO, so that no pre-encumbrance is remaining in the system for the unused dollar amount. Requisitions are finalized from the purchase order panel.

Navigation
Menu: Go ➔ Administer Procurement ➔ Manage Purchase Orders
Use ➔ Purchase Order ➔ Schedule ➔ Update/Display

Navigate to the schedule details of the purchase order.

![Purchase Order Schedule Details](image)

Click on the Finalize/Partialize icon.

![Finalize/Partialize Icon](image)

This panel displays information about the corresponding requisition line, including Request Business Unit, Requisition ID, Line, Schedule, Liquidation Status, and In-Process Flag status. To finalize the requisition line and liquidate the remaining pre-encumbrance, select finalize in the drop down. If you need to reverse liquidation at a later time, change your selection back to partialize. Leave the default at None to take no action.
PO Document Status Inquiry

The PO Document Status Inquiry panel is similar to the Requisition Document Status Inquiry, except Buyers can look up all the corresponding documents based on a PO ID. Document information for Requisitions, Receivers, Vouchers, and Payments for the selected PO will be shown.

Navigation

Menu: Go → Administer Procurement → Manage Purchase Orders → Inquire → PO Document Status Inquiry

Type in the PO number to inquire on and click OK.

On this panel, Buyers will also be able to monitor the progress of a PO with regards to the background processes that run against it.

The above example shows that this PO has been Dispatched, that the budget check was successful and Valid, and that the PO has been Distributed (Posted).
Module 4 - Maintaining Purchase Orders

Viewing All Budget Control Exceptions

Use the Budget Control Exceptions panel to monitor and fix Budget Check Errors. Some users have access to override Budget Check Errors from this panel.

Navigation

Menu: Go — Administer Procurement — Manage Purchase Orders
    Use — Budget Control Exceptions
    Click the Search button

The Budget Control Exceptions panel should be checked on a regular basis.
**Budget Control Exceptions Panel (Budget Check Errors)**

The Budget Control Exceptions panel helps users identify the reason a PO failed Budget Check. The following information is displayed to help do so:

1. **Budget Checking Line Status** – Displays the reason why the PO is in Error. See below for a list of what each status means.
2. **Scroll Bars** – The outer and inner scroll bars must be used to find the error message. The outer scroll bar is for multiple PO lines and the inner scroll bar is for multiple account distributions.
3. **Budget Override** – Some Budget Check errors can be overridden by a user with the appropriate PeopleSoft security. To override, click the box and click the Budget Check button.

**Possible Budget Checking Line Status messages:**

- **Org Budget Data Not Found** – the account distribution is not valid. This could be a user typo, or the accounting department has not setup the account distribution yet.
- **Not Checked** – the current line is not the problem. Use the scroll bars until you find a message that says something other than “Not Checked.”
- **Requisition Over-liquidated** – the PO amount is more than the associated Requisition (Requisition districts only).
- **Insufficient Appropriation** – there’s not enough budget left in the Fund. Contact your accounting department.
- **Insufficient Org Budget** – there’s not enough budget left in the account distribution. Contact your accounting department.

![Budget Control Exceptions Panel](image-url)
Fixing the Budget Control Exception (Budget Check Error)

Most Budget Check errors are because the account distribution entered is invalid. On the previous page we determined that account distribution 1 is an invalid account.

Navigation
Click the Go To Purchase Order button (see previous page).

If needed, click Sparky to populate the Lines.
Click the Schedule tab. If needed, click Sparky to populate the schedule information.

The account distribution(s) in error are available to change. Replace the wrong account distribution with the correct one by typing over the chartfield. Click OK when finished, and re-process the PO.
Printing Multiple POs

Navigation
Menu: Go → Administer Procurement → Manage Purchase Orders
       Report → PO Print PDF → Add

In the Run Control ID prompt type “PRINT” to add a new run control ID. For users that already have a Run Control ID, select Update/Display and select the appropriate Run Control ID.

The PO PDF Printing panel below is displayed. This panel allows users to print and save multiple POs to the hard drive at one time.

**Step 1:** Define the criteria for the PO(s) to be printed

- Users can either enter the PO ID to print a specific PO or enter any combination of date range, vendor ID, and/or buyer information.
- Select the PO statuses that apply for the desired POs to be printed. A PO status may be Approved, Canceled, Completed, Dispatched, Open, or Pending. The Select All button is available if all statuses apply.
- The date range uses the PO Date, unless the “Use Modified Date” is checked, then it uses the date the PO was last modified.
- Select “Changed and Unchanged orders” in the Change Order field.

Step 2: Click the Select PO(s) button

Step 3: Print the POs
Step 2: Click the “Select PO(s)” button

- If the message “There are no PO(s) for current values specified/please revise your run control” appears, there are no POs existing within the selected criteria. Click OK, modify the selection criteria, and click the “Select PO(s)” button again.
- The maximum number of POs that can be printed at one time is restricted to 100. If the message “You are requesting to print over 100 PO(s), please modify your run control to filter data to less than 101 PO(s)” appears, the PO selection is too large. Click OK, modify the selection criteria, and press the “Select PO(s)” button again.
- The panel below appears once valid criteria has been selected. This panel allows the user to further refine the print selection. Select the desired POs to print and click OK.

### You can now select the PO(s) you want to print

<table>
<thead>
<tr>
<th>PO</th>
<th>PO Date</th>
<th>Method</th>
<th>Change Order</th>
<th>PO Status</th>
<th>Buyer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000000001</td>
<td>01/12/20XX</td>
<td>Print</td>
<td>-</td>
<td>Approved</td>
<td>Jones, Sally - Training USD</td>
</tr>
<tr>
<td>00000000002</td>
<td>02/12/20XX</td>
<td>Print</td>
<td>-</td>
<td>Approved</td>
<td>Black, Betty - Training USD</td>
</tr>
<tr>
<td>00000000003</td>
<td>03/12/20XX</td>
<td>Print</td>
<td>-</td>
<td>Approved</td>
<td>Jones, Sally - Training USD</td>
</tr>
</tbody>
</table>

Click on the PO(s) that should be printed, then click OK.

Step 3: Press the “Run PO Print Program” button

- Click the “Run PO Print Program” button to run the printing program. Once this button is selected, the Print Program Run message will appear. Click OK. Wait a few moments and the PO will open in Acrobat Reader.

### Print Program Run

Your PO(s) are being forwarded to ADOBE ACROBAT for Printing. Please wait while it is being generated (0,0)
Use the scroll bar to see each PO that was selected for print. The user is now able to print the PO(s) to the default Citrix printer. Click the Printer icon.

**IMPORTANT**: When printing multiple copies of the POs, always make sure the “Collate” box is unchecked (see example above). Doing so will ensure that Acrobat Reader prints 3 copies of page 1, followed by 3 copies of page 2, then 3 copies of page 3, etc. (based on the above example).
Saving POs to the Hard Drive

From the Adobe Acrobat screen, users can save the PDF file to the hard drive. To do so, click on the **File** Menu, and click **Save As**. The following screen will appear.

![Adobe Acrobat Save As Screen](image)

First, click on the “My Computer” button on the upper left corner of the screen. **Then, select the “C$ on ‘Client’ (C:)” drive to save the PO to the local hard drive. From there, users can select the desired folder location to save to in the file directory. Name the file by filling in the “Object Name” field or leave the default file name as it is. The default file naming convention is as follows:

- **TEACH01** identifies the user that saved the document.
- **12345** reflect the Business Unit of the district.
- **0000000143** is the PO number (when saving 1 PO). **RANGEXXXX** is the default file name when printing multiple POs.

When users are done printing and saving all the needed POs, close the Adobe Acrobat window and continue working in PeopleSoft.

**Note:** Once the PO files are saved to the local hard drive they can be viewed and printed at any time outside of the PeopleSoft application just like any other PDF file.
Changing Purchase Orders (Change Orders)

If the PO has never been Budget Checked and Dispatched, the fields are still open and available for users to change. Once the PO has been Budget Checked and Dispatched, you must follow the instructions in the following pages to change the PO. Most changes will be marked as a “Change Order” to tell the vendor, you’ve made a change to the PO.

Start Here for All Changes

Navigation
Menu: Go → Administer Procurement → Manage Purchase Orders
Use → Purchase Order → Lines → Update/Display

If the PO lines are not displayed, click Sparky to fetch the PO Lines.

The next few pages give users instructions on changing the following:
- Canceling a PO Line, changing the Item ID, Description, UOM, Quantity, or Category.
- Changing the Due Date, Ship To, or Unit Price.
- Changing the Account Distribution.
- Changing the Accounting Date, PO Reference, and Buyer Name.
- Deleting a Purchase Order.
- Canceling a Purchase Order.
Canceling a PO Line, Changing the Item ID, Description, UOM, Quantity, or Category

Navigation
Click the Line Details button (see previous page).

From the Line Details users can:
1. Click the red X to cancel the PO line.
2. Click the blue checkmark to open up the fields on the Lines tab for changing.
3. Change the Category code or uncheck Receiving Required.

Clicking the blue checkmark opens the fields on that line for changing. Change the needed fields, save the changes, and re-process the PO.
Changing the Due Date, Ship To, or Unit Price

Navigation
Click the Schedule tab. If the Schedule line is not displayed, click Sparky to fetch the line.

Initially, the fields are grayed out. Click the Schedule Details button.

Click Sparky to fetch the PO line schedule.

Click the blue checkmark. The system will automatically take you back to the Schedule tab (above screenshot). Now the fields will be available to change. Change the needed fields.

SAVE and re-process the PO.
Changing the Account Distribution

Navigation
Click the Schedule tab, then click the Schedule Details button.

Click the Original account distribution and press F7 to insert a new row. Enter the new account distribution and the Quantity or Amount.
Scroll all the way to the right of the panel, and click the Magnifying Glass of the original account that will be canceled.

When the panel below appears, click on the red X to cancel the account distribution.

When the red X is clicked, the system will take you back to the Schedule tab. However, the status on that account distribution changes from Open to Canceled.

When finished, click SAVE and re-process the PO.

*Changes to POs that are ONLY account string changes will NOT generate a Change Order in PeopleSoft. This is because accounting changes are irrelevant to the vendor.*

*Note: If the PO has been sourced from a Requisition, changing the account distribution will break the link between the PO and the Requisition. The Requisition and the pre-encumbrance amounts will re-open and the Requisition will re-appear within the sourcing pool, at which point the Requisition or the Requisition line must be canceled.*
Changing the Accounting Date, PO Reference, and Buyer Name

Navigation
Click the Header tab.

Use the Purchase Order Header panel to access the Create Header Change button. After clicking this button, users can modify the Accounting Date, PO Reference, and Buyer Name fields.

The Buyer Name is on the Lines tab.

![Image of Purchase Order Panel]

NOTE: When this button is selected, the words “Change Order: 1” will appear in the top right-hand corner of the panel.
Deleting a Purchase Order

POs can ONLY be deleted if they have never been successfully Budget Checked. If the PO has been budget checked, refer to section “Canceling a PO” on the next page of this manual.

Navigation
Menu: Go ➔ Administer Procurement ➔ Manage Purchase Orders ➔ Use ➔ Purchase Order ➔ Header ➔ Update/Display
Enter the PO Number or Search

Click the Delete Document (trash can) button on the Header tab. When a PO is deleted, the PO ID can be re-used because the PO is completely erased from the system.

The following Warning and Confirmation messages will appear as part of the PO delete process.
Canceling a Purchase Order

Canceling a PO is done using the PO Workbench. The PO must be posted before it can be canceled, therefore a user can’t enter a PO and cancel it on the same day.

Navigation
Menu: Go → Administer Procurement → Manage Purchase Orders
Use → PO Workbench

Click on the Select button. On the sub-panel, type in the PO ID and click OK.
PO information is displayed on this panel. Select the PO by clicking the checkbox, then click the Cancel button. A confirmation message will appear. Click Yes to continue.

**NOTE:** Canceling a PO can only be done on POs that have not been Received or Paid against. The Cancel button will not be active if the PO has been received or paid.
Module 5 - Purchase Order Inquiry

This section explains the various Inquiry panels available to assist users with monitoring a PO.

PO Workbench

Navigation

Menu: Go → Administer Procurement → Manage Purchase Orders
Use → PO Workbench

Click the Select button.

Use any combination of the fields below to view a list of POs matching your criteria (e.g., PO Date, Vendor ID) then click OK.
A list of POs matching the criteria is displayed. Users can select a PO by clicking on the checkbox. Some of the buttons become active once a PO is selected. The buttons across the top of this panel, from left to right are:

- Inquire on PO
- Update PO
- Maintain Distributions (Not used)
- PO Activity Summary
- Reset Approval (not available)
- Approve PO (not available)
- Dispatch PO (not available)
- Cancel PO
- View Draft
**Purchase Order - Inquire**

These panels are the inquiry version of the Standard PO panels. POs that have been Canceled or Completed are only accessible through the PO Inquiry panels. Users can view documents that have been attached to the PO if the View Attachment icon is active.

**Navigation**

**Menu:**
- Go → Administer Procurement → Manage Purchase Orders
- Inquire → Purchase Orders → Lines

1. **Click the View Attachment Icon** to view documents attached to the PO.
2. **Click the Print Icon** to view the copy of the PO in Crystal Report version.
District PO Balance Inquiry

Navigation

Menu: Go → Administer Procurement → Manage Purchase Orders → Inquire → District PO Balance Inquiry

The District PO Balance Inquiry panel is the easiest screen to see accounts payable and receiving information against a PO. The panel is divided into two sections, the PO Header section, and PO Line section. The PO Line section shows one PO line at a time via scrollbar and includes all voucher and receiving information.

Click on the Magnifying Glasses to see additional information.
PO Header magnifying glass information.

The PO Line magnifying glass shows the PO account distribution breakdown.

The Voucher magnifying glass shows the Voucher account distribution breakdown.
PO Document Status Inquiry

The PO Document Status Inquiry panel allows users to view Requisition, Receiver, Voucher, and Payment information against a PO. Click the different checkboxes or click All to get a list of activity against the PO.

Navigation Menu:  
- Go → Administer Procurement → Manage Purchase Orders
- Inquire → PO Document Status Inquiry

The PO Document Status Inquiry panel allows users to view Requisition, Receiver, Voucher, and Payment information against a PO. Click the different checkboxes or click All to get a list of activity against the PO.
**PO Activity Summary**

The PO Activity Summary panel will enable a user to view all Receipts, Invoices/Payments, and Matching that has taken place against a PO.

**Navigation**

**Menu:**

- **Go** ➔ Administer Procurement ➔ Manage Purchase Orders
- **Inquire** ➔ PO Activity Summary

1. Click the column header for Receipt, Invoice, or Matched to see all activity against this PO line.
2. Click the checkbox of the document you want to view.
3. Click the button to go to the Voucher. PeopleSoft will transfer you to an Inquiry panel for that document.

If the column header is grayed out, there is nothing to view in that column.
Change History

The Change History panel shows the changes that were made to a PO. Header changes are displayed on the Header Changes tab, Line Changes on the Line Changes tab, and Schedule Changes on the Ship Changes tab.

Navigation Menu:  
Go→ Administer Procurement → Manage Purchase Orders  
Inquire→ Change History → Header Changes

Changes will be displayed via the scroll bar. Scrolling down will show the original information, and up will show the new data.
PO Accounting Entries

Once a PO is posted, this panel displays the Accounting Entries generated and sent to the General Ledger. Account strings, along with the exact amounts (including tax and freight) can be viewed here.

Navigation Menu: Go → Administer Procurement → Manage Purchase Orders → Inquire → PO Accounting Entries

- DST – Is the user entered dollar amount.
- STX – Is the sales tax amount.
- FRG – Is the Freight amount.
- ENR – Is the encumbrance offset account.
Module 6 - Receiving (Non-Stock and Stock Items)

This module provides an overview of the PeopleSoft Receiving process for both Non-Stock and Stock items. It is geared toward staff performing receiving duties and/or entering receiving data into the PeopleSoft system.

Overview

Upon completion of this module, participants will:

- Understand the Receiving process
- Receive items with a Purchase Order
- Cancel Receivers

PeopleSoft Purchasing automates much of the process of Receiving and Distributing purchased items and materials. During the initial setup process, the district will define the rules for receiving consumable goods. PeopleSoft’s receiving process enables district staff to apply those rules while matching received items with Dispatched Purchase Orders and tracking them through the Receiving process.

In the Receiving process, district staff will be able to use the Receiving panels to handle multiple scenarios. Staff will be able to:

- Enter one Receipt to record shipments against multiple POs.
- Receive partial shipments from a single PO onto many receipts.

District staff can use the panels in the Receive Shipments window to add or update receipts, associate received items with Dispatched POs, and make available the appropriate receiving information to PeopleSoft Payables.

Creating or Updating a Receipt with items that have been received requires selecting items from Discovered POs and pulling in the information to the Receipt from the PO Lines, Schedules, and Distributions. Only POs that are Discovered qualify for Receiving.
Receiving Purchase Order Lines

Using the Receive with Purchase Order panel, district staff can enter information about a shipment to help locate the associated Purchase Order lines. More than one line can be selected at a time.

Navigation

Menu: Go → Administer Procurement → Manage Shipments
     Use → Receive with Purchase Order → Receipt Items → Add
     Enter Receiver ID Number or use NEXT

Click the Select Purchase Order button.
Clicking the Select Purchase Order button brings up the following Pick Purchase Order panel.

**Steps for Using This Panel**

1. Enter the PO ID.
2. Click the Fetch PO Schedules button (Sparky).
3. Select the needed PO line(s) to receive against.
4. Click OK.
Users will need to enter the following information:

1. Bill of Lading (Optional)
2. Packing Slip (Optional)
3. Quantity Received from the Vendor.
4. Quantity Accepted

Make sure to scroll down on the outer scroll bar and complete 3 and 4 for every line.
If 2 of the 10 items received need to be rejected for some reason, the information would be entered in the receipt as follows:

1. Enter the Received Quantity.
2. Enter the Accepted Quantity.
3. Click the Receiver Schedule Details button to enter the rejection information.

Enter the Rejected Quantity, Reason, Action, and optional RMA Information. When finished, click OK. The accepted quantity plus the rejected quantity must equal the received quantity. If these do not match, you will get an error message.
After you have entered the required receiving information, you can SAVE the receiver. Note your new Receiver ID.

Go to the Item List tab to view detailed Item/Receiver information.
Go to the *Receipt Status* panel to review and change receipt status. On this panel, individual Lines or the entire receiver can be put on HOLD from processing.
Canceling Receivers

Navigation

Menu:  Go ➔ Administer Procurement ➔ Manage Shipments

Use ➔ Receive with Purchase Order ➔ Receipt Status ➔ Update/Display

Enter the receiver ID number and click OK.

Users can either cancel the entire receiver or individual lines when needed.

1. Cancel button for the entire Receiver.
2. Cancel button for a Receiver line.

You will receive the message on the left when canceling a line and the message on the right when canceling the Receiver. Click Yes to confirm.
If the Receiver is canceled, all the status fields will show canceled. If only the line is canceled, that line will show canceled. Make sure to save. If you do not save, the Receiver/line will not be canceled.
PO by Email Customization

Overview

This customization will allow districts to automatically email a signed purchase order as a PDF attachment to buyers and vendors.

The next few pages will detail the instructions on how to use this functionality in PeopleSoft.

Workflow

Workflow is a requirement for this functionality since each district has its own procedure for signing purchase orders. Workflow is flexible enough to accommodate the different routing procedures, as well as setting up alternate approvers.

Sending the PO for Approval

Once workflow is turned on, any purchase orders created or updated (change orders) will go to “Pending Approval” status, requiring approval after successfully passing budget check. Buyers will need to send the PO for approval when it has passed budget check. This starts the next set of navigation.

Follow the steps below to send the PO’s for approval:

1. From the Header panel, click the “Send PO for Approval” icon ( ). This will only be active after the PO has passed Budget Check

2. After clicking the icon, you will receive the message as shown below. Click “Yes” to route the PO according to the established workflow approval rules.
3. Once it is in workflow, you will receive the message below indicating that the document cannot be modified. Click “OK” and you will be transferred to the Inquiry panel.

![Image: PeopleCode Manager (Update)](image)

You are not allowed to change PO’s that have been routed for approval. Transferring to PO Inquiry. (26001,19)

Click “OK” and you will be transferred to the Inquiry panel.

**Note 1:** Since changes cannot be made to a purchase order that is in workflow, the PO must be denied or taken out of workflow (workflow reset) before any changes can be made. Please refer to Approving/Denying the PO section of this manual to deny a PO. Refer to the Workflow Reset section of this manual to remove the PO.
**Note 2:** If the approver is also the creator of the purchase order, the system will auto-approve the PO. The approver will receive an auto-approval message as shown below. Click “OK,” it will take you to the Inquiry panel as shown on page 109.

The auto-approval of the PO will invoke the PO Dispatch process and email the signed purchase order as a PDF attachment to the approver.

**Approving/Denying the PO**

Once the PO is in workflow, approvers will receive an email notification at 10am and/or 2pm daily notifying them of POs pending their approvals. Approvers will need to log into PeopleSoft, go to the PO Approval Panel, and approve or deny the purchase order.

**Navigation:** Go – Administer Procurement – LACOE/Workflow Chartfield Sec – Use – Worklist – Purchase Order

Approver will see purchase orders pending approval as shown above. There are also four icons where the approver can view the approval history/comments ( ), the details of the PO ( ), add comments ( ), and add an approver ( ).
Follow the instructions below on how to Approve or Deny the PO:

1. Click the “Document Details” (🔍) icon to view details of the purchase order. The current panel will be minimized and the approver will be taken to the Header tab of the Purchase Order panel group. The approver can view the line, schedule, distribution, header, and comment details by clicking the respective tabs in this panel group. Or the approver can click the Printer icon to view the details of the PO. Also, if there are any soft copy attachments, the approver can click the “View Documents” icon.

2. Close the Purchase Order panel group after viewing the details of the purchase order and open the PO Approver panel by clicking the PeopleSoft icon from the task bar.
3. In the Purchase Order Approval tab, click the Approve radio button to approve the PO or click the Deny radio button to deny the PO.

4. After clicking the Approve or Deny button, save the panel by clicking the Save icon.
5. This will update the Approval Status to “Complete” if approved or “In Process” if denied.

6. The approval of the PO will invoke the PO Dispatch process and email the signed purchase order as a PDF attachment to the buyer.

**Workflow Reset**

If a PO is in workflow and needs to be updated, the buyer must remove it from workflow by resetting the document. To take it out of workflow, the document must be reset. Follow the instructions below to take the PO out of workflow.

**Navigation:** Go – Administer Procurement – Manage Purchase Orders – Inquire – Purchase Order – Approval History

1. Click the “WF Reset” button.
2. It will ask if you are sure you want to cancel the document out of workflow. Click “Yes”.

3. You will receive another message indicating that the reset has completed. Click “OK”.

4. The last row on the panel indicates that the document has been reset.

5. The buyer can now update the PO.
Workflow Reset or Denial Email Notification

In the event that a PO has been reset or denied, an e-mail notice is automatically sent to the buyer alerting him/her of this occurrence. Once changes have been made to the reset/denied PO, the user is required to go to the Worklist panel and select “Worked” to avoid receiving the same e-mail notice twice daily. Details are described below.

Navigation: Go – Administer Procurement – LACOE/Workflow Chartfield Sec – Use – Worklist – Purchase Order

The panel below will appear. Select the proper PO and check the corresponding “Worked” box.

Click on the “Save” button to complete the transaction. Once saved, the PO will be taken off the “Worklist” and the buyer will no longer receive the e-mail notice.
Change Orders

Changes to POs, which do not modify the PO status from Dispatched to Pending Approval, such as changing the account strings or adding/updating comments will not automatically allow the use of this functionality. To remedy these situations, a “Reset PO Status” icon has been added to the PO Header panel to allow a reset of the PO “Pending Approval.”

**Navigation:** Go – Administer Procurement – Manage Purchase Orders – Use – Purchase Order – Header – Update/Display

Follow the instructions below to reset the PO status to Pending Approval:

1. Go to the Header panel of the PO to see a new icon called “Reset PO Status”.

2. Clicking the Reset PO Status will change the PO status to “Pending Approval” only if the PO Status is either “Dispatched” or “Approved” and the Budget Check status is “Valid”. If the PO does not have those statuses, the PO status will not be updated. Also, if the PO Status is “Dispatched” and has a “Valid” Budget Check, using the Reset PO Status button will prompt the system to recognize a change order. The change order sequence number will be updated.
3. Once the status is updated to “Pending Approval” and the PO is saved, the Send for Approval button will be activated allowing you to send the PO for approval.
Email Notification from PO System

Once the PO is approved, the buyer will receive an email notification from PeopleSoft with the attached PDF file. The email will come from “POSystem”. Please make sure that POSystem is not blocked by your email server.

Below are screen shots of the email notices and the actual copy of the signed PO.
**Purchase Order**

Form No. 512-061

<table>
<thead>
<tr>
<th>DATE ISSUED</th>
<th>ACCT PAYABLE PHONE NO.</th>
<th>HIP NO.</th>
<th>CONTRACT NO.</th>
<th>BILL TO NO.</th>
<th>VENDOR NO.</th>
<th>VENDOR PHONE NO.</th>
<th>VENDOR FAX NO.</th>
<th>SHIP VIA</th>
<th>SHIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/06/20XX</td>
<td>XXX-XXX-XXX</td>
<td>XXX</td>
<td>XXX</td>
<td>XXX-XXX</td>
<td>XXX-XXX-XXX</td>
<td>XXX-XXX-XXX</td>
<td>XXX-XXX-XXX</td>
<td>XXX</td>
<td>XXX-XXX</td>
</tr>
</tbody>
</table>

**BUYER**

TRAINING USD

9300 Imperial Hwy
Downey, CA 90242

**PURCHASE ORDER NO.**

POEMAIL 6

**QUOTED BY**

XXXXXX

**DELIVERY HOURS**

1:00 AM - 3:30 PM (Mon. - Fri.)

**DUE DATE**

09/06/20XX

**SHIP TO**

OFFICE DEPOT

3360 E. WILLOW STREET

SIGNAL HILL, CA 90806

**PRODUCT DESCRIPTION**

<table>
<thead>
<tr>
<th>LINE/SHD</th>
<th>ITEM DESCRIPTION</th>
<th>QTY</th>
<th>UNIT</th>
<th>COST</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>POEMAIL</td>
<td>10</td>
<td>EA</td>
<td>10.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

**SUB TOTAL**

100.00

**TOTAL TAX AMOUNT**

0.00

**TOTAL AMOUNT**

100.00

**REQUESTED: $109.00**

**AUTHOR/APPOROVAL SIGNATURE**

John Smith

Electronically signed by: John Smith
Date: 20XX-09-26 Time: 08:13 AM

---

LACOE, Division of School Financial Services 122 Purchase Orders Using PeopleSoft
Re-Email feature

The functionality comes with a feature that enables approvers to re-email the signed PO document to the buyer. This feature can also be used by the buyer should there be a need to receive a copy of the signed PO.

The PO has to be pulled up from the PO Panel Group as soon as it’s been Dispatched. The Re-email icon ( ) is located on the Header tab.

Follow the instructions below on how to use the re-email feature:

1. Clicking the Re-Email (✉️) icon will ask if you want to re-email the PO to the email address on record (please see sample below).

   ![Re-Email dialog box](image)

   Do you want to Re-Email the PO to this email address:
   Doe_Jane@lacoe.edu (12601,A)

   - Yes
   - No
   - Explain

2. Clicking “Yes” will re-email the signed PO to the default email address. Clicking “No” will prompt the system to ask for an alternate email address.

3. Enter the email address and click OK. This will resend the signed PO to the email address you typed in.

Initiate PO for Approval

Instead of sending POs for approval individually from the PO Header panel, you can send several POs for approval at one time. You can use the Purchase Order Approval panel to do this.

**Navigation:** Go – Administer Procurement – Manage Purchase Orders – Use – Initiate PO Approval

Follow the instructions below on how to send POs for approval:

1. In the Update/Display screen, click OK to go to the Purchase Order Approval panel.

   ![Initiate PO Approval dialog box](image)

2. Select the POs to send for approval by clicking the Select checkbox.
3. If necessary, you can enter comments for each PO by clicking the Comments icon ( ).

4. After selecting the POs to send for approval, click the Save icon ( ). You will receive the message shown below. Click “Yes”. This will route the PO according to the established workflow approval rules.
Module 7 - Miscellaneous

PeopleSoft Cheat Sheet

Citrix User Name: ___________________________ (Usually lastname_firstname)

Citrix Password: “citrix” (in all lowercase letters).

PeopleSoft Operator ID: ______________________

PeopleSoft Password: ________________________

For Help Call: ___________________________ Phone: ______________________

Or Call: ___________________________ Phone: ______________________

Or Email: ___________________________

PeopleSoft Hotkeys

- F7 – Used to add additional account strings and additional PO lines.
- F8 – Used to delete account strings and PO lines.
- F4 – Used when in a field that has a list of selectable values. For example, Units of Measure and Category codes.
- % – The percent sign acts as a wildcard. It can be used when searching a field for a specific value. For example, if a user is searching for a vendor with the word “DEPOT” in the name, by typing in “%DEPOT”, PeopleSoft will show all vendors with the letters “DEPOT” in the name.
Logging into PeopleSoft

Open your web browser and type in [quartz.lacoe.edu](quartz.lacoe.edu) into the web address section. Users will be transferred to the Citrix login webpage below.

**Citrix User name:** Usually it’s LastName_FirstName (not case sensitive)  
**Password:** “citrix” (in all lowercase letters)

**NOTE:** PC Users can only use Internet Explorer or Mozilla Firefox web browser. Mac users can only use Mozilla Firefox.

After typing in your Citrix username and password, click Log In.
The following screen will appear. Click on the **PeopleSoft_763** icon.

Users now need to log into PeopleSoft with their PeopleSoft Operator ID and Password.
If the login is successful, a gray PeopleSoft window will appear like the screenshot below.
PeopleSoft Tips

**Favorites – Menu**  
PeopleSoft has a menu called “Favorites” that acts a lot like bookmarking a webpage in a web browser. After going into a screen via the regular navigation, users can click on the Favorites Menu, then click “Add to Favorites” to add that panel to the Favorites Menu. From then on, users can access that panel simply by clicking Favorites, and selecting the panel name. Below is what the menu looks like after adding several panels.

![Favorites Menu Example](image1)

**Recent – Menu**  
At the bottom of the “Go” Menu is the “Recent” tab. Under the Recent tab is the last 10 screens the user was in, during the current PeopleSoft session. Users can use the Recent Menu to quickly navigate back to a screen they were in recently.

![Recent Menu Example](image2)
PeopleSoft Citrix File Security

PeopleSoft Citrix File Security must be set to “Full Access” in order for users to attach files in PeopleSoft. This step only needs to be checked the first time. First, log in to PeopleSoft. Then follow the instructions below based on your Operating System.

**Windows 7 Users:**
In the bottom right corner of your desktop, find the Citrix Connection Center icon, by clicking the Up Arrow to show the Program icons. Double Click the icon.

The Citrix Connection Center window will open. Make sure Session Security is set to “Full Access.”
**Windows 8 Users:**
Go to the Task Bar at the bottom right corner of the desktop and look for the Citrix Receiver icon (black with rounded lines); right-mouse click and choose “About”.

Click “Advanced” and choose “Connection Center”.

![Image of Citrix Receiver settings window]
In the Connection Center, go to the File Security and change the option to Full Access; click Close.
Windows XP Users:
In the bottom right corner of your desktop, find the Program Neighborhood Connection Center icon (gray box with a red circle). Double Click the icon.

The following screen will appear. Click on File Security and make sure the settings are “Full Access” and “Never ask me again.”
Mac Users:
Find the Citrix online plug-in on the menu bar (top left corner). Click the Citrix online plug-in and choose Preferences.

![Citrix online plug-in](image)

In the preferences screen, click the Devices tab. Change the Read/Write option for “/Users/Computer Name (C:)” to Always.

![Preferences screen](image)
F.A.Q.'s from Buyers Sourcing Requisitions into POs

Q: I’ve already sourced a requisition into a Purchase Order. Why does it still show in my Requisition Selection screen?

A: This usually happens because the quantity or dollar amount on the Purchase Order is less than the quantity or dollar amount on the Requisition. For example, a requisition is created for 10 reams of white paper at $2.99 each. When the Requisition gets to Purchasing, Purchasing buys paper by the box and not the ream, so the PO is made out for 1 BOX of paper at $29.95.

In these scenarios when the PO is for less quantity or less dollar amount than the Requisition, the Purchasing department needs to finalize the requisition. After the requisition has been finalized, it will no longer show up in the Requisition Selection screen. Refer to section “Requisition Finalize/Partialize” for instructions on finalizing requisitions.

Q: I changed the account string on a purchase order that was sourced from a requisition and now the requisition is back in my Requisition Selection screen. What do I do?

A: Requisitions and POs are linked together through the account string. If you change the account string on the PO, you’ll get the warning message below. By continuing to change the account string you’re effectively breaking the link between the requisition and the PO.

By doing so the requisition is re-opened and available for sourcing. To get rid of the requisition, you’ll want to cancel it. Refer to section “Requisition Canceling” for instructions.