Indiana Department of Administration
Procurement Division

PeopleSoft eProcurement

Verify and Complete the Purchase Order

Version 18.6-12

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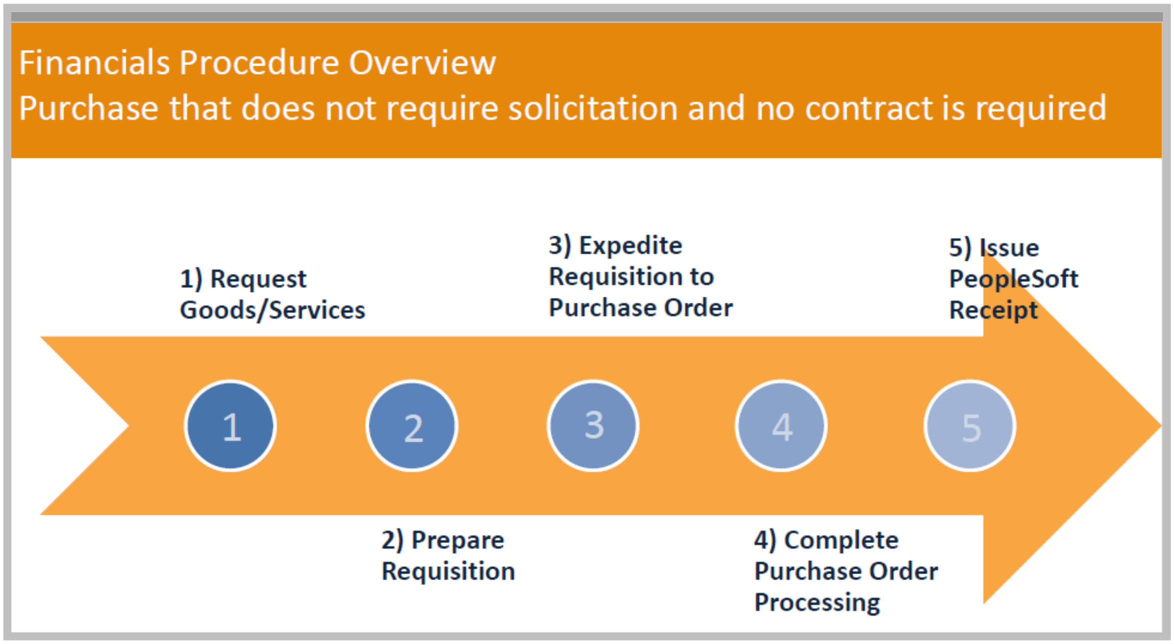

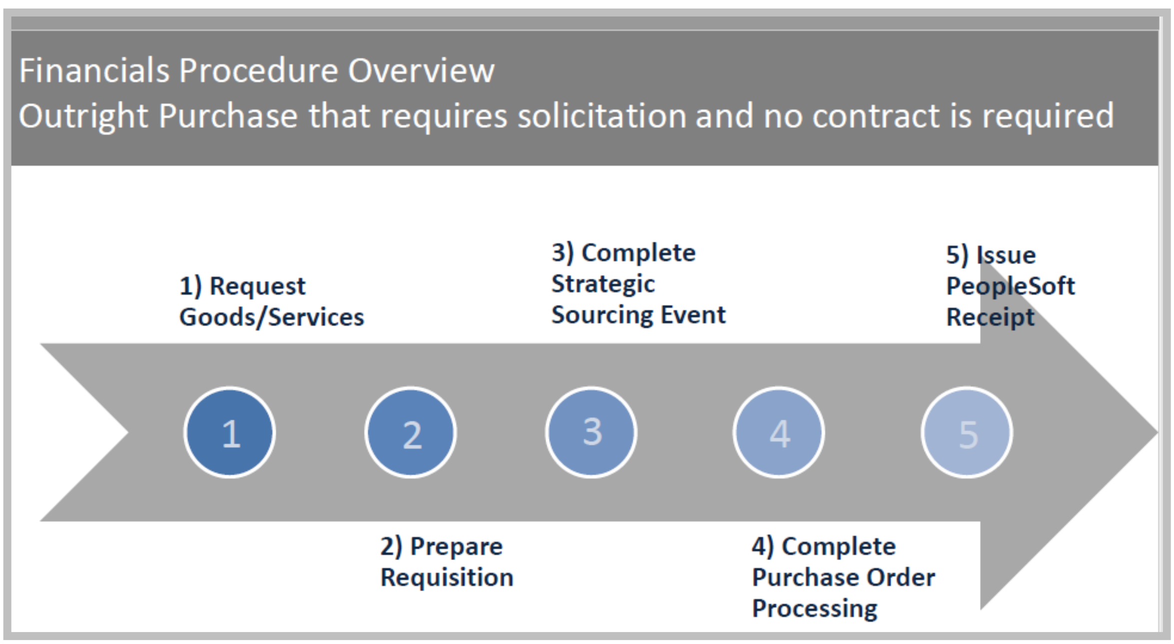

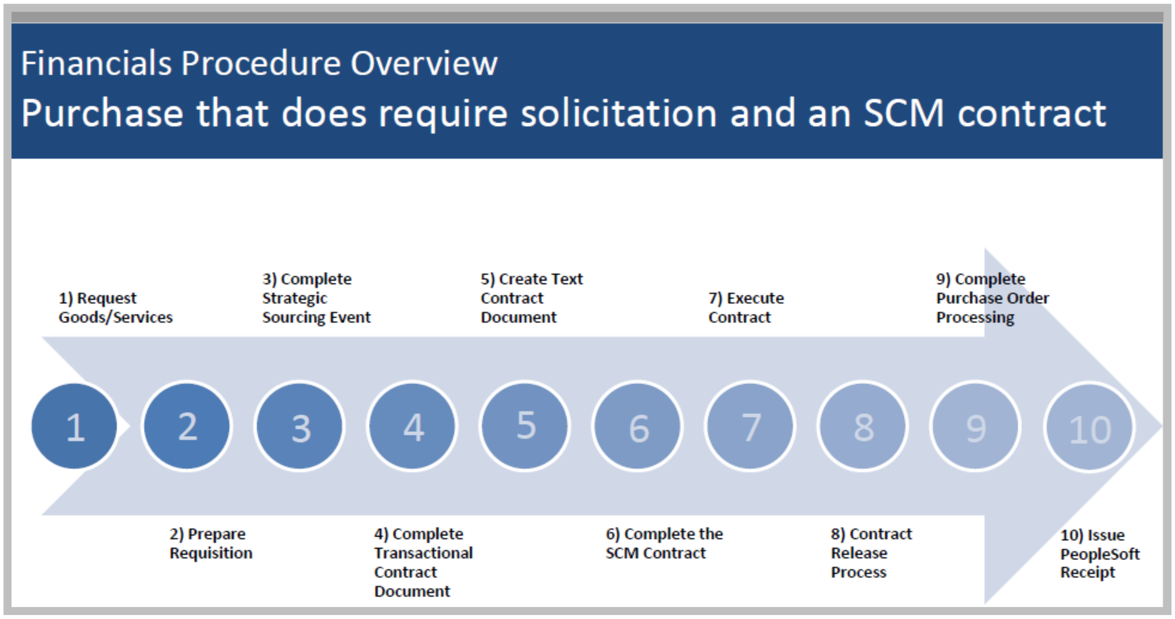
Financials Procedure Overview
Purchase that does require solicitation and an SCM contract
1) Request Goods/Services
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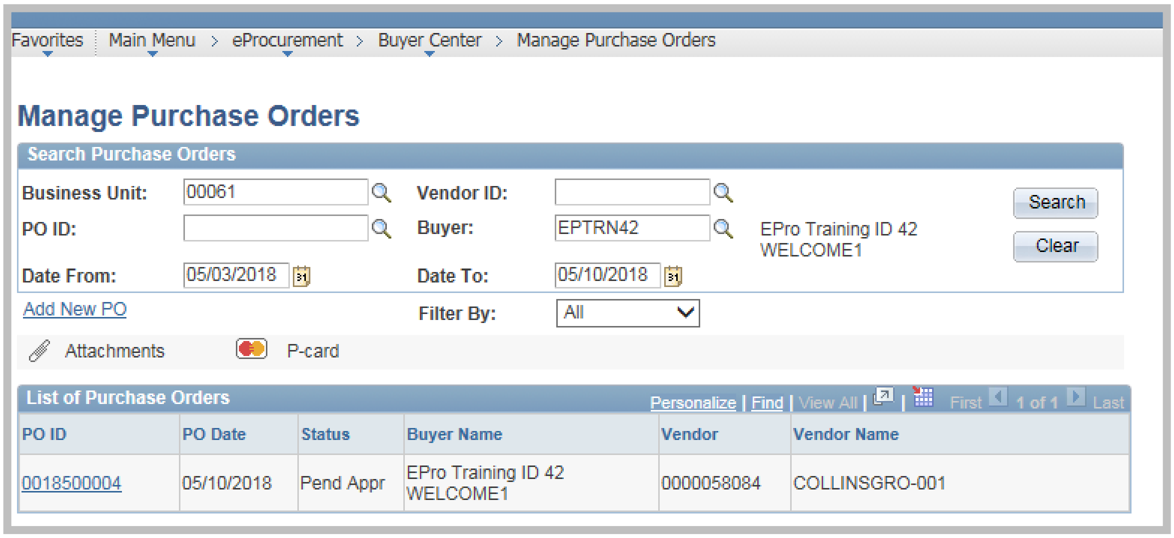
Complete the Initial Processing

Locate/Open the Purchase Order

Menu Navigation

eProcurement >> Buyer Center >> Manage Purchase Orders

The user should enter the desired criteria to locate the Purchase Order (PO) if it is not already displayed under the List of Purchase Orders banner.



Business Unit (required)
This should default to the correct Business Unit if not; the user must enter the five digit business unit number.

Vendor ID
The user can enter/look up the ten digit PeopleSoft vendor ID if known. This is not needed to search.

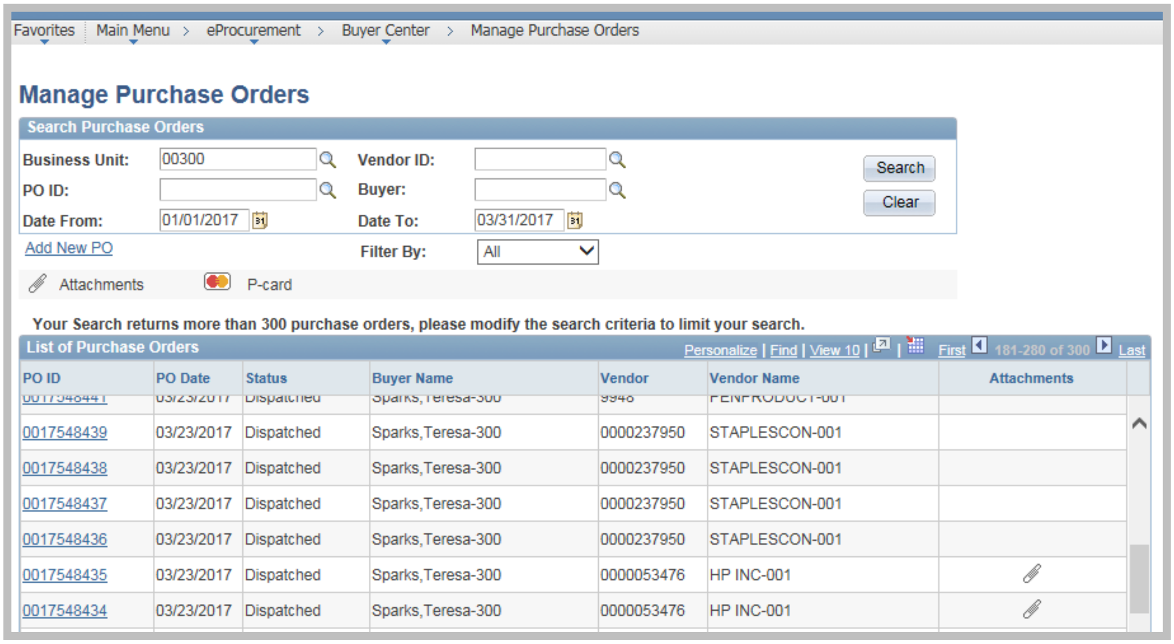
PO ID
The user can enter the ten digit PO number retrieved from the Manage Requisitions page. This is the best search criteria to enter.

Buyer
The user can enter/look up the Buyer ID of the buyer assigned to the PO at creation. This is not needed to search.

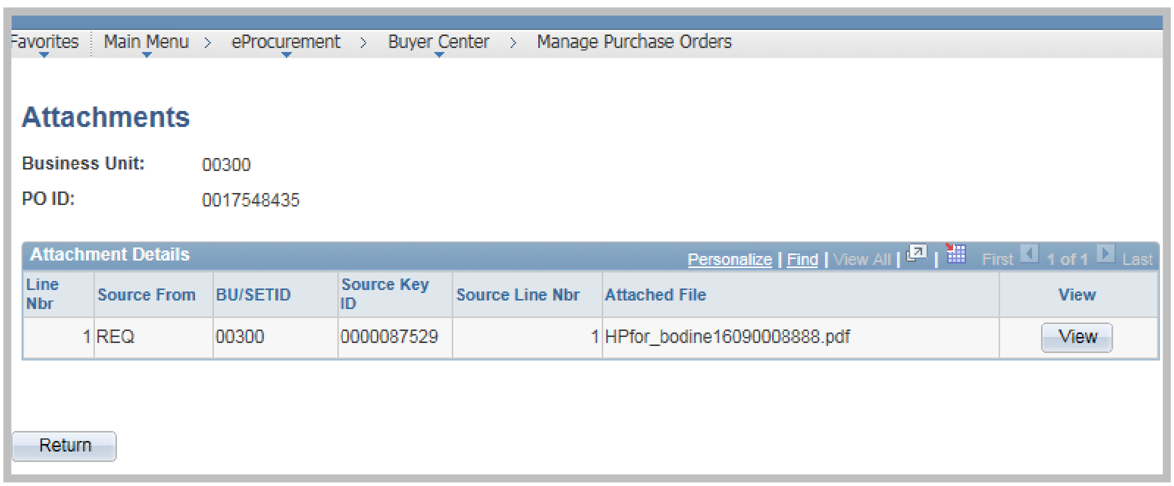
Date From/Date To
The user can limit the search frame based on the date of PO creation. This will locate only POs created during the time frame specified.

The user must click **Search** so the PO(s) that match the criteria will be displayed in the List of Purchase Orders section.

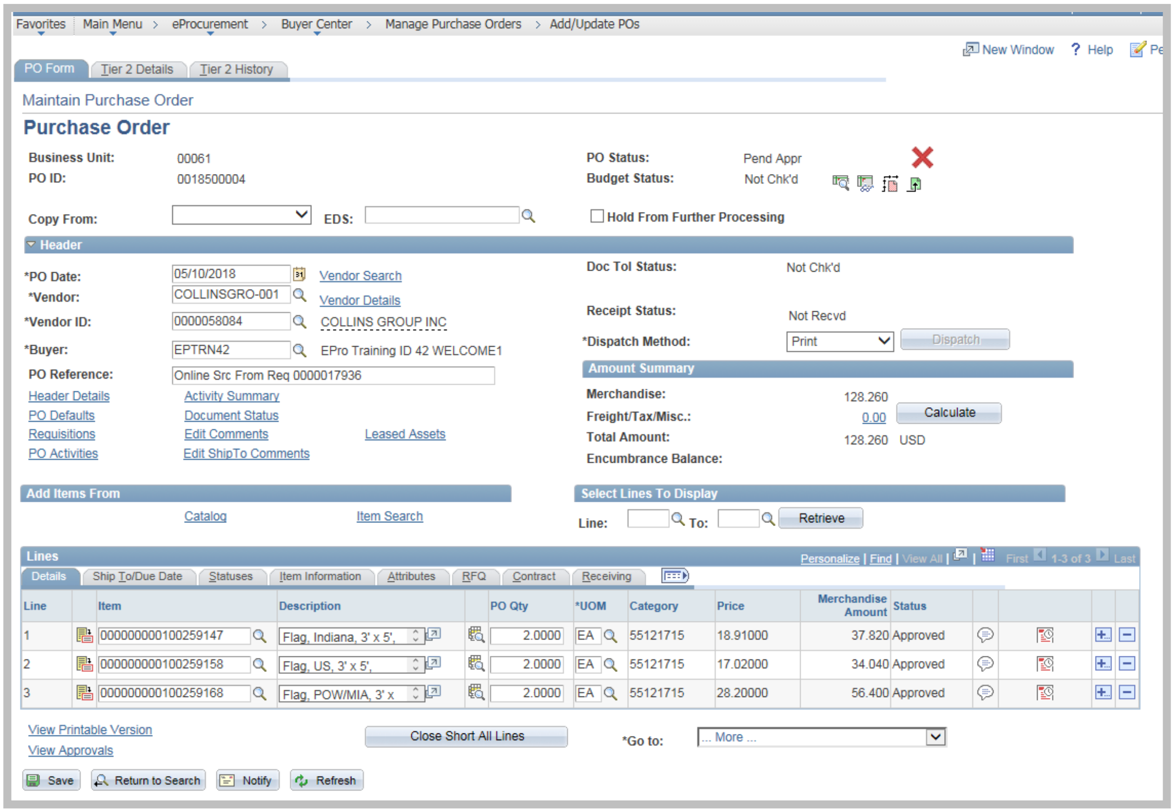
If attachments came forward from the Requisition, they will be displayed to the far right of the Purchase Order (PO) ID as a paperclip. The user can click the paperclip to open the attachment.



There will be a View button for each attachment. The user can click it to view, print or save a copy if desired. The user can repeat this process for each attachment. When finished, the user can close the tab(s) and click **Return** to go back to the Manage Purchase Orders page.

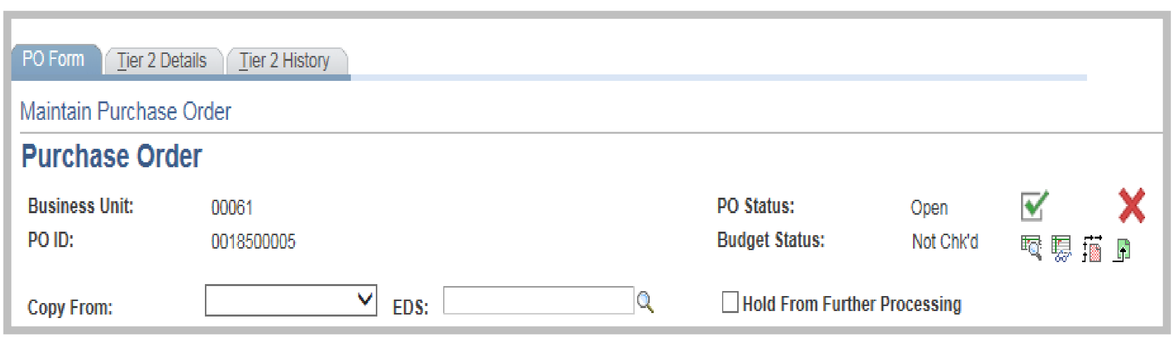


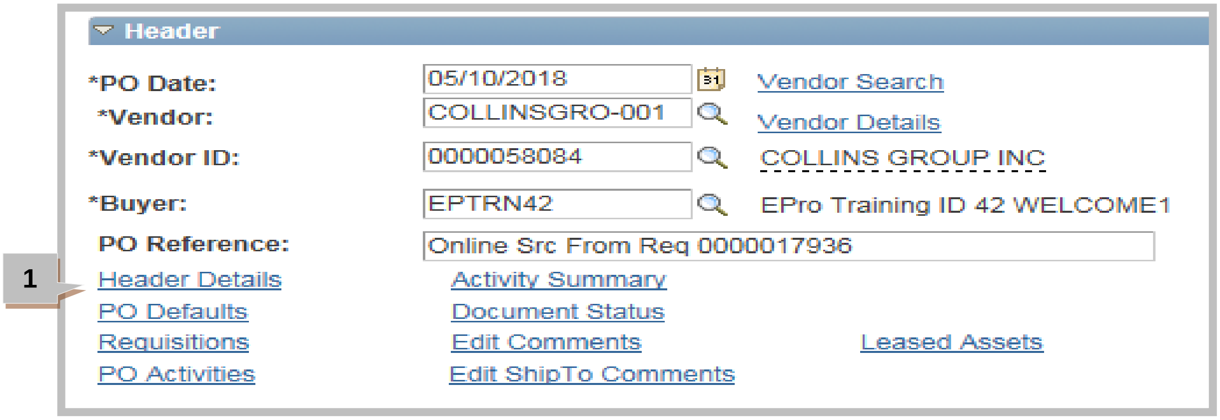
The user must click the link in the PO ID column to open the desired Purchase Order (PO).



Before the user can save/print the PO he/she must edit/complete the Header Details, complete the Tier 2 Details and respond to the Leased Assets question. Adding/editing Comments and entering/editing Line Comments are optional.

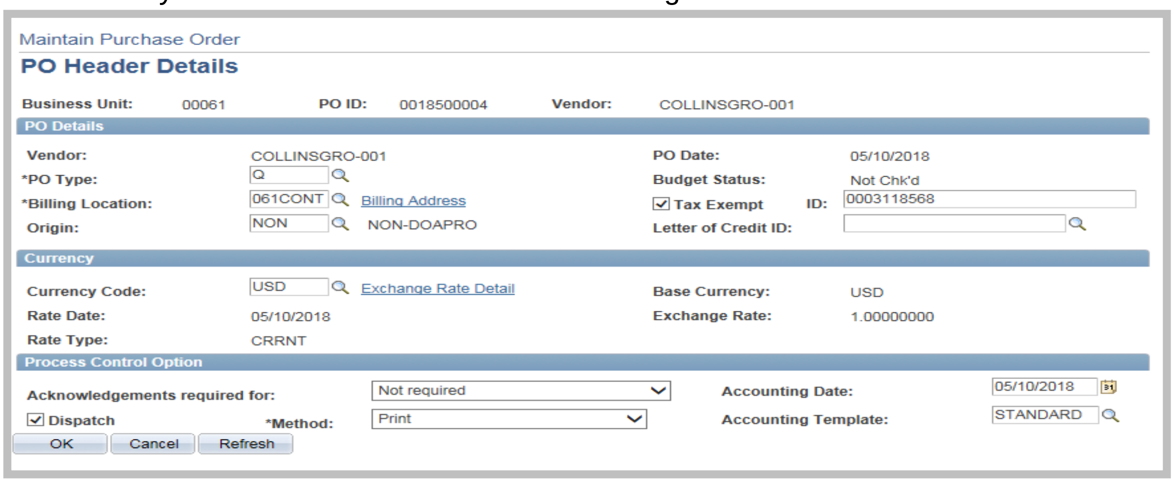
If the PO Status is Open with a green checkmark to the left of the Red X (clicking it begins the process to cancel the PO), then the user must click the checkmark and respond yes to the question that says “Do you wish to save the current document?” to proceed.





1. Complete the Header Details (required)

The user must click the **Header Details** link to access and verify/complete all necessary information for the Header Details Page.



PO Type
If it does not default correctly from the Requisition Type chosen, then the user can click the magnifying glass to select or enter the correct one.

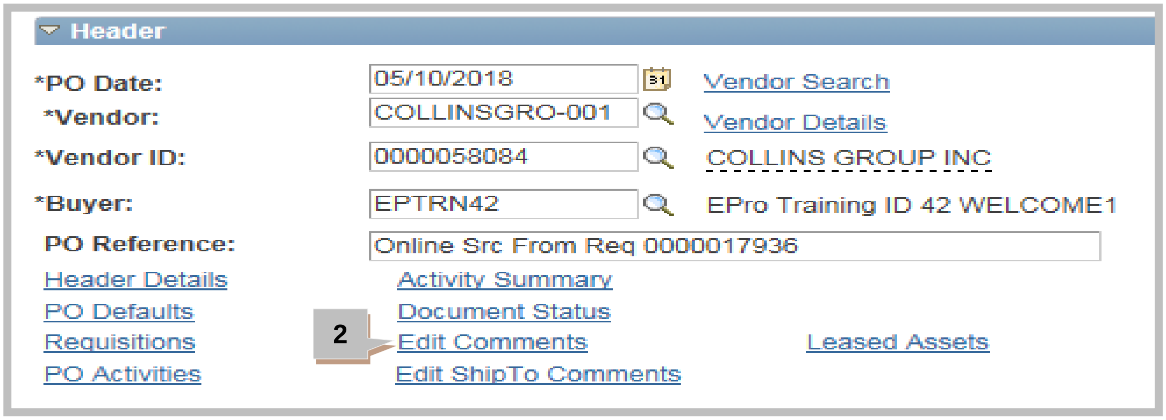
Billing Location
The user must verify that the default Billing Location is correct. If not, the user should select a Billing Location by clicking the magnifying glass and selecting the correct location.

Tax Exempt/ID
The checkbox must be selected. The user can enter the agency's tax-exempt number or leave the State's as defaulted - 0003118568001.

Method
The default is Print (the user will be responsible to print and send the PO to the vendor).

*** If processing a PO that is set to electronically dispatch (typically from a punch-out QPA Requisition), then it should default as EDX. Please leave it as EDX so that it will electronically dispatch to the vendor. ***

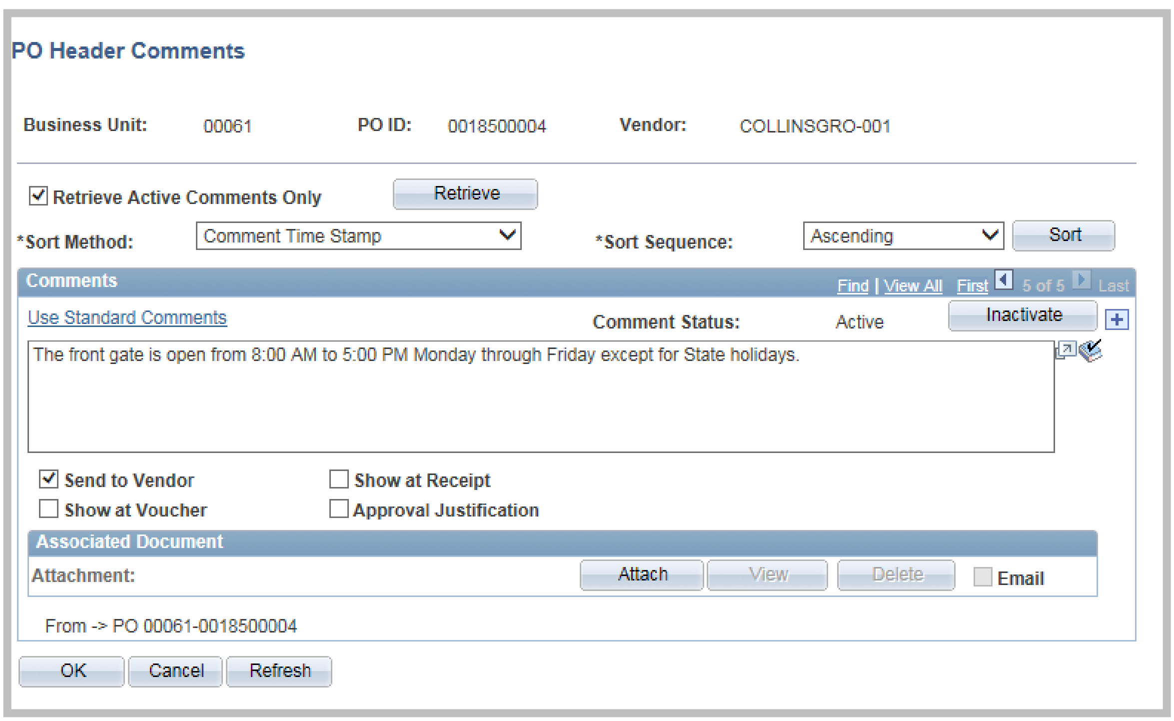
Once the user has verified/entered all necessary information he/she should click OK to be taken back to the Maintain Purchase Order page to finish processing.



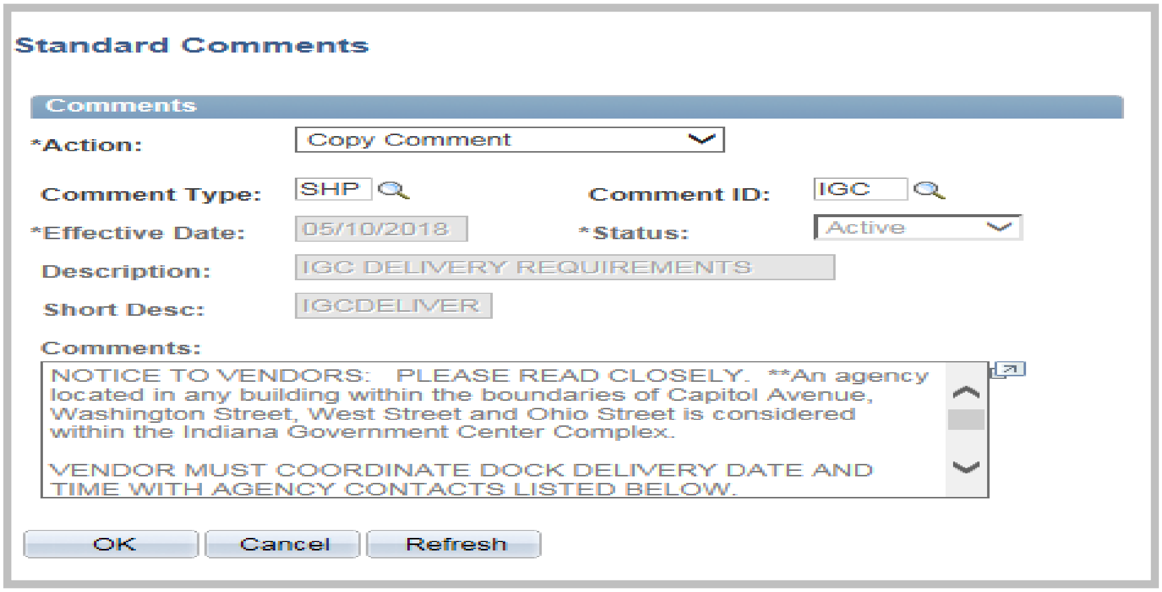
2. Edit Comments

If the user clicks the link, it will allow him/her to enter Header Comments which will print at the top of the Purchase Order (PO).

The user will be taken to the PO Header Comments page where standard comments may be selected and/or comments may be entered manually. The user can edit or add the desired information in the field or use the Display comment text in modal window icon to enlarge the field. If the comments entered or selected should appear on PO being sent to vendor, the user must click on the Send to Vendor checkbox located below the comment field. The user can click the plus icon to the right of Inactivate to repeat this process to add all comments desired.



To add a standard comment, the user must click the **Use Standard Comments** link. This will open the Standard Comments page where the user must enter/select a Comment Type and a Comment ID.

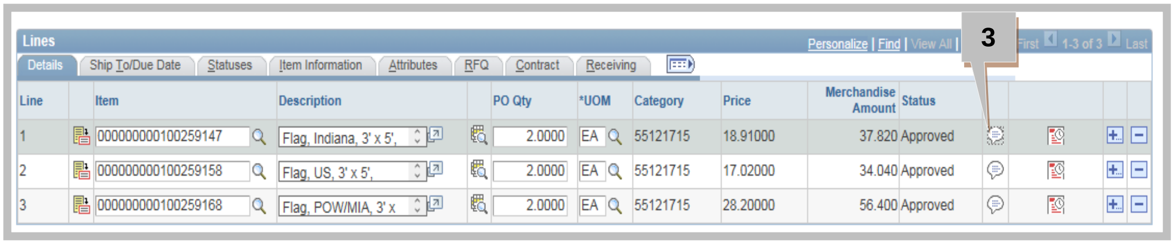


Comment Type
The user can enter or click the magnifying glass to retrieve the available choices and select the comment type needed.

Comment ID
The user can enter or click the magnifying glass to retrieve the available choices and select the comment ID needed. Once it is selected the actual comments will populate in the Comments box for verification.

Once the user has the desired comment he/she must click **OK** to return to the PO Header Comments page.

When finished entering Header Comments, the user should click **OK** to return to the Maintain Purchase Order page.



Line Information

Item – this field will be populated if the item came from a line item Quantity Purchase Agreement (QPA) contract.

Description – there may be arrows pointing up and/or down if it is longer than what can be displayed

PO Qty – this quantity came forward from the Requisition and should not be updated.

UOM – this unit of measure that came forward from the Requisition. It should not be updated.

Category – this is the United Nations Standard Products and Services Code (UNSPSC) category that came forward from the Requisition.

Price – this is the unit of measure price that came forward from the Requisition.

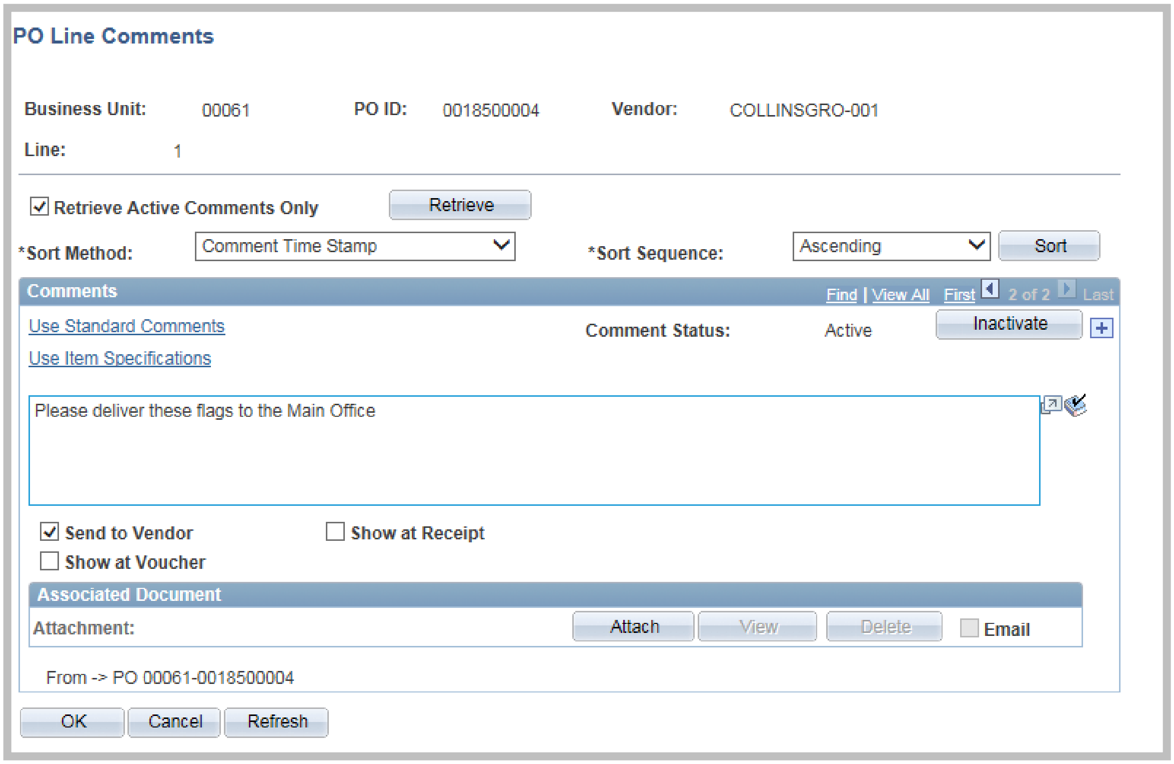
Merchandise Amount – this is the quantity times the price.

Status – this is the status of the Requisition which was expedited.

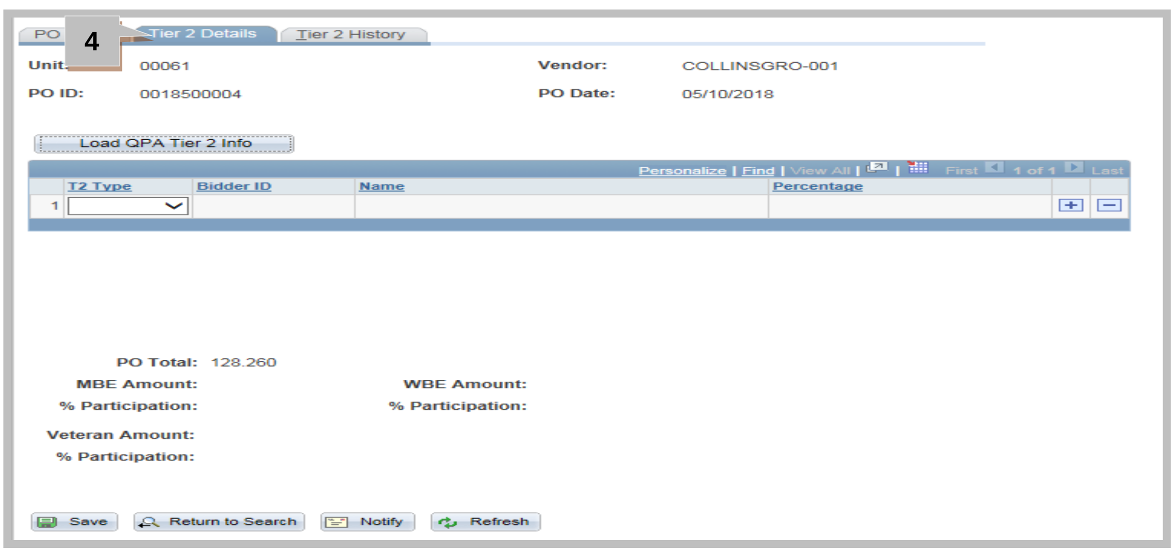
Schedule – when the user clicks this icon it will display the Due Date, Ship To, PO Qty, Price and Merchandise Amount on the line. From the Schedules page, the user can access the Distribution/Chartfields icon to review the remainder of the chartfield information (GL Unit, Fund, Account, Program, Dept, Bud Ref, etc.) that came forward from the Requisition.

3. Line Comments

If the user clicks the icon, it will allow him/her to access the PO Line Comment page to review existing or enter new Line Comments which will print underneath the Purchase Order (PO) line if marked as Send to Vendor.



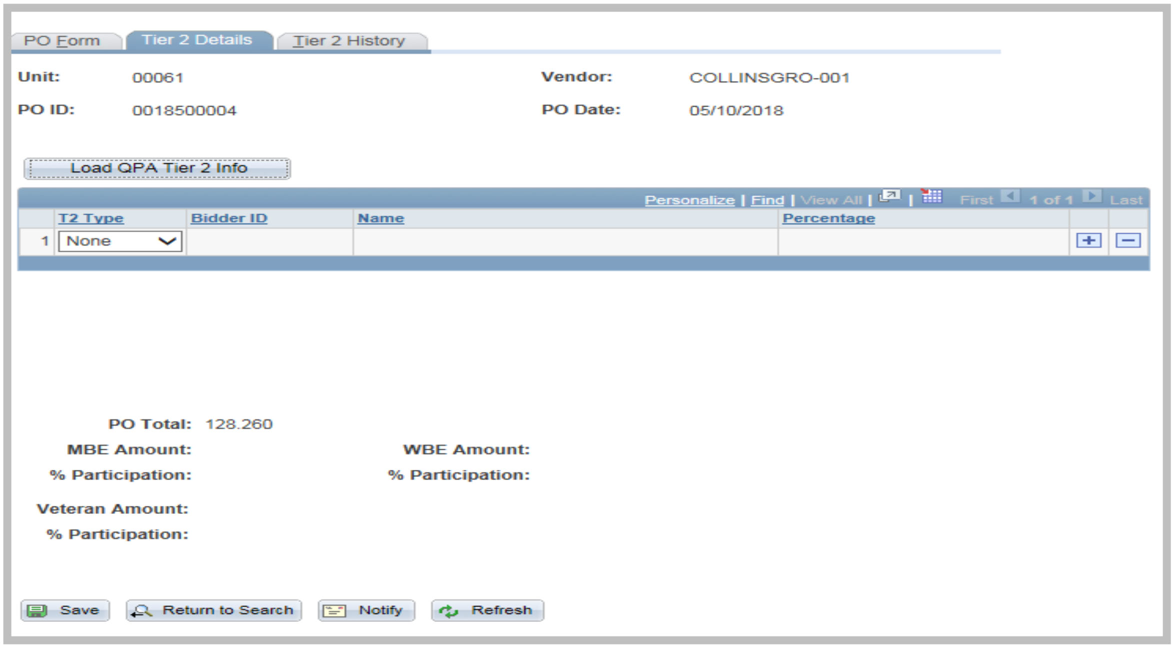
If the user desires to add line comments, then he/she should follow the same directions as the Edit Comments section above.



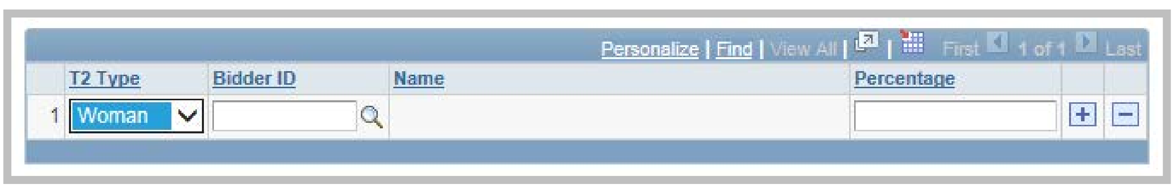
4. Complete the Tier 2 Details (required)

The user must click the Tier 2 Details tab to access the page to enter the Minority Business Enterprise, Woman Business Enterprise, Indiana Veteran Business Enterprise sub-participation percentages for the Purchase Order (PO) if there are any. This information must be entered in order to save the PO.

For QPA purchases, the Tier 2 information from the QPA contract will be populated when the user clicks Load QPA Tier 2 Info. If a new line is added to the PO, the Tier 2 information will automatically increase the total participation. If a QPA contract does not have Tier 2 information, it will automatically enter none or the following comment will be displayed “This Purchase Order is not associated with a Tier 2 contract” where the user should respond with OK and select “None”. The user must only click Load QPA Tier 2 Info button when using QPA contracts.

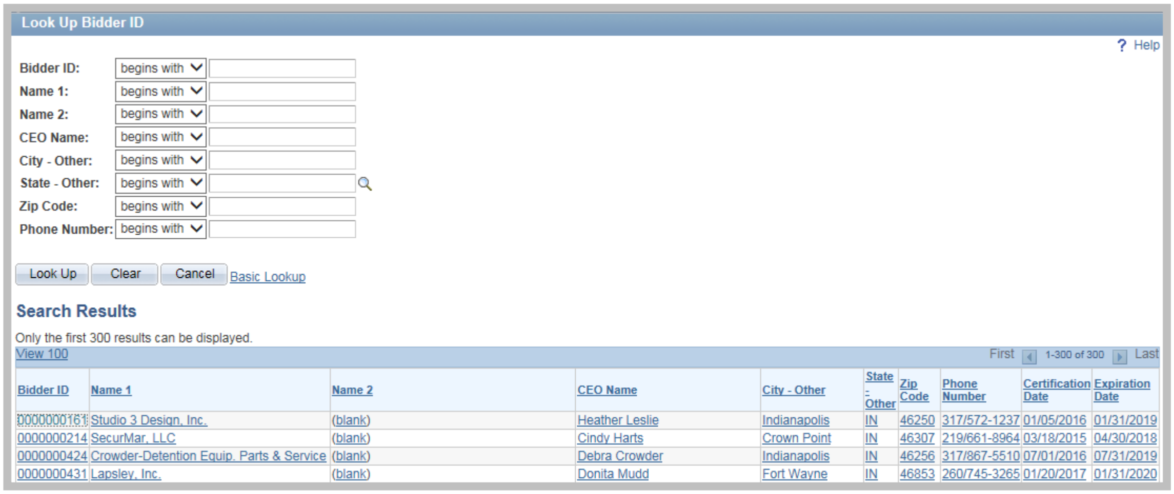


For all other purchases, the user must check the solicitation documents (like the Request for Quotation solicitation package) for the Sub-Contractor Commitment form. If the prime vendor is using Minority, Woman, and/or Veteran sub-participation, that will be indicated along with the name of the company and whether a percentage or a dollar is amount total of the bid.



T2 Type

The user must click on the dropdown arrow to view the available four choices; None, Minority, Woman and Veteran. If there is no sub-participation, then the user should select “None” and return to the PO Form tab to finish processing. Otherwise, once the user has selected the type of sub-participation it will open a new field under the Bidder ID column.



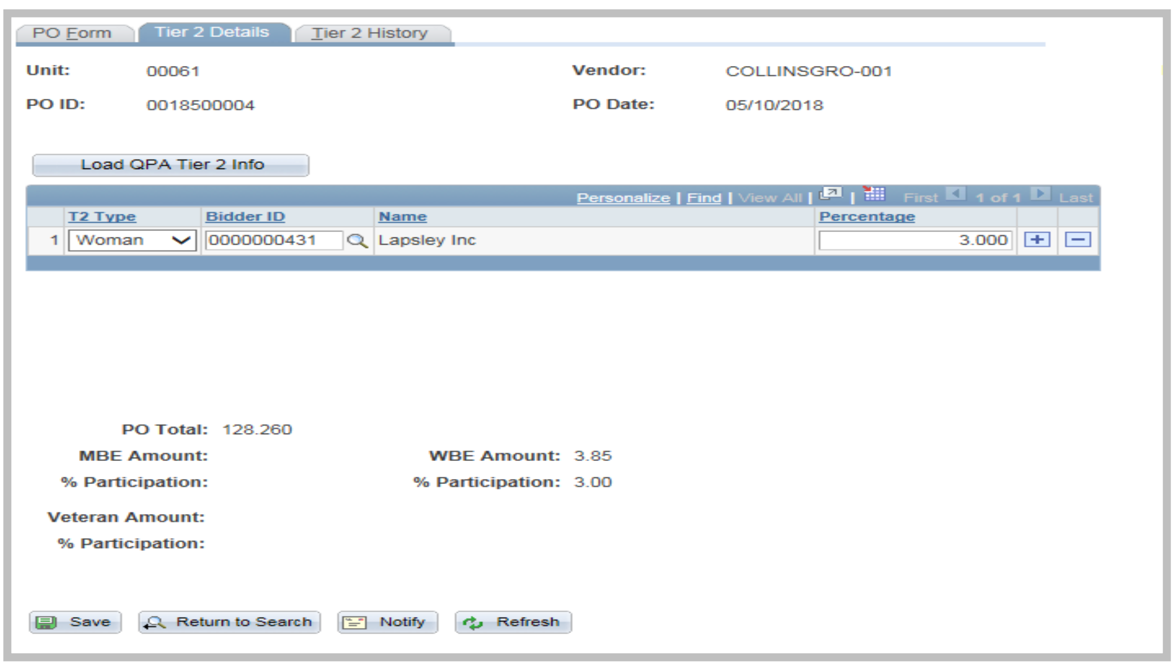
Bidder ID

The user should enter the ten digit Bidder ID if known. If not, then the user should click the magnifying glass to the right of the field to search for certified Minority, Woman and/or Veteran businesses using any of the criteria available. The best way to search is by the Name 1 which is the company's legal name; the user should change the dropdown to "Contains" and enter a portion of it. The search results provided will be based on the T2 Type selected. For example, if the user selected Woman, then only certified Woman owned businesses will be available. Once the correct bidder is found the user can click anywhere on the desired row and it will populate the Bidder ID and Name fields.

The user cannot select the prime vendor on the Tier 2 Details tab because it will not save.

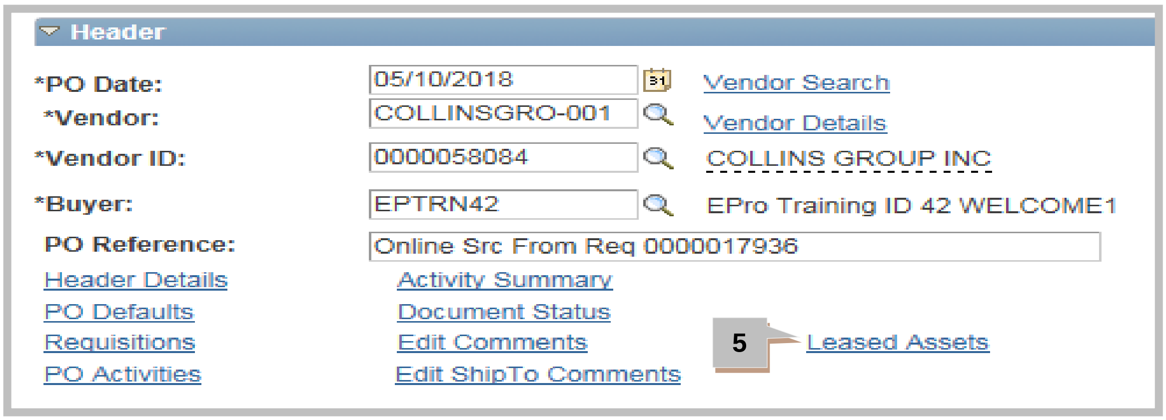
Percentage

The user must enter the percentage of the Minority, Woman and/or Veteran sub-participation.



To add any additional sub-participation, the user should click on the blue + to add a new row of information and follow all the steps for each additional entry. Once the user has entered all sub-participation he/she can click Refresh and it will calculate the sub-participation percentages and dollar amounts and list them at the bottom of the page. The total for the sub-participation cannot be 100% as the user will not be able to save the PO.

When finished with sub-participation number(s), the user must click the PO Form tab to finish processing.



5. Respond to Leased Assets (required)

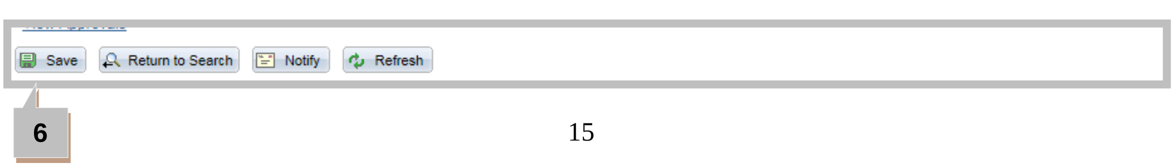
The user must click the **Leased Assets** link and indicate whether or not the Purchase Order (PO) is for a Leased Asset prior to saving.

The user must respond by clicking the radio button in front of No or Yes as appropriate and click **OK** to return to the PO Form tab.

If the items are leased assets, then the agency will need to follow the instructions in the Lease Guide for ePro Users posted on the IDOA Procurement website at http://www.in.gov/idoa/2934.htm

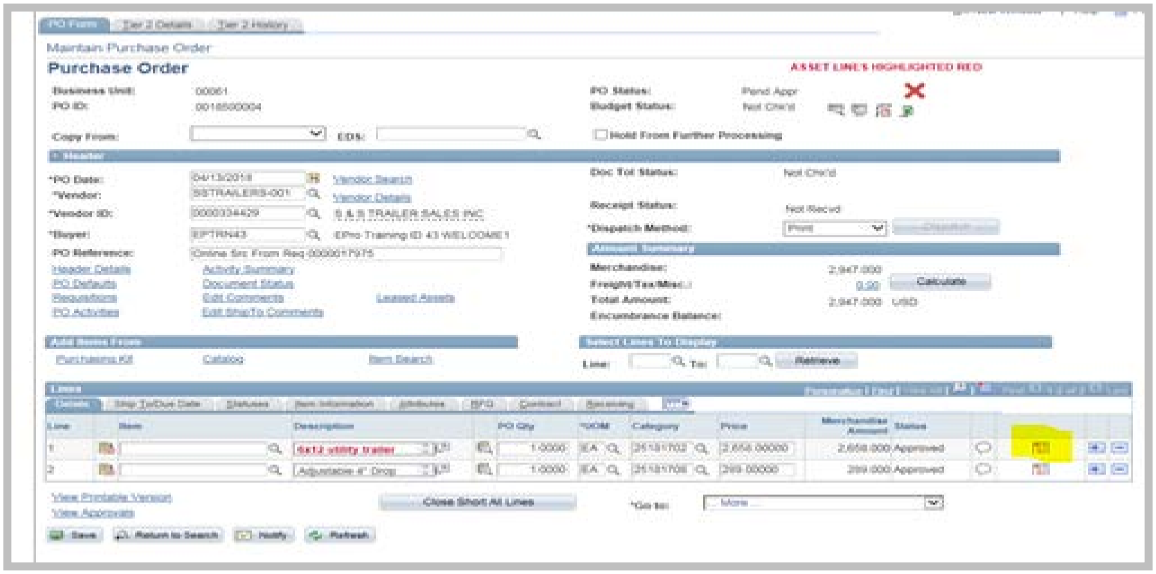
6. Save

The user will need to click **Save** at the bottom of the PO Form tab.

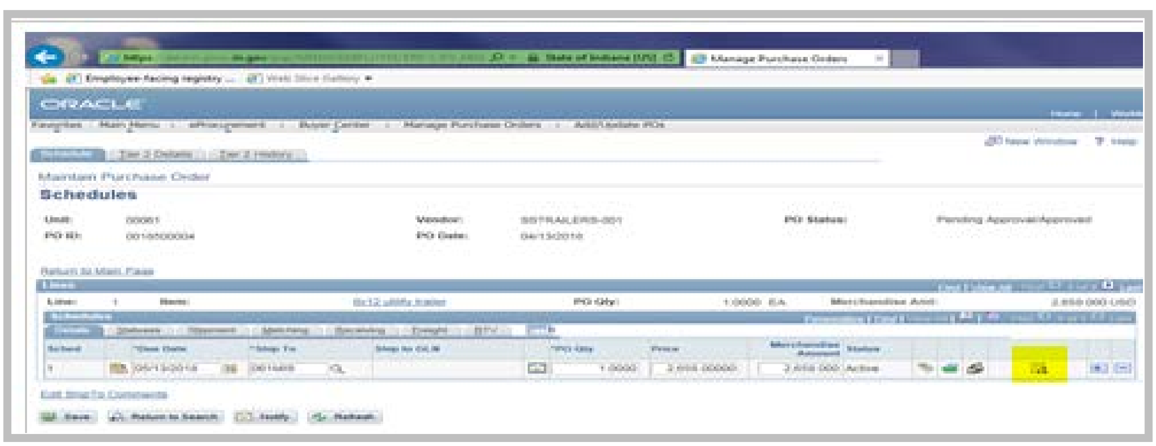


Asset Information on the Purchase Order lines

A Purchase Order (PO) that contains at least one line item identified as an asset will have a note in the upper right hand corner stating “Asset Lines Highlighted Red”. In the lines area the line items identified as assets will be highlighted and each one must be addressed as shown below.



The user will need to click the **Schedule** icon (highlighted above) to navigate to the Schedules page and click on the **Distribution/Chartfields** icon (highlighted below) in order to access the Asset Information tab.



The item below has defaulted (the AM Unit and Profile ID fields are populated) as an asset based on the dollar amount and UNSPSC category chosen on the Requisition line. If the item is to remain as an asset, the user must enter/look up the Empl ID (Employee ID number) of the agency Asset Manager.

If the user does not want the item to remain an asset, then he/she must remove the information from the AM Unit and Profile ID fields on each line of the Purchase Order (PO) as needed. Once the asset information is removed from a PO line, it will not be designated as an asset on the resulting Receipt line. The user can also make an item an asset that is not automatically set as one by adding or using the magnifying glass to locate the appropriate AM Unit, Profile ID and Empl ID on each line as needed.

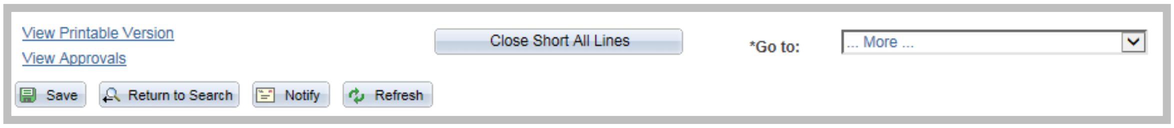
The definition of an Asset Management (AM) asset is a capital asset purchase (or lease) where the total cost is $500 or more (single line item) and the expected life is one year or longer.

Purchases of assets are not required to go to AM if the cost is less than $500 (single line item), unless the agency has a requirement to include certain items of a lesser value. For example, the Indiana State Police would like to track firearms under the amount of $500 and can mark them as assets on the Requisition/Purchase Order.

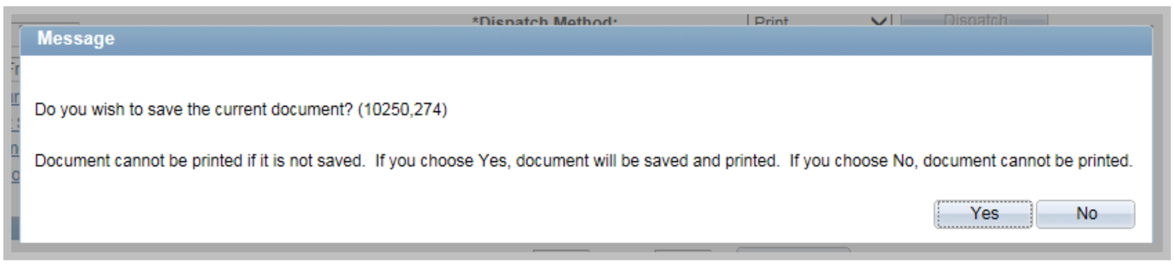
When finished verifying/adding information the user should click **OK** to return to Schedules page and click the **Return to Main Page** link to return to the PO Form tab to finish processing and Save.

View a Printable Version

To view/print a copy of the Purchase Order (PO) the user can click on the **View Printable Version** link in the lower left hand corner.

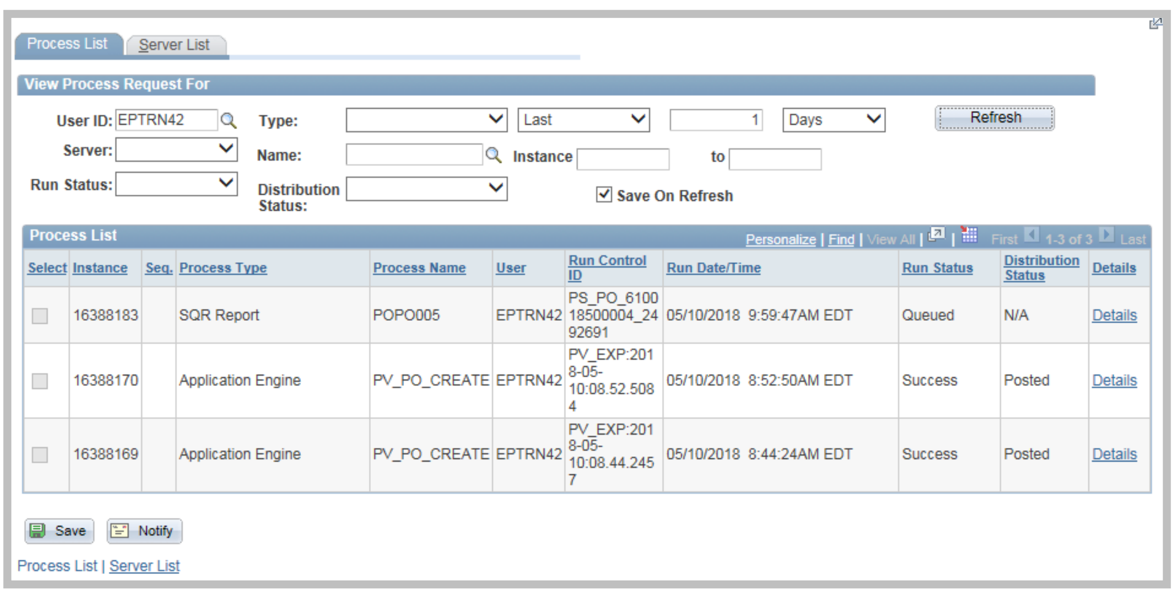


The following message will be displayed where the user must respond with **Yes** to proceed.

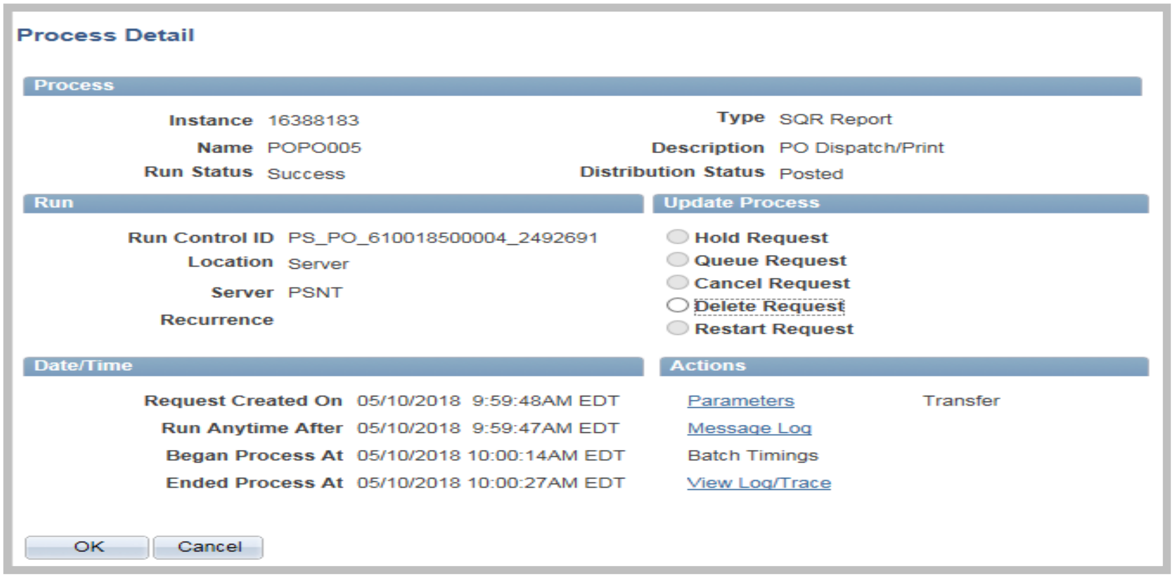


A new window will open with Report Manager (this page works much like Process Monitor). If the new window is not displayed, check the Windows Task Bar for an open window titled Report Manager.

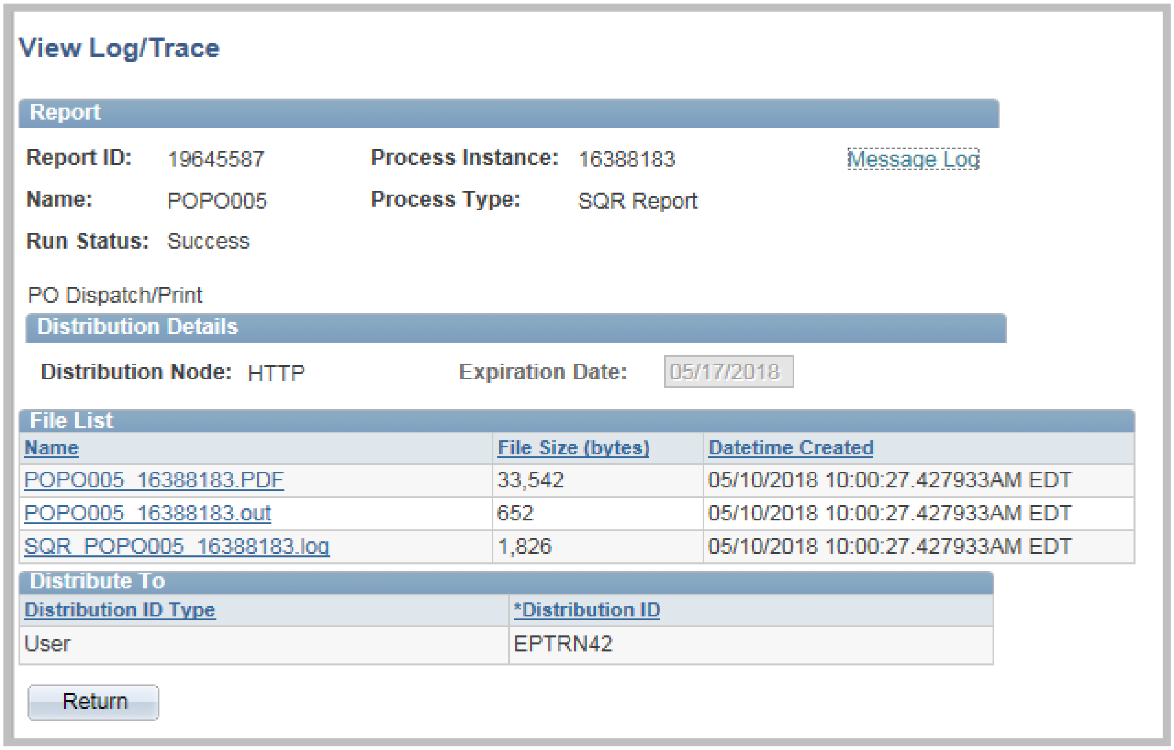
To proceed, under the Process List banner the Run Status column must display "Success" and the Distribution Status column must display "Posted" on the process just begun. The user can click Refresh about every eight seconds or so until both have become the required status. At that point, the user must click the Details link on the same row to be taken to the next page.



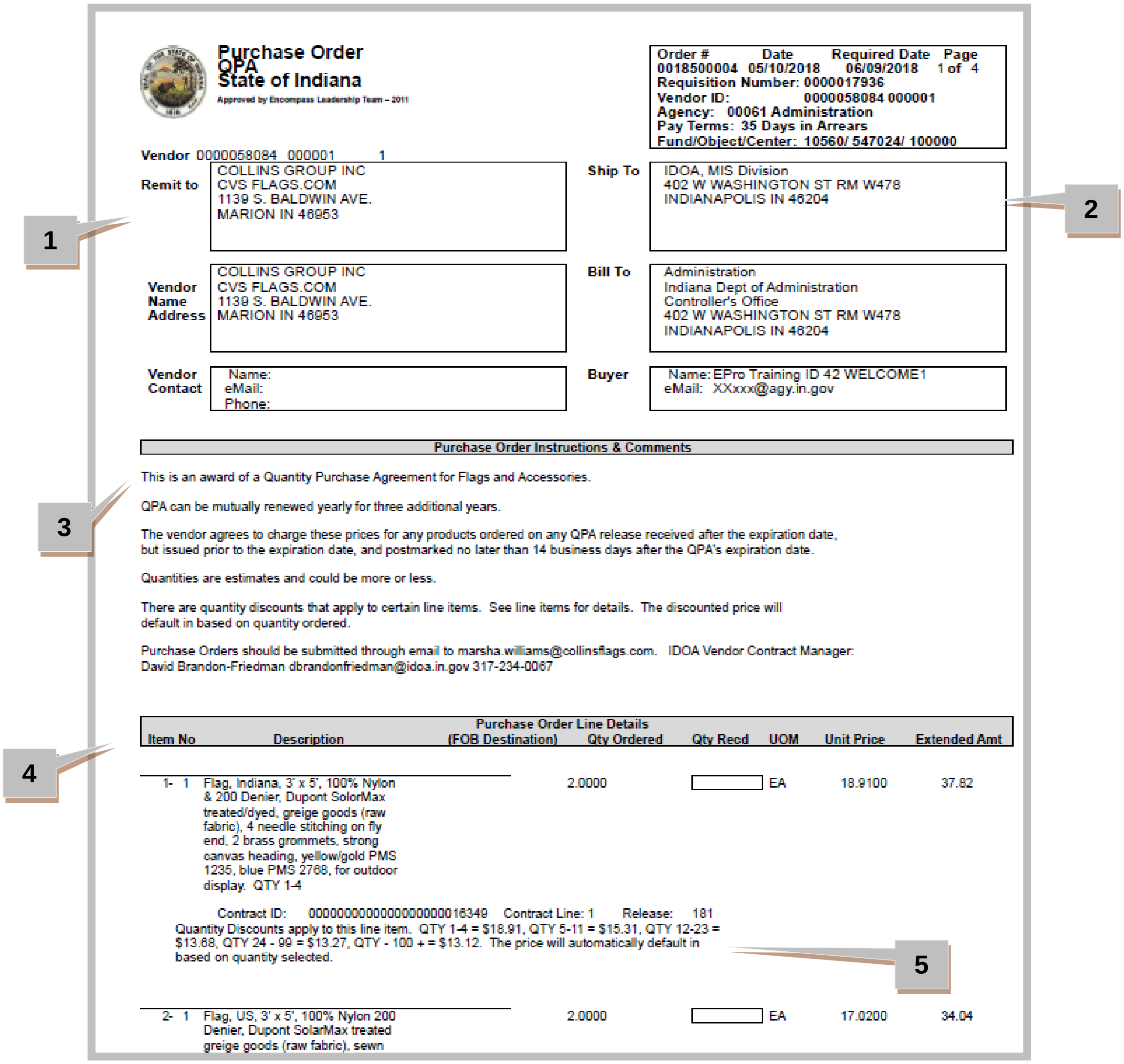
On the Process Detail page the user must click on the **View Log/Trace** link.



The user must locate and click the link with the name ending in PDF to open the file to review/print/save a copy of it.



A new window will open the pdf file of the Purchase Order (PO). The user should verify that everything is correct, including the vendor's addresses. If so, then he/she can save/print a copy and go to the Approve the Purchase Order process if he/she has the authority. If not, the agency Head Procurement Agent will likely approve it.



Purchase Order
QPA
State of Indiana
Approved by Encompass Leadership Team – 2011

Order #	Date	Required Date	Page
0018500004	05/10/2018	06/09/2018	1 of 4

Requisition Number: 0000017936
Vendor ID: 0000058084 000001
Agency: 00061 Administration
Pay Terms: 35 Days in Arrears
Fund/Object/Center: 10560/ 547024/ 100000

Vendor 0000058084 000001 1

Remit to: COLLINS GROUP INC, CVS FLAGS.COM, 1139 S. BALDWIN AVE., MARION IN 46953

Ship To: IDOA, MIS Division, 402 W WASHINGTON ST RM W478, INDIANAPOLIS IN 46204

Vendor Name Address: COLLINS GROUP INC, CVS FLAGS.COM, 1139 S. BALDWIN AVE., MARION IN 46953

Bill To: Administration, Indiana Dept of Administration, Controller's Office, 402 W WASHINGTON ST RM W478, INDIANAPOLIS IN 46204

Vendor Contact: Name: eMail: Phone:

Buyer: Name: EPro Training ID 42 WELCOME1 eMail: XXxxx@agy.in.gov

Purchase Order Instructions & Comments

This is an award of a Quantity Purchase Agreement for Flags and Accessories.

QPA can be mutually renewed yearly for three additional years.

The vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration date, but issued prior to the expiration date, and postmarked no later than 14 business days after the QPA's expiration date.

Quantities are estimates and could be more or less.

There are quantity discounts that apply to certain line items. See line items for details. The discounted price will default in based on quantity ordered.

Purchase Orders should be submitted through email to marsha.williams@collinsflags.com. IDOA Vendor Contract Manager: David Brandon-Friedman dbrandonfriedman@idoa.in.gov 317-234-0067

Purchase Order Line Details

Item No	Description (FOB Destination)	Qty Ordered	Qty Recd	UOM	Unit Price	Extended Amt
1- 1	Flag, Indiana, 3' x 5', 100% Nylon & 200 Denier, Dupont SolarMax treated/dyed, greige goods (raw fabric), 4 needle stitching on fly end, 2 brass grommets, strong canvas heading, yellow/gold PMS 1235, blue PMS 2768, for outdoor display. QTY 1-4	2.0000		EA	18.9100	37.82

Contract ID: 000000000000000000016349 Contract Line: 1 Release: 181
Quantity Discounts apply to this line item. QTY 1-4 = $18.91, QTY 5-11 = $15.31, QTY 12-23 = $13.68, QTY 24 - 99 = $13.27, QTY - 100 + = $13.12. The price will automatically default in based on quantity selected.

Item No	Description (FOB Destination)	Qty Ordered	Qty Recd	UOM	Unit Price	Extended Amt
2- 1	Flag, US, 3' x 5', 100% Nylon 200 Denier, Dupont SolarMax treated greige goods (raw fabric), sewn	2.0000		EA	17.0200	34.04

1. The upper left will contain the Vendor's remit to address, order address and contact information.
2. The upper right will contain some identifying information including the PO number, the ship to address, bill to address and Buyer information.
3. If set up, header comments will print just underneath the Purchase Order Instructions & Comments banner.
4. The Purchase Order Line Details banner and the line item information will print below the header comments.
5. If set up, line comments will display just below the line item information.

If there is anything wrong with the Purchase Order, the user should make a note of the problems and close the window. The user should return to the PO to make any necessary changes and save.

Changing the Vendor's Address

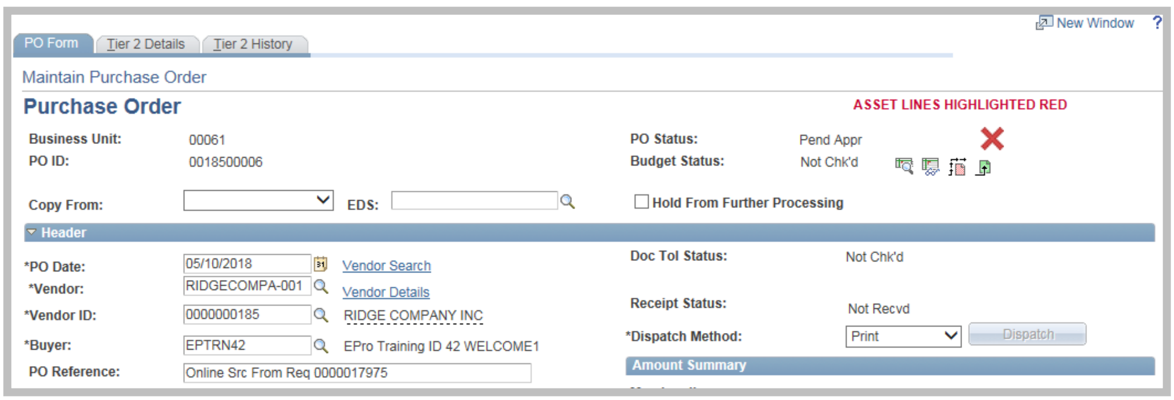
If necessary, the user can change the vendor's addresses. The user will need to locate the appropriate Location in the vendor database; it is a specific combination of an ordering address and remitting address. If the user does not have access to the vendor file, then he/she should submit a GMIS issue asking for view only access.

Note the Vendor ID

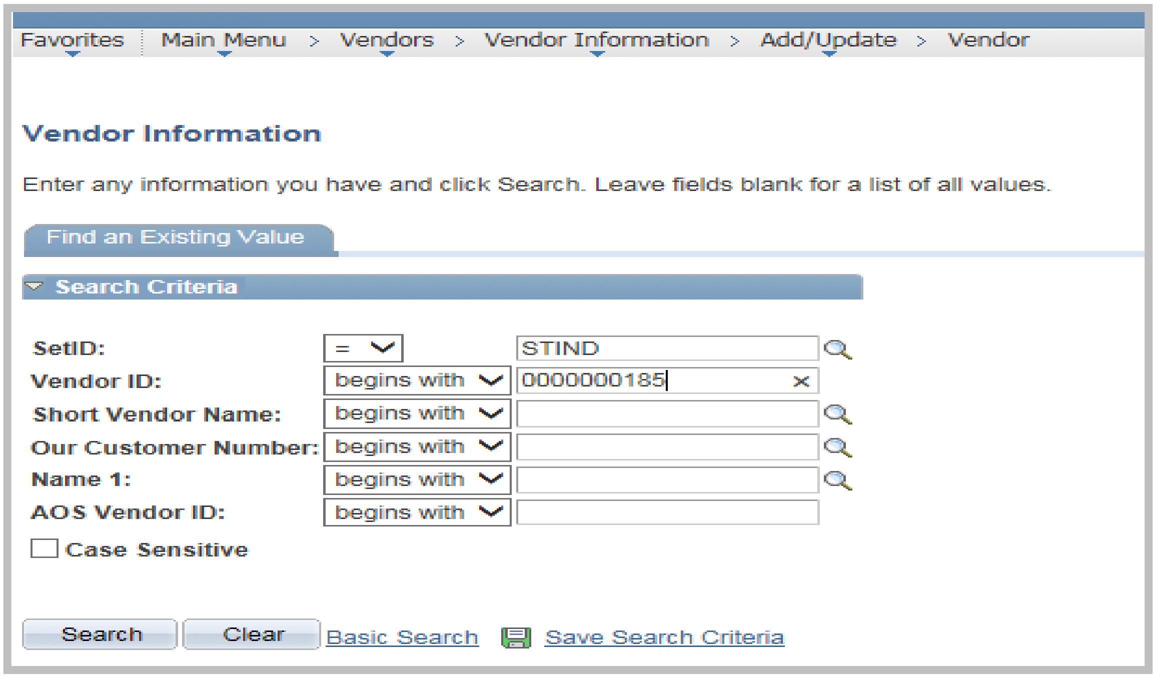
The user should make a note of the vendor's ID number located near the top left corner of the PO Form tab.

Navigate to the Vendor File

In the top right corner, the user can click the **New Window** link. A new window will open to allow the user to navigate to the vendor database. The current window displaying the PO Form tab will remain open for easy access.



In the new window the user should navigate to the Vendor File as follows:
Main Menu >> Vendors >> Vendor Information >> Add/Update >> Vendor



The user can enter any of the search criteria on the Find an Existing Value tab.

Vendor ID
The user can enter the ten digit PeopleSoft Vendor number if known. This is the best way to search.

Short Vendor Name
This is generally the first ten characters of a vendor's name; it does not include any punctuation. The user should change the dropdown to "contains" and enter the first 10 characters to search the file or use the magnifying glass to look it up. This is the least recommended way to search.

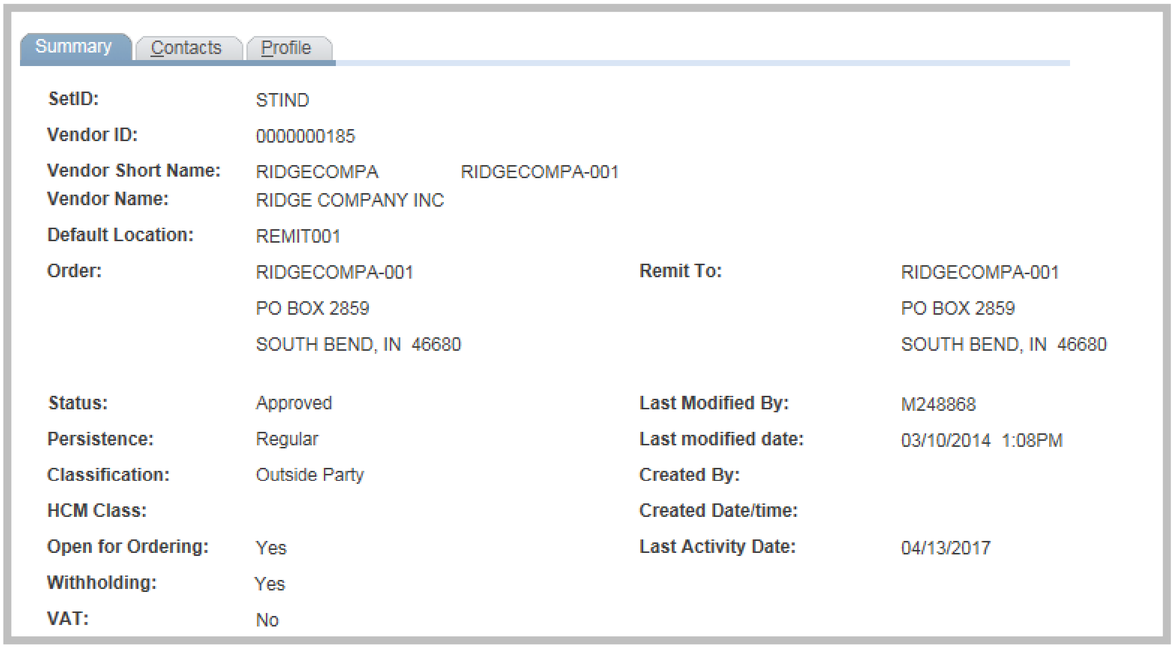
Name 1
The user can change the dropdown to "contains" and can enter a unique portion of the vendor's name or use the magnifying glass to look it up.

AOS Vendor ID
The user can enter the full nine digits of the Federal ID or change the dropdown to contains and enter a portion of it. If the user enters only a portion, all vendors that have that combination in their ID will be returned.

The user should click **Search** to either be taken to the specific vendor searched for or he/she will be given a list of the vendors that meet the search criteria to select from.

Review the Summary Tab

The summary tab of the selected vendor will be displayed. The top of the page contains the following information.



Summary | Contacts | Profile

SetID:	STIND		
Vendor ID:	0000000185		
Vendor Short Name:	RIDGECOMPA RIDGECOMPA-001		
Vendor Name:	RIDGE COMPANY INC		
Default Location:	REMIT001		
Order:	RIDGECOMPA-001 PO BOX 2859 SOUTH BEND, IN 46680	Remit To:	RIDGECOMPA-001 PO BOX 2859 SOUTH BEND, IN 46680
Status:	Approved	Last Modified By:	M248868
Persistence:	Regular	Last modified date:	03/10/2014 1:08PM
Classification:	Outside Party	Created By:	
HCM Class:		Created Date/time:	
Open for Ordering:	Yes	Last Activity Date:	04/13/2017
Withholding:	Yes		
VAT:	No		

Vendor ID
This is the ten digit PeopleSoft number assigned to the vendor.

Vendor Short Name
This is generally the first 10 characters of the vendor's name.

Vendor Name
This is the vendor's legal name as recorded with the Auditor of State.

Order
This displays the order address for the default location for this vendor. There might be other order addresses associated with this vendor, but only the default location is displayed here.

Remit To:
This displays the remit address for the default location for this vendor. There might be other remit addresses associated with this vendor, but only the default location is displayed here.

Status
This displays the current status of the vendor. The status must be "Approved" to be able to use the vendor.

The bottom half of the page has two items for the user to review: the Active Addresses and All Locations with Order & Remit Addresses.

Active Addresses

Addr	Description	Address Line 1	Address Line 2	City	State	* Zip Code	Name 1
1	*****0205-	PO BOX 2859		SOUTH BEND	IN	46680	RIDGE COMPANY INC
2	No Auditor of State Payment	112 LINCOLNWAY		LAPORTE	IN	46350	
3	*****0205-	614 S 4TH ST		ELKHART	IN	46516	RIDGE CO INC
5	*****0205-04	PO BOX 2576		FORT WAYNE	IN	46801-2576	RIDGE CO INC
6	*****0205-01	25 PINE LAKE AVE		LAPORTE	IN	46350	RIDGE NAPA AUTO PART

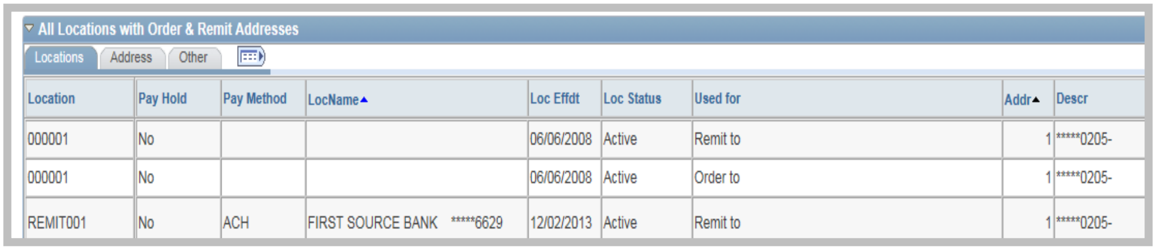
Under the Active Addresses banner

Addr
This column displays the number assigned to the address.

Description
This column typically displays the last four digits of the Federal id number. If "No Auditor of State Payment" is displayed, it cannot be used for remittance purposes.

Address Line 1, 2, City, State, Zip Code
The information will be populated in the columns accordingly.

Name 1 and Name 2
These columns could display an alternate name (doing business as, formerly known as, etc.) for the vendor.



All Locations with Order & Remit Addresses

Locations | Address | Other

Location	Pay Hold	Pay Method	LocName	Loc Effdt	Loc Status	Used for	Addr	Descr
000001	No			06/06/2008	Active	Remit to	1	*****0205-
000001	No			06/06/2008	Active	Order to	1	*****0205-
REMIT001	No	ACH	FIRST SOURCE BANK *****6629	12/02/2013	Active	Remit to	1	*****0205-

Under the All Locations with Order & Remit Addresses banner

Locations Tab

Location

This field displays the location number assigned. The Location must have the word "REMIT" at the beginning to be used for remittance purposes unless it is tied to a QPA contract. The Pay Method field will have a notation if the vendor is set up to receive Automated Clearing House (ACH) payments. The Loc (Location) Name may display a QPA number if the location is tied to one.

Loc Status

This field displays if the location is active or not. The user should only use active locations, as an inactive location will cause the Purchase Order (PO) to error.

Used for

This field displays the type of address for this location. The only two types required are Order to and Remit to.

Addr

This field displays the address number associated with the type of Used for. These refer to the Active Addresses above this area.

Descr

This field displays the last four digits of the Federal ID and any sub codes if applicable. The user will also see "No Auditor of State Payment" for addresses that are not registered with the Auditor of State and/or cannot be used as a remit address.

Address Tab

Location

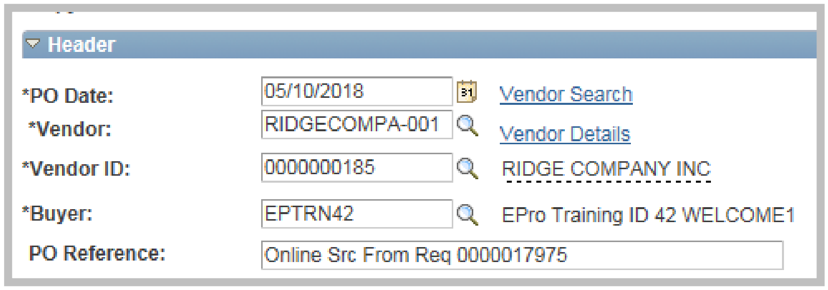
This field displays the corresponding address associated with the Remit and Order Addresses from the Location Tab.

Once the user has found the correct vendor location and Order Address number, he/she can close the window displaying the Vendor Information return to the Purchase Order.

If there is no location available offering the correct combination of order and remit addresses, then the user must contact the Auditor of State vendor coordinators with the pertinent information, so that a new location can be set up.

Access the Vendor Details page

The user can click the **Vendor Details** link next to the vendor field.



Update the Vendor Details page

On the Vendor Details page the user will need to enter two items:

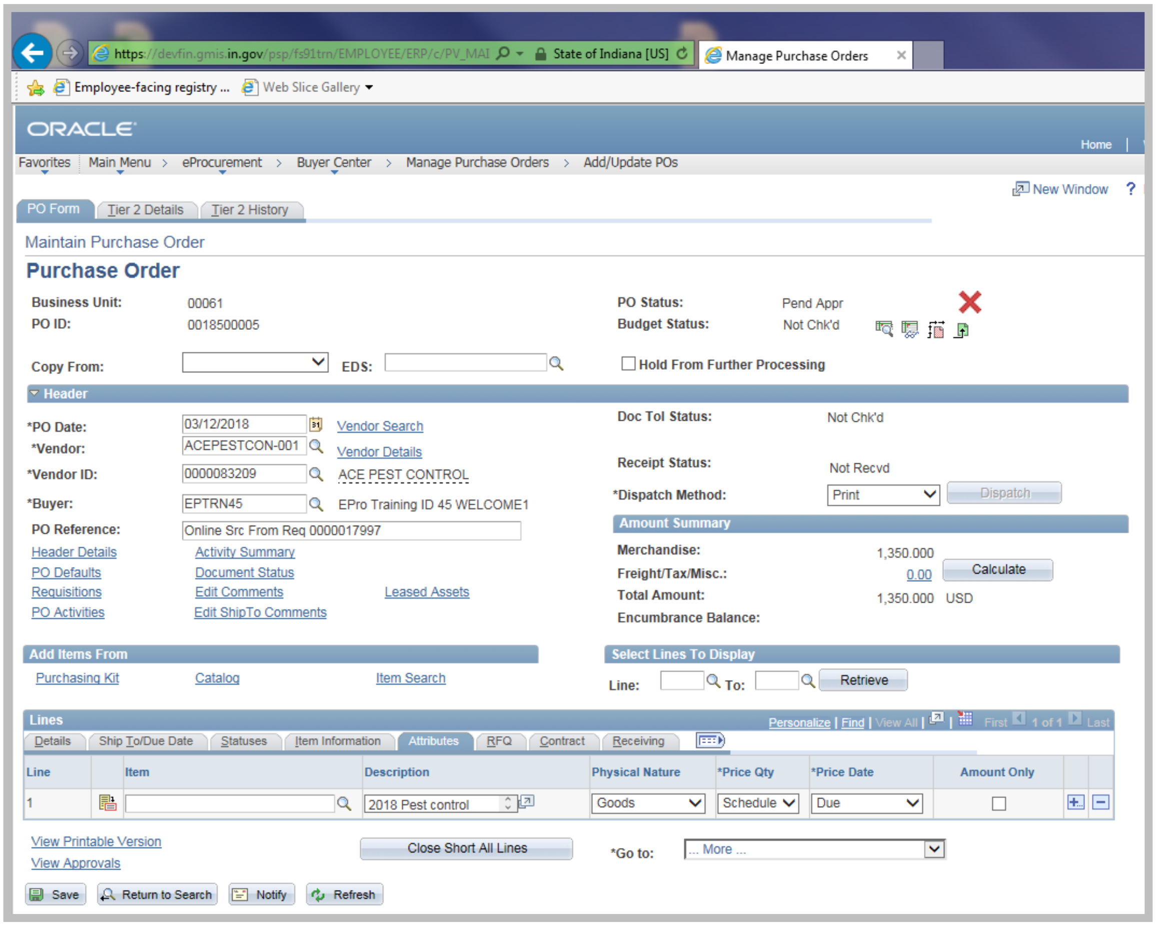
Location
The user should enter the six digit location number noted during research.

Address
The user should enter the Ordering address number noted during research. No zeros are needed before the number.

Once the user has entered both of these items he/she can click **Refresh** to review and should click **OK** to return to the PO Form tab.

Setting Purchase Order Lines for Services to Amount Only

If a receipt and/or payment needs to be issued by a dollar amount and not a set price per unit of measure, the Requisitioner should have set up the line with a quantity of one, an appropriate unit of measure (service, each, lot, annual, etc.) and the corresponding unit pricing. If not, the information will be adjusted once it is set to “Amount Only”. The user should verify/update the fields as needed.



On each line required, the user should click the **Attributes** tab and click the checkbox labeled **Amount Only**.

Changing the Payment Terms

Payment terms are used to calculate the net due date, discount due date, and discount amount calculations for Vendor payments. Accounts Payable uses these payment terms and timing methods to schedule payments for invoices and to calculate amounts remitted to vendors.

Payment terms may specify either a single payment or multiple payments. Payment terms may specify a discount for early payment, for example 2% discount if paid in 10 days, otherwise, the full amount is due in 30 days. See 2NT30 where a discount of 20.00 is taken if paid within 10 days of the invoice date. Payment terms may set a rebate percentage - a percentage reduction for each day early the payment is made.

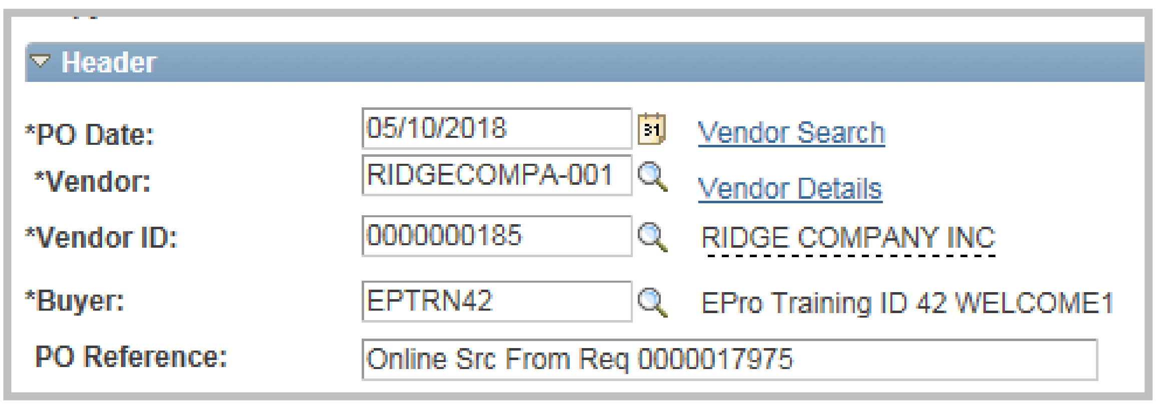
Payment terms may also set delay days, see the screenshot below for 15TH. If the invoice is dated between the first and the 10th, the payment will be scheduled for the 15th of that month. If the invoice is dated the 11th through the end of the month, the payment will be scheduled on the 15th of the following month.

Multiple payment terms will create multiple payments for a single invoice and voucher. For example, annual building rent of $125,000 may be invoiced at the beginning of the year and 12 payments will be created, one each month for the next year.

Payment terms calculate the scheduled payment date based on the invoice date. The Auditor of State attempts to create the payment two business days before the scheduled due date.
The State of Indiana uses AREAR as the default payment terms except for employees where the default is ZERO (for immediate payment). Payment terms other than the default should be included in a Purchase Order after negotiation of the best price and terms available.

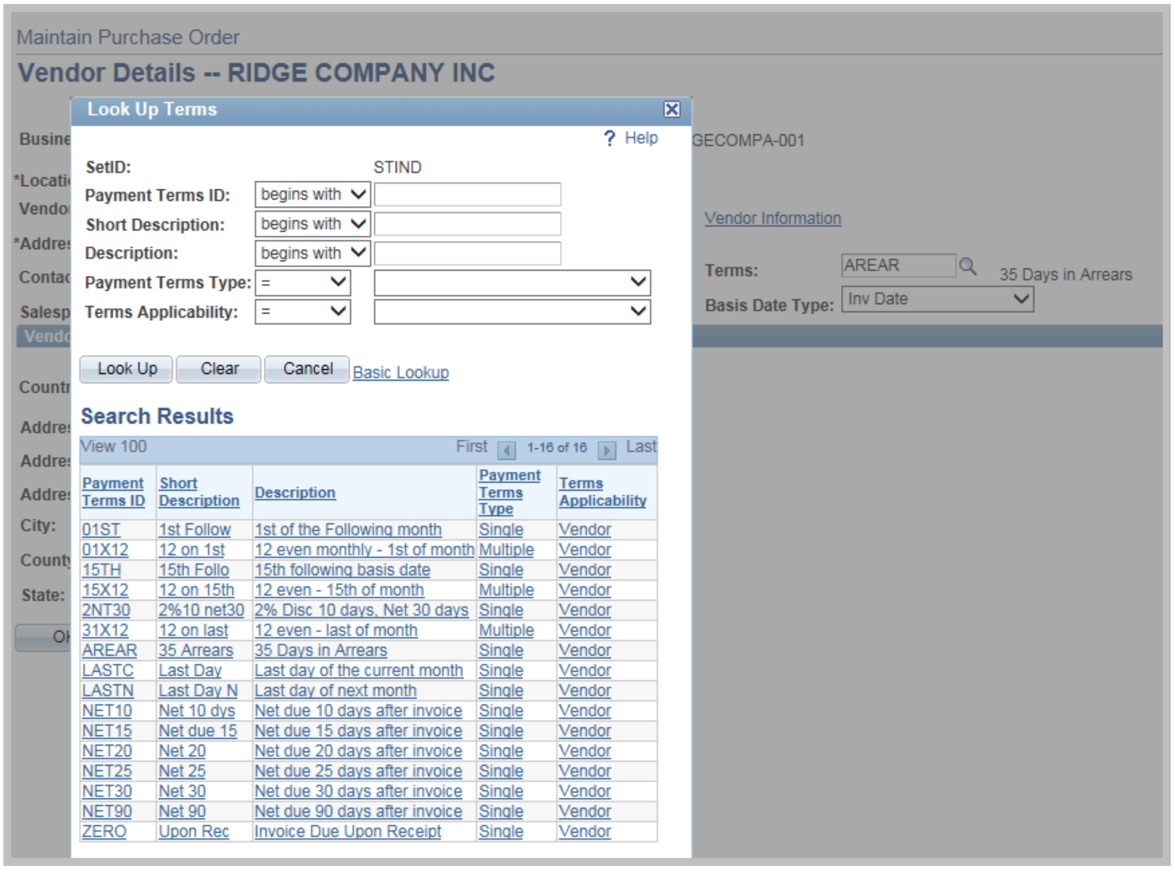
A payment will not be created until the voucher has been fully approved, even when the approval occurs after the calculated payment due date.

To change the payment terms, the user must click on the **Vendor Details** link.



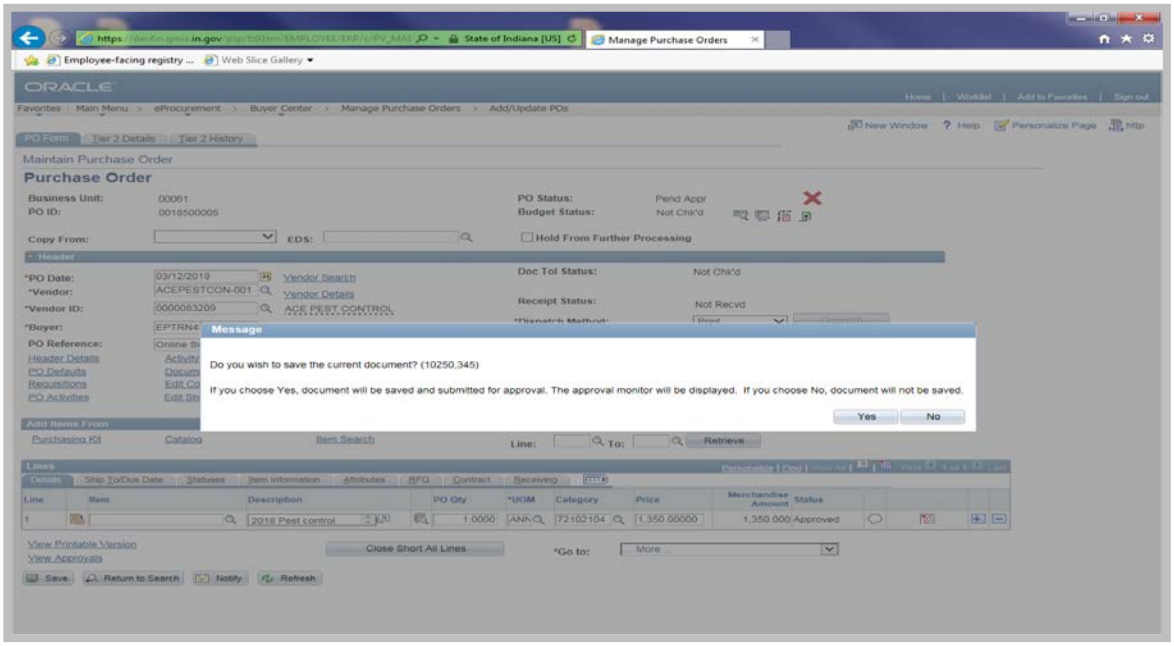
The user can click on the magnifying glass to the right of the Terms field in order to select the appropriate payment term based on the contract language.

Once selected, the user should click **OK** to return to the PO Form tab.

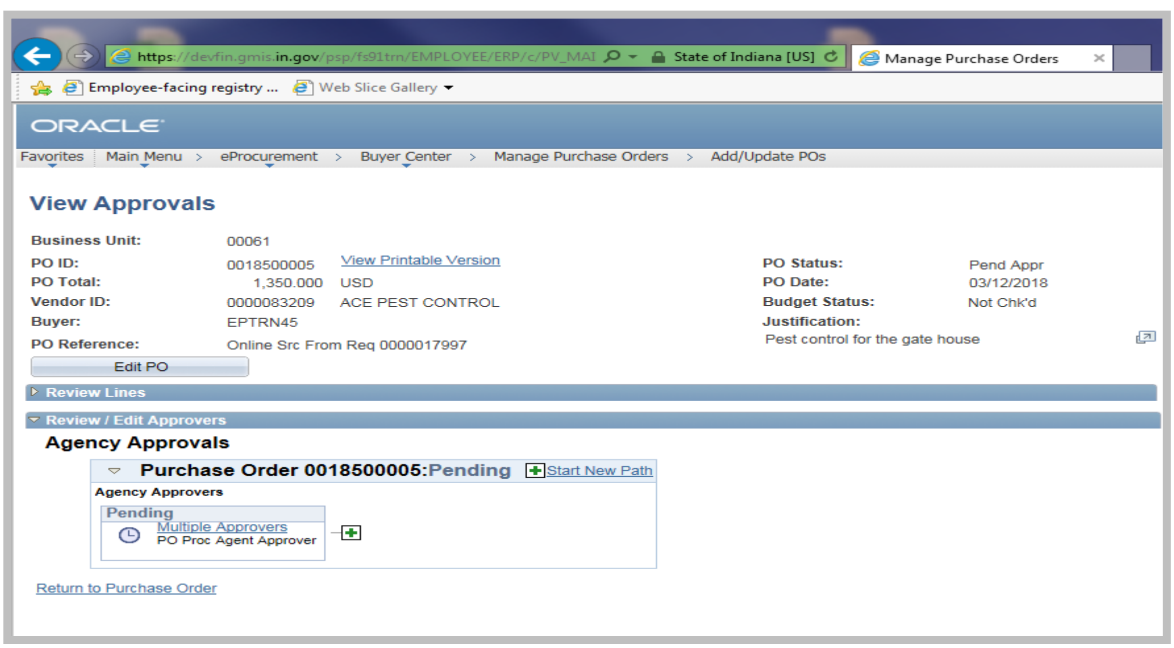


View the Approvals

The user can click the **View Approvals** link in the lower left hand corner.

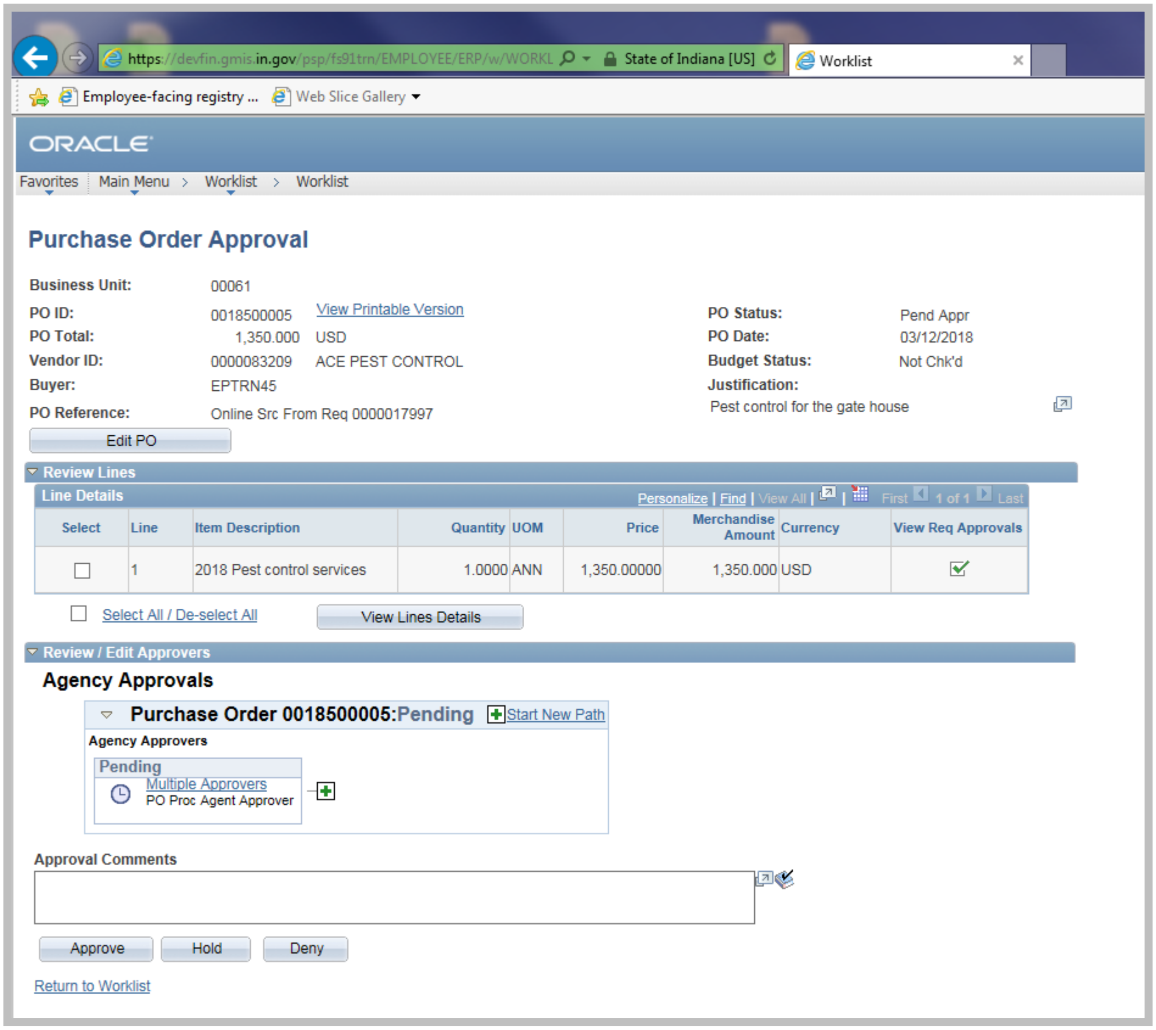


The user must click **Yes** to the question asking if you wish to save the current document so that it can be saved and the View Approvals page displayed. When finished reviewing, the user must click the **Return to Purchase Order** link to return to the PO Form tab.



Approve the Purchase Order

The user (if authorized) or the agency Head Procurement Agent can access a Purchase Order that requires approval through his/her worklist. Once the item is opened the following page will be displayed.



The approver should review the header information, line details and review/add other Approvers as needed prior to clicking Approve or Deny. Approval Comments must be entered before clicking the Deny button.

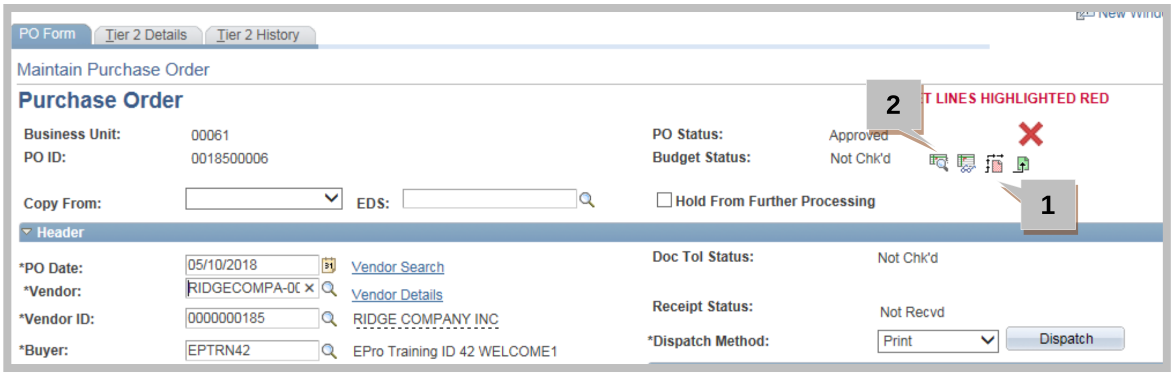
If the PO is over the agency's delegation, then the user must submit a GMIS issue with the following information: Business Unit, PO number, PO Type and Contract information if applicable. Once reviewed and approved by IDOA Procurement the agency Buyer will be notified and will need to Finalize, Budget Check and Dispatch the PO. The agency will be responsible for any copies to the vendor and the agency Accounts Payable area.

Complete the Final Processing

Menu Navigation

eProcurement >> Buyer Center >> Manage Purchase Orders

Once the Purchase Order (PO) is fully approved, the user will need to access it to complete three final process (Finalize, Budget Check and Dispatch) before it is ready to be sent to the awarded vendor.



1. Finalize Document

When completed the process releases any funds that were pre-encumbered in the Requisition stage that are under the amount of the PO. The user must click the **Finalize Document** icon. If for some reason the process needs to be reversed, the user can click the Undo Finalize Entire Document icon.

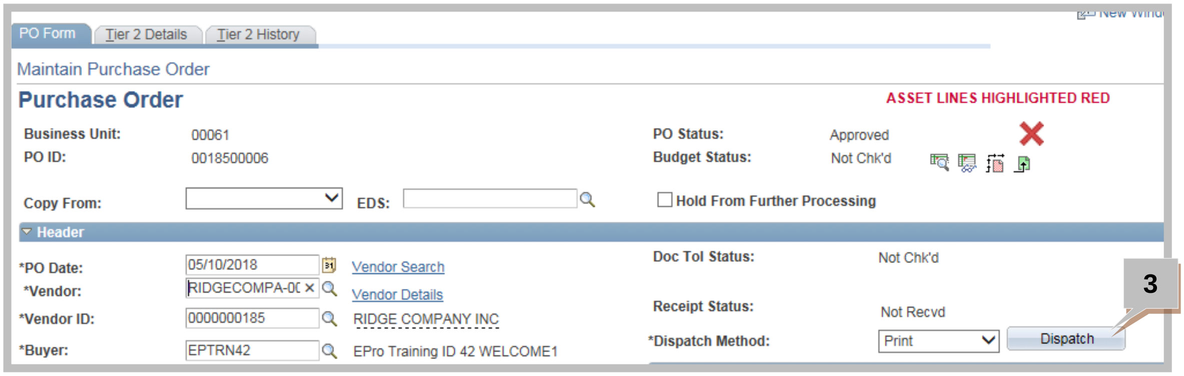
2. Budget Check

When the process is complete and the status is "Valid" the funds will be encumbered. The user must click once on the **Budget Check** icon to initiate the process. The PO status must be "Approved" in order to run the budget check process.

Once the Budget checking process is completed the Budget Status and the Doc Tol (Document Tolerance) Status will update. The final status for both Budget and Doc Tol must be Valid and Valid, before the user can finish processing. If there is an error for either of these statuses, the user should contact the agency Head Procurement Agent for assistance.

If the user clicks **Pre Check Budget** , it will let the user know if the funds are available at that moment in time, but it will not encumber the funds. This step is not necessary to proceed, so please consult with your agency as to if/when this step should be completed.

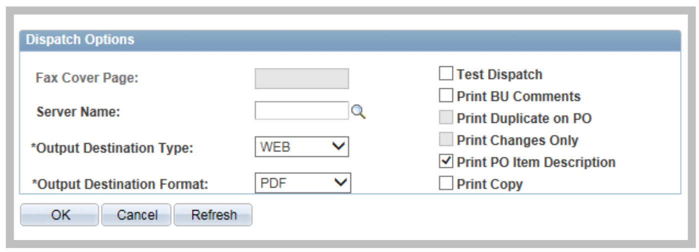
Purchase Orders set up for electronic dispatch (EDX as the Dispatch Method) must not be manually dispatched. The user must stop at this point! The status can be monitored through eProcurement>Manage Requisitions. When the dispatch process has occurred, it will update from PO Created to PO Dispatched.



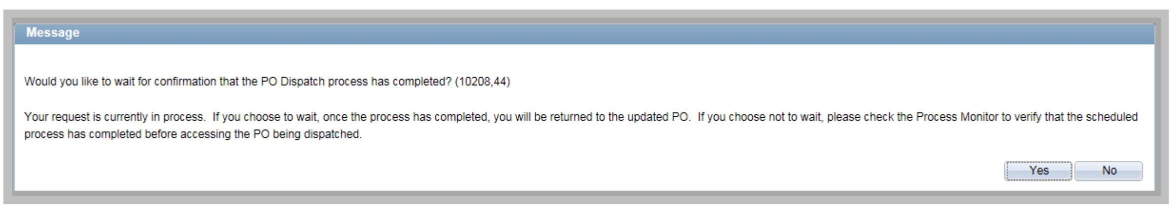
3. Dispatch

In order for the user to run the Dispatch process, the Purchase Order (PO) must have the PO Status as Approved, Budget Status as Valid and Doc Tol Status as Valid. The user must click Dispatch to be taken to the Dispatch Options page.

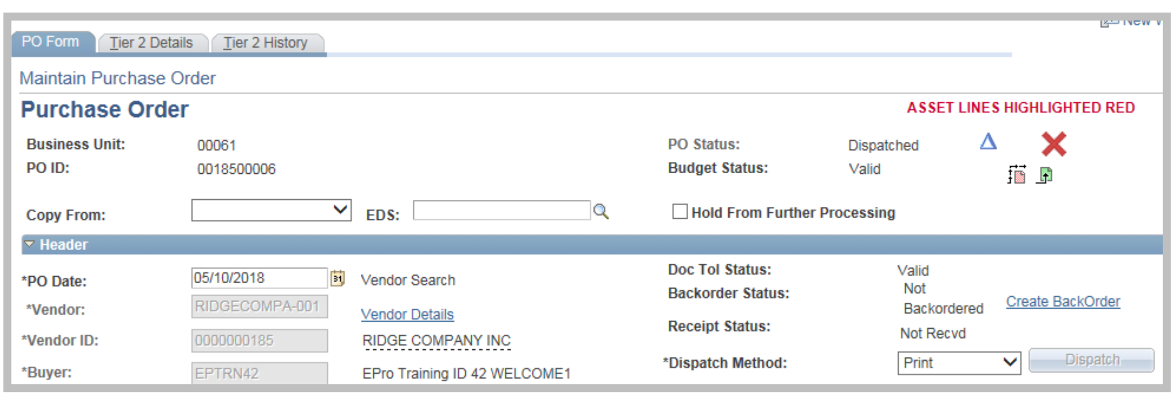
No adjustments are required on the Dispatch Options page; the user must click **OK** to proceed.



The user will be asked if he/she would like notification when the dispatch process is complete. IDOA recommends that the user click **Yes** and wait for the process to finish.



Once it is complete, the user will be taken back to the Maintain Purchase Order page where the PO Status will listed as Dispatched. The PO must be dispatched before a Receipt can be issued.



The user should click **Save**. If not done earlier, the user should go through the process to View a Printable Version of the PO to print/save it for transmitting/sending to the vendor.

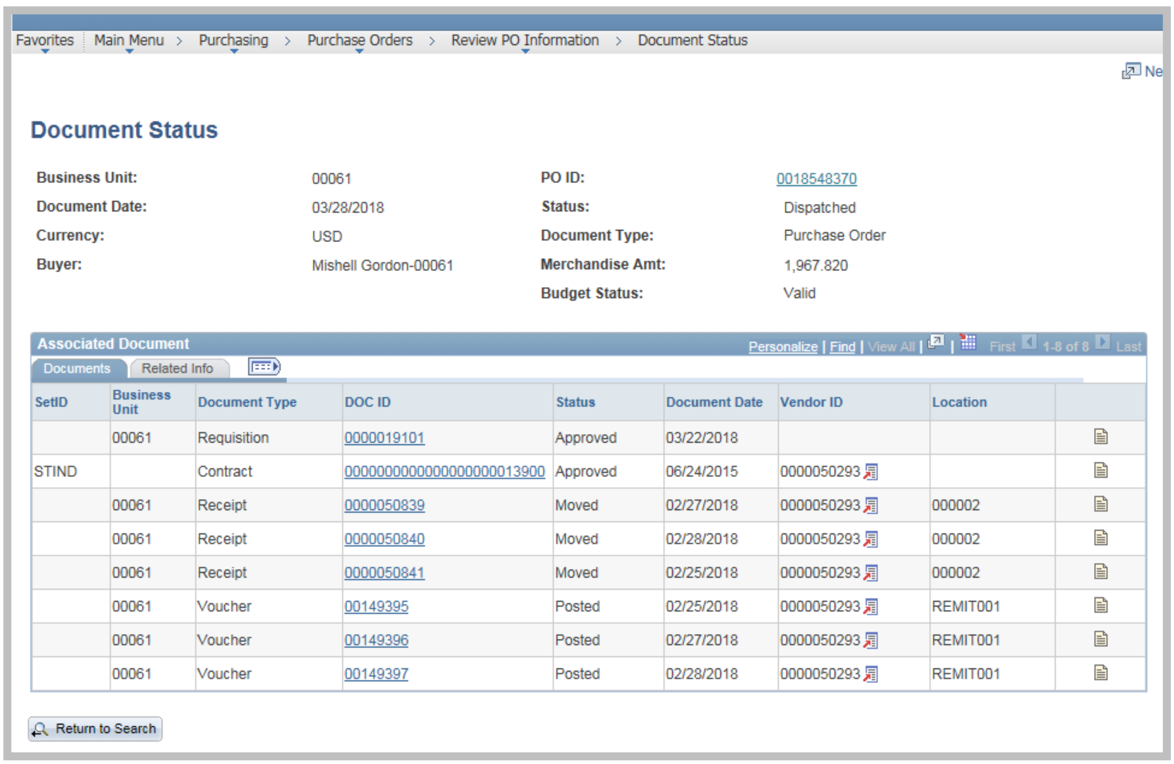
Document Status

Every component of PeopleSoft Financials has a Document Status page associated with it. For Purchase Orders it is located at

Menu Navigation

Main Menu >> Purchasing >> Purchase Orders >> Review PO Information >> Document Status

This page will give information about the PO at the top of the page and then every document currently associated with it will be displayed at the bottom under the Associated Document banner. It can include things like Requisitions, Contracts, Receipts, Accounts Payable Vouchers and Payments. Blue links can be opened and the content reviewed.



Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > Document Status

Ne

Document Status

Business Unit:	00061	**PO ID:**	0018548370
Document Date:	03/28/2018	**Status:**	Dispatched
Currency:	USD	**Document Type:**	Purchase Order
Buyer:	Mishell Gordon-00061	**Merchandise Amt:**	1,967.820
		Budget Status:	Valid

Associated Document — Personalize | Find | View All | First 1-8 of 8 Last

Documents | Related Info

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
	00061	Requisition	0000019101	Approved	03/22/2018		
STIND		Contract	000000000000000000013900	Approved	06/24/2015	0000050293	
	00061	Receipt	0000050839	Moved	02/27/2018	0000050293	000002
	00061	Receipt	0000050840	Moved	02/28/2018	0000050293	000002
	00061	Receipt	0000050841	Moved	02/25/2018	0000050293	000002
	00061	Voucher	00149395	Posted	02/25/2018	0000050293	REMIT001
	00061	Voucher	00149396	Posted	02/27/2018	0000050293	REMIT001
	00061	Voucher	00149397	Posted	02/28/2018	0000050293	REMIT001

Return to Search

Once the goods/services have been physically received from the vendor the Receiver should see the [Receiving Against an ePro Purchase Order](#) guide on http://www.in.gov/idoa/2935.htm for complete instructions on issuing a PeopleSoft Receipt.