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|---------------------------------|----------------------|
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Creating Express POs

Concept

It is assumed that if you are entering an Express PO you are familiar with the fields associated with Requisitions and Purchase Orders. With this in mind this document will not provide detailed information or definitions for every field associated with a Purchase Order. If you require detailed information about specific fields please refer to the Creating a Requisition Document and its associated attachments.

An Express PO is structured in MaineStreet to streamline and expedite the entry of purchase orders without the need to enter a Requisition first. The structure combined with the default hierarchy speeds up the process of creating a purchase order. Only staff with the Express PO role can enter Express PO's, usually Campus Admin or Super Approvers.

Like Requisitions, Express PO's consist of four basic elements: headers, lines, schedules, and distributions. The same fields that default on a Requisition will default on the Express PO pages and may be changed as needed. The PO Defaults page and Header Details page is where you enter information that will apply to the entire purchase order. You can also change information at the Line level.

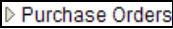

This topic covers how to enter an express purchase order and purchase order defaults.

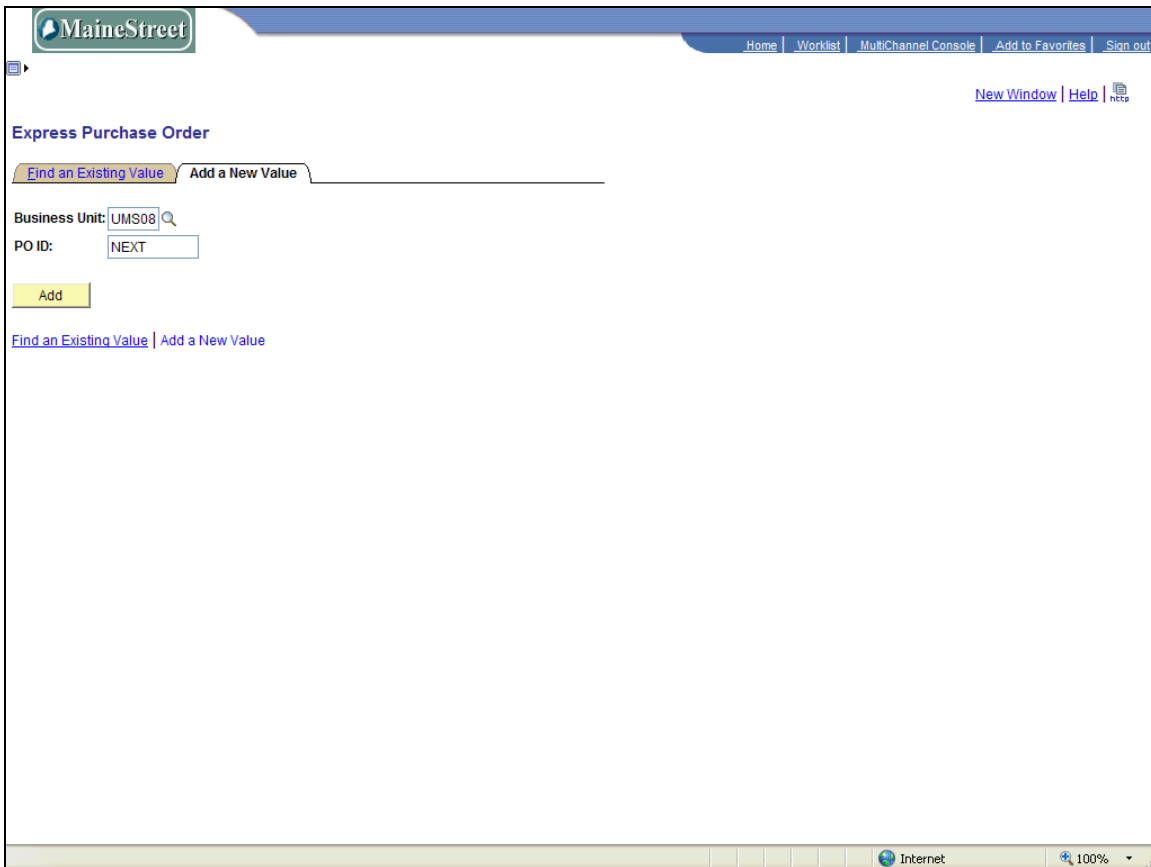
It is highly recommended that you find the vendor ID and Location information before you navigate to the Express PO screen. Refer to the "Vendor Inquiry" document for instructions.

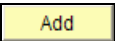
Please refer to: <http://www.maine.edu/pdf/VendorInquiryforRequisitioners.pdf>



Procedure

| Step | Action |
|------|---|
| 1. | From the Financials menu, click the Purchase Orders link.  |
| 2. | Click the Add/Update Express POs link.  |



| Step | Action |
|------|--|
| 3. | On the Express Purchase Order Add a New Value page, click the Add button.  |

Process Document

Financials 9.0: Creating Express POs



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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

Express Purchase Order

Purchase Order

Unit: UMS08 PO Status: Initial
 PO ID: NEXT Budget Status: Not Chk'd
 Copy From: Hold From Further Processing

Header

*PO Date: 03/30/2009 [Vendor Search](#)
 Vendor: [Vendor Details](#)
 *Vendor ID: 0000006331
 *Buyer:
 PO Reference:

Receipt Status: Not Recvd
 *Dispatch Method:

Amount Summary

Merchandise: 0.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 0.00 USD

Header Details PO Activities
 PO Defaults
 Add Comments

| Line | Item | Description | PO Qty | *UOM | Category | Amount | Status |
|------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Active |

Expand All Collapse All

Go to:

| Step | Action |
|------|---|
| 5. | Next, click the Vendor Details link. Vendor Details |

Express Purchase Order

Vendor Details -- CREATIVE OFFICE PAVILION

Unit: UMS08 PO ID: NEXT Vendor: CREATIVE 0-001

*Location:

*Address: [Show Address Details](#)

Contact: [Show Contact Details](#)

Salesperson: [Show Salesperson Details](#)

Terms: 30 Due in 30 days

Basis Dt Type: Inv Date

Vendor Details Message

Country: USA United States Prefix:

Address 1: 15 FRANKLIN ST Fax: 207/775-1003

Address 2: Prefix:

Address 3: Phone: 207/884-8855

Address 4:

City: PORTLAND

County: Postal: 04101

State: ME Maine

[OK](#) [Cancel](#) [Refresh](#)

| Step | Action |
|------|---|
| 6. | On the Vendor Details page, click on the Location look up icon to find the appropriate location for your Business Unit. |
| 7. | On the Look Up Location page, click on the vendor location for your campus. |

Process Document

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Express Purchase Order

Vendor Details -- CREATIVE OFFICE PAVILION

Unit: UMS08 PO ID: NEXT Vendor: CREATIVE O-001

*Location: 4000001432 [Vendor Information](#)

*Address: 6 [Show Address Details](#) Terms: 30 Due in 30 days

Contact: [Show Contact Details](#) Basis Dt Type: Inv Date

Salesperson: [Show Salesperson Details](#)

Vendor Details Message

Country: USA United States Prefix:

Address 1: 15 FRANKLIN ST Fax: 207775-1003

Address 2: Prefix:

Address 3: Phone: 207884-8855

Address 4: City: PORTLAND

County: Postal: 04101

State: ME Maine

[OK](#) [Cancel](#) [Refresh](#)

Done Internet 100%

| Step | Action |
|------|-----------------------------|
| 8. | Click the OK button. |
| | |



Process Document

Financials 9.0: Creating Express POs

Express Purchase Order

Purchase Order

Unit: UMS08 PO Status: Pend Appr
PO ID: NEXT Budget Status: Not Chk'd
Copy From: [Dropdown] Hold From Further Processing

Header

*PO Date: 03/30/2009 Vendor Search
Vendor: CREATIVE O-001 Vendor Details
*Vendor ID: 0000008331 CREATIVE OFFICE PAVILION
*Buyer: 0099999 Employee Name
Receipt Status: Not Recvd
*Dispatch Method: Print Dispatch
Amount Summary
Merchandise: 0.00
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 0.00 USD

[Header Details](#) [PO Activities](#)
[PO Defaults](#)
[Add Comments](#)

Lines

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

[Expand All](#) [Collapse All](#)

Go to: ... More ...

Save Notify Refresh Add Up

| Step | Action |
|------|---|
| 9. | Notice that your EmplID and name should appear by default in the Buyer field. If your EmplID does not enter by default, enter it. Click the Header Details link. Header Details |

Process Document

Financials 9.0: Creating Express POs



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Express Purchase Order

PO Header Details

Unit: UMS08 PO ID: NEXT Vendor: CREATIVE 0-001

PO Details

Vendor: CREATIVE 0-001 PO Date: 03/30/2009
 *PO Type: RO Budget Status: Not Chk'd
 *Billing Location: B800000002 [Billing Address](#) Tax Exempt ID: E10424
 Origin: ONL On-line Letter of Credit ID:

Currency

Currency Code: USD [Exchange Rate Detail](#) Base Currency: USD
 Rate Date: 03/30/2009 Exchange Rate: 1.00000000
 Rate Type: CRRNT

Process Control Option

Acknowledgements required for: Not required
 Dispatch *Method: Print Accounting Date: 03/30/2009
 Accounting Template: STANDARD

OK Cancel Refresh

Done Internet 100%

| Step | Action |
|------|---|
| 10. | <p>On the PO Header Details page, change the PO Type, Billing Location, and Dispatch Method, if necessary.</p> <p>Click the OK button.</p> <p></p> |



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New Window | Help | Customize Page |

Express Purchase Order

Purchase Order

Unit: UMS08 PO Status: Pend Appr
PO ID: NEXT Budget Status: Not Chk'd
Copy From: Hold From Further Processing

Header

*PO Date: 03/30/2009 [Vendor Search](#)
Vendor: CREATIVE O-001 [Vendor Details](#)
*Vendor ID: 0000006331 CREATIVE OFFICE PAVILION
*Buyer: 0099999 Employee Name
PO Reference:

Receipt Status: Not Recvd
*Dispatch Method: Print

Amount Summary

Merchandise: 0.00
Freight/Tax/Misc.: 0.00
Total Amount: 0.00 USD

[Header Details](#) [PO Activities](#)
[PO Defaults](#)
[Add Comments](#)

| Line | Item | Description | PO Qty | *UOM | Category | Amount | Status |
|------|------|-------------|----------------------|----------------------|----------------------|----------------------|--------|
| 1 | | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Active |

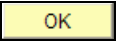
Expand All Collapse All

Go to:

Internet 100%

| Step | Action |
|------|--|
| 11. | Back on the Purchase Order page, click the PO Defaults link. PO Defaults |



| Step | Action |
|------|--|
| 12. | <p>Use the Purchase Order Defaults page to enter default values for the entire PO.</p> <p>Enter or use the look up icons to search for and select the <i>Category, Unit of Measure, and Ship To codes</i>, to enter a <i>One Time Address</i>, to enter a <i>Freight Terms Code</i> and <i>Distribution(s)</i>.</p> <p>NOTE: If using only one distribution, enter it here. If using more than one distribution, it's easier to enter it at the line level.</p> <p>Click OK to return to the Purchase Order page.</p> <p style="text-align: center;"></p> |

| Step | Action |
|------|---|
| 13. | Back on the Purchase Order page click the Expand All link near the bottom of the page to open up the <i>Schedule & Distribution</i> lines so you can see the Line, Schedule & Distribution all on one page. |

Process Document

Financials 9.0: Creating Express POs



MaineStreet Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Express Purchase Order

Purchase Order

Unit: UMS08 PO Status: Pend Appr
 PO ID: NEXT Budget Status: Not Chk'd
 Copy From: Hold From Further Processing

Header

*PO Date: 03/30/2009 [Vendor Search](#)
 Vendor: CREATIVE O-001 [Vendor Details](#)
 *Vendor ID: 0000006331 CREATIVE OFFICE PAVILION
 *Buyer: 0099999 Employee Name
 PO Reference:

Receipt Status: Not Recvd
 *Dispatch Method: Print [Dispatch](#)

Amount Summary

Merchandise: 0.00
 Freight/Tax/Misc.: 0.00 [Calculate](#)
 Total Amount: 0.00 USD

[Header Details](#) [PO Activities](#)
[PO Defaults](#)
[Add Comments](#)

Lines

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

Schedules

| Sched | *Ship To | *PO Qty | Price | Amount | Status | *Distribute by |
|-------|------------|---------|-------|--------|--------|----------------|
| 1 | 8000000020 | | | | Active | Quantity |

Distributions

[Chartfields](#) [Details/Tax](#) [Asset Information](#) [Req Detail](#) [Statuses](#)

| Dist | Status | Percent | PO Qty | Amount | Curr | *GL Unit | *Account | Oper Unit | Fund | Dept | Program | Class | Bud R |
|------|--------|---------|--------|--------|------|----------|----------|-----------|------|------|---------|-------|-------|
| 1 | Open | | | | | UMS08 | | | | | | | |

[Expand All](#) [Collapse All](#)

| Step | Action |
|------|---|
| 14. | In the <i>Line</i> section of the page, enter the item description in the <i>Description</i> field. |



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MaineStreet Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Express Purchase Order

Purchase Order

Unit: UMS08 PO Status: Pend Appr
PO ID: NEXT Budget Status: Not Chkd
Copy From: Hold From Further Processing

Header

*PO Date: 03/30/2009 [Vendor Search](#)
Vendor: CREATIVE O-001 [Vendor Details](#)
*Vendor ID: 0000006331 CREATIVE OFFICE PAVILION
*Buyer: 0099999 Employee Name
PO Reference:

Receipt Status: Not Recvd
*Dispatch Method: Print [Dispatch](#)

Amount Summary

Merchandise: 0.00
Freight/Tax/Misc.: 0.00 [Calculate](#)
Total Amount: 0.00 USD

[Header Details](#) [PO Activities](#)
[PO Defaults](#)
[Add Comments](#)

Lines

| Line | Item | Description | PO Qty | *UOM | Category | Amount | Status |
|------|------|-------------|----------------------|----------------------|----------|--------|--------|
| 1 | | Desks | <input type="text"/> | <input type="text"/> | | | Active |

Schedules

| Sched | *Ship To | *PO Qty | Price | Amount | Status | *Distribute by |
|-------|------------|----------------------|-------|--------|--------|----------------|
| 1 | 8000000020 | <input type="text"/> | | | Active | Quantity |

Distributions

[Chartfields](#) [Details/Tax](#) [Asset Information](#) [Req Detail](#) [Statuses](#)

| Dist | Status | Percent | PO Qty | Amount | Curr | *GL Unit | *Account | Oper Unit | Fund | Dept | Program | Class | Bud R |
|------|--------|---------|--------|--------|------|----------|----------|-----------|------|------|---------|-------|-------|
| 1 | Open | | | | | UMS08 | | | | | | | |

[Expand All](#) [Collapse All](#)

| Step | Action |
|------|--|
| 15. | Enter the quantity in the PO Qty field. |

Process Document

Financials 9.0: Creating Express POs



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Express Purchase Order

Purchase Order

Unit: UMS08 PO Status: Pend Appr
 PO ID: NEXT Budget Status: Not Chk'd
 Copy From: Hold From Further Processing

Header

*PO Date: 03/30/2009 Vendor Search
 Vendor: CREATIVE O-001 Vendor Details
 *Vendor ID: 0000006331 CREATIVE OFFICE PAVILION
 *Buyer: 0099999 Employee Name
 PO Reference:

Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch
 Amount Summary
 Merchandise: 0.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 0.00 USD

Header Details PO Activities
 PO Defaults
 Add Comments

Lines

| Line | Item | Description | PO Qty | *UOM | Category | Amount | Status |
|------|------|-------------|--------|------|----------|--------|--------|
| 1 | | Desks | 20 | | | | Active |

Schedules

| Sched | *Ship To | *PO Qty | Price | Amount | Status | *Distribute by |
|-------|------------|---------|-------|--------|--------|----------------|
| 1 | 8000000020 | | | | Active | Quantity |

Distributions

| Dist | Status | Percent | PO Qty | Amount | Curr | *GL Unit | *Account | Oper Unit | Fund | Dept | Program | Class | Bud R |
|------|--------|---------|--------|--------|------|----------|----------|-----------|------|------|---------|-------|-------|
| 1 | Open | | | | | UMS08 | | | | | | | |

Expand All Collapse All

| Step | Action |
|------|--|
| 16. | <p>In the <i>Schedules</i> section, enter the unit price information in the <i>Price</i> field.</p> <p>Note: If you entered the Distribution on the PO Defaults page, it will already be here. If not, you will need to enter the appropriate chartfield values in the <i>Distributions</i> section.</p> |

| Step | Action |
|------|--|
| 17. | If you need to enter additional Lines, click the Collapse All link Collapse All |

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | net

Express Purchase Order

Purchase Order

Unit: UMS08 PO Status: Pend Appr
 PO ID: NEXT Budget Status: Not Chk'd
 Copy From: [] Hold From Further Processing

Header

*PO Date: 03/30/2009 Vendor Search
 Vendor: CREATIVE O-001 Vendor Details
 *Vendor ID: 0000006331 CREATIVE OFFICE PAVILION
 *Buyer: 0099999 Employee Name
 PO Reference: []

Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch
 Amount Summary
 Merchandise: 2,000.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 2,000.00 USD


Header Details PO Activities
 PO Defaults
 Add Comments

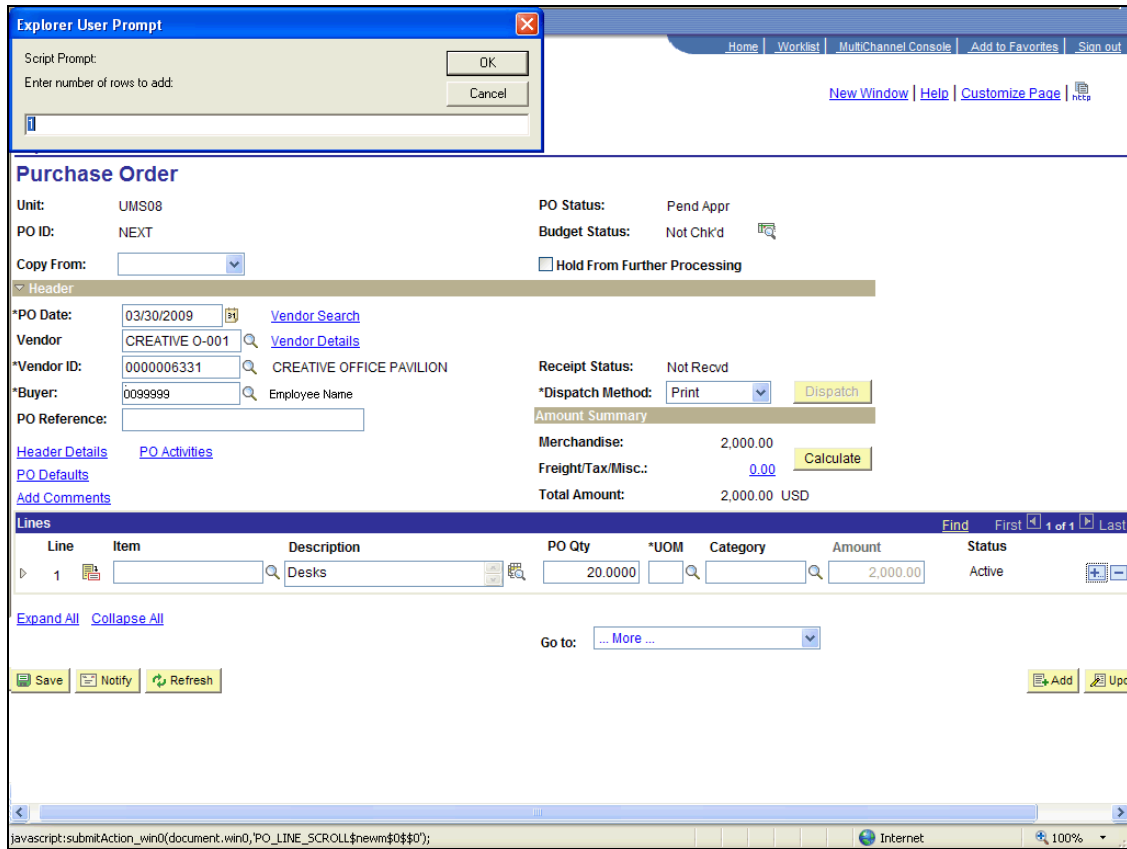
| Line | Item | Description | PO Qty | *UOM | Category | Amount | Status |
|------|------|-------------|---------|------|----------|----------|--------|
| 1 | | Desks | 20.0000 | | | 2,000.00 | Active |

Expand All Collapse All


Go to: ... More ...

Save Notify Refresh Add Update

| Step | Action |
|------|--|
| 18. | Then click the <i>Add a new row</i> icon at the end of the Line just entered.  |



The screenshot shows a web browser window with a "Purchase Order" form. An "Explorer User Prompt" dialog box is open in the foreground, asking for the number of rows to add. The prompt has a text input field containing "1" and "OK" and "Cancel" buttons. The background form includes fields for Unit (UMS08), PO ID (NEXT), PO Date (03/30/2009), Vendor (CREATIVE O-001), Vendor ID (000006331), and Buyer (0099999). It also shows a table with one line item: "Desks" with a quantity of 20.0000 and an amount of 2,000.00. The total amount is 2,000.00 USD.

| Step | Action |
|------|---|
| 19. | <p>Enter the number of rows needed in the prompt box. "1" enters by default.</p> <p>Click the OK button when ready.</p> <div style="text-align: center;">  </div> |

Process Document

Financials 9.0: Creating Express POs



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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

Express Purchase Order

Purchase Order

Unit: UMS08 PO Status: Pend Appr
 PO ID: NEXT Budget Status: Not Chk'd
 Copy From: [Dropdown] Hold From Further Processing

Header

*PO Date: 03/30/2009 Vendor Search
 Vendor: CREATIVE O-001 Vendor Details
 *Vendor ID: 0000006331 CREATIVE OFFICE PAVILION
 *Buyer: 0099999 Employee Name
 PO Reference: [Text Box]

Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch
 Amount Summary
 Merchandise: 2,000.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 2,000.00 USD

Header Details PO Activities
 PO Defaults
 Add Comments


| Line | Item | Description | PO Qty | *UOM | Category | Amount | Status |
|------|--------|-------------|------------|------------|------------|------------|--------|
| 1 | [Icon] | Desks | 20.0000 | [Icon] | [Text Box] | 2,000.00 | Active |
| 2 | [Icon] | [Text Box] | [Text Box] | [Text Box] | [Text Box] | [Text Box] | Active |

Expand All Collapse All

Go to: More

Save Notify Refresh Add Upd

javascript:submitAction_win0(document.win0,'PO_PNLS_PB_EXPAND_PB#1');

| Step | Action |
|------|---|
| 20. | Click the Expand Schedule Section button (small triangle) to expand that row.  |

Express Purchase Order

Purchase Order

Unit: UMS08 PO Status: Pend Appr
 PO ID: NEXT Budget Status: Not Chkd
 Copy From: [Dropdown] Hold From Further Processing

Header

*PO Date: 03/30/2009 Vendor Search
 Vendor: CREATIVE O-001 Vendor Details
 *Vendor ID: 0000006331 CREATIVE OFFICE PAVILION
 *Buyer: 0099999 Employee Name
 PO Reference: [Text Box]

Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch
Amount Summary
 Merchandise: 2,000.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 2,000.00 USD


Lines

| Line | Item | Description | PO Qty | *UOM | Category | Amount | Status |
|------|--------|-------------|---------|------------|------------|----------|--------|
| 1 | [Icon] | Desks | 20.0000 | [Dropdown] | [Dropdown] | 2,000.00 | Active |
| 2 | [Icon] | [Text] | [Text] | [Dropdown] | [Dropdown] | [Text] | Active |

Schedules

| Sched | *Ship To | *PO Qty | Price | Amount | Status | *Distribute by |
|-------|------------|---------|--------|--------|--------|----------------|
| 1 | 8000000020 | [Text] | [Text] | [Text] | Active | Quantity |

Expand All Collapse All
 Go to: ... More ...

| Step | Action |
|------|--|
| 21. | Then click the arrow in the <i>Schedules</i> section to expand all sections for line 2.  |

Process Document

Financials 9.0: Creating Express POs



MaineStreet Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Express Purchase Order

Purchase Order

Unit: UMS08 PO Status: Pend Appr
 PO ID: NEXT Budget Status: Not Chk'd
 Copy From: [] Hold From Further Processing

Header

*PO Date: 03/30/2009 Vendor Search
 Vendor: CREATIVE O-001 Vendor Details
 *Vendor ID: 0000006331 CREATIVE OFFICE PAVILION Receipt Status: Not Recvd
 *Buyer: 0099999 Employee Name *Dispatch Method: Print Dispatch
 PO Reference: [] Amount Summary
 Merchandise: 2,000.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 2,000.00 USD

[Header Details](#) [PO Activities](#)
[PO Defaults](#)
[Add Comments](#)

Lines

| Line | Item | Description | PO Qty | *UOM | Category | Amount | Status |
|------|------|-------------|---------|------|----------|----------|--------|
| 1 | [] | Desks | 20.0000 | [] | [] | 2,000.00 | Active |
| 2 | [] | [] | [] | [] | [] | [] | Active |

Schedules

| Sched | *Ship To | *PO Qty | Price | Amount | Status | *Distribute by |
|-------|------------|---------|-------|--------|--------|----------------|
| 1 | 8000000020 | [] | [] | [] | Active | Quantity |

Distributions

| Dist | Status | Percent | PO Qty | Amount | Curr | *GL Unit | *Account | Oper Unit | Fund | Dept | Program | Class | Bud Ref |
|------|--------|---------|--------|--------|------|----------|----------|-----------|------|------|---------|-------|---------|
| 1 | Open | [] | [] | [] | [] | UMS08 | [] | [] | [] | [] | [] | [] | [] |

| Step | Action |
|------|---|
| 22. | Enter the data for the new line like you did for line 1 in steps 15 - 18 . |



Process Document Financials 9.0: Creating Express POs

MaineStreet Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Copy From: Hold From Further Processing

Header

*PO Date: 03/30/2009 [Vendor Search](#)
 Vendor: CREATIVE O-001 [Vendor Details](#)
 *Vendor ID: 0000006331 CREATIVE OFFICE PAVILION
 *Buyer: 0099999 Employee Name
 PO Reference:

Receipt Status: Not Recvd
 *Dispatch Method: Print
Amount Summary
 Merchandise: 2,000.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 2,000.00 USD

[Header Details](#) [PO Activities](#)
[PO Defaults](#)
[Add Comments](#)

Lines

| Line | Item | Description | PO Qty | *UOM | Category | Amount | Status |
|------|----------------------|-------------|---------|----------------------|----------------------|----------|--------|
| 1 | <input type="text"/> | Desks | 20.0000 | <input type="text"/> | <input type="text"/> | 2,000.00 | Active |
| 2 | <input type="text"/> | Chairs | 20 | <input type="text"/> | <input type="text"/> | | Active |

Schedules

| Sched | *Ship To | *PO Qty | Price | Amount | Status | *Distribute by |
|-------|---|----------------------|-------|----------------------|--------|---|
| 1 | 8000000020 <input type="button" value="Q"/> | <input type="text"/> | 20.00 | <input type="text"/> | Active | Quantity <input type="button" value="Q"/> |

Distributions

[Chartfields](#) [Details/Tax](#) [Asset Information](#) [Req Detail](#) [Statuses](#)

| Dist | Status | Percent | PO Qty | Amount | Curr | *GL Unit | *Account | Oper Unit | Fund | Dept | Program | Class | Bud Ref |
|------|--------|----------------------|----------------------|----------------------|------|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1 | Open | <input type="text"/> | <input type="text"/> | <input type="text"/> | | UMS08 <input type="button" value="Q"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

[Expand All](#) [Collapse All](#) Go to:

Internet 100%

| Step | Action |
|------|---|
| 23. | When finished, click the Save button. <input type="button" value="Save"/> |



| Step | Action |
|------|--|
| 24. | <p>The PO Dispatch Routing page determines to whose worklist the pdf of the PO will go. If it needs to go to someone other than the person named, you can change the User ID before clicking OK.</p> <p>Click the OK button.</p> |



Process Document Financials 9.0: Creating Express POs

MaineStreet Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Copy From: Hold From Further Processing

Header

*PO Date: 03/30/2009 [Vendor Search](#)
 Vendor: CREATIVE O-001 [Vendor Details](#)
 *Vendor ID: 0000006331 CREATIVE OFFICE PAVILION
 *Buyer: 0099999 Employee Name
 PO Reference:

Receipt Status: Not Recvd
 *Dispatch Method: Print
Amount Summary
 Merchandise: 2,400.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 2,400.00 USD

[Header Details](#) [PO Activities](#)
[PO Defaults](#)
[Add Comments](#)

Lines

| Line | Item | Description | PO Qty | *UOM | Category | Amount | Status |
|------|----------------------|-------------|---------|----------------------|----------------------|----------|--------|
| 1 | <input type="text"/> | Desks | 20.0000 | <input type="text"/> | MISC | 2,000.00 | Active |
| 2 | <input type="text"/> | Chairs | 20.0000 | <input type="text"/> | <input type="text"/> | 400.00 | Active |

Schedules

| Sched | *Ship To | *PO Qty | Price | Amount | Status | *Distribute by |
|-------|---|---------|----------|--------|--------|---|
| 1 | 8000000020 <input type="button" value="Q"/> | 20.0000 | 20.00000 | 400.00 | Active | Quantity <input type="button" value="Q"/> |

Distributions

[Chartfields](#) [Details/Tax](#) [Asset Information](#) [Req Detail](#) [Statuses](#)

| Dist | Status | Percent | PO Qty | Amount Curr | *GL Unit | *Account | Oper Unit | Fund | Dept | Program | Class | Bud Ref |
|------|--------|---------|---------|-------------|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1 | Open | 100.000 | 20.0000 | 400.00 USD | UMS08 <input type="button" value="Q"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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| Step | Action |
|------|--------------------------|
| 25. | End of Procedure. |