
PURCHASING USER MANUAL	1
MAKE PO BUTTON IS NOT PRESENT	1

PURCHASING USER MANUAL

MAKE PO BUTTON IS NOT PRESENT

When creating a purchase order from the **Req Status** screen, the requisition opens, but there is no **Make PO** button, even though the Status of the requisition indicates Ready for Purchasing.

Figure 1 - Make PO button not present

The screenshot shows the 'Requisition' screen with the following details:

- Department: BHS: Bureau
- Req #: B1000445
- Tracking #: 2886
- Need by: 07/05/2010
- Desc: ID Card Camera
- Status: Ready for Purchasing
- Requested by: MICHAEL (06/28/2010)
- Edited by: SUSAN (06/28/2010)

A red callout box points to the text "No Make PO button" in the upper right area of the screen. The table below shows a line item with a PO number circled in red:

Notes	Atch	Status	Item #	Description	Purchaser	PO #	Receiver	Rct D	ite
		Ready for Purchasing	N82E16830120	Canon PowerShot SX20 IS E TU ANH		BH110011			

1. Click the **Rcpt Info** check box to see if a purchase order has been created from the line item(s), indicated by a purchase order number.

Figure 2 - Rcpt Info purchase order number

The screenshot shows the 'Requisition' screen with the 'Rcpt Info' checkbox checked. The table below shows a line item with a PO number circled in red:

Notes	Atch	Status	Item #	Description	Purchaser	PO #	Receiver	Rct D	ite
		Ready for Purchasing	N82E16830120	Canon PowerShot SX20 IS E TU ANH		BH110011			

2. If a purchase order number is shown, click on the purchase order number to view it.
3. On the PO screen, the purchase order creation date is shown, as well as the name of the person who created it and/or edited it.

Figure 3 - Purchase order information and history

PO Status Req Status Requisition PO Report

Department: BHS: Bureau PO #: BH110011 Tracking #: 2702

Vendor #: [] State Contract: [] Required Delivery: [] PO Options: None Vendor Notes: [] PO Atch: []

Status: Approved

Total: \$372.00

PO Created: TU ANH (08/17/2010) PO Edited: TU ANH (08/17/2010)

View Selected Items Vendor Info Coding Info Receiving Info

Sel	Req #	Need By	Notes	Atch	Status	Item #	Description	Qty	U/M*	Price
<input checked="" type="checkbox"/>	B1000445	07/05/2010			Ready for Purchasing	N82E16830120	Canon PowerShot SX20 IS	1	Each	372.00

Menu: []

- Reject Line Item
- Cancel Line Item
- Modify Line Item
- Edit Vendor Bids
- Show History
- Show Full Description
- Edit Ship-To Address
- Edit Bill-To Address

4. Click the **Menu** button next to the line item(s) and then click Show History. The requisition and purchase order history will be displayed.

The **Make PO** button will not be displayed if the requisition line items have already been added to a current, rejected, or voided purchase order (regardless of the requisition status).