

LAST REVISED DATE: 03/01/2016

General Information

Task	Process Information
<p>Creating an Express PO (Purchase Order)</p>	<p>An Express PO is a purchase order created for items under \$2500 (or \$500 for District Court). This document also serves as a formal purchase order for Blanket Contract vendors requiring one.</p> <p>NOTE - for AOC, Circuit Courts, Appellate Courts, and Programs: Per the FY15 Procurement Policy Change, Express POs <u>will no longer be REQUIRED</u> for purchases under the State Contracts/BPOs for purchases less than \$2,500. These contracts include Rudolph’s Office Supply, Staples, MD Correctional, etc. A voucher (non-PO voucher) can be processed without adding an Express PO. Express POs are optional for these Contracts/BPOs. You may continue to create Express POs if they meet the business practices of your Court or Program, or if they are requested by the vendor.</p> <p>Express POs <u>will continue to be REQUIRED</u> for purchases under the Judiciary Blanket Contracts as a way for the DPCGA to track the contract values. They are also <u>REQUIRED</u> for any purchases under State Contracts/BPOs for purchases over \$2,500.</p> <p>Please always refer to the complete list of Contract/BPOs for the most current information on requirements for Express PO, which can be found on the GEARS Tip Sheet page: http://mdcourts.gov/procurement/pdfs/bpofy2015.pdf. Please be sure to use the exact Vendor ID referenced on the Contract/BPO listing.</p> <p>NOTE – for District Court: District Court will continue to <u>REQUIRE</u> Express POs for purchases under the State Contracts/BPOs and the Judiciary Contracts/BPOs.</p>

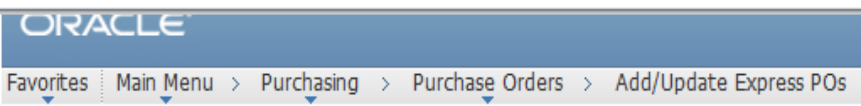
Before you Begin

If you do NOT know the GEARS Vendor ID to be used on the voucher, you can look it up using the vendor’s Tax ID Number. If the Vendor ID is known and has been reviewed for accuracy, you can skip this step and enter the Vendor ID in step 3 below.

Note: Please verify the vendor address to be sure it is accurate. If not, please complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website: <http://mdcourts.gov/gears/forms.html>

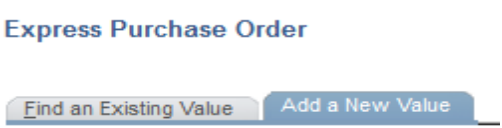
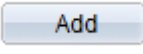
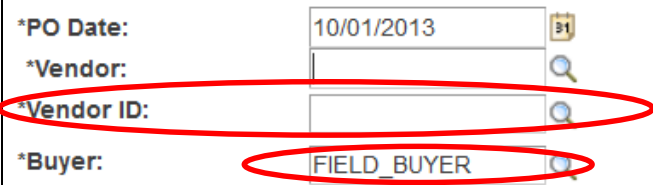
SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status
SHARE	000009385	THE ABUNDANCE CATERING COMPANY	THEABUNDAN-001	9 VERNON AVE	GLEN BURNIE	MD	USA	Active

GEARS Navigation



<p>Purchasing > Purchase Orders > Add/Update Express POs</p>	
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1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Select the "Add a New Value" Tab.	<p>Express Purchase Order</p> 
2.	Click the  button.	
3.	<p>On the Express Purchase Order Purchase Order screen, select / enter Vendor ID (as found in "Before you Begin" at the top of this document).</p> <p>NOTE: The Buyer should read "FIELD_BUYER".</p>	

<p>4.</p>	<p>NOTE: This step is optional.</p> <p>Enter PO Reference:</p>	<p>OPTIONAL: In the PO Reference field, enter descriptive information such as your name or court location to make it easier to search for your Express POs later.</p> <p>PO Reference: <input type="text" value="Sally Sample - Calvert Circuit"/></p> <hr/> <p>To search later:</p> <p>Favorites Main Menu > Purchasing > Purchase Orders > Add/Update Express POs</p> <p>Express Purchase Order</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Search Criteria</p> <p>Business Unit: = <input type="text"/></p> <p>PO ID: begins with <input type="text"/></p> <p>Purchase Order Date: = <input type="text"/></p> <p>PO Status: = <input type="text"/></p> <p>Short Vendor Name: begins with <input type="text"/></p> <p>Vendor ID: begins with <input type="text"/></p> <p>Vendor Name: begins with <input type="text"/></p> <p>Buyer: begins with <input type="text"/></p> <p>Buyer Name: begins with <input type="text"/></p> <p>PO Type: = <input type="text"/></p> <p>Purchase Order Reference: contains <input type="text" value="Sally"/></p> <p>Hold From Further Processing <input type="checkbox"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>
<p>5.</p>	<p>NOTE: Steps 5 through 7 are optional. These steps allow you to change the Billing Location (where the Invoice should be sent).</p> <p>Update the Billing Location:</p> <p>Click the Header Details link.</p>	<p>OPTIONAL: If the invoice needs to be sent to a separate location, other than where the goods were shipped, enter the billing location.</p> <p>Header Details</p> <p>Activity Summary</p> <p>PO Defaults</p> <p>Add Comments</p> <p>PO Activities</p> <p>Add ShipTo Comments</p>

<p>6.</p> <p>NOTE: Steps 5 through 7 are optional. These steps allow you to change the Billing Location (where the Invoice should be sent).</p> <p>Enter the Billing Location or click the  magnifying glass to select the Billing Location.</p>	<p>Express Purchase Order</p> <p>PO Header Details</p> <p>Business Unit: MDJUD PO ID: NEXT Vendor: MARYLANDCO-003</p> <p>PO Details</p> <p>Vendor: MARYLANDCO-003 PO Date: 04/17/2015 *PO Type: GEN Budget Status: Not Chk'd *Billing Location: AOC Billing Address <input checked="" type="checkbox"/> Tax Exempt ID: 30002563 Origin: ONL Online Letter of Credit ID:</p> <p>Currency</p> <p>Currency Code: USD Exchange Rate Detail Base Currency: USD Rate Date: 04/17/2015 Exchange Rate: 1.0000000 Rate Type: CRRNT</p> <p>Process Control Option</p> <p>Acknowledgements required for: Not required Accounting Date: 04/17/2015 <input checked="" type="checkbox"/> Dispatch *Method: Print Accounting Template: STANDARD Template ID:</p> <p>OK Cancel Refresh</p> <div data-bbox="906 724 1295 1402"> <p>Look Up Billing Location</p> <p>SetID: SHARE Location Code: begins with Description: contains jis</p> <p>Look Up Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>View 100 First 1-248 of 248 Last</p> <table border="1"> <thead> <tr> <th>Location Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>19</td><td>CIRCUIT COURT/SOMERSET COUNTY</td></tr> <tr><td>24</td><td>CIRCUIT COURT/BALTIMORE CITY</td></tr> <tr><td>50</td><td>DISTRICT COURT HEADQUARTERS</td></tr> <tr><td>56</td><td>DC/CARROLL ADM CLK-WESTMINSTER</td></tr> <tr><td>62</td><td>DISTRICT COURT/HARFORD COUNTY</td></tr> <tr><td>AOC</td><td>ADMIN OFFICE OF COURTS</td></tr> <tr><td>AOC-CONFL</td><td>MED CONFLICT RES</td></tr> <tr><td>AOC-ADMIN</td><td>AOC / ADMINISTRATIVE SERVICES</td></tr> <tr><td>AOC-CBO</td><td>AOC / COURT BUSINESS OFFICE</td></tr> <tr><td>AOC-COPS</td><td>AOC / COURT OPERATIONS</td></tr> <tr><td>AOC-DBF</td><td>AOC / BUDGET & FINANCE</td></tr> <tr><td>AOC-DPCA</td><td>AOC / PROCUREMENT & CONTRACT</td></tr> <tr><td>AOC-EMER</td><td>AOC / EMERGENCY PREP</td></tr> <tr><td>AOC-FAM</td><td>AOC / FAMILY ADMIN</td></tr> <tr><td>AOC-FCCIP</td><td>AOC Foster Care Improvement</td></tr> <tr><td>AOC-HR</td><td>AOC / HUMAN RESOURCES</td></tr> <tr><td>AOC-JECC</td><td>AOC / JECC</td></tr> <tr><td>AOC-JECCED</td><td>AOC / HUMAN RESOURCES / JECC</td></tr> <tr><td>AOC-JIS-GN</td><td>AOC - JIS (General)</td></tr> <tr><td>AOC-JUDIN</td><td>AOC / JUDICIAL INSTITUTE</td></tr> <tr><td>AOC-LANDR</td><td>LAND RECORDS</td></tr> <tr><td>AOC-LEGAL</td><td>AOC / LEGAL AFFAIRS</td></tr> <tr><td>AOC-MBE2</td><td>FAIR PRACTICE / MBE COMP OFFIC</td></tr> <tr><td>AOC-NON_PO</td><td>Non-PO Voucher</td></tr> <tr><td>AOC-OPSC</td><td>OFFICE OF PROBLEM SOLVING CRTS</td></tr> <tr><td>AOC-PRGM</td><td>AOC / PROGRAM SERVICES</td></tr> <tr><td>AOC-RCVWH</td><td>RECEIVING WAREHOUSE</td></tr> </tbody> </table> </div>	Location Code	Description	19	CIRCUIT COURT/SOMERSET COUNTY	24	CIRCUIT COURT/BALTIMORE CITY	50	DISTRICT COURT HEADQUARTERS	56	DC/CARROLL ADM CLK-WESTMINSTER	62	DISTRICT COURT/HARFORD COUNTY	AOC	ADMIN OFFICE OF COURTS	AOC-CONFL	MED CONFLICT RES	AOC-ADMIN	AOC / ADMINISTRATIVE SERVICES	AOC-CBO	AOC / COURT BUSINESS OFFICE	AOC-COPS	AOC / COURT OPERATIONS	AOC-DBF	AOC / BUDGET & FINANCE	AOC-DPCA	AOC / PROCUREMENT & CONTRACT	AOC-EMER	AOC / EMERGENCY PREP	AOC-FAM	AOC / FAMILY ADMIN	AOC-FCCIP	AOC Foster Care Improvement	AOC-HR	AOC / HUMAN RESOURCES	AOC-JECC	AOC / JECC	AOC-JECCED	AOC / HUMAN RESOURCES / JECC	AOC-JIS-GN	AOC - JIS (General)	AOC-JUDIN	AOC / JUDICIAL INSTITUTE	AOC-LANDR	LAND RECORDS	AOC-LEGAL	AOC / LEGAL AFFAIRS	AOC-MBE2	FAIR PRACTICE / MBE COMP OFFIC	AOC-NON_PO	Non-PO Voucher	AOC-OPSC	OFFICE OF PROBLEM SOLVING CRTS	AOC-PRGM	AOC / PROGRAM SERVICES	AOC-RCVWH	RECEIVING WAREHOUSE	
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<p>7.</p> <p>NOTE: Steps 5 through 7 are optional. These steps allow you to change the Billing Location (where the Invoice should be sent).</p> <p>Click the Billing Address link to verify the Bill To Address.</p> <p>Click the  button and continue creating the PO.</p>		<p>PO Header Details - Bill To Address</p> <p>Location: AOC-JIS-GN Bill to GLN:</p> <p>Billing Address</p> <p>Address 1: 2661 RIVA ROAD Address 2: SUITE 900 Address 3: Address 4: City: ANNAPOLIS State: MD Postal: 21401 Country: USA</p> <p>OK Cancel Refresh</p>																																																								

8.

NOTE: Steps 8 through 11 are optional. These steps allow you to set SpeedChart and other defaults for the lines on your PO.

Click on the PO Defaults Link.

ORACLE
 Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update Express POs

Express Purchase Order

Purchase Order

Business Unit: MDJUD PO Status: Initial
 PO ID: NEXT Budget Status: Not Chk'd
 Copy From: [Dropdown] Hold From Further Processing

Header

*PO Date: 02/06/2015 Vendor Search
 *Vendor: [Search] Vendor Details
 *Vendor ID: [Search]
 *Buyer: [Search]
 PO Reference: [Text]
 Header Details Activity Summary
 PO Defaults Add Comments
 PO Activities Add ShipTo Comments

Doc Tol Status: Valid
 Receipt Status: Not Recvd
 *Dispatch Method: [Dropdown] Dispatch

Amount Summary

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

Calculate

Add Items From

Purchasing Kit Catalog Item Search

Line	Item	Description	PO Qty	*UOM	Category	Merchandise Amt	Status
1	[Search]	[Search]	[Text]	[Text]	[Text]	[Text]	Open

Expand All Collapse All
 View Printable Version View Approvals
 Go to: ... More ...

Save Notify Refresh Add Update/Display

9.

NOTE: Steps 8 through 11 are optional. These steps allow you to set SpeedChart and other defaults for the lines on your PO.

Enter your SpeedChart (PCA) and then click Refresh.

ORACLE
 Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update Express POs

Express Purchase Order

Purchase Order Defaults

Business Unit: MDJUD PO ID: NEXT Vendor: [Text]

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Category: [Text] Unit of Measure: [Text]

Schedule

Ship To: [Text] Ultimate Use Code: [Text]
 Due Date: [Text] Original Promise Date: [Text]
 Ship Via: COMMON Freight Terms Code: DES
 Arbitration: [Text] Freight Charge Method: [Text]
 *Distribute By: Quantity One Time Address

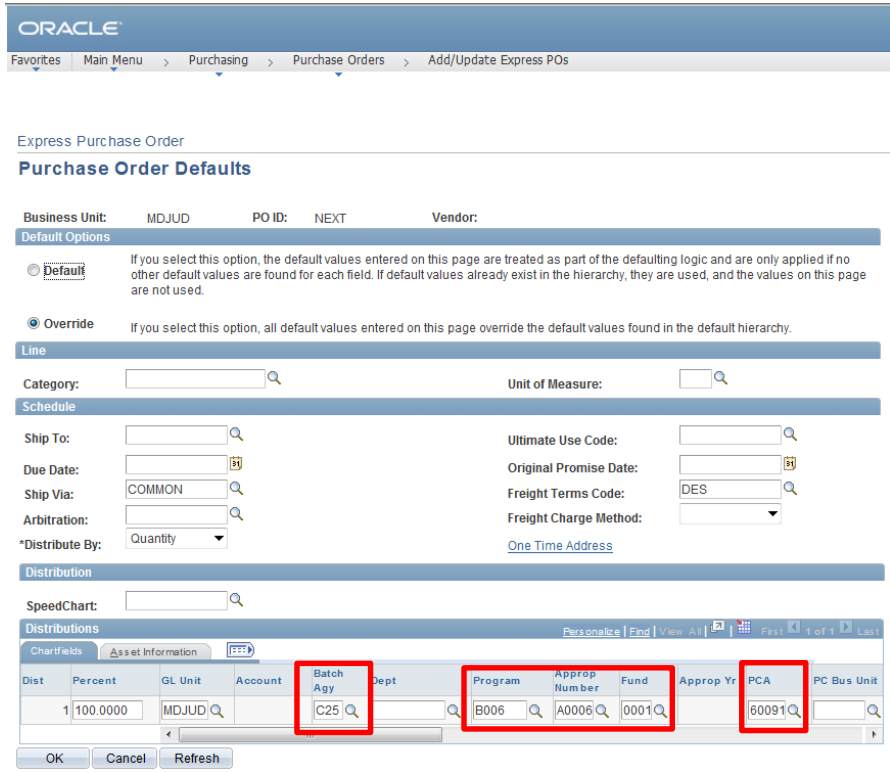
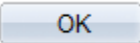
Distribution

SpeedChart: 60091

Distributions

Dist	Percent	GL Unit	Account	Batch Agy	Dept	Program	Approp Number	Fund	Approp Yr	PCA	PC Bus Unit
1	[Text]	MDJUD	[Text]	[Text]	[Text]	[Text]	[Text]	[Text]	[Text]	[Text]	[Text]

OK Cancel Refresh

<p>10.</p> <p>NOTE: Steps 8 through 11 are optional. These steps allow you to set SpeedChart and other defaults for the lines on your PO.</p> <p>Entering a SpeedChart will fill in your Chartfield values (i.e., accounting codes), with the exception of the "Account" (i.e. sub-object) and "Approp Yr" (i.e. fiscal year).</p> <p>NOTES:</p> <p>A. For FY16 transactions and forward, Account and Approp Yr are no longer allowed defaults. These two fields will be populated in later steps.</p> <p>B. Other defaults may be entered, such as Ship To.</p> <p>C. The defaults entered here will populate on <u>ALL</u> distribution lines.</p>	 <p>The screenshot shows the Oracle Express Purchase Order Defaults page. The 'Distributions' table is visible at the bottom, with several columns highlighted by red boxes:</p> <table border="1"> <thead> <tr> <th>Dist</th> <th>Percent</th> <th>GL Unit</th> <th>Account</th> <th>Batch Agy</th> <th>Dept</th> <th>Program</th> <th>Approp Number</th> <th>Fund</th> <th>Approp Yr</th> <th>PCA</th> <th>PC Bus Unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>100.0000</td> <td>MDJUD</td> <td></td> <td>C25</td> <td></td> <td>B006</td> <td>A0006</td> <td>0001</td> <td></td> <td>60091</td> <td></td> </tr> </tbody> </table>	Dist	Percent	GL Unit	Account	Batch Agy	Dept	Program	Approp Number	Fund	Approp Yr	PCA	PC Bus Unit	1	100.0000	MDJUD		C25		B006	A0006	0001		60091	
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1	100.0000	MDJUD		C25		B006	A0006	0001		60091															
<p>11.</p> <p>Click on </p>	<p>NOTE: Steps 8 through 11 are optional. These steps allow you to set SpeedChart and other defaults for the lines on your PO.</p>																								

12.

NOTE: Repeat steps 12 through 16 for each line on your Express PO.

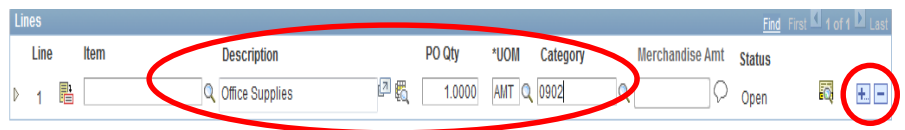
Enter Line information:


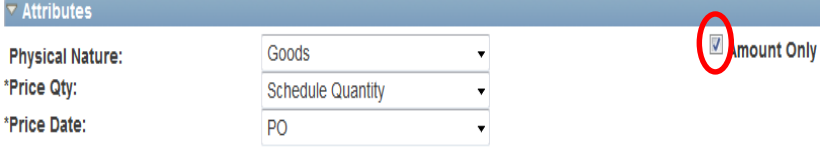

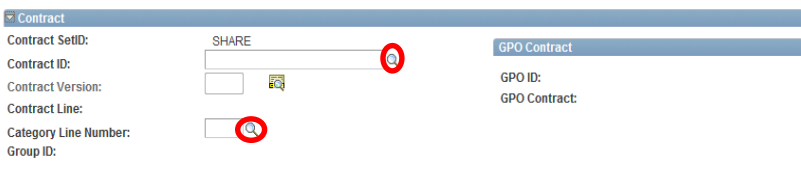
Fill in the following fields: **Description, PO Qty, UOM and Category.**




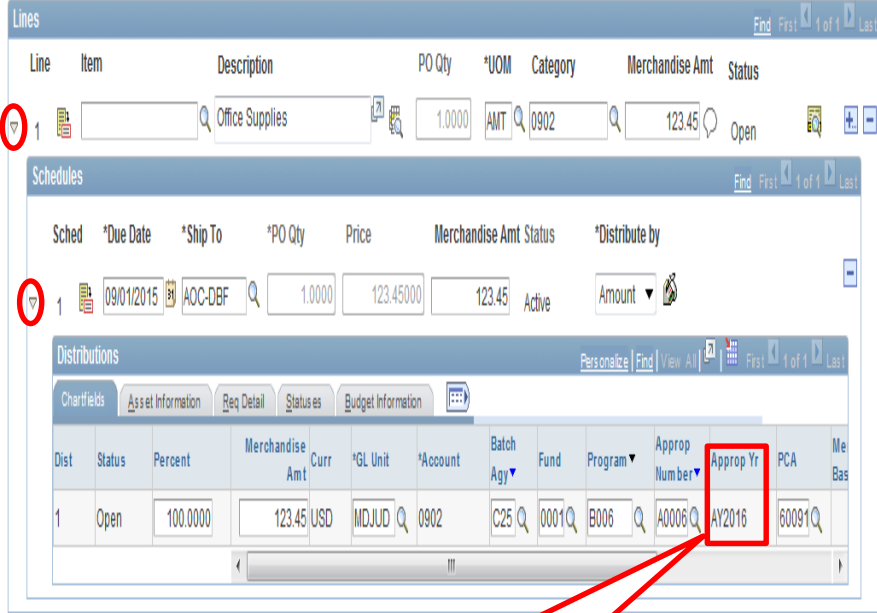
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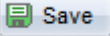







- You **must** enter a Description and other line information. Failure to do so may cause unexpected results.
- You **must** set-up your Express PO in the manner in which you wish to Receive (i.e. Quantity or Amount).
- To add or delete a line, click on the “+” or “-” to the right of the line.
- **If you are creating an amount only PO, your UOM should be AMT.**
- **If you are purchasing against a Blanket Contract,** please enter a category code applicable to the contract. If you do NOT know the category code(s) applicable to the contract, you can leave the category blank. When step 14 has been completed, the category will default onto your PO line. **NOTE:** If the wrong category is entered on the PO line, the Category Line Number(s) from the blanket contract may not be retrieved correctly in step 14.
- **If you are NOT purchasing against a Blanket Contract,** please enter the appropriate category for the applicable purchase on the line.
- **For FY16 transactions and forward:**
The **MDJUD Item Catalog** and the associated categories used on Requisitions, Express POs and POs is being replaced with a new catalog **MDJUD Item Catalog NEW**. The category codes contained in this new catalog are the same as our existing account codes. This enhancement is intended to eliminate some of the guesswork in choosing a category. If you know the appropriate account code for your purchase, the category code will be the same.


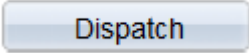

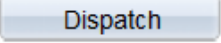

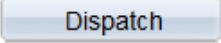





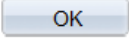
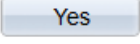









For example, if the account code to be used on your distribution line is 0902 (Office Supplies), you would choose 0902 as the category.



<p>13.</p>	<p>For “Amount Only” Express POs –</p> <p>NOTE: Repeat steps 12 through 16 for <u>each line</u> on your Express PO. However, if your Express PO is <u>not</u> distributed by Amount Only but by Quantity, omit this step.</p> <p>Express Purchase Order Details for Line 1</p> <p>On the screen:</p>	<p>If you are creating an “Amount Only” Express PO, click on the Line Details icon .</p> <p>Under the Attributes section:</p> <ul style="list-style-type: none"> Check the Amount Only checkbox.  <ul style="list-style-type: none"> If you are done with all line details, click “OK” to return to the Express PO line. NOTE: When exiting the Line Details screen, “Amount Only” Express POs will display a Message indicating that the PO Qty will be set to “1”. Click “Yes” to acknowledge.
<p>14.</p>	<p>To reference Blanket Contracts –</p> <p>NOTE: Repeat steps 12 through 16 for <u>each line</u> on your Express PO. However, if your Express PO is <u>not</u> against a Blanket Contract, omit this step.</p> <p>Express Purchase Order Details for Line 1</p> <p>On the screen:</p>	<p>If you are creating an Express PO against a Blanket Contract, you must reference the contract by clicking the Line Details icon .</p> <p>Under the Contract section:</p> <ul style="list-style-type: none"> Search for the <u>Contract ID</u> – the contract(s) established against the vendor you have specified will display. Choose the applicable contract. Search for the <u>Category Line Number</u> – Choose the appropriate category line. The category associated with this category line will default onto your PO line.  <ul style="list-style-type: none"> If you are done with all line details, click “OK” to return to the Express PO line. NOTE: When exiting the Line Details screen, “Amount Only” Express POs will display a Message indicating that the PO Qty will be set to “1”. Click “Yes” to acknowledge.

<p>15.</p>	<p>For DISTRICT COURT Express POs –</p> <p>NOTE: Repeat steps 12 through 16 for <u>each line</u> on your Express PO. However, if your Express PO is <u>not</u> for District Court, omit this step.</p> <p>Express Purchase Order Details for Line 1</p> <p>On the screen:</p>	<p>NOTE: This step is for DISTRICT COURT only. Receiving is required for DC Express POs.</p> <p>If you are creating an Express PO for District Court, click on the Line Details icon </p> <p>Under the Receiving Section:</p> <ul style="list-style-type: none"> Select “Required” in the drop-down for Receiving Required.  <ul style="list-style-type: none"> If you are done with all line details, click “OK” to return to the Express PO line. NOTE: When exiting the Line Details screen, “Amount Only” Express POs will display a Message indicating that the PO Qty will be set to “1”. Click “Yes” to acknowledge.
<p>16.</p>	<p>NOTE: Repeat steps 12 through 16 for <u>each line</u> on your Express PO.</p> <p>Express Purchase Order Purchase Order</p> <p>On the screen:</p> <p>The following are required fields:</p> <ul style="list-style-type: none"> Lines: Description, PO Qty, UOM, Category. Schedules: Due Date, Ship To, Price/Merchandise Amt. NOTE: If UOM on the line is anything other than “AMT”, enter the unit price in the “Price” field, else enter the amount in the “Merchandise Amt” field. Distributions: Account, Batch Agy, Fund, Program, Approp #, Approp Yr & PCA. NOTE: For FY16 transactions and forward: The “Account” (i.e. sub-object) should be the same as the category. You cannot change the account. If a change is needed, go back and change the category. The account will be changed automatically, to match the category. NOTE: For FY16 transactions and forward Approp Yr will be defaulted to “AY2016”, or current Approp Year. 	<p>Once you are back on the Express PO line, expand the Express PO sections using the  icons to the left of the Line and Schedule or use the Expand All link.</p>  <p>Expand All Collapse All</p> <p>Defaulted Approp Year</p>

<p>17.</p>	<p>Click the  Save button.</p>									
<p>18.</p>	<p> Confirm your Express PO is saved.</p>	<p>If the Express PO has been saved, you will have a (10) digit Purchase Order ID.</p> <p>Express Purchase Order Purchase Order</p> <p>Business Unit: HD/JUD PO ID: 0000000148</p> <p>PO Status: Open Budget Status: Not Chk'd</p>								
<p>19.</p>	<p>To add Comments and Attachments:</p>	<p>General Express PO comments/attachments:</p> <ul style="list-style-type: none"> click the Add Comments Header link select a group to display your comments to: <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Send to Vendor</td> <td><input type="checkbox"/> Show at Receipt</td> </tr> <tr> <td><input type="checkbox"/> Show at Voucher</td> <td><input type="checkbox"/> Approval Justification</td> </tr> </table> <p>Line specific comments/attachments:</p> <ul style="list-style-type: none"> click the  icon to the right of the Express PO Line select a group to display your comments to <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Send to Vendor</td> <td><input type="checkbox"/> Show at Receipt</td> </tr> <tr> <td><input type="checkbox"/> Show at Voucher</td> <td></td> </tr> </table> 	<input type="checkbox"/> Send to Vendor	<input type="checkbox"/> Show at Receipt	<input type="checkbox"/> Show at Voucher	<input type="checkbox"/> Approval Justification	<input type="checkbox"/> Send to Vendor	<input type="checkbox"/> Show at Receipt	<input type="checkbox"/> Show at Voucher	
<input type="checkbox"/> Send to Vendor	<input type="checkbox"/> Show at Receipt									
<input type="checkbox"/> Show at Voucher	<input type="checkbox"/> Approval Justification									
<input type="checkbox"/> Send to Vendor	<input type="checkbox"/> Show at Receipt									
<input type="checkbox"/> Show at Voucher										
<p>20.</p>	<p> Submit Express PO for approval.</p>	<p>Select the  to submit your Express PO for approval.</p> <p>NOTE: Please refer to the Approval Levels and Dollar Thresholds document for more information about the Judiciary’s approval levels for each type of workflow transaction.</p> <p>NOTE: You cannot move forward with the remaining steps until the Express PO has been approved. You will receive an email notification when it has been approved.</p>								
<p>21.</p>	<p> Budget Check your Express PO.</p>	<p>Only upon an “Approved” PO Status will you be able to run the Budget Check process by clicking the Budget Check icon .</p> <p>PO Status: Approved</p> <p>Budget Status: Not Chk'd</p> <p></p>								

<p>22.</p>	 <p>Dispatch your Express PO.</p>	<p>Only upon an “Approved” PO Status and a “Valid” Budget Status will you be able to run the Dispatch process by clicking the  button.</p> <p>NOTE: Dispatching your Express PO is <u>required</u> in order to Receive and Voucher against the Express PO.</p> <p>Dispatch Method:  </p> <p>NOTE: The Dispatch Method defaults to “Print” but can be changed to “Email” for those vendors who have an email address associated with their vendor information on the Vendor Master File maintained by DBF.</p> <p>Dispatch Method:  </p>																		
<p>23.</p>	 <p>Confirm the Dispatch Options & complete your Express PO.</p>	<p>Dispatching via the “Print” method will display the following Dispatch Options.</p> <p>Dispatch Options</p> <div data-bbox="670 751 1544 1031" style="border: 1px solid #ccc; padding: 5px;"> <p>Dispatch Options</p> <table border="0"> <tr> <td>Fax Cover Page:</td> <td><input type="text"/></td> <td><input type="checkbox"/> Test Dispatch</td> </tr> <tr> <td>Server Name:</td> <td><input type="text"/> </td> <td><input type="checkbox"/> Print BU Comments</td> </tr> <tr> <td>*Output Destination Type:</td> <td>WEB </td> <td><input type="checkbox"/> Print Duplicate on PO</td> </tr> <tr> <td>Output Destination Format:</td> <td>PDF </td> <td><input type="checkbox"/> Print Changes Only</td> </tr> <tr> <td>Template ID:</td> <td><input type="text"/> </td> <td><input checked="" type="checkbox"/> Print PO Item Description</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> Print Copy</td> </tr> </table> </div> <p>There is no need to alter these options, just click the  button, then select  on the pop-up message to wait for the Dispatch process to complete. Waiting for this process to complete will allow you to view the Express PO status as Dispatched.</p> <p>NOTE: You can click “No” rather than waiting for the Dispatch process to complete, however you will have to look up your Express PO to view the Dispatched status.</p>	Fax Cover Page:	<input type="text"/>	<input type="checkbox"/> Test Dispatch	Server Name:	<input type="text"/> 	<input type="checkbox"/> Print BU Comments	*Output Destination Type:	WEB 	<input type="checkbox"/> Print Duplicate on PO	Output Destination Format:	PDF 	<input type="checkbox"/> Print Changes Only	Template ID:	<input type="text"/> 	<input checked="" type="checkbox"/> Print PO Item Description			<input type="checkbox"/> Print Copy
Fax Cover Page:	<input type="text"/>	<input type="checkbox"/> Test Dispatch																		
Server Name:	<input type="text"/> 	<input type="checkbox"/> Print BU Comments																		
*Output Destination Type:	WEB 	<input type="checkbox"/> Print Duplicate on PO																		
Output Destination Format:	PDF 	<input type="checkbox"/> Print Changes Only																		
Template ID:	<input type="text"/> 	<input checked="" type="checkbox"/> Print PO Item Description																		
		<input type="checkbox"/> Print Copy																		
<p>24.</p>	 <p>Your Express PO is complete.</p>	<p>You will see the PO Status as “Dispatched” when the Dispatch process completes.</p> <p>PO Status: Dispatched</p> <p>Budget Status: Valid</p> <p>NOTE: The Express Purchase Order must have these statuses to be received and vouchered against.</p>																		

25.

Once Dispatched, you can review the PDF version of the Express Purchase Order in your Report Manager under the Administration Tab.

Reporting Tools > Reporting Manager

The screenshot shows the Oracle Reporting Manager interface. On the left is a 'Menu - Classic' sidebar with 'Reporting Tools' expanded to show 'Report Manager'. The main area has a breadcrumb trail: 'Favorites | Main Menu > Reporting Tools > Report Manager'. Below this are tabs for 'List', 'Explorer', 'Administration' (circled in red), and 'Archives'. A 'View Reports For' section contains filters for 'User ID' (lauren.smith), 'Type', 'Last' (1 Days), 'Status', 'Folder', and 'Instance'. Below that is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains one row with Report ID 82516, Prcs Instance 93402, and Description 'PO_DISPATCH - PO_DISPATCH.pdf' (circled in red). The Request Date/Time is 11/14/2013 4:24:17PM, Format is Acrobat (*.pdf), and Status is Posted.



Important

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.