Step 1: Press Add

Express Purchase Order

Find an Existing Value | Add a New Value

Business Unit: GSUFS
PO ID: NEXT
Purchase Order Date: 09/18/2009

Add

Find an Existing Value | Add a New Value

Step 2: Select Purchase Order from ‘Copy From’ dropdown menu

Express Purchase Order

Purchase Order

Unit: GSUFS
PO ID: NEXT
Copy From: 

Vendor: 

*PO Date: 

Contract
Purchase Order
Requisition
Step 3: In the PO ID field, type in template name (ETRAVEL, STRAVEL, CONSULTANT) and press Search

Express Purchase Order

Copy Purchase Order from Purchase Order

PO Selection Criteria:

- **PO ID:** ETRAVEL
- PO Date: 
- Status: 
- Origin: 
- Item ID: 
- Category: 

Select PO:

- **PO ID:** ETRAVEL
- PO Date: 07/01/2009
- PO Status: Dispatched
- Vendor ID: 0000000001
- Vendor: GSUDEFAULT-001

Step 4: Click in checkbox next to ETRAVEL and Press OK

Express Purchase Order

- **Unit:** GSUF3
- **PO ID:** NEXT
- **Origin:** DRG
- **Department:** 612250000

PO Reference: 

Step 5: Enter Workflow information & change Vendor
Step 6: Click on PO Defaults link  PO Defaults

Step 7: Go to Speedchart field, select your speedchart using the Lookup icon. Notice that the speedchart value has a default chartfield string (Fund 10000, Dept 612250000, Program 16200, Class 11000). If you do not change the speedchart, your PO will FAIL budget check.

Look Up SpeedChart

SetID: GSUFS
SpeedChart Key: begins with ☑ BUD

Look Up  Clear  Cancel  Basic Lookup

Search Results
View All First  1 of 4  Last

<table>
<thead>
<tr>
<th>SpeedChart Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUD</td>
<td>Budget &amp; Planning</td>
</tr>
<tr>
<td>BUDEL</td>
<td>Biology - Barfuss</td>
</tr>
<tr>
<td>BUDER</td>
<td>Biology - Derby</td>
</tr>
<tr>
<td>BUDIX</td>
<td>Biology - Dix</td>
</tr>
</tbody>
</table>

Step 8: Notice when you select BUD, the speedchart values change. (In this scenario, Fund 10000, Dept 612200000, Program 16200, Class 11000)

Step 9: To exit this page, move your right scrollbar to the bottom of page. Then press OK.
Step 10: The Retrofit Page appears

Express Purchase Order

Retrofit field changes to "all" existing PO lines/schedules/distributions.....

Unit: GSRUF6 PO ID: NEXT Vendor: FRANKLIN,M-001

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules. For Distribution defaults, select 'Apply' to apply changes to the Distrib Line. Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO. Select 'Apply to All Dists' to apply changes to all distribution lines on the PO.

<table>
<thead>
<tr>
<th>Apply</th>
<th>Distrib Line</th>
<th>Field Name</th>
<th>Field Value</th>
<th>Apply to All Dists</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Ship To</td>
<td>CENTRAL</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ship Via</td>
<td>VENDOR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Freight Terms Code</td>
<td>FOB:DEST</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Dept</td>
<td>6122000000</td>
<td></td>
</tr>
</tbody>
</table>

Select All

Step 11: Click on the 'Select All' link. You must click this Select All link to change the default chartfield values on the template to your speedchart values.

Select All

Note: If you have multiple distribution lines and you want the new chartfield value changes to apply to all distribution lines, then you will need to select the checkbox under the 'Apply to All Dists' column. If you only have one distribution line, just click on the 'Select All' link.

Step 12: Notice when you click on this link, all of the boxes in the Apply column will be checked.
Step 13: Press OK. The system takes you back to the Main Express Purchase Order page.

Step 14: Click on Expand All link

Expand All
Notice in the Distribution section for Line 1 & Line 2 that the chartfield values changed. (Fund 10000, Dept 612200000, Program 11100, Class 11000).

**Step 15:** Finish Completing the PO (Enter Comments, Line information, Schedule Information.

Note: If you will not be using both lines on the PO, please delete the PO line you will not be using by pressing the minus icon located at the end of the PO line.

Press minus sign to delete the PO Line.
Step 16: When you have completed the PO Page. Press Save located at bottom of page (This function edits purchase order).

Step 17: When the PO reaches a successful edit, press the Budget Checking icon located in the top right hand corner of PO page.