Purchase Orders
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This Job Aid covers the process of creating and closing purchase orders in the upgraded ONEPeralta system.

Purchase Orders

Table of Contents (cont'd)

Log on to ONEPeralta

Sign in

All ONEPeralta Users

1. Enter into your browser > one.peralta.edu
2. Enter > Peralta email **User ID** and **Password**
3. Click > **Sign In**

Note: Due to periodic system improvements and your evolving role within the system, the screenshots in this training may be different from what you will see when you log in to ONEPeralta.
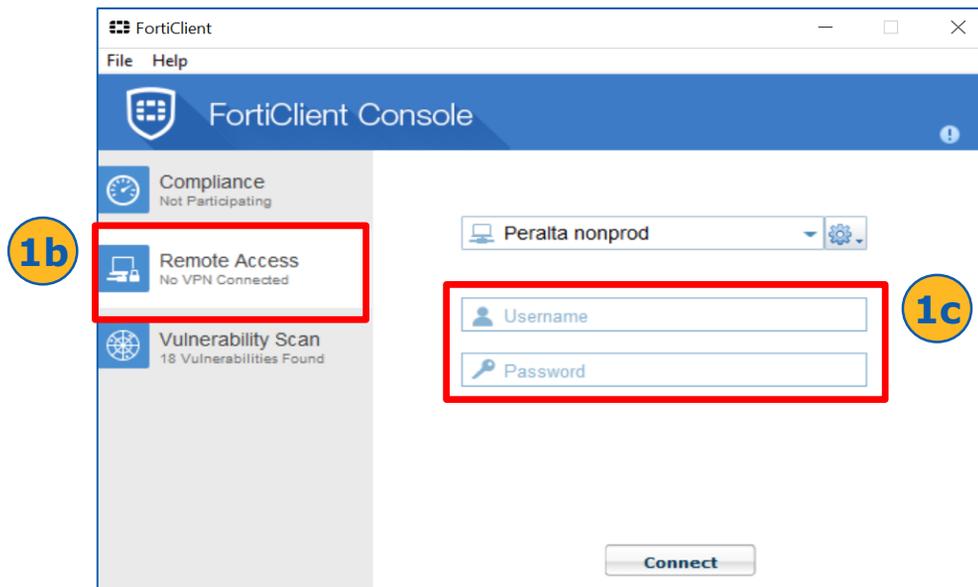
Log on to ONEPeralta (cont'd)

Turn on VPN

All ONEPeralta Users

If you are having trouble logging into to ONEPeralta, you may need to connect to Peralta's **Virtual Private Network** (VPN) before you are able to log in to ONEPeralta. Follow the steps below to connect to VPN, then try logging in again.

Turn on VPN using **one of two methods**:

1. Desktop (recommended method)
   a. Open > **FortiClient**
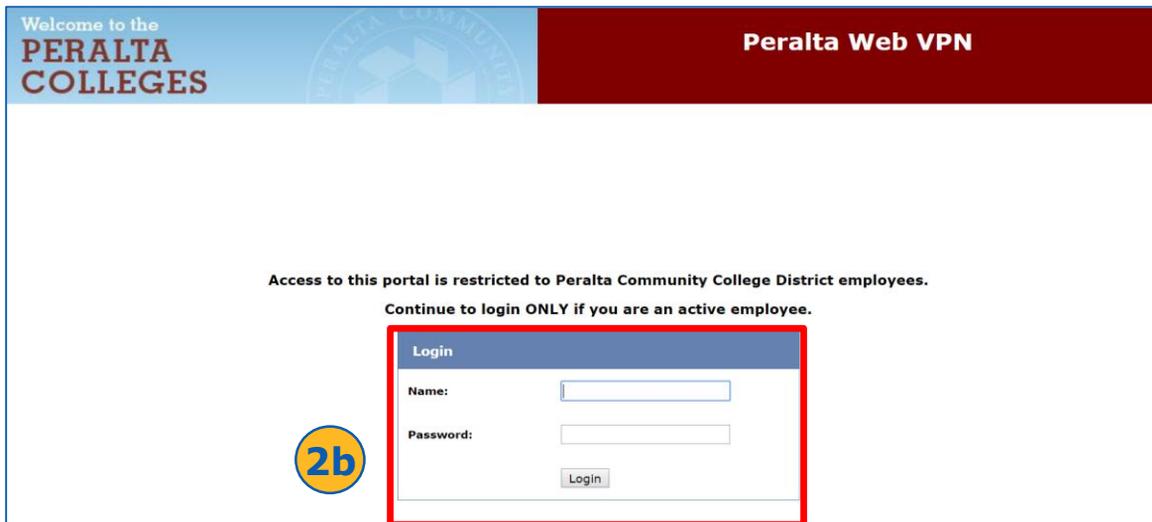   b. Select > **Remote Access**
   c. Enter > Peralta email **Username** and **Password**

Log on to ONEPeralta (cont'd)

Turn on VPN

All ONEPeralta Users

2. Web / Browser
   a. Enter into your browser > https://access.peralta.edu/
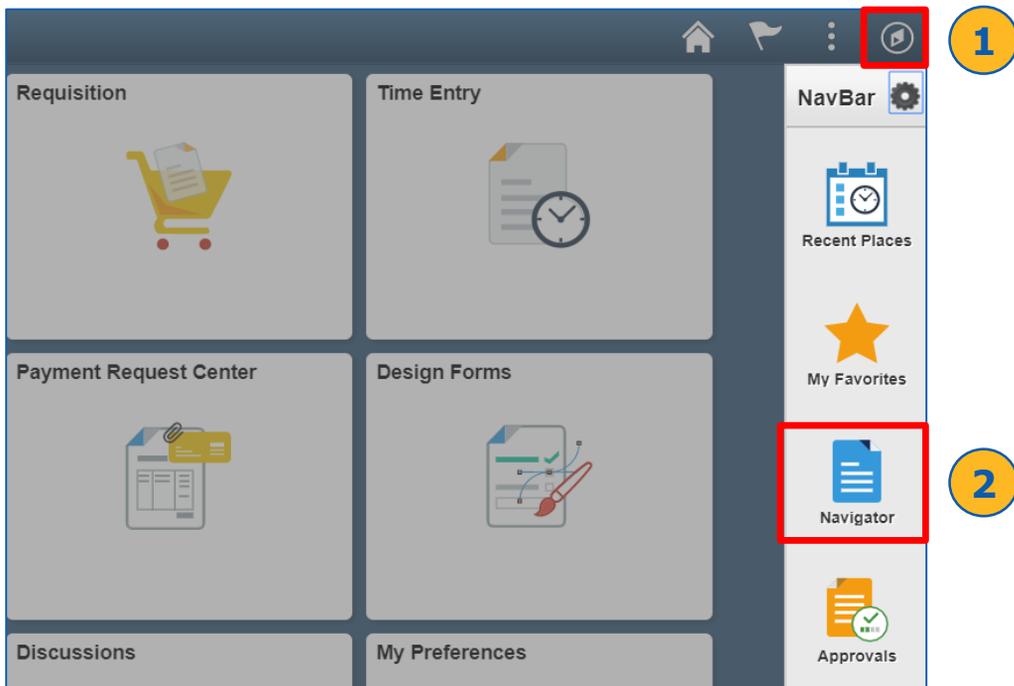   b. Enter > Peralta email **Username** and **Password**

Creation

Copy a Requisition

In the upgraded ONEPeralta system, you are able to create a purchase order by copying information from its originating requisition in order to pre-fill certain fields.

All Purchasing Staff

1. Click > **NavBar** icon
2. Click > **Navigator**

Creation

Copy a Requisition (cont'd)

3. Click > **Purchasing** > **Purchase Order** > **Add/Update POs**

Creation

Copy a Requisition (cont'd)

4. Select > **Add a New Value**
5. Click > **Add**
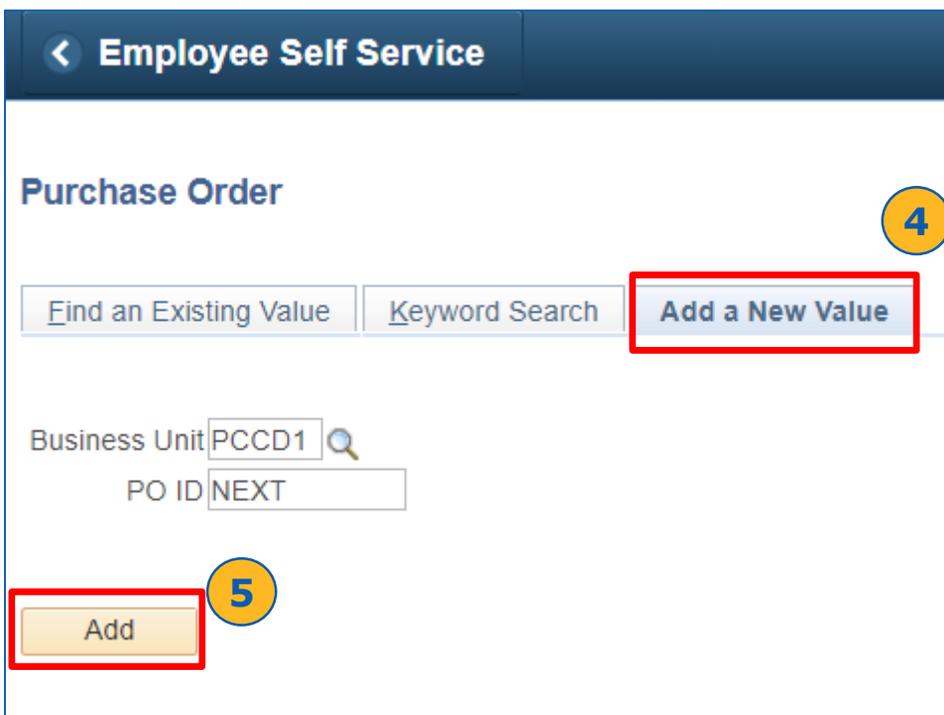
Note	Do not edit the **Business Unit** and **PO ID** fields. There is only one Business Unit at Peralta (PCCD1), and the ID defaults to "NEXT" for all new purchase orders.

Creation

Copy a Requisition (cont'd)

6. Enter > **Supplier ID**
7. Select > **Copy From: Requisition**

Creation
Copy a Requisition (cont'd)

8. Enter > **Requisition ID** of the requisition to copy over
9. Enter > **Supplier ID**, if Requisition ID is unknown
10. Click > **Search**

Creation

Copy a Requisition (cont'd)

11. Click > **Requisitions**
12. Select **> Requisition Line** checkbox, or **Select All** to check all lines
13. Click > **Copy to PO**

Creation

Copy a Requisition (cont'd)

14. Review > copied lines
15. Click > **Save**

Note: Do not enter anything in the **Item** field under the **Details** tab; Peralta uses the **Description** field for all requests and purchases.

Creation

Copy a Requisition (cont'd)

16. Click > **Schedule** icon
17. Click > **Distribution** icon

Creation

Copy a Requisition (cont'd)

18. Complete > **ChartFields**
19. Click > **OK**
20. Click > **Save**
21. Click > **Return to Main Page**

Creation

Copy a Requisition (cont'd)

22. Verify > **PO ID** updates from "NEXT" to an automatically generated number

Creation

Run a Budget Check for Multiple POs

You can still budget check one purchase order at a time, but you are now also able to run a budget check to encumber multiple purchase orders on an as-needed basis after approval. Note that budget checks automatically run periodically, but you can run it outside of the scheduled time if you want to encumber specific purchase orders immediately.

All Purchasing Staff

1. Click > **NavBar** icon
2. Click > **Navigator**
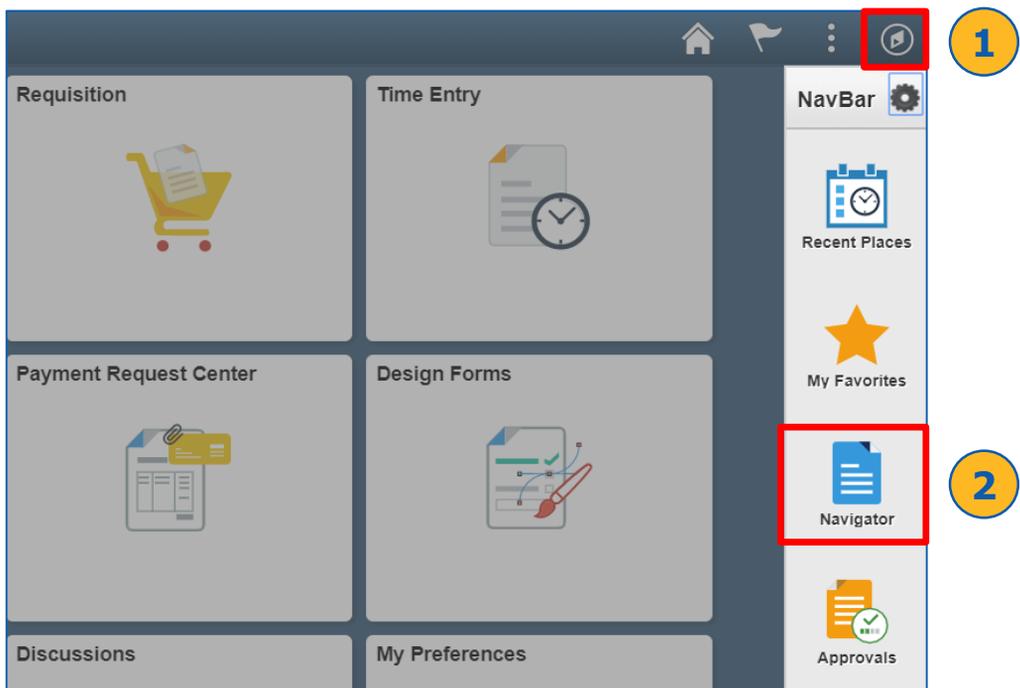
Creation

Run a Budget Check for Multiple POs (cont'd)

3. Click > **Purchasing > Purchase Order** > **Buyer's WorkBench**
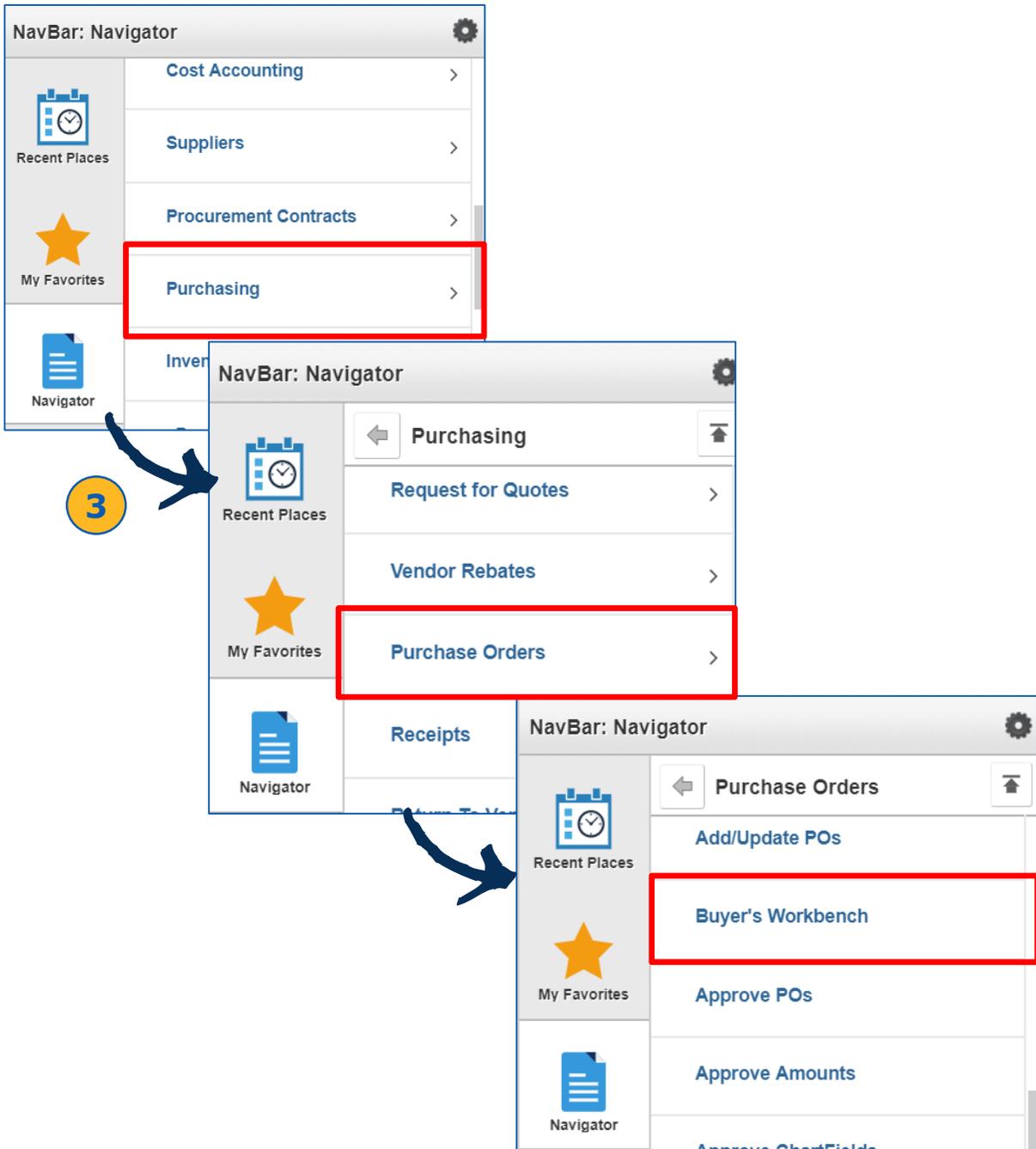
Creation

Run a Budget Check for Multiple POs (cont'd)

4. Click > **Add a New Value**
5. Enter > **WorkBench ID**
6. Click > **Add**

Creation

Run a Budget Check for Multiple POs (cont'd)

7. Complete > **Purchase Order** and **Purchase Order To** fields
8. Select > **Approved**
9. Select > **Matching: All**
10. Click > **Search**

Creation

Run a Budget Check for Multiple POs (cont'd)

11. Enter > **Description**
12. Select > each purchase order, or **Select All**
13. Click > **Budget Check**

Creation

Run a Budget Check for Multiple POs (cont'd)

14. Click > **Log** to view reasons for purchase orders that are **Not Qualified**
15. Verify > **Qualified** purchase orders
16. Click > **Yes**
17. Click > **Yes** to close pop-up message
18. Click > **Return to Buyer's WorkBench**

Note: Examples of errors that can prevent a valid Budget Check include wrong ChartFields, outdated commitment control budget, and nonexistent or low funds in a budget.

Creation

Run a Budget Check for Multiple POs (cont'd)

19. Click > **Purchase Order** ID to view
20. Verify > **Budget Status** reads **Success**. If **Error**, click on Error link to identify possible causes and resolve to obtain a valid Budget Status.

Creation

Dispatch a Purchase Order

Once purchase orders have been created and successfully budget checked, you are able to dispatch purchase orders immediately. Note that the dispatch runs automatically on a pre-set schedule, but you are able to dispatch purchase orders outside of the schedule.

All Purchasing Staff

1. Click > **NavBar** icon
2. Click > **Navigator**
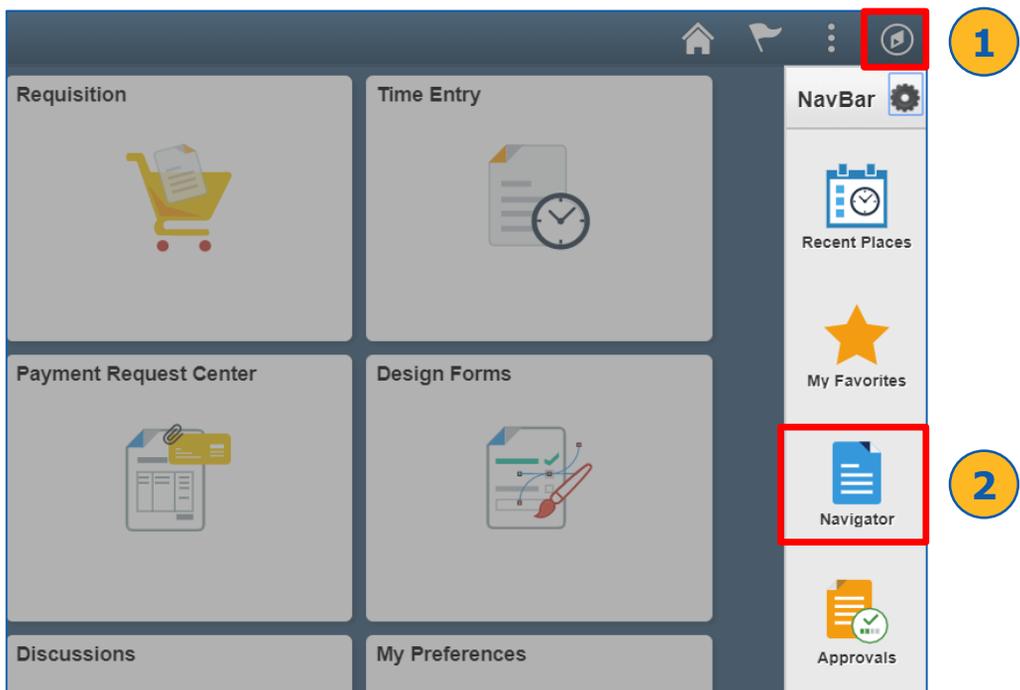
Creation

Dispatch a Purchase Order (cont'd)

3. Click > **Purchasing** > **Purchase Orders** > **Dispatch POs**

Creation

Dispatch a Purchase Order (cont'd)

4. Click > **Add a New Value**
5. Enter > **Run Control ID**
6. Click > **Add**

Creation

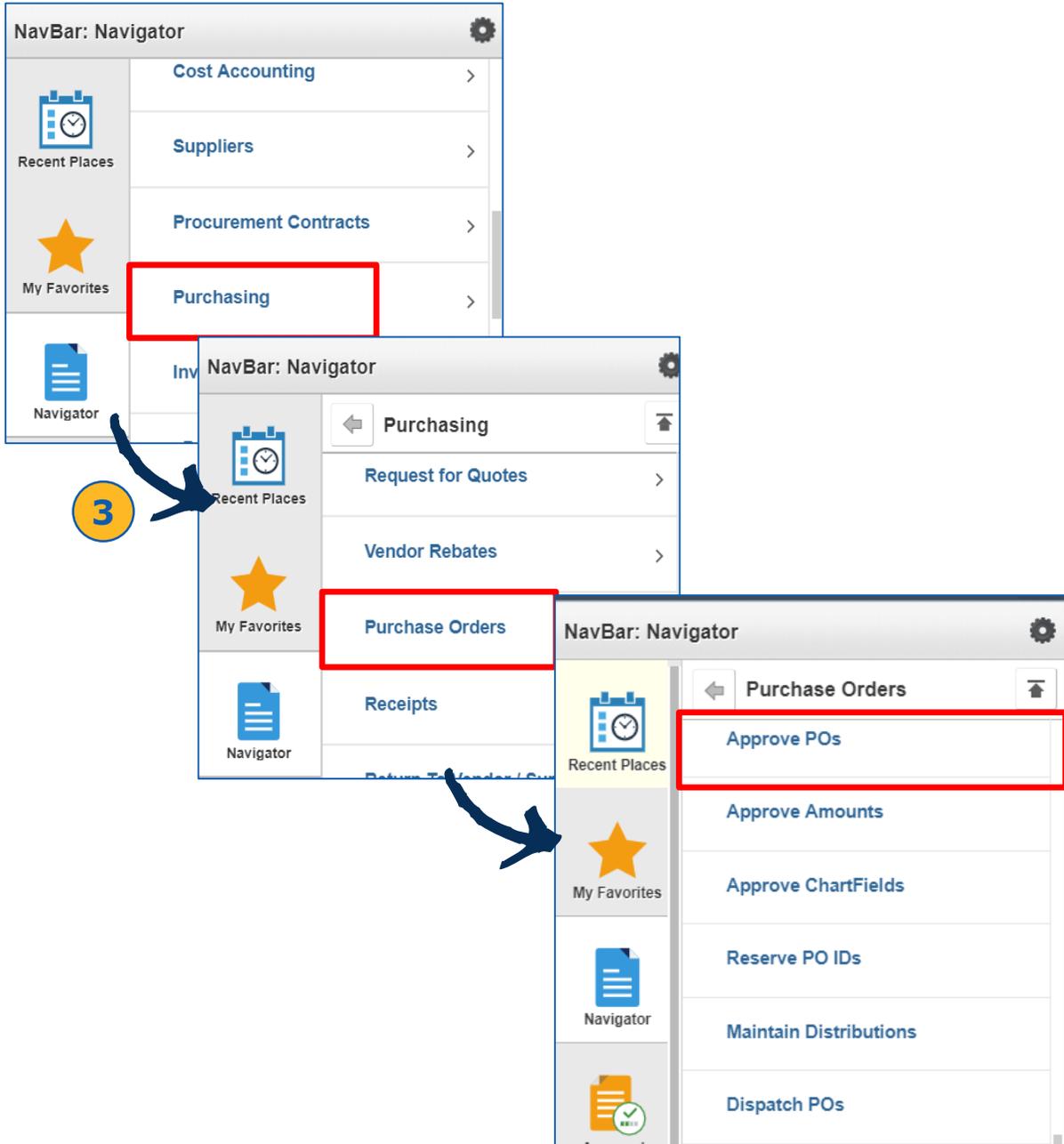## Dispatch a Purchase Order (cont'd)

7. Select > **Statuses to Include: Approved**
8. Select > desired options from **Dispatch Methods to Include**
9. Select > desired option from **ChartFields** dropdown menu
10. Click > **Save**
11. Click > **Run**

Creation

Dispatch a Purchase Order (cont'd)

12. Select > **Process Name: POPO005** checkbox
13. Click > **OK**
14. Click > **Process Monitor**

Creation

Dispatch a Purchase Order (cont'd)

15. Click > **Refresh**
16. Verify > **Run Status** reads **Success** (for process POPO005)
17. Click > **Details** to identify errors, if any

Note: Common errors that can prevent dispatch include an invalid budget, failing to click the dispatch button, etc.

Creation

Dispatch a Purchase Order (cont'd)

18. Click > **Message Log** for additional error information
19. Click > **Explain**
20. Navigate to **Add/Update POs** to search for purchase orders; correct and dispatch again

Creation

Cancel a Line

Once a purchase order is dispatched, you are able to cancel one or more lines of the purchase order.

All Purchasing Staff

1. Click > **NavBar** icon
2. Click > **Navigator**
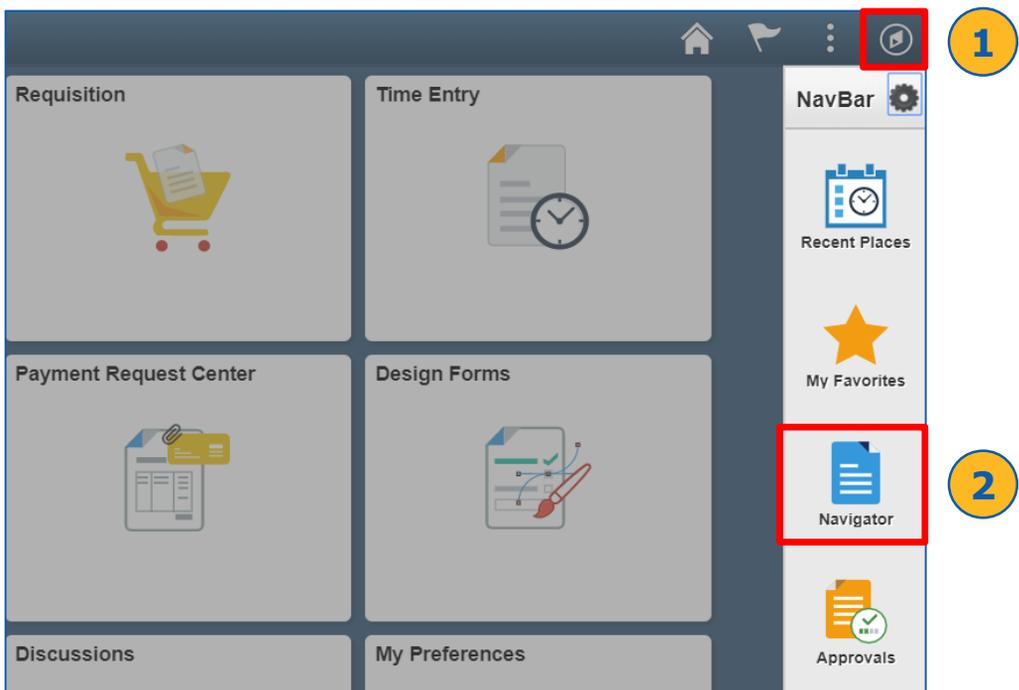
Creation
Cancel a Line (cont'd)

3. Click > **Purchasing** > **Purchase Order** > **Buyer's WorkBench**

Creation
Cancel a Line (cont'd)

4. Click > **Add a New Value**
5. Enter > **Business Unit: PCCD1**
6. Enter > **WorkBench ID**
7. Click > **Add**

Every user can enter their own **WorkBench ID** to save search criteria for future searches. Once you create an ID, it will be available under the **Find an Existing Value** tab for future transactions.

Note

Creation
Cancel a Line (cont'd)

8. Enter > **Search Criteria**
9. Select > **Status: Dispatched**
10. Click > **Search**

Creation

Cancel a Line (cont'd)

11. Select > **Purchase Order** to cancel
12. Click > **Lines** icon

Creation

Cancel a Line (cont'd)

13. Click > **View All**
14. Select > checkboxes of **Line(s)** to be closed
15. Click > **Return to Buyer's WorkBench**

Creation

Cancel a Line (cont'd)

16. Click > **Cancel**

If a purchase order only has one line, then clicking cancel will cancel the entire purchase order.

Note

Creation

Cancel a Line (cont'd)

17. Verify > Line(s) in **Qualified** list are correct
18. Click > **Yes**
19. Click > **Yes** to close pop-up message

Creation

Run the Auto Sourcing Process

The ONEPeralta system automatically sources requisitions into new purchase orders. This is an automatic process that runs in the background, but you may need to adjust the sourcing process details periodically.

All Purchasing Staff

1. Click > **NavBar** icon
2. Click > **Navigator**
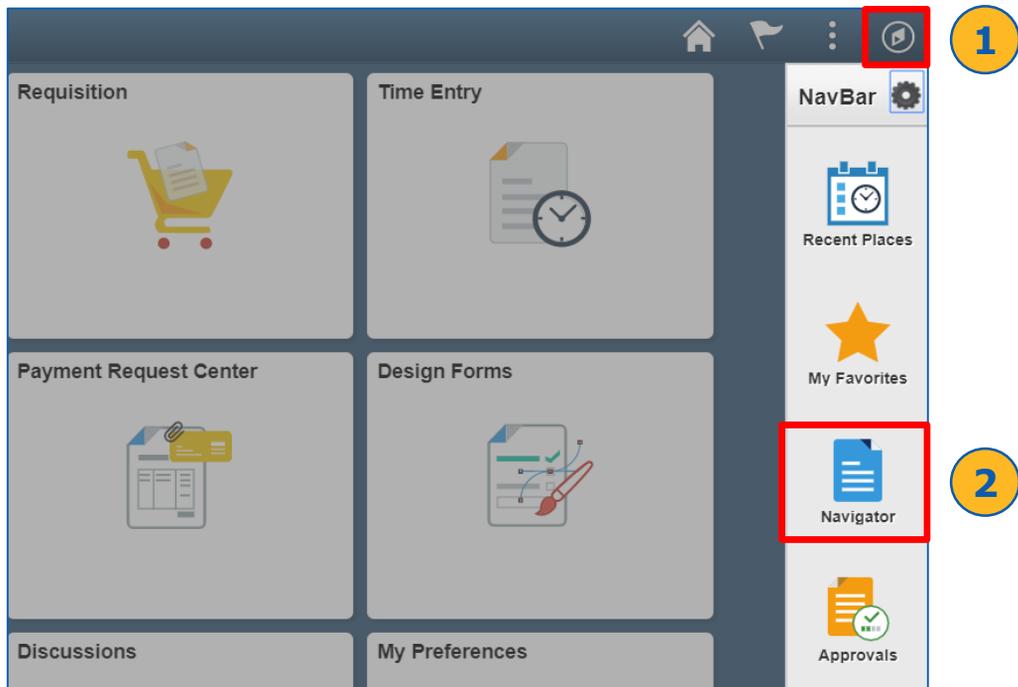
Creation

Run the Auto Sourcing Process (cont'd)

3. Click > **Purchasing** > **Purchase Order** > **Stage/Source Requests** >
PO Auto Sourcing
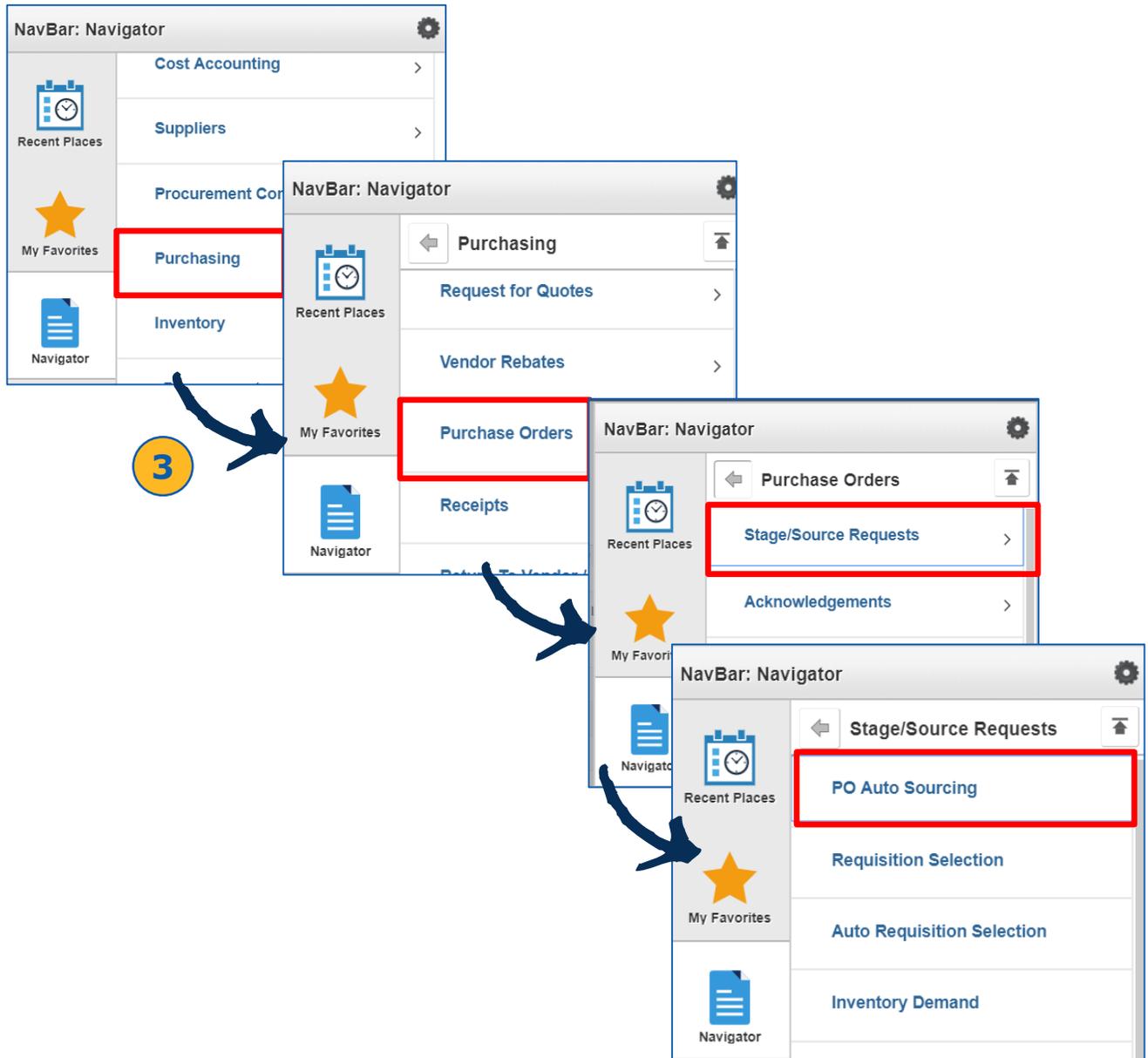
Creation

Run the Auto Sourcing Process (cont'd)

4. Click > **Add a New Value**
5. Enter > **Run Control ID**
6. Click > **Add**

| Note | If you have previously created a **Run Control ID**, you will click on the **Find an Existing Value** tab instead, and **Search** for the **Run Control ID**. All of your previous settings will be saved. |

Creation

Run the Auto Sourcing Process (cont'd)

7. Click > **Objectives**
8. Select > **Approved Requisitions** and **Staged Requisitions** checkboxes
9. Enter > **Buyer**

Creation

Run the Auto Sourcing Process (cont'd)

10. Click > **Options**
11. Click > **Expand All**
12. Verify > **Item ID Required** checkbox is NOT checked
13. Enter > **Business Unit: PCCD1**
14. Enter > **SetID: PCCD1**
15. Select > **Option: N**
16. Enter > **PCCD1** into **Business Unit** and **To Business Unit** fields

Creation

Run the Auto Sourcing Process (cont'd)

17. Select > **Consolidation Method: Business Unit, Supplier**
18. Select > **Purchase Order Options: Pre-Approved Supplier, Calculate PO Line Numbers,** and **Allow Dispatch when Appr**
19. Click > **Save**
20. Click > **Run** at top of page

Creation

Run the Auto Sourcing Process (cont'd)

21. Select > **PO_AUTO_SRC** process checkbox
22. Click > **OK**
23. Click > **Process Monitor**

Creation

Run the Auto Sourcing Process (cont'd)

24. Click > **Refresh**
25. Verify > **Run Status** reads **Success**
    a. If not successful, click **Details** for more information
26. Click > **Objectives** to return to **PO Auto Sourcing** page

Creation

Run the Auto Sourcing Process (cont'd)

27. Select > **Results**
28. Click > **Retrieve**
29. Verify > **Process Run Status** reads **Success**
30. Click > **Process Monitor**

Creation

Run the Auto Sourcing Process (cont'd)

31. Verify > **Distribution Status** reads **Posted**
32. If not posted, click on **Details** for more information

Change Order

Create a Change Order

After a purchase order is dispatched, any edits that go through the supplier must have a change order (e.g. changes to quantity, types of items, etc.). Purchasing staff will receive, review, and approve change order request forms from the requester, and will create change orders in the ONEPeralta system

All Purchasing Staff

1. Click > **NavBar** icon
2. Click > **Navigator**
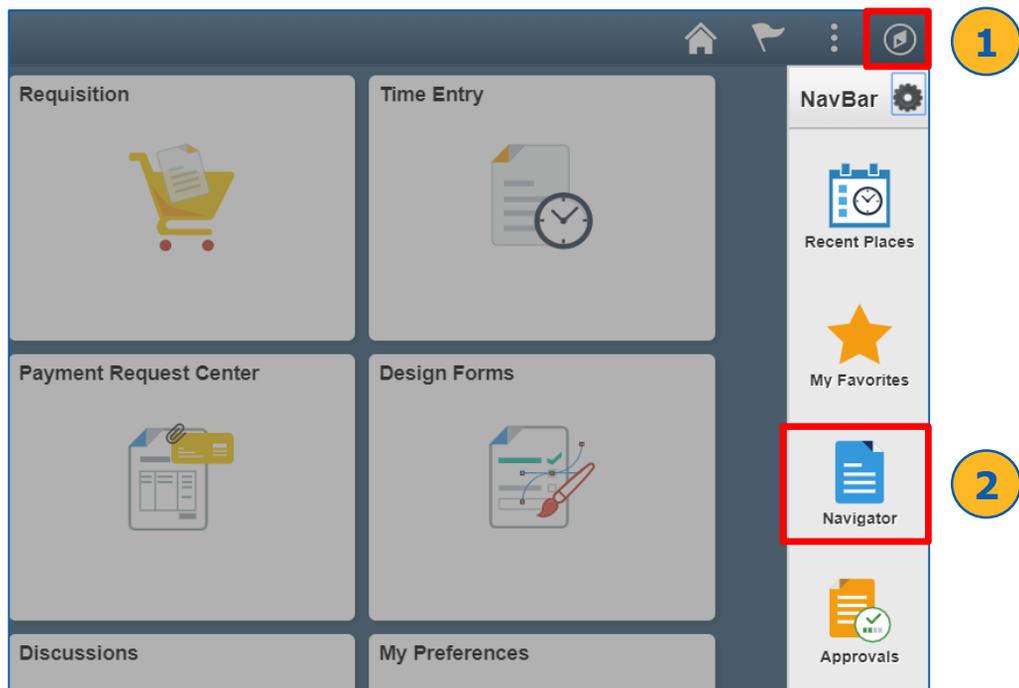
Change Order

Create a Change Order (cont'd)

3. Click > **Purchasing** > **Purchase Order** > **Add/Update POs**
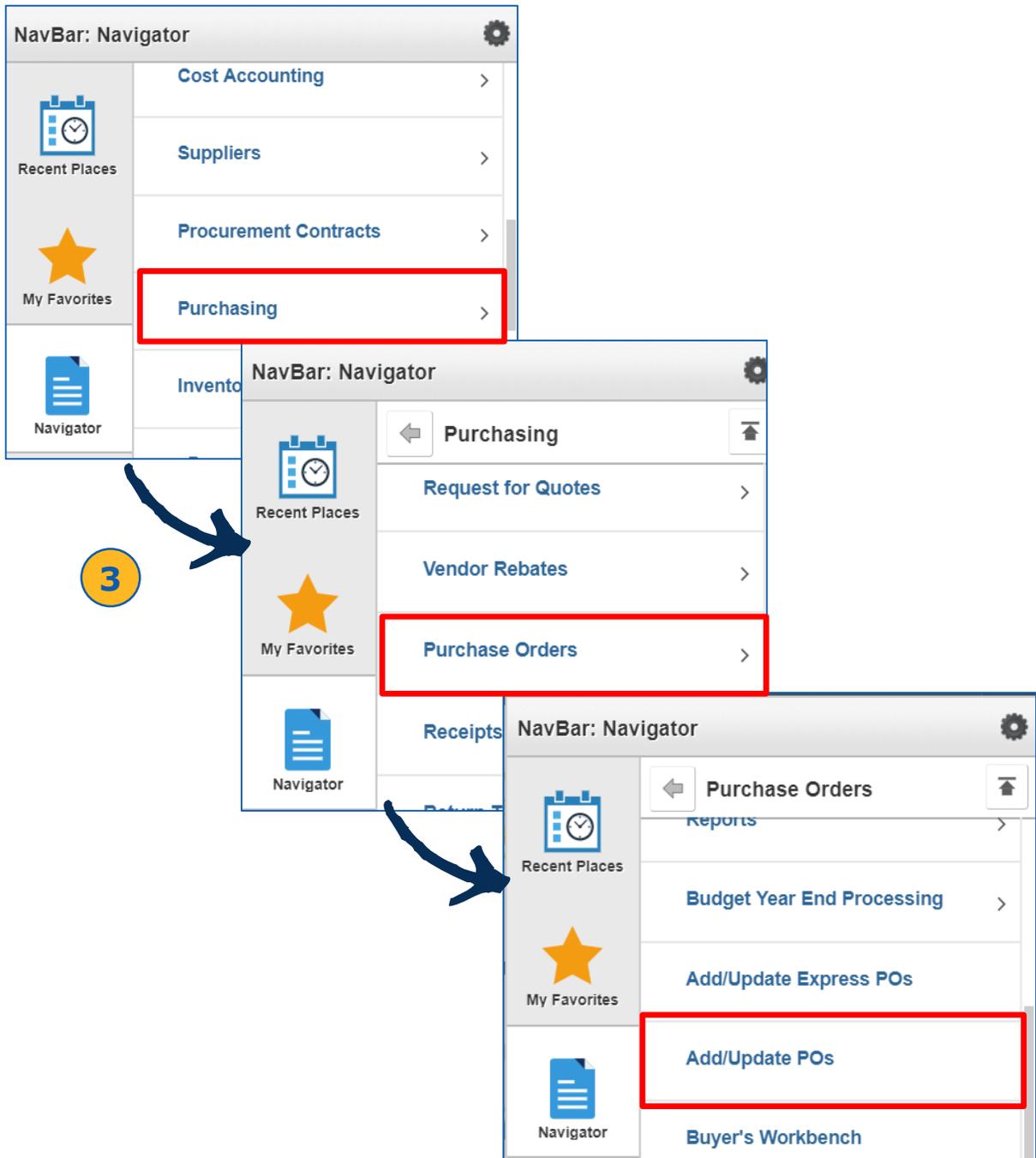
Change Order

Create a Change Order (cont'd)

4. Select > **Find an Existing Value**
5. Enter > **Business Unit: PCCD1**
6. Enter > **PO ID** of purchase order to be changed
7. Select > **PO Status: Dispatched**
8. Click > **Search**

Change Order

Create a Change Order (cont'd)

9. Click > **Change Order** icon
10. Click > **Save**
11. Click > **Add Comments**
12. Click > **Attach** to **Choose File** (the Change Order Form) and **Upload**
13. Enter > **Comments**
14. Click > **OK**

Comments may include the email from the Requester identifying the purchase order changes, or any additional supporting documents relevant to this purchase order.

Change Order

Create a Change Order (cont'd)

15. Update > Applicable fields
16. Click > **Save**
17. Verify > **Change Order** number updates*
18. Click > **Approve** icon (green check)
19. Click > **Budget Check** icon

The **Change Order** number will increase by one to show that you have made a change to this particular purchase order. When making the first change order, this field will appear after you click Save.

Change Order

Create a Change Order (cont'd)

20. Verify > **Budget Status** reads **Valid**
21. Dispatch > Purchase Order (see pages 23 to 29)

Note

For change orders, you will tend to budget check each purchase order, since this may be a one-time edit. However, you can also use the batch budget check function if you made changes to multiple purchase orders in one sitting.

Change Order

Review Change Order History

In the ONEPeralta upgraded system, you are able to check all of the change orders that have been made for a specific purchase order.

All Purchasing Staff

1. Click > **NavBar** icon
2. Click > **Navigator**
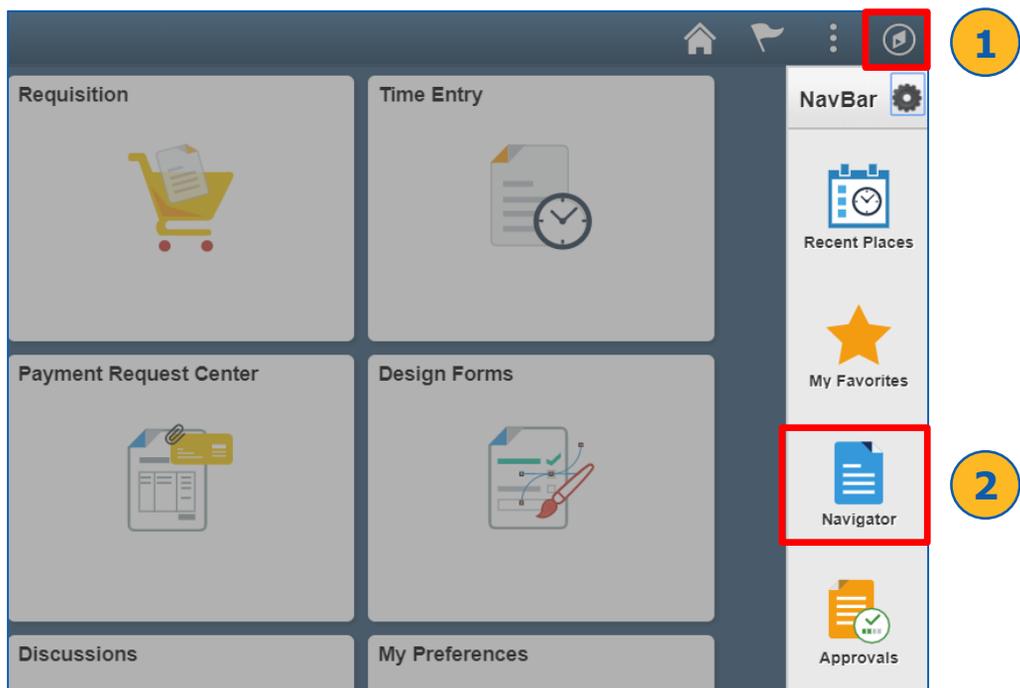
Change Order

Review Change Order History (cont'd)

3. Click > **Purchasing** > **Purchase Order** > **Manage Change Orders** > **Review Change History**
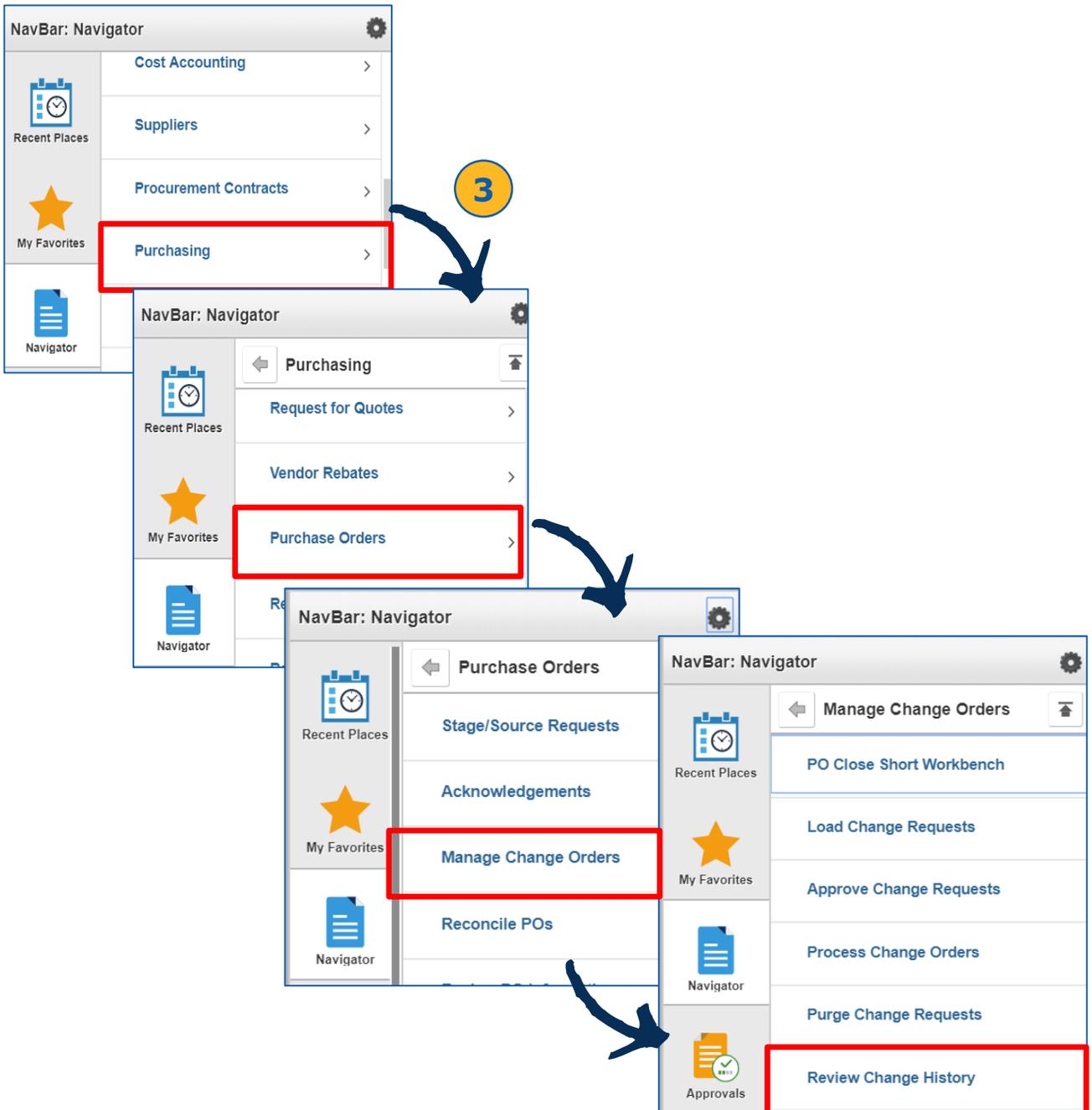
Change Order

Review Change Order History (cont'd)

4. Enter > **Business Unit: PCCD1**
5. Enter > **PO ID** of purchase order that was changed
6. Click > **Search**

Change Order

Review Change Order History (cont'd)

7. Review > **Batch**, **Header Changes**, **Line Changes**, and **Ship Changes** tabs to view all changes to the purchase order

Close

Liquidate a Purchase Order

When a purchase order is matched, vouchers have been completed, and the supplier has been paid, and it is necessary to finalize and liquidate all open encumbrances to the department's budget before closing the purchase order.

All Purchasing Staff

1. Click > **NavBar** icon
2. Click > **Navigator**

Close

Liquidate a Purchase Order (cont'd)

3. Click > **Purchasing** > **Purchase Order** > **Add/Update POs**

Close

Liquidate a Purchase Order

4. Select > **Find an Existing Value**
5. Enter > **PO ID** of the purchase order to be liquidated
6. Click > **Search**

Note

Do not edit the **Business Unit** field. There is only one Business Unit (PCCD1) at Peralta.

Close
Liquidate a Purchase Order

7. Click > **Finalize Document** icon to release the encumbrance
   a. Click > **Yes** to close the message
8. Click > **Undo Finalize Entire Document** icon to re-encumber and make another payment
   a. Click > **Yes** to close the message

Close

Close a Purchase Order

When no more activity is required on a purchase order, the purchase order needs to be closed so that it is no longer available for updates.

All Purchasing Staff

1. Click > **NavBar** icon
2. Click > **Navigator**
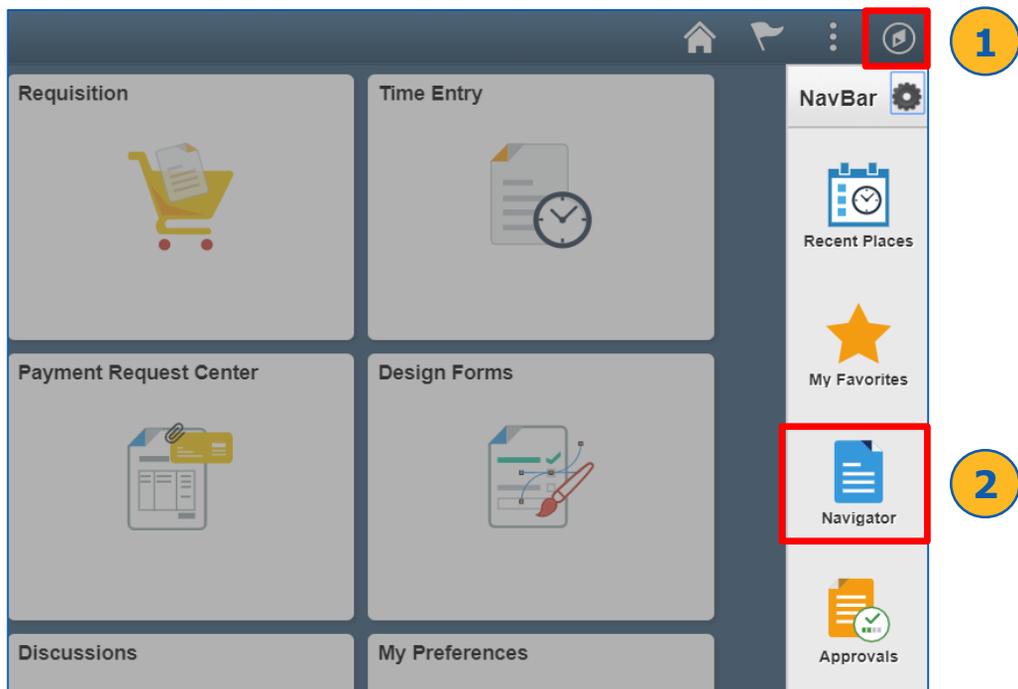
Note
Closed purchase orders are only available for reporting and inquiries. They will not show up in the list of available purchase orders for updates.

Close

Close a Purchase Order (cont'd)

3. Click > **Purchasing > Purchase Orders > Buyer's Workbench**

Close

Close a Purchase Order (cont'd)

4. Click > **Add a New Value**
5. Enter > **Run Control ID**
6. Click > **Add**

> **Note**
>
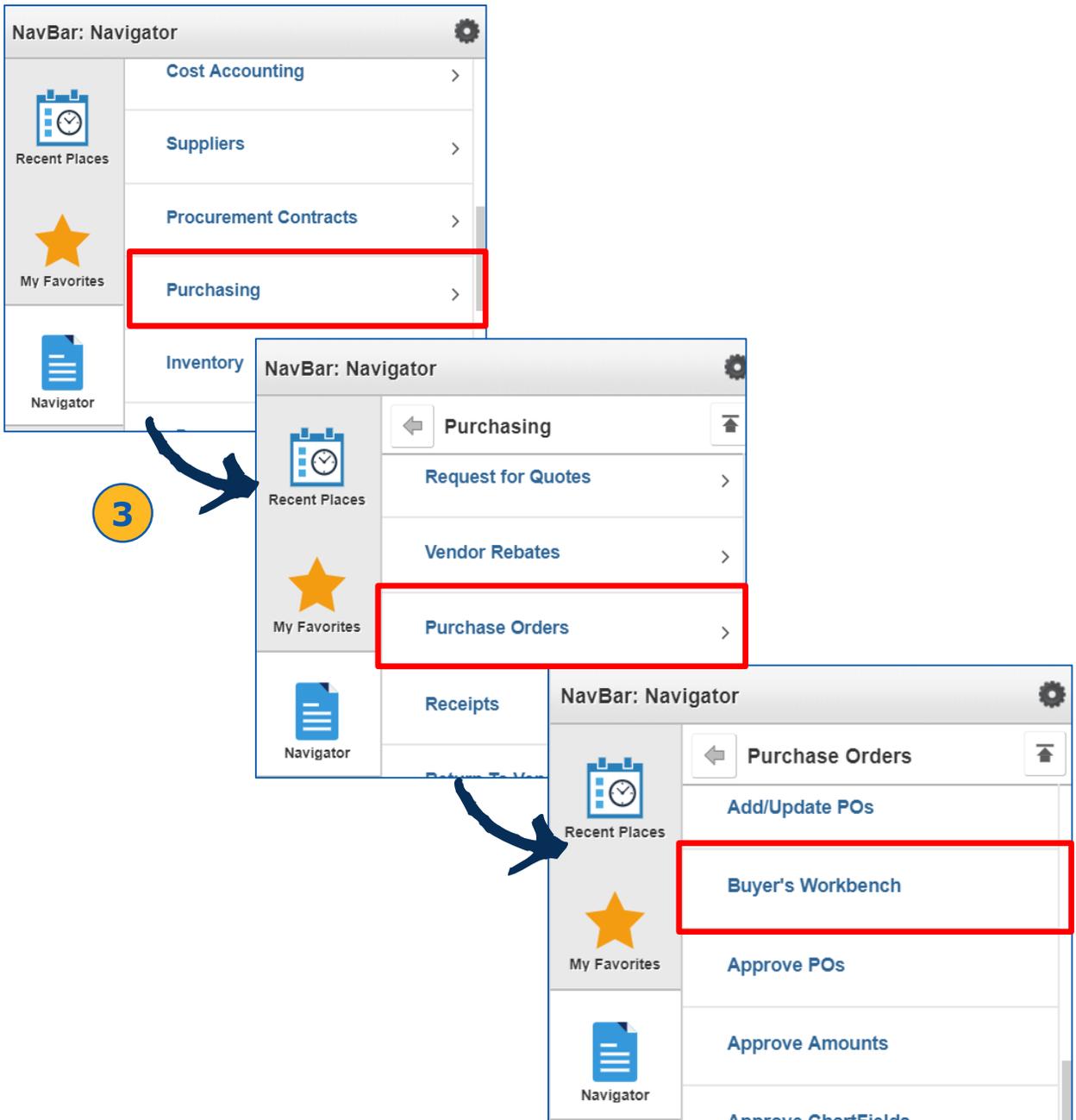> If you have previously created a **Run Control ID**, you can search for it in the **Find an Existing Value** tab. Use the **Add a New Value** tab if you have not run this transaction before, or if you want to start fresh with no pre-filled fields.

Close

Close a Purchase Order (cont'd)

7. Enter > **Search Criteria**
8. Select > **Dispatched**
9. Click > **Search**

Close

Close a Purchase Order (cont'd)

10. Enter > **Description** for WorkBench
11. Select > Checkbox of purchase order to close
12. Click > **Close**

Close

Close a Purchase Order (cont'd)

13. Verify > purchase order(s) in **Qualified** list
14. Click > **Yes**
15. Click > **Yes** to close the pop-up message

Close

Re-Open a Purchase Order

If it is determined that a purchase order needs to be re-opened, the Re-Open Purchase Order process may be run to allow for required updates and to continue business with the corresponding supplier.
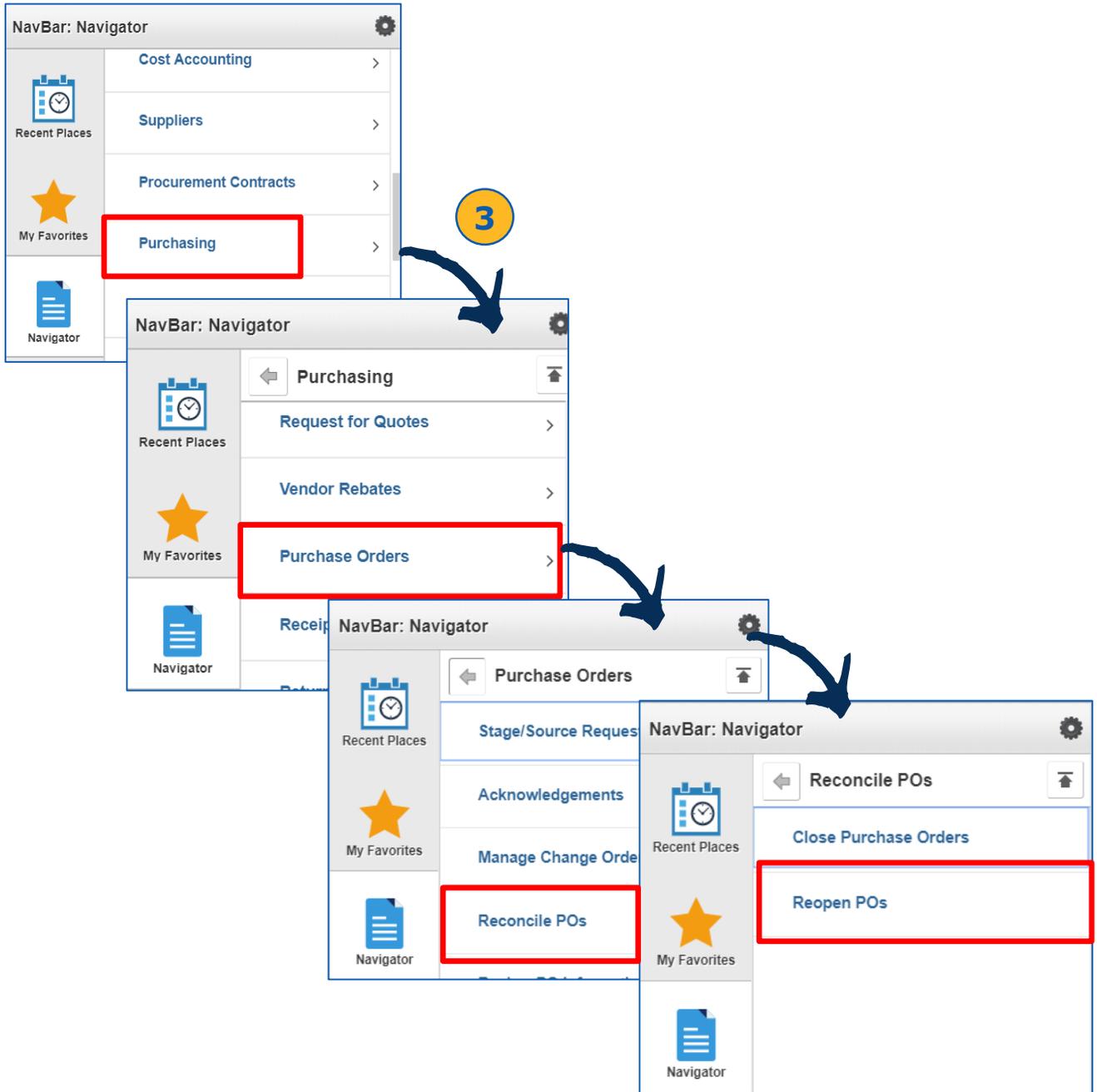
All Purchasing Staff

1. Click > **NavBar** icon
2. Click > **Navigator**
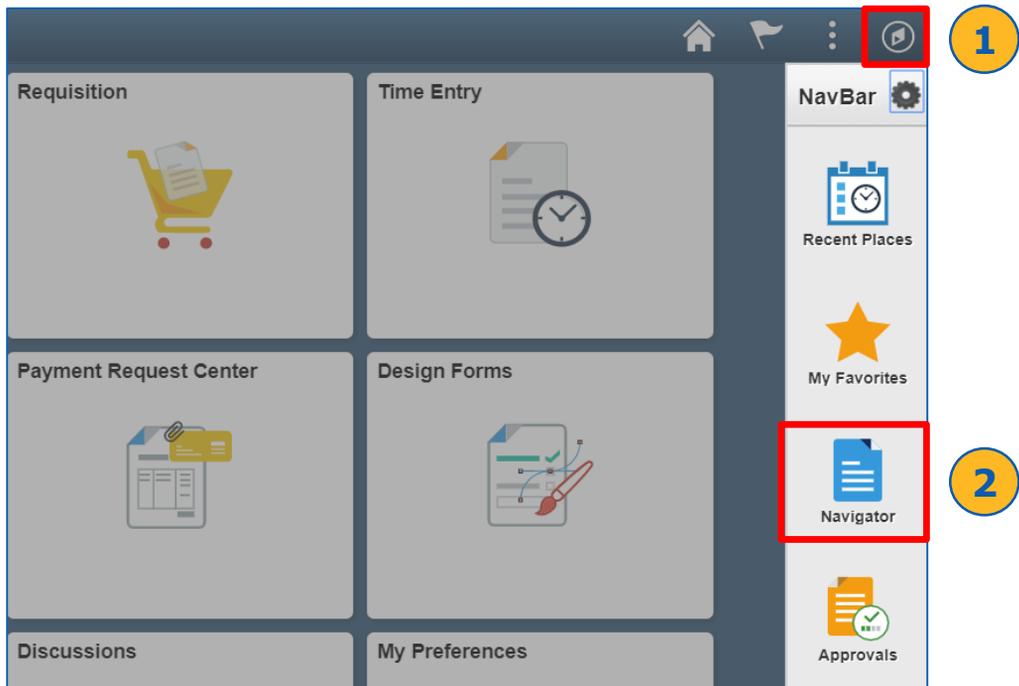
Close

Re-Open a Purchase Order (cont'd)

3. Click > **Purchasing** > **Purchase Orders** > **Reconcile POs** > **Reopen POs**

Close

Re-Open a Purchase Order (cont'd)

4. Click > **Add a New Value**
5. Enter > **Run Control ID**
6. Click > **Add**

Note: If you have previously created a **Run Control ID**, you can search for it in the **Find an Existing Value** tab. Use the **Add a New Value** tab if you have not run this transaction before, or if you want to start fresh with no pre-filled fields.

Close

Re-Open a Purchase Order (cont'd)

7. Select > **Select POs to be Reopened** checkbox
8. Enter > **Business Unit: PCCD1**
9. Enter > **Purchase Order** ID to be re-opened
10. Specify > **Accounting Date**
11. Select > **Reopen Associated Requisitions?** checkbox
12. Click > **Save**
13. Click > **Run**

Close

Re-Open a Purchase Order (cont'd)

14. Select > **Purchase Order Reopen** process checkbox
15. Click > **OK**
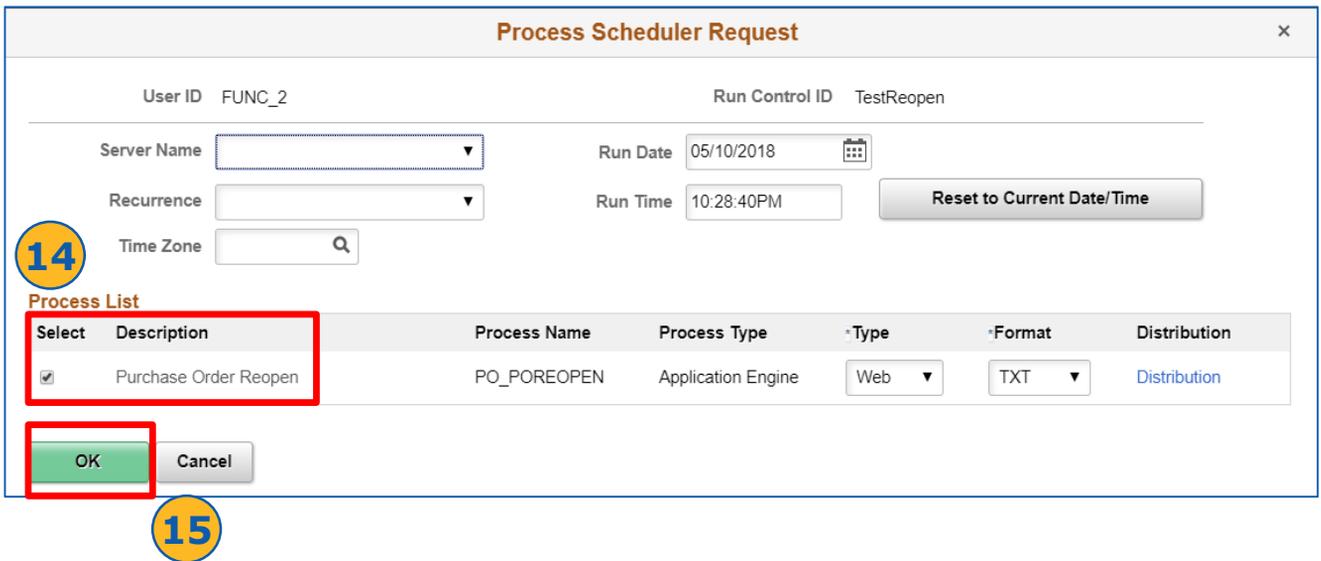
Close

Re-Open a Purchase Order (cont'd)

16. Click > **Process Monitor**
17. Click > **Refresh**
18. Verify > **Run Status** reads **Success** for the process PO_POREOPEN
19. Click > **Details** to identify causes of errors, if not successful

Close

Re-Open a Purchase Order (cont'd)

20. Update the purchase order in the **Find an Existing Value** tab in the usual **Add/Update POs** menu
    a. Click > **NavBar**
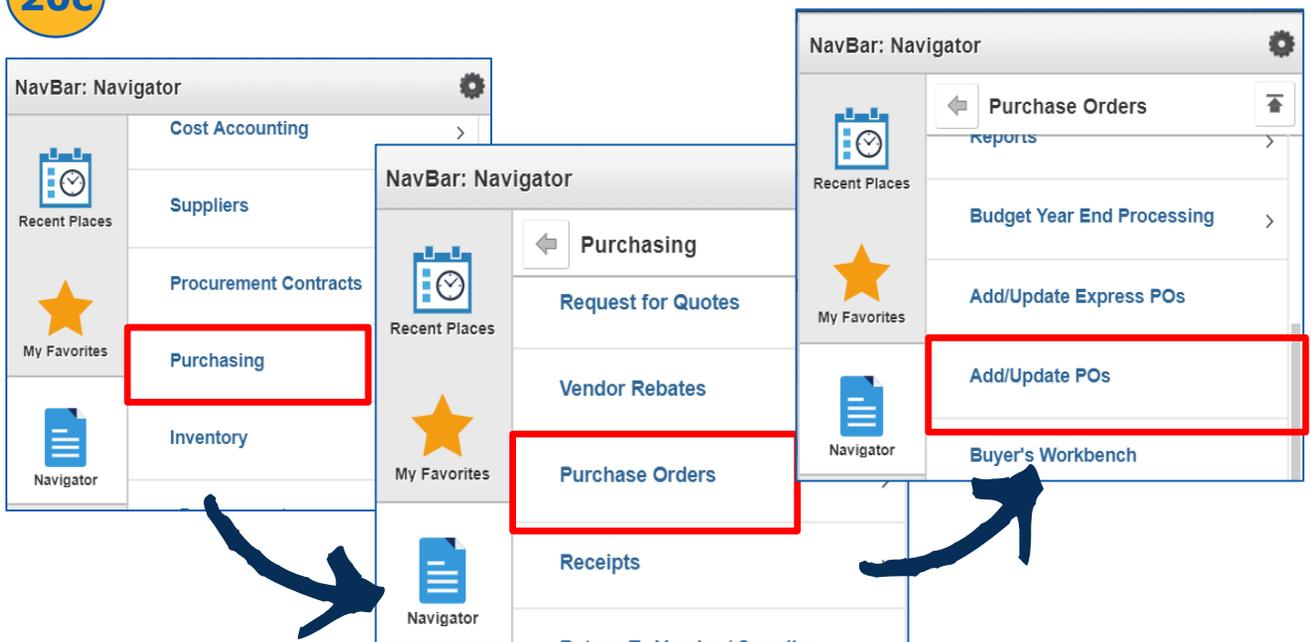   b. Click > **Navigator**
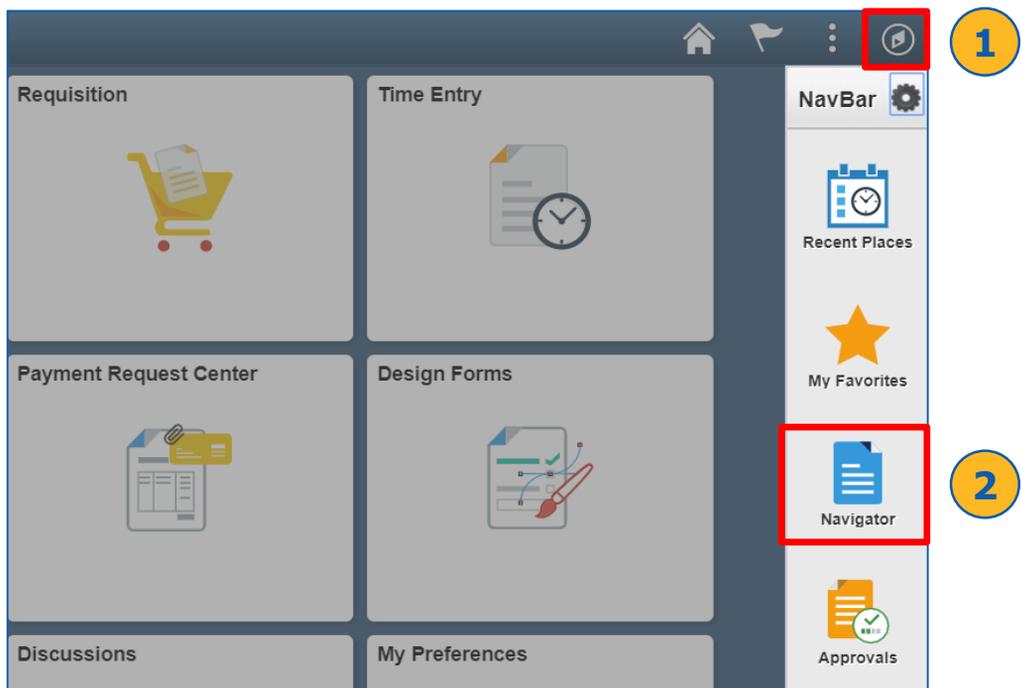   c. Click > **Purchasing > Purchase Orders > Add/Update POs**
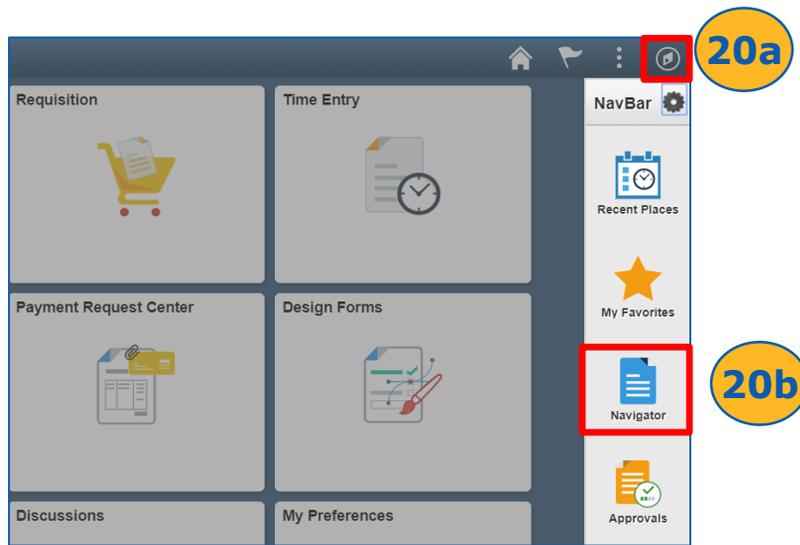
Review Information

Purchase Order Inquiry

You are able to review the purchase order information at any time using the Purchase Order Inquiry page. Information includes the purchase order status, receipt status, and encumbrance.
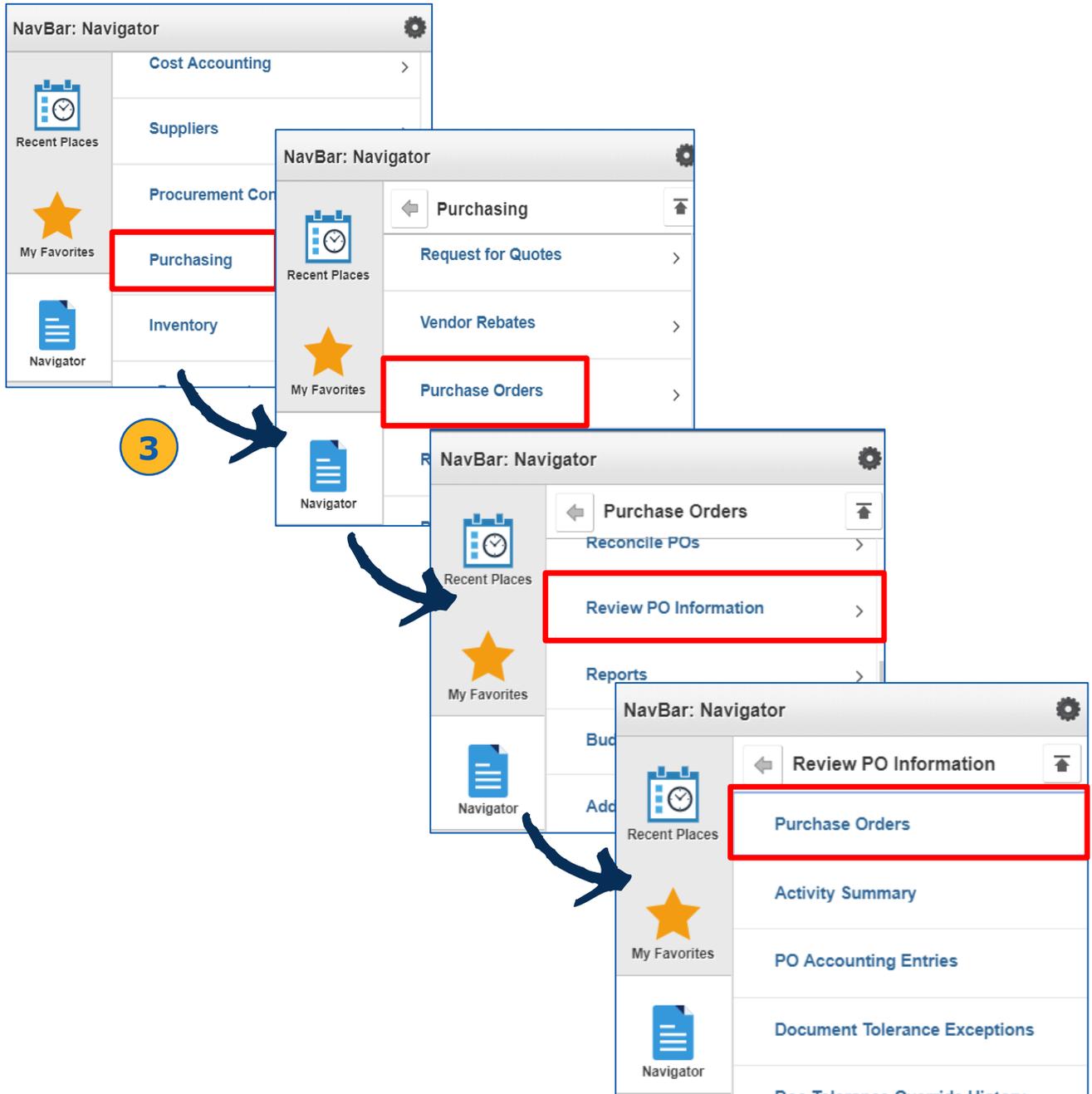
All Purchasing Staff

1. Click > **NavBar** icon
2. Click > **Navigator**

Review Information

Purchase Order Inquiry (cont'd)

3. Click > **Purchasing** > **Purchase Orders** > **Review PO Information** > **Purchase Orders**

Review Information

Purchase Order Inquiry (cont'd)

4. Enter > **Search Criteria**
5. Click > **Search**
6. Click > **PO ID** for inquiry

Review Information

Purchase Order Inquiry (cont'd)

7. Review the purchase order information, including status, amounts, and line information
8. Click > **Grid Action Menu** icon to personalize the table (hide columns, zoom), or to download to an Excel file for printing