



QUICK TIPS

Purchase Orders – 1 % levy for State Use Vendors

Step	Process	Comments
1	Enter Vendor	
2	Enter Buyer	
3	Enter PO Type on Header	
4	Enter PO Origin	
5	Enter purchase order data	On the line for the 1% levy, use category code 099995.
6	Enter line for 1% Negative Amount	Enter line as a negative amount (-1.00) . This line should be marked "amount only" on the Line Details Hyperlink.
7	Turn off Matching only for the 1% levy.	On the line for the 1% levy, go to the schedule tab, click on schedule details hyperlink. In the match field, select No match. Click OK
8	Save	
9	Self Approve	
10	Budget Check	
11	Dispatch PO	

Processing Tips

- A. As items are selected that may be eligible for the 1% levy, a message will popup advising.
- B. If the distribution line is the same for all lines you can sum the 1% and add as one additional line. If the distribution line is different for each line, then you must add the negative 1% for each unique distribution line.
- C. If items will not be received, remove flag for receiving on line details for **each** line.
- D. The account code for 1% levy is 561310.
- E. If you are purchasing by description and not Item ID you must enter the correct category code of 099995.
- F. Use number 0097 standard comment to advise the vendor the 1% deduction. (0097 – This purchase order contract is subject to the 1% handicap levy as provided for in Title 74, Section 3004.1.)
- G. The Receiving required flag **must** be removed from the negative line amount. By using the 1% levy category code 099995 you will not have to remove the flag. You may have to remove the flag from other lines if applicable.
- H. The Receiving required flag has been removed from the 1% levy category code (099995). Do not use this category code for any other line on the purchase order.
- I. Matching will need to be turned off for the 1% levy line only.

If a discrepancy is found in the above information, email
Laura.Lovell@core.state.ok.us with the details.

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