



## QUICK TIPS

### Purchase Orders – Direct Entry

Step	Process	Comments
1	Enter Vendor.	
2	Enter Buyer.	
3	Enter purchase order data.	This includes the Form, Schedule and Distribution.
4	Self Approve.	Click the green check mark. This step may not be required.
5	Budget Check.	This is optional.
6	Save.	
7	Approve Amounts.	Menu, Approve Amounts.
8	Dispatch PO.	

#### Processing Tips

- A. Header comments may be entered by clicking on the Header Comments hyperlink.
- B. Line comments may be entered by clicking on the Line Comments hyperlink.
- C. Budget Checking and Dispatch may be done as a batch process.
- D. On **Authority Orders** you must check the Amount Only box on the Line Details hyperlink.
- E. Enter Contract numbers on the Line Details hyperlink.
- F. Remove the Receiving Required Flag, in the Line Details hyperlink, if the PO does not require receiving.
- G. If required, check the Inspection Required box, in the Line Details hyperlink, and define the inspection rule. If this is checked the PO will require 4 way matching.

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**If a discrepancy is found in the above information, email  
[Laura.Lovell@core.state.ok.us](mailto:Laura.Lovell@core.state.ok.us) with the details.**

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