

Communication Liaison:

This message is for your Procurement users:

Instructions for Changing No Match POs to Matching:

Unless you are processing an Authority Order (AO), POs will default as Matching. However, following, are instructions to change a “No Match” PO to “Matching” for current POs that are set to no-match, but have not been vouchered against. (Do not change POs set to No Match to “Matching” if Vouchers have been processed.)

Navigation: Purchasing, Purchase Orders, Maintain Purchase Orders.

Find an Existing Value.

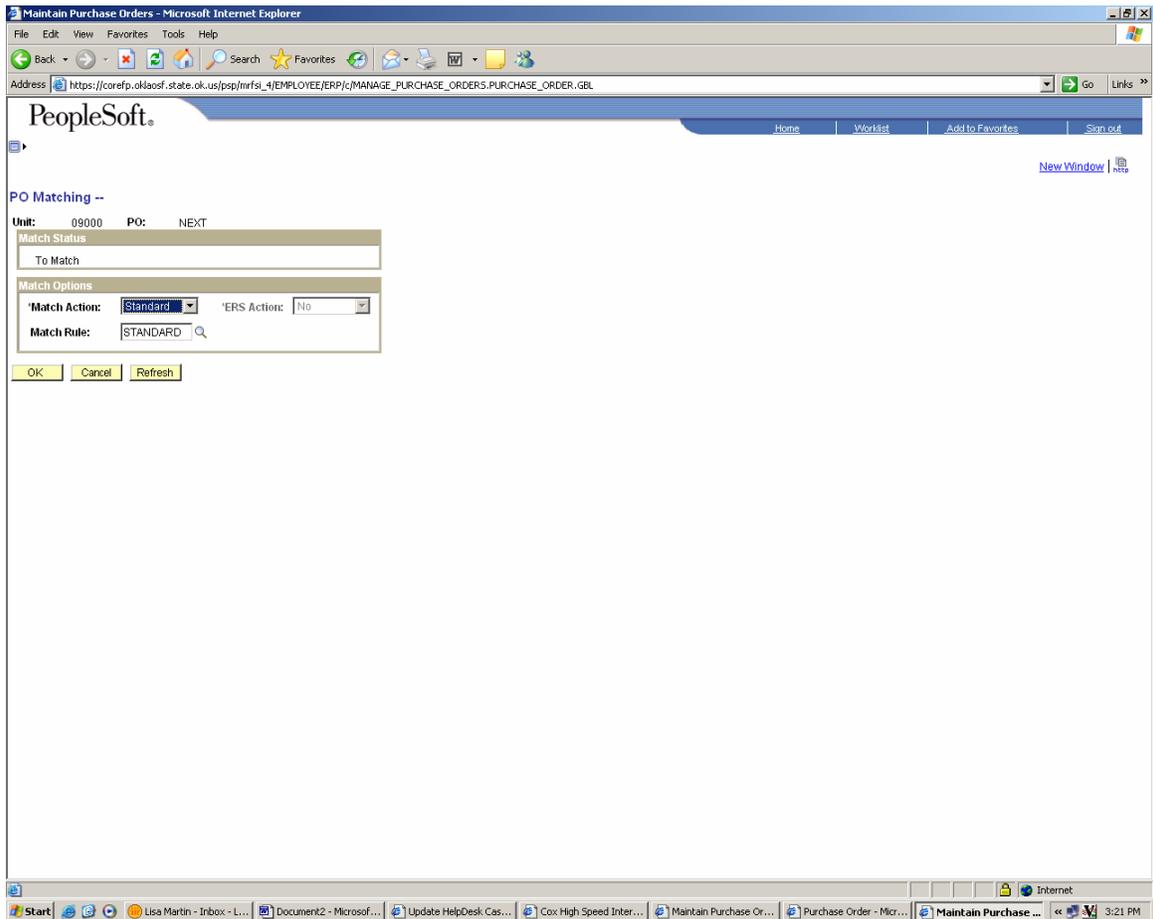
PO Form Page, go to “More” drop down box:

The screenshot shows the PeopleSoft 'Maintain Purchase Orders' interface. The browser title is 'Maintain Purchase Orders - Microsoft Internet Explorer'. The address bar shows the URL: https://corefp.oklaosf.state.ok.us/jsp/mrfsi_4/EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS.PURCHASE_ORDER.GBL. The page header includes the PeopleSoft logo and navigation links like Home, Worklist, Add to Favorites, and Sign out. A left-hand menu is visible, with 'Maintain Purchase Orders' selected. The main content area shows the 'PO Form' with fields for Unit (09000), PO (NEXT), PO Date (04/25/2005), Vendor, ID, and Buyer. Below this is a 'Lines' table with one line item. At the bottom, there is a 'More' dropdown menu with the following options: 05-PO Activities, 06-Category Search, 07-View Category Hierarchy, 08-Backorder PO, 09-Document Status Inquiry, 10-..., 11-Matching (highlighted), 12-Header VAT Info, 13-Header Misc. Charges, 14-Freight Calculation, and 15-Budget Check. The status bar at the bottom shows the system time as 3:20 PM.

Select 11 – Matching.

Match Action should be "Standard"
Match Rule should be "STANDARD"

Click OK.



Go to Schedule Page.

Click on "Schedule Details"

PeopleSoft

Home | Worklist | Add to Favorites | Sign out

[New Window](#)

PO Form | **Schedule**

Unit: 09000 PO: NEXT

PO Date: 04/25/2005 PO Status: Initial Receipt: Not Recvd Budget Status: Not Chkd

Lines

Line	Sched	Due Date	Ship To	PO Qty	Price	Amount	Status
1			09000		0.00000	0.000	Active

PO Qty: UOM: Amount:

[Ship To Comments](#) | [Ship To Address](#) | [One Time Address](#) | [Sales/Use Tax](#) | [Schedule VAT](#)
[Schedule Details](#) | [Price Adjustment](#) | [Misc. Charges](#) | [Schedule RTV](#) | [Distributions](#) | [Backorder PO](#)

[Save](#) | [Notify](#) | [Refresh](#) | [Add](#) | [Update/Display](#)

PO Form | Schedule

Start | Lisa Martin - Inbox - L... | Document2 - Microsof... | Update HelpDesk Cas... | Cox High Speed Inter... | Maintain Purchase Or... | Purchase Order - Micr... | Maintain Purchase ... | 3:22 PM

At “Matching”, verify “Full Match” is selected.

Microsoft Internet Explorer - Maintain Purchase Orders

Address: https://corefp.oklaosf.state.ok.us/psp/mrfs_4/EMPLOYEE/ERP/C/MANAGE_PURCHASE_ORDERS.PURCHASE_ORDER.GBL

PeopleSoft

Home | Worklist | Add to Favorites | Sign out

Details for Schedule 1 --

PO: NEXT Line: 1 Sched: 1 Item

Amount: Doc. Base: 0.000 PO Qty: Status: Active

Due Date: Time Due: Custom Price - No Override No Charge

Orig Pron: Ship Date: (Planning)

Matching: Match Status PO: Unmatched

Freight Term: Ship Via:

Matching:

	Tolerance Over	Tolerance Under
Unit Price:	<input type="text"/>	<input type="text"/>
% Unit Price:	<input type="text"/>	<input type="text"/>
Ext Price:	<input type="text"/>	<input type="text"/>
% Ext Price:	<input type="text"/>	<input type="text"/>

Receiving Controls

Reject Qty Over Tolerance

Early Ship Pct Days:

Qty Rcvd Tolerance %:

Freight Calculation Rule

TRFT Rule:

Charge Method:

Freight Charge Override

OK Cancel Refresh

Click OK.

Go to PO Form page.

Click Save.

This should not affect the Budget Status or PO Status.