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 with the details.

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