## **Re-creating Fiscal Year 2016 Purchase Orders:**

- A majority of previously submitted FY2016 PO's can be re-created by copying the associated requisition to a new cart.
- The new cart will need to be submitted with the following modifications:
  - The previous PO # (i.e. "E137248") should be used as the cart name.
  - The **"PO Distribution Bypass"** option *MUST BE SELECTED* on the new Cart/Requisition
  - Campus Code must be selected
  - New Banner Accounting Codes must be populated.
- Due to Supplier requirements, it's likely that requisitions that contain Punch-out items <u>cannot</u> be copied and resubmitted. These orders will have to be recreated by re-visiting the Punch-out and submitting a new cart.



Via Document Search, locate your FY2016 Purchase Orders to be re-created.

**Note:** Punch-out Suppliers do not allow orders to be "copied". Any FY2016 PO with Punch-out Items must be recreated by visiting the Punch-out and submitting a new cart.

Navigate to the
"advanced search" for
Purchase Orders

	Document Search Search Documents V	Document Search	
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	Enters	search terms such as document numbers, supplie	rs, and produ-

From the PO Advanced Search Screen:

- A. Select yourself as the **Owner**
- B. Select an "AP Status" of Closed
- C. Select the Fiscal Year 16 (2016)

arch Purchase Orders 🔻			simple se
	Go		
Purchase Order Identification			
Purchase Order Number(s)			
Purchase Order Information			
Participant(s)			م
Owner	KIMBERLY A HOOD ×	Your Name	م
Prepared By			م
Approved By			م
Date	Creation Date (System)	<ul> <li>All Dates</li> </ul>	•
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	Work Order #	Is Exactly		Add another Work Order #
			Go	



From the search results, select the first Purchase Order to be re-created. Select the PO Number to open the document

## Notes:

- \$0 PO's can be ignored
- Remember or "copy" the old "E" PO number (it will need to be populated in the new cart)

		Showing 1 - 70 of 7	0 Results		All		he innere	ate Quantity	Receipt 🔻 Go
Search Details	?	Results Per Page	500 🔻	Sort by:	Best mat	ov PU's call	be ignored	🗷 Pa	ge 1 of 1 🖹 🤰
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Type: Purchase Orders Date Type: Creation Date (System)		✓ E138404 🔍 🖲	PURCHASING DEPARTMENT	6/26/2015 10:02 AM	63422373	KIMBERLY A HOOD	No	Matches	0.00 USD
Date Range: All Dates [remove	e ali]	✓ E138194 🔍	ALVARADO,ELLIOTT I	6/24/2015 8:29 AM	63326808	KIMBERLY A HOOD	No	Matches	300.00 USD 🗎
KIMBERLY A HOOD		E138192	ANDERSON, EDOLIA	6/24/2015 8:28 AM	63327110	KIMBERLY A HOOD	No	Matches	300.00 USD 🗎
Is Exactly: 16	<u></u>	✓ E138190 🖎	BARRERA,CHERI	6/24/2015 8:28 AM	63327160	KIMBERLY A HOOD	No	Matches	300.00 USD 🗐



From within the PO document, navigate to the "Summary" Tab and select the associated Requisition Number to navigate to the PR

Back to Search Resul	ts					2 of 70 R	esults 💽
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Status Purchase Order	Revisions	PO Approvals	Shipments	Receipts	Invoices	Comments	Attachmen
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Requisition Number Employee Family Owned Business Certificate of Completion Non Tax-Exempt Purchasing Contact Bid Code Work Order #	63326808 x x no volue no volue	iew   print		Delivery Expedite Ship Via Requeste Date	<b>Options</b> d Delivery	× Best Car	rrier-Best Wa



## A. From within the Requisition Document, select "Copy to New Cart" from the upper/right pulldown

Requisition Summary	PR Approvals Comments (2) Attachme Shipping Billing Accounting (	nts Histo Codes	ry Internal Notes and Attachments	Supplier Info Taxes/Sé	Available Actions	Copy to New Cart Go Add Comment Add Notes to History Copy to New Cart ?
Hide header						Hide value descriptions
	General	?	Shipping	?	Billing	g ?
Status	Completed (6/24/2015 8:29 AM)	edit	Ship To Attn: KIMBERLY A HOOD	edit	Bill To Oklahoma State University	edit
Submitted	6/19/2015 10:50 AM		Room/Blg 300 Cordell North		University Accounting	
Cart Name	Alvarado EPDI Stipend 2015		Dept AAC4034 - EDUCATION RESEA	ARCH	405-744-5865	
Description			OK State Univ		304 Whitehurst	
Purchase Orde	er E138194 view   print		CORDELL		Stillwater, OK 74078	
Bequester	KIMBERLY A HOOD	~~~~	STILLWATER, OK 74078 United States		United States	



## From within the new Cart:

- A. Rename the cart, with the old or prior "E" PO Number that is being re-created.
- B. Select: "Proceed to Checkout"

🐂 Shop 👌 My Carts and Orders 👌 Open My Active Shopping Cart 🗢 🧳 Cart - Draft Requisition		Ì
Shopping Cart for KIMBERLY A HOOD	Continue Shopping	1 Item(s) for a
Name this cart: E138194		estimated tax, shippi
	B	Proceed to Checkout
Have you made chappees Update Add N	on-Catabastion Internet and Articland	n action on (0 items select

- A. Navigate to the "General" section.
- B. Select a **"Campus Code"** from one of the new values (if you are unable to select a campus code, complete all other steps and assign the cart to another requestor in your department. Include a note requesting they enter the campus code before submitting the requisition)
- C. SELECT "PO Distribution Bypass"

Note: If you choose to <u>not</u> BYPASS distribution, please be aware the new PO may be redistributed to the Supplier. If you do not check the box please notify the supplier so that your order is not duplicated.

Summary Shipping	Billing Accourt	nting Codes Internal Note	is and Attachments Su	oplier Info	Taur	
	General	General	L	r x	1	
These values apply to	all lines unless specified	Cart Name	E138194	_	ş	
art Name	E138194	Description			2	
escription	not ending	Requester	KIMBERLY A HOOD		2	
equester	KIMBERLY A HOOD	Priority	Normal 🔻		2	
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- A. Navigate to the "Accounting Codes" section.
- B. Select a set of "Accounting Codes" for each new value
  C. If needed, "Accounting Codes" can be varied by individual line item.

🕝 General 🕝 Shippin 🗛	Accounting Codes	l Notes and Attachments 🛛 📀 PO Clau	uses 🔺 Final Review	Assign Cart
		④ Go to Express Ch	eckout 📧 Return to shopping cart 🔅	Continue Shoppin
Almost ready to     Required field: A     Required field: C     Required field: C     Required field: Fu	go! The list below needs to be add account hart ommodity und	dressed before the request can be	submitted.	
Requisition PR Approvals PO Preview	Comments Attachments History	and Attachmente	Tayor / Sail	
summary shipping binnig	Accounting Codes Internar Notes	and Attachments Supplier Into	Taxes/30th	Hide value description
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ALVARADO, ELLIOTT I more inf	o	For selecte	d line items Add To Favorites	Go
Product Description     Stipend for EPDI Workshop par Accounting Codes (same as header	ticipants, July 6-July 24, 2015. 📄 🛛 m	Catalog No Size	/ Packaging Unit Price Quantity EA 300.00 1 EA	Ext. Price
		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Supplier subtotal	300.00

A. Navigate to the "Final Review" section.

B. Select **"Assign Cart"** and assign the cart to Leigh James, Matt Wessel, Kim Trunk, Joe Teel, or Scott Schlotthauer. For OSU-Tulsa and CHS, please assign your cart to Brandi Brown. Since legacy POs have already been approved, assigning your cart to one of the following users will allow you to bypass the approval process.



