Step 1: Press Add

Express Purchase Order

Find an Existing Value  Add a New Value

Business Unit: GSUFS
PO ID: NEXT
Purchase Order Date: 09/16/2009

Find an Existing Value  Add a New Value

Step 2: Select Purchase Order from ‘Copy From’ dropdown menu

Express Purchase Order

Purchase Order

Unit: GSUFS
PO ID: NEXT
Copy From:

Header

PO Date:
Vendor

Contract
Purchase Order
Requisition
Step 3: In the PO ID field, type in template name (ETRAVEL, STRAVEL, CONSULTANT) and press Search

Step 4: Click in checkbox next to ETRAVEL and Press OK

Step 5: Enter Workflow information & change Vendor
Step 6: Click on PO Defaults link

Step 7: Go to Speedchart field, select your speedchart using the Lookup icon. Notice that the speedchart value has a default chartfield string (Fund 10000, Dept 612250000, Program 16200, Class 11000). **If you do not change the speedchart, your PO will FAIL budget check.**

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### Look Up SpeedChart

Set ID: GSUFS

**SpeedChart Key:** begins with BUD

[Look Up] [Clear] [Cancel] [Basic Lookup]

#### Search Results

- View All
- First
- 1-4 of 4
- Next
- Last

<table>
<thead>
<tr>
<th>SpeedChart Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUD</td>
<td>Budget &amp; Planning</td>
</tr>
<tr>
<td>BUCEL</td>
<td>Biology - Barfuss</td>
</tr>
<tr>
<td>BUCER</td>
<td>Biology - Derby</td>
</tr>
<tr>
<td>BUCIX</td>
<td>Biology - Dig</td>
</tr>
</tbody>
</table>

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Step 8: Notice when you select BUD, the speedchart values change. (In this scenario, Fund 10000, Dept 612200000, Program 16200, Class 11000)

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Step 9: To exit this page, move your right scrollbar to the bottom of page. Then press OK.
Step 10: The Retrofit Page appears

Express Purchase Order

Retrofit field changes to "all" existing PO lines/schedules/distributions.....

<table>
<thead>
<tr>
<th>Unit:</th>
<th>G8UFS</th>
<th>PO ID:</th>
<th>NEXT</th>
<th>Vendor:</th>
<th>FRANKLIN-M-001</th>
</tr>
</thead>
</table>

For Line and Schedule defaults, Select/Apply to apply changes to all lines and schedules.
For Distribution defaults, Select 'Apply' to apply changes to the Distri Line.
Example: If you select 'Apply' for Distri Line 3, the change is applied to each Distri Line 3 on the PO.
Select 'Apply to All Distrib' to apply changes to all distribution lines on the PO.

<table>
<thead>
<tr>
<th>Apply</th>
<th>Distrib Line</th>
<th>Field Name</th>
<th>Field Value</th>
<th>Apply to All Distrib</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Ship To</td>
<td>CENTRAL</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ship Via</td>
<td>VENDOR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Freight Terms Code</td>
<td>FOB:DEST</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dept</td>
<td>612200000</td>
<td></td>
</tr>
</tbody>
</table>

- **Select All**

Step 11: Click on the ‘Select All’ link. You must click this Select All link to change the default chartfield values on the template to your speedchart values.

Select All

**Note:** If you have multiple distribution lines and you want the new chartfield value changes to apply to all distribution lines, then you will need to select the checkbox under the ‘Apply to All Distrib’ column. If you only have one distribution line, just click on the ‘Select All’ link.

Step 12: Notice when you click on this link, all of the boxes in the Apply column will be checked.
Step 13: Press OK. The system takes you back to the Main Express Purchase Order page.

Step 14: Click on Expand All link
Notice in the Distribution section for Line 1 & Line 2 that the chartfield values changed. (Fund 10000, Dept 612200000, Program 11100, Class 11000).

**Step 15:** Finish Completing the PO (Enter Comments, Line information, Schedule Information.

Note: If you will not be using both lines on the PO, please delete the PO line you will not be using by pressing the minus icon located at the end of the PO line.

**Press minus sign to delete the PO Line.**
Step 16: When you have completed the PO Page. **Press Save located at bottom of page** (This function edits purchase order).

Step 17: When the PO reaches a successful edit, press the Budget Checking icon located in the top right hand corner of PO page.