


Travel Purchase Order (PO) Instructions

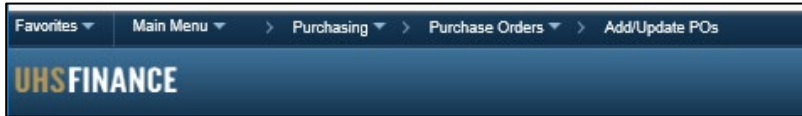
Effective 09/01/2020 Revised 02/23/2022

Important Information to Know Regarding Travel POs

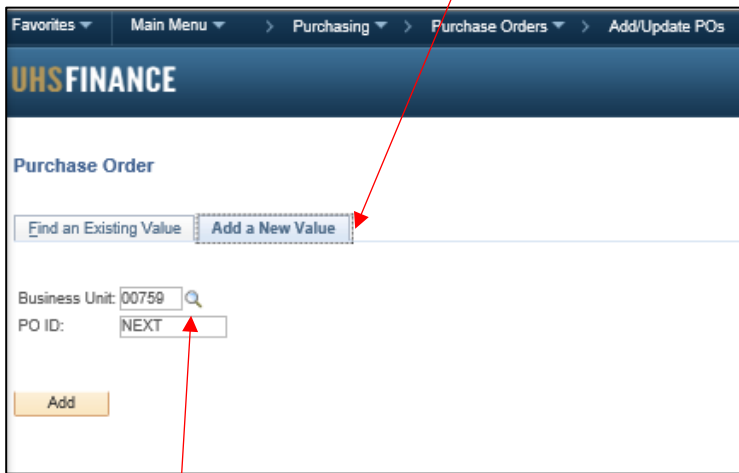
- A. Encumbering funds on a Travel PO must be done in the same fiscal year as the travel. Towards the end of a fiscal year, there are two additional scenarios that may occur:
1. If you have current fiscal year funds remaining and the travel is during September or October of the next fiscal year: You may encumber in the current year and use current fiscal year funds, but it must be encumbered prior to the second to last business day in August as PS Finance is not available on the last business day in August. Check the [UHCL Year End Calendar](#) for dates. Travel paid for with prior fiscal year funds can be for travel no later than October 31st.
 2. Normally, during August, you can encumber next fiscal year travel with next fiscal year funds. Accounts Payable will send out a memorandum to inform CBAs/DBAs when new fiscal year encumbrances can be processed and will provide the instructions. (Contact the Travel Office if you need to reserve airfare or other travel related items for next fiscal year prior to August.)
- B. The account codes in these instructions will be effective on Sept. 1, 2020.
- C. Once a Travel PO has been approved and dispatched, an [Encumbrance Adjustment form](#) must be submitted to Procurement for:
1. any adjustments to the encumbrance (dollar amount, cost center and/or account code);
 2. to cancel a PO; or
 3. to finalize a PO to release the encumbrance.
- D. UHCL employees must have a [PeopleSoft Finance Security Access](#) form on file with General Accounting ([PS Finance Security Access Form Instructions](#)) with the proper access roles as determined below:
1. Initiators should have access as a “Buyer” with the “Creator” role to create Travel Purchase Orders.
Initiator Instructions - Pages 2 – 19 - Creating and Reviewing a Travel PO and submitting for Approval
 2. CBA/DBA Approvers should have access as a “Buyer” with the “Creator/Approver” role to create and/or Approve Travel Purchase Orders.
Approver Instructions - Pages 20 – 28 - Reviewing, Approving, Budget Checking and Dispatching a Travel PO

Initiator Instructions – How to Create a Travel Purchase Order (PO)

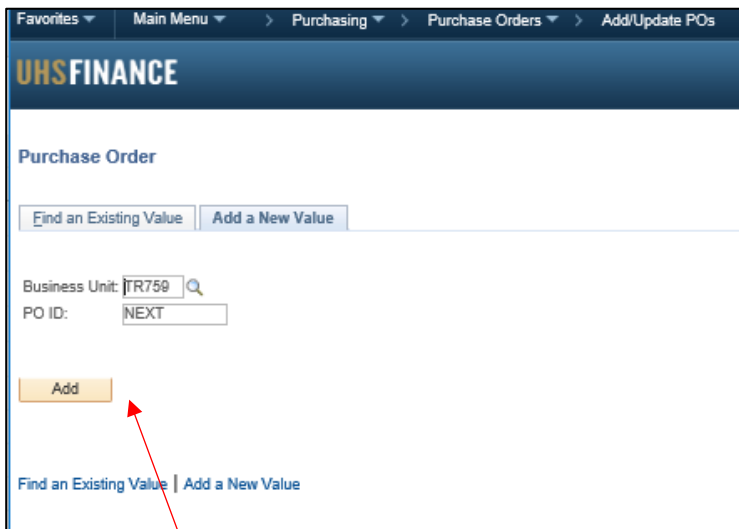
1. Navigate to “**Add/Update POs**” in PeopleSoft Finance. Use the NavBar . The path is: “**Purchasing > Purchase Orders > Add/Update POs**”. Save to your **Favorites**.



2. Click on the **Add a New Value** tab.



3. Click on the eyeglass to change the **Business Unit** to **TR759**. This is a very important step and must not be missed. If you mistakenly use **00759** and don't notice until after the PO is dispatched, you will have to submit an Encumbrance Adjustment form to Procurement to have the PO canceled, then recreate the PO in **TR759**.



4. Click **Add**

Travel PO Instructions Cont.

PO Form | Documents

Maintain Purchase Order

Purchase Order

Business Unit: TR759 PO Status: Initial
 PO ID: NEXT Budget Status: Not Chk'd
 Copy From: [Dropdown] Hold From Further Processing

Header

*PO Date: 08/17/2021 [Calendar] Vendor Search
 *Vendor: [Field] Vendor Details
 *Vendor ID: [Field]
 *Buyer: 1413957 [Field] Wilder, Laura J
 PO Reference: [Field]

Doc Tol Status: Valid
 Receipt Status: Not Recvd
 *Dispatch Method: [Dropdown] Dispatch

Header Details: Activity Summary
 PO Defaults: Add Comments
 PO Activities: Add ShipTo Comments

Amount Summary

Merchandise: 0.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 0.00 USD

Add Items From

Purchasing Kit Catalog Item Search

Lines Personalize | Find | View All | [Icons] First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	[Field]	[Field]	[Field]	[Field]	[Field]	0	0.000	Approved

Close Short All Lines *Go to: ... More ...

Save Notify Refresh Add Update/Display

- Enter **Vendor ID**. The Vendor ID is not the same as the PeopleSoft ID. See Vendor Setup Requirements for PeopleSoft Database on the [Travel Office forms](#) page for details regarding setting up a Vendor ID.
- Click on **Header Details**.

Maintain Purchase Order

PO Header Details

Business Unit: TR759 PO ID: NEXT Vendor: PINEDAROSI-001

PO Details

Vendor: PINEDAROSI-001
 *PO Type: GEN [Field]
 *Billing Location: CB2127 [Field] Billing Address
 Origin: APD [Field] APDEPT
 PO Date: 08/17/2021
 Budget Status: Not Chk'd
 Tax Exempt ID: 746001399
 Letter of Credit ID: [Field]

Currency

Currency Code: USD [Field] Exchange Rate Detail
 Base Currency: USD
 Rate Date: 08/17/2021
 Exchange Rate: 1.0000000
 Rate Type: CRRNT

Process Control Option

Acknowledgements required for: Not required [Dropdown]
 Dispatch *Method: Print [Dropdown]
 Accounting Date: 08/17/2021 [Calendar]
 Accounting Template: STANDARD [Field]

OK Cancel Refresh

- Change "**GEN**" to "**TRA**" using the eyeglass.
 This designates the PO as a Travel PO. This is an important step.

Travel PO Instructions Cont.

Maintain Purchase Order

PO Header Details

Business Unit: TR759 PO ID: NEXT Vendor: PINEDAROSI-001

PO Details

Vendor: PINEDAROSI-001 PO Date: 08/17/2021
*PO Type: ITRA Budget Status: Not Chk'd
*Billing Location: CB2127 Billing Address Tax Exempt ID: 746001399
Origin: APD APDEPT Letter of Credit ID:

Currency

Currency Code: USD Exchange Rate Detail Base Currency: USD
Rate Date: 08/17/2021 Exchange Rate: 1.00000000
Rate Type: CRRNT

Process Control Option

Acknowledgements required for: Accounting Date: 08/17/2021
 Dispatch *Method: Accounting Template: STANDARD

8. Click **OK**.

PO Form | Documents

Maintain Purchase Order

Purchase Order

Business Unit: TR759 PO Status: Open
PO ID: NEXT Budget Status: Not Chk'd

Copy From: Hold From Further Processing

Header

*PO Date: 08/17/2021 Vendor Search
*Vendor: PINEDAROSI-001 Vendor Details
*Vendor ID: 0000016965 PINEDA, ROSIE
*Buyer: 1413967 Wilder, Laura J

PO Reference:

Header Details Activity Summary
PO Defaults Add Comments
PO Activities Add ShipTo Comments

Doc Tol Status: Valid
Receipt Status: Not Recvd
*Dispatch Method: Dispatch

Amount Summary

Merchandise: 0.00
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 0.00 USD

Add Items From

Purchasing Kit Catalog Item Search

Lines Personalize | Find | View All | First 1 of 1 Last

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0.000	Approved	<input type="button" value="Print"/>	<input type="button" value="Add"/>

 *Go to: ... More ...

PO Form | Documents

9. Click on **PO Defaults**.

Maintain Purchase Order

Purchase Order Defaults

Business Unit: TR759 PO ID: NEXT Vendor: PINEDAROSI-001

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Category: Unit of Measure:

Schedule

Ship To: CB0402A RECEIVING Ultimate Use Code:

Due Date: Original Promise Date:

Ship Via: COMMON Freight Terms Code: DES

Arbitration: Freight Charge Method:

*Distribute By: Quantity One Time Address

Distribution

SpeedChart:

Distributions Personalize | Find | View All | | First 1 of 1 Last

Chartfields Asset Information

Dist	Percent	GL Unit	Entry Event	Account	Dept	Program	Fund	Bud Ref
1	<input type="text"/>	00759	<input type="text"/>	<input type="text"/>	C0000	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh

10. Click the **Override** button at the top of the page.

11. Enter **Speed Type**. Check to make sure the correct cost center populated the line.

12. Enter **Account** – use:

- 56105 In State Per Diem
- 56113 Out of State Per Diem
- 56102 Texas Mileage

13. Click **OK**.

Travel PO Instructions Cont.

PO Form | Documents

Maintain Purchase Order

Purchase Order

Business Unit: TR759
 PO ID: NEXT
 PO Status: Open
 Budget Status: Not Chk'd

Copy From:
 Hold From Further Processing

Header

*PO Date: 08/17/2021 Vendor Search
 *Vendor: PINEDAROSI-001 Vendor Details
 *Vendor ID: 0000016965 PINEDA, ROSIE
 *Buyer: 1413967 Wilder, Laura J

PO Reference:
 Header Details: Activity Summary
 PO Defaults:
 PO Activities: Add Comments, Add ShipTo Comments

Doc Tol Status: Valid
 Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 0.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 0.00 USD

Add Items From

Purchasing Kit Catalog Item Search

Lines Personalize | Find | View All | First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0.000	Approved

Close Short All Lines *Go to ... More ...

Save Notify Refresh Add Update/Display

14. Enter **Description:**

- For 56105 – enter “In State Travel”
- For 56113 – enter “Out of State Travel”
- For 56102 – enter “Blanket Mileage”

15. Enter the **PO QTY:** **1** (always 1 for Travel).

16. Enter the ***UOM:** **LOT** (always LOT for Travel).

17. Enter the **Category:** **96288** (always 96288 for Travel).

18. Enter the dollar amount the department will fund from this cost center.

19. Click on the **Attributes** tab.

Travel PO Instructions Cont.

PO Form | Documents

Maintain Purchase Order

Purchase Order

Business Unit: TR759
 PO ID: NEXT

PO Status: Open
 Budget Status: Not Chk'd

Copy From:

Hold From Further Processing

Header

*PO Date: 08/17/2021 Vendor Search
 *Vendor: PINEDAROSI-001 Vendor Details
 *Vendor ID: 0000016965 PINEDA, ROSIE
 *Buyer: 1413967 Wilder, Laura J

PO Reference:

Header Details: Activity Summary
 PO Defaults: Add Comments
 PO Activities: Add ShipTo Comments

Doc Tol Status: Valid
 Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 150.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 150.00 USD

Add Items From

Purchasing Kit Catalog Item Search

Lines Personalize | Find | View All | First 1 of 1 Last

Line	Item	Description	Physical Nature	*Price Qty	*Price Date	Amount Only
1	<input type="text"/>	In State Travel	Goods	Schedule	PO	<input type="checkbox"/>

Close Short All Lines *Go to: ... More ...

Save Notify Refresh Add Update/Display

PO Form | Documents

20. Click on "Amount Only" box.

Message

The PO Qty will be 1 for an amount only line, the system will reprice the PO line. Continue? (10200,273)

The PO Qty will be 1 for an amount only PO line, the system will reprice the PO line for you.

Yes No Cancel

21. Click Yes.

Lines Personalize | Find | View All | First 1 of 1 Last

Line	Item	Description	Physical Nature	*Price Qty	*Price Date	Amount Only
1	<input type="text"/>	In State Travel	Goods	Schedule	PO	<input checked="" type="checkbox"/>

Close Short All Lines *Go to: ... More ...

Save Notify Refresh Add Update/Display

PO Form | Documents

22. Click Save.

Travel PO Instructions Cont.

PO Form | Documents

Maintain Purchase Order

Purchase Order

Business Unit: TR759
PO ID: 0000001159

PO Status: Open
Budget Status: Not Chk'd

23. Make a note of your **PO#** for future reference. Add it to the pdf of the approved Travel Authorization (TA) form.
If more lines are needed for a second or third cost center, continue with **Step 24**, otherwise skip to **Page 15, Step 48**.

PO Form | Documents

Maintain Purchase Order

Purchase Order

Business Unit: TR759
PO ID: 0000000918

PO Status: Open
Budget Status: Not Chk'd

Copy From: [Dropdown]
 Hold From Further Processing

Header

*PO Date: 07/30/2020 Vendor Search
*Vendor: WILDERLAUR-001 Vendor Details
*Vendor ID: 0000120188 WILDER, LAURA J
*Buyer: 1413987 Wilder, Laura J

PO Reference: [Text Box]
Header Details: Activity Summary
PO Defaults: Add Comments
PO Activities: Add ShipTo Comments

Doc Tol Status: Valid
Receipt Status: Not Recvd
*Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 175.00
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 175.00 USD

Add Items From
Purchasing Kit Catalog Item Search

Lines Personalize | Find | View All | First 1 of 1 Last

Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving

Line	Item	Description	Physical Nature	*Price Qty	*Price Date	Amount Only
1	[Image]	In State Travel	Goods	Schedule	PO	[Check] [+] [-]

Close Short All Lines *Go to: ... More ...

Save | Notify | Refresh Add | Update/Display

24. Click on the **Details** tab.

Travel PO Instructions Cont.

PO Form | Documents

Maintain Purchase Order

Purchase Order

Business Unit: TR759 PO Status: Open
PO ID: 000001159 Budget Status: Not Chk'd

Copy From: Hold From Further Processing

Header

*PO Date: 08/17/2021 Vendor Search
*Vendor: PINEDAROSI-001 Vendor Details
*Vendor ID: 0000016965 PINEDA, ROSIE
*Buyer: 1413967 Wilder, Laura J

PO Reference:
Header Details: Activity Summary
PO Defaults: Add Comments
PO Activities: Add ShipTo Comments

Doc Tol Status: Valid
Receipt Status: Not Recvd
*Dispatch Method: Print Dispatch


Amount Summary

Merchandise: 150.00
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 150.00 USD

Add Items From

Purchasing Kit Catalog Item Search


Lines Personalize | Find | View All | First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status	
1	<input type="text"/>	In State Travel	1.0000	LOT	96288	150.00000	150.00	Approved	

Close Short All Lines *Go to: ... More ...

Save Notify Refresh Add Update/Display

PO Form | Documents

25. Click on the  icon at the end of the line.

Enter number of rows to add:

OK Cancel

26. Enter the number of lines you are adding, 1 per additional cost center.

27. Click **OK**.

Travel PO Instructions Cont.

PO Form | Documents

Maintain Purchase Order

Purchase Order

Business Unit: TR759
 PO ID: 000001159
 PO Status: Open
 Budget Status: Not Chk'd

Copy From:
 Hold From Further Processing

Header

*PO Date: 08/17/2021 Vendor Search
 *Vendor: PINEDAROSI-001 Vendor Details
 *Vendor ID: 0000016965 PINEDA, ROSIE
 *Buyer: 1413967 Wilder, Laura J

PO Reference:
 Header Details: Activity Summary
 PO Defaults: Add Comments
 PO Activities: Add ShipTo Comments

Doc Tol Status: Valid
 Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 150.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 150.00 USD

Add Items From

Purchasing Kit Catalog Item Search

Lines Personalize | Find | View All | First 1-2 of 2 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	<input type="text"/>	In State Travel	1.0000	LOT	96288	150.00000	150.00	Approved
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0.000	Approved

Close Short All Lines *Go to: ... More ...

Save Notify Refresh Add Update/Display

PO Form | Documents

28. Always enter the same **Description as line 1**

29. Enter the **PO QTY:** **1** (always **1** for Travel).

30. Enter the ***UOM:** **LOT** (always **LOT** for Travel).

31. Enter the **Category:** **96288** (always **96288** for Travel).

32. Enter the dollar amount the department will fund from the additional cost center.

33. Repeat steps **27** through **31** for each line added.

Travel PO Instructions Cont.

PO Form | Documents

Maintain Purchase Order

Purchase Order

Business Unit: TR759 PO ID: 0000001159 PO Status: Open Budget Status: Not Chk'd

Copy From: Hold From Further Processing

Header

*PO Date: 08/17/2021 Vendor Search
 *Vendor: PINEDAROSI-001 Vendor Details
 *Vendor ID: 0000016965 PINEDA, ROSIE
 *Buyer: 1413967 Wilder, Laura J

PO Reference:
 Header Details: Activity Summary
 PO Defaults: Add Comments
 PO Activities: Add ShipTo Comments

Doc Tol Status: Valid
 Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 175.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 175.00 USD

Add Items From

Purchasing Kit Catalog Item Search

Lines Personalize | Find | View All | First 1-2 of 2 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1	In State Travel	In State Travel	1.0000	LOT	96288	150.00000	150.00	Approved			
2	In State Travel	In State Travel	1.0000	LOT	96288	25.00000	25.00	Approved			

Close Short All Lines *Go to: ... More ...

Save Notify Refresh Add Update/Display

34. Click on the  icon on the line added.

Schedule | Documents

Maintain Purchase Order

Schedules

Unit: TR759 Vendor: PINEDAROSI-001 PO Status: Open
 PO ID: 0000001159 PO Date: 08/17/2021

[Return to Main Page](#)

Lines Find | View All | First 2 of 2 Last

Line: 2 Item: In State Travel PO Qty: 1.0000 LOT Merchandise Amt: 25.00 USD

Schedules Personalize | Find | View All | First 1 of 1 Last

Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status			
1	08/17/2021	CB0402A		1.0000	25.00000	25.00	Active			

Add ShipTo Comments

Save Notify Refresh Add Update/Display

35. Click on the  icon .

Travel PO Instructions Cont.

Maintain Purchase Order

Distributions for Schedule 1

Unit: TR759 Vendor: PINEDAROSI-001
 PO ID: 0000001159 Item: In State Travel
 Line: 2 Status: Active
 Schedule: 1

*Distribute By: Quantity Schedule Qty: 1.0000
 Merchandise Amount: 25.00 USD
 Doc. Base Amount: 25.00 USD

SpeedChart: Multi-SpeedCharts

Distribution Personalize | Find | View All | First 1 of 1 Last

Chartfields	Details/Tax	Asset Information	Req Detail	Statuses	Budget Information					
Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Dept
1	Open	100.0000	1.0000	25.00	USD	00759		56105	2064	C0153

OK Cancel Refresh

36. This screen is where you add the additional cost center.

37. To change the cost center, enter the new **Speed Type**.

38. Always enter the same **Account** code used on the first line. (This will be auto filled at first, but then when you enter a speed type, the account field is emptied. Be sure to enter the same account code used for first line.)

39. Click **OK**.

40. If you added only one line, proceed with step 41. If you added two or more lines, access the next line by clicking **View All** or the > arrow, then repeat steps 35 through 39 for each added line and then proceed with step 41 below.

Schedule Documents

Maintain Purchase Order

Schedules

Unit: TR759 Vendor: PINEDAROSI-001 PO Status: Open
 PO ID: 0000001159 PO Date: 08/17/2021

Return to Main Page

Lines Find | View All | First 2 of 2 Last

Line: 2 Item: In State Travel PO Qty: 1.0000 LOT Merchandise Amt: 25.00 USD

Schedules Personalize | Find | View All | First 1 of 1 Last

Details	Statuses	Shipment	Matching	Receiving	Freight	RTV	
Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status
1	08/17/2021	CB0402A		1.0000	25.00000	25.00	Active

Add ShipTo Comments

Save Notify Refresh Add Update/Display

Schedule Documents

41. Click **Save**.

42. Click **Return to Main Page**.

Travel PO Instructions Cont.

PO Form | Documents

Maintain Purchase Order

Purchase Order

Business Unit: TR759
 PO ID: 000001159

PO Status: Open
 Budget Status: Not Chk'd

Copy From:

Hold From Further Processing

Header

*PO Date: 08/17/2021 Vendor Search
 *Vendor: PINEDAROSI-001 Vendor Details
 *Vendor ID: 0000016965 PINEDA, ROSIE
 *Buyer: 1413967 Wilder, Laura J

PO Reference:

Header Details: Activity Summary
 PO Defaults: Add Comments
 PO Activities: Add ShipTo Comments

Doc Tol Status: Valid

Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 175.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 175.00 USD

Add Items From

Purchasing Kit Catalog Item Search

Lines Personalize | Find | View All | First 1-2 of 2 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		In State Travel	1.0000	LOT	96288	150.00000	150.00	Approved
2		In State Travel	1.0000	LOT	96288	25.00000	25.00	Approved

Close Short All Lines *Go to: ... More ...

Save Notify Refresh Add Update/Display

PO Form | Documents

43. If you have more than one line, but don't see them all, click on **View All** to see all of your lines.

44. Click on the **Attributes** tab.

Lines Personalize | Find | View All | First 1-2 of 2 Last

Details Ship To/Due Date Statuses Item Information **Attributes** RFQ Contract Receiving

Line	Item	Description	Physical Nature	*Price Qty	*Price Date	Amount Only
1		In State Travel	Goods	Schedul	PO	<input checked="" type="checkbox"/>
2		In State Travel	Goods	Schedul	PO	<input type="checkbox"/>

Close Short All Lines *Go to: ... More ...

Save Notify Refresh Add Update/Display

PO Form | Documents

45. Click on the **Amount Only** box.

Message

The PO Qty will be 1 for an amount only line, the system will reprice the PO line. Continue? (10200,273)

The PO Qty will be 1 for an amount only PO line, the system will reprice the PO line for you.

Yes No Cancel

46. Click **Yes**. (Repeat steps 45 and 46 for each line that you added.)

Travel PO Instructions Cont.

PO Form | Documents

Maintain Purchase Order

Purchase Order

Business Unit: TR759 PO Status: Open
PO ID: 0000001159 Budget Status: Not Chk'd

Copy From: [Dropdown] Hold From Further Processing

Header

*PO Date: 08/17/2021 Vendor Search
*Vendor: PINEDAROSI-001 Vendor Details
*Vendor ID: 0000016965 PINEDA, ROSIE
*Buyer: 1413967 Wilder, Laura J

Doc Tol Status: Valid
Receipt Status: Not Recvd
*Dispatch Method: Print Dispatch

PO Reference: [Text Box]
Header Details Activity Summary
PO Defaults Add Comments
PO Activities Add ShipTo Comments

Amount Summary

Merchandise: 175.00
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 175.00 USD

Add Items From
Purchasing Kit Catalog Item Search

Lines Personalize | Find | View All | First 1-2 of 2 Last

Line	Item	Description	Physical Nature	*Price Qty	*Price Date	Amount Only
1	[Search]	In State Travel	Goods	Schedul	PO	[Check] [+] [-]
2	[Search]	In State Travel	Goods	Schedul	PO	[Check] [+] [-]

Close Short All Lines *Go to: ... More ...

Save Notify Refresh Add Update/Display

PO Form | Documents

47. Click **Save**.

48. Click on the **Documents** tab.

PO Form | Documents

Unit: TR759 Vendor: PINEDAROSI-001 PO Status: Open
PO ID: 0000001159 PO Date: 08/17/2021

Document Types

File Copy View Report

Document Images

Display Active Documents Only Add New Document

Save Notify Refresh

PO Form | Documents

49. Click on **File Copy**, then **View Report** to review the Travel PO for errors. (Sample Travel PO next page)

Travel BU - UHCL

2700 BAY AREA BLVD
HOUSTON TX 77058
USA

PINEDA, ROSIE
3714 OAK BENT
PEARLAND TX 77581
USA

Purchase Order TR759 - 0000001159	Date 08/17/2021	Revision	Page 1
Payment Terms Net 00	Freight Terms Destination	Ship Via COMMON	
Buyer 1413967 Wilder,Laura		Fiscal year: 2021	

Ship To: ATTN: RECEIVING DOCK
2700 BAY AREA BLVD
HOUSTON, TX,77058
USA

Bill To: 2700 BAY AREA BLVD
HOUSTON, TX. 77058
USA

Vendor: 0000016965 PO Type: Travel Orders
Fax: Phone: Contact:

Account	Fund	Dept ID	Program	Project	Bdgt Ref	Chartfield	Dist Amt	Location	PO ID
Line-achd	Item	Description	Quantity			UOM	PO Price	Extended Amt	Due Date
56105	2064	C0153	F1086	NA	BP2021		150.00	CB2127	
1 - 1		In State Travel			1.00	LOT	150.00	150.00	08/17/2021
56105	2064	C0073	F1054	NA	BP2021		25.00	CB2127	
2 - 1		In State Travel			1.00	LOT	25.00	25.00	08/17/2021

Total PO Amount \$175.00

STATE SALES TAX EXEMPTION CERTIFICATE: Procurement process is authorized by Education Code 51.9335.
The undersigned claims an exemption from taxes under Chapter 20, Title 122A Revised Civil Statutes of Texas for purchase of tangible personal property described in this numbered order, purchase from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.
Travel BU - UHCL IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

File Copy

Travel PO Instructions Cont.

50. If you find errors, click on the **PO Form** tab.

The screenshot shows the 'Documents' tab of a Purchase Order form. At the top, there are fields for Unit (TR759), Vendor (PINEDAROSI-001), PO ID (0000001159), PO Date (08/17/2021), and PO Status (Open). Below this, there are two sections: 'Document Types' with a checked 'File Copy' option and a 'View Report' button; and 'Document Images' with a checked 'Display Active Documents Only' option and an 'Add New Document' button. At the bottom, there are 'Save', 'Notify', and 'Refresh' buttons.

51. Make corrections on the **PO Form** page or using the **Schedule** icon and the **Distributions/Chartfields** icon as needed to access the fields which need correcting.

The screenshot shows the 'PO Form' page. It includes a 'Maintain Purchase Order' header with fields for Business Unit (TR759), PO ID (0000001159), PO Status (Open), Budget Status (Not Chk'd), and a 'Hold From Further Processing' checkbox. There are sections for 'Header' (PO Date, Vendor, Buyer, etc.), 'Amount Summary' (Merchandise, Freight/Tax/Misc., Total Amount), and 'Add Items From' (Purchasing Kit, Catalog, Item Search). A 'Lines' table is displayed with columns for Line, Item, Description, PO Qty, UOM, Category, Price, Merchandise Amount, and Status. The table contains two lines for 'In State Travel'. At the bottom, there are 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		In State Travel	1.0000	LOT	96288	150.00000	150.00	Approved
2		In State Travel	1.0000	LOT	96288	25.00000	25.00	Approved

52. When you have fixed the errors, **Save**, then review the Travel PO again using the **Documents** tab (steps 48 & 49).

Travel PO Instructions Cont.

53. If all is correct, it's time to upload the approved TA and supporting documents. Be sure to have the approved TA and supporting documents (conference agenda, airfare/rental car/hotel reservations, per diem rate, google maps for mileage ...) all prepared in one pdf arranged in the correct orientation so that all pages are right side up.

PO Form | Documents

Unit: TR759 Vendor: PINEDAROSI-001 PO Status: Open
PO ID: 0000001159 PO Date: 08/17/2021

Document Types
 File Copy [View Report](#)

Document Images
 Display Active Documents Only [Add New Document](#)

[Save](#) [Notify](#) [Refresh](#)

54. Click **Add New Document** and follow the prompts to upload your pdf.

Display Active Documents Only [Add New Document](#)

Find | View All First 1 of 1 Last

[Details](#)

Secured Document
Document Status: Active Document Seq Nbr 1

55. Once uploaded, open up the document to verify that you uploaded the correct document and that the pages are oriented correctly. Reupload if needed and inactivate the incorrect document using the dropdown menu.

Travel PO Instructions Cont.

56. You are ready to seek approval from your CBA/DBA, click **Notify**.

PO Form | Documents

Unit: TR759 Vendor: PINEDAROSI-001 PO Status: Open
PO ID: 0000001159 PO Date: 08/17/2021

Document Types

File Copy View Report

Document Images

Display Active Documents Only Add New Document

Save Notify Refresh

PO Form | Documents

57. Enter your CBA/DBA's email address to notify them that the Travel PO is ready for their review. Enter your email address in the CC field so that you receive a copy of the notification as a reminder to follow up to verify that it has been approved, budget checked and dispatched.

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To: CBO@uhcl.edu

CC: WilderL@uhcl.edu

BCC:

Priority: 2-Med

Subject: Travel PO

Template: Workflow Notification
Priority: %NotificationPriority
Date Sent: 2021-08-17

Message: Travel PO needs review, dispatch and approval

Lookup Recipient

Delivery Options

RichText

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

OK Cancel Apply

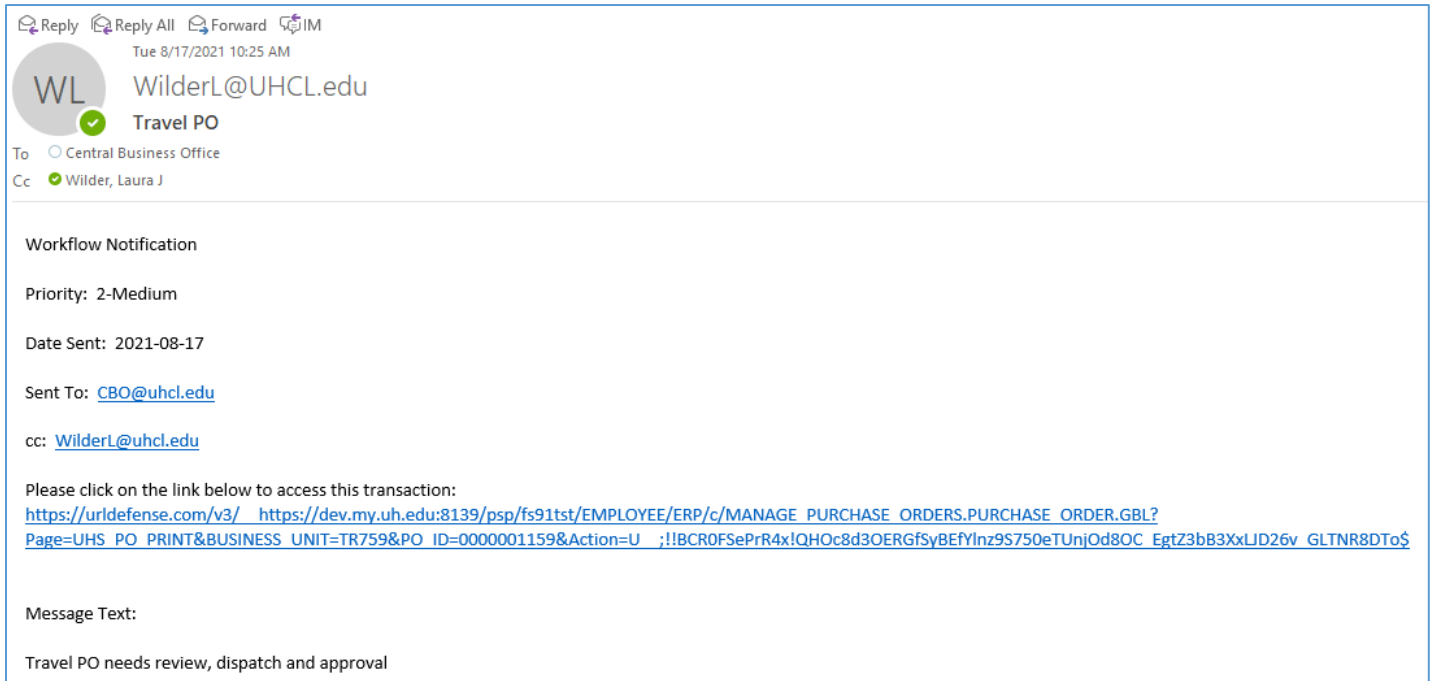
58. Enter a Priority, Subject and Message if you desire, but it isn't necessary.

59. Click **OK**.

Travel PO Instructions Cont.

60. Your CBA/DBA will receive an email notification and will let you know when the Travel PO has been dispatched or if there are any issues or errors that you need to address/correct.

Sample of the email you will receive if you copied yourself in.



61. If your CBA/DBA notifies you that there were any errors, correct them, then use the **Notify** feature again to notify your CBA/DBA that the Travel PO is ready for review and approval.

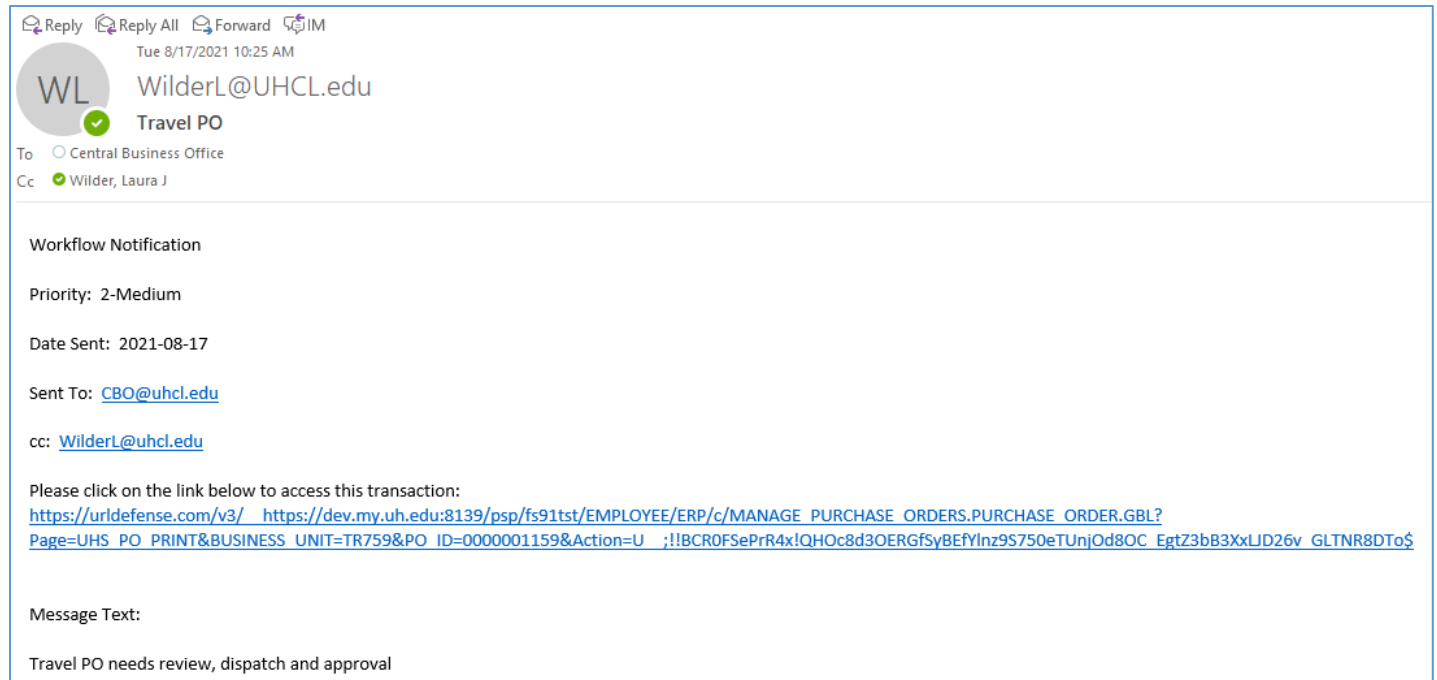
62. Once approved and dispatched, a copy of the PO should be sent to the Traveler.

To adjust an encumbrance, cancel a PO, or finalize a PO to release the encumbrance, an [Encumbrance Adjustment form](#) must be submitted to Procurement.

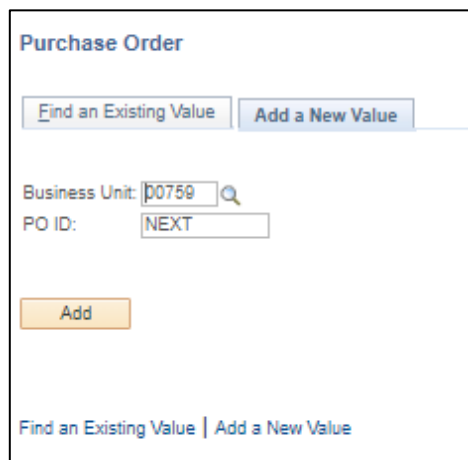
Approver Instructions: Review, Approve & Dispatch the Travel PO

1. Upon receiving the email notification that a Travel PO is ready for your review, you will click on the link in the email, logging in if necessary.

(Your email may look different than below.)



2. You can also access the Travel PO by going into PS Finance > **Main Menu > Purchasing > Purchase Orders > Add/Update Pos**



3. Click on **Find an Existing Value**.

Travel PO Instructions Cont.

Purchase Order
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Business Unit: = [0759] 🔍
 PO ID: begins with []
 Purchase Order Date: = [] 📅
 PO Status: = []
 Short Vendor Name: begins with [] 🔍
 Vendor ID: begins with [] 🔍
 Vendor Name: begins with [] 🔍
 Buyer: begins with [] 🔍
 Buyer Name: begins with [] 🔍
 PO Type: = []
 Purchase Order Reference: begins with []

Hold From Further Processing
 Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Purchase Order
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Business Unit: = [TR759] 🔍
 PO ID: begins with [0000001159] 🔍
 Purchase Order Date: = [] 📅
 PO Status: = []
 Short Vendor Name: begins with [] 🔍
 Vendor ID: begins with [] 🔍
 Vendor Name: begins with [] 🔍
 Buyer: begins with [] 🔍
 Buyer Name: begins with [] 🔍
 PO Type: = []
 Purchase Order Reference: begins with []

Hold From Further Processing
 Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

4. Change the **Business Unit** to **TR759**.
5. Enter the **PO ID #** (with leading zeros to make a total of 10 digits).
6. Click **Search**.

PO Form | Documents

Maintain Purchase Order

Purchase Order

Business Unit: TR759 PO Status: Open
 PO ID: 0000001159 Budget Status: Not Chk'd
 Copy From: [] Hold From Further Processing

▼ Header

*PO Date: 08/17/2021 Vendor Search
 *Vendor: PINEDAROSI-001 Vendor Details
 *Vendor ID: 0000016965 PINEDA, ROSE
 *Buyer: 1413967 Wilder, Laura J

PO Reference: []
 Header Details Activity Summary
 PO Defaults Document Status
 Requisitions Add Comments
 PO Activities Add ShipTo Comments

Doc Tol Status: Valid
 Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 175.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 175.00 USD
 Encumbrance Balance:

Add Items From: Purchasing Kit Catalog Item Search
 Select Lines To Display: Line: [] To: [] Retrieve

Lines Personalize | Find | View All | First 1-2 of 2 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		In State Travel	1.0000	LOT	96288	150.00000	150.00	Approved
2		In State Travel	1.0000	LOT	96288	25.00000	25.00	Approved

Delete PO Close Short All Lines *Go to: ... More ...
 Save Return to Search Notify Refresh Add Update/Display

PO Form | Documents

7. Review the Travel PO details.
8. Click **View All** to see all lines.
9. Click on the **Schedule** icon to review more details for that line.

Travel PO Instructions Cont.

Maintain Purchase Order

Schedules

Unit: TR759 Vendor: PINEDAROSI-001 PO Status: Open
PO ID: 0000001159 PO Date: 08/17/2021

[Return to Main Page](#)

Lines Find | View All First 1 of 2 Last

Line: 1 Item: In State Travel PO Qty: 1.0000 LOT Merchandise Amt: 150.00 USD

Schedules Personalize | Find | View All | First 1 of 1 Last

Details | Statuses | Shipment | Matching | Receiving | Freight | RTV

Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status
1	08/17/2021	CB0402A		1.0000	150.00000	150.00	Active

Add ShipTo Comments

Save Return to Search Notify Refresh Add Update/Display

Schedule | Documents

10. Click on the **Distributions/Chartfields** icon to review more details.



Maintain Purchase Order

Distributions for Schedule 1

Unit: TR759 Vendor: PINEDAROSI-001
PO ID: 0000001159 Item: In State Travel
Line: 1 Schedule: 1 Status: Active

*Distribute By: Amount Schedule Qty: 1.0000
Merchandise Amount: 150.00 USD
Doc. Base Amount: 150.00 USD

SpeedChart: Multi-SpeedCharts

Distribution Personalize | Find | View All | First 1 of 1 Last

Chartfields | Details/Tax | Asset Information | Req Detail | Statuses | Budget Information

Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Dept	Progra
1	Open	100.0000	150.00	USD	00759		56105	2064	C0153	F1086

OK Cancel Refresh

11. After reviewing, click **OK**.

12. Repeat steps 8 through 11 for each line (p. 21-22).

Travel PO Instructions Cont.

Schedule Documents

Maintain Purchase Order Schedules

Unit: TR759 Vendor: PINEDAROSI-001 PO Status: Open
PO ID: 0000001159 PO Date: 08/17/2021

Return to Main Page

Lines

Line: 1 Item: In State Travel PO Qty: 1.0000 LOT Merchandise Amt: 150.00 USD

Schedules

Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status
1	08/17/2021	CB0402A		1.0000	150.00000	150.00	Active

Line: 2 Item: In State Travel PO Qty: 1.0000 LOT Merchandise Amt: 25.00 USD

Schedules

Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status
1	08/17/2021	CB0402A		1.0000	25.00000	25.00	Active

Add ShipTo Comments

Save Return to Search Notify Refresh Add Update/Display

Schedule | Documents

13. Click **“Return to Main Page”**.

14. Another method to review is by clicking on the **Documents** tab.

Schedule Documents

Unit: TR759 Vendor: PINEDAROSI-001 PO Status: Open
PO ID: 0000001159 PO Date: 08/17/2021

Document Types

File Copy View Report

Document Images

Display Active Documents Only Add New Document

Save Return to Search Notify Refresh

Schedule | Documents



15. Click on **File Copy** then **View Report**. A pdf should open up for your review. (Sample Travel PO next page.)

Approve, Budget Check & Dispatch a Travel PO

PO Form | Documents





Maintain Purchase Order

Purchase Order

Business Unit: TR759 PO Status: Open  ←
 PO ID: 0000001159 Budget Status: Not Chk'd 

Copy From: Hold From Further Processing

Header

*PO Date: 08/17/2021  Vendor Search
 *Vendor: PINEDAROSI-001  Vendor Details
 *Vendor ID: 0000016965  PINEDA, ROSE
 *Buyer: 1413967  Wilder, Laura J

PO Reference:

Header Details: Activity Summary
 PO Defaults: Document Status
 Requisitions: Add Comments
 PO Activities: Add ShipTo Comments

Doc Tol Status: Valid
 Receipt Status: Not Recvd
 *Dispatch Method: Print

Amount Summary



Merchandise: 175.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 175.00 USD
 Encumbrance Balance:













Add Items From

Purchasing Kit Catalog Item Search

Select Lines To Display

Line: To:

Lines Personalize | Find | View 10 |   First 1-2 of 2 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1		In State Travel 	1.0000	LOT	96288	150.00000	150.00	Approved			 
2		In State Travel 	1.0000	LOT	96288	25.00000	25.00	Approved			 

*Go to: ... More ...

PO Form | Documents



Message

Do you wish to save the current document? (10250,336)

If you choose Yes, document will be saved. If you choose No, document will not be saved.

20. If this window pops up, click **Yes**.

21. PO Status is now "Approved".

Maintain Purchase Order
Purchase Order

Business Unit: TR759
PO ID: 0000001159

PO Status: **Approved**
Budget Status: Not Chk'd

Copy From: [Dropdown]
 Hold From Further Processing

Header

*PO Date: 08/17/2021
*Vendor: PINEDAROSI-001
*Vendor ID: 0000016965
*Buyer: 1413967 Wilder, Laura J

Doc Tol Status: Valid
Receipt Status: Not Recvd
*Dispatch Method: Print [Dispatch]

Amount Summary

Merchandise: 175.00
Freight/Tax/Misc.: 0.00
Total Amount: 175.00 USD
Encumbrance Balance:

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		In State Travel	1.0000	LOT	96288	150.00000	150.00	Approved
2		In State Travel	1.0000	LOT	96288	25.00000	25.00	Approved

22. Budget Check by clicking on the icon.

23. Budget Status is now Valid.

Maintain Purchase Order
Purchase Order

Business Unit: TR759
PO ID: 0000001159

PO Status: **Approved**
Budget Status: **Valid**

Copy From: [Dropdown]
 Hold From Further Processing

Header

*PO Date: 08/17/2021
*Vendor: PINEDAROSI-001
*Vendor ID: 0000016965
*Buyer: 1413967 Wilder, Laura J

Doc Tol Status: Valid
Receipt Status: Not Recvd
*Dispatch Method: Print [Dispatch]

Amount Summary

Merchandise: 175.00
Freight/Tax/Misc.: 0.00
Total Amount: 175.00 USD
Encumbrance Balance: 175.00 USD

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		In State Travel	1.0000	LOT	96288	150.00000	150.00	Approved
2		In State Travel	1.0000	LOT	96288	25.00000	25.00	Approved

24. If Budget Check fails, Budget Status will show Error. Click on it for more information and address issues.

Travel PO Instructions Cont.

PO Form | Documents

Maintain Purchase Order

Purchase Order

Business Unit: TR759 PO Status: Approved X
PO ID: 000001159 Budget Status: Valid
Copy From: [Dropdown] Hold From Further Processing

Header

*PO Date: 08/17/2021 Vendor Search
*Vendor: PINEDAROSI-001 Vendor Details
*Vendor ID: 0000016965 PINEDA, ROSE
*Buyer: 1413967 Wilder, Laura J

PO Reference: [Text Box]
Header Details Activity Summary
PO Defaults Document Status
Requisitions Add Comments
PO Activities Add ShipTo Comments

Doc Tol Status: Valid

Receipt Status: Not Recvd
*Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 175.00
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 175.00 USD
Encumbrance: 175.00 USD
Balance:

Select Lines To Display

Line: [Text Box] To: [Text Box] Retrieve

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1	[Image]	In State Travel	1.0000	LOT	96288	150.00000	150.00	Approved			
2	[Image]	In State Travel	1.0000	LOT	96288	25.00000	25.00	Approved			

Close Short All Lines *Go to: ... More ...

Save Return to Search Notify Refresh Add Update/Display

PO Form | Documents

25. When **Budget Status** is **Valid**, click on **Dispatch**.

Dispatch Options

Dispatch Options

Fax Cover Page: [Text Box]

Server Name: [Text Box]

*Output Destination Type: WEB

*Output Destination Format: PDF

Test Dispatch
 Print BU Comments
 Print Duplicate on PO
 Print Changes Only
 Print PO Item Description
 Print Copy

Number Of Copies: 1

OK Cancel Refresh

26. Click **OK**.

Message

Would you like to wait for confirmation that the PO Dispatch process has completed? (10208,44)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated PO. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the PO being dispatched.

Yes No

27. Click **Yes** and wait for **Purchase Order** screen to return.

Travel PO Instructions Cont.

PO Form | Documents

Maintain Purchase Order

Purchase Order

Business Unit: TR759 PO Status: Dispatched
 PO ID: 000001159 Budget Status: Valid
 Copy From: Hold From Further Processing

Header

*PO Date: 08/17/2021 Vendor Search Doc Tol Status: Valid
 *Vendor: PINEDAROSI-001 Vendor Details Backorder Status: Not Backordered [Create BackOrder](#)
 *Vendor ID: 0000016965 PINEDA, ROSIE Receipt Status: Not Recvd
 *Buyer: 1413967 Wilder, Laura J *Dispatch Method: Print

PO Reference:

Header Details [Activity Summary](#)
 PO Defaults [Document Status](#)
 Requisitions [Add Comments](#)
 PO Activities [Add ShipTo Comments](#)

Amount Summary

Merchandise: 175.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 175.00 USD
 Encumbrance 175.00 USD
 Balance:

Add Items From
 Purchasing Kit Catalog Item Search

Select Lines To Display
 Line: To:

Lines Personalize | Find | View All | First 1-2 of 2 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1		In State Travel	1.0000	LOT	96288 <input type="text"/>	150.00000	150.00	Approved			
2		In State Travel	1.0000	LOT	96288 <input type="text"/>	25.00000	25.00	Approved			

*Go to: ... More ...

PO Form | Documents

28. The Travel PO has been dispatched and the funds have been encumbered.

29. Use the **Notify** feature to notify the Creator that the Travel PO has been approved and dispatched.

For adjusting an encumbrance, canceling a PO, or finalizing a PO to release the encumbrance, an [Encumbrance Adjustment form](#) must be submitted to Procurement.