

# BLANKET PURCHASE ORDER FOR FISCAL YEAR 1999/2000

## USING THE COPY FUNCTION

The copy function can be used to save extensive keystrokes and time creating your FY99/00 blanket purchase orders. This function will allow you to make changes, additions and deletions to the new department requisition.

The copy function is on the Department Requisition menu where you would select the CO Copy (ADD) New Department Requisition Option.

## PROCESS STEPS

1. Sign-On to the Orion System
2. On the direct command line type **CM DR** press <enter>
3. From the Department Requisition Menu type **CO** on the code line
4. Type the dept. req. no. (including Fiscal year) you want copied. (**i.e., 1999 00005446**)

```
FIP300P0          ***** FINANCIAL SYSTEMS *****          FIP300M0
Jul 15,99        - Department Requisition Menu -          12:55 PM
```

```
Req. Fiscal
Code  Function                Num. Year
-----
AD    Add New Department Requisition          R
VI    View/Update Department Requisition      R
CO    Copy (Add) New Department Requisition   R
SR    Search & Update Requisitions
PR    Print Requisition(s)                   O
RR    Return/Exception Menu
SB    Search Rejected/Sent-Back Requisition
? Help
. Terminate
```

```
Code: _____ O -- Optional
*Req Um....: 2000 _____ R -- Required
Fiscal Year: 2000
```

5. Press **<Enter>**
6. Make any changes to the header. If you want to keep the same ship to, same dept/bldg/rm all you need to do would be to change the suggested supplier (unless you desire to use them again). For a blanket all you may want to change is the start/end date(s) (**i.e., 7/1/99 - 7/30/00.**)
7. Type date needed (**required**)

8. PRESS <ENTER>, make sure it says modified successfully.
9. Note the new Requisition number **(for your records)**
10. Press <PF4>, item or <PF5> items to make any required changes by typing over text already there.
11. Press <enter> confirming you see the "modified successfully" message and then press <PF2> to go back to the header screen
12. Press <PF8> to send your requisition for approval when complete.
13. Confirm the status of your requisition is now PA **(Pending Approval)**

#### ORION TRAINING

Orion Training will be held on the following dates at the Urban Resource Center, Room 314 from 8:00 a.m - 5:00 p.m. Please contact Regina O'Hara, extension 3588, to pre-register for this training class.

July 21, 1999  
August 18, 1999  
September 15, 1999

Reminder!

Remember to check your ORION que for any rejected/sent back requisitions. To check your que, type CM, DR, SB on the direct command line and press enter.

If you do not check your que, budget dollars could be lost at year-end.