

SUBJECT: Default PO Type When Creating a New PO Using the “Copy From Purchase Order” Functionality

POSTED: October 23, 2012

ANNOUNCEMENT

Updates were made to the PO Type values in the Production (F89PRD) database on Monday, July 2, 2012. These updates included the inactivation of several values, the addition of new values, and changing of the default PO Type for all Institutions.

The purpose of this announcement is to inform users that when creating a PO using the ‘Copy From Purchase Order’ functionality the new PO will retain the PO Type that is defined on the original PO. In some cases this PO Type may no longer be active. Users should review the PO Type when using the ‘Copy From Purchase Order’ functionality to ensure the correct value is populated.

SUPPORTING DOCUMENTATION

Refer to Announcement A12-010: Purchasing PO Type Updates for a full list of PO Type changes that is located on the GeorgiaFIRST Financials website at <http://www.usg.edu/gafirst-fin/announcements>

MORE INFORMATION AND SUPPORT

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/customer_services/service_level_guidelines. For USG services status, please visit <http://status.usg.edu>.