

Buyer Mass Change

PeopleSoft Purchasing provides mass update functionality that enables you to make buyer changes for purchase orders in bulk, rather than one purchase order at a time. For example, if a buyer leaves your institution, you can update that buyer's existing orders with a replacement buyer in one step.

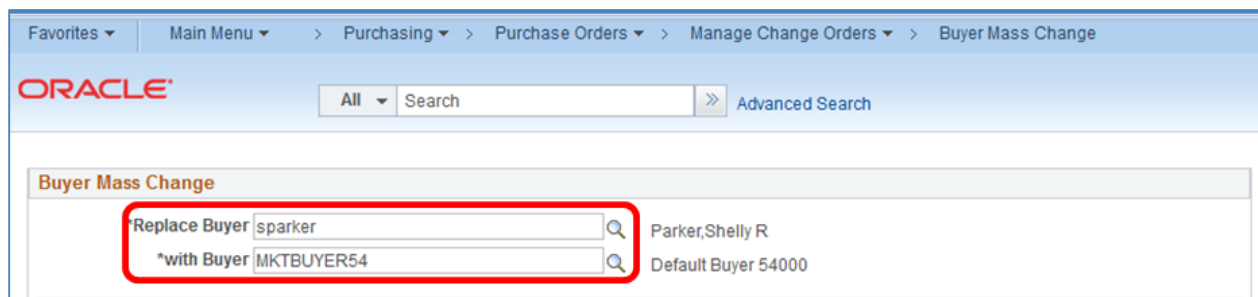
This Job Aid will demonstrate how to mass update the Buyer IDs on Purchase Orders.

Steps for Completing a Buyer Mass Change

1. Navigate to:

Purchasing > Purchase Orders > Manage Change Orders > Buyer Mass Change

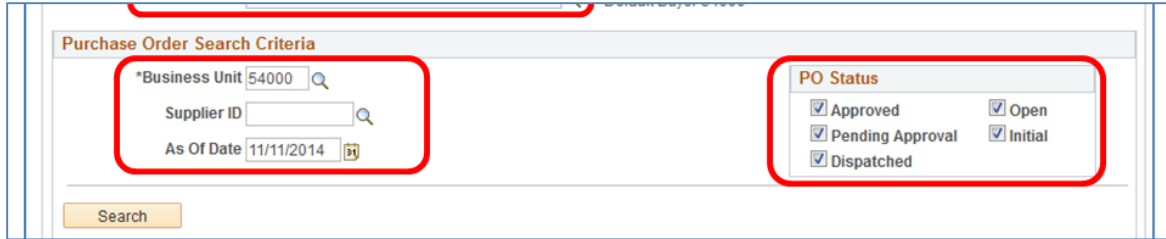
2. Enter the Buyer ID that you would like to replace, followed by the Buyer ID with which you want to replace it:



3. Next, you will need to search for POs on which you'd like to change the Buyer ID. To do this, enter your Business Unit, if it is not already populated. You may also elect to enter a Supplier ID and an As Of Date.

Filling in the Supplier ID field will direct the system to identify POs only to that Supplier. The As Of Date field is the PO Date. This search filter will find only POs that exist through the date specified here.

The PO Status section will search for POs by status and will return only items with those statuses. (Note: POs that are already in a Complete status cannot be changed, and therefore, the Buyer may not be edited).



Purchase Order Search Criteria

*Business Unit: 54000

Supplier ID: []

As Of Date: 11/11/2014

Search

PO Status

Approved Open

Pending Approval Initial

Dispatched

4. Select the checkboxes of the POs on which you wish to change the Buyer ID.

<input type="checkbox"/>	54000	000041949207/14/2014	0000008269	CARROLLE-001	Parker,Shelly R	Dispatched
<input type="checkbox"/>	54000	000041949007/14/2014	0000008269	CARROLLE-001	Parker,Shelly R	Dispatched
<input type="checkbox"/>	54000	000041948907/14/2014	0000008269	CARROLLE-001	Parker,Shelly R	Dispatched
<input type="checkbox"/>	54000	000041948807/14/2014	0000008269	CARROLLE-001	Parker,Shelly R	Dispatched
<input checked="" type="checkbox"/>	54000	000041908306/17/2014	0000008336	WOKILGOR-001	Parker,Shelly R	Dispatched
<input checked="" type="checkbox"/>	54000	000041349606/26/2013	0000008378	WARRENEP-001	Parker,Shelly R	Dispatched
<input checked="" type="checkbox"/>	54000	000041921706/27/2014	0000008728	CITYOFCA-001	Parker,Shelly R	Dispatched

Select/Deselect All

Selection Summary

You have selected to change Buyer sparker to Buyer MKTBUYER54 on 3 Purchase Orders. To complete this change, click the button below.

Process Change

5. Click the **Process Change** button and click **Yes** to the question, if you wish to receive confirmation when your PO's have been updated.

PO Status

Dis

Dis

Dis

Dis

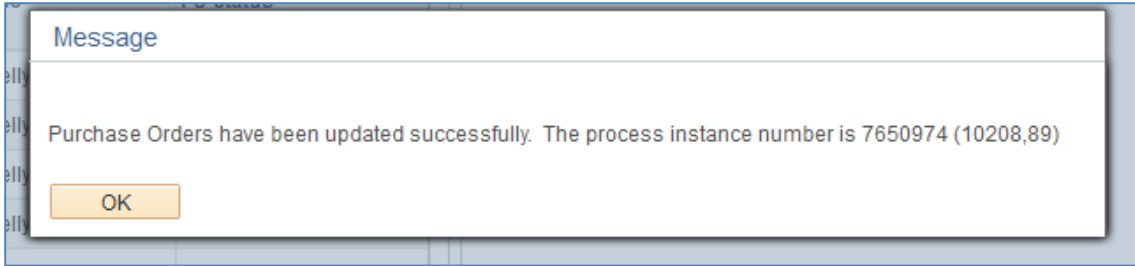
Dispatched

Message

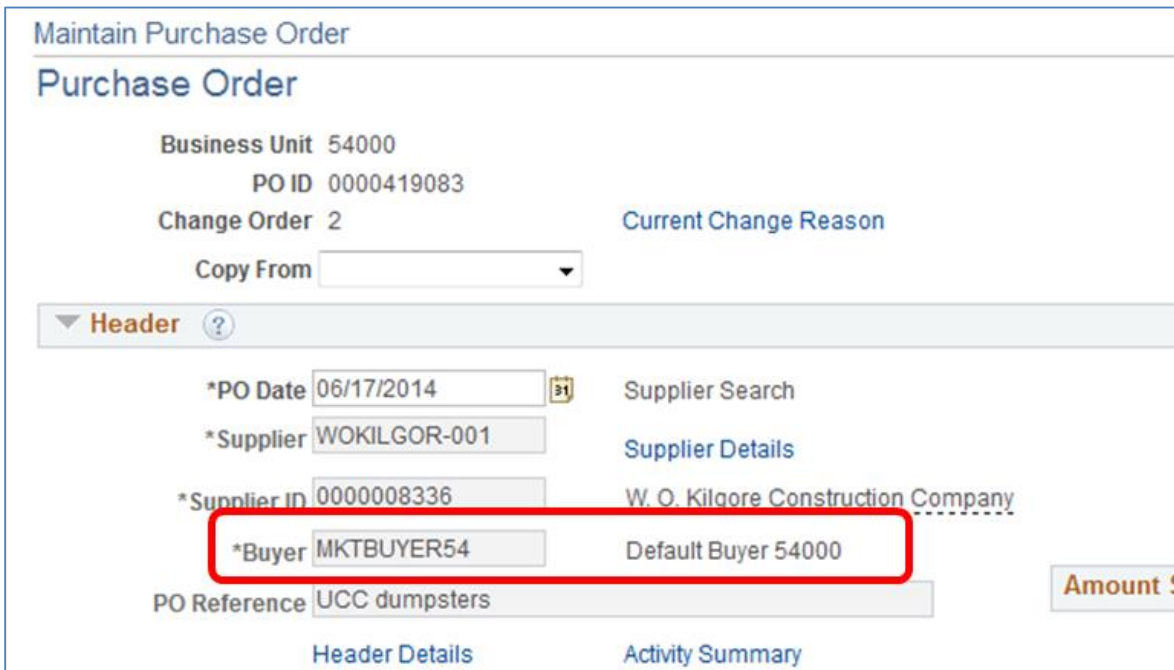
Would you like to wait until the PO Change process is completed? (10208,88)

Yes No Cancel

6. Receive the message that your chosen POs have updated successfully.



7. Navigate to one of the POs that should have been changed. Confirm that the Buyer ID was updated successfully.



Maintain Purchase Order

Purchase Order

Business Unit 54000
PO ID 0000419083
Change Order 2 Current Change Reason
Copy From

▼ Header ?

*PO Date 06/17/2014 Supplier Search
*Supplier WOKILGOR-001 Supplier Details
*Supplier ID 0000008336 W. O. Kilgore Construction Company
***Buyer MKTBUYER54 Default Buyer 54000**
PO Reference UCC dumpsters Amount \$

Header Details Activity Summary