

Security Role	BOR_PO_PROCESS
Responsibility/Role	
File Name	PO_030_010 - Dispatching Purchase Orders (Batch Process)_BUSPROC.docx
Version	
Document Generation Date	12/15/2010
Date Modified	2/19/2019
Last Changed by	
Status	

PO.030.010 - Dispatching Purchase Orders (Batch Process)

Trigger:

Concept

This topic demonstrates how to dispatch Purchase Orders using a Batch process. A topic in a previous lesson demonstrated how to dispatch a Purchase Order manually.

The same rules apply to dispatching Purchase Orders regardless of the method used. That is, a Purchase Order must have a status of Approved or Dispatched and be in a Budget status of Valid to be eligible for dispatch. In addition, Purchase Orders can be dispatched to vendors by mail, phone or fax, depending on the vendor preference.

Topic Objectives:

Upon completion of this topic, you will be able to:

- Identify the two ways Purchase Orders can be dispatched.
- Dispatch a Purchase Order using the Batch process.

Assumptions

Dependencies/Constraints

Additional Information

Business Process Document

Purchasing - Purchase Orders PO.030.010 - Dispatching




Purchase Orders (Batch Process)

Procedure

In this topic, you will run the batch process to dispatch Purchase Orders. You will first select the parameters that define which Purchase Orders are included in the batch process, and then run the batch process.

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Business Process Document

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Business Process Document

Purchasing - Purchase Orders PO.030.010 - Dispatching Purchase Orders (Batch Process)

Step
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