GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

PO.020.070 – RESERVING PO IDs

Purpose	To reserve PO ID's.
Description	The Reserve PO ID functionality enables users to reserve a single Purchase Order number or multiple purchase order numbers, for a particular supplier. These numbers are reserved and applied to the purchase order(s) later when it is created.
Security Role	**BOR_PO_MAINTAIN**
Dependencies/ Constraints	None
Additional Information	When a single PO ID is reserved, it is assigned to a PO containing default information based on the User ID. This functionality is useful when an institution needs to provide a vendor with a PO number and there is no time to enter all the PO information in the system.

Procedure

Below are step by step instructions on how to reserve PO ID's.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Purchasing** link.
4.	Click the **Purchase Orders** link.
5.	Click the **Reserve PO IDs** link.
6.	Verify the business unit defaults in the **Business Unit** field.
7.	Verify that '**NEXT**' appears in the **PO ID** field.
8.	Click the **Add** button. The system navigates to the Reserve PO IDs page.

Step	Action
9.	Enter the number of purchase order IDs to reserve by entering the total number into the **Number of PO's** field.
10.	Enter or search for the supplier in the **Supplier** field. The system will populate the Supplier ID and Supplier Location once this information is filled in.
11.	Click the **Save** button. Verify the PO ID changes from 'NEXT' to a PO number. The reserved purchase order is created with a status of "**Initial**" and is immediately available for editing. *Note*: If a block of purchase orders is being reserved, the ID of the first Purchase Order in the sequence appears in the PO ID field and the range of PO numbers appear to the right of the Number of PO's field.