

ORDER TIPS

Printing Purchase Orders

If you do not want to print a copy of your order, you can change the Print Flag to “N”.

You can re-print a purchase order if the following apply:

The Print Flag = Y

The status of the order is < **490**

Order Facts

When you enter a purchase order on **OFST**, the order information is stored on **ORDR** (header), **OLIN** (commodity lines) and **OACG** (accounting lines). When the order is printed (status changed to **440/441**) the **OLIN** data is moved to **OQTY**, and the **OACG** data is moved to **OAMT**. From that point on, receipts, invoices, payments, and change orders will be reflected on the **OQTY** and **OAMT** tables/screens.

Encumbrance Tips

1. If all intended transactions against an order have been completed and the order status is not final or canceled (**495** or **499**), please take the necessary action to liquidate the balance of the encumbrance. If the fiscal year roll over flag is ‘Y’ the balances may roll into the new year.
2. When changing the status of an order to **435**, if system returns with a status of **833**, you may be in the “*pause mode*”. To correct this, either type END in the function line to end out of the pause mode, or logoff ISIS and once back in, inquire on the order and change the status to **435** again.