First Time Log In

Access for Adding Attachments:

- Open POUPPR Screen
- Click on the Globe in the Top Left-hand Corner
- Select Settings
- Select Preferences
- Show Attachments: Enable
- Click Apply Settings

To Disable the GL and Work Order Box

With the Cursor in the Account Number Box, Select the Account Options Tab and Uncheck the Show Ledger and Show Work Order Box
OneSolution Purchasing
PO Entry Screen- POUPPR

Entering a Purchase Order

Select Purchasing Tab and Click POUPPR or Type POUPPR in Search Box

Enter Add Mode (ctrl + A)

With Cursor in PR Box, Click Generate and Select PR Seed

Click Lookup (ctrl + L). In the Search Box type in the Vendor Name and click Apply. Select the Vendor Name from the list and click Okay. If you can’t find the Vendor, search New Vendor, click Apply and click Okay. You will need to add the New Vendor information (Name, Address, Email, etc.) to the Notes Tab. If the Vendor has a New Remit, add the New Address to the Notes Tab.

Place Cursor in Vendor Box

Enter Who Requested By

Attention To Name at Vendor, Enter Quote Number, Person Receiving Order at Union

Select P(Standard), B(Blanket), or C(Contract)
If Creating a Blanket: Select Blanket Tab and Enter Blanket Amount

Select Requisition Codes and Change How a PO is Sent, Add the Attachment Code, etc.
Select Field Chooser to Only Show Fields You Need. Arrange Fields to Your Preference. *Only need to do this one time.*

To Add Notes: Select the Notes Tab and Choose PR Notes (Internal), Print Before or Print After. New vendor or new addresses need to be added to the PR Notes.
Add Attachment

To Add an Attachment: Select the Attachment Tab and Click New Document

POATTACH Will be Sent to the Vendor
POATTACH_INTERNAL Will Not be Sent to the Vendor (Example-Bids or Master Agreements)

A Description Will Need to be Filled Out (Example- Quote or DO NOT SEND ATTACHMENT)

Browse for the Attachment and Attach
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PO Entry Screen- POUUPPR

Account Split

With the Cursor in the Account Number Box, Select the Account Options Tab to Add an Account Split

Click Splits (ctrl + S) for the Accounts Split Box to Appear
Choose to Split Account by Percent or Amount

Click the + Sign to Add Account Split (ctrl + A). Enter in the Account Number, Object Code, and Amount/Percentage Then Hit Enter.