



## 5 Create a Delivery Order- Reference MA

The Delivery Order (DO) will be created using the Master Agreement Search. **Note: The Delivery Order has a maximum commodity line limit of 200.**

Step 1. Select **Search: Page Search** on the secondary navigation panel on the eCAPS Home Page to access the Page Search.

**Result:** The Page Search page appears.

Description	Page Code
✓ Master Agreement Search	URSRCHMA

Step 2. Enter the **Page Code** for the MA Search, *URSRCHMA*, and select **Browse**.

**Result:** The Page corresponding to the MA Search is displayed.

### Procurement – 204B Purchase Orders

File Name/Version No.: eCAPS 3.8 PR204B Decentralized Purchase Orders\_RAP-Changes Tracked\_BH.doc Decentralized Purchase Orders - 2/4/2013





**Master Agreement Search**

[Browse](#) [Clear](#)

Doc Dept:  Commodity Code:

Document Code:  Expiration Date:

Document ID:  Include Expired Agreement:

Description:

Vendor Code:  Vendor:

Alias/DBA:

▼ Results

Department:  ID:

Unit:  Auto Numbering:

Master Agreement	Description	Vendor Code	Vendor	Effective Date	Expiration Date	Available Amount	Award Status
<input type="checkbox"/> <a href="#">MA-050-43975</a>	IST-PR-30	000014	PORTOSAN COMPANY	03/01/2011	03/01/2015		Active
<input type="checkbox"/> <a href="#">MA-HQ-43700</a>	IST-PR-03 TEST - TL	000020	A & K RAILROAD MATERIALS	03/01/2011	03/01/2015		Active
<input type="checkbox"/> <a href="#">MA-HQ-43708</a>	IST-PR-23 (PROC-9C)	000014	PORTOSAN COMPANY	03/09/2011	03/09/2013		Active
<input type="checkbox"/> <a href="#">MA-HQ-43714</a>	IST-PR-13 (PROC-05C)	000035	A B EMBLEM CORP	03/12/2011	03/12/2015		Active
<input type="checkbox"/> <a href="#">MA-HQ-43715</a>	123456 - Test 3.9 MA - TL	000014	PORTOSAN COMPANY	06/30/2011	06/30/2015		Active
<input type="checkbox"/> <a href="#">MA-HQ-43716</a>	123456 - IST-PR-09 MA - TL	000014	PORTOSAN COMPANY	03/01/2011	03/01/2015		Active
<input type="checkbox"/> <a href="#">MA-HQ-43718</a>	123456 - IST-PR-09 MA/TC - TL	000014	PORTOSAN COMPANY	03/05/2011	03/05/2015		Active
<input type="checkbox"/> <a href="#">MA-HQ-43901</a>	Expired MA	000014	PORTOSAN COMPANY	01/01/2011	07/19/2012		Active
<input type="checkbox"/> <a href="#">MA-HQ-43908</a>	IST-PR-04 Test - TL	000014	PORTOSAN COMPANY	03/01/2009	03/01/2015		Active
<input type="checkbox"/> <a href="#">MA-HQ-43909</a>	IST-PR-42 - TL	000014	PORTOSAN COMPANY	03/12/2011	03/12/2015		Active

First Prev [Next](#) Last

[Select Lines](#)
[MA Reference for Authorization Department](#)
[Commodity Search](#)
[New Comparison Sheet](#)
[Add to Current Comparison Sheet](#)
[Current Master Agreement Comparison Sheet](#)
[Current Commodity Comparison Sheet](#)

**Note:** If you know the agreement number, skip the next 5 steps.

**Procurement – 204B Purchase Orders**

File Name/Version No.: eCAPS 3.8 PR204B Decentralized Purchase Orders\_RAP-Changes Tracked\_BH.doc Decentralized Purchase Orders - 2/4/2013





Step 3. If you want to search by the commodity, click the **Commodity Search** link at the bottom of the page.

**Result:** The Commodity Search opens.

**Commodity Search**

Browse Clear

**General**

Commodity :  MA Doc Code :

CL Description :  MA Doc Dept :

Description :  MA Doc ID :

Vendor Name :

Alias/DBA :

Vendor Code :

**Advanced**

**Purchase History**

**Create Request**

Commodity	CL Description	Description	Vendor Code	Vendor Name	Unit Cost	UOM	Disc %	Cost-Plus %	Cost-Plus Fixed Amt	Source
<input type="checkbox"/> 00001	DS912 Test	DS912 Test	002080	COATS AMERICAN	\$0.00			0.00%		MA_030_PROC1902
<input type="checkbox"/> 00020	DS912	DS912 Test	002080	COATS AMERICAN	\$10.00	EA		0.00%		MA_030_DS913MA01
<input type="checkbox"/> 00020	DS912	DS912 Test	002080	COATS AMERICAN	\$1.00	EA		0.00%		MA_030_DS913MA02
<input type="checkbox"/> 00020	DS912	DS912 Test	002080	COATS AMERICAN	\$1.00	EA		0.00%		MA_030_DS913MA02
<input type="checkbox"/> 00024	1/2 Copper Pipe	1/2 Copper Pipe	002080	COATS AMERICAN	\$0.00			0.00%		MA_030_PROC03MA03
<input type="checkbox"/> 00026	Office Desk	Office Desk	002080	COATS AMERICAN	\$0.00			0.00%		MA_030_PROC03MA02
<input type="checkbox"/> 00026	Office Desk	Office Desk	002080	COATS AMERICAN	\$100.00	EA		0.00%		MA_030_PROC03MA01
<input type="checkbox"/> 00027	Computer	Computer	002080	COATS AMERICAN	\$0.00	EA		0.00%	5.00%	MA_030_PROC8MA02
<input type="checkbox"/> 00028	Laptop	Laptop	002080	COATS AMERICAN	\$1.00	EA		0.00%		MA_030_PROC8MA01
<input type="checkbox"/> 00028	Laptop	Laptop	002080	COATS AMERICAN	\$0.00			25.00%		MA_030_PROC8MA02

First Prev Next Last

[Start New Request](#) [Add To Current Request](#) [View Current Request](#)

Step 4. In the Advanced section of the Commodity Search in the Search Inventory field select No Inventory. In the Search Master Agreements field select **Only Master Agreement**. (This will limit the lines that are returned and will make searching for the correct Master Agreement easier).

Step 5. Click **Browse**.

**Result:** The Master Agreement(s) associated with the commodity are returned in the list.

**Procurement – 204B Purchase Orders**

File Name/Version No.: eCAPS 3.8 PR204B Decentralized Purchase Orders\_RAP-Changes Tracked\_BH.doc Decentralized Purchase Orders - 2/4/2013





**Commodity Search**

[Browse](#) [Clear](#)

**General**

Commodity: 00514 MA Doc Code: MA Doc Dept: MA Doc ID: Description: Vendor Name: Alias/DBA: Vendor Code:

**Advanced**

Search Inventory: Include Inventory Warehouse: Search Master Agreements: Only Master Agreements Quantity: Price (from): Price (to): Manufacturer Name: Manufacturer Part Number: UOM:

[Purchase History](#)

[Create Request](#)

Commodity	CL Description	Description	Vendor Code	Vendor Name	Unit Cost	UOM	Disc %	Cost-Plus %	Cost-Plus Fixed Amt	Source
<input type="checkbox"/> 00514		ABRASIVES, COATED, CLOTH, FIBER, SANDPAPER, ETC.			\$1.50	EA				Inventory Warehouse - W06
<input type="checkbox"/> 00514		ABRASIVES, COATED, CLOTH, FIBER, SANDPAPER, ETC.			\$0.00	EA				Inventory Warehouse - W05

First Prev Next Last

[Start New Request](#) [Add To Current Request](#) [View Current Request](#)

Step 6. Make note of the Master Agreement you want to reference when creating the Delivery Order.

Step 7. Click **History**, from the list of links in your history click Master Agreement Search.

**Result:** The Master Agreement search page opens.

**Master Agreement Search**

[Browse](#) [Clear](#)

Doc Dept: Commodity Code: Document Code: Expiration Date: Document ID: Include Expired Agreement: No Description: Vendor Code: Vendor: Alias/DBA:

**Results**

Department: HO ID: Unit: Auto Numbering:

Master Agreement	Description	Vendor Code	Vendor	Effective Date	Expiration Date	Available Amount	Award Status
<input type="checkbox"/> <a href="#">MA-JS-ITEMLOCK</a>	Item testing	002080	COATS AMERICAN	07/01/2010	06/30/2020		Active
<input type="checkbox"/> <a href="#">MA-JS-KIJKTEIL</a>	Item testing	002080	COATS AMERICAN	07/01/2010	06/30/2020		Active
<input type="checkbox"/> <a href="#">MA-JS-KIJK 10 24 1</a>	Proc 10-24 test 1	002080	COATS AMERICAN	05/01/2009	09/30/2012		Active
<input type="checkbox"/> <a href="#">MA-JS-KIJK 914</a>	test fix of MA on 91409	002080	COATS AMERICAN	07/01/2009	06/30/2020		Active
<input type="checkbox"/> <a href="#">MA-JS-KIJK CIMCDCHG</a>	TEST Comm Code Change	002080	COATS AMERICAN	08/01/2009	08/01/2012		Active
<input type="checkbox"/> <a href="#">MA-JS-MIA001S</a>	STR IST PR 28 MIA1	002080	COATS AMERICAN	07/01/2011	06/30/2015		Active
<input type="checkbox"/> <a href="#">MA-JS-MIA002</a>	STR IST PR 28 MIA3	002080	COATS AMERICAN	07/01/2011	06/30/2012		Active

First Prev Next Last

[Cancel](#)

[Select Lines](#) [MA Reference for Authorization Department](#) [Commodity Search](#) [New Comparison Sheet](#) [Add to Current Comparison Sheet](#) [Current Master Agreement Comparison Sheet](#) [Current Commodity Comparison Sheet](#)

**Procurement – 204B Purchase Orders**

File Name/Version No.: eCAPS 3.8 PR204B Decentralized Purchase Orders\_RAP-Changes Tracked\_BH.doc Decentralized Purchase Orders - 2/4/2013





Step 8. Enter the data related to your Master Agreement; enter a **Doc Dept** (Document Department), enter a **Document Code (MA)**, then enter a **Document ID** to limit your search. Click **Browse**.

**Result:** The Master Agreement is returned in the list.

Master Agreement Search

[Browse](#) [Clear](#)

Doc Dept: IS  Commodity Code:

Document Code: MA  Expiration Date:

Document ID: 43751  Include Expired Agreement: No

Description:

Vendor Code:

Vendor:

Alias/DBA:

▼ Results

Department: HQ  ID:

Unit:  Auto Numbering:

Master Agreement	Description	Vendor Code	Vendor	Effective Date	Expiration Date	Available Amount	Award Status
<input type="checkbox"/> MA-IS-43751	Patch testing for Q2	000020	A & K RAILROAD MATERIALS	05/01/2011	07/25/2015		Active

First Prev Next Last

[Select Lines](#) [MA Reference for Authorization Department](#) [Commodity Search](#) [New Comparison Sheet](#) [Add to Current Comparison Sheet](#) [Current Master Agreement Comparison Sheet](#) [Current Commodity Comparison Sheet](#)

Step 9. Check the box next to the Master Agreement you want to create the Delivery Order against and click **Select Lines**.

**Result:** The commodity lines associated with the Master Agreement are displayed.

**Procurement – 204B Purchase Orders**

File Name/Version No.: eCAPS 3.8 PR204B Decentralized Purchase Orders\_RAP-Changes Tracked\_BH.doc Decentralized Purchase Orders - 2/4/2013





Master Agreement Commodity Search - Select Lines

Browse Clear

Agreement Code : MA  
 Agreement Dept : S  
 Agreement ID : 43751

▼ Query

MA Commodity Line :  
 Commodity Code :  
 Commodity Description :  
 CL Description :

▼ Results

Deliver All Lines    Order Type : DO    Department : HO    ID :  
 Deliver All Unselected Lines    Unit :    Auto Numbering :

Comm Line	Commodity	Description	CL Description	Commodity Specifications	Vendor	Vendor Legal Name	Ref Type	Quantity	UOM	Unit Price	Discount Percentage
<input type="checkbox"/>	1 00505	ABRASIVE EQUIPMENT AND TOOLS	ABRASIVE EQUIPMENT AND TOOLS		000020	A & K RAILROAD MATERIALS	Final	0.00000	EA	\$10.00	0.00%

First Prev Next Last

[Add Selected Lines to MALS](#)    [View MALS Records](#)    [Create Delivery Order](#)    [Cancel](#)

Step 10. Select the commodity or commodities to be included on the Delivery Order by checking the corresponding check box. Click the **Create Delivery Order** link.

**Result:** The Delivery Order is created. The document references the MA used to create the Delivery Order and all of the commodities selected appear in the Commodity component of the MA.

**NOTE:** Information infers from the Master Agreement to create the Delivery Order. The fields that populate the Vendor component infer. The data that populates the Header component do not infer other than the reference fields. On the Commodity page the commodity, the quantity the unit price and the unit of measure infer. Shipping and Billing as well as delivery information will infer if it is entered on the commodity line of the Master Agreement. Accounting information does not infer as there is no accounting information on the MA.

**Procurement – 204B Purchase Orders**

File Name/Version No.: eCAPS 3.8 PR204B Decentralized Purchase Orders\_RAP-Changes Tracked\_BH.doc Decentralized Purchase Orders - 2/4/2013





Delivery Order(DO) Dept: 030 ID: 36000064 Ver: 1 Function: New Phase: Draft

**Header**

General Information Reference Requestor Issuer Buyer Modification Extended Description Default Shipping/Billing Reporting Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Actual Amount: \$0.00  
Closed Amount: \$0.00  
Closed Date:  
Open Amount: \$0.00

PCard ID:

PCard Exp:

Accounting Profile:

Procurement Folder:  
Procurement Type: Delivery Order  
Procurement Type ID: 2

Cited Authority:

Confirmation Order:

Blanket Agreement:

Default Form:

Last Print Date:

Total of Header Attachments: 0  
Total of All Attachments: 0

Save Undo Ship/Bill To Lines Load Accounting Profile Assemble Document View Assembly Request

Accounting Distribution	No. of Lines: 0	Line: none	Distribution %: none
Vendor	Vendor Customer: 000020	Legal Name:	
Commodity	No. of Lines: 1	Line: 1	Commodity: 00505 Open Amount: \$0.00 Line Amount: \$0.00
Accounting	No. of Lines: 0	Line: none	Line Amount: none Line Open Amount: none
Posting	No. of Lines: 0	Posting Line: none	
Special Instructions	No. of Lines: 0	Special Instruction Line: none	Special Instructions Code: none
Supporting Documents	No. of Lines: 0	Line Number: none	File Name: none

Copy Validate Submit Discard Processing Workflow File Close

Step 11. In the **Header** section complete the following required fields in the new document:

Header	
General Information	<p><b>Document Name</b> – Enter the Document Name. The document name begins with the six digit Department Request Number followed by a dash then a brief description of what is being ordered and any additional information describing the request. (e.g., 123456-Acoustical Tile Insulation commodity 101009, etc.)</p> <p><b>Document Description</b> – This should start the same as the Document Name. To copy the Document Name, highlight the value to be copied from the <b>Description Name</b>, press CTRL-C to copy. Place the cursor in the <b>Document Description</b> field and press CTRL-V to paste.</p> <p>The data entered in this field will be used to search for this document elsewhere in the system, so please be as specific and descriptive as possible. Additional detail can be added up to 60 characters may be entered.</p> <p>Note: Capitalization is critical here in that the information does not default to ALL CAPS.</p> <p>Fields include <b>Record Date</b>, <b>Budget FY</b> (Budget Fiscal Year), <b>Fiscal Year</b>, and <b>Period</b> (the Accounting Period). If left blank, these dates will be defaulted based on current date.</p>
Requestor Issuer Buyer	<p><b>Requestor ID</b> – Enter the requestor’s User ID or select name from the pick list. If the requestor does not have an eCAPS User ID, enter the <b>Issuer ID</b>, and manually type in the Requestor <b>Name</b>, <b>Phone Number</b>, and <b>Email</b>.</p>

**Procurement – 204B Purchase Orders**

File Name/Version No.: eCAPS 3.8 PR204B Decentralized Purchase Orders\_RAP-Changes Tracked\_BH.doc Decentralized Purchase Orders - 2/4/2013





<p>Default Shipping Billing</p>	<p><b>Note: Default Shipping and Billing information will need to be entered on the Header.</b> Click on the Ship/Bill to Lines Button at the bottom right of the page to push the Default Shipping Billing information to all the commodity lines created for this order. Go to the Shipping Billing section on the commodity component and modify for specific commodity lines.</p> <p><b>Shipping Location</b> – The Shipping Location will need to be entered, it is not inferred from the referenced requester information.</p> <p><b>Billing Location</b> – The Billing Location will need to be entered, it is not inferred from the referenced requester information.</p> <p><b>Shipping Method</b> – The Shipping Method will need to be entered, it is not inferred from the referenced requester information.</p> <p><b>Free on Board</b> – Free on Board will need to be entered, it is not inferred from the referenced requester information.</p> <p><b>Delivery Date</b> – The Delivery Date will need to be entered. it is not inferred from the referenced requester information.</p> <p><b>Delivery Type</b> – The Delivery Type will need to be entered. it is not inferred from the referenced requester information.</p> <p><b>Shipping Additional Information</b> – This is inferred. Modify as needed.</p> <p><b>Billing Additional Information</b> – This is inferred. Modify as needed.</p>
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The screenshot shows the 'Header' form in the eCAPS system. The 'Default Shipping/Billing' tab is selected. The form contains the following fields and sections:

- Document Name:** Training Screenshot Example
- Record Date:** [Empty]
- Budget FY:** [Empty]
- Fiscal Year:** [Empty]
- Period:** [Empty]
- Document Description:** Training Screenshot Example
- Actual Amount:** \$0.00
- Closed Amount:** \$0.00
- Closed Date:** [Empty]
- Open Amount:** \$0.00
- PCard ID:** [Empty]
- PCard Exp:** [Empty]
- Accounting Profile:** [Empty]
- Procurement Folder:** [Empty]
- Procurement Type:** Delivery Order
- Procurement Type ID:** 2
- Cited Authority:** [Empty]
- Confirmation Order:**
- Blanket Agreement:**
- Default Form:** [Empty]
- Last Print Date:** [Empty]
- Total of Header Attachments:** 0
- Total of All Attachments:** 0

Buttons at the bottom include: Save, Undo, Ship/Bill To Lines, Load Accounting Profile, Assemble Document, and View Assembly Request.

**Procurement – 204B Purchase Orders**

File Name/Version No.: eCAPS 3.8 PR204B Decentralized Purchase Orders\_RAP-Changes Tracked\_BH.doc Decentralized Purchase Orders - 2/4/2013





The screenshot shows the 'Header' window with the following fields:

- Issuer ID:** SIKhatchatryan (dropdown)
- Requestor ID:** CB1 (dropdown)
- Name:** CENTRAL BUYER ONE
- Phone Number:** 703-123-1234
- Email:** (empty)
- Requesting Dept:** 030 (dropdown)
- Buyer Team:**
  - Buyer:** (empty)
  - Award Officer Name:** (empty)
  - Award Officer Phone Number:** (empty)
  - Award Officer Phone Extension:** (empty)
  - Award Officer Email:** (empty)

Step 12. Select **Vendor** from the secondary panel and verify the following required fields in the new document. Make modifications if necessary.

Vendor – Verify Vendor Information.	
Vendor	<b>Vendor Customer</b> – The vendor listed first on MA will infer. Select from the pick list if an alternate vendor is desired.
Discount	<b>Discount 1 %</b> - Inferred from the MA. <b>Days</b> – Inferred from the MA.

The screenshot shows the 'Vendor' window with the following fields:

- Vendor Customer:** 000020 (dropdown)
- Address Code:** 01PR (dropdown)
- Vendor Preference Level:** 99
- Web Address Http://:** (empty)
- Vendor Contact ID:** 01PR (dropdown)
- Vendor Contact Name:** NICK RUSSO
- Vendor Contact Phone:** 8019776314
- Vendor Contact Phone Ext.:** (empty)
- Vendor Contact Email:** RYAMASAKH@AKRALRC
- Secondary Reason:** (empty)
- Modified:** No

**Procurement – 204B Purchase Orders**

File Name/Version No.: eCAPS 3.8 PR204B Decentralized Purchase Orders\_RAP-Changes Tracked\_BH.doc Decentralized Purchase Orders - 2/4/2013





Step 13. Select **Commodity** from the secondary panel and complete the following required fields in the new document:

Commodity – Infers from the referenced Master Agreement.	
General Information	<p><b>Quantity</b> – The quantity from the MA will default. Modify to the correct quantity.</p> <p><b>UOM</b> – Modify if necessary.</p> <p><b>List Price</b> – If the Item you are ordering is on a discount or cost plus MA line, the list price is required. The system will calculate the Unit Price.</p> <p><b>Extended Description</b> – This is inferred. Modify as needed.</p>
Shipping/Billing	<p>If a commodity line will have different billing or shipping information than what is on the Header, update the following:</p> <p><b>Delivery Date</b> – This is a required field. Enter <i>mm/dd/yyyy</i> or select from the calendar.</p> <p><b>Additional Info</b> (under the Shipping column) – This is inferred. Modify as needed.</p> <p><b>Additional Info</b> (under the Billing column) – This is inferred. Modify as needed.</p>

**Procurement – 204B Purchase Orders**

File Name/Version No.: eCAPS 3.8 PR204B Decentralized Purchase Orders\_RAP-Changes Tracked\_BH.doc Decentralized Purchase Orders - 2/4/2013





<b>Shipping Method:</b> 1	<b>Additional Info:</b> <input type="text"/>
US Postal Service	
<b>Free On Board:</b> 1	
FOB Ship Pt, Freight Prepaid & Allowed	
<b>Delivery Date:</b> 4/7/2009	
<b>Delivery Type:</b> Next Day	
<b>Additional Info:</b> <input type="text"/>	

Save Undo Insert New Line Insert Copied Line Edit with Grid Related Actions

**Procurement – 204B Purchase Orders**

File Name/Version No.: eCAPS 3.8 PR204B Decentralized Purchase Orders\_RAP-Changes Tracked\_BH.doc Decentralized Purchase Orders - 2/4/2013





Step 14. Select **Accounting Distribution** from the secondary panel.

**Procurement – 204B Purchase Orders**

File Name/Version No.: eCAPS 3.8 PR204B Decentralized Purchase Orders\_RAP-Changes  
Tracked\_BH.doc Decentralized Purchase Orders - 2/4/2013





Accounting Distribution – <b>Select</b> Insert New Line.	
General Information	<p><b>Distribution</b> - Enter 100. If you need to split the commodity line funding, enter the appropriate percentage and repeat for each additional funding.</p> <p><b>Event Type</b> – This will default. Do not enter any values. In the case of a PD, the Event Type PR05 will default.</p> <p><b>Line Amount</b> – Leave Blank.</p> <p><b>Account No</b> – Required</p> <p><b>Activity</b> – Required</p> <p><b>Task Code</b> – Required</p> <p><b>Employee ID</b> – Required</p> <p><b>Accounting Reference 5</b></p> <p>Note: For DEPT IS only - the following Field labels exist and are required Account No Activity Task Code Employee ID". For all other Departments, the Field labels are optional and are labeled as Accounting Reference 1 Accounting Reference 2 Accounting Reference 3 Accounting Reference 4. For all departments there is also an optional Accounting Reference 5 field.</p>
Fund Accounting	<p>Enter the following required budget information:</p> <p><b>Department</b> – Department that will incur the expense.</p> <p><b>Unit</b> – Unit that will incur the expense.</p> <p><b>Object</b> – Valid Object to record the expense. Object will infer. Object can be changed to another valid Object that exists for the commodity on Commodity Object table.</p>
Detail Accounting	<p><b>Location, Activity, Function, Reporting, and Task</b> – Will infer based upon what Departments have submitted for (ORGINF) set-up.</p> <p>Optional: <b>Project, Phase, Project Period</b> – As needed for Cost Accounting purposes.</p>

The screenshot shows the 'Accounting Distribution' window. At the top, it displays 'No. of Lines: 1' and 'Line: 1' with a 'Distribution %' of 100.0000. Below this is a table with one row:

Line	Distribution %	Total %	Modified
1	100.0000	100	No

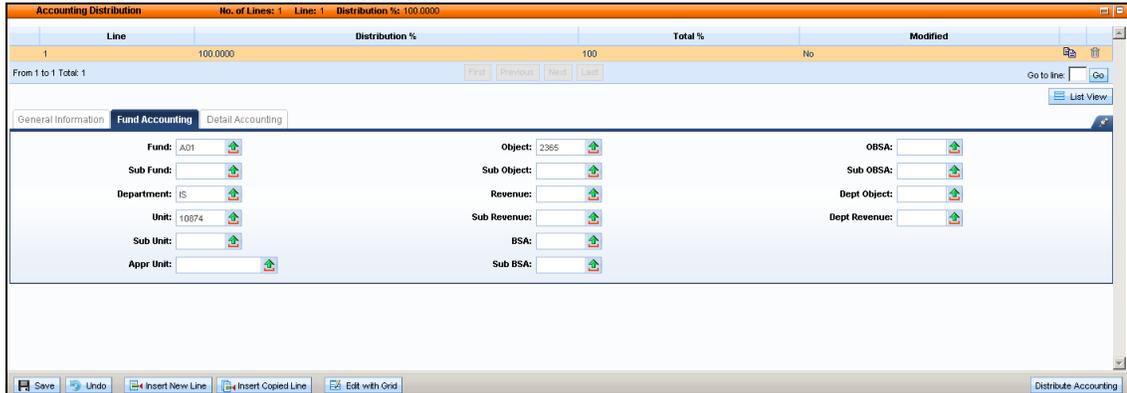
Below the table is a 'General Information' tab with the following fields:

- Distribution %: 100.0000
- Total %: 100
- Accounting Template: AAA
- Modified: No
- Accounting Reference 1: [ ]
- Accounting Reference 2: [ ]
- Accounting Reference 3: [ ]
- Accounting Reference 4: [ ]
- Accounting Reference 5: [ ]

**Procurement – 204B Purchase Orders**

File Name/Version No.: eCAPS 3.8 PR204B Decentralized Purchase Orders\_RAP-Changes Tracked\_BH.doc Decentralized Purchase Orders - 2/4/2013



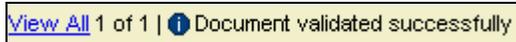


Step 15. Click on the Distribute Accounting button in the bottom right of the page.

Step 16. If you need to change anything on any of the accounting lines, click on **Commodity** from the secondary navigation panel, highlight the appropriate Commodity line in the matrix at the top of the screen, and then click on **Accounting** from the secondary navigation panel to modify accounting line as needed.

Step 17. Click on **Validate**.

**Result:** If no errors were found, a message will be displayed at the top of the document indicating that the “Document has been validated successfully.” Otherwise, correct any errors and revalidate the document.



Step 18. Click **Submit**.

**Result:** The document will be submitted for processing and approval only if it has no outstanding errors.



**Procurement – 204B Purchase Orders**

File Name/Version No.: eCAPS 3.8 PR204B Decentralized Purchase Orders\_RAP-Changes Tracked\_BH.doc Decentralized Purchase Orders - 2/4/2013

