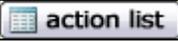




Printing and Reprinting a Purchase Order

Navigation : KFS > Main Menu > Action List

NOTE: Before printing or reprinting (retransmitting) a purchase order be sure the "Pop-Up Blocker" is off. To turn off pop-up blocker in Mozilla Firefox [click here](#). To turn pop-up blocker off in Google Chrome, [click here](#).

Step	Action
1.	Click the action list button. 
2.	Find the PO document you would like to print. (The Action Requested is PRINT .) Click the document number link.
3.	Notice the Purchase Order Doc Status on the document header is Pending Print . No action can be taken on a Purchase Order until the Purchase Order Doc Status is Open .
4.	Click the collapse all button. 
5.	
6.	The General Ledger Pending Entries (GLPE's) shows the accounting transactions that will post when the daily cycle is run. Seq #1 - Increases the encumbered expense Seq #2 - Increases the reserves for open encumbrances because of the disencumbered expense The entries will be displayed on this tab ONLY if the document has not yet posted to the General Ledger . Once, posted, the entries can be reviewed by using the General Ledger Entry link on the Main Menu of KFS.
7.	To close the General Ledger Pending Entries tab, click the hide button. 
8.	Click the print button. 

Step	Action
9.	<p>This generates the Purchase Order document. The file format is a PDF.</p> <p>It is recommended that the document be saved to the desktop before closing this screen. Once the Purchase Order PDF is saved to your computer you can email it to the Vendor directly.</p> <p>NOTE: If the Purchase Order appears as "PRINT" in your Action List, then you are responsible for sending a copy of the Purchase Order to the selected Vendor. An order is not officially placed until the Vendor receives a copy of the Purchase Order. If the Purchase Order was processed by Procurement, then they will send a copy of the Purchase Order to the selected Vendor.</p>
10.	<p>Once the Purchase Order has been successfully printed , the document header will show the Purchase Order Doc Status is now Open.</p> <p>Accounts Payable will now be able to make invoice payments against this order.</p>
11.	<p>The next steps will show how to retransmit a Purchase Order. This will generate another PDF that can be saved and submitted to the Vendor.</p> <p>Note: The functionality of retransmit is the same as reprint.</p>
12.	<p>Click the collapse all button.</p> 
13.	<p>Click the retransmit button.</p> 
14.	<p>Click the PO Header drop-down arrow button.</p> 
15.	<p>Select the Retransmission of Purchase Order option from the drop-down menu.</p> 
16.	<p>Select all the Items on the Purchase Order.</p>
17.	<p>Click the retransmit button.</p> 
18.	<p>Notice the PO Header prints as "Retransmission of Purchase Order". This indicates that this is a reprinted copy of a Purchase Order.</p>
19.	<p>You have successfully completed the tutorial Printing and Reprinting a Purchase Order.</p>