



PO Wizard

Benefits

- Extremely easy to use
- Configures itself to your system setup
- Close to zero implementation effort
- Easy to customize
- Cuts down data entry time
- Eliminates re-keying errors
- Lets you automate Purchase Order preparation
- Correct errors quickly

PO Wizard enables users to create, validate and upload Purchase Orders (Blanket or Standard) into Oracle Purchasing. Orders can be created by importing data from another system or downloading a previous order from Oracle. Once the data is in Excel, you can use spreadsheet functionality to create the new order. It is robust, fast, easy to use, and flexible.

Enjoy the smoothest integration from your desktop to Oracle Purchasing.

Feature Overview

- Based on MS-Excel
- Control the entire process from the spreadsheet
- Forms assist with data entry validation and error correction
- Load standard purchase orders and blank purchase agreements
- Add lines to existing orders
- Load one or multiple purchase orders
- Ability to download existing purchase orders

P.O. Wizard										Header Information						
Head ID	Head Status	Head Error	Line	Line/Ship ID	Line/Ship Status	Line/Ship Error	Distribution	Dist ID	Dist Status	Dist Error	P.O. Number	Type	Supplier	Site	Contact	Default Ship-To
PROCESSING STATUS																
Standard PO																
30488	Accepted		42449	Accepted			45576	Accepted			4474	Standard	Office Supp	OFFICESUPPLIES	V1- New York	
30489	Accepted		42450	Accepted			45576	Accepted			4476	Standard	United Par	UPS - HQ	Stevens, U	V1- New York
30490	Accepted		42451	Accepted			45577	Accepted			4477	Standard	Office Supp	OFFICESUPPLIES	V1- New York	
30494	Accepted		42455	Accepted			45581	Accepted			4478	Standard	Advanced	SANTA CLARA-ERS	M1- Seattle	
30495	Accepted		42456	Accepted			45582	Accepted			4479	Standard	Advantage	ADVANTA	Adams, Al	M1- Seattle
30496	Accepted		42457	Accepted			45583	Accepted			4480	Standard	American	TAT&T - HQ	Thompson	V1- New York
30497	Accepted		42459	Accepted			45584	Accepted			4481	Standard	Capp Cons	CAPP CONSULTING	V1- New York	
30498	Accepted		42459	Accepted			45585	Accepted			4482	Standard	Consolidat	DALLAS-ERS	M1- Seattle	
30499	Accepted		42460	Accepted			45586	Accepted			4483	Standard	GE Capital	DANBURY	V1- New York	
30500	Accepted		42461	Accepted			45587	Accepted			4484	Standard	General El	IGE	V1- New York	
30501	Accepted		42462	Accepted			45588	Accepted			4485	Standard	Next Gene	NGG	V1- New York	
30502	Accepted		42463	Accepted			45589	Accepted			4486	Standard	Office Supp	OFFICESUPPLIES	V1- New York	
30503	Accepted		42464	Accepted			45590	Accepted			4487	Standard	Star Gate	STAR GAT	Chueng, P	M1- Seattle
Blanket																
30504	Accepted		42465	Accepted							4466	Blanket Pu	Advantage	ADVANTA	Adams, Al	M2- Boston
30505	Accepted		42466	Accepted							4467	Blanket Pu	Advantage	ADVANTA	Adams, Al	M2- Seattle

Architecture

- Compatible with Microsoft Excel 2000 and later versions
- R11i to R12
- Uses Oracle Applications function security
- XML Web-based Communication
- No client install
- Install and setup in minutes

P.O. Header

- Data entered in the form is transferred back to Excel.
- Header Descriptive Flexfields are available.
- The payment terms default as they would in the standard purchase order form.
- Fields are color coded to indicate mandatory (yellow) or non-enterable (grey).

P.O. Lines

- Search facilities for item and category.
- All LOV fields and dependencies are validated.
- Automatically generate PO line quantity total.
- Agreement tab for Blanket P.O. details.

P.O. Shipments

- All LOV fields and dependencies are validated
- Pop up calendar for Promised and Need by Dates

P.O. Distributions

- Search facilities for requestor and charge account
- All LOV fields and dependencies are validated

a) Accounting

- Full Workflow default for Charge Account using the business rules defined in Oracle Purchasing

b) Project Accounting

- Search facility for Projects.
- Drop down LOVs for Tasks, Expenditure Types and Organizations
- Check Transactions against PA charge controls.

P.O. Download

- Ability to download data from either the purchase order or purchase order interface tables.
- Data is populated into the workbook to then be used to create new Purchase Orders.

PROCESSING STATUS										Header Information										Terms		
Head ID	Head Status	Head Error	Line/Ship ID	Line/Ship Status	Line/Ship Error	Dist ID	Dist Status	Dist Error		P.O. Number	Type	Supplier	Site	Contact	Default Ship-To	Bill-To	Buyer	Header Description	Header Amount	Agre	Payment Te	
10																						
11																						
12																						
13																						
14																						
15																						
16																						
17																						
18																						
19																						
20																						
21																						
22																						
23																						
24																						
25																						
26																						
27																						
28																						
29																						
30																						
31																						
32																						
33																						
34																						

Attachments

- The PO Wizard allows the user to attach files, text or URLs to purchase order headers and lines.
- Each purchase order header or line can have multiple attachments.

Visit us at <http://www.more4apps.com> to download the trial version.
 Contact us at <http://www.more4apps.com/contactus/> for more information.