

## How to Submit a Rejected PO Back through Workflow

1. Enter any character into the "end use" field in the top right section -> Press enter

POUPPR - Purchase Requests - SunGard - IFAS79 - Internet Explorer

BusinessPLUS a PLUS 360 Application

Purchasing - Purchase Requests

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Record 11 of 144

PR: L6800681 PO: PO Status: PR Sec Cd: 68DE Aprv: Next:

Vendor: V68153110 Remit: PO Ship: Bill: Request: Aprv: Print: Details: Dates: Blanket: Req. Codes: Misc.

V68153110 Addr: PO By: Lori L McKenna Date: 07/01/2017

VINCENT A POMPEI 3759 7TH AVE

SAN DIEGO CA 92103

PR Total: 1660.00 PO Total: \$0.00

Confirm: Account: Bid #: PO Type: P Contract #: Terms: End Use: a Buyer:

Item Nu	Quantity	Units	Description	Unit Price	Account Code
0001	1	LOT	PROFESSIONAL DEVELOPMENT PRESENTATION	1,660.0068	0101-0790-0-5800-1110-2
0002	0			0.0068	- - - -

Record 1 of 1

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2. Wait until you get the "record accepted" message across the top of the screen

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Record 1 of 85

Record Accepted

PR: L6801094 PO: L68P1074 Status: PR Sec Cd: 68FP Aprv: Next:

Vendor: V68150018 Remit: PO Ship: Bill: Request: Aprv: Print: Details: Dates: Blanket: Req. Codes: Misc.

V68150018 Addr: PO By: Debby J Beadle Date: 07/01/2017

VERSATILE SYSTEMS INC. 28064 AVENUE STANDFORD UNIT F

VALENCIA CA 91355

PR Total: 9200.00 PO Total: \$9,200.00

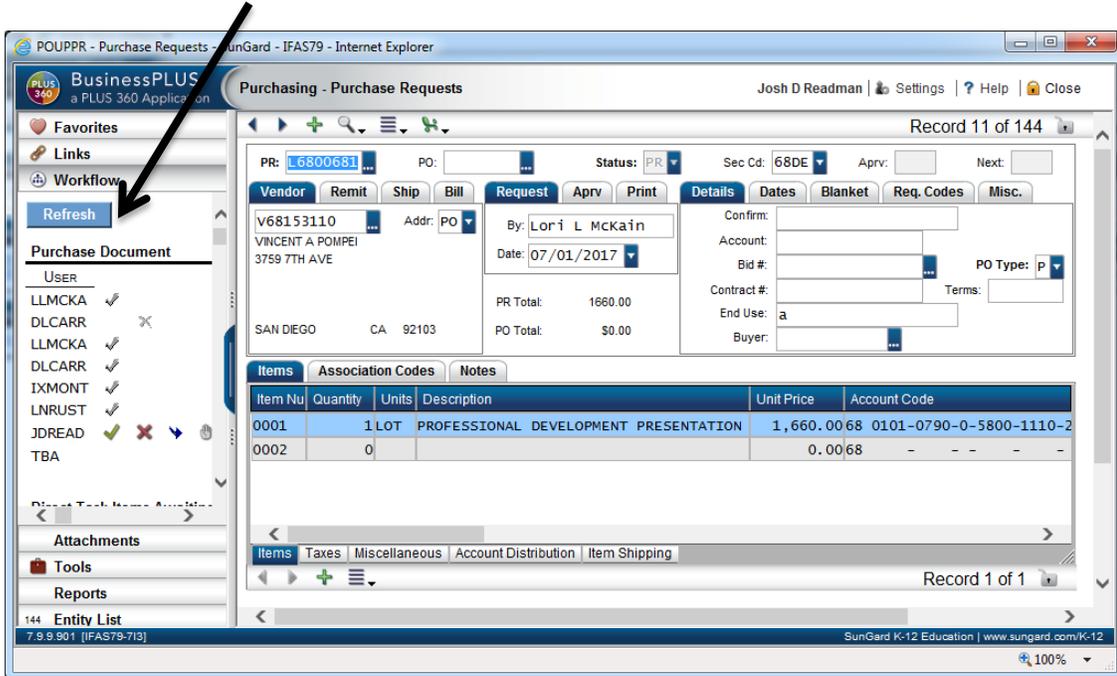
Confirm: Account: Bid #: PO Type: P Contract #: Terms: End Use: Buyer: B6800JR

Item Nu	Description	Units	Quantity	Unit Price	Account
0001	ANNUAL FALL PROTECTION AND RIGGING INSPECTION	LT	1	9,200.0068	0101
0002			0	0.0068	

Record 1 of 1

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3. Refresh the workflow (it may take a minute or two for the changes to process).



4. You should now have the check mark and be able to submit through workflow again (*don't forget to delete the character entered in "end use" before submitting*).

