

# ORGANIZATION OF AMERICAN STATES



## OASES DESKTOP PROCEDURE

## PRINTING PURCHASE ORDERS

## SECRETARIAT FOR CONFERENCES AND MEETINGS

**MARCH 2004**

Secretariat for Management  
Department of Management Analysis, Planning and Support Services  
Management Analysis, Training and Support Team

## **INTRODUCTION**

**This desktop procedure was designed to assist the Secretariat of Conferences and Meetings to print purchase orders after they have been approved.**

**Original purchase orders can be printed only by the person that has prepared them and must be sent to a postscript printer because it requires special printer fonts to print. After the purchase orders have been printed they should be signed manually by the Approver.**

**These procedures are divided in four sections as follows:**

- 1. Logging in OASES**
- 2. Finding the report**
- 3. Assigning the report parameters**
- 4. Running the report**

# PRINTING PURCHASE ORDERS

## 1-LOGGING IN OASES

### OASES Portal

Click on the OASES 11i icon on your desktop and select the "Access OASES" option on the OASES Portal.

Select the environment (Production, Test, or Training) option to enter the system. (In this example "Production" is selected).

1

Figure-1

OASES PORTAL



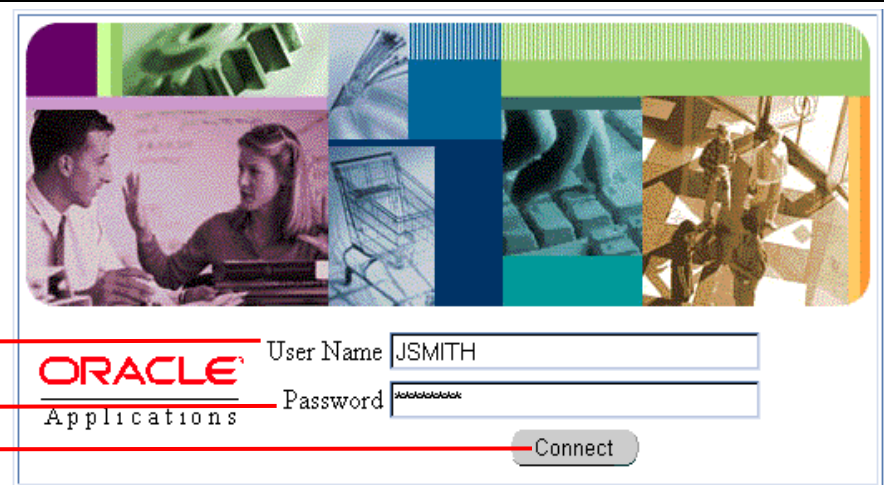
### Login

Enter your "User Name" and "Password" and click on the "Connect" button.

2

Figure-2

OASES LOGIN SCREEN



# PRINTING PURCHASE ORDERS

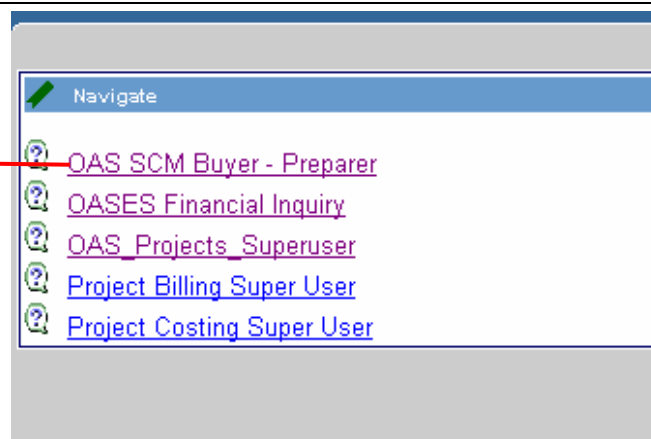
## Financial Inquiry

Select the “OAS SCM Buyer-Preparer” option to print purchase orders

3

Figure-3

## RESPONSIBILITIES SCREEN



## 2-FINDING THE REPORT

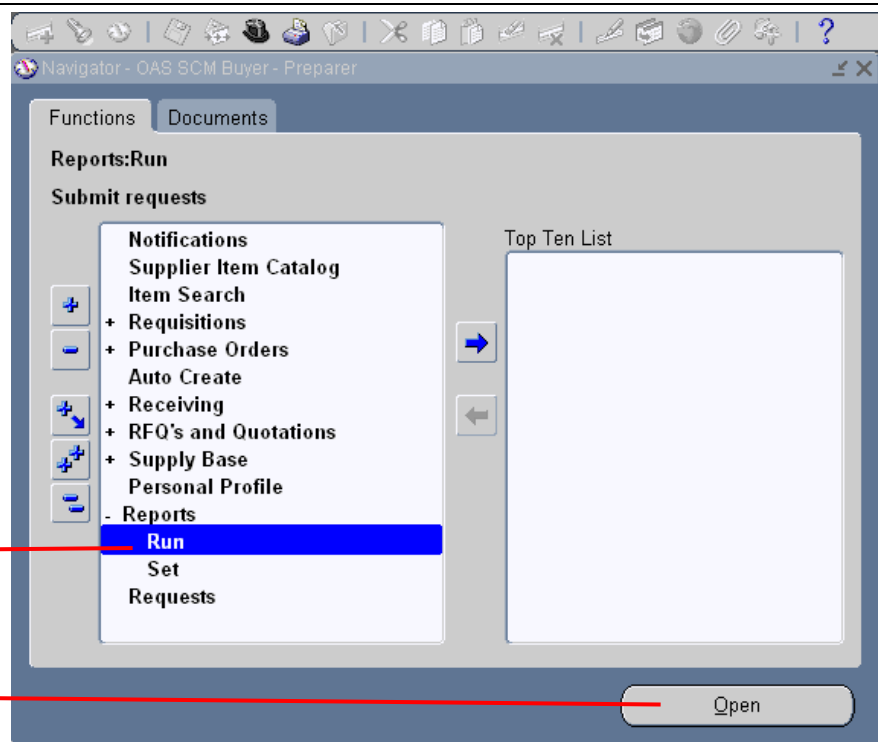
## Run Option

On the Navigator screen select the “Reports” option and the “Run” sub-option and click on the “Open” button.

1

Figure-4

## NAVIGATOR SCREEN



## PRINTING PURCHASE ORDERS

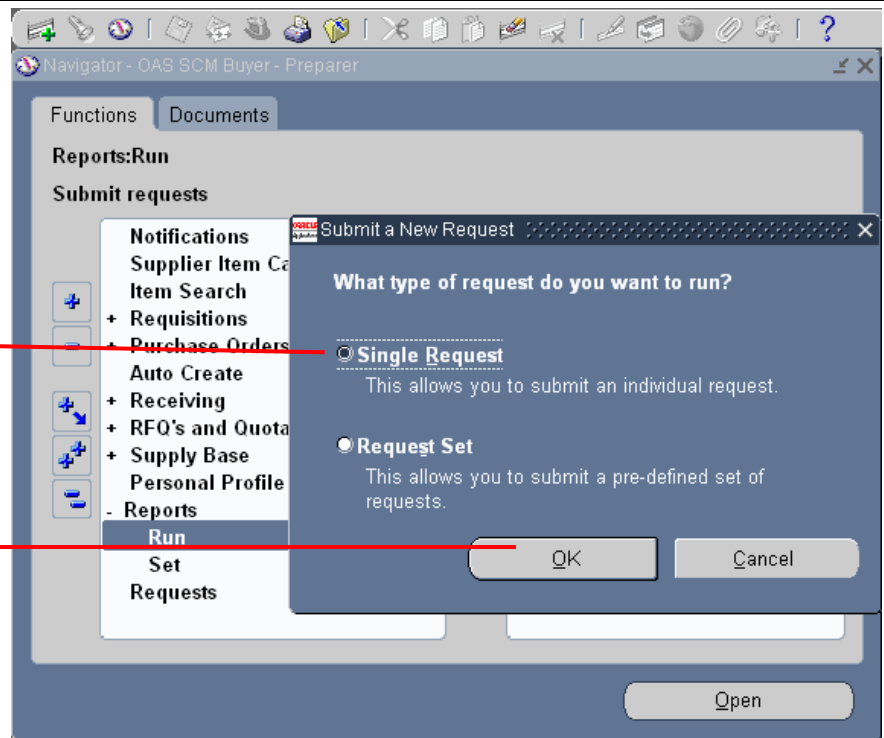
### Select Request

The “Single Request” option defaults on the New Request screen. Click the “OK” button to select the option.

2

Figure-5

SUBMIT A NEW REQUEST SCREEN



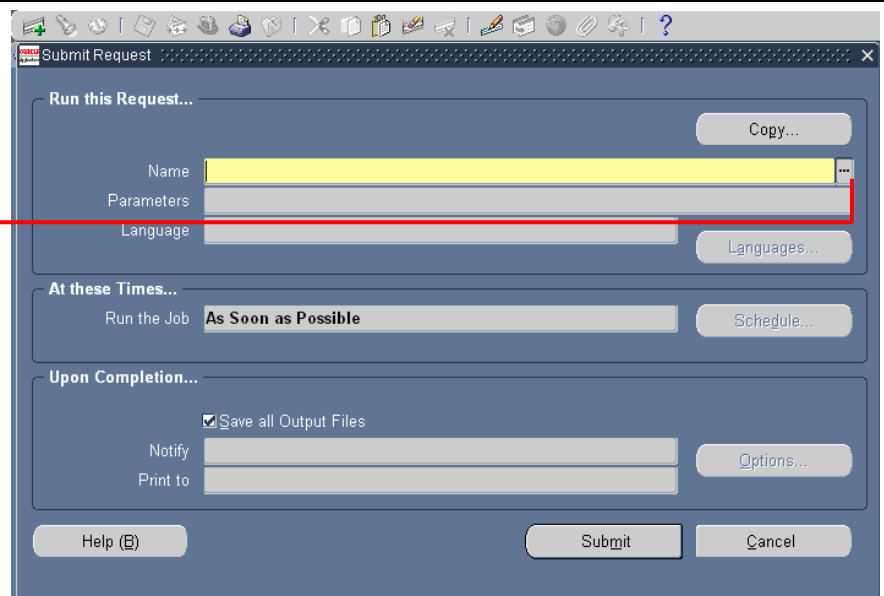
### Search Report Name

Click on the List of Values button at the right corner of the “Name” field to view a list of reports available.

3

Figure-6

SUBMIT REQUEST SCREEN



# PRINTING PURCHASE ORDERS

## Select Report

Select the "OASES Purchase Order Report (Portrait)" to print the original POs you have prepared.

4

Figure-7

REPORT LIST OF VALUES

| Name   | Appl |
|--|------|
| OASES GL Transaction Details for a PO                        | Orac |
| OASES Printed Purchase Order Report for Internal Purpose     | Orac |
| OASES Purchase Order Report (Portrait)                       | Orac |
| OASES SCM Printed Purchase Order Report for Internal Purpose | Orac |
| Purchase Order Detail Report                                 | Orac |
| Purchase Order Distribution Detail Report                    | Orac |

## 3-ASSIGNING REPORT PARAMETERS

## Report Parameters

Select "New" in the Print Selection field in order to print all new approved purchase orders. If selecting "All" then all purchase orders including the ones already printed will be printed again.

The Buyer\_Preparer's name will default in the "Buyer" field.

Leave all other fields as they are and click on the "OK" button to print.

1

Figure-8

REPORT PARAMETERS SCREEN

|                                      |                         |
|--------------------------------------|-------------------------|
| Print Selection                      | New                     |
| Buyer                                | Brown, Cynthia Caroline |
| Purchase Order Numbers From          |                         |
| To                                   |                         |
| Release Numbers From                 |                         |
| To                                   |                         |
| Release Dates From                   |                         |
| To                                   |                         |
| Approved                             | Yes                     |
| Test                                 |                         |
| Print Releases Option                | Y                       |
| Sort By                              |                         |
| Dynamic Precision Option             | 2 -9,999,990.00         |
| Number of Description Lines per Page | 22                      |

# PRINTING PURCHASE ORDERS

## Printer Options

To print the report select the “Options” button. To view the report without printing, skip this and the next step (steps 2 and 3).

2

Figure-9

SUBMIT REPORT REQUEST SCREEN

## Printer

The network printer should default in the Printer field. If a printer for your department is not showing, modify the option by entering %scm% (scm between wildcards) and press the “Tab” key. This step will select the Post Script printer needed to print original POs.

To print, change the number of copies from 0 to at least 1 (for one copy) and click on the “OK” button.

3

Figure-10

PRINTING OPTIONS SCREEN

# PRINTING PURCHASE ORDERS

## Selecting

After making all printing selections click on the "OK" button to return to the Submit Request screen.

4

Figure-11

PRINTING OPTIONS SCREEN

Submit Request

Upon Completion...

Run this Request...

Name: OASES P

Parameters: New:Bro

Language: American

At these Times...

Run the Job: As Soon

Upon Completion...

☒ Save all

Notify:

Print to: \\oasgsbfp2/scm\_p1

Help (B)

OK

Cancel

## 4-RUNNING THE REPORT

## Submit Request

After making all selections, click on the "Submit" button to run the report.

1

Figure-12

SUBMIT REQUEST SCREEN

Submit Request

Run this Request...

Name: OASES Purchase Order Report (Portrait)

Parameters: New:Brown, Cynthia Caroline:.....Yes:Y::2:22

Language: American English

At these Times...

Run the Job: As Soon as Possible

Upon Completion...

☒ Save all Output Files

Notify:

Print to: \\oasgsbfp2/scm\_p1

Help (B)

Submit

Cancel



# PRINTING PURCHASE ORDERS

## Runing the Report

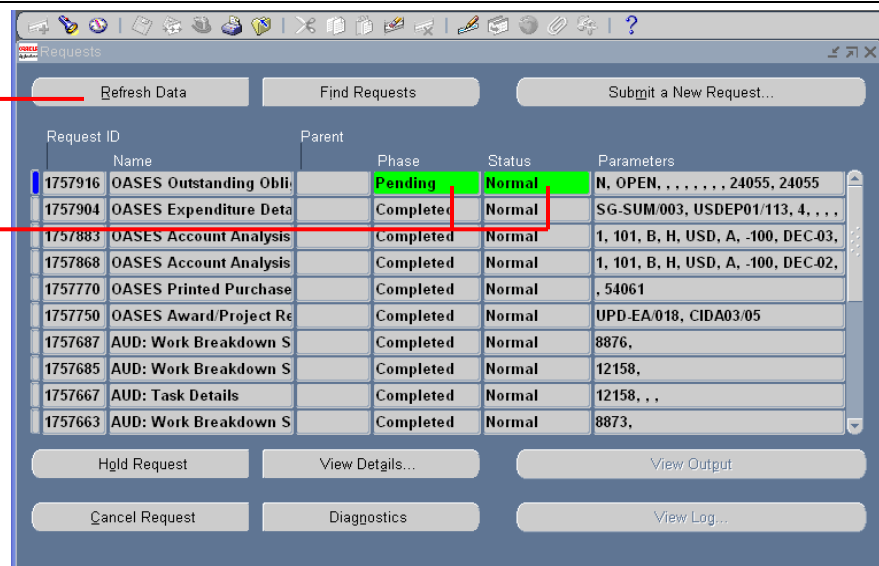
The Concurrent Manager screen will appear showing a list of jobs requested the users. You can identify your report by looking at the "Name" and "Parameters" field. Your report is usually the first one highlighted in green once the screen is opened.

Click on the "Refresh Data" button to view the report phase and status. (Notice that in the beginning the report is pending and normal).

2

Figure-12

CONCURRENT MANAGER SCREEN



| Request ID | Name                     | Parent | Phase     | Status | Parameters                          |
|------------|--------------------------|--------|-----------|--------|-------------------------------------|
| 1757916    | OASES Outstanding Obl... |        | Pending   | Normal | N, OPEN, . . . . ., 24055, 24055    |
| 1757904    | OASES Expenditure Deta   |        | Completed | Normal | SG-SUM/003, USDEP01/113, 4, . . .   |
| 1757883    | OASES Account Analysis   |        | Completed | Normal | 1, 101, B, H, USD, A, -100, DEC-03, |
| 1757868    | OASES Account Analysis   |        | Completed | Normal | 1, 101, B, H, USD, A, -100, DEC-02, |
| 1757770    | OASES Printed Purchase   |        | Completed | Normal | , 54061                             |
| 1757750    | OASES Award/Project Re   |        | Completed | Normal | UPD-EA/018, CIDA03/05               |
| 1757687    | AUD: Work Breakdown S    |        | Completed | Normal | 8876,                               |
| 1757685    | AUD: Work Breakdown S    |        | Completed | Normal | 12158,                              |
| 1757667    | AUD: Task Details        |        | Completed | Normal | 12158, . .                          |
| 1757663    | AUD: Work Breakdown S    |        | Completed | Normal | 8873,                               |

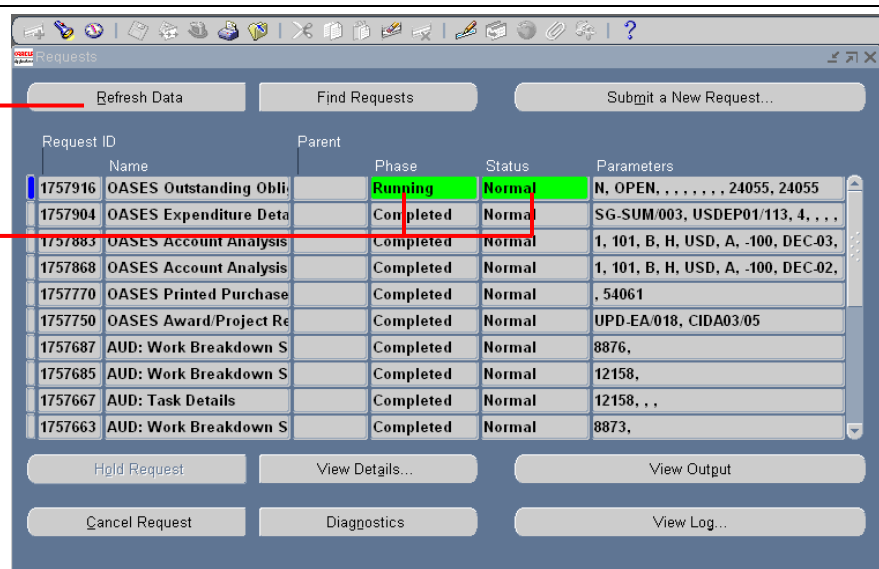
## Running Phase

Click "Refresh Data" button several times to see an updated view. In this example the screen shows that the report is running normal.

3

Figure-13

CONCURRENT MANAGER SCREEN



| Request ID | Name                     | Parent | Phase     | Status | Parameters                          |
|------------|--------------------------|--------|-----------|--------|-------------------------------------|
| 1757916    | OASES Outstanding Obl... |        | Running   | Normal | N, OPEN, . . . . ., 24055, 24055    |
| 1757904    | OASES Expenditure Deta   |        | Completed | Normal | SG-SUM/003, USDEP01/113, 4, . . .   |
| 1757883    | OASES Account Analysis   |        | Completed | Normal | 1, 101, B, H, USD, A, -100, DEC-03, |
| 1757868    | OASES Account Analysis   |        | Completed | Normal | 1, 101, B, H, USD, A, -100, DEC-02, |
| 1757770    | OASES Printed Purchase   |        | Completed | Normal | , 54061                             |
| 1757750    | OASES Award/Project Re   |        | Completed | Normal | UPD-EA/018, CIDA03/05               |
| 1757687    | AUD: Work Breakdown S    |        | Completed | Normal | 8876,                               |
| 1757685    | AUD: Work Breakdown S    |        | Completed | Normal | 12158,                              |
| 1757667    | AUD: Task Details        |        | Completed | Normal | 12158, . .                          |
| 1757663    | AUD: Work Breakdown S    |        | Completed | Normal | 8873,                               |

## PRINTING PURCHASE ORDERS

### Report Completed

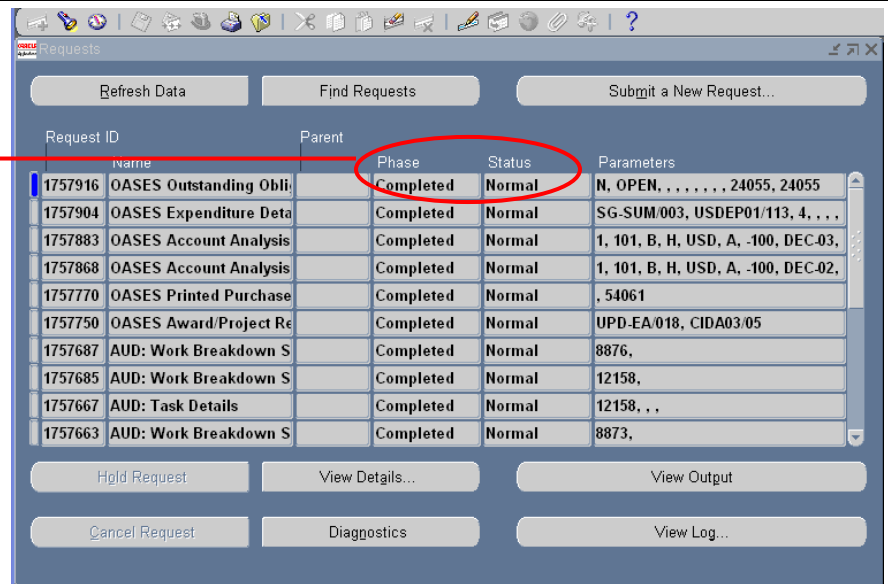
The process is finished after the the screen shows that the report has completed normal.

Original purchase orders cannot be viewed in the "View Output" option but they will be printed at the selected printer.

4

Figure-14

### CONCURRENT MANAGER SCREEN



The screenshot shows the Concurrent Manager screen with a table of requests. The first row is highlighted, and its 'Phase' and 'Status' are circled in red. The table has columns for Request ID, Name, Parent, Phase, Status, and Parameters. Below the table are buttons for 'Hold Request', 'View Details...', 'View Output', 'Cancel Request', 'Diagnostics', and 'View Log...'.

| Request ID | Name                   | Parent | Phase     | Status | Parameters                          |
|------------|------------------------|--------|-----------|--------|-------------------------------------|
| 1757916    | OASES Outstanding Obli |        | Completed | Normal | N, OPEN, . . . . . 24055, 24055     |
| 1757904    | OASES Expenditure Deta |        | Completed | Normal | SG-SUM/003, USDEP01/113, 4, . . .   |
| 1757883    | OASES Account Analysis |        | Completed | Normal | 1, 101, B, H, USD, A, -100, DEC-03, |
| 1757868    | OASES Account Analysis |        | Completed | Normal | 1, 101, B, H, USD, A, -100, DEC-02, |
| 1757770    | OASES Printed Purchase |        | Completed | Normal | , 54061                             |
| 1757750    | OASES Award/Project Re |        | Completed | Normal | UPD-EA/018, CIDA03/05               |
| 1757687    | AUD: Work Breakdown S  |        | Completed | Normal | 8876,                               |
| 1757685    | AUD: Work Breakdown S  |        | Completed | Normal | 12158,                              |
| 1757667    | AUD: Task Details      |        | Completed | Normal | 12158, . .                          |
| 1757663    | AUD: Work Breakdown S  |        | Completed | Normal | 8873,                               |