

Table of Contents

Introduction	1
Course Goals	1
Sign-on ID's	1
Data Cards	1
Purchasing Overview	2
Topic Objectives	2
Purchasing Processes	2
Life Cycle	4
Review and Skill Check	5
Purchase Order Reference Tables	6
Topic Objectives	6
Commodity Reference Tables	6
Vendor Reference Tables	11
Additional Purchase Order Reference Tables	17
Review and Skill Check	21
Purchase Order Documents	22
Topic Objectives	22
Purchase Order Concepts	22
State of Missouri Purchase Order Policies	23
SAM II Purchase Order Types	33
Quick Decentralized Purchase Order (PDQ)	34
Exercise 1: Quick Decentralized Purchase Order (PDQ)	36
Approving and Running Documents	41
Simplified Service Contract (SCS)	42
Exercise 2: Simplified Service Contract	44
Approving and Running Documents	47
Price Agreements and Service Contracts	48
Quick Price Agreement Order (PGQ)	54
Exercise 3: Quick Price Agreement Order (PGQ)	56
Approving and Running Documents	59
Service Contract (SC)	60
Exercise 4: Service Contract	62
Approving and Running Documents	64
Review and Skill Check	65
Purchase Order Inquiry Tables	66
Topic Objectives	66
Open Item Tables and Documents	67
Exercise 5: Viewing Purchase Order Information	71
Document Cross Reference Inquiry (DXRF)	72
Exercise 6: Using Document Cross Reference Inquiry (DXRF)	73
Purchase Order Modifications and Cancellations	74
Topic Objectives	74
Modifications Introduction	74
Documents and Batches	75
Modifications vs. Cancellations	76
Exercise 7: Modifying a Purchase Order	79
Exercise 8: Canceling a Purchase Order	82

Adding More Than 6 Accounting Lines	84
Modification Tables	86
Appendix A: Terminology	88
Appendix B: Agency Identifiers	90
Appendix C: Purchase Order Printing	92
Purchase Order Printing Capabilities	92
Exercise: On-Demand Printing	95
Appendix D: Additional Inquiry Tables	96
Appendix E: Using the Document Listing (SUSF)	98
Introduction	98
Document Listing Fields	99
Methods for Processing	101
Freeing a Document	102
Reviewing and Approving Documents on the Document Listing	103
Browsing the Document Listing	104
Using the Document Selection Window	105
Document Selection Commands	106
Selecting Document Selection Preferences	107
Select Choices Window	108
Appendix F: Error Message Correction	109
Status Bar and Error Messages	109