# Reserving Purchase Order Numbers

Purpose

At any time during the year or during fiscal year close out, purchase orders may need to be reserved and the purchase order number will be verbally communicated to the vendor.

Procedure

1. Begin by selecting **Main Menu ➔ CORE-CT Financials ➔ Purchasing ➔ Purchase Orders ➔ Reserve PO IDs** to display the **Purchase Order Reservation Add a New Value** page.
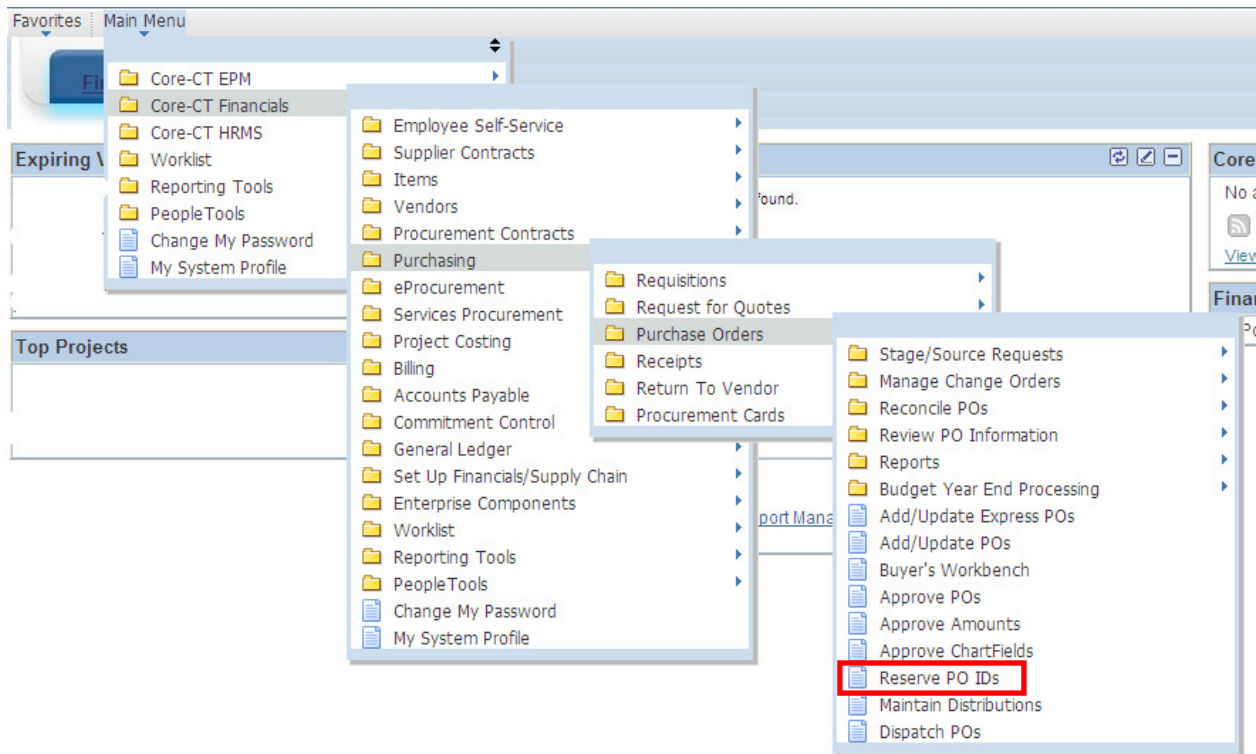
2. The Business Unit field defaults to your Purchasing Business Unit. If this value is correct, accept the default. If not, type or select the Purchasing Business Unit that will be associated with this PO reservation and the future PO.

3. The Purchase Order field defaults to "NEXT". Accepting a value of "NEXT" ensures that the reserved purchase order number is sequentially the next available PO number. If you do not need to reserve a specific PO number, accept a value of "NEXT".

Purchase Order Reservation

Add a New Value

Business Unit: DOCM1 🔍
PO ID: NEXT

Add

It is possible to reserve a specific purchase order number. Doing so requires an understanding of the PO numbers that have been used in Core-CT. If you need to request a specific PO number, type or select the desired PO number into the Purchase Order field**. For consistency, CORE recommends choosing "NEXT", thus allowing the system to assign PO numbers.**

4. Click **Add** .

5. The **Purchase Order Reservations** page displays.

6. Determine the number of desired POs you need to reserve in Core-CT. Enter the number in the Number of PO's field.

Purchase Order Reservations

Business Unit:	DOCM1	PO ID:	NEXT

Enter the number of purchase orders you want to reserve. The number represents the range of PO IDs . After you save the page, the range of PO IDs that you reserved appears.

Number of PO's: 1
PO Date: 07/01/20█ 📅
*Vendor: ▓▓▓▓▓▓▓▓▓▓ 🔍
*Vendor ID: 0000050749 🔍 SYSCO CONNECTICUT LLC
Vendor Loc: MAIN 🔍
Buyer: JonesKa 🔍 DOC-Jones Karie
PO Reference:
Origin: 🔍

🖫 Save   ✉ Notify   ➕ Add

7. If the reserved POs are for use in the current fiscal year, the default date can be used.

If you are reserving POs to use for the new fiscal year the PO Date must be 07/01/20XX (XX=whatever new fiscal year it is) or later.

Note: Choosing a date more than 30 days in the future will result in a "Date Out of Range" warning. Confirm that you have entered the correct date and click OK.

Message

Warning -- date out of range. (15,9)

The date entered is either more than 30 days in the past or 30 days in the future. This is not normally true for this date. Either acknowledge that the date is OK, or correct the entered date.

OK

8. Click 🔍 to the right of the Vendor field to select the vendor to whom the future PO will be dispatched.

9. Locate the desired vendor in the search results. Select the desired vendor by clicking on any portion of the search result associated with the correct vendor.

10. If you know the Core-CT Vendor ID, enter the number in the Vendor ID field. If you know the Vendor tax identification number (T.I.N.) i.e. 9 numeric numbers followed by the correct suffix (F, S or I) then -001, simply enter it in the Vendor ID field.

Please Note: In the event that you do not know the vendor name or the desired vendor is not in the vendor file, you can reserve the purchase order with your agency name. This is just a temporary solution. You will need to change this field on the reserved PO prior to dispatch. This being said, the preferred method for reserving a purchase order is to designate the correct vendor at the time the PO is reserved.

11. The **Purchase Order Reservations** page displays the correct vendor information after the Vendor and Vendor ID fields have been populated.

12. Click [🖫 Save] to save the information.

If your reserved a single PO, saving populates the PO field at the top of the page with the next available (or specifically chosen) PO number.

If you reserved a number of POs, saving populates the PO field at the top of the page with the first PO number in the reservation block. Additionally the PO Range field is populated with the range of PO numbers that are now reserved.

Purchase Order Reservations

Business Unit:	DOCM1	**PO ID:**	0000131255

Enter the number of purchase orders you want to reserve. The number represents the range of PO IDs . After you save the page, the range of PO IDs that you reserved appears.
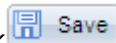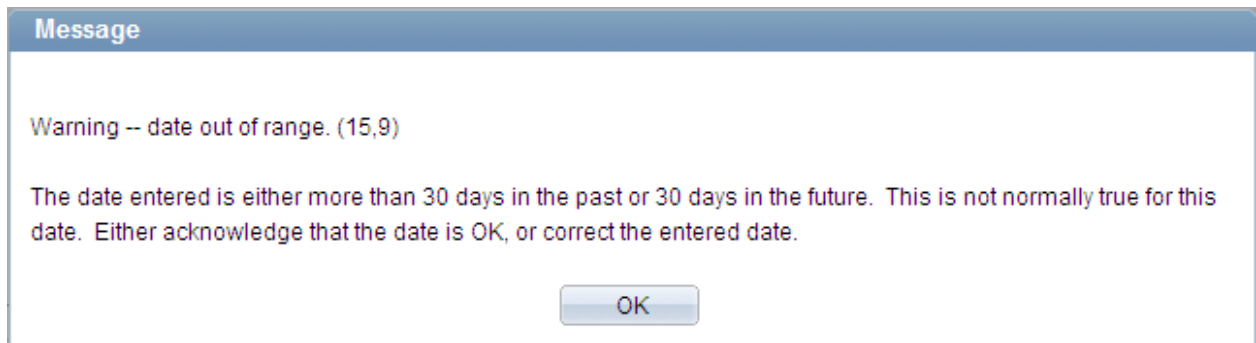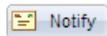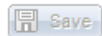
Number of PO's:	1
PO Date:	07/01/201█
Vendor:	████████████
Vendor ID:	0000050749 SYSCO CONNECTICUT LLC
Vendor Loc:	MAIN
Buyer:	JonesKa DOC-Jones Karie
PO Reference:	
Origin:	

🖫 Save   ✉ Notify   🗎 Add

13. Take a moment to write down the PO number(s) that you just reserved in Core-CT. This step is important because you use this information when you create the future purchase order in Core-CT.

Additional Information

- There are some circumstances in which it is necessary to expedite the purchasing process. When placing an emergency order, some vendors may require a purchase order number prior to filling the order. Core-CT allows you the flexibility to reserve a purchase order number prior to completing the PO. The **Purchase Order Reservations** page lets you reserve the next sequential purchase order number or a specific group of purchase order numbers. Once reserved, these PO numbers can be utilized to create the correct PO after the fact.
- When utilized the accounting date will default as the system date, make sure the accounting date and budget date is the same.

Result

You have successfully reserved a purchase order number or a sequence of purchase order numbers in Core-CT. The reserved PO numbers are utilized to create the PO details in the future.