



Selecting a Non-Capital Purchase Order (PO)

1. When entering a non-capital PO number into the PO Number Search field, you will need to type the entire number, rather than typing the first few numbers and selecting from the list that populates.
2. Click search, and there will be an information notice appear:
 - a. **The PO number entered is not available at this time. Please click on Overnight Data Retrieval and an overnight process will pull the data from AP**
 - b. Click the Overnight Data Retrieval button to begin this action
 - c. Return the next day and search/select the PO number for adjustment