

**STATE OF WISCONSIN  
STATE ACCOUNTING MANUAL**

<b>SECTION:</b>	IV Encumbrances	<b>EFFECTIVE DATE:</b>	July 1, 1993
<b>SUB-SECTION:</b>	4 - Purchase Order Printing	<b>REVISION DATE:</b>	July 1, 1993
<b>SUBJECT:</b>	Policy and Procedure	<b>PAGE:</b>	1 of 1

**PURCHASE ORDER PRINTING**

Approved purchase orders (POs & PDs) will be printed centrally nightly. DOA print operations will print the purchase orders out nightly and distribute them to the agencies.

For on-demand PD purchase order printing. Go to the On Demand Purchase Order Print Screen (ODPO). Get the vendor number and purchase order number and follow directions on the ODPO table for printer alignment or printing. The purchase order will be printed at the agency. For on-demand PO purchase order printing utilize the Standard Purchase Order Print Screen (STPO). An agency must have an impact printer defined to CICS and be set up on the PRNT table in order to print on demand.

To delay the printing of a purchase order : Go to the Open Print Table (PCHD) for extended purchase orders and inquire on the purchase order. Type a "C" in the Action field. Change the hold indicator for the PD to "Y" to indicate that printing for this PD should be delayed. To release the hold change the hold indicator to a blank field on the PCHD table.

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