

Related Content

Purchase Orders



Related Content

This feature allows a user to view related content OnBase images from within the PeopleSoft application.

1. Enter your desired PO number on the Purchase Orders page in the entry box called PO ID and click search to see all related search results. Click on the document you wish to view.

< Financials

Purchase Order Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Business Unit = [v] FSU01 [Q]

PO ID begins with [v] FS19051960 [Q]

Contract SetID begins with [v] [Q]

Contract ID begins with [v] [Q]

Release Number = [v] [Q]

Purchase Order Date = [v] [Q]

PO Status = [v] [Q]

Short Supplier Name begins with [v] [Q]

Supplier ID begins with [v] [Q]

Supplier Name begins with [v] [Q]

Buyer begins with [v] [Q]

Buyer Name begins with [v] [Q]

Case Sensitive

Search **Clear** Basic Search [Q] Save Search Criteria



- Click and hold on the dotted line to pull the screen up and view the documents related to the PO number in OnBase.

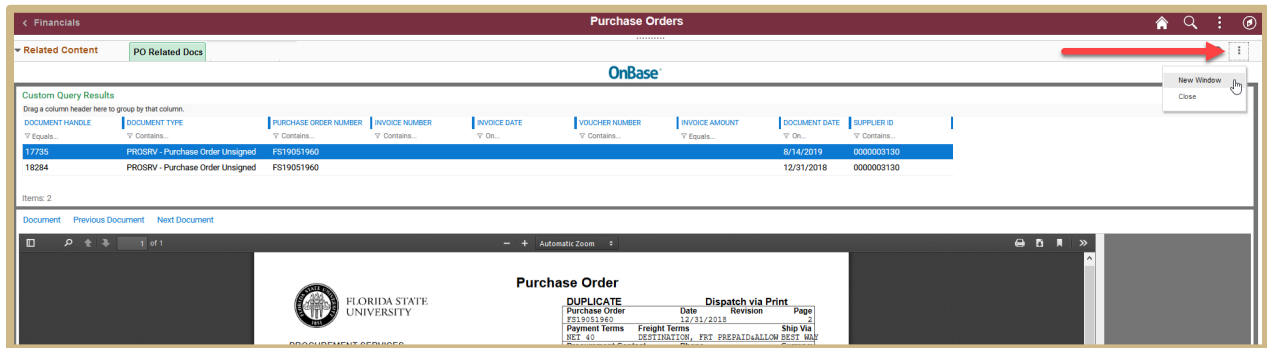
The screenshot shows the OnBase 'Purchase Orders' interface. At the top, there's a navigation bar with 'Financials' and 'Purchase Orders'. Below that, a 'Purchase Order Inquiry' section displays details for Business Unit FSU01 and PO ID FS19051960. The 'Header' section includes PO Date (12/31/2018), Supplier Name (BPHOTO), and Buyer (FSU_AUTOSOURCE_SPEARMART_BUYER). An 'Amount Summary' table shows Merchandise (374.92), Freight/Tax/Misc. (0.00), Total (374.92 USD), and Encumbrance Balance (0.00 USD). Below this is a 'Lines' section with a search bar and a 'View All' link. A red arrow points to a dotted line in the 'Related Content' section. Below that is a table of 'Custom Query Results' with columns for Document Handle, Document Type, Purchase Order Number, Invoice Number, Invoice Date, Voucher Number, Invoice Amount, Document Date, and Supplier ID. The table contains two rows: 17735 (PROSRV - Purchase Order Unassigned, FS19051960, 6/14/2019, 0000003130) and 18284 (PROSRV - Purchase Order Unassigned, FS19051960, 12/31/2018, 0000003130). At the bottom, there's a 'Please Select an Item' prompt.

- Double click on the associate document you want to view. The document will show up at the bottom of the page. Pull the yellow line up to expand the document viewer.

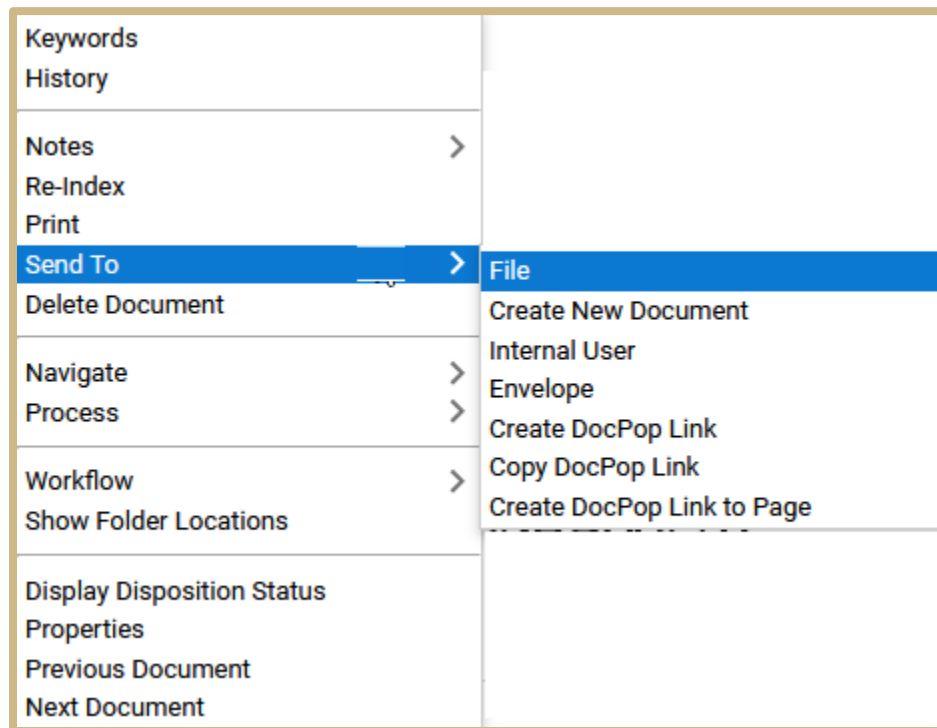
The screenshot shows the OnBase 'Purchase Orders' interface with a document viewer expanded. The 'Related Content' section now shows two document handles: 17735 and 18284. A yellow line is being pulled up to expand the document viewer. The document viewer shows a 'Purchase Order' document from Florida State University. The document includes a 'DUPLICATE' section with fields for Purchase Order (FS19051960), Date (12/31/2018), Revision, Page (2), Payment Terms (NET 15), Freight Terms (DEFERRED), Ship Via (105), Procurement Contact (FSU AUTOSOURCE_SPEARMART), and Currency (USD). It also includes a 'Ship To' address (Univ Ctr A, SUCA, 282 Champions Way, Univ Ctr A, Tallahassee FL 32306) and a 'Bill To' address (FLORIDA STATE UNIVERSITY, UCA-5607 UNIVERSITY CENTER, TALLAHASSEE FL 32306-2391, Phone: 850/444-9021). The document also includes a 'Tax Exempt' section and a table with columns for Line, Sch, Item, Description, Mfg ID, Quantity, UOM, PO Price, Extended Amt, and Due Date. The document is labeled 'Revision 1 of 1' and '0 Note(s)'. A yellow line is being pulled up to expand the document viewer.



- To open a document in a new window, click the 3 vertical dots in the upper right-hand corner. Then select “New Window.”

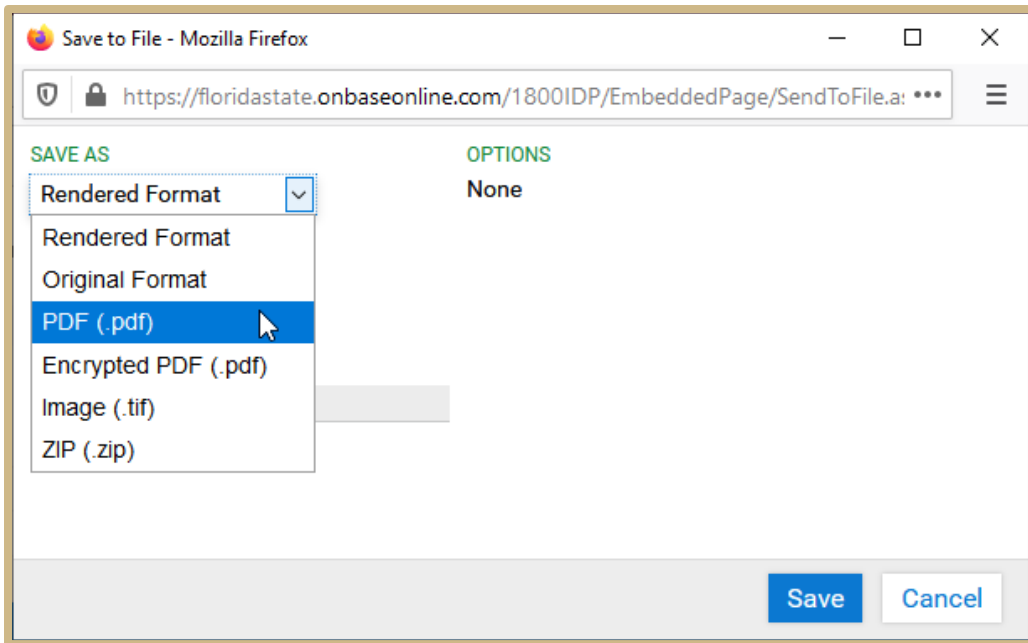


- To print a TIFF image, right click on the document image in the preview pane and select Send To > File.

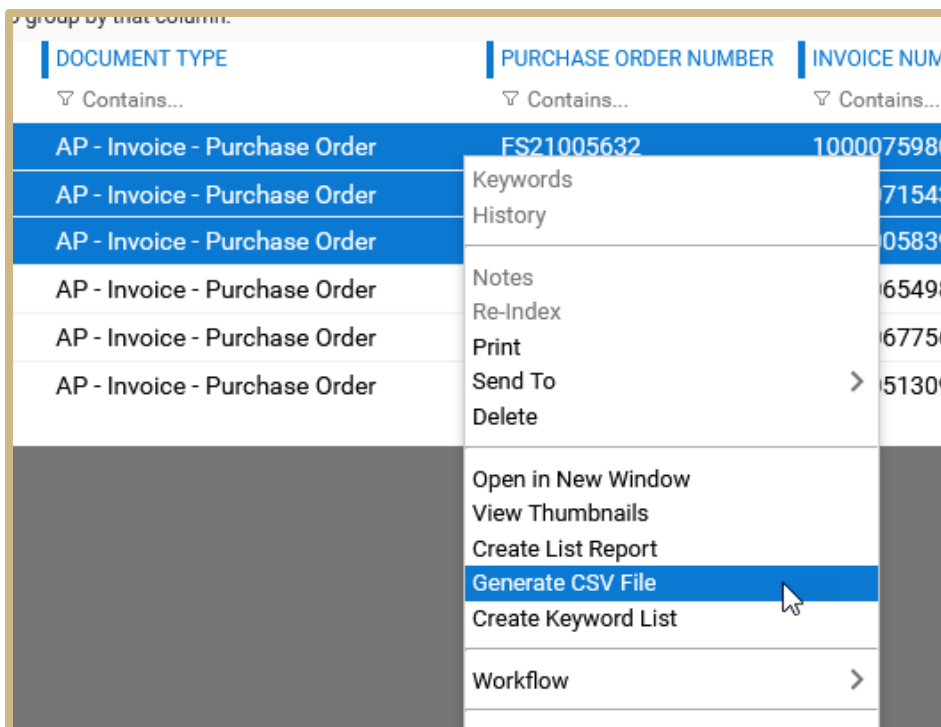


- Select PDF as the Rendered Format and click Save.





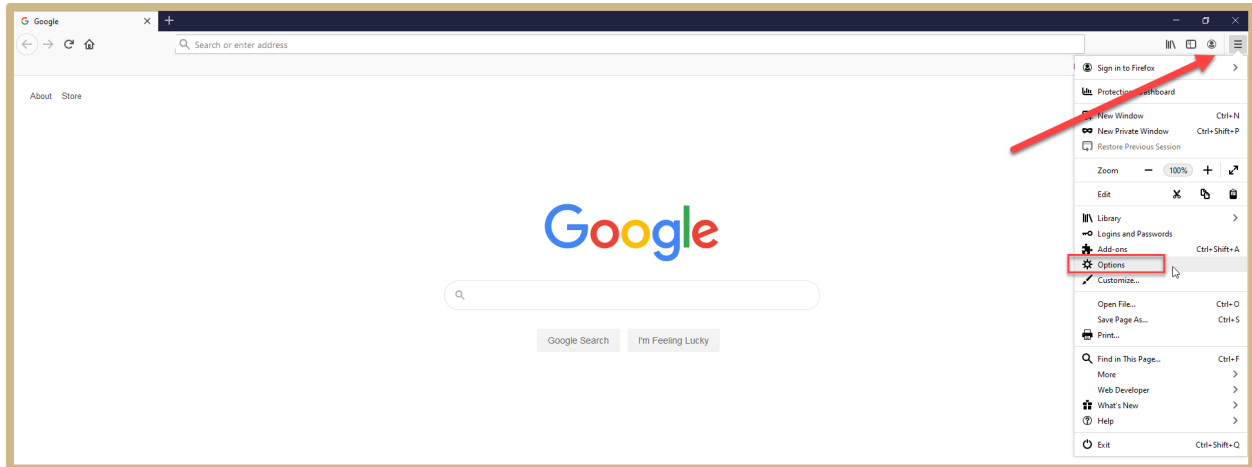
- To Generate a CSV file of keyword data associated with an OnBase image, right click on the file and select "Generate CSV File."



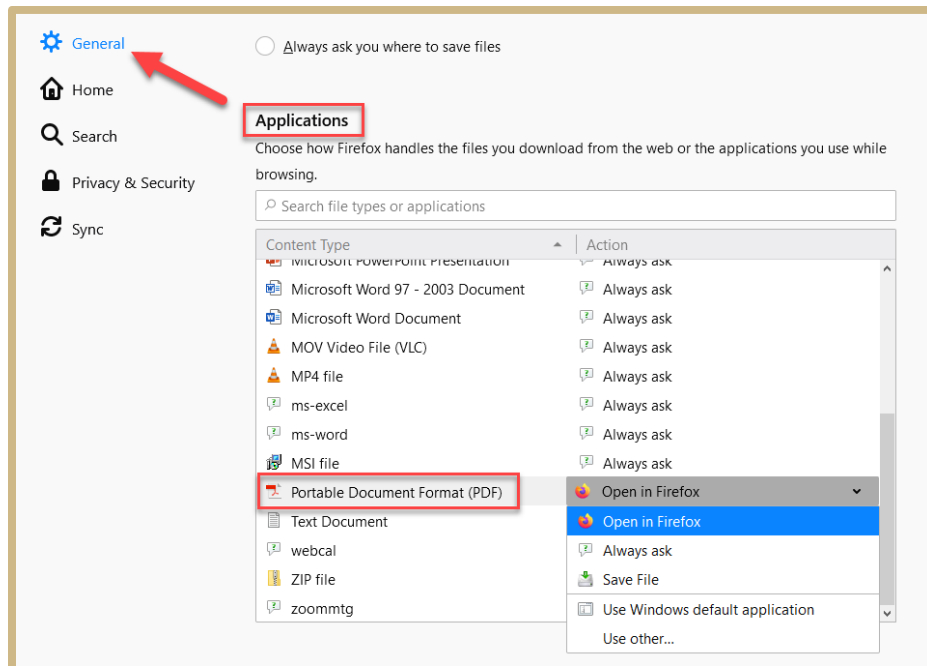
Embedding Adobe Acrobat in Mozilla Browser

If you would like your PDF images to show up with the Acrobat embedded features such as print and download, please follow the steps below.

1. Open Mozilla, in the upper right-hand corner, click on the three horizontal lines to present the dropdown shown below. Select “Options.”



2. In the General Section, scroll down to “Applications,” find Portable Document Format (PDF) in the list and choose “Open in Firefox” from the drop down.



- 3.

