

Pegasys Tips

There's no need to catch a leprechaun to make your Pegasys wishes come true!

Ever wonder if there was a way to add a purchase request (PR) to an existing purchase order (PO)?

There's a way of copying the information of an incoming PR to a PO in the same scope!

Perform the same steps of an amendment procedure, click the Header Accounting Line tab, and use the **"Document Reference"** function to pull info from the PR into the existing PO.

Enter the document type, number and accounting line, and click default.

[Return to Top](#)

☐ Document Reference

Type:

PR

Number:

PR201303110001

Item:

SubItem:

Accounting:

1

Final:

☐

Misc:

☐

View

Default

Liquidate Items: ☐

[Return to Top](#)