**The University of Texas at Tyler**

**Procedures for Entering Blanket POs in PeopleSoft**

Please follow the navigation directions, and initial steps found on the “**Create Requisition**” procedures until you get to the following step:

On requisition, **Checkout – Review and Submit** page:

1. Click the **Line Details** icon at the end of the line you want to pay as ‘**Amount Only’**.
2. It will take you to the next screen, ‘**Line Details’**.
3. Check the **Amount Only** box and click OK.
4. The screen returns to the **Checkout - Review and Submit** page.
5. Add a comment to the box at the bottom of the **Checkout - Review and Submit** page and check the box for ‘**Shown at Voucher’**.
6. Proceed with your requisition as normal (see the **Create Requisition** procedures).

***CLICK THE LINE DETAILS ICON AT THE END OF THE LINE.***

***NEXT SCREEN, CHECK THE AMOUNT ONLY BOX AND CLICK OK.***



