How to Run the Update PO Line Transactions Job

- **Article Type:** General
- **Product:** Alma

Question:

How can I modify PO line (POL) allocation between funds? For example, I want to change the fund of POL to another fund.

Answer:

A POL set is required to run the Update PO Line Transactions.

To create a POL set:

1. Go to Admin > Manage Sets
2. Click +Add Set and select "Logical".
3. Enter the Set Name and select the content type "PO Line". The Status should be Active. Click the "Next" button.
4. Enter the search criteria.
    - For example, Fund Code = X AND Workflow = Waiting for Renewal
5. Once the results include only the POLs you would like to update, click the "Save" button.
6. Click the "Save" button again when you are returned to the Set Details page.

The POL set is now saved and ready to be used in the Update PO Line Transactions job.

To run the Update PO Line Transactions job:

1. Go to Admin > Run a Job
2. Search for the "Update PO Lines transactions" job. Select the job and click the "Next" button.
3. Select your POL set and click the "Next" button.
4. Enter the parameters, then click the "Next" button.
    - For example, select the preferred Fund and enter the Percent as 100.
5. Confirm the details are correct, then click "Submit."

The job will now run. Once complete, view the Job Report by clicking on the name of the job where it appears in Admin > Monitor Jobs > History tab.

Please note: When you don't add a percentage when handling one fund the job will fail with error "Funding list contains invalid values".

Additional Information

For additional information about creating POL sets and making bulk changes to POLs, see:

Creating an Advanced Search for PO Line Sets

Performing Global Changes on PO Line Sets

Changing Vendors in PO Lines and POs

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