

Correcting an Amount Only Purchase Order

In 8.4 the users could create an Amount Only Purchase Order with a “quantity” greater than 1 and “distributed by” equal to quantity.

In 8.9 when you create an Amount Only Purchase Order the quantity is changed to a 1 and the distribute by is changed to “Amount”. The fields cannot be changed.

If you are making a change to the Purchase Order, that change will need to include the “quantity” and “distribute by” if it does not meet the new 8.9 standards.

Distribute by Quantity

Navigation: Purchasing>Purchase Orders>Add/Update POs>Find and Existing Value

Purchase Order

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

[Find an Existing Value](#) [Add a New Value](#)

Business Unit:	=	<input type="text" value="58000"/>	
PO ID:	begins with	<input type="text" value="5809005941"/>	
Purchase Order Date:	=	<input type="text"/>	
PO Status:	=	<input type="text"/>	
Short Vendor Name:	begins with	<input type="text"/>	
Vendor ID:	begins with	<input type="text"/>	
Vendor Name:	begins with	<input type="text"/>	
Buyer:	begins with	<input type="text"/>	
Buyer Name:	begins with	<input type="text"/>	
PO Type:	=	<input type="text"/>	
Purchase Order Reference:	begins with	<input type="text"/>	

Hold From Further Processing

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Input the PO ID and click the button.

Maintain Purchase Order

Purchase Order

Unit: 58000
 PO ID: 5809005941

PO Status: Dispatched  
 Budget Status: Valid
 POA Status: [POA Status](#)
 Hold From Further Processing

Copy From:

Header

'PO Date: 07/09/2007  Vendor Search
 Vendor: PETROLEUM-007 [Vendor Details](#)
 'Vendor ID: 0000074448 PETROLEUM MARKETERS EQUIPMENT COMPANY
 'Buyer: GMARTIN Gwen Martin
 PO Reference: 08580250036

Doc Tol Status: Valid
 Backorder Status: None [Create BackOrder](#)
 Receipt Status: Not Recvd
 'Dispatch Method: Print  

Amount Summary

Merchandise: 1500.00
 Freight/Tax/Misc.: 0.00 
 Total Amount: 1500.00 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To: 

Lines

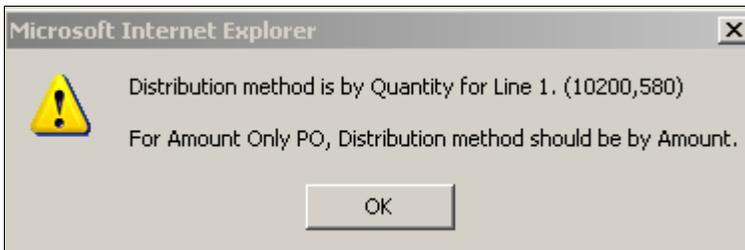
[Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#) 

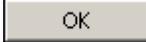
Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category
1	092901	<input type="checkbox"/>	<input type="text"/>	Petroleum Storage Tank Systems	08580250036	1.0000	SUM	092901

[View Printable Version](#) 'Go to: 

If you were to change some data and click the  button you would received the following message:



Click the  button.

The data will not save and you will have to go out of the Purchase Order and back in.

Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Dispatched  
 PO ID: 5809005941 Budget Status: Valid
 POA Status: [POA Status](#)
 Hold From Further Processing

Copy From:

Header

'PO Date: 07/09/2007  Vendor Search
 Vendor: PETROLEUM-007 [Vendor Details](#)
 'Vendor ID: 0000074448 PETROLEUM MARKETERS EQUIPMENT
 'Buyer: GMARTIN Gwen Martin
 PO Reference: 08580250036

Doc Tol Status: Valid
 Backorder Status: None [Create BackOrder](#)
 Receipt Status: Not Recvd
 'Dispatch Method: Print  

Amount Summary

Merchandise: 1500.00
 Freight/Tax/Misc.: 0.00 
 Total Amount: 1500.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#) [Document Status](#)
[Edit Comments](#) [Requisitions](#)

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To: 

Lines

[Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#) 

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'U
1	092901	<input type="checkbox"/>	<input type="text"/>	Petroleum Storage Tank Systems	08580250036	1.0000	SC

[View Printable Version](#) 'Go to:

Click on the Schedule Icon  located to the right of the line.

Maintain Purchase Order

Schedules

Unit: 58000 Vendor: PETROLEUM-007
 PO ID: 5809005941 PO Date: 07/09/2007
 PO Status: Dispatched

[Return to Main Page](#)

Lines Find | View All First 1 of 1 Last

Line: 1 Item: 092901 [Petrolium Storage Tank Systems](#) PO Qty: 1.0000 SUM Amount: 1500.00 USD

Schedules Customize | Find | View All First 1 of 1 Last

[Details](#) [Statuses](#) [Spjment](#) [Matching](#) [Receiving](#) [Freight](#) [RTV](#) 

Sched	'Due Date	'Ship To	'PO Qty	Price	Amount	Status
1 	07/09/2007	58025		1.0000	1,500.00000	1,500.00 Active

[Add ShipTo Comments](#)

Click on the Details Icon .

Maintain Purchase Order

Details for Schedule 1

Unit: 58000 **Vendor:** PETROLEUM-007
PO ID: 5809005941 **Item:** 092901 [Petroleum Storage Tank Systems](#)
Line: 1
Sched: 1 **Status:** Active  

Schedule Details

Due Date: 07/09/2007 **Custom Price - No Override**
Time Due: **No Charge**
Original Promise Date: 09/25/2006  
Ship Date: 
Ship Via: COMMON Common Carrier
Freight Terms: FOB DEST Free on board at Destination
Distribute by: Quantity

Amount Summary

Schedule Qty: 1.0000
Merchandise Amt: 1500.00 USD
Doc. Base Amount: 1500.00 USD

[Expand All](#) [Collapse All](#)

Matching Controls
 Receiving Controls
 Freight Calculation Rule
 RTV Information

Click on the Change Order Icon .

Maintain Purchase Order

Schedules

Unit: 58000 **Vendor:** PETROLEUM-007
PO ID: 5809005941 **PO Date:** 07/09/2007
PO Status: Dispatched

[Return to Main Page](#)

Lines Find | View All First 1 of 1 Last

Line: 1 **Item:** 092901 [Petroleum Storage Tank Systems](#) **PO Qty:** 1.0000 **SUM Amount:** 1500.00 USD

Schedules Customize | Find | View All | First 1 of 1 Last

Sched	Due Date	Ship To	PO Qty	Price	Amount	Status
1	07/09/2007  	58025  	1.0000	1,500.00000	1,500.00	Active    

[Add ShipTo Comments](#)

Click on the Distribution Icon .

Quantity greater than 1

Navigation: Purchasing>Purchase Orders>Add/Update POs>Find and Existing Value

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

Find an Existing Value **Add a New Value**

Business Unit: [=] 58000 

PO ID: [begins with] 5809006043

Purchase Order Date: [=] 

PO Status: [=] 

Short Vendor Name: [begins with] 

Vendor ID: [begins with] 

Vendor Name: [begins with]

Buyer: [begins with] 

Buyer Name: [begins with] 

PO Type: [=] 

Purchase Order Reference: [begins with]

Hold From Further Processing

Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

Input the PO ID and click the **Search** button.

Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Dispatched  

PO ID: 5809006043 Budget Status: Valid

POA Status: [POA Status](#)

Copy From:

Hold From Further Processing

Header

'PO Date: 08/06/2007  Vendor Search

Vendor: DALE ROGER-003 [Vendor Details](#)

'Vendor ID: 0000072426 DALE ROGERS TRAINING CENTER

'Buyer: BNELSON Beverly Nelson

PO Reference:

Doc Tot Status: Valid

Backorder Status: None [Create BackOrder](#)

Receipt Status: Not Recvd

'Dispatch Method: Print

Amount Summary

Merchandise: 22.50

Freight/Tax/Misc.: 0.00

Total Amount: 22.50 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#) [Document Status](#)

[Edit Comments](#) [Requisitions](#)

Add Items From Select Lines To Display

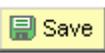
[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

Details [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#)

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category
1	808055	<input type="checkbox"/>	<input type="text"/>	NAME PLATES (CLASS/ITEM #)	08580110028	6.0000	SUM	808055

[View Printable Version](#) 'Go to:

If you were to change some data and click the  button you will not receive any error messages. The PO QTY will stay grayed out and you will not be able to change it, but you will be able to continue to use the PO. You will not be able to increase or decrease the QTY.