







Maintain Purchase Order

Purchase Order

Business Unit 7506  
 PO ID 2000781580  
 Copy From [dropdown]

**Header** ?

\*PO Date 02/28/2020 Supplier Search  
 \*Supplier TEALTILE-001 Supplier Details  
 \*Supplier ID 0000001462 Teal Tile & Carpet Inc  
 \*Buyer UF\_PURCHASING UF Purchasing

PO Reference Req ID: 129093188/PO Rev: 1

Header Details **Activity Summary**  
 PO Defaults Edit Comments  
 PO Activities Add ShipTo Comments  
 Requisitions Document Status  
 Actions

- Click on the Invoice Tab to see **Quantity Invoiced** and **Amt Invoiced**:

Activity Summary

Business Unit 7506 PO Status Dispatched  
 Purchase Order 2000781580 Supplier Teal Tile & Carpet Inc  
 Supplier Location 001

Merchandise Amount 2,613.00 USD  
 Merchandise Receipt 0.00 USD  
 Merchandise Returned 0.00 USD  
 Merchandise Invoice 0.00 USD  
 Merchandise Matched 0.00 USD

**Lines** Personalize | Find | View All | First 1 of 1 Last

Details Receipt **Invoice** Matched RTV

Line	Item	Item Description	UOM	Quantity Invoiced	Amount Only	Amt Invoiced	Currency
1		TTC MP06065 - 0686 - J. Wayne	LOT	0.0000		0.000	USD

Return to Search Notify

- The quantity in a change order needs to be **larger than the quantity invoiced**, for both decreases and increases.

**TIP:**

After making the increase or decrease, check the ChartField split distributions by clicking the **view/edit** link to change the **amounts** in the splits to match the new **total** on the PO. Otherwise the split amounts will not match the new total.

