9.2 Update Existing Purchase Order

Purpose: Use this document as a reference for making changes to an existing purchase order in ctcLink.

Audience: Purchase Order maintainers

- You must have at least one of these local college managed security roles:
- ZD Accounts Payable Inquiry
- ZD Purchasing Inquiry
- ZZ Purchase Order Entry
- ZZ Purchasing Approval

You must also set these User Preference Definitions:

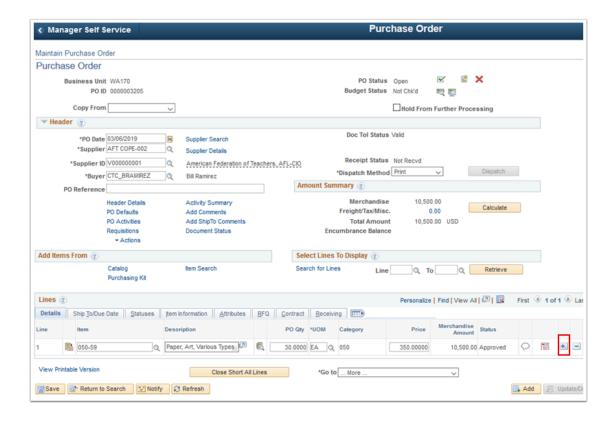
- <u>User Preferences: Purchase Order Entry</u>
- Buyer Setup

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

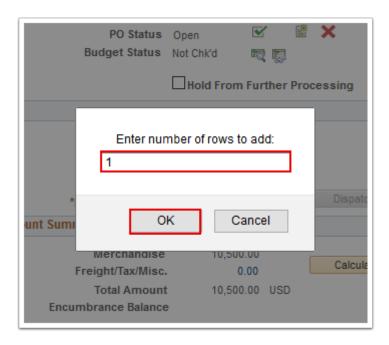
Update Existing Purchase Order

Navigation: Purchasing > Purchase Orders > Add/Update POs

- 1. The **Purchase Order** search page displays. Select the **Find an Existing Value** tab.
- 2. Enter Business Unit.
- 3. Enter **PO ID**. Optional to add additional search criteria.
- 4. Select the **Search** button.
- 5. The **Maintain Purchase Order** page displays.
- 6. In the **Lines** section, select the **Add a New Row [+]** icon.

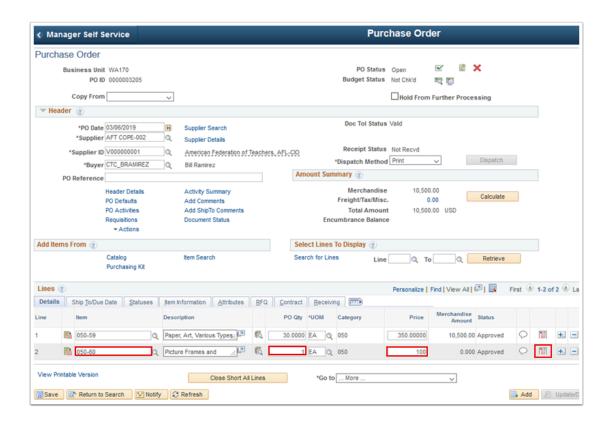


- 7. The **Enter number of rows to add** window displays.
- 8. Enter the number of rows you'd like to add.
- 9. Select OK.

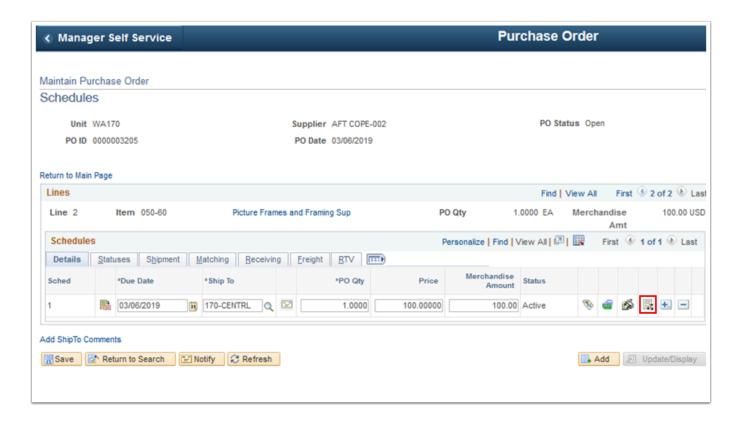


- 10. The **Enter number of rows to add** window disappears. A new, blank row appears in the **Lines** section. Enter valid field values for:
 - a. Item.
 - b. PO Qty.
 - c. **Price**.

11. Select the **Schedule** icon.

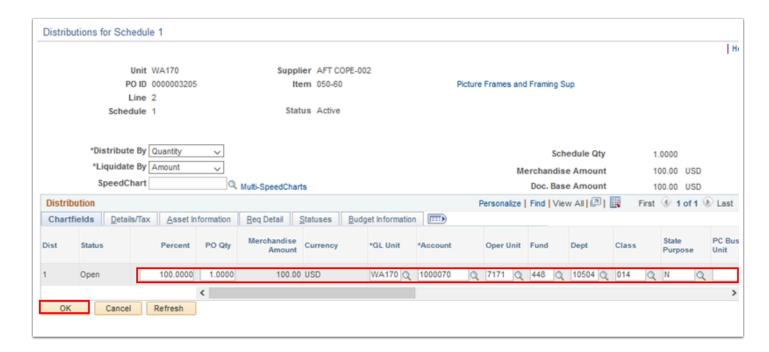


- 12. The **Schedules** page displays. If you want you can change the ship to details otherwise leave default.
- 13. Select the **Distributions/Chartfields** icon.

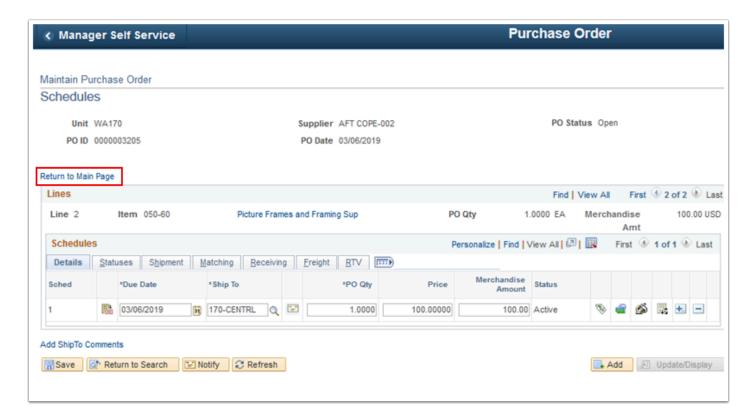


14. The **Distributions for Schedule 1** window displays. Adjust Chartfields as necessary.

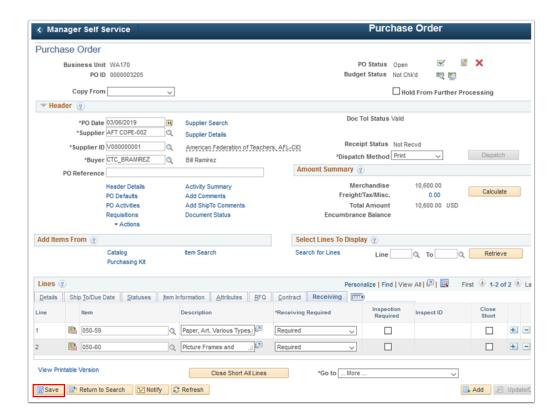
15. Select OK.



16. The **Distributions for Schedule 1** window disappears. Select **Return to Main Page** link.



- 17. The **Purchase Order** page displays.
- 18. Select the **Save** button.



19. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.



▲ VIDEOS COMING SOON!

Video Tutorial Via Panopto

View the external link to Update Existing Purchase Order. This link will open in a new tab/ window.