

# LOWERING a Price to a PRIOR Year Contract Purchase Order

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- Click on **Purchasing**
- Click on **Purchase Orders**
- Click on **Add/Update POs**
- Click on **Find an Existing Value**
- Enter your PO # in the PO Number box
- Click on **Search**
- Click on **PO link**
- Click on **Header Details link**
- Make sure the **Accounting Date** is in the current month
- Click on OK
- Go to the line you wish to change, click on the **Line Details** icon in front of the number
- Click on the blue triangle to initiate a change order on the line
- Once screen returns to main page, click on the **Contract** tab and delete the contract number from the box
- Click on the **Details** tab,

**Work around:**

Once you have taken out the contract #, click on the **Attributes Tab**. You will need to click on the **AMOUNT ONLY** check box. When the message comes up, click YES. Click on the **Details tab** to make sure the price opened up. Don't be alarmed, you will notice that the qty has changed. Click back on the **Attributes** tab, then take the check back out of the **AMOUNT ONLY** box. Now go back to the Details tab. You will need to adjust the price to match the invoice and be sure to correct the qty.

- Once again click back on the **Contract** tab, click on the drop down box to select or type in the correct contract number
- Click back on the Details tab, the price should once again be grayed out
- Click on the **Save** button

- Go to PO Status– status will go back to Pend Appr
- You are responsible for amount approving all Purchase Orders under \$5,000. If your Purchase Order is over \$5,000, then Purchasing must amount approve the PO.
- To Amount Approve a PO, click on **Approve Amounts (Purchasing -> Purchase Orders ->Approve Amounts)**
- Click on **Save**
- **Accounting is responsible for approving all Chartfields. They normally check their ques a couple times a day. If it has been more than 24 hours since you created the PO see [Viewing Chartfield Notes](#). If that is not the problem, call Accounting because the tech may be out.**
- After Accounting approves the Chartfields, you must budget check the PO by clicking on **Purchasing -> Purchase Orders -> Add/Update POs -> Find an Existing Value -> Enter Origin -> Search -> PO #**
- The PO Status should say approved
- Click on the **Paper w/ Magnifying Glass Icon** by Budget Status to budget check the PO. If you get **Error** for a Budget Status, give Budget 24 hours to correct before calling or emailing.
- If you get a Valid Budget Status, See [Dispatching a Purchase Order](#)