



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

## CAPPS Desk Aid

# Purchase Requisition — Using “Amount Only”

**Note:** This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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# Purchase Requisition — Using “Amount Only”

Understanding the difference between purchase requisitions that use the *Distribution by Qty* default setting versus those that are manually set for *Amount Only* is important.

## Understanding “Distribution by Qty” (Quantity)

The default setting for purchase requisitions is *Distribution by Qty* (quantity).

A requisition that is set as *Distribution by Qty* simply means that the requisition is providing the purchase order (PO) with a specific quantity. The PO can then pass this quantity to a receipt. The PO quantity can be received all at once or in multiple receipts. The quantity on the receipt is eventually pulled into a voucher.

**Important point:** Once the full quantity from the PO has been vouchered, no more vouchers can pay against that PO line. The quantity has been fully used.

## Understanding “Amount Only”

*Amount Only* is a setting the user must manually select when needed — it is not the default setting.

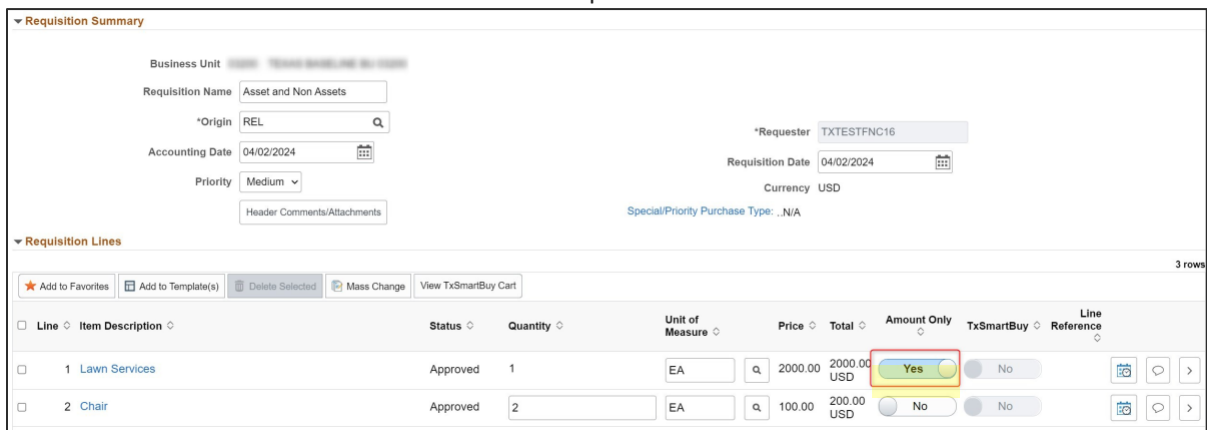
*Amount Only* is the opposite of *Distribution by Qty*. The *Amount Only* setting tells the system to not care about the quantity — only the amount. The benefit of *Amount Only* is that multiple partial receipts and/or multiple partial vouchers can be entered against the PO based purely on the dollar amount, without regard to the quantity.

*For example, there may be 12 vouchers entered against a single PO Line that has a Qty of 1. The system will allow this because the **Amount Only** setting tells it not to care about quantity — only the amount.*

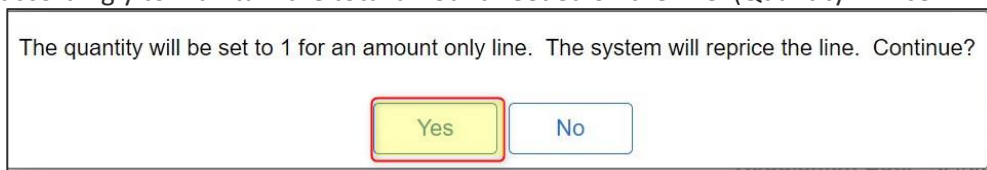
The requisition is the first opportunity to mark a line as *Amount Only*. If the item being purchased (most likely a service) requires multiple partial payments based on dollar amount, the line must be set to *Amount Only*.

## Setting Amount Only on a Requisition Line

- Slide the AMOUNT ONLY button to **Yes** on the requisition line.



- Select **Yes** on the confirmation pop-up window to acknowledge setting the quantity to **1**. If the line quantity is not already set to **1**, it will change to **1**, which then requires you to adjust the price accordingly to maintain the total amount needed on the line. (Quantity x Price = Amount)



## Revision History

Date	Description of Change	Changed By
March 27, 2024	Updated, converted to new template, added 508-compliance.	J. Goodman
Dec. 8, 2025	Converted to the template with the new CAPPS branding logo/colors.	N/A