



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

## Purchase Orders — 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 Orders — Using "Amount Only"

## Overview

How *Amount Only* is used depends on the situation. Situations include:

- Number of payments
- Types of purchases
- Defaults
- Editing prices
- Multiple vouchers
- Reminders for specific purchases

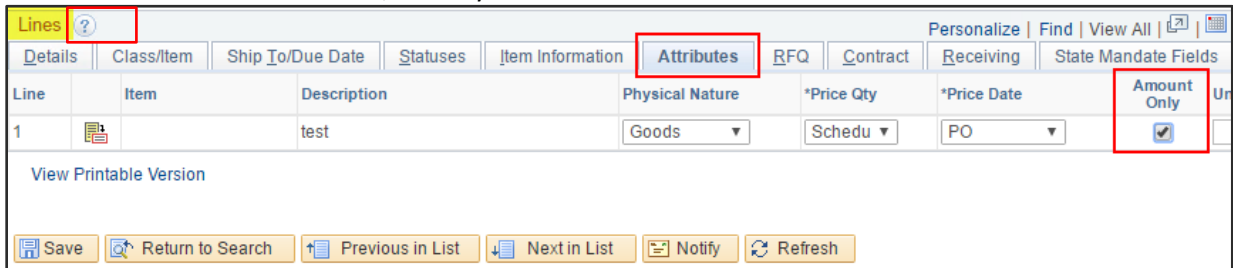
## Using Amount Only

For receiving purposes, *Amount Only* allows:

- Partial payments against a Purchase Order (PO) Line.
- Multiple payments against a PO Quantity of one (1). For example, blanket POs.
- Services purchased on the PO Line to be received in partial amounts.

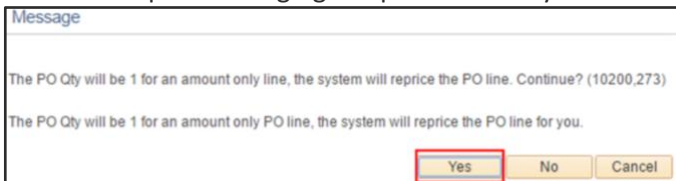
The **Attributes** tab on each PO Line contains an AMOUNT ONLY checkbox.

- If the checkbox was marked on the requisition line, it is checked on the PO Line.
- If the checkbox was not marked, the buyer can check the box on one or more PO Lines.



The PO QUANTITY field must be 1.

If the quantity is not 1, it changes when the AMOUNT ONLY checkbox is checked. Marking the AMOUNT ONLY checkbox requires changing the price manually.



On a PO Receipt, the RECEIPT PRICE field on the *Amount Only* line is editable. This can occur only when the AMOUNT ONLY checkbox is checked on the PO Line.

Receipt Lines						
Receipt Lines		More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information
Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	
1		P-Card Walter 10/03 \$80.00	1.0000	EA	80.00000	
2		P-Card Walter 10/03 \$119.40	1.0000	EA	119.40000	
3		Widget - Amount Only Line	1.0000		200.00000	

Multiple vouchers can be entered against a PO Line with a quantity of **1**, and there will not be an error due to LIFE TO DATE VOUCHER QTY IS GREATER THAN PO QTY. The Amount Only designation on the PO Line communicates to the voucher that the concern is for only the amount and not the quantity.

The requester can set requisition lines as *Amount Only* so that the requisition defaults into the PO as Amount Only. If the buyer needs a reminder to check the AMOUNT ONLY checkbox for specific purchases (such as services), each National Institute of Governmental Purchasers (NIGP) Class can be coded.

## Changing the NIGP Class

**Navigation**  
**Dashboard:** Purchasing; **Tile:** Manage & Configure, NIGP Class Codes

1. Select the **Find an Existing Value** tab.

**Item Categories**

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

**Search Criteria**

\*SetID:

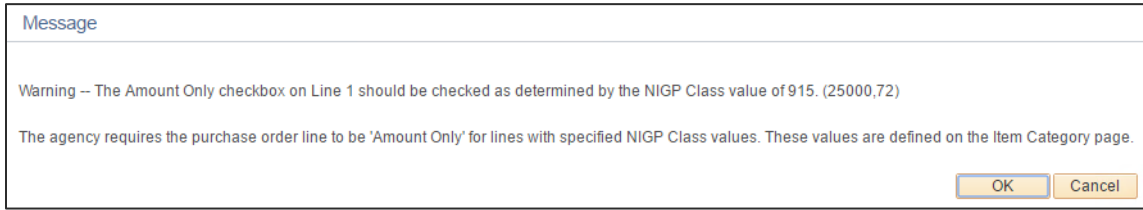
NIGP Class:

NIGP Complete Description:

**Correct History**
 Case Sensitive

2. Check the CORRECT HISTORY checkbox.
3. Select **Search**.
4. Select the NIGP Class from the results list.
5. Check the box for REQUIRE DISTRIB BY AMOUNT.

- When the buyer saves a PO that contains an NIGP Class flagged as *Require Distrib by Amount*, a warning message appears.



- Select **OK**.

## Revision History

Date	Description of Change	Changed By
July 9, 2025	Initial release.	J. Goodman