Use of Amount Only Flags in ARC Guidance

In an effort to provide assistance in the use of the “Amount Only” option when processing requisitions in ARC, the below guidance is provided. The use of this option is intended for all requisition lines that you want to be based on dollar amount rather than quantity. The “Amount Only” option is used when there is an expectation that multiple invoices are anticipated and these invoices are not necessarily based on quantity.

One example of this would be if you hire a consultant to draft a business plan for $10,000, this is usually categorized as a single activity and would be entered into ARC as a quantity of 1 that represents the activity of creating the business plan at $10,000.

The issue here is that you would most likely have more than one invoice as the project proceeds and if you did not select the “Amount Only” option, after paying the initial invoice (which most likely be less than the contracted value), the PO transaction will close. This happens because there was only a quantity of 1 on the PO and once a payment is made, you cannot pay against the same quantity more than one time, even if the first payment is not for the full amount of the P.O. The “Amount Only” option tells ARC to focus on the value of the PO rather than the quantity this way as you pay against the PO, so long as there are enough funds on the PO to cover the submitted invoices, the PO will remain open and available. The PO quantity will not be addressed.

A second example for using the Amount Only option is in a purchase of goods where, again, the invoicing for those goods will not exactly correspond to the quantity designated on the PO. For a purchase of computers, it is often the case that the invoice will not be per computer and that the invoice will also include items such as peripherals. As the invoice is provided on a dollar amount basis, it is necessary to set up the requisition on an Amount Only basis as well.
Examples of purchases that should be “Amount Only” include:

- Consultants
- Services
- Steelcase furniture *(must include quote number on Purchase Requisition)*
- Dell *(must include quote number on Purchase Requisition)*
- Apple *(must include quote number on Purchase Requisition)*

All other goods purchases should not necessitate the use of the “Amount Only” option, but can be used if so desired.

Section 1

Identifying the “Amount Only” option on a Purchase Requisition

1. The Amount Only flag is located at the end of the requisition process in the Review and Submit section. You will need to select the icon to the right of the line item information marked as “Line Detail” when you hover over it (see screen shot #1).
2. After clicking on the “Line Details” button you will be brought to the Line Details screen (see Screen shot #2). On the bottom right hand side of this screen you will see a box to select the Amount Only option.

### Screen Shot #2

3. After selecting the “Amount Only” option and then clicking on the Ok button on the bottom left hand side of the Line Details screen you will see a prompt alerting you that the quantity for the line being updated will now indicate a quantity of 1 automatically after you click on the “Yes” button (see Screen Shot #3).
4. As can be seen by Screen Shot #4 below, the original quantity of 10 units has been updated to reflect a quantity of 1 unit. What also happens is that the extended price will also be reduced based on the new quantity. Remember, it is not the Unit Price that changes, but rather how many units (quantity) multiplied by the price are being purchased.

Screen Shot #4

5. You then need to update the price only to reflect the total value of the line item. Do not adjust the quantity as the Amount Only flag does not consider quantity – only the final price (see Screen Shot #5).

Screen Shot #5
For the transaction APPROVER:

Once the requisition is released by the initiator, the approver(s) will receive the transaction to approve. If an approver wants to verify that the “Amount Only” flag has been selected, this can be accomplished by:

1. Going to the “Manage Requisitions” page in ARC

2. Select the requisition you want to view:
3. Clicking on the selected requisition:

Screen shot #8

4. Review requisition details noting the “Amount Only” flag. Note that if amount only flag is set to “Y”, quantity will always be a value of “1” (See screen shot #9).

Screen shot #9
5. If the requisition is correct, you can proceed to the “Manage Requisition Approval” page and approve (see screen shot #10).

Section 2

What to do if you already have a Purchase Order, but need to modify the lines to indicate “Amount Only”? *(this would be prior to the payment or processing of any invoices against this Purchase order)*

1. Proceed to the “Add/Update POs” page in ARC:
2. Select:
   1. The “Find an Existing Value” tab
   2. Enter the PO number
   3. Select PO Status as “Dispatched” (this should be the default status)
   4. Click on the “Search” button at the bottom

**Purchase Order**

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Example Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>COULM</td>
</tr>
<tr>
<td>PO ID</td>
<td>0000000010</td>
</tr>
<tr>
<td>Purchase Order Date</td>
<td></td>
</tr>
<tr>
<td>PO Status</td>
<td>Dispatched</td>
</tr>
<tr>
<td>Short Vendor Name</td>
<td></td>
</tr>
<tr>
<td>Vendor ID</td>
<td></td>
</tr>
<tr>
<td>Vendor Name</td>
<td></td>
</tr>
<tr>
<td>Buyer</td>
<td></td>
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<td>Buyer Name</td>
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<td>PO Type</td>
<td></td>
</tr>
<tr>
<td>Purchase Order Reference</td>
<td></td>
</tr>
<tr>
<td>Hold From Further</td>
<td></td>
</tr>
</tbody>
</table>

Click on the “Search” button at the bottom.
3. Once in the “Maintain Purchase Order” screen, be sure of the following:
   1. The PO Status is “Dispatched”
   2. The Budget Status is “Valid”

If these are correct you can proceed to the next step. If these values are not as indicated below, you will need to review the status and have corrected prior to moving forward.

Screen shot #13
4. Then select the “Line Details” icon next to the item you wish to update to “Amount Only”. Remember that this update must be done to each line the Amount Only designation is desired.

Screen shot #14
5. Upon clicking the “Line Details” icon the following screen will appear. From here the “Attributed” bar is selected.

Screen shot #15
6. After clicking on the “Attributes” bar, the “Amount Only” flag will be displayed for that line.
7. Click on the “Amount Only” flag and select “OK” at the bottom of the page.

![Screen shot #17]
8. This will bring you back to the original screen where you will need to check the following:
   - The PO QTY section should be set to “1” wherever you set the “Amount Only” flag
   - The Merchandise Amount should reflect the total for each line. So if you originally had 10 in the PO QTY field and it is now 1, you will need to update the unit price to reflect the total value. (e.g. 10 units at $20 each = $200 and after change it should indicate 1 unit at $200 each = $200 as this is the total for the line)

Once you have **verified** the above information, click on the “Save” button at the bottom of the screen and you are done.

It is important to note that if your quantities are already set at 1 unit then the amount only update will not result in a material change to the PO and will not re-enter the approval workflow since no values have changed. Simply what and how a payment is expressed.

Alternatively, if by updating the Amount Only flag the quantities are updated, then this would be a Change Order event and approval workflow would be triggered.