

Changing POs in ProTrak

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Changing POs in ProTrak

Overview

This document describes how to change or correct POs using ProTrak.

Note that purchasers must approve all price, quantity and line item changes by initialing the change on the invoice.

Adding a line item

1. Enter the PO as you normally would in ProTrak.
2. Click **Line Detail** and highlight a comment line.

LN	Part Number	Part Description	ETA	Status	Rqrd. Qty	Rcvd Qty	Invcd Qty	Unit Cost	Line Total
1	16183.1.040.40.001	EXTRUSION MNT BASE	08/04/17	113278	1	1	1.00	90.00	90.00
2	16183.1.040.40.003	MOUNTING PLATE	08/04/17	113278	1	1	1.00	100.00	100.00
3	16183.1.040.40.004	SPACER PLATE	08/04/17	113278	1	1	1.00	140.00	140.00
4	16183.1.040.40.005	NEST BLOCK	08/04/17	113278	1	1	1.00	295.00	295.00
5	16183.1.040.40.006	BUSHING NEST	08/04/17	113278	1	1	1.00	375.00	375.00
6	16183.1.040.40.007	MY-COM PLATE	08/04/17	113278	1	1	1.00	95.00	95.00
7	16183.1.040.40.008	SENSOR BRACKET	08/04/17	113278	1	1	1.00	250.00	250.00
8	16183.1.040.40.009	SENSOR BRACKET	08/04/17	113278	1	1	1.00	250.00	250.00
9	16183.1.040.40.010	ROTOSPRAY MNT BRKT	08/04/17	113278	1	1	1.00	225.00	225.00
10	16183.1.040.40.011	ROTOSPRAY CLAMP BRKT	08/04/17	113278	1	1	1.00	200.00	200.00
11	16183.1.040.40.012	INLINE FLOW MONITOR MNT	08/04/17	113278	1	1	1.00	60.00	60.00
12	16183.1.040.40.014	MNTG. PLATE	08/04/17	113278	1	1	1.00	225.00	225.00
13	C				0	0	0.00	0.00	0.00
14	C				0	0	0.00	0.00	0.00

3. Enter the part number (if applicable), description, quantity and list cost:

Purchase Order Line Detail
 LN: 13 PO No.: 332843 Supplier: LAKELAND MFG Tel. No.: (905) 532-0366

Item Identification
 Part No.: EXTRA WORK
 Supplier Part No.: EXTRA WORK Size: .000 UM: ea
 Item Description: Description

Item Cost and Ordering Information
 Applicable Taxes: Tax 1 Tax 2
 Currency: CD 1.00000
 Quantity Ordered: 2
 List Cost: 250
 Discount: 0.00 %
 Unit Cost: 250.000
 Total Line Cost: 500.000

Requisition Information
 Assigned: [Dropdown]
 Suggested: [Dropdown] [Replace All]
 Req. [0.000] Required [] RFQ [] Issue RFQ []
 Released [] Ordered on PO [] Release for PO []

Receiving and Invoicing Information
 PO Due Date: 2017-08-04 Line ETA: 2017-08-17 Receipt Date: 2017-08-17
 Notify: []
 Qty. [0.000] Qty. Received [0.000] Rcvd. to Date [0.000] Invcd. to Date [0.000]

Comments and Notes
 []

No Job Costing Required

Costing Save Cancel

Enter description #1

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4. Press **F7**: the **Item Costing Breakdown** screen appears.

Prj No.	Mod#	Cat#	Category Descr.	Invoice No.	Ordered Qty	Invoiced Qty
18005	1.073.00.00	260	Purchase Mechanical	AB102418	2.0000	2.0000

Note: The new project number only appears in the **Item Costing Breakdown** screen, not in the main **Purchase Order** screen, which will still display the old number:

Purchase Order

Supplier Information
Name: Geo. T. White Co. Ltd.
Address:
Postal/Zip:

Supplier Contact
Att: Greg
e-mail:
Tel No. Ext. Fax No.

Administration
P.O. Stat: **Close**
CD Cdn. \$
P.O. Total:
RFA 06/26

Purchase Order Information and Status
P.O. Date: 2018-06-28 Revision Supp: GEO600 Order Type: Normal Supp:

Shipping and Receiving Information
Ship: UPS ACC No 3X6 V63 FOB: YOUR DOCK
Broker: Buyer: Carolina Pepe

Internal Information
 Acknowledged by supplier

16195 .3.000.00.00 Purchase Mechanical

Note: After changing a project number, the change will not be reflected in cost in ProTrak for at least 24 hours, even if you run the budget calculation.

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Canceling a line item

1. While entering the invoice in ProTrak, edit the PO line item.
2. Change the **Quantity Ordered** to 0:



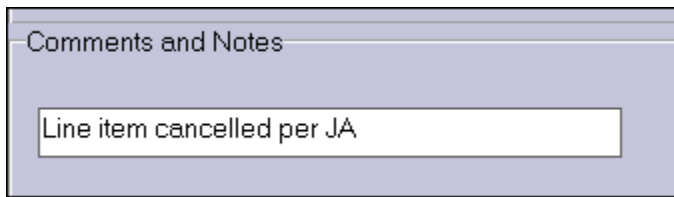
Item Cost and Ordering Information

Applicable Taxes: Tax 1

Currency: CD 1.00000

Quantity Ordered: 0

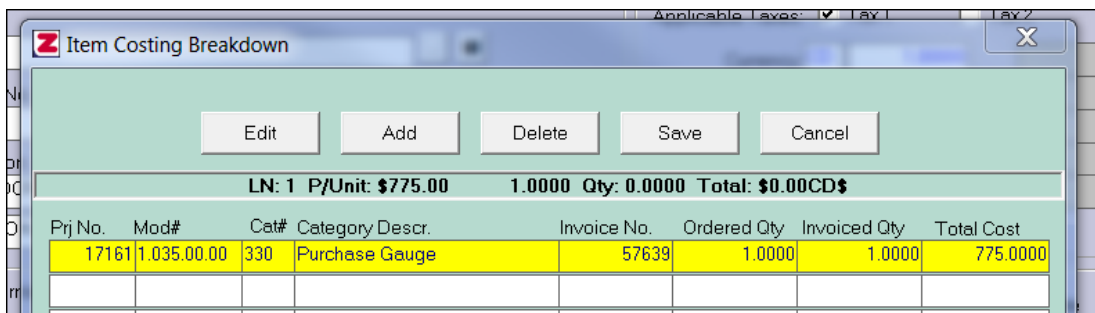
3. Tab over and enter a comment:



Comments and Notes

Line item cancelled per JA

4. In the **Item Costing Breakdown** screen, click **Delete**.



Item Costing Breakdown

Edit Add Delete Save Cancel

LN: 1 P/Unit: \$775.00 1.0000 Qty: 0.0000 Total: \$0.00CD\$

Prj No.	Mod#	Cat#	Category Descr.	Invoice No.	Ordered Qty	Invoiced Qty	Total Cost
17161	1.035.00.00	330	Purchase Gauge	57639	1.0000	1.0000	775.0000

5. Save the order.

Correcting Prices on POs

If the price of an item in a PO changes, you have to update the PO in ProTrak.

You can enter the correction as a new ProTrak entry but it's easier to enter the correction while entering the invoice, as follows:

1. While entering the invoice in ProTrak, edit the PO line item.

Changing POs in ProTrak

2. Correct the **List Cost** as required:

Purchase Order Line Detail

LN: 1 PO No.: 333372 Supplier: BOSCH REXROTH CANADA Tel. No: (905) 335-551

Item Identification

Part No.: R036040000
Supplier Part No.: R036040000 Size: .000 UM: ea
Item Description: COMPACT MODULE CKK-110-NN-1

Item Cost and Ordering Information

Applicable Taxes: Tax 1 Tax
Currency: CD 1.0000
Quantity Ordered: 1.000
List Cost: 1,933.2100
Discount: 0.00 %
Unit Cost: 1,933.210
Total Line Cost: 1,933.210

3. Press tab until you get to the **Comments and Notes** field.
4. Enter any relevant notes about this change.

Comments and Notes

Price change approved by Dan

5. Click **Save**.
6. On the **Item Costing breakdown** screen, click **Save** again.
7. If a **Total costing does not match line item** error appears,
 - a. Click **OK**, then click **Edit**.
 - b. In the **Item Costing Detail** screen, correct the **Invoiced Qty**:

Item Costing Detail

Control No: 334350 Status: Posted

Project: 17107 SGE OCV Clip Station Automatic

Station: 10000000

Category: 340 Purchase Guarding

Allocated Qty	Unit Cost	Total Cost
3.0000	221.8800	\$665.64

Invoiced Qty: 3 Invoiced to Date: .0000

- c. Click **Save**, then click **Save** again.

Correcting accounts on POs

To change the account assigned to a line item, you need to edit the line item detail's **Project number** and **Category**.

For example, to change a line item to **Small Tools**, change the **Project** and **Category** of the line item details to:

The screenshot shows the 'Item Costing Detail' window with the following data:

Control No	336204	Status:	<input type="radio"/> Posted
Project	P2017	Plant Assets & Expenses for 20	
Station	10000000		
Category	P60	SMALL TOOLS	
Allocated Qty	4.0000	Unit Cost	43.7500
		Total Cost	
Invoiced Qty	.0000	Invoiced to Date	4.0000

For **Plant Expense**, change to:

The screenshot shows the 'Item Costing Detail' window with the following data:

Control No	347698	Status:	<input type="radio"/> Posted
Project	P2018	Plant Assets & Expenses for 20	
Station	10000000		
Category	P40	PLANT EXPENSE	
Allocated Qty		Unit Cost	
		Total Cost	
Invoiced Qty		Invoiced to Date	

Note: The change does not appear on the printed PO or in the PO entry in ProTrak.

Correcting HST on POs

Sometimes HST does not appear on the PO but is on the invoice, or vice versa. If so, you will need to add or remove the HST on the PO in ProTrak so that it matches the invoice.

1. When entering the PO in ProTrak, edit the line item then select or clear the **Tax 1** check box, then save the line item:

Item Cost and Ordering Information

Applicable Taxes: Tax 1 Tax

Currency: CD 1.0000

Quantity Ordered: 1.000

List Cost: 1,933.2100

Discount: 0.00 %

Unit Cost: 1,933.210

Total Line Cost: 1,933.210

Receiving and Invoicing Information

2. You must repeat this step for *every* line item on the PO – there is no way to select or clear this box for all line items at once.
3. Note that when you add or remove tax from a line item then save the line item, the PO totals are not automatically recalculated. To see and confirm the recalculated PO amounts, select an empty line item and then save it (with no changes). This will refresh the totals.
4. You can right-click a line item to edit it. When partially receiving, cancel out of detail screen after changing the quantity. Fractional amounts may not appear on screen but will appear in printout.

Changing quantities

1. Update the quantity ordered:

Purchase Order Line Detail

LN: 3 PO No.: 336120 Supplier: GOOD-N-KLEAN PRODUCTS LIMITED Tel. No.: (416) 663-7000

Item Identification

Part No. SUGAR

Supplier Part No. SUGAR Size .000 UOM BX

Item Description SUGAR PACKETS 1,000

Item Cost and Ordering Information

Applicable Taxes: Tax 1 Tax

Currency: CD 1.0000

Quantity Ordered: 7.000

List Cost: 10.7500

Discount: 0.00 %

Unit Cost: 10.750

Total Line Cost: 75.250

Changing POs in ProTrak

2. Edit the line item and update the **Allocated Qty** to match:

The screenshot shows the 'Item Costing Detail' window with the following data:

Control No	Status	Project	Station	Category	Allocated Qty	Unit Cost	Total Cost
350218	Posted	A2018 Administrative Expenses for 201	10000000	A34 Kitchen Supplies	7.0000	10.7500	\$75.25

3. Click **Save**.