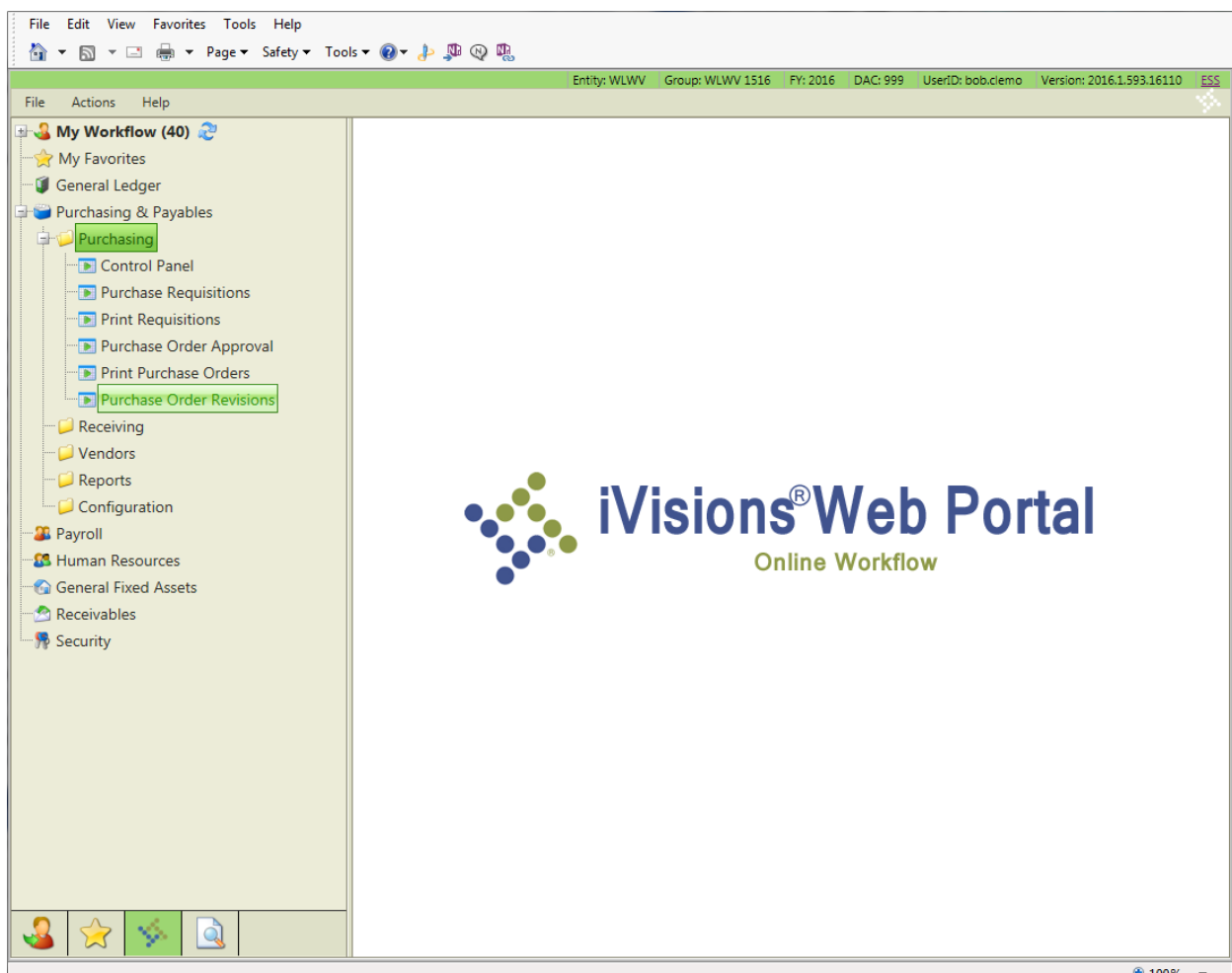


# Purchase Order Revisions

CLICK ON: *Purchasing and Payables*

CLICK ON: *Purchasing*

CLICK ON: *Purchase Order Revisions*



CLICK ON: Add icon 

File Edit View Favorites Tools Help







Entity: WLWV Group: WLWV 1516 FY: 2016 DAC: 999 UserID: bob.clemo Version: 2016.1.593.16110 ESS

### Purchase Order Revisions

File Actions Help

PO No:  DAC:

Vendor:  ☐ Show All Purchase Order Revisions

      Export To

Approver	Requester	Status	PO No.	Current Vendor	Proposed Vendor	Current DAC	Proposed DAC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No records to display.

Ready

<https://visions.clackesd.k12.or.us/EIW/forms/APMIPORevisions.aspx?em=3&id=6927&rwndrmd=0.9423192644904308#> 100%

ENTER: the PO number you want to revise

File Edit View Favorites Tools Help

Entity: WLWV Group: WLWV 1516 FY: 2016 DAC: 999 UserID: bob.clemo Version: 2016.1.593.16110

Purchase Order Revisions

File Actions Help

PO No: DAC: Apply

Vendor:

Approver

No records to display.

**Add Purchase Order Revision**

Actions Help

PO Number: Revision:

Vendor: Proposed Vendor:

Ship To: Proposed Ship To:

DAC: Proposed DAC:

Order Type: Proposed Order Type:

**Current Line Items**

Line	Description	Part No.	Unit	Unit Price	Qty.	Tax	Freight	Amount
No records to display.								

**Proposed Line Items**

Action	Line	Item Number	Description	Part No.	Unit	Unit Price	Account
Add	1				EA		
No records to display.							

Mode: Add

☐ Close this dialog after update? OK Cancel

Ready

Ready

<https://visions.clackesd.k12.or.us/EIW/forms/APMIPORvisions.aspx?em=3&id=6927&rwndrmd=0.9423192644904308#>

100%

CLICK ON: *Actions*

CLICK ON: *Edit Existing Line*

(If you need to add another line/account code, Click on Add New Line)

The screenshot displays a web application window titled "Purchase Order Revisions". The main interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for various actions. The "Actions" menu is open, showing options: "Add New Line", "Split Fund", "Edit Existing Line" (highlighted), and "Delete Existing Line". The "Edit Existing Line" option is selected, and the "Current Line Items" table is visible. The table has columns: Line, Description, Part No., Unit, Unit Price, Qty., Tax, Freight, and Amount. The first row shows Line 1, White Copy Paper, Unit EA, Unit Price 23.69, Qty. 5.00, Tax \$0.00, Freight \$0.00, and Amount \$118. The "Proposed Line Items" section is empty. The "Add Purchase Order Revision" dialog box is open, showing fields for Revision, Proposed Vendor, Proposed Ship To, Proposed DAC, and Proposed Order Type. The "Add" button is highlighted in the "Proposed Line Items" section. The background interface shows fields for PO No., Vendor, and DAC, with an "Apply" button. The status bar at the bottom shows the URL: <https://visions.clackesd.k12.or.us/EW/forms/APMFPORevisions.aspx?em=1&id=69278&rwndrmd=0.07809921848003554#> and a zoom level of 100%.

Entity: WLWV Group: WLWV 1516 FY: 2016 DAC: 999 UserID: bob.clemo Version: 2016.1.593.16110 ESS

File Actions Help

PO No: [ ] DAC: [ ] Apply

Vendor: [ ]

Approver: [ ]

No records to display.

**Add Purchase Order Revision**

Actions Help

Add New Line

Split Fund

Edit Existing Line

Delete Existing Line

DAC: Sunset PS

Order Type: Purchase Order

Revision: [ ]

Proposed Vendor: [ ]

Proposed Ship To: [ ]

Proposed DAC: [ ]

Proposed Order Type: [ ]

**Current Line Items**

Line	Description	Part No.	Unit	Unit Price	Qty.	Tax	Freight	Amount
1	White Copy Paper		EA	23.69	5.00	\$0.00	\$0.00	\$118

**Proposed Line Items**

Action	Line	Item Number	Description	Part No.	Unit	Unit Price	Account
Add	2				EA		

No records to display.

Mode: Add

☐ Close this dialog after update? OK Cancel

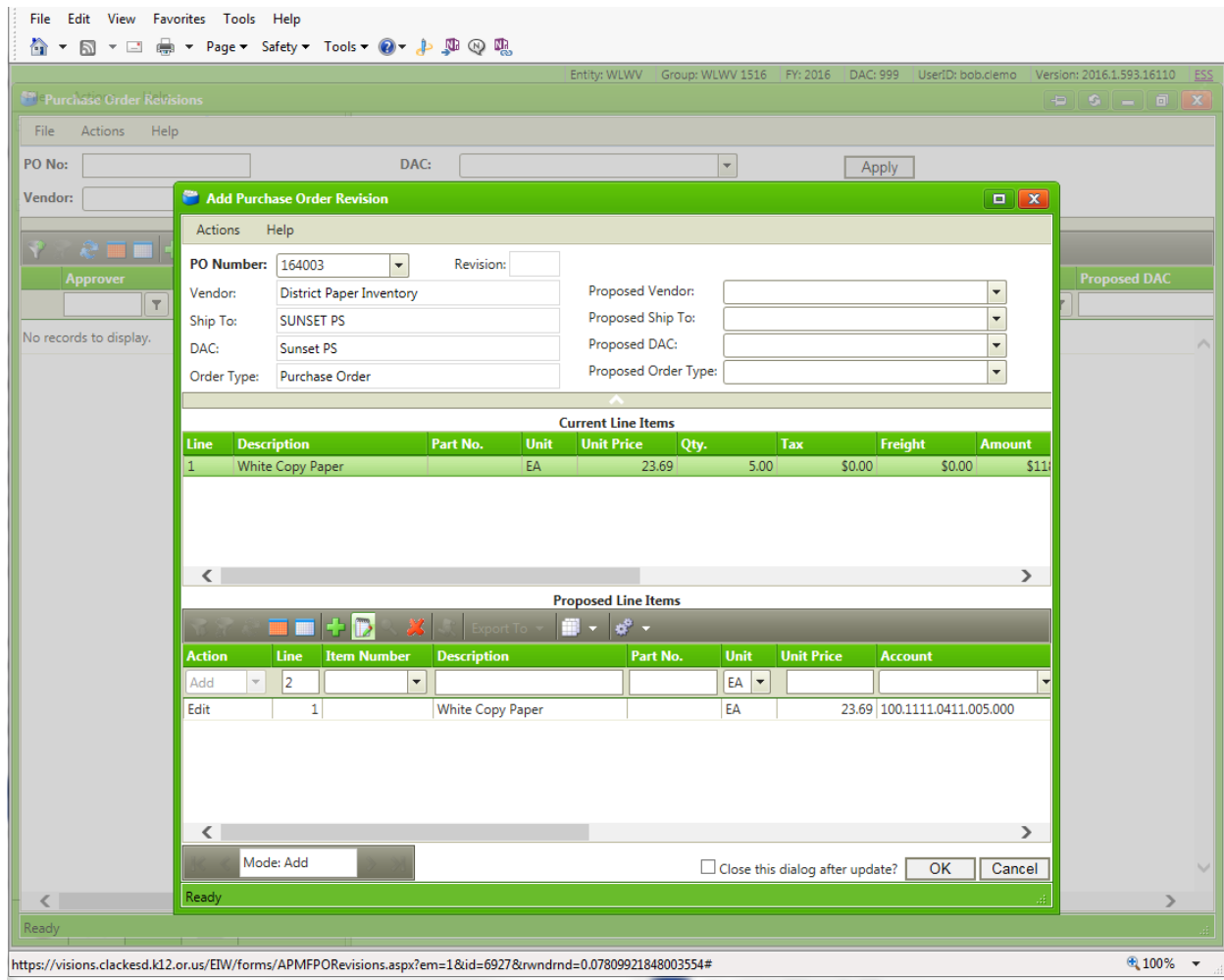
Ready

<https://visions.clackesd.k12.or.us/EW/forms/APMFPORevisions.aspx?em=1&id=69278&rwndrmd=0.07809921848003554#> 100%

CLICK ON: *Edit icon*  In the proposed line items section below.

(Or double click on the edit line)

This will populate the white edit-able boxes.  
Make all necessary changes/edits.



Entity: WLWV Group: WLWV 1516 FY: 2016 DAC: 999 UserID: bob.clemo Version: 2016.1.593.16110

Purchase Order Revisions

PO No: DAC: Apply

Vendor:

Approver

No records to display.

**Add Purchase Order Revision**

Actions Help

PO Number: 164003 Revision:

Vendor: District Paper Inventory Proposed Vendor:

Ship To: SUNSET PS Proposed Ship To:

DAC: Sunset PS Proposed DAC:

Order Type: Purchase Order Proposed Order Type:

**Current Line Items**

Line	Description	Part No.	Unit	Unit Price	Qty.	Tax	Freight	Amount
1	White Copy Paper		EA	23.69	5.00	\$0.00	\$0.00	\$111.75

**Proposed Line Items**

Action	Line	Item Number	Description	Part No.	Unit	Unit Price	Account
Add	2				EA		
Edit	1		White Copy Paper		EA	23.69	100.1111.0411.005.000

Mode: Add

☐ Close this dialog after update? OK Cancel

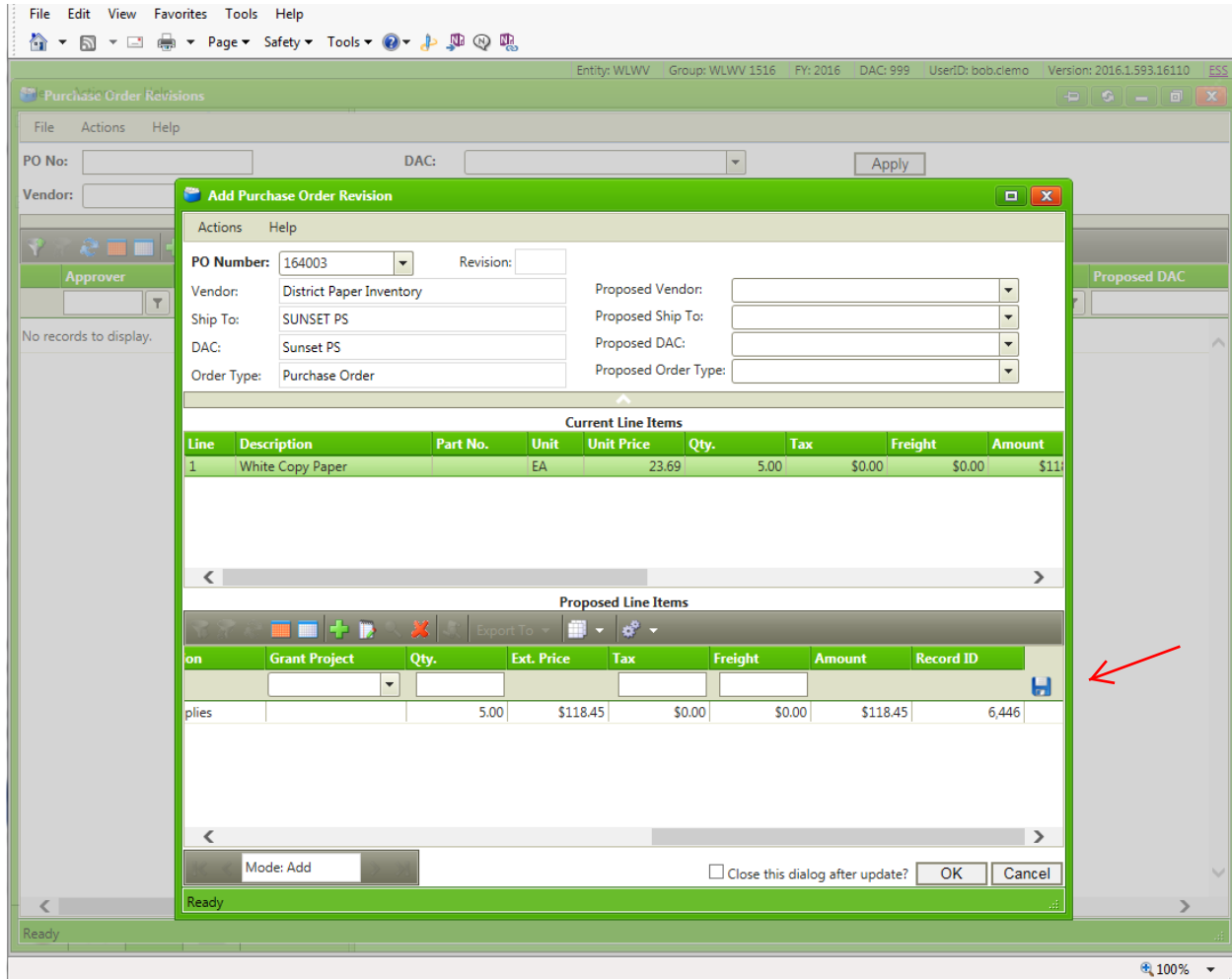
Ready

Ready

<https://visions.clackesd.k12.or.us/EIW/forms/APMFPORevisions.aspx?em=1&id=6927&rwndrnd=0.07809921848003554#>

VERY IMPORTANT! After edits are done,  
SCROLL TO THE RIGHT

CLICK ON: Save icon 



File Edit View Favorites Tools Help

Entity: WLWV Group: WLWV 1516 FY: 2016 DAC: 999 UserID: bob.clemo Version: 2016.1.593.16110

Purchase Order Revisions

File Actions Help

PO No: DAC: Apply

Vendor:

Approver

No records to display.

**Add Purchase Order Revision**

Actions Help

PO Number: 164003 Revision:

Vendor: District Paper Inventory Proposed Vendor:

Ship To: SUNSET PS Proposed Ship To:

DAC: Sunset PS Proposed DAC:

Order Type: Purchase Order Proposed Order Type:

**Current Line Items**

Line	Description	Part No.	Unit	Unit Price	Qty.	Tax	Freight	Amount
1	White Copy Paper		EA	23.69	5.00	\$0.00	\$0.00	\$118.45

**Proposed Line Items**

on	Grant Project	Qty.	Ext. Price	Tax	Freight	Amount	Record ID
plies		5.00	\$118.45	\$0.00	\$0.00	\$118.45	6,446

Mode: Add

☐ Close this dialog after update? OK Cancel

Ready

Make sure to click "Submit for approval" and click OK