REQUESTOR CHANGE ORDER

REDUCE BY QUANTITY / REDUCE BY DOLLAR AMOUNT: EXPLAINED

When creating a requisition and selecting item type “Goods and Services billed by Amount” you put your dollar amount in “Estimated Amount” field:

When you click on “View cart and checkout” button, you will that “Estimated Amount” is now under the “Quantity” column.

When doing a change order using dollar amounts, although it will appear as though you are changing the quantity because of the column heading, it will still be considered the dollar amount. This is because of how it is entered into the system as shown above.