




Purchase Orders SRM Guide to Hard Stop and Common Errors

Error or Issue	Resolution
<p> Non-PCA Blanket POs require split by Quantity in Cost Distribution Line item number</p>	<p>Problem: Cost Distribution should be set to “By Quantity.”</p> <p>Solution: In the Items tab, go to Line Item Details and click the Account Assignment tab. Open the drop down menu beside Cost Distribution and select “By Quantity” <i>only if</i> your agency is a non-Program Cost Allocation (PCA) agency. If the users do not know if their agency is a PCA agency, then the user must coordinate with their FI Lead.</p>