Purchase Orders
SRM Guide to Hard Stop and Common Errors

Error or Issue	Resolution
⛔ Back-End Error: Enter quantity, percentage, or value for account assignment	**Problem:** The Account Assignment's Cost Distribution must have one of the following three Cost Distribution options selected: Percentage, By Quantity, or By value. **Solution:** 1. Go to Details for all Line Items where price was affected. 2. Click the Account Assignment tab. 3. Delete all Account Assignment information by highlighting each line one by one and clicking the Delete button (next to Duplicate button in the Account Assignment tab). 4. Click "Add Line" button. 5. Manually add the required account assignment information into the line. 6. Click the check button. 7. If you do not receive any hard stop errors, click the Order button. A message that the Purchase Order (PO) is ordered successfully should display. Helpful Hints: • Refresh the window until your PO is in an "Ordered" status. • When entering your Account Assignment, do not paste the Account Assignment from your clipboard. This brings over the values that were previously copied and will most often not be the correct value.