

Lesson 3 Objectives

To enter a change order for a purchase order according to USNH policies and procedures.



Choosing to Change a Purchase Order

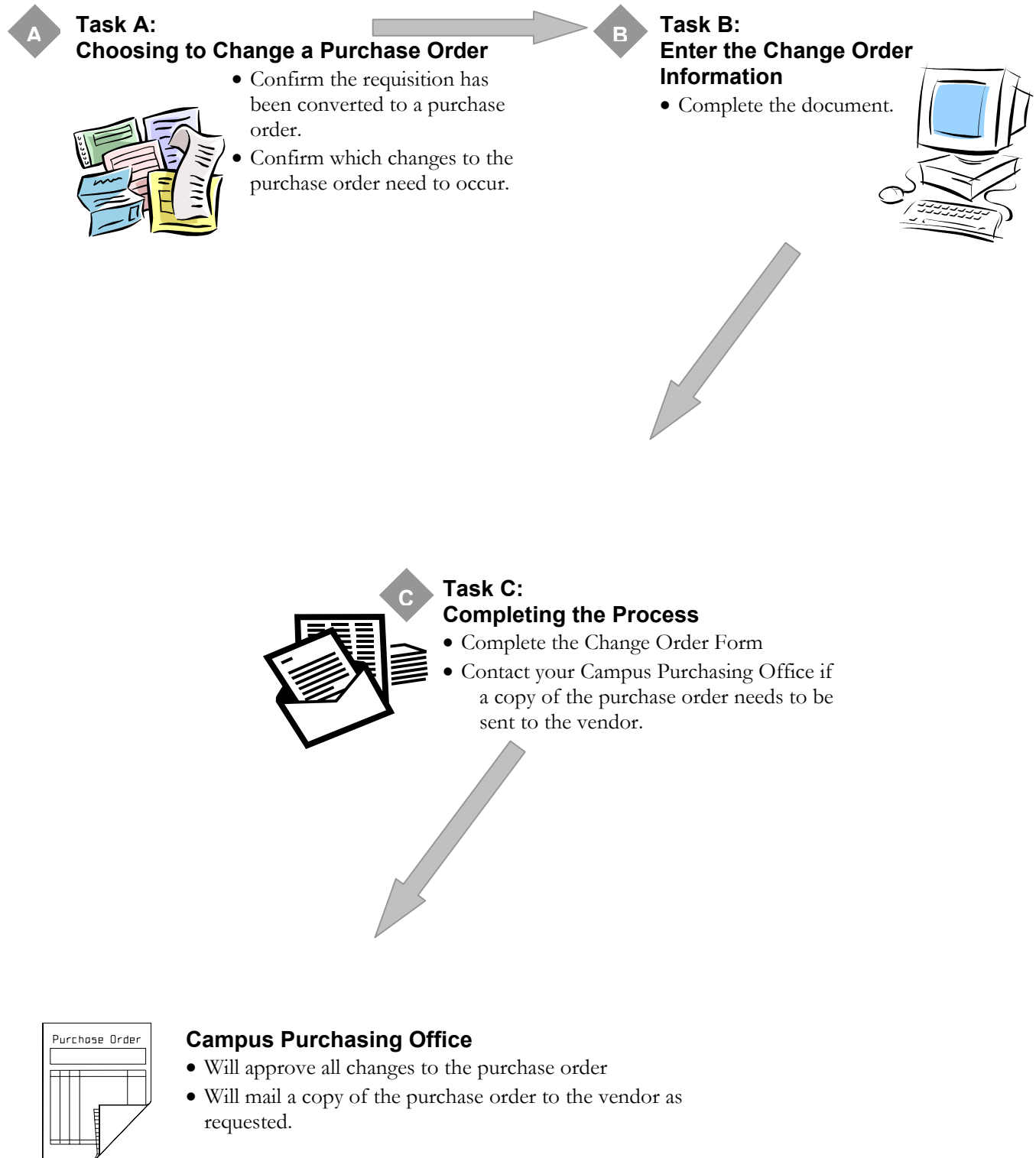


- 1 -Opening a Change Order Document
- 2 -Entering Changes to Document Information
- 3 -Entering Changes to Requestor/Delivery information
- 4 -Entering Changes to Vendor Information
- 5 -Selecting Commodity Items to Change [FPQCHAP]
- 6 -Entering Changes to Commodity/Accounting Information
- 7 -Balancing/Completion and Submitting the Document
- 8 -Reviewing Document History and Status



Completing the Process

Life Cycle of a Change Order



A change order is a document entered to change the information contained in an open purchase order that has been posted and not fully liquidated by vendor invoices.

What are some reasons for entering a Change Order?

- Goods/services need to be adjusted (add/delete/clarify)
- Accounting information is inaccurate
- Vendor address needs to be changed
- The dollar amount is inaccurate (requires decrease or increase)

NOTE: To close the remaining balance on a PO, contact Purchasing. Do not enter a change order to perform this function.

*The following fields **cannot** be modified:*

Vendor ID – only vendor address type or sequence number can be changed

When would a business unit enter a Change Order?

Whenever the business unit becomes aware of a change needed, they should enter, and complete a change order. Final document approval will be applied by the campus purchasing office.

Contact your Campus Purchasing Office if a copy of the purchase order needs to be sent to the vendor.

What forms contain information about a Change Order?

- Purchase Order Validation Form [FPIPOHD]
- Purchase/Blanket/Change Order Query Form [FPIPURR]
- Detail Encumbrance Activity Form [FGIENCDD]

Policies and Procedures

As with any transaction, there are policies and procedures to follow for purchasing goods and services. You can find the specific details about when to use this process, what supporting documentation is required, etc. on-line in the USNH Financial and Administrative Procedures Manual at http://www.finadmin.unh.edu/pol_proc/chapter06/toc_06.html.

This lesson will concentrate on the tasks and steps required to successfully enter a Change Order document according to USNH policies and procedures.

Change Order Form [FPACHAR]


The screenshot shows the Oracle Developer Forms Runtime - Web interface. The title bar reads "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Options", "Edit", "Block", "Field", "Record", "Query", "Help", and "Window". The toolbar contains various icons for file operations, navigation, and editing. The main window title is "Change Order Form FPACHAR 5.1.0.1 (TRNG)". The form content includes three input fields: "Purchase Order:" with the value "P2YCF110", "Blanket Order:" which is empty, and "Change Seq #:" with the value "NXT". A footer note at the bottom of the form reads: "Enter change sequence number or 'NXT' for the form to assign the next number."

Notes

Task A: Choosing to Change a Purchase Order

	What you do....	Comments/Prompts
A	<ol style="list-style-type: none"> Determine if you should enter a Change Order. Assemble the appropriate information and supporting documentation. Obtain any pre-approvals as required for specific items/services, etc. 	<p>Prior to entering a change order, determine if the purchase order is still open.</p> <p>Review FGIENCD to determine PO balance and existing FOAPAL liquidations and balances prior to entering a change order to adjust the dollar amount or change FOAPAL information.</p>

Task B-1: Opening a Change Order Document

	What you do....	Comments/Prompts
B	<ol style="list-style-type: none"> Log in to Banner. Type FPACHAR (Change Order Form) in the <i>Direct Access</i> box and press ENTER. In the <i>Purchase Order</i> field, enter the purchase order number. In the <i>Change Seq #</i> field, enter NXT. Perform a “Next” block to proceed to Change Order: Document Information. 	<p>The Change Order Form [FPACHAR] will be displayed.</p> <p>Enter purchase order number <i>or</i></p> <p>Click on the  and complete a query for the purchase order number. Double-click on the appropriate code to enter in the form.</p> <p>When using NXT, the system automatically assigns the next sequence number.</p> <p>[TASK B-2]</p>

Change Order: Document Information

Oracle Developer Forms Runtime - Web

File Options Edit Block Field Record Query Help Window

Change Order: Document Information FPACHAR 5.1.0.1 (TRNG)

Purchase Order:	P2YCF110	Blanket Order:		Change Seq:	NXT
Order Date:	01-OCT-2001	Trans Date:	01-OCT-2001	<input type="checkbox"/>	In Suspense
Delivery Date:	22-OCT-2001	Comments:		<input type="checkbox"/>	Document Text
Commodity Total:	4975.00	Acctg Total:	4975.00		

Change Accounting Only: Purchase Order Type: Regular

Original Document Text: Copy Document Text

Buyer Code: U2 DENISE M. SMITH C.P.M.

BO Termination Date: Rush Order:

NSF Checking: Deferred Editing:

Enter purchase order date(DD-MON-YYYY).

Notes

Task B-2: Entering Changes to Document Information

What you do....	Comments/Prompts
1. Make changes as necessary. <i>If no changes, proceed to Step 4.</i>	The following fields cannot be changed: <ul style="list-style-type: none"> • Vendor ID – only vendor address type or sequence number can be changed All other fields, including document or item text, can be changed.
2. TAB past <i>Change Accounting Only</i> .	Do not check this box. This box must be left blank.
3. The Buyer Code may need to be changed if the change order exceeds the buyer's dollar limit. Use "U2" if the PO cannot be processed with the existing buyer code.	The following error message will appear when you attempt to complete the document, " <i>Purchase Order net amount is greater than buyer's LVPO limit</i> ". Buyer codes are limited by dollar value. A change order to increase the PO could exceed the current buyer code dollar limit and thus need to be changed. "U2" is unlimited.
4. Perform a "Next" block to proceed to Change Order: Requestor/Delivery information.	[TASK B-3]

Specify the purpose of the change order using DOCUMENT or ITEM TEXT.

Always use the appropriate text option to specify the purpose of the change order and if a revised PO should be sent to the vendor. Indicate if the text should be printed or not by checking or unchecking the print box.

- **Use Document Text for zero dollar changes (ie. vendor address change or wrong FOAPAL).**
- **Use Item Text for an increase or decrease of the PO amount.**

Change Order: Requestor/Delivery

Oracle Developer Forms Runtime - Web

File Options Edit Block Field Record Query Help Window

Change Order: Requestor/Delivery FPACHAR 5.1.0.1 (TRNG)

Purchase Order: P2YCF110 Blanket Order: Change Seq: 1

Order Date: 01-OCT-2001 Trans Date: 01-OCT-2001 In Suspense

Delivery Date: 22-OCT-2001 Comments: Document Text

Commodity Total: 4975.00 Acctg Total: 4975.00

Requestor: Amanda Riecks-Kurshinsky COA: Y University System of New H

Organization: UD0BSC CEPS Business Service Ctr Email: amanda.riecks-kurshinsky@unh.ed

Phone: 603 8621234 Ext: Fax: 603 8620000 Ext:

Ship To: U0048

Address: Chemistry Dept
Parsons Chemistry Stkm 143
Parsons Hall
Durham NH 03824

Phone: 8621550 Ext:

Contact: Chemistry Dept

Attention To: Professor Digby

Notes

Task B-3: Entering Changes to Requestor/Delivery information

What you do....	Comments/Prompts
1. Make changes as necessary. <i>If no changes, proceed to Step 2.</i>	Remember, the following fields <i>cannot</i> be changed: <ul style="list-style-type: none">• Vendor ID – only vendor address type or sequence number can be changed All other fields, including document or item text, can be changed.
2. Perform a “Next” block to proceed to Change Order: Vendor information.	[TASK B-4]

Change Order: Vendor

Oracle Developer Forms Runtime - Web

File Options Edit Block Field Record Query Help Window

Change Order: Vendor FPACHAR 5.1.0.1 (TRNG)

Purchase Order: P2YCF110 Blanket Order: Change Seq: 1
 Order Date: 01-OCT-2001 Trans Date: 01-OCT-2001 In Suspense
 Delivery Date: 22-OCT-2001 Comments: Document Text
 Commodity Total: 4975.00 Acctg Total: 4975.00

Vendor: 232942737 Fisher Scientific Llc

Address Code: EU Seq#: 1

Address: 585 Alpha Drive Phone: Ext: Fax: Ext:
 Pittsburg PA 15238 Email:

Contact: Email:

Discount: 30 Net 30 Days
 FOB Code: 01 Destination, PP & Allow
 Tax Group:
 Class Code: R Regular
 Carrier:
 Currency:
 Disbursing Agent

Enter address type code and press NEXT FIELD.

Notes

Task B-4: Entering Changes to Vendor information

What you do....

1. Make changes as necessary. *If no changes, proceed to Step 2.*

- 2a. If no commodity or accounting changes are necessary;
 - ◀ From the Options menu, select Balancing/Completion.
 - ◀ Select the “Add” check box next to each commodity
 - ◀ Save your changes, click on the FILE drop down list and choose SAVE.
 - ◀ Click on the EXIT icon (Open Door).
 - ◀ Complete the document.

- 2b. Perform a “Next” block to proceed to Purchase Order Item Selection form [FPQCHAP].

Comments/Prompts

Remember, the following fields cannot be changed:

- Vendor ID – only vendor address type or sequence number can be changed

All other fields, including document or item text, can be changed.

This step allows you to bypass the Commodity/Accounting Information form, when no changes are necessary in that form.

[TASK B-5]

Purchase Order Item Selection Form [FPQCHAP]

Oracle Developer Forms Runtime - Web

File Options Edit Block Field Record Query Help Window

Purchase Order Item Selection Form FPQCHAP 5.0 (TRNG)

Purchase Order #: P2YCF110 Change Seq #: 1 Blanket Order #:

Change All

Vendor: 232942737 FISHER SCIENTIFIC LLC

Purchase Order Commodity Information									
PO Item	Commodity Code	Line Item Text Desc	Exists	Option	U/M	Units	Unit Price	Add	
1		#32-64-128 Micro	Y	Copy	EA	1.00	4825.00	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>

Undefined function key. Press <Show Keys> for a list of valid keys.

Notes

Task B-5: Selecting Commodity Items to Change [FPQCHAP]

What you do....	Comments/Prompts
1a. If you ONLY need to add a new commodity item, proceed to step 3 below.	Example: PO was issued for a new workstation but a chair was also supposed to be ordered at the same time. Change order is needed to add the chair.
1b. If you need to increase or decrease the amount of the PO, perform a “Next” block to proceed to Purchase Order Commodity Information and check the Add box next to the item(s) to be changed. Proceed to step 2 below.	Example: The 4 th commodity item should be changed from \$1500 to \$1000. Item text will not be copied to the change order if the “Change All” box is checked.
1c. For all other changes, check the Add box next to ALL the item(s). Proceed to step 2 below.	The account code is currently 711000 but should be 719000; vendor address is incorrect. Item text will not be copied to the change order if the “Change All” box is checked.
2. To save your changes, click on the FILE drop down list and choose SAVE .	The message <i>Transaction complete: 1 records applied and saved</i> will appear in the Hint Line after you save.
3. Click on the EXIT icon (Open Door) to proceed to the Change Order: Commodity/Accounting form.	[TASK B-6]

Note: Changes are not made to the commodity items on the form FPQCHAP (PO Item Selection Form). Rather, proceed as stated above. If commodity items are selected, the items will be removed from FPQCHAP and added to the change order form FPACHAR on the commodity/accounting section. Make changes as necessary.

Change Order: Commodity/Accounting information

Oracle Developer Forms Runtime - Web

File Options Edit Block Field Record Query Help Window

Change Order: Commodity/Accounting FPACHAR 5.1.0.1 (TRNG)

Purchase Order: P2YCF110 Blanket Order: Change Seq # 1
 Order Date: 01-OCT-2001 Trans Date: 01-OCT-2001 In Suspense
 Delivery Date: 22-OCT-2001 Document Text
 Doc Acctg

Item:	U/M	Tax Grp	Quantity	Unit Price	Ext Cost
1 of 1	EA		1	4825	4825.00

Comm Desc Comm Text Item Text Disc: 0.00
 #32-64-128 Microscope Add Comm Addtl: 150.00
 Distribute Tax: 0.00
 Comm Line Total: 4975.00
 Doc Comm Total: 4975.00

FOAPAL % USD

1 of 2 Remaining Comm Amt: 0.00 Ext: 2412.50
 ---NSF--- Disc: 0.00
 Override Addtl: 75.00
 Suspense Tax: 0.00
 FOAPAL Line Total: 2487.50
 Doc Acctg Total: 4975.00

C	Yr	Index	Fund	Orgn	Acct	Prog
Y	02		1UD000	UDCHEM	7400	040
Y	02		1UD000	UDDEAN	7400	200

LIST for list;COUNT QUERY for vendor;EXECUTE QUERY for Vendor by Comm.

Notes

Task B-6: Entering Changes to Commodity/Accounting Information

What you do....	Comments/Prompts
<p>1. To add a new commodity item:</p> <ul style="list-style-type: none"> a. Enter the new information for the item to be added. b. Perform “Next” block to move to the FOAPAL information area. c. Manually apply the amount of the new item to the appropriate FOAPAL line. 	<p>NOTE: Amount is not automatically distributed to the FOAPAL.</p> <p><i>*Remember to use Item or document text for the purpose of the change order.</i></p>
<p>2. To increase/decrease the PO amount:</p> <ul style="list-style-type: none"> a. If the PO has multiple FOAPAL lines, 1) uncheck the “distribute” box in the commodity, then proceed to step 2b or 2) perform “Next” block and manually apply the amount of the change to the appropriate FOAPAL line(s) first (proceed to step 4, 5 or 6). Then perform “Previous” block and proceed back to step 2b. b. Change the quantity if applicable or enter the new amount (not the change amount. Ex. Current commodity amount is \$1000 and it needs to be: <ul style="list-style-type: none"> \$1500.00, enter \$1500.00 \$500.00, enter \$500.00 c. Perform “Next” block to move to the FOAPAL information area. 	<p>NOTE: Refer to FGIENCD for the PO balance and each FOAPAL balance. You cannot reduce the PO or a FOAPAL line below the liquidated amount.</p> <p>Multiple FOAPAL lines: Both options listed in 2a may trigger a “commodity in suspense’ error. If so, exit FPACHAR. Go back into the change order form and from the Document Information screen, choose “Balance and Completion” from the Options Menu.</p> <p>NOTE: The amount of the change will automatically be distributed to all FOAPAL lines one of the options in 2a is performed.</p> <p><i>*Remember to use Item or document text for the purpose of the change order.</i></p>
<p>3. To add an additional FOAPAL line:</p> <ul style="list-style-type: none"> a. Perform “Next” block to move to the FOAPAL information area. b. Use “Insert” record c. Enter new FOAPAL information and amount 	<p><i>*Remember to use Item or document text for the purpose of the change order.</i></p>
<p>4. To change the \$ amount of an existing FOAPAL line(s):</p> <ul style="list-style-type: none"> a. Perform “Next” block to move to the FOAPAL information area. b. Enter the new \$ amount on the existing FOAPAL line(s) 	<p>NOTE: Refer to FGIENCD for the liquidated amount. You cannot reduce the FOAPAL below the amount liquidated for that FOAPAL. Enter \$0.00 on the change order only if invoices have not been paid against the FOAPAL; otherwise enter the liquidated amount.</p>

Task B-6: Entering Changes to Commodity/Accounting Information continued...

What you do....	Comments/Prompts
<p>5. To replace an existing FOAPAL line when it is incorrect or is no longer needed on the PO:</p> <p>a. Enter the amount equal to or greater than the liquidated amount for the FOAPAL line to be replaced (See Note).</p> <p>b. Use “Insert” record to add a new FOAPAL line and amount if necessary.</p>	<p>NOTE: Refer to FGIENCD for the liquidated amount. You cannot reduce the FOAPAL below the amount liquidated for that FOAPAL. Enter \$0.00 on the change order only if invoices have not been paid against the FOAPAL; otherwise enter the liquidated amount.</p> <p>*Future change orders: Refer to step 2 to manually adjust the FOAPAL amounts.</p> <p><i>*Do not use “Record Remove” to remove the incorrect FOAPAL line.</i></p> <p><i>*Remember to use Item or document text for the purpose of the change order.</i></p>
<p>6. Perform a “Next” block to proceed to Balancing/Completion.</p>	<p>[TASK B-7]</p>

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Balancing/Completion

Oracle Developer Forms Runtime - Web

File Options Edit Block Field Record Query Help Window

Balancing/Completion FPACHAR 5.1.0.1 (TRNG)

Purchase Order: P2YCF110 Change Seq #: 1 Blanket Order:

Vendor: 232942737 Fisher Scientific Llc

Currency:

Exchange Rate:

Amount: Input 4975.00 Converted

	Header	Commodity	Accounting	Status
Approved Amounts:	4825.00	4825.00	4825.00	BALANCED
Discount Amounts:	.00	.00	.00	BALANCED
Additional Amounts:	150.00	150.00	150.00	BALANCED
Tax Amounts:	.00	.00	.00	BALANCED

Complete: In Process:

Select to keep Document Incomplete and "In Process"

Notes

Task B-7 Reviewing Balancing/Completion and Submitting the Document

What you do....	Comments/Prompts
1. Review all information for accuracy.	
2. Verify that the <i>Approved</i> , <i>Discount</i> , <i>Additional</i> and <i>Tax</i> status fields display “BALANCED”.	Fields <i>cannot</i> be edited from this form. If corrections are required, choose the appropriate form from the OPTIONS drop down list. (e.g. Commodity/Accounting)
3. If your document: is complete, choose COMPLETE . still needs additional information, choose IN PROCESS . You will return to the Change Order Form .	You can return to the in process change order by accessing the Change Order Form (FPACHAR), entering the Purchase Order number, Change Seq # and choosing “Next” block.

Purchase Order Validation Form [FPIPOHD]

Oracle Developer Forms Runtime - Web

File Options Edit Block Field Record Query Help Window

Purchase Order Validation Form FPIPOHD 5.0 (TRNG)

Code	Change Seq	Blanket	Class	Buyer Name
P2YCF110	0		R	DENISE M. SMITH C.P.M.
Vendor Code: 232942737 Vendor Name: Fisher Scientific Llc PO Date: 01-OCT-2001 Deliver by Date: 22-OCT-2001				
Completed: <input checked="" type="checkbox"/> Approved: <input checked="" type="checkbox"/> Amount: 4975.00				
Code	Change Seq	Blanket	Class	Buyer Name
P2YCF110	1		R	DENISE M. SMITH C.P.M.
Vendor Code: 232942737 Vendor Name: Fisher Scientific Llc PO Date: 01-OCT-2001 Deliver by Date: 22-OCT-2001				
Completed: <input checked="" type="checkbox"/> Approved: <input checked="" type="checkbox"/> Amount: -150.00				


Press COUNT QUERY HITS for Purchase Query, BLOCK MENU for Review Commodities.

Notes

Task B-8: Reviewing Document History and Status

What you do...	Comments/Prompts
<p>1. Type FPIPOHD (Purchase Order Validation Form) in the <i>Direct Access</i> box and press ENTER.</p> <p>2. To view details about the document, from the OPTIONS drop down list choose</p> <p>VIEW COMMODITIES [FOICOMM]</p> <p><i>or</i></p> <p>QUERY PURCHASE ORDER [FPIPURR] and use “Next” block to view the blocks of data.</p> <p>Exit the form to return to FPIPOHD.</p>	<p>The Purchase Order Validation Form [FPIPOHD] provides the history of change orders against a purchase order.</p> <p>If <i>Change Seq:</i></p> <p><u>has a 0 entered</u> the original purchase order information is displayed.</p> <p><u>has a sequence number entered</u> the corresponding change order information is displayed.</p> <p><u>is blank</u> most recent cumulative information (change orders included) is displayed.</p>

TASK C: Completing the Process

	What you do....	Comments/Prompts
	<p>1. There are no additional administrative tasks to be completed.</p>	<p>Contact your Campus Purchasing Office if a copy of the purchase order needs to be sent to the vendor.</p>

Lesson Summary

- Task A** In this lesson you learned what you should consider prior to entering a change order.
- Task B** Next you learned about what data can be changed and how to enter the change order document into the system as well as how to view the history of change orders against a purchase order.
- Task C** Finally, you learned that there are no additional administrative tasks you need to complete after entering the change order document.

Practice Exercise

A purchase order has been previously entered for Fosters Clambake. The PO # is _____ . You need to add the FOAPAL line 9U0000 YCFA10 060 to this order and split the total cost of the order between the existing FOAPAL and the new FOAPAL.

Please enter a Change Order document to reflect this information.

TROUBLESHOOTING TIPS

Document in suspense error

1. Tab through each commodity item and re-enter the dollar amounts
2. Next block to access FOAPAL information
3. Tab through each FOAPAL line and re-enter the dollar amounts
4. Complete the change order

That didn't work – still have errors . . .

1. Exit the change order form
2. Access the change order form again and enter the PO number and the sequence number assigned by Banner (1, 2, etc).
3. Next block through each section of the form
4. Repeat steps above in the commodity/accounting section
5. Complete the change order

Okay, you're ready to pull your hair out . . .

1. Access the document information section
2. Choose "Remove" from the Record Menu twice to remove the change order
3. Start over by creating a new change order

