

Banner Change Order Form

How to create a Change Order using FPACHAR

Description:

The *Change Order Screen* is used to modify the header, commodity, and accounting information on a completed and approved purchase order. You CANNOT change the vendor, currency or document type (standing or regular) using FPACHAR. The screen is typically used to change unit price and quantities. The change order will be routed back through the approval process for additional approvals after changes have been made.

Navigation:

Access to the screen can be achieved in three ways:

1. Type FPACHAR in the search field.
2. Type Change Order in the search field and selecting the correct item.
3. Navigate through the applications menu system on the left side of the main screen.

Moving to and from sections on a screen can be done in two ways:

1. Use the keyboard commands “Alt – Page Down” and “Alt – Page Up”
2. Use the icons on the bottom left of the screen to move back and forth between sections.

The Process:

This document will outline a **Quick Step** and **Detailed Procedure** for creating a change order. The Quick Step guide will show the *minimum* steps required to produce a change order. For a more in-depth understanding of change order processing with sample screens and a full description of each field, please refer to the **Detailed Procedure** section. In the appendix there will be instructions on how to changing accounting on a purchase order.

QUICK STEP GUIDE:

Step 1:

Follow the navigation process to FPACHAR, hitting enter to access next screen.

Step 2:

To create a new change order with the next available change sequence number, type the existing purchase order number in the purchase order field and “NEXT” in the change sequence field. If you are returning to an “in progress” change order, enter the purchase order number and the change sequence number previously assigned.

Click GO (Alt – Page Down) in the top right corner to advance to *next screen*.

Step 3:

The Document Information Screen will appear. Confirm or adjust the dates if required.

Proceed to next section (“Alt-Page Down”).

Step 4:

The Document Information Screen (section 2). Confirm or adjust the Buyer Code if required.

Proceed to next section ("Alt-Page Down").

Step 5:

The Requestor/Delivery selection screen will appear. Make changes as required.

Proceed to next section ("Alt-Page Down").

Step 6:

The Vendor Information section. Business Unit (BU) is the only change option for vendor

Proceed to next section ("Alt-Page Down").

Step 7:

The purchase order commodity section is used to select the items that require change on the purchase order. Select items by clicking the check box on the right-hand side of the screen next to each commodity. Once all items are selected, click save (F10) in the bottom right hand corner. To return to the change order you must CLOSE this screen by clicking the RED X in the top left side of the screen. This will return you to the commodity/accounting screen.

Step 8:

On the commodity accounting screen, in the commodity section, make the changes to the quantity and/or unit price as required. Tabbing through all fields will ensure that the necessary calculations are performed by the system. NOTE, do not enter the amount to adjust the purchase order by, enter the new amounts for the items. I.E. if item price changes from \$1.00 to \$2.50, enter the \$2.50, not \$1.50 change in price.

Proceed to next section ("Alt-Page Down").

Step 9:

The accounting section of the commodity/accounting screen can be tabbed through to ensure the necessary calculations are performed by the system. For adjustments to accounting records see the appendix.

Proceed to next section ("Alt-Page Down").

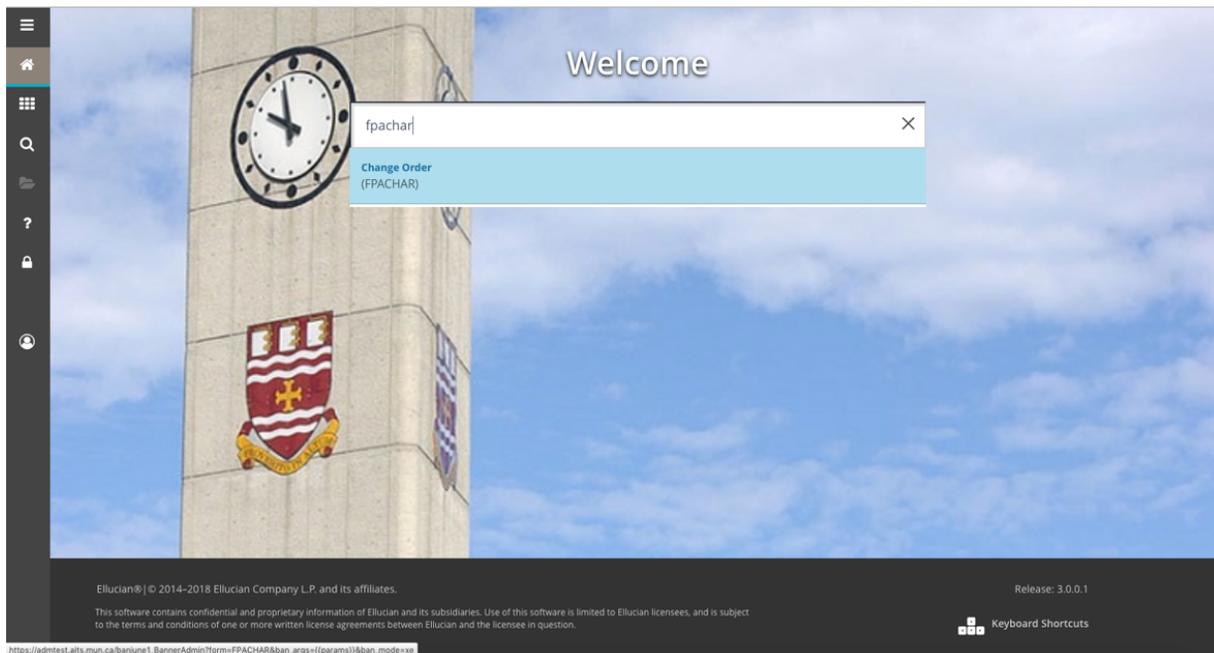
Step 10:

The balancing/completion screen is the final screen to the change order process. If the status for all items is balanced hit the complete button to forward the change order to the posting process. The change order will be forwarded through the appropriate queues for approval.

Detailed Procedure:

Step 1:

Follow the navigation process to FPACHAR, hitting enter to access next screen.



Step 2:

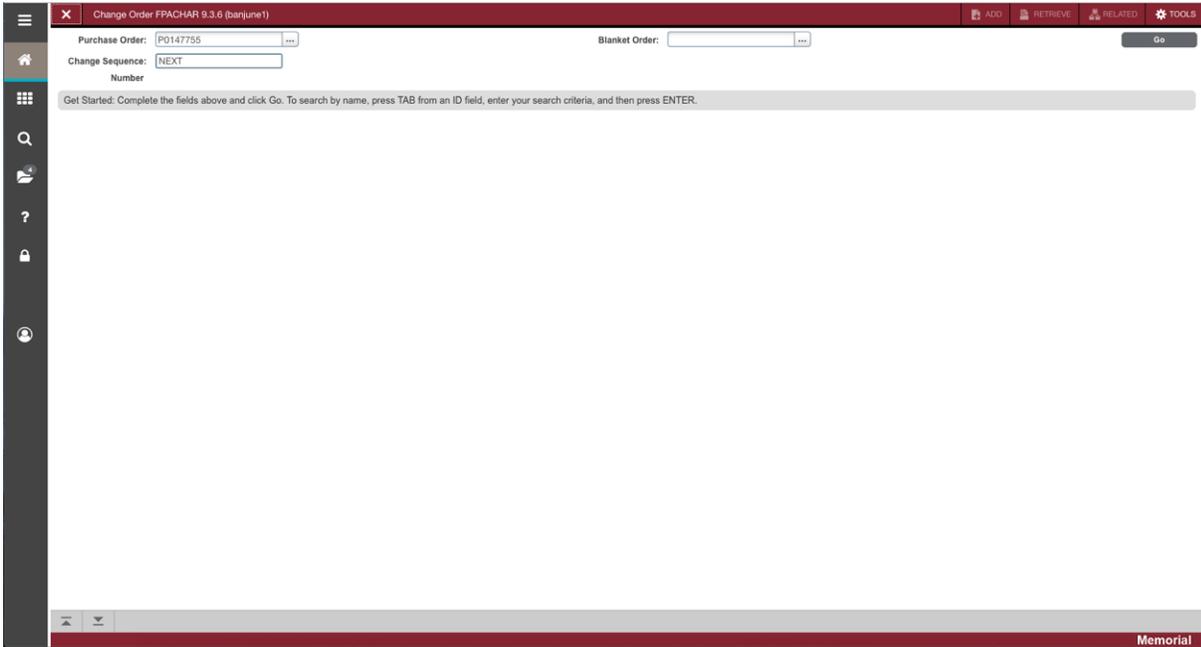
To create a new change order with the next available change sequence number, type the existing purchase order number in the purchase order field and "NEXT" in the change sequence field. If you are returning to an "in progress" change order, enter the purchase order number and the change sequence number assigned.

Purchase Order: Code representing the purchase order (PO) for which you wish to issue a change.

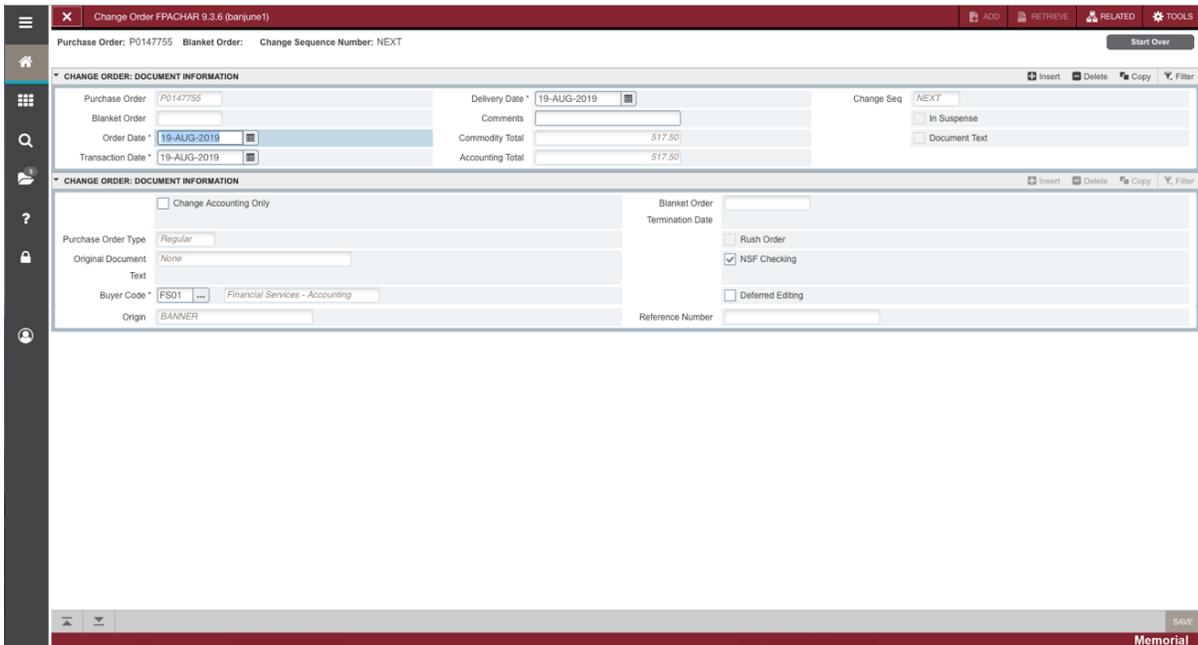
Blanket Order: Code representing the blanket order (BO) for which you wish to issue a change.

Change Seq #: Number representing the change sequence. Enter NEXT and the system will generate the sequence number for you.

Click GO (Alt – Page Down) in the top right corner to advance to *next screen*.



Step 3:
The Document Information Screen will appear.



Document Information window. Here you can alter the initial purchasing information from the purchase order.

Purchase Order: Code representing the PO. It will populate based on what was entered on the first screen (if applicable).

Blanket Order: Code representing the blanket order. It will populate based on what was entered on the first screen (if applicable)

Change Seq: Number representing the change sequence.

Order Date: Date the PO/BO was entered. Defaults to the original PO/BO information but can be overwritten with a different date.

Trans Date: Date the transaction was entered and recorded to the ledgers. Defaults to the original PO/BO information but can be overwritten with a different date.

In Suspense: This check box indicates if the change order (CO) is in suspense. If checked, the CO is in suspense. If blank the CO is not in suspense.

Delivery Date: Date the goods/service are required. Defaults to the original PO information but can be overwritten with a different date. Will be blank for a BO.

Comments: Space for comments. Defaults to the original PO/BO information but can be overwritten. Do not change or delete the tender number if referenced in this field.

Document Text: This box will have a check mark if document text exists. Select *Document Text* from the *Options* menu at the top of the screen to add document text. You should not alter the original text. *Save* and *Exit* when complete.

Commodity Total: The total cost of the commodities on the PO/BO. Defaults to the original PO/BO information and cannot be overwritten.

Accounting Total: The total amount of all accounting distributions (FOAPALs) on the PO. Defaults to the original PO information and cannot be overwritten. This will be blank for a BO.

Change Accounting Only: See appendix for more details.

Purchase Order Type: Identifies the type of PO. You cannot change the PO type with a change order.

Original Document Text: Pull down list indicates whether the user wants to copy the original text attached to the PO/BO (if text exists). If there was no text on the PO/BO, the box will show *None*. If there was text, the user will have the option of copying the text from the PO/BO to the CO.

Buyer Code: Code and name of the buyer. Defaults from the original PO but can be changed.

BO Termination Date: Date the BO terminates. Will be blank for a PO. See job aid for form FPABLAR.

Rush Order: Not used. Will be blank.

NSF Checking: Checkbox that indicates whether the Non-Sufficient Funds checking feature is activated in the system.

Deferred Editing: Not used. Leave blank.

Proceed to next section ("Alt-Page Down").

Step 4:

The Document Information Screen (section 2). Confirm or adjust the Buyer Code if required.

Proceed to next section (“Alt-Page Down”).

Step 5:

The Requestor/Delivery selection screen will appear.

The screenshot displays the 'CHANGE ORDER-REQUESTOR/DELIVERY' interface. At the top, it shows the purchase order details: Purchase Order: P0147755, Blanket Order: [blank], Change Sequence Number: NEXT, and a 'Start Over' button. The main section is divided into two parts. The first part contains fields for Delivery Date (19-AUG-2019), Change Seq (NEXT), Comments, In Suspense, and Document Text. The second part, titled 'CHANGE ORDER-REQUESTOR/DELIVERY', contains fields for Requestor (Rkkt Ddxvud), Organization (63002 Finance Office - Financial Services), Email (melberg@dummys.mun.ca), COA (M), and various contact and shipping information including Phone, Fax, Ship To (Room: A1001), Street Line 1, Street Line 2 (Comptroller's Office), Building (Arts & Administ), City (St John's), ZIP or Postal Code (A1C 5S7), and Attention To (Doug). A 'SAVE' button is located at the bottom right of the form.

Requestor/Delivery window. Here you can alter the initial requestor or delivery information from the purchase order.

Requestor: Name of the person who entered the PO/BO. Defaults to the original PO/BO information but can be overwritten.

COA: Code representing Memorial University’s chart of accounts. Default is always “M”.

Organization: The *Organization* from the COA. Defaults to the original PO information but can be overwritten. Will be blank for a BO.

Email: The email address of the requestor. Defaults to the original PO/BO information but can be overwritten.

Phone: Phone number of the requestor. Defaults to the original PO/BO information but can be overwritten.

Fax: Fax number of the requestor. Defaults to the original PO/BO information but can be overwritten.

Ship To: Room number to which the goods are to be shipped. Defaults to the original PO/BO information but can be overwritten.

Address: Based on the *Ship To* code, this field will be populated by the system.

Phone: Based on the *Ship To* code, this field will be populated by the system.

Contact: Based on the *Ship To* code, this field will be populated by the system.

Attention To: Name of the person to whom the goods or services are to be shipped. Defaults to the original PO/BO information but can be overwritten.

Proceed to next section (“Alt-Page Down”).

Step 6:

The Vendor Information section. Business Unit (BU) is the only change option for vendor.

Vendor window. Vendor cannot be changed but the address type and sequence number can.

Vendor: Code and Vendor name representing the vendor. Defaults to the original PO/BO information and cannot be changed.

Address Code: Code representing the vendor address type. Defaults to the original PO/BO information but can be overwritten with another valid address type for that vendor.

Seq #: Address type sequence number. Defaults to the original PO/BO information but may change if the *Address Code* is changed.

Address: Address of the vendor. Defaults based on *Address Code/Seq#* combination as established for the vendor.

Phone: Area code and phone number of the vendor. Defaults based on *Address Code/Seq#* combination as established for the vendor.

Ext: Phone extension of the vendor. Defaults based on *Address Code/Seq#* combination as established for the vendor.

Fax: Fax number of the vendor. Defaults based on *Address Code/Seq#* combination as established for the vendor.

Ext: Fax extension of the vendor. Defaults based on *Address Code/Seq#* combination as established for the vendor.

Contact: Name or title of the primary contact for the vendor. Defaults based on *Address Code/Seq#* combination as established for the vendor.

Email: E-mail address of the contact person. Defaults based on *Address Code/Seq#* combination as established for the vendor.

Discount: Not used. Leave blank.

FOB Code: Not used. Leave blank.

Tax Group: Code and title of the group of tax rates. Defaults to the original PO/BO information and cannot be changed here.

Disbursing Agent: Not used. Leave blank.

Class Code: Not used. Leave blank.

Carrier Code: Not used. Leave blank.

Currency: Code and description of currency used to pay the vendor invoice. Defaults to the original PO/BO information and cannot be changed.

Proceed to next section ("Alt-Page Down").

Step 7:

This is the *Purchase Order Item Selection Screen*. This is the screen from which you select the items on the PO/BO that you wish to include on your CO for a change.

Purchase Order Item	Commodity Code	Description	Exists	Line Item Text copy Option *	U/M	Units	Unit Price	Added
1		Widgets Size 1	N	Ignore	EA	100	1.2500	<input type="checkbox"/>
2		Widgets Size 2	N	Ignore	EA	100	1.5000	<input type="checkbox"/>
3		Widgets Size 3	N	Ignore	EA	100	1.7500	<input type="checkbox"/>

Purchase Order: Code representing the PO if applicable.

Change Seq #: Number representing the change sequence.

Blanket Order: Code representing the BO if applicable.

Change All: Check box which, when checked, allows you to select all of the items on the PO/BO for changes.

Vendor: Code representing the vendor and vendor name.

Save and Exit if you checked the *Change All* box.

If you did not check the *Change All* box, proceed to next section (“Alt-Page Down”). This takes you to the *Purchase Order Commodity Information* section of the record where you can selectively choose items from your PO/BO that you want to change.

PO Item: Item number of the commodity on the PO/BO. This is a non-data enterable field.

Commodity Code: Only used by select departments. Normally blank.

Commodity Desc: Description of the item. This is a non-data enterable field.

Exists: Indicates if text exists for the item. This is a non-data enterable field.

Option: Drop-down box that allows you to select *Ignore*, *View* or *Copy* item text if it exists.

U/M: Unit of Measure of the item. This is a non-data enterable field.

Units: Number remaining of the item. This is a non-data enterable field.

Unit Price: Unit price of the item. This is a non-data enterable field.

Add: Check box that you check to select the item from the PO/BO that you wish to change.

After selecting all of the items you wish, *Save* and *Exit*. You will then be taken to the *Commodity/Accounting* screen.

Step 8:

Commodity/Accounting window. It is used to change the quantity and unit price information for each commodity. The commodities here populate based on the items previously selected on the *Purchase Order Item Selection* screen. Tabbing through all fields will ensure that the necessary calculations are performed by the system. NOTE, do not enter the amount to adjust the purchase order by, enter the new amounts for the items. I.E. if item price changes from \$1.00 to \$2.50, enter the \$2.50, not \$1.50 change in price.

Doc Accounting: This box defaults to a check mark. This is a non-data enterable field.

Item: Item number of the commodities on the PO/BO. This displays with the *of* field, for example, item 1 of 2.

U/M: Unit of Measure. This is the code representing the unit of measure of the requested goods. Defaults to the original PO/BO information but can be overwritten.

Tax Group: Code and title of the group of tax rates that should be applied to this commodity. Defaults to the original PO/BO information but can be overwritten.

Quantity: Quantity of a specific item to be ordered. Calculates with the *Unit Price* field to establish the extended cost. Defaults to the original PO/BO information but can be overwritten with the revised quantity required.

Unit Price: Price of the commodity per unit. Calculates with the *Quantity* field to establish the extended cost. Defaults to the original PO/BO information but can be overwritten with the revised unit price as required.

Ext Cost: Total extended cost of the commodity based on the quantity multiplied by unit price.

Comm: Commodity codes. Only used by select departments. Normally blank.

Desc: Description of the good/service being requested.

Comm Text: Indicates if default text exists when commodity code used.

Item Text: Once an item has been entered, you can add item text by selecting *Item Text* from the *Tools* menu at the top of the screen. Enter text if necessary, *Save* and *Exit*. Once back to the *Commodity Information* screen, the *Item Text* box will have a check mark indicating text exists for the item.

Add Commodity: Not used.

Distribute: Not used.

Disc: Not used.

Additional: Enter any additional amount if applicable and known. This may be shipping etc. Defaults to the original PO/BO information but can be overwritten.

Tax: Tax amount calculated based on the tax group selected.

Comm Line Total: Total amount of the current commodity record calculated as extended cost less discount amount plus additional amount plus tax amount.

Doc Comm Total: Total amount of all the commodities entered on the document.

BO Remaining Balance: If the CO is being issued for a BO, this field represents the total remaining balance on the BO. **Note that this field is visible only if this CO is for a BO.**

To change more than one commodity, if you selected more than one for change, use the down arrow key on the keyboard and enter the desired changes. Repeat for each item to be changed.

Select *Commodity Supplemental Information* from the *Tools* menu at the top of the screen if you wish to make changes to the delivery information for individual items so that they are delivered at different times or to different locations. Enter the information and *Close*.

Proceed to next section ("Alt-Page Down") once all information has been entered. This will take you to the accounting information section of the record. **This section will be blank for a BO and the *Next Section* function will take you to the *Balancing/Completion* window instead.** Be sure to observe the message area at the top of the screen, as the system will tell you if you must re-distribute the accounting amounts manually.

Step 9:

The accounting section of the commodity/accounting screen can be tabbed through to ensure the necessary calculations are performed by the system. For adjustments to accounting records see appendix.

FOAPAL: The code representing the specific FOAPAL and displays with the *of* field, for example, FOAPAL 1 of 2.

Remaining Comm Amt: Remaining commodity amount. It is the difference between the *FOAPAL Line Total* and the *Document Accounting Total*.

C: Chart of accounts. Will always be "M" for Memorial University.

Yr: Fiscal year. This defaults to the original PO information.

Index: Not used. Leave blank.

Fund: The *Fund* portion of the FOAPAL. This defaults to the original PO information. Do not change.

Orgn: The *Organization* portion of the FOAPAL. This defaults to the original PO information. Do not change.

Acct: The *Account* portion of the FOAPAL. This defaults to the original PO information. Do not change.

Prog: The *Program* portion of the FOAPAL. This defaults to the original PO information. Do not change.

Actv: The *Activity* portion of the FOAPAL if applicable. This defaults to the original PO information. Do not change.

Locn: The *Location* portion of the FOAPAL if applicable. This defaults to the original PO information. Do not change.

Proj: Not used. Leave blank.

NSF Override: Not used.

NSF Suspense: Not used.

Ext: Check this box if you wish to distribute the cost of items by percentage to different FOAPALs. Enter the percentage desired for the highlighted FOAPAL in the field cost would normally be. If you do not wish to use percentages, do not check the box and allocate cost manually to more than one FOAPAL.

Disc: Not used.

Addtl: See *Ext* above. You can use a different percentage for additional cost allocation if you choose.

FOAPAL Line Total: Total amount of the current FOAPAL line record (accounting distribution) calculated as extended cost less discount amount plus additional amount plus tax amount.

Doc Acctg Total: Total amount of all accounting distributions (FOAPALs) entered on the document.

To change the amount charged to more than one FOAPAL, use the down arrow key on the keyboard and enter the desired percentage (see *Ext* above) or amount. Repeat for each FOAPAL amount to be changed.

Once all of the changes are entered, the CO should balance and the *Remaining Comm. Amt.* should be zero.

Proceed to next section ("Alt-Page Down").

Step 10:

The balancing/completion screen is the final screen to the change order process. If the status for all items is balanced hit the complete button to forward the change order to the posting process. The change order will be forwarded through the appropriate queues for approval.

	Header	Commodity	Accounting	Status
Approved Amounts	531.25	531.25	531.25	BALANCED
Discount Amounts	0.00	0.00	0.00	BALANCED
Additional Amounts	0.00	0.00	0.00	BALANCED
Tax Amounts	79.69	79.69	79.69	BALANCED

Document P0147755 sequence 1 is completed and forwarded to the Posting process.

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

APPENDIX

Change Accounting Procedure:

Step 1:

Follow steps 1 through 3 above to get to the document information screen.

The screenshot displays a software interface for managing a change order. The top navigation bar includes a search icon, a home icon, and a user profile icon. The main content area is divided into two sections. The first section, titled "CHANGE ORDER: DOCUMENT INFORMATION", contains the following fields: Purchase Order (P0147755), Blanket Order, Change Sequence Number (NEXT), Delivery Date (19-AUG-2019), Comments, Order Date (19-AUG-2019), Transaction Date (19-AUG-2019), Commodity Total (517.50), and Accounting Total (517.50). The second section, also titled "CHANGE ORDER: DOCUMENT INFORMATION", contains a "Change Accounting Only" checkbox, Purchase Order Type (Regular), Original Document (None), Text, Buyer Code (FS01), Origin (BANNER), Blanket Order, Termination Date, Rush Order, NSF Checking (checked), Deferred Editing, and Reference Number. A "SAVE" button is located at the bottom right of the screen.

Step 2:

Check the **Change Accounting Only** check box. Once this box is checked only changes to accounting distribution can be made. If left unchecked it enables you to change all the permitted fields.

When you proceed to next section with the check box checked you will navigate directly to the commodity/accounting screen.

Proceed to next section ("Alt-Page Down").

Step 3:

On the commodity/accounting screen you should find the cursor in the Extended Amount field. In this field change the amount on the existing FOAPAL(s) to zero. Do NOT delete the FOAPAL.

Add the new FOAPAL(s) by clicking the Insert button on the top right of the section. Tab through the fields to add the amount for each FOAPAL. Please note that you can't change from expense accounts to G/L accounts or vice versa.

Change Order FPACHAR 9.3.6 (barjune1)

Purchase Order: P0147755 Blanket Order: Change Sequence Number: 4

Order Date: 18-AUG-2019 Delivery Date: 18-AUG-2019

Transaction Date: 21-AUG-2019

Change Sequence Number: 4

In Suspense Document Accounting Document Text

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		Widgets Size 1	EA	HH	100.00	2.5000			<input type="checkbox"/>

Extended Amount: 250.00 Tax Amount: 37.50

Discount Amount: 0.00 Commodity Total: 287.50

Additional Amount: 0.00 Document Total: 775.10

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
1	M	20		100001	63002	76000	4103				<input type="checkbox"/>	<input type="checkbox"/>
	M	20		100001	63002	76005	4103				<input type="checkbox"/>	<input type="checkbox"/>

	%	CAD
Extended Amount	<input type="checkbox"/>	674.00
Discount	<input checked="" type="checkbox"/>	0.00
Additional	<input type="checkbox"/>	0.00
Tax	<input type="checkbox"/>	101.10
Document Total		775.10
Commodity Total		775.10
Remaining		
Commodity Amount		0.00

SAVE Memorial

Proceed to next section ("Alt-Page Down").

Step 4:

Click COMPLETE