

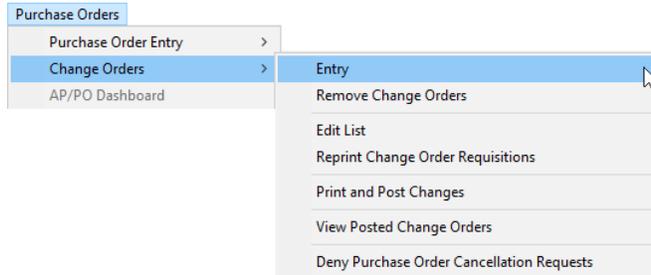


FINANCIAL MANAGEMENT

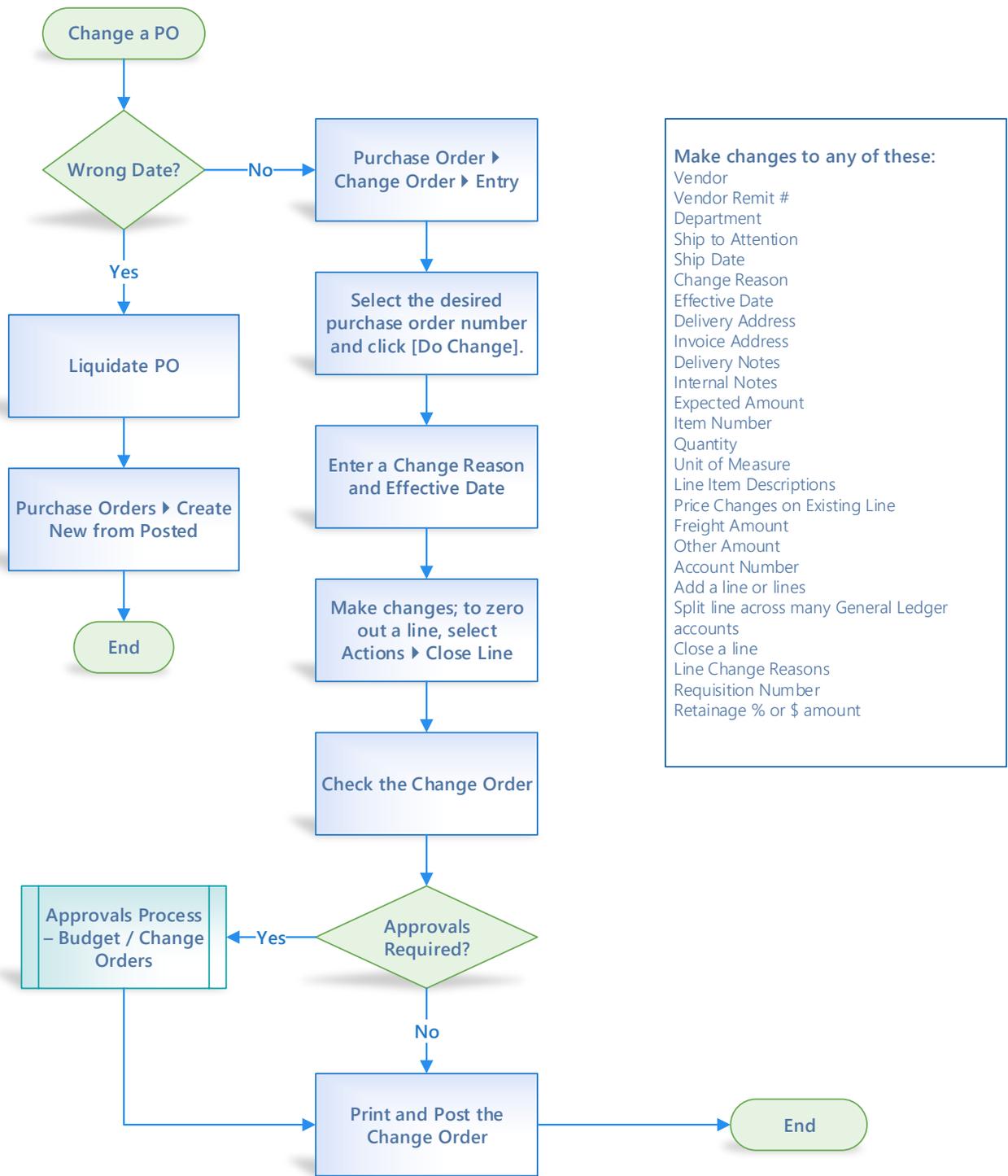
PURCHASE ORDER – CHANGE ORDER

This document explains how to process a change order against a posted purchase order. To access the change order process, from the menu, select:

Purchase Orders ▶ Change Orders.



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PURCHASE ORDER CHANGES

The flexible AUC system allows Purchase Orders to be changed when necessary. The many changes that may be made are listed below:

- | | | |
|--------------------------|---------------------------------------|---|
| 1. Vendor | 11. Internal Notes | 19. Other Amount |
| 2. Vendor Remit # | 12. Expected Amount | 20. Account Number |
| 3. Department | 13. Item Number | 21. Add a line or lines |
| 4. Ship to Attention | 14. Quantity | 22. Split line across many
General Ledger accounts |
| 5. Ship Date | 15. Unit of Measure | 23. Close a line |
| 6. Change Reason | 16. Line Item Descriptions | 24. Line Change Reasons |
| 7. Effective Date | 17. Price Changes on Existing
Line | 25. Requisition Number |
| 8. Delivery Address | 18. Freight Amount | 26. Retainage % or \$ amounts |
| 9. Invoice Address | | |
| 10. Delivery Notes | | |

Items 1 through 23 above are changed on the [Entry] tab (#6 and #7 are required); 24 through 27 and 16 are changed on the [Items] tab.



Important to note: the PO date cannot be changed. If a PO is entered with the wrong PO date, liquidate it and re-enter on a new Purchase Order using the correct date. The fastest, easiest way to do so is:

Purchase Orders ▶ Purchase Order Entry ▶ Create New from Posted

The PO-140 Create New from a Posted PO document in the Help Reference Library provides details.

1 Entering a Change Order

Begin by displaying the **Purchase Order Change Selection** screen; from the menu select:

Purchase Orders ▶ Change Orders ▶ Entry

2 PO#	3 DeptCode	4 PODate	6 Vendor	Vendor Name	Status	PO Total	PO Balance	InPrg Vou
195999	HIGHSCHOOL	01-Jul-2022	011758	OFFICE DEPOT	Open	26,96	26,96	
195910	FIRE	01-Jul-2022	006738	ADMIT ONE PRODUCTIONS INC	Open	550,00	16,04	
195909	FIRE	01-Jul-2022	001833	ADMINS INC	Open	100672,20	96222,60	
195908	CURRICULUM	01-Jul-2022	021888	MCGRAW-HILL EDUCATION, INC	Open	32794,70	32794,70	
195907	FIRE	01-Jul-2022	001833	ADMINS INC	Open	69338,57	64888,97	
195901	MIDDLE	01-Jul-2022	027483	AMAZON CAPITAL SERVICES	Open	237,23	237,23	
195900	FIRE	01-Jul-2022	001833	ADMINS INC	Open	500,00	500,00	
195898	HIGHSCHOOL	01-Jul-2022	014183	M&M MEDICAL SUPPLY	Open	394,87	350,56	

Select a Purchase Order –this example uses PO #19599. Click on the desired purchase order number and select **Do Change**.



1.1 Entry Tab

Change Order Entry

PO # 195999

Vendor Code: 000692 01

Dept Code: HIGHSCHOOL HIGH SCHOOL

PO Date: 01-Jul-2022 Type: Regular

Ship Date: 15-Jul-2022 Prevailing Wage:

Effective: 01-Jul-2022 FY 2023

Line Item	Qty	UOM	Item Description	FA	Price	Freight	Other	Ext Amount	Paid	Balance
1	1.0000		Office Supplies		26.9600			26.96		26.96

6 Exit Change 7 Add Line 8 Copy Line 9 Check PO Retained Paid Entered Amt 26.96

Make changes on this tab for items 1 through 23 above; a **Change Reason** and **Effective date** are required.

1.2 Items Tab

Change Order Entry

2 Items

Line Item	Item Description	Line Change Reason	Ext Amount
1	Office Supplies: Pens, Staples, Paper Clips	Make description more explicit	26.96

6 Exit Change Retained Paid Entered Amt 26.96

On the **[2 Items]** tab, make changes to the item description, a Line Change reason, add a requisition or contract number, or add or change a retainage percentage or amount.

1.3 Checking the Change Order

Once all changes are made, the Change Order must be checked. Click on the **[9 Check PO]** button found at the bottom of the Entry tab:

6 Exit Change 7 Add Line 8 Copy Line 9 Check PO Paid 3.00 Entered Amt 135.96

Ready

If there are no errors, the change order is marked as ready for approvals or release and posting.

Any required approvals (either for Budget or for Change Approval) must be completed before the change order is posted. Approvals are described in section 8 below.



1.4 Printing & Posting the Change Order

Purchase Orders ▶ Change Orders ▶ Print and Post Changes

TedRE - PO_Change_Order_Edit

3027-PMREP:POCHGPOSTEDT.REP Printed 15-Mar-2022 at 13:56:12 City of ADMINIS Page 1

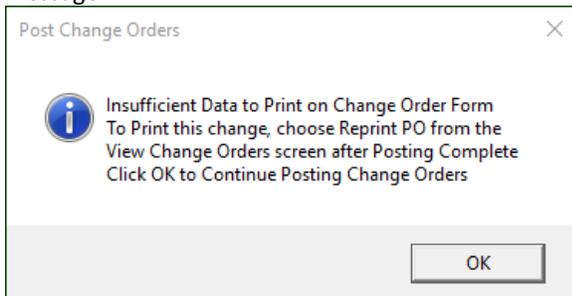
Change Order Posting Edit List

PO#: 195999 Vendor: 000692-01 STAPLES
PO Date: 01-Jul-2022 Dept: HIGHSCHOOL

Line	G/L	Field Name	Old Value	New Value
		Dept Group	HIGHSCHOOL	ADMIN
		Entered	26.96	\$35.96 Increase \$9.00
		Expected	26.96	\$35.96 Increase \$9.00
		Vendor #	011758 OFFICE DEPOT	000692 STAPLES
		Ship Date		15-Jul-2022
		Ship to Attn:		Janet Jones
		Change Reason		documenting change orders
		Effective Date		01-Jul-2022
		Prevailing Wage		T
		# Attachments	3	2
		Delivery Notes:		Tuesday, 15 March, 2022 please deliver between 7AM and 11AM Monday through Friday
1		Line Change Reason		Make description more explicit
1		2nd Line Item Desc		Papers, Staples, highlighters, paper clips
1		Qty	1.0000	Decrease -1.0000
1		Price	26.9600	\$35.9600 Increase \$9.00
1		Line Total	26.96	\$35.96 Increase \$9.00
1		Delivery Address	6 TOWN OF ADMINIS	1 TOWN OF ADMINIS
1	1	Account	1000-301-0000-000-00-52085	1000-300-1220-620-09-00-54090
1	1	Amount	26.96	\$17.96 Decrease \$-8.96
1	1	Percent	100.00	50.00% Decrease -50.00%
1	1	Budget Account	1000-301-0000-000-00-52085	1000-300-1220-000-00-52000
1	2	Account	0000-000-0000-000-00-00000	1000-300-1220-617-09-00-54090
1	2	Amount		\$17.96 Increase \$17.96
1	2	Percent		50.00% Increase 50.00%
1	2	Budget Account	0000-000-0000-000-00-00000	1000-300-1220-000-00-52000
		Internal Notes:	PO rolled over on 14-Mar-2022 by THERESA Date changed from 17-Nov-2021 to 01-Jul-2022 FY changed from 2022 to 2023 Account was changed from 1000-300-2210-601-06-00-54090 to 1000-301-0000-000-00-52085 At rollover PO amount = 26.96 Used Rollover Method A	Tuesday, 15 March, 2022 Internal notes PO rolled over on 14-Mar-2022 by THERESA Date changed from 17-Nov-2021 to 01-Jul-2022 FY changed from 2022 to 2023 Account was changed from 1000-300-2210-601-06-00-54090 to 1000-301-0000-000-00-52085 At rollover PO amount = 26.96 Used Rollover Method A

The Print & Post command produces a Change Order Posting Edit List, which shows all of the fields with changes.

If changes do not affect the dollar amount or account, the system will pop up this message:



If needed, print a copy of the changed Purchase Order once the change is posted.



1.5 Excel Report from PO Query Voucher tab

Line	UserBatch	Voucher#	VLN	Ty	Item Description	Invoice#	Vendor Paid	Check#	Check Date	Status	Ext Amount	
1	17033	482111	1	P	testing change orders					Entry Began	64888.97	
1	17032	482106	1	P	testing change orders	TESTING CH				Open	4449.60	
PO Balance w/- WIP							Pay WIP	64888.97	Paid	4449.60	Total	69338.57

PO#	Line#	UserBatch	Voucher#	V#Line	Voucher-Type	Item Description	VoucherDate	Qty	Price	Freight	Other	Retain	Paid	PO Running Balance	Relieved on PO
195907	1	17032	482106	1	Payment Voucher	testing change orders	1/25/2022	8.00	556.20				4,449.60	64,888.97	4,449.60
195907	1	17033	482111	1	Payment Voucher	testing change orders	1/25/2022	152.54	425.39				64,888.97		
													69,338.57		4,449.60

Selection Legend:
If Paid and Relieved On PO columns different, the issue most likely would be that the PO has a Qty and the price on the voucher was changed from the PO price

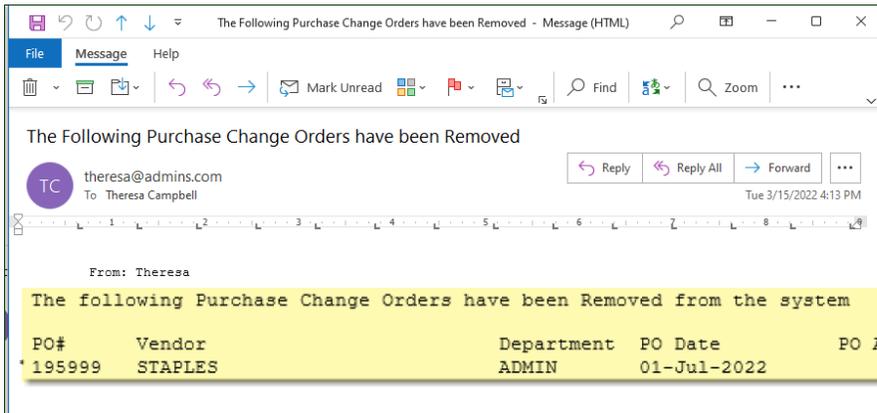
Figure 1 Legend on why the Paid and Relieved on PO columns might be different.

2 Remove Change Orders

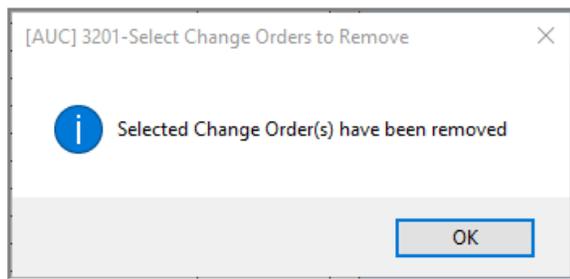
From the **Select Change Orders to Remove** screen, click on the box for the change order(s) to remove and click on **[Yes]** at the verification prompt.

The system will display a prompt asking if Email should be sent to the Entry user.

The default is No; clicking on yes will generate an e-mail message to the change order entry user that looks like this:



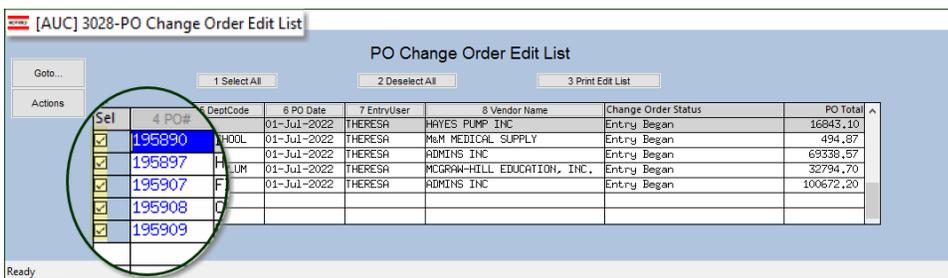
The final step in the change order removal process is to click on OK when the confirmation prompt is displayed:



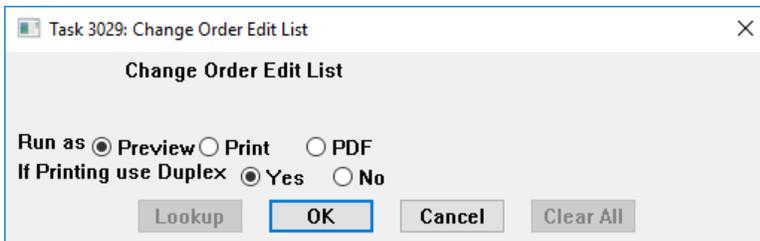
The system will return the display to the home screen (the first screen that the user lands on when logging in to AUC).

3 Edit List

Generate an edit list for any In-Process PO Change orders. The following screen lists the in-process change orders. Check the boxes to select the change orders for which an edit list will be produced.



Select the method for generating the list and click [OK]:



One change order per page will be displayed on the edit list:



3029-POCHGEDT.REP Printed 15-Mar-2022 at 16:53:13

City of ADMINS
Change Order Edit List

PO#: 195999 Vendor: 000692-01 STAPLES
PO Date: 01-Jul-2022 Dept: ADMIN

Line	G/L	Field Name	Old Value	New Value
		Change Reason	a fourth change	
		Entered	35.96	\$135.96 Increase \$100
		Expected	35.96	\$135.96 Increase \$100
		Change Reason	a fourth change	
		Effective Date	01-Jul-2022	
		Delivery Notes:	Tuesday, 15 March, 2022 please deliver between 7AM and 11AM Monday through Friday	Tuesday, 15 March, 2022 please deliver between 7AM and 11AM Monday through Friday
2		Item Description		Additional materials
2		2nd Line Item Desc		Cork board, white board erasers, markers
2		Price		\$100.000 Increase \$100.00
2		Line Total		\$100.00 Increase \$100.00
2		Delivery Address		1 TOWN OF ADMINS
2	1	Account	0000-000-0000-000-00-00000	1000-300-1220-620-09-00-54090 ASSISTANT SUPT STUDENT SERV OFFICE SUPPLIES
2	1	Amount		\$100.00 Increase \$100.00
2	1	Percent		100.00% Increase 100.00%
2	1	Budget Account	0000-000-0000-000-00-00000	1000-300-1220-000-00-00-52000 ASST SUPT EXPENSE SUMMARY
2	1	Budget Account	1000-300-1220-000-00-00-52000 ASST SUPT EXPENSE SU	***** ACCOUNT IS OVER BUDGET *****
		Internal Notes:	Tuesday, 15 March, 2022 Internal notes PO rolled over on 14-Mar-2022 by THERESA Date changed from 17-Nov-2021 to 01-Jul-2022 FY changed from 2022 to 2023 Account was changed from 1000-300-2210-601-06-00-54090 to 1000-301-0000-000-00-00-52085 At rollover PO amount = 26.96 Used Rollover Method A	Tuesday, 15 March, 2022 Internal notes PO rolled over on 14-Mar-2022 by THERESA Date changed from 17-Nov-2021 to 01-Jul-2022 FY changed from 2022 to 2023 Account was changed from 1000-300-2210-601-06-00-54090 to 1000-301-0000-000-00-00-52085 At rollover PO amount = 26.96 Used Rollover Method A

Page 6

Each PO change order is shown on its own page of the edit list

4 Reprint Change Order Requisitions

Reprint a change order requisition from the menu by selecting **Purchase Orders** ▶ **Change Orders** ▶ **Reprint Change Order Requisitions**. The following prompt will be seen:

Task 3037: Reprint Change Order Requisitions

Reprint Change Order Requisitions

Required: Enter Change Order PO# to print:

Print Purchase Change Order Requisition as: Differences Revised

Run as Preview Print PDF

If Printing use Duplex Yes No

Enter the Purchase Order # to be reprinted. Select to print the **Differences** between the Original Purchase Order and the Change Order or a **Revised** reprint.



CHANGE ORDER REQUISITION Page 1

Req#: 195999 Department: ADMIN Entered: 15-Mar-2022 Printed: 15-Mar-2022

Vendor: 000692-01 STAPLES DEPT 10-00712916 P.O. BOX 70255 CHICAGO, IL 60673-0255

Ship to: TOWN OF ADMINIS 219 LEWIS WHARF BOSTON, MA 02110-0000 Attn: Janet Jones

Effective:01-

Revised Purchase Order a fourth change

Revised & Differences; the revised version includes the original information; the Differences version shows just the additional information - in this case, line #2 was added to the PO for \$100.

Differences from Current Purchase Order a fourth change

Line Item	Quantity	Contract/Bid	Freight	Other	Unit Price	Extension
1				35.9600		
PO #9131882						
Papers, Staples, highlighters, paper clips						
A third line of descriptive text						
		1000-300-1220-620-09-00-54090			17.98	
		1000-300-1220-617-09-00-54090			17.98	
2				100.0000		
Additional materials						
Cork board, white board erasers, markers						
		1000-300-1220-620-09-00-54090			100.00	
DELIVERY NOTES						
Tuesday, 15 March, 2022						
please deliver between 7AM and 11AM Monday through Friday						
INTERNAL NOTES						
Tuesday, 15 March, 2022						
Internal notes						

Figure 1 – Change Order Requisition Revised and Differences

5 Print and Post Changes

The Print and Post Changes process allows selecting more than one change to post at a time (if available). Check the boxes to select the change orders to post and then click on **[Post Changes]**.

[AUC] 3008-Purchase Change Order Posting Selection

Purchase Change Order Posting Selection

Goto...

Actions: 1 Select All, 2 Deselect All, 3 Post Changes

Sel	4 PO#	5 DeptCode	6 PO Date	7 EntryUser	8 Vendor Name	PO Total
<input checked="" type="checkbox"/>	195999	ADMIN	01-Jul-2022	THERESA	STAPLES	135.96

Ready

Task 3023: Change Order Release

Change Order Release

Print Change Order Requisition Sheet Yes No

Print Purchase Change Order Requisition as: Differences Revised

Run as Preview Print PDF

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All

Select Yes or No to Print the Change Order Requisition sheet, and to print the Change Order with the Differences, a Revised order, or to Not Print.



Line	G/L	Field Name	Old Value	New Value
		Dept Group	HIGHSCHOOL	ADMIN
		Entered	26.96	\$35.96 Increase \$9.00
		Expected	26.96	\$35.96 Increase \$9.00
		Vendor #	011758 OFFICE DEPOT	000692 STAPLES
		Ship Date		15-Jul-2022
		Ship to Attn:		Janet Jones
		Change Reason		documenting change orders
		Effective Date		01-Jul-2022
		Prevailing Wage		T
		# Attachments	3	2
		Delivery Notes:		Tuesday, 15 March, 2022 please deliver between 7AM and 11AM Monday through Friday
1		Line Change Reason		Make description more explicit
1		2nd Line Item Desc		Papers, Staples, highlighters, paper clips
1		Qty	1.0000	Decrease -1.0000
1		Price	26.9600	\$35.9600 Increase \$9.00
1		Line Total	26.96	\$35.96 Increase \$9.00
1		Delivery Address	6 TOWN OF ADMINS	1 TOWN OF ADMINS
1	1	Account	1000-301-0000-000-00-52085	1000-300-1220-620-09-00-54090
1	1	Amount	26.96	\$17.98 Decrease \$-8.98
1	1	Percent	100.00	50.00% Decrease -50.00%
1	1	Budget Account	1000-301-0000-000-00-52085	1000-300-1220-000-00-00-52000
1	2	Account	0000-000-0000-000-00-00000	1000-300-1220-617-09-00-54090
1	2	Amount		\$17.98 Increase \$17.98
1	2	Percent		50.00% Increase 50.00%
1	2	Budget Account	0000-000-0000-000-00-00000	1000-300-1220-000-00-00-52000
		Internal Notes:	PO rolled over on 14-Mar-2022 by THERESA Date changed from 17-Nov-2021 to 01-Jul-2022 FY changed from 2022 to 2023 Account was changed from 1000-300-2210-601-06-00-54090 to 1000-301-0000-000-00-52085 At rollover PO amount = 26.96 Used Rollover Method A	Tuesday, 15 March, 2022 Internal notes PO rolled over on 14-Mar-2022 by THERESA Date changed from 17-Nov-2021 to 01-Jul-2022 FY changed from 2022 to 2023 Account was changed from 1000-300-2210-601-06-00-54090 to 1000-301-0000-000-00-52085 At rollover PO amount = 26.96 Used Rollover Method A

Figure 2 Change Order Posting Edit List shows all changed values "before" and "after"

Qty	Unit	Item # / Description	Unit Price	Freight	Other	Line Total
1.00		PO #913182				
Line # 1		OL Line # 1 1000-300-2210-601-06-00-54090 OFFICE SUPPLY-HS	\$26.96	\$26.9600	\$0.00	\$0.00
			PO 195999 Total: \$26.96			

Qty	Unit	Item # / Description	Unit Price	Freight	Other	Line Total
Line # 1		PO #913182 Papers, Staples, highlighters, paper clips OL Line # 1 1000-300-1220-620-09-00-54090 ASSISTANT SUPP STUDENT SERV OFFICE SUPPLIES OL Line # 2 1000-300-1220-617-09-00-54090 ASST SUPP CURRICULUM COMPUTERS SUPPLIES	\$17.98	\$17.98		\$17.98
			Original PO Amount: \$26.96 Net Change on Prior POs: \$0.00 PO Total Prior to this Change: \$26.96 Net change +/- from Prior: \$9.00 New PO Total: \$35.96			
			PO 195999 Total: \$35.96			

Figure 3 Before and After as shown on a printed Revised Purchase Order



6 View Posted Change Orders

Select **Purchase Orders** ► **Change Orders** ► **View Posted Change Orders** to display this screen. Differences in dollar amounts are highlighted in red.

View Posted Change Orders									
Goto...									
Actions									
2 PO#	3 Chg Date	Time	Chg#	4 Dept	5 PO Date	6 Vendor	Vendor Name	Before Change	After Change
								PO Total	Difference
195999	14-Mar-2022	10:27	1	HIGHSCHOOL	17-Nov-2021	011758	OFFICE DEPOT	26.96	26.96
195999	15-Mar-2022	13:47	2	HIGHSCHOOL	01-Jul-2022	011758	OFFICE DEPOT	26.96	35.96
195999	15-Mar-2022	15:37	3	ADMIN	01-Jul-2022	000692	STAPLES	700.00	550.00
195910	07-Mar-2022	11:14	3	FIRE	04-Mar-2022	005738	ADMIT ONE PRODUCTIONS INC	550.00	550.00
195909	26-Jan-2022	08:33	1	FIRE	25-Jan-2022	001833	ADMINS INC	100672.20	100672.20
195908	14-Mar-2022	10:27	1	CURRICULUM	25-Jan-2022	021888	MCGRAW-HILL EDUCATION, INC	32794.70	32794.70

A Purchase Order can have as many change orders applied as needed.

Choose carefully when selecting the Purchase Order from this screen to ensure that the most recent version or the desired revision is selected.

Clicking on the **[DO]** button presents four options: **Change Query**, **PO Query**, **Report Change**, **Reprint PO**. The reprint of the Purchase Order offers two options.

View Posted Change Orders									
Goto...									
Actions									
2 PO#	3 Chg Date	Time	Chg#	4 Dept	5 PO Date	6 Vendor	Vendor Name	Before Change	After Change
								PO Total	Difference
195	Change Query		1	HIGHSCHOOL	17-Nov-2021	011758	OFFICE DEPOT	26.96	26.96
195	PO Query		2	HIGHSCHOOL	01-Jul-2022	011758	OFFICE DEPOT	26.96	35.96
195	Report Change		2	FIRE	04-Mar-2022	005738	ADMIT ONE PRODUCTIONS INC	500.00	700.00
195	Reprint PO		3	FIRE	04-Mar-2022	005738	ADMIT ONE PRODUCTIONS INC	700.00	550.00
195	Reprint PO		1	FIRE	25-Jan-2022	001833	ADMINS INC	550.00	550.00
195908	14-Mar-2022	10:27	1	CURRICULUM	25-Jan-2022	021888	MCGRAW-HILL EDUCATION, INC	100672.20	100672.20
195907	25-Jan-2022	15:03	1	FIRE	25-Jan-2022	001833	ADMINS INC	32794.70	32794.70
195907	25-Jan-2022	15:14	2	FIRE	25-Jan-2022	001833	ADMINS INC	100672.20	69338.57
195907	25-Jan-2022	15:14	3	FIRE	25-Jan-2022	001833	ADMINS INC	69338.57	69338.57

6.1 Change Query

Select a change order and click on Change Query to view the **PO Change Orders Inquiry [Change Detail]** screen. Changes from the original purchase order are highlighted in red.

The screenshot shows the 'PO Change Orders Inquiry' screen for PO # 195999. Callouts point to various fields: 'New Vendor' points to Vendor Code 000692; 'New Ship Date' points to Ship Date 15-Jul-2022; 'New Delivery Address' points to Deliver To 1 TOWN OF ADMINS; 'New Account' points to Vendor Code 000692; 'New Amount' points to Expected Amt 35.96; and 'Split GL' points to the 'More' button next to Line Item 1.

Additional information is found on the **[3 Change Items]** tab:



PO Change Orders Inquiry Change # 2 2 Date 15-Mar-2022

PO # 195999

Vendor Code 000692 01
STAPLES
DEPT 10-00712916
P.O. BOX 70255
CHICAGO
IL 60673-0255

Dept Code ADMIN TOWN ADMINISTRA
PO Date 01-Jul-2022 FY 2023
Type Code R Regular
Ship Date 15-Jul-2022 Prevailing Wage

Deliver To 1 TOWN OF ADMINS
Invoice To 8 TOWN OF ADMINS

1 View Delivery Notes
Tuesday, 15 March, 2022

Expected Amt 35,96

2 Change Detail 3 Change Items 4 Chg/Orig Detail 5 Chg/Orig Items 6 Orig PO Detail 7 Orig PO Items

Line Item	Item Description	Qty	UOM	FA	Price	Freight	Other	Ext Amount
1	PO #9131882 Papers, Staples, highlighters, paper clips				35,9600			35,96

Requisition# Contract # (MDT)

Numbered 35,96 Liquidated Relieved Balance

More Item Description

6.2 PO Query

Selecting PO Query from the DO button displays the Purchase Order Inquiry screen. This screen may also be accessed directly from the **Purchase Orders ► Queries** screen.

PO Query - Posted Open ANTHEA

PO # 195999

Vendor Code 000692 01
STAPLES
DEPT 10-00712916
P.O. BOX 70255
CHICAGO
IL 60673-0255

Via Email

Dept Code ADMIN TOWN ADMINISTRA
PO Date 01-Jul-2022 FY 2023
Type Code R Regular
Original PO 17-Nov-2021
Ship To Attn Janet Jones
Ship Date 15-Jul-2022 Prevailing Wage

Deliver To 1 TOWN OF ADMINS
Invoice To 8 TOWN OF ADMINS

1 Delivery Notes Tuesday, 15 March, 2022 please deliver
J Internal Notes Tuesday, 15 March, 2022

Expected Amt 35,96

2 Details (1) 3 Items 4 GL Details 5 Status History 6 Vouchers (1) 7 Changes (2) 8 Attachment (3)

Line Item	Qty	UOM	Item Description	FA	Price	Freight	Other	Ext Amount	Retained	Balance
1			PO #9131882 Papers, Staples, highlighters, paper clips		35,9600			35,96		32,96
More			1000-300-1220-620-09-00-54090							

ASSISTANT SUPT STUDENT SERV OFFICE S

Encumbered 35,96 Liquidated Relieved 3,00 Paid 3,00 Balance 32,96
Retained Liquidated Relieved Paid

6.3 Report Change

This selection prints a report of the items changed. It shows detail on the Field Name, the Old Value and the New Value. The same information is displayed as that on the change order posting edit list. The report is available to run as Preview/Print/PDF®.

Task 3032: Change Order History Report

Change Order History Report

Run as Preview Print PDF
If Printing use Duplex Yes No

Lookup OK Cancel Clear All



TedRE - PO_Change_Order_History			City of ADMINS		Page 1
3032-POCRGHISED.T.REP			Printed 15-Mar-2022 at 15:13:23		
Change Order History Report					
Change Seq#: 2 Date: 15-Mar-2022 Time: 13:51:24.30 User: THERESA					
PO#: 195999		Vendor: 000692-01 STAPLES			
PO Date: 01-Jul-2022		Dept: HIGHSCHOOL			
Line	G/L	Field Name	Old Value	New Value	
		Change Reason	documenting change orders		
		Effective Date		01-Jul-2022	
		Dept Group	HIGHSCHOOL	ADMIN	
		Entered	26.96	\$35.96	Increase \$9.00
		Expected	26.96	\$35.96	Increase \$9.00
		Vendor #	011758 OFFICE DEPOT	000692 STAPLES	
		Ship Date		15-Jul-2022	
		Ship to Attn:		Janet Jones	
		# Attachments	2	3	
		Prevailing Wage		T	
				Tuesday, 15 March, 2022	
				please deliver between 7AM and 11AM Monday through Friday	
1		Line Change Reason		Make description more explicit	
1		2nd Line Item Desc		Papers, Staples, highlighters, paper clips	
1		QTY	1.0000	Decrease -1.0000	
1		Price	26.9600	\$35.9600	Increase \$9.00
1		Line Total	26.96	\$35.96	Increase \$9.00
1		Delivery Address	6 TOWN OF ADMINS	1 TOWN OF ADMINS	
1	1	Account	1000-301-0000-000-00-52085	1000-300-1220-620-09-00-54090	Bal \$17.98
1	1	Amount	26.96	\$17.98	Decrease \$-8.98
1	1	Percent	100.00	50.00%	Decrease -50.00%
1	1	Budget Account	1000-301-0000-000-00-52085	1000-300-1220-000-00-00-52000	
1	2	Account	0000-000-0000-000-00-00000	1000-300-1220-617-09-00-54090	Bal \$17.98
1	2	Amount		\$17.98	Increase \$17.98
1	2	Percent		50.00%	Increase 50.00%
1	2	Budget Account	0000-000-0000-000-00-00000	1000-300-1220-000-00-00-52000	
Internal Notes:			PO rolled over on 14-Mar-2022 by THERESA Date changed from 17-Nov-2021 to 01-Jul-2022 FY changed from 2022 to 2023 Account was changed from 1000-300-2210-601-06-00-54090 to 1000-301-0000-000-00-52085 At rollover PO amount = 26.96 Used Rollover Method A	Tuesday, 15 March, 2022	Internal notes
				PO rolled over on 14-Mar-2022 by THERESA Date changed from 17-Nov-2021 to 01-Jul-2022 FY changed from 2022 to 2023 Account was changed from 1000-300-2210-601-06-00-54090 to 1000-301-0000-000-00-52085 At rollover PO amount = 26.96 Used Rollover Method A	

Figure 4 Change Order History Report



6.4 Reprint PO

The Reprint PO option gives the option to reprint the Purchase Order showing either the differences from the original or a revised Purchase Order.

6.4.1 Print Purchase Change Order as Revised

Task 3250: Reprint Purchase Change Order

Reprint Purchase Change Order

Print Purchase Change Order as: Differences Revised

ADMINS Town of Admins
219 Lewis Wharf
Boston, MA 02001
Phone : 617.494.5100
Fax: 617.494.5100
Tax Exempt #: 011-011-011

Purchase Order195999

Please include this purchase order number on all correspondence.

VENDOR COPY Page 1 of 1

Change Order [COREV4]

PO Date: 17-Nov-2021
Needed by: 7/15/2022

Ship To: TOWN OF ADMINS
219 LEWIS WHARF
BOSTON, MA 02110-0000
ATTN: Janet Jones

Bill To: TOWN OF ADMINS
219 LEWIS WHARF
BOSTON, MA 02110-0000

STAPLES #000692-01
DEPT 10-00712916
P.O. BOX 70255
CHICAGO, IL 60673-0255

Tuesday, 15 March, 2022 please deliver between 7AM and 11AM
Monday through Friday

Qty	Unit	Item # / Description	Unit Price	Freight	Other	Line Total
Line # 1		PO #9131882 Papers, Staples, highlighters, paper clips A third line of descriptive text GL Line # 1 1000-300-1220-620-09-00-64090	\$35.9600	\$0.00	\$0.00	\$35.96
		ASSISTANT SUPT STUDENT SERV OFFICE SUPPLIES	\$17.98			
		GL Line # 2 1000-300-1220-617-09-00-64090	\$17.98			
		ASST SUPT CURRICULUM COMPUTER SUPPLIES				
Line # 2		Additional materials Cork board, white board erasers, markers GL Line # 1 1000-300-1220-620-09-00-64090	\$100.0000	\$0.00	\$0.00	\$100.00
		ASSISTANT SUPT STUDENT SERV OFFICE SUPPLIES				

Original PO Amount: \$26.96
 Net Change on Prior POs: \$9.00
 PO Total Prior to this Change: \$35.96
 Net change +/- from Prior: \$100.00
 New PO Total: \$135.96

PO 195999 Total: **\$135.96**

Printing the change order as "Revised" prints all the lines - those from the original PO and any that were added.

Figure 6 –Reprint Purchase Change Order as Revised



6.4.2 Print Purchase Change Order as Differences

Task 3250: Reprint Purchase Change Order

Reprint Purchase Change Order

Print Purchase Change Order as: Differences Revised

Lookup OK Cancel Clear All

ADMINS Town of Admins
219 Lewis Wharf
Boston, MA 02001
Phone : 617.494.5100
Fax: 617.494.5100
Tax Exempt #: 011-011-011

Purchase Order 195999
Please include this purchase order number on all correspondence.

VENDOR COPY Change Order [CODIF4]
Page 1 of 1
PO Date: 17-Nov-2021
Needed by: 7/15/2022

Ship To: TOWN OF ADMINS
219 LEWIS WHARF
BOSTON, MA 02110-0000
ATTN: Janet Jones

Bill To: TOWN OF ADMINS
219 LEWIS WHARF
BOSTON, MA 02110-0000

STAPLES #000692-01
DEPT 10-00712916
P.O. BOX 70255
CHICAGO, IL 60673-0255

Tuesday, 15 March, 2022 please deliver between 7AM and 11AM
Monday through Friday

Qty	Unit	Item # / Description	Unit Price	Freight	Other	Line Total
Line #2		Additional materials Cork board, white board erasers, markers GL Line # 1 1000-300-1220-620-09-00-54090 ASSISTANT SUPT STUDENT SERV OFFICE SUPPLIES	\$100.00	\$0.00	\$0.00	\$100.00

Original PO Amount: \$26.96
Net Change on Prior POs: \$9.00
PO Total Prior to this Change: \$35.96
Net change +/- from Prior: \$100.00
New PO Total: \$135.96

PO 195999 Total: **\$100.00**

Only the "differences" print on the PO - in this case, line 2 was added for \$100.

Figure 5 Printing the Changed Purchase Order by selecting Differences

7 Other Tabs On The Change Order Entry Screen

There are several tabs on the Change Order entry screen. The Entry and Items tabs are the most commonly used. Some tabs are informational and "read only", changes can be made on other tabs, described below:

7.1 GL Details Tab

1 Entry 2 Items **3 GL Details** 4 Status History 5 Vouchers 6 Attachment (2) Expected Amt 26.96

Line	GLin	Account	Description	Status	Amount	%	Retained	Balance
1	1	2440-000-6200-000-09-00-54160	TEA/PARENT/STUDENT ACT.-		13.48	50.00		13.48
1	2	2714-000-3400-405-09-00-54160	102 CVRF FOOD SERVICE SU		13.48	50.00		13.48

6 Exit Change Retained Paid Entered Amt 26.96

The [3 GL Details] tab shows the result of splitting the original line across two GL lines. These were split using the Split button on the Entry tab.



7.2 Status History Tab

Change Date	Time	User	Status	Notes	Buttons
15-Mar-2022	12:26:08.31	THERESA	Change Needs Budget Overri		
15-Mar-2022	12:26:00.39	THERESA	Ready for Release		
15-Mar-2022	12:22:25.52	THERESA	Entry Began		
15-Mar-2022	12:22:24.52	THERESA	Change Order in Progress		
14-Mar-2022	10:40:49.50	THERESA	Open		
14-Mar-2022	10:35:23.56	THERESA	PO Rollover in Progress		
14-Mar-2022	10:27:29.09	THERESA	Open		
14-Mar-2022	09:44:26.96	THERESA	Ready for Posting		
14-Mar-2022	09:44:03.89	THERESA	Needs Department Head Appr		
14-Mar-2022	09:42:38.23	THERESA	Needs Supervisor Approval		
14-Mar-2022	09:42:36.45	THERESA	Ready for Release		
14-Mar-2022	09:41:25.00	THERESA	Entry Began		
14-Mar-2022	09:41:15.00	THERESA	Ready for Release		
17-Nov-2021	16:22:40.50	ANTHER	Attachment Removed	Remove Attachment to PO 080918-MenuBar-Iss	
17-Nov-2021	16:22:33.73	ANTHER	Attachment Added	Add Attachment to PO 080918-MenuBar-Issue.	
17-Nov-2021	16:17:11.26	ANTHER	Entry Began		

There are no user editable fields on the **[4 Status History]** tab– it is informational. It is a list of the date, time, user, status and notes for the change order process.

7.3 Attachments Tab

Seq#	Description	Filename	Buttons
1	Original PO Print	PO_196999.PDF	
2	Change Order [COREV1]	PO_196999_COREV1.PDF	
3	User Added Attachment	Change_Requisition_THERESA11.11s	7 View Attachment 8 Remove Attachment

The **[Q Attachments]** tab shows a third attachment was added. The first two cannot be removed as they were created by the system during the PO posting and a prior change order posting. To remove an Attachment, click on **[8 Remove Attachment]**.

7.4 Voucher Tab

Lin	User Batch	Voucher#	VLN	Item Description	Check#	Check Date	Status	Retained	Exp Amount
1	17045	482193	1	PO #9131882	0023115	15-Jul-2022	Closed		3.00

If vouchers were paid against this purchase order, they appear on the Vouchers tab screen. There are no user editable fields on this screen – it is informational.



8 Approvals

Similar to how a purchase order is approved, these approvals are done from the **AP/PO Dashboard**. The **Approval Path Table** is where the rules are established that govern approvals for change orders. This approval path is set up per department by the system manager; the department found on the Purchase Order will be used to determine the required approvals. This Purchase Order is coded for the Department group **"ADMIN"**.

Department Group Profile

Dept Group: ADMIN Description: TOWN ADMINISTRATOR

1 General 2 PO / AP 3 Collections

Purchase Order Defaults

PO Type: R Regular
Approval Path: ADMIN_PO

Invoice Address: TOWN OF ADMINS
Delivery Address: TOWN OF ADMINS

Print PO# Prefix: [Redacted]

Accounts Payable Defaults

AP Type: Payment Voucher
Approval Path: ADMIN_AP TOWN ADMINISTRATOR_AP
CCard Approval: ADMIN_AP TOWN ADMINISTRATOR_AP

Status: Active UP

The Department Group Profile screen shows that the approval path for Purchase Orders is found under **ADMIN_PO**.

The Approval Path table shows that the **ADMIN_PO** rules are set up to allow for a maximum increase of 5% for a PO change order. There are three approvers listed who may approve or disapprove the change orders in this Department's approval path.

Purchase Orders ▶ Tables ▶ Approval Path Setup

Maintain Approval Paths

Approval Path: ADMIN_PO Description: TOWN ADMINISTRATOR_PO

	Minimum	Primary	Secondary	Tertiary
Budget Override	RANTHERA	RANTHERA	THERESA	
Level 1 - Supervisor	<input type="checkbox"/>			
Level 2 - Department Head	<input type="checkbox"/>			
Level 3 - Purchasing Office	<input type="checkbox"/>			
Level 4 - Finance Department	<input type="checkbox"/>			
Level 5 - Town Manager	<input type="checkbox"/>			

PO Change Orders % 5.00

AP Change Orders % 5.00 RANTHERA THERESA

If there are no approvers listed, then the change order may be posted without going through the approval path if the % is within the stated maximum.



Approvals are performed on the AP/PO Dashboard. To access the AP/PO Dashboard, from the menu, select:

Purchase Orders ▶ AP/PO Dashboard

The screenshot shows the 'AP/PO Dashboard' with several sections: 'Purchase Orders', 'Accounts Payable', 'Change Orders', and 'Approvals'. Callouts provide the following information:

- Change Orders Status:** Change Orders *Status* is listed in the top left; Change Orders *Approval for Budget and Changes* listed in the bottom left.
- Change Orders Section:** Lists 'In Entry Began' (5) and 'Ready to Post' (1) with 'View' buttons.
- Approvals Section:** Lists 'Needs Budget' and 'Change Approval' (1) with 'Budget' and 'Change' buttons.

Clicking on the [Change] approval button displays this screen:

The screenshot shows the 'Needs Change Order Approval' screen. It features a table with the following data:

6 PO#	7 Vendor Name	8 Dest Code	9 Total	Approve/Disapprove/Ignore	Add	View	View
135999	STAPLES	ADMIN	180.96	<input type="radio"/>	<input type="radio"/>	Notes	Lines Attach

Below the table, it shows: Vendor # 000692, Remit 01, Date 01-JUL-2022, Entered THERESA. A callout points to the '4 Process Approvals' button.

Once the approvals are processed, the Change Order shows as "Ready to Post"

The screenshot shows the 'Change Orders' list with 'Ready to Post' (1) highlighted. A callout points to the 'View' button. Below it, a dialog box titled 'Purchase Change Order Ready for Posting' is shown with the following data:

PO#	Dept	Vendor	Date	Expected Amt	Changed Amt	Last Changed	In Use?	Inf
195999	ADMIN	01-JUL-2022	STAPLES	180.96	45.00	THERESA		

Buttons at the bottom include OK, Find, Search, Cancel, Help, and Eof.

The users listed in the approval path will receive an email notification that there is a change order "Awaiting Approval".

The next step is to Post and Print the Changed Purchase Order.



9 Impact on Amount Available To Pay On Vouchers

Change orders to a **price** or **quantity** that affect the amount encumbered and available to pay on vouchers can be made to Purchase Orders.

There is hovertext to the “Qty” field on the **Change Order Entry** screen. When entering a quantity change, enter the **entire quantity** for that line – *not what remains to be paid*. Start with the original quantity and adjust plus or minus from that figure.

[AUC] 3006-Change Order Entry

Change Order Entry Entry Began

PO # 195881

Vendor Code: 024389 02
CENTRAL MASS COLLABORATIVE
14 NEW BOND STREET
WORCESTER
MA 01606-0000

Dept Code: SPED SPECIAL EDUCATI
PO Date: 08-Jul-2021 Type: Regular
Ship To Attn:
Ship Date:
Prevailing Wage:
Chg Reason:
Effective:
FY 2022

Deliver To: 8 TOWN OF ADMIN
Invoice To: 14 TOWN OF ADMIN
0 Delivery Notes
J Internal Notes
No text available No text available

Expected Amt: 4991,04

Line Item	Qty	UOM	Item Description	FA	Price	Freight	Other	Ext Amount	Paid	Balance
1	16.0000		tuition for SL 5/24-6/15/21		311,9400			4991,04	935,82	4055,22

16.0000
Quantity is total quantity for this LINE and should include any paid Qty.
For example:
Original Qty was 200. Paid Qty 10
Change Order to Quantity 150 (140 to be paid and 10 already paid)
OR
Original Qty was 200. Paid Qty 10
Change Order to Quantity 250 (240 to be paid and 10 already paid)

Paid: 935,82 Entered Amt: 4991,04

Figure 6 Hovertext gives examples on quantity changes

The process checks that the new Quantity on the change order cannot be less than the amount already paid for on vouchers.

[AUC] 3006-Change Order Entry

Change Order Entry Entry Began

PO # 195881

Vendor Code: 024389 02
CENTRAL MASS COLLABORATIVE
14 NEW BOND STREET
WORCESTER
MA 01606-0000

Dept Code: SPED SPECIAL EDUCATI
PO Date: 08-Jul-2021 Type: Regular
Ship To Attn:
Ship Date:
Prevailing Wage:
Chg Reason:
Effective:
FY 2022

Deliver To: 8 TOWN OF ADMIN
Invoice To: 14 TOWN OF ADMIN
0 Delivery Notes
J Internal Notes
No text available No text available

Expected Amt: 4991,04

Line Item	Qty	UOM	Item Description	FA	Price	Freight	Other	Ext Amount	Paid	Balance
1	21.0000		tuition for SL 5/24-6/15/21		311,9400			623,88	935,82	-311,94

Split: U By Account: 1000-300-9400-522-09-00-52400 MA SPED COLLAB TUIT

[AUC] 3006-Change Order Entry

✖ P3117-Line Total less than already paid + Retainage to be Paid

OK

6 Exit Change 7 Add Line 8 Copy Line 9 Check PO Retained: Paid: 935,82 Entered Amt: 4991,04

Figure 7 The system traps errors on quantity changes based on what has already been paid

If the Qty and/or Price changes – the system recalculates the amount this way:



Multiply new quantity by new price to arrive at the new amount on the line.

In this example, the PO #195907 had both a price and a quantity change. The voucher amount already paid on the PO was a quantity of 8 for \$4,449.60.

Line	G/L	Field Name	Old Value	New Value
		Change Reason	expended qty	
		Effective Date		25-Jan-2022
		Entered	100,672.20	Decrease \$-31,333.63
		Expected	100,672.20	Decrease \$-31,333.63
		# Attachments	1	2
1		Qty	181.0000	Decrease -18.0000
1		Price	556.2000	Decrease \$-130.81
1		Line Total	100,672.20	Decrease \$-31,333.63
1	1	Account	0100-430-0000-004-00-00-52700	0100-430-0000-004-00-00-52700 Bal \$64,888.97
1	1	Amount	100,672.20	Decrease \$-31,333.63

Internal Notes:

Figure 8 Change Order Report

Line Item	Qty	UOM	Item Description	FA	Price	Freight	Other	Ext Amount	Retained	Balance
1	163.0000		testing change orders		425.3900			69338.57		64888.97

Summary:

Encumbered	69338.57	Liquidated		Relieved	4449.60	Paid	4449.60	Balance	64888.97
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Figure 9 PO After Change is posted shows encumbrance amount, paid amount, and the balance

	PO #195907	Qty	Price	Ext Amount	Paid	Ext Amount
Original PO		181	\$556.20	\$100,672.20		\$100,672.20
Amount Paid on Vouchers		8	\$556.20		\$4,449.60	\$96,222.60
Change Order		-18	\$(130.81)	\$(31,333.63)		\$69,338.57
After Change Order New Ext Amount		163	\$425.39	\$69,338.57	\$4,449.60	\$64,888.97

By doing the calculation this way, it does not matter what the original price was for the **paid** Qty, as the price could have changed several times; the calculation uses the amount **paid** regardless of quantity.

10 Deny Cancellation Requests

Read [PO-242 Purchase Order Liquidation Requests / Denials](#) in the Help Reference Library for a thorough understanding of denying cancellation requests.