

Purchasing: Change Orders

Internet Native Banner 7x • Finance Module
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FERRIS STATE UNIVERSITY

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Table of Contents

Conventions Used in this Manual	1
Creating a Change Order	2
Change Order Header Information Block.....	3
Vendor Information Block.....	5
Commodity/Accounting Block.....	7
Completing the Change Order	9
Document Change Log	10

Conventions Used in this Manual

The following formatting conventions are used throughout this manual.

Convention	Example
Text entry is printed in monotype (Courier) font.	Type <code>FPAREQN</code> in the Direct Access field.
Field names are in bold face.	Type <code>299771111</code> in the ID field.
Button names are in bold face.	Click the Execute Query button.
Specific block names (but not "Key Block") are in bold face.	In the Addresses block, click inside the Zip Code field.
Form names are in all capital letters.	Navigate to the <code>FPAREQN</code> form.
Keyboard keys are in all capital letters.	Press <code>ENTER</code> .
Menu navigation is listed as Menu > Menu Option.	To count the query hits, choose <code>Query > Count Hits</code> .

Creating a Change Order

The Change Order Form (FPACHAR) is used to revise header, commodity, and accounting information on a completed, approved, and posted purchase order.

There are some important exceptions when you revise purchase order information using the Change Order Form. You **cannot** change the Vendor, the Document Level Accounting indicator, or Currency Code with a change order. In addition, you cannot change:

- Expense Purchase Order to a G/L Purchase Order or vice versa.
- Regular PO to an Open PO or vice versa.

1. Go to the Change Order Form (FPACHAR).

Screen 1: Change Order (FPACHAR) form

2. In the **Purchase Order** field, type the number of the purchase order you want to revise. Use the **Down Arrow** to search for purchase orders.
3. Leave the **Blanket Order** field blank. FSU is not issuing Blanket Orders, so this field should always be blank.
4. In the **Change Seq #** field, type **NXT** for Banner to generate the next available change sequence number. If you want to access an incomplete change order, type that change sequence number in this field.

Screen 2: Completed Change Order (FPACHAR) form



NOTE: You cannot generate a new change order sequence number until you complete, approve, and post any previous change orders.

5. Next Block
...OR...
On the Options menu, click **Document Information** to go to the Document Information form.

Change Order Header Information Block

A copy of the current header information defaults into this window; you may update the fields as necessary.

Screen 3: Change Order: Document Information block

1. The **Purchase Order** date field represents the date associated with the change order. This should be changed to the current day date. The purchase order date from the original purchase order remains unchanged.
2. The transaction date (shown in the **Transaction Date** field) is a required field that determines the fiscal period. It defaults to the system date, but also should be changed.
3. The delivery date defaults from the PO, but can be changed. This date must be equal to or great than the Transaction date.
4. Do **NOT** check the **Change Accounting Only** checkbox – document will not route correctly for approvals when checked.
5. Verify the option selected in the **Original Document Text** field; change if necessary.



NOTE: View existing document text on FOAPOXT. To do this press F5, then type FOAPOXT in the GO: box and press ENTER. Close FOAPOXT when complete to return to FPACHAR.

6. On the Options menu, click **Document Text** to enter any required document text. Use either printing or non-printing text to record what is being changed and why.

If the Change Order will be submitted to the vendor, be sure to use Document text to clearly explain what is being changed. Use non-printing text for internal changes, for example, accounting distribution changes.
7. The **Buyer Code** is a required field and defaults from the PO. Do not change this field.
8. Leave **Blanket Order Termination Date** field blank. This is for Blanket Orders, which FSU is not using.

9. The **Rush Order** checkbox is disabled.
FSU is not using Rush Order features.
10. The **NSF Checking** checkbox will default as checked. DO NOT CHANGE.
(Banner security will not allow you to change this field, but an error does not display until completion and may cause document to suspend.)
11. The **Deferred Editing** checkbox will default as unchecked. DO NOT CHANGE. (Checking deferred editing is similar to batch processing and will prevent the system from displaying error messages).
12. Next Block to verify the **Requestor, COA, Organization, Email, Phone, Fax, Ship To** and **Attention To** fields. Make changes as required.

The screenshot shows a software window titled "Change Order: Requestor/Delivery FPACHAR 7.1 (TRNG)". The window contains several sections of data entry fields:

- Purchase Order:** P0001773
- Order Date:** 16-DEC-2005
- Delivery Date:** 16-DEC-2005
- Commodity Total:** 5,184.90
- Blanket Order:** (empty)
- Transaction Date:** 16-DEC-2005
- Accounting Total:** 5,184.90
- Change Seq:** NXT
- Requestor:** Kristine A. Szot-Green
- Organization:** 39100 Surveying
- Phone:** 231 5912897
- COA:** 1 Ferris State Big Rapids
- Email:** szotgrk@ferris.edu
- Fax:** 231 5912946
- Ship To:** SWN110
- Street Line 1:** Academic Technology Services
- Street Line 2:** 915 Campus Dr SWN 110
- Building:** (empty)
- City:** Big Rapids
- State or Province:** MI
- ZIP or Postal Code:** 49307-2291
- Nation:** United States
- Phone:** 231 5912899
- Contact:** Scott Thede
- Attention To:** Scott Thede

Screen 4: Change Order: Requestor/Delivery block

13. Next Block to verify vendor information.

Vendor Information Block

The **Vendor** number and name fields default and may not be changed. You can enter and change information in both the vendor **Address Code** and **Seq #** fields, but the combination of these fields must be valid for you to save the record.

Screen 5: Change Order: Vendor block

1. Verify address, discount, and FOB Code. Change if necessary.



If you change the Discount Code, the system adjusts all items automatically for the new order.

2. Next Block to view the Purchase Order Item Selection (FPQCHAP) form (Screen 6).

The Purchase Order Item Selection form lists the items from the original order – all items **MUST** be selected and brought into the Change Order.

Purchase Order Item	Commodity Code	Line Item Text	Exists Copy Option	U/M	Units	Unit Price	Added	
1	20454	Latitude D610 Intel Pentium	N	Ignore	EA	2.00	1,870.7600	<input checked="" type="checkbox"/>
2	20454	OptiPlex GX280 Intel Pentium	N	Ignore	EA	1.00	1,443.3800	<input checked="" type="checkbox"/>

Screen 6: Change Order – Item Selection (FPXCHAP) form

Commodity/Accounting Block

Use this block to revise the commodity information. All of the commodity and accounting information has carried forward from the Purchase Order and is populated on the Change Order (FPACHAR) form.

At this point, you can:

- add new items to the order
- update pricing and/or quantities to existing items
- remove a line item by changing its unit price to 0 (zero)

When ever changes are made to a line item, be sure to tab thru all of the fields for that item, this will allow Banner to recalculate the new totals.

Screen 8: Change Order - Commodity/Accounting block

1. Highlight existing line item requiring changes, or next record (arrow down) to a blank line to add a new line item.
2. For new line items, enter a commodity code and description; or edit description if needed for an existing line item.
3. The **U/M** field is required. For new line items, the unit of measure defaults from the commodity and can be changed if it is not correct for this purchase.
4. You may enter or modify the information in the **Quantity** and **Unit Price** fields. The extended amount is calculated automatically.
5. The system calculates the discount amounts based on the terms from the Vendor block.



If you are using commodity level or document level accounting and you have the Distribute checkbox checked, the form will automatically distribute your commodity changes in the appropriate manner. To make changes manually, uncheck the Distribute checkbox.

6. Next Block to go to Accounting information.

Screen 9: Change Order - Commodity/Accounting block

7. Make any necessary changes to the accounting distributions. From here you can:

- Add new FOAP
 - From the menu bar select Insert > Record, this will allow you to add a new FOAP.
 - Next record (arrow down) to blank FOAPAL line and enter new FOAP.
- Update Extended amount for an existing FOAP
- Remove a FOAP by changing the Extended Amount to \$0

When ever changes are made to a FOAP, be sure to tab thru all of the fields for that FOAP, this will allow Banner to recalculate the new totals.



You cannot delete existing accounting distributions from the Change Order by deleting the line because the FOAP has already been posted by the original Purchase Order.

8. Next Block to the **Balancing/Completion** block.

Completing the Change Order

The **Balancing/Completion** block displays summary information. The amounts that display on the **Balancing /Completion** block reflect summary information for the entire order (items that you did not change in addition to items you changed or added).

If amounts are in balance, click **Complete** to complete this document and return to the main window.

Balancing/Completion FPACHAR 7.1 (TRNG)

Purchase Order: P0001773 Change Sequence Number: 1 Blanket Order:

Vendor: 12002695 Dell Marketing LP

Currency:

Exchange Rate:

Input Amount: Converted Amount:

	Header	Commodity	Accounting	Status
Approved Amounts:	<input type="text" value="5,184.90"/>	<input type="text" value="5,184.90"/>	<input type="text" value="5,184.90"/>	<input type="text" value="BALANCED"/>
Discount Amounts:	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value="BALANCED"/>
Additional Amounts:	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value="BALANCED"/>
Tax Amounts:	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value="BALANCED"/>

Complete: In Process:

Screen 10: Change Order – Balancing/Completion Block

Document Change Log

Date	Description of Change
July 2005	Document created.
March 16, 2006	Updated entire document for 7.0 content and new style guide.
July 27,2006	Update deleting line item