

20.11 BusinessPlus Purchase Order Changes

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Purchase Order Changes/Modifications

Purchase Orders are modified on the Purchase Order Entry (POUPPR) screen. Items can be changed, new items can be added or lines can be 'deleted'. Depending on district setup PO changes can be entered by users in the schools and departments; if not, changes will be made by the Purchasing department or Business Office. The following instructions apply to PO records with a Status of **PO** or **PP**.

A few things to Note about PO Changes:



- ✓ ~~Changes should **NEVER** be made to change the PO Type from a Standard to a Blanket PO and vice versa.~~
- ✓ ~~**Only account numbers** can be changed on punch-out orders.~~
- ✓ Only changes that affect the dollar amount or account numbers require Workflow Approvals.

1. In the PO record in the POUPPR screen, make the necessary change as follows:

Change a PO Line Account Number

If there have been no payments against the PO line, replace the original account number with the new one by entering or selecting it. Press **Enter**.

If changing an account number on a PO line that has already been partially paid, you will have to either add a new PO Line Item (cleanest) or use the Split Accounts* (by amount). The original account number will have to be encumbered for the amount paid plus any amount that is in process to be paid. The new account(s) would be encumbered for the remaining balance.

For example, a PO line is originally encumbered for \$10,000 to Account A and \$4,800 has been paid to that account; the balance will be charged to Account B.

PO - Original Account A	\$10,000		CHANGE will be:	
Paid Account A	\$ 4,800		Acct A	\$4,800
Balance Unpaid =	\$ 5,200		Acct B	\$5,200

Regardless if a new PO line is added or if split accounts are used, be sure to update the PO Line Description indicating the change was for accounting purposes and be sure to add the PO Req Code DM so the PO is not emailed to the vendor in the event the vendor has a PO email set up.

**If split accounts are used on the original PO line item, then AP must be intentional to ONLY pick the new account when extracting the PO line for payment.*

NOTE: If account number changes to partially paid PO lines are NOT handled in this manner, the encumbrances will be higher than intended.

Change a Quantity or Price

Enter the **new** information in the respective field (Quantity or Unit Price) on the line item. As the Quantity or Unit Price changes, the PO Total updates. **It is important to note, however, that the encumbrances will NOT be updated until after all of the approvals have been applied and the POPO job is automatically run as part of workflow.**

*It is recommended to include text such as **“**QUANTITY CHANGED**** to the end of the Description field so the change stands out on the changed Purchase Order.*

PO Before Change:

PR Number*	R2200388	PO Number:	P2200337	Status*	PO	Security
Approval Code:	APRV	Requested By:	Mark Evans	Date Requested:	12/14/2021	
PO Total:	24,987.50		PR Total:			

PO After Change but Before Approvals:

PR Number*	R2200388	PO Number:	P2200337	Status*	PO	Security
Approval Code:	APRV	Requested By:	Mark Evans	Date Requested:	12/14/2021	
PO Total:	27,485.00		PR Total:			

Item Number:	0001	Vendor Item No:		Product Code:		Quantity:	300.00
Units:	EACH	Unit Price:	49.95000	Extended Amt:	14,985.00	Catalog Number:	
Item Description 16002 NIGHTLOCK LOCKDOWN 1/8" LOW PROFILE FLOOR PIT - BRUSHED NICKEL - RED HANDLE **QUANTITY INCREASED FROM 250 TO 300**							

PO After Changes, Approvals and the POPO job has automatically run:

PR Number*: R2200388 PO Number: P2200337 Status*: PO

Approval Code: APRV Requested By: Mark Evans Date Requested: 12/14/2021

PO Total: 27,485.00 PR Total:

Vendor ID: 901040
VENDOR
Vendor Name: TAYLOR BROTHERS DOOR LOCK, LLC
Vendor Addr Code: R1
11701 UNION STREET
MOUNT MORRIS, MI 48458
Phone Cd:

Remit To ID: 901040
TAYLOR BROTHERS DOOR LOCK, LLC
Remit To Addr Code: R1
11701 UNION STREET
MOUNT MORRIS, MI 48458
Phone Cd:

Details

Change #: 1 Vend Account:

Add an Item

Whether in grid or edit mode, click the plus sign in the Item section (located above the items) and enter the quantity, unit of measure, description, unit price and account number(s).

Item Numb	Quantity	Units	Unit Price	Extended Amt	Description
0001	300.00	EACH	49.95000	14,985.00	16002 NIGHTLOCK LOC
0002	250.00	EACH	50.00000	12,500.00	INSTALLATION CHARG

Delete an Item

To totally cancel a PO line item, leave the original Quantity and **change the Unit Price to "0"**. It is recommended to also add **"***ITEM DELETED**"** at the end of the Description field so the change stands out on the PO.

Item Numb	Quantity	Units	Unit Price	Extended Amt	Description
0001	8.00	EACH	114.00000	912.00	ISBN: 9781418363376 ECONOMICS
0002	72.00	EACH	0.00000	0.00	***ITEM DELETED***
0003	72.00	EACH	22.00000	1,584.00	ISBN: 9780328880393 ECONOMICS
0004	1.00	EACH	799.68000	799.68	SHIPPING AND HANDLING

***Note: Do not delete a line item once a PO has been created; instead change the Unit Price to '0'. This way the PO total will be decreased.**

Change a PO from Prior Fiscal Year

To change a PO from a prior fiscal year AND the prior fiscal year has been closed, the **Request Date** must be updated to a date in the current fiscal year (7/1/20XX or “today”) so it will properly process.

Change Date Requested to be 7/1/20XX or "today's date"

PR Number: R2100692 PO Number: P2100614 Status: PO Security Code: 083

Approval Code: APRV Requested By: Monica Genslak Date Requested: 05/13/2021

PO Total: 12,103.44 PR Total: 12,103.44

- If the changed PO should NOT be sent to the vendor, add the “DM” (Do not mail) **PO Req Code** to the PO. The PO will not be emailed to the vendor (if they have a PO email set up) and “Do not Mail” will display on the PO.

Requisition Codes

Req Code 1: DM Do Not Mail PO

Req Code 2: [Dropdown]

Req Code 3: [Dropdown]

Req Code 4: [Dropdown]

Req Code 5: [Dropdown]

Req Code 6: [Dropdown]

Req Code 7: [Dropdown]

Req Code 8: [Dropdown]

Req Code 9: [Dropdown with No Symbol]

Req Code 10: [Dropdown with No Symbol]

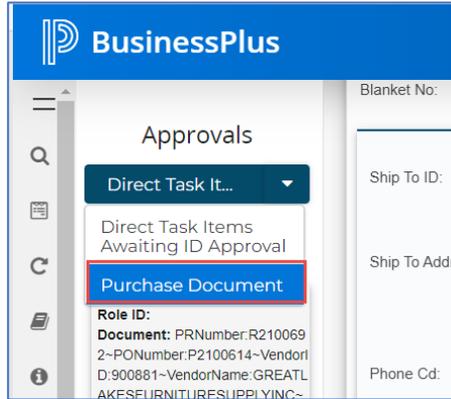
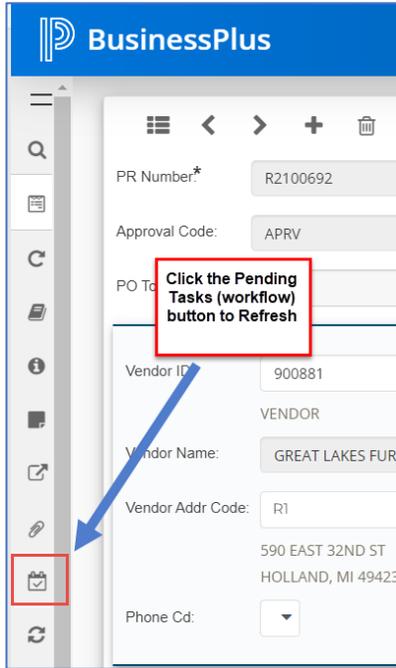
NOTE: The 9th and 10th Req Codes should NEVER be used as the system utilizes them when processing the PO

- The changes will be accepted when the **Enter** key is pressed and the **Record Accepted** message displays on the top right of your screen.



- After changes have been completed, click on the **Workflow Tab** from the **POUPPR** screen. *If nothing appears*, click and re-click the Pending Tasks (workflow) button. Be sure to select the Purchase Document dropdown under Approvals. In order to submit the modified PO into workflow, the person modifying the PO must first approve it.

The modified PO will then route through the same approval routing required for Purchase Requests (PR). Click on the **green box** and then click on **Submit** to release the modified PO into workflow.



5. Upon final approval by the Purchasing Department, the modified PO will:
 - A. Update the Encumbrance and General Ledger database
 - B. Add or increase the Change Order Number (field located on Details tab on PR)
 - C. Create a PDF of the revised PO (see modified PO below)
 - D. Send an email along with the modified PO and any External Attachments to:
 - i. Creator of Purchase Request
 - ii. Purchasing Department
 - iii. Vendor, but ONLY if a PO email type has been set up for the vendor and the DM (Do not Mail) Req Code was not entered on PO
- b. Attach a copy of the PO to the Attachments Tab of the PO on the POUPPR screen**

NOTE: The above steps can take several minutes to complete



****CHANGE ORDER #1****

PURCHASE ORDER NO.
P1600882
To receive proper payment the above number must appear on all invoices, bills of lading, packages, correspondence, etc.

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PHONE: (248) 679-3221

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RYAN VELZY
ROYAL OAK SCHOOL DISTRICT
RECEIVING
800 DEVILLEN
ROYAL OAK, MI 48073

V
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010232
NETECH PRESIDIO COMPANY
48325 ALPHA DRIVE
SUITE 150
WIXOM, MI 48393

B
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ATTN: ACCOUNTS PAYABLE
ROYAL OAK SCHOOLS
800 DEVILLEN AVENUE
ROYAL OAK, MI 48073

***** REMC BID ITEM *****
SHIP ALL ITEMS PER THE TERMS &
CONDITIONS OF THE REMC BID

NOTE:
'Quantity Changed' and 'Item Deleted' only appears if typed in the Description field when being modified

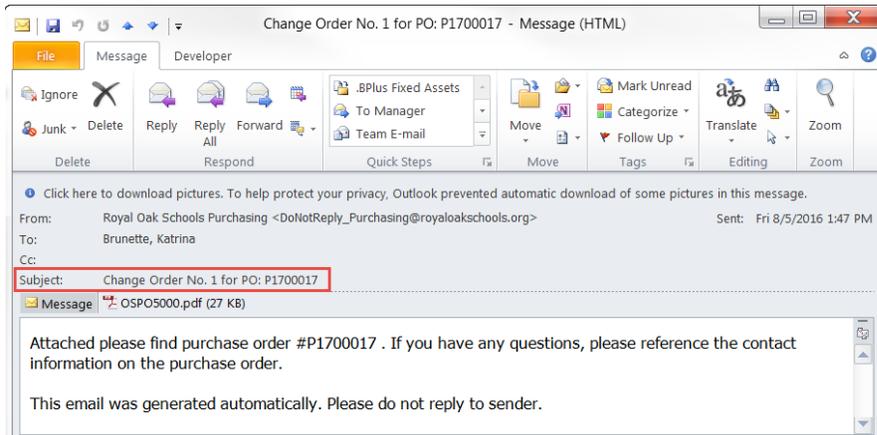
ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
0001	15	EACH	CATALOG # 22161080 **QUANTITY CHANGED** DELL CHROMEBOOK 11 3120	\$172.95	\$2,594.25
0002	30	EACH	CATALOG # 22161081 CHROME MANAGEMENT	\$24.72	\$741.60
0003	1	EACH	CATALOG # 22161104 **ITEM DELETED** DELL UNMANAGED MOBILE COMPUTING CART	\$0.00	\$0.00
0004	1	EACH	CATALOG # 22161105 CHROMEBOOK 11-3120 CUSTOMIZATION KIT FOR MOBILE COMPUTING CART	\$485.99	\$485.99

See the next page for Emails that are sent for Changed Purchase Orders

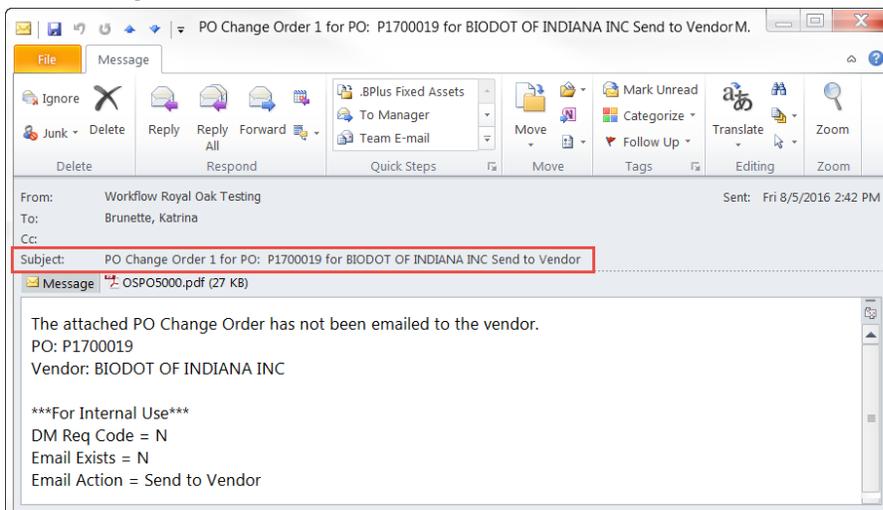
Emails for Changed PO's

The emails sent will vary based on whether the vendor has a **PO Email** Type set up for the Address Code on the PO and/or if a **DM (Do Not Mail) Req Code** was selected. Close attention is required to ensure that a vendor receives a copy of the Change Order.

1. PO Change Emailed to the Vendor



2. PO Change NOT Emailed to the Vendor



3. PO Change With DM Req Code

