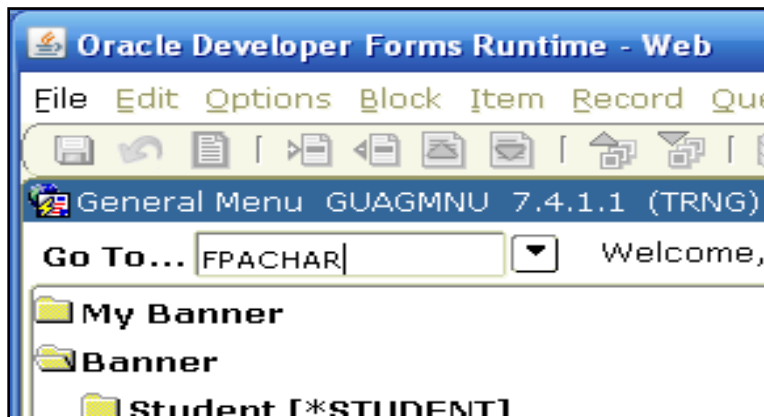


Change Order- FPACHAR

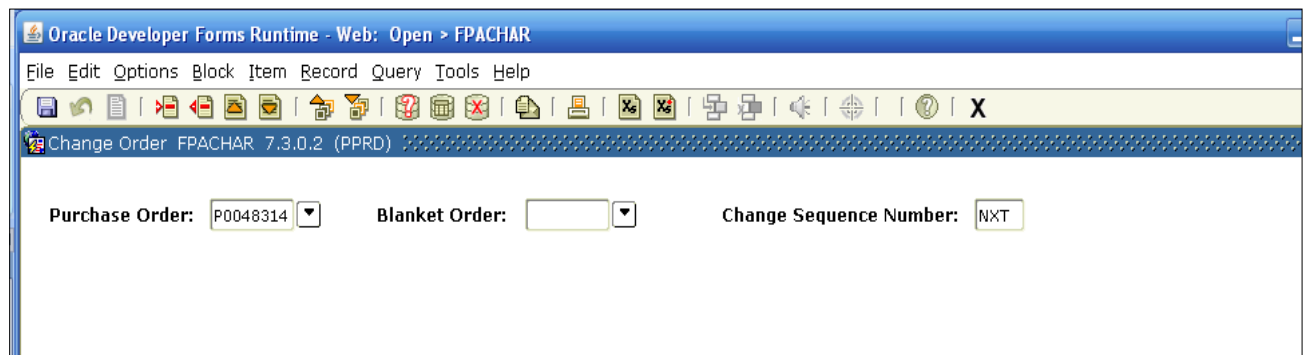
The Change Order form (FPACHAR) is used to adjust header, commodity, and accounting information on an approved purchase order. This form will allow you to increase/decrease quantity and unit price as well as add commodity lines. Changes to vendor, currency code and document type cannot be made via a Change Order. In order to make those types of adjustments, the PO must be closed and a new requisition submitted.

- Navigate to FPACHAR

** If you do not know the Purchase Order number – see Appendix A*



- Enter PO number in Purchase Order Field
- Tab to Change Sequence and type NXT then Next Block to the header fields.



** If Change Order will not open, see Appendix B*

- Add Document Text to explain what adjustments are being made. Include the date of the Change Order, along with the total of the increase or decrease.

- Next Block through Purchase Order until you reach the Purchase Order Item Selection
- Check the Added Box next to the preexisting line items that you are changing. However, if you are adding new lines, the Added box does not need to be checked.

Oracle Developer Forms Runtime - Web: Open > FPACHAR - FPQCHAP

Purchase Order: P0048314 Blanket Order: Change Sequence Number: 2

Change All Vendor: L22194985 LU Fulfillment

Purchase Order Commodity Information

Purchase Order Item	Commodity Code	Line Item Text	Exists	Copy Option	U/M	Units	Unit Price	Added
1	MLPOST	July Postage	N	Ignore	EA	1.00	5,030.2000	<input type="checkbox"/>
2	MLPOST	August Postage	N	Ignore	EA	1.00	3,500.0000	<input checked="" type="checkbox"/>
3	MLPOST	September Postage	N	Ignore	EA	1.00	4,000.0000	<input type="checkbox"/>
4	MLPOST	October Postage	N	Ignore	EA	1.00	2,500.0000	<input type="checkbox"/>
5	MLPOST	November Postage	N	Ignore	EA	1.00	3,500.0000	<input type="checkbox"/>
6	MLPOST	December Postage	N	Ignore	EA	1.00	4,000.0000	<input checked="" type="checkbox"/>
7	MLPOST	January Postage	N	Ignore	EA	1.00	4,000.0000	<input type="checkbox"/>
8	MLPOST	February Postage	N	Ignore	EA	1.00	4,000.0000	<input type="checkbox"/>
9	MLPOST	March Postage	N	Ignore	EA	1.00	4,000.0000	<input type="checkbox"/>
10	MLPOST	April Postage	N	Ignore	EA	1.00	4,000.0000	<input type="checkbox"/>
11	MLPOST	May Postage	N	Ignore	EA	1.00	4,000.0000	<input type="checkbox"/>
12	MLPOST	June Postage	N	Ignore	EA	1.00	4,000.0000	<input type="checkbox"/>

- Save (F10) and Close (Ctrl Q)

- Adjust items to reflect a revised Purchase Order.
 - * Remember, the new amount should reflect the total amount of the PO. The remaining balance should not be used in determining the new PO amount.

- Adjust Quantity from 1 to 2

Tax Group	Quantity	Unit Price
<input type="text" value=""/>	<input type="text" value="2"/>	<input type="text" value="3,500.0000"/>
		Discount Amount:
		Additional Amount:
		Tax Amount:
		Commodity Line Total:
<input type="checkbox"/> Commodity Text <input type="checkbox"/> Item Text <input type="checkbox"/> Add Commodity <input checked="" type="checkbox"/> Distribute		

- Adjust Unit Price from 4,000 to 3,000

Quantity	Unit Price	Extended Cost
<input type="text" value="1"/>	<input type="text" value="3000"/>	<input type="text" value="4,000.00"/>
		Discount Amount:
		Additional Amount:
		Tax Amount:
		Commodity Line Total:

- Add Commodity:

- Add: Navigate to last commodity line and select Insert Record (F6) and add commodity (same as creating a requisition)

Item	U/M	Tax Group	Quantity	Unit Price	Extended Cost				
<input type="text" value="13"/> of <input type="text" value="3"/>	<input type="text" value="BOX"/>	<input type="text" value=""/>	<input type="text" value="50"/>	<input type="text" value="2,500"/>	<input type="text" value="125.00"/>				
Commodity	Description			Discount Amount:	<input type="text" value=""/>				
<input type="text" value="MLPOST"/>	<input type="text" value="August Postage"/>			Additional Amount:	<input type="text" value=""/>				
<input type="text" value="MLPOST"/>	<input type="text" value="December Postage"/>			Tax Amount:	<input type="text" value=""/>				
<input type="text" value="SPOFFICE"/>	<input type="text" value="Envelopes"/>			Commodity Line Total:	<input type="text" value="125.00"/>				
				<input type="checkbox"/> Commodity Text					
				<input type="checkbox"/> Item Text					
				<input type="checkbox"/> Add Commodity					
				<input type="checkbox"/> Distribute					
FOAPAL <input type="text" value=""/> of <input type="text" value=""/> Remaining Commodity Amount: <input type="text" value=""/> .00									
<input type="checkbox"/> Override <input type="checkbox"/> Extended <input type="text" value="125.00"/> USD <input type="checkbox"/> Discount <input type="checkbox"/> Additional <input type="text" value=""/> .00 <input type="checkbox"/> Tax <input type="text" value=""/> .00									
COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
<input type="text" value="U"/>	<input type="text" value="10"/>	<input type="text" value=""/>	<input type="text" value="111101"/>	<input type="text" value="F1090"/>	<input type="text" value="732001"/>	<input type="text" value="60"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

- Change FOAPAL

- Select Commodity with incorrect FOAPAL and Next Block to Accounting section

Item of U/M Tax Group Quantity Unit Price =

Commodity Description

MLPOST	August Postage	<input type="checkbox"/> Commodity Text
MLPOST	April Postage	<input type="checkbox"/> Item Text
MLPOST	June Postage	<input type="checkbox"/> Add Commodity
		<input checked="" type="checkbox"/> Distribute

Discount Amount:
Additional Amount:
Tax Amount:
Commodity Line Total:

FOAPAL of Remaining Commodity Amount:

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

U	10		111101	F1030	712009	50			

---NSF--- %
 Override Extended
 Suspense Discount
 Additional
 Tax

FOAPAL Line Total:
Commodity Accounting Total

- Check % box next to Extended and type zero in the amount field

FOAPAL of Remaining Commodity Amount:

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

U	10		111101	F1030	712009	50			

---NSF--- % USD
 Override Extended 0.00
 Suspense Discount 0.00
 Additional 0.00
 Tax 0.00

FOAPAL Line Total: 0.00
Commodity Accounting Total: 4,928.00

Enter (P)ercent to calculate dollar amount based on percentage.
Record: 1/1 | ... | <OSC>

- Insert Record (F6) and add new FOAPAL Information

FOAPAL of Remaining Commodity Amount:

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

U	10		111101	F1030	712009	50			
U	10		111211	F1030	712009	50			

---NSF--- % USD
 Override Extended 4,928.00
 Suspense Discount 0.00
 Additional 0.00
 Tax 0.00

FOAPAL Line Total: 4,928.00
Commodity Accounting Total: 22,276.86

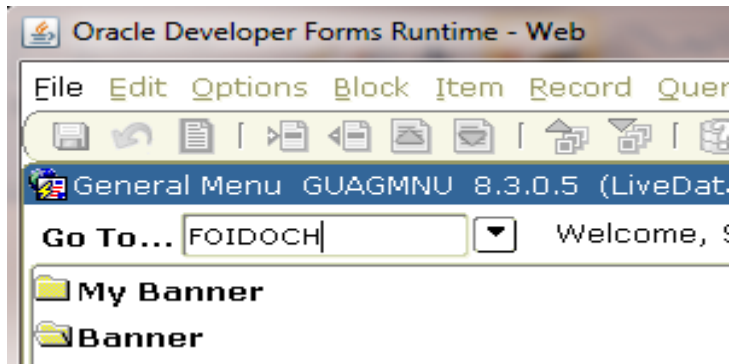
Enter (P)ercent to calculate dollar amount based on percentage.
Record: 2/2 | ... | <OSC>

- Select Next Block to Complete

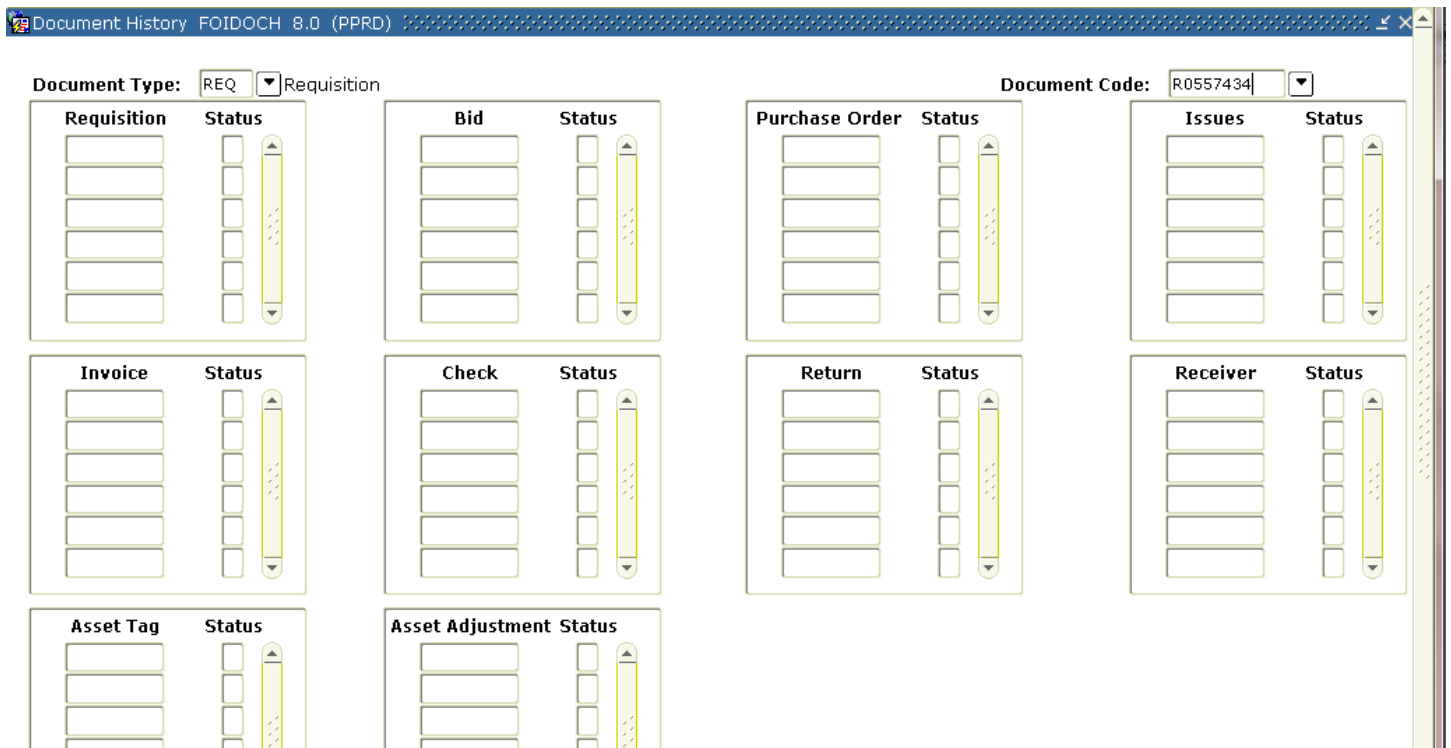
Appendix A – FOIDOCH (Document History)

FOIDOCH is a Banner form used for finding Banner documents that related to one another. From here you can reference a Requisition, Purchase Order, or Encumbrance in order to find corresponding documents such as Invoices, Checks, etc.

- Navigate to FOIDOCH



- Enter "REQ" in Document Type to indicate a Requisition is your search Parameter
- Enter Requisition Number in Document Code Section

A screenshot of the FOIDOCH 8.0 (PPRD) form. The title bar reads "Document History FOIDOCH 8.0 (PPRD)". The form has two main sections: "Document Type:" and "Document Code:". The "Document Type:" section has a dropdown menu set to "REQ" and the label "Requisition". Below this are several panels, each with a title and a "Status" dropdown. The panels are: "Requisition", "Bid", "Purchase Order", "Issues", "Invoice", "Check", "Return", "Receiver", "Asset Tag", and "Asset Adjustment". Each panel contains a list of input fields and a status dropdown menu.

- Select “Next Block” to find all documentation pertaining to Requisition. The Purchase Order section will give you the information you need to begin your Change Order

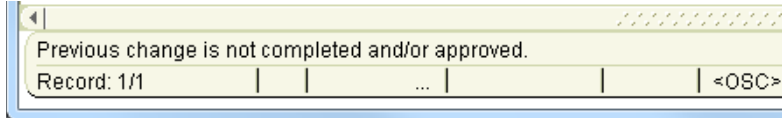
The screenshot shows a software interface titled "Document History FOIDDOCH 8.0 (PPRD)". At the top, there are two dropdown menus: "Document Type:" set to "REQ" (Requisition) and "Document Code:" set to "R0557434". Below these are several panels, each representing a different document type with a list of entries and a "Status" column. The "Requisition" panel has the first entry highlighted with the code "R0557434" and a status of "A". The "Purchase Order" panel has the first entry with code "P0048314" and status "A". Other panels include "Bid", "Invoice", "Check", "Return", "Receiver", "Asset Tag", and "Asset Adjustment", all showing empty lists and status columns.

Document Type	Status
Requisition	A
Bid	
Purchase Order	A
Issues	
Invoice	
Check	
Return	
Receiver	
Asset Tag	
Asset Adjustment	

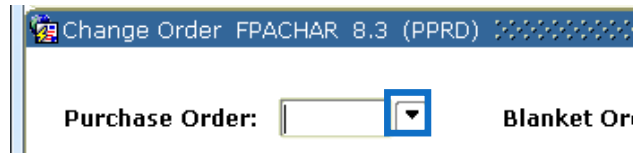
- Go to Options/FPIPURR to view FOAPAL information

Appendix B – Change Order will not Open

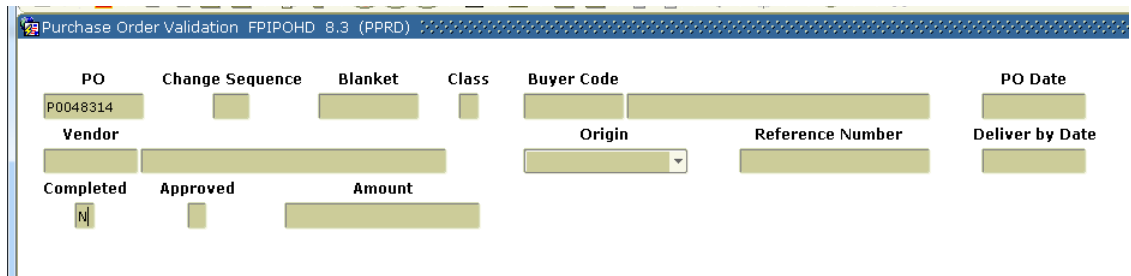
- If Change Order will not open, view the bottom left hand of screen for error message.
 - If there is a previous change that is incomplete or not approved, then search for the previous change order.



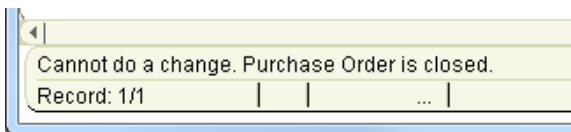
- Search (F9) from the Purchase Order field.



- Enter your search criteria, at a minimum the PO number.



- Execute Query (F8) and search for the Incomplete or Not Approved document.
 - If Completed has a status of “N”, select (Shift + F3) to edit.
 - If Completed has a status of “Y” and Approved “N”, a previous change order is still in the approval process. Banner requires that change order to be approved before a new one can be submitted.
- If the Purchase Order is closed, a Change Order cannot be completed, and a new requisition will need to be submitted.



- If the Purchase Order has an existing encumbrance close document, contact your Budget Analyst for assistance.

