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Purchase Order Change Orders

Purchase order change order process includes cancelling and closing purchase orders.

Changing a Purchase Order

To enter a change order:

1. Open the Purchase Order Change Orders program.
Purchasing > Purchase Order Processing > Purchase Order Change Orders
2. Click Search on the toolbar and enter the PO number and Fiscal Year of the PO to be modified.
3. Click Accept.
The program displays the selected purchase order. The status for the Change Order option is N-None.

Purchase Order Change Orders - Munis

MAIN TERMS/MISCELLANEOUS USER DEFINED

Purchase Order Details

Dept/Loc: CO CENTRAL OFFICE

Fiscal year: 2017 Current Next Period: 08 Buyer: dan.olson

PO number: 20100003

General commodity: 025 AIR COMPRESSORS AND ACCESSORIES

General description: AIR COMPRESSORS AND ACCESSORIES

General Notes Receiving Invoices

Receive By: Quantity Amount

Inspector

Project accounts applied

Three way match required

Inspection required

Status: >> Original 6 - Posted

Change Order N - None

Entered: 02/20/2017

Needed by: 02/27/2017

Expire

Last changed: 00

Vendor Details

Vendor: 1129 Committed

Shipping Details

Ship to: CO

4. Click Update on the toolbar to make any required changes on the PO header screen.
5. Click Accept to save the changes.

Purchase Order Change Orders for Activity Training Documentation 2018.1

March
2020

- Click the Line Items option on the toolbar to update the details.
The program displays the Line Items screen.

Line Items

Journal Information

Year: [] Period: [] Effective Date: []

Description: []

Pricing

	CURRENT	NEW
Quantity	1.00	[]
Unit Price	335.00000	[]
GROSS	335.00	[]
Freight	[]	[]
Disc %	4.00	[]
Credit	[]	[]
TOTAL	321.60	[]

Totals

Liquidated: 0.00 [Modify](#)

Cancelled: 0.00 [Restore](#)

Open: 321.60

Detail

Replenish inventory: []

Item: []

Commodity: 02545

Warehouse: []

Description: COMPRESSOR, PORTABLE, ELECTRIC MOTOR OR ENGINE DRIVEN, 5 HP AND LESS; AND PARTS

Add'l Desc/Notes: []

UOM: EACH

Vendor item number: 3434-01

1099 box: S - SALES

Manufacturer: NORTON

Manufacturer item number: []

Capital asset: N

Bid: []

Dept/Loc: CO

Requested by: joe.morrison

Required by: 02/27/2017

Notify Buyer: []

Risk claim: []

Seq	Org	Obj	Proj	Description	Amount	GL Bud
1	10401010	1010		CASH	321.60	U

- Click Update and make changes to the quantity, amount, or account lines as needed.
- Click Accept to save the changes.
- Click Return on the toolbar to return to the PO Header screen.
The Change Order status is C-Created.

Purchase Order Change Orders - Munis

MAIN TERMS/MISCELLANEOUS USER DEFINED

Purchase Order Details

Dept/Loc: CO

Fiscal year: 2017

PO number: 20100003

General commodity: 025

General description: AIR COMPRESSORS AND ACCESSORIES

Buyer: dan.olson

Status: 6 - Posted

Change Order: C - Created

Entered: 02/20/2017

Needed by: 02/27/2017

Expire: []

Last changed: []

Vendor Details

Vendor: 1129

Shipping Details

Ship to: CO

Seq	Org	Obj	Proj	Description	Amount	GL Bud
1	10401010	1010		CASH	321.60	U

- Click Release to move the change order to the Workflow process.
The Change Order status is updated to P-Pending.

Canceling/Closing a Purchase Order

1. Email the Activity Department requesting your specific Purchase Order to be canceled or closed.
 - Include the Purchase Order number
 - Include a brief reason for closing the PO.
 - Examples: No longer needed, Duplicate, Finished with the PO
 - Make sure that all of your invoices are received and paid on the PO before it is canceled/closed.

Only POs that have a zero open dollar amount with a status of 8-Printed can be closed.