PeopleSoft Training Document

Financials 9.2

Change Orders

Functional Area	Purchasing
Process Area	
Processes covered in this document	1.1.1 Cancel a Purchase Order 1.1.2 Change a Purchase Order 1.1.3 Re-dispatch
Process Map Reference	Unitec Processes 9.2

Contents

Changing Purchase Orders

Objective

To understand how to carry out a change order to a Purchase Order.

This occurs after a Purchase Order has been created and a change needs to be made.

Cancel an order entirely
Cancel a line in a multiple line PO
Change the order at the header level
Change a line in an order

Overview

Changes and the Approval Workflow

Cancellations do not re-invoke the approval workflow.

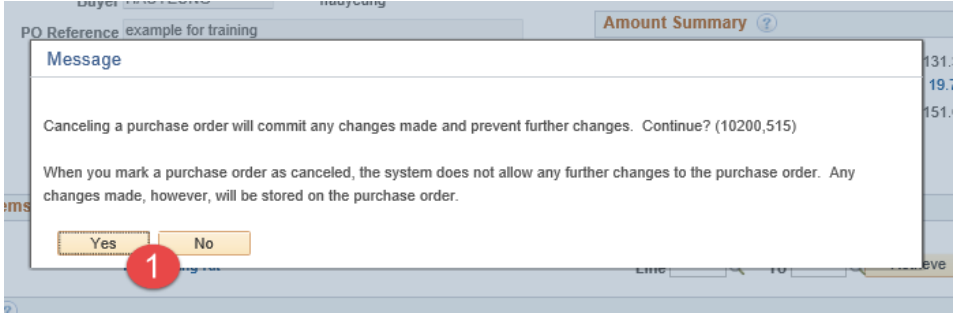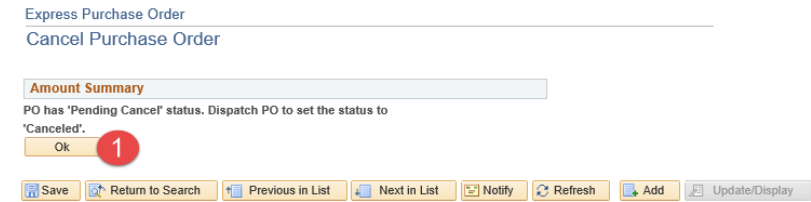Other changes to a Purchase Order will usually send the PO for approval again.
The exceptions are:
- Reduction in quantity on quantity PO lines
- Reductions in amount on amount only PO lines

Cancelling a Purchase Order

Please note...	Error Messages: A Purchase Order cannot be cancelled where: - A receipt is attached (receipt needs to be cancelled first) - An invoice/voucher is attached - The PO is in the 'Closed' state If you attempt to cancel such an order you will receive an error message.

Please note...	A PO needs to be cancelled where: - It is a duplicate - It was raised against an incorrect supplier - We no longer require the goods There may be other reasons for a cancellation.

STEP	CANCEL THE PURCHASE ORDER
Path	Purchasing WorkCentre > Add/Update Expess PO
Search for PO 1. Enter PO ID 2. Click Search 3. Click the PO to cancel	
To cancel the entire order 1. Click ✖	

Step	Cancel the Purchase Order
1. Click Yes

Message

Canceling a purchase order will commit any changes made and prevent further changes. Continue? (10200,515)

When you mark a purchase order as canceled, the system does not allow any further changes to the purchase order. Any changes made, however, will be stored on the purchase order.

Yes   No |
| 1. Click OK | Express Purchase Order
Cancel Purchase Order

Amount Summary
PO has 'Pending Cancel' status. Dispatch PO to set the status to 'Canceled'.
Ok

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display |
| | |

Cancel a Purchase Order Line

Use this process when you have produced a multi-line purchase order and you want to cancel just one line of this order.

Please note...	Error Messages: A PO line cannot be cancelled where • A receipt is attached (receipt line needs to be cancelled first) • An invoice/voucher is attached • The PO is in the 'Closed' state If you attempt to cancel such a PO line you will receive an error message.

STEP	CANCEL A PO LINE
Path	Purchasing WorkCentre > Add/Update Express POs
Search for PO 1. Enter PO ID 2. Click Search	**Express Purchase Order** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** | Add a New Value ▼ **Search Criteria** Business Unit = ∨ UNITC PO ID begins with ∨ 0002063502 ① Purchase Order Date = ∨ **PO Status** = ∨ Short Supplier Name begins with ∨ Supplier ID begins with ∨ Supplier Name begins with ∨ Buyer begins with ∨ Buyer Name begins with ∨ **PO Type** = ∨ Purchase Order Reference begins with ∨ **Hold From Further Processing** ☐ ☐ Case Sensitive Search Clear Basic Search Save Search Criteria ② Find an Existing Value | Add a New Value

STEP	CANCEL A PO LINE
1. Click on Line Details Icon ![icon] for the PO line you wish to cancel.	
A Pop Up will open for the relevant line. 1. Click on the Cancel ✖ icon	
2. Click Yes to confirm	
Line 3 is now marked as cancelled. 1. Click Save	

Change Order – Header

Use this process to change details that affect the entire Purchase Order. Changes to the header comments or the insertion of a CAPEX authority would be changes at the header level.

Example: Change an Approval Justification where a PO has been denied due to missing approval justification

STEP	CHANGE AN APPROVAL JUSTIFICATION – PO DENIED
Path	Purchasing WorkCentre > Add/Update Express POs
Search for PO 1. Enter PO ID 2. Click Search	**Express Purchase Order** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value | Add a New Value ▼ Search Criteria Business Unit = ∨ UNITC PO ID begins with ∨ 0002063502 ① Purchase Order Date = ∨ PO Status = ∨ Short Supplier Name begins with ∨ Supplier ID begins with ∨ Supplier Name begins with ∨ Buyer begins with ∨ Buyer Name begins with ∨ PO Type = ∨ Purchase Order Reference begins with ∨ **Hold From Further Processing** ☐ ☐ Case Sensitive Search Clear Basic Search Save Search Criteria ② Find an Existing Value | Add a New Value
1. Click on the "Add Comments" link	Express Purchase Order Purchase Order Business Unit UNITC PO Status Denied ✖ PO ID 0002063518 POA Status Awaiting PO Dispatch Copy From ∨ ☐ Hold From Further Processing ▼ Header *PO Date 24/01/2017 Supplier Search *Supplier HILLPRO-001 Supplier Details *Supplier ID 0000035572 Hillcrest Promotions 2009 Ltd Receipt Status Not Recvd *Buyer JRICHARDS jrichards *Dispatch Method Print ∨ Dispatch PO Reference Header Details Activity Summary Amount Summary PO Defaults Add Comments ① Merchandise 183.00 Calculate PO Activities Add ShipTo Comments Freight/Tax/Misc. 27.45 Requisitions Document Status Total Amount 210.45 NZD Header VAT ▼ Actions

1. Tick Approval Justification 2. Enter Comments and Attachments 3. Click OK	
3. Click 🖫 Save Note: that the PO status has changed from 'Denied' to 'Pending Approval' and the Approval Workflow has been restarted.	

Example: Change a previously approved PO at the Header level

In this scenario we want to reduce the PO and advise the vendor that we have done so. To be sure they notice, we want to attach a comment to be sent to the supplier when the PO is dispatched.

STEP	CHANGE ORDER – ADD SUPPLIER COMMENTS
Path	Purchasing WorkCentre > Add/Update Express POs
Search for and open the Purchase Order 1. Click on the Change Icon △ in the top right corner 2. Click on Add Comments link	
3. Tick the 'Send to Supplier' box 4. Add the comment you want to send to the supplier 5. You may add an attachment if required 6. Click OK.	

1. You now edit the line information as required. Example PO quantities have been altered 2. Click Calculate	
1. Click **Save**	
Because this change includes an increase for one of the lines the PO is now **pending approval**	

Change Order – Line

Use this process to change details at the line level of a Purchase Order – may be a price or quantity change, or keying error.

You can also add or change project information, change the Purchasing Category, GL code or cost centre. The basic principles are the same as those described here.

Example: Change the unit price in a quantity PO line

STEP	CHANGE ORDER - LINE
Path	Purchasing WorkCentre > Add/Update Express POs
Search for and open the Purchase Order 1. Click on Line Details Icon 🗎	

STEP	CHANGE ORDER - LINE
2. Click Line Change Icon	Details for Line 4 [x] Help PO ID 0002063502 Supplier OFFIMAX-001 Line 4 Item ID staples **Line Details** Category 269500 Line Status Approved ✕ △ ① Description Stationery & Office Supplies Backorder Status Not Backordered Category ID 00314 **Amount Summary** Amount to Receive 123.750 NZD Merchandise Amount 123.75 NZD Quantity to Receive 25.0000 Doc. Base Amt 123.75 NZD Transaction Item Description staples Preferred Language Item Description Expand All Collapse All ▶ Item Information ▶ Attributes ▶ RFQ ▶ Contract ▶ Receiving [OK] [Cancel] [Refresh]
The line schedule is now available for editing. Change of price 1. Update the price in the price field	Requisitions Document Status Header VAT ▼ Actions Add Items From ? Select Lines To Display ? Catalog Item Search Search for Lines Purchasing Kit Line ___ To ___ [Retrieve] Lines ? Find First ① 1-4 of 4 Last Line Item Description PO Qty *UOM Category Merchandise Amt Status ▶ 3 Standup stapler 6.0000 EA 269500 216.00 Canceled 239 characters remaining ▼ 4 staples 25.0000 EA 269500 123.75 Approved 247 characters remaining **Schedules** Find First ① 1 of 1 Last Sched *Due Date *Ship To *PO Qty Price Merchandise Amt Status *Distribute by ▶ 1 19/12/2016 INWARD_GDS 25.0000 5.50 ✕ 123.75 Active Quantity ▼ ① ➕➖ Expand All Collapse All View Printable Version View Approvals Go to ... More ... ▼
1. Click [💾 Save]	Purchasing Kit Line ___ To ___ [Retrieve] Lines ? Find First ① 1-4 of 4 Last Line Item Description PO Qty *UOM Category Merchandise Amt Status ▶ 1 Paper clips x boxes 10.0000 EA 269500 85.50 Approved ➕➖ 235 characters remaining ▶ 2 Pencils Staedler x 20 per box 10.0000 EA 269500 152.50 Approved ➕➖ 225 characters remaining ▶ 3 Standup stapler 6.0000 EA 269500 216.00 Canceled ➕➖ 239 characters remaining ▼ 4 staples 25.0000 EA 269500 123.75 Approved ➕➖ 247 characters remaining **Schedules** Find First ① 1 of 1 Last Sched *Due Date *Ship To *PO Qty Price Merchandise Amt Status *Distribute by ▶ 1 19/12/2016 INWARD_GDS 25.0000 5.50 ✕ 123.75 Active Quantity ▼ ➕➖ Expand All Collapse All View Printable Version View Approvals Go to ... More ... ▼ [💾 Save ①] [Return to Search] [Notify] [Refresh] [Add] [Update/Display]

STEP	CHANGE ORDER - LINE
1. Because this change is an increase in price, it routes through for re-approval.	Express Purchase Order **Purchase Order** Business Unit UNITC PO ID 0002063502 Change Order 1 Copy From PO Status Pend Appr POA Status Initial Dispatch Acknowledged Hold From Further Processing ▼ Header *PO Date 19/12/2016 Supplier Search *Supplier OFFIMAX-001 Supplier Details *Supplier ID 0000024284 OfficeMax New Zealand Ltd *Buyer HAUYEUNG hauyeung Receipt Status Not Recvd *Dispatch Method Print Dispatch ▶ Review Lines ▼ Review / Edit Approvers **Unitec PO Workflow** ▼ **Purchase Order 0002063502:Pending** View/Hide Comments Start New Path **Department** | Skipped	Pending | Skipped – No approvers found – PO Step 1 / Dept - Max 1k → Skipped – No approvers found – PO Step 2 / Dept - Max 1.5k → Skipped – No approvers found – PO Step 3 / Dept - Max 5k → Pending – mwilliam – PO Step 4 / Dept - Max 10k ▶ Comment History Return to Purchase Order
The system reflects the Change Order – this will change by increment for each change you make.	Express Purchase Order **Purchase Order** Business Unit UNITC PO ID 0002063502 Change Order 1 Copy From PO Status Pend Appr POA Status Initial Dispatch Acknowledged Hold From Further Processing ▼ Header *PO Date 19/12/2016 Supplier Search *Supplier OFFIMAX-001 Supplier Details *Supplier ID 0000024284 OfficeMax New Zealand Ltd *Buyer HAUYEUNG hauyeung PO Reference Stationery order for December Backorder Status Not Backordered Create BackOrder Receipt Status Not Recvd *Dispatch Method Print Dispatch **Amount Summary** Merchandise 375.50 Freight/Tax/Misc. 56.34 Total Amount 431.84 NZD Calculate Header Details Activity Summary PO Defaults Edit Comments PO Activities Add ShipTo Comments Requisitions Document Status Header VAT ▼ Actions

Example: Convert a PO line from a quantity order to an amount order

A PO has been created for training. The PO was raised as a quantity PO with a quantity of 1 and a price of $400. However, the supplier submits two invoices, one @$150 for the preparation work and one @$250 for the actual session. To accommodate this we need to change the PO line from a quantity line to an amount only line.

Please note...	We will only be able to make this change while there is no receipt or invoice processed against the order. If there is a receipt, please cancel this first.
	If an invoice has already been processed you will need to liaise with Accounts Payable to resolve this.

STEP	CONVERT A PO LINE FROM QUANTITY TO AMOUNT ONLY
Path	Purchasing WorkCentre > Add/Update Express POs
Search for PO 1. Enter PO ID 2. Click Search	
1. Click on Line Details Icon	

1. Expand the "Attributes' section	
1. Click the Amount Only option 2. Select OK	
You will receive a warning message explaining the change. 1. If you wish to continue select "yes"	

1. Save the change. Note that this change has not triggered the approval workflow. You will however need to dispatch the PO again.	**Express Purchase Order** **Purchase Order** Business Unit UNITC PO Status Approved PO ID 0002063520 Change Order 1 POA Status Initial Dispatch Ack Copy From [_____] ▾ ☐ Hold From Fur ▾ Header ⑦ *PO Date 24/01/2017 📅 Supplier Search *Supplier BERRSUS-002 Supplier Details *Supplier ID 0000035292 Susan Berridge Receipt Status Not Recvd *Buyer KROGERS Karen Rogers *Dispatch Method Email ▾ PO Reference [_____] **Amount Summary** ⑦ Header Details Activity Summary Merchandise 400.00 PO Defaults Edit Comments Freight/Tax/Misc. 0.00 PO Activities Add ShipTo Comments Total Amount 400.00 Requisitions Document Status Header VAT ▾ Actions **Add Items From** ⑦ **Select Lines To Display** ⑦ Catalog Item Search Search for Lines Purchasing Kit Line [__] 🔍 To [__] 🔍 [Retrieve] **Lines** ⑦ Line Item Description PO Qty *UOM Category Merchandise ▾ 1 🖹 [____] Professional services for Training session for IT Student ▾ 1.0000 HR 245720 🔍 400. 171 characters remaining **Schedules** Find Sched *Due Date *Ship To *PO Qty Price Merchandise Amt Status *Distribute by ▸ 1 📅 24/01/2017 INWARD_GD: 1.0000 400.00000 400.00 Active Amount ▾ 🗨 🗃 Expand All Collapse All View Printable Version View Approvals Go to ... More ... [💾 Save] [↩ Return to Search] [🔔 Notify] [🔄 Refresh]

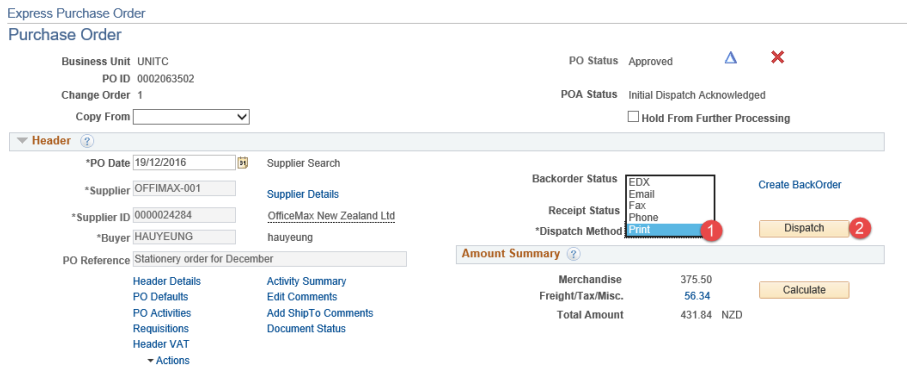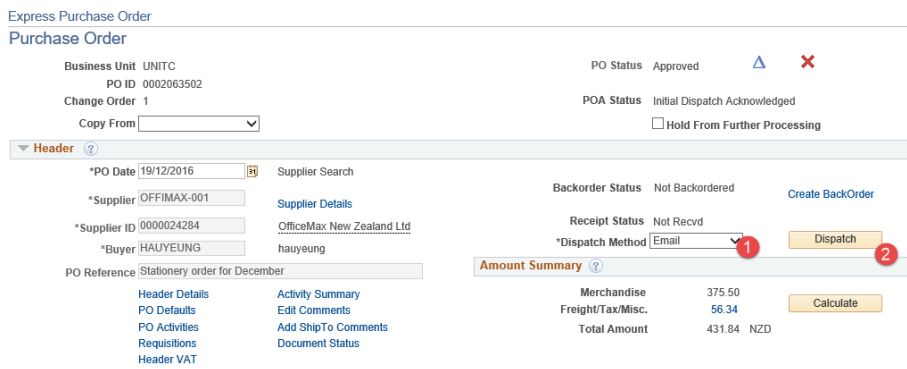|	
Please note...	If the change is an increase of quantity or price or affects cost centres, GL, Project Information or approval justification– re-approval is required Only if the change is a reduction of quantity or amount – re-approval is not required. In this case, if the PO was dispatched before the change was made, it will revert to the approved state. Otherwise it will remain in the state it was before the change.

Re-dispatch

In theory, we should always re-dispatch a changed order to the supplier – the idea is that they need to know that we have made a change. However in practice this may not always be necessary or may cause confusion. In those cases we should change the dispatch method to 'print' to prevent automatic dispatch of the order.

Example: We do not want to re-send the PO to the supplier

If a change order is being created to fix a Match Exception, the order should not be re-sent through to the supplier.

STEP	RE-DISPATCH
Path	Purchasing WorkCentre > Add/Update Express POs
Once approval has been received for the changes, • Search for and open the changed order 1. Change the Dispatch method to **Print** 2. Click Dispatch	

We have made a change that needs to be notified to the supplier

STEP	RE-DISPATCH
Path	Purchasing WorkCentre > Add/Update Express POs
Once approval has been received for the changes, 1. Leave the Dispatch method as **email** 2. Click Dispatch	