FACILITIES MANAGEMENT
220 Services

U224: PO Change Order
EXAMPLES NEEDED FOR TRAINING

Slide 6: Review the POCO form fields, function buttons, etc. Place special emphasis on the fact that only the requester of the PO can make a POCO.

Slide 17: Using the PO# from the U235 Invoice Approval, do EXERCISE 1 and change an existing PO line item.

Slide 20: Using the same PO#, perform EXERCISE 2 and add a new line item to a PO.

Slide 23: Perform EXERCISE 3 to reject, reapprove, and cancel a POCO.
# U224 PO CHANGE ORDER

**SUBJECTS COVERED IN THIS UNIT:**

- Introduction .................................................. 4
- PO Change Order Form ................................. 6
- Changing an Existing PO Line Item.... 17
- Adding a Line to an Existing PO ......... 20
- Canceling or Rejecting PO COs.......... 23
INTRODUCTION

Why should a PO Change Order be used?

- If a Service Purchase Order has already been placed with a vendor the only means to change it is via the *PO Change Order* form

When should a PO Change Order be used?

- To increase the dollar amount of a PO line
- To decrease the dollar amount of a PO line
- To add a PO line
- To add or subtract days to the current required dates of the PO line
- **CAUTION**: Do not wait until the invoice arrives to make changes; make changes when you are aware of the need
Intentionally Blank Slide
PO CHANGE ORDER FORM

1. BOM
2. PO Number: 05241799
3. Vendor CO#: CHANGE
4. PO CO Status: REQUESTED

Change Order Information:
- Original PO Line Information (with PLACED changes)
  - Line No: 1
  - PO Description: PROVIDE SERVICE TO ELEVATORS AT BUILDING
  - PO Status: PLACED
  - Line Amount: 3,000.00

New Lines Created from PO CO

PO CO Line Information
- CO Line
- CO Line Description
- Reason Code
- $ Change (+/-) in Days
- Changed Amount

Total: 0.00

Next Approver: STUDENT01
1. Access the PO Change Order form from the Navigator screen.
2. Enter the PO number you wish to change or click the PO Number button to query for the PO number (query is not used very much – typically the user is contacted with PO number if there is a need for POCO). **NOTE:** POCOs can only be created for POs that you created; you cannot create a POCO for a PO created by someone else.
3. Enter the vendor change order number if applicable.
4. Enter an “overall” description for this change order. For example, you must indicate what additional services are being provided; this is a required field.

Reference Fields: (Upper section)

- **POCO Type:** Field is auto-filled with “CHANGE”, do not edit this.
- **POCO Status:** Current POCO header status is displayed here.
- **Next Approver:** If the requester does not have sufficient approval authority, the field is updated with the name of the individual to whom this PO Change Order has rolled up. This will update when the PO Change Order is saved and approved. It is recommended to contact the next approver.
- **POCO Number:** Auto-filled by COMPASS and is a display only field.
- **Total $ for Approval:** Display-only summation of the change order detail, which is entered later on the change order.
- **Original PO Line Information...:** This section of the PO Change Order is auto-filled with information about the lines found on the Purchase Order. Fields displayed include:
  - **Line No:** PO line number from the PO number entered previously.
  - **PO Description:** Short description of PO line number.
  - **PO Status:** PO line item status.
  - **Line Amount:** The total dollar amount for the PO line item.
PO CHANGE ORDER FORM

- **Line item**
  - **General Information**
    - Line No: 2
    - Purchase Req: [ ]
    - WO Number: W001038224

- **Description**
  - REPLACE ROPES ON FREIGHT ELEVATOR, BUILDING 193 MCH BLDG, 717 DELAWARE STREET SE, MINNEAPOLIS, MN
  - CONTACT PERSON: KAREN COLLINS, 612-624-8645

- **Status & Dates**
  - Required: FRI NOV 30, 2007
  - Promised: [ ]
  - W001038224 - SERVICE FOR 193 ELEVATORS
  - PO Description: ADDITIONAL REPAIRS TO FREIGHT ELEVATOR
  - PO CO Status: REQUESTED
  - Next Approver: STUDENT01

- **Cost Information**
  - Quantity: 1.00
  - Unit Price: 1,500.00
  - Amount: 1,500.00

- **New Lines Created from PO CO**

- **PO CO Line Information**
  - CO Line: [ ]
  - CO Line Description: [ ]
  - Reason Code: [ ]
  - $ Change (+/-) in Days: [ ]
  - Changed Amount: [ ]

- **Total**

---

U224 PO Change Order Version 3
5. If creating a new line on the PO, click the New Line button and the Line Item screen appears.
6. Skip Purchase Req and Line fields as they are currently not being used by FM.
7. Enter work order number that will be billed for the new line item.
8. Enter date when the work is required to be completed.
9. Enter detailed description of the additional work required, building number and name, address, room number, quote reference, contact person and telephone number.
10. Enter the number of units requested, if this is a service, just enter 1.
11. Enter price of each unit requested, if this is a service, enter the total price for the service.
12. Click the OK button to save the line and you will be returned to the PO Change Order form. The data you just entered will be listed in the New Lines Created from PO CO section.

Reference Fields:

- **Line No**: Automatically increments by 1 as you add lines to the PO Change Order.
- **Promised**: This field is used only by FM Purchasing.
- **Amount**: This field will automatically fill with result of quantity * unit price.
PO CHANGE ORDER FORM

[Image of PO Change Order Form with labeled numbers: 13, 14, 15, 16, 17, 18]
13. Verify and enter the line number from the original PO that you would like to change.
14. Enter a brief description of the change order (scope, price, dates); this is a required field.
15. Choose a reason code by clicking the Reason Code button to view the LOV; this is a required field.
16. Enter the dollar amount of the change. Enter the dollar amount alone to increase, and to decrease, enter a minus sign before the dollar amount (e.g. -800.00)
17. Warning box appears prompting you to choose between Unit Cost Change and Total Cost Change:
   o Unit Cost Change: To change the amount per unit cost.
   o Total Cost Change: To make a lump sum change.
18. Enter the number of additional days needed to complete the work if applicable. The number of days can also be decreased by adding a minus sign before the number of days.

Reference Fields:

- **Changed Amount**: Automatically populates when you enter the amount in the $ Change field.
PO CHANGE ORDER FORM

Change Order Status: This change order exceeds your approval limit. It will be routed to your supervisor for approval. Would you like to insert an approval routing record only?

Yes No

PO CO Line Information:

- CO Line Description: EXTEND SERVICE DATES AND AMOUNT UNFORESEE
- Reason Code: UNFORESEE
- $ Change (+/-) in Days: 4,000.00
- Changed Amount: 4,000.00
19. Click the Approve button when finished making changes to the PO line items. **YOU MUST APPROVE THE POCO** or it will not take effect. (NOTE: multiple lines can be changed on the PO Change Order if needed).

20. If you exceed your approval limit, the Change Order Status pop-up box appears and advises you that the PO Change Order will be routed to your supervisor for approval. Always select Yes when this pop-up box appears.

   - Yes will create an audit record for the PO Change Order, which can be accessed by your supervisor in *PO Change Order Approval* form.
   - No will not create an audit record and the POCO may not be approved.

**NOTE:** Dollar amounts may be transferred between line items without changing the PO total amount.
PO CHANGE ORDER FORM
Reference Fields:

- **Entered On**: The date and time the PO Change Order line was entered.
- **Entered By**: The PO Change Order requestor ID.
- **Vendor CO No**: The Vendor Change Order number if applicable.
- **CO Number**: COMPASS change order number.
- **Line**: The PO line number.
- **Change Amount**: The amount for this PO Change Order line.
- **Unit?**: Box is checked if this is a Unit Cost change.
- **Approved Amount**: This is the sum of the Purchase Order’s original approved amount and the change amount for this line item. This amount will not include any line items with a REJECTED status.
- **Pending Amount**: The approved purchase order amount plus any change order amounts that are pending approval.
- **Reason**: The POCO line reason code.
- **Change Days**: The number of days changed if entered on the PO change order.
- **Require Date**: The PO change order line required date.
- **CO Status**: The PO Change Order line status.
PO CHANGE ORDER FORM

<table>
<thead>
<tr>
<th>CR Number</th>
<th>Description</th>
<th>Status</th>
<th>Extension</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FM is currently not using Change Requests**
CHANGING AN EXISTING PO LINE ITEM

**EXERCISE 1**

1. Access the *PO Change Order* form from the Navigator Screen
2. In the **PO Number** field enter the PO Number from **EXERCISE 2** of Unit 235 Invoice Approval
3. Tab to the **CO Description** field that is highlighted yellow, and enter a brief description of the change order
4. Tab to the **PO CO Line Information** section and in the **CO Line** field enter 1
5. Enter the brief description of the change order again in the **CO Line Description** field
6. Click the **Reason Code** button and select a reason for the change order
7. Tab to the **$ Change** field and enter the invoice overage amount and tab again (to decrease the amount enter you would enter a negative sign – before the number)
8. When the warning pop-up box appears, select **Unit Cost Change** to change the amount of the entire PO
9. Tab to the Increase in Days field and enter 3

10. Click **Approve** button and **Change Order Status** warning pop-up appears; choose **Yes**. *(NOTE: Write down the POCO number on the QS Training Worksheet for use in subsequent training exercises.)*

⚠️ **IMPORTANT** The PO Change Order’s value is not added to the PO Line until the FM Purchasing Department has changed the status of the PO Change Order to PLACED.
EXERCISE 2

1. Click the **Insert** icon to access a blank **PO Change Order** form.
2. In the **PO Number** field enter the PO Number from **EXERCISE 2** of Unit 235 Invoice Approval again.
3. Tab to the **CO Description** field that is highlighted yellow, and enter a brief description of the change order.
4. Click the **New Line** button and the **Line Item** form appears. Notice the **Line No** field starts numbering at the point where the last line was added on the PO.
5. In the **WO Number** field enter a WO Number from the U113 General WO Processing training exercises

6. In the **Required** field enter the end date of the blanket service

7. In the **Description** field enter a long description of the new PO line. Be sure to include location information, quotation information and FM contact information.
8. Enter 1 in the Quantity field
9. Enter 1,000 in the Unit Price field
10. Click the OK button and notice how the information for the line item is automatically inserted in the New Lines Created from PO CO section on the PO Change Order form
11. Click the Approve button on the Change Orders form
12. If the Change Order Status pop-up window appears, select Yes. (NOTE: Write down the POCO number on the QS Training Worksheet for use in subsequent training exercises.)
CANCELING OR REJECTING PO CHANGE ORDERS

- PO Change Orders with a header status not equal to PLACED or COMPLETE can be canceled or rejected.

- CANCELED status is considered inactive and complete.

- REJECTED status is an open status requiring future action by the PO Change Order Requester.

- PO Change Orders are usually rejected by the PO Change Order Requester’s Supervisor or by a Buyer.

  - **NOTE:** It is NOT recommended to REJECT a POCO. Instead, speak with the requester and have them make the necessary adjustments to the original POCO.
CANCELING OR REJECTING PO CHANGE ORDERS

EXERCISE 3

1. Using the POCO created in the last exercise, click the **Reject** button and the **PO CO Status** field changes from REQUESTED to REJECTED.
2. To reactivate a POCO with a REJECTED status, click the **Approve** button.
3. If the **Change Order Status** pop-up warning appears again, click **Yes**.
4. The **PO CO Status** field is changed back to REQUESTED.
5. To cancel the POCO click the **Delete** icon on the tool bar.
6. The **Cancel Record?** pop-up box will appear; Click **OK** to confirm.
7. Save the change by pressing **F10** or clicking the **Save/Commit** icon on the tool bar. Once the POCO has been CANCELED, it cannot be reactivated.
The End!!

😊