Change Order Concepts

- This job aid covers the key BearBuy Change Orders concepts, and explains when you can and cannot make certain types of PO changes. Individuals with the Change Order Preparer or Buyer Role can perform PO changes in BearBuy.
- When a PO is changed you are required to attach documentation that evidences the reason for the change and related approvals you have received.
- Before making a PO Change, Change Order Preparers should analyze the PO activity to determine the appropriate path to take. For instance, checking to see if there are Vouchers in BearBuy and BFS.
- Failure to do these basic review and analysis steps may result in failure of PO to be updated in BFS.

Fundamental Concepts

- PO Change Orders do not clear Match Exceptions.
- You must have the role of Change Order Preparer to make a PO Change.

When to do PO Change

- Modify Chartfields
- Increase Encumbrance on a Service Order
- Changing the End Date on a Service Order
- Decrease Qty or Amount
- Lien Closure at the line level
- Cancel a Line (unvoucheded)
- Cancel a PO (unvoucheded)

You cannot Cancel a PO, when;
- the PO is partially or fully matched
- the PO line/schedule/distribution that has not been budget checked
- the PO distribution/schedule/line when an active voucher exists
- a change order has occurred

You cannot Delete;
- a PO line after PO dispatched
- the distribution/schedule/line as an active voucher exist

Invalid information will also cause errors in BFS, such as;
- Invalid Chartfields
- Invalid Distribution/line Merchandise Amount
- Item ID cannot be changed for a Dispatched PO

Following these steps to avoid Change Order exceptions and errors

- Always consider the following when making a Purchase Order Change:
  - #1 – Identify if a Change Order is truly necessary?
  - #2 – Does the PO contain Catalog or Punchout items?
  - #3 – Does the PO have a Voucher applied against any line?
- The basic decisions steps are shown below, on the flip-side of this Job Aid you can also refer to the Exception Management Situations which provide additional specifics.

Step 1: Identify if a PO Change is truly necessary.
Step 2: Does the PO have Catalog/Punchout items?
  - Yes
    - Task: Don’t make a PO Revision, since some catalog suppliers cannot accept changes.
  - No
    - Issue: Does the PO have a Voucher?
      - Yes
        - Task: Make any changes necessary.
      - No
        - Issue: For Vouchered lines, you cannot change the chartstring or delete the item(s).
          - Task: Create a new Requisition instead.
        - Task: Add new line, close balance on Vouched line.

Review the Exception Management Situations table in this Job Aid.
Exception Management Situations

Processing Exception in Bear Buy

<table>
<thead>
<tr>
<th>Situation</th>
<th>Action</th>
<th>Task</th>
<th>Change PO?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billed for greater quantity than PO</td>
<td>Invoice Fails Matching</td>
<td>Match Exception Preparer Review.</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review receipts and create returns.</td>
<td></td>
</tr>
<tr>
<td>Billed for greater amount than PO</td>
<td>Invoice Fails Matching</td>
<td>Match Exception Preparer Review and Approval</td>
<td>No</td>
</tr>
<tr>
<td>Funding changed on an Order that has not been vouchered</td>
<td>Departmental Request outside of BearBuy</td>
<td>Create Change Order</td>
<td>Yes</td>
</tr>
<tr>
<td>Funding changed on an Order that has been vouchered</td>
<td>Departmental Request outside of BearBuy/BFS</td>
<td>Create Change Order, but decrease lien and add new item with new lien amount and chartstring</td>
<td>Yes</td>
</tr>
<tr>
<td>Need additional item on Non-Catalog Order</td>
<td>Departmental Request outside of BearBuy/BFS</td>
<td>Create Change Order</td>
<td>Yes</td>
</tr>
<tr>
<td>Need additional item on Catalog Order</td>
<td>Departmental Request outside of BearBuy/BFS</td>
<td>Create New catalog Requisition</td>
<td>No</td>
</tr>
<tr>
<td>Cancel Order that has not been received/vouchered</td>
<td>Departmental Request outside of BearBuy/BFS</td>
<td>Go to the PO and choose the Cancel PO Button</td>
<td>Yes</td>
</tr>
<tr>
<td>Cancel a line that has not been received or vouchered</td>
<td>Departmental Request outside of BearBuy/BFS</td>
<td>Create Change Order</td>
<td>Yes</td>
</tr>
<tr>
<td>Payment Terms are incorrect</td>
<td>Departmental Request outside of BearBuy/BFS</td>
<td>Create Change Order</td>
<td>Yes</td>
</tr>
<tr>
<td>Supplier did not receive Order</td>
<td>Comes from a Request outside of BearBuy</td>
<td>Create Change Order</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Processing Exception in BFS system

<table>
<thead>
<tr>
<th>Business Situation</th>
<th>Action</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding changed on an Order that has been vouchered</td>
<td>If a BearBuy Change Order was attempted the PO export to BFS will fail and Generate Error message Email</td>
<td>Review Error Message Email. Perform G/L Journal Entry in BFS.</td>
</tr>
<tr>
<td>Returned item that has been vouchered and needs to be credited to the funding source</td>
<td>If Change Order attempted, will fail export to BFS and Generate Email Message</td>
<td>Disbursements Issues a Credit Memo.</td>
</tr>
</tbody>
</table>

Considerations and Decisions

- There is no approval flow for PO changes. Evidence of approval should be included in the Comments section as a note / attachment.
- The Change Order Preparer determines if the change should be sent to the Supplier.
- When the PO Revision is completed the PO is dispatched to BFS and the Vendor.
- A printable version of the PO is available after dispatch that clearly states which line was changed. The revision also has a record of the changes at the bottom of the printable PO and in the Revision tab.

Basic steps to processing a PO Change

1. From the PO Status tab, go to the Summary tab.
2. Review if there are any vouchers by clicking on the Invoices/Vouchers tab, if there are vouchers you must review what changes are allowed (see above sections in this job aid).
3. Make the necessary changes to line items, ship to, bill to, clauses, external attachments and accounting codes.
4. To change a catalog line item quantity;
5. Do not change catalog items, create a new requisition instead.
6. To change a form item browse to the line item;
   - For form items marked with ' more info...' click the Form Icon, or the items link.
   - The form will open in a new window. Make the necessary changes, then Save and Close the form.
   - The results will update the PO line item associated with the form.
7. To change line item chartstring value, a shortcut is to go to Purchase Order tab, then click the Accounting Codes sub-tab.
8. Click the Comments tab to add comments and attachments providing evidence and explain the reason for the change.
9. When you are done, you must Finalize the revision.
10. Go to the Available Actions menu and select Finalize Revision.
11. Click the Go button.
12. In the Finalize Revision pop-up window, enter the Revision Name useful to you.
13. Enter comments related to this revision in the Revision Note text box.
14. Leave the Resend to checkboxes for ☑ Supplier and ☑ PO Export selected.
   - To ensure BFS and BearBuy remain in sync, always ensure PO Export is checked ☑. By checking Supplier ☑ for resend, the purchase order revision will be distributed to the supplier using the distribution methods specified in the purchase order. Uncheck the box if the change does not need to go the supplier.
15. Once complete, click the Save button.
16. The revision number will now be shown for this PO.