

## **Multiple Accounting Distributions**

### **Instructions for Completing Change Order Request Form**

*Use this form to request a Change Order on a Purchase Order which has multiple accounting distributions (FOAP's) and multiple sequences (commodity level accounting).*

**Commodity Level Accounting** is when each item has its own unique account number or if line item charges are split between multiple accounts. This form can be found on the Purchasing/General Services downloads page under "Change Order Request Forms and Instructions."

A "Change Order Request Form" must be submitted if any one of the following changes are required on a Purchase Order (1) increase the dollar amount, (2) decrease the dollar amount, or (3) changes to accounting distribution(s) (FOAP's). For more than four-line items submit a separate multiple change order form. If there is an agreement in place, be sure to verify that the change order does not exceed the agreement amount. If it does, please contact the Business Office. Once completed, this form must be forwarded to your District Buyer via email and placed in the Change Orders folder [\\appserv1\\purchasing\\Backups\\Change\\_Orders](\\appserv1\\purchasing\\Backups\\Change_Orders) (be sure to copy your Approver, Budget Officer and Accounts Payable personnel on the email).

**STEP 1.** Verify your account(s) budget availability (**FGIBAVL**) and if necessary, complete a budget transfer (**FGAJVCD**).

**STEP 2.** Go to the *Detail Encumbrance Activity* screen (**FGIENCD**), enter your Purchase Order number in the *Encumbrance* field and **Click GO or Alt + Page Down** to view the Purchase Order's current activity.

Note: If you do not know the Purchase Order number go to **FOIDOCH**, enter the related Requisition number and **Click GO or Alt + Page Down** to display the corresponding document numbers.

# FGIENCD: Detail Encumbrance Activity

## Accounting Distribution – Sequence 1

✕ @ellucian Detail Encumbrance Activity FGIENCD 9.3.4A (PROD) ADD RETRIEVE RELATED TOOL

Encumbrance: P1801755 Encumbrance Period: All Start Over

ENCUMBRANCE INFORMATION

Description	Group 4 Architecture, Research + PI	Date Established	02/28/2018
Status	O	Balance	31,920.00
Type	P	Vendor	942376500 Group 4 Architecture, Research + Planning, Inc.

ENCUMBRANCE DETAIL

Item	1 SKY B7 STEM Center	Orgn	2414
Sequence	1	Acct	6211
Fiscal Year	19	Prog	711000
Status	O	Actv	
Commit Indicator	U	Loon	
COA	1	Proj	
Index		Encumbrance	83,430.00
Fund	40001	Liquidation	-83,430.00
		Balance	0.00

Record 1 of 3

TRANSACTION ACTIVITY

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
02/27/2018	PORD	P1801755		115,350.00	115,350.00
04/23/2018	INEI	I1810353		-23,130.00	92,220.00
05/09/2018	INEI	I1811163		-15,420.00	76,800.00
06/13/2018	INEI	I1813275		-11,565.00	65,235.00
06/30/2018	INEI	I18L3136		-19,275.00	45,960.00
07/01/2018	E090	JRE18001	T	115,350.00	45,960.00
07/01/2018	E090	JRE18001	T	0.00	45,960.00
07/01/2018	E090	JRE18001	T	-69,390.00	45,960.00
10/19/2018	INEI	I1903088		-3,855.00	42,105.00
01/04/2019	INEI	I1906524		-3,855.00	38,250.00

Use the right scroll bar to view the entire list of transactions for this accounting distribution sequence. To view additional details for any of the transactions listed, place your cursor in the *Transaction Date* field for that line entry, go to the *Related* menu and select **Query Document and Click GO or Alt +Page Down** to view the document. Please be sure to exit the page to return to FGIENCD.

Under Encumbrance detail, place your cursor in the *Sequence* field and press the **Down Arrow** to view the remaining accounting distribution sequences.

## Accounting Distribution – Sequence 2

efluclian Detail Encumbrance Activity FGIENCD 9.3.4A (PROD) ADD RETRIEVE RELATED TOOLS

Encumbrance: P1801755 Encumbrance Period: All Start Over

**ENCUMBRANCE INFORMATION** Insert Delete Copy Filter

Description	Group 4 Architecture, Research + Pl	Date Established	02/28/2018
Status	O	Balance	31,920.00
Type	P	Vendor	942376500 Group 4 Architecture, Research + Planning, Inc.

**ENCUMBRANCE DETAIL** Insert Delete Copy Filter

Item	1 SKY B7 STEM Center	Orig	1049
Sequence	2	Acct	6211
Fiscal Year	19	Prog	715003
Status	O	Actv	A223
Commit Indicator	U	Locn	
		Proj	
COA	1	Encumbrance	31,920.00
Index		Liquidation	0.00
Fund	45216	Balance	31,920.00

Record 2 of 3

**TRANSACTION ACTIVITY** Insert Delete Copy Filter

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
04/11/2019	CORD	P1801755			31,920.00

Record 1 of 1

Continue to use the **Up** or **Down Arrows** (as necessary) to move between the various accounting sequences.

**STEP 3.** Complete the *Change Order Request Form* as outlined below:

- Line 1. Enter the date of request.
- Line 2. Enter the Purchase Order Number.
- Line 3. Enter the name of the vendor.
- Line 4-12 If applicable, enter the current accounting distribution (FOAP) and the new FOAP. The *current* accounting Distribution (FOAP) can be found on FGIENCD Submit a separate multiple change order form for more than four sequences.
- Line 13. Enter the *Original* Purchase Order Amount. This amount should be an accumulation of all sequences with the type code "PORD." These amounts are available on FGIENCD under the transaction listing with the type code of "PORD."
- Line 14. If applicable, enter the total amount for all *previous* change orders. This amount should be an accumulation of all sequences with the type code "CORD." These amounts are available on FGIENCD under the transaction listing with the type code of "CORD."
- Line 15. Enter the *Current* Purchase Order Balance; this amount is available on FGIENCD under the heading Encumbrance Information.

Line 16-19.

STEP 1. Enter the line item #.

STEP 2. Enter the accounting distribution (FOAP) to be adjusted.

STEP 3. Enter the amount by which you wish to **INCREASE** (+) or **DECREASE** (-) the accounting distribution (FOAP). If this reflects a decrease include a minus symbol.

STEP 4. Enter the original "FROM" amount. Please do not enter anything in the New "TO" Amount cell.

**Note:** The "Original Amt" can be found in FGIENCD under encumbrance detail section by each sequence. The "New \$ Amt" is automatically calculated to reflect the new sequence amount.

Line 20. This field will *automatically* calculate to reflect the **New Purchase Order Balance**" (the sum of Lines 10, 11, 12, 13, and 14). Please do NOT enter **anything** in this cell.

Line 21. This field will automatically calculate to reflect the **New Purchase Order Amount** (the sum of Lines 8, 9, 11, 12, 13, and 14). Please do NOT enter **anything** in this cell.

Line 22. Enter the reason for this change order.

Line 23. Enter the Requestor's name.

Line 24. Enter your *College/Department*.

Line 25. The requestor will then have someone at the managerial level sign the Change Order Request Form. This **MUST** be a digital or wet signature.

This completed change order must be forwarded to your District Buyer via email and placed in the Change Orders folder \\appserv1\purchasing\Backups\Change Orders (be sure to copy your Approver, Budget Officer and Accounts Payable personnel on the email).

# Form Sample



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## Change Order Request Form

Multiple Accounting Distributions (FOAP's)

Use this form to request a Change Order on a Purchase Order which has multiple accounting distributions (FOAP's) and multiple sequences (commodity level accounting).

### Instructions:

- (1) Check your budget availability (FGIBAVL) before completing this request.
- (2) Review your Purchase Order's encumbrance balance (FGIENCD) to be certain that it is NOT in deficit. If sufficient budget is available and your PO isn't in deficit, proceed with the request.

1. Date of Request:
2. Purchase Order Number:
3. Name of Vendor:

	Current FOAP [Fund-Org-Acct-Program]	NEW FOAP [Fund-Org-Acct-Program]
4. Accounting Distribution (FOAP):	<input type="text"/>	<input type="text"/>
5. Accounting Distribution (FOAP):	<input type="text"/>	<input type="text"/>
6. Accounting Distribution (FOAP):	<input type="text"/>	<input type="text"/>
7. Accounting Distribution (FOAP):	<input type="text"/>	<input type="text"/>
8. Accounting Distribution (FOAP):	<input type="text"/>	<input type="text"/>
9. Accounting Distribution (FOAP):	<input type="text"/>	<input type="text"/>
10. Accounting Distribution (FOAP):	<input type="text"/>	<input type="text"/>
11. Accounting Distribution (FOAP):	<input type="text"/>	<input type="text"/>
12. Accounting Distribution (FOAP):	<input type="text"/>	<input type="text"/>

\*Submit a Separate Multiple Change Order Form for more than 9 Accounting Distributions (FOAP)

### Historical Financial Information (use FGIENCD to view previous changes)

13. Original Purchase Order Amount (PORD):
14. Previous Change Order(s) (CORD):  (if applicable)
15. Current Purchase Order Balance (FGIENCD):

\*If this Change Order Reflects a Decrease Include a Minus Symbol

	[+] INCREASE OR [-] DECREASE Encumbrance	FROM: (Original Amt)	TO: (NEW Amt)
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Line Item	Accounting Distribution (FOAP):			
16. #	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00
Line Item	Accounting Distribution (FOAP):			
17. #	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00
Line Item	Accounting Distribution (FOAP):			
18. #	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00
Line Item	Accounting Distribution (FOAP):			
19. #	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00

20. NEW Purchase Order Balance:  
(Current PO Balance +/- this Change Order)  \$ 0.00

21. NEW Purchase Order Amount:  
(Original Purchase Order Amount (PORD) +/-  
Previous Change Order(s) +/- this Change Order)  \$ 0.00

22. Reason for Change:

23. Requested by:

24. College/Department:

25. Managerial Approval:

Revised: April 2020