

Instructions for Completing *Change Order Request Forms*

A “Change Order Request Form” must be submitted when certain adjustments are necessary on a Purchase Order. These adjustments include (1) an increase to the dollar amount, (2) a decrease to the dollar amount, or (3) accounting distribution changes. If you are merely requesting that the Purchase Order be “closed” (remaining encumbrance liquidated) a simple email request is sufficient.

From the *Downloads*, select the change order request form for “multiple account codes”. Once completed, this form should be forwarded to your District Buyer via email (be sure to copy your Approver, Budget Officer and Accounts Payable personnel on the email).

Multiple Accounting Distributions

Use this form to request a Change Order on a Purchase Order which includes multiple accounting distributions (commodity level accounting).

STEP 1. If you are requesting an INCREASE on a Purchase Order, *first* check your account's budget availability (FGIBAVL) and complete a budget transfer (FGAJVCD) if necessary.

STEP 2. Go to the *Detail Encumbrance Activity* screen (FGIENCDD), enter your Purchase Order number in the *Encumbrance* field and **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 **Page Down** to display the related document numbers.

FGIENCD: Detail Encumbrance Activity

Accounting Distribution – Sequence 1

Encumbrance: P0800381

Description: Jane C. Smithson, A Professional Co **Status:** O **Type:** P

Date Established: 30-JUL-2007 **Balance:** 6,299.35 **Vendor:** 943221926 Jane C. Smithson, A Professional Corp

Item: 0 **Sequence:** 1 **Fiscal Year:** 08 **Commit Indicator:** U

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
1		38165	4417	5690	701000			

Encumbrance: 16,190.64 **Liquidation:** -11,658.67 **Balance:** 4,531.97

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
30-JUL-2007	PORD	P0800381	<input type="checkbox"/>	15,842.00	15,842.00
31-JUL-2007	INEI	I0800818	<input type="checkbox"/>	-800.00	15,042.00
22-AUG-2007	INEI	I0801446	<input type="checkbox"/>	-800.00	14,242.00
02-OCT-2007	INEI	I0803378	<input type="checkbox"/>	.00	14,242.00
22-OCT-2007	INEI	I0804037	<input type="checkbox"/>	.00	14,242.00
16-NOV-2007	INEI	I0805136	<input type="checkbox"/>	.00	14,242.00
06-DEC-2007	INEI	I0806060	<input type="checkbox"/>	-1,491.38	12,750.62
18-JAN-2008	INEI	I0809367	<input type="checkbox"/>	-1,259.56	11,491.06

Press Next Record or Previous Record to scroll accounting/transaction details
Record: 1/3 ... <OSC>

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 *Help* menu and select **List. Page Down** to view the document.

To view the remaining accounting distribution sequences, place your cursor in the *Sequence* field and press the **Down Arrow**.

Accounting Distribution – Sequence 2

The screenshot shows the Oracle Developer Forms Runtime interface for 'Detail Encumbrance Activity' in FGIENCD. The form includes the following sections:

- Encumbrance:** P0800381
- Description:** Jane C. Smithson, A Professional Co
- Status:** O **Type:** P
- Date Established:** 30-JUL-2007 **Balance:** 6,299.35
- Vendor:** 943221926 Jane C. Smithson, A Professional Corp
- Item:** 0 **Sequence:** 2 **Fiscal Year:** 08 **Commit Indicator:** U
- COA:** 1 **Index:** **Fund:** 38168 **Orgn:** 4417 **Acct:** 5690 **Prog:** 701000
- Encumbrance:** 2,610.50 **Liquidation:** -2,610.50 **Balance:** .00

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
30-JUL-2007	PORD	P0800381	<input type="checkbox"/>	9,505.01	9,505.01
31-JUL-2007	INEI	I0800818	<input type="checkbox"/>	-479.99	9,025.02
22-AUG-2007	INEI	I0801446	<input type="checkbox"/>	-479.99	8,545.03
02-OCT-2007	INEI	I0803378	<input type="checkbox"/>	.00	8,545.03
22-OCT-2007	INEI	I0804037	<input type="checkbox"/>	.00	8,545.03
16-NOV-2007	INEI	I0805136	<input type="checkbox"/>	.00	8,545.03
06-DEC-2007	INEI	I0806060	<input type="checkbox"/>	-894.80	7,650.23
18-JAN-2008	INEI	I0809367	<input type="checkbox"/>	-755.72	6,894.51

Press Next Record or Previous Record to scroll accounting/transaction details
Record: 2/3

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 current date.
- Line 2. Enter the number of the Purchase Order to be changed.
- Line 3. Enter the name of the vendor.
- Line 4. Enter the information for the *first* accounting distribution: the *current* FOAP as shown on the FGIENCD screen and then, if applicable, the *new* FOAP requested.

- Line 5. Enter the information for the *second* accounting distribution: the *current* FOAP as shown on the FGIENCD screen and then, if applicable, the *new* FOAP requested.
- Line 6. Enter the information for the *third* accounting distribution (if any): the *current* FOAP as shown on the FGIENCD screen and then, if applicable, the *new* FOAP requested.
- Line 7. Enter the information for the *fourth* accounting distribution (if any): the *current* FOAP as shown on the FGIENCD screen and then, if applicable, the *new* FOAP requested.
- Line 8. Enter the information for the *fifth* accounting distribution (if any): the *current* FOAP as shown on the FGIENCD screen and then, if applicable, the *new* FOAP requested.
- Line 9. Enter the *original* dollar total for the Purchase Order; this figure is available on FGIENCD under the transaction listing with the type code of "PORD" (total should include "PORD" entries for **all** accounting sequences).
- Line 10. If applicable, enter the dollar total of any *previous* change orders; figure(s) available on FGIENCD under the transaction listing with the type code of "CORD" (this total should include "CORD" entries for **all** the accounting sequences).
- Line 11. This field will be *automatically* calculated to reflect the "**Current Purchase Order Total**" (the sum of Lines 9 and 10).
- Line 12. As applicable, enter the *first* FOAP to be adjusted, the amount by which you wish to **INCREASE** (+) or **DECREASE** (-) this accounting distribution, and the related *current* and *new* dollar amounts.

Note: The "Current \$ Amt" is calculated by adding the *original* PO amount PLUS any *previous* change orders (for this accounting sequence only). The "New \$ Amt" is calculated by adding the *Current \$ Amt* PLUS the increase (+) or decrease (-) on this request (for this accounting sequence only).

- Line 13. As applicable, enter the *second* FOAP to be adjusted, the amount by which you wish to **INCREASE (+)** or **DECREASE (-)** this accounting distribution, and the related *current* and *new* dollar amounts.
- Line 14. As applicable, enter the *third* FOAP to be adjusted, the amount by which you wish to **INCREASE (+)** or **DECREASE (-)** this accounting distribution, and the related *current* and *new* dollar amounts.
- Line 15. As applicable, enter the *fourth* FOAP to be adjusted, the amount by which you wish to **INCREASE (+)** or **DECREASE (-)** this accounting distribution, and the related *current* and *new* dollar amounts.
- Line 16. As applicable, enter the *fifth* FOAP to be adjusted, the amount by which you wish to **INCREASE (+)** or **DECREASE (-)** this accounting distribution, and the related *current* and *new* dollar amounts.
- Line 17. This field will be *automatically* calculated to reflect the **“NEW Purchase Order Total”** (the sum of Lines 11, 12, 13, 14, 15 and 16).
- Line 18. Enter any comments you wish to make regarding your change order request (optional).
- Line 19. Enter the Requestor’s name (normally the person who entered the Requisition).
- Line 20. Enter your *Department* or *Division* (along with your site location).
- Line 21. Enter (type in) the Approver’s name (the person who approved the Requisition); the Approver should also be copied on the email forwarding the request form to Purchasing.

Sample Request Form



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Change Order Request Form

Multiple Accounting Distributions

		Line #
Date of Request:	April 30, 2008	1
Purchase Order Number:	P0800381	2
Name of Vendor:	Jane C. Smithson	3
<u>Accounting Distribution Information</u>	Current FOAP <small>[Fund-Orgn-Acct-Program]</small>	NEW FOAP Requested <small>(if applicable)</small>
Accounting Distribution # 1:	38165-4417-5690-701000	4
Accounting Distribution # 2:	38168-4417-5690-701000	5
Accounting Distribution # 3:	38173-4417-5690-701000	6
Accounting Distribution # 4:		7
Accounting Distribution # 5:		8
<u>Dollar Amount Information</u>		
Original Purchase Order Amount:	\$31,684.00	9
[+/-] Previous Change Order(s):	0.00	10
Current Purchase Order Total:	\$31,684.00	11
This Change Order Request: <small>(List Accounting Distributions Below)</small>	[+] INCREASE OR [-] DECREASE Account by:	FROM: <small>(Current \$ Amt)</small>
	TO: <small>(NEW \$ Amt)</small>	
FOAP: 38165-4417-5690-701000	(\$2,000.00)	\$19,096.08
FOAP: 38168-4417-5690-701000	\$1,000.00	\$3,610.50
FOAP: 38173-4417-5690-701000	(\$684.00)	\$9,293.42
FOAP:		
FOAP:		
NEW Purchase Order Total:	\$30,000.00	17
Comments:		18
Requested by:	Mary Hart	19
Department/Division:	CSM, Corporate & Continuing Ed	20
APPROVED by:	Sally Rogers, Directory	21

PLEASE NOTE: (1) Always check your account's budget availability (FGIBAVL) before requesting an INCREASE on a PO; complete a budget transfer as necessary. (2) Always review your Purchase Order's encumbrance balance (FGIENCD) to be certain that it is NOT in deficit.