



Change Order Module

User's Guide

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What

A Change Order is a request to modify information on a Purchase Order/EZPO. Some examples of information that can be modified include:

PO

Increase the value of the PO

EZPO

Increase the value of the PO ONLY to the EZPO limit of the vendor

Why

The reasons for changing information on a PO include:

1. Add/Decrease Money (Adjust PO Value)
2. Modify Open Commitment
3. Account Transfers/Adding Accounts
4. Close PO
5. Reconcile PO Value to Payment
6. Ship-to/Bill-to Changes
7. Change Contract Dates
8. Vendor Changes

Who

There are two main groups that are involved with processing a Change Order:

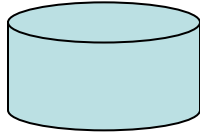
Department

- Creator of the Change Order
- DAF Approver

Purchasing Office

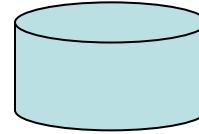
- Assigned Buyer of the Purchase Order
- Approving Manager

Definition of a Change Order



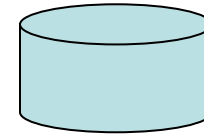
Finsys
(Financial systems)

FinSys is the online version of FFE. The Change Order module is accessed through FinSys, and is located in the MyColumbia portal (www.my.columbia.edu). In order to access FinSys, you must have a valid FFE id. The Change Order module is where departments and end users go to Create, Release and Approve their Change Orders. Once all approvals have been made, the Change Order gets routed to the Purchasing Office.



CAPS
(Computer Augmented Purchasing System)

CAPS is the Purchasing Office system for processing Purchasing Orders and Change Orders. POs and Change Orders get uploaded to CAPS from FFE and FinSys. This upload happens 4 times daily. Once a Change Order gets uploaded into CAPS, it is routed to the appropriate Buyer for review and processing.



FAS
(Financial Accounting System)

FAS is the system that holds account information at the University. Changes to the Purchase Order are sent to FAS.

Systems Used in a Change Order

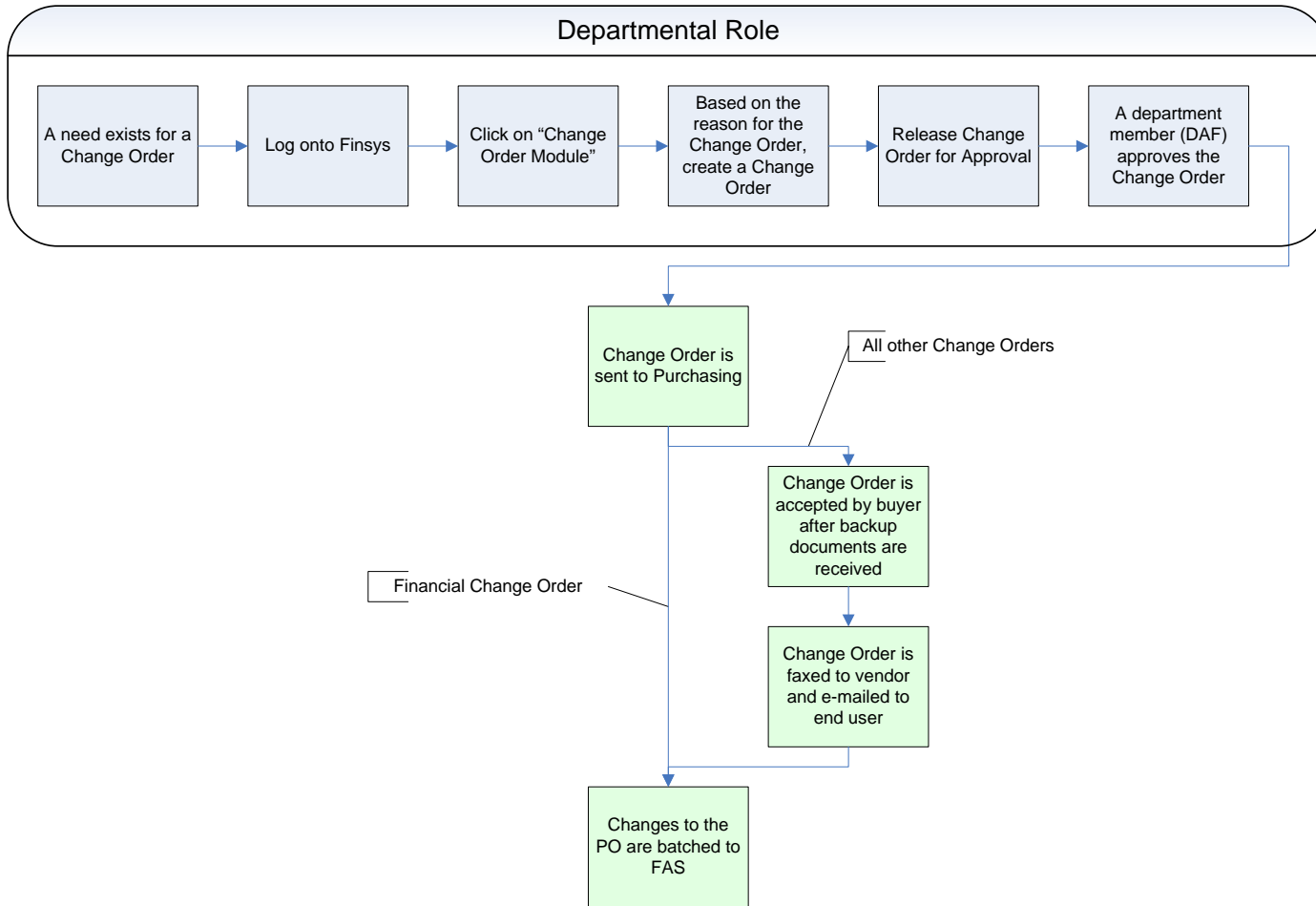
There are two basic rules to remember when processing a Change Order:

- 1) **PO Value MUST equal Total Encumbrance (Open Commitment + AP Payments)**
- 2) **Account totals MUST equal Line Item totals**

You can always combine different types of a Change Order together, as long as you follow the rules of each scenario.

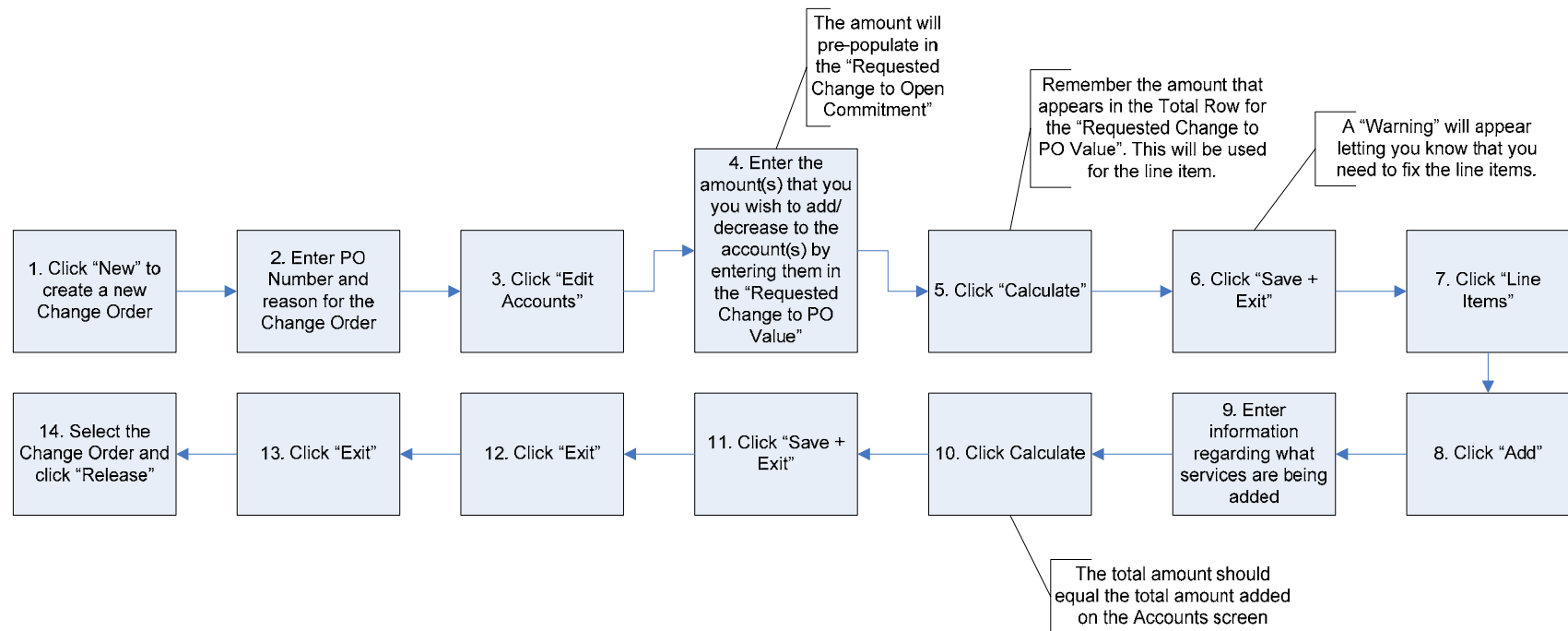
For example, there is nothing wrong with creating a Change Order that “Modifies Open Commitment” and “Adds/Decreases Money (Adjusts PO Value)”.

Things to Remember



Life of a Change Order

The most common reason for a Change Order involves adding or decreasing the PO value.

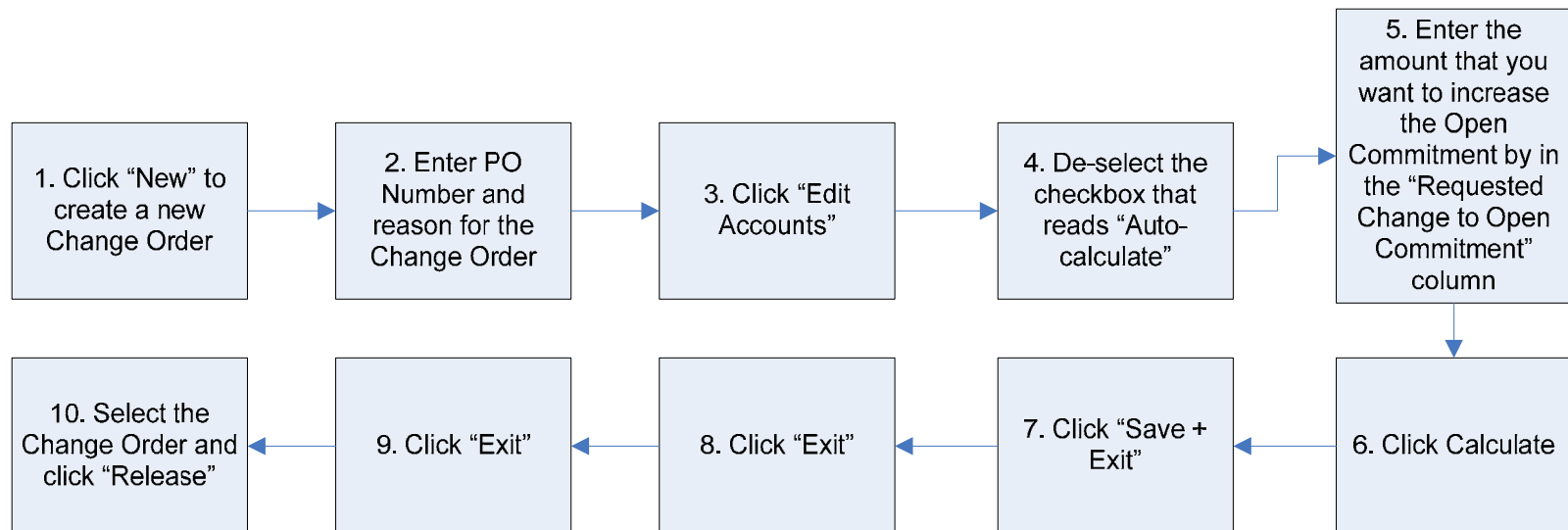


Tips:

- Remember that the amount you add in the accounts screen must equal the amount you enter on a line item.
- When adding money to an account, you can add money to an existing account or add a new account.
- You can only have 5 accounts on a PO.

Add/Decrease Money (Adjust PO Value)

Open commitment is the dollar amount that is currently allocated for payment of invoices. This kind of Change Order is common for multi-year leases. For example, you have a PO with a PO value of \$100,000 for a 2-year contract, and you currently have \$50,000 allocated for year 1. For year 2, you create a Change Order to allocate the remaining \$50,000.

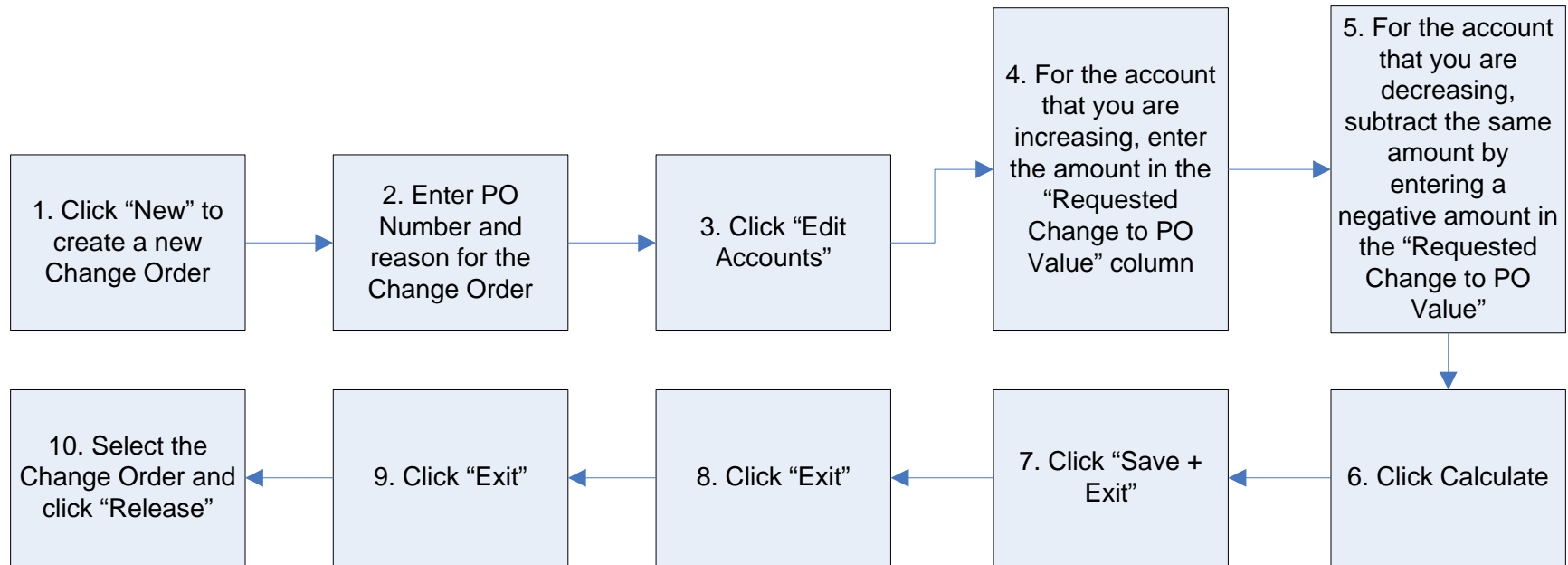


Tips:

- This is a Financial Change Order.
- The remaining amount that can be added to the Open Commitment can be calculated by subtracting "Encumbered to Date" from the "PO Value".

Modify Open Commitment

Transfer funds from one account to another.

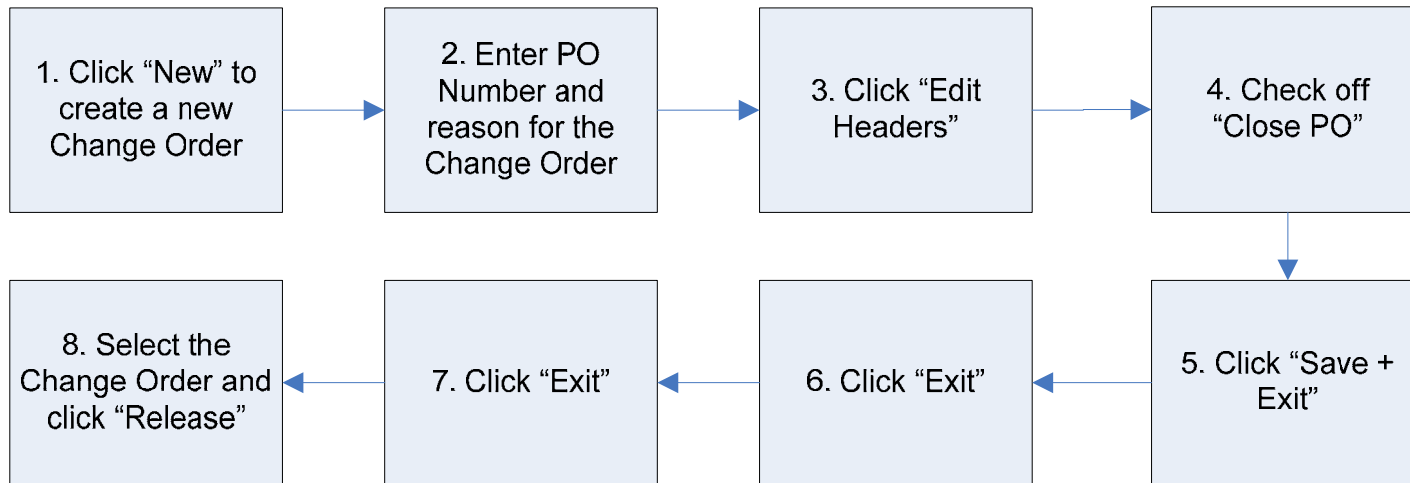


Tips:

- This is a Financial Change Order.
- You can only have 5 accounts on a PO.
- When adding money to an account, you can add money to an existing account or add a new account.
- Each account is the combination of a FAS account number plus subcode.

Account Transfers

When a PO is no longer needed, you can clear the unused PO Value and unspent dollar value (Open Commitment).

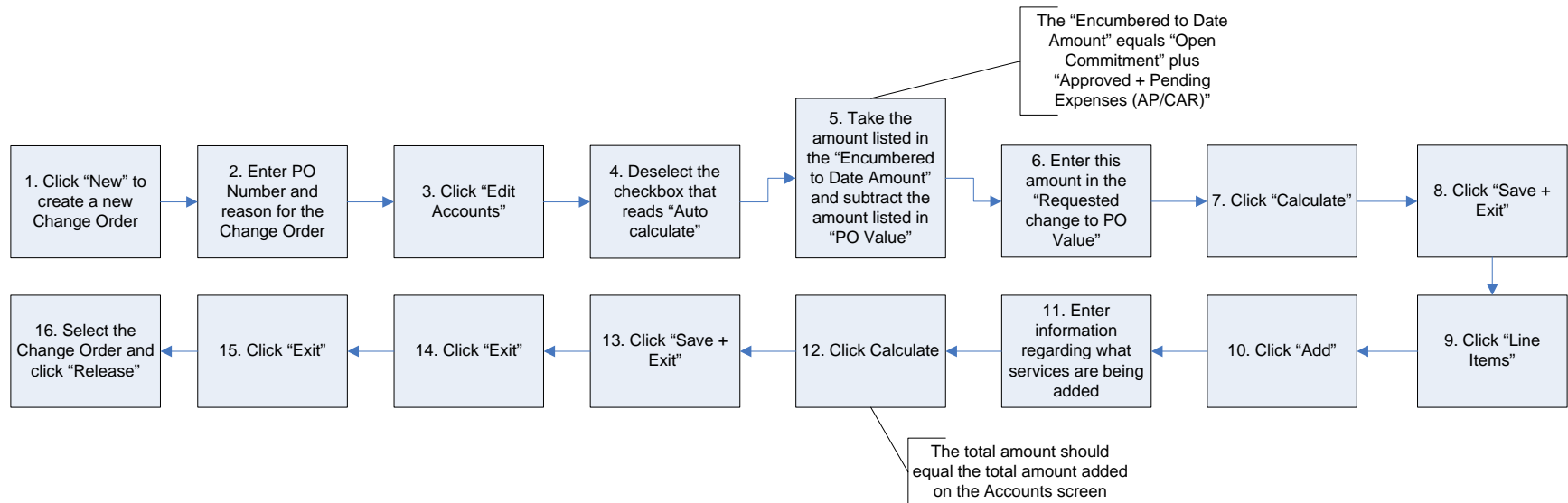


Tips:

- This is the same as selecting "Final Payment" when you enter an invoice in AP/CAR.

Close PO

When a PO has been overpaid, you must correct the value of the PO without increasing the Open Commitment. If you do not, you will receive an error: “Target PO Value must equal Payments plus Open Commitment.”



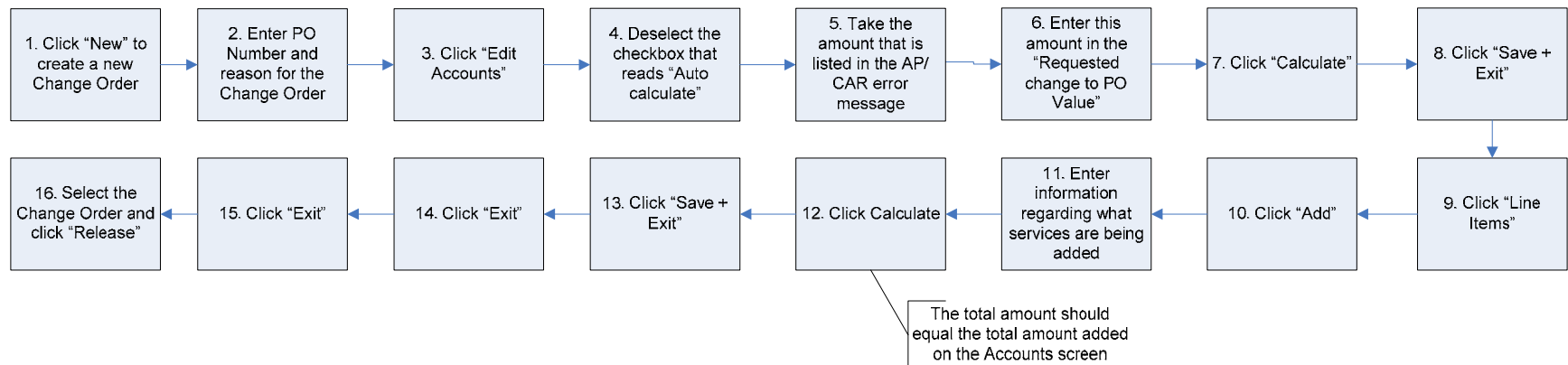
Tips:

- The amount to enter in the “Requested Change to PO Value” column: Encumbered to Date Amount – PO Value.
- The overpayment may apply to one of many accounts. You will need to fix the overpayment in each individual account.
- For example, you have a PO with a PO Value of \$100, you have paid \$150, and you are trying to add \$50 to the PO. In this case, you should enter \$100 to the “Requested Change to PO Value” column and \$50 to the “Requested Change to Open Commitment” column.

Reconcile PO Value to Payment:

PO has already been overpaid

When you are entering an invoice in AP/CAR and the amount of the invoice exceeds the AP Variance rules, you will need to create a Change Order to adjust the PO Value.



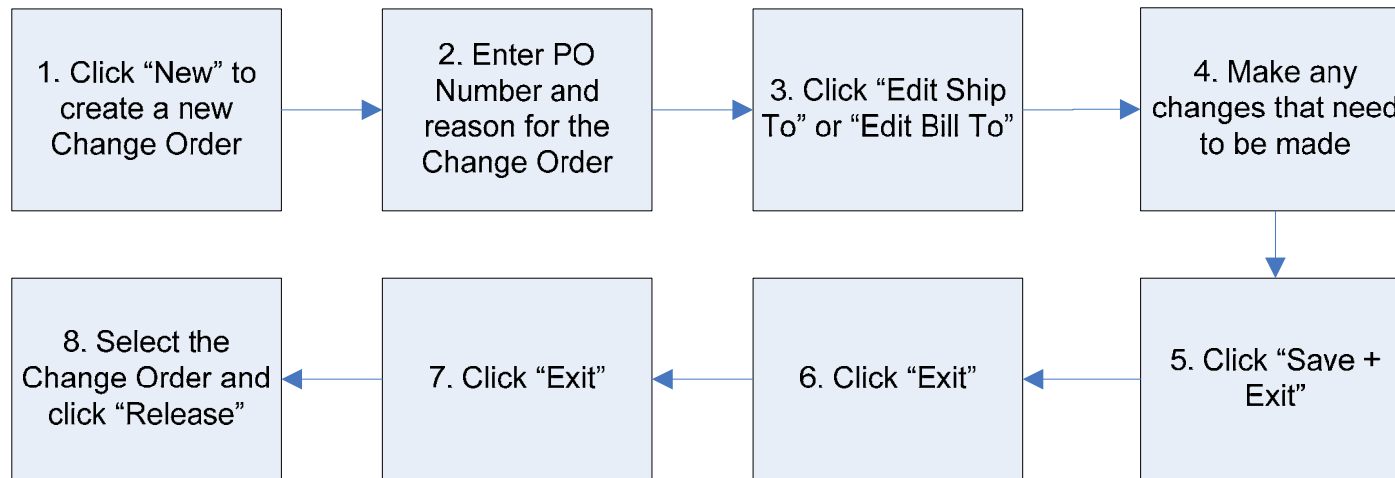
Tips:

- The amount to enter in the “Requested Change to PO Value” column comes from the error message in AP/CAR.
- The overpayment may apply to one of many accounts. You will need to fix the overpayment in each individual account.

Reconcile PO Value to Payment:

Invoice is pending in AP/CAR

Change a Ship To or Bill To address for a PO.

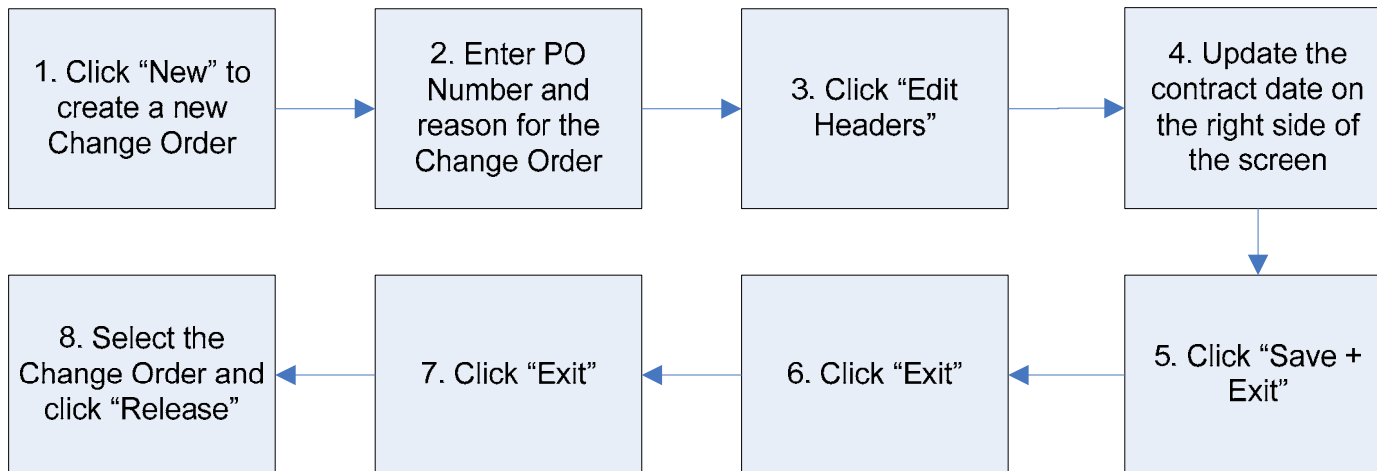


Tips:

- The Bill To address can only be changed to another Bill To address that is associated with a sub department. In order to create or modify a Bill To address for a specific sub department, please see the Bill To Address Change Form on the Purchasing website.

Ship-to/Bill-to Changes

With a Contract PO, you can extend the term of the contract.

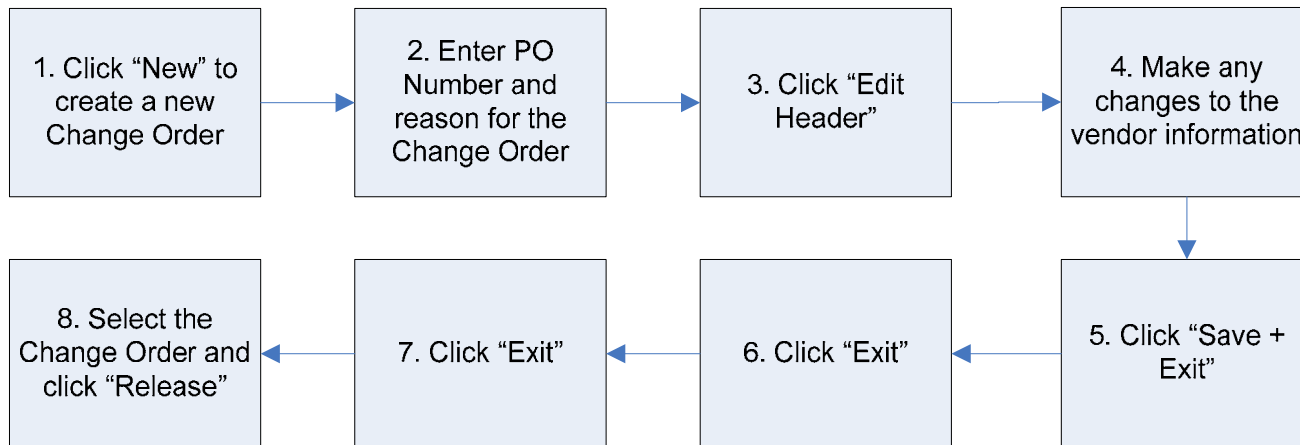


Tips:

- The contract date only appears on the Edit Headers screen if this is a Contract PO

Change Contract Dates

To change a vendor's address and contact information



Tips:

- You cannot change the name of a vendor on a Change Order.

Vendor Changes

The Open Items Screen lets you view all pending Change Orders. There are also links to let you view Released Items, Items Awaiting Approval, Approved Items, and All Items.

Use these links to view: Open Items, Released Items, Items Awaiting Approval, and All Items

Click here to create a new Change Order

You can search for a Change Order by entering the PO number here

The screenshot displays the 'Change Order - Open Items' screen. At the top, there are navigation links: 'New', 'Process', 'Open Items', 'Released Items', 'Items Awaiting Approval', 'Approved Items', and 'All Items'. Below these is a search bar with a 'Go' button. The main content area contains a table of open change orders. The table has the following columns: PO Number, Extract Code, CO#, Department, First Acct, First Item, Vendor, Status, Date, Modifier, and Next Action. The table lists 20 items, with various statuses such as 'Rejected by Purchasing', 'Open', and 'Rejected'. At the bottom of the screen, there are buttons for 'Select Action', 'Select All', 'Deselect All', 'Filter', 'View', 'Edit', 'Release', and 'Delete'.

PO Number	Extract Code	CO#	Department	First Acct	First Item	Vendor	Status	Date	Modifier	Next Action
512371	A	03	527-00-00	370313	.	ATLANTIC BUSINESS PRODUCTS	Rejected by Purchasing	06/29/2006	CAPS(A)	Release
512540	A	08	074-01-10	207400	.	CAMPUS TRAVEL MANAGEMENT	Open	08/01/2006	WILSON	Release
514070	A	05	590-01-00	259080	Y2K	NORTHERN BUSINESS SYSTEMS	Rejected by Purchasing	06/22/2006	CAPS(A)	Release
518595	A	01	140-30-00	360519	EXEC-ED	WILLEM P. BURGERS	Open	06/21/2006	URQUIDI	Release
520193	A	05	574-00-00	538742	CONTACTS	MASSACHUSETTS GENERAL HOSPITAL	Open	08/23/2006	LACKS	Release
520410	A	03	140-30-00	360510	INCREASE	ARIEL GROUP	Open	08/22/2006	SALVI	Release
520737	A	05	480-08-00	531165	CONTACTS	MAGEE WOMENS HEALTH CORP	Open	11/09/2006	ST-HILAIRE	Release
520934	A	02	140-30-00	360510	EXEC.ED	MINDTECH, INC.	Open	10/19/2006	SALVI	Release
522541	B	06	538-00-00	370865	.	GE HEALTHCARE FINANCIAL SERVIC	Rejected	11/27/2006	RIVERS	Release
522553	A	02	564-08-18	642750	ADD	STEVEN C. MARCUS	Open	07/25/2006	LEAVY	Release
522981	A	01	564-08-18	456468	19INCH	IBM CORP	Open	06/07/2006	LAU	Release
525616	A	05	538-00-00	370076	OWV	ATL ULTRASOUND INC.	Open	11/22/2006	RIVERS	Release
525965	A	05	550-18-00	531490	CONTACTS	RES FOUNDATION OF SUNY	Open	11/02/2006	SOSA	Release
526309	A	01	011-00-00	771195	AE SVCS	DAVIS BRODY BOND, LLP	Open	08/30/2006	O'CONNOR	Release
526992	A	07	700-00-00	271200	TPC	CLANCY-CULLEN MOVING & STORAGE	Open	12/04/2006	CONNOLLY	Release
527419	B	06	538-00-00	370076	9 -12	PHILIPS MEDICAL FINANCIAL	Open	08/23/2006	MOORER	Release
528196	A	04	564-00-00	532120	CONTACTS	AMER PSYCHIATRIC INST	Open	11/09/2006	LEAVY	Release

Screen Shots Descriptions

Open Items Screen

This screen is the entry point for creating a new Change Order. Here is where you must enter a reason for the Change Order. It is important to enter a valid reason that will help the Purchasing Office Buyer to process the order.

Enter a valid reason for creating this Change Order. This reason helps the Buyer to know what you are changing.

The screenshot shows a web browser window with the URL <https://finsys.ais.columbia.edu>. The page title is "Financial Systems" and the browser tab is "Change Order - Financial Systems - Columbia University - Mozill...". The page has a blue header with "MYCOLUMBIA" and "Financial Systems" text. Below the header, there are navigation links: "New" and "Process". A breadcrumb trail shows "Menu >> Change Order >> New". The main heading is "Change Order - Get PO Number" with a sub-breadcrumb "Menu >> Change Order >> New". The form contains a "PO Number" field with a label "PO Number:" and a text input box. Below it is a "Change Order Reason:" label and a larger text input box. A message "Please enter a change order reason of 10 characters minimum" is displayed above the reason input box. At the bottom, there is a "Select Action" section with "Continue" and "Cancel" buttons. The footer shows "User ID: ac2323", "Date: 12/05/2006 10:17 AM", and "Financial Systems-Columbia University". The browser status bar at the bottom shows "Done" and the URL "finsys.ais.columbia.edu".

Entry screen for a new Change Order

This screen contains all of the Header information for the PO.

Department Number: 564-00-00	PO Number: 554432	First Account Number: 533700-3600
Start Date: 03/15/2006	Requisition Number: RA1068	First Item: MICROARRAY
Last User: PARK	Vendor Name: GEN US BIO SYSTEMS INC.	PO Total Amount: \$14,420.00

Vendor: GEN US BIO SYSTEMS INC.	PO Type: REGULAR
Attention:	Documents Required: <input type="checkbox"/>
Address: 1808 JANKE DRIVE UNIT M	Clear Unspent Balance: <input type="checkbox"/>
City: NORTHBROOK	Close PO: <input type="checkbox"/>
State: IL	Contact Name: WILFREDO J BAEZ
Zip: 60062	Contact Phone: 212-812-5530
Country: US	Delivery Date:
Phone: 847-291-9600	Do not send to Vendor: <input type="checkbox"/>
Fax: 847-291-9903	
EZPO Limit: \$0.00	
FOB: DESTINATION	Terms:

Change Order Reason: TEST CHANGE ORDER

User ID: tp194
Date: 12/05/2006 10:20 AM

Financial Systems-Columbia University

Select Action: Edit Header Edit Accounts Line Items Edit ShipTo Edit BillTo EXIT

Notice that this is the reason that you entered on the Entry screen. You can always change this by clicking "Edit Header" below.

These are all of the buttons that you click to make changes.

Change Order Header Screen

This screen allows you to change Header information, including: Change Order Reason, Vendor information, and allows you to close the PO.

The screenshot shows a web browser window titled "http://ffdev.ais.columbia.edu - Change Order - Financial Systems - Columbia University - Mozilla Firefox". The page header includes "myCOLUMBIA Financial Systems -- User Acceptance (NT)" and navigation links "Print | Help | Links | Exit CPO". The main title is "Change Order - Edit Header" with a breadcrumb "Menu >> Change Order >> Process >> Open Items".

Key fields and callouts:

- Vendor Information:** Vendor: GEN US BIO SYSTEMS INC. (Callout: "Vendor address information can be changed here. Notice that you can't change the vendor's name.")
- Address:** Attention, Address (1808 JANKE DRIVE, UNIT M), City (NORTHBROOK), State (IL-ILLINOIS), Zip (60062), Country (UNITED STATES- US)
- Contact Information:** Contact Name (WILFREDO J BAEZ), Contact Phone (2128125530), Delivery Date (mm/dd/yyyy) (Callout: "Vendor contact information can be changed here.")
- PO Information:** PO Number (554432), Requisition Number (RA1068), Vendor Name (GEN US BIO SYSTEMS INC.), PO Total Amount (\$14,420.00)
- Change Order Reason:** TEST CHANGE ORDER (Callout: "The Change Order Reason can be changed here.")
- Actions:** Save + No Exit, Save + Exit, No Save + Exit

Other callouts: "This is where you click to close a PO." points to the "Close PO:" checkbox.

Edit Header Screen

This screen allows you to make any modifications to the accounts for the PO. This is where you can Modify Open Commitment, Reconcile PO Value to AP Payment, and add money to the PO.

Error messages may appear here

This checkbox is selected by default. When it is selected, the amount you enter in "Requested Change to PO Value" will auto-populate in the "Requested Change to Open Commitment". De-select it if you are trying to Reconcile the PO Value or Modify Open Commitment

Click this button after you enter your values in order to calculate your changes. Warnings may appear letting you know of any issues.

For changing the PO Value

For changing the Open Commitment

This is the total amount of the line items.

Includes all payments made plus all pending invoices in AP/CAR

Error messages that apply to individual accounts will appear here.

Includes total AP payments plus Open Commitment.

http://ffdev.ais.columbia.edu - Change Order - Financial Systems - Columbia University - Mozilla Firefox

MYCOLUMBIA

Financial Systems -- User Acceptance (NT) Print | Help | Links | Exit CPO

Change Order - Edit Accounts

Menu >> Change Order >> Process >> Open Items

[Click here for Change Order Instructions](#)

Department Number: 564-00-00 PO Number: 554432 First Account Number: 533700-3600
 Start Date: 03/15/2006 Requisition Number: RA1068 First Item: MICR/ARRAY
 Last User: PARK Vendor Name: GEN US BIO SYSTEMS INC. PO Total Amount: \$14,420.00

Auto Calculate Account's Requested Change to Open Commitment

Account Number	Account Subcode	PO Value	Requested Change to PO Value	Target PO Value	Open Commitment	Requested Change to Open Commitment	Target Open Commitment	Approved Pending Expenses (APCAR)	Encumbered To Date Amount	Error Message
533700	3600	\$14,400.00	20.00	\$14,420.00	\$0.00	20.00	\$20.00	\$0.00	\$0.00	
		\$0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
		\$0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
		\$0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
		\$0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
Grand total		\$14,400.00	\$20.00	\$14,420.00	\$0.00	\$20.00	\$20.00	\$0.00	\$0.00	

Note: Use 'Calculate' button to re-display account's amounts and error messages

User ID: tp194
Date: 12/05/2006 10:22 AM

Financial Systems-Columbia University

Select Action: Calculate Save + No Exit Save + Exit No Save + Exit

Done

Current value of the PO

Current Open Commitment

Edit Accounts Screen

This screen shows all of the line items for the PO. You can add, edit, or delete a line item from this screen.

http://ffdev.ais.columbia.edu - Change Order - Financial Systems - Columbia University - Mozill...

MYCOLUMBIA

Financial Systems -- User Acceptance (NT) Print | Help | Links | Exit CPO

Change Order - Line Items

Menu >> Change Order >> Process >> Open Items

[Click here for Change Order Instructions](#)

Department Number:	564-00-00	PO Number:	554432	First Account Number:	533700-3600
Start Date:	03/15/2006	Requisition Number:	RA1068	First Item:	MICROARRAY
Last User:	PARK	Vendor Name:	GEN US BIO SYSTEMS INC.	PO Total Amount:	\$14,420.00

Item Number	Unit of Issue	Quantity	Item Name	Part Number	Commodity Code	Unit Price	Extended Price	Status
1	EA	12	MICROARRAY		5810	\$1,200.000	\$14,400.000	M
2	LT	1	CONTACTS		5810	\$0.000	\$0.000	M
3	EA	1	SOMETHING	12	2190	\$20.000	\$20.000	A

Notes: something something

User ID: tp194
Date: 12/05/2006 10:23 AM
Financial Systems-Columbia University

Select Action: Add Line Item Edit Line Item Delete Line Item EXIT

Done

Click here to add an item

Select a line item from above and click here to edit an item

Select a line item and click here to delete an item.

Line Items Screen

This is where you describe the line item that you are adding. The Edit Line Item screen looks the same, except the information is pre-populated with the information for the line item.

The number of items you are purchasing

The unit of measurement for the item being purchased

Select a Commodity Code for the item/service you are purchasing.

The unit price for the item.

The total amount (Unit Price X Quantity) will calculate here when you click "Calculate" below.

A description of the item/service you are purchasing

Add Line Item Screen

This screen allows you to change the Ship To address information for the PO.

The screenshot shows a web browser window with the URL <http://ffedev.ais.columbia.edu>. The page title is "Change Order - Edit ShipTo". The browser's address bar shows "http://ffedev.ais.columbia.edu - Change Order - Financial Systems - Columbia University ...". The page header includes the "MYCOLUMBIA" logo, the text "Financial Systems -- User Acceptance (NT)", and navigation links: "Print | Help | Links | Exit CPO".

The main heading is "Change Order - Edit ShipTo" with a breadcrumb trail: "Menu >> Change Order >> Process >> Open Items". A red link says "Click here for Change Order Instructions".

Department Number: 564-00-00	PO Number: 554432	First Account Number: 533700-3600
Start Date: 03/15/2006	Requisition Number: RA1068	First Item: MICROARRAY
Last User: PARK	Vendor Name: GEN US BIO SYSTEMS INC.	PO Total Amount: \$14,420.00

Ship To Address

Org. Name:

Department:

Address:

City/State/Zip:

City:

State:

Zip:

Country:

User ID: tp194
Date: 12/05/2006 10:25 AM
Financial Systems-Columbia University

Select Action

Done

Edit Ship To Screen

This screen allows you to change the Bill To Address information for a PO. Notice that each Bill To is associated with a sub-department. If you need to add or edit a Bill To Address, you will need to submit a Bill To Address Change Form located on the Purchasing website.

Department Number: 564-00-00	PO Number: 554432	First Account Number: 533700-3600
Start Date: 03/15/2006	Requisition Number: RA1068	First Item: MICROARRAY
Last User: PARK	Vendor Name: GEN US BIO SYSTEMS INC.	PO Total Amount: \$14,420.00

Bill To Address:
COLUMBIA UNIVERSITY
PSYCHIATRY BUSINESS OFFICE
1051 RIVERSIDE DR., RM 1904
ATTN: WILFREDO BAEZ
NEW YORK, N.Y. 10032

Bill To Code:
564-

Enter in a sub-department then click "Find Bill To" below in order to change the Bill To Address

Edit Bill To Screen

A change order is in progress for PO Number #####

Currently, there is a Change Order that is open for this PO Number. It is either in the process of being created, getting approved, or being processed in the Purchasing Office. You can not create a new Change Order until the current one is fully processed. Try doing a search for this PO on the Change Order Module screen. This will show you the status of the current open Change Order.

Account Target Total OC Amount must be positive

You cannot decrease the Open Commitment below 0. If you are trying to decrease the PO Value, be aware of how much is available in the PO's Open Commitment. For example, if you have a PO Value of \$100, and you have paid \$50, that means the Open Commitment is only \$50. Therefore, you cannot decrease the PO Value and Open Commitment by more than \$50.

Account number ##### is deleted/frozen/invalid**Cannot increase PO Value for frozen account number #####****Cannot modify PO Value for deleted account number #####**

If you have a deleted or frozen account, the only thing you can do is adjust the PO value in the case of an overpayment.

Change order does not have the correct status to be deleted

The only time a Change Order can be deleted is during the creation or approval process. Once it is approved, it can no longer be deleted. If you would like to delete it, and it is not a Financial Change Order, you can contact the Purchasing Office, and they can reject it back to you.

EZ-POs cannot exceed vendor limit amount

The total PO Value for an EZ-PO cannot exceed the vendor limit amount. That includes the initial EZ-PO, and all Change Orders. You will see the current PO Value on the Account Screen which will tell you how close you are to the vendor limit.

Invalid PO Number #####

The PO Number that has been entered cannot be found in CAPS, the Purchasing system. Please double check the PO Number that you are trying to create a Change Order for.

Error Messages

PO Number ##### is currently in process in FinSys.

See the first Error Message explanation.

Target OC Amount + AP Paid Amount can not exceed Target PO Value for account #####-####

This error occurs when there is an account that has been overpaid. Always be mindful of the 1st rule stated in the Things to Remember section: Total PO Value MUST equal Total Encumbrance (Open Commitment + AP Payments). See the Reconcile PO Value to AP Payments section.

Target OC Amount + OC Liquidated Amount can not exceed Target PO Value for account #####-####

See the previous error message.

Target OC Amount must be 0 to Clear Unspent Balance for account #####-####

Target OC Amount must be 0 to close PO for account #####-####

What is AP Variance?

AP Variance is a set of rules in AP/CAR that allows users to make payments over the value of a PO by a set percentage. This could be due to extra costs such as Shipping and Handling. The reason for the variance rules is to match the PO Value to the amount that is being paid against that PO.

What are the rules?

AP Variance is based on a percentage of the current PO Encumbrance. A different percentage applies to specific dollar ranges.

\$ Range	% Cap		\$ Cap	
	Facilities	University	Facilities	University
Under \$5,000	15%	15%	No Cap	No Cap
\$5,000 to \$100,000	10%	10%	\$5,000	\$2,500
\$100,000 to \$1,000,000	5%	5%	\$10,000	\$10,000
Over \$1 Million	1%	1%	\$15,000	\$10,000

How do I fix a PO that has insufficient funds?

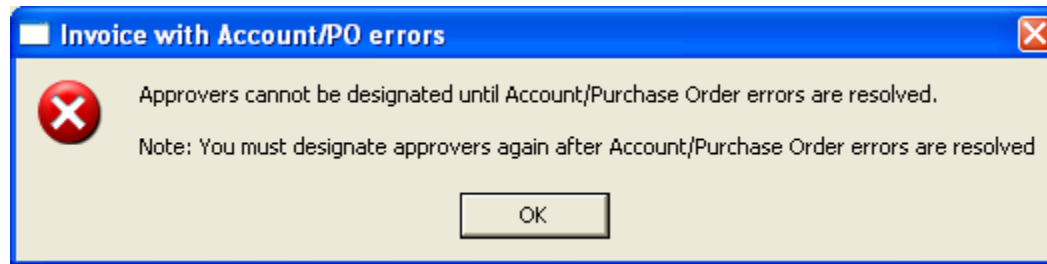
Create a Change Order using Finsys. Follow the directions for Creating a Change Order to “Reconcile PO Value to Payment: Invoice is Pending in AP/CAR”. (In cases of a multi-year PO, see the AP Variance Special Case.)

AP Variance

When an end user attempts to create an invoice in AP/CAR, they may be prevented from creating the invoice under 2 circumstances:

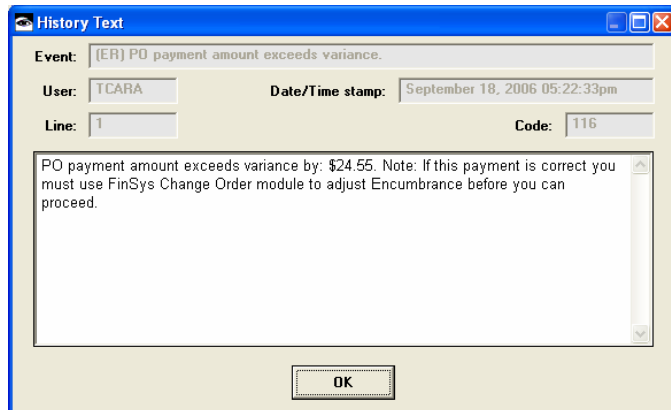
- Payment exceeds variance
- Final Payment is below variance

A warning screen will appear:

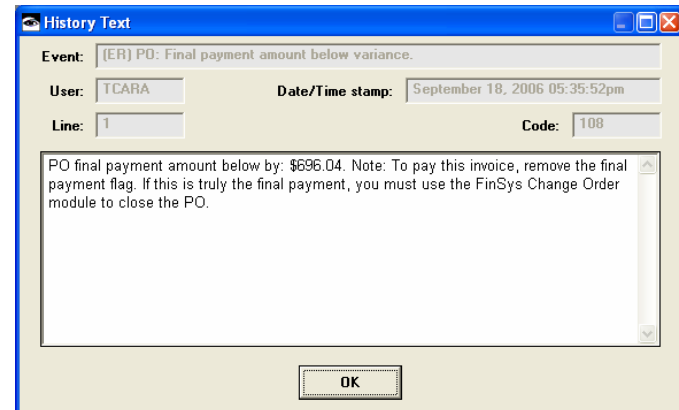


You can view the warning by looking at the "Invoice History". One of two messages will appear:

Payment exceeds variance

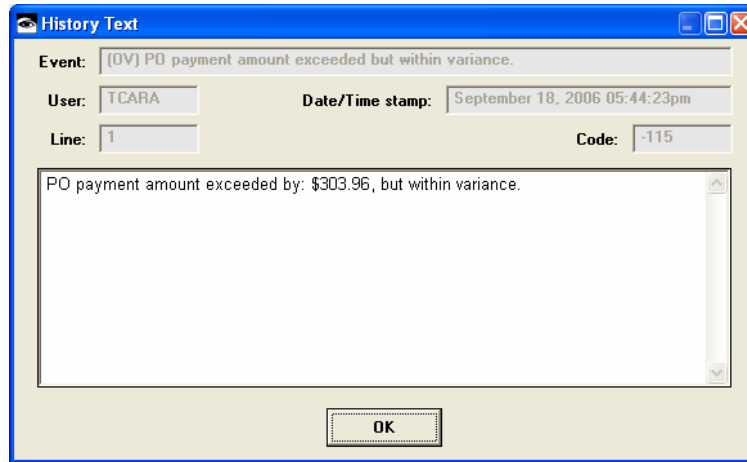


Final Payment is below variance

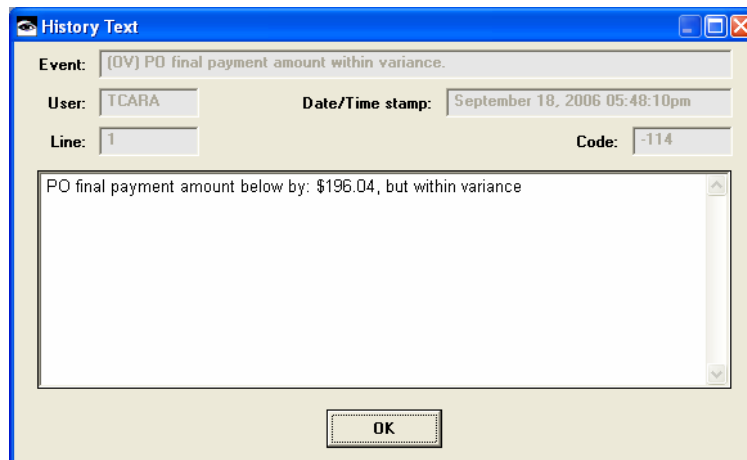


In addition, there are two other instances that can create a warning on an invoice. However, you will NOT be prevented from creating the invoice.

1. Payment exceeds PO Value, but does not exceed variance



2. Final Payment is below PO Value, but not below variance



What if the invoice is above the variance but below the total PO Value?

Because the AP Variance rules are based on Encumbrance, it is possible that you could have a PO for \$100,000, you only have \$20,000 encumbered, and you are trying to process an invoice for \$75,000. In this event, the AP Variance rules will be broken.

How do I fix a PO in this case?

Add money to the Open Commitment by creating a Change Order that follows the “Modify Open Commitment” scenario. (In the example above, add \$55,000 to the “Requested Change to Open Commitment” column. The PO Value will remain \$100,000 while the Open Commitment will now be \$75,000.)

Account Transfer Transferring a balance of funds from one account distribution to another. For example, the department wants to transfer \$500 from account 2-123456 to 2-987654.

Adding an Account The addition of an account distribution with funds to an existing PO.

AP Variance AP Variance is a set of rules in AP/CAR that allows users to make payments over the value of a PO by a set percentage. This could be due to extra costs such as Shipping and Handling. See the AP Variance section for more detail.

AP/CAR The application used to submit invoices to the Accounts Payable department.

Bill To Address The departmental address that a purchase should be billed to.

Change Order A Change Order is a request to modify information on a PO/EZPO.

Contract PO A PO for a contracted purchase which includes contract information such as start and end dates.

Electronic Change Order Module The module located in FinSys where Change Orders are created, approved and released.

Encumbrance Includes the current Open Commitment left on a PO plus the amounts that are paid or pending payment in Accounts Payable

Glossary

EZPO A convenient and quick purchase order for purchases under \$2,500 and for purchases up to \$10,000 when the vendor is one of many select UwPAs. EZPOs give departments the authority to generate a PO number without going through Purchasing. EZPOs are sent directly to the vendor by the department.

FFE (Financial Front End) Includes the Purchasing module where Requisitions are created, approved and released.

Financial Change Order A Financial Change Order is a change to modify encumbrance or other accounting information. Neither the value of the P.O nor the terms of the P.O are changed. In this instance, the vendor need not be notified. Depts can create and approve Financial Change Orders without Purchasing Office involvement.

FinSys (Financial Systems) An on-line version of FFE. FinSys is a series of modules that provide for the entry, and reporting, of various Financial data. You will find the Electronic Change Order module here.

Open Commitment The dollar amount that is currently allocated for payment of invoices. Open Commitment also deducts any payments that have been made against the PO.

PO Value The current total amount of the PO, regardless of payments.

Glossary Continued

Purchase Order A Purchase Order (PO) can only be issued by the Purchasing Office. It is used to place orders with vendors for all materials, parts, supplies, equipment, repairs, services, construction and construction-related items and consultant services and creates contracts between the University and the vendor.

Reconcile The act of reviewing all payments against a purchase order and deducting them against the originally issued PO value.

Ship To The departmental address that a purchase should be shipped to.

Tolerance See AP Variance

Total AP Payments AP Payments made to date plus all open invoices that are currently pending in AP/CAR.

Total Encumbrance See Encumbrance

Webpur WebPur is a web-based application that allows users to view the status of their requisition or PO. WebPur is available through FinSys.