

Purchase Order Change Form (POCH)

The **Purchase Order Change Form** (POCH) was created because of the need to make changes to the NPUR (purchase order form). Previous to POCH, changing an NPUR could only be accomplished through paper change forms. An approval path will also be required for POCH as specified in [Appendix 23](#) in the General Forms Usage Guide and [FN18](#) in the Policy Manual.

Initially, POCH will be piloted in selected administrative areas before being made available university-wide. If a user who is not in one of the pilot administrative areas tries to add a POCH form, the following message will be displayed on the screen:

"Only POCH pilot areas are allowed to use the POCH form."

The POCH form will be used to make a variety of changes to the NPUR. Some of these changes include:

- Budget distribution changes
- Decrease/increase in the purchase order amount
- Cancelling or Closing the NPUR
- Reopening a closed NPUR
- Account object code changes

The following POCH form enhancements are planned for implementation at a later date:

- Item Description changes
- Ship To Address changes
- Authorized Personnel to Pick-up changes
- Purchasing Only

The **POCH** documentation contains the following sections:

- [Use of the POCH form](#)
- [Accessing the POCH Form](#)
- [Completing a POCH Form](#)
 - [Budget Distribution Change Screen](#)
 - [FANS Window](#)
 - [Cancelling or Closing an Existing NPUR Form](#)

- [Reopening a Closed NPUR Form](#)
 - [Notepad Screen](#)
-

Use of the POCH Form

General notes about the POCH form:

- Any user who has the security access for NPUR will be able use POCH.

Reminder:

The POCH form will only be piloted in selected administrative areas.

- In order to use the POCH form to change an NPUR, the **NPUR** must be in either **CEN**tral or **PRO**cess status.
- A single NPUR form can have multiple POCH forms associated with it. However, the system will allow only 1 active POCH form per NPUR at a time. Users will see the following message at the top of the screen if they try to add another POCH form when one is currently in the system awaiting processing:

"You cannot "ADD" another POCH form when one is waiting for processing."

- The POCH form can only be used with "client/server" accounts. POCH will not accept any "base-line" accounts as all accounts will eventually be converted to Client/Server. Users with "non-client server" (base-line) accounts will see the following error message if they try to add a POCH form for a NPUR that contains a base-line account:

"Only C/S pilot accounts can be used on the Budget Distribution screen."

> Note:

This same message will appear for non-pilot base-line account users as well.

- A POCH form would **not** be created if the NPUR contains a base-line account number on any of the seven (7) budget lines. The system will respond with a message warning the user that the NPUR contains an account that is not defined as Client/ Server.

- The following error message will appear at the top of the screen if a user tries to add a new POCH form from an existing POCH form:

"You may not add a new POCH form from an existing POCH form."

The user must enter **POCH** at the **Next Function:** line to get a blank POCH form.

- A **POCH:** field has been added to the cover screen of the NPUR form. This field will indicate the number of POCH forms already performed on this specific NPUR form (indicated with a green arrow on the screen below).

```

PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD, PF12=PROCESS
03/23/98                                PURCHASING SYSTEM                                PURC
14:56:09.8                              PURCHASE REQUISITION FORM                          DAM3

Form Action: ___ Document #: 85291      Unit: EMDEAN      Confidential (Y/N): N
Next Approver: ___ Effective Date: 02 / 26 / 1998      Form Status: PRO
Budget to be used for Approval Routing: 02 - 024 - 04_ UP

                                     TABLE OF CONTENTS
Purchase Order Number: 400095          | Mark      Screen Name
Buyer Name: JUDY SPANGLER              | X         Budget Detail
Buyer Number: 814/866-6666             | X         Requisition Header
Vendor: FUDPUCKERS                     | X         Vendor
Total Amount: 250.00      Fund Obj.   | X         Ship to Address
First Budget: 02-024-04 UP 10010 453 | X         Item Detail
Split Budget: N                        | X         Requisition Notes to Vendor
Item #1 Desc: BUDGET LINE 1            | X         Bill to Address
No. of Items: 1                        | -         Single/Sole Source Justification
Notepad: N                             | X         Department Notepad
POCH: 3 ←                               |
Electronic Single/Sole Source          |
Justification: N                       |
Last-Action: APP                       |
Last Action Name: LOU JOHNSON          |
NEXT FUNCTION: _____              <MENU,KEYS,END>

```

- The **NOTEPAD** is a required screen in the POCH form. The user should indicate what type of change was made plus list any additional details about the change that would expedite the processing of the form.
- The **"type" of change** will be displayed below the Table of Contents on the first screen of the POCH form. An Increase is indicated with a green arrow on the screen below.


```

03/31/98                                PURCHASING SYSTEM                                POCH
14:57:57.0                              PURCHASE ORDER CHANGE FORM                            DAM3

Form Action:  ___ Document #: 85414      Unit: EMDEAN      Confidential (Y/N): N
Next Approver:  ___ Effective Date: 03 / 23 / 1998      Form Status: CAN
PO Being Changed Enter Document Number: 85291___      OR Purchase Order#: 400095
Budget for Approval Routing: 02-024-04 UP

                                     TABLE OF CONTENTS
Buyer Name:  JUDY SPANGLER                Mark      Screen Name
Buyer Number: 814/866-6666                X Financial Budget Detail
Vendor:  FUDPUCKERS                       _ Items Description
Total Amount: 250.00      Fund Obj.      _ Ship to Address
First Budget: 0202404 UP  10010 453      _ Authorized Personnel to Pick-Up
Split Budget:  N                               _ Purchasing Only
Item #1 Desc:  BUDGET LINE 1                X Notepad
No. of Items:  1
Notepad:

```


******* INCREASE *******

- If the POCH form is used to **increase** the amount of the NPUR *and* the amount of the increase exceeds **\$4,999.99**, a message window (as shown below) will appear on the screen stating that the form may be REJected by Purchasing.

```

04/09/98                                PURCHASING SYSTEM                                POCH
09:27:09.9                              BUDGET DISTRIBUTION CHANGE                            DAM3

Form Action: CHG Document #: 85430      Unit: EMDEAN      Confidential (Y/N): N
Next Approver:  ___ Effective Date: 03 / 23 / 1998      Form Status: NEW
CURRENT:  Budg. Line# Dept No.      Fund Obj Code  Est Amount  Used Amount
          1      02-024-04 UP      10010 0453      250.00

*****
*
* This form may be 'REJ'ected by Purchasing *
* since the total encumbrance has been      *
* increased to more than $4,9999.99.        *
*
*
* Press Enter to Exit                        *
*
*****

CHANGE                                     Amount

6 _ - _ - _ - _ - _ - _ - _ - _ - _ -
7 _ - _ - _ - _ - _ - _ - _ - _ - _ -
NPUR#: 85291      PO#: 400095      TOTAL ->      345.00
NEXT FUNCTION:  _____      <MENU,KEYS,END>

```

- Dollar amounts resolved in the **FANS** window must be resolved in the same cost center(s) as the original amount.

- A **mail message** will be generated by the system when an NPUR form that is sitting in the central buyer approval path is changed (increased or decreased) by the buyer through the use of a central buyer function. This mail message will be sent to the user who **SUBmitted** the form.

In the sample mail message below, the buyer had decreased the amount of the NPUR.

FROM: MSCHED@psu.edu
SUBJECT: NPUR ENCUMBRANCE CHANGE
TO: ELJ1@psu.edu
Date: Tue, 31 Mar 00 14:54:33 EST
Purchasing activity for NPUR document number: 85860 Has DECREASED the total amount by: 260.00. In order to accurately reflect this change in IBIS FANS, you may, at your option, create a POCH form to reflect this difference between the encumbered amount and the new actual cost for this purchase as determined by purchasing.

- On **ISTR**, the following information will be available:
 - **Open Encumbrance Details** will show the new amount of the purchase order.
 - **Ordinary Encumbrance Details** will show the type and the amount of the change as a result of the POCH.

Example:

Increase \$95.00

- If **BFMB** is used to browse POCH forms, the browse will show the POCH document number, the date entered and a description that contains the Purchase Order number from the NPUR form.

03/23/98	E A S Y			BFMB	
15:03:58.8	BROWSE FORMS BY BUDGET(S), FORM AND DATE ENTERED			DAM3	
	FORM	FORM NO.	ACTION	DATE ENTERED	DESCRIPTION
1 -	POCH	85430	NEW	03/23/1998	PO#400095 FUDPUCKERS

Accessing the POCH Form

14:15:22 Term TCP01201 LSX32702 NET-PASS Userid DAM3 03/23/98			
-- NET-PASS Activity Table --			
Level Id	Application Name	Application Description	Rcv. Time
PF01	RMDS	Report Management Dist System	
PF02	FTP	TSO/E for File Transfer	
PF03	ACOM	ISIS-A	
PF04	BCOM	ISIS-B	
PF05	CCOM	IBIS	
PF06	TESTAIS	Test COM-PLETE	
PF07	DCOM	ADIS	
PF08	ROSCOE	ROSCOE Editor	
PF09	NCCF	NCCF- Network Control	
PF10	MSPSU		

PASS Character : ~
 Suspend Key : PF12
 Jump Key : PF11

NET-PASS COMMAND:

OAS SUPPORT CTR - 814 863-2276 Max.Sess.: 10
 Printer : PF24
 TCP5 103P

- Select **CCOM** from the **Net-Pass Activity table** to go into the production environment.

14:22:19 TID 3909				CCOM		User DAM3		03/23/98	
				-- COM-PASS --				USTS	
Suspended Programs				Program Services					
Programs	Name	C Level	PF	Service Description	Programs	ID	PF		
		1		LOGOFF	LO	A	01		
		2		NATURAL2	N2226	B	02		
		3		HELP FACILITY	UHELP	C	03		
		4		NAT CONN. APPS.	NCAPS	D	04		
		5		MESSAGE SWITCHING	UM	E	05		
		6		AIS DECISION AID	AIDA	F	06		
		7		IBIS ADMIN MENUS	IBIADM	G	07		
		8		UQ UTILITY	UQ	H	08		
		9							
Enter Input:						HELP	?		
LU Name: UT0003				HC TID: 3904		Recall: NO		Language: 001	
Devtype: 3279 US		Device: UP0003		Suspend: < NO		Case : Upper			
Lines : 24		Key:		Jump: NO NO					
Columns: 80									

- Select **IBIS Admin Menus** from the **Com-Pass** screen.

```

03/23/98          INTEGRATED BUSINESS INFORMATION SYSTEM          M1M1
14:23:34.1                                     DAM3

Any of the functions included in this system can be invoked by
entering the corresponding function code on the command line next
to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
-----          -
FORM             Help Selecting HRS Forms      M2PI             Property Inventory
M2AH             IBIS Adhoc Functions          M2PR             Purchasing System
M2AS             EASY Elec. Appr. System       M2VA             Vendor System
M2BG             Budgeting System              BAMB             Budget Planning: BudAuto
M2FN             Financial System              M2IM             Inventory Management
M2FS             Facilities System             CODE             Codeset Maint. System
M2HR             Human Resources System        M2NC             Nat Conn. Applications
M2PA             Payroll System                M2PE             Pay & Effort Functions

NEXT FUNCTION: POCH_1          PREV MENU: NONE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END  .      .      .      .      .      KEYS  PRNT  .

```

1. At **Next Function:**, type **POCH**.

Press **Enter**. A blank **POCH** form will appear on the screen.

> Note:

It is anticipated that **POCH** will be located on the **M4PU** menu when it becomes available for use by all client/server IBIS users at a later date.

Completing a POCH Form

The Cover Screen

```

ENTER 'PURC' DOCUMENT# OR PO# AND REPLY 'Y' TO REOPEN OR CANCEL/CLOSE
03/23/98                                PURCHASING SYSTEM                                POCH
14:24:44.0                              PURCHASE ORDER CHANGE FORM                            DAM3

Form Action: add 1 document #:            Unit:            Confidential (Y/N): 2
Next Approver: _____ Effective Date: 03 / 23 / 1998      Form Status:
PO Being Changed Enter Document Number: 85291 3 OR Purchase Order#: _____
Budget for Approval Routing: - - UP

Buyer Name:                               Mark            Screen Name
Buyer Number:                             X Financial Budget Detail
Vendor:                                    - Items Description
Total Amount:                             - Ship to Address
First Budget:                             - Authorized Personnel to Pick-Up
Split Budget:                             - Purchasing Only
Item #1 Desc:                             X Notepad
No. of Items:
Notepad:

Last-Action:                               5 Reopen(Y/N): N
Last Action Name:                         6 Cancel/Close(Y/N): N
NEXT FUNCTION: _____ <MENU,KEYS,END>

```

1. Type **ADD** in **Form Action**.
2. Enter a **Y** (Yes) if the form is **Confidential**. The default value for this field is **N** (No).
3. Enter either the **NPUR document number** **OR** the **Purchase Order#** from the NPUR that needs to be modified.
4. The only options that are currently available are the **Financial Budget Detail** and the **Notepad**. These have been marked with an **X** by the system.
5. Enter a **Y** (yes) at **Reopen (Y/N)**: if the POCH is being used to Reopen a closed Purchase Order. The default value for this field is **N** (no).

> Note:

This field **can only be modified when the POCH is being ADDED**. Once the status of the form is New, this field **can not** be modified.

6. Enter a **Y** (yes) at **Cancel/Close (Y/N)**: if the **POCH** is being used to Cancel or Close an open Purchase Order. The default value for this field is **N** (no).

> Note:

This field **can only be modified when the POCH is being ADDED**. Once the status of the form is New, this field **can not** be modified.

Press **PF8** to go to the Budget Distribution Change screen.

Budget Distribution Change Screen

```
PLEASE PRESS 'PF12' TO PROCESS FORM
04/09/98          PURCHASING SYSTEM          POCH
09:09:04.0       BUDGET DISTRIBUTION CHANGE  DAM3
Form Action: CHG Document #: 85430          Unit: EMDEAN          Confidential (Y/N): N
Next Approver: _____ Effective Date: 03 / 23 / 1998          Form Status: NEW
CURRENT:         Budg. Line# Dept No.      Fund Obj Code Est Amount Used Amount
                  1  02-024-04 UP         10010 0453         250.00
                  2  - - - - - - - - - - - - - - - - - - - - - -
                  3  - - - - - - - - - - - - - - - - - - - - - -
                  4  - - - - - - - - - - - - - - - - - - - - - -
                  5  - - - - - - - - - - - - - - - - - - - - - -
                  6  - - - - - - - - - - - - - - - - - - - - - -
                  7  - - - - - - - - - - - - - - - - - - - - - -
                  TOTAL ->                250.00
CHANGE TO:       Budg. Line# Dept No.      Fund Obj Code Est Amount Used Amount
                  1  02 - 024 - 04_ UP     10010 0453  ① 345.00
                  2  - - - - - - - - - - - - - - - - - - - - - -
                  3  - - - - - - - - - - - - - - - - - - - - - -
                  4  - - - - - - - - - - - - - - - - - - - - - -
                  5  - - - - - - - - - - - - - - - - - - - - - -
                  6  - - - - - - - - - - - - - - - - - - - - - -
                  7  - - - - - - - - - - - - - - - - - - - - - -
NPUR#: 85291     PO#: 400095          TOTAL ->                250.00 ←
NEXT FUNCTION: _____ (MENU, KEYS, END)
```

1. Enter the **new estimated amount** for the Purchase Order.

> Notes:

- Currently, the only field that can be modified on this screen is the **Estimated Amount**.
- The dollar amount difference (\$95.00 in this example) will be the amount displayed in the **FANS** window when the form is resolved.
- Both the **NPUR** document and **Purchase Order** numbers as well as the **Total Amount** are displayed at the bottom of the screen (indicated by the green arrow).

Press **PF8** to go to the [Notepad](#) screen.

The FANS Window

After pressing **PF10** to resolve the changed amount, the following screen will appear:

```

Financial Account Numbers (FANS)

Fiscal  ---- Account ---- Object/   Cost
Year   Budget      Fund Sub-Obj  Center
97/98  02-024-04 UP  10010  0453

Activity          Amount/
                  Dept Space
                  95.00
                  -----
Detail Description          Tieback
    _____            _____
  
```

The dollar amount listed under **Amount/Dept. Space** will be the **difference** between the **NPUR** amount and the **POCH** amount (an increase of \$95.00 as indicated with a green arrow in this example).

Press **PF10** to resolve the amount in the appropriate cost center(s).

```

ENTER COST CENTER AMNTS OR ENTER SEARCH CRITERIA AND PRESS PF8
Financial Account Numbers (FANS)

Fiscal  ---- Account ---- Object/   Cost
Year   Budget      Fund Sub-Obj  Center
97/98  02-024-04 UP  10010  0453

Activity          Amount/
                  Dept Space
                  95.00
                  -----
Detail Des          _____

Amount: 95.00          CCTR: _____
ACCOUNT: 0202404 UP10010
Cost Center   Amount   Free Space
2244-1        95.00   _____
2244-10       _____
2244-11       _____
2244-12       _____
2244-13       _____
2244-14       _____
2244-15       _____

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12
          .     .     .     .     .     .     .     .     .     .     .     .
          RES  CNCL  BACK  FWRD  RTRN  RESU  PRNT  BRWS
  
```

Press **Enter** to continue with the resolution.

Financial Account Numbers (FANS)						
Fiscal Year	Account Budget	Object/Fund	Sub-Obj	Cost Center	Activity	Amount/Dept Space
97/98	02-024-04	UP	10010	0453		95.00
Detail Description						Tieback
INCREASE_ _Increased amount 95.00_ _						85291_ _

①

ENTER-PF 1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12
 ARES CNCL BACK FWRD RTN RESU PRNT BRWS

1. The system has entered information under the **Detail** and **Tieback** fields on the **FANS** screen.

Press **PF9** to post the amount and return to the **POCH** form.

Cancelling or Closing an Existing NPUR Form

```

ENTER 'PURC' DOCUMENT# OR PO# AND REPLY 'Y' TO REOPEN OR CANCEL/CLOSE
03/23/98                                PURCHASING SYSTEM                                POCH
15:14:42.0                              PURCHASE ORDER CHANGE FORM                            DAM3

Form Action: add 1 Document #:              Unit:              Confidential (Y/N): 2
Next Approver: _____ Effective Date: 03 / 23 / 1998      Form Status:
PO Being Changed Enter Document Number: 85432 3 OR Purchase Order#: _____
Budget for Approval Routing: - - UP

Buyer Name:                               Mark              Screen Name
Buyer Number:                               X Financial Budget Detail
Vendor:                                     - Items Description
Total Amount:                               Fund 4 Obj.       - Ship to Address
First Budget:                               - Authorized Personnel to Pick-Up
Split Budget:                               - Purchasing Only
Item #1 Desc:                               X Notepad
No. of Items:
Notepad:

Last-Action:                               Reopen(Y/N): N
Last Action Name:                          Cancel/Close(Y/N): y 5
NEXT FUNCTION: _____ (MENU, KEYS, END)

```

1. Type **ADD** in **Form Action**.
 2. Enter a **Y** (Yes) if the form is **Confidential**. The default value for this field is **N** (No).
 3. Enter either the **NPUR document number** **OR** the **Purchase Order#** from the **NPUR** that needs to be cancelled or closed.
 4. The **Financial Budget Detail** and the **Notepad** options will be marked with an **X** by the system.
- > Note:**
Users will **not** be able to modify any fields on the **Financial Budget Detail** screen when cancelling or closing an existing **NPUR** form (PURC).
5. Enter a **Y** (yes) at **Cancel/Close (Y/N)**: if the **POCH** is being used to Cancel or Close an open **Purchase Order**. The default value for this field is **N** (no).

> Note:
This field **can only be modified when the POCH is being ADDED**. Once the status of the form is New, this field **can not** be modified.

Press **PF8** twice to go to the Notepad screen.

Reminder:

Users **will not** be able to modify any fields on the **Financial Budget Detail** screen when cancelling or closing an existing NPUR form (PURC) but will be required to enter comments on the Notepad screen.

Reopening a Closed NPUR Form

POCH can be used to reopen a cancelled or closed Purchase Order by entering a **Y** (yes) in **Reopen (Y/N):** field on the [Cover screen](#).

If a **Y** is not entered in **Reopen (Y/N):** field before **PF8** is pressed, the following window will appear over the **Cover screen**.

> Notes:

- The system will not allow you to advance through the form until the Reopen question has been answered.
- The **Reopen (Y/N):** field **can only be modified when the POCH is being ADDED**. Once the status of the form is New, this field **can not** be modified.

```
ENTER 'PURC' DOCUMENT# OR PO# AND REPLY 'Y' TO REOPEN OR CANCEL/CLOSE
03/23/98                                PURCHASING SYSTEM                                POCH
15:25:49.7                              PURCHASE ORDER CHANGE FORM                            DAM3

Form Action: add Document #:              Unit:              Confidential (Y/N): N
Next Approver: _____ Effective Date: 03 / 23 / 1998      Form Status:
PO Being Changed Enter Document Number: 84886_____ OR Purchase Order#: _____
B_

Buyer
Buyer N *****
U * *
Total A * This encumbrance is closed. To reopen, *
First B * please reply 'Y' to the reopen question. *
Split B * *
Item #1 * Press Enter to Exit *
No. of * *
No *****

Reopen(Y/N): N
Cancel/Close(Y/N): N

Last-Action:
Last Action Name:
NEXT FUNCTION: _____ (MENU,KEYS,END)
```

After entering a **Y** at the Reopen question, press **PF8** to continue to the **Budget Distribution Change** screen.

When a **POCH** form is used to Reopen a cancelled or closed **Purchase Order**, the **Budget Distribution Change** screen will show the budget information from the **NPUR** but the **Change To:** section of the screen will be blank.

```

03/23/98                PURCHASING SYSTEM                POCH
15:27:22.5             Budget Distribution Change          DAM3
Form Action: ADD Document #:          Unit:          Confidential (Y/N): N
Next Approver: _____ Effective Date: 03 / 23 / 1998  Form Status:
CURRENT:   Budg. Line# Dept No.      Fund Obj Code Est Amount  Used Amount
           1   02-024-04 UP      10010  0453      300.00
           2   -   -
           3   -   -
           4   -   -
           5   -   -
           6   -   -
           7   -   -
                                     TOTAL ->          300.00
CHANGE TO:  Budg. Line# Dept No.      Fund Obj Code Est Amount  Used Amount
           1   -   -   -   -   -   -   -   -   -   -   -
           2   -   -   -   -   -   -   -   -   -   -   -
           3   -   -   -   -   -   -   -   -   -   -   -
           4   -   -   -   -   -   -   -   -   -   -   -
           5   -   -   -   -   -   -   -   -   -   -   -
           6   -   -   -   -   -   -   -   -   -   -   -
           7   -   -   -   -   -   -   -   -   -   -   -
                                     TOTAL ->
NEXT FUNCTION: _____ <MENU,KEYS,END>

```

1. Enter the "new" **account** (budget and fund), **object code** and **estimated amount** information in the fields provided.

Press **PF8** to go to the **Notepad** screen.

Notepad Screen

03/23/98 14:35:35.9	PURCHASING SYSTEM Purchase Order Change System	POCH DAM3
Form Action: ADD	Document #:	Unit:
Next Approver:	Effective Date: 03 / 23 / 1998	Confidential (Y/N): N
		Form Status:
Note Pad Area:	changed amount for screen captures _____	

Last Action:		
Last Action Name:		
NEXT FUNCTION:	_____	<MENU,KEYS,END>

1. This is the standard IBIS Notepad and is required in the POCH form. The user should indicate what type of change was made plus list any additional details about the change that will expedite the processing of the form.

Last Revised: 07/22/2003