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
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 **CENtral** or **PROcess** 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).

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.
• 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.

• 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.
Accessing the POCH Form

- Select **CCOM** from the Net-Pass Activity table to go into the production environment.
Select **IBIS Admin Menus** from the **Com-Pass** screen.

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**
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**

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:

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).

Press **Enter** to continue with the resolution.
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**
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 **ADDe**d. Once the status of the form is New, this field can not be modified.
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.

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**
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