BANNER: FPACHAR

CHANGE ORDER

1. Enter your PURCHASE ORDER number. Press ENTER.
2. Type NXT (for Next), and press PAGE DOWN.
3. The ORDER DATE will be today’s date. Press ENTER.
4. The TRANSACTION DATE should also be today’s date. Press ENTER.
5. The DELIVERY DATE, unless it needs to change, can remain the same. Press ENTER.
6. The COMMENTS field is not required, however, can be used for internal messages such as, “please rush order”. Press ENTER.
7. If you need to change the ACCOUNTING ONLY, check that box and PAGE DOWN.
8. If you need to change items on the commodity page, do not check box. Press ENTER.
9. The BUYER CODE should remain the same. Do not deactivate the NSF box. Press PAGE DOWN.
10. Update the REQUESTOR information to reflect your name. Press ENTER.
11. Press ENTER past (9) COA (Chart of Accounts).
12. Press ENTER through ORGANIZATION. Change only if applicable.
13. Enter e-mail information. Press ENTER.
14. Enter area code, press ENTER, then telephone number without a dash, and ENTER. No extension number is needed. Press ENTER.
15. Enter FAX area code, press ENTER, then FAX number without a dash, and ENTER. No extension number is needed. Press ENTER.
16. Enter SHIP TO information. Press ENTER.
17. Change ATTENTION TO line as needed. PAGE DOWN.
18. Please note: vendor information cannot be changed or deleted in the Change Order form. The vendor address sequence number can be changed if needed. The ADDRESS CODE must remain PO. Press ENTER.
19. Vendor CONTACT information can be added, but not required. Press ENTER.
20. Vendor contact EMAIL can be added, but not required. Press ENTER.
21. Vendor DISCOUNT information should not be changed. Press ENTER.
22. The FOB CODE should remain the same. Press PAGE DOWN.
23. Your cursor will be at COMM (Commodity Code). Either ENTER to keep original information the same, or enter new commodity code. Do an F6 search to find other commodity codes. Press ENTER once information is correct.
24. Short commodity description may also be changed as needed. Press ENTER.
25. In the lower left corner, click on ITEM TEXT. Your cursor will be on Modify Clause. PAGE DOWN to enter text.
26. Enter text that correspondence with this line item. Please note: Banner does not have a wrap-around text feature, so you will need to ARROW DOWN to add additional text as needed. Remember to add text explaining the need for the Change Order. When you have completed entering all of your text, press F10 to
SAVE information, and F4 to leave text screen. Press ENTER to move your cursor to U/M.

27. Change the U/M, Quantity, and Unit Price, as well as Additional Amount as needed. PAGE DOWN.

28. Change budget information as needed. Enter PAGE DOWN.
29. Press COMPLETE and your newly created Change Order will be sent through the approval process.