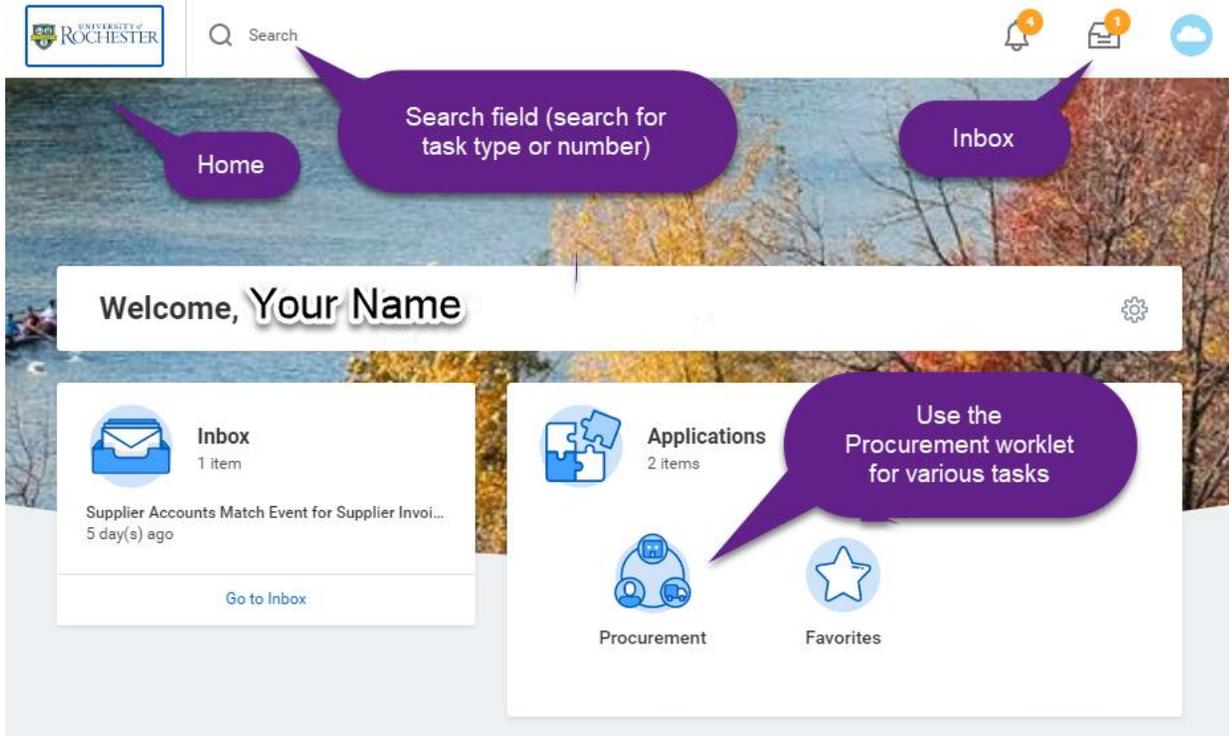
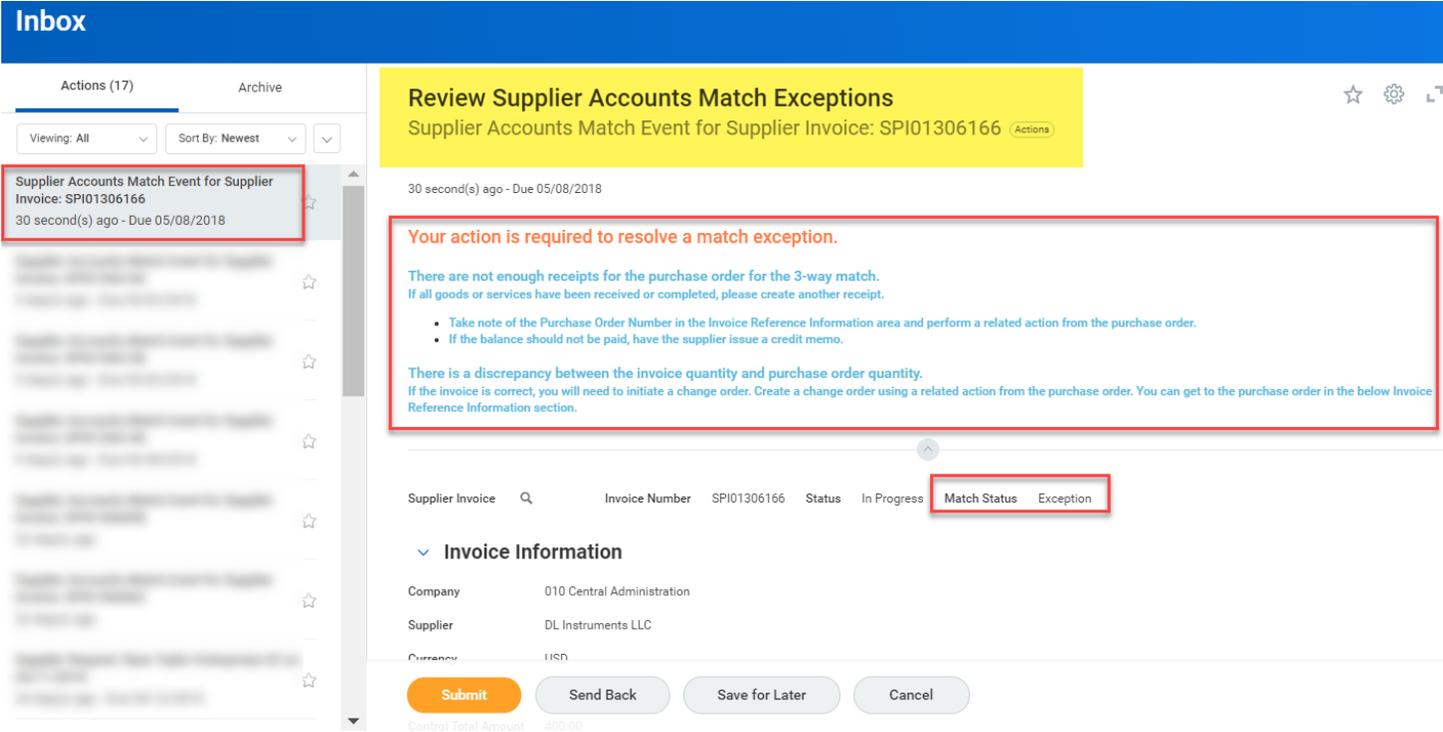


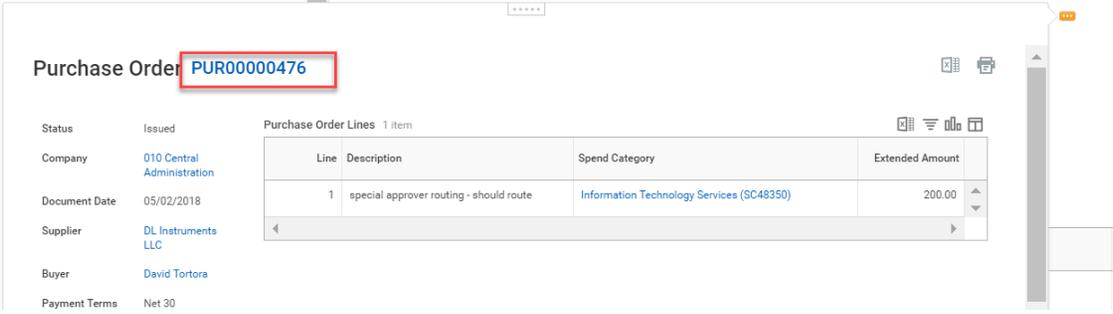
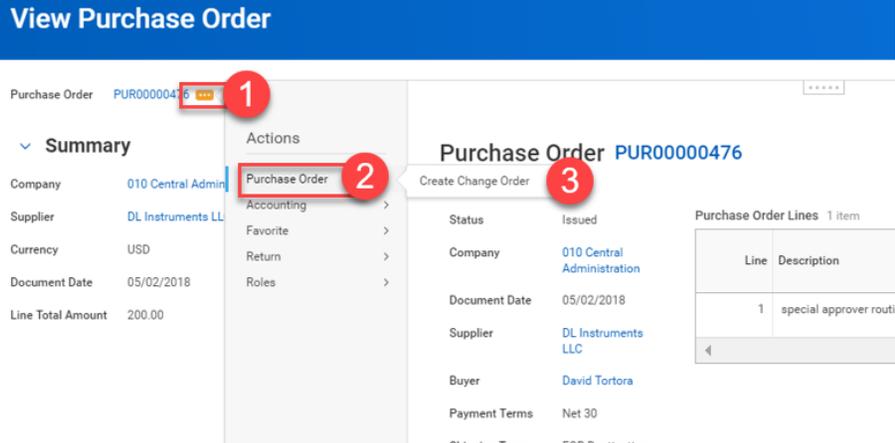
UR Procurement – Create Change Order

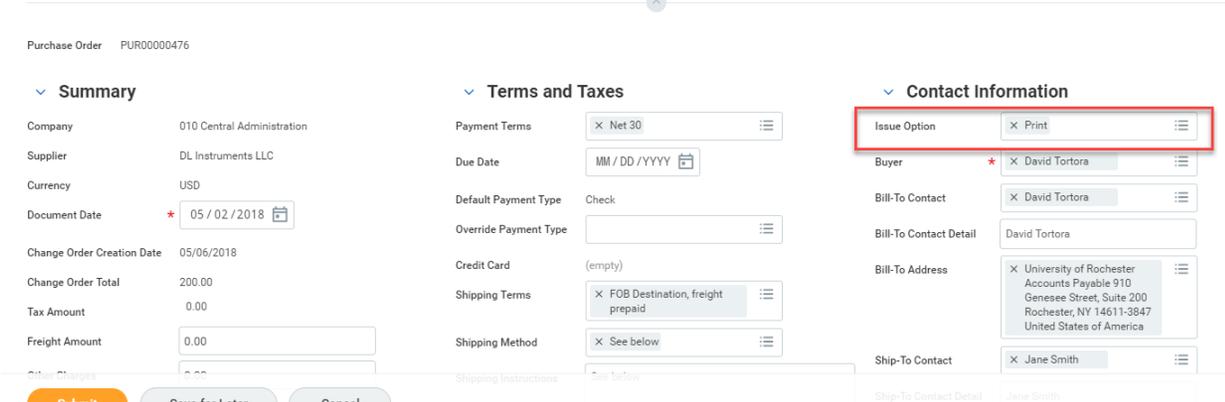
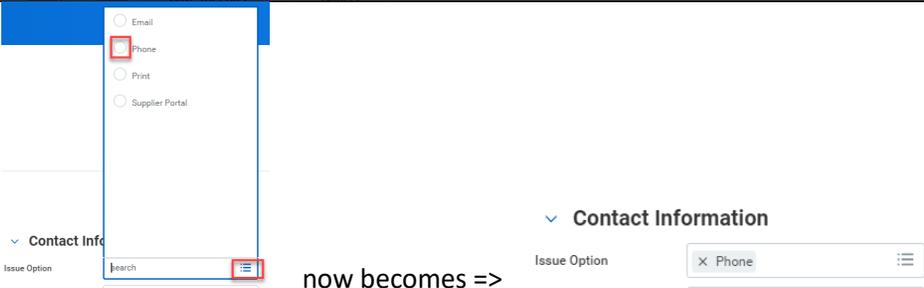
Implementation Tenant - <https://wd5-impl.workday.com/rochester3>

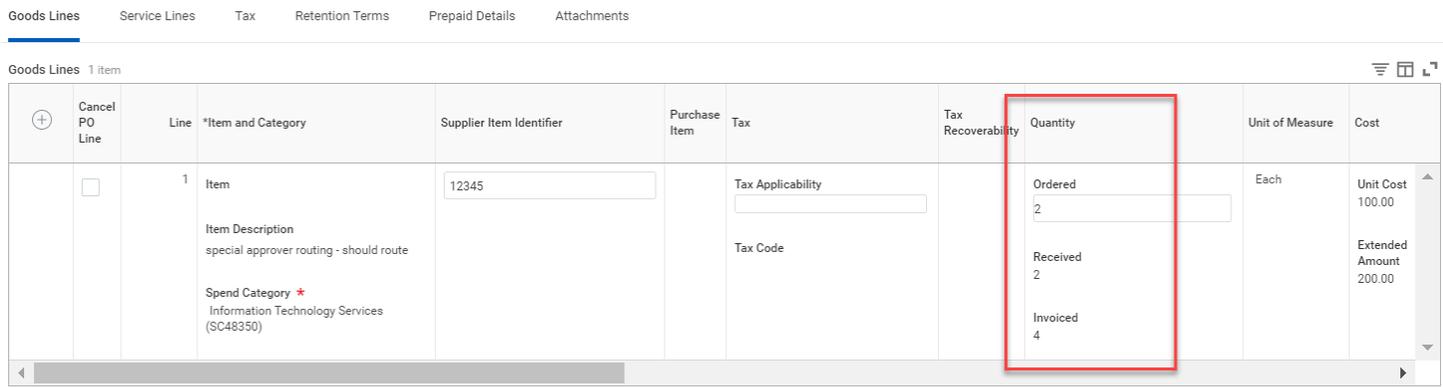
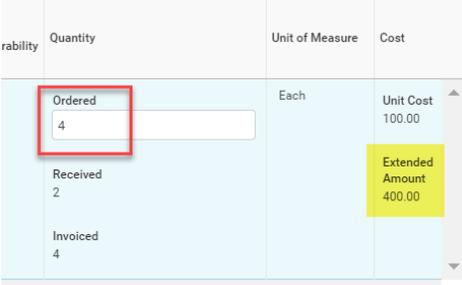
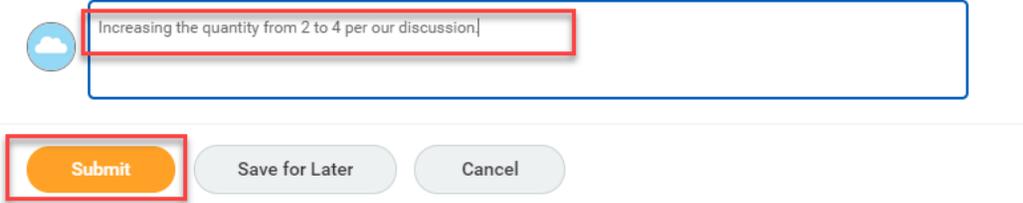
Instructions	Details and Screenshots
<p>Home page:</p> <ul style="list-style-type: none">• Use the UR logo to return to this Home screen• Use the Search field with keywords• Use the Inbox for Workday messages• Use the Procurement worklet for frequently used tasks and reports	 <p>The screenshot shows the UR Procurement Home page. At the top left is the University of Rochester logo. To its right is a search bar with a magnifying glass icon and the text 'Search'. In the top right corner are three icons: a bell with a notification, an envelope with a notification, and a cloud. Below the search bar is a large purple callout bubble that says 'Search field (search for task type or number)'. To the left of the search bar is another purple callout bubble that says 'Home'. To the right of the search bar is a third purple callout bubble that says 'Inbox'. Below the search bar is a white banner that says 'Welcome, Your Name' with a gear icon on the right. Below the banner are two worklets. The left worklet is titled 'Inbox' and shows '1 item' with a preview of a message: 'Supplier Accounts Match Event for Supplier Invoi...' and '5 day(s) ago'. Below the preview is a 'Go to Inbox' link. The right worklet is titled 'Applications' and shows '2 items'. Below the title are two icons: 'Procurement' (a puzzle piece) and 'Favorites' (a star). A large purple callout bubble points to the 'Procurement' icon and says 'Use the Procurement worklet for various tasks'.</p>
<p>Rules</p>	<ul style="list-style-type: none">• Change Orders can be used to revise the purchase order to:<ul style="list-style-type: none">○ Change the FAO. This change will trigger the approval hierachy.○ Increase the value of the purchase order. This change will trigger the approval hierarchy and be sent to purchasing also.• Requisitioners can create a change order for their own purchase orders to resolve:<ul style="list-style-type: none">○ Quantity discrepancies. The change order can be used to increase the quantity on the purchase order.<ul style="list-style-type: none">▪ For example: if you've ordered 10 of something and the supplier shipped 15. If you are going to keep the extra 5, you will create a receipt for 15 and create a change order to increase the quantity from 10 to 15. This change order will be submitted for approval.○ Price discrepancies. The change order can be used to add additional funds to a purchase order to cover an overbill.

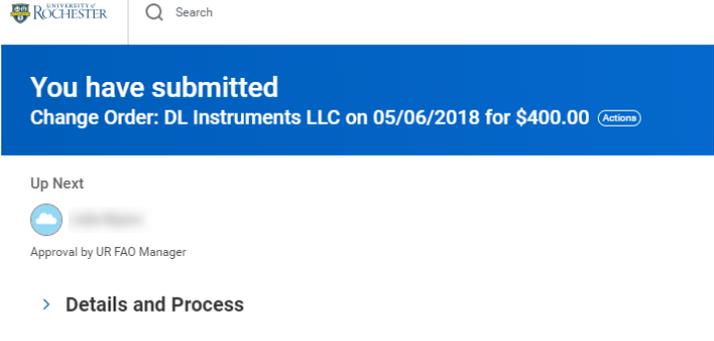
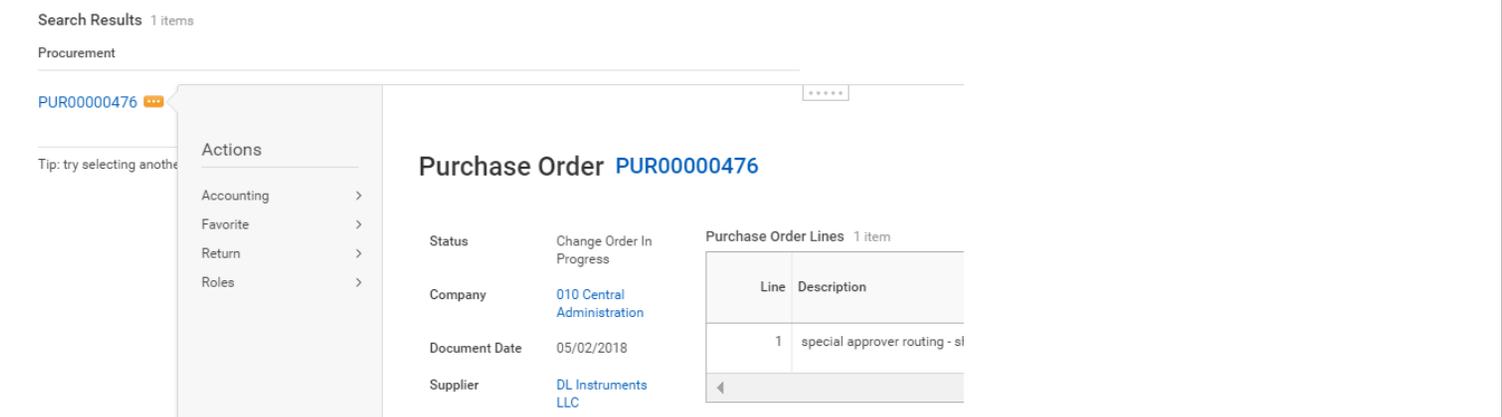
Instructions	Details and Screenshots
	<ul style="list-style-type: none"> Once an invoice is applied to a PO line, the unit cost cannot be changed. If there is a unit price discrepancy and purchasing has reassigned the match exception to you in order to initiate a change order, you can use the change order to add a new line with the correct unit cost.
<ul style="list-style-type: none"> A change order is typically required to resolve a Supplier Account Match Exception. This reference guide will use the following example: <ul style="list-style-type: none"> PO has a goods-based line for a quantity of 2 (of something) Requisitioner created a receipt for 2 when the order came in. A few days later, another shipment of 2 arrived An invoice was sent to AP for a total of 4. 	<p>The requisitioner received the following Supplier Account Match Exception notification in his/her Inbox:</p> 

Instructions	Details and Screenshots																		
<ul style="list-style-type: none"> Notice there are two requirements in the notification to the requisitioner <ul style="list-style-type: none"> Not enough receipts Quantity discrepancy In this case, the department wants to keep the extra shipment and instructs the requisitioner to create a Change Order so the invoice can be paid 	<p>Your action is required to resolve a match exception.</p> <p>There are not enough receipts for the purchase order for the 3-way match. If all goods or services have been received or completed, please create another receipt.</p> <ul style="list-style-type: none"> Take note of the Purchase Order Number in the Invoice Reference Information area and perform a related action from the purchase order. If the balance should not be paid, have the supplier issue a credit memo. <p>There is a discrepancy between the invoice quantity and purchase order quantity. If the invoice is correct, you will need to initiate a change order. Create a change order using a related action from the purchase order. You can get to the purchase order in the below Invoice Reference Information section.</p>																		
<ul style="list-style-type: none"> Find the purchase order number within the Supplier Accounts Match Exception notification. It is located in the Invoice Reference Information section. Hover your mouse cursor over the purchase order number and select the Related Actions button appears and 	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>▼ Terms and Taxes</p> <p>Payment Terms Net 30</p> <p>Discount Date (empty)</p> <p>Due Date 06/05/2018</p> </div> <div style="width: 48%;"> <p>▼ Invoice Reference Information</p> <p>Ship-To Address (empty)</p> <p>Supplier Document Received <input type="checkbox"/></p> <p>Supplier Reference Number TTTTAAAA1</p> <p>External PO Number (empty)</p> <p>Supplier Contract (empty)</p> <div style="border: 2px solid red; padding: 2px;"> <p>Purchase Orders PUR00000476 ***</p> </div> </div> </div> <p>▼ Matching Summary</p> <p>Header Match Exception Needs Receipt</p> <p>Number of Invoice Lines 1</p> <p>Original Lines in Match Exception 1</p> <p>Current Lines in Match Exception 1</p> <p>Lines in Match Exception 1 item</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line Match Exception</th> <th>Company</th> <th>Item</th> <th>Line Item Description</th> <th>Business Document Lines</th> <th>Spend Category</th> </tr> </thead> <tbody> <tr> <td>Discrepant Quantity</td> <td>010 Central Administration</td> <td></td> <td>special approver routing - should route</td> <td>PUR00000476 - Line 1</td> <td>Information Tec (SC48350)</td> </tr> <tr> <td colspan="6" style="text-align: center;">Matched Documents</td> </tr> </tbody> </table>	Line Match Exception	Company	Item	Line Item Description	Business Document Lines	Spend Category	Discrepant Quantity	010 Central Administration		special approver routing - should route	PUR00000476 - Line 1	Information Tec (SC48350)	Matched Documents					
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Instructions	Details and Screenshots								
<ul style="list-style-type: none"> Select the purchase order number 	 <p>Purchase Order PUR00000476</p> <p>Status: Issued</p> <p>Company: 010 Central Administration</p> <p>Document Date: 05/02/2018</p> <p>Supplier: DL Instruments LLC</p> <p>Buyer: David Tortora</p> <p>Payment Terms: Net 30</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Description</th> <th>Spend Category</th> <th>Extended Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>special approver routing - should route</td> <td>Information Technology Services (SC48350)</td> <td>200.00</td> </tr> </tbody> </table>	Line	Description	Spend Category	Extended Amount	1	special approver routing - should route	Information Technology Services (SC48350)	200.00
Line	Description	Spend Category	Extended Amount						
1	special approver routing - should route	Information Technology Services (SC48350)	200.00						
<ul style="list-style-type: none"> Select the Related Actions button next to the purchase order number Select Purchase Order Select Create Change Order 	 <p>View Purchase Order</p> <p>Purchase Order PUR00000476</p> <p>Summary</p> <p>Company: 010 Central Administration</p> <p>Supplier: DL Instruments LLC</p> <p>Currency: USD</p> <p>Document Date: 05/02/2018</p> <p>Line Total Amount: 200.00</p> <p>Actions</p> <ul style="list-style-type: none"> Purchase Order Accounting Favorite Return Roles <p>Create Change Order</p> <p>Purchase Order PUR00000476</p> <p>Status: Issued</p> <p>Company: 010 Central Administration</p> <p>Document Date: 05/02/2018</p> <p>Supplier: DL Instruments LLC</p> <p>Buyer: David Tortora</p> <p>Payment Terms: Net 30</p> <p>Shipping Terms: FOB Destination</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>special approver routi</td> </tr> </tbody> </table>	Line	Description	1	special approver routi				
Line	Description								
1	special approver routi								

Instructions	Details and Screenshots
<ul style="list-style-type: none"> Take note of the Help Text at the top of the Change Order screen <ul style="list-style-type: none"> If the Change Order should not be sent to the supplier, such as for internal changes, change the Issue Option to Phone 	<div data-bbox="478 131 1703 201" style="background-color: #0070C0; color: white; padding: 5px; text-align: center;"> <h3>Create Change Order</h3> </div> <div data-bbox="499 240 1360 347" style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <p>Before submitting the Change Order, check the PO Issue Option field located in the upper right.</p> <ul style="list-style-type: none"> If the Change Order should not be sent to the supplier (such as, an administrative change only), be sure to change the PO Issue Option to Phone. If the Change Order should be sent to the supplier, be sure the PO Issue Option is set to Email (if available) or Print. <p>If the value of this purchase order is increasing or the FAO is being changed, it will be sent for financial approval.</p> </div>  <p>Purchase Order PUR00000476</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="499 435 913 760"> <p>Summary</p> <p>Company: 010 Central Administration</p> <p>Supplier: DL Instruments LLC</p> <p>Currency: USD</p> <p>Document Date: * 05 / 02 / 2018</p> <p>Change Order Creation Date: 05/06/2018</p> <p>Change Order Total: 200.00</p> <p>Tax Amount: 0.00</p> <p>Freight Amount: 0.00</p> </div> <div data-bbox="934 435 1333 760"> <p>Terms and Taxes</p> <p>Payment Terms: X Net 30</p> <p>Due Date: MM / DD / YYYY</p> <p>Default Payment Type: Check</p> <p>Override Payment Type:</p> <p>Credit Card: (empty)</p> <p>Shipping Terms: X FOB Destination, freight prepaid</p> <p>Shipping Method: X See below</p> </div> <div data-bbox="1354 435 1690 760"> <p>Contact Information</p> <p>Issue Option: X Print</p> <p>Buyer: * X David Tortora</p> <p>Bill-To Contact: X David Tortora</p> <p>Bill-To Contact Detail: David Tortora</p> <p>Bill-To Address: X University of Rochester Accounts Payable 910 Genesee Street, Suite 200 Rochester, NY 14611-3847 United States of America</p> <p>Ship-To Contact: X Jane Smith</p> </div> </div>
<ul style="list-style-type: none"> In this case, the goods are already received and invoiced and we don't want the supplier to ship more; therefore change the Issue Option to Phone. 	 <p>now becomes =></p>

Instructions	Details and Screenshots																				
<ul style="list-style-type: none"> • Scroll down to the Goods Line area. • Take note of the Quantity area 	 <p>Goods Lines 1 item</p> <table border="1"> <thead> <tr> <th>Cancel PO Line</th> <th>Line</th> <th>*Item and Category</th> <th>Supplier Item Identifier</th> <th>Purchase Item</th> <th>Tax</th> <th>Tax Recoverability</th> <th>Quantity</th> <th>Unit of Measure</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>Item Item Description special approver routing - should route Spend Category * Information Technology Services (SC48350)</td> <td>12345</td> <td></td> <td>Tax Applicability Tax Code</td> <td></td> <td>Ordered 2 Received 2 Invoiced 4</td> <td>Each</td> <td>Unit Cost 100.00 Extended Amount 200.00</td> </tr> </tbody> </table>	Cancel PO Line	Line	*Item and Category	Supplier Item Identifier	Purchase Item	Tax	Tax Recoverability	Quantity	Unit of Measure	Cost	<input type="checkbox"/>	1	Item Item Description special approver routing - should route Spend Category * Information Technology Services (SC48350)	12345		Tax Applicability Tax Code		Ordered 2 Received 2 Invoiced 4	Each	Unit Cost 100.00 Extended Amount 200.00
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<input type="checkbox"/>	1	Item Item Description special approver routing - should route Spend Category * Information Technology Services (SC48350)	12345		Tax Applicability Tax Code		Ordered 2 Received 2 Invoiced 4	Each	Unit Cost 100.00 Extended Amount 200.00												
<ul style="list-style-type: none"> • Increase the Quantity Ordered from 2 to 4. • Notice that the Extended Amount automatically updates to the new extended amount. 	 <table border="1"> <thead> <tr> <th>Quantity</th> <th>Unit of Measure</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Ordered 4</td> <td>Each</td> <td>Unit Cost 100.00</td> </tr> <tr> <td>Received 2</td> <td></td> <td>Extended Amount 400.00</td> </tr> <tr> <td>Invoiced 4</td> <td></td> <td></td> </tr> </tbody> </table>	Quantity	Unit of Measure	Cost	Ordered 4	Each	Unit Cost 100.00	Received 2		Extended Amount 400.00	Invoiced 4										
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Ordered 4	Each	Unit Cost 100.00																			
Received 2		Extended Amount 400.00																			
Invoiced 4																					
<ul style="list-style-type: none"> • Add a note in the Comments field • Select <Submit> 	 <p>Increasing the quantity from 2 to 4 per our discussion</p> <p>Submit Save for Later Cancel</p>																				

Instructions	Details and Screenshots				
<ul style="list-style-type: none"> The Change Order has been submitted for approval. 					
<ul style="list-style-type: none"> The status of the Purchase Order shows Change Order In Progress 	 <p>Search Results 1 items</p> <p>Procurement</p> <p>PUR0000476</p> <p>Tip: try selecting another</p> <p>Actions</p> <ul style="list-style-type: none"> Accounting > Favorite > Return > Roles > <p>Purchase Order PUR0000476</p> <p>Status: Change Order In Progress</p> <p>Company: 010 Central Administration</p> <p>Document Date: 05/02/2018</p> <p>Supplier: DL Instruments LLC</p> <p>Purchase Order Lines 1 item</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>special approver routing - sl</td> </tr> </tbody> </table>	Line	Description	1	special approver routing - sl
Line	Description				
1	special approver routing - sl				

<p>Instructions</p> <ul style="list-style-type: none"> You can check the status by going to the purchase order and viewing the Version History and selecting the <i>magnifying glass</i> icon in the Pending Changes area. 	<p>Details and Screenshots</p> <p>View Purchase Order</p> <p>Purchase Order PUR00000476 Status Change Order In Progress</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Summary</p> <p>Company: 010 Central Administration</p> <p>Supplier: DL Instruments LLC</p> <p>Currency: USD</p> <p>Document Date: 05/02/2018</p> <p>Line Total Amount: 200.00</p> </div> <div style="width: 30%;"> <p>Terms and Taxes</p> <p>Payment Terms: Net 30</p> <p>Due Date: (empty)</p> <p>Default Payment Type: Check</p> <p>Override Payment Type: (empty)</p> <p>Credit Card: (empty)</p> <p>Shipping Terms: FOB Destination, freight prepaid</p> <p>Shipping Method: See below</p> <p>Shipping Instructions: See below</p> <p>Supplier Contract: (empty)</p> </div> <div style="width: 30%;"> <p>Contact Information</p> <p>Issue Option: Print</p> <p>Buyer: David Tortora</p> <p>Bill-To Contact: David Tortora</p> <p>Bill-To Contact Detail: David Tortora</p> <p>Bill-To Address: University of Rochester Accounts Payable 910 Genesee Street, Suite 200 Rochester, NY 14611-3847 United States of America</p> <p>Ship-To Contact: Jane Smith</p> <p>Ship-To Contact Detail: Jane Smith</p> <p>Ship-To Address: 44 Celebration Drive Suite 3.100 Rochester, NY 14620-2664 United States of America</p> <p>Memo: (empty)</p> <p>Internal Memo: (empty)</p> </div> </div> <p>Goods Lines Version History Process History Printing Runs Balances</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Prior Versions 0 items</p> <table border="1"> <thead> <tr> <th>Purchase Order</th> <th>Change Date</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">No Data</td> </tr> </tbody> </table> </div> <div style="width: 45%;"> <p>Pending Changes 1 item</p> <table border="1"> <thead> <tr> <th>Change Order</th> <th>Version</th> <th>Created On</th> <th>Change Order Status</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Q</td> <td style="text-align: center;">1</td> <td style="text-align: center;">05/06/2018</td> <td style="text-align: center;">In Progress</td> <td style="text-align: right;">400.00</td> </tr> </tbody> </table> </div> </div>	Purchase Order	Change Date	Total Amount	No Data			Change Order	Version	Created On	Change Order Status	Total Amount	Q	1	05/06/2018	In Progress	400.00
Purchase Order	Change Date	Total Amount															
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Change Order	Version	Created On	Change Order Status	Total Amount													
Q	1	05/06/2018	In Progress	400.00													
<ul style="list-style-type: none"> The requisitioner will still need to create a receipt since there is still a supplier accounts match exception in the Inbox for 'not enough receipts.' Follow the Create a Receipt reference guide for help with receipts. 	<p>Inbox</p> <p>Actions (17) Archive</p> <p>Viewing: All Sort By: Newest</p> <p>Supplier Accounts Match Event for Supplier Invoice: SPI01306166 Requires your attention as information has been changed 2 minute(s) ago - Due 05/08/2018</p> <p>Review Supplier Accounts Match Exceptions Supplier Accounts Match Event for Supplier Invoice: SPI01306166 (Actions)</p> <p>2 minute(s) ago - Due 05/08/2018</p> <p>Your action is required to resolve a match exception.</p> <p>There are not enough receipts for the purchase order for the 3-way match. If all goods or services have been received or completed, please create another receipt.</p> <ul style="list-style-type: none"> Take note of the Purchase Order Number in the Invoice Reference Information area and perform a related action from the If the balance should not be paid, have the supplier issue a credit memo. <p>Supplier Invoice Invoice Number SPI01306166 Status In Progress Match Status Exception</p> <p>Invoice Information</p> <p>Company: 010 Central Administration</p> <p>Supplier: DL Instruments LLC</p>																