

# Hot Sheet



Topic	Change Order "Don'ts"																		
<b>Document Types Involved</b>	Bid <input type="checkbox"/> Requisition <input checked="" type="checkbox"/> PO <input checked="" type="checkbox"/> Receipt <input type="checkbox"/> Invoice <input type="checkbox"/> Credit Memo <input type="checkbox"/> Report <input type="checkbox"/> Vendor <input type="checkbox"/> User Profile <input type="checkbox"/> Agency Setup <input type="checkbox"/> Other <input type="checkbox"/>																		
<b>Reason for Publication</b>	Below are some scenarios that successfully process the Change Order in ProcureAz, but do <b>NOT</b> trigger integration with AFIS. <ul style="list-style-type: none"> <li>• You will not receive any error messages/everything will seem fine.</li> <li>• If you execute these types of change orders, you will likely <b>NOT</b> see negative effects until you attempt a Cancel Receipt, or try to process another Change Order.                             <ul style="list-style-type: none"> <li>○ At that time you will receive errors because ProcureAz and AFIS commodity lines are out of sync and the systems cannot communicate successfully with each other.</li> </ul> </li> </ul>																		
<b>Screenshots</b>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Print Sequence # 1.0, Item # 1: Chair 3PS - Sent</p> <p>NIGP Code: 425-06 Chairs, Metal</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Receipt Method</th> <th style="width: 10%;">Qty</th> <th style="width: 10%;">Unit Cost</th> <th style="width: 10%;">UOM</th> <th style="width: 10%;">Discount %</th> <th style="width: 10%;">Total Discount Amt.</th> <th style="width: 10%;">Tax Rate</th> <th style="width: 10%;">Tax Amount</th> <th style="width: 10%;">Total Cost</th> </tr> </thead> <tbody> <tr> <td>Quantity</td> <td>10.0</td> <td>\$10.00</td> <td>EA - Each</td> <td>0.00</td> <td>\$0.00</td> <td>8.300%</td> <td>\$8.30</td> <td>\$108.30</td> </tr> </tbody> </table> </div> <ol style="list-style-type: none"> <li>1. Do <b>NOT</b> process a Change Order that changes any of the fields in RED BOXES above (NIGP code, Receipt Method, and UOM).</li> <li>2. Do <b>NOT</b> process a Change Order that changes the Qty and Unit Cost AND doesn't result in a change in the total cost.                     <ol style="list-style-type: none"> <li>a. Qty: 10; Unit Cost: 10 = \$100 Total Cost</li> <li>b. Qty: 5; Unit Cost: 20 = \$100 Total Cost</li> </ol> </li> </ol>	Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost	Quantity	10.0	\$10.00	EA - Each	0.00	\$0.00	8.300%	\$8.30	\$108.30
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<b>Recommended Strategy</b>	<ol style="list-style-type: none"> <li>1. Take/save screen shot of the Receipts summary screen</li> <li>2. Enter Receipt <b>ADJUSTMENTS</b> to un-receive all received quantity/amounts</li> <li>3. Create/Apply Change Order that changes Total Cost;</li> <li>4. Create/Apply Another Change Order that records the requested quantity / unit cost</li> <li>5. Re-receive the items according to the Receipt Summary.</li> </ol>																		