RAISING a Price to a **PRIOR** Year Contract Purchase Order

- Click on **Purchasing**
- Click on **Purchase Orders**
- Click on **Add/Update POs**
- Click on **Find an Existing Value**
- Enter your PO # in the PO Number box
- Click on **Search**
- Click on **PO link**
- Click on **Header Details link**
- Make sure the **Accounting Date** is in the current month
- Click on OK
- Click on the **"+"** sign at the end of a line
    - At the top of the screen a thin box stating "This website is using a scripted window to ask you for information. If you trust this website, click here to allow scripted windows."
- Click on the box and Click on "Temporarily Allow Scripted Windows"
- Re-Click on the **"+"** sign at the end of a line
- A box pops up that says "Enter number of rows to add" – enter a line
- Click on OK
- Another box pops up that says "This action will create a Change Order. This PO has been dispatched, add/delete/change a line or schedule will create a Change Order."
- Click on OK
- Enter **Description** for new line…for EXAMPLE, "Need to add FY14 funds because of a price increase for pens(line2)"
- Enter **PO Quantity**
- Enter **Unit of Measure**
- Enter **Category**
- Enter **Price (only the overage)**

- Click on the **Schedule** icon
- Click on the **Distributions/Chartfields** icon
- Enter **Percents,** if applicable
- Enter **Account**
- Enter **Fund**
- Enter **Department**
- Enter **Fund Source**
- Enter **Class**
- Enter **PC Business Unit** – ALWAYS 46200
- Enter **Project**
- Enter **Program**
- **ENTER BUDGET REF – CURRENT FISCAL YEAR**
- **For added insurance, click on the Budget Information tab and ensure that it defaults to TODAY'S DATE.**
- Click on OK
- Click on the **Return to Main Page link**
- Click on the **Save** button
- Another box pops up that says "The PO has the Dispatched Status. Changing Chartfield won't reset the status for Workflow Approval. The business unit requires the Chartfield Workflow Approval but the PO has been dispatched, the system will not reset the PO status to Pending Approval for workflow process."
- Click on OK
- It DOES change PO Status to "Pend Appr"
- You are responsible for amount approving all Purchase Orders under $5,000. If your Purchase Order is over $5,000, then Purchasing must amount approve the PO.
- To Amount Approve a PO, click on **Approve Amounts (Purchasing -> Purchase Orders ->Approve Amounts)**
- Click on **Save**
- **Accounting is responsible for approving all Chartfields. They normally check their ques a couple times a day. If it has been more than 24 hours since you created the PO see Viewing Chartfield**

Notes. **If that is not the problem, call Accounting because the tech may be out.**

- After Accounting approves the Chartfields, you must budget check the PO by clicking on **Purchasing -> Purchase Orders -> Add/Update POs -> Find an Existing Value -> Enter Origin -> Search -> PO #**
- The PO Status should say approved
- Click on the **Paper w/ Magnifying Glass Icon** by Budget Status to budget check the PO. If you get **Error** for a Budget Status, give Budget 24 hours to correct before calling or emailing.
- If you get a Valid Budget Status, See **Dispatching a Purchase Order**