

<b>SUBJECT</b>	<b>Date</b>
YARDI VOYAGER PROCEDURES MANUAL  CHANGE ORDERS	01-01-19

PURPOSE: Increase the amount of the Original Purchase Order

PREPARED BY: SM or DM

WHEN PREPARED: **AFTER a Purchase Order has been Approved**

After a Purchase Order has been approved, you may find out that you under estimated the cost of the goods/services. When this happens, you DO NOT create a new Purchase Order for the difference, instead, you create a Change Order for the difference.

Change Orders are only used to INCREASE the value of your Purchase Order.

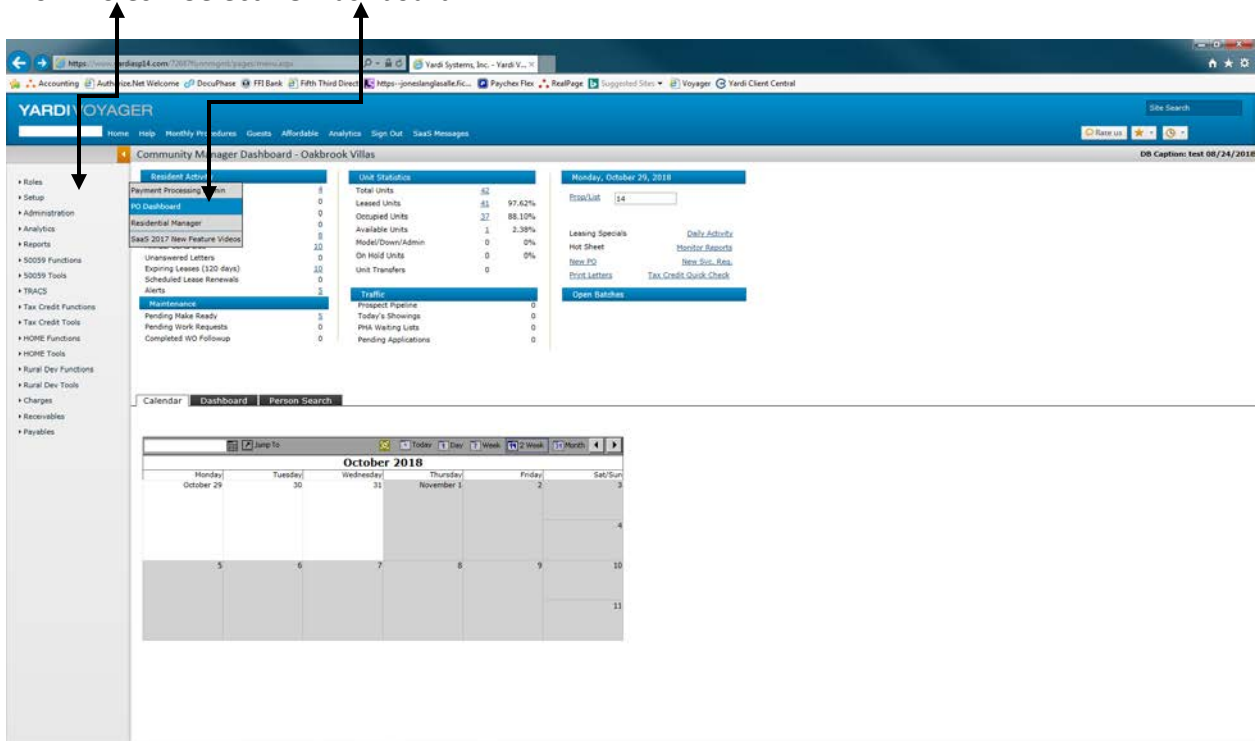
The INCREASE is to be for the goods/services, not for shipping & tax.

**Example 1;** You place an order with HD Supply for 10 items totaling \$475. All 10 items are on the invoice and the invoice is for \$475 of goods, \$20 shipping and \$33.25 of tax. You do not need to do a change order for the \$53.25 worth of shipping & tax. Accounting will expense the additional fees accordingly.

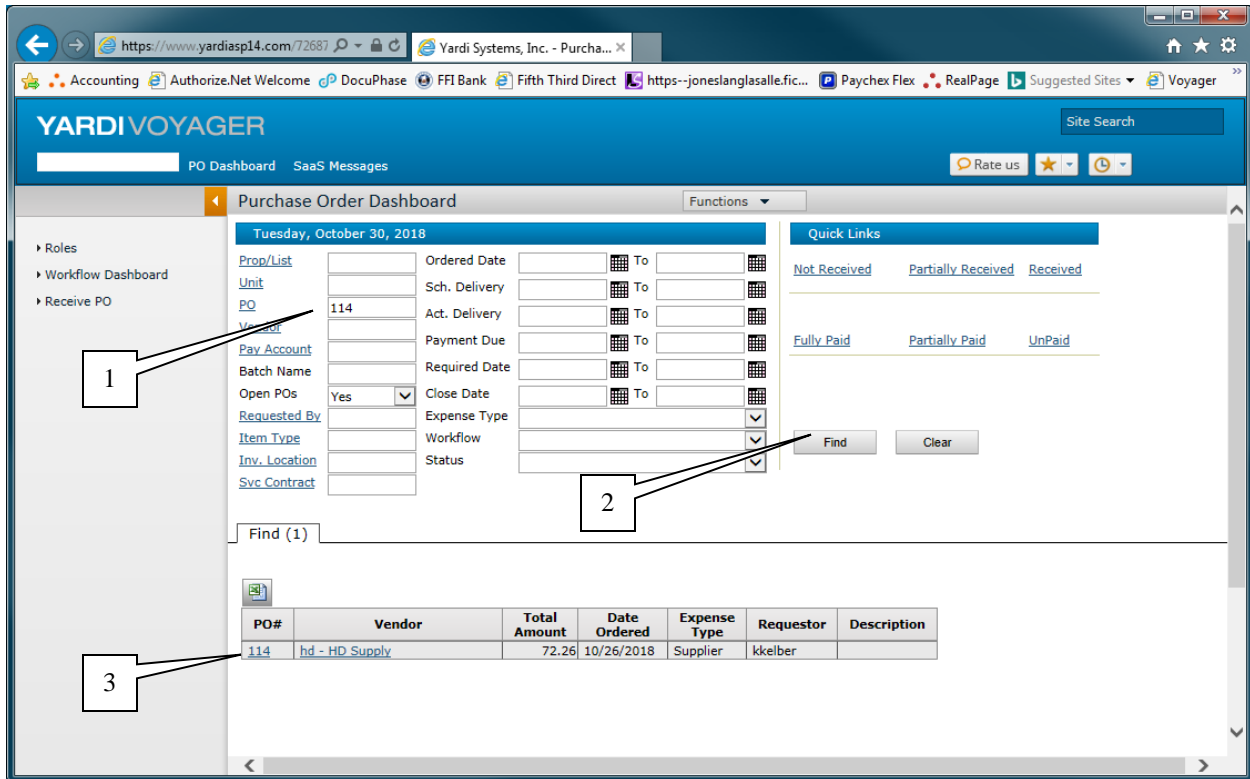
**Example 2;** You place an order with HD Supply for 10 items totaling \$475. All 10 items are on the invoice and the invoice is for \$492.50 of goods, \$20 shipping and \$33.25 of tax. You need to create a change order for \$17.50, which is the INCREASE in cost of goods. All goods/services must be approved and the only way for this increase to be approved, is to create a Change Order.

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CHANGE ORDERS	

**Locate the Original Purchase Order**  
From Roles – Select PO Dashboard



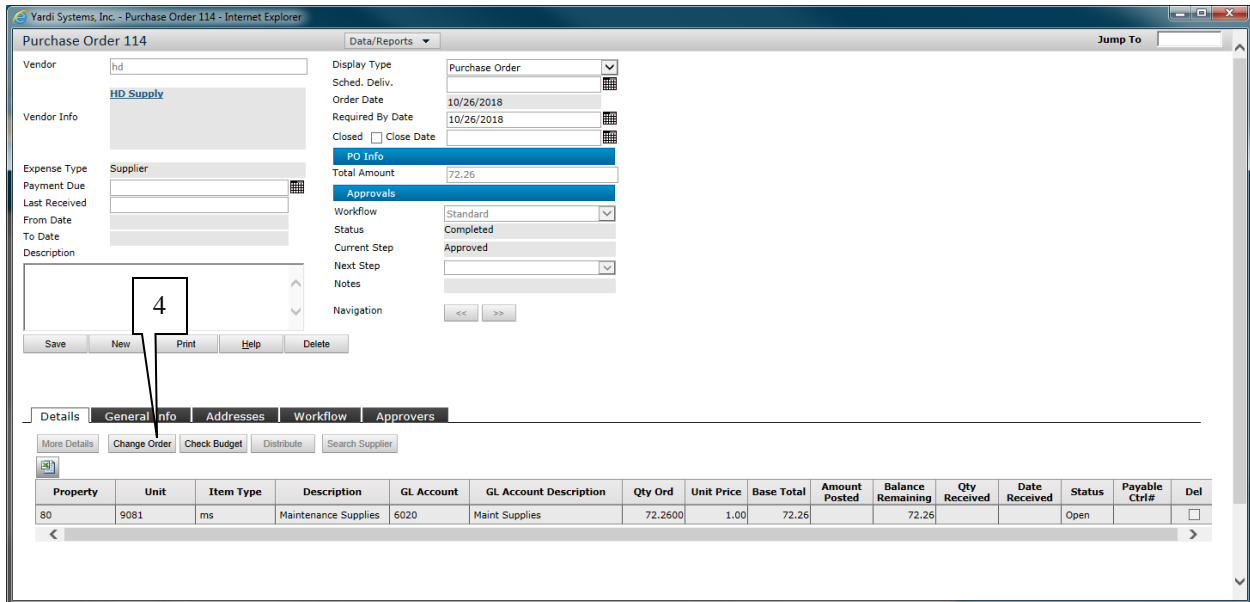
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**(1)** Enter the Original Purchase Order number and click on **(2)** **Find** or leave the PO field blank and click on **Find** to display all of your Open PO's that are available for a Change Order.

**(3)** Click on the PO# Hyperlink to open the Original Purchase Order

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**(4)** The **Change Order** button is available on Approved Purchase Orders. Click on the button to create a Change Order.

The Change Order is now linked to the Original Purchase Order. The Original Purchase Order is now known as the Parent PO.

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Yardi Systems, Inc. - Change Order - Internet Explorer

Change Order

Vendor: [hd] **HD Supply**

Parent PO: 114

Display Type: Purchase Order

Sched. Deliv.:

Order Date: 10/30/2018

Required By Date: 10/30/2018

Closed:  Close Date:

PO Info

Total Amount:

Approvals

Workflow: Standard

Status:

Current Step:

Next Step:

Notes:

Navigation: << >>

Buttons: Save, New, Print, Help, Delete

Details | General Info | Addresses | Workflow | Approvers

More Details | Change Order | Distribute | Search Supplier

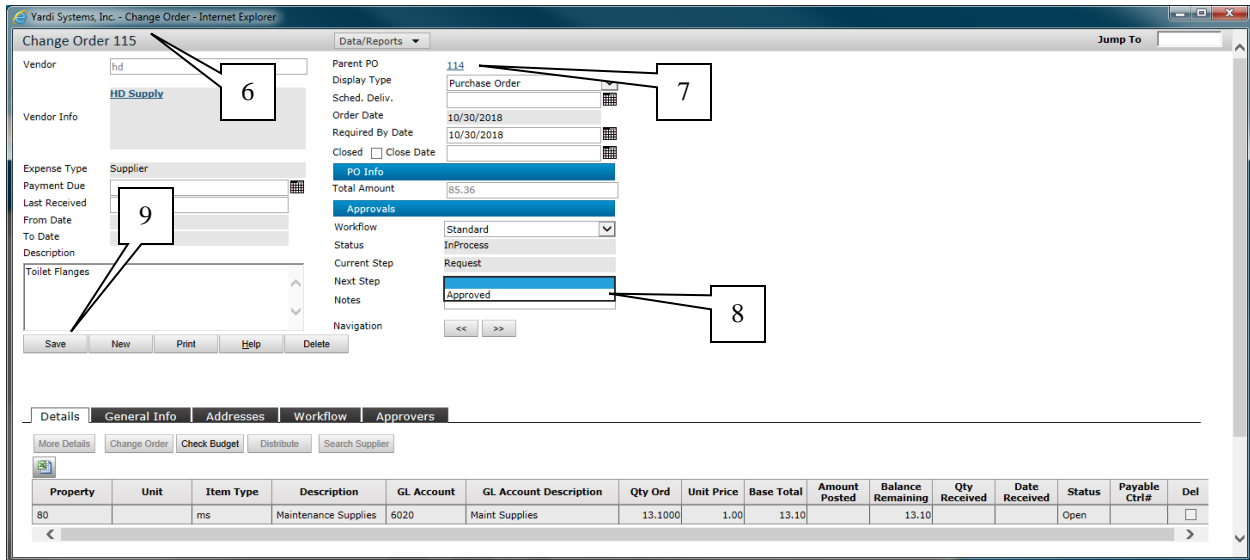
Property	Unit	Item Type	Description	GL Account	GL Account Description	Qty Ord	Unit Price	Base Total	Amount Posted	Balance Remaining	Qty Received	Date Received	Status	Payable Ctr#	Del
80		ms	Maintenance Supplies	6020		13.10	1.00								<input type="checkbox"/>

Complete the Change Order for the INCREASED amount. Refer to Procedure V-410 Creating Purchase Orders to complete all of the fields on the Change Order.

In this example, the Toilet Flanges for \$13.10 were not included on the Original Purchase Order.

**(5)** Once all fields are complete, click on the **Save** button.

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**(6)** Your Change Order has now been assigned its own Purchase Order Number

**(7)** Your Change Order is linked to the Original Purchase Order, now known as the Parent PO

**(8)** Select your Next Step. The Change Order goes through the same approval process as the Purchase Order

**(9)** Click on the **Save** button.