

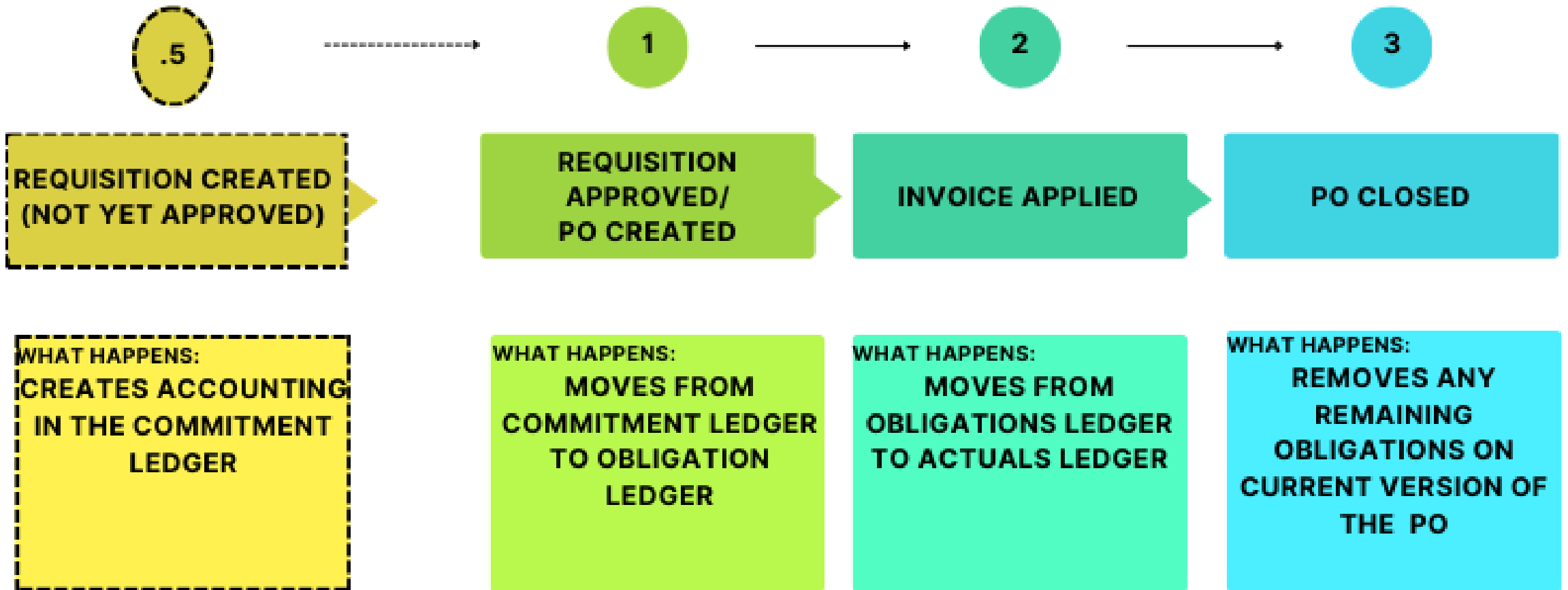


PO CHANGE

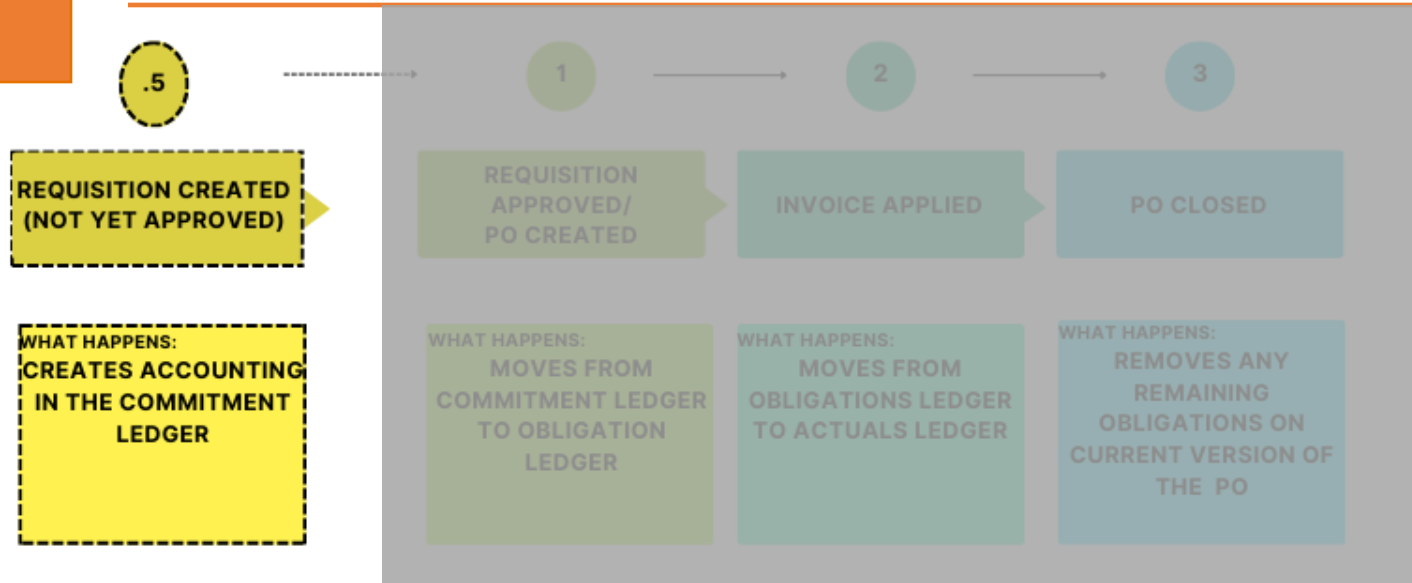
March 6, 2024



PO Process – Working as Intended



PO Process – Working as Intended



**Example:
Buying a \$1 Pencil**

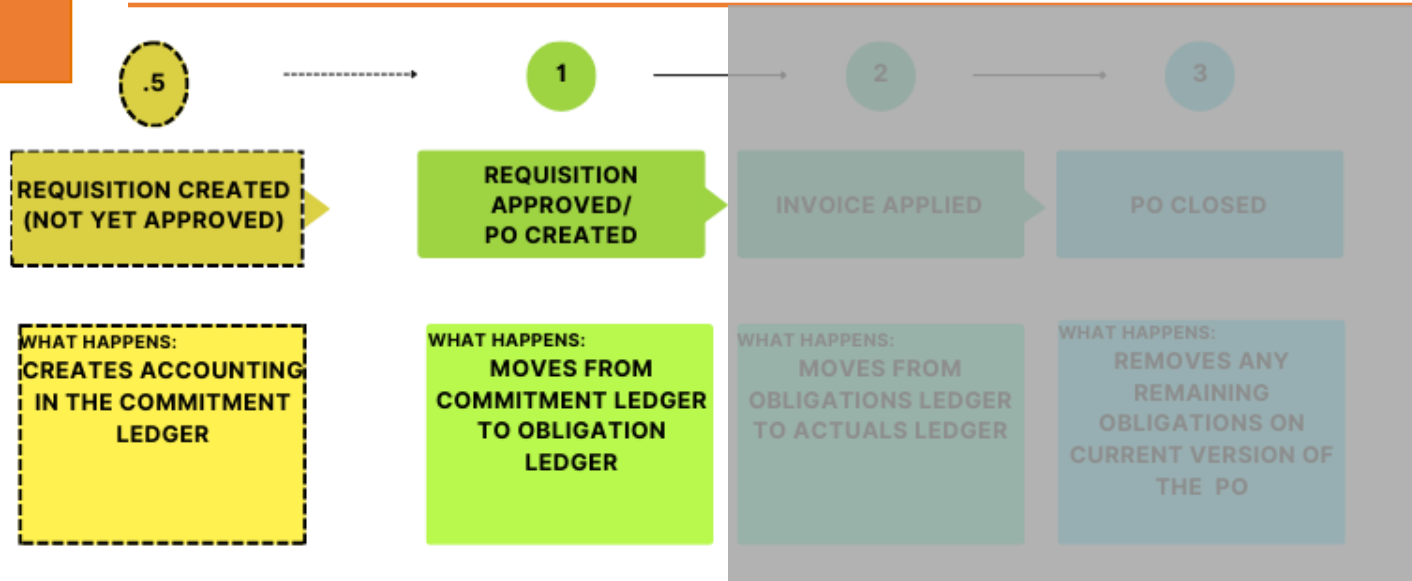
-\$1 RQ-0011171792

Commitments

Obligations

Actuals

PO Process – Working as Intended



**Example:
Buying a \$1 Pencil**

-\$1 RQ-0011171792
\$1 RQ-0011171792

= \$0 RQ-0011171792

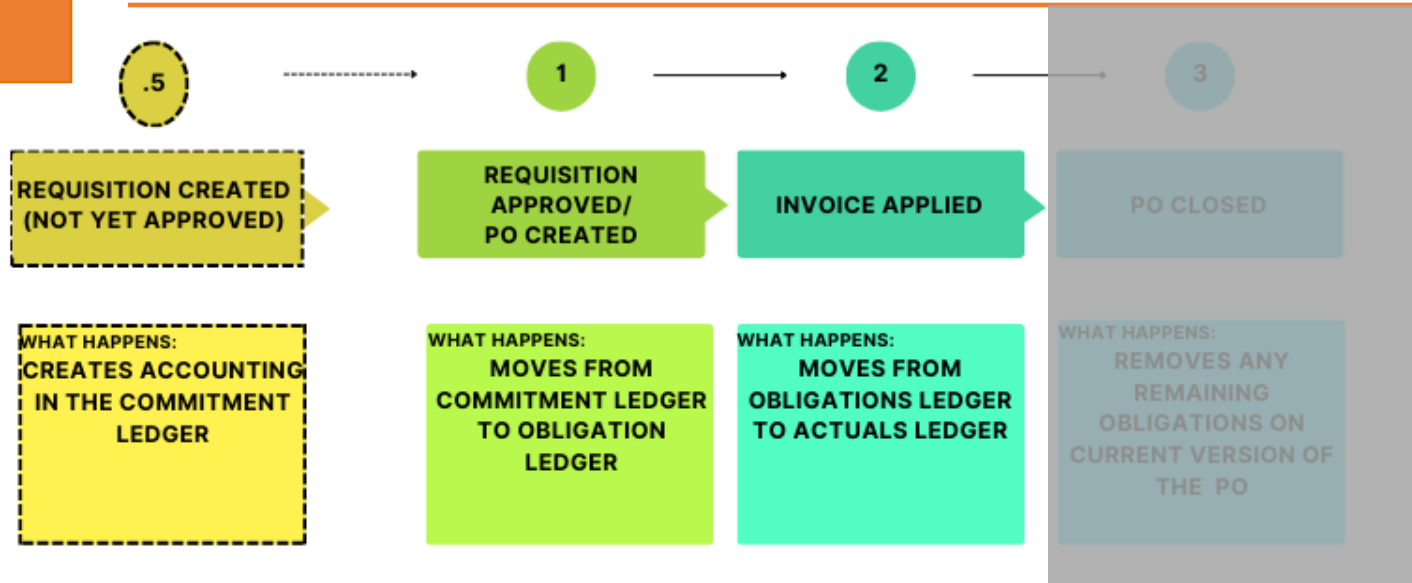
Commitments

-\$1 PO-0197437

Obligations

Actuals

PO Process – Working as Intended



**Example:
Buying a \$1 Pencil**

-\$1 RQ-0011171792
\$1 RQ-0011171792

= \$0 RQ-0011171792

Commitments

-\$1 PO-0197437
\$1 PO-0197437

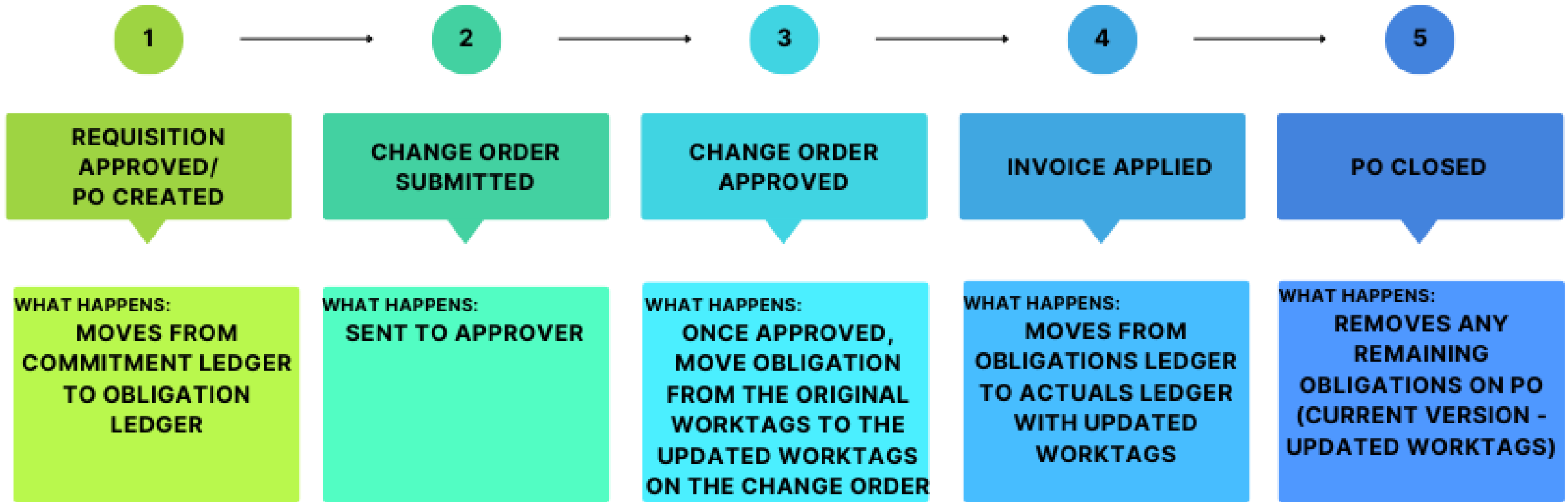
= \$0 PO-0197437

Obligations

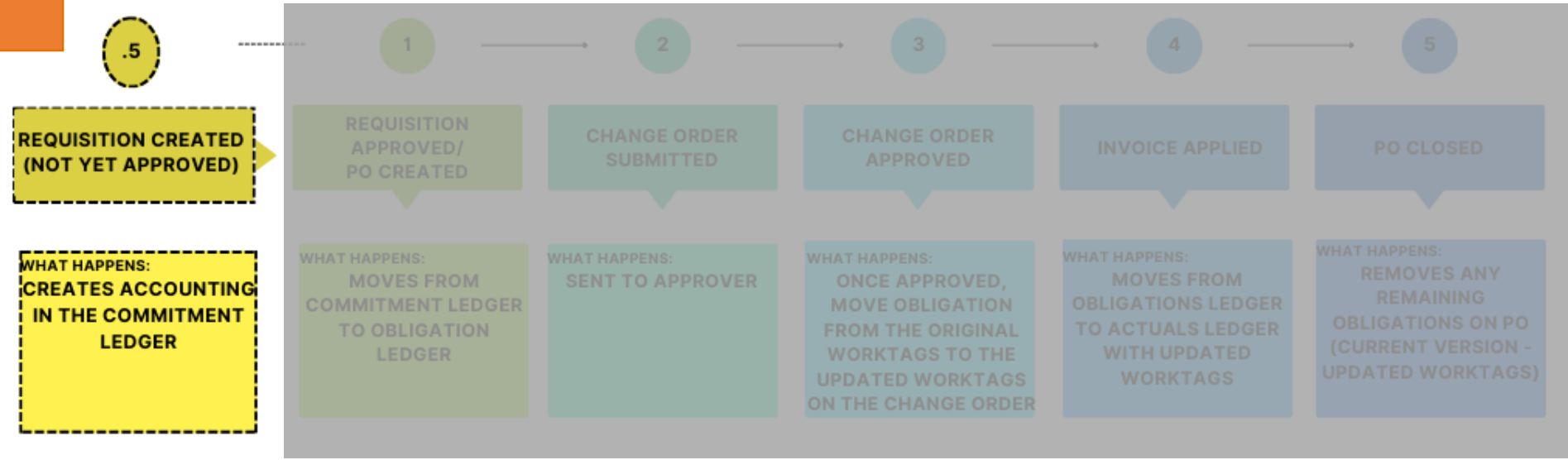
-\$1 SI-0000306820

Actuals

PO Change Process – Change Order IS Approved before Invoice



PO Change Process – Change Order IS Approved before Invoice



**Example:
Buying a \$1 Pencil**

-\$1 RQ-0011171792 (OG)

Commitments

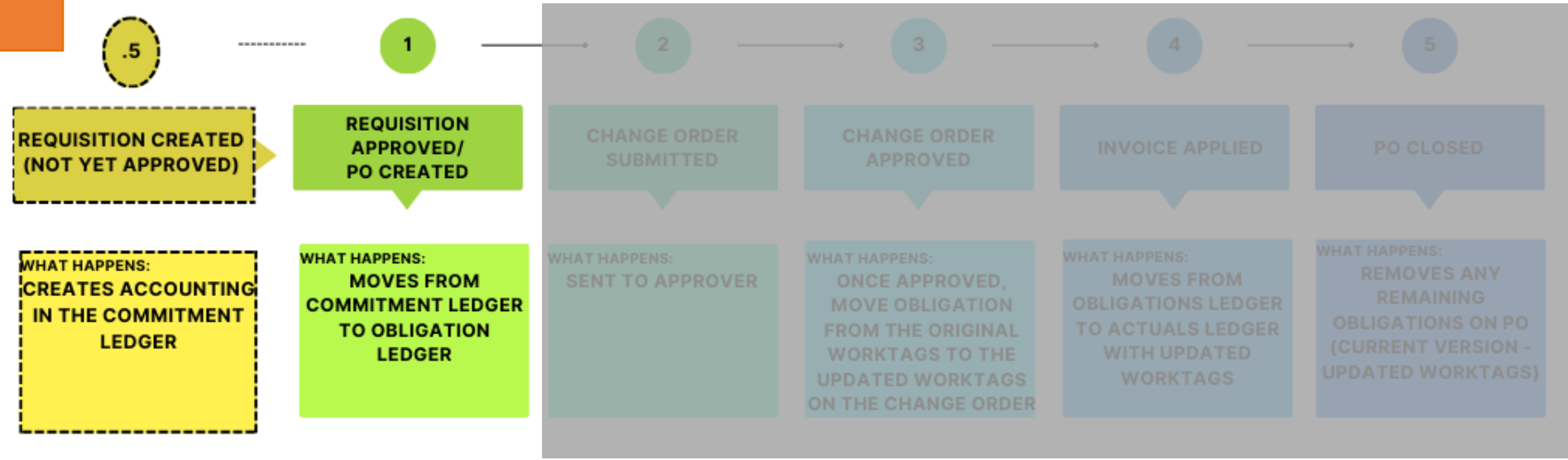
Obligations

Actuals

OG = Original Worktags
UP = Updated Worktags



PO Change Process – Change Order IS Approved before Invoice



**Example:
Buying a \$1 Pencil**

-\$1 RQ-0011171792 (OG)
 \$1 RQ-0011171792 (OG)

 = \$0 RQ-0011171792 (OG)

Commitments

-\$1 PO-0197437 (OG)

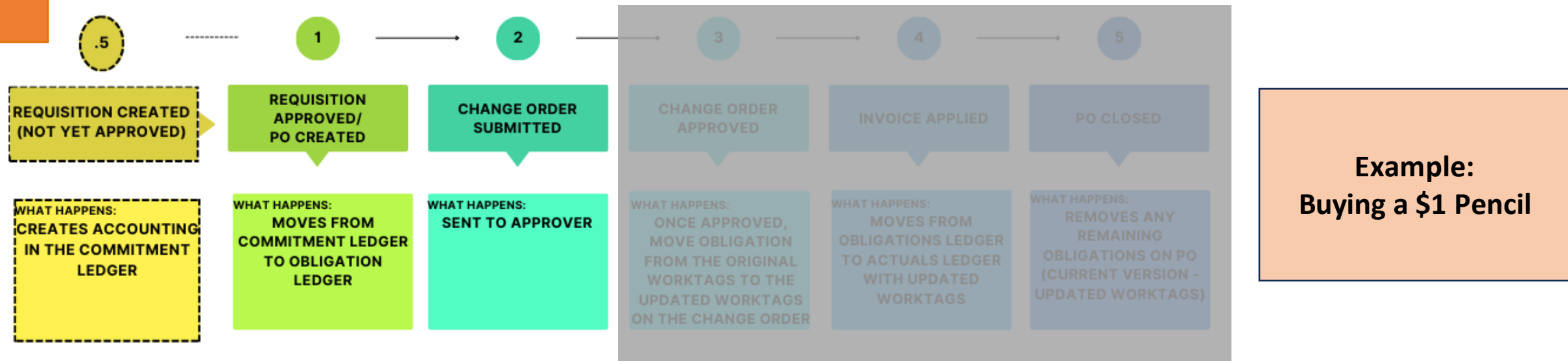
Obligations

Actuals

OG = Original Worktags
 UP = Updated Worktags



PO Change Process – Change Order IS Approved before Invoice



-\$1 RQ-0011171792 (OG)
 \$1 RQ-0011171792 (OG)

 = \$0 RQ-0011171792 (OG)

Commitments

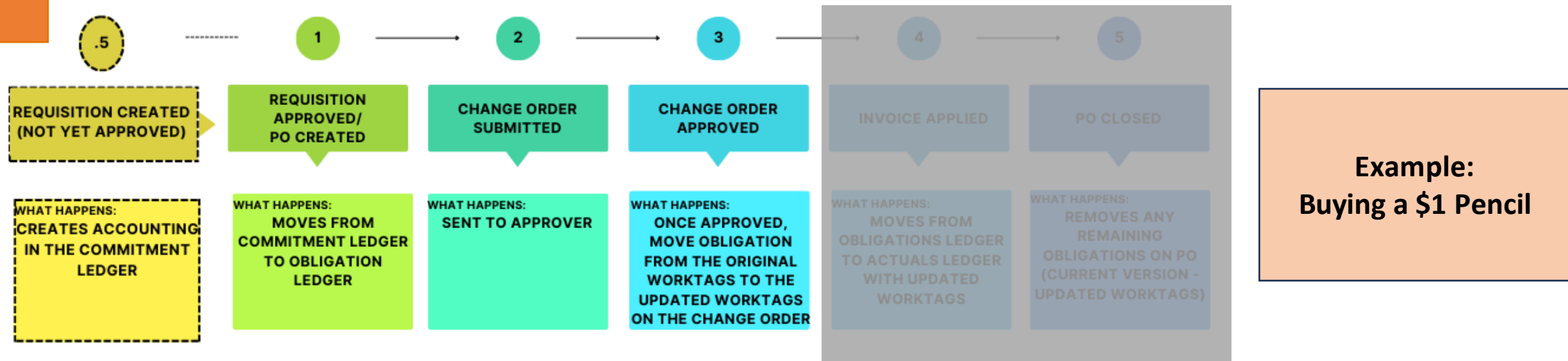
-\$1 PO-0197437 (OG)

Obligations

Actuals

OG = Original Worktags
UP = Updated Worktags

PO Change Process – Change Order IS Approved before Invoice



**Example:
Buying a \$1 Pencil**

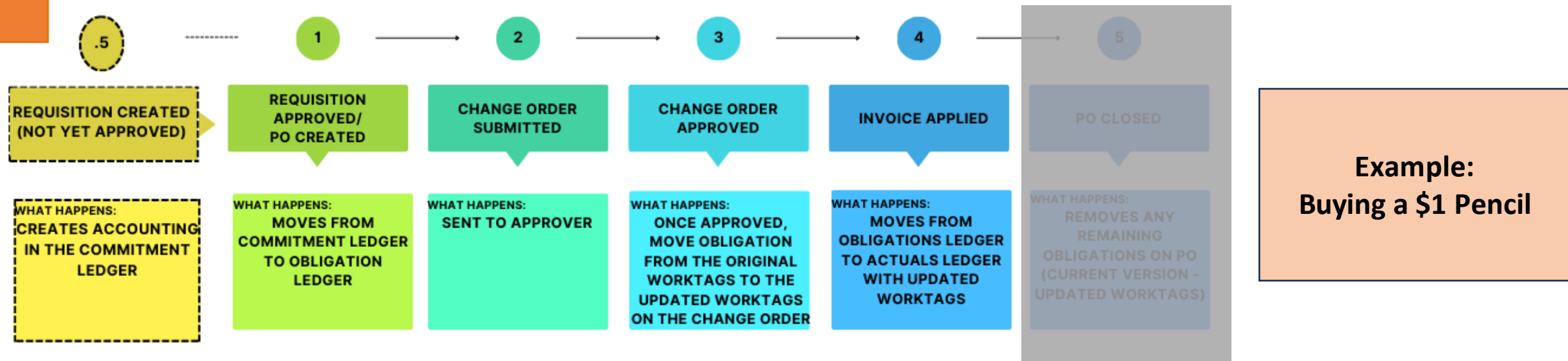
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|--------------------------|
| - \$1 RQ-0011171792 (OG) |
| \$1 RQ-0011171792 (OG) |
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| = \$0 RQ-0011171792 (OG) |
| Commitments |

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| - \$1 PO-0197437 (OG) |
| \$1 PO-0197437 (OG) |
| <hr/> |
| = \$0 PO-0197437 (OG) |
| <hr/> |
| - \$1 PO-0197437 (UP) |
| Obligations |

| |
|----------------|
| Actuals |
|----------------|

OG = Original Worktags
UP = Updated Worktags

PO Change Process – Change Order IS Approved before Invoice



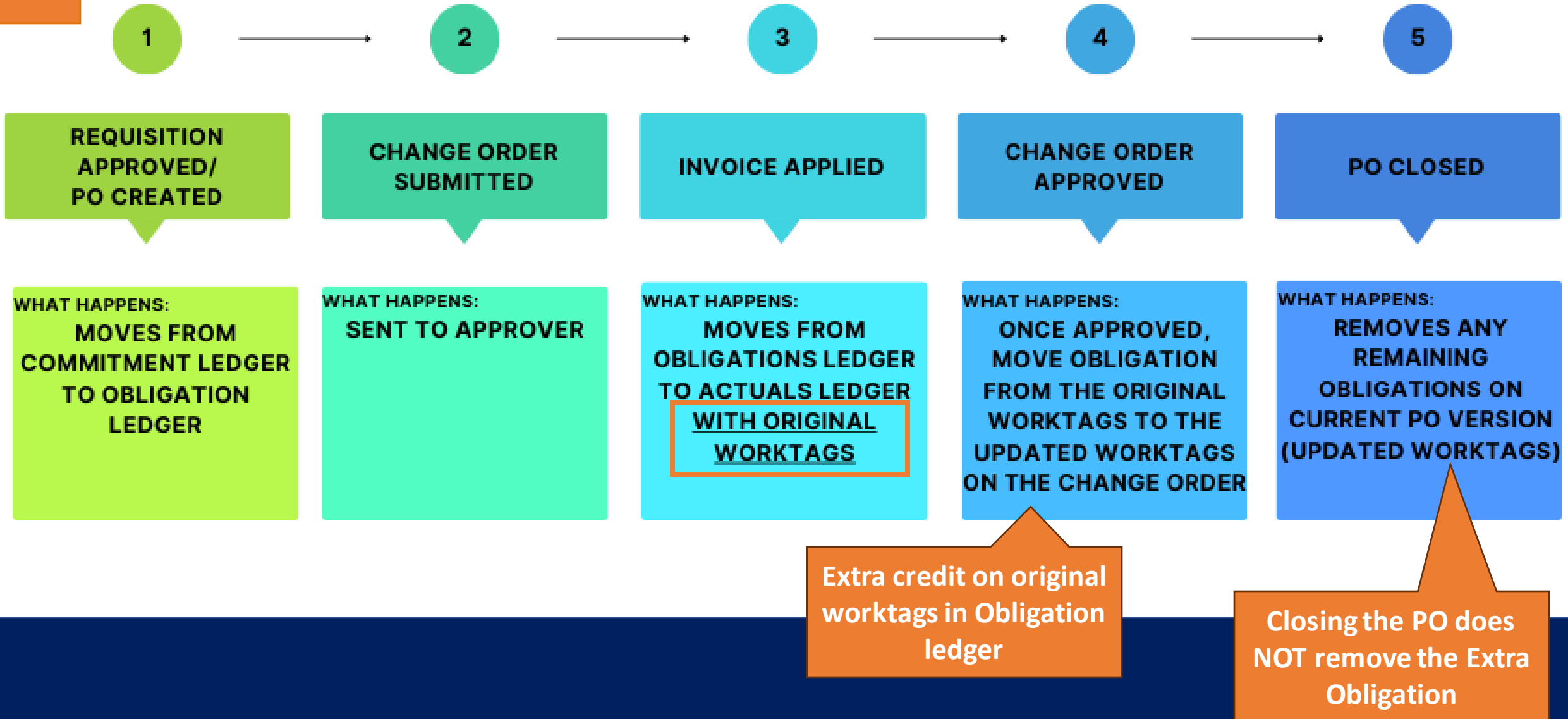
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| = \$0 RQ-0011171792 (OG) |
| Commitments |

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| - \$1 PO-0197437 (OG) |
| \$1 PO-0197437 (OG) |
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| = \$0 PO-0197437 (OG) |
| <hr/> |
| - \$1 PO-0197437 (UP) |
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| Obligations = \$0 PO-0197437 (UP) |

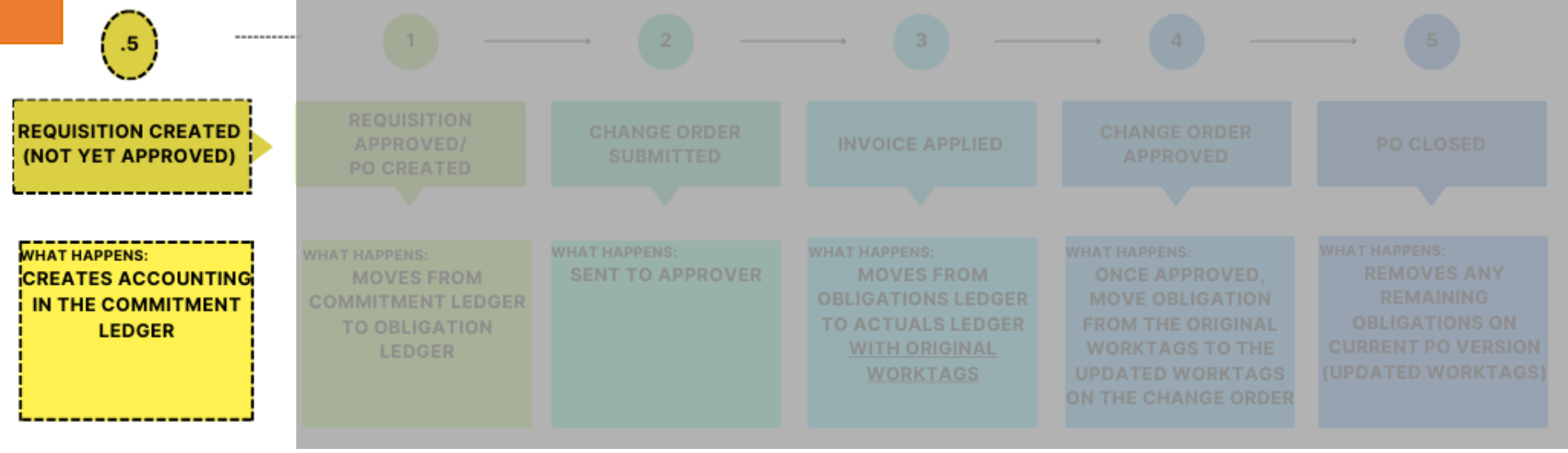
| |
|------------------------------|
| - \$1 PO-0197437 (UP) |
| Actuals |

OG = Original Worktags
UP = Updated Worktags

PO Change Process – Change Order NOT Approved before Invoice



PO Change Process – Change Order IS Approved before Invoice



**Example:
Buying a \$1 Pencil**

-\$1 RQ-0011171792 (OG)

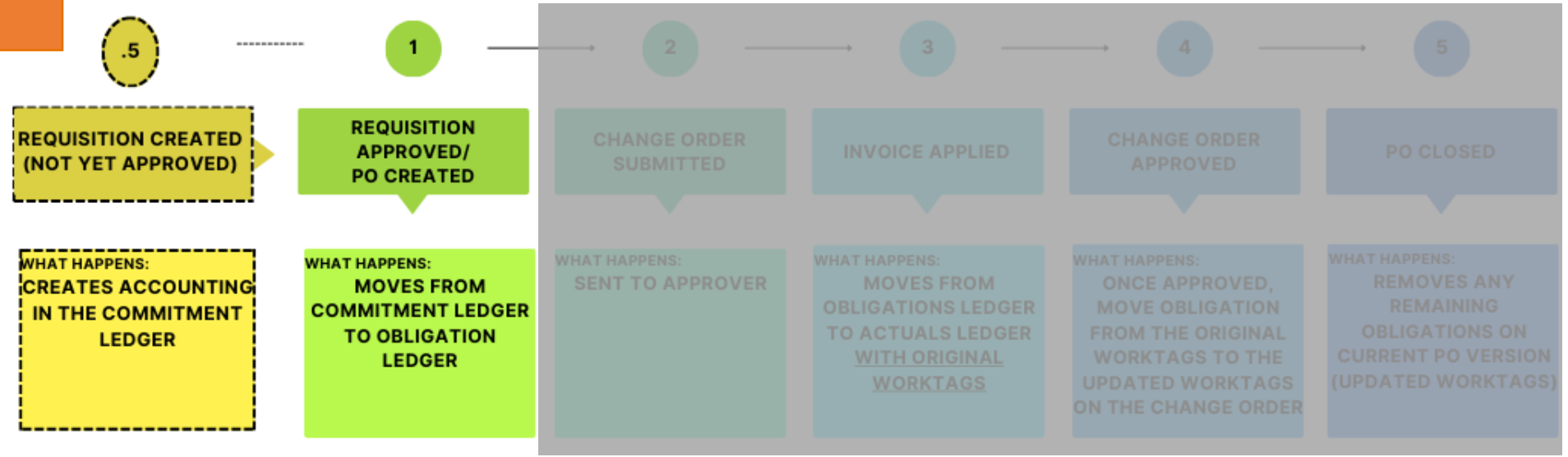
Commitments

Obligations

Actuals

OG = Original Worktags
UP = Updated Worktags

PO Change Process – Change Order IS Approved before Invoice



**Example:
Buying a \$1 Pencil**

-\$1 RQ-0011171792 (OG)
 \$1 RQ-0011171792 (OG)

 = \$0 RQ-0011171792 (OG)

Commitments

-\$1 PO-0197437 (OG)

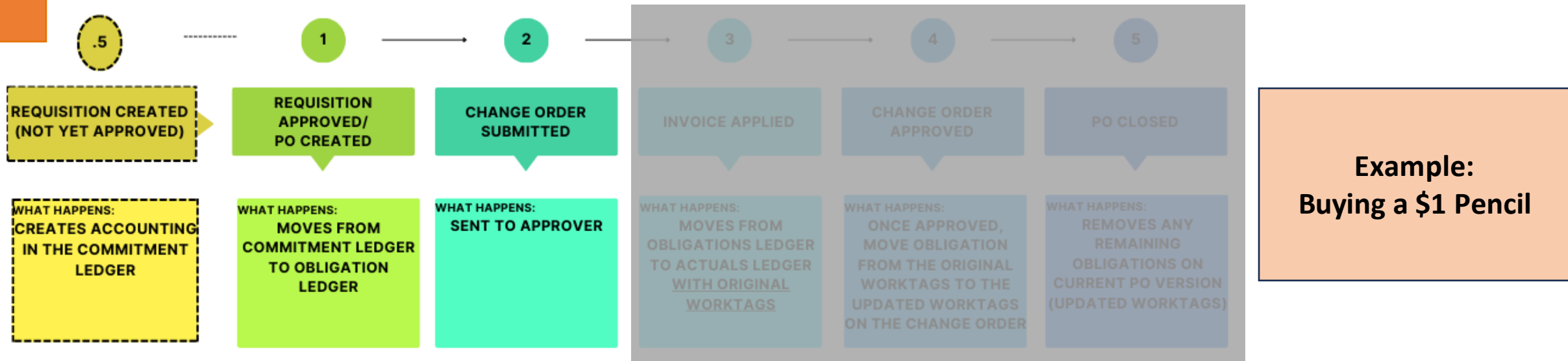
Obligations

Actuals

OG = Original Worktags
 UP = Updated Worktags



PO Change Process – Change Order IS Approved before Invoice



-\$1 RQ-0011171792 (OG)
 \$1 RQ-0011171792 (OG)

 = \$0 RQ-0011171792 (OG)

Commitments

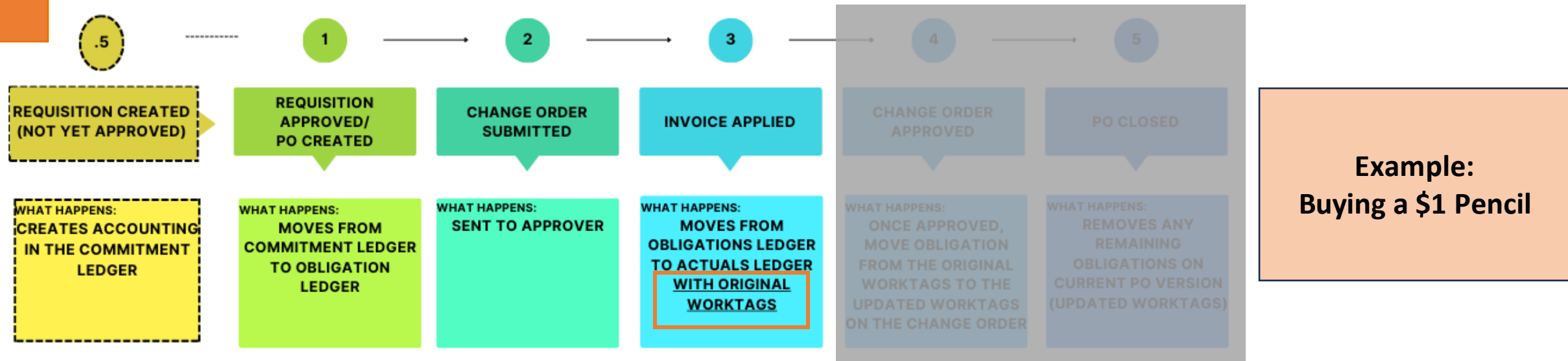
-\$1 PO-0197437 (OG)

Obligations

Actuals

OG = Original Worktags
 UP = Updated Worktags

PO Change Process – Change Order IS Approved before Invoice



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| - \$1 RQ-0011171792 (OG) |
| \$1 RQ-0011171792 (OG) |
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| = \$0 RQ-0011171792 (OG) |
| Commitments |

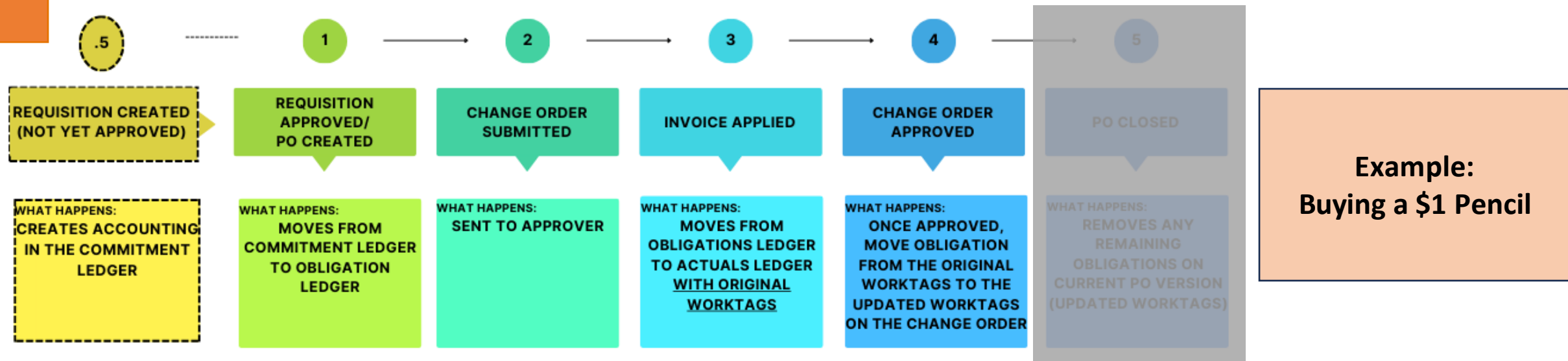
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| - \$1 PO-0197437 (OG) |
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| = \$0 PO-0197437 (OG) |
| Obligations |

| |
|-----------------------|
| - \$1 PO-0197437 (OG) |
| Actuals |

OG = Original Worktags
UP = Updated Worktags



PO Change Process – Change Order IS Approved before Invoice



| |
|---------------------------------|
| - \$1 RQ-0011171792 (OG) |
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| = \$0 RQ-0011171792 (OG) |
| Commitments |

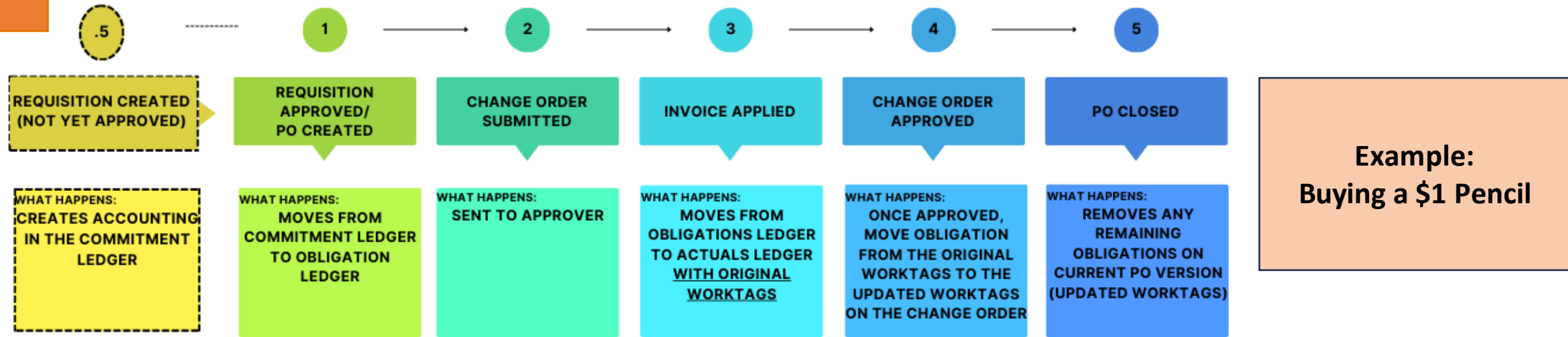
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| - \$1 PO-0197437 (OG) | - \$1 PO-0197437 (UP) |
| \$1 PO-0197437 (OG) | |
| <hr/> | |
| = \$0 PO-0197437 (OG) | |
| <hr/> | |
| \$1 PO-0197437 (OG) | |
| Obligations | |

| |
|------------------------------|
| - \$1 PO-0197437 (OG) |
| Actuals |

OG = Original Worktags
UP = Updated Worktags



PO Change Process – Change Order IS Approved before Invoice



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|--------------------------|
| - \$1 RQ-0011171792 (OG) |
| \$1 RQ-0011171792 (OG) |
| <hr/> |
| = \$0 RQ-0011171792 (OG) |

Commitments

| |
|----------------------------|
| - \$1 PO-0197437 (OG) |
| \$1 PO-0197437 (OG) |
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| = \$0 PO-0197437 (OG) |
| <hr/> |
| \$1 PO-0197437 (OG) |

Obligations

| |
|-----------------------|
| - \$1 PO-0197437 (OG) |
| <hr/> |
| - \$1 PO-0197437 (UP) |
| \$1 PO-0197437 (UP) |
| <hr/> |
| = \$0 PO-0197437 (OG) |

Actuals

OG = Original Worktags
UP = Updated Worktags

What can you do?

When you submit a PO Change:

- ✓ Work with the Approver to get the PO Change approved as quickly as possible.

What can you do?

If the PO Change is approved after a Supplier Invoice is posted:

- ✓ If the Supplier Invoice is NOT paid
 - Send an email to AskFinance:
 - Ask them to send to the PSDS Invoices Queue
 - Ask them to label as Urgent
 - Subject line: Reprocess Supplier Invoice – Supplier Invoice processed before PO Change Approval
 - Include the Supplier Invoice number(s)
 - The invoice can be reprocessed as long as it has not been paid. This will correct the phantom credit.

View Supplier Invoice

Supplier Invoice Invoice Number SI-0000 Status Approved Payment Status **Unpaid**

▼ Invoice Information ▼ Terms and Taxes

Company The Rector & Visitors of the University of Virginia Payment Terms Net 30

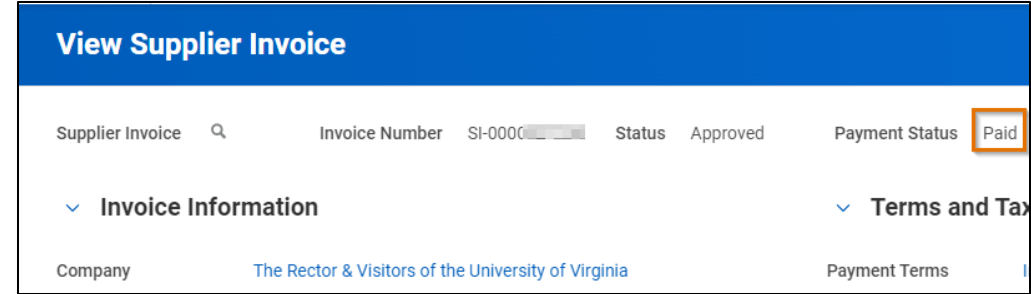
What can you do?

If the PO Change is approved after a Supplier Invoice is posted:

- ✓ If the Supplier Invoice has already been paid
 - There is no way to fix it through the PO/Supplier invoice.

Options:

- Let it alone
 - Obligations from closed POs don't get rolled over to the new fiscal year.
 - The phantom credit will go away the next fiscal year.
 - You will not see them on non-grant reports.
 - Because grant reporting pulls Actuals, Obligations, and Commitments Life-to-Date (not Fiscal Year-to-date), you will still see the phantom obligation credit in grant reporting, but it will not affect the close out process.
- Obligation Journal to correct – Can only be done if in the same Fiscal Year
 - Send an email to AskFinance:
 - Ask them to send to the Financial Reporting Queue
 - Subject line: Obligation Journal to correct PO Change Approval Error
 - Include the Supplier Invoice number(s)



APPENDIX

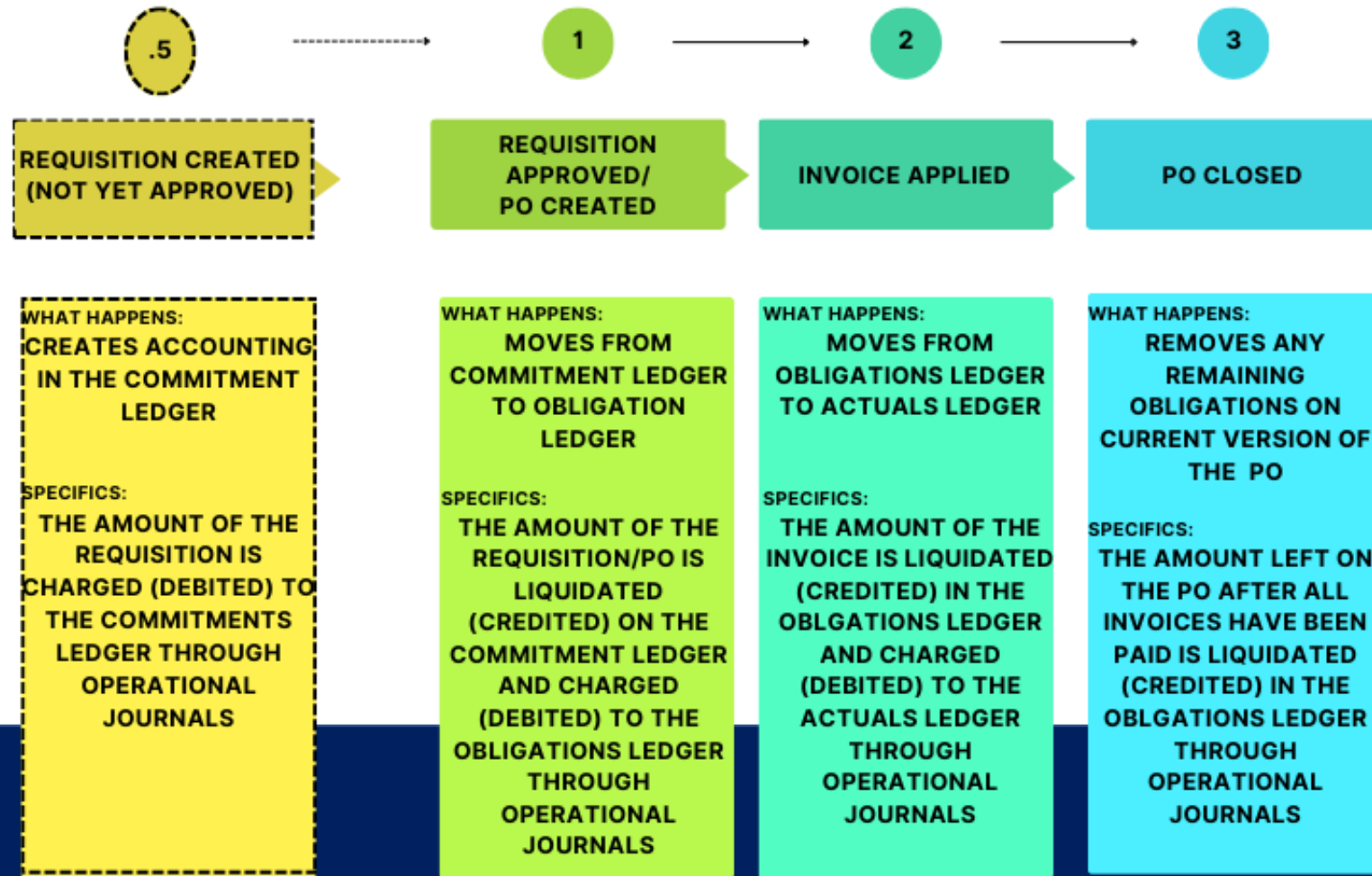


More Information

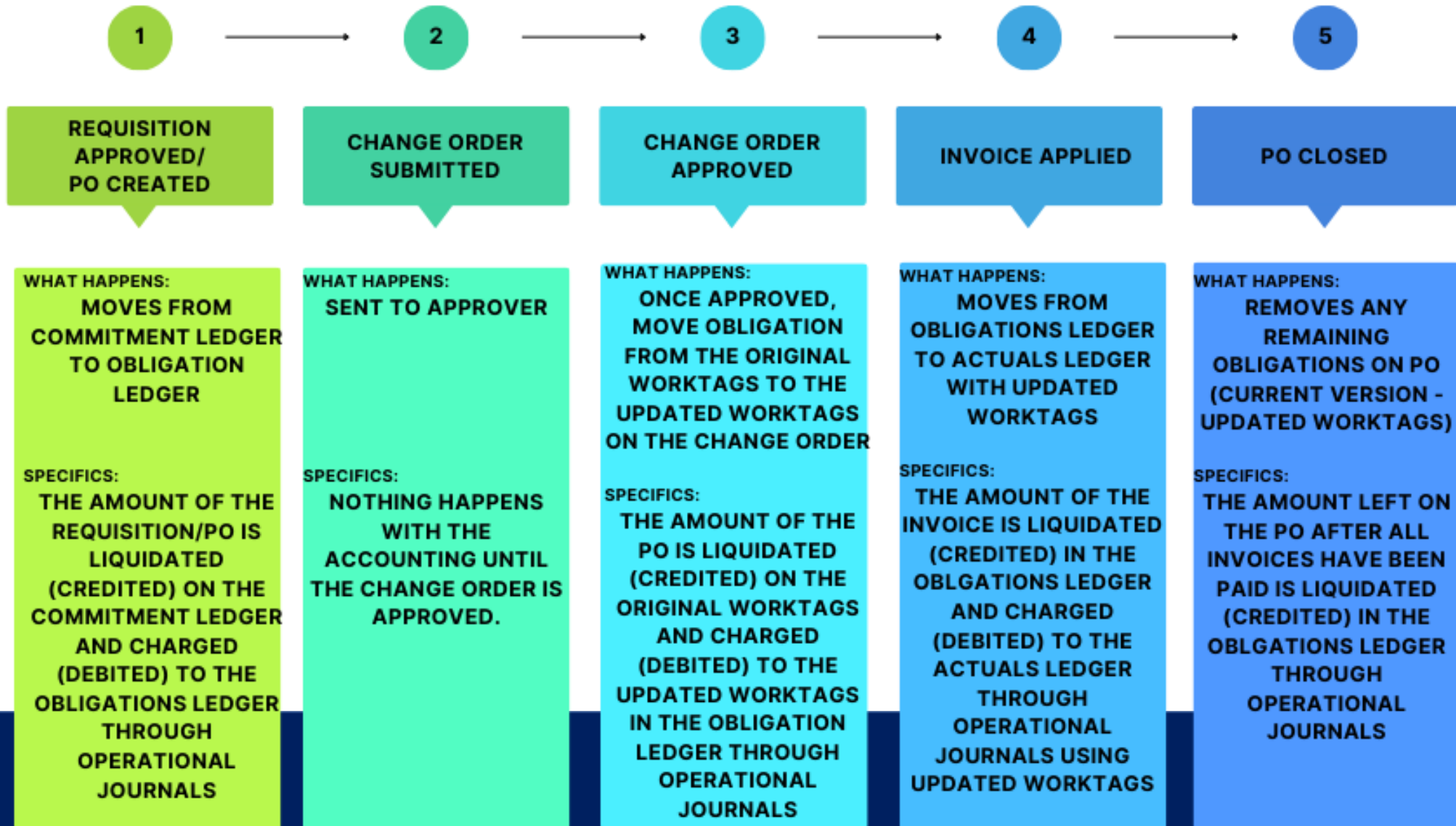
- **When does this occur?**
 - It only occurs with Supplier Invoices that come in through UVA Marketplace integrations.
 - The system does block manually entered Supplier Invoices from being entered if a PO Change is in process.
- **What does the PO look like?**
 - The PO shows zero obligations or balances because the updated worktag obligations have been cleared.
 - The phantom credit on the original worktags will not show on the PO
- **How often does this occur?**
 - The number of times this happens is relatively small.
- **Obligations for closed POs are not rolled over to the new Fiscal Year.**
 - If the PO shows zero obligations/balances, that PO obligation will not roll over into the next Fiscal Year.
 - This means that there is not a record of that obligation in the General Ledger and an Accounting Journal will not be able to be completed to correct the issue.

PO Process – Working as Intended

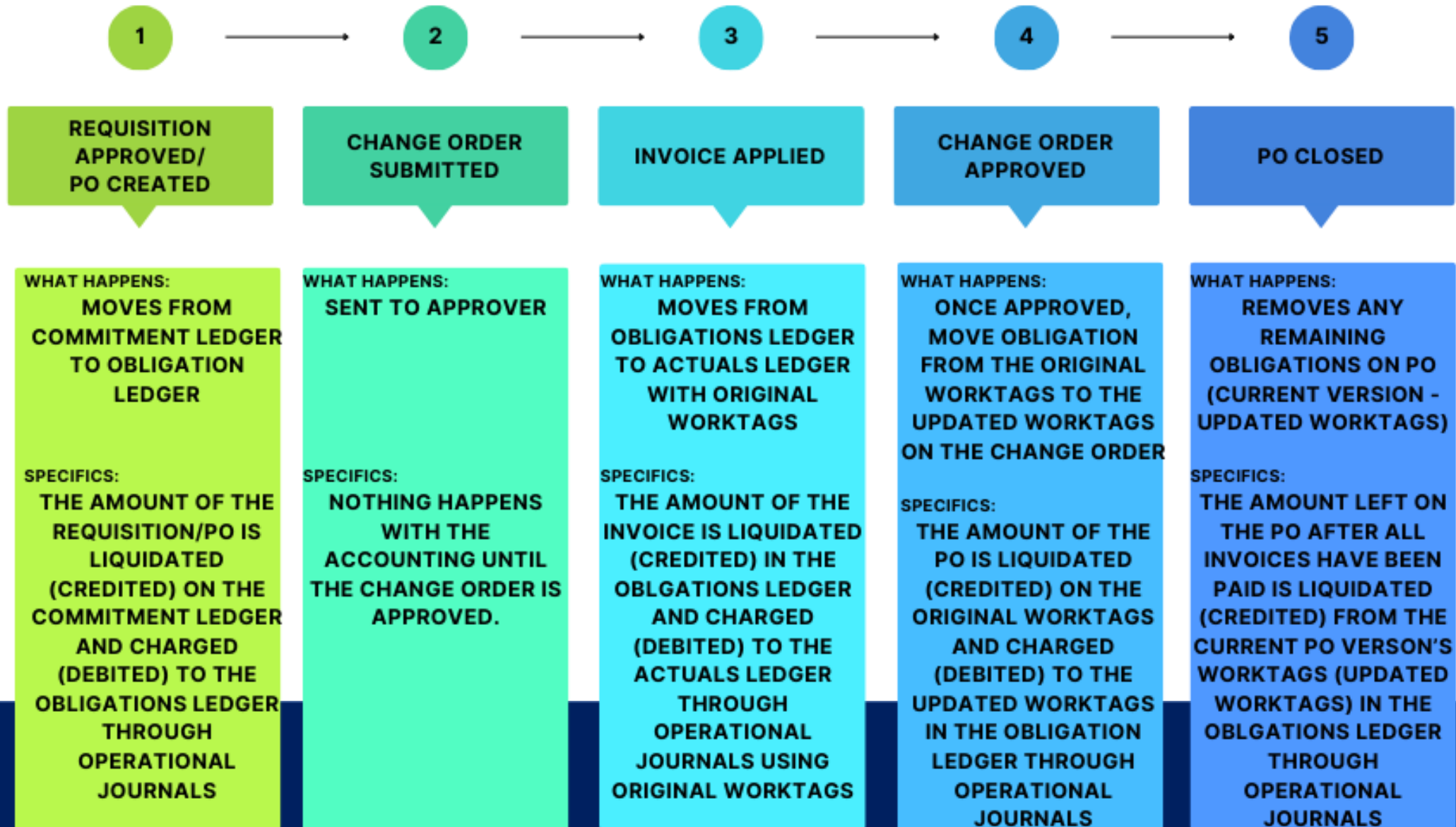
PO - Obligation to Actuals



PO Change Process – Change Order IS Approved before Invoice



PO Change Process – Change Order NOT Approved before Invoice



PO Change Process – Change Order Not Approved before Invoice

Showing Accounting with example of \$1 PO line



1
REQUISITION APPROVED/
PO CREATED

2
CHANGE ORDER SUBMITTED

3
INVOICE APPLIED

4
CHANGE ORDER APPROVED

5
PO CLOSED

What Happens:
Move from Commitment to Obligation OG worktags

Accounting Moves:
Commitment: +\$1 OG (zeroed out)
Obligation: -\$1 OG

Accounting Remaining:
Obligation: -\$1 OG

What Happens:
No Movement until Approved

Accounting Remaining:
Obligation: -\$1 OG

What Happens:
Move from Obligation to Actuals

Accounting Moves:
Obligation: +\$1 OG (zeroed out)
Actuals: -\$1 OG

Accounting Remaining:
Actuals: -\$1 OG

What Happens:
Move from Obligations from OG worktags to UP worktags

Accounting Moves:
Obligation: +\$1 OG
Obligations: -\$1 UP

Accounting Remaining:
Obligation: +\$1 OG
Obligations: -\$1 UP
Actuals: -\$1 OG

What Happens:
Remove Obligations from current version of PO

Accounting Moves:
Obligation: +\$1 UP (zeroed out)

Accounting Remaining:
Obligation: +\$1 OG
Actuals: -\$1 OG

OG = Original Worktags
UP = Updated Worktags

Orange Arrow = transactions that zero each other out