



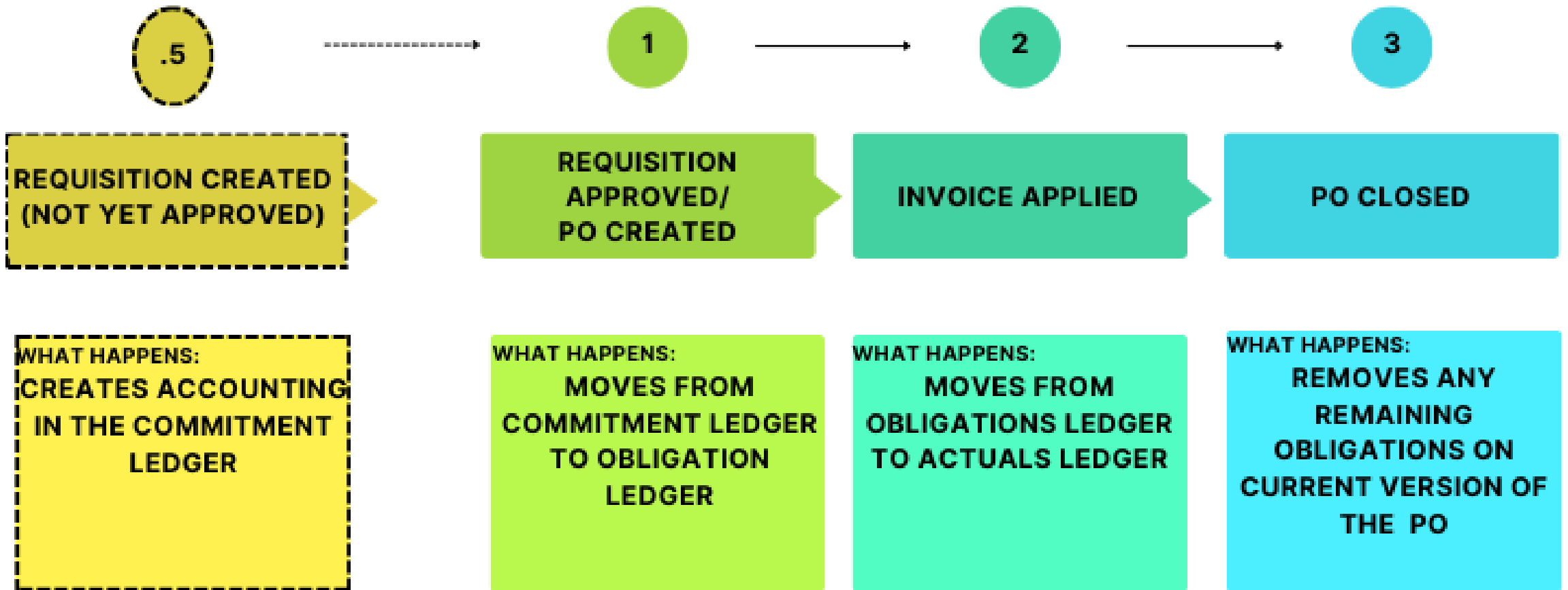
# PO CHANGE

---

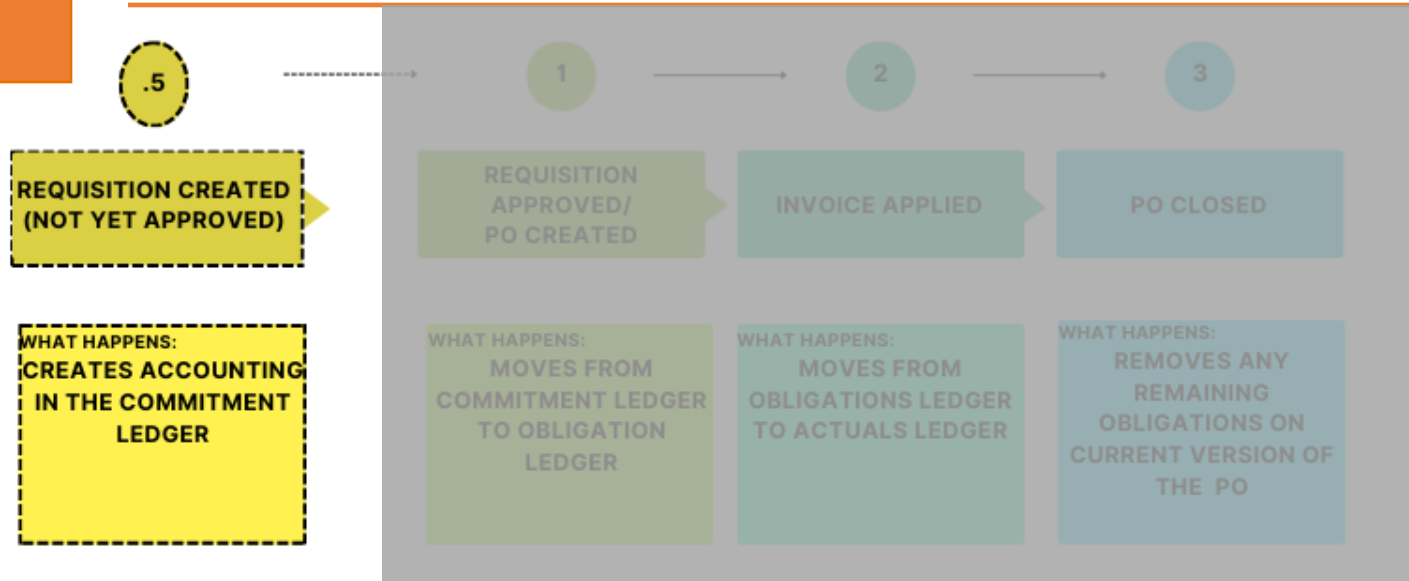
March 6, 2024



# PO Process – Working as Intended



# PO Process – Working as Intended



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

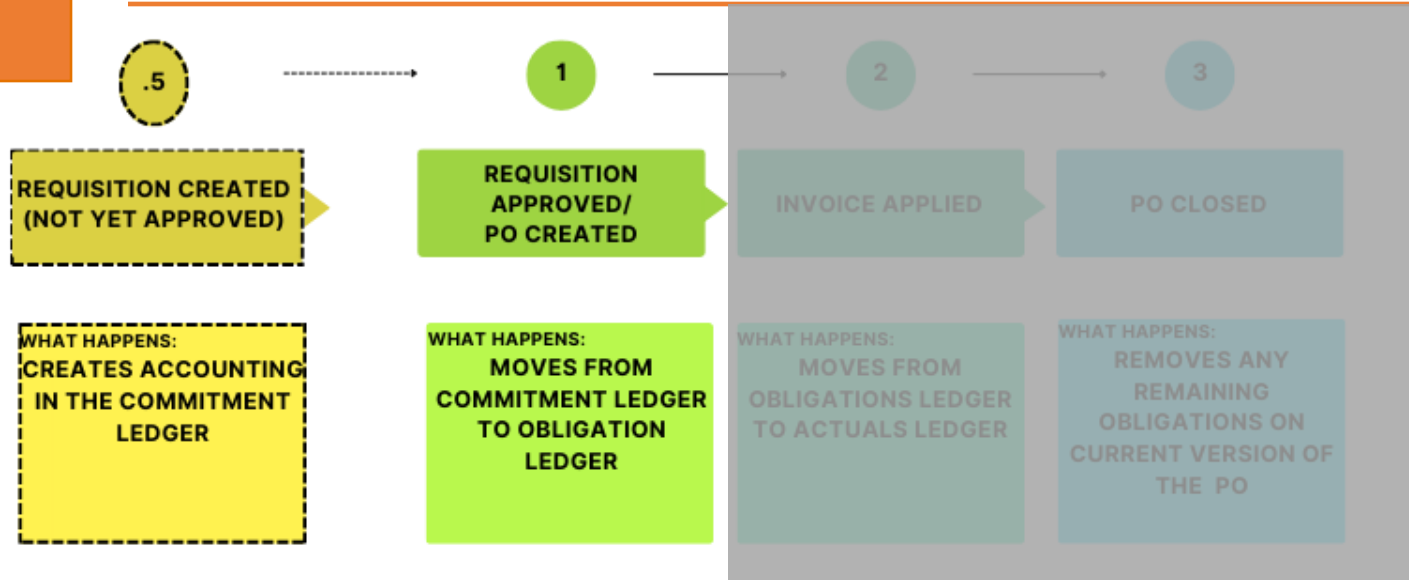
**-\$1 RQ-0011171792**

**Commitments**

**Obligations**

**Actuals**

# PO Process – Working as Intended



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

-\$1 RQ-0011171792  
\$1 RQ-0011171792  
-----  
= \$0 RQ-0011171792

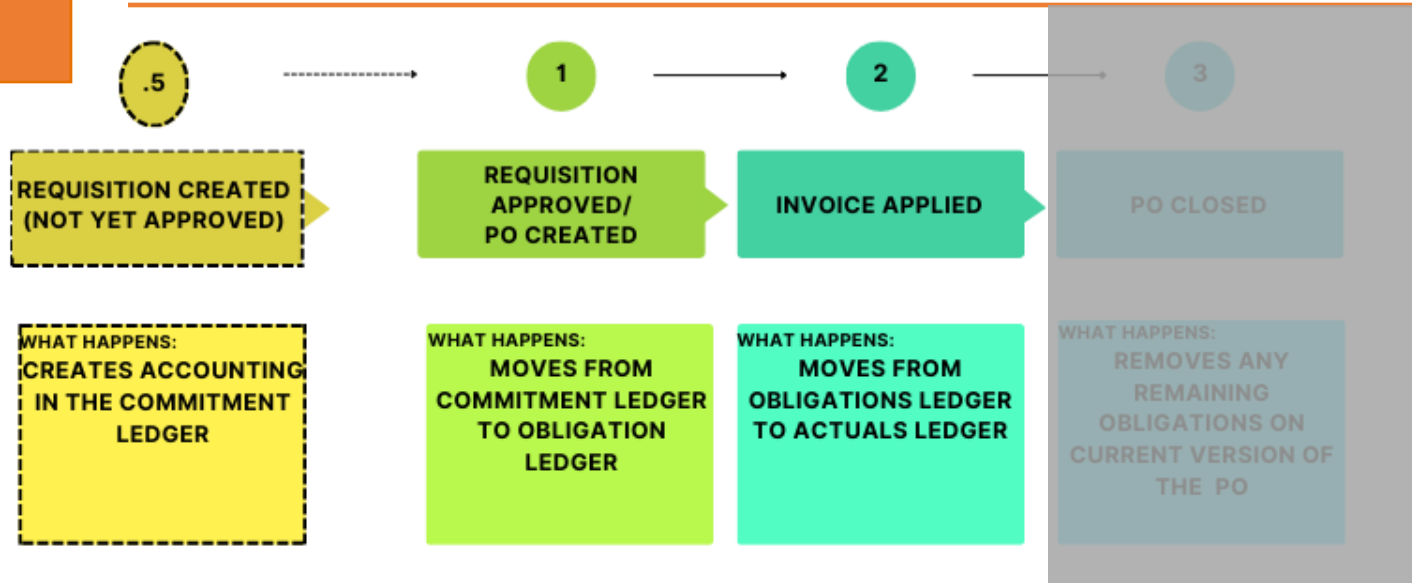
**Commitments**

**-\$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**

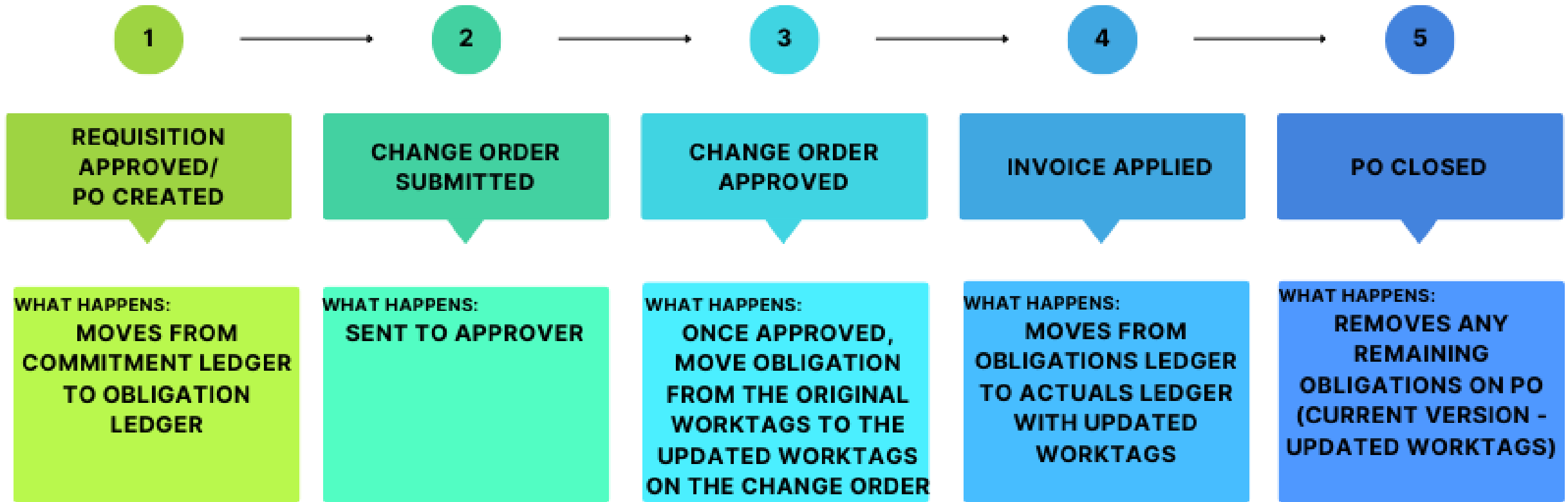
-\$1 PO-0197437  
\$1 PO-0197437  
-----  
= \$0 PO-0197437

**Obligations**

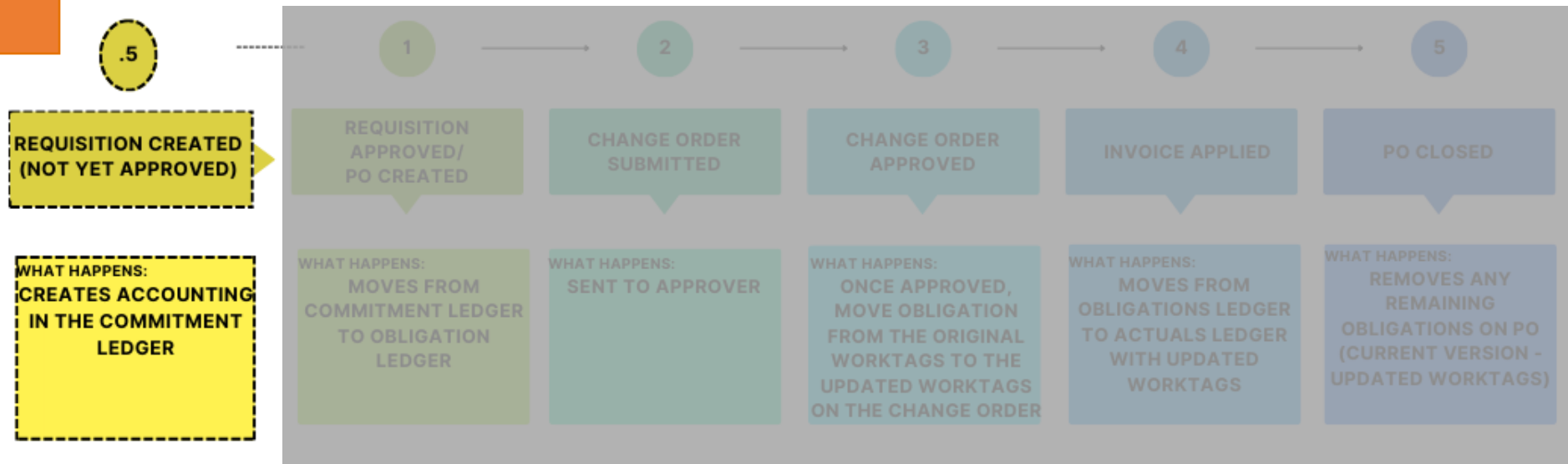
-\$1 SI-0000306820

**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)**

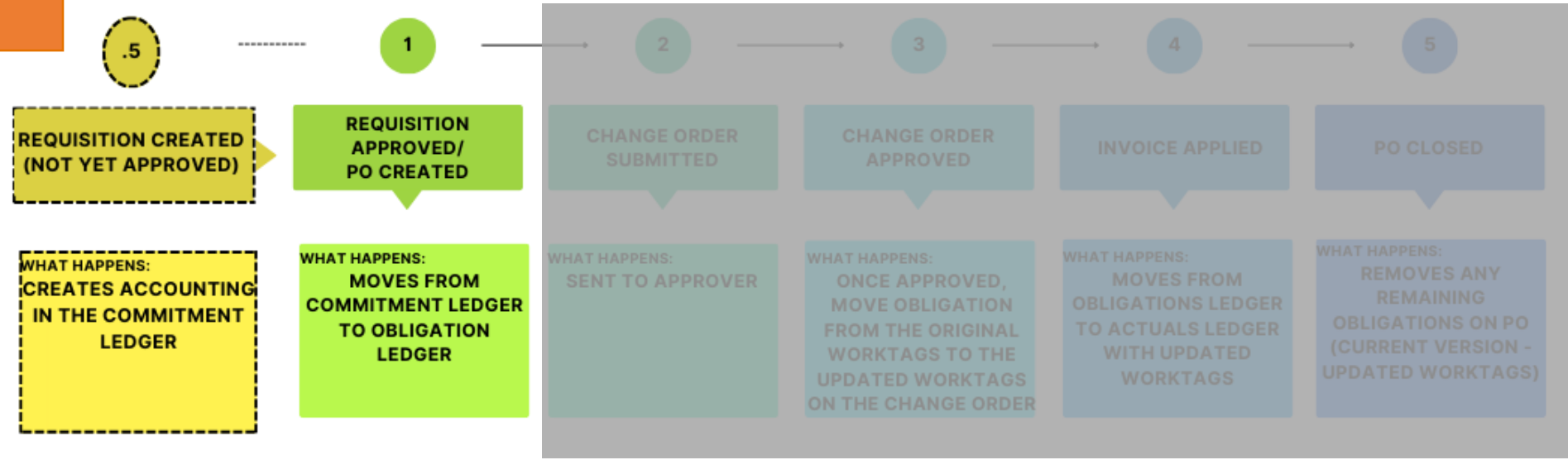
**Commitments**

**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**

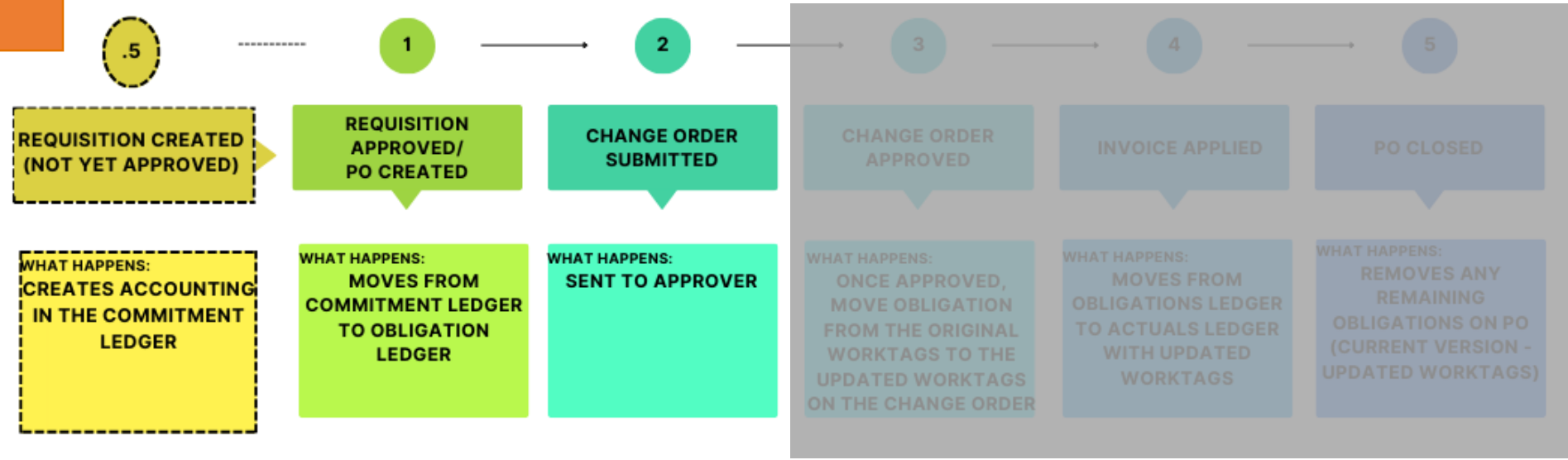
**Actuals**

OG = Original Worktags  
 UP = Updated Worktags





# PO Change Process – Change Order IS Approved before Invoice



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

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

**Commitments**

**-\$1 PO-0197437 (OG)**

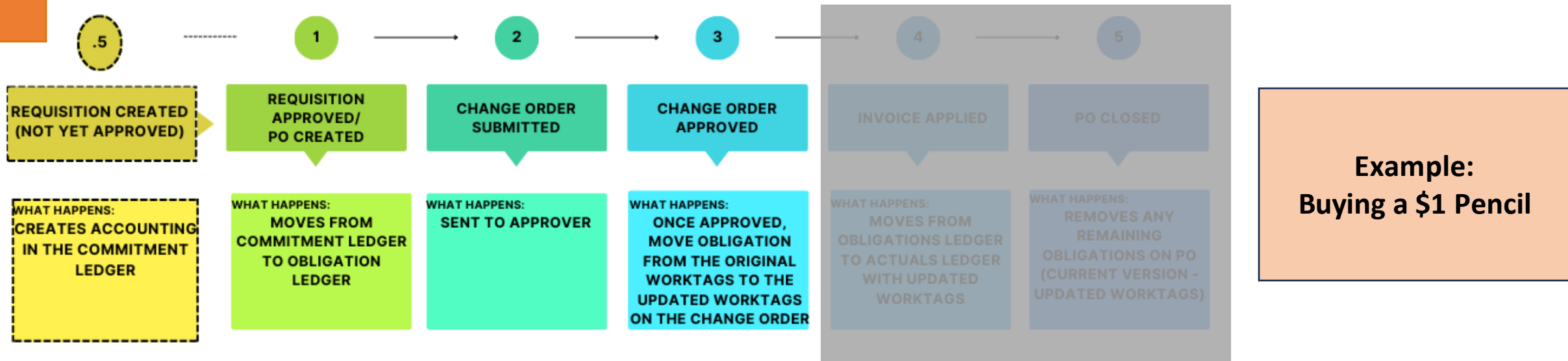
**Obligations**

**Actuals**

OG = Original Worktags  
UP = Updated Worktags



# PO Change Process – Change Order IS Approved before Invoice



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

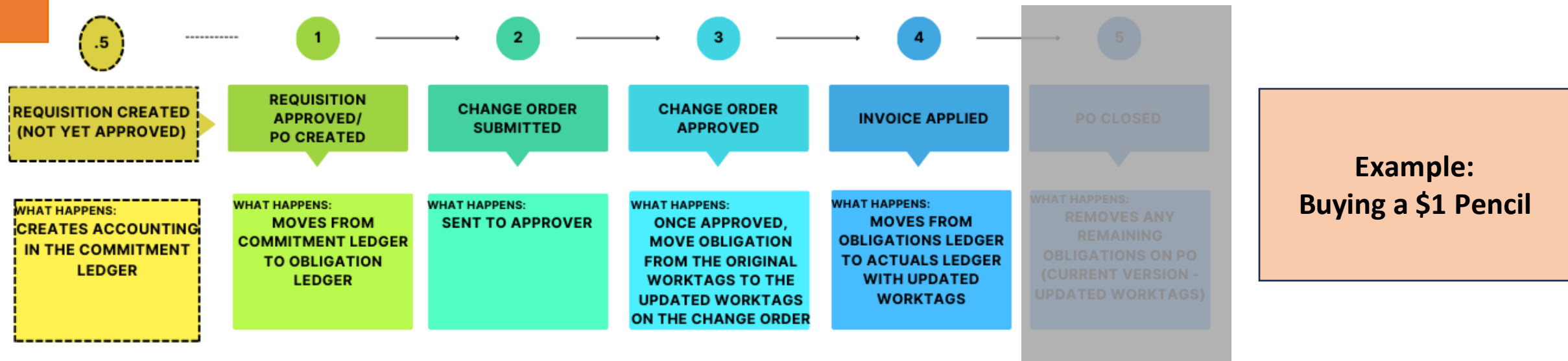
- \$1 PO-0197437 (OG)
\$1 PO-0197437 (OG)
<hr/>
= \$0 PO-0197437 (OG)
<hr/>
- \$1 PO-0197437 (UP)
<b>Obligations</b>

<b>Actuals</b>
----------------

OG = Original Worktags  
 UP = Updated Worktags



# PO Change Process – Change Order IS Approved before Invoice



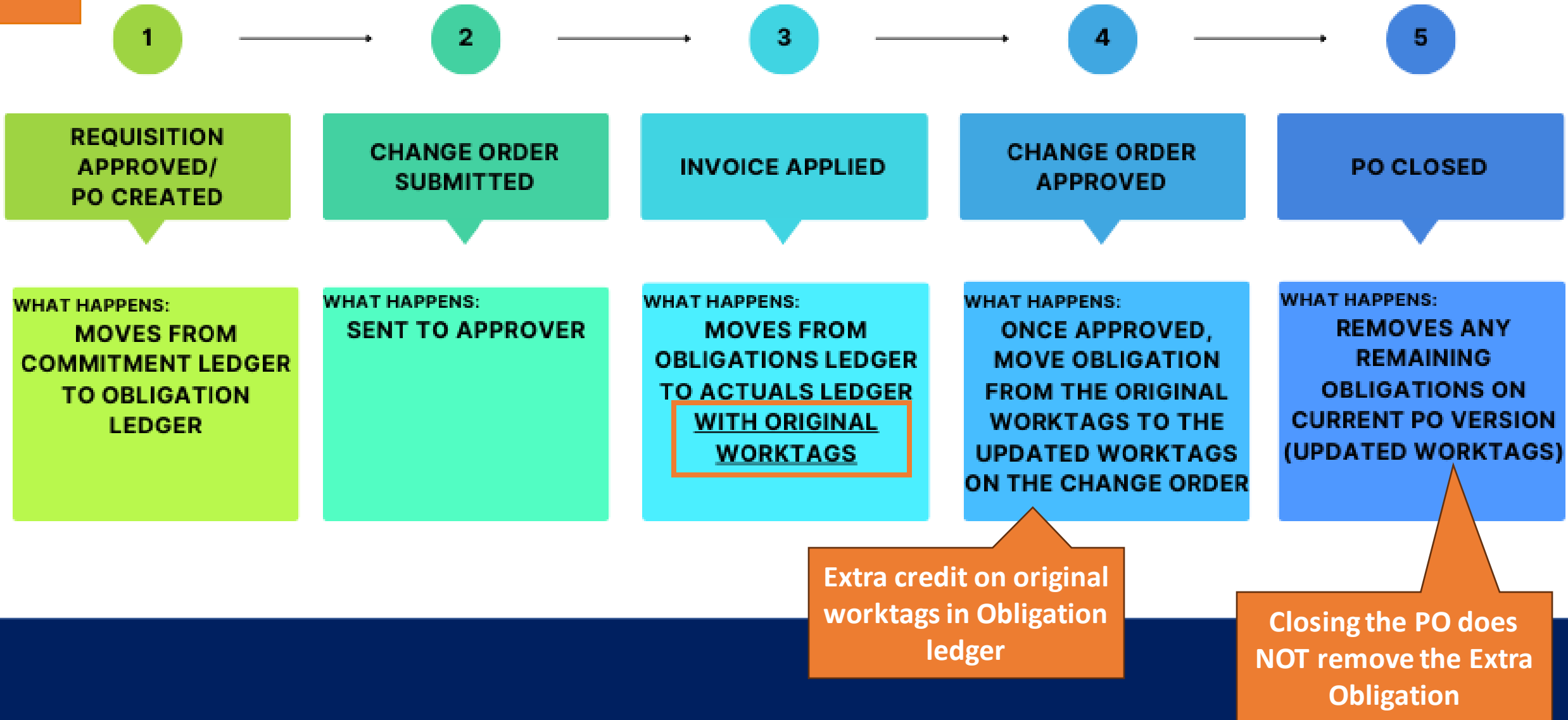
- \$1 RQ-0011171792 (OG)
\$1 RQ-0011171792 (OG)
<hr/>
<b>= \$0 RQ-0011171792 (OG)</b>
<b>Commitments</b>

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

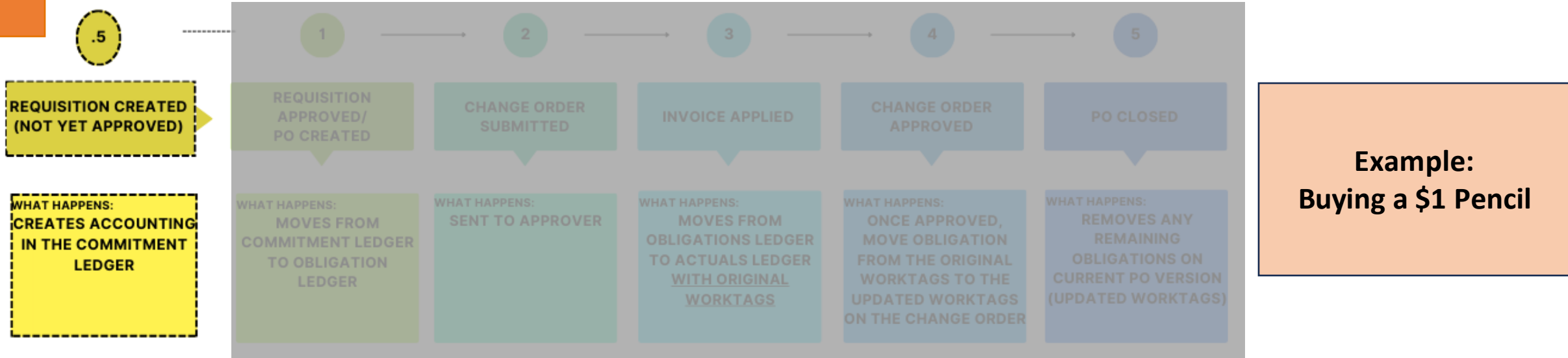
<b>- \$1 PO-0197437 (UP)</b>
<b>Actuals</b>

OG = Original Worktags  
UP = Updated Worktags

# PO Change Process – Change Order NOT Approved before Invoice



# PO Change Process – Change Order IS Approved before Invoice



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

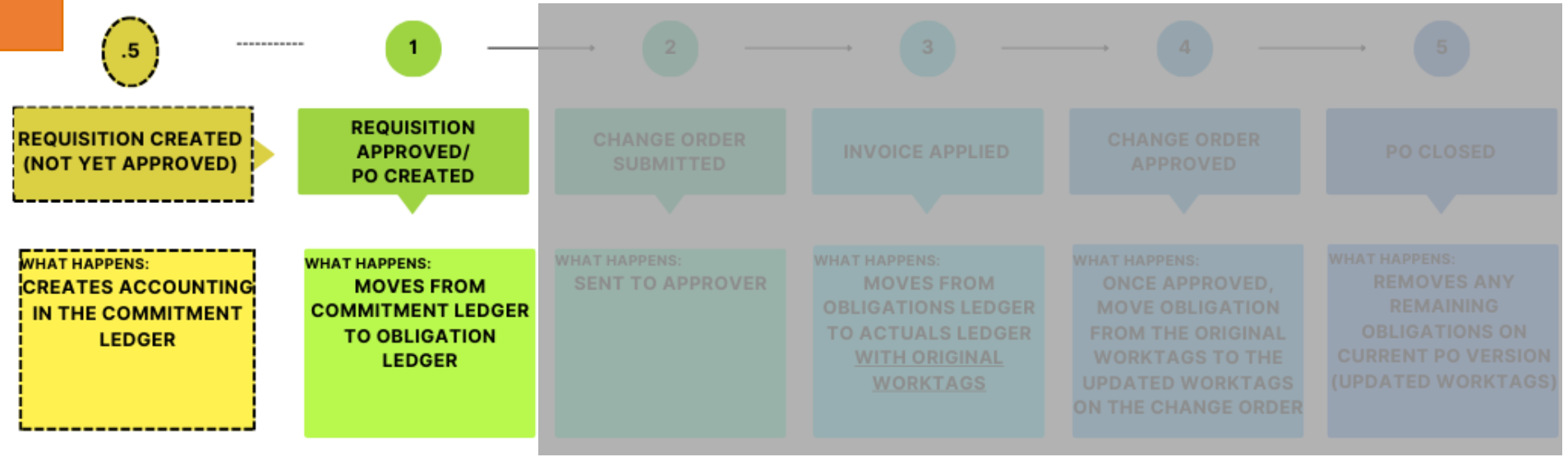
**Commitments**

**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)**

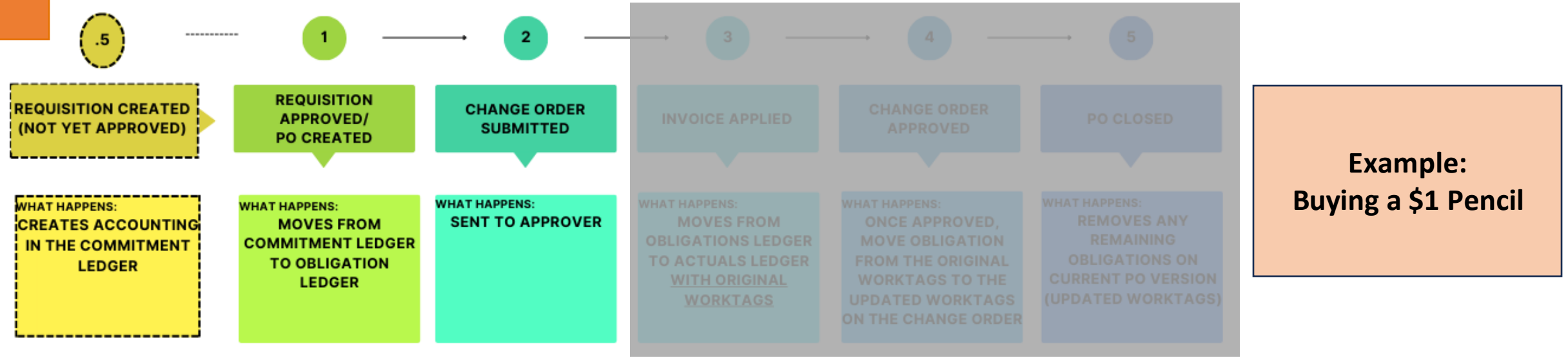
**Obligations**

**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)

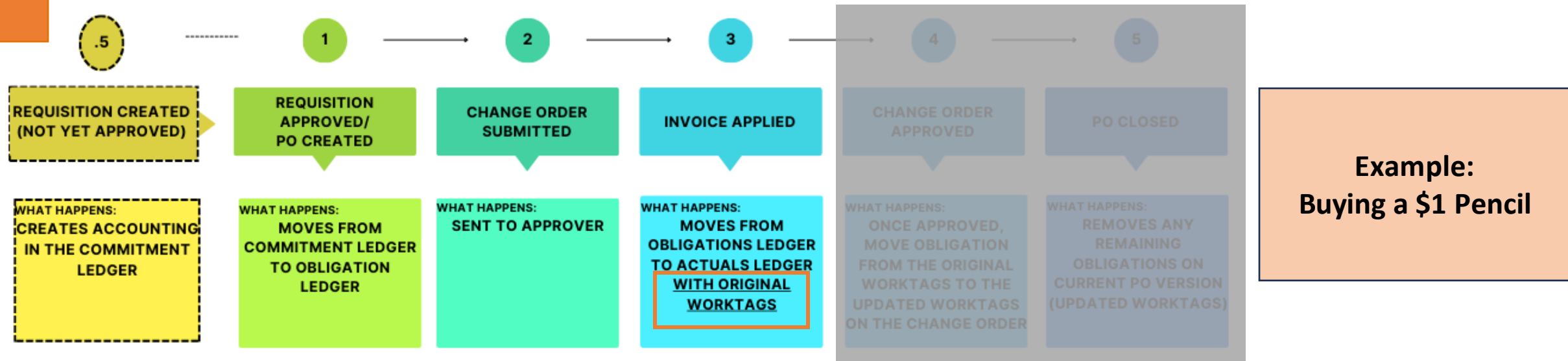
**Obligations**

**Actuals**

OG = Original Worktags  
 UP = Updated Worktags



# PO Change Process – Change Order IS Approved before Invoice



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

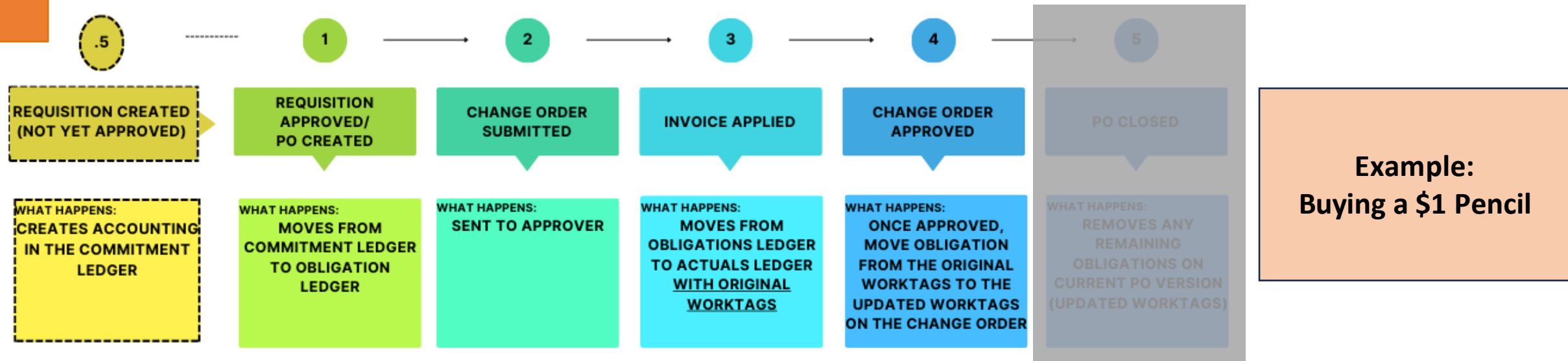
- \$1 PO-0197437 (OG)
\$1 PO-0197437 (OG)
<hr/>
= \$0 PO-0197437 (OG)
<b>Obligations</b>

- \$1 PO-0197437 (OG)
<b>Actuals</b>

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)
<hr/>
<b>= \$0 RQ-0011171792 (OG)</b>
<b>Commitments</b>

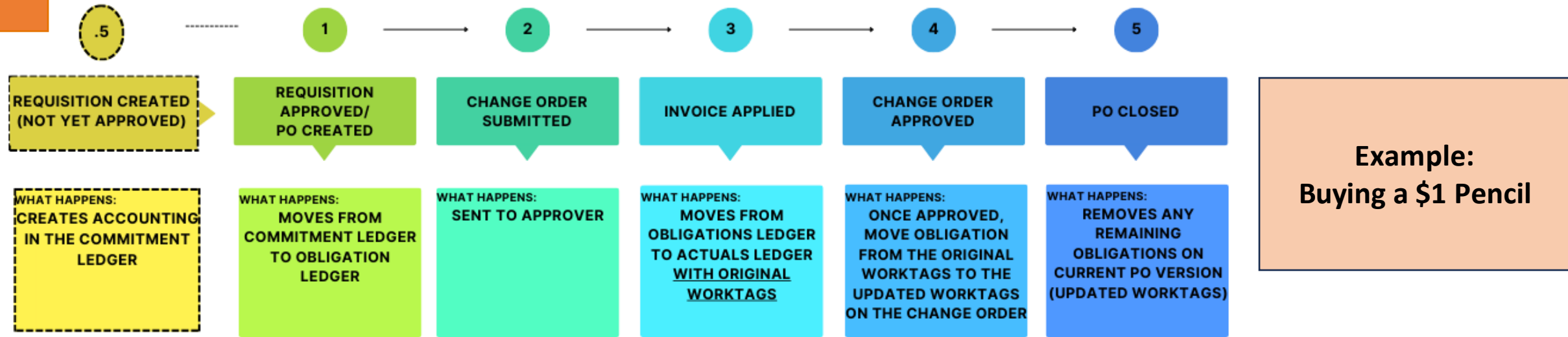
- \$1 PO-0197437 (OG)	- \$1 PO-0197437 (UP)
\$1 PO-0197437 (OG)	
<hr/>	
<b>= \$0 PO-0197437 (OG)</b>	
<hr/>	
<b>\$1 PO-0197437 (OG)</b>	
<b>Obligations</b>	

<b>- \$1 PO-0197437 (OG)</b>
<b>Actuals</b>

OG = Original Worktags  
UP = Updated Worktags



# PO Change Process – Change Order IS Approved before Invoice



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

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

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

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

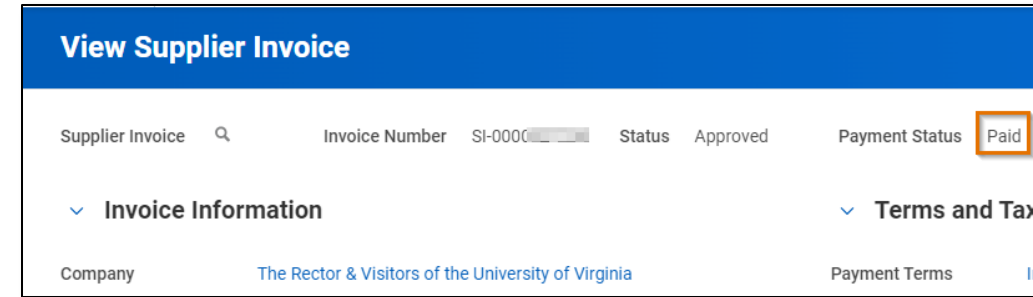
# What can you do?

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

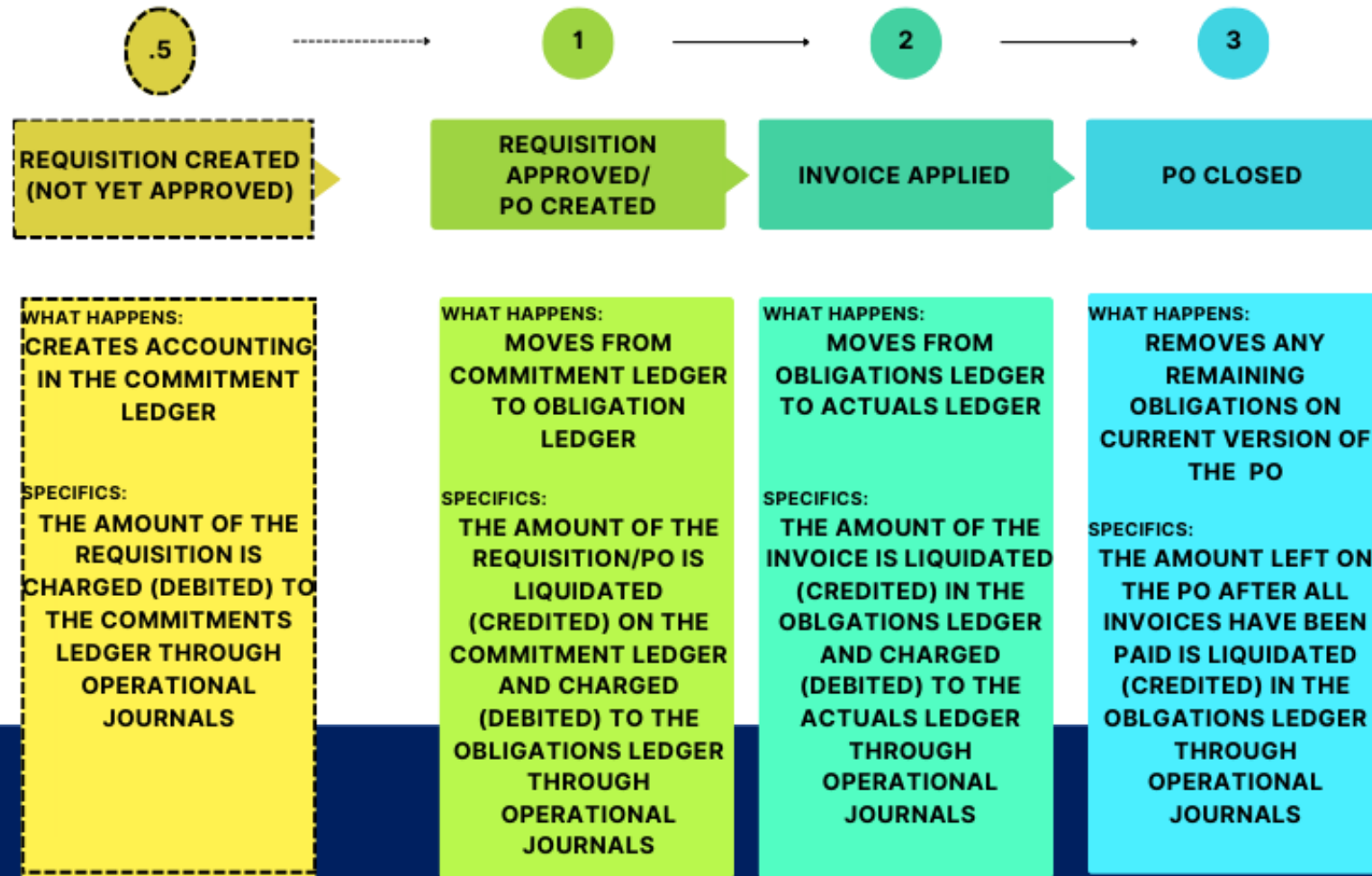
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- **When does this occur?**
  - It only occurs with Supplier Invoices that come in through UVA Marketplace integrations.
  - The system does block manually entered Supplier Invoices from being entered if a PO Change is in process.
- **What does the 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.



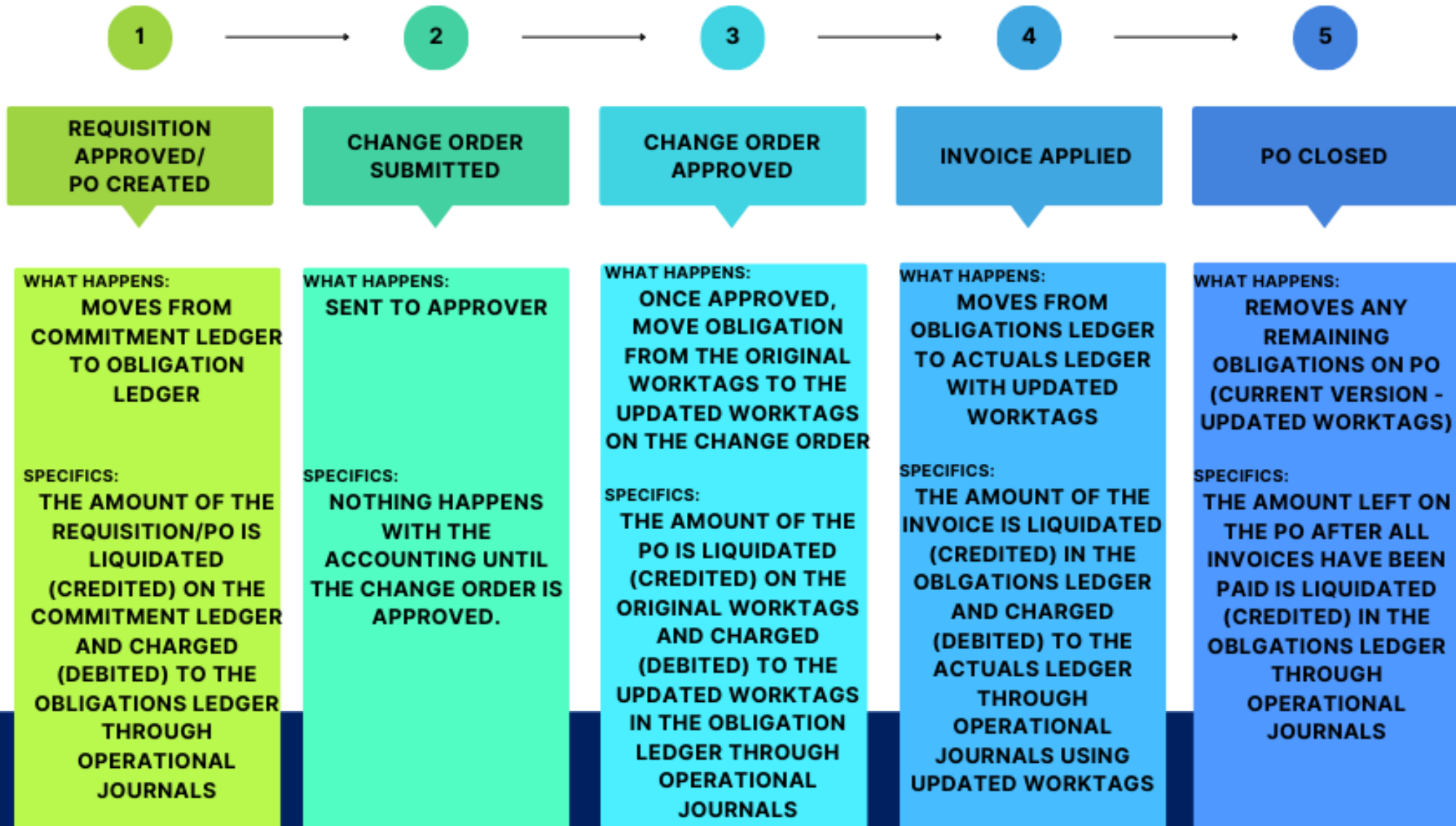
# PO Process – Working as Intended

## PO - Obligation to Actuals

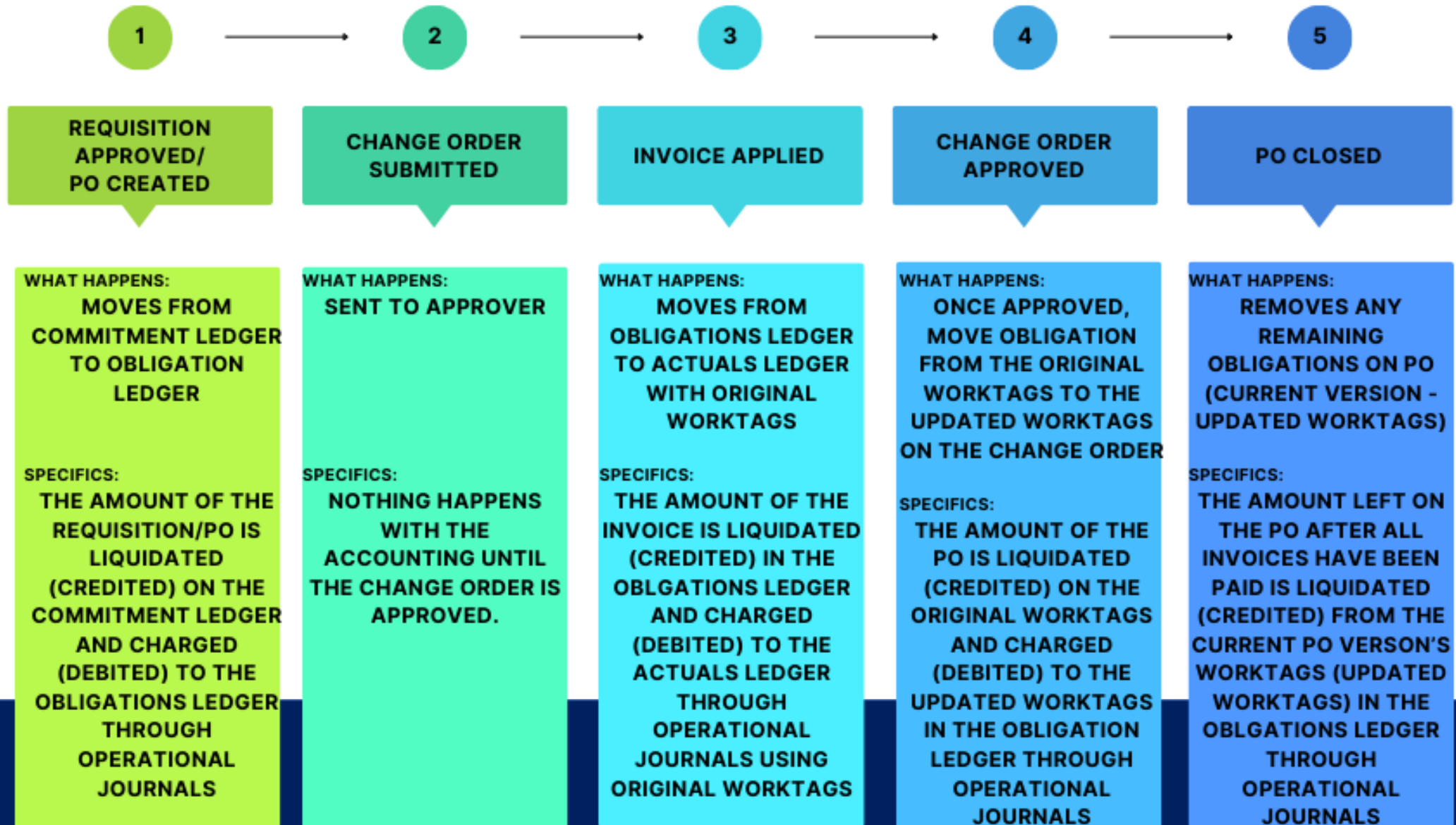




# PO Change Process – Change Order IS Approved before Invoice



# 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