Change Request Decision Document

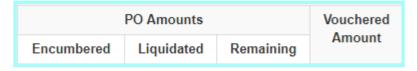
• **NOTE:** If this is a new order and is not related to an existing PO Then create a new PO.

• NOTE: Any Change Request submitted against a Punch-out order may be rejected.

• **NOTE:** PO's in soft close , fully invoiced or Closed cannot have a Change Request processed against it. Email Changeorders@Purchasing.utah.edu to discuss options.

To determine whether a change request is appropriate:

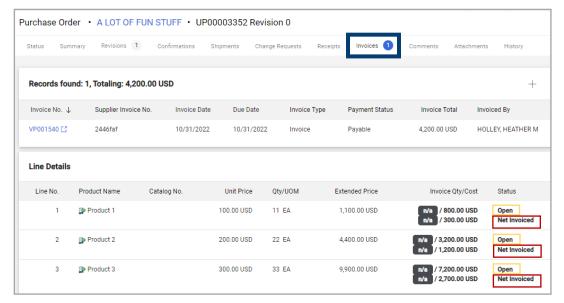
- 1. Look at PO # and existing chartfield accounting distributions to compare with PO Voucher History.
- 2. Look up PO # in "Purchase Order Lookup" (This can also be found in CIS)
 - Click on "PO Voucher History" PO VOUCHER HISTORY
- Review the dollars Encumbered, Liquidated, Remaining and the total Vouchered Amount per Chartfield Distribution and per product description line.



- ♦ Remaining = Dollars which can be altered
- ◆ Liquidated = Dollars already paid to the supplier and are unalterable
 - Δ Liquidated /Vouchered Dollars on **Activities** will require an e-journal to move the dollars
 - Δ Liquidated /Vouchered Dollars on **Projects** will require a Cost Transfer to move the dollars

Note that on the PO, *Invoices* tab in UShop, you can view the total dollars that are:

- 1. **Open** = Available to change and to invoice against
- 2. **Net Invoiced** = Unchangeable and already paid to the supplier



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Should changes be made to a **Chartfield** Distribution?

- No A Change Request cannot occur when:
 - o If all dollars have been **liquidated/vouchered**—an **e-journal** (activities) or **Cost Transfer** (Projects) will be required, to be processed by the department, to move the money as invoices have already been paid against the existing Chartfield Distribution(s).
 - No— If the order was through a Punch-out.
- Maybe A Change Request maybe able to occur when:



- Only remaining/unvouchered funds can be moved. Check the PO voucher history.
- ***Make sure to leave Chartfields that are liquidated to match PO voucher to prevent failure to the change.
 - If there are not funds in **remaining** column, of voucher history, then the chartfield string may NOT be updated.
- Yes A Change Request can occur:
 - A. If there aren't any invoices/vouchers present all chartfields may be updated.





Should changes be made to **Dollars**?

- Yes
 - If the request is to increase funds, and the change relates to the original order, (for example adding shipping) then proceed with the increase Change Request. (Note A/P tolerances cover up to 10%)
 - If the request is to decrease funds and there aren't any vouchers (any funds liquidated) against the PO then proceed with the decrease Change Request.
- No
 - If the request is to decrease funds and there are already vouchers (funds liquidated) against the PO and the decrease takes the new PO total to less than the vouchered amount then do not proceed.
 - If the order was through a **Punch-out**. Then do not proceed. Punch-out orders come from the supplier as a frozen block of data that is not alterable. The system will not allow changes.
 - If the request is to **increase** funds that exceeds the amount awarded through a Procurement process (bid/RFP/contract) contact the buyer in Purchasing to discuss your request.

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Change Order 👍

When it appears that a change should be made to the PO there are several conditions that would effect whether or not that change can be made. This Chart will assist you in determining the appropriate course of action.

Shopping Source	PO is Closed	PO Line Alterations	Accounting \$= Distribution Vouchered (Invoiced)	Accounting Distribution Un-Vouchered (Not yet Invoiced)	PO is Fully Invoiced
Punch-out	No Changes can	No Changes can	No Changes can be processed	If the full line has not been Invoiced = Change Order is ok VDue to CXML Invoicing	No Changes can be processed
What Can I do:	Contact <u>UShop@Utah.edu</u>	1- Create a new PO for additional items 2- Contact the supplier to decrease the quantity	If the line has been Invoiced 1- Activity = e-journal 2- Projects = Cost Transfer	If the line has been Invoiced 1- Activity = e-journal 2- Projects = Cost Transfer	1- Create a new PO 2- Contact UShop@Utah.edu
Forms	No Changes can be processed	A Change Order can be created if it pertains to the original order	No Changes can be processed	A Change Order can be created for the Un-Vouchered portion	No Changes can be processed
What Can I do:	Contact <u>UShop@Utah.edu</u>	1- If the change is related to the original order = Complete the Change Order Form (For Example: to Add a line for Shipping) 2- If not create a new PO	If the line has been Invoiced 1- Activity = e-journal 2- Projects = Cost Transfer	Complete the Change Order Form to request an update to the Accounting Distribution	1- Create a new PO 2- Contact <u>UShop@Utah.edu</u>



if the change applies to the original order or for any other reason contact UShop@Utah.edu to work towards a solution.

Matrix from Requisitioner Training

Additional helps found in One UShop

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