

DAPO Change Orders to Reduce Encumbrance Balance (eBuy DAPO PO's Only)

As an alternative to the PORECON process, a ledger encumbrance balance related to an eBuy PO can be reduced through the PO change order process. This is accomplished by reducing line item quantity or amount. Reducing PO quantity or amount is appropriate subsequent to vendor payment due to circumstances involving price reduction, unit of measure, item availability, sales tax, freight, etc..

Since the PO has payment activity, the effected line and related FAU(s) can not be reduced below the amounts vouchered.

Steps to reduce encumbrance balance via PO change order:

- Identify the PO encumbrance amount and related FAU needing to be reduced

Report ID: DETLFIN V3.21
 FINANCIAL TRANSACTION DETAIL REPORT
 Page No. 1
 Run Date 06/05/2006
 Run Time 09:05:26

Parameters:
 Business Unit: UCR
 Fiscal Year: 2006
 Accounting Period: YTD
 Activity: D01095
 Function: 72
 Fund Code: 19900
 Account: BC41
 Description Type: Journal Line

ORGANIZATIONAL STRUCTURE
 CRG19 - Vice Chancellor-Administration
 DIV129 - Business & Financial Services
 D01095 - Fin Syst Dev., Cntrl & Account
 A01185 - Financial Systems Develop.
 Fund 19900 - GENERAL FUNDS
 Function 72 - Institutional Support

ACCOUNT DESCRIPTION	JRNL REF	DATE	CC	PROJECT	DEPT	CORP	SOURCE	JRNL #	APPROPRIATIONS	EXPENDITURES	BALANCE	ENCUMBRANCES	BALANCE W/ENCUM
FUNCTION 72 - Institutional Support , ACTIVITY A01185 - Financial Systems Develop. , FUND 19900 - GENERAL FUNDS SUMMARY REPORT													
S&E - SL, GENERAL SUPPLIES & EXPENSES									2,853.00	2,355.14	497.86	171.51	326.35
STERN - SL, BENEFITS - STAFF									14,907.00	16,346.40	-1,439.40	0.00	-1,439.40
STGAL - SL, STAFF SALARIES									92,900.58	77,283.44	15,617.14	0.00	15,617.14
UNALL - SL, UNALLOCATED									-3,770.60	0.00	-3,770.60	0.00	-3,770.60
TOTAL FOR:									106,889.98	96,984.98	10,905.00	171.51	10,733.49
FUNCTION 72 - Institutional Support , ACTIVITY A01185 - Financial Systems Develop. , FUND 19900 - GENERAL FUNDS SUMMARY REPORT													
BC41 - BC, Supplies & Materials													
Prior Period Balance Forward													
720110	10000601	ANIMAL TECH	ENCBALND						0.00	35.14	-35.14	171.51	-206.65
720110	10002140	ANIMAL FEED	ENCBALND									107.75	
720110	10003007	ANIMAL HAND	ENCBALND									10.78	
720110	10003009	ANIMAL FEED	ENCBALND									10.78	
720110	10003018	ANIMAL TECH	ENCBALND									9.78	
720110	10003021	ANIMAL BEHA	ENCBALND									5.78	
720110	10003027	ANIMAL BEHA	ENCBALND									0.08	
720110	10020531	ANIMAL HAND	ENCBALND									24.78	
Current Period Activity													
TOTAL BC41 - BC, Supplies & Materials									0.00	0.00		0.00	
									0.00	35.14	-35.14	171.51	-206.65
CURRENT PERIOD TOTALS FOR ALL BUDGET CATEGORIES													
									0.00	0.00		0.00	

Example PO 10003021 having a \$5.78 balance needing to be reduced to \$0.00

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- Perform a search in eBuy for the PO and under Action click on “This Order”.

http://ebuy.ucr.edu - PO Transaction System - Microsoft Internet Explorer

UNIVERSITY of CALIFORNIA Riverside eBuy purchase order & requisition system UCR

Ctrl #
PO # 10003021
Org Any
Order Description: Starts With
Vendor: Starts With
Submitted Between (MM/DD/YYYY) and (MM/DD/YYYY)
Export To Excel Display Columns
Search Advanced Clear Done

Status Buyer - WIP Cancelled Closed Encumbered
 OK to Pay PR Sent Submitted WIP

Order Type DAPO ProCard Requisition eCatalog

Select Order to Modify

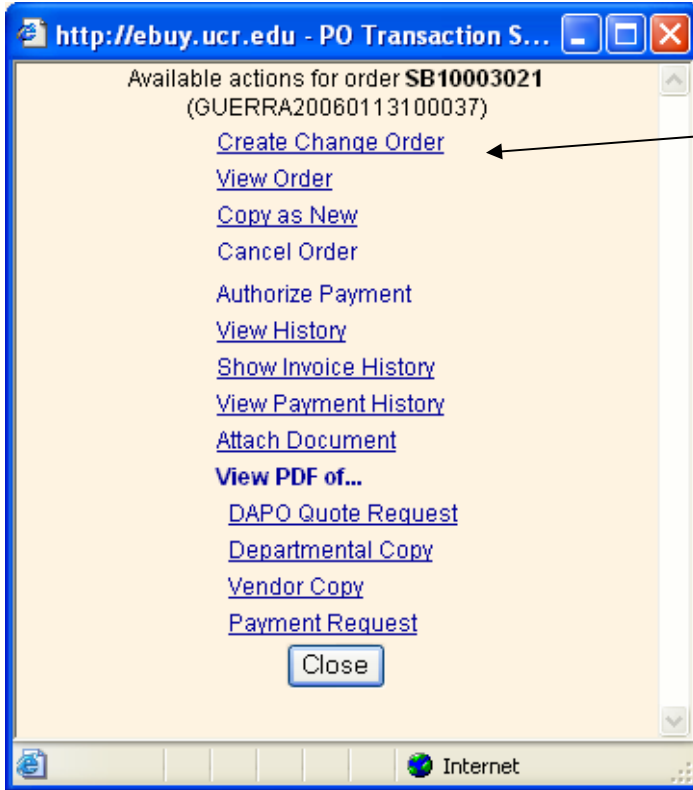
Control Number	Requestor	Vendor	Status	PO Total	Action
GUERRA20060113100037	GUERRA	ANIMAL BEHAVIOR SOCIETY	OK to Pay	\$10.78	This Order...

Main Menu Search Orders Help

Internet

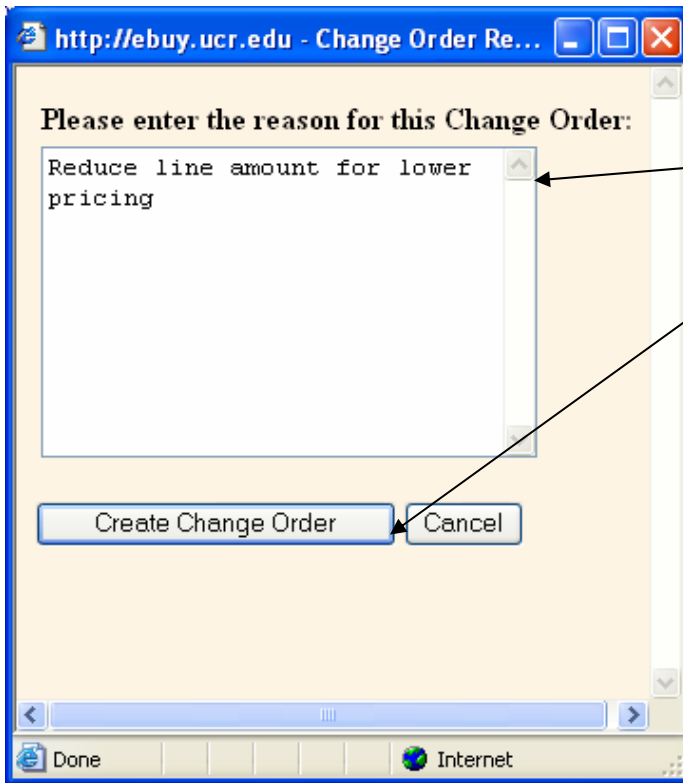
DAPO Change Orders to Reduce Encumbrance Balance (eBuy DAPO PO's Only)

- Prepare PO change order in eBuy

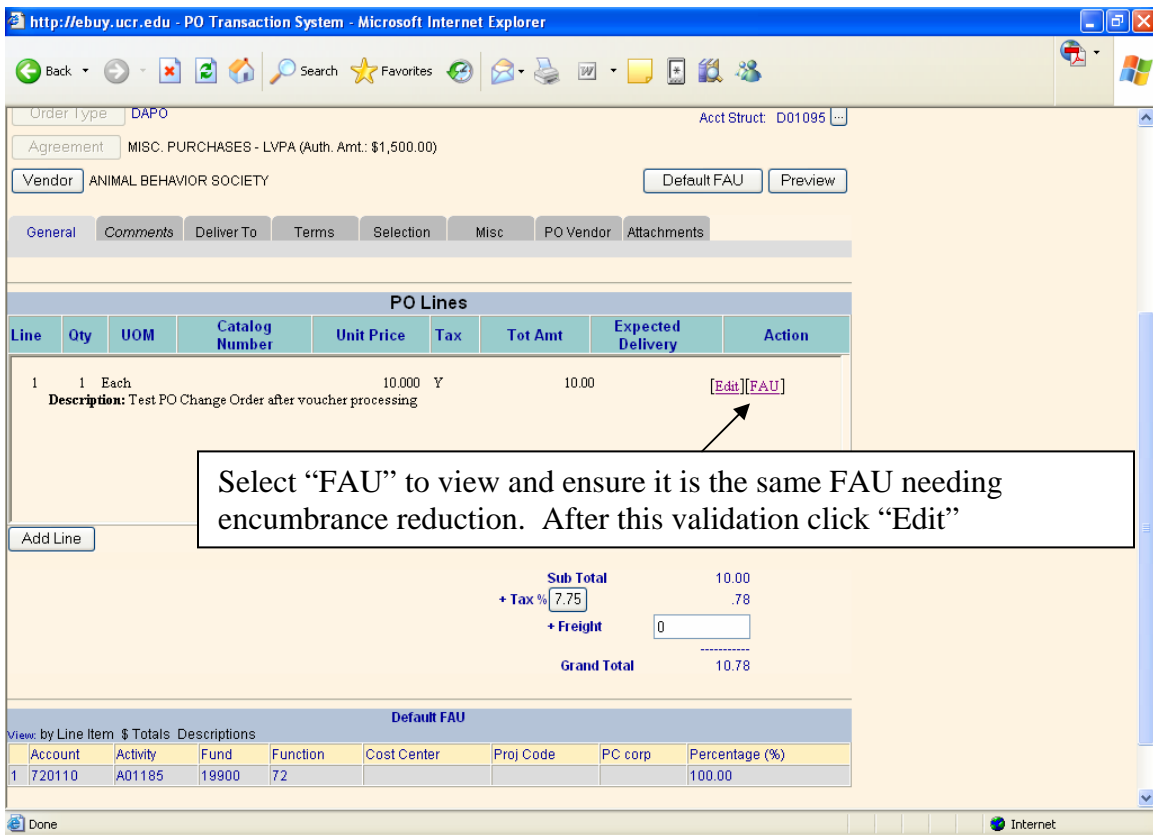


“Create Change Order” action should be available

DAPO Change Orders to Reduce Encumbrance Balance (eBuy DAPO PO's Only)



Enter reason for change order and click "Create Change Order"



Select "FAU" to view and ensure it is the same FAU needing encumbrance reduction. After this validation click "Edit"

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http://ebuy.ucr.edu - PO Transaction System - Microsoft Internet Explorer

UNIVERSITY of CALIFORNIA Riverside eBuy purchase order & requisition system UCR

Quantity: 1 marked OK to Pay.

Unit of Measure:

Description:

Catalog Number:

Unit Price:

Taxable: Yes No

Expected Delivery:

There is a voucher for this line item already.
Please make sure the total for the line (Qty * Unit Price) is at least equal to the vouchered amount (\$ 5.00)

Done Internet

Note voucher history of this PO line item

DAPO Change Orders to Reduce Encumbrance Balance (eBuy DAPO PO's Only)

Quantity: 1 1 marked OK to Pay.

Unit of Measure: Each

Description: Test PO Change Order after voucher processing

Unit Price: 5

Taxable: Yes No

Expected Delivery: [calendar icon]

There is a voucher for this line item already. Please make sure the total for the line (Qty * Unit Price) is at least equal to the vouchered amount (\$ 5.00)

Save Close

In this example, the PO encumbrance amount on the ledger is \$5.78. To reduce this amount to \$0.00 reduce the unit price to \$5.00 and select "No" for Taxable (as this particular item was not subject to sales tax).

Click "Save"

Vendor: ANIMAL BEHAVIOR SOCIETY

Default FAU Preview

Line	Qty	UOM	Catalog Number	Unit Price	Tax	Tot Amt	Expected Delivery	Action
1	1	Each		5.000	N	5.00		[Edit][FAU]\$\$

Description: Test PO Change Order after voucher processing

Add Line

Sub Total 5.00
+ Tax % 7.75 0.00
+ Freight 0
Grand Total 5.00

Account	Activity	Fund	Function	Cost Center	Proj Code	PC corp	Percentage (%)
1	720110	A01185	19900	72			100.00

Save Change Order & Exit Encumber PO Authorize Payment Discard Change Order & Exit

Note Grand Total change.

Select "Authorize Payment" when done

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- As with the PO Close process, it will take two-three business days for the encumbrance reduction to appear on the Financial Transaction Detail Report.

PORECON (UCRFS)	DAPO eBUY CHANGE ORDER
Prevents any further activity from occurring against the entire PO and releases remaining encumbrance balance	Reduces encumbrance balance related to a given line item on a PO; PO is still available for other changes/modification
A payment must have occurred against the PO	A change order can occur even if no payments have been processed; if payments have been processed change order is limited to remaining balance on line item (quantity and/or price).
PO encumbrance must be at least 90 days old	A change order can occur at any time after the encumbrance is established
This process is available for migrated purchase orders (SubPO & Polite) as well as eBuy purchase orders	Change order function is only available to departmental users on eBuy DAPOs (change order against purchase requisitions must be coordinated with Central Purchasing)
Encumbrance balance is not greater than \$500 (increased to \$1,000 during May 2007)	Not applicable
PO must be within user's accountability structure	Same
Cannot be used on subcontracts, leases and blankets	Same
Encumbrance release will appear on ledgers within 2-3 days	Same
Typically processed by person responsible for departmental general ledger reconciliation in coordination departmental person responsible for purchasing activity	Typically processed by the person responsible for departmental purchasing activity in coordination with departmental person responsible for general ledger reconciliation