ENCUMBRANCE ADJUSTMENT FORM (EAF)

The Encumbrance Adjustment Form (EAF) is currently used by departments to make any adjustment to an existing Purchase Order.

Per the Form, there are four (4) changes that can be completed:

1. Release Pre-Encumbrance
2. Increase Encumbrance
3. Reduce Encumbrance (not full release)
4. Release all remaining encumbrance (full release)

In addition, the Form allows one (1) additional change:

1. Change Cost Center

There are three (3) changes to a Purchase Order that **cannot** be completed:

1. Increase a prior year PO (Does not include RC730 Business Unit)
2. Change a State Fund cost center to a Federal or Local fund cost center
3. Change Federal or Local Fund cost center to a State fund cost center

<u>* Under no circumstance can a Line be added to release funds using a negative figure.</u>

SECTION A

The first section of the EAF includes the information needed to find the requested Requisition or PO in PeopleSoft and the type of change/action that needs to be completed for the Department.

University of Houston Encumbrance Adjustment Form
Complete and send this form and the applicable 1074 report to ap@uh.edu.

PO Bus Unit: 00730   Req ID: 0000045749 PO ID: 0000042840   Vendor Name: Tecniplast USA, Inc

Check the applicable box below:

[ ] Release pre-encumbrance.

[ ] Increase Encumbrance.

[ ] Reduce Encumbrance (not full release).

[X] Release all remaining encumbrance (full release).

1. When submitting the EAF to AP, the department must provide a 1074 and PO Status Report. The department will need to analyze the PO Status Report lines to complete the EAF correctly. The department will need to analyze the 1074 to see the encumbrance effect on the cost center.
2. In PeopleSoft, search for the Purchase Order to check how much money is encumbered.

PO Status Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: [Business Unit ▾] begins with [   ]
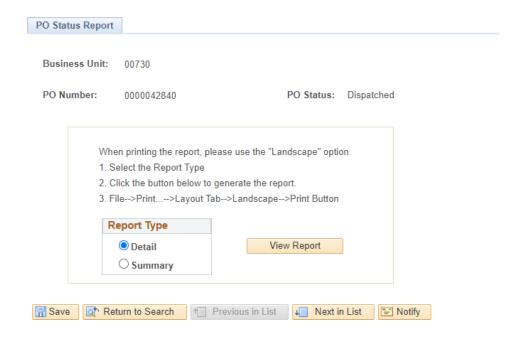
[Search] Advanced Search

3. Before completing the EAF, the Buyer will need to compare the Purchase Order against the PO Status Report. In a new tab, use the following pathway to find the PO Status Report:

Main Menu ▾ > Custom Reports ▾ > PO ▾ > PO Status Report

4. Click Advanced Search.

5. Enter the Business Unit and the Purchase Order (including the first zeroes). Click Search.

PO Status Report

Business Unit: 00730

PO Number: 0000042840   PO Status: Dispatched

When printing the report, please use the "Landscape" option.
1. Select the Report Type
2. Click the button below to generate the report.
3. File-->Print...-->Layout Tab-->Landscape-->Print Button

Report Type
- ● Detail
- ○ Summary

[View Report]

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]

6. Click View Report.

PO Status Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Business Unit:	begins with ▾	🔍
PO Number:	begins with ▾	
Purchase Order Date:	= ▾	📅
Purchase Order Reference:	begins with ▾	
Vendor ID:	begins with ▾	🔍

☐ Case Sensitive

[Search] [Clear]   Basic Search 🔲 Save Search Criteria

7. On the Status Report, if the Lines that need to be changed have a voucher listed under the column Voucher ID, the Buyer will not be able to complete the EAF yet. In this case, the Buyer will need to notify the Department to determine where the voucher is in the payment process:

   a. If the voucher can be canceled and has not completed the payment process (a check has been issued), then the Department will need to contact AP to determine how to delete the voucher in order for the Buyer to continue processing the EAF.

   b. If the voucher has completed the payment process (a check has been issued), then the Buyer cannot make the adjustment requested by the Department.

University of Houston
PO Status Detail Report

Business Unit: 00730
PO ID: 0000042840
PO Status: Dispatched

Run Date: 01/27/2021
Run Time: 11:38:26 AM

Acct	Req ID	Req Line	Voucher ID	Invoice ID	Vendor ID	Vendor Name	Req Status	Finalize PO	Pre-Encum	Encumbered	Expended
PO Ln: 1 Sched Ln: 1 Distrib Ln: 1 Distrib Ln Status: Open CC: 00730/2060/H0240/F1050/NA Bud Ref: BP2019											
53700	0000045749	1			0000050481	TECNIPLAST USA INC	Approved		800.00	0.00	0.00
53700	0000045749	1			0000050481	TECNIPLAST USA INC	Approved		-800.00	0.00	0.00
53700	0000045749	1			0000050481	TECNIPLAST USA INC	Approved		-800.00	0.00	0.00
53700	0000045749	1			0000050481	TECNIPLAST USA INC	Approved		800.00	0.00	0.00
53700	0000045749	1			0000050481	TECNIPLAST USA INC			0.00	-900.00	0.00
53700	0000045749	1			0000050481	TECNIPLAST USA INC			0.00	900.00	0.00
53700	0000045749	1			0000050481	TECNIPLAST USA INC			0.00	900.00	0.00
								SubTotal:	0.00	900.00	0.00
								Grand Total:	0.00	900.00	1,919.75

8. On the PO Status Report, the final two columns will display the Encumbered and Expended amounts after all payments are made on the Purchase Order. Those figures should match against Status Report, the Purchase Order and the EAF.

9. If everything matches, then the Buyer can return to the PO and make the changes requested by the Department.

SECTION B

The following section of the EAF shows which Lines, Schedule, and Distribution on the Purchase Order that need to be adjusted along with the change orders needed:

- Original Encumbrance & Change Orders (Column A)
- The Current Encumbrance balance (Column B),

- The Requested Increase or Decrease (Column C)
- A new Revised Total Encumbrance (Total of Column A + C)
- The Revised Encumbrance Balance (Total of Column B + C)

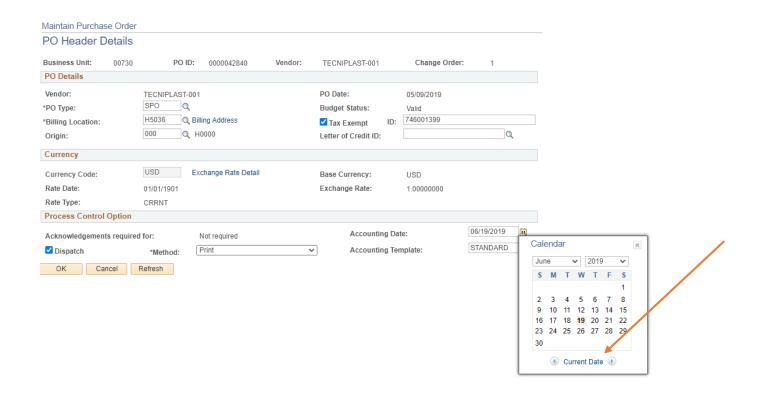| Item	Line No.	Sched No.	Distrib No.	(A) Original Encumbrance & Change Orders	(B) Current Encumbrance Balance	(C) Requested Increase (+) or Decrease (-)	(A + C) Revised Total Encumbrance	(B + C) Revised Encumbrance Balance
A	1	1	1	900.00	900.00	(900.00)	0.00	0.00
B							0.00	0.00
C							0.00	0.00
D							0.00	0.00
E							0.00	0.00
F							0.00	0.00
G							0.00	0.00
H							0.00	0.00
Total				900.00	900.00	(900.00)	0.00	0.00

1. Once returned to the original tab used to look up the Purchase Order, click the blue triangle next to Dispatched to begin the adjustment.

PO Form | Documents

Maintain Purchase Order

Purchase Order

Business Unit: 00730
PO ID: 0000042840
Change Order: 1

Copy From:

PO Status: Dispatched △ ✗
Budget Status: Valid

☐ Hold From Further Processing

2. Click Header Details.

PO Form | Documents

Maintain Purchase Order

Purchase Order

Business Unit: 00730
PO ID: 0000042840
Change Order: 1

Copy From:

PO Status: Dispatched ✗
Budget Status: Valid

☐ Hold From Further Processing

▼ Header

*PO Date: 05/09/2019   Vendor Search
*Vendor: TECNIPLAST-001   Vendor Details
*Vendor ID: 0000050481   TECNIPLAST USA INC
*Buyer: CARPENTER,ANTHO   CARPENTER,ANTHONY B.
PO Reference:

Header Details   Activity Summary
PO Defaults   Document Status
Requisitions   Edit Comments
PO Activities   Add ShipTo Comments

Doc Tol Status: Valid
Backorder Status: Not Backordered   Create BackOrder
Receipt Status: Not Recvd
*Dispatch Method: Print   Dispatch

Amount Summary

Merchandise: 2,919.75
Freight/Tax/Misc.: 0.00   Calculate
Total Amount: 2,919.75 USD
Encumbrance Balance: 900.00 USD

3. Change the Accounting Date to the Current Date. Click OK.

Maintain Purchase Order

PO Header Details

| Business Unit: | 00730 | PO ID: | 0000042840 | Vendor: | TECNIPLAST-001 | Change Order: | 1 |

PO Details

Vendor:	TECNIPLAST-001		PO Date:	05/09/2019
*PO Type:	SPO		Budget Status:	Valid
*Billing Location:	H5036	Billing Address	☑ Tax Exempt ID:	746001399
Origin:	000 H0000		Letter of Credit ID:	

Currency

Currency Code:	USD	Exchange Rate Detail	Base Currency:	USD
Rate Date:	01/01/1901		Exchange Rate:	1.00000000
Rate Type:	CRRNT			

Process Control Option

| Acknowledgements required for: | Not required | | Accounting Date: | 06/19/2019 |
| ☑ Dispatch | *Method: | Print | Accounting Template: | STANDARD |

OK   Cancel   Refresh

Calendar ☒

| June ▾ | 2019 ▾ |

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	**19**	20	21	22
23	24	25	26	27	28	29
30						

◀ Current Date ▶

Release Remaining Encumbrance

1. For this example EAF, the Department wants to release Line 1.

Lines														
Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving							
Line▲		Item	Description			PO Qty▲	*UOM	Category		Price	Merchandise Amount	Status		
1	📑		Estimated Service		🔍	1.0000	EA	94100	🔍	0.0000	0.00	Approved	💬 🗓	➕ ➖
2	📑		Estimated Service		🔍	1.0000	EA	94100	🔍	900.00000	900.00	Approved	💬 🗓	➕ ➖
3	📑		Labor, 4hrs		🔍	4.0000	EA	94100	🔍	200.00000	800.00	Approved	💬 🗓	➕ ➖
4	📑		Travel, 1 hr		🔍	1.0000	EA	94100	🔍	100.00000	100.00	Approved	💬 🗓	➕ ➖
5	📑		#DRW900061300X10,		🔍	1.0000	EA	94100	🔍	122.08000	122.08	Approved	💬 🗓	➕ ➖
6	📑		#DRW900061500X10,		🔍	1.0000	EA	94100	🔍	76.13000	76.13	Approved	💬 🗓	➕ ➖
7	📑		#PINCH0000I0, Key		🔍	1.0000	EA	94100	🔍	3.54000	3.54	Approved	💬 🗓	➕ ➖
8	📑		#PVTCE050200,		🔍	2.0000	EA	94100	🔍	3.50000	7.00	Approved	💬 🗓	➕ ➖
9	📑		Freight Charges		🔍	1.0000	EA	98050	🔍	11.00000	11.00	Approved	💬 🗓	➕ ➖

Close Short All Lines   *Go to: ... More ...

Save | Return to Search | Notify | Refresh   Add | Update/Display

Lines														
Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving							
Line▲		Item	Description			PO Qty▲	*UOM	Category		Price	Merchandise Amount	Status		
1	📑		Estimated Service		🔍	1.0000	EA	94100	🔍	900.00000	900.00	Approved	💬 🗓	➕ ➖
2	📑		Estimated Service		🔍	1.0000	EA	94100	🔍	900.00000	900.00	Approved	💬 🗓	➕ ➖
3	📑		Labor, 4hrs		🔍	4.0000	EA	94100	🔍	200.00000	800.00	Approved	💬 🗓	➕ ➖
4	📑		Travel, 1 hr		🔍	1.0000	EA	94100	🔍	100.00000	100.00	Approved	💬 🗓	➕ ➖
5	📑		#DRW900061300X10,		🔍	1.0000	EA	94100	🔍	122.08000	122.08	Approved	💬 🗓	➕ ➖
6	📑		#DRW900061500X10,		🔍	1.0000	EA	94100	🔍	76.13000	76.13	Approved	💬 🗓	➕ ➖
7	📑		#PINCH0000I0, Key		🔍	1.0000	EA	94100	🔍	3.54000	3.54	Approved	💬 🗓	➕ ➖
8	📑		#PVTCE050200,		🔍	2.0000	EA	94100	🔍	3.50000	7.00	Approved	💬 🗓	➕ ➖
9	📑		Freight Charges		🔍	1.0000	EA	98050	🔍	11.00000	11.00	Approved	💬 🗓	➕ ➖

Close Short All Lines   *Go to: ... More ...

Save | Return to Search | Notify | Refresh   Add | Update/Display

2. Change 900.0000 to 0.0000 on Line 1.

3. Click Schedule.

Lines									Personalize | Find | View All | 🔲 | 🖼		First ◀ 1-9 of 9 ▶ Last	
Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving	🔳				
Line▲		Item	Description			PO Qty▲	*UOM	Category	Price	Merchandise Amount	Status	
1	📑		Estimated Service ⤴		🔍	1.0000	EA	94100 🔍	0.0000	0.00	Approved	💬 🗓 ➕ ➖
2	📑		Estimated Service ⤴		🔍	1.0000	EA	94100 🔍	900.00000	900.00	Approved	💬 🗓 ➕ ➖
3	📑		Labor, 4hrs ⤴		🔍	4.0000	EA	94100 🔍	200.00000	800.00	Approved	💬 🗓 ➕ ➖
4	📑		Travel, 1 hr ⤴		🔍	1.0000	EA	94100 🔍	100.00000	100.00	Approved	💬 🗓 ➕ ➖
5	📑		#DRW900061300X10, ⤴		🔍	1.0000	EA	94100 🔍	122.08000	122.08	Approved	💬 🗓 ➕ ➖
6	📑		#DRW900061500X10, ⤴		🔍	1.0000	EA	94100 🔍	76.13000	76.13	Approved	💬 🗓 ➕ ➖
7	📑		#PINCH0000I0, Key ⤴		🔍	1.0000	EA	94100 🔍	3.54000	3.54	Approved	💬 🗓 ➕ ➖
8	📑		#PVTCE050200, ⤴		🔍	2.0000	EA	94100 🔍	3.50000	7.00	Approved	💬 🗓 ➕ ➖
9	📑		Freight Charges ⤴		🔍	1.0000	EA	98050 🔍	11.00000	11.00	Approved	💬 🗓 ➕ ➖

Close Short All Lines   *Go to: ... More ...   ▼

💾 Save   ↩ Return to Search   ✉ Notify   🔄 Refresh   ➕ Add   📄 Update/Display

4. Click Distribution.

Schedule	Documents

Maintain Purchase Order

Schedules

Unit:	00730	Vendor:	TECNIPLAST-001	PO Status:	Dispatched
PO ID:	0000042840	PO Date:	05/09/2019	Change Order:	1

Return to Main Page

Lines								Find | View All	First ◀ 1 of 9 ▶ Last
Line:	1	Item:		Estimated Service Repair for Rack Washer, includes labor and travel	PO Qty:	1.0000 EA	Merchandise Amt:	USD	

Schedules								Personalize | Find | View All | 🖼 | 🖼		First ◀ 1 of 1 ▶ Last	
Details	Statuses	Shipment	Matching	Receiving	Freight	RTV	🔳				
Sched		*Due Date	*Ship To	Ship to GLN		*PO Qty	Price	Merchandise Amount	Status		
1	📑	05/09/2019 📅	H5036 🔍		✉	1.0000	0.00000	0.00	Active	🏷 💰 📝 🖼 ➕ ➖

Add ShipTo Comments

💾 Save   ↩ Return to Search   ✉ Notify   🔄 Refresh   ➕ Add   📄 Update/Display

5. In the drop-down for Distribute By, change Amount to Quantity. Click Ok. It will return to the previous Distribution page.

Maintain Purchase Order

Distributions for Schedule 1

Unit:	00730	Vendor:	TECNIPLAST-001
PO ID:	0000042840	Item:	Estimated Service Repair for Rack Washer, includes labor and travel
Line:	1		
Schedule:	1	Status:	Active

*Distribute By: [Quantity ▾]

Schedule Qty: 1.0000
Merchandise Amount: USD
Doc. Base Amount: 0.00 USD

SpeedChart: [   ] 🔍 Multi-SpeedCharts

Distribution   Personalize | Find | View All | 🗗 | 🔢   First ◀ 1 of 1 ▶ Last

| Chartfields | Details/Tax | Asset Information | Req Detail | Statuses | Budget Information | 📖 |

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Dept
1	Open	100.0000	1.0000		USD	00730 🔍	🔍	53700 🔍	2060 🔍	H0240

[OK]   [Cancel]   [Refresh]

---

6. Click Return to Main Page. It will return to the PO Form Page.

New Window |

| Schedule | Documents |

Maintain Purchase Order

Schedules

| Unit: | 00730 | Vendor: | TECNIPLAST-001 | PO Status: | Dispatched |
| PO ID: | 0000042840 | PO Date: | 05/09/2019 | Change Order: | 1 |

Return to Main Page

Lines   Find | View All   First ◀ 1 of 9 ▶ Last

| Line: | 1 | Item: | Estimated Service Repair for Rack Washer, includes labor and travel | PO Qty: | 1.0000 EA | Merchandise Amt: | | USD |

Schedules   Personalize | Find | View All | 🗗 | 🔢   First ◀ 1 of 1 ▶ Last

| Details | Statuses | Shipment | Matching | Receiving | Freight | RTV | 📖 |

Sched		*Due Date		*Ship To		Ship to GLN		*PO Qty	Price	Merchandise Amount	Status					
1	📄	05/09/2019	📅	H5036	🔍		✉	1.0000	0.00000	0.00	Active	🏷	🖼	🖌	📇	➕	➖

Add ShipTo Comments

[💾 Save] [↩ Return to Search] [✉ Notify] [🔄 Refresh]   [➕ Add] [📄 Update/Display]

---

7. Click Save. A pop-up will appear stating there is no amount on Line 1, click Ok.

8. Follow the steps of dispatching a PO:
   1) Approve PO under PO Status
   2) Finalize Document

3) Budget Check and wait until Budget Status says "Valid"

PO Status: Open
Budget Status: Not Chk'd

Hold From Further Processing

Doc Tol Status: Not Chk'd

Receipt Status: Not Recvd
*Dispatch Method: Print   Dispatch

Amount Summary
Merchandise: 12,367.87
Freight/Tax/Misc.: 0.00   Calculate
Total Amount: 12,367.87   USD

9. Click Dispatch. Click OK. Click Yes. Once completed, it will take you to the PO Form page.

PO Status: Approved
Budget Status: Valid

Hold From Further Processing

Doc Tol Status: Valid
Backorder Status: Not Backordered   Create BackOrder
Receipt Status: Not Recvd
*Dispatch Method: Print   Dispatch

10. Ensure that the EAF has been completed by verifying the Encumbrance Balance reflects what the Department has requested and verifying the PO Status Report. If the PO Status Report Tab is still open, click "Refresh Page" for an updated report.

11. Upload the EAF backup documentation to the Purchase Order.

Release Pre-Encumbrance (Requisition Soft Commitment)

The Encumbrance Adjustment Form (EAF) is currently used by departments to make any adjustment to Pre-Encumbrance. In relation to the procurement process, this is a Requisition amount that has not been fully sourced (copied) to a Purchase Order. This will show up as a Soft Commitment on the General Ledger 1074 report.

Please note:

- Under no circumstance should a "discount" or "credit" be entered as a negative line on a requisition. Clearing a negative line pre-encumbrance on a requisition normally requires intervention from the Phire team.
- If the requisition is in workflow, you must deny before attempting to cancel. Canceling without denying will cause the requisition to get stuck in the Worklist Table, which will require intervention from the Phire team.
- Requisition amounts must match Purchase Order amounts. When processing a Purchase Order, source all Requisition lines with a balance. Unsourced lines will retain a Pre-Encumbrance balance (visible in the PO Status report) and must be canceled individually (see step 6).

1. Along with the EAF, the department must provide a General Ledger 1074 report. Review the SOFT COMMITMENTS page.

```
Cost Center   : 2087/H0034/F0907/NA (39352)            UNIVERSITY OF HOUSTON - SYSTEM
Business Unit : 00730    University of Houston
Fund          : 2087    DESIG-ENDOWMENT ASSESSMENT              Soft Commitments
DeptID        : H0034    INFORMATION SYSTEM & REPORTING      As of August 31, 2021 (Through Period 998)
Program Code  : F0907    ADVANCEMENT INFO SVCS          Report Includes All Active and Inactive Cost Centers
Project       : NA       NA
CC Manager    : 0284649 Mueller.Steven
        /~~~~~~~~~~~~~~Document~~~~~~~~~~~~~~~\                                  Budget
Acct  Type BU   Number    Date/Line    Journal Information      Amount Budget Type Ref   CF1   Soft Commitment Reason
----- ---- ----- --------- ------------ -----------------------  -------------- ----------- ------ ----- ------------------------

Current Budget Reference
~~~~~~~~~~~~~~~~~~~~~~~~~~
54355 REQ  00730 0000050411 02/25/21                                 9,788.60 EXP        BP2021 IS005 Pre-Enc Amount
                           ----- -------------------------------- ----------------
                   54355 COMPUTER EQUIP-STATE CONTROL A         9,788.60

                                          ============ ================
                                          Total Expense      9,788.60


Prior Budget References
~~~~~~~~~~~~~~~~~~~~~~~~~~
No Soft Commitment Found.
```

2. Open the requisition with a Pre-Encumbrance balance

3. Review the requisition page. Note the pre-encumbrance balance under Amount Summary.

4. Deny Requisition (if the requisition was not in Purchasing's workflow, proceed to the next step)

5. Only the initiator, person who created/submitted the requisition, may cancel the requisition by clicking the RED X on the top right of the page.
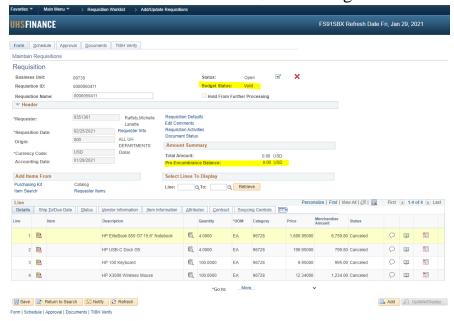
6. If the initiator is unable to cancel (left the university or other reasons), Purchasing can cancel individual lines to release the pre-encumbrance. Click the STATUS tab, click the RED X in each line that needs to be canceled.

7. All lines have been canceled. Next click SAVE and BUDGET CHECK to post the changes to the General Ledger.

8. Pre-encumbrance balance shows $0 and Budget Check is VALID.

9. Finally, check the General Ledger 1074 report SOFT COMMITMENTS page to verify that the pre-encumbrance has been cleared. Note that the requisition pre-encumbrance has disappeared.

```
Cost Center   : 2087/H0034/F0907/NA (39352)                      UNIVERSITY OF HOUSTON - SYSTEM
Business Unit : 00730   University of Houston
Fund          : 2087    DESIG-ENDOWMENT ASSESSMENT                      Soft Commitments
DeptID        : H0034   INFORMATION SYSTEM & REPORTING           As of August 31, 2021 (Through Period 998)
Program Code  : F0907   ADVANCEMENT INFO SVCS                   Report Includes All Active and Inactive Cost Centers
Project       : NA      NA
CC Manager    : 0284649 Mueller.Steven
     /~~~~~~~~~~~~~Document~~~~~~~~~~~~~~\                                              Budget
Acct  Type BU   Number    Date/Line     Journal Information            Amount Budget Type Ref   CF1   Soft Com
----- ---- ----- --------- -------------- ------------------------  --------------- ---------- ------ ----- --------

Current Budget Reference
~~~~~~~~~~~~~~~~~~~~~~~~~
No Soft Commitment Found.

Prior Budget References
~~~~~~~~~~~~~~~~~~~~~~~~~
No Soft Commitment Found.
```

10. Upload the all EAF documentation to the requisition.

Increase Encumbrance

The EAF includes the information needed to find the requested Requisition or PO in PeopleSoft and the type of change/action that needs to be completed for the Department.

University of Houston Encumbrance Adjustment Form
Complete and send this form and the applicable 1074 report to ap@uh.edu.

PO Bus Unit: 00730   Req ID: 0000050303 PO ID: 00000046083 Vendor Name: MTS SYSTEMS CORP

Check the applicable box below:

☐ Release pre-encumbrance.

X Increase Encumbrance.

☐ Reduce Encumbrance (not full release).

☐ Release all remaining encumbrance (full release).

1. "Increase Encumbrance" is selected. Increasing a prior FY PO **cannot** be completed.
2. In PeopleSoft, search for the Purchase Order to check the FY date. To see the FY date, in the PO go to Header Details → Accounting Date.

Purchase Order

Business Unit:	00730
PO ID:	0000046083
Change Order:	1
Copy From:	

▼ Header

***PO Date:**	01/22/2021 [31] Vendor Search
***Vendor:**	MTSSYSTEM-001 Vendor Details
***Vendor ID:**	0000003778 MTS SYSTEMS CORP.
***Buyer:**	1847332 John,Sheena Ann
PO Reference:	

Header Details   Activity Summary

PO Defaults   Document Status

Requisitions   Edit Comments

PO Activities   Add ShipTo Comments
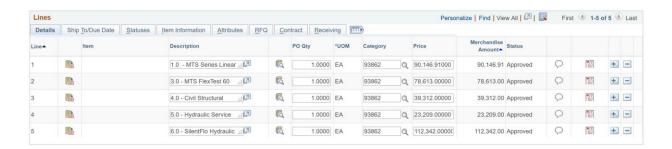
3. Confirm that this date is in the current FY.

PO Header Details

| Business Unit: | 00730 | PO ID: | 0000046083 | Vendor: | MTSSYSTEM-001 | Change Order: | 1 |

PO Details

Vendor:	MTSSYSTEM-001		PO Date:	01/22/2021
*PO Type:	SOLE		Budget Status:	Valid
*Billing Location:	H4003	Billing Address	☑ Tax Exempt ID:	746001399
Origin:			Letter of Credit ID:	

Currency

Currency Code:	USD	Exchange Rate Detail	Base Currency:	USD
Rate Date:	01/01/1901		Exchange Rate:	1.00000000
Rate Type:	CRRNT			

Process Control Option

| Acknowledgements required for: | Not required | Accounting Date: | 01/22/2021 |
| ☑ Dispatch *Method: | Print | Accounting Template: | STANDARD |

[OK] [Cancel] [Refresh]

4. The EAF below shows what changes need to be made. Lines A through E in the top box show Column C – Requested Increase (+) or Decrease (-) has no changes. Line F shows that an additional line item must be added to the PO in the amount of $1,175.00. The cost center for Line F is provided in the bottom box. The comments section provides extra information and a Line Item description.

Item	Line No.	Sched No.	Distrib No.	(A) Original Encumbrance & Change Orders	(B) Current Encumbrance Balance	(C) Requested Increase (+) or Decrease (-)	(A + C) Revised Total Encumbrance	(B + C) Revised Encumbrance Balance
A	1	1	1	90,146.91	90,146.91		90,146.91	90,146.91
B	2	1	1	78,613.00	78,613.00		78,613.00	78,613.00
C	3	1	1	39,312.00	39,312.00		39,312.00	39,312.00
D	4	1	1	23,209.00	23,209.00		23,209.00	23,209.00
E	5	1	1	112,342.00	112,342.00		112,342.00	112,342.00
F	6	1	1	0.00	0.00	1,175.00	1,175.00	1,175.00
G							0.00	0.00
H							0.00	0.00
Total				343,622.91	343,622.91	1,175.00	344,797.91	344,797.91

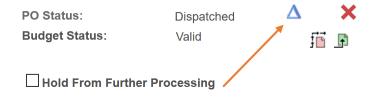| Item	GL BU	Fund	Dept ID	Program	Project/Grant	Budget Ref	Account
A	00730	1121	H0068	B0415	R0505571	FY21	58601
B	00730	1121	H0068	B0415	R0505571	FY21	58601
C	00730	1121	H0068	B0415	R0505571	FY21	53914
D	00730	1121	H0068	B0415	R0505571	FY21	58601
E	00730	1121	H0068	B0415	R0505571	FY21	58601
F	00730	1121	H0068	B0415	R0505571	FY21	52811
G							
H							

Comments: Request to increase the amount of $ 1,175.00 for freight/transport charges for the equipment that was not included on the original quote.
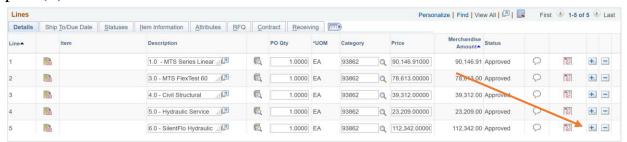
This can confirmed by looking at the PO and seeing the PO goes to Line Item 5 and the addition of Line Item 6 is needed.
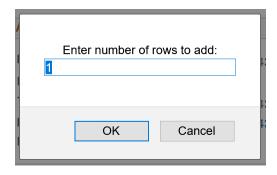
Lines   Personalize | Find | View All | | First 1-5 of 5 Last

Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving

Line▲	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount▲	Status			
1		1.0 - MTS Series Linear	1.0000	EA	93862	90,146.91000	90,146.91	Approved	○		+ −
2		3.0 - MTS FlexTest 60	1.0000	EA	93862	78,613.00000	78,613.00	Approved	○		+ −
3		4.0 - Civil Structural	1.0000	EA	93862	39,312.00000	39,312.00	Approved	○		+ −
4		5.0 - Hydraulic Service	1.0000	EA	93862	23,209.00000	23,209.00	Approved	○		+ −
5		6.0 - SilentFlo Hydraulic	1.0000	EA	93862	112,342.00000	112,342.00	Approved	○		+ −

5. To add a line and increase a PO, unlock the PO by clicking the blue triangle

PO Status: Dispatched △ ✗

Budget Status: Valid
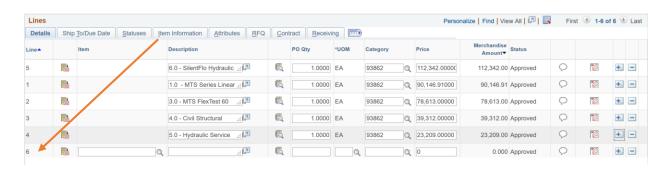
☐ **Hold From Further Processing**

6. Under Lines where all of the Line Items for the PO are located, click the plus (+) icon:
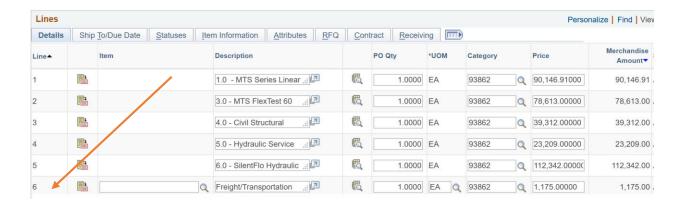

A popup will ask how many Rows will be added. In this case, the EAF requested one line will be added. Select OK:
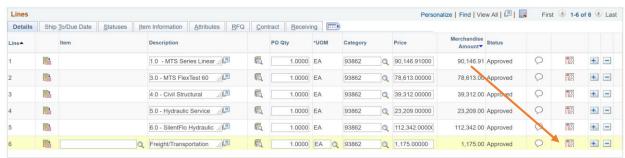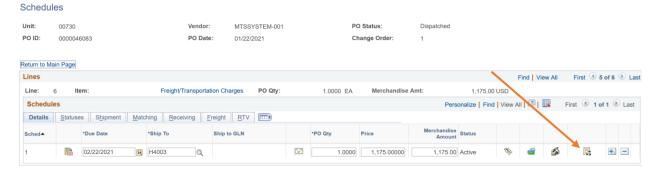

An additional line has been added:

7. Enter the Description, PO Quantity, Unit of Measure (UOM), Category Code and Price. This information can be found on the EAF and PO:
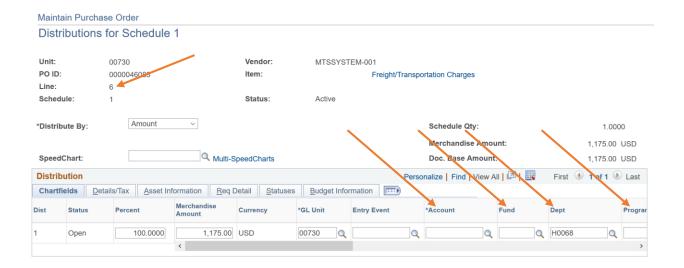
8. The Cost Center information from the EAF must be applied to the newly added line item. To do this, click the **Schedule** icon for the added line:
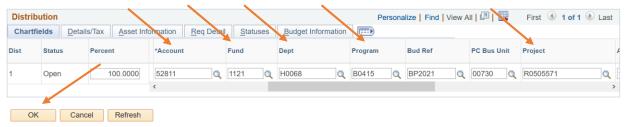

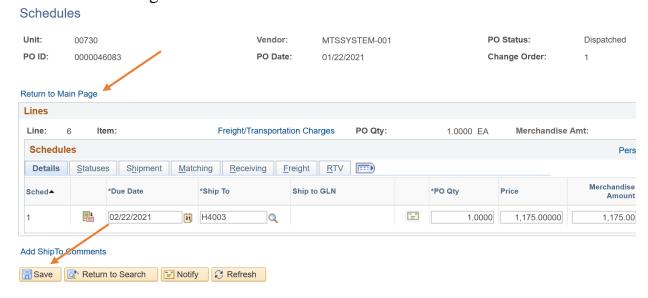9. On the Schedules page, click on the **Distributions/Chartfields** icon:

10. Distributions shows the line item that is added and the fields to enter cost center information (scroll to the right for more):

Maintain Purchase Order

Distributions for Schedule 1

Unit: 00730
PO ID: 0000046083
Line: 6
Schedule: 1

Vendor: MTSSYSTEM-001
Item: Freight/Transportation Charges
Status: Active

*Distribute By: Amount

SpeedChart: _____ Multi-SpeedCharts

Schedule Qty: 1.0000
Merchandise Amount: 1,175.00 USD
Doc. Base Amount: 1,175.00 USD

Distribution   Personalize | Find | View All | 🖉 | 🖩   First ◀ 1 of 1 ▶ Last

| Chartfields | Details/Tax | Asset Information | Req Detail | Statuses | Budget Information |

Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Dept	Progran
1	Open	100.0000	1,175.00	USD	00730				H0068	

Enter the cost center information from the EAF and when completed, select OK:

Distribution   Personalize | Find | View All | 🖉 | 🖩   First ◀ 1 of 1 ▶ Last

| Chartfields | Details/Tax | Asset Information | Req Detail | Statuses | Budget Information |

Dist	Status	Percent	*Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	A
1	Open	100.0000	52811	1121	H0068	B0415	BP2021	00730	R0505571	

[OK] [Cancel] [Refresh]

After selecting OK, the Schedules page will open. Click Save then click Return to Main Page.

Schedules

Unit: 00730
PO ID: 0000046083

Vendor: MTSSYSTEM-001
PO Date: 01/22/2021

PO Status: Dispatched
Change Order: 1

Return to Main Page

Lines

Line: 6   Item: Freight/Transportation Charges   PO Qty: 1.0000 EA   Merchandise Amt:

Schedules   Pers

| Details | Statuses | Shipment | Matching | Receiving | Freight | RTV |

Sched▲		*Due Date	*Ship To	Ship to GLN		*PO Qty	Price	Merchandise Amount
1	📋	02/22/2021 📅	H4003 🔍		📧	1.0000	1,175.00000	1,175.00

Add ShipTo Comments
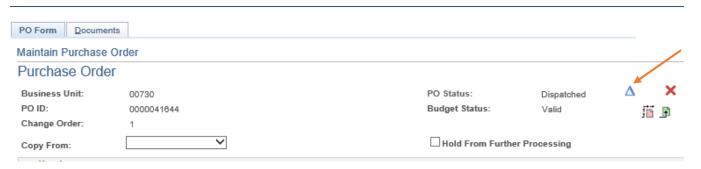
[💾 Save] [🔍 Return to Search] [📧 Notify] [🔄 Refresh]

11. Follow the steps of dispatching a PO:

1) Approve PO under PO Status
2) Finalize Document
3) Budget Check and wait until Budget Status says "Valid"

12. Click Dispatch. Click OK. Click Yes. Once completed, it will take you to the PO Form page.

13. Ensure that the EAF has been completed by verifying the Encumbrance Balance reflects what the Department has requested.

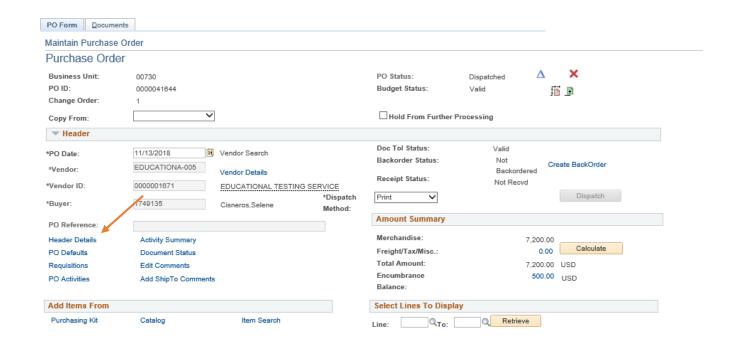14. Upload the EAF backup documentation to the Purchase Order.

Decrease Encumbrance

Item	Line No.	Sched No.	Distrib No.	(A) Original Encumbrance & Change Orders	(B) Current Encumbrance Balance	(C) Requested Increase (+) or Decrease (-)	(A + C) Revised Total Encumbrance	(B + C) Revised Encumbrance Balance
A	1	1	1	7,200.00	6,050.00	(5,550.00)	1,650.00	500.00
B							0.00	0.00
C							0.00	0.00
D							0.00	0.00
E							0.00	0.00
F							0.00	0.00
G							0.00	0.00
H							0.00	0.00
Total				7,200.00	6,050.00	(5,550.00)	1,650.00	500.00

1. Once returned to the original tab used to look up the Purchase Order, click the blue triangle next to Dispatched to begin the adjustment.

PO Form   Documents

Maintain Purchase Order

Purchase Order

Business Unit:	00730	PO Status:	Dispatched
PO ID:	0000041644	Budget Status:	Valid
Change Order:	1		
Copy From:		☐ Hold From Further Processing	

2. Click Header Details.

3. Change the Accounting Date to the Current Date. Click OK.
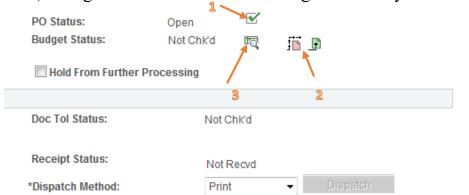4. For this example EAF, the Department wants to decrease Line 1.

5. Since the PO has five vouchers you must update the PO Qty to 5. Then divide the revised total encumbrance by the amount of vouchers. For example: $1650/5 = 330.00
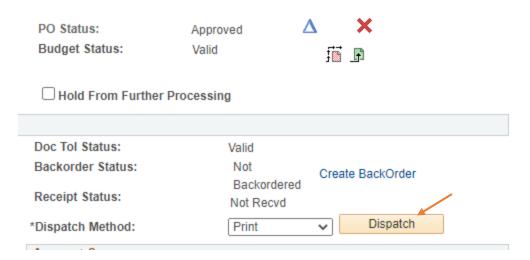

6. Follow the steps of dispatching a PO:
   1) Approve PO under PO Status

2) Finalize Document
3) Budget Check and wait until Budget Status says "Valid"

PO Status: Open
Budget Status: Not Chk'd

☐ Hold From Further Processing

Doc Tol Status: Not Chk'd

Receipt Status: Not Recvd

*Dispatch Method: Print ▾ Dispatch

7. Click Dispatch. Click OK. Click Yes. Once completed, it will take you to the PO Form page.

PO Status: Approved
Budget Status: Valid

☐ Hold From Further Processing

Doc Tol Status: Valid
Backorder Status: Not Backordered   Create BackOrder
Receipt Status: Not Recvd

*Dispatch Method: Print ▾ Dispatch

8. Ensure that the EAF has been completed by verifying the Encumbrance Balance reflects what the Department has requested.

9. Upload the EAF backup documentation to the Purchase Order.

Change Cost Center

The report shows one line item and its cost center:

Contracts - UH
5000 GULF FREEWAY BUILDING 1 ROOM 136
HOUSTON TX 77204-0900
USA

RAYBURN, ELIZABETH
132 Summer Circle
Birmingham AL 35242-3541
USA

Purchase Order		Date	Revision	Page
CN730 - 0000016254		10/22/2020		1
Payment Terms		**Freight Terms**		**Ship Via**
Net 30		Destination		COMMON
Buyer CARPENTER,ANTHONY B.				**Fiscal year**: 2021

Ship To: 4849 Calhoun Road, Room 5016
HOUSTON, TX,77204-5037
USA

Bill To: 4849 Calhoun Road, Room 5016
HOUSTON, TX. 77204-5037
USA

Vendor: 0000149213   PO Type: Contract Below Bid Threshold
Fax: Phone: Contact:

Account	Fund	Dept ID	Program	Project	Bdgt Ref	Chartfield	Dist Amt	Location	PO ID
Line-achd	Item		Description	Quanity		UOM	PO Price	Extended Amt	Due Date
53854	1101	H0117	B1270	NA	BP2021		6,000.00	H5037	0000018730
1 - 1			Manuscript Editing	1.00		EA	6,000.00	6,000.00	10/22/2020

The EAF shows the changes requested. The top box shows no increase or decrease in the amount. The bottom box shows the corrected cost center. The Comments section explains that the Account Code (or any other cost center adjustment) needs to be updated:

Item	Line No.	Sched No.	Distrib No.	(A) Original Encumbrance & Change Orders	(B) Current Encumbrance Balance	(C) Requested Increase (+) or Decrease (-)	(A + C) Revised Total Encumbrance	(B + C) Revised Encumbrance Balance
A	1	1	1	0.00	6,000.00	0.00	0.00	6,000.00
B							0.00	0.00
C							0.00	0.00
D							0.00	0.00
E							0.00	0.00
F							0.00	0.00
G							0.00	0.00
H							0.00	0.00
	Total			0.00	6,000.00	0.00	0.00	6,000.00

Item	GL BU	Fund	Dept ID	Program	Project/Grant	Budget Ref	Account
A	00730	1101	H0117	B1270	NA	BP2021	53857
B							
C							
D							
E							
F							
G							
H							

Comments: Acct Code 53854 is unallowable on STATE funds. Need to adjust PO to Acct Code 53857 for contracted services.

15. Go back to the PO (PO Form tab) and unlock it by clicking the blue triangle

PO Status: Dispatched

Budget Status: Valid

☐ **Hold From Further Processing**

16. The Cost Center information must be updated to match the changes requested on the EAF. To do this, go to the PO Forms tab and click the **Schedule** icon:

Lines											Personalize | Find | View All |		First 1 of 1 Last
Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving						
Line▲	Item	Description		PO Qty	*UOM	Category	Price	Merchandise Amount▼	Status				
1		Manuscript Editing		1.0000	EA	91527	6,000.00000	6,000.00	Approved				

17. On the Schedules page, click on the **Distributions/Chartfields** icon:

Schedules

Unit:	CN730
PO ID:	0000016254

Vendor:	RAYBURNELI-001
PO Date:	10/22/2020

PO Status:	Dispatched

Return to Main Page

Lines   Find | View All   First ◀ 1 of 1 ▶ Last

Line:	1	Item:	Manuscript Editing	PO Qty:	1.0000 EA	Merchandise Amt:	6,000.00 USD

Schedules   Personalize | Find | View All | 🖼 | 📊   First ◀ 1 of 1 ▶ Last

Details | Statuses | Shipment | Matching | Receiving | Freight | RTV | ▦

Sched▲		*Due Date	*Ship To	Ship to GLN		*PO Qty	Price	Merchandise Amount	Status					
1	🖼	10/22/2020	H5037		🖼	1.0000	6,000.00000	6,000.00	Active	🏷	📦	🖌	📇	➕ ➖

18. Distributions shows the line item's cost center information (scroll to the right for more):

Distribution   Personalize | Find | View All | 🖼 | 📊   First ◀ 1 of 1 ▶ Last

Chartfields | Details/Tax | Asset Information | Req Detail | Statuses | Budget Information | ▦

Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Dept	Progra
1	Open	100.0000	1,175.00	USD	00730 🔍	🔍	🔍	🔍	H0068 🔍	

Enter the updated cost center information from the EAF and when completed, select OK:

Distribution   Personalize | Find | View All | 🖼 | 📊   First ◀ 1 of 1 ▶ Last

Chartfields | Details/Tax | Asset Information | Req Detail | Statuses | Budget Information | ▦

Dist	Status	Percent	*Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	
1	Open	100.0000	52811 🔍	1121 🔍	H0068 🔍	B0415 🔍	BP2021 🔍	00730 🔍	R0505571 🔍	

[OK]   [Cancel]   [Refresh]

After selecting OK, the Schedules page will open. Click Save then click Return to Main Page.

Schedules

Unit: 00730	**Vendor:** MTSSYSTEM-001
PO ID: 0000046083	**PO Date:** 01/22/2021

PO Status: Dispatched
Change Order: 1

Return to Main Page

Lines

Line: 6   **Item:**   Freight/Transportation Charges   **PO Qty:** 1.0000 EA   **Merchandise Amt:**

Schedules

Pers

| Details | Statuses | Shipment | Matching | Receiving | Freight | RTV | |

Sched▲	*Due Date	*Ship To	Ship to GLN		*PO Qty	Price	Merchandise Amount
1	02/22/2021	H4003			1.0000	1,175.00000	1,175.00

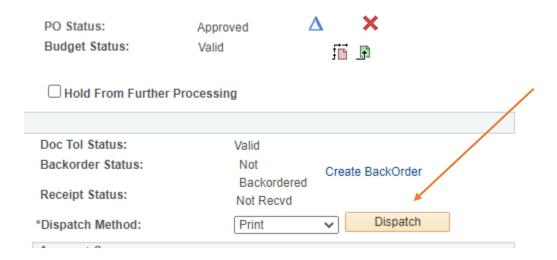Add ShipTo Comments

[Save] [Return to Search] [Notify] [Refresh]

Repeat steps 11-13 for any additional line items that need to be adjusted.

19. Follow the steps of dispatching a PO:
    1) Approve PO under PO Status
    2) Finalize Document
    3) Budget Check and wait until Budget Status says "Valid"

1

PO Status: Open ✓

Budget Status: Not Chk'd

☐ Hold From Further Processing

3

2

Doc Tol Status: Not Chk'd

Receipt Status: Not Recvd

*Dispatch Method: Print ▼ [Dispatch]

Amount Summary

12. Click Dispatch. Click OK. Click Yes. Once completed, it will take you to the PO Form page.

PO Status: Approved   △   ✖
Budget Status: Valid   📄 📤

☐ Hold From Further Processing

Doc Tol Status: Valid
Backorder Status: Not   Create BackOrder
                        Backordered
Receipt Status: Not Recvd
*Dispatch Method: Print   ⌄   Dispatch

13. Ensure that the EAF has been completed by verifying the Encumbrance Balance reflects what the Department has requested.

14. Upload the EAF backup documentation to the Purchase Order.