Changing and Closing a BPO

HEATHER NICHOLSON AND JOHN WHITNEY
Agenda

• Things to Know About Changes and Closes
• Changing Orders Demo
• Closing Order Demo
Changing an Order

Altering information on an order using a button in Ariba called “Change”.

![Image of Ariba interface with a highlighted 'Change' button]
What to Know Before You Change an Order?

- Certain roles can make changes
- The Change button will not be visible during an active change request
- Not all fields can be changed
- The change will need to be approved by everyone on the approval flow
- Should you do a change at all? Does a new order make more sense?
Who Can Change an Order?

- Preparer
- Contact
- Edit Access User: An individual listed in the Edit Access section of the BPO.
What Fields You **Cannot** Change on an Order

- Preparer Name
- Supplier and Supplier Location
- “Is this a Subaward” answer
- Most Description fields of an existing line item
- Subaward item account code and exception item account code
- Related Contract ID
Change Approval Process: After You Hit Submit

- Ariba creates a new version of the CR: CR###-V2
- New CR version gets approved by Budget/Org Approver
- Central Office reviews CR depends on item and/or price
- After final approval, new version of the BPO created: BPO###-V2
Why Would You Need to Change an Order?

Common Reasons:

• To add money
• Extend the date of the order
• Change the budget
• Change the Contact
• Add an Edit Access user
Scenario 1: Change Contract Dates

*Example Situation:* An invoice comes in after the final invoice date and it cannot be paid.
Scenario 2: Add Edit Access

*Example Situation:* The department needs backups to be able to edit the order because the Contact is going on a long vacation.
Scenario 3: Change Budget

Example Situation: The funding for an order has to change to a new budget.
After Biennium Note: Change Budget

When making changes after biennium, remember to “Search for More” to get the newest version of the budget and account code. i.e.: 2019
Scenario 4: Adding Money to an Order

Example Situation: a department wants to continue using an order, but it is running out of money.
Scenario 5: Change Contact Name

Sample Situation: The department Contact name has left the department. Need to replace the Contact name with new employee.
Demonstration
Closing an Order

How do you know if an order is already closed?

- The status can tell you
  - There are two statuses that indicate an order is closed:
    - Closed
    - Inactive

- View the order history tab. It will show you the reason for closure.
  - Example: closed, expired or closed, over limit or closed by user
Closing an Order: Status

**Closed:**

- Money is spent, will close automatically and show as *over limit*.
- Making a Change to an order to reduce the funds to match what is reconciled. This used to be the only way to close an order.
Closing an Order: Status

Inactive:

• Using the **Close Contract** button. If the supplier submitted an invoice afterward, it would be **rejected** by Ariba.
• If final invoice date lapses, even if there is money left. In this situation, a vendor could still **submit an invoice** to the order that would need to be reviewed.

*Inactive status and **Closed** status both close the order and both remove funds from MyFD as an open balance.*
Closing an Order

• The **Close Contract** button is used to close orders that are still open.
  
  ○ *Example Situation:* The department has decided it doesn’t need to use the rest of the remaining funds on an open order.

• The Close Contract button will put the order in **Inactive** status. If the order still had money and a vendor submits an invoice, it will reject.
Demonstration
Reopening an Order

If you click the **Open Contract** button:

- You can only use this button if you used the Close Order button to close the order
- Remember to do a Change next
- Make sure all fields are accounted for when reopening and updating
  - i.e.: update dollar amounts, dates etc. depending on the intent of the reopen.

*If you closed the order by reducing the funds, you will need to do a Change to reopen it.*
Questions?