Changing and Closing a BPO

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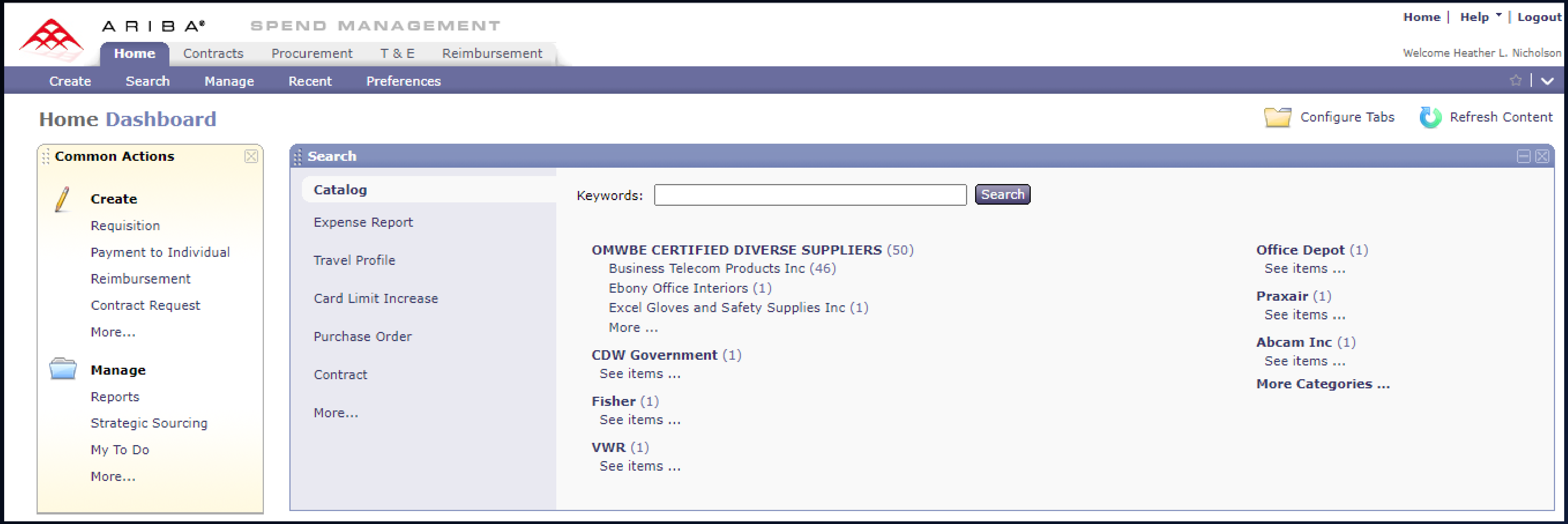
Agenda

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”.

What to Know Before You Change an Order?

Certain roles can make changes

The “Change” button will not be visible during a 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
- A taxable account code to a non-taxable 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

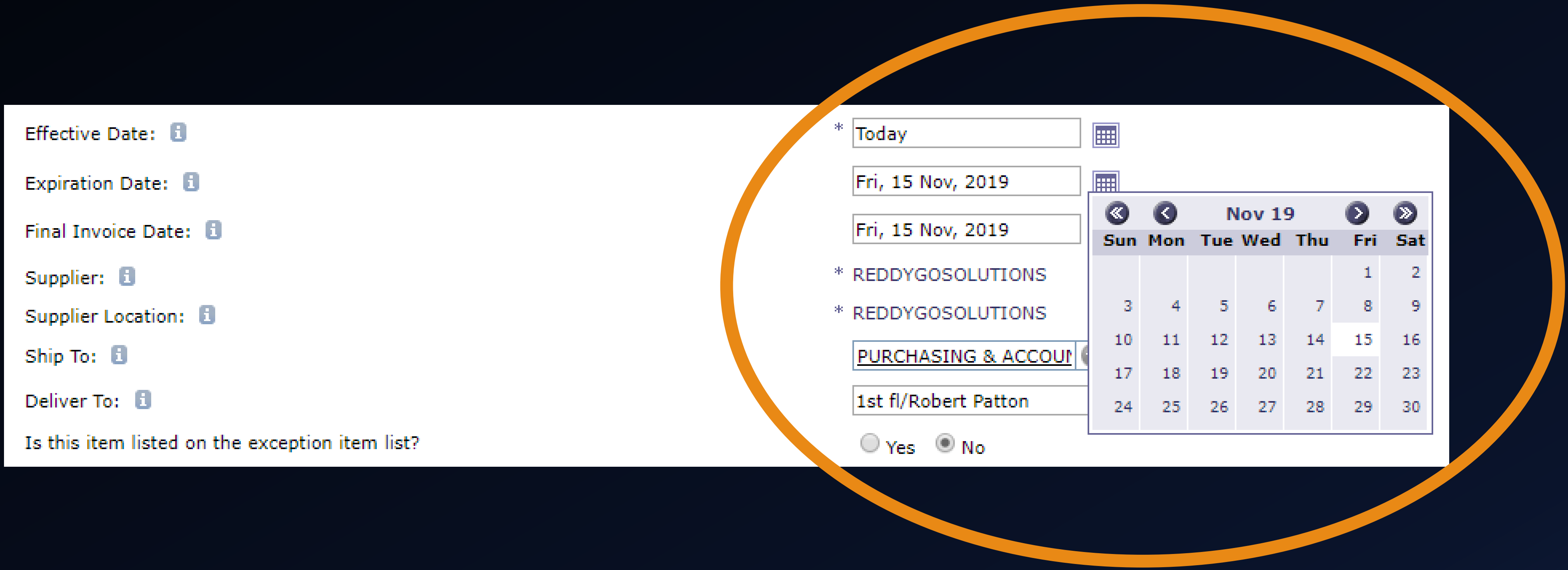
Why Would You Need to Change an Order?

Common Reasons:

- To add money
- Extend the date of the order
- Change the budget
- Change the Contact
- Add an Edit Access user

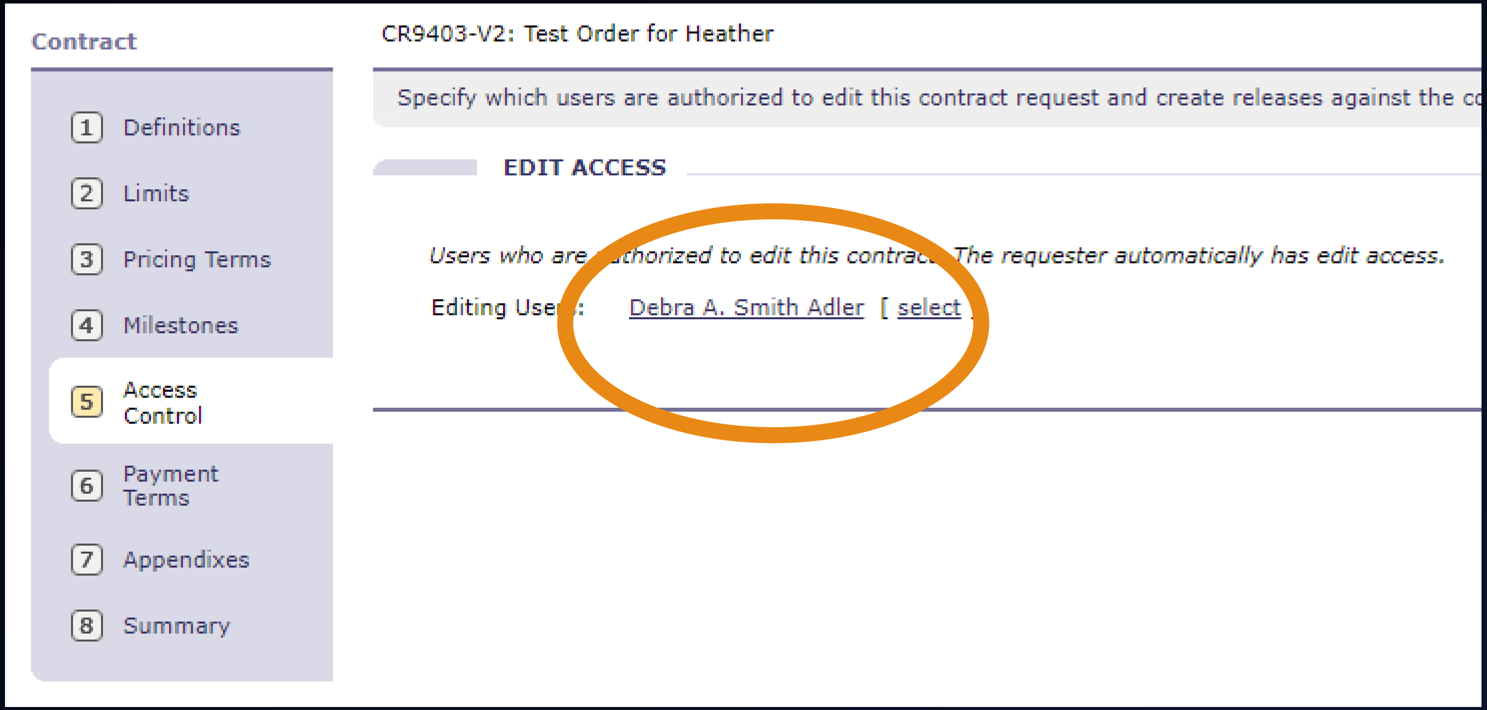
Scenario 1: Change Contract Dates

Example Situation: An invoice comes in after the final invoice date and it cannot be paid.



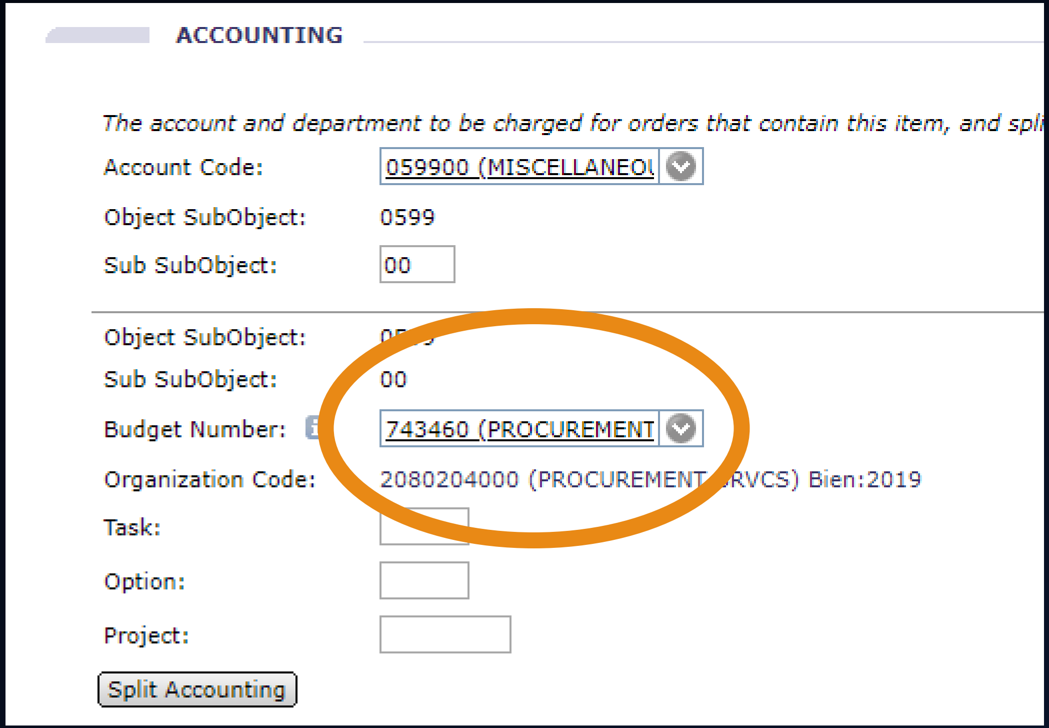
Scenario 2: Add Edit Access

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



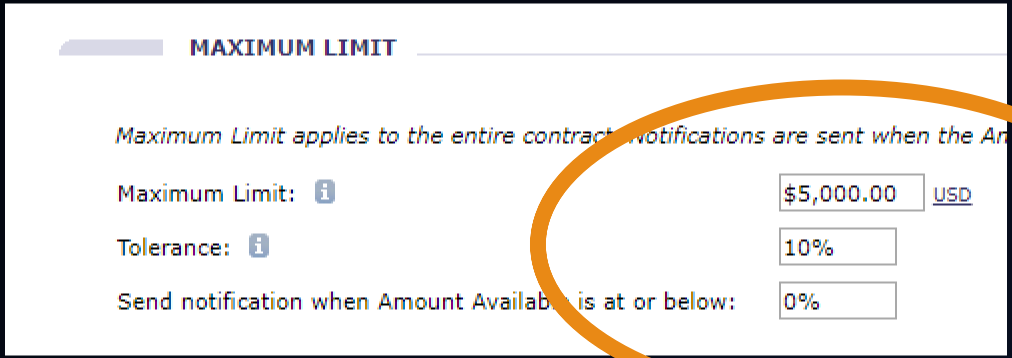
Scenario 3: Change Budget

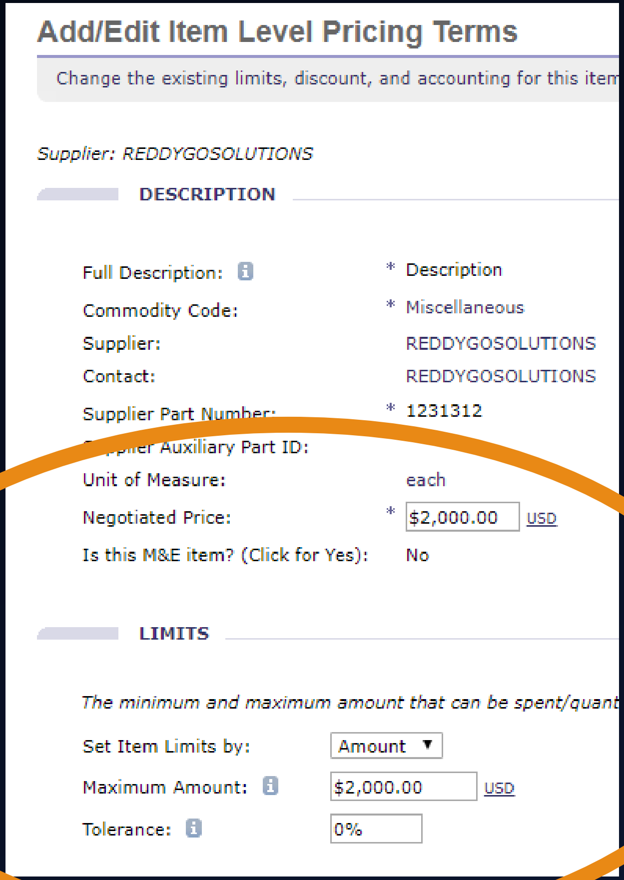
Example Situation: The funding for an order has to change to a new budget.



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.

Changing BPOs-What else to know

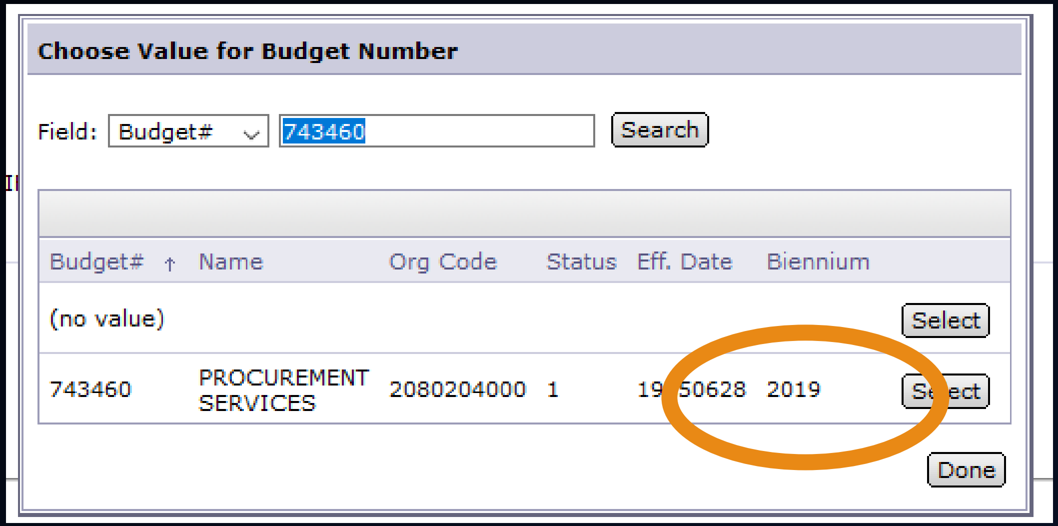
If you are an Edit Access user, you cannot edit a “change order” currently in process.

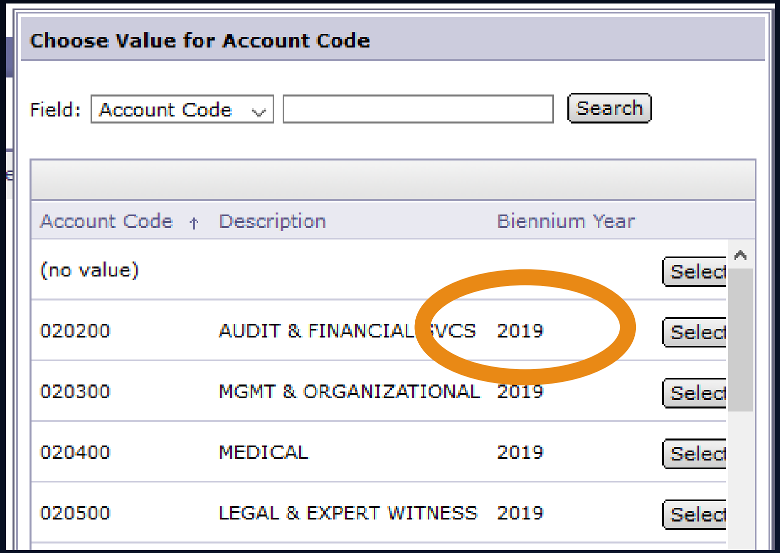
You cannot change account codes from taxable to non-taxable and vice versa.

You cannot delete existing line items, you can only add new line items.

After Biennium Note: Change Budget

When making order changes after biennium, remember to "Search for More" to get the newest version of the budget and account code. *i.e.: 2019*





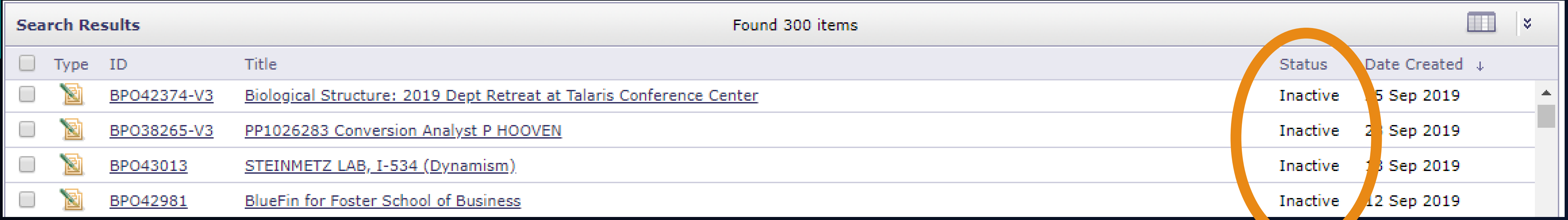
Demonstration

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



Search Results — Found 300 items

	Type	ID	Title	Status	Date Created
		BPO42374-V3	Biological Structure: 2019 Dept Retreat at Talaris Conference Center	Inactive	[illegible]5 Sep 2019
		BPO38265-V3	PP1026283 Conversion Analyst P HOOVEN	Inactive	2[illegible] Sep 2019
		BPO43013	STEINMETZ LAB, I-534 (Dynamism)	Inactive	1[illegible] Sep 2019
		BPO42981	BlueFin for Foster School of Business	Inactive	12 Sep 2019

✓ 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.*
- A Change was made 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

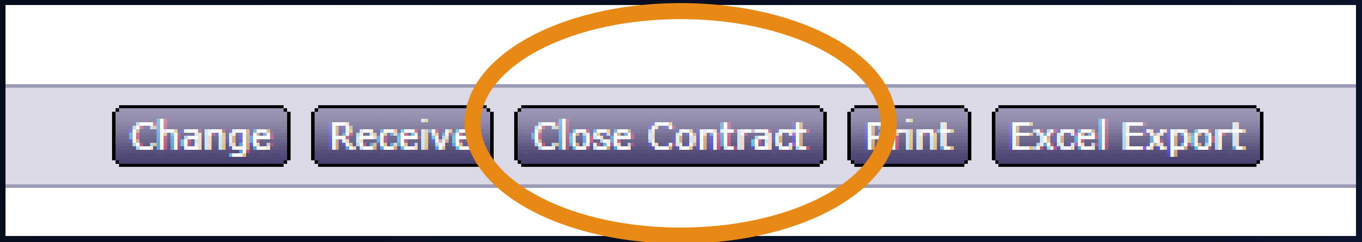
Inactive:

- 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

Closing an Order-What else to know

You cannot use the “Close Contract” button if the order dates have expired or if the order is out of money.

If the supplier has had a name change, you will need to close the order and start a new order.

If you use the “Close Contract” button to close the order, you can use the “Open Contract” button to reopen it.

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.

- Steps to take:
  - Click “Open Contract” first
  - Do a “Change” to the order 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?