

Changing and Closing a BPO

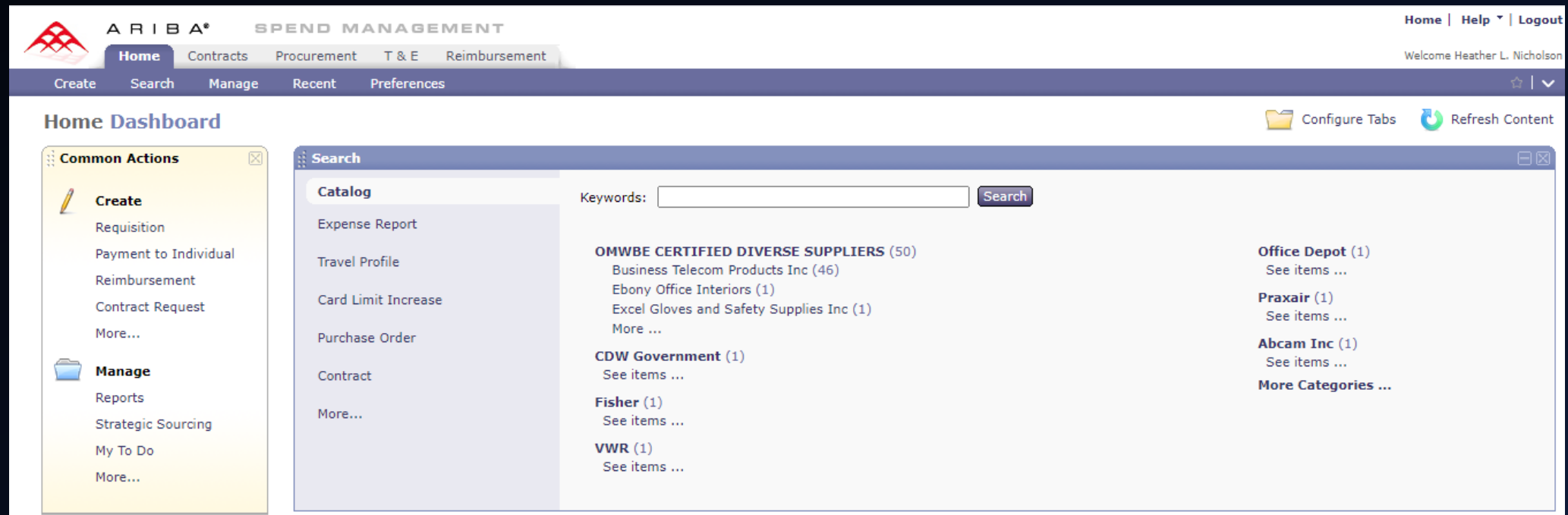
HEATHER NICHOLSON AND JOHN
WHITNEY AND SHARON HERSEY

Agenda

Things to Know About Changes and Closes

Changing Orders Demo

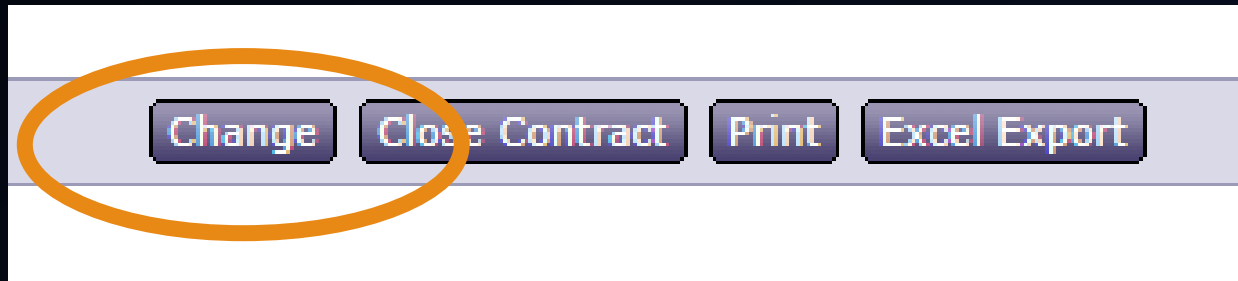
Closing Order Demo



The screenshot displays the ARIBA Spend Management Home Dashboard. The top navigation bar includes the ARIBA logo, the text "ARIBA* SPEND MANAGEMENT", and user options: "Home | Help | Logout". Below this, a secondary navigation bar shows "Welcome Heather L. Nicholson" and "Home | Help | Logout". The main dashboard area is titled "Home Dashboard" and features a "Common Actions" sidebar on the left with sections for "Create" (Requisition, Payment to Individual, Reimbursement, Contract Request, More...) and "Manage" (Reports, Strategic Sourcing, My To Do, More...). The central "Search" panel is active, showing a "Catalog" list with items like "Expense Report", "Travel Profile", "Card Limit Increase", "Purchase Order", "Contract", and "More...". To the right of the catalog is a search bar with the text "Keywords:" and a "Search" button. Below the search bar, a list of suppliers is displayed, including "OMWBE CERTIFIED DIVERSE SUPPLIERS (50)" with sub-items like "Business Telecom Products Inc (46)", "Ebony Office Interiors (1)", and "Excel Gloves and Safety Supplies Inc (1)", along with "CDW Government (1)", "Fisher (1)", and "VWR (1)". On the far right, a "More Categories ..." section lists "Office Depot (1)", "Praxair (1)", and "Abcam Inc (1)".

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.

Effective Date: ⓘ

Expiration Date: ⓘ

Final Invoice Date: ⓘ


Supplier: ⓘ


Supplier Location: ⓘ

Ship To: ⓘ

Deliver To: ⓘ

Is this item listed on the exception item list?

* Today 

Fri, 15 Nov, 2019 

Fri, 15 Nov, 2019

* REDDYGOSOLUTIONS

* REDDYGOSOLUTIONS

PURCHASING & ACCOU

1st fl/Robert Patton

Yes No

Nov 19						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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

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.

Contract CR9403-V2: Test Order for Heather

Specify which users are authorized to edit this contract request and create releases against the co

EDIT ACCESS

Users who are authorized to edit this contract. The requester automatically has edit access.

Editing Users: Debra A. Smith Adler [select]

Contract Menu:

- 1 Definitions
- 2 Limits
- 3 Pricing Terms
- 4 Milestones
- 5 Access Control**
- 6 Payment Terms
- 7 Appendixes
- 8 Summary

Scenario 3: Change Budget

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

ACCOUNTING

The account and department to be charged for orders that contain this item, and split

Account Code: 059900 (MISCELLANEOUS) ▼

Object SubObject: 0599

Sub SubObject: 00

Object SubObject: 0599

Sub SubObject: 00

Budget Number: 743460 (PROCUREMENT) ▼

Organization Code: 2080204000 (PROCUREMENT SERVICES) Bien:2019

Task:

Option:

Project:

Scenario 4: Adding Money to an Order

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

MAXIMUM LIMIT

Maximum Limit applies to the entire contract. Notifications are sent when the Amount Available is at or below:

Maximum Limit: [USD](#)

Tolerance:

Send notification when Amount Available is at or below:

Add/Edit Item Level Pricing Terms

Change the existing limits, discount, and accounting for this item.

Supplier: REDDYGOSOLUTIONS

DESCRIPTION

Full Description: * Description

Commodity Code: * Miscellaneous

Supplier: REDDYGOSOLUTIONS

Contact: REDDYGOSOLUTIONS

Supplier Part Number: * 1231312

Supplier Auxiliary Part ID:

Unit of Measure: each

Negotiated Price: [USD](#)

Is this M&E item? (Click for Yes): No

LIMITS

The minimum and maximum amount that can be spent/quantity

Set Item Limits by:

Maximum Amount: [USD](#)

Tolerance:

Scenario 5: Change Contact Name

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



The screenshot displays a form with several fields on the left and a dropdown menu on the right. The left side includes:

- Related Contract ID: [i](#)
- Contact: [i](#)
- Effective Date: [i](#)
- Expiration Date: [i](#)
- Final Invoice Date: [i](#)

The right side shows a dropdown menu with the following options:

- Robert E Patton (selected)
- * Wed, 18 Sep, 2019
- Fri, 15 Nov, 2019
- Fri, 15 Nov, 2019

An orange oval highlights the dropdown menu area.

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*

Choose Value for Budget Number

Field: Budget# Search

Budget# ↑	Name	Org Code	Status	Eff. Date	Biennium	
(no value)						Select
743460	PROCUREMENT SERVICES	2080204000	1	19/50628	2019	Select

Done

Choose Value for Account Code

Field: Account Code Search

Account Code ↑	Description	Biennium Year	
(no value)			Select
020200	AUDIT & FINANCIAL SVCS	2019	Select
020300	MGMT & ORGANIZATIONAL	2019	Select
020400	MEDICAL	2019	Select
020500	LEGAL & EXPERT WITNESS	2019	Select

Demonstration

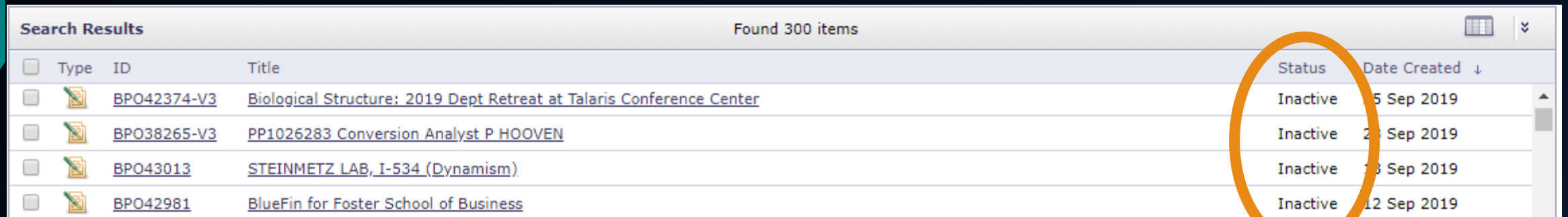


Closing an Order

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			
<input type="checkbox"/>	Type	ID	Title	Status	Date Created ↓
<input type="checkbox"/>		BPO42374-V3	Biological Structure: 2019 Dept Retreat at Talaris Conference Center	Inactive	5 Sep 2019
<input type="checkbox"/>		BPO38265-V3	PP1026283 Conversion Analyst P HOOVEN	Inactive	2 Sep 2019
<input type="checkbox"/>		BPO43013	STEINMETZ LAB, I-534 (Dynamism)	Inactive	3 Sep 2019
<input type="checkbox"/>		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

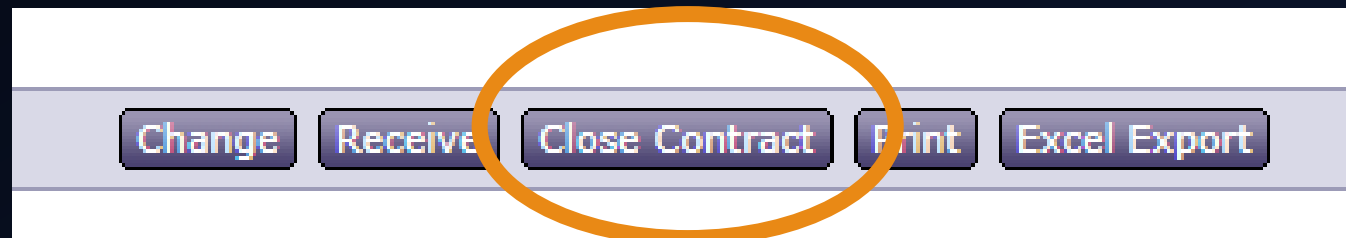
Inactive:

- 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



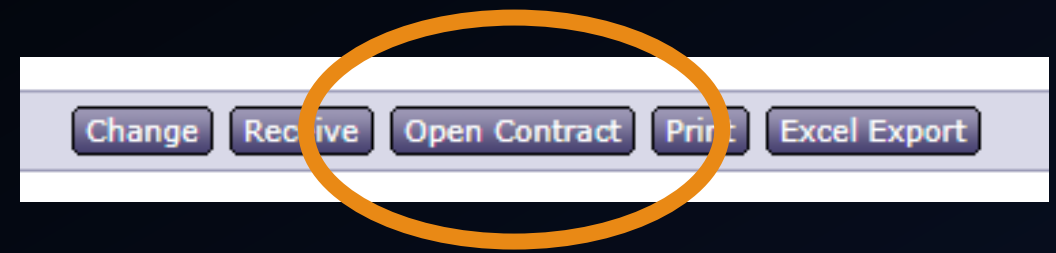
Closing an Order-What else to know

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?

