

Change Orders on Rolled Forward Purchase Orders

This Quick Reference Guide (QRG) is designed to inform end users what to consider when initiating a change order on a multi-year purchase order that has been rolled forward.

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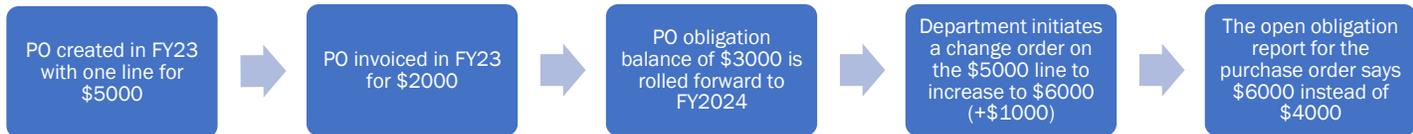
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Background

A known bug with Workday is that the full obligation of a purchase order that is rolled forward, even if partially liquidated, will open if a change order is initiated on that line after the purchase order is rolled forward. This affects the commitments and obligations reporting for cost centers and business units. Here is an illustration of how the system works



Recommended Solution

Do not initiate purchase orders on rolled forward lines to prevent this from happening.

Instead, add a new line to the PO for any additional funds required. This is the best way to add additional funds to the purchase order without incurring additional erroneous eVA fees. For instructions, go to the [“Adding a new line to a rolled forward Purchase Order”](#) section of this QRG. Please remember to properly communicate any material changes on purchase orders to the supplier to which the PO was issued.

Alternate Solutions – Not Recommended

If you must initiate a change order on a line that was rolled forward, you may initiate the change order and let the over-obligation remain until the purchase order is closed. This option **will affect your commitment and obligation reporting**.

You may also elect to create a net new purchase order. **This is not recommended** as it increases the potential for compliance risk and eVA overcharging fees. **We highly recommend reaching out to AskFinance@virginia.edu before proceeding with this course of action to ensure it is the only solution.**

Please remember to communicate openly with the supplier about any actions taken that may affect their ability to invoice accurately.

Option 1: Close the legacy purchase order and issue a new purchase order.

- Immediately close the rolled forward purchase order, releasing any unliquidated obligations
- Submit a requisition for a new PO that includes the open obligations from the old PO and any additional funds needed.
- Reference the old PO number in the memo section(s) on the purchase order

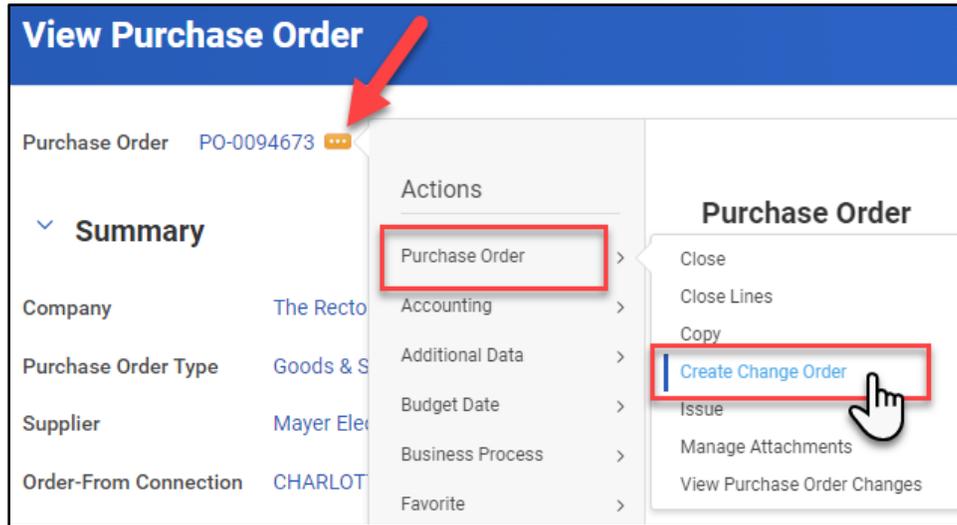
Option 2: Exhaust the legacy purchase order, close purchase order, issue a new purchase order.

- Keep the rolled forward purchase order open and ensure that it is invoiced to the greatest extent possible. Close that purchase order once exhausted.
- Submit a requisition for a new PO that includes all additional funds needed.
- Reference the old PO number in the memo section(s) on the purchase order

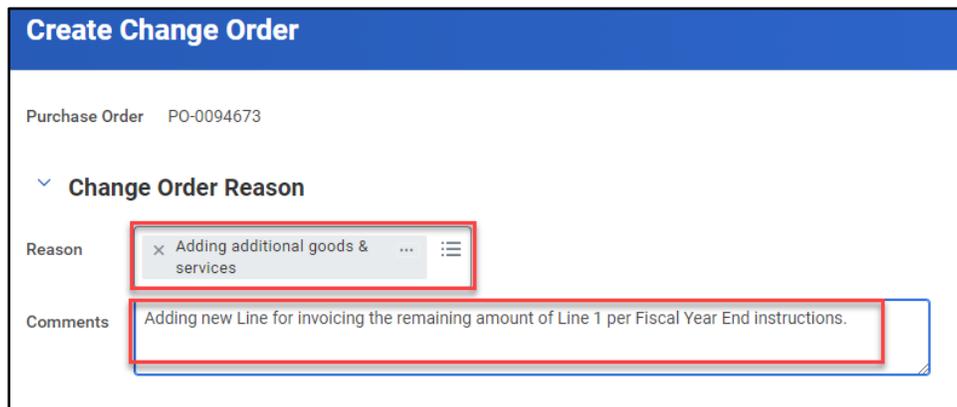
Adding a New Line to an Existing Purchase Order

Adding a new line to a rolled forward Purchase Order

1. After searching for your PO#, click on the Related Actions button, and under 'Purchase Order', click on 'Create Change Order'.

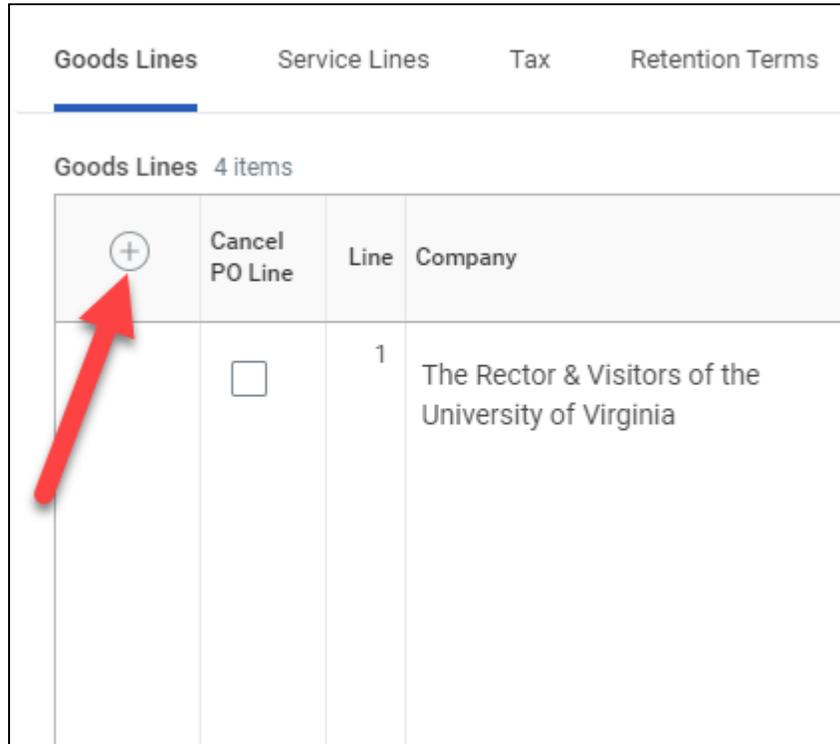


2. To begin your Change Order, select a Reason code from the list, and type in a detailed description of the reason for adding a new line in the Comment section.



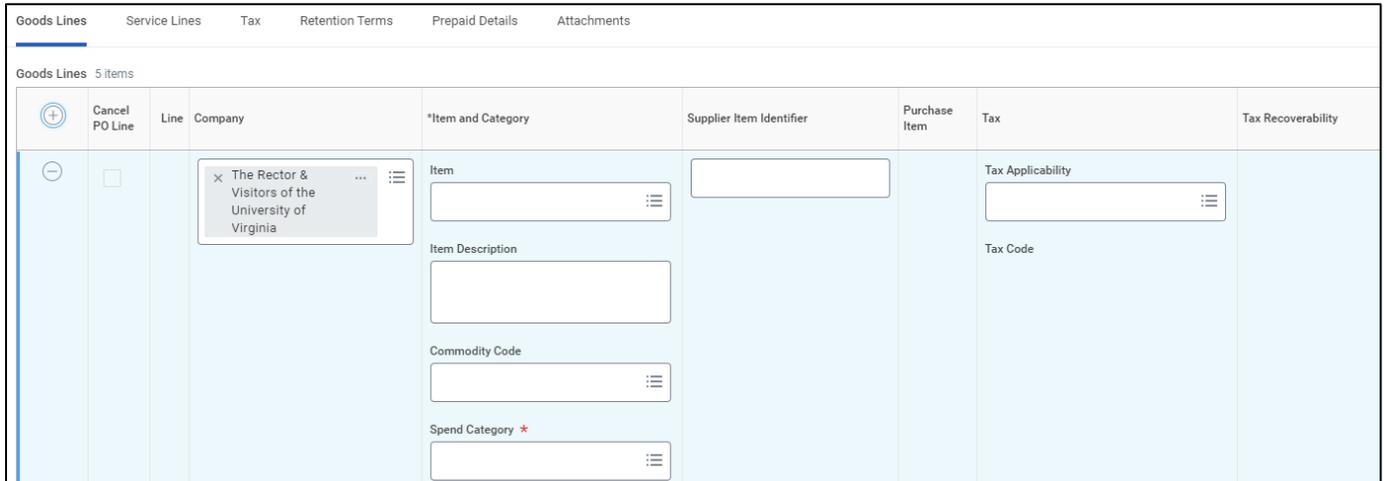
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3. Scroll down to the Lines section of the PO and click on the Add Line button (+).



The screenshot shows the 'Goods Lines' tab selected. Below the tab, there is a header 'Goods Lines 4 items'. A table with the following columns is visible: 'Cancel PO Line', 'Line', and 'Company'. The first row has a checkbox in the 'Cancel PO Line' column, the number '1' in the 'Line' column, and 'The Rector & Visitors of the University of Virginia' in the 'Company' column. A red arrow points to a '+' icon in a circle located in the first column of the table.

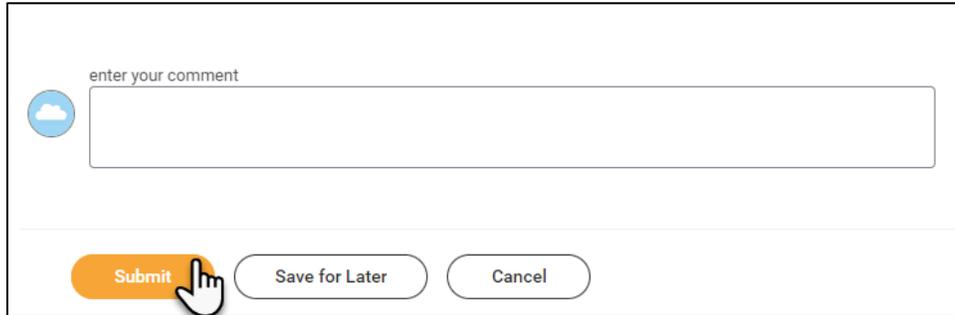
4. This will create a new blank line. Input all the necessary information, mimicking the original line that you are replacing.



The screenshot shows the 'Goods Lines' tab selected. Below the tab, there is a header 'Goods Lines 5 items'. A table with the following columns is visible: 'Cancel PO Line', 'Line', 'Company', '*Item and Category', 'Supplier Item Identifier', 'Purchase Item', 'Tax', and 'Tax Recoverability'. The first row has a minus sign in the 'Cancel PO Line' column, a checkbox in the 'Line' column, a dropdown menu in the 'Company' column (showing 'The Rector & Visitors of the University of Virginia'), and empty input fields for '*Item and Category', 'Supplier Item Identifier', 'Purchase Item', 'Tax', and 'Tax Recoverability'. The dropdown menu is open, showing the selected company name.

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- When finished, enter any necessary comments in the bottom Comment field, and then click 'Submit' to complete the Change Order.



The screenshot shows a user interface for entering a comment. At the top left, there is a blue circular icon containing a white cloud. To its right, the text "enter your comment" is displayed above a large, empty rectangular text input field. Below the input field, there is a horizontal bar containing three buttons: an orange "Submit" button with a white hand cursor pointing to it, a white "Save for Later" button with a grey border, and a white "Cancel" button with a grey border.

You have successfully completed this task.