

# Purchase Order Alterations

r Oct 2001

**Purpose:** To establish a procedure for the online update, through the GLS, of alterations to purchase orders.

**General:** GLS now provides a facility to perform the following alterations to purchase orders:

1. Add or cancel items on purchase orders
2. Cancel the balance of a purchase order
3. Add or change an account number or object code on a purchase order with money encumbered.
4. Add or remove accounts on standing, blanket and maintenance orders with no money encumbered
5. Increase or decrease balance on standing, blanket or maintenance orders

Purchase order changes that do not affect accounting entries are handled as follows:

1. Name Change: when a vendor name change is requested on an existing purchase order, send a memo to Purchasing requesting the name change and attach third party documentation to support the request in the form of either (1) a request from the vendor on their letterhead or (2) a copy of the vendor invoice reflecting the name change.
2. Extension of purchase orders for standing, blanket or maintenance orders awarded by sealed bids will be handled by Purchasing.

**Procedure:** Separate journal entries must be prepared for each purchase order.

1. Logon to the GLS and enter a "V" in the action field, "ONS" in the code field, "PO" in the enc type field and purchase order number in the enc nbr field and depress the enter key to view the balance of the encumbrance.
2. Depress the PF9 key to print the screen to attach to your journal voucher.
3. Initiate an accounting entry ("A" in Action and "IAE" in Code) to enter the information displayed on the screen below:  
 Entry Type = PO                      Entry Desc = Vendor name  
 Contact Name and Contact Phone Number = departmental contact person and phone number  
 Comments = a detailed explanation must be entered, including a description of all items to be added or deleted from the original purchase order. If the four lines of comments available on the screen are insufficient to explain all changes, you may continue your explanation on an attached sheet. DO NOT enter "see attached" in this field.

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          GLSIAE                INITIATE ACCOUNTING ENTRY                09/05/01 15:49:19
REQUIRED DATA
ACTION: A  CODE: IAE

SELECT ONE: BA - BUDGET ADJUSTMENT                EO - ENCUMBRANCE ORDER ENTRY
            BT - BANK TRANSFERS                    GE - GRANT ESTABLISHMENT
            CJ - COMPOUND JOURNAL VOUCHER          IT - INTERNAL TRANSACTION
            CS - CASH JOURNAL VOUCHER              PC - PETTY CASH REIMBURSEMENT
            DJ - DEPARTMENTAL JOURNAL VOUCHER      PO - PURCHASE ORDER ALTERATIONS
            DT - DEPARTMENTAL TRANSMITTAL          SJ - SIMPLE JOURNAL VOUCHER
            EI - ENCUMBER INTERNAL TRANSACTION

ENTRY TYPE   : po  FORM #       :                IF DT, ACCT RECEIVABLE?   (Y, N)
ENTRY DESC   : abc company po alteration?????????
COMMENTS     : alter encumbrance, abc company, to split accounting

SRCE DOC TYPE/#:                DEPT REF #   :
CONTACT NAME  : joe business
CONTACT PHONE : 578 - 0000                AREA CODE  : (    )
ENTRY TOTAL   :
EFFECTIVE DATE :                7/1 REVERSAL:
    1=HELP          2=CODEMENU  3=          4=VAEI      5=          6=FORMMENU
    7=              8=          9=          10=GLSMENU 11=SYSMENU 12=LOGOFF
    
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4. Depress the enter key to enter the accounting information on the P O Alteration Entry screen displayed below:
  - a. Enter account number, transaction type ("E"), object code and amount. The account number must be valid on the

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                GLSPOE                P O ALTERATION ENTRY                09/05/01
15: 53: 32
ADD SUCCESSFUL                PLEASE ENTER DATA

ACTION: A (A/ADD, C/CHANGE, V/VIEW) CODE POE  OVERRIDE ERRORS:

ENTRY#: 00020288    FY: 02    TOTAL LINES: 000    ENTRY TOTAL:

LINE ACCT      TT OBJECT  PROJ   DEBIT AMOUNT   CREDIT AMOUNT   VENDOR
001  184350500  e  4100                50.
002  184350500  e  4250                50.
003
004
005

                CALCULATED TOTALS:
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                ITEM DESCRIPTION                SRCE DOC TYPE/#  ENC TYPE/# LIQ
PFX
001 ABC COMPANY PO ALTERATION                po 111111
002 "                Po 111111
003
004
005

1=HELP      2=GLS CODE  3=ENDENTRY  4=VAEI      5=AIAE      6=1STPAGE
7=PREVPAGE  8=NEXTPAGE  9=HEADER   10=GLSMENU 11=SYSTEMU 12=LOGOFF
    
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COA for the current fiscal year and the object code must be valid for the account.

- % Enter a Debit Amount (1) to increase an amount already encumbered, (2) to add an account number/object code to the P.O.
- % Enter a Credit Amount (2) to decrease an amount already encumbered, (2) to transfer an amount from an account number/object code on the existing encumbrance to an account number/object code being added to the P.O., (3) to cancel the balance of the encumbrance amount.

- b. Tab down to the lower half of the screen and enter:

Item Description - defaults from information entered on header screen

Enc Type/Nbr - enter "PO" in the Enc type field and the PO # in the Enc Nbr field

- c. Depress the enter key
- d. Depress the PF3 key to end entry and put the entry in pending status
- e. Depress the PF9 key to print the entry, sign in the approval space, attach applicable documentation and route to Purchasing for approval and release

Entries in Pending Status will show up on GLS as a tentative transaction only on the Expenditure Detail Ledger as displayed below. After the entry has been approved by Purchasing, the GLS will be automatically updated and the encumbrance change will be reflected on the Outstanding Encumbrance Number Summary (ONS) and on the Outstanding Encumbrance Summary Ledger (OSL).

GLSEDL		EXPENDITURE DETAIL LEDGER			09/05/01 16:23:59	
END OF DATA						
ACTION: V CODE: EDL ACCT: 184350500				OBJ:	DATE:	
(V/VIEW ONLY)		MONTH TO DATE ACTIVITY AS OF 09/05/2001				
S	ORDER/DESC	VT PROJ	OBJ	BUDGET	ENCUMBRANCE	EXPENDITURE
	** TENTATIVE **		4100			
	2002 40320 AP		4100		15.96	
	SUBTOTAL		4100			15.96
	** TENTATIVE **		4100			
	P0110044 PA		4250		10.00	
	SUBTOTAL		4250		10.00	
	** TOTAL **				10.00	15.96
	1=HELP	2=	3=ACCTINQ	4=	5=PROJINQ	6=
	7=PREVPAGE	8=NEXTPAGE	9=PRINT	10=GLSMENU	11=SYSTEMENU	12=LOGOFF