



KFS PURCHASE ORDER AND PURCHASE AGREEMENTS PROCESSING AMENDMENTS

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Today's Agenda

1. What is an Amendment?
2. Where is the Amendment Document Located?
3. When is an Amendment REQUIRED?
4. When is an Amendment NOT REQUIRED?
5. Why aren't I able to process an Amendment?
6. Amendment Notes are Important!
7. Routing
8. Best Practices
9. Additional Help Resources



WHAT is an Amendment?

- An **Amendment** is a change order document issued against a previously-created **Purchase Order (PO)** or **Purchase Agreement (PA)** document (or in some cases against a previously-created **PO Amendment** or **PA Amendment**)
- Changes frequently seen on **Amendment** documents include:
 - **Account Changes (Removal/Addition)**
 - **Quantity Increases**
 - **Addition of New Item Lines**
- An **Amendment** allows a KFS user to change most of the information on the previous version of the PO and PA document



WHERE is the Amendment Document Located?

- There isn't a document named "**Amendment**" on the **KFS Main Menu**
- From the **Document Search** screen in KFS or the **Lookups** section for the **Purchasing/Accounts Payable** section on the **Main Menu**, locate the **Purchase Order (PO)** or **Purchase Agreement (PA)** that you wish to amend
- There will be an **AMEND** button at the bottom of any OPEN PO or PA Documents
- Any KFS user can process an **Amendment** (not limited to the initiator of the PO or PA or approvers on those documents)



When is an Amendment **REQUIRED** against a PO?

- **Difference is more than \$100 GREATER between PO and Invoice** (an **Amendment** does not need to be processed if the difference is **LESS** than the PO amount)
- **Additional quantities** of an item line have been requested/received (not required if quantities are **LESS**)
- **New items** are being added to a **Purchase Order** (e.g., adding a printer to a **Purchase Order** for a computer server)
- **Changing Item Type** on PO from **Qty** to **Non-Qty** or vice-versa (create new line with the changed **Item Type** and inactivate the original line)



Items hide

Add Item ?

Item Line #	* Item Type	Quantity	UOM:	Catalog #	* Commodity Code
	Qty				

Equipment used in CA for research is more than 50% of the time for the next year?:

Animal Protocol #:

Dept Fld #1:

WHEN is an Amendment REQUIRED against a PA?

- You wish to extend the period that the **Purchase Agreement** can be used (extending **End Date**)

* Begin Date: <input type="text" value="02/01/2013"/>	* End Date: <input type="text" value="01/31/2016"/>
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- You want to change the amount allowed on an **Automatic Purchase Order (APO)** processed against the **Purchase Agreement** without routing to **Contracting Services**
 - If the **APO Limit** is \$4,999, and you want **Purchase Agreements** up to \$10,000 to bypass Contracting Services (become an APO), you will need to process an **Amendment** to increase the **APO Limit** to \$10,000

Not to Exceed Amount: <input type="text" value="50,000.00"/>	APO Limit: <input type="text" value="10,000.00"/>
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- The amount paid against the **Purchase Agreement** has been exhausted, and you wish to continue orders/payments against it
 - The **Not to Exceed Amount** field will need to be updated with the new desired amount

Not to Exceed Amount: <input type="text" value="50,000.00"/>	APO Limit: <input type="text" value="10,000.00"/>
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WHEN is an Amendment REQUIRED against a PA?

- New **Commodity Codes** or **Organization Codes** should be added to the agreement to allow additional commodities to be purchased/additional organizations (departments) to use the **Purchase Agreement**

Agreement Details ▼ hide

Agreement Details			
Commodity Code	Line Desc	Line Amount	Actions
<input type="text" value=""/> 🔍	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="add"/>
72101505 Locksmith services	AMENDMENT #1 - EXTEND	<input type="text" value=""/>	<input type="button" value="delete"/>

Organization Code Restriction ▼ hide

Organization Code Restriction		
* Chart	* Organization	Actions
<input type="text" value=""/> 🔍	<input type="text" value=""/> 🔍	<input type="button" value="add"/>
L - UCDAVIS SYSTEMWIDE PROGRAMS	KREC KEARNEY RESEARCH & EXTENSION CENTER	<input type="button" value="delete"/>

When is an Amendment NOT Required against a PO?

- **Changing account.** You can change the account(s) directly on the **Payment Request** document, *as long as you are not changing to a Federally-funded account.* If changing to a Federally-funded account, you will need to process an **Amendment** first before processing the **Payment Request** document.
- **Cost difference is less than \$100 greater between PO and Invoice.** In that case, the payment adjustment can be made right on the **Payment Request** document.



WHEN is an Amendment NOT Required against a PO?

- **Changing Sales Tax to Use Tax Calculation and Vice-Versa.** There is an indicator on the **Payment Request** document that allows you to change the **type** of tax (**Sales** or **Use**) that calculates on the **Payment Request** document.

Payment Request Detail	
Receiving Required:	No
Use Tax:	Yes <input type="button" value="change to sales tax"/>
Account Distribution Method:	Proportional
Will any work be performed in the US?:	<input checked="" type="radio"/> N/A <input type="radio"/> Yes <input type="radio"/> No
Will any work be performed in California?:	<input checked="" type="radio"/> N/A <input type="radio"/> Yes <input type="radio"/> No

WHEN is an Amendment NOT Required against a PO?

- **Voiding or Closing Order.** You can void or close an order by clicking on the **Void Order** or **Close** button at the bottom of the **Purchase Order** document. *NOTE: POs automatically close after all items have been paid against or full dollar amount spent*
- The **Void Order** button will appear if no payments have been received against PO:



- The **Close** button appears if any payments have been made against PO:



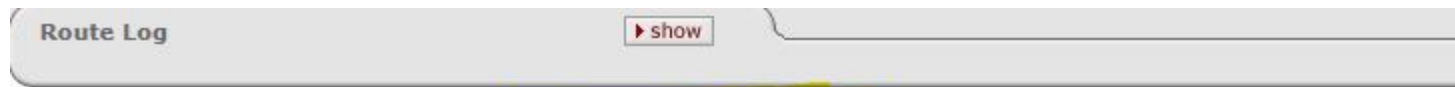
WHEN is an Amendment NOT Required against a PA?

- **Changing the Account(s) specified on the Purchase Agreement.** The account(s) are only used on the **Purchase Agreement (PA)** for routing purposes; no encumbrances are created.
- If you wish to use a different account, you can enter the desired account on the **Purchase Order** issued against the **Purchase Agreement** document OR enter the desired account on the **Payment Request** document (keeping in mind the restrictions previously mentioned)



Why Aren't I Able to Process an Amendment?

- **Purchase Order or Purchase Agreement is Closed**
- Click on the **Open Order (PO)** or **Reopen Agreement (PA)** button at bottom of document; once PO or PA is reopened, you can then process an **Amendment**



Why Aren't I Able to Process an Amendment?

- KFS will generate an error message and will not allow an **Amendment** to be processed when:
 - Another **Amendment** against that PO or PA is enroute
 - Another **Amendment** against that PO or PA is in SAVED status
 - **Payment Request** against that PO or PA is currently enroute
 - Once the enroute or saved document is either fully approved, disapproved, or canceled, the **Amendment** can then be processed

Amendment Notes are IMPORTANT!

- When clicking on the **Amend** button, a question prompt will ask **why** you are amending the order
- The information in this field will automatically append to the **Notes and Attachments** section of your **Amendment** document
- The note should clearly indicate **WHAT** you are changing (e.g. adding an additional printer, changing account, etc.)
- This information is helpful for the document approvers/reviewers to ensure that what you indicate you wanted to do is what you've actually done

Are you sure you want to **Amend** this Purchase Order?

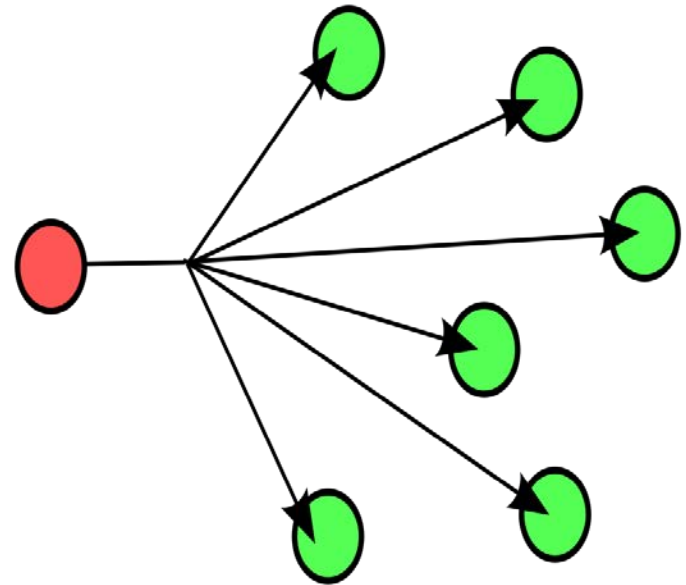
* Please enter the reason below:

yes

no

Amendment Routing

- The **Amendment** will go through the same routing as the original PO or PA, with some exceptions:
 - Additional lines with new commodity code(s) added
 - Additional accounts with different approvers from the original one(s) added
 - Original PO was under the **APO Limit** and the **Amendment** exceeds the **APO Limit**
- **Amendments** changing **ONLY** accounting line information will **ONLY** route to the **Fiscal Officer/Delegate (and any applicable organization review routing)** for approval and will **not** route to Contracting Services.



Amendment Best Practices

- **Timing!** If processing an **Amendment** against a **Purchase Order**, the **Amendment** should be processed and fully approved **BEFORE** the **Payment Request** is processed, in order to ensure that the data on the **Payment Request** document is accurate
- **Use the Inactivate button in the Items section of the PO sparingly!** The **Inactivate** button should **ONLY** be used if the specific item has **NOT** already been paid against **AND** is **NOT** going to be received on a future invoice.
 - If a payment (**Payment Request**) has already been made against a specific line item, do **NOT** click the **Inactivate** button or it can cause encumbrance issues with the applicable PO and is **NOT** recommended



Assigned To Trade In	Equipment	Actions	Amount Paid
<input type="checkbox"/>	None	Inactivate	21,600.0

Stay Informed!

- Visit the **Amendment** Informational Page at:
<http://afs.ucdavis.edu/systems/kuali/document-help/pur/amendment-doc.html>
- Sign up for the FIS user list at
<http://afs.ucdavis.edu/resources/email-subscribe-form.html>





Thank You for Your Time!

